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'.

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.

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

'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.