



# Advance Shipment Notice

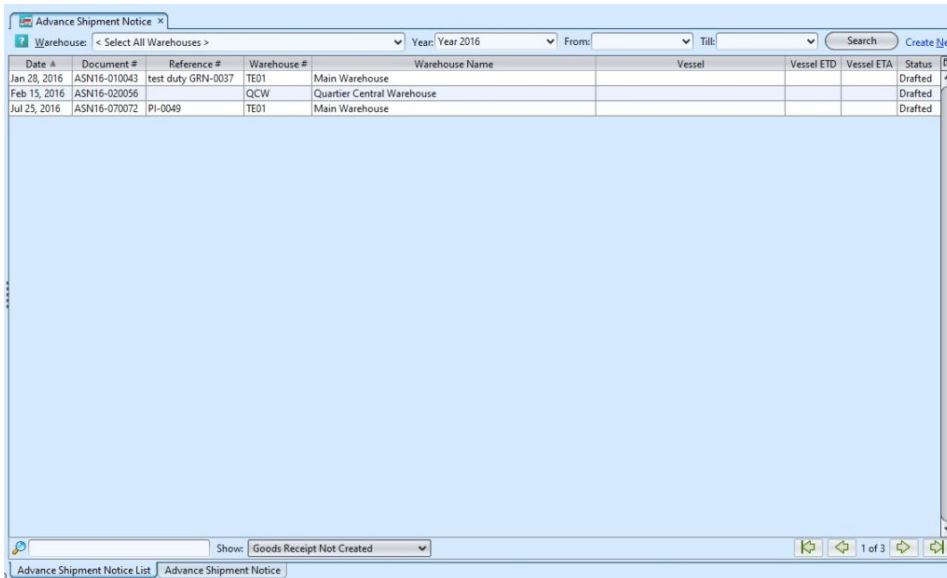
An advance shipment notice (ASN) is a notification of pending deliveries, similar to a packing list. In the advance shipment notice screen the user will have a list of ASN. The user can also create new ASN document for known incoming shipment, and export the list of incoming shipment to a CSV file.

After approval of the ASN document, GOOMI will generate the goods receipt document.

Below are available actions for the user from **“Advance Shipment Notice”** :

 Create new, revert and delete an the advance shipment notice

 View and search advance shipment notice details



Date	Document #	Reference #	Warehouse #	Warehouse Name	Vessel	Vessel ETD	Vessel ETA	Status
Jan 28, 2016	ASN16-010043	test duty GRN-0037	TE01	Main Warehouse				Drafted
Feb 15, 2016	ASN16-020056		QCW	Quartier Central Warehouse				Drafted
Jul 25, 2016	ASN16-070072	PI-0049	TE01	Main Warehouse				Drafted

Advance Shipment Notice x

**Drafted**

Document Date: 25/07/2016 | Document Number: <-AUTO-GENERATED-> | Reference Number: | Branch: HQ - Head Office

Warehouse: | Representative: | Vessel: | Voyage: | Shipping Method: | Inco Term: | Vessel ETD: | Vessel ETA:

**Additional Details**

Loading Date: | Loading Place: | Container: | Description: | Discharge Place: | Delivery Place: | Vendor Location: Local | Duty Clearing Agent: | Import Declaration Number: | View Duty Exchange Rates

Items / Articles | Provisions | Duties | Notes / Attachments

Product Brand: < Select All > | Filter: | Select Order

#	Product	Description	UOM	Quantity	Batch #	Mfg Date	Expiry Date	Country Of Origin
1				0				

Total Quantity: 0 | Invoice Cost: | Transport: | Duties: | Grand Total:

Confirm Advance Shipment Notice | Create Goods Receipt | Create New | Save | Revert | Delete

Advance Shipment Notice List | Advance Shipment Notice

Advance Shipment Notice x

**Drafted**

Document Date: 25/07/2016 | Document Number: <-AUTO-GENERATED-> | Reference Number: | Branch: HQ - Head Office

Warehouse: | Representative: | Vessel: | Voyage: | Shipping Method: | Inco Term: | Vessel ETD: | Vessel ETA:

**Additional Details**

Loading Date: | Loading Place: | Container: | Description: | Discharge Place: | Delivery Place: | Vendor Location: Local | Duty Clearing Agent: | Import Declaration Number: | View Duty Exchange Rates

