

Changes to Advanced Ship Notices

New Mandatory Field – ASN Purpose

On the Shipment screen, a new mandatory field (ASN Purpose) has been added to the Shipment Summary tab. You will be provided with a dropdown of values based on your trading partner's specifications. If your trading partner only accepts one value, this value will be populated by default.

Please note that if this is the first time you are creating the ASN (not correcting a previous one), you should select 'Original'.

ASN Structure Shipment Id: 60 Status: Pending

Orders Shipment Summary **Carrier Details** Load Details

Order No: 166 My Order No: PO No: TEST999-1

ASN Purpose:
 <Clear Entry>
 00 - Original
 05 - Replace

ASN Start Date: 10/10/2017 12:03:23 PM BOL No:
 Actual Ship Date: Oct-10-2017 PRO / BILL :
 ASN Date: Master BOL No:
 Requested Delivery Date: 10/26/2016 Requested Ship Date: <M/d/yyyy>

	Qty Ordered	Qty To Ship	Qty Packed	Ship Item
	22	22		<input checked="" type="checkbox"/>
	3	3		<input checked="" type="checkbox"/>
	3	3		<input checked="" type="checkbox"/>
	80	80		<input checked="" type="checkbox"/>

These values indicate to your trading partner whether the ASN is an original, replacement, cancellation, etc.

Please take extra care to select the appropriate value as expected by your trading partners, as an incorrect selection here could result in penalties.

Ability to Reactivate an ASN

If you need to correct and resend an ASN, you can reactivate the previously created Shipment. We recommend that you make your trading partner aware that you are doing so.

Double-click on the ASN you would like to reactivate in the Shipments tab.

Ship Date	Shipment ID	BOL Number	Status	Customer Name	Ship From	Ship To Location	PO No	Notes
1 Oct-11-2017	61		Pending	Lowes		3110	00000001	
2 Oct-10-2017	60		Packing	Lowes	gln555	3110	TEST999-1	
3 Oct-10-2017	59		Packing	Lowes	0000255121931	3110	TEST123	Reactivated
4 Oct-10-2017	58	123456	Completed	Lowes	0000255121931	3703	67945664	Reactivated
5 Oct-10-2017	57		Completed	Lowes	0000255121931	3703	67945664	Reactivated



Click on the Reactivate button at the bottom of the Shipment screen.

Dashboard Users Mailbox Orders Shipments Invoices Purchase Orders **Shipment: 58** ✕

Buyer: Lowes **ASN Structure** ⓘ **Shipment Id:** 58 ⓘ **Status:** Completed ⓘ

Ship From: gln555
DC 123test
122 main street
124 main street
aurora, ON L4G 2Y2, CA

Ship To: 3703
LOWE'S RONA CONVERSION STC
850 LANGFORD PARKWAY
VICTORIA, BC V9B 2P3, CAN

Orders Shipment Summary Carrier Details Load Details Reactivated

PO #	Store #	PO Date	CO #	LadingQTY	Weight	Volume
67945664		Sep-11-2017	165	1 ⓘ	5.00	0.00

Ln #	Vendor Code	Item Description	Qty Ordered	Qty To Ship	Qty Packed	Ship Item
1	TLBTP15-BLSD		16	16	16	<input checked="" type="checkbox"/>
2	TLB24-BLSD		16	16	16	<input checked="" type="checkbox"/>
3	TLB30-BLSD		32	32	32	<input checked="" type="checkbox"/>
4	TLBC36-BLSD		8	8	8	<input checked="" type="checkbox"/>
5	TLHG12-BLSD		26	26	26	<input checked="" type="checkbox"/>
6	TLHG30-BLSD		36	36	36	<input checked="" type="checkbox"/>
7	TLHTP30-BLSD		36	36	36	<input checked="" type="checkbox"/>
8	TLHC24-BLSD		8	8	8	<input checked="" type="checkbox"/>
9	TLGM153P-BLS		10	10	10	<input checked="" type="checkbox"/>
10	TLF30-BL		26	26	26	<input checked="" type="checkbox"/>

Go to Order Pick List Packing Slip Pack Shipment Preview EDI Review Packing Complete Shipment Cancel Shipment **Reactivate**

'Reactivated' will appear in red at the top right of the screen. On the main Shipments tab, 'Reactivated' will also appear in the Notes column.

Make the required changes to the Shipment.

When the ASN is reactivated the ASN Purpose field on the Shipment Summary tab is emptied. You must select a value from the dropdown provided. This field is where you would indicate to your trading partner the purpose of this ASN (a replacement, for example). The values available in the dropdown are based on your specific trading partner's specifications. If your trading partner only accepts one value, this value will be populated by default. To avoid confusion, the only value they might accept may be 'Original'.

Again, please take extra care to select the appropriate value, as an incorrect selection here could result in penalties.

Invoices for Reactivated ASNs

Please note that when you reactivate an ASN a new pending invoice is created to reflect the changes in the Shipment. You can choose to cancel the invoice that is not required.