SHIPPING NOTICE - ASN

MODIFICATION / DELETION OF AN ASN

Last update : 12/10/2023

RICHEMONT

SHIPPING NOTICE – ASN

MODIFICATION OF AN ASN

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MODIFICATION / DELETION OF AN ASN

- An ASN (Shipping Notice) can now be modified in addition to being deleted in the portal.

- **Attention!!!**
  The modification, as the deletion of an ASN, is only possible if the goods have not been received by the Maison.

  If the reception of the package has already been started by the Maison, the modification of the ASN will be blocked. You will then be notified by the following message :

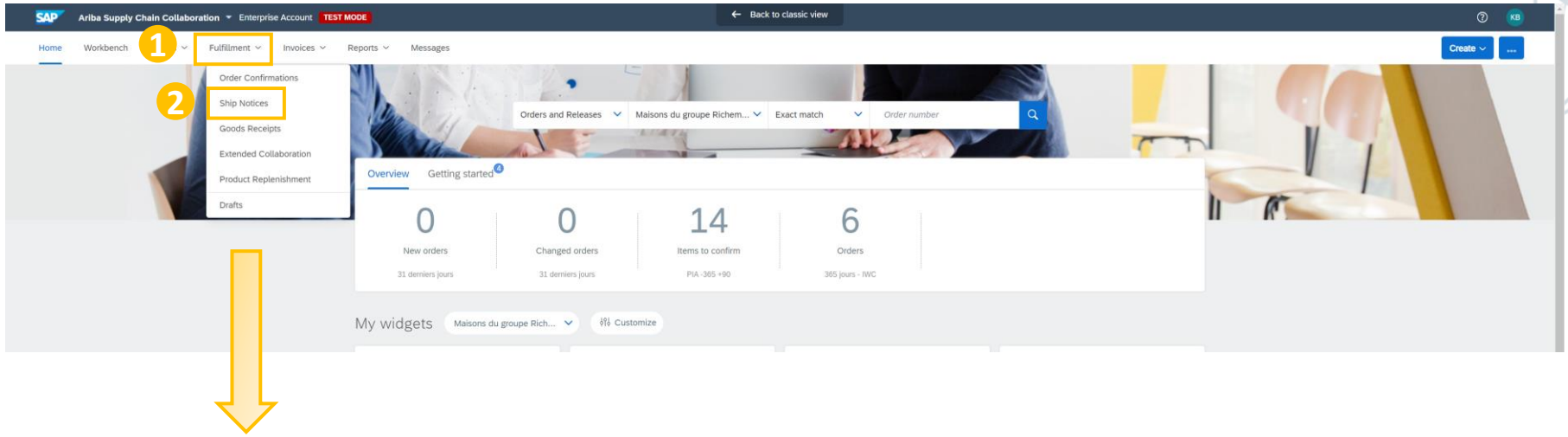
  " Update ship notice is not allowed because some of the items have already been received "

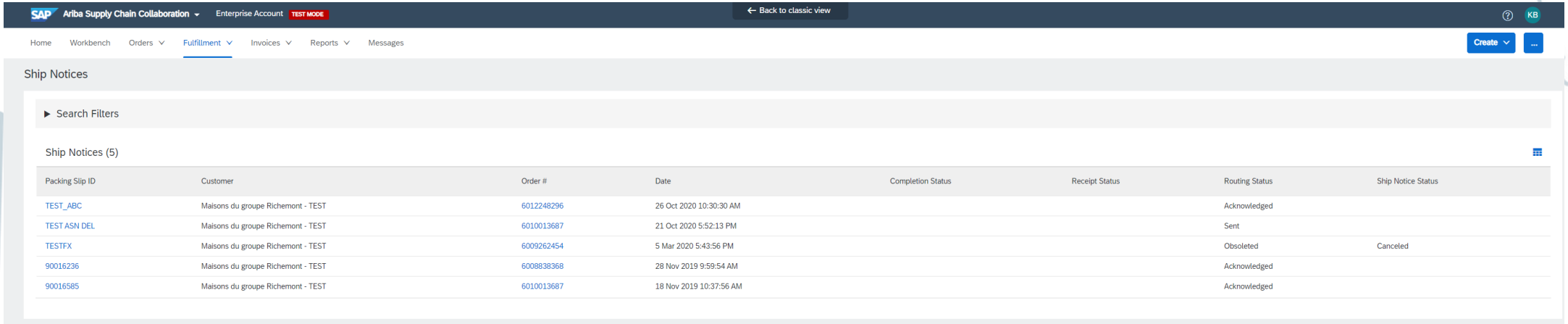
- The barcode generated for this ASN will remain the same