Items / Articles | Provisions | Duties | Notes / Attachments

**Provisions Applicable:**

#	Vendor	Provision	Currency	Description	Amount	Base Amount
1						

Total Quantity: 0 | Invoice Cost: | Transport: | Duties: | Grand Total:

Confirm Advance Shipment Notice | Create Goods Receipt | Create New | Save | Revert | Delete

Advance Shipment Notice List | Advance Shipment Notice

Advance Shipment Notice x

**Drafted**

Document Date: 25/07/2016 | Document Number: <-AUTO-GENERATED-> | Reference Number: | Branch: HQ - Head Office

Warehouse: | Representative: | Vessel: | Voyage: | Shipping Method: | Inco Term: | Vessel ETD: | Vessel ETA:

**Additional Details**

Loading Date: | Loading Place: | Container: | Description: | Discharge Place: | Delivery Place: | Vendor Location: Local | Duty Clearing Agent: | Import Declaration Number: | View Duty Exchange Rates

Items / Articles | Provisions | Duties | Notes / Attachments

Product Brand: < Select All > | Filter: | Select Order

#	Product	Description	UOM	Quantity	Invoiced Cost	Dutiable Value	Duty %	Duty
0				0				

Total Quantity: 0 | Invoice Cost: | Transport: | Duties: | Grand Total:

Confirm Advance Shipment Notice | Create Goods Receipt | Create New | Save | Revert | Delete

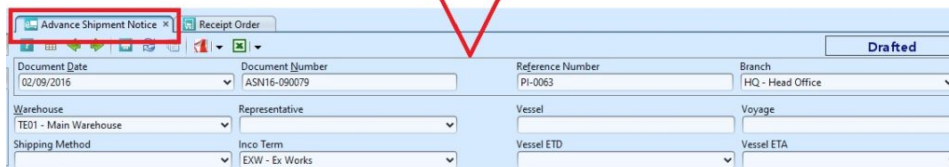
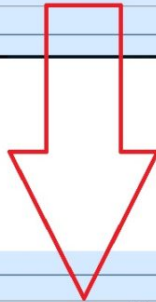
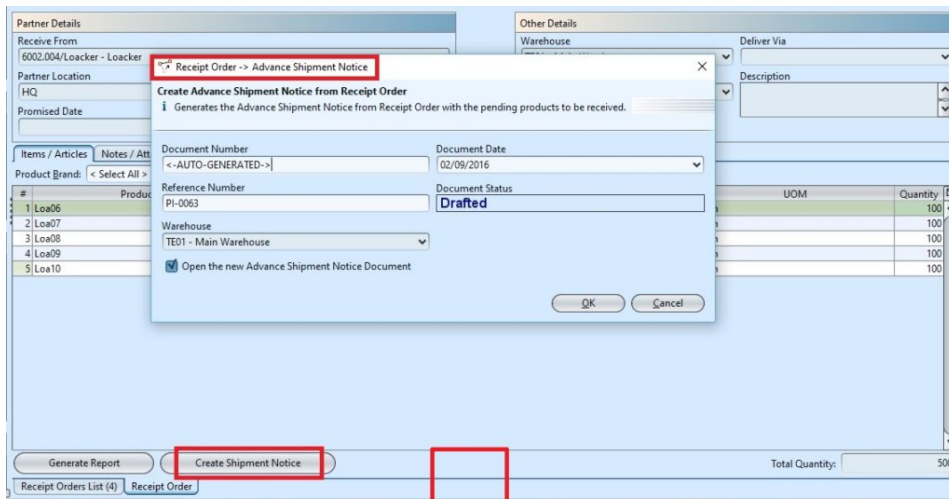
Advance Shipment Notice List | Advance Shipment Notice

Field Name	Description	Mandatory Information
Document Date	Creation date of the document	Y
Document Number	Document number of the ASN	Y
Reference Number	Code for easy reference search of the document	N
Branch	Name of company's branch which make the ASN	Y
Warehouse	The receiving warehouse	Y
Representative	Name of staff to process the ASN	N
Vessel	The name of ship	N
Voyage		N
Shipping Method	Way to deliver the shipment: Air, Sea, or Vehicle	N
Inco Term	Inco Terms rules associated with the transportation and delivery of goods	Y
Container	Container type	N
Discharge Place	Location of shipment off-loading	N
Delivery Place	Location to deliver the shipment	N
Duty Clearing Agent	Self-explanatory	N
Description	Description of the shipment	N
Import Declaration Number	Self-explanatory.*Only applicable for Malaysia's company	Y
Item/Articles – Product	Name of the product	Y
Item/Articles – Description	Description of the product	Y
Item/Articles – UOM	Type of the item – Unit of Measurement	Y
Item/Articles – Quantity	Number of quantity of the item on the ASN	Y
Item/Articles – Batch #	Batch number	Y
Item/Articles – Mfg Date	Date of product being manufactured	N
Item/Articles – Expiry Date	Date of product can no longer be used	N
Item/Articles – Country of Origin	Country of manufacture where the product comes from	N

