

# MBUSI Service Parts

## Supplier Guide

### Advanced Shipping Notification (ASN)



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Created on: 5/1/2022

Modified On: N/A

Uncontrolled when printed | Supplier Guide | SG 3 | ASN Requirements

**Failure to comply with the MBUSI Service Parts Supplier Guide could result in damages under the Master Terms Direct Purchasing**

# Document History

Version Number	Author	Location of Change(s)	Summary	Date
1	TRAYLOJ		Final Draft Version	4/26/2022



# Advanced Shipping Notification

## Introduction:

An Advanced Shipping Notification (ASN) is a document that **MUST** be sent electronically each time parts are shipped to the MBUSI Service Parts Warehouse. If there is no ASN referencing a valid part number, purchase order number, and quantity relationship, then the appointment required to deliver the parts cannot be made (See the Transportation Document for more information about delivery appointments).

The ASN must be sent before the load is closed and the truck is dispatched to MBUSI Service Parts.

EDI is the required and standard form of ASN transmission.

## Contact Information:

For any questions related to ASN's (submission, form content, general issues) please contact your Supplier Planner.

For any topics concerning EDI as it relates to the ASN please refer to the EDI Document within the MBUSI Service Parts Supplier Guide.

## Content:

### Sending an ASN via EDI

The following guidelines must be followed in order to successfully send an ASN via EDI:

- Reconcile open PO qty from your EDI releases with the open PO qty that is reflected in the Supplier Scorecard
- Shipping quantity should not exceed the order quantity
- Ensure that the "Base Unit Column within the ASN is populated with "EA"
  - No other abbreviations will be accepted
- Ensure the PO # entered into the ASN matches with the PO # that appears in EDI. Supplier can use the Service Parts Supplier Portal "Open Order Tab" as a secondary reference if necessary.
  - Ensure PO # is still open
  - Ensure PO # follows the format below
    - 4500XXXXXX (always begins with 4500\*)
- Ensure the correct part number format is entered
  - Must be a valid Service Parts part number
  - Do not ASN supplier packaging material
- Ensure the part number entered into the system has no spaces and no special characters



**NOTE:** Failure to comply with these guidelines will result in ASN submission failure and no **ShipID\*** will be provided. Successful ASN submission can be determined by the creation of a ShipID, which is to be found in the “Advanced Shipping Notices” tab within the MBUSI Service Parts Supplier Portal within moments of submission. In the case no number appears, to determine if an error occurred, please refer to the “ASN Errors” tab within the MBUSI Service Parts Supplier Portal. The tab will only exist if an error is present. It can take minutes after the ASN has been submitted for the “ASN Errors” tab to appear in the portal.

- In the case that no ShipID is presented upon ASN submission and the message in the “ASN Errors” tab is unclear or unavailable, please contact your MBUSI Service Parts Supplier Manager.

\***The ShipID** is the necessary 10-digit numeric output of a successful ASN transmission and is required to create a delivery appointment. There is only *one* ShipID generated per ASN. Please refer to the Transportation Document in the Supplier Guide for more information about the ShipID.

<span>Export to XLSX</span> <span style="float: right;">Refresh ASNs</span>											
Enter text to search...											
Received Advanced Shipping Notices											
Updated: 2/10/2022 9:42:25 PM											
PO	PO Line	Part Number	Part Description	PO Qty	Ship ID	Ship Item	ASN Qty	ASN Recieved	PO Qty Reduced	Reference	
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