

SUPPLIER MANUAL

Supplier Manual For ADVANCE SHIPPING NOTIFICATION (ASN) In SCMS PORTAL

Document No.: <Advance Shipping Notification-1.0 >
Revision: 1.0
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ADVANCE SHIPPING NOTIFICATION (ASN)

Document #:
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Issue Date:

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Document Change History

Revision #	Description of Change
1.0	Original document issued



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Document Approval
Meaning of Signatures:

“Prepared By:” Indicates document authorship.

“Approvers:” Indicates completion of the document review and concurrence with the document content. In addition, it serves as authorization to execute or close on execution as defined in the documentation based on the individual team role and area of expertise.

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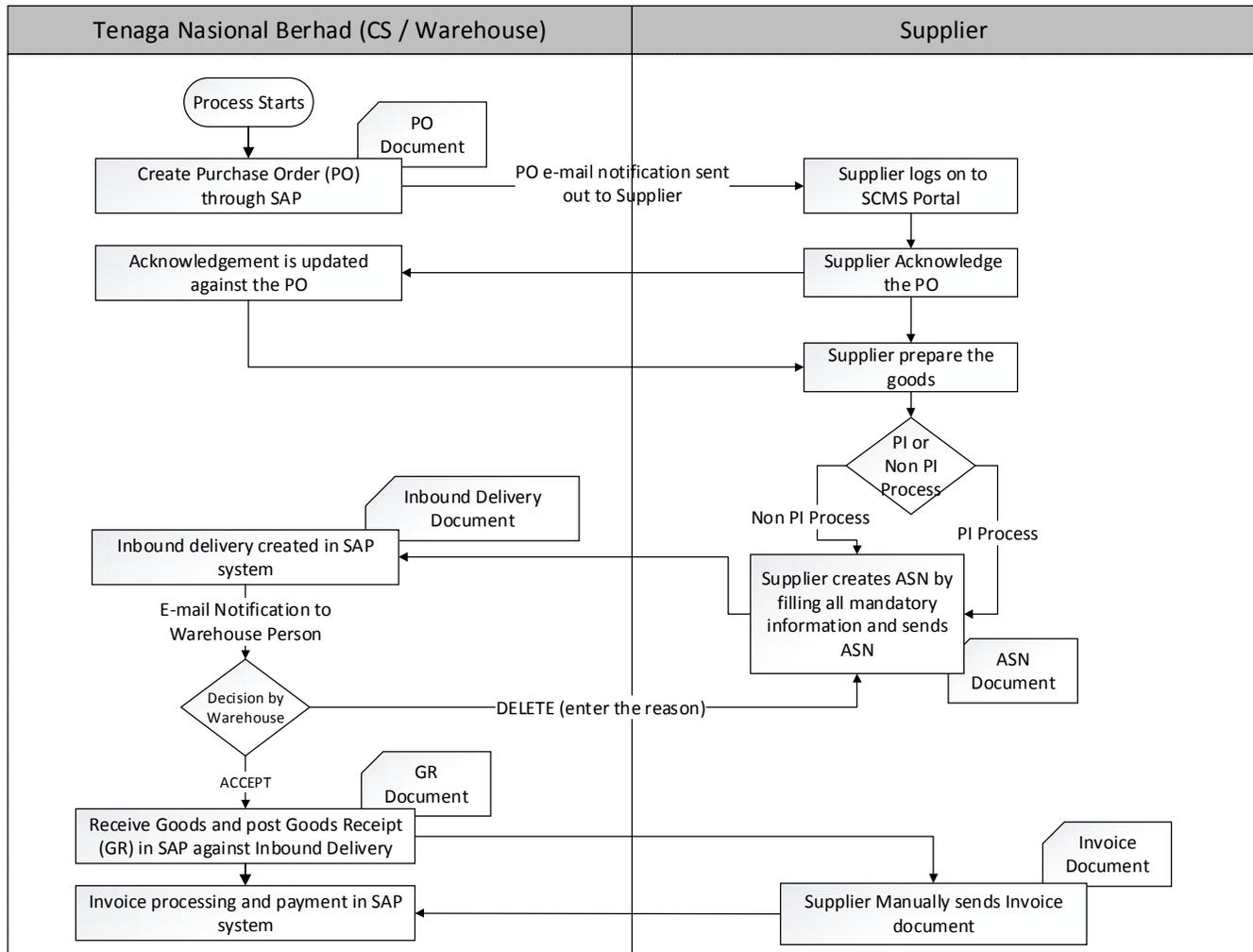
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1. ASN Process Flow





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- TNB SCMS has enabled the Supplier to receive PO electronically through SUS Portal.
- The Supplier needs to acknowledge the PO and this acknowledgement is automatically updated under corresponding ERMS/SAP PO.
- Supplier will then prepare the Goods and create an Advance Shipping Notification (ASN) for material (with PI or without PI) well in advance before the goods are actually shipped.
- Once the ASN is sent by Supplier, an Inbound delivery will be created in ERMS system and relevant warehouse person will be notified via e-mail.
- ASN allows TNB warehouse person to track the goods during transit and if any deviation is required then the warehouse person needs to delete the inbound delivery by specifying the reason and specify new warehouse location with new delivery date, this information will be notified as well as updated at Supplier end.
- Once the goods arrive at warehouse, GR will be posted against Inbound delivery in ERMS and will be reflected in SUS Portal.
- Supplier can then Invoice TNB.

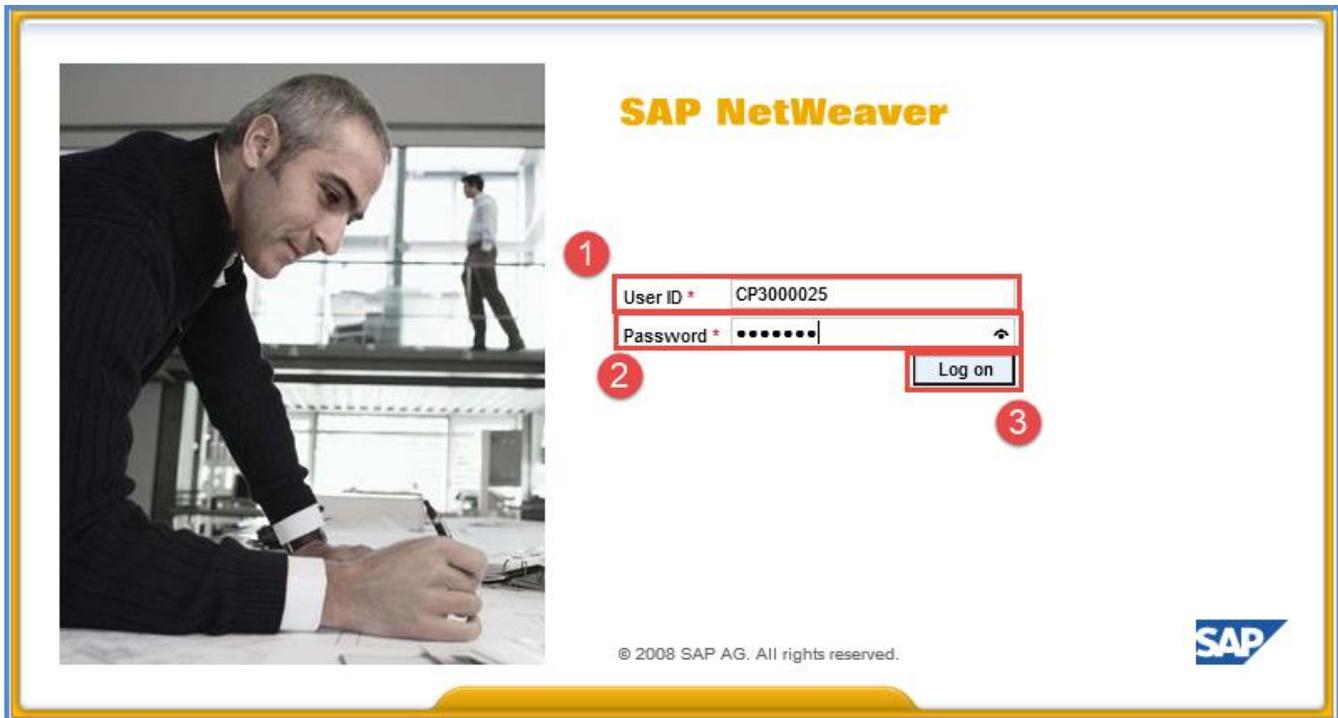
2. Viewing Purchase Order (PO):

