Create Advance Shipping Notice

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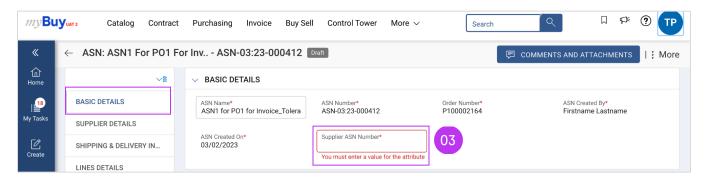
Begin an advance shipping notice

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.

Add details

Basic Details

3. Enter your Supplier ASN Number.

Shipping & Delivery Details

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

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.

Notes and Attachments

8.   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.

9.   Click Submit and Print.

Print advance shipping notice

1.   After submitting the ASN, the ASN will print with an ASN barcode unique to the package.

2.   To print, click the printer icon to access the print preview version of your ASN.

3.   Attach either the ASN, or solely the barcode, to each package if sending multiple packages at once.