PS: ASN = Advanced Shipping Notice

DISPLAY THE LIST OF CREATED ASNS

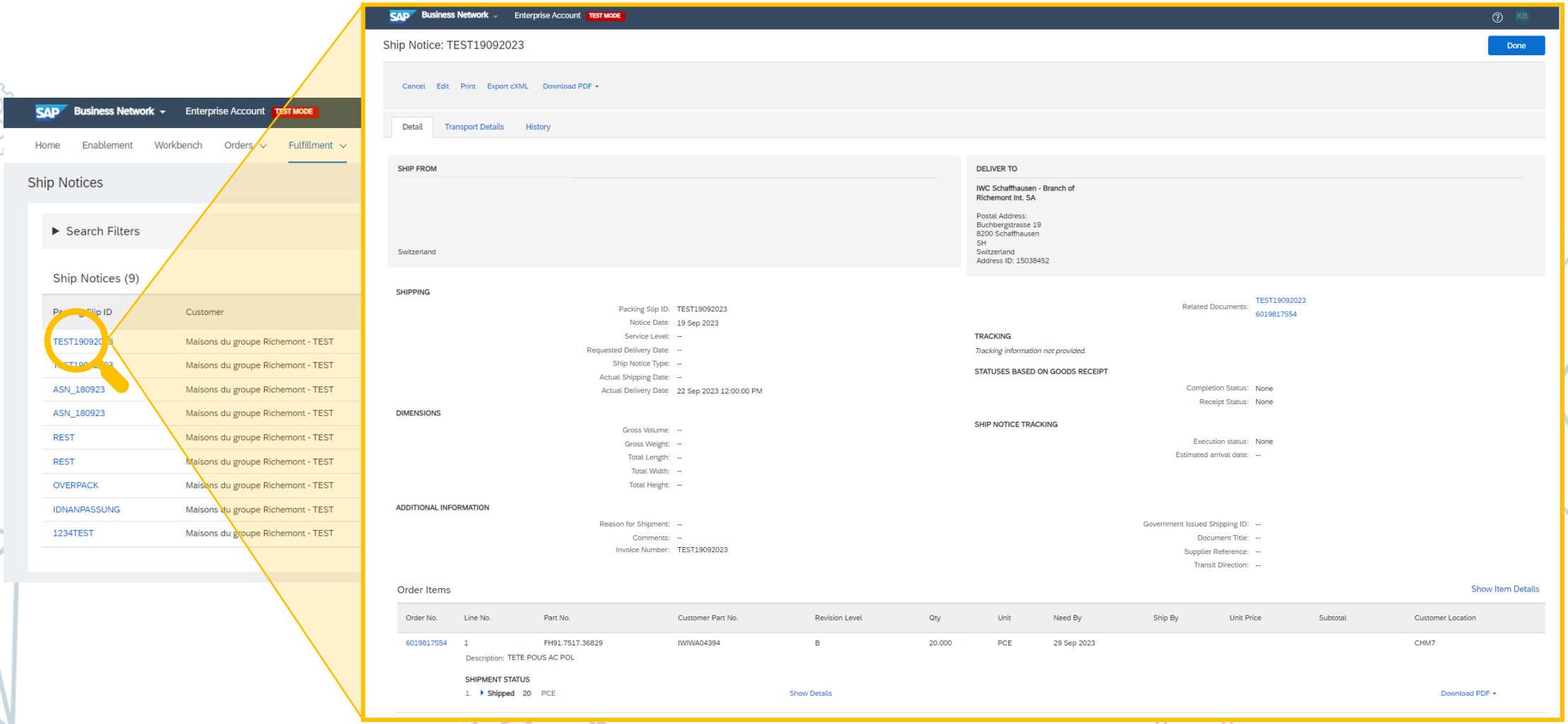
- Go to the “ **Fullfilment** ” menu **[1]** then “ **Ship Notices** ” **[2]** to access the list of the latest documents created





