



# Create an advance shipping notice

This guide walks you through how to create an advance shipping notice (ASN) in myBuy.

## Begin an advance shipping notice

1. Select the order you would like to create an advance shipping notice for from the **purchasing tab**
2. Click the **More Actions** button and select **Create ASN**. If not already completed, you will receive a pop-up that informs you must acknowledge the order before you are able to create an ASN

The screenshot shows the myBuy interface with the 'Purchasing' tab selected. The order 'ORDER: PO1 For Delegation.1...' is highlighted with a pink box and a '01' callout. The 'More' button in the top right is also highlighted with a pink box and a '02' callout. The 'Create ASN' button is highlighted with a pink box.

Line	Line Descript...	Type	Category	Quantity	UOM	Unit Price	Sub Total	Need By Date
1	desc1	Material	Lab Instruments M...	1.00	Each	1,200,000.00	1,200,000.00	12/06/2021

Supplier Name: LIFE TECHNOLOGIES CORP  
 Supplier Code: 10002457  
 Ordering Location: 10017945 501 CHARMAN DR MA...  
 Supplier Contact: Life\_technology Life\_technology  
 Payment Terms: 30 days net - ZU08  
 Dispatch Mode: cXML/EDI

# Add details

## Basic Details:

3. Enter your **Supplier ASN Number** under

myBuy@Genentech Catalog Sourcing Contract Purchasing Invoice Buy Sell Supply Chain Collaboration

ASN: ASN2 For PO1 For Req.. - ASN-01:22-000249 Draft

COMMENTS More

**03**

ASN Name*	ASN Number*	Order Number*	ASN Created By*	ASN Created On*	Supplier ASN Number*
ASN2 for PO1 for Request1	ASN-01:22-000249	P000037069	Complete Supplier1	01/19/2022	Supplier Number

SUPPLIER DETAILS

Supplier Name\*  
COMPLETE BOOK + MEDIA S...

## Shipping & Delivery Details:

4. Enter the **expected delivery date**
5. Enter the required **tracking number**
6. Update the **deliver to** location if necessary

ASN: ASN2 For PO1 For Req.. - ASN-01:22-000249 Draft

SHIPPING & DELIVERY INFORMATION

**04** **05** **06**

Expected Delivery Date*	Tracking Number*	Shipping Method*	Ship To Location*
01/19/2022	9481-1110-1225-22	Best Available	Genentech Inc

Ship To Address\*  
501 DNA Way, South San Francisco, California, 94080, United States

Deliver To  
BLD:26, ROOM:26-N2-6, FLR:02

## Line Details:

7. Update **shipping quantity** if needed in the Lines tab if sending a portion of the order (*you can update the number in each line if you are sending a partial shipment*). The shipping quantity auto-populates with the remaining order quantity amount

BASIC DETAILS

SUPPLIER DETAILS

SHIPPING & DELIVERY IN...

LINES DETAILS

NOTES AND ATTACHEME...

**07**

Line Num.	Item Number	Short Name	Order Quantity	UOM	Shipped Quantity *	Need By Date	Previously Shipped Q...	Previously Accepted ...	Com...
1		Search inside Yourself: ...	10	Each	10	08/11/2021	0	0	ADD

Rows Per Page 10 1 - 1 of 1

## Notes and Attachments:

- Attachments and notes may be added by clicking on the **file upload** icon. Notes and attachments will be visible to the receiver in myBuy GEP SMART however they will not be printed on the ASN
- Click **Submit and Print**

The screenshot displays the myBuy@GENENTECH interface for an ASN (ASN2 For PO1 For Req.. - ASN-01:22-000249) in Draft status. The interface includes a navigation menu on the left with options like Home, My Tasks, Create, Supplier Profile, and My Clients. The main content area shows a list of sections: BASIC DETAILS, SUPPLIER DETAILS, SHIPPING & DELIVERY INFORMATION, LINES DETAILS, and NOTES AND ATTACHMENTS. The NOTES AND ATTACHMENTS section is expanded, showing three icons: File Upload, Notes, and External Link. A red box highlights these icons, and a red circle '08' is placed next to them. At the bottom right, there are two buttons: SAVE AS DRAFT and SUBMIT AND PRINT. A red circle '09' is placed next to the SUBMIT AND PRINT button. The bottom left corner shows a PRINT PREVIEW button.

# Print advance shipping notice

1. After submitting the ASN, the ASN will print with a **ASN barcode** unique to the package
2. To print, click the **printer icon** to access the print preview version of your ASN
3. Attach either the ASN, or solely the barcode, to each package if sending multiple at once

ASN-10:20-000014 - PO\_CHANGE\_FROM\_SUPPLIER (PREVIEW MODE)

ASN-02:20-000287

ASN Details	
ASN Name:	PO_Change_from_Supplier
ASN Number:	ASN-10:20-000014
ASN Created On:	10/30/2020
ASN Created By:	PALL SCHWEIZ AG Contact
ASN Status:	SubmittedToBuyer
Supplier Shipping Number:	123456
Tracking Number:	321664
Shipping Method:	Best Available
Expected Date:	10/30/2020
Order Number:	P000008245-001
Purchase Type:	Standard