Supplier Training

Advance Shipping Notice

One Line Only

© 2026 IDEXX LABORATORIES, INC. ALL RIGHTS RESERVED.

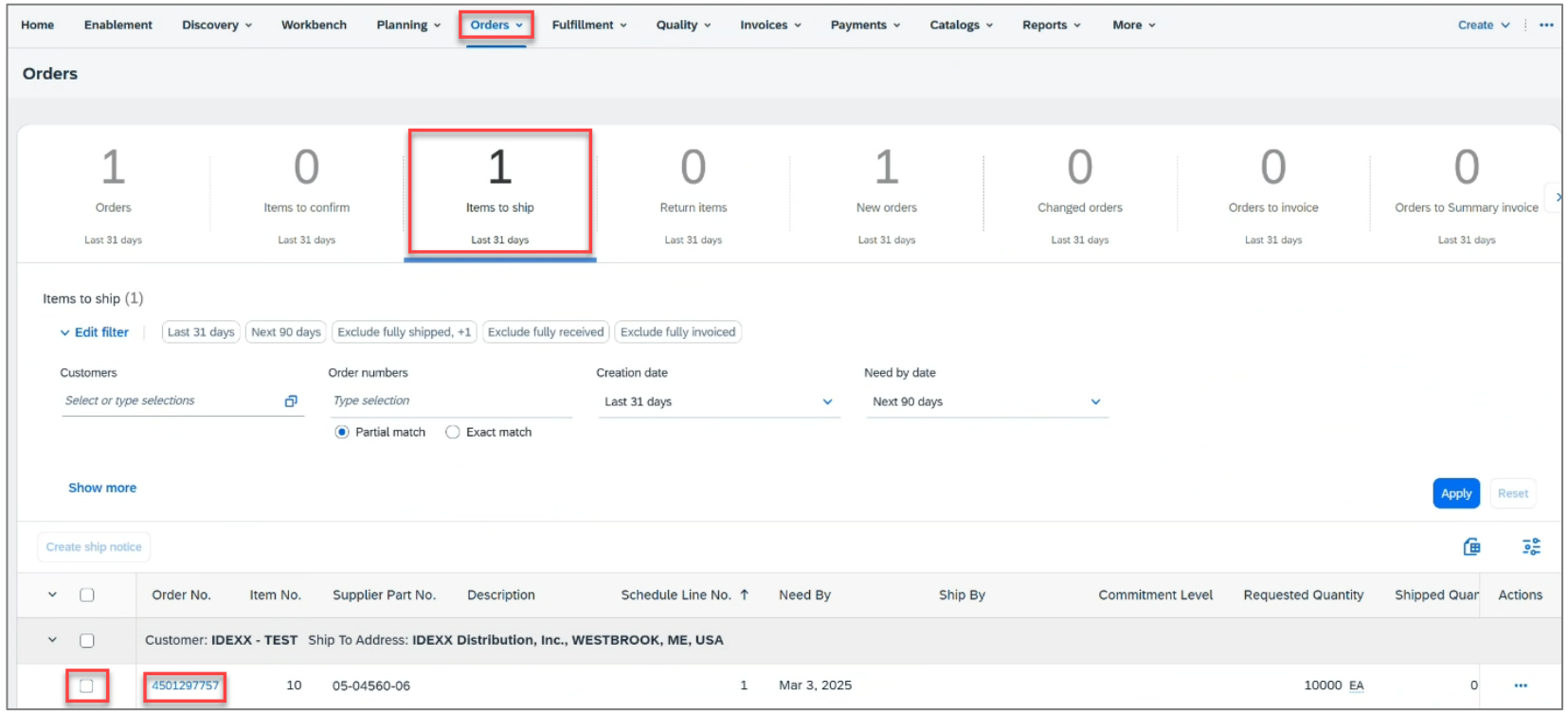
How to create an ASN for one line of the purchase order?

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 #



© 2026 IDEXX LABORATORIES, INC. ALL RIGHTS RESERVED.