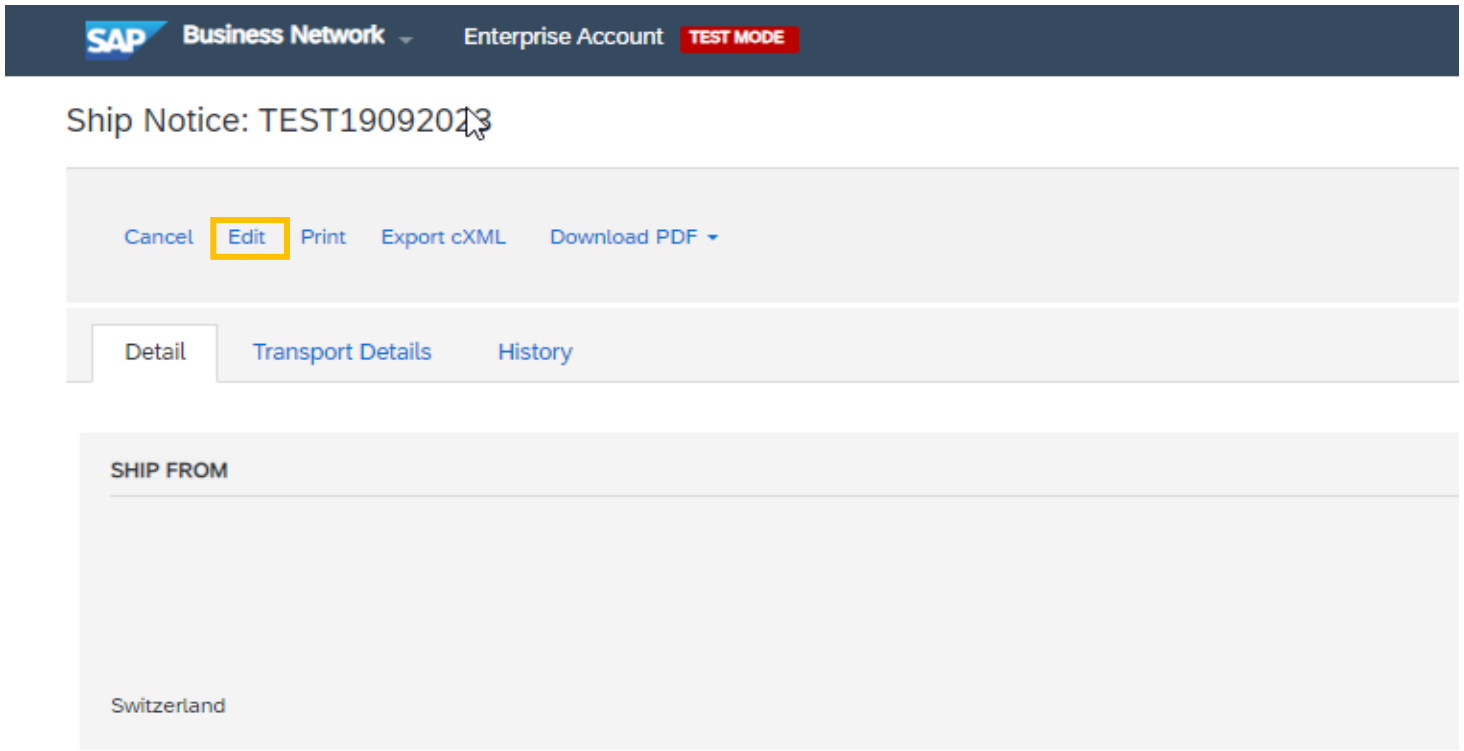
DISPLAY THE CONTENTS OF AN ASN

- Click on the document reference (in blue) to display it



MODIFY THE CONTENT OF AN ASN (1/4)

› Once the ASN is open, you can click on " ***Edit*** " to modify the content.



