Supplier Training

Advance Shipping Notice

Serial Number

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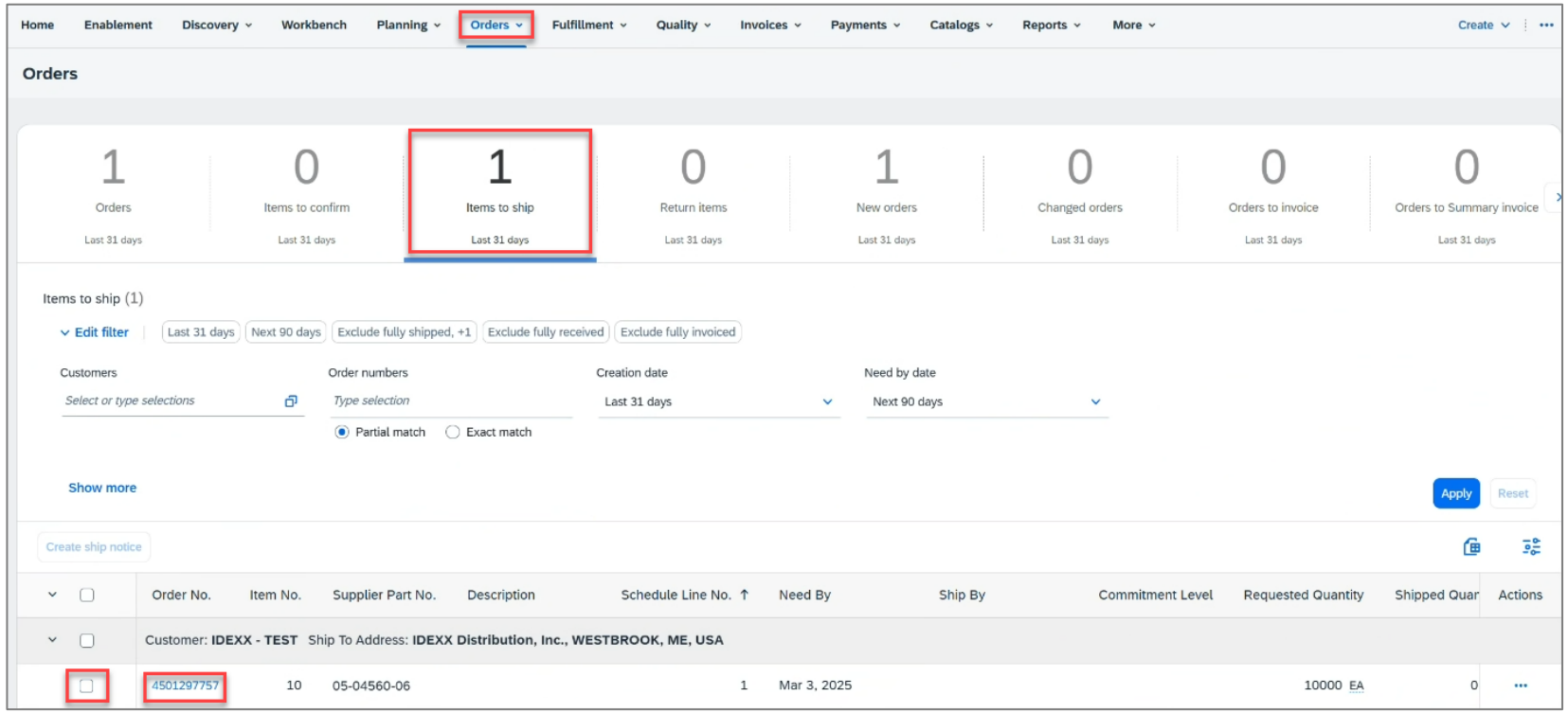
How to create an ASN for a part with serial numbers?

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 a part with serial numbers?

