Do it Best Corp.
Advance Ship Notice (ASN) Guidelines

Introduction

The purpose of this document is to present and explain Advance Shipment Notices (ASN's) as they pertain to shipments into a Retail Service Center (warehouse). The primary purpose of an ASN is to provide Do it Best Corp. with advance and accurate data on shipments into our RSC's so that we can better plan workloads and receipt processing. The key words are "advance" and "accurate". In other words, the ASN must arrive in advance of the merchandise arriving at our dock and the ASN must also be 100% accurate and represent the exact contents of the shipment.

Key Points

- The ASN must contain sku level data and include all other information and data as outlined in this document.

- Based on our experience, we recommend a "scan, pack and ship" method of ASN creation. This will ensure that the ASN is 100% accurate and represents the exact contents of the shipment.

- The accuracy and timeliness of the ASN is the responsibility of the vendor.

- One unique ASN number must represent each shipment. If multiple purchase orders are combined, shipped and delivered in a single shipment, then it is imperative that only one ASN be created and transmitted. Note: All like items, regardless of Purchase Order, should be packed together on the shipment.

- All backorders should be issued a new and unique ASN number.

- The ASN number(s) must be clearly stated on the Bill of Lading.

- All retail cartons must be bar-coded with one of the following retail Level GTINs:
    - ✓ UCC-12 (U.P.C.-A) or (U.P.C.-E)
    - ✓ EAN/UCC-13 or EAN/UCC-8
- All pallets and cartons must be bar-coded with the shipping container code GTIN. The SCC code should be in the standard Interleaved 2 of 5 barcode (I 2 of 5).
    - ✓ EAN/UCC-14 shipping container code (SCC-14 code).

- Failure to comply with these key points or the additional details outlined in this document will result in a vendor chargeback as outlined in the Do it Best Corp. Vendor Compliance Manual.

Depending on the shipment some segments may not be used or may appear at different levels.   Segments marked as optional should be sent when available, however the Do it Best Corp. application system can process the ship notice without them.

Minimum Ship Notice Segment Requirements for all shipments

BSN	Shipment Identification
HL*1**S	Shipment Level Information
TD5	Carrier Information
REF*BM	Bill of Lading Number
DTM*011	Date Shipped
N1*ST	Ship To Destination
HL*2*1*O	Order Level Information
PRF	Do it Best Corp. PO number
HL*3*2*I	Item Level Information
LIN	Item Identification
SN1	Item Shipment Quantities
CTT	Segment Totals

**Advance Ship Notices are for Retail Service Center (warehouse) shipments ONLY.
Do Not send Drop Shipment ASNs (shipments to member stores).**

Header Information Segments
BSN Segment – Required

Beginning Segment for Advance Ship Notice.
<u>Note: The ASN/Shipment ID must be clearly stated on the Bill of Lading.</u>

Data Element	Name	
BSN01 353	Trans Purpose code	14 = Advance notification.
BSN02 396	Shipment ID	Unique control # assigned by the original shipper.
BSN03 373	Date	Date ASN created - CCYYMMDD
BSN04 337	Time	Time ASN created - HHMM

Example: BSN*14*999999999*19980626*1418

HL Segment - Hierarchical Level for Shipment Data - Required

Data Element	Name	
HL01 628	Hierarchical ID Number	Unique number. The value for the first HL segment will be 1, and is incremented by 1 for each subsequent HL in the transaction set.
HL03 735	Hierarchical Level Code	S = Shipment

Example: HL*1**S

TD5 Carrier Details - Required

Specifies the carrier and routing information.

Data Element	Name	
TD504 91	Transport Method	L = Contract Carrier, M = Motor Carrier, U = Private Parcel Service, H = Customer Pickup, LT = Less than trailer load (LTL), SR = Supplier truck, T = Best Way (Shipper's Option), O = Containerized Ocean
TD505 387	Routing	Carrier Name

Example: TD5****L*CARRIER NAME

TD3 Carrier Details (Equipment)
Required for Import Containers

Specifies the carrier and routing information.

Data Element		Name	
TD301	40	Equipment Description Code	Code identifying type of equipment used for shipment
TD302	206	Equipment Initial	Prefix or alphabetic part of an equipment unit's identifying number
TD303	207	Equipment Number	Sequencing or serial part of an equipment unit's identifying number (pure numeric form for equipment number is preferred)
TD308	407	Seal Status Code	Code indicating condition of door seal upon arrival
TD309	225	Seal Number	Unique number on seal used to close a shipment

REF Segment - Bill of Lading Number – Required

The customer Bill of Lading number will be used to tie the various EDI documents together and track the order through the supply chain.

Data Element		Name	
REF01	128	Reference No. Qualifier	'BM'
REF02	127	Reference No.	Bill of Lading Number

Example: REF*BM*1234566789

REF Segment - Carrier's Pro Number – Required for LTL shipments
Optional for all others

Note: The Carrier Pro Number is required for LTL shipments.
The Carrier's Pro# will be used to tie the various EDI documents together and track the order through the supply chain.

Data Element		Name	
REF01	128	Reference No. Qualifier	'CN'
REF02	127	Reference No.	Carrier Pro Number

Example: REF*CN*K0600

DTM – Ship Date & Time - Required

Specifies actual ship date.

Data Element		Name	
DTM01	374	Date/Time Qualifier	011
DTM02	373	Date	CCYYMMDD Shipped

Example: DTM*011*20050823

DTM – Delivery Date – Required

Specifies Estimated or Scheduled delivery date. Always send the scheduled date if known, otherwise send the estimated date. This will be use in our Supply Chain Visibility software to display the arrival data for Do it Best Corp. Purchasing and Receiving departments.

