

Create Advance Shipping Notice

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

Begin an advance shipping notice

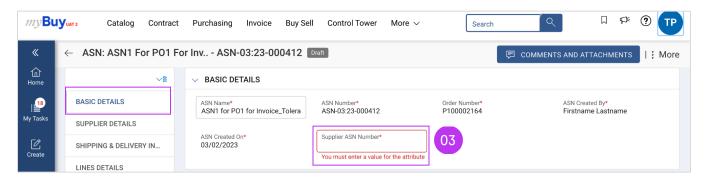
- 1. Open the order you would like to create an advance shipping notice for from the Purchasing module.
- 2. Click the More Actions button and select Create ASN. If not already completed, you will receive a pop-up that informs you must acknowledge the order before you are able to create an ASN.

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«	- ORDER: PO1 For Inv	Dic Sent To Supplier 01)	ents and	s and Attachments		
습 Home	>≡	✓ BASIC DETAILS	:		Change Request		
18 My Tasks	Basic Details	* Indicates mandatory fields				Create ASN	
,	Supplier Details	Order Number P100002164	Order Name PO1 for Invoice_Tolerances_2846	Order A 9GEP2			
Create	Invoicing And Delivery	Purchase Type	Creation Date	Supplier	er Acknowledged Date		
0	Terms And Conditions	Standard	2/7/2023	2/7/2023 2/7/2023			

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

«	$\leftarrow \text{ ASN: ASN1 For PO1 F}$	🗐 соммен	ITS AND ATTACHMENTS	: More				
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_ 18	BASIC DETAILS		> SUPPLIER DETAILS					
My Tasks	SUPPLIER DETAILS		SHIPPING & DELIVERY INFORM	IATION				
Create	SHIPPING & DELIVERY IN					Ohio To Legation#		
0	LINES DETAILS)4	Expected Delivery Date* 03/02/2023	Tracking Number* 9481-1110-1225-22	05 ping Method* t Available		Ship To Location* RDC-Wilmington	
の 国品 Supplier Profile	NOTES AND ATTACHME		Ship To Address* 200 Ballardvale Street, Floor 250, Wil	mington, Massachusetts, 1887, United	States			
••• More		<	Deliver To	06				

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.

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L	NES											
Line	(1)								0	7		
	Line Numb 🗸	Item Number	~	Short Name	~	Order Quantity	~	UOM	~	Shipped Quantity *	Need By Date	~
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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.

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BASIC DETAILS	> SUPPLIER DETAILS
SUPPLIER DETAILS	> SHIPPING & DELIVERY INFORMATION
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PRINT PREVIEW	SAVE AS DRAFT 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.

ASN-10:2	0-000014 - PO_CHANGE_FROM_SUPF	PLIER (PREVIEW MODE)	v 🖨
		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	