ASN Compliance: **Guidance for Suppliers**



ASN Compliance: Guidance for Suppliers

The following guidance aims to improve knowledge around Co-op business processes.

This guidance will provide an overview of the requirements for sending Advanced Shipment Notifications, or ASNs, equipping you with the basic knowledge needed for this process.

The material is aimed at anyone who has an involvement in processes that link to ASNs – whether that be physically creating and submitting the ASNs, dealing the order fulfilment process or responsible for compliance

It can be used as a training material and is free to be shared with anyone who needs this knowledge – so this could a supplier directly to Co-op, or a third part working on behalf of a Supplier.

ASN Compliance: Guidance for Suppliers

Contents:

- What are ASNs
- Why they are important
- When they are required
- Methods for sending
- Key tips for sending
- Who to contact for help

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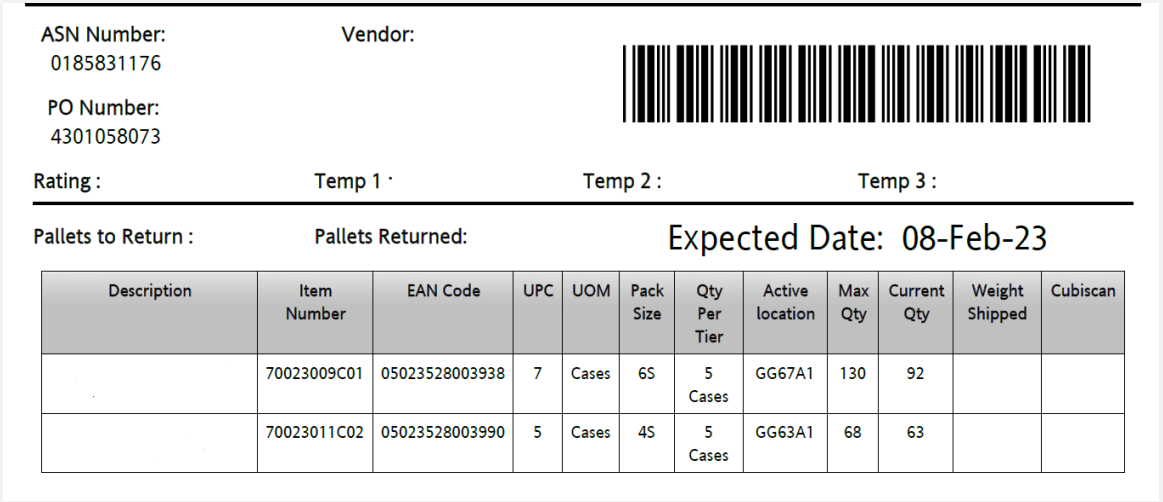
What are ASNs and why are they important?

An Advanced Shipping Notification (ASN) is:
A notification of a delivery sent directly in advance of a shipment to improve the efficiency of the goods receiving process
It provides an accurate update of the amount of stock being delivered
An essential step in the Co-op Purchase to Pay Process

At the Co-op, it is essential that we receive an ASN so that:

- The goods receipt can be processed and matched correctly with the invoice, ensuring accurate and efficient payment
- Depots can correctly and efficiently receive the goods - ensuring Customer availability in stores, maximising sales and minimising waste



ASN Number: 0185831176
Vendor:
PO Number: 4301058073
Rating :
Temp 1 :
Temp 2 :
Temp 3 :
Pallets to Return :
Pallets Returned:
Expected Date: 08-Feb-23

Description	Item Number	EAN Code	UPC	UOM	Pack Size	Qty Per Tier	Active location	Max Qty	Current Qty	Weight Shipped	Cubiscan
	70023009C01	05023528003938	7	Cases	6S	5 Cases	GG67A1	130	92		
	70023011C02	05023528003990	5	Cases	4S	5 Cases	GG63A1	68	63		

An example of an ASN when received into Co-op systems

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When are ASNs required?

An ASN is required from our Suppliers for every Co-op purchase order that is sent:
The ideal standard is ONE ASN for ONE Purchase Order

There are three variations to ASN Requirements are as follows:

Third Party / Haulier Sending

Third parties sending ASNs on behalf of Suppliers must be aware of and follow all ASN requirements

Suppliers need to instruct any third parties as soon as possible and inform Co-op of any contacts and changes

BUSINESS USE

Co-op Primary is part of the Delivery Process

If Primary is used for **Direct Deliver only**, Suppliers must still **send an ASN for each PO** at the point of delivery despatch

If Primary is used for **Picking operations AND Delivery**, an ASN is **NOT** required - this is generated by Co-op once the product is picked and loaded

BUSINESS USE

Products are supplied Direct to Store

All ASN Guidance should be followed

The only variation to process is that one ASN is required per store, and instead of Site Code, Store Hub Number is used

BUSINESS USE

If at any point your delivery method changes you will need to consult this guidance and adjust your process accordingly.

An ASN is NOT required for products which:

Are
PICKED by
Co-op Primary



Are LONG LEAD
TIME such as
imported
wine



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When and how should ASNs be sent?

ASNs should be sent no later than the point of goods dispatch and must **ALWAYS** be received in our systems before they are due to arrive in depots or stores. For Chilled and Direct to Store orders, we have strict cut-off points:

- **For Chilled orders, the ASN MUST be sent before 02:00 on the day of the delivery**
- **For Direct To Store orders the ASN MUST be sent before the delivery arrives in store and no later than 16:00 on the day of delivery.**

If the ASN arrives after the goods are received, **for depots** the ASN has to be manually created which causes issues with goods receiving, impacts products getting into our stores and payment of invoices.

There are two methods for sending ASNs:

1. Automatically via **Electronic Data Interchange (EDI)**

2. Manually via the **Supplier Network Collaboration portal (SNC)**

If System or EDI issues occur, submitting ASNs manually via SNC should be used as a contingency

For more information on using SNC click here

NOTE: *ASNs are a requirement of the Co-op SAP system to help maintain efficiency, accuracy and availability. We monitor Supplier ASN compliance. If you are non-compliant, we will conduct an investigation to understand the root cause of the issue and work with you to drive corrective action in your business to resolve it.*

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What needs to be included in an ASN?

ASN Do's and Don'ts

- Do make sure each ASN reference number is unique
- Do always generate new ASNs for every delivery
- Do make sure the ASN is submitted/published at the point of delivery despatch
- Do make sure all details within an ASN match the original Purchase Order otherwise it will be rejected
- Do not include any goods on the ASN that have not been delivered against the respective PO

DO send **ONE** ASN for **every** Purchase Order received.
If your production or delivery capability may impact this, please contact the Supply Chain team for further guidance

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Who do I contact if I need help?

Queries around the ASN Process - Inbound standards lead kate.allan@coop.co.uk or your designated Supply Chain demand planner

For all queries, please refer to our Inbox Matrix to find the best route for your query.

Where to access further support

Further information available to support Suppliers:

- ASNs are included as a requirement in the **Supplier Guidelines**

Or contact Supply Chain Assurance if any further support/guidance required:
Inbound Standards Lead – Kate Allan
Kate.Allan@coop.co.uk