Viewing of Purchase Order in SCMS Portal

Step1: Access SCMS portal using the below link
<http://nwepstg01.hq.tnb.com.my:50000/irj/portal>

Login as Supplier

1. User ID: < Type User ID >
2. Password: < Type Password >
3. Log on



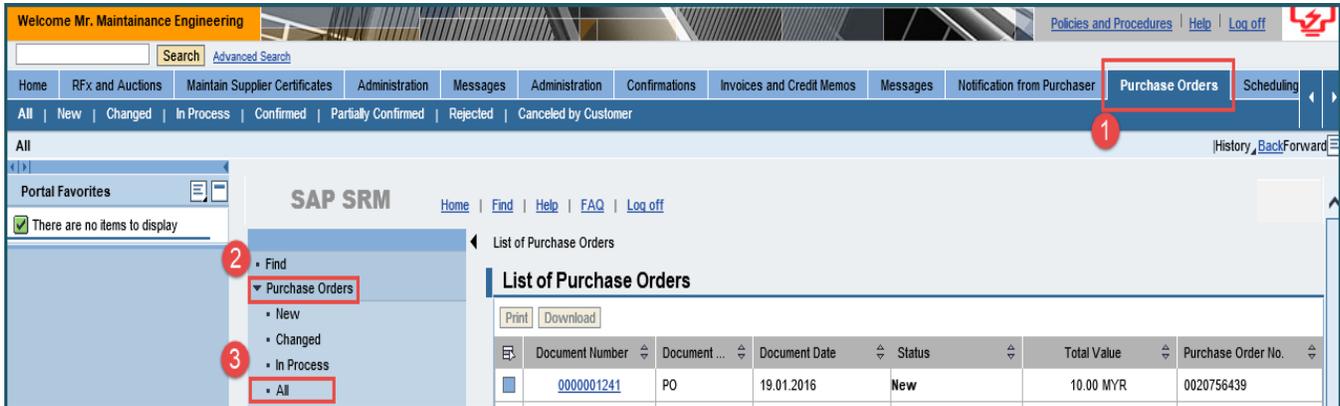
The screenshot shows the SAP NetWeaver login interface. On the left, a man in a suit is writing on a document. On the right, the login form is displayed with the following fields and buttons:

- 1** User ID * CP3000025
- 2** Password * [masked]
- 3** Log on

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Step 2:

1. Go to Purchase Oder Tab
2. Purchase Order
3. ALL



1

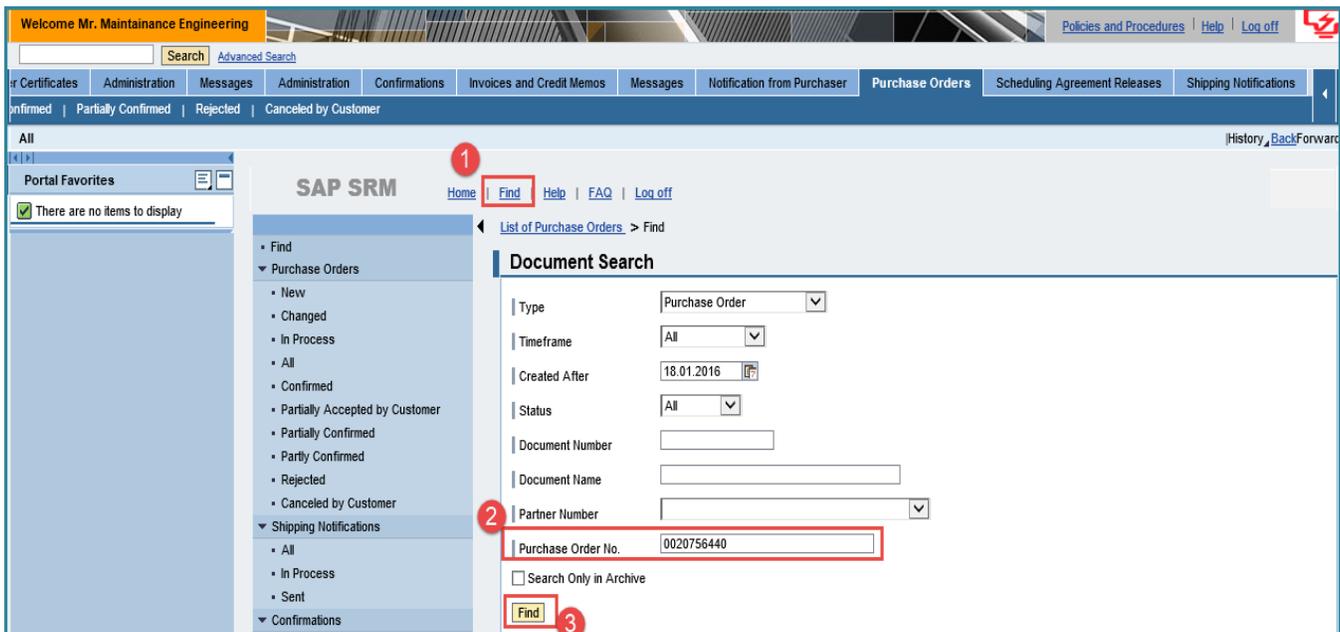
2

3

Document Number	Document ...	Document Date	Status	Total Value	Purchase Order No.
0000001241	PO	19.01.2016	New	10.00 MYR	0020756439

OR

Alternatively, one can use Find Functionality, besides Home functionality and enter the Purchase Order no. e.g. 0020032599 (ensure that the PO no. is of 10 digit)



1

2

3

Type: Purchase Order

Timeframe: All

Created After: 18.01.2016

Status: All

Document Number: []

Document Name: []

Partner Number: []

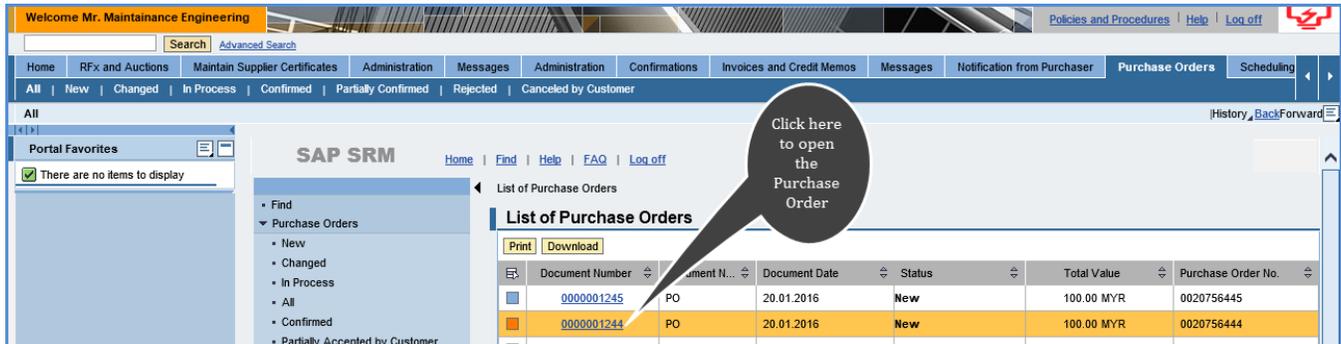
Purchase Order No.: 0020756440

Search Only in Archive

Find

System will list down all Purchase orders raised against a particular Supplier.

Step 3: Select the Purchaser Order with Status NEW.



The screenshot shows the SAP SRM 'List of Purchase Orders' interface. A callout bubble with the text 'Click here to open the Purchase Order' points to the 'Print' button for the second row in the table. The table contains the following data:

Document Number	Document N...	Document Date	Status	Total Value	Purchase Order No.
0000001245	PO	20.01.2016	New	100.00 MYR	0020756445
0000001244	PO	20.01.2016	New	100.00 MYR	0020756444

Upon displaying the Purchase order, the below information can be seen:

1. **Basic Data:** In Basic Data, one can find the Document number, Purchase Order Number, Status etc.
2. **Item Overview:** The Item overview will contain all the item related information like Product number, short description, order quantity, purchase order value etc.
3. **Partner Information:** The Partner information will contain the Ship-To Address.

The Ship to Address contains the Warehouse Location address where the goods are to be sent.

OR

Alternatively, by clicking on **Print**, Supplier can View the PDF copy of the Purchase Oder, ship to address is specified on the Purchase order.



