Supplier Training

Advance Shipping Notice

Whole Order

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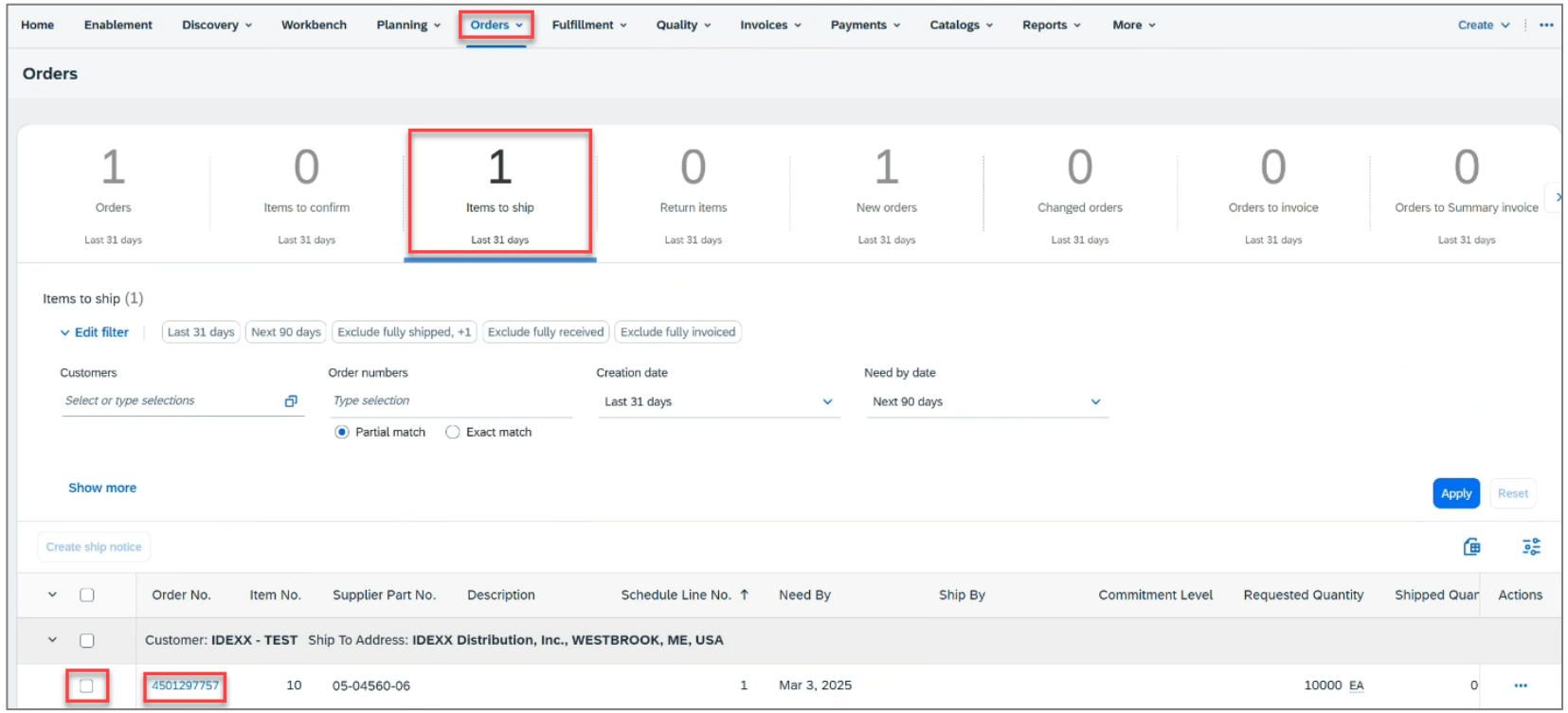
How to create an ASN for the whole purchase order?

Select the Orders tab at the top of the page

Under Items to ship there is a 1 indicating that 1 PO is ready to ship

Toward the bottom of the page, the PO # is shown

Put a check in the Box next to the PO #



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How to create an ASN for the whole purchase order?