Warning : ASN's edition is only possible before the goods reception process by the Maison

MODIFY THE CONTENT OF AN ASN (2/4)

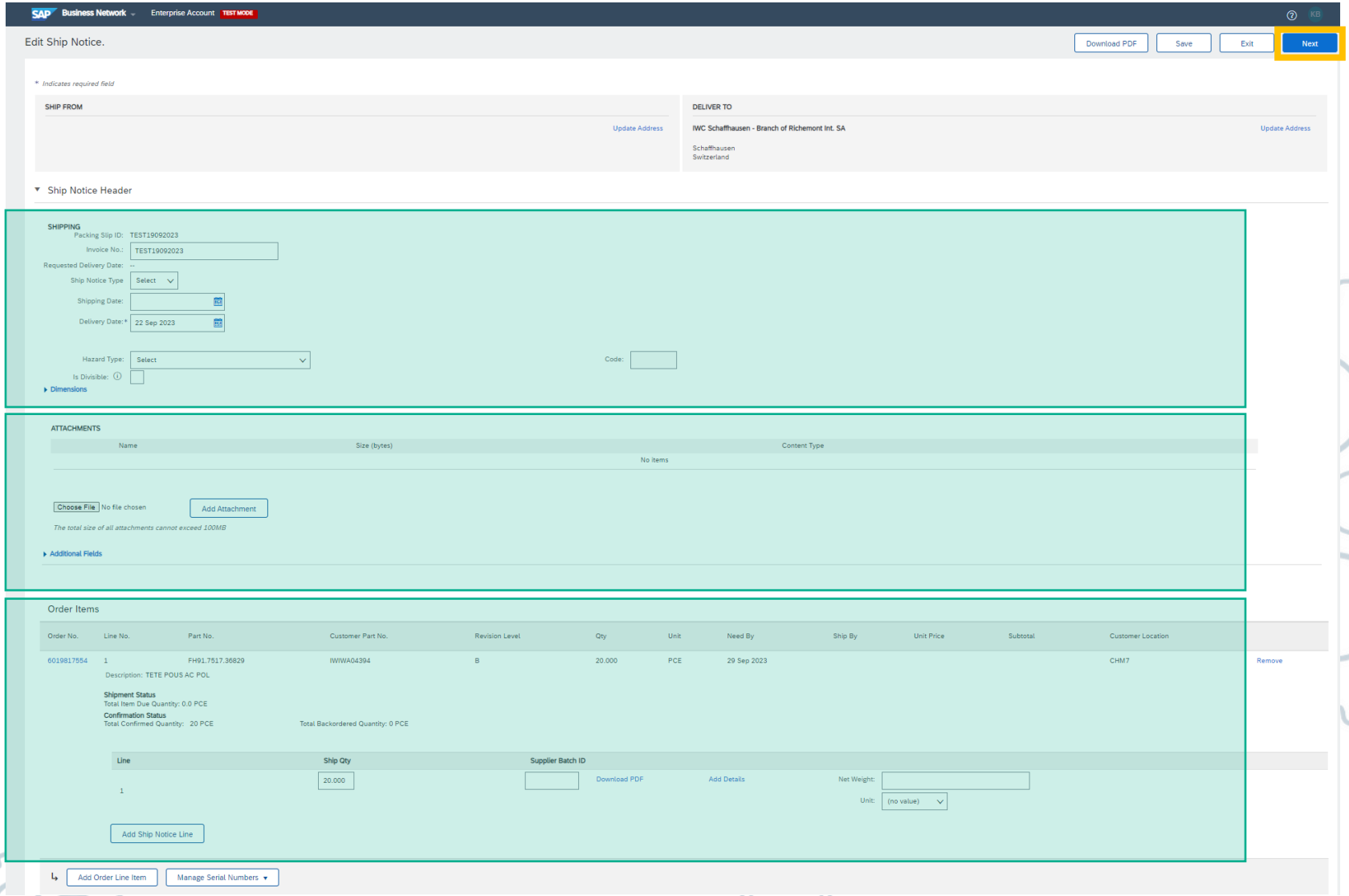
The **editable fields** are the following one:

