Supplier Training

Advance Shipping Notice for Batch managed parts

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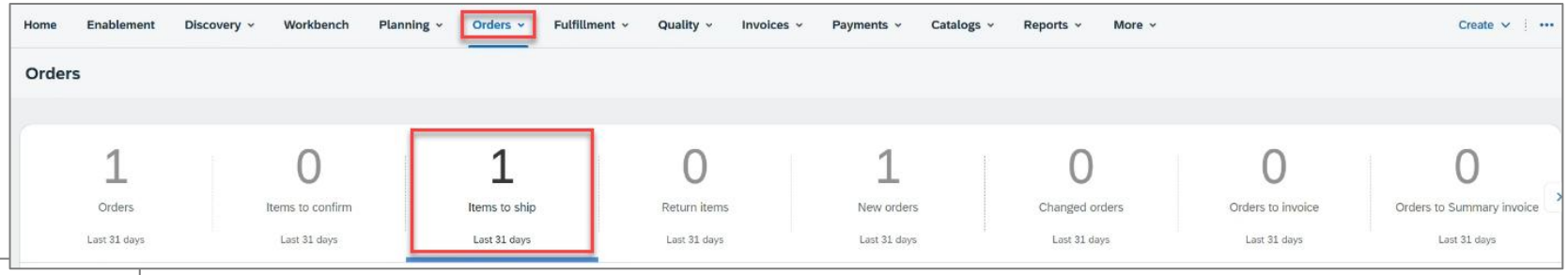
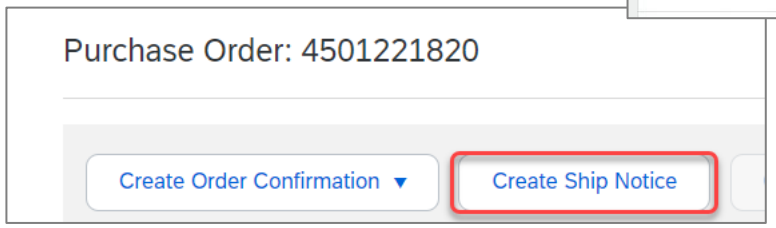
How to create an ASN for batch managed parts?

Select Create Ship Notice on the PO view, or select the PO line from the Items to ship on the home page



Click the Create ship notice button



Attention! If this tab is gray (inactive), and not allowing you to create an ASN, follow below:

Is the requested delivery date already in the past?

If the answer is YES:

- Create a new order confirmation indicating the correct delivery date in the future
- Wait for the Buyer to approve the date deviation
- Once the Buyer approved, the button to Create Ship Notice should become active again

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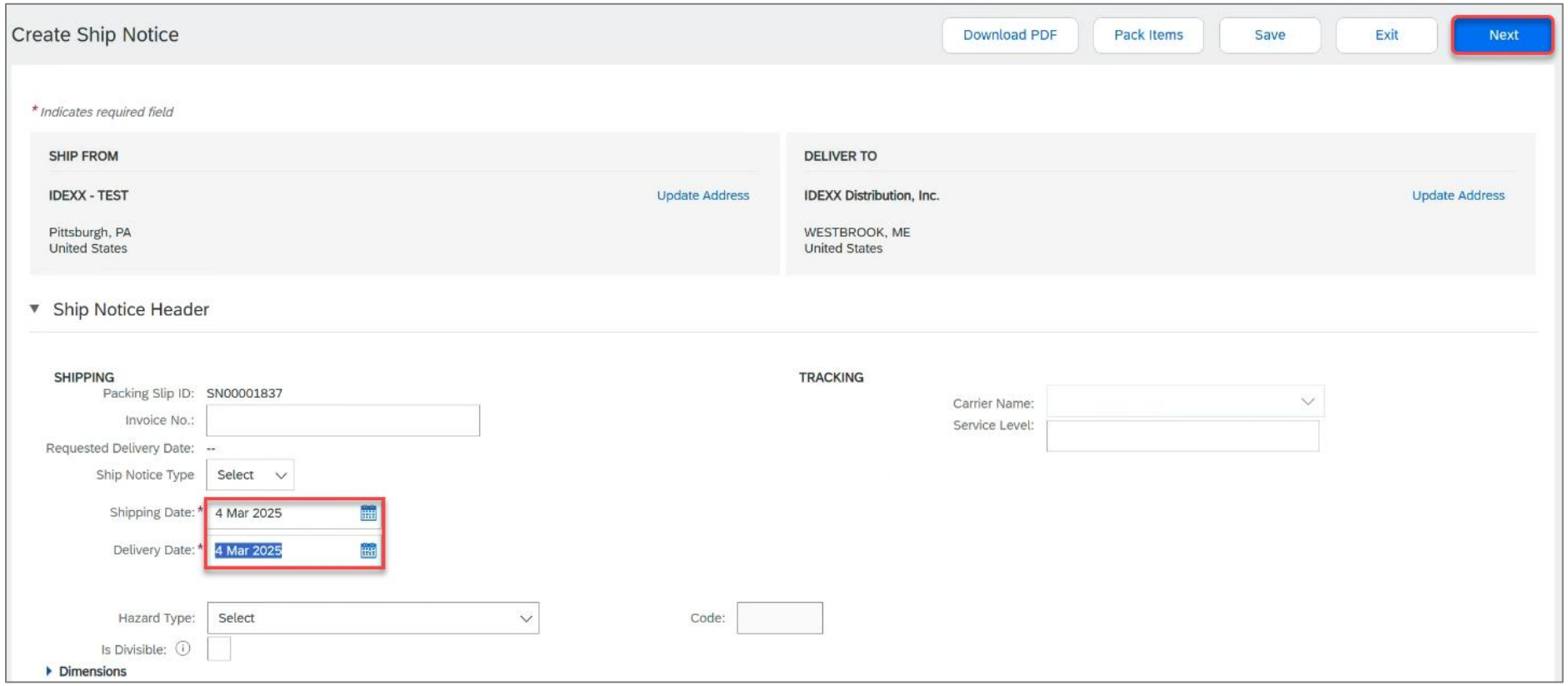
How to create an ASN for batch managed parts?