Once the check is put in the Box next to the PO #, the Create ship notice button is available to click

Click the Create ship notice button



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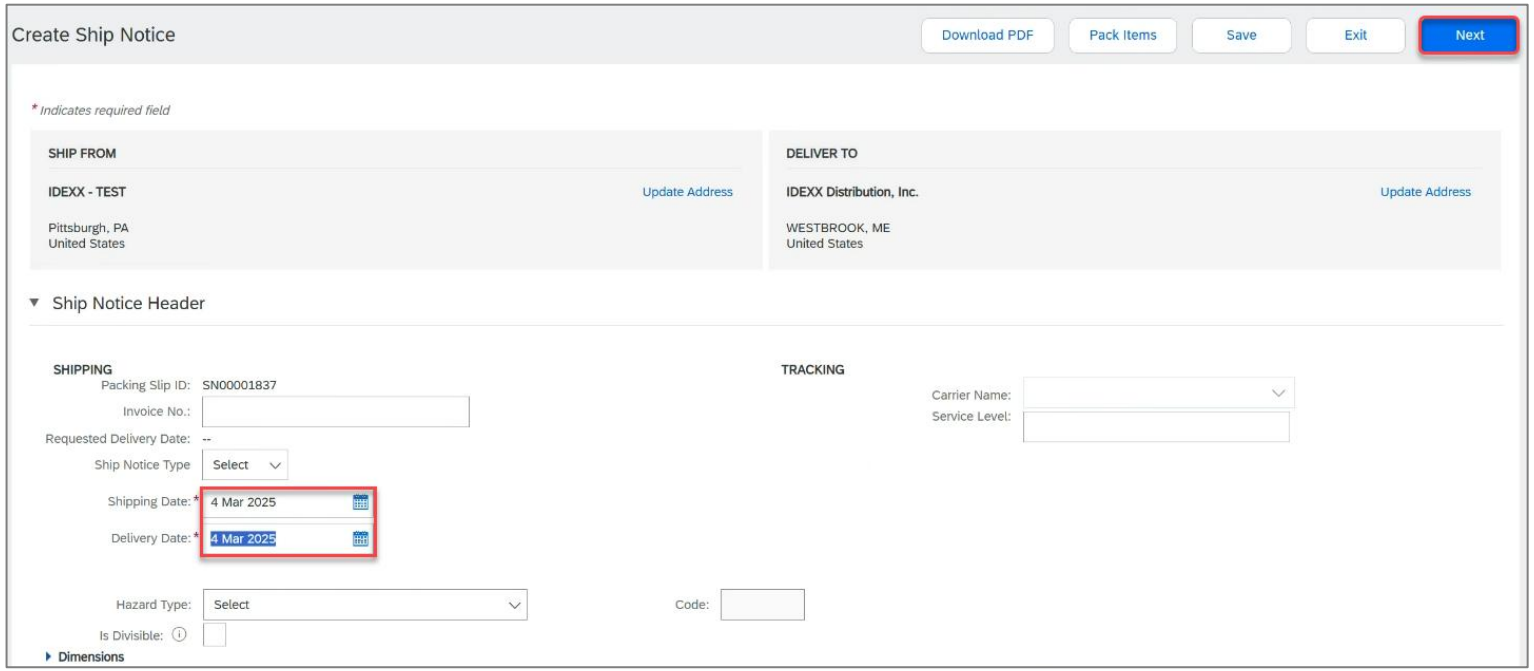
How to create an ASN for the whole purchase order?