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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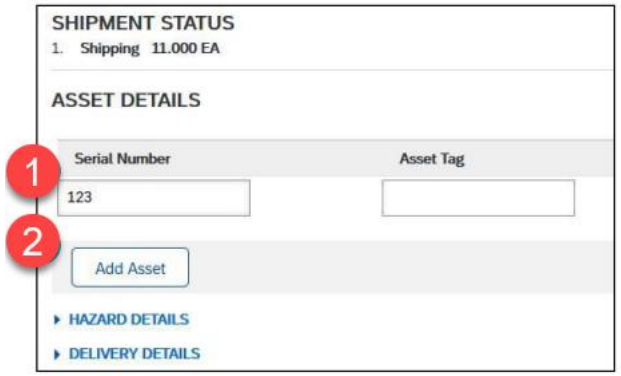
How to create an ASN for a part with serial numbers?

Serial Numbers are mandatory to enter in the ASN if indicated on the purchase order, if mandatory, then the number of serial numbers must equal the shipped quantity

If only populating a few Serial Numbers, follow below (for more see next slide)

1. Populate the Serial Number of the first item and Asset tag if needed
2. Supplier can click Add Asset to add additional serial numbers (only fill one serial number per asset field)



Attention: Suppliers are not allowed to cancel/delete an ASN

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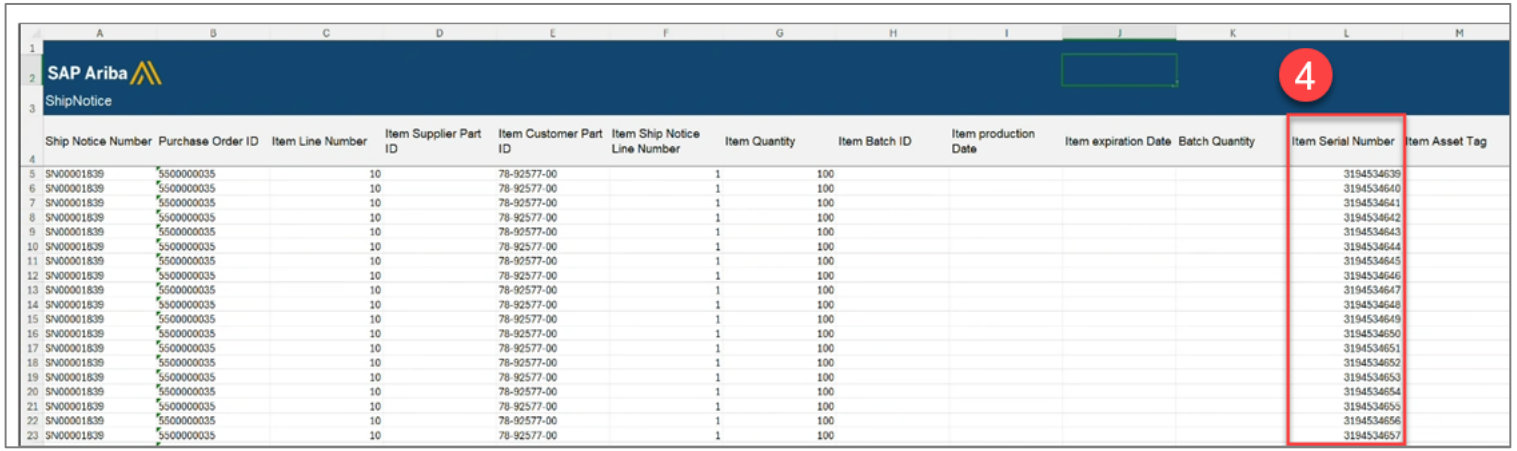
How to create an ASN for a part with serial numbers?

If populating several Serial Numbers, use the Serial Number Upload tool

1. Click Manage Serial Numbers
2. Choose Download Template from the dropdown list
3. Extract and save the file on your computer
4. Open the file in Excel and Enter the Serial Numbers in the Item Serial Number column and Save
5. To Upload the file, choose Upload new file from the Dropdown list
6. Locate and Choose the file
7. Click Add Attachment







Attention: When shipping a partial quantity (i.e., 5 out of 10), delete the remaining unneeded 5 lines on the spreadsheet and update the total item quantity to 5 on each line