The Create Ship Notice screen has populated

Populate the Shipping Date and Delivery Date

Click Next



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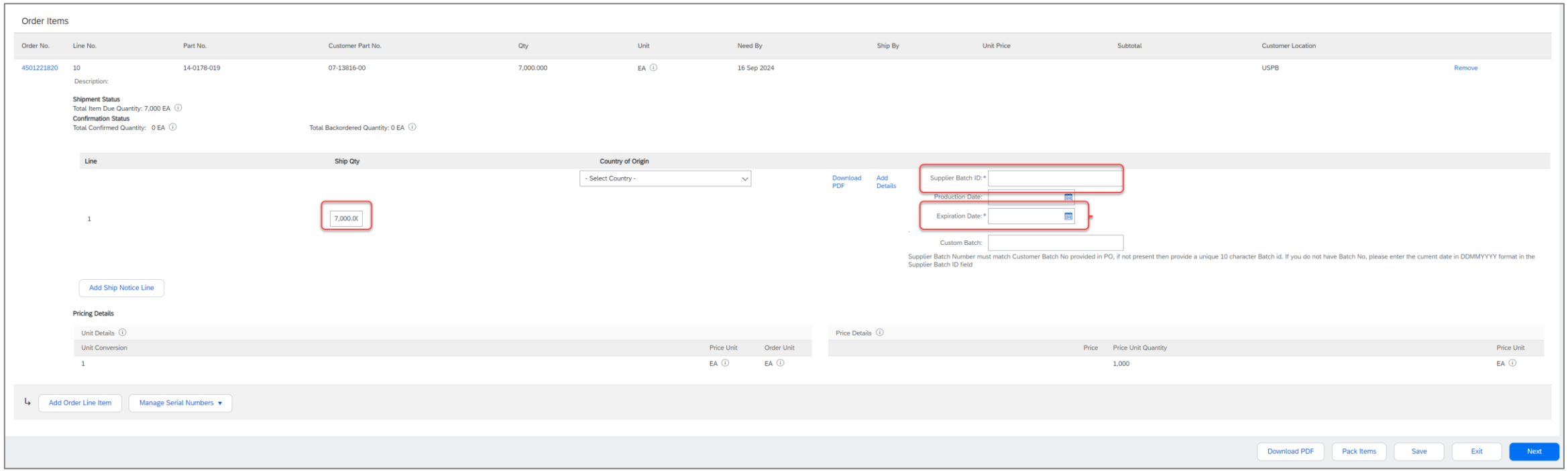
How to create an ASN for batch managed parts?