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Basic Data

1

Document Number	0000001244
Document Name	PO
Document Date	20.01.2016
Purchase Order No.	0020756444
Requested Follow-On Documents	Purchase Order Response, Shipping Notif., Confirmation, Goods Receipt, Invoice
Status	New

2

Item Overview

Number	Status	Product	Line Type	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for	Tax
10	New	11074537		TRANSFORMER,6.6/0.4KV,100KVA,16-20THN	10 EACH	100.00 MYR	0 EACH	30.05.2016		OP

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Messages

Description	Preview
Message from Purchaser	

3

Message from Purchaser

Partner Information

Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax	E-mail
Sold-to Party	103	TNB Distribution Division			50732	Kuala Lumpur			
Ship-To Address	103	TNB Distribution Division	Please enter your address here!		46200	Kuala Lumpur	03331201103-3312114	033316844	

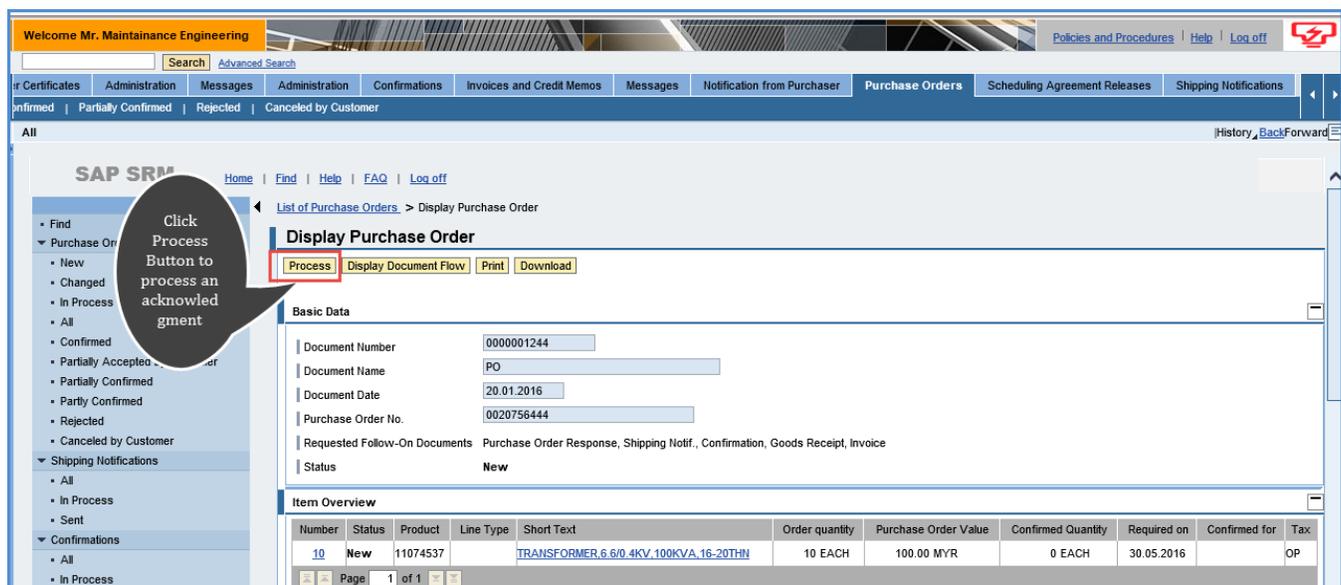
3. Purchase Order (PO) Confirmation Process:

Note: This Step of PO Confirmation / Acknowledgement is mandatory, otherwise Supplier cannot create ASN.

Supplier should confirm / acknowledge the PO before the delivery date. One cannot PROCESS the PO once after the delivery date. The following errors will display if Supplier tries to process the PO after the delivery date.

"Errors: Delivery date not possible; check your entry"

Now Click on 'Process' button to process the acknowledgement.



The screenshot displays the SAP SRM 'Display Purchase Order' interface. A callout bubble points to the 'Process' button. The 'Basic Data' section contains the following information:

Document Number	0000001244
Document Name	PO
Document Date	20.01.2016
Purchase Order No.	0020756444
Requested Follow-On Documents	Purchase Order Response, Shipping Notif., Confirmation, Goods Receipt, Invoice
Status	New

The 'Item Overview' table is as follows:

Number	Status	Product	Line Type	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for	Tax
10	New	11074537		TRANSFORMER 6.6/0.4KV, 100KVA, 16-20THN	10 EACH	100.00 MYR	0 EACH	30.05.2016		OP

Click on Right Icon 'Confirm Items' in Item Overview or 'Confirm All Items'.

Process Purchase Order

Send Hold Cancel Update Prices Print Download

Basic Data

Document Number: 0000001244
 Document Name: PO
 Document Date: 20.01.2016
 Purchase Order No.: 0020756444
 Requested Follow-On Documents: Purchase Order Response, Shipping Notif., Confirmation, Goods Receipt, Invoice
 Status: In Process

Overview

Number	Status	Product	Line Type	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
10	<input checked="" type="checkbox"/> Confirm Item	In Process	11074537	TRANSFORMER 6.6/0.4KV,100KVA,16-20THN	10 EACH	100.00 MYR	10 EACH	30.05.2016	30.05.2016

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Confirm All Items Deselect All Items

Click Any One Button to Confirm the items



Click on 'Send' button to send acknowledgment to the purchaser.

List of Purchase Orders > Display Purchase Order > Process Purchase Order

Process Purchase Order

Send Hold Cancel Update Prices Print Download

Basic Data

Document Number: 0000001244
 Document Name: PO
 Document Date: 20.01.2016
 Purchase Order No.: 0020756444
 Requested Follow-On Documents: Purchase Order Response, Shipping Notif., Confirmation, Goods Receipt, Invoice
 Status: In Process

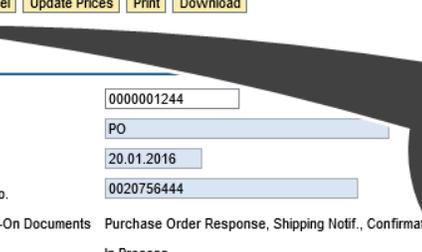
Item Overview

Number	Status	Product	Line Type	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
10	<input checked="" type="checkbox"/> Deselect Item	Confirmed	11074537	TRANSFORMER 6.6/0.4KV,100KVA,16-20THN	10 EACH	100.00 MYR	10 EACH	30.05.2016	30.05.2016

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Confirm All Items Deselect All Items

Click Send Button to send an acknowledgment to the purchaser



The status of the Purchase Order document is set to Confirmed.

4. Advance Shipping Notification (ASN) Creation Process (Non PI Material):

Click on 'Create ASN' button.

Enter the following fields below: -

1. Quantity (one can also use Propose outstanding Qty functionality)

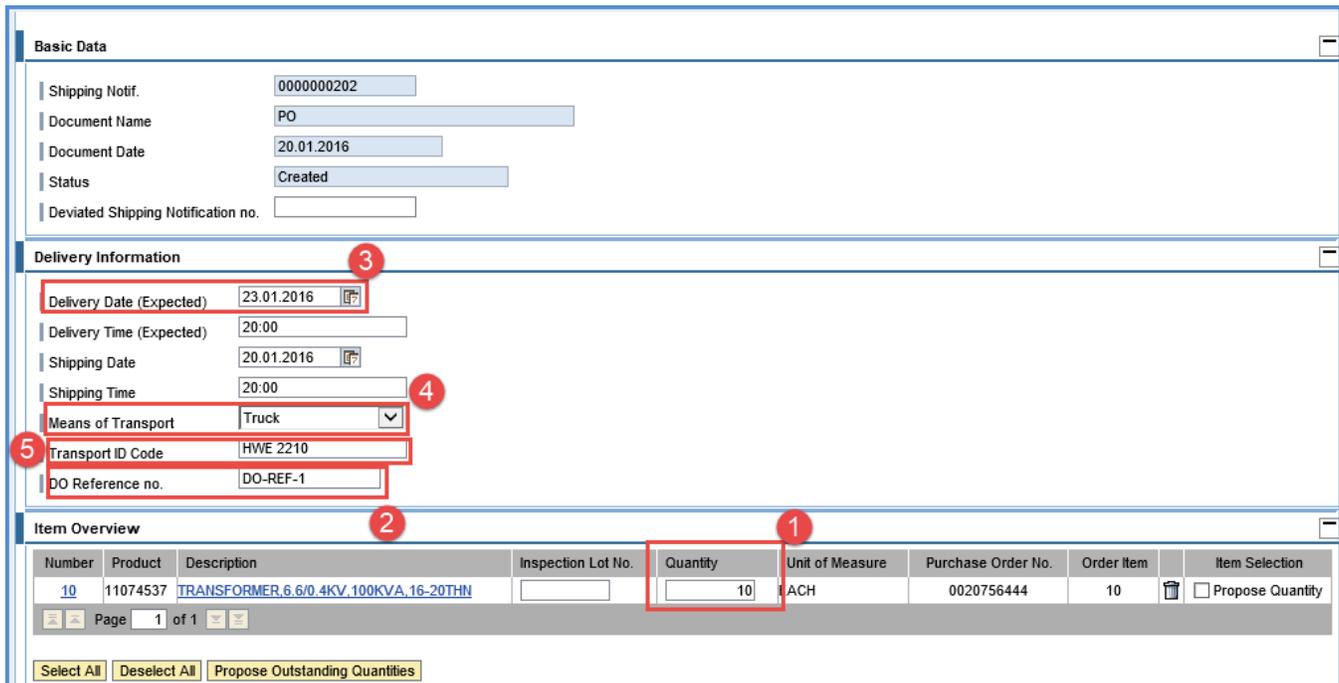
In order for system to propose the outstanding quantities, first select all and then click on Propose Outstanding Quantities

