

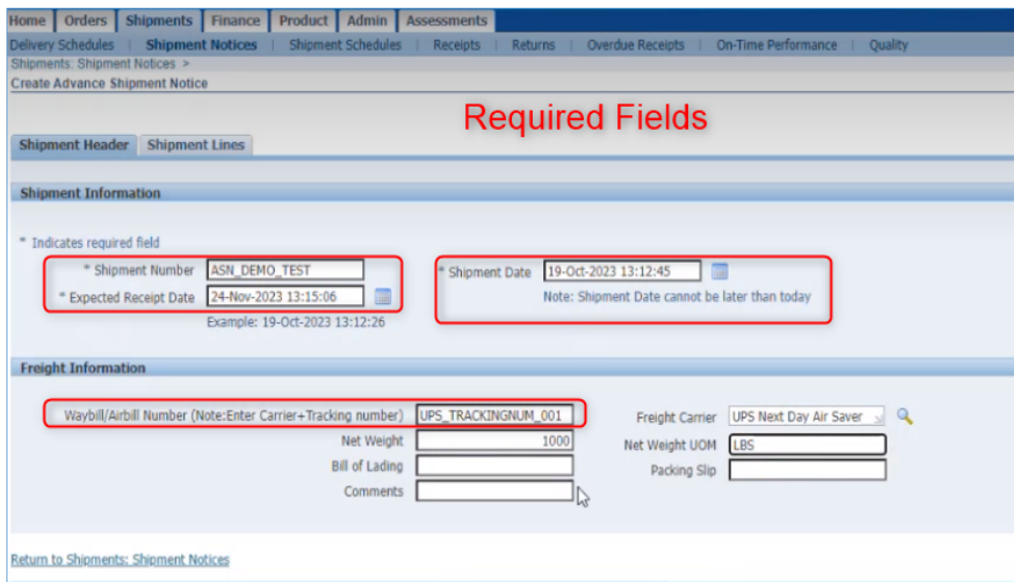
ASN Supplemental Instructions

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



Home | Orders | Shipments | Finance | Product | Admin | Assessments

Delivery Schedules | **Shipment Notices** | Shipment Schedules | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality

Shipments: Shipment Notices >

Create Advance Shipment Notice

Required Fields

Shipment Header | Shipment Lines

Shipment Information

* Indicates required field

* Shipment Number:

* Expected Receipt Date: Example: 19-Oct-2023 13:12:26

* Shipment Date: Note: Shipment Date cannot be later than today

Freight Information

Waybill/Airbill Number (Note: Enter Carrier+Tracking number):

Freight Carrier:

Net Weight:

Net Weight UOM:

Bill of Lading:

Packing Slip:

Comments:

[Return to Shipments: Shipment Notices](#)

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).***