Scroll down to the PO lines, and enter the quantity you are shipping from the first batch, with expiry date

You might have to overwrite the default quantity, that is the total of the PO line



Attention! Quantity mismatch will block or delay receiving, so we need the correct data submitted on the exact quantity delivered

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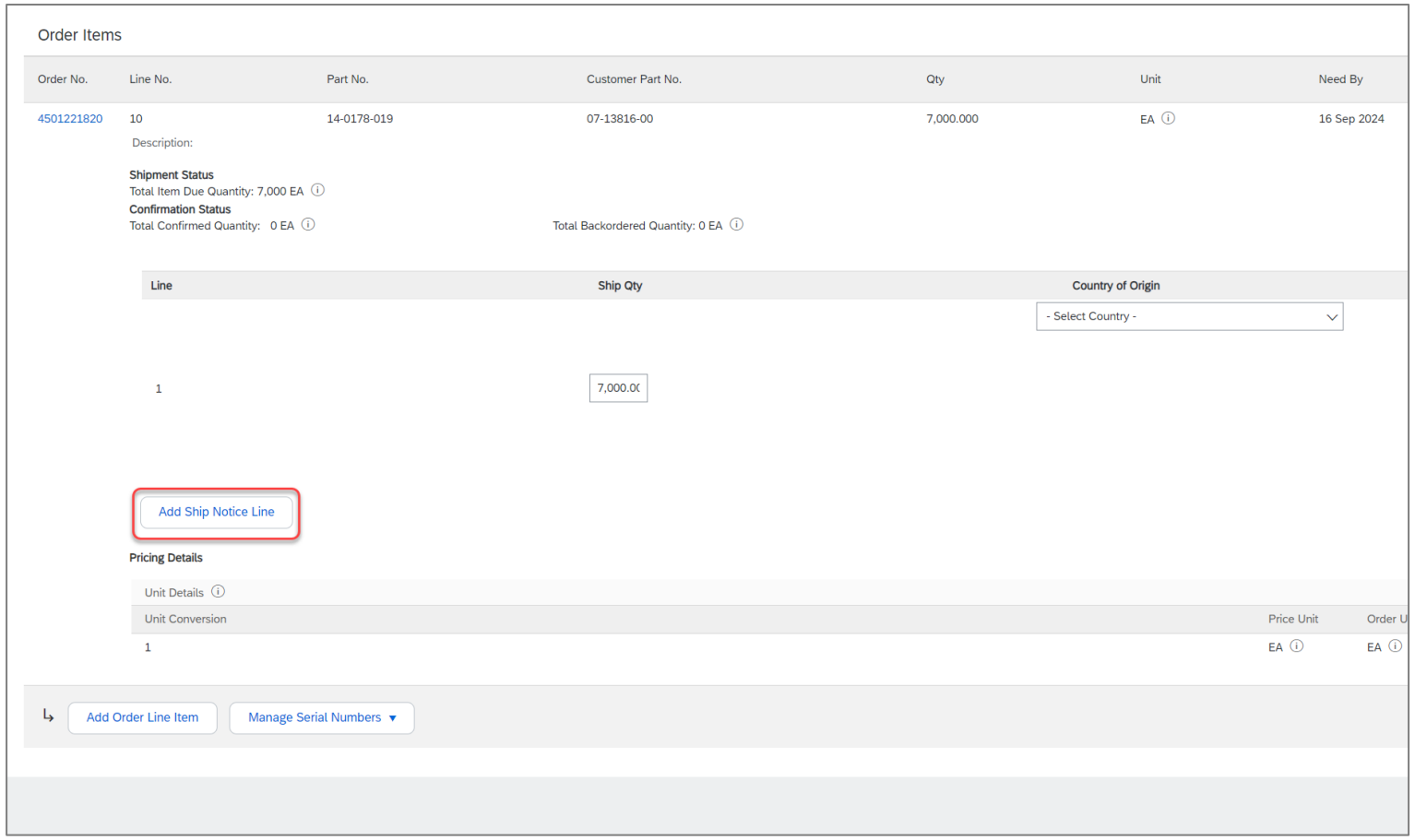
How to create an ASN for batch managed parts?