2. DO reference no.

3. Delivery date (3 DAYS IN FUTURE)

4. Means of Transport (optional)

5. Transport ID Code (optional)

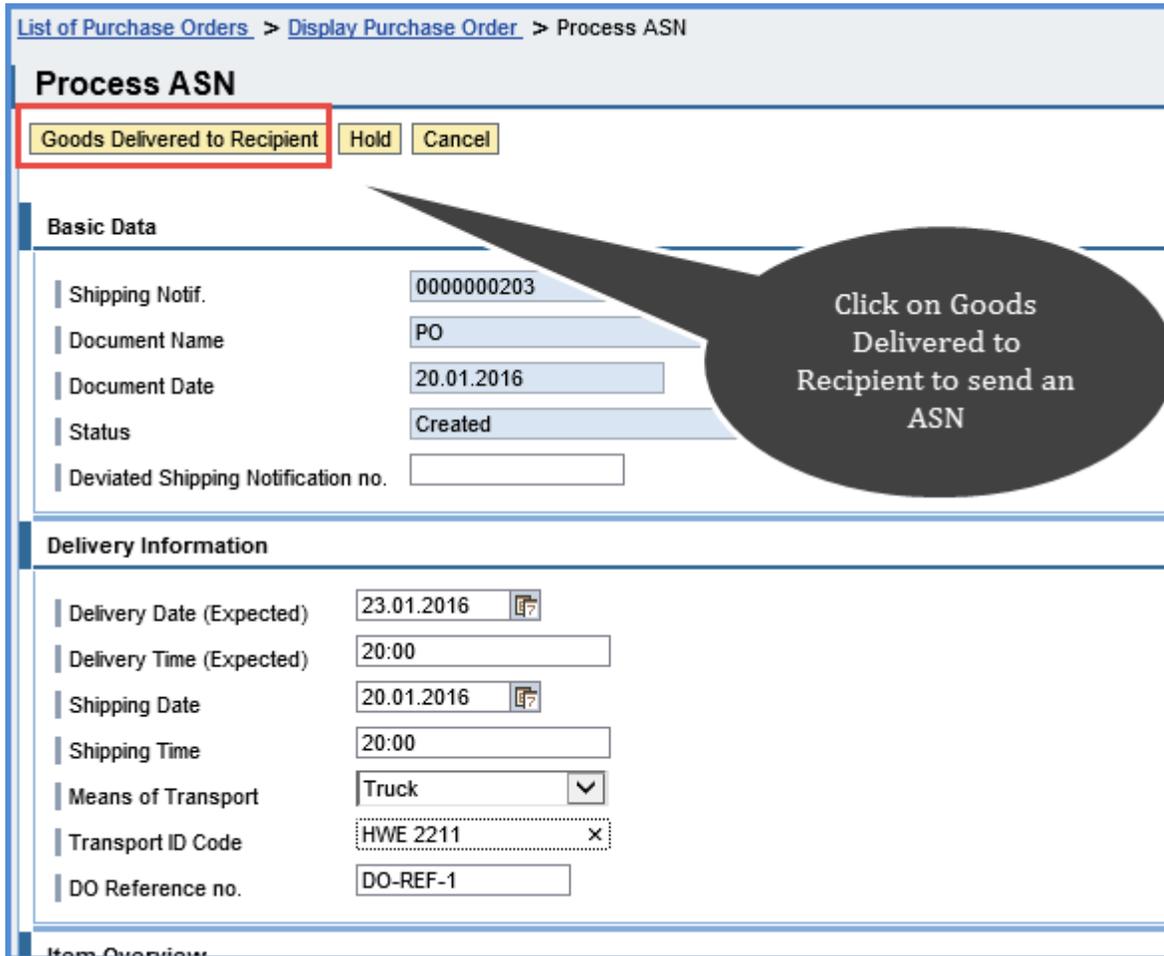


The screenshot shows the 'Basic Data' and 'Delivery Information' sections of the ASN creation form. Red boxes and numbers 1-5 highlight the following fields:

- 1: Quantity field in the Item Overview table.
- 2: DO Reference no. field.
- 3: Delivery Date (Expected) field.
- 4: Means of Transport dropdown menu.
- 5: Transport ID Code field.

Number	Product	Description	Inspection Lot No.	Quantity	Unit of Measure	Purchase Order No.	Order Item	Item Selection
10	11074537	TRANSFORMER 6.6/0.4KV,100KVA,16-20THN		10	KACH	0020756444	10	<input type="checkbox"/> Propose Quantity

- I. Click on button **Goods Delivered to Recipient**, if the material is not subjected to Product Inspection (PI) then directly an ASN will be sent to the Purchaser.



List of Purchase Orders > Display Purchase Order > Process ASN

Process ASN

Goods Delivered to Recipient Hold Cancel

Basic Data

Shipping Notif.	0000000203
Document Name	PO
Document Date	20.01.2016
Status	Created
Deviated Shipping Notification no.	

Delivery Information

Delivery Date (Expected)	23.01.2016
Delivery Time (Expected)	20:00
Shipping Date	20.01.2016
Shipping Time	20:00
Means of Transport	Truck
Transport ID Code	HWE 2211
DO Reference no.	DO-REF-1

Item Overview

The message **'Your changes have been adopted successfully'** will trigger once the ASN is sent to the Purchaser.

List of Purchase Orders > Display Purchase Order > Display ASN

Messages

Info: Your changes have been adopted successfully

The ASN has been sent to the purchaser will all the details.

Display ASN

Copy

Basic Data

Shipping Notif.	0000000202
Document Name	PO
Document Date	20.01.2016
Status	Sent
Deviated Shipping Notification no.	

Delivery Information

Refer to ASN FAQ's, specified in the later section if there are any more error messages.

5. Advance Shipping Notification (ASN) Creation Process (PI Material):

Note: Before creating ASN for PI materials, Quality Assurance Inspector (QAI) needs to perform Quality Inspection at Vendor premise and provide the Quality Acceptance or Rejection notice which contains the VALID Inspection lot.

Click on 'Create ASN' button.

Enter the following fields below: -

1. Quantity (one can also use Propose outstanding Qty functionality)

In order for system to propose the outstanding quantities, first select all and then click on Propose Outstanding Quantities

2. DO reference no.
3. Delivery date (**3 DAYS IN FUTURE**)
4. Means of Transport (optional)
5. Transport ID Code (optional)

Basic Data

Shipping Notif. 0000000202
Document Name PO
Document Date 20.01.2016
Status Created
Deviated Shipping Notification no.

Delivery Information

Delivery Date (Expected) 23.01.2016
Delivery Time (Expected) 20:00
Shipping Date 20.01.2016
Shipping Time 20:00
Means of Transport Truck
Transport ID Code HWE 2210
DO Reference no. DO-REF-1

Item Overview

Number	Product	Description	Inspection Lot No.	Quantity	Unit of Measure	Purchase Order No.	Order Item	Item Selection
10	11074537	TRANSFORMER,6.6/0.4KV,100KVA,16-20THN		10	EACH	0020756444	10	<input type="checkbox"/> Propose Quantity

Select All Deselect All Propose Outstanding Quantities

Upon clicking 'Goods Delivered to Recipient' button, an error message will trigger: - **Inspection Lot Number is Mandatory for this Material** for the Product Inspection(PI) Material,

Messages
Errors: Item10: Inspection Lot Number is Mandatory for this Material.

