

*Processing Advanced  
Shipping Notices (ASN)  
SP Richards*



Aug 2010 Rev.

## Contents

<b>About the New ASN Feature .....</b>	<b>3</b>
<b>Before You Begin .....</b>	<b>3</b>
<b>Setting Up and Using ASN .....</b>	<b>3</b>
<b>Setting (L6C) Parameters .....</b>	<b>4</b>
<b>Setting Up Vendor Supply Options .....</b>	<b>4</b>
<b>Using the New Features in Sparco ASN Receive .....</b>	<b>6</b>
<b>Processing Electronic Invoicing Reports .....</b>	<b>7</b>

## About the New ASN Feature

The new Advanced Shipping Notice (ASN) feature in Version 8.12 allows you to retrieve an ASN document from SP Richards to update carton IDs, freight tracking numbers, carton counts, and/or short ship exceptions. You have the option to download all or part of the ASN. This information allows the dealer to be more proactive in correcting orders where the product was originally acknowledged as in-stock by SP Richards but was not delivered. This information also provides accurate carton counts on your shipping manifest and allows order takers to see the UPS tracking numbers for SP carton IDs in Order Entry History. You can also import this information for use in RouteTrak™ and RoutePerfect™.

The new (TR2)[A] processing program allows you to specify which vendor shipping information (carton IDs, freight tracking numbers, carton counts, and short ship exceptions) to update on the tickets and P/Os. You can choose to report on the parts of the ASN together or on separate reports. You can also create procedure files (procs) for both the download and update to run automatically before the morning process of receiving begins. A report of what was updated prints automatically.

## Before You Begin

You must be set up to use SP Richards PSN. For more information, see the handout *Setting Up & Using the SP Richards PSN* at [www.ddms.com](http://www.ddms.com).

## Setting Up and Using ASN

The new process involves:

- 1 Setting (L6C) Sparco EZ-Order/Interactive parameters
- 2 Setting up Vendor Supply Options
- 3 Using the new features in Sparco Invoice Receive
- 4 Processing Electronic Invoicing Reports.

## Setting (L6C) Parameters

To begin using this feature, you must set up parameters in the (L6C) screen. Once these parameters are set, a prompt appears when using the (SR) [I] Receive Electronic Invoice function.

- 1 Go to the (L6C) screen. See Figure 1.
- 2 Tab to the ASN field and type Y.

---

**Note:** By changing this prompt to Y, you are prompted to download ASN or Invoices in the (SR) [I] screen. The default is set to Invoice.

---

- 3 Tab to the Inv field and type Y.
- 4 Press Enter until the system returns to the (L6) screen to save your changes.

## Setting Up Vendor Supply Options

New boxes added to the Vendor Supply Options dialog box allow you to set up your system to enable processing of SP Richards carton IDs/freight tracking numbers, SP carton counts, and/or short ship exceptions when retrieving an ASN document.




- 1 Double-click  to open the Vendor window.

