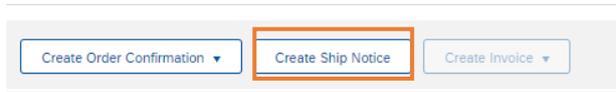# Create Ship Notice (ASN)

Quick Reference Guide

An Advanced Shipping Notification is a packet of information containing details about an imminent delivery. The information is prepared by the Supplier and shared with the buyer to smoothen and improve the quality of the actual delivery event.

- The Purchase Order must be confirmed prior to shipping the goods. Only confirmed lines can be selected for ship notices.

- The Ship Notice can be full or partial.

- The Ship Notice is only for materials, **NOT applicable to Service Orders**.

- The Packing Slip ID field should be a delivery note or number that aligns with your delivery of goods.

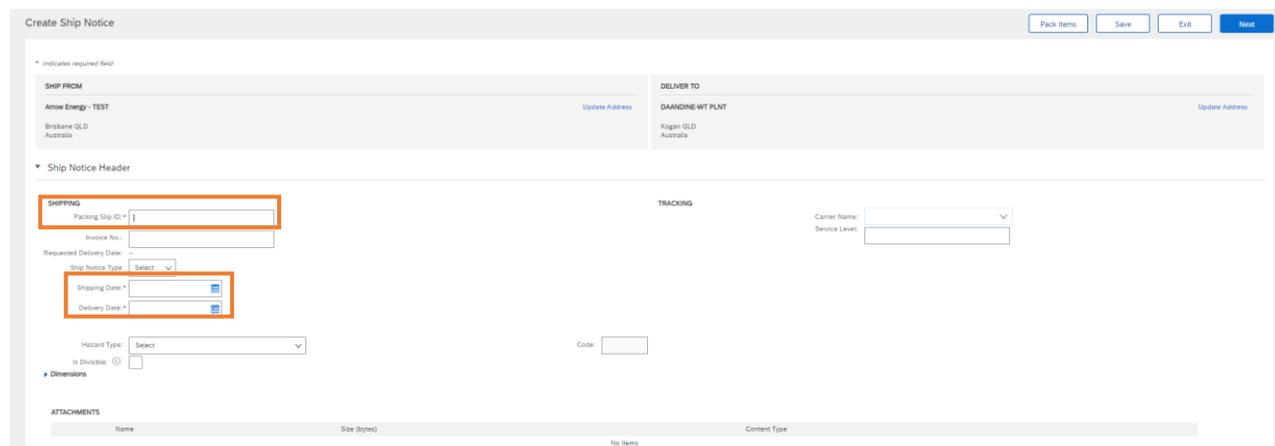- If the ASN is non-mandatory, this step can be skipped.

Step-1: Click 'Create Ship Notice':

Step-2: Complete the mandatory fields in Ship Notice Header section – 'Packing Slip ID', 'Shipping Date' and 'Delivery Date':

Note: The delivery date tolerance to order confirmation is 14 days.

Step-3: Complete the <u>DELIVERY INFORMATION</u> section:

Step-4: Click 'Next':

Note: User can create partial ship notice by clicking 'Remove' to remove other line item(s). In this example below, click 'Remove' at line item 20, you can create ship notice for line item 10 only.

Step-5: Click 'Submit':

Note the status is changed to 'Shipped' and the ship notice can be found in the Related Documents:

Purchase Order
(Shipped)
4520008190
Amount: $330.58 AUD
Version: 1

Track Order

Routing Status: Acknowledged
External Document Type: Standard PO (Material PO)
Related Documents: SN8190
CO8190