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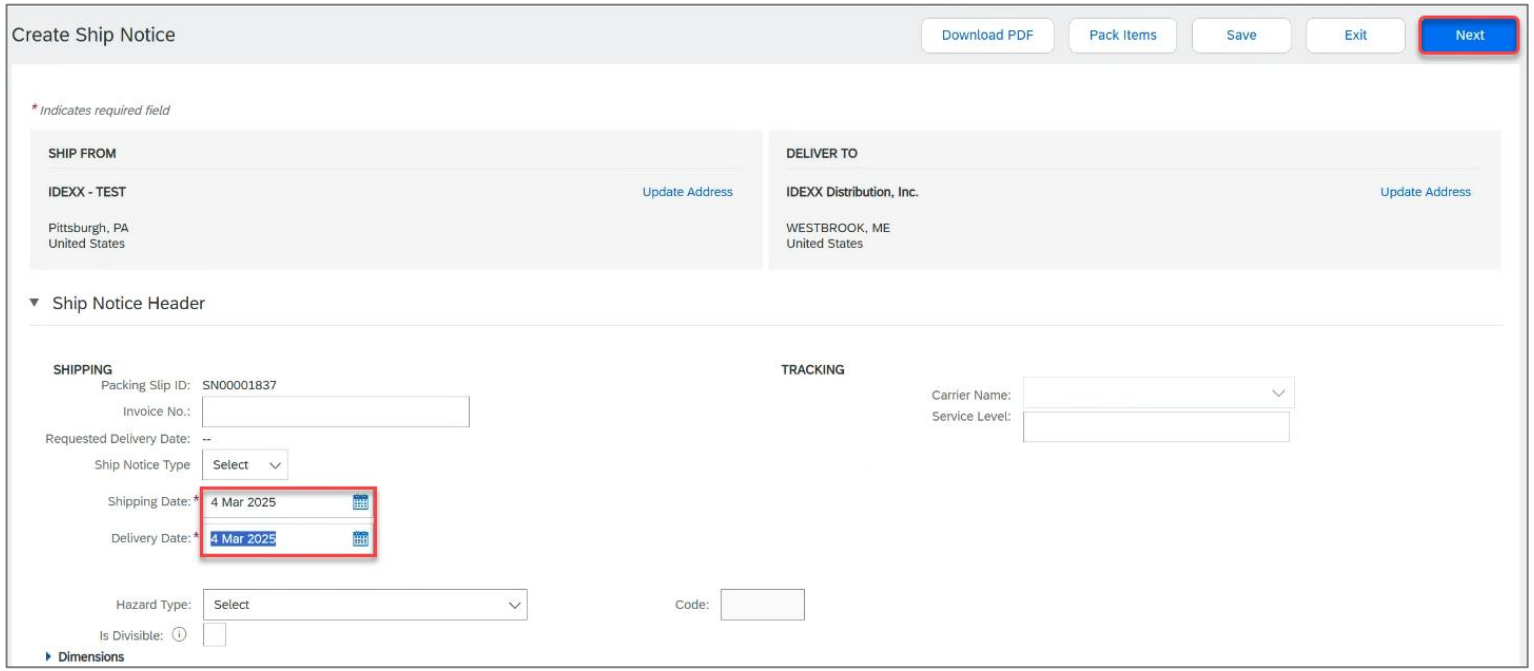
How to create an ASN for a part with serial numbers?