The Create Ship Notice screen has populated

Populate the Shipping Date and Delivery Date

Click Next



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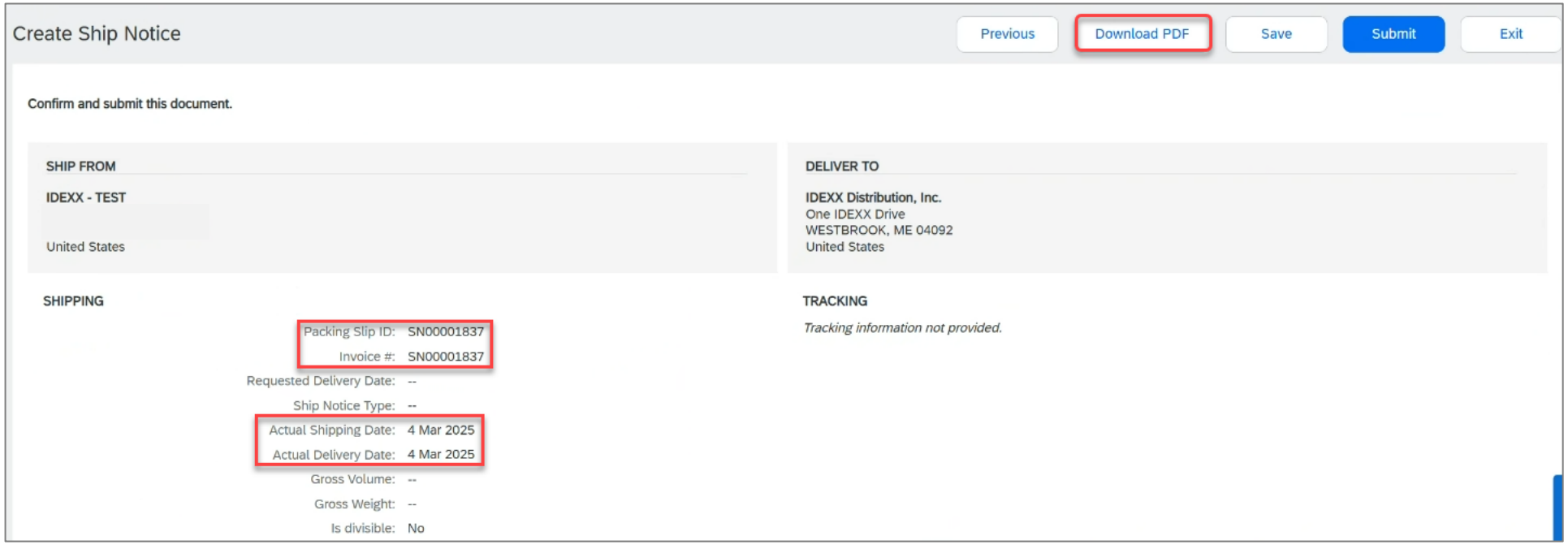
How to create an ASN for the whole purchase order?

The Create Ship Notice screen has populated with a Packing Slip ID and Invoice #, as well as the Shipping Date and Delivery Date

Click Download PDF to get the ASN



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How to create an ASN for the whole purchase order?

The PDF screen populates

Click the name of the File and save where it is easily accessed

Once the file is downloaded, open the file and print (send the ASN along with the product)

Click Done when complete



IDEXX LABORATORIES	ASN NUMBER:
PO NUMBER: **4501297757**	SUPPLIER VENDOR ID:
IDEXX Part Number: **05-04560-06**	Batch ID:
IDEXX Part Description:	Ship Qty: **10000.000** / UOM: **EA**

ASN Example

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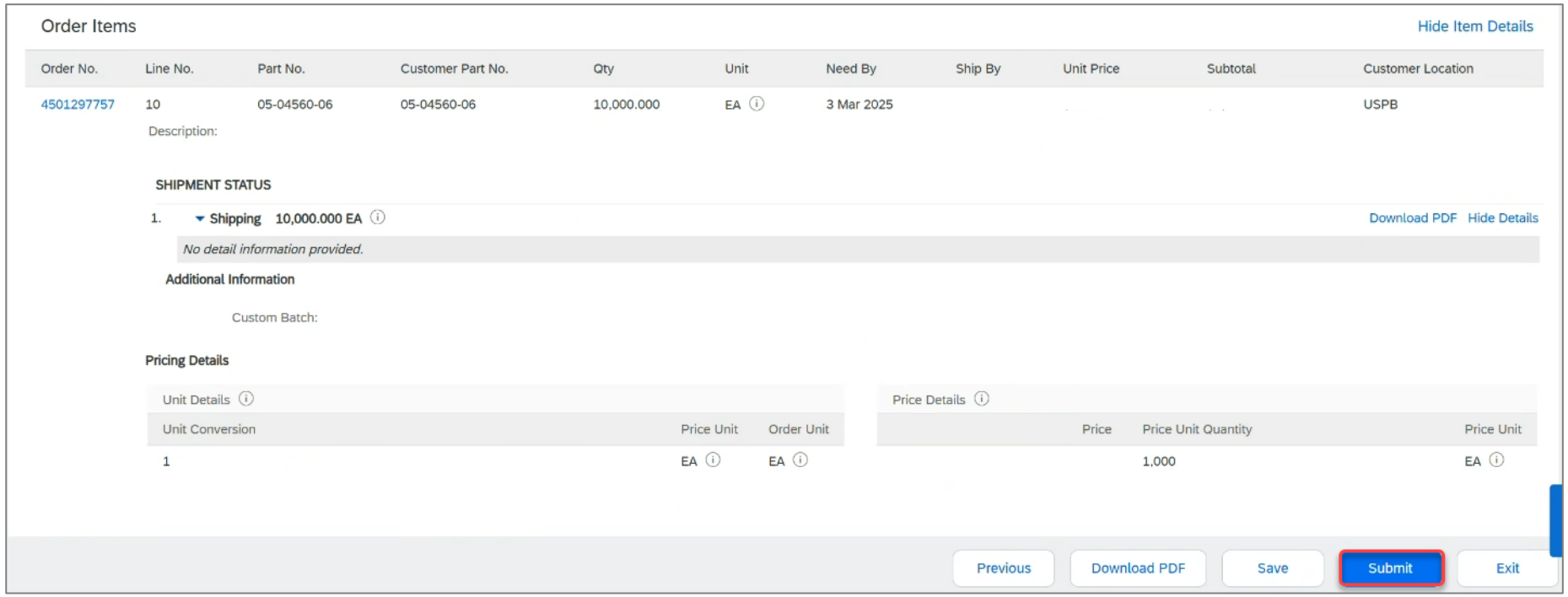
How to create an ASN for the whole purchase order?

