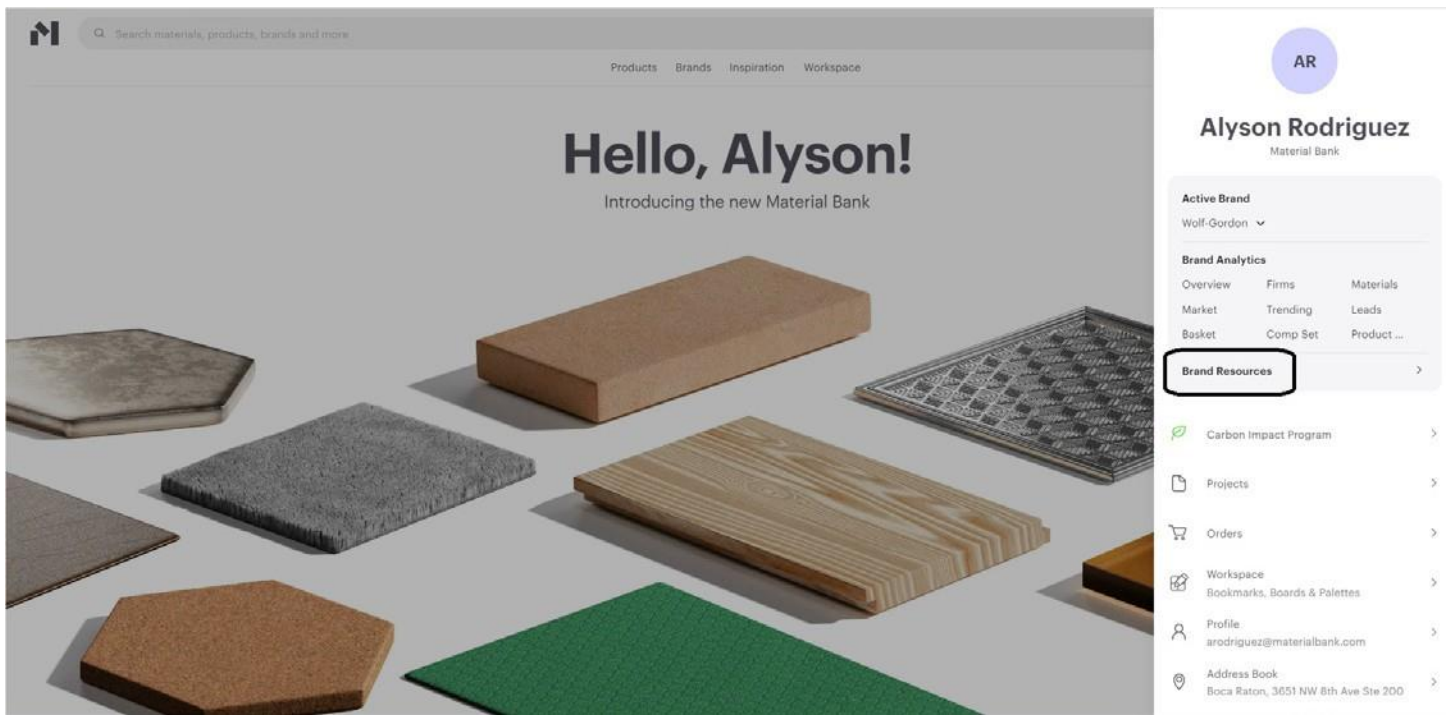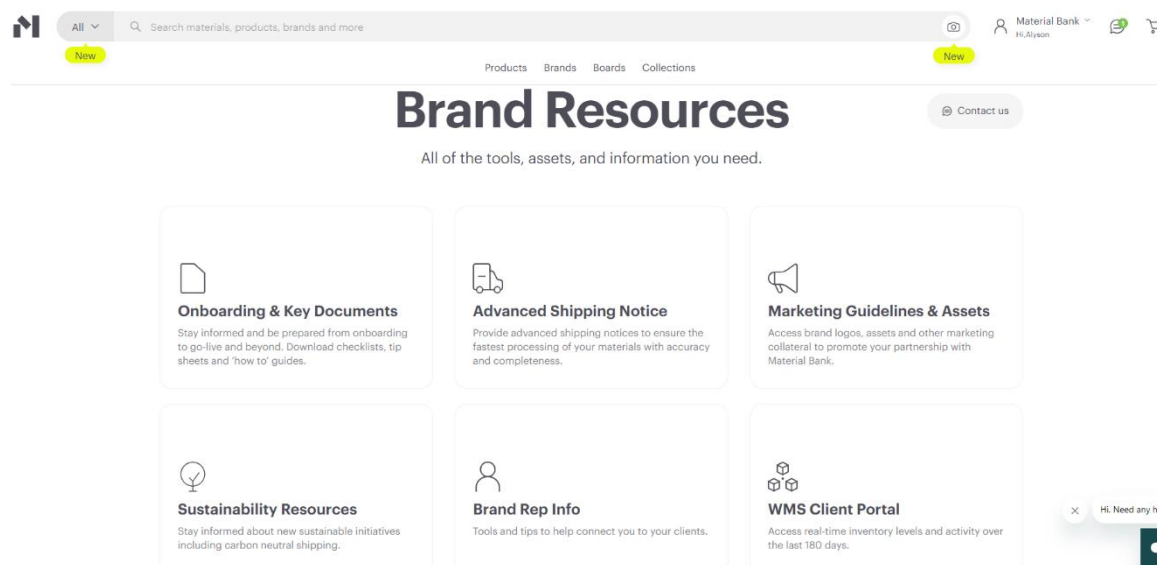# ASN Submission

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.