The Create Ship Notice screen has populated

Populate the Shipping Date and Delivery Date

Click Next



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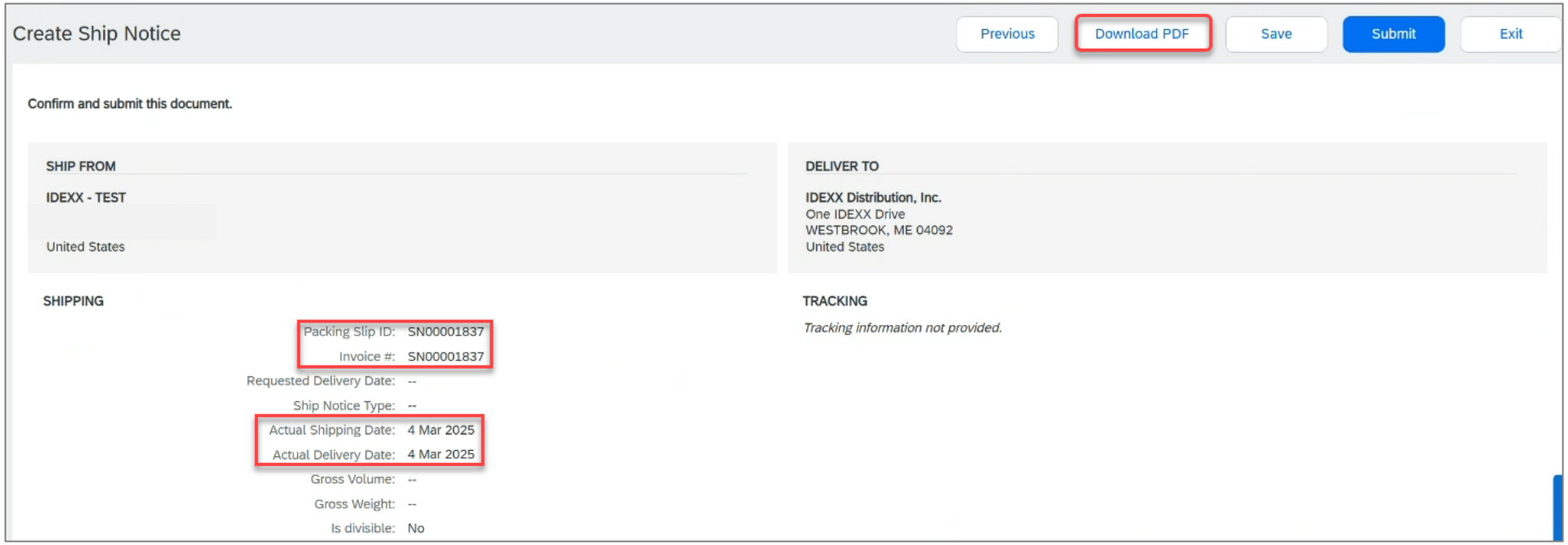
How to create an ASN for a part with serial numbers?

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 a part with serial numbers?

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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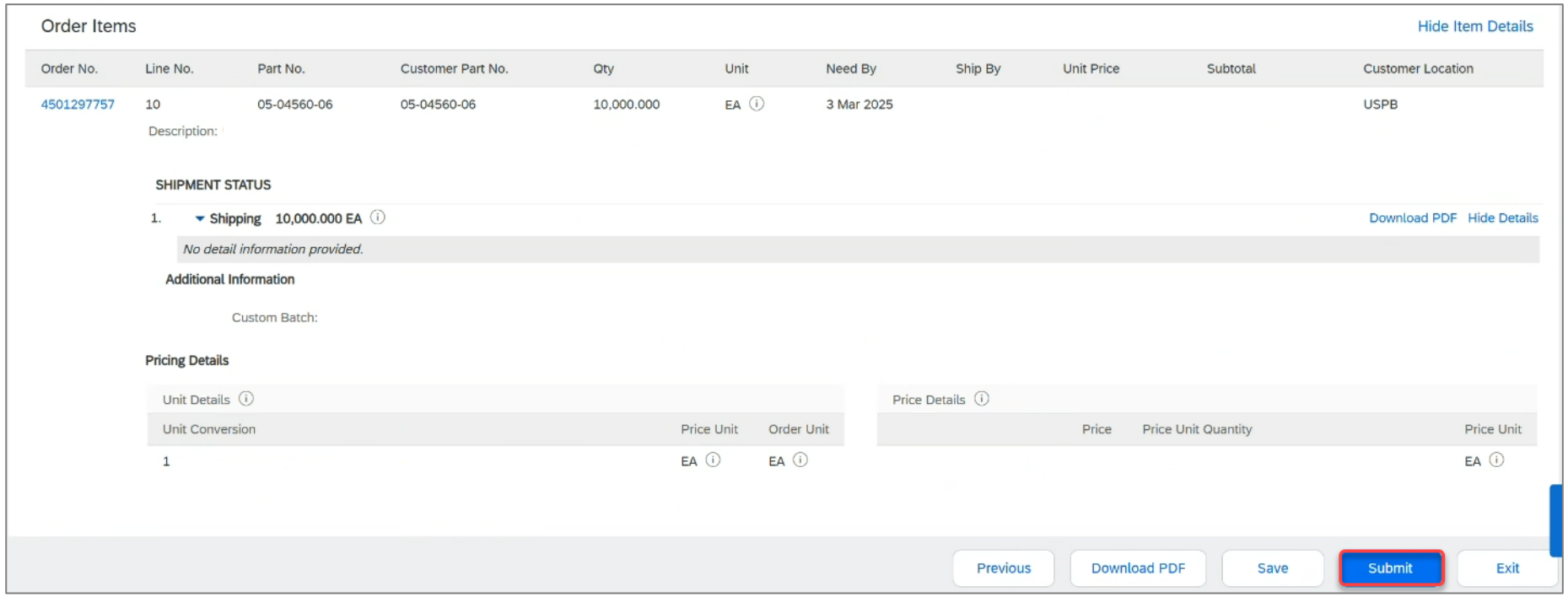
How to create an ASN for a part with serial numbers?