How to create an ASN for one line of the 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



Attention: If the Create Ship Notice button is grayed out, and not allowing you to create an ASN, see the following:

- Is the requested delivery date in the past?
  - If the answer is YES:
    1. Create a new order confirmation indicating the correct delivery date in the future
    2. Wait for the Buyer to approve the date deviation
    3. Once the Buyer approved, the button to Create Ship Notice should become active again

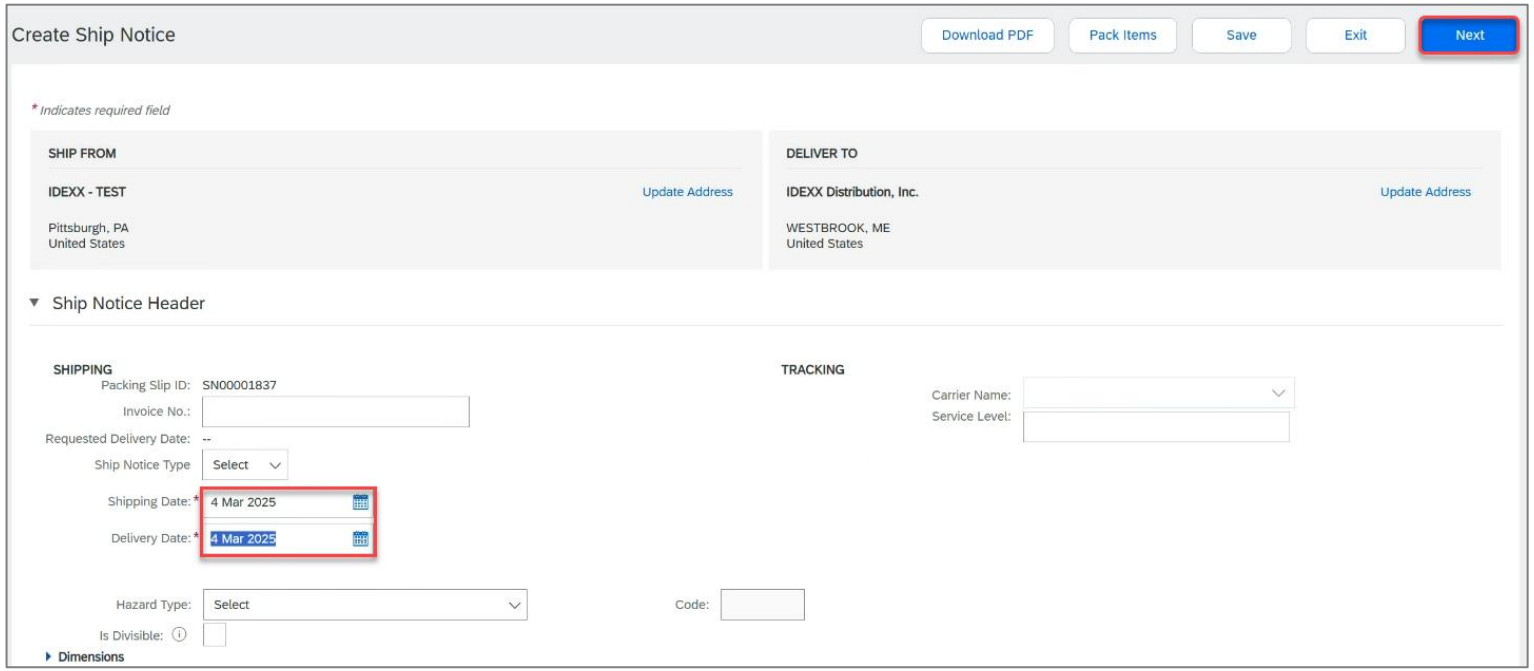
© 2026 IDEXX LABORATORIES, INC. ALL RIGHTS RESERVED.

How to create an ASN for one line of the purchase order?

