Deeper Dive Training

Advance Ship Notice (ASN)

Quantity

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Entering the exact quantity that is shipping is important

Did you know the confirmed quantities from the PO auto-populate when you begin creating the ASN?

That means if the quantity that is shipping is different from the confirmed quantity, it is recommended to update the order confirmation with the proper quantity, and only then create the ship notice (ASN)

A new Order confirmation may trigger a Buyer approval, but only in case the deviation quantity is outside of the allowed tolerance

ASN Quantity Deeper Dive

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Partial deliveries are allowed if they meet the delivery requirements

How do you create an ASN for a partial delivery?

- Simply create separate ASNs for every delivery you dispatch, for the specific quantity that is shipping

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Correct quantities on the ASN are crucial for receiving product at IDEXX

Troubleshooting an incorrect quantity on an ASN results in extra communication between IDEXX and the Supplier

This makes the process less efficient than intended and if there is an invoice created for the line, editing the ASN may not be possible anymore

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Delivery Tolerances

If there is an under-delivery tolerance set on the PO, and the quantity already shipped and received meets this tolerance, the PO in the IDEXX system will auto-close

If you meant to deliver more for the PO line to meet the full order quantity, please contact the Buyer to remove the under-delivery tolerance (and delivery complete checkmark); this allows the creation of the ASN for the missing quantity

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