

*Processing Advanced  
Shipping Notices (ASN)*



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## About the New ASN Feature

The new Advanced Shipping Notice (ASN) feature in Version 8.23 allows you to retrieve an ASN document from Supplies Network to update carton IDs, freight tracking numbers, and carton counts. This information also provides accurate carton counts on your shipping manifest and allows order takers to see the UPS tracking numbers for Supplies Network carton IDs in Order Entry History. You can also import this information for use in RouteTrak™ and RoutePerfect™.

In DDMS, you process the parts of the ASN individually or in any combination (carton IDs, freight tracking numbers, and carton counts). 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 Supplies Network PSN. For more information, see the handout *Setting Up & Using the Supplies Network PSN* at [www.ddms.com](http://www.ddms.com).

## Setting Up and Using ASN


The new process involves:

- 1 Setting up Vendor Supply Options
- 2 Using the new features in Supplies Network Invoice Receive
- 3 Processing Electronic Invoicing Reports.


## 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 Supplies Network carton IDs/freight tracking numbers, and carton counts when retrieving an ASN document.



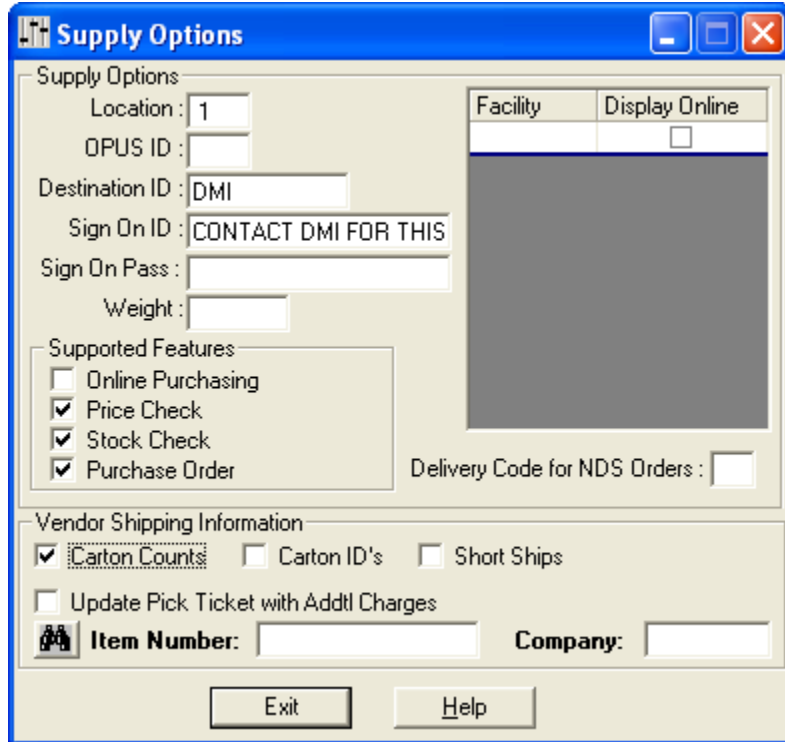
- 1 Double-click  to open the Vendor window.
- 2 Go to the Vendor Master Tab.
- 3 In the Vendor # box, enter the vendor number for Supplies Network (DMI).
- 4 From the View menu, click Supply Options.

## Processing Advanced Shipping Notices (ASN) Supplies Network

- 5 The Supply Options dialog box opens, as shown in Figure 1.
- 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 Supplies Network carton IDs and UPS freight tracking numbers when processing the file. (This updates the VEN-CTNID file.)
- 7 When finished, click Exit.
- 8 Click  in the Vendor Window.

## Using Supplies Network ASN Receive

**Figure 1: The Vendor Supply Options Dialog Box**



## Processing Advanced Shipping Notices (ASN) Supplies Network

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. Supplies Network 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.

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

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

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- 4 Press Tab until the Are You Sure Prompt appears. Type **Y** to continue.
- 5 At the Enter Number for Vendor, type **1** to select DMI (Supplies Network) and press Enter.
- 6 The (SR) [I] Supplies Network Invoice Receive screen opens with the Request Advanced Shipping Notices or Invoices prompt at the bottom of the screen. See Figure 2. Type **A** to select ASN.
- 7 Enter a date range in the Invoice Date boxes. Press Enter to accept the current date.
- 8 Press Enter to accept.

**Figure 2: 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
```

## Processing ASN 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 3.

**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.
  - 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.

**Figure 3: The (TR2) Order Entry Reports Screen**

```

13:31:48                (TR2) Order Entry Reports (11/13/09)                05/26/10
-----
A. Update Vendor Shipping Information
  Add On Amounts  ?. Y/N                Carton Counts ?. Y/N
  Carton IDs      ?Y Y/N                Quantity Chg  ?. Y/N

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

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

## Processing Advanced Shipping Notices (ASN) Supplies Network

- 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.