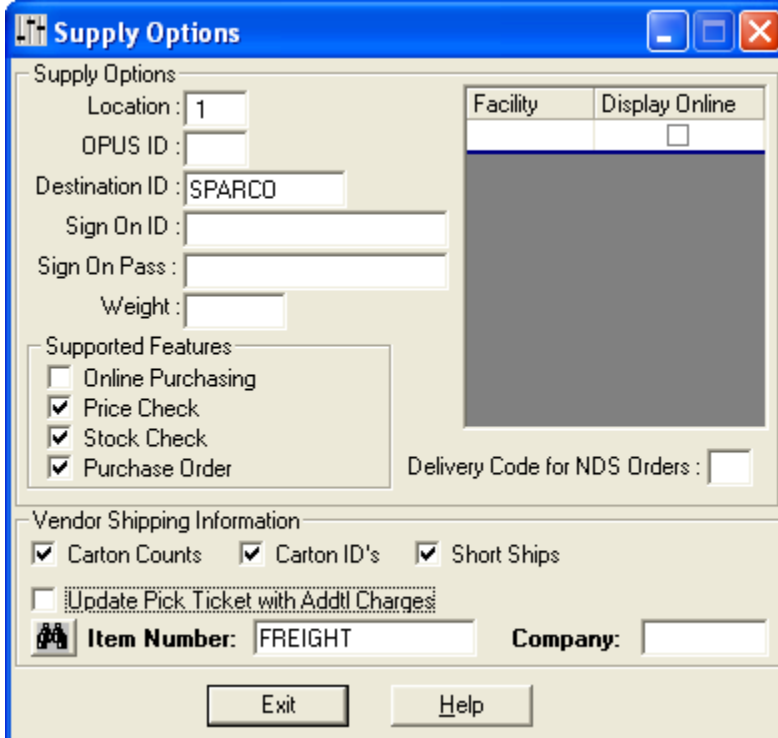
**Figure 1: The ASN Field in the (L6C) Screen**

```

14:50:17          Sparco Ez-Order / Interactive Parameters          03/01/0
-----
Modem Parameters          |          SPARCO Parameters [ 1 ]
-----
Hayes Only ?   Log ?Y   Canadian Dealer ?   |   Ship Code      ?0   Backorders ?
Prefix      ? 9,         Reliable ?Y      |   SPARCO Subs     ?Y   Print Cost ?
Sp/Link     #18004465507   Baud       :19.2   |   Like Item Subs ?N   Pre-Recv  ?
Sp/Order    #18006340563   Terminal ?      |   Convert Units ?N   Prt Shorts ?
Line #M1    Custom String [          ] |   Ship Partial     ?Y
Block Size #32   File Type ?S   Prefix [          ] |   Print One Order Per Invoice ?N
SPR Direct P/O ?   ASN Y/N ? Y      |   List on Pick ?   DC on Label ?
      Inv ?Y All Inv ?   Credits Y/N/O ?
      Cust Nbr      Cust Id      Printer
      1 [999999950] [TEST2000 ] [P1]
      2 [999999950] [TEST      ] [ ]
      3 [          ] [          ] [ ]
      4 [          ] [          ] [ ]
      Compressed Ack. Format ?Y (Y/N)
      Option  Tag          Option  Tag      Barcode
      1 [C]   [CUSPO]      5 [2]  [LBLZ2]  [N]
      2 [N]   [CNAME]      6 [R]  [ROUTE]   [N]
      3 [I]   [INVOI]      7 [F]  [FSCPO]   [N]
      4 [1]   [LBLZ1]
-----
          Wrap-N-Pack ?Y   Blind W-N-P ?
-----
          Primary Loc [99 ]   Shorts ?Y
          Short Locations
          [98 ] [ ] [ ] [ ]
-----
    
```

## Processing Advanced Ship Notices (ASN) SP Richards

- 2 Go to the Vendor Master Tab.
- 3 In the Vendor # box, enter the vendor number for SP Richards.
- 4 From the View menu, click Supply Options.
- 5 The Supply Options dialog box opens, as shown in Figure 2.
- 6 Choose the information to update when downloading the ASN. For example, choose carton counts only if you use a shipping manifest.
  - 6.1 Click Carton Counts to specify to include carton counts when processing the file. (This updates the VEN-CTNCT file.)
  - 6.2 Click Carton IDs to specify to include SP Richards carton IDs and UPS freight tracking numbers when processing the file. (This updates the VEN-CTNID file.)
  - 6.3 Click Short Ships to specify to include short ship exceptions when processing the file and update the tickets and P/Os with this information. (This updates the VEN-QTY file.)
- 7 When finished, click Exit.
- 8 Click  in the Vendor Window.



**Supply Options**

Supply Options

Location : 1

OPUS ID :

Destination ID : SPARCO

Sign On ID :

Sign On Pass :

Weight :

Facility	Display Online
	<input type="checkbox"/>

Supported Features

Online Purchasing

Price Check

Stock Check


Purchase Order

Delivery Code for NDS Orders :

Vendor Shipping Information

Carton Counts  Carton ID's  Short Ships

Update Pick Ticket with Addtl Charges

 Item Number: FREIGHT Company:

Exit Help

**Figure 2: The Vendor Supply Options Dialog Box**

## Using the New Features in Sparco ASN Receive

New files are created when the ASN file is brought in during the (SR)[I] function depending on the options chosen in the Supply Options dialog box. SP Richards Carton IDs and UPS freight tracking numbers are stored in the VEN-CTNID file. Carton counts are stored in the VEN-CTNCT file, and the information in this file is made available in for shipping manifests in Report Writer. Short ship exceptions are stored in the VEN-QTY file.

- 1 To download ASNs manually, go to the (SR) screen and type **I** in the Request field.
- 2 In the Who field, type **C** to select Sparco.
- 3 In the Printer field, enter the name of the printer to use.