Click Add Ship Notice Line to enter the next batch

Repeat the previous steps until all the batches and quantities that are shipping have been entered



Attention! Quantity mismatch will block or delay receiving, so we need the correct data submitted on the exact quantity delivered

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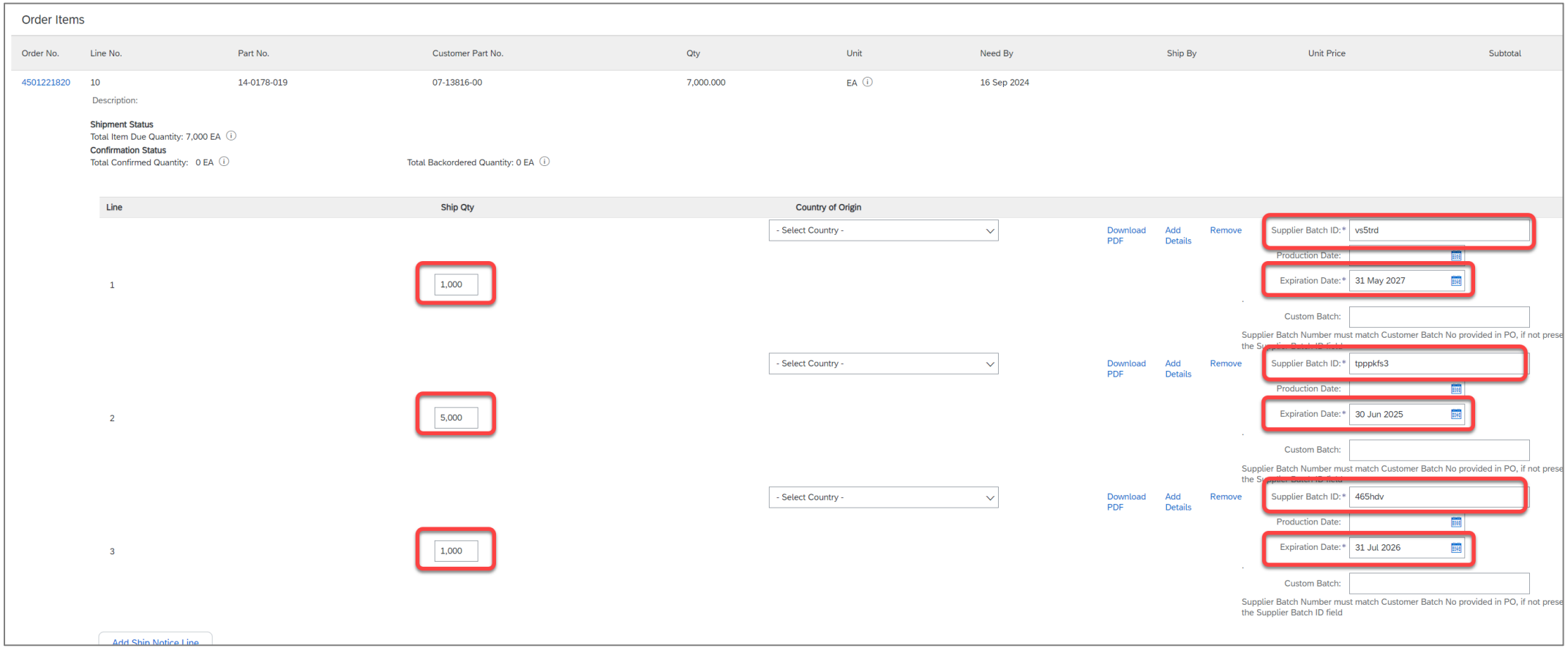
How to create an ASN for batch managed parts?

This is what the screen looks like when adding all the batches and quantities that are shipping



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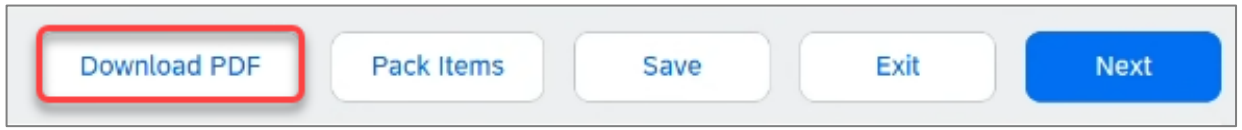
How to create an ASN for batch managed parts?

