SNC Quick Reference ASNs

3. Create an ASN with no Label

Menu: Delivery > Receipts and Requirements > Due List for Purchasing Documents > Refresh > Select confirmed PO > Create ASN > Verify Delivery Date and Shipping Date > Shipping Details > Enter Number of Cartons/ Pallets > Enter Bill/ Lading Number > Enter Total Weight > Enter Unit of Weight > Verify ASN Quantity > Country of Origin > Check > Publish ASN

3.1 Create an ASN with Label

Menu: Delivery > Receipts and Requirements > Due List for Purchasing Documents > Refresh > Select confirmed PO > Create ASN > Verify Delivery Date and Shipping Date > Shipping Details > Enter Number of Cartons/ Pallets > Enter Bill/ Lading Number > Enter Total Weight > Enter Unit of Weight > Verify ASN Quantity > Enter Country of Origin > Packing > Create HU > Packing Material > In the pop up window click "Handling Unit" > OK > Select Item and HU > Pack > enter Packed Quantity > OK > If more than one is Handling Unit is required, Cut and Paste as many HUs as needed from the HU-Hierarchical ribbon > Check > Print All Labels > Save ASN / Draft > Save ASN / Publish > Details > Print ASN

3.2 Filtering and Sorting

3.2.1 Filter using Quick Criteria Maintenance

"Show Quick Criteria Maintenance" button > enter the appropriate Search information (Customer Location field is mandatory) > Apply

3.2.2 Filter using Column Header

Click on column header > User defined filter > fill in filter criteria > Filter

3.2.3 Sorting

Click on column header   > Select sort parameter (Descending or Ascending Order)

Note: * can be used as a wildcard. * by itself will pull all data in field you can also use * at end or beginning of partial search Criteria if you know part of data.

Note: the Refresh link in the lower right hand corner of the screen. To get the most current data from AGCO Corporation, you will need to use the Refresh link. If you enter new selection criteria, you will need to click the [apply] button before they take effect.