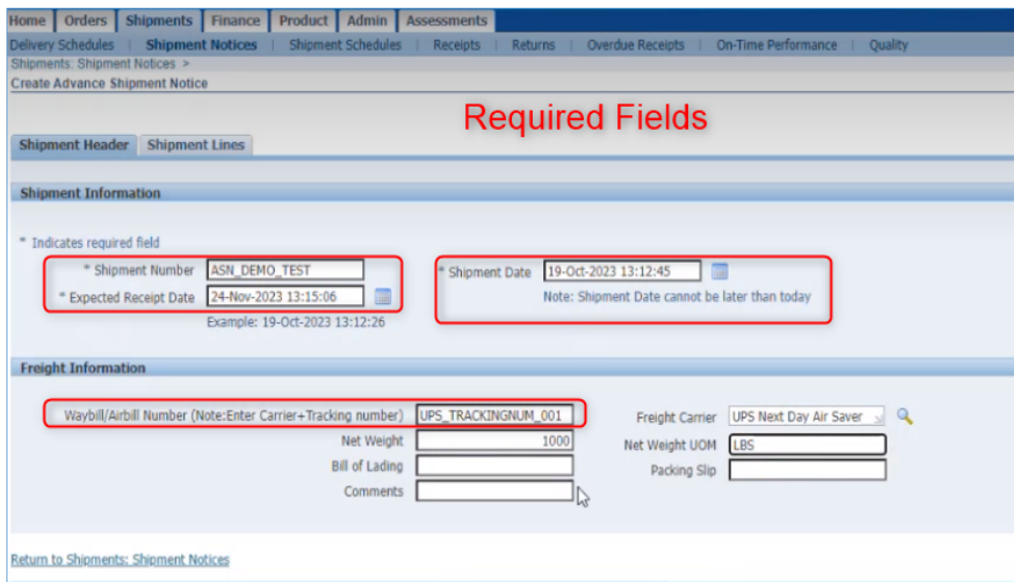# ASN Supplemental Instructions

1. **ASN Best Practices**
   - The Shipment Number must be unique.
     - You can never use the same Shipment Number. This will cause receiving errors.
   - Can you edit an ASN after it has been submitted?
     - No, the ASN must be canceled and New ASN created if information needs to be updated.
   - If the supplier cancels a shipment, they cannot reuse the same shipment number.
     - The Supplier can add unique characters to the shipment number. If a canceled shipment number is "1234567", the supplier could create a new ASN as 1234567_01.
   - If the supplier cancels an ASN, they must wait 5 minutes to be able to reselect the same PO line for a new ASN.

2. **General Suggestions for Populating ASN Shipment Header Fields**
   - Required fields highlighted in Red

3. **AFL Routed Freight – Required Fields**
   - Uber Freight/Transplace (LTL/TL – North America) (Collect/TP terms)
     - Shipment number (to be provided by Uber Freight a.k.a ME #)
     - Shipment date (ship date on BOL)
     - Expected receipt date (delivery date based on published transit time matrix)
     - Add Waybill/Airbill Number (Note: Enter Carrier + Tracking number) – If Tracking not available at the time of the ASN, enter: "Tracking Unavailable"

- Noatum (Ocean/Air) (E&F INCOTERMS)
    - Shipment number (MIQ Reference- starts with S)
    - Shipment date (ship date on BL)
    - Expected receipt date (delivery date based on published transit time matrix)
    - Add Waybill/Airbill Number (Note: Enter Carrier + Tracking number) – If Tracking not available at the time of the ASN, enter: "Tracking Unavailable"
- UPS (Parcel) (Collect/TP terms- DOM) (E&F INCOTERMS – INTL)
    - Shipment number (parcel tracking #)
    - Shipment date (ship date on BL)
    - Expected receipt date (delivery date based on published transit time matrix)
    - Add Waybill/Airbill Number (Note: Enter Carrier + Tracking number) – If Tracking not available at the time of the ASN, enter: "Tracking Unavailable"

4. **Non-AFL Routed Freight – Required Fields**
    - PP/PP&A TERMS (DOMESTIC)
        - Shipment number (packing slip/commercial invoice #)
        - Shipment date (ship date on BL)
        - Expected receipt date
        - Add Waybill/Airbill Number (Note: Enter Carrier + Tracking number) – If Tracking not available at the time of the ASN, enter: "Tracking Unavailable"
    - D&C TERMS (INTL)
        - Shipment number (packing slip/commercial invoice #)
        - Shipment date (ship date on BL)
        - Expected receipt date
        - Add Waybill/Airbill Number (Note: Enter Carrier + Tracking number) – If Tracking not available at the time of the ASN, enter: "Tracking Unavailable"

NOTES:
ASN Shipment Lines
- *Suppliers must input COO (Country of Origin) at the line level.*
- *Suppliers to provide tracking numbers, if present, and comments need to include carrier name (ex. LTL, TL, steamship line).*