1) Header Modification

2) Editing attachments in the Header

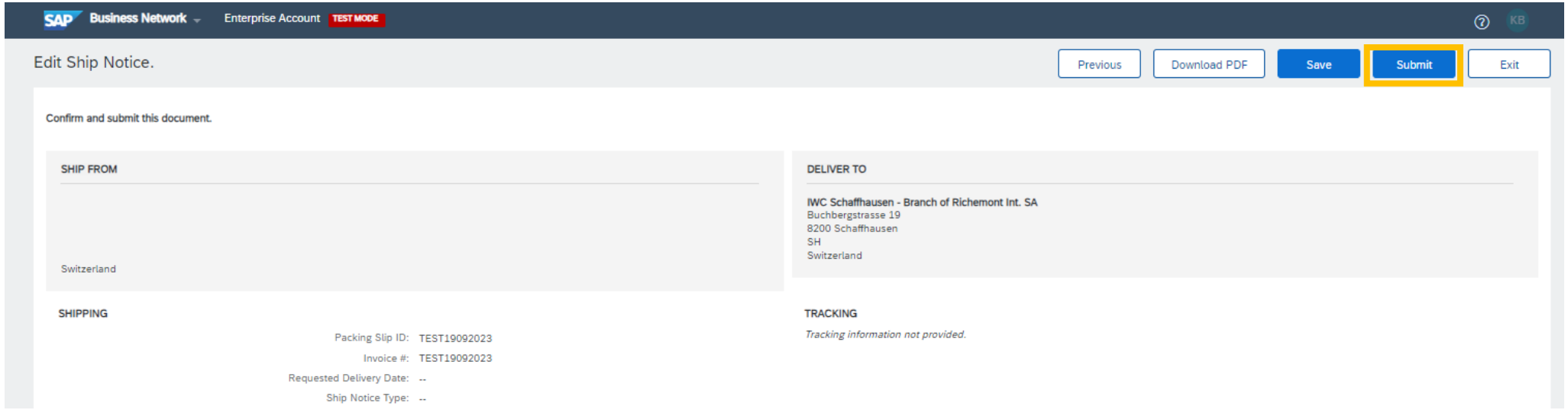
3) Lines modification

Once the changes are made, click on " Next "

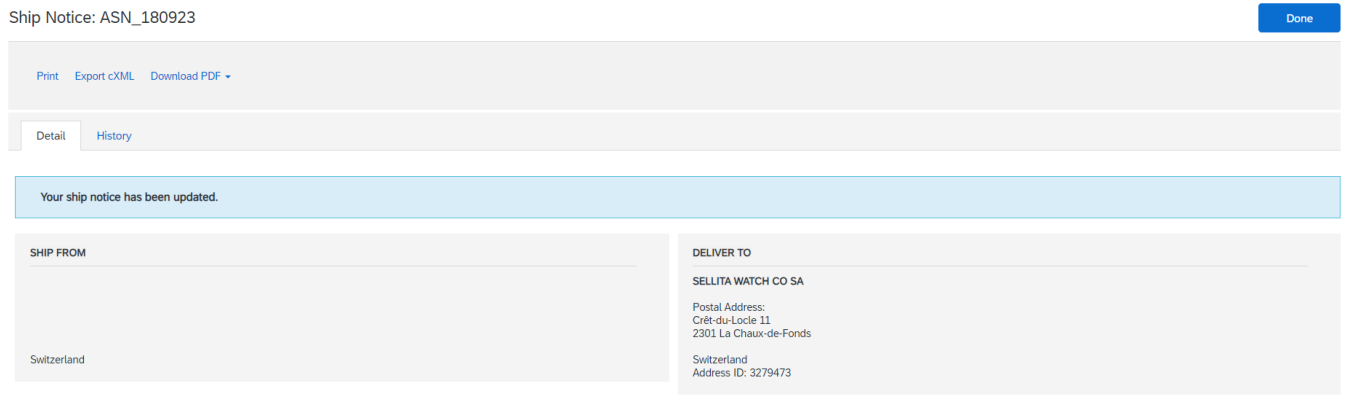


MODIFY THE CONTENT OF AN ASN (3/4)