The Create Ship Notice screen has populated

Populate the Shipping Date and Delivery Date

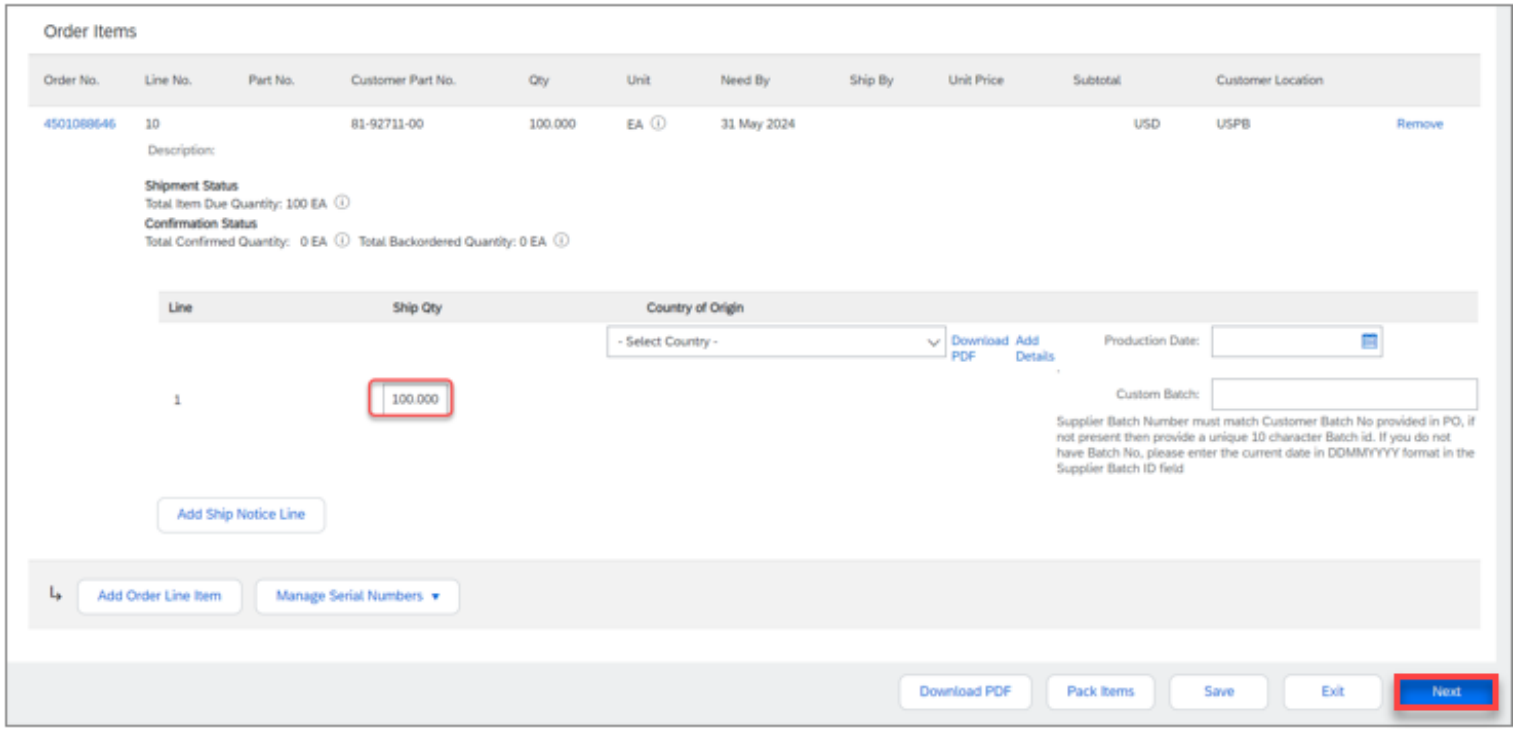
Click Next



© 2026 IDEXX LABORATORIES, INC. ALL RIGHTS RESERVED.

How to create an ASN for one line of the purchase order?

- When the next screen populates (PO Line)
- The Quantity has been auto-populated from the PO
- If the quantity shipping is a different quantity than the PO line shows, please update the Quantity
- Click Next



Attention!