Process ASN
Goods Delivered to Recipient **Hold** **Cancel**

Basic Data

Shipping Notif.	0000000204
Document Name	PO
Document Date	20.01.2016
Status	Created
Deviated Shipping Notification no.	

Delivery Information

Delivery Date (Expected)	23.01.2016
Delivery Time (Expected)	20:00
Shipping Date	20.01.2016
Shipping Time	20:00
Means of Transport	Truck

This Error message
will trigger only for
the Product
Inspection material

1. If the above message will trigger, then Enter the Inspection lot provided at the time of Product Inspection by Quality Assurance Inspector.
2. Once entered, click on button **Goods Delivered to Recipient** to send an ASN to the purchaser.

Process ASN 2

Goods Delivered to Recipient Hold Cancel

Basic Data

Shipping Notif. 0000000204
Document Name PO
Document Date 20.01.2016
Status Created
Deviated Shipping Notification no.

Delivery Information

Delivery Date (Expected) 23.01.2016
Delivery Time (Expected) 20:00
Shipping Date 20.01.2016
Shipping Time 20:00
Means of Transport Truck
Transport ID Code HW E 2211
DO Reference no. DO-REF-1

Item Overview 1

Number	Product	Description	Inspection Lot No.	Quantity	Unit of Measure	Purchase Order No.	Order Item	Item Selection
10	11074075	ARRESTER LIGHTNING 33KV	412723	10	EACH	0020756445	10	<input checked="" type="checkbox"/> Propose Quantity

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Click on Goods Delivered to the Recipient to send an ASN to the Purchaser

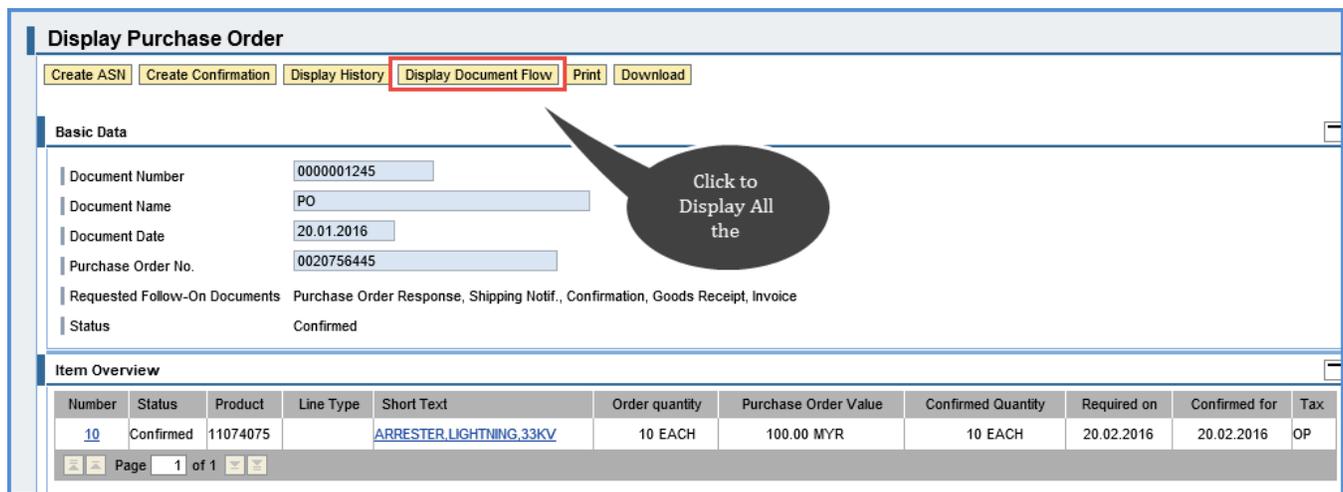
Enter the Inspection lot for the line item provided at the time of Product Inspection

Refer to ASN FAQ's, specified in the later section if there are any more error messages.

6. Display PO Document Flow:

At any given point, Supplier can access the relevant Purchase order and click on 'Display Document Flow', this will help to keep the track of the document posted by Supplier as well as by Purchaser.

1. Click on **Display Document Flow** in the purchase order.



Display Purchase Order

Create ASN | Create Confirmation | Display History | **Display Document Flow** | Print | Download

Basic Data

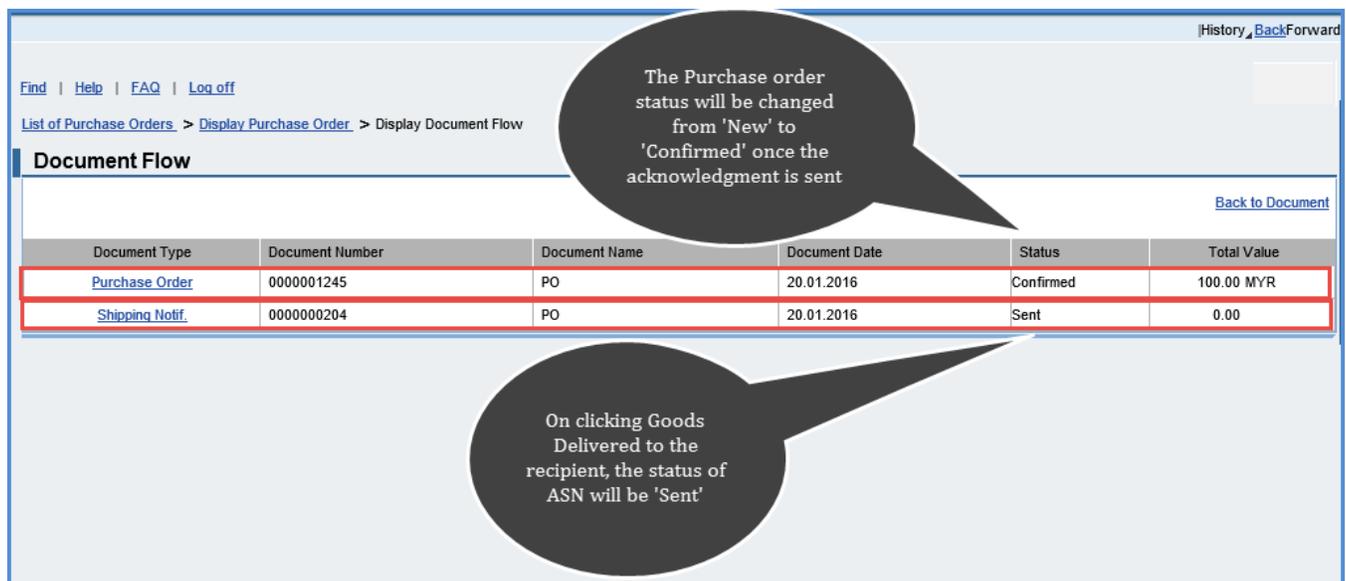
Document Number: 0000001245
 Document Name: PO
 Document Date: 20.01.2016
 Purchase Order No.: 0020756445
 Requested Follow-On Documents: Purchase Order Response, Shipping Notif., Confirmation, Goods Receipt, Invoice
 Status: Confirmed

Item Overview

Number	Status	Product	Line Type	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for	Tax
10	Confirmed	11074075		ARRESTER,LIGHTNING,33KV	10 EACH	100.00 MYR	10 EACH	20.02.2016	20.02.2016	OP

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2. The posted document can be seen with the most recent status.



Find | Help | FAQ | Log off

List of Purchase Orders > Display Purchase Order > Display Document Flow

Document Flow

Document Type	Document Number	Document Name	Document Date	Status	Total Value
Purchase Order	0000001245	PO	20.01.2016	Confirmed	100.00 MYR
Shipping Notif.	0000000204	PO	20.01.2016	Sent	0.00

Back to Document

7. Deviation from Main Warehouse to another Main Warehouse

Note: Deviation of ASN refers to deletion of ASN created by Supplier

1. If Warehouse person performs deviation by deleting the ASN created by Supplier an e-mail notification will be sent out to the Supplier with all the necessary details like New Storage Location, New Delivery Date and Reason for Deletion,

ASN deletion for PO No.20756444

Created  TNB_SCMS on 20.01.2016 17:02:14

Dear Supplier,

This is to notify you that there is an Advanced Shipping Notification (ASN) has been deleted and following are the details for your information:-

S.No.	Inbound Delivery No.	PO Number	ASN Quantity	PO Delivery Date	New Storage Location	New Delivery Date	Reason for Deletion
01	202	20756444	10	30.03.2016	2000	01.04.2016	Change in Storage location and delivery date,

Please proceed with new ASN creation, if applicable.

