About the ASN Feature

The Advanced Shipping Notice (ASN) has several features, including the following:

- **Carton counts**: Allows the dealer to download the carton count from S.P. Richards™ into their shipping/delivery manifest. The dealer can now see their own carton count and the carton count from S.P. Richards as separate fields in the manifest. This allows for quicker departures of the dealer's delivery trucks.

- **Carton IDs**: Allows the dealer to download either S.P. Richard's carton IDs or the tracking numbers from the third party carriers (UPS®, FedEx®, or USPS®) into the DDMS®/DDMSPLUS® sales order. Settings allow the dealers to choose which to download, or to download both.

- **Freight Tracking #s**: Allows order takers to see the UPS, FedEx, and/or USPS tracking numbers for S.P. Richard's carton IDs through a hyperlink in the Order Analysis window.

- **Short Ships/Quantity Exceptions**: Sales orders and purchase orders are automatically updated saving you the time that you might previously have used correcting sales orders and reconciling payable records in accounts payable.

The (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. (PSN is shut down nightly for maintenance between 12:45 AM and 1:30 AM CST. Do not schedule any procs or proc files related to PSN to run during this time. Also, do not attempt to manually send or retrieve any PSN related files.) A report of what was updated prints automatically.

Note: You can only receive ASN data for the P/Os that are sent after you set up PSN for DDMS/DDMSPLUS.

Before You Begin

You must be set up to use S.P. Richards PSN. For more information, see [Setting Up & Using the S.P. Richards PSN](#).

Setting Up the S.P. Richards ASN

Setting up the S.P. Richards ASN includes setting parameters and setting up the vendor datase.

Setting (L6C) Parameters

To begin using this feature, set up parameters in the (L6C) Sparco Ez-Order/Interactive screen. Once these parameters are set, a prompt appears when using the (SR)[I] Receive Electronic Invoice function.

1. From the text-based Master Menu, type **L** to open the (L) Parameters screen.

2. In the (L) screen, type **6** to open the (L6) Vendor & Wholesale Communications screen.

3. In the (L6) screen, type **C** to open the (L6C) screen.

4. 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.

5. In the Inv field, type **Y**. If you are not using colon accounts, go to **Step 7**.
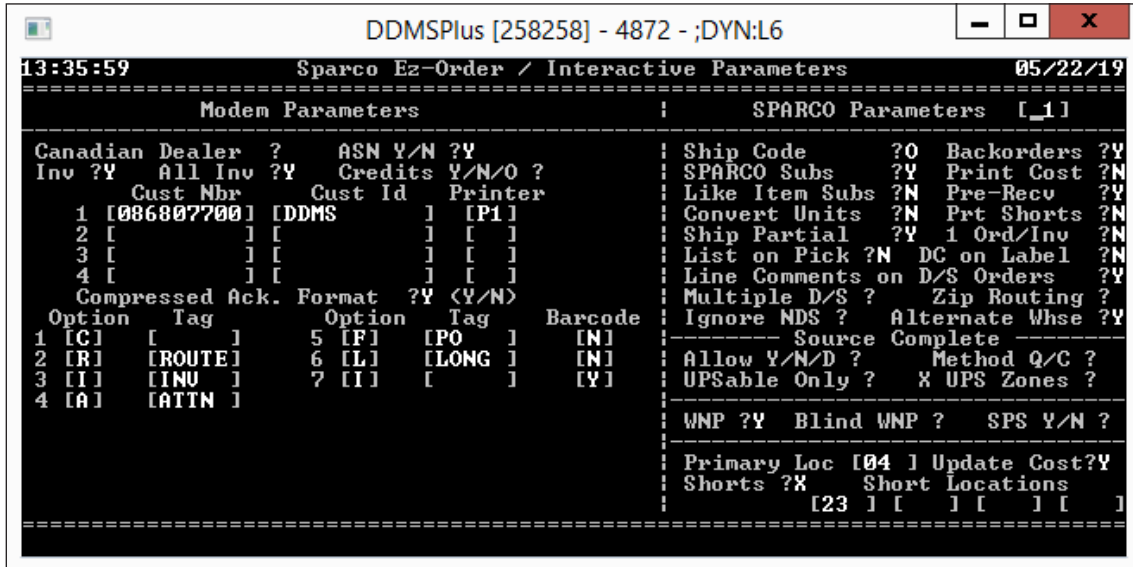
6. To retrieve invoices and ASNs for colon accounts, type **Y** in the All Inv field. If you don't enter a Y in this field, only invoices and ASNs for your main account number are received.

7. Press Enter until the system returns to the (L6) screen to save your changes.

Setting Up the Vendor Database

The Supply Options dialog box allows you to set up your system to enable processing of S.P. Richards carton IDs/freight tracking numbers, carton counts, and/or short ship exceptions when retrieving an ASN document.

