Advanced Shipping Notice (ASN)

Creating Advanced Shipping Notices

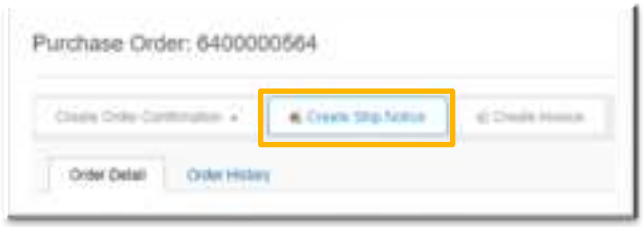
Advanced shipping notice (ASN) is a document that provides detailed information about a pending delivery. ASNs are required by Stryker for quality managed goods purchased through the SAP Business Network.

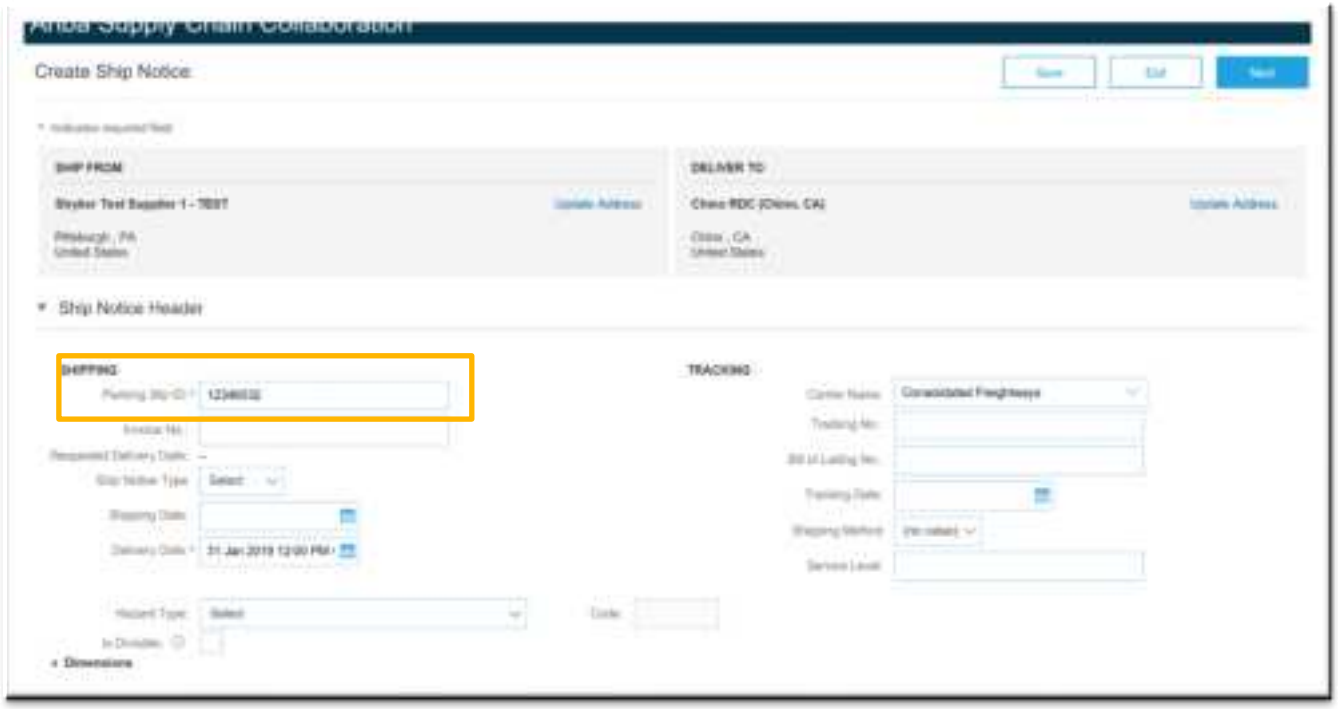
Required Fields:

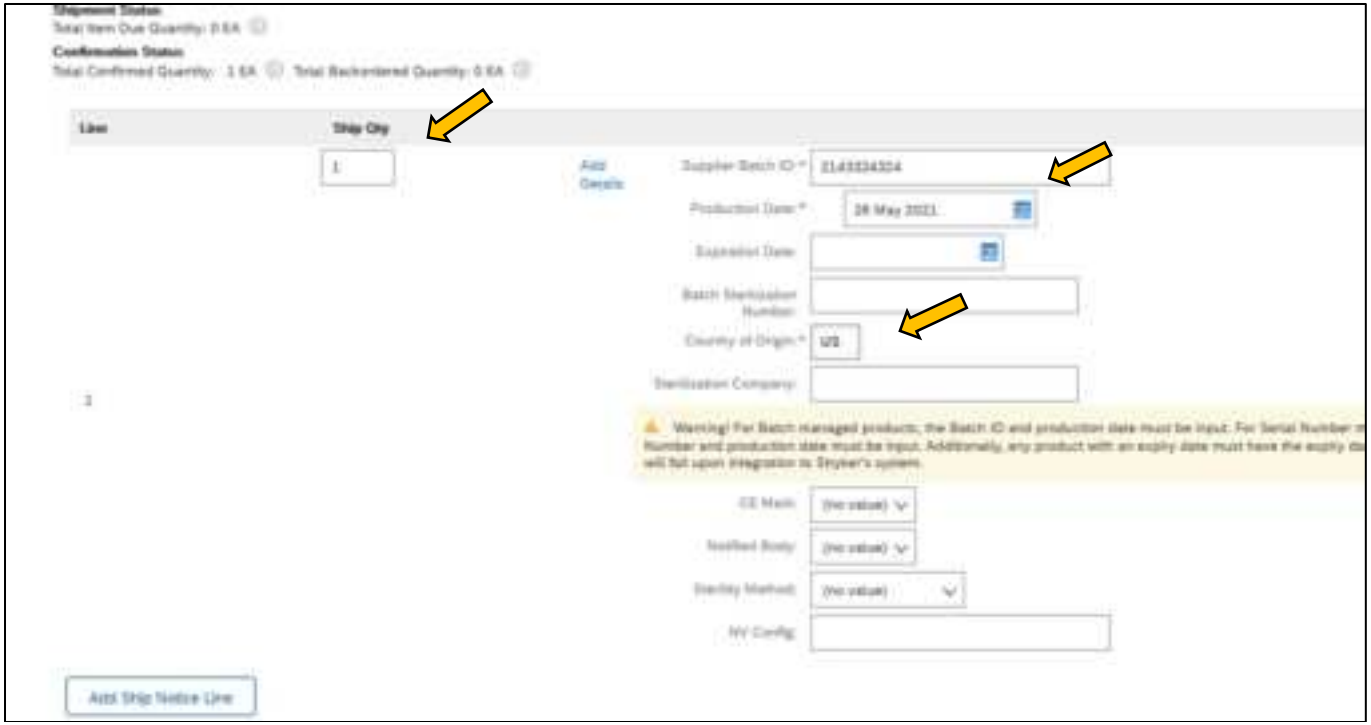
- Packing Slip ID
- Actual Delivery Date
- Ship Quantity
- Batch ID if batch managed product (Lot Number)
- Production Date
- Expiration date if applicable
- Serial Number if serial managed product
- Country of Origin

