

# Create Advance Shipping Notice

This guide walks you through how to create an advance shipping notice (ASN) in myBuy.

## Begin an advance shipping notice

1. Open the order you would like to create an advance shipping notice for from the **Purchasing module**.
2. Click the **More Actions** button and select **Create ASN**. If not already completed, you will receive a pop-up that informs you must acknowledge the order before you are able to create an ASN.

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ORDER: PO1 For Invoice... Sent To Supplier 106.25 USD Comments and Attachments More

Basic Details

Supplier Details

Invoicing And Delivery...

Terms And Conditions

BASIC DETAILS

\* Indicates mandatory fields

Order Number	Order Name	Order Contact	Order A
P100002164	PO1 for Invoice_Tolerances_2846	9GEP2846BR04 Birth Right Inte...	9GEP2
Purchase Type	Creation Date	Original Issue Date	Supplier Acknowledged Date
Standard	2/7/2023	2/7/2023	-

Change Request

Create ASN

Create Credit Invoice

## Add details

### Basic Details

3. Enter your **Supplier ASN Number**.

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ASN: ASN1 For PO1 For Inv.. - ASN-03:23-000412 Draft COMMENTS AND ATTACHMENTS More

BASIC DETAILS

ASN Name*	ASN Number*	Order Number*	ASN Created By*
ASN1 for PO1 for Invoice_Tolera	ASN-03:23-000412	P100002164	Firstname Lastname
ASN Created On*	Supplier ASN Number*		
03/02/2023			

You must enter a value for the attribute

## Shipping & Delivery Details

4. Enter the **expected delivery date**
5. Enter the required **tracking number**
6. Update the **deliver to location** if necessary

The screenshot shows the 'Shipping & Delivery Information' section of a form. On the left is a sidebar with navigation links: Home, My Tasks (19), Create, Supplier Profile, and More. The main header shows 'ASN: ASN1 For PO1 For Inv.. - ASN-03:23-000412' with a 'Draft' status and a 'COMMENTS AND ATTACHMENTS' button. The form has tabs for 'BASIC DETAILS', 'SUPPLIER DETAILS', and 'SHIPPING & DELIVERY INFORMATION'. The 'SHIPPING & DELIVERY INFORMATION' tab is active. It contains fields for 'Expected Delivery Date' (03/02/2023, callout 04), 'Tracking Number' (9481-1110-1225-22, callout 05), 'Shipping Method' (Fast Available), 'Ship To Location' (RDC-Wilmington), 'Ship To Address' (200 Ballardvale Street, Floor 250, Wilmington, Massachusetts, 1887, United States), and 'Deliver To' (callout 06). A 'Comments and Attachments' button is also present.

## Line Details

7. Update **shipping quantity** if needed in the Lines tab if sending a portion of the order (*you can update the number in each line if you are sending a partial shipment*). The shipping quantity auto-populates with the remaining order quantity amount.

The screenshot shows the 'LINES DETAILS' section of the form. It has a 'LINES' tab. Below the tab is a table with columns: Line Number, Item Number, Short Name, Order Quantity, UOM, Shipped Quantity, and Need By Date. The first row is highlighted with a callout 07 pointing to the 'Shipped Quantity' column. The table has a 'Search' bar above the first row and a 'Rows Per Page' dropdown at the bottom right.

Line Number	Item Number	Short Name	Order Quantity	UOM	Shipped Quantity	Need By Date
1		TEST	1	Each	1	02/10/2023

## Notes and Attachments

- Attachments and notes may be added by clicking on the **file upload** icon. Notes and attachments will be visible to the receiver in myBuy GEP SMART, however they will not be printed on the ASN.
- Click **Submit and Print**.

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Search

TP

ASN: ASN1 For PO1 For Inv.. - ASN-03:23-000412 Draft

COMMENTS AND ATTACHMENTS | More

Home My Tasks Create Supplier Profile More

BASIC DETAILS

SUPPLIER DETAILS

SHIPPING & DELIVERY INFORMATION

LINES DETAILS

NOTES AND ATTACHMENTS

File Upload Notes External Link

PRINT PREVIEW SAVE AS DRAFT SUBMIT AND PRINT

## Print advance shipping notice

- After submitting the ASN, the ASN will print with an **ASN barcode** unique to the package.
- To print, click the **printer icon** to access the print preview version of your ASN.
- Attach either the ASN, or solely the barcode, to each package if sending multiple packages at once.

ASN-10:20-000014 - PO\_CHANGE\_FROM\_SUPPLIER (PREVIEW MODE)

Printer icon (02)

Barcode (01) ASN-02:20-000287

ASN Details	
ASN Name:	PO_Change_from_Supplier
ASN Number:	ASN-10:20-000014
ASN Created On:	10/30/2020
ASN Created By:	PALL SCHWEIZ AG Contact
ASN Status:	SubmittedToBuyer
Supplier Shipping Number:	123456
Tracking Number:	321664
Shipping Method:	Best Available
Expected Date:	10/30/2020
Order Number:	P000008245-001
Purchase Type:	Standard