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.

↓ **ASN Submission**

Procedure on how to upload your ASNs.

↓ **ASN FAQs**

Frequently asked questions on how to upload an ASN.

↓ **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.

My Advanced Shipping Notices

See details of all packing lists previously submitted by your brand.

View Upload History

| Alyson Rodriguez |
| arodriguez@materialbank.com |
| MaterialBank |
| Estimated Arrival Date(optional) |
| Are Samples Barcoded? |
| Carrier |
| Distribution Channel |
| Tracking Number* |

Click to Upload

Filename	Size	Status

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

↓ **Receiving Guidelines**
Requirements for shipping to our Hub to ensure your items are received timely and efficiently without unnecessary charges.

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My Advanced Shipping Notices

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[View Upload History]

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

NOTE, we can't accept sample shipments from USPS.

| Alyson Rodriguez |
| arodriguez@materialbank.com |
| MaterialBank |
| Estimated Arrival Date(optional) |
| Are Samples Barcoded? |
| Carrier |
| Distribution Channel |
| Tracking Number* |

[Click to Upload]

Filename	Size	Status
Drag files here.		
	0 b	0%

[Submit]

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.

Documents

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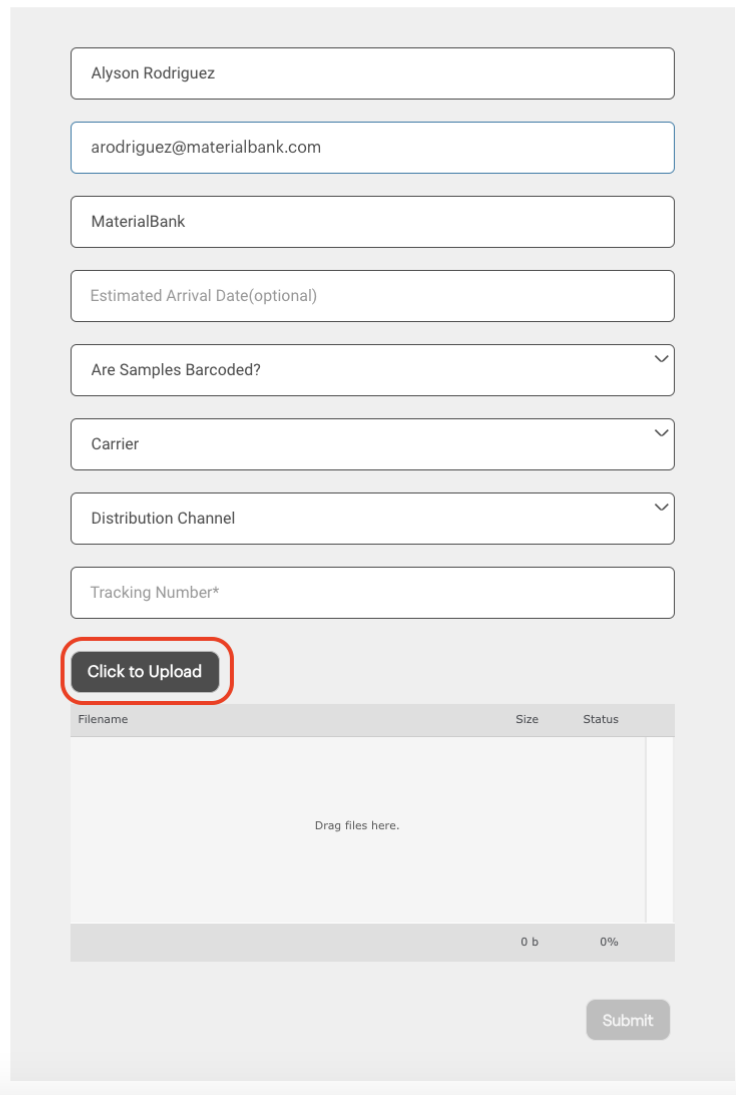
My Advanced Shipping Notices

See details of all packing lists previously submitted by your brand.

View Upload History

Alyson Rodriguez

arodriguez@materialbank.com

MaterialBank

Estimated Arrival Date(optional)

Are Samples Barcoded? ⌄

Carrier ⌄

Distribution Channel ⌄

Tracking Number*

Click to Upload

Filename	Size	Status

Drag files here.

| | 0 b | 0% |

Submit

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

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

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My Advanced Shipping Notices

See details of all packing lists previously submitted by your brand.

[View Upload History]

| Alyson Rodriguez |
| arodriguez@materialbank.com |
| MaterialBank |
| 2024-06-17 |
| Yes |
| UPS |
| Material Bank |
| 1z1235464987 |

[Click to Upload]

Filename	Size	Status
Material-Bank-Packing-List-Templat...	71 b	0% ⊖
	71 b	0%

[Submit]

Documents

↓ **Receiving Guidelines**
Requirements for shipping to our Hub to ensure your items are

↓ **Packing List Template**
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My Advanced Shipping Notices

See details of all packing lists previously submitted by your brand.

[View Upload History]

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

NOTE, we can't accept sample shipments from USPS.

Tawny Gorbutt

Yes

UPS

Material Bank

1z1235464987

Filename	Size	Status
Material-Bank-Packing-List-Templat...	79 b	100% ✓

| Uploaded 1/1 files | 79 b | 100% |

[Submit]

ASN Upload Status   ✕

Thank you for submitting your ASN. If we have any questions, we will reach out.

Questions? Contact brandservices@materialbank.com