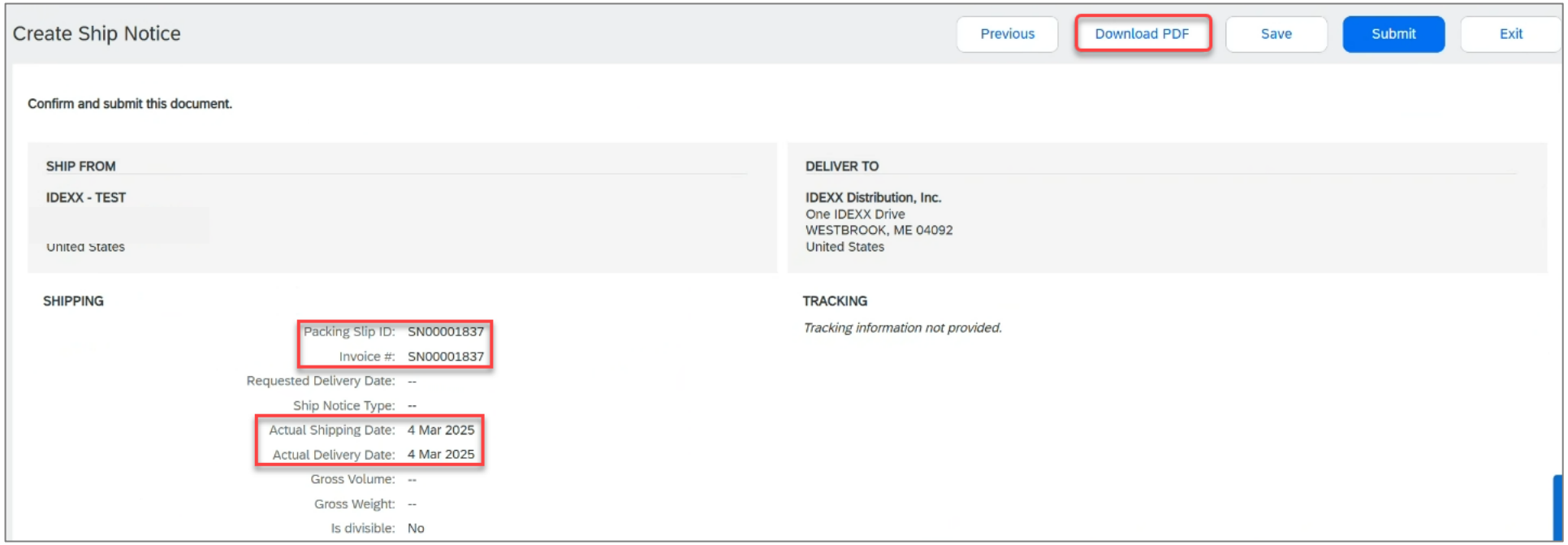
If there is a mismatch, it will delay the IDEXX receiving team, so the correct data must be submitted

© 2026 IDEXX LABORATORIES, INC. ALL RIGHTS RESERVED.

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



© 2026 IDEXX LABORATORIES, INC. ALL RIGHTS RESERVED.

How to create an ASN for one line of the 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