Download the ASN for each batch

Print each ASN and send it along with the product







ASN Example

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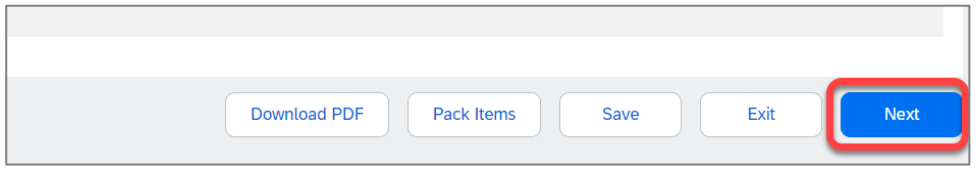
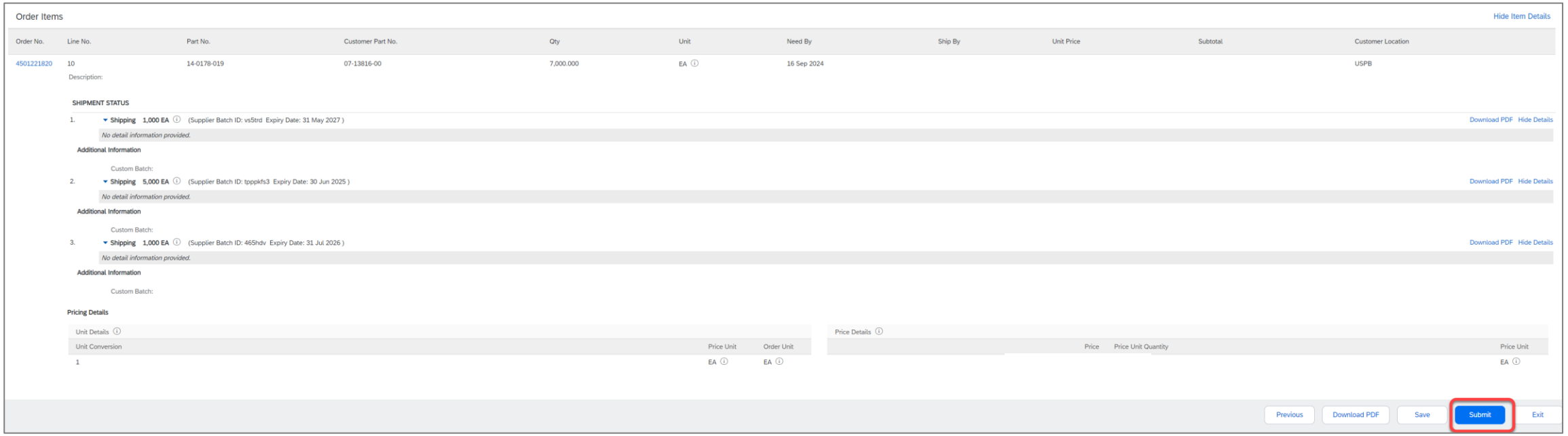
How to create an ASN for batch managed parts?

Click Next and review the ASN and Submit the ASN





Attention! Clicking Save will only create a draft version of the ASN, the data will not be submitted to IDEXX

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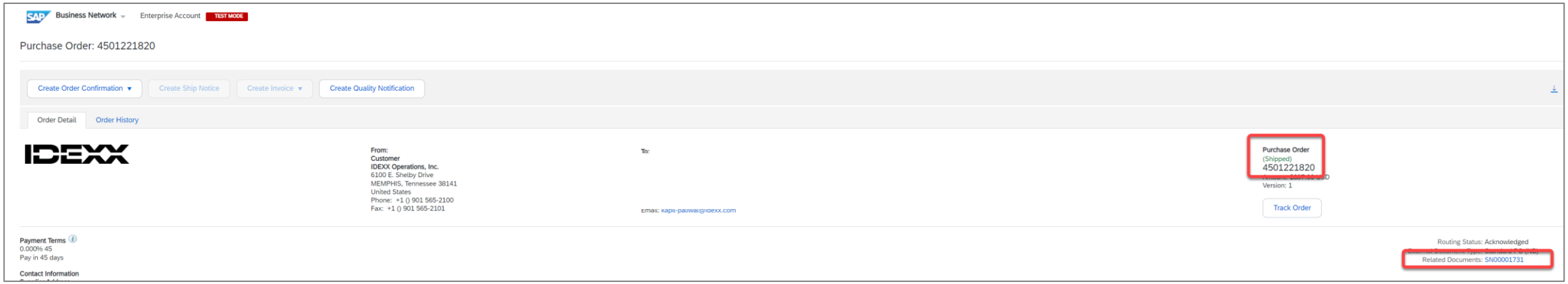
How to create an ASN for batch managed parts?

The submitted ASN will show under the Related documents on the top right side of the PO view

The status of the PO will change to Partially Shipped or Shipped



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