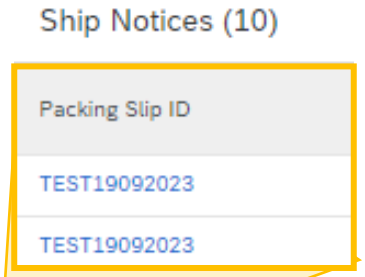
- A summary page of the modification is displayed
- It is important to click on " **Submit** " to validate the modification



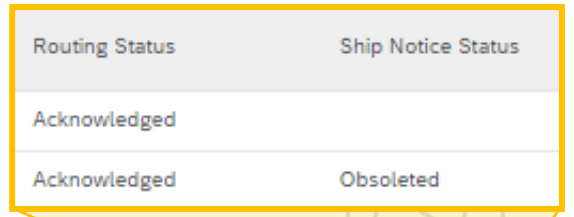
- The message **Your ship notice has been updated** will confirm your change.



MODIFY THE CONTENT OF AN ASN (4/4)

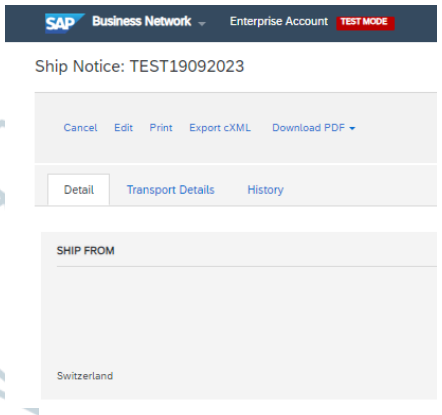


In the document list, the ASN number remains the same, but the old version will have the obsolete status



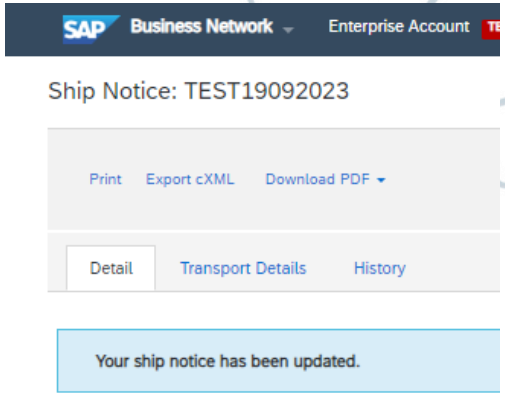
Ship Notices (10)

Packing Slip ID	Customer	Order #	Date	Completion Status	Receipt Status	Routing Status	Ship Notice Status
EST1909202	Maisons du groupe Richemont - TEST	6019817554	25 Sep 2023 10:51:17 AM			Acknowledged	
EST1909202	Maisons du groupe Richemont - TEST	6019817554	22 Sep 2023 9:23:54 AM			Acknowledged	Obsoleted
TEST1909202	Maisons du groupe Richemont - TEST	6019817554	19 Sep 2023 1:33:07 PM			Acknowledged	Obsoleted
ASN_180923	Maisons du groupe Richemont - TEST	6016774370	18 Sep 2023 3:27:14 PM			Acknowledged	
ASN_180923	Maisons du groupe Richemont - TEST	6016774370	18 Sep 2023 10:38:42 AM			Acknowledged	Obsoleted



ASN Valid

Both versions of the ASN can be consulted, however the obsolete version will appear with the mention «Your ship notice has been updated»