Data Element	Name	
DTM01 374	Date/Time Qualifier	067 = Scheduled delivery, 017 = Estimated delivery
DTM02 373	Date	CCYYMMDD

Example: DTM*017*20050825

N1 Segment - Ship To Final Destination - Required

Identifies the Do it Best Corp. Retail Service Center that is the final destination for this shipment.

Data Element		Name	
N101	98	Entity ID Code	ST = Ship To
N103	66	ID code qualifier	92 = assigned by Do it Best Corp..
N104	67	ID code	Retail Service Center Identifier. See the included Retail Service Center Address list for the complete listing of Retail Service Center Identifiers.

Example: N1*ST**92*0001

Or, use this method:

For Retail Service Centers you may also specify a 9 qualifier followed by the DUNS number plus four digit Retail Service Center Identifier.

Example: N1*ST**9*0069371300001

For the complete list of Retail Service Centers, see the list titled "Do it Best Corp. Corporate Office and Retail Service Center Addresses. For the complete list of Import Facilities refer to the list titled "Do it Best Corp. Import Shipping Locations".

N1 Name - Shipped From - Optional

Data Element		Name	
N101	98	Entity ID Code	SF
N102	93	Name	Ship From Name

Example: N1*SF*SHIP FROM LOCATION NAME

N3 Address - Shipped From - Optional

Data Element		Name	
N301	166	Address	Address of Shipment Origin

Example: N3*1234 SOMEWHERE ST

N4 - Geographic Location - Shipped From - Optional

Data Element		Name	
N401	19	City	Origin City
N402	156	State	Origin State
N403	116	Zip	Origin Zip

Example: N4*City Name*ST*46801

HL Segment - Hierarchical Level for Order Data - Required

Data Element		Name	
HL01	628	Hierarchical ID Number	Unique number is incremented by 1 for each subsequent HL in the transaction set
HL02	734	Hierarchical Parent ID	ID# of the next higher HL segment
HL03	735	Hierarchical Level Code	O = Order

Example: HL*2*1*O

PRF Purchase Order Reference - Required

Data Element		Name	
PRF01	324	PO Number	Do it Best Corp. Assigned PO Number (maximum 11 characters)

Example: PRF*01331M7721

Detail Segments
HL Segment - Hierarchical Level for Item Data - Required

Data
Element | Name
HL01 628 | Hierarchical ID Number | Unique number is incremented by 1 for each subsequent HL in the transaction set
HL02 734 | Hierarchical Parent ID | ID# of the next higher HL segment
HL03 735 | Hierarchical Level Code | I = Item

Example: HL*3*2*I

LIN - Item Detail Identification - Required

Data
Element | Name
LIN02 235 | Product ID Qualifier | CB or IN = Buyer's Item #
LIN03 234 | Product ID | SKU (Do it Best Corp.) number
LIN04 235 | Product ID Qualifier | VC or VN = Vendor's Part #
LIN05 234 | Product ID | Vendor's Part number
LIN06 235 | Product ID Qualifier | UP or EN
LIN07 234 | Product ID | UPC or EAN code

Example: LIN**IN*338516*VN*53168*UP*037516531681

SN1 - Item Detail Shipment Quantities - Required

Data Element	Name	
SN102 382	Number Of Units Shipped	**The ship quantity must be in the same ordered unit of measure on the Purchase Order**
SN103 355	Unit Of Measure code	**Same as the unit from the Purchase Order**
SN108 668	Line Item Status Code	IA = Accepted, IB = Backordered, ID = Deleted, IR = Rejected

Ship Notice Line Item Status Code (SN108) Usage

Every Open Item on the Do it Best Corp. purchase order should be accounted for in the Advance Ship Notice. This keeps the Do it Best Corp. open order file in sync with your open order file, which produces improved forecasts, turns, and service level.

- If the item is shipped complete, send the quantity shipped (SN102) and a line item status code of 'IA' (SN108).
    Example: SN1**12*EA*****IA

- If making a partial shipment and backordering the remaining quantity, send the quantity shipped (SN102) and a line item status code of 'IA' (SN108). The Do it Best Corp. System will calculate the backordered quantity. Backordered items will remain open until shipped or Do it Best Corp. staff cancel them.
    Example: SN1**10*EA*****IA

- If backordering the entire order quantity of an item, send a zero for quantity shipped (SN102) and a line item status code of 'IB' (SN108).
    Example: SN1**0*EA*****IB

- If the entire order quantity is un-shippable, because the item is discontinued, send a zero quantity shipped (SN102) and a line item status code of 'ID' (SN108). The Do it Best Corp. application will automatically cancel open PO lines with a line item status of 'ID'.
    Example: SN1**0*EA*****ID

- If the entire order quantity is un-shippable, because the item is rejected or invalid (IR), send a zero quantity shipped (SN102) and a line item status code of 'IR' (SN108). Possible reject/cancel reasons include invalid item identification, incorrect order multiples, incorrect pricing, or company backorder policy. ***Every effort should be made to resolve rejected items upon receipt of the order, by contacting your Retail Product Manager or an EDI Service Administrator at 260-748-5619.***

    Example: SN1**0*EA*****IR

Summary Segments

CTT Segment - Required

Transaction totals. Contains hash total for line items in transaction set.

Data Element		Name	
CTT01	354	Number of Line Items	Number of HL Segments
CTT02	347	Hash Total	Sum of SN102 quantities

Examples: CTT*3*85*