# **ASN Submission**

The following document provides step-by-step instructions on how to upload an Advanced Shipping Notice on our site. This will ensure that Material Bank processes your shipment according to our Receiving Guidelines.

**Step 1:** Clear your browsing history and cache (Chrome or FireFox is recommended). **Step 2:** Sign up or Log into materialbank.com, click on your account drop down menu and then click on Brand Resources.



Step 3: Click the "Get Started" button under Advanced Shipping Notice.



## Step 4: Fill out all mandatory fields on the right.

Do	cuments	Please submit a new shipping notice by filling out the form below. NOTE, we can't accept sample shipments from USPS.	
+	<b>Receiving Guidelines</b> Requirements for shipping to our Hub to ensure your items are received timely and efficiently without unnecessary charges.	Alyson Rodriguez arodriguez@materialbank.com	
$\underline{\downarrow}$	ASN Submission Procedure on how to upload your ASNs.	MaterialBank	
$\downarrow$	ASN FAQs Frequently asked questions on how to upload an ASN.	Estimated Arrival Date(optional) Are Samples Barcoded?	
$\downarrow$	Packing List Template Submit your ASNs by filling out this template.	Carrier	
<u> </u>	Barcode Guide Learn about adding barcodes to your labels for expedited receiving and put away.	Distribution Channel	
My	Advanced Shipping Notices	Click to Upload	
e deta	ails of all packing lists previously submitted by your brand. U <mark>pload History</mark>	Drag files here.	
		0 b 0% Submit	

### **Step 5:** Download the packing list template.

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



#### **Documents**

Please submit a new shipping notice by filling out the form below.

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 $\underline{\downarrow}$ **Receiving Guidelines** Alyson Rodriguez Requirements for shipping to our Hub to ensure your items are received timely and efficiently without unnecessary charges. arodriguez@materialbank.com  $\underline{\downarrow}$ **ASN Submission** MaterialBank Procedure on how to upload your ASNs. Estimated Arrival Date(optional) ASN FAQs  $\underline{\downarrow}$ Frequently asked questions on how to upload an ASN. Are Samples Barcoded?  $\downarrow$ Packing List Template <u>.</u> Carrier Submit your ASNs by filling out this template. 、. Distribution Channel  $\underline{\downarrow}$ **Barcode Guide** Learn about adding barcodes to your labels for expedited receiving Tracking Number\* and put away. **My Advanced Shipping Notices** Click to Upload Filename Status Size See details of all packing lists previously submitted by your brand. Drag files here. View Upload History 0 b 0%

**Step 6:** Fill out the packing list template as shown below and save as a CSV to your desktop.

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1	SKU	QTYORIGINAL	ORDERID							
2	123456	10	1z1235464987							
3										
4										

- 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.

Documents	Please submit a new shipping notice by filling out the form below.			
	NOTE, we can't accept sample shipments from USPS.			
Receiving Guidelines  Receiving Guidelines	Alyson Rodriguez			
received timely and efficiently without unnecessary charges.	arodriguez@materialbank.com			
ASN Submission Procedure on how to upload your ASNs.	MaterialBank			
✓ ASN FAQs Erequently asked questions on how to unload an ASN	Estimated Arrival Date(optional)			
Prequency asked questions on now to upload an ASN.	Are Samples Barcoded?			
Submit your ASNs by filling out this template.	Carrier			
Barcode Guide Learn about adding barcodes to your labels for expedited receiving and wit ower	Distribution Channel			
My Advanced Shipping Notices	Click to Upload			
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e details of all packing lists previously submitted by your brand.				
View Upload History	Drag files here.			
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	Submit			

### **Step 7:** Click on the "click to upload" button.



**Step 8:** Upload your packing list filled out in step 6 using the approved Material Bank template.

Documents		NOTE, we can't a	ccept sample shipments fi	om USPS.			
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Locations Box Tags Red My Advanced Sh ee details of all packing lists previo	Options ipping Notices usly submitted by your brand.	Click	to Upload	Drag files here.	Cancel	Ope	n
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**Step 9:** Click on submit. Once you click submit, the status % for your file will go from 0 to 100 Once submission is complete, you will receive a confirmation notification.

Documents	Please submit a new shipping notice by filling out the form below. NOTE, we can't accept sample shipments from USPS.
Receiving Guidelines Requirements for shipping to our Hub to ensure your items are received timely and efficiently without unnecessary charges.	Alyson Rodriguez arodriguez@materialbank.com
ASN Submission Procedure on how to upload your ASNs.	MaterialBank
ASN FAQs Frequently asked questions on how to upload an ASN.	2024-06-17 Yes
Packing List Template Submit your ASNs by filling out this template.	UPS
2 Barcode Guide Learn about adding barcodes to your labels for expedited receiving and put away.	Material Bank ~
My Advanced Shipping Notices	Click to Upload
e details of all packing lists previously submitted by your brand. Iew Upload History	Filename     Size     Status       Material-Bank-Packing-List-Templat     71 b     0%
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Submit

Documents	Please submit a new shipping notice by filling out the form below.			
	NOTE, we can't accept sample shipments from USPS.			
✓ Receiving Guidelines Requirements for shipping to our Hub to ensure your items are	Tawny Gorbutt			
ASN Upload Status				
hank you for submitting your ASN. If we have any questions, we will react	n out.			
Packing List Template     Submit your ASNs by filling out this template.				
Barcode Guide     Learn about adding barcodes to your labels for expedited receiving     and put away.	Material Bank			
My Advanced Shipping Notices	Filename         Size         Status           Material-Bank-Facking-List-Templet79 b         200%         2			
See details of all packing lists previously submitted by your brand.				
View Upload History	Uploaded 1/1 files 79 b 100%			

Questions? Contact <a href="mailto:brandservices@materialbank.com">brandservices@materialbank.com</a>