ASN obsolete

SHIPPING NOTICE – ASN

DELETION OF AN ASN

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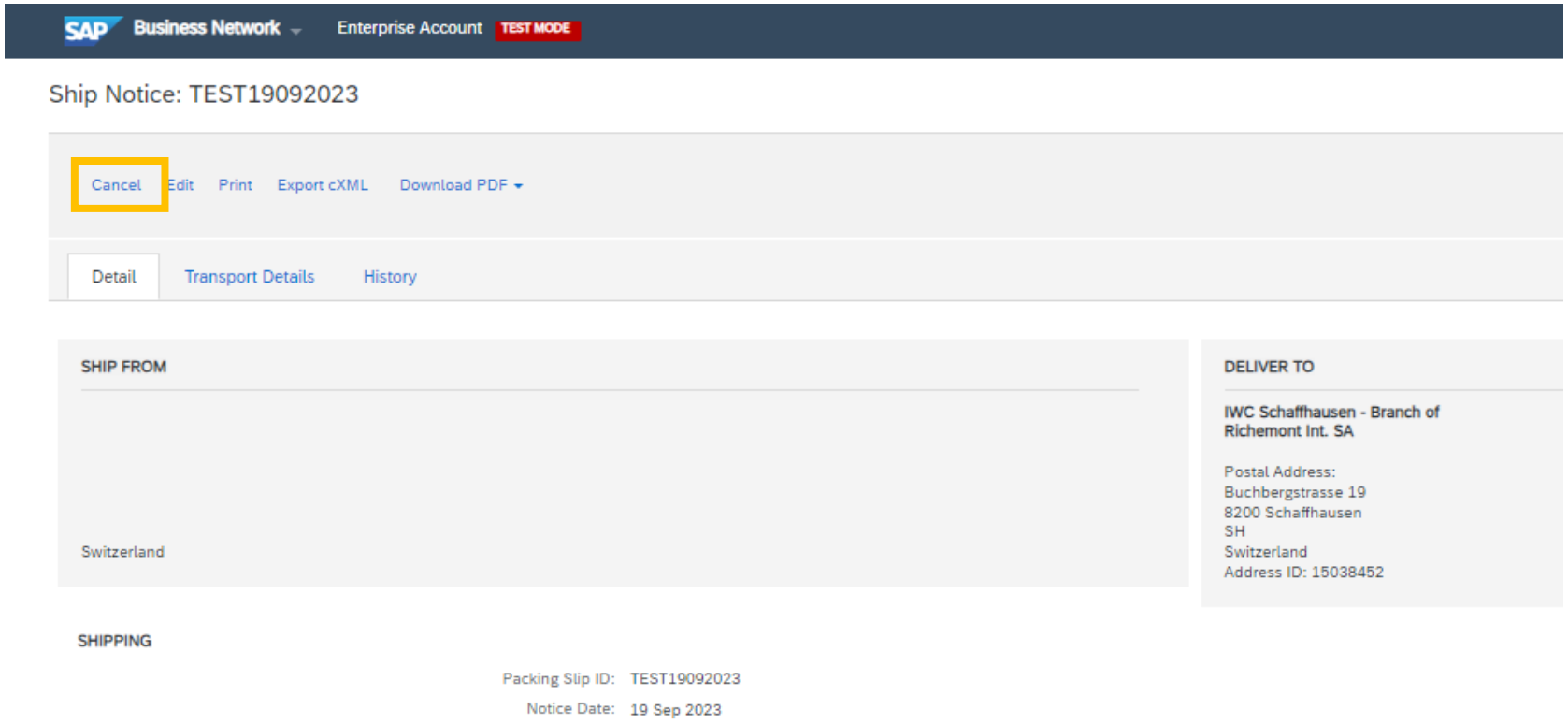
CANCEL AN ASN

