

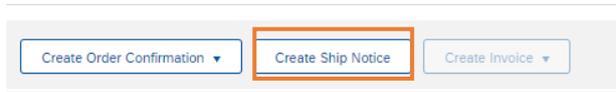
## Create Ship Notice (ASN) Quick Reference Guide

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.

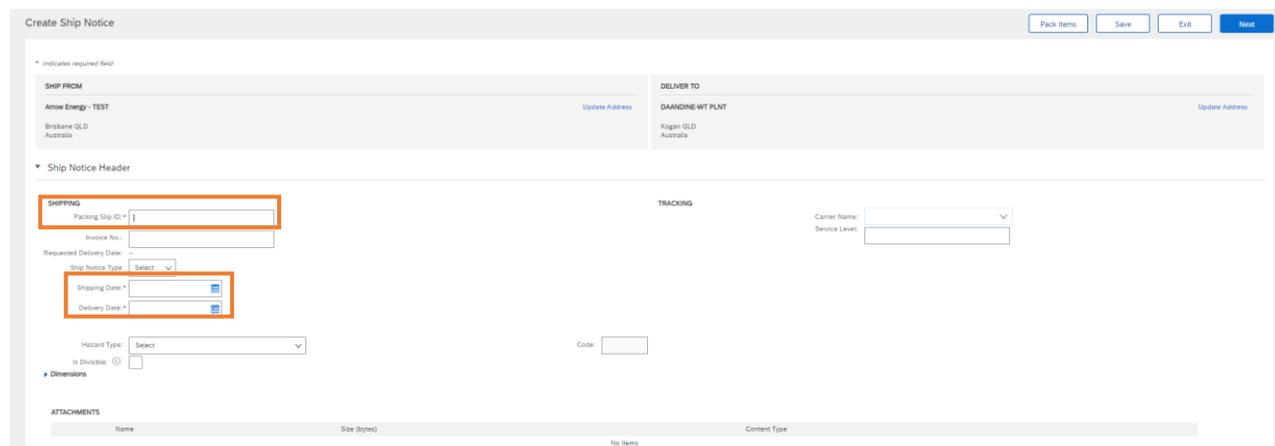
### Step-1: Click 'Create Ship Notice':

Purchase Order: 4520009035



### 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 DELIVERY INFORMATION section:**

▼ DELIVERY INFORMATION

Delivery Terms: Transport Condition  
 Shipping Payment Method: Other

Delivery Terms Description:  
 Transport Terms Description:

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Other	CIF						

Add Transport Term

► Additional Fields

**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.

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location															
4520009035	10		00000001001719717	1.000	EA	4 Mar 2024		\$200.00 AUD	\$200.00 AUD	\$20.00 AUD	A501	Remove														
Description: PLUG,HD,HARSCO,PL325,0.750x0.875,10HP Shipment Status Total Item Due Quantity: 1 EA Confirmation Status Total Confirmed Quantity: 1 EA Total Backordered Quantity: 0 EA																										
<table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Country of Origin</th> <th>Production Date</th> <th>Expiry Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1.000</td> <td></td> <td>- Select Country -</td> <td></td> <td></td> <td>Add Details</td> </tr> </tbody> </table> <p>Add Ship Notice Line</p>													Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date		1	1.000		- Select Country -			Add Details
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date																					
1	1.000		- Select Country -			Add Details																				
4520009035	20		00000001000443746	1.000	EA	30 Nov 2023		\$300.00 AUD	\$300.00 AUD	\$30.00 AUD	A501	Remove														
Description: ELEMENT,FILTER,K 030 AD,DOMINICH Shipment Status Total Item Due Quantity: 1 EA Confirmation Status Approved Total Confirmed Quantity: 1 EA Total Backordered Quantity: 0 EA																										
<table border="1"> <thead> <tr> <th>Line</th> <th>Ship Qty</th> <th>Supplier Batch ID</th> <th>Country of Origin</th> <th>Production Date</th> <th>Expiry Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1.000</td> <td></td> <td>- Select Country -</td> <td></td> <td></td> <td>Add Details</td> </tr> </tbody> </table> <p>Add Ship Notice Line</p>													Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date		1	1.000		- Select Country -			Add Details
Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date																					
1	1.000		- Select Country -			Add Details																				

Add Order Line Item Manage Serial Numbers

Pack Items Save Exit **Next**

**Step-5: Click 'Submit':**

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location	
4520009190	10		00000001002634559	1.000	EA	30 Jul 2023		\$330.59 AUD	\$330.59 AUD	\$33.06 AUD	A501	
Description: BATTERY,RC,DELKOR,N120,12V SHIPMENT STATUS 1. Shipping 1.000 EA ASSET DETAILS Asset details not provided for this line item. HAZARD DETAILS Hazard details not provided for this line item. DELIVERY DETAILS Delivery Terms: Transport Condition Description: -- Shipping Payment Method: -- Transport Terms: CIF Transport Terms Description: -- Transport Cargo: --												

Previous **Submit** Exit

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](#)

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