---

**Note:** In the Copies field, type **BA** for Background ASN when creating a Proc file to automate this screen.

---

- 4 Press Tab until the Are You Sure Prompt appears. Type **Y** to continue.
- 5 The (SR) [I] Sparco Invoice Receive screen opens with the Request Advanced Shipping Notices or Invoices prompt at the bottom of the screen. See Figure 3. Type **A** to select ASN.
- 6 Press Enter to accept the current date.
- 7 Select Download and Process by typing **X** in the appropriate box.

**Figure 3: The (SR) [I] Sparco Invoice Receive Screen**

```
13:35:44          (SIC) SPARCO Invoice Receive rev. (02/15/07)          03/15/07
=====
Modem Type ?1      Baud #19.2      Reliable ?Y
Sp/Link Phone     #18004465507

All Invoices for Master Account ?      [ ] Download and Process
Processing Credits ?Y Y/N/O            [ ] Download Only
Invoice Number #                          [ ] Process Only      [_____]
Invoice Date From / / To / /            [ ] Process Text

=====
Requesting Advanced Shipping Notices or Invoices A/I ? A
```

---

**Note:** This information is not immediately available. Contact SP Richards for details on processing times.

---

8 Press Enter to accept.

## Processing Electronic Invoicing Reports

Once the ASN has been downloaded and processed, you need to run the update function in the (TR2) screen. The new (TR2) Order Entry Reports screen lets you process the individual pieces of information from the ASN. When you process this information, a report prints from VEN-LOG showing what information was updated and what exceptions occurred.

1 Go to the (TR2) screen, and type **A** in the Report field to update Vendor Shipping Information. See Figure 4.

---

**Note:** To access the (TR2) screen from Ensite Pro, click



Then, select Standard O/E reports. Type **2**.

2 Type **Y** next to the fields to process.

2.1 To process carton IDs and freight tracking numbers for both Wrap-n-Label and drop ship orders, type **Y** next to Carton IDs. The VEN-CTNID file is updated and this information is written to P-SPECIAL as MMMM lines.

**Figure 4: The (TR2) Order Entry Reports Screen**

```

14:53:44                (TR2) Order Entry Reports(02/21/07)                03/01/07
-----
A. Update Vendor Shipping Information
   Freight Amounts ?. Y/N
   Carton IDs      ?Y Y/N
   Carton Counts  ?Y Y/N
   Quantity Chg   ?Y Y/N

B. Purge Vendor Files up through ../../.. (includes log file "VEN-LOG")
   Freight Amounts ?. Y/N
   Carton IDs      ?. Y/N
   Carton Counts  ?. Y/N
   Quantity Chg   ?. Y/N

-----
Report [.]  Loc [ 1] Printer [P1]
    
```

**Processing Advanced Ship Notices (ASN) SP Richards**

- 2.2** To process carton counts and update the shipping manifest database with the vendor piece count in its own field in M-MASTER, type **Y** next to Carton Counts. The VEN-CTNCT file is updated. This information is available through Report Writer for printing on the delivery manifest.
- 2.3** To process short ship exceptions, type **Y** next to Quantity Chg. This updates the ship quantity with the actual shipped quantity. The pick ticket is updated to reflect the actual shipped quantity on the ASN if it is a status 6 or 7. If the ticket is an 8 or 9, the ticket is updated as long as there are not multiple dash tickets at a status 8 or 9. Multiple dash tickets are logged as quantity (or short ship) exceptions.

---

**Note:** Since tickets cannot be updated above a status 9, if tickets are updated in a proc, you must time your ASN process accordingly.

---

This function also updates PO-MASTER, JOUR-PO, and VER-EXCEPT with quantity exceptions, updates I-AUX with changes, and updates the VEN-QTY file.

- 3** Tab to the Printer field and enter the printer name.
- 4** Press Enter. The pick tickets/manifests are updated with the information specified and a report prints.

Pick Nbr	P/O Nbr	Vendor	Vendor Ack	Customer Nbr	T	Freight Amt	Exception Description
815051-Z	117249	SPARCO	29955763		C		
-0	117263	SPARCO	29956104	10673USA	I		ERROR DESCRIPTION NOT FOUND
816811-1	117249	SPARCO	29955766	106481210	I		
817400-Z	8000000679	SPARCO	10841295		C		
815051	117249	SPARCO	29955763	11581	Q		PICK RECORD COULD NOT BE FO
816821	117216	SPARCO	19792222	11179C001	Q		P/O RECORD COULD NOT BE FOU
813224-0	116306	SPARCO	09268016	10202SUPP	F	6.95	ERROR DESCRIPTION NOT FOUND
813225-3	116436	SPARCO	38059345	10675SYRA	F	34.45	ERROR DECRPTION NOT FOUND