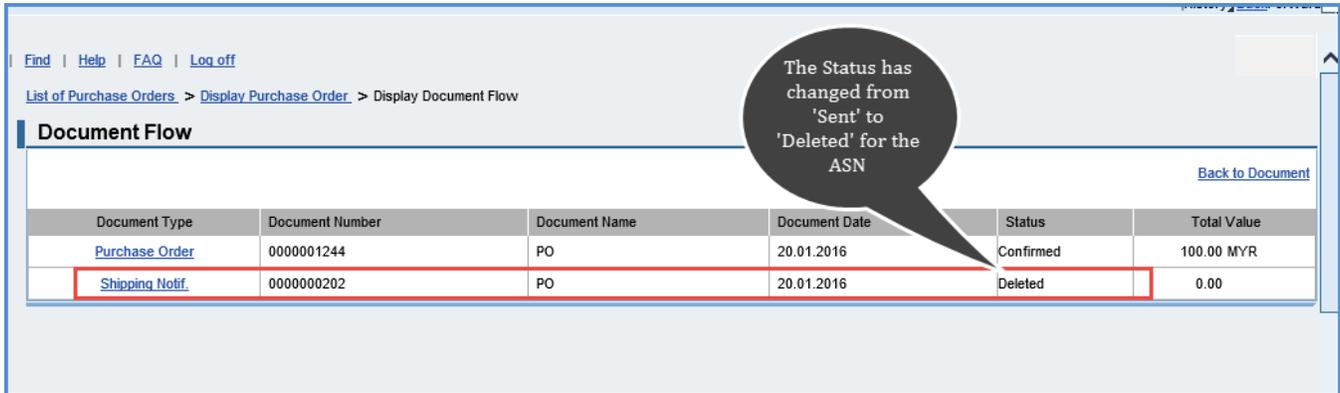
Thank you.
TNB SCMS Team

Note: This is a system generated email. Please do not reply.



This is the new Storage Location and New Delivery dates in which Goods has to be sent

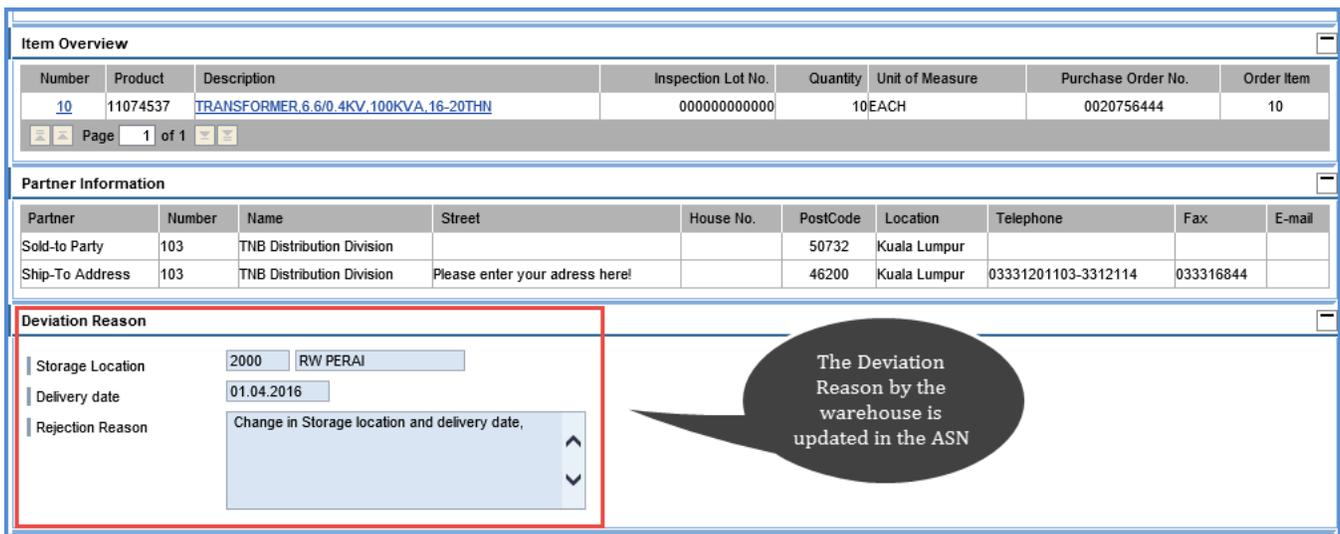
2. The status of ASN will change from 'Sent' To 'Deleted' in 'Display Document Flow' for the deviated /deleted ASN by Warehouse person.



The Status has changed from 'Sent' to 'Deleted' for the ASN

Document Type	Document Number	Document Name	Document Date	Status	Total Value
Purchase Order	0000001244	PO	20.01.2016	Confirmed	100.00 MYR
Shipping Notif.	0000000202	PO	20.01.2016	Deleted	0.00

- Click on the ASN which has the status DELETED in 'Display Document Flow' and check the reason for the deletion in the ASN document by the Warehouse.



The Deviation Reason by the warehouse is updated in the ASN

Number	Product	Description	Inspection Lot No.	Quantity	Unit of Measure	Purchase Order No.	Order Item
10	11074537	TRANSFORMER,6.6/0.4KV,100KVA,16-20THN	000000000000	10	EACH	0020756444	10

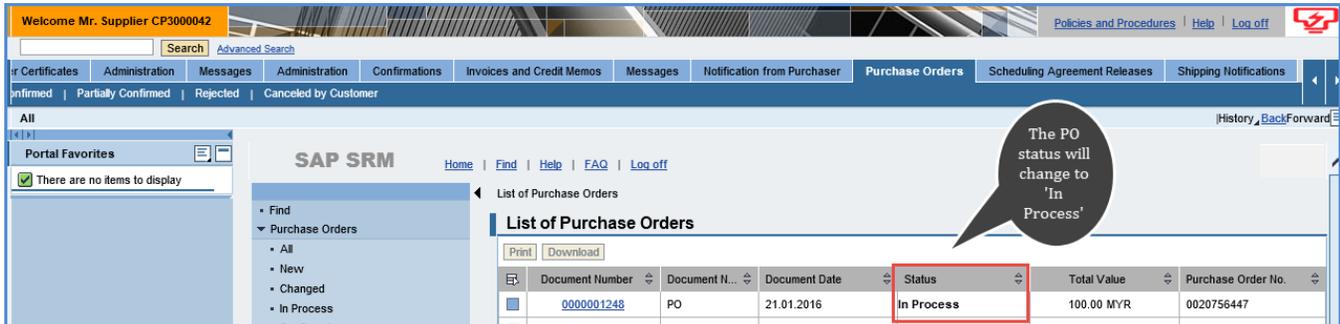
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Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax	E-mail
Sold-to Party	103	TNB Distribution Division			50732	Kuala Lumpur			
Ship-To Address	103	TNB Distribution Division	Please enter your address here!		46200	Kuala Lumpur	03331201103-3312114	033316844	

Deviation Reason

Storage Location: 2000 RW PERAI
 Delivery date: 01.04.2016
 Rejection Reason: Change in Storage location and delivery date.