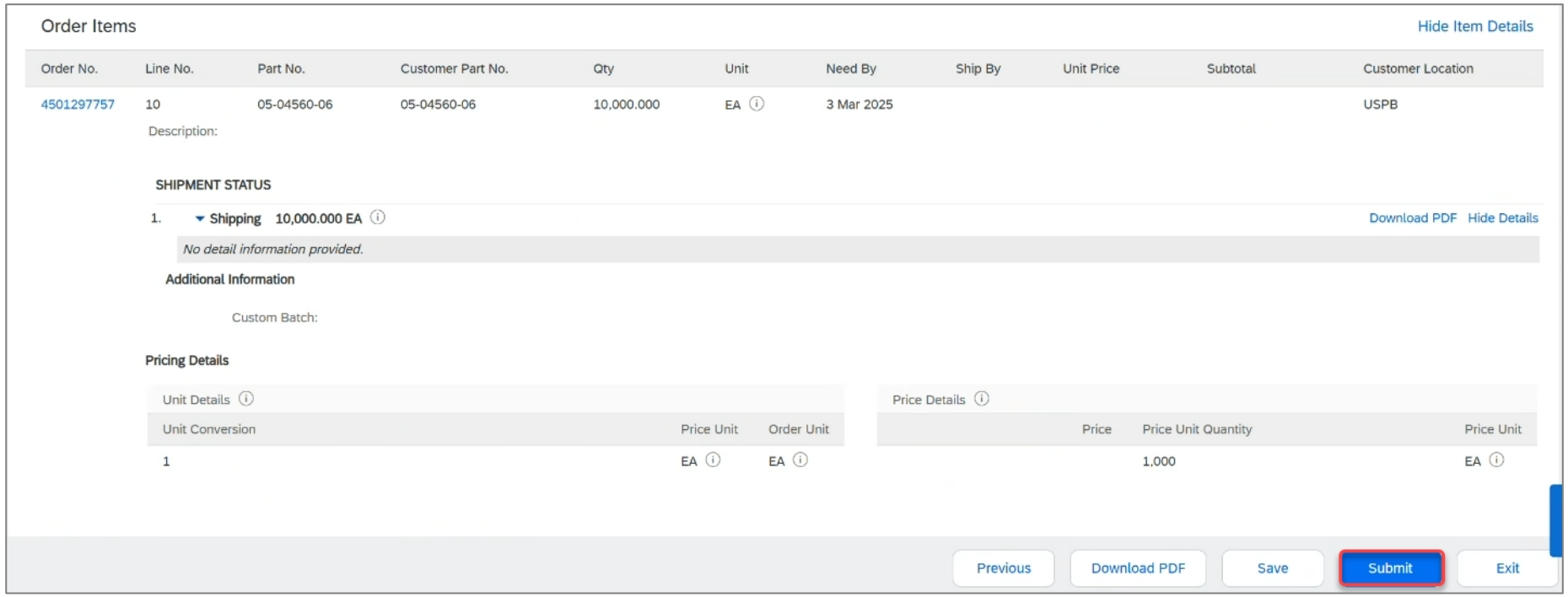
Advance Shipping Notice

© 2026 IDEXX LABORATORIES, INC. ALL RIGHTS RESERVED.

How to create an ASN for one line of the purchase order?

The order screen re-populates

Click Submit to send the ASN to IDEXX



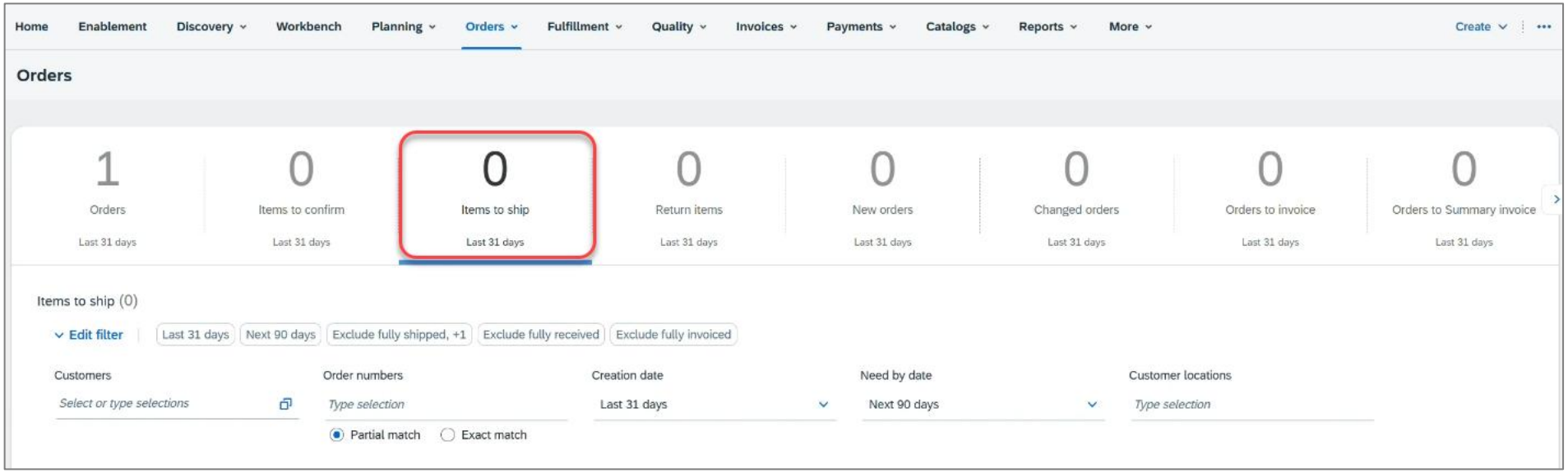
Attention: Make sure to **Submit** the ASN, Save will not submit to IDEXX

© 2026 IDEXX LABORATORIES, INC. ALL RIGHTS RESERVED.

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



© 2026 IDEXX LABORATORIES, INC. ALL RIGHTS RESERVED.