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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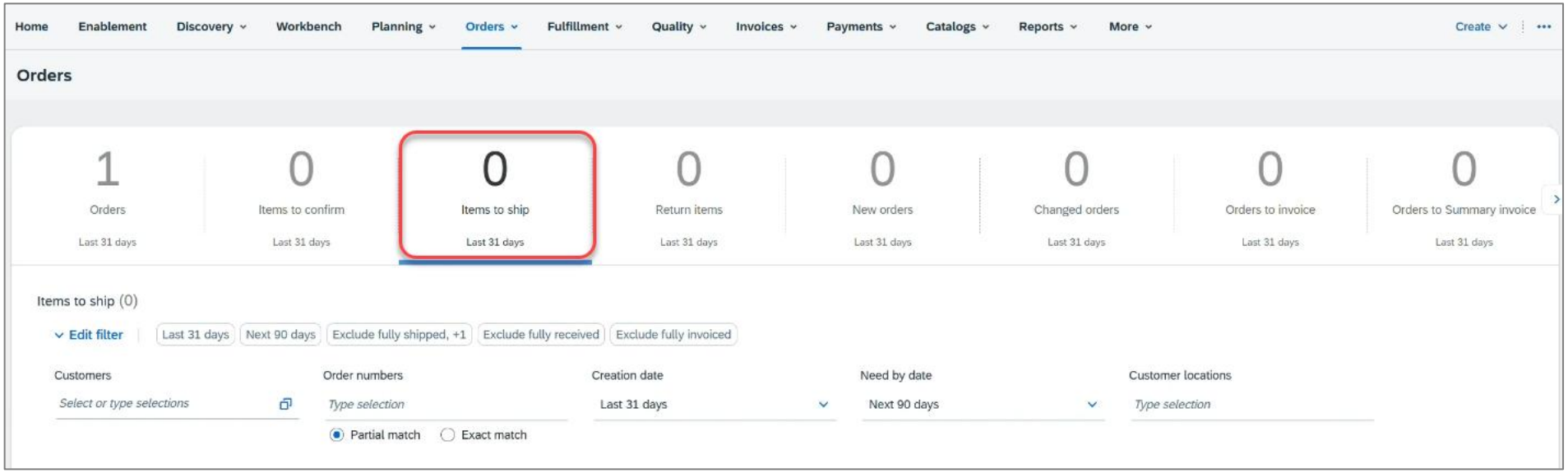
How to create an ASN for a part with serial numbers?