The order screen re-populates

Click Submit to send the ASN to IDEXX



Attention: Make sure to Submit the ASN, Save will not submit to IDEXX

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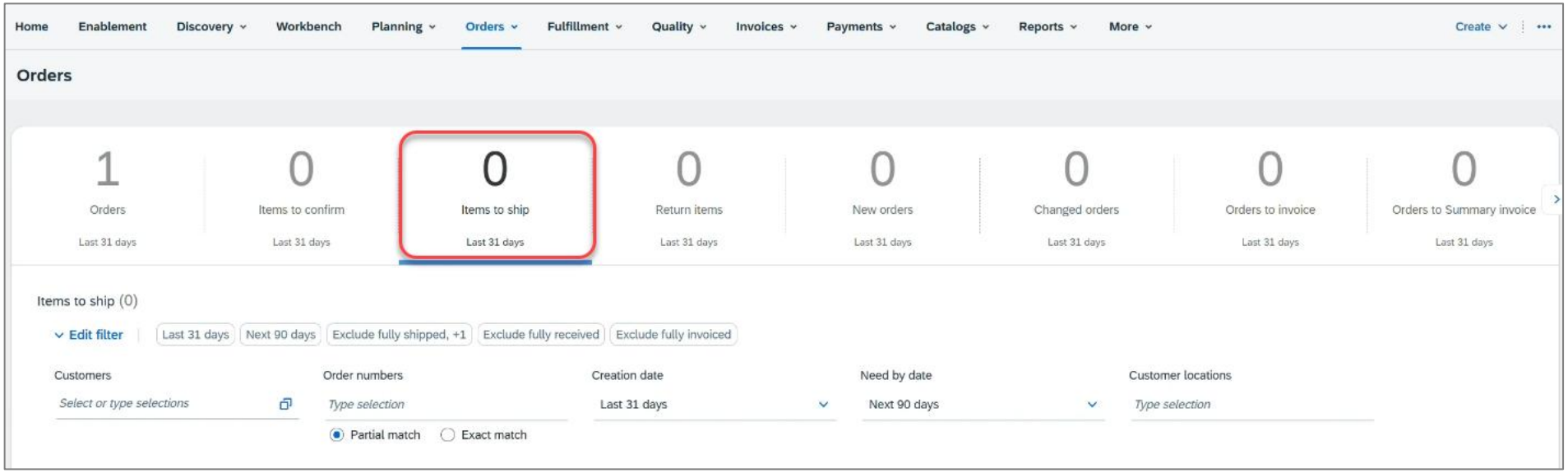
How to create an ASN for the whole purchase order?