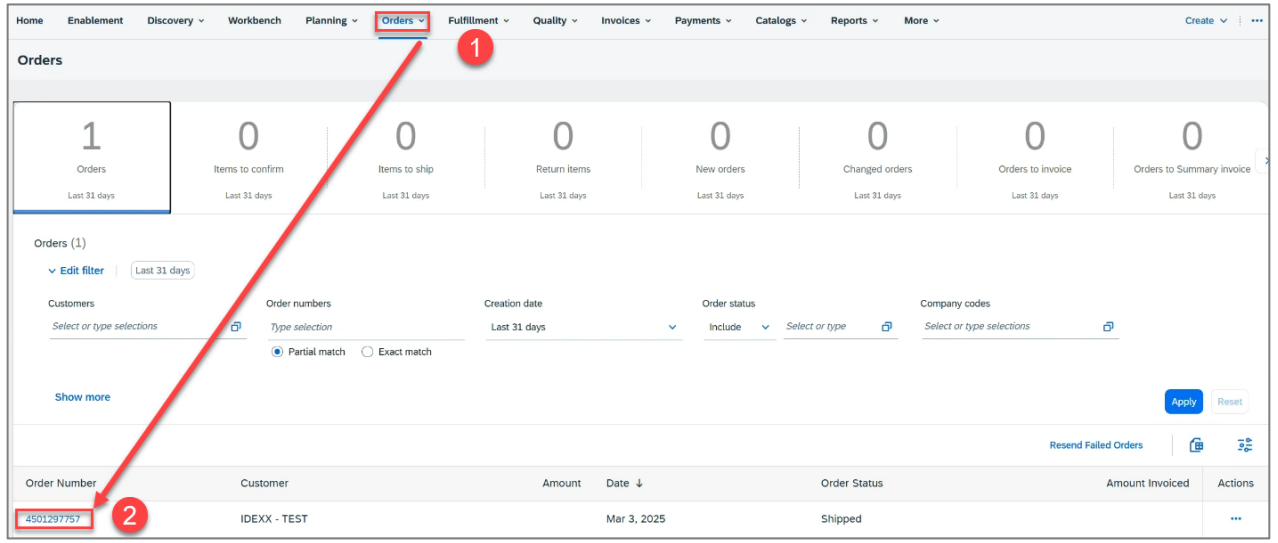
Quick Tips – Locate the PO and ASN after submission (if needed)

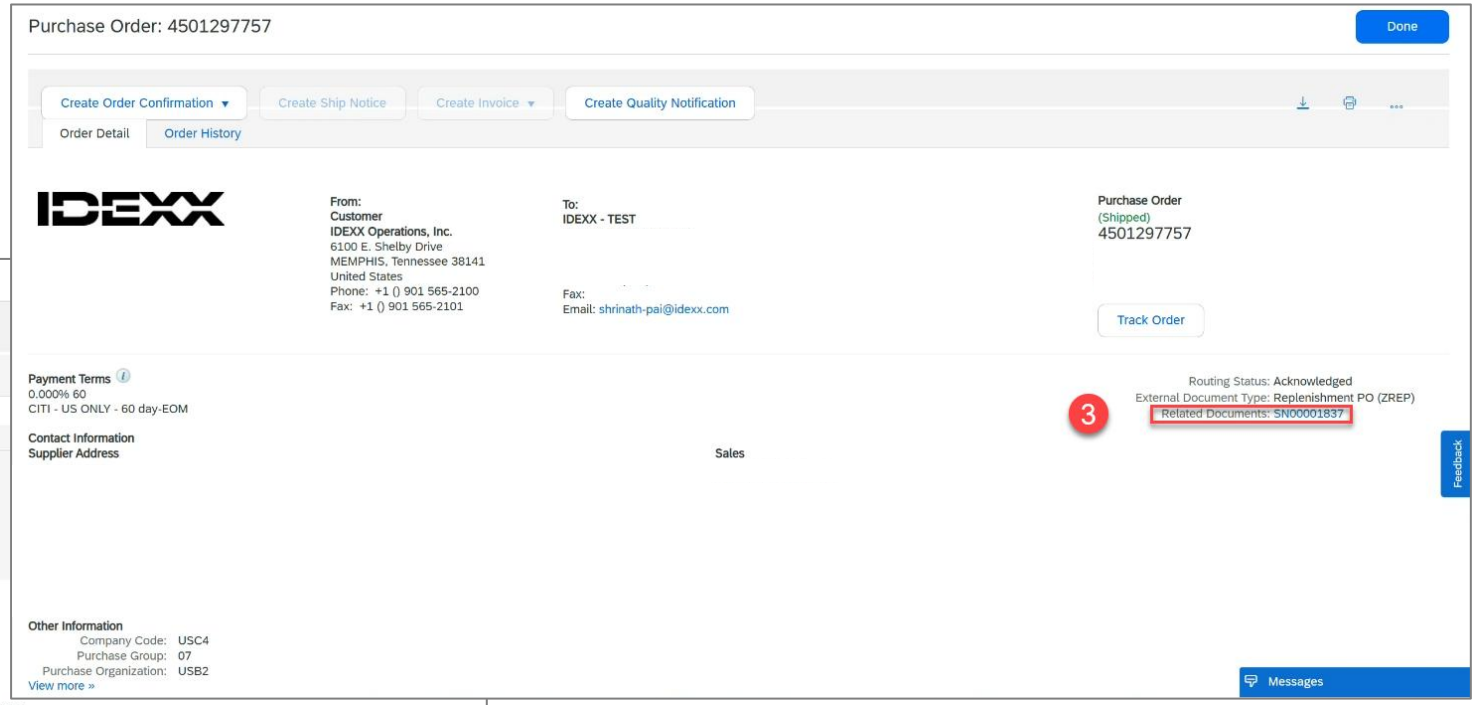
1. Toward the bottom of the Orders tab, the PO # can be seen