- Purchaser from TNB will then change the Warehouse location in the PO, and e-mail notification will be sent out to Supplier once again and the status of the PO document will change from "Confirmed" to 'In Process'

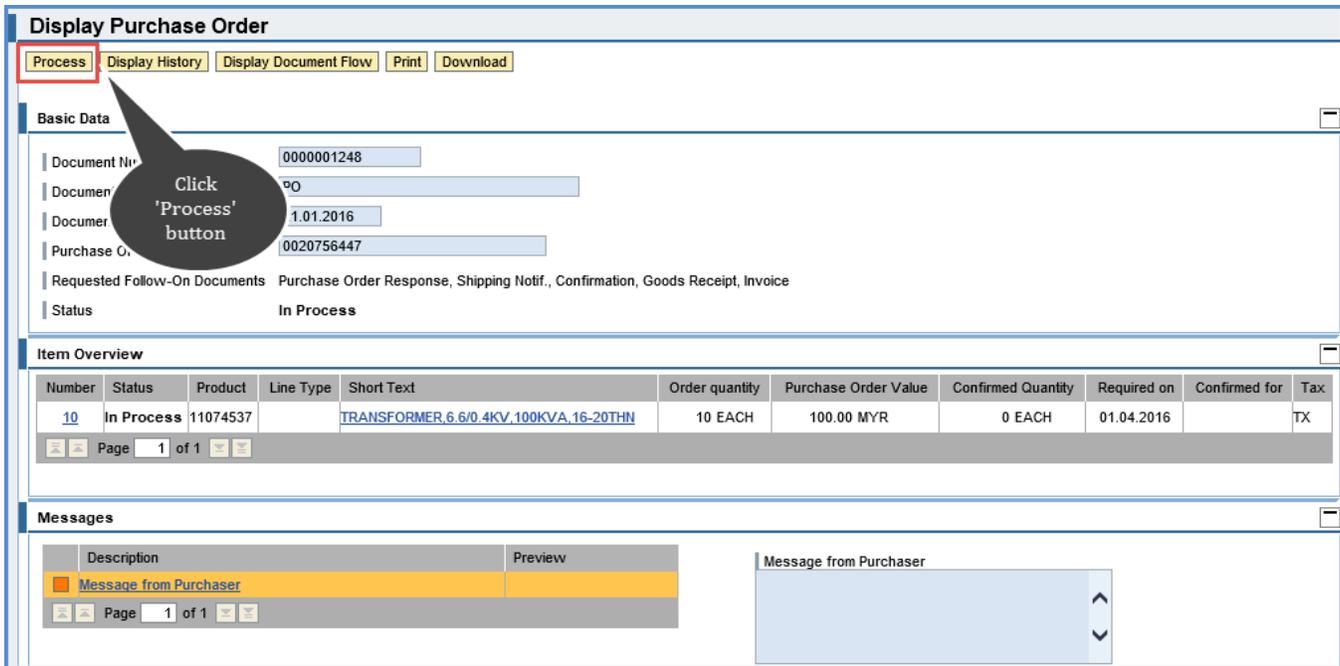


The screenshot shows the SAP SRM 'List of Purchase Orders' interface. A table lists purchase orders with columns for Document Number, Document N..., Document Date, Status, Total Value, and Purchase Order No. The row for document 0000001248 has a status of 'In Process', which is highlighted with a red box. A callout bubble points to this status with the text: 'The PO status will change to 'In Process''.

Document Number	Document N...	Document Date	Status	Total Value	Purchase Order No.
0000001248	PO	21.01.2016	In Process	100.00 MYR	0020756447

5. Supplier then once again needs to acknowledge / confirm the PO again by confirming the new delivery dates and new Warehouse location

- Select the PO and Click on 'Process' button once again



The screenshot shows the 'Display Purchase Order' screen. At the top, there are buttons for 'Process', 'Display History', 'Display Document Flow', 'Print', and 'Download'. The 'Process' button is highlighted with a red box. A callout bubble points to it with the text: 'Click 'Process' button'. Below the buttons, the 'Basic Data' section shows fields for Document No., Document, Document Date, and Purchase Order No., with values 0000001248, PO, 1.01.2016, and 0020756447 respectively. The 'Status' is 'In Process'. Below this is the 'Item Overview' table.

Number	Status	Product	Line Type	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for	Tax
10	In Process	11074537		TRANSFORMER,6.6/0.4KV,100KVA,16-20THN	10 EACH	100.00 MYR	0 EACH	01.04.2016		TX

Below the Item Overview table is the 'Messages' section, which shows a message from the purchaser.

- Check the New Delivery date and New Ship-to address in the Item Overview and Partner Information respectively.

OR

Alternatively, by clicking on **Print**, Supplier can View the PDF copy of the Purchase Order, changed ship to address is specified on the Purchase order.

Item Overview										
Number	Status	Product	Line Type	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for	
10	<input checked="" type="checkbox"/> Confirm Item	In Process	11074537	TRANSFORMER,6.6/0.4KV,100KVA,16-20THN	10 EACH	100.00 MYR	10 EACH	01.04.2016	01.04.2016	

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Messages	
Description	Preview
<input type="checkbox"/> Message from Purchaser	
<input type="checkbox"/> Message to Purchaser	

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Partner Information										
Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax	E-mail	
Sold-to Party	103	TNB Distribution Division			50732	Kuala Lumpur				
Ship-To Address	103	TNBD SDN BHD REGIONAL WHSE(NORTH)	LOT 226 TKT PERUSAHAAN 6,		13600	KWSN PERUSAHAAN PERAI, P.PINANG.				

Price Information										
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- Supplier once again needs to Confirm All Items button to confirm the new storage location and New Delivery dates and Click 'Send' to send the acknowledgment to the Purchaser.

Process Purchase Order																																
<input type="button" value="Send"/> <input type="button" value="Hold"/> <input type="button" value="Cancel"/> <input type="button" value="Update Prices"/> <input type="button" value="Display History"/> <input type="button" value="Print"/> <input type="button" value="Download"/>																																
<p>Click Any one of the button to confirm the items</p> <p>After Confirming, Click 'Send' button to send an Acknowledgement</p>																																
<table border="1"> <thead> <tr> <th>Number</th> <th>Status</th> <th>Product</th> <th>Line Type</th> <th>Short Text</th> <th>Order quantity</th> <th>Purchase Order Value</th> <th>Confirmed Quantity</th> <th>Required on</th> <th>Confirmed for</th> <th></th> </tr> </thead> <tbody> <tr> <td>10</td> <td><input checked="" type="checkbox"/> Confirm Item</td> <td>In Process</td> <td>11074537</td> <td>TRANSFORMER,6.6/0.4KV,100KVA,16-20THN</td> <td>10 EACH</td> <td>100.00 MYR</td> <td>10 EACH</td> <td>01.04.2016</td> <td>01.04.2016</td> <td></td> </tr> </tbody> </table> <p>Page 1 of 1</p> <p><input type="button" value="Confirm All Items"/> <input type="button" value="Deselect All Items"/></p>											Number	Status	Product	Line Type	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for		10	<input checked="" type="checkbox"/> Confirm Item	In Process	11074537	TRANSFORMER,6.6/0.4KV,100KVA,16-20THN	10 EACH	100.00 MYR	10 EACH	01.04.2016	01.04.2016	
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- Once acknowledgement is sent, refer to section 3 for **Creation of ASN for Non PI Material** or section 4 for **Creation of ASN for PI Materials** to send an ASN.

8. By Pass – 3 day’s delivery validation for Subsequent ASN after 1st ASN being deviated by Warehouse

If the first ASN of the Purchase order is deviated by Warehouse, then the Supplier can create the NEW ASN by updating the DELETED ASN/Shipping Notification No. in Deviated Shipping Notification no. field to By-pass the below error: -

❗ Errors: Please enter the Delivery Date to be atleast 3 days from ASN Creation Date

The below ASN is deviated/Deleted by the Warehouse person

Document Flow					
Document Type	Document Number	Document Name	Date	Status	Total Value
Purchase Order	0000001261	PO	10.02.2016	Confirmed	100.00 MYR
Shipping Notif.	0000000209	PO	10.02.2016	Deleted	0.00

Warehouse Deviated the 1st ASN

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The NEW ASN created by Supplier will again have the delivery date validation (3 day’s in future) hence in order to by pass the 3 day’s validation Suppliers needs to enter the deleted Shipping notification number (ASN no.) for this PO.

Goods Delivered to Recipient

Basic Data

Shipping Notif.

Document Name

Document Date

Status

Deviated Shipping Notification no.

Delivery Information

Delivery Date (Expected)

Delivery Time (Expected)

Shipping Date

Shipping Time

Means of Transport

Transport ID Code

DO Reference no.