The orders tab is re-populated

Under Items to ship there is a 0 indicating there are zero POs ready to ship



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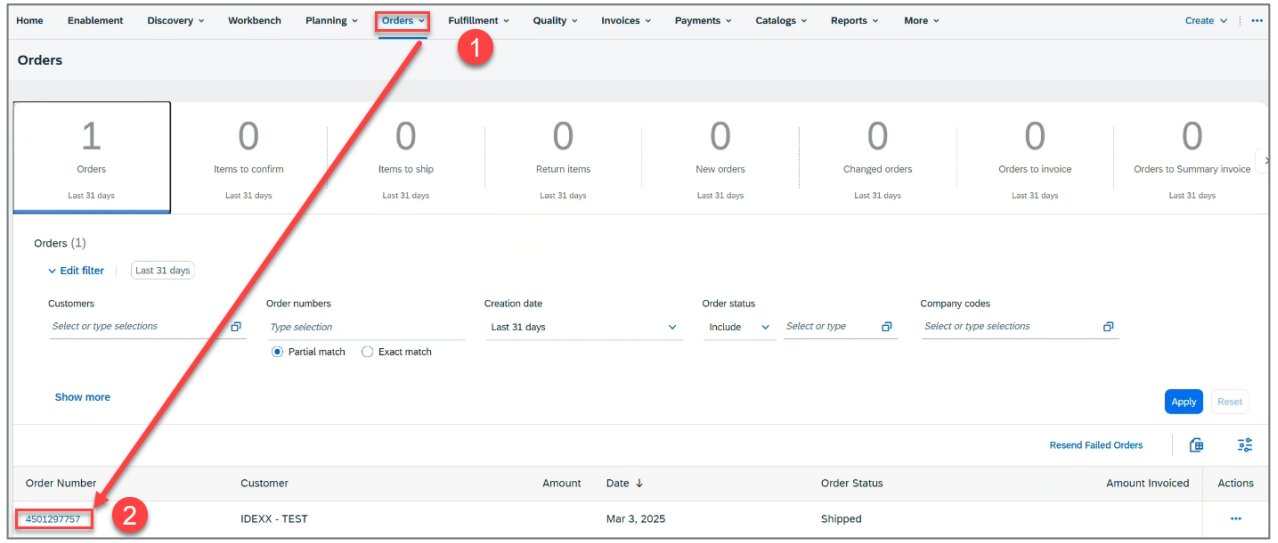
Quick Tips – Locate the PO and ASN after submission (if needed)

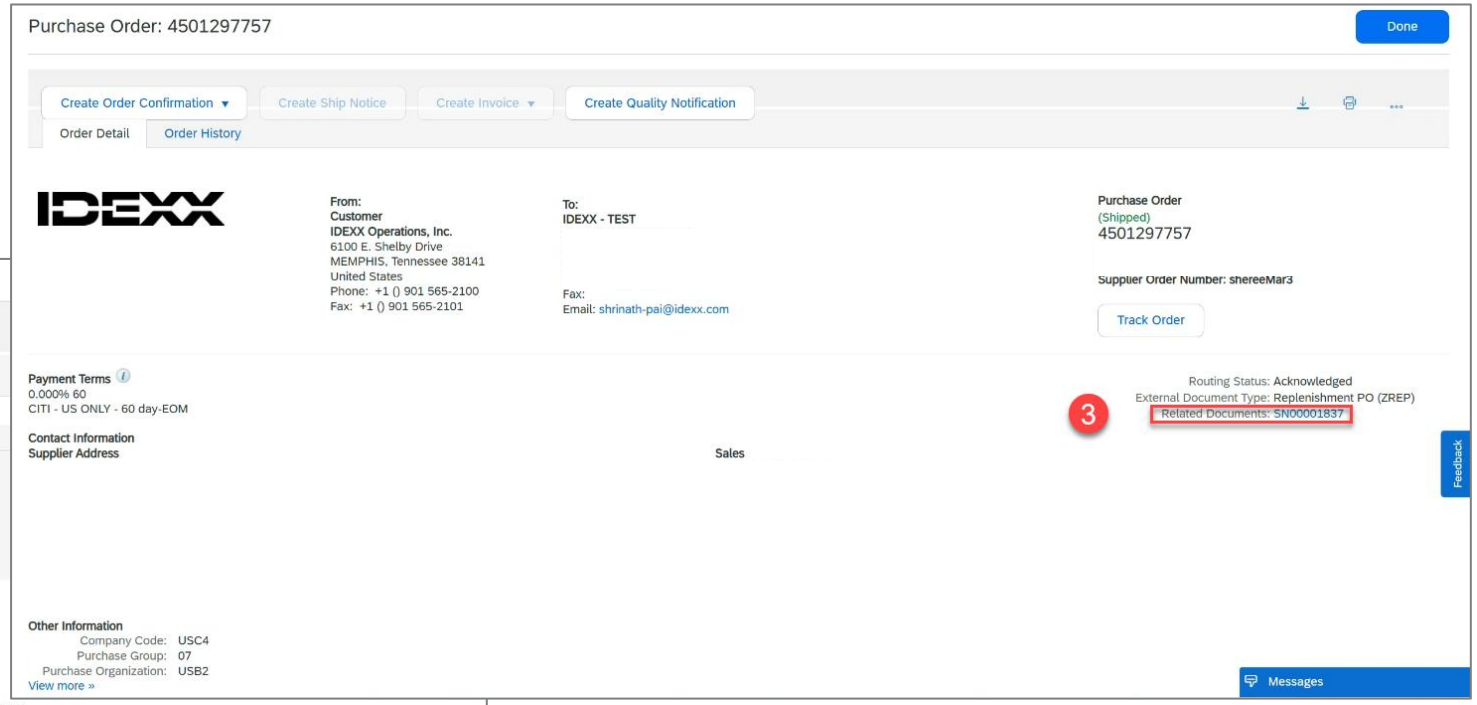
1. Toward the bottom of the Orders tab, the PO # can be seen