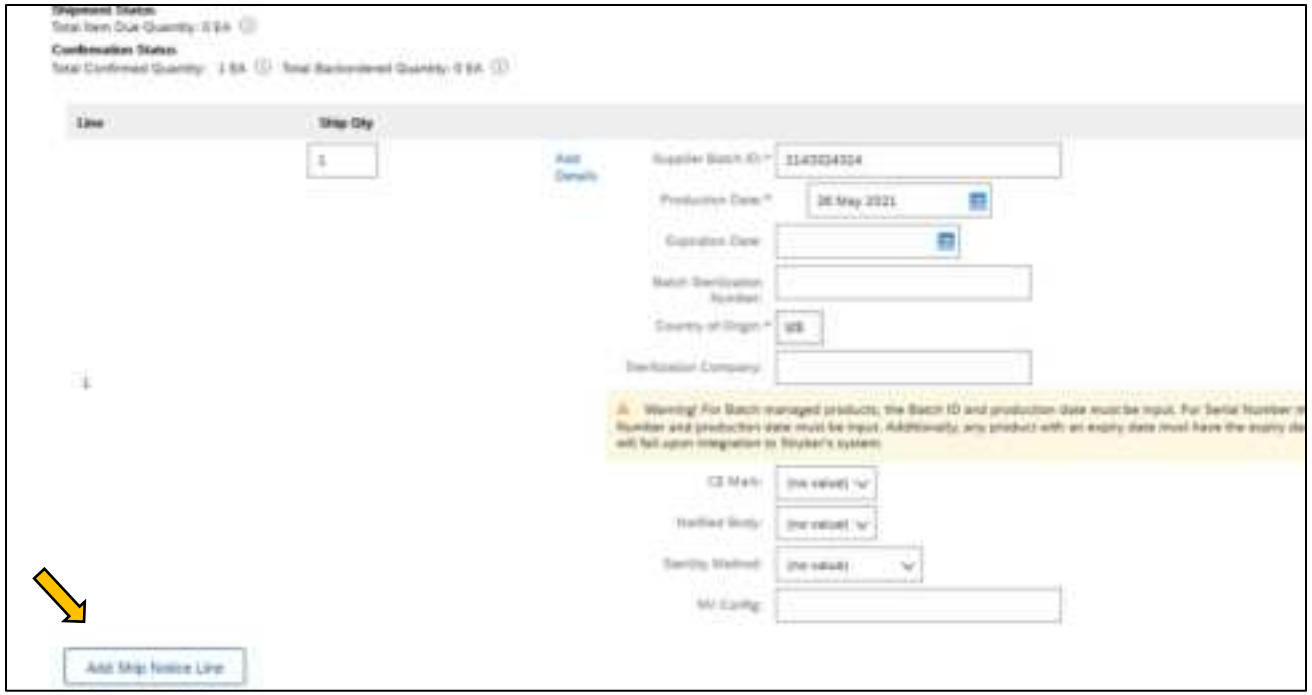
Additional Stryker Preferred Fields:

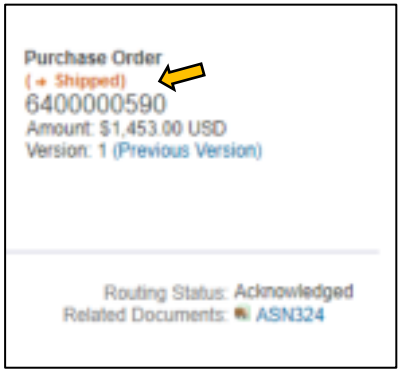
- Carrier Name
- Tracking Number / Bill of Lading (Limited to 20 characters length)
- Batch Sterilization Number
- Sterilization Company
- Sterility Method
- CE Mark
- Notified Body – If notified body number is not listed, the supplier should choose NL (Not Listed)

Description	Screenshot
Create: Against a Purchase Order Create the ship notice using your Ariba account once Items are shipped. To begin, select the 'create ship notice' on top of the purchase order.	

Description	Screenshot
Enter the packing slip ID which is any number you use to identify the Ship Notice. You must use a unique ship notice number every time an ASN is created, and this should match the number on the physical packing slip that goes with the shipment. Choose carrier name and then Tracking # and shipping method will appear.	

Description	Screenshot
Create: For Batch Managed Product Scroll down to Order Items section. Enter Quantity being shipped in that batch. Insert Batch (Lot) ID, Production Date and Expiration Date (If product has an expiration). Enter **two-digit** country code for Country of Origin. If there are no additional batch numbers to be entered, click Next to access Ship Notice Review page. Note: Any field with an asterisk is required on the Ariba Network.	

Description	Screenshot
Create: For Batch Managed Product **ADDITIONAL BATCH NUMBERS** To enter additional batch numbers for a line, complete all required fields for the current lines in the purchase order. Once completed, select “Add Ship Notice Line”. A new line will be added with the remaining units from the line you are shipping. Now follow the previous steps of entering the Batch ID, Production Date, Expiration Date (if required) and **two-digit** Country of Origin. After all details have been entered, select “Next” at the bottom of the page. If a required field is missing, it will not allow you to go to the next screen and the missing field will have a red warning.	

Description	Screenshot
After Reviewing your ship notice, click submit to send Ship Notice to Stryker. **After Submitting** your ship notice, the Order Status will be updated to Shipped. Submitted Ship Notices can be viewed from your outbox or by clicking the link under the Related Documents from the PO View.	 
After Submission, the order status associated with the PO/Scheduling Agreement Release will be updated to shipped/partially shipping and is viewable in your detail screen. **Review** the Advance Ship Notice created by clicking the hyperlink next to the Related Documents label.	