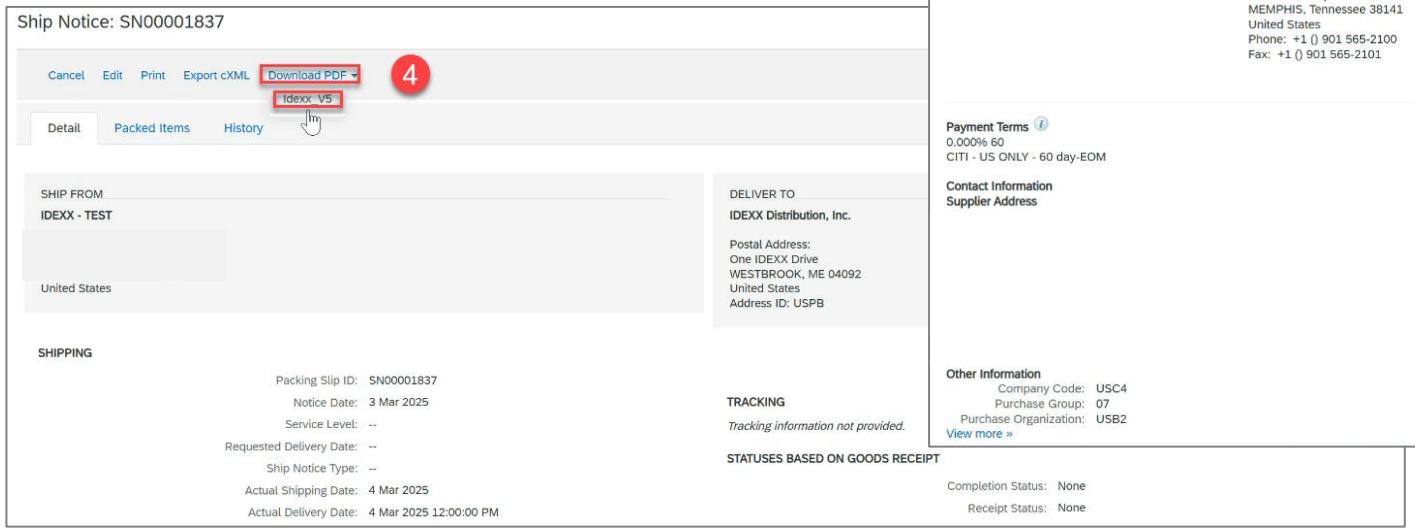
2. Click on the PO # to access the PO Details

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







Advance Shipping Notice

© 2026 IDEXX LABORATORIES, INC. ALL RIGHTS RESERVED.