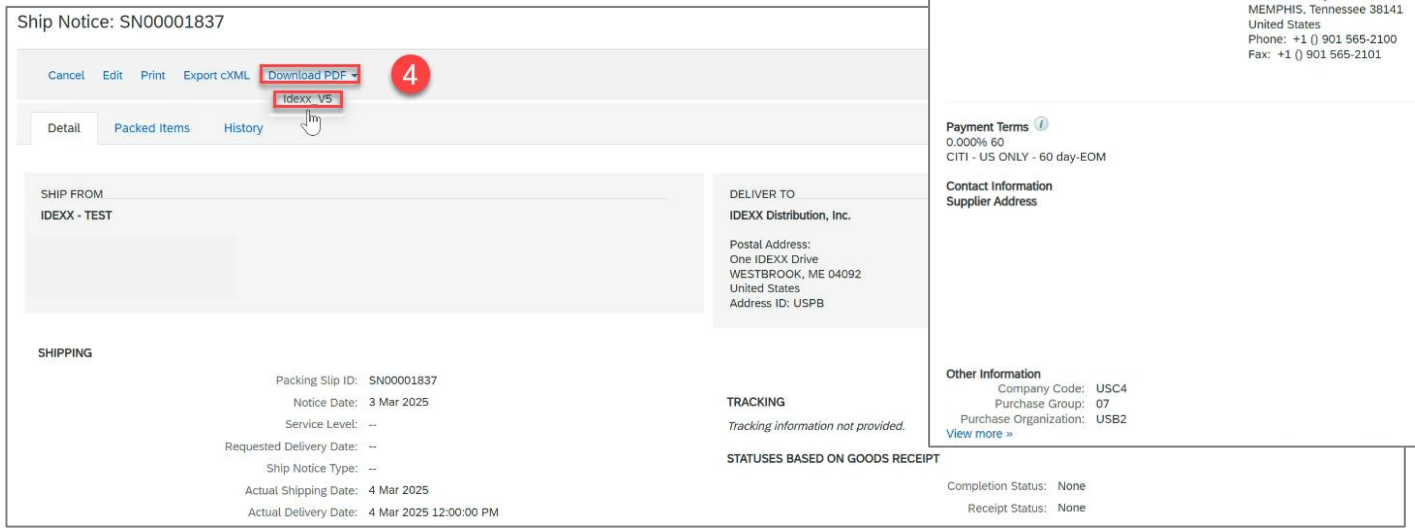
2. Click on the PO # to access the PO Details

3. On the PO Details page, click on the Related Documents # to access the ASN

4. On the ASN page, click the document to access the ASN







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