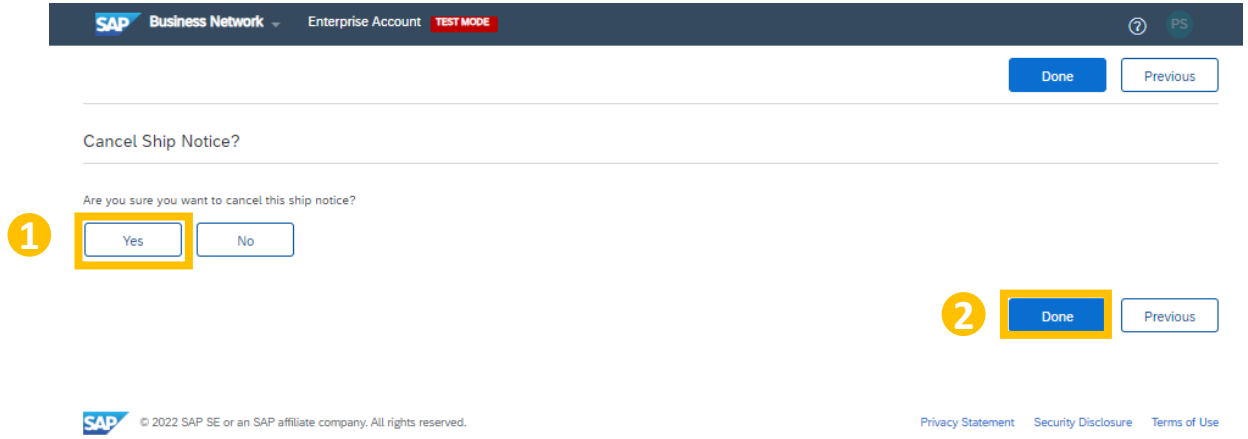
- To delete an ASN, click on " ***Cancel*** "



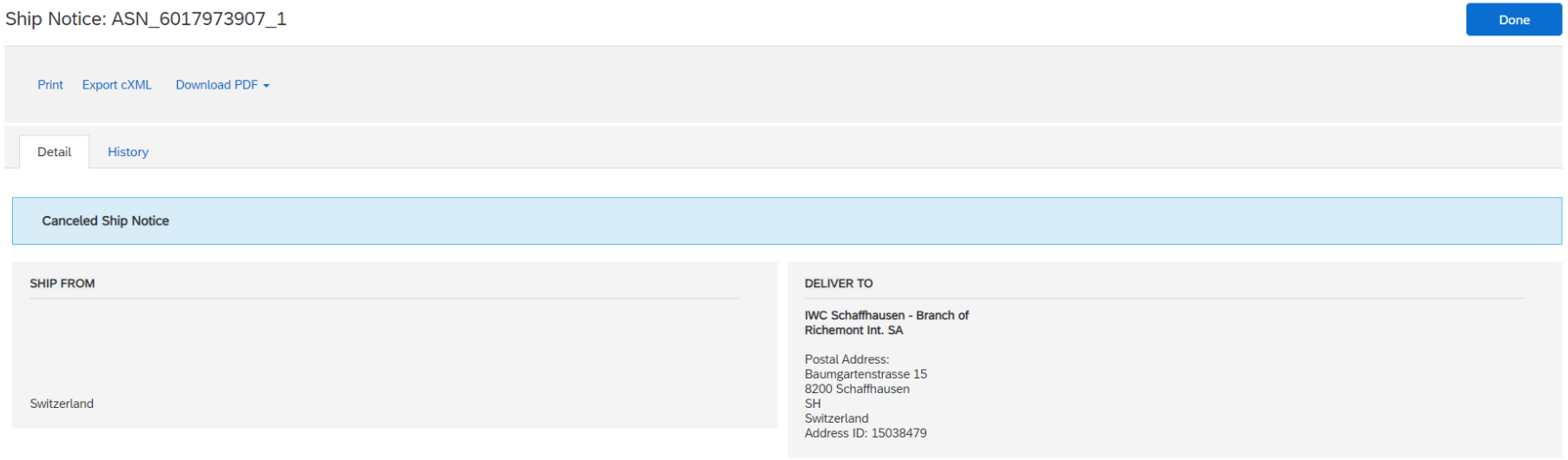
<u>Reminder : Deleting an ASN is only possible if the goods has not been received by the Maison</u>

CANCEL AN ASN

› Then a confirmation screen opens, you must therefore select **" YES " [1]** and then **" Done " [2] :**



› The ASN is then noted as **Canceled** and the message **Canceled Ship Notice** appears



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