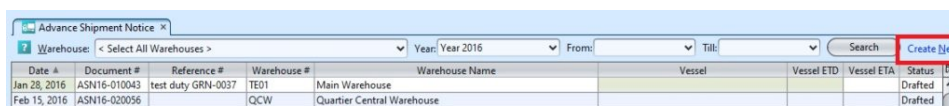
## Generate New Advance Shipment Notice

1. Generate new advance shipment notice through **“Inventory – (Inbound) Receipt Order”**. Open the receipt order document, then click on **“Create Shipment Notice”** button at the bottom left of screen

to generate **“Advance Shipment Notice”**. It will create ASN document for the receipt order.



2. Alternatively, user can create new ASN document. Click on **“Create New”** at the top right of screen of **“Advance Shipment Notice List”** tab, it will open **“Advance Shipment Notice”** tab with empty form



3. Fill up the information.

4. Click on **“Provisions”** tab at the middle of screen to add provision for the shipment notice. Enter the information and click **“+”** button or press **“Enter”**.



5. Click on the **“Duties”** tab and click arrow on **“+”** to apply customs duty. Enter the duty amount,

click **"Ok"** button and click  button or press **"Enter"** .

Duty Clearing Agent

Items / Articles Provisions **Duties** Notes / Attachments

#	Product	Description	UOM	Quantity	Invoiced Cost	Dutiable Value	Duty %	Duty
1	Loa06	LOACKER MOCHA CHOCOLATE BAR 12 X 20 X 50GRAMS	Each	100	\$S0.212960			
2	Loa07	LOACKER DARK CHOCOLATE BAR 10 X 15 X 100GRAMS	Each	100	\$S0.212960			
3	Loa08	LOACKER CHOCOLATE COOKIES 12 X 250GRAMS	Each	100	\$S0.684515			
4	Loa09	LOACKER MIX COOKIES 10 X 300GRAMS	Each	100	\$S1.034378			
5	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Each	100	\$S0.684515			

Total Quantity: 500 Invoice Cost: \$S282.94 Transport: Duties: Grand Total: \$S282.94

Confirm Advance Shipment Notice Create Goods Receipt Create New Save Revert Delete

Apply Customs Duty

**Apply Customs Duty**

Update duty amounts of the products based on given total duty amount.

Please note that total duty amounts is applied to products based on weighted value.

Total Duty Amount:

OK Cancel

6. Click on **"Notes / Attachments"** tab at the middle of screen to add notes or files attachment for the shipment notice.

Items / Articles Provisions Duties **Notes / Attachments**

Title	File Size	On Date
[Empty list]		

Title Description File Name Size: bytes (1)

Total Quantity: 500 Invoice Cost: \$S282.94 Transport: Duties: Grand Total: \$S282.94

Confirm Advance Shipment Notice Create Goods Receipt Create New Save Revert Delete

7. Click **"Save"** button at the bottom right side of screen

Items / Articles Provisions Duties Notes / Attachments

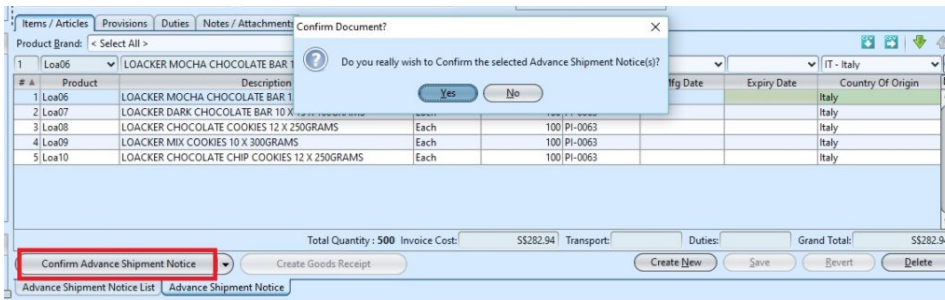
Product Brand: < Select All > Filter: Select Order

#	Product	Description	UOM	Quantity	Batch #	Mfg Date