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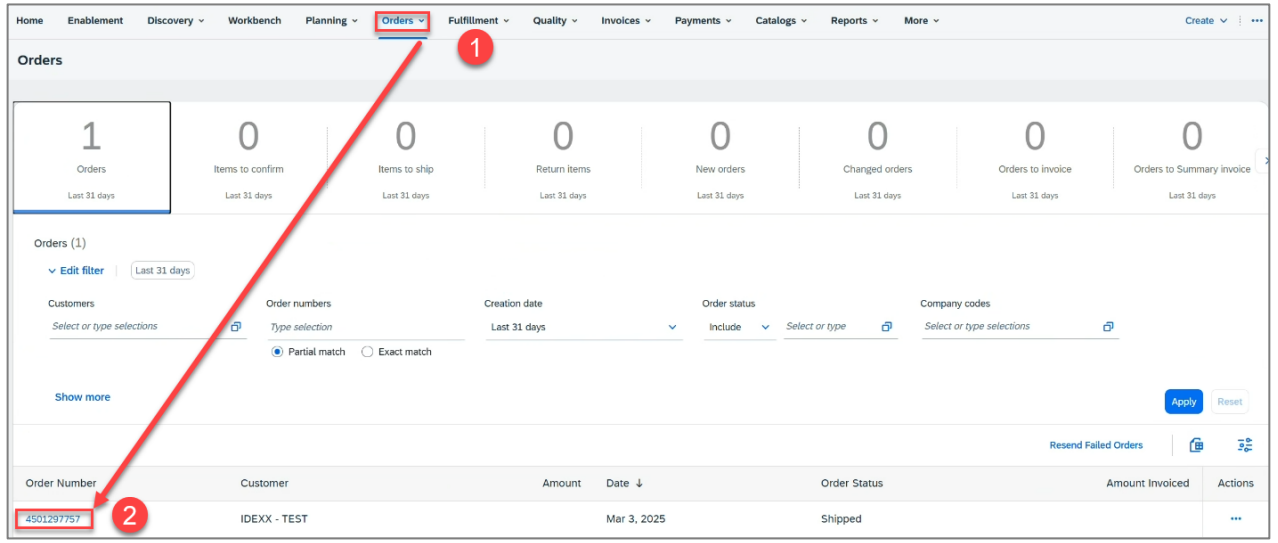
Quick Tips – Locate the PO and ASN after submission (if needed)

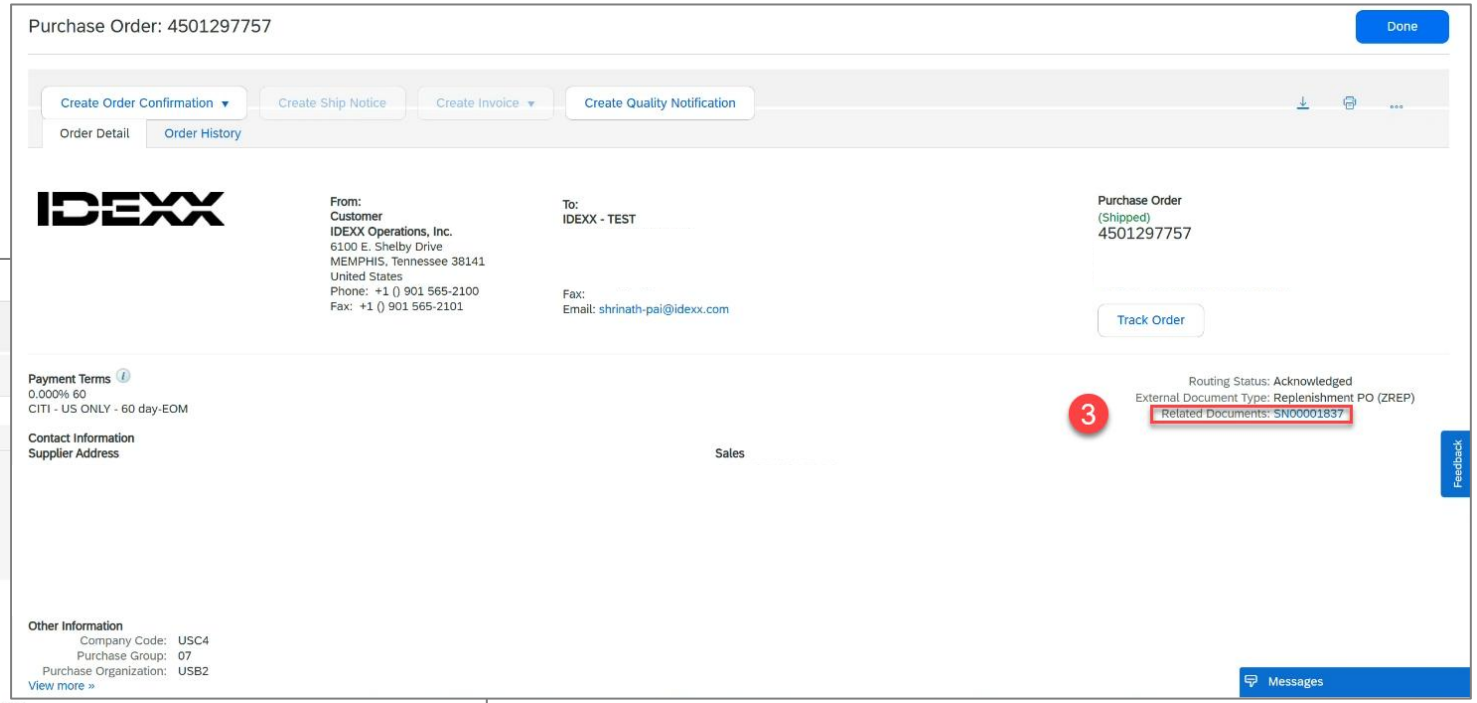
1. Toward the bottom of the Orders tab, the PO # can be seen