Enter the Deviated Shipping Notification number to By Pass - 3 days Delivery Validation

Item Overview

Number	Product	Description	Inspection Lot No.	Quantity	Unit of Measure	Purchase Order No.	Order Item	Item Selection
10	11074075	ARRESTER, LIGHTNING, 33KV	412724	<input type="text" value="5"/>	EACH	0020756462	10	<input type="checkbox"/> Propose Quantity

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9. Deviation from Main Warehouse to Remote Location (RL)

1. If Warehouse person performs deviation by deleting the ASN created by Supplier an e-mail notification will be sent out to the Supplier with all the necessary details like New Storage Location, New Delivery Date and Reason for Deletion,

ASN deletion for PO No.20756464

Created  TNB_SCMS

Dear Supplier,

This is to notify you that there is an Advanced Shipping Notification (ASN) has been deleted and following are the details for your information:-

S.No.	Inbound Delivery No.	PO Number	ASN Quantity	PO Delivery Date	New Storage Location	New Delivery Date	Reason for Deletion
01	180000050	20756464	10	29.05.2016	1005	16.02.2016	Change in Storage location and Date.,

Please proceed with new ASN creation, if applicable.

Thank you.
TNB SCMS Team

Note: This is a system generated email. Please do not reply.

The New Remote location and New Delivery Date is proposed by the warehouse person

The following is the another screenshot for deviation from one Main Storage location to multiple remote storage locations. Email should be as below Screenshot.

ASN deletion for PO No.20756460

Created  TNB_SCMS

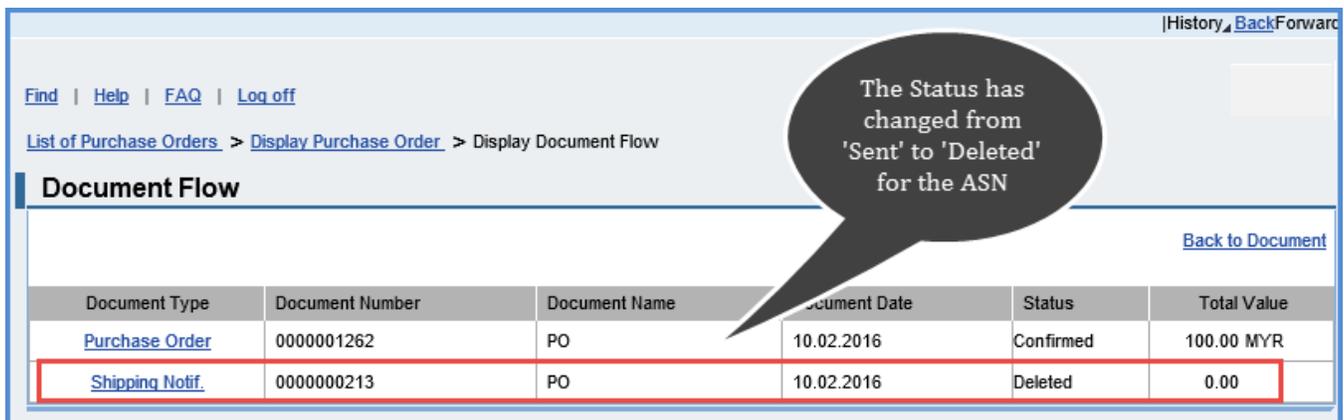
Dear Supplier,

This is to notify you that there is an Advanced Shipping Notification (ASN) has been deleted and following are the details for your information:

S.No.	Inbound Delivery No.	PO Number	ASN Quantity	PO Delivery Date	New Storage Location	New Delivery Date	Reason for Deletion
01	180000048	20756460	10	29.05.2016	2003	20.03.2016	Change in Storage location., Deviated to different Remote location., 1. 2003: 100 Quantity, 2. 2004: 50 Quantity, 3. 2005 :100 Quantity,

The Warehouse Person has deviated the ASN to different Remote locations with different quantities

- The status of ASN will change from 'Sent' To 'Deleted' in 'Display Document Flow' for the deviated /deleted ASN by Warehouse person.



The Status has changed from 'Sent' to 'Deleted' for the ASN

Document Type	Document Number	Document Name	Document Date	Status	Total Value
Purchase Order	0000001262	PO	10.02.2016	Confirmed	100.00 MYR
Shipping Notif.	0000000213	PO	10.02.2016	Deleted	0.00

- Click on the ASN which has the status DELETED in 'Display Document Flow' and check the reason for the deletion in the ASN document by the Warehouse.

Item Overview							
Number	Product	Description	Inspection Lot No.	Quantity	Unit of Measure	Purchase Order No.	Order Item
10	11074537	TRANSFORMER,6.6/0.4KV,100KVA,16-20THN	000000000000	10	EACH	0020756464	10
Page 1 of 1							

Partner Information									
Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax	E-mail
Sold-to Party	103	TNB Distribution Division			50732	Kuala Lumpur			
Ship-To Address	103	SUPERINTENDEN	NO 1, JALAN BUNGA RAYA 1		48300	RAWANG, SELANGOR	0360213010	0360213043	

Deviation Reason		
Storage Location	1005	RL ULU KLANG
Delivery date	16.02.2016	
Rejection Reason	Change in Storage location and Date.,	

The deviation reason by the warehouse is updated in the ASN

4. Create a NEW ASN and send the Goods to NEW Remote Storage location as suggested by the Warehouse person.

Note: For deviation to Remote location the Purchaser / CS will not change the warehouse location in Purchase Order hence supplier has to create ASN after reviewing the e-mail notification content.

10. Frequently Asked Questions (FAQ's)

1. What is ASN?
 - Advanced shipping notification (ASN) is a document created before Goods Receipt (GR) carried out by Warehouse person. ASN provides detailed information about a pending delivery. The purpose of an ASN is to notify the customer when shipping occurs and provide physical characteristics about the shipment so that TNB can be prepared to accept delivery.
2. Can ASN be created for multiple line item within a PO?
 - Yes, multiple PO line item can be combined in to ONE ASN as long the DO reference number is the same.
3. Can multiple PO can be combined in to one ASN document?
 - No, multiple PO cannot be combined into one ASN document
4. Whether Supplier can create partial ASN?
 - Yes, Supplier can deliver the goods in partial quantity.
5. What is acknowledgement and what is the use of 'Process' button which comes before creating ASN?
 - Acknowledgement is some sort of confirmation by Supplier, which means that Supplier agrees to deliver the required quantity of material on agreed time. Inorder to acknowledge Supplier needs to click on Process button.
6. What is the purpose of button '**Propose Outstanding Quantities**'?
 - This button helps to calculate the total PO open quantity that can be delivered to Customers.
7. How to check the status of the ASN?
 - Supplier can check the status of ASN by clicking on '**Display Document Flow**'. This will show all the documents posted by the Supplier or the purchase with the most recent status.
8. What is the use of '**Display history**' button in the PO?
 - Upon clicking 'Display History' button will show all the change version of the Purchase order made by the purchaser.

9. What is the use of **'Print'** button in the purchase order?

- The 'Print' button will help you to save the document locally and print the document if needed.

10. What does this error message mean **'Please enter the valid Inspection Lot Number'**?

- This error message will trigger only if you have entered the wrong Inspection lot for PO line item during ASN Creation.

11. What does this error message mean **'Please enter the Delivery Date to be atleast 3 days from the ASN creation Date'**?

- The Delivery Date of the Goods should be 3 days equal to or greater than the ASN creation date.

Ex: If the ASN creation date is: 15/02/2016 so Delivery date should be 18/02/2016 or Greater. The Delivery date cannot be less the 18/02/2016.

12. What does this error message mean **'Inspection lot No. is INVALID for the Purchase Order'**?

- This error message will trigger only if you have entered the wrong inspection lot or inspection lot of other Purchase order/ different line item.

13. What does this error message mean **'Result Recording is NOT DONE for the Inspection Lot'**?

- This error message means the result is not recorded in the system for the inspection lot provided. Please contact TNB purchaser or UJK department to do the result recording in the system.

14. What does this error message mean **'SERIALS are not uploaded for the Inspection Lot'**?

- This error message means that the SERIAL number of materials are not uploaded in TNB system for the said inspection lot. Please contact TNB purchaser or TNBR to upload the serials in the system provided by the Supplier.

15. What does this error message mean

"Item quantity to be less than or equal to inspected lot quantity: '?"

- This error message will trigger only if Supplier has entered the quantity exceeding the inspection lot quantity.

The quantity of the ASN should be always less or equal to inspection lot quantity.

11. Abbreviations:

- ASN: Advanced Shipping Notification
- PO: Purchase order
- GR: Good Receipt
- RGR: Return Good Receipt
- CGR: Cancelled Good Receipt
- PI: Product Inspection
- SCMS: Supply Chain Management System
- ERMS (SAP): TNB Procurement System
- CS: Category Sourcing (Purchaser)