1. From the Master Menu, double-click .

2. In the Vendor Master tab, click .

3. Click the Vendor # box and enter the vendor number for S.P. Richards.

4. Click .

5. Click . The Supply Options dialog box opens.

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 include carton counts when processing the file. This updates the VEN-CTNCT file. The information in this file is made available for shipping manifests in Report Writer.

   6.2 Click Freight Tracking # to include UPS, FedEx, and USPS tracking numbers when processing the file. This updates the VEN-CTNID file.

   6.3 Click Carton IDs to include S.P. Richards carton IDs and UPS freight tracking numbers when processing the file. This updates the VEN-CTNID file.

6.4   Click Short Ships 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 💾.

Using the S.P. Richards ASN

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. They are stored on the P/O unit, as identified in the (L0) Global Master parameter screen.

Downloading ASNs Manually

To download ASNs manually, do the following:

1.   From the text-based Master Menu, type **SR** to open the (SR) Purchase Order Reports screen.

2.   In the (SR) screen, type **I** in the Request field.

3.   In the Who field, type **C** to select Sparco.

4.   Tab to the Printer field and enter the printer name.

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

5.   Press Tab until the Are You Sure Prompt appears.

6.   Type **Y** to continue. The (SIC) Sparco Invoice Receive screen opens with the Request Advanced Shipping Notices or Invoices prompt at the bottom of the screen.
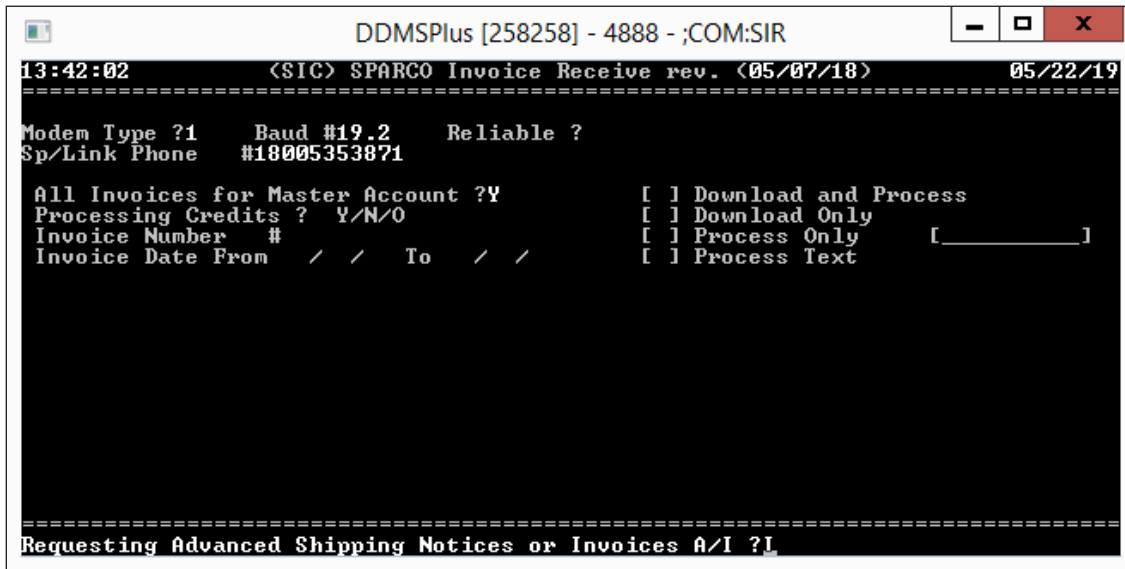
7. Type **A** to select ASN.

8. Press Enter to accept the current date.

9. Type **X** in the Download and Process box.

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

10. Press Enter.

Processing Electronic Invoicing Reports

Once the ASN has been downloaded and processed, run the update function in the (TR2) Order Entry Reports screen. The (TR2) 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. From the text-based Master Menu, type **TR** to open the (TR) screen.

2. In the (TR) screen, type **2** to open the (TR2) screen.

3. In the (TR2) screen, type **A** in the Report field. The cursor moves to the Update Vendor Shipping Information section.

4. Type **Y** in the Carton IDs field to process carton IDs and freight tracking numbers for both Wrap and Label and drop ship orders. The VEN-CTNID file is updated and this information is written to P-SPECIAL as MMMM lines.

5. Type **Y** in the Carton Counts field to process carton counts and update the shipping manifest database with the vendor piece count in its own field in M-MASTER. The VEN-CTNCT file is updated. This information is available through Report Writer for printing on the delivery manifest and can be viewed in the Delivery Manifest window.

> **Note**: The order must exist on a non-released manifest. If it is not on a manifest, the system rechecks for 15 days, after which the data is purged. If the order is a drop-ship order and is not found on a non-released manifest, the data is purged after the first attempt.

6. Type **Y** in the Quantity Chg field to process short ship exceptions. 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**: When tickets are updated in a proc, and cannot be updated above a status 9, 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.

7. Tab to the Printer field and enter the printer name.

8. Press Enter. The pick tickets/manifests are updated with the information specified and a report prints.