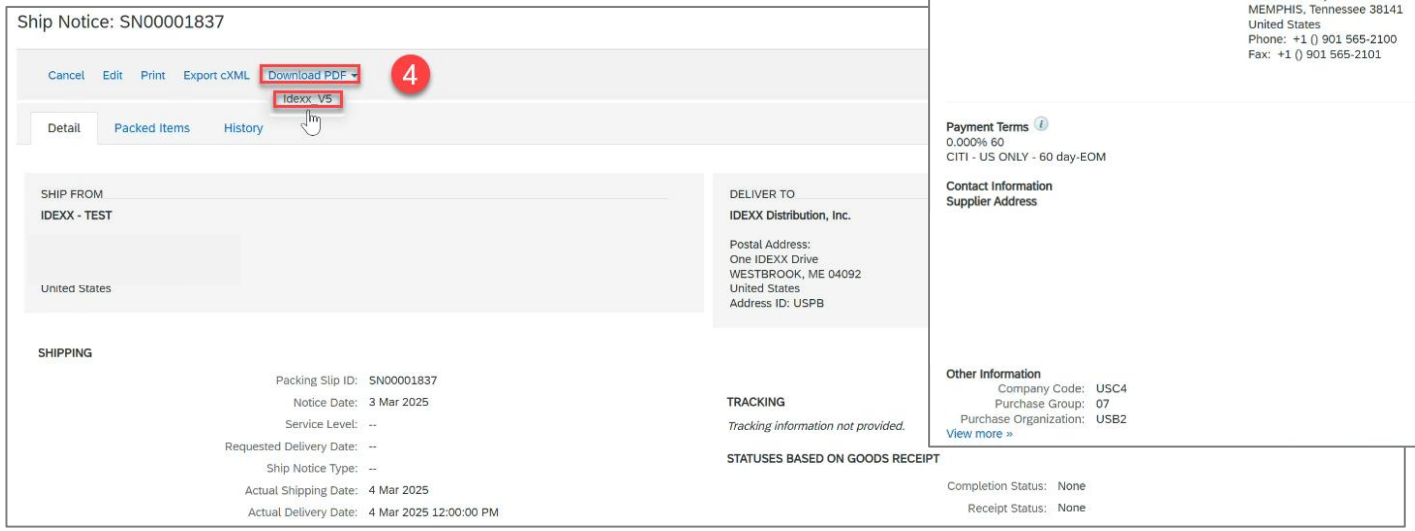
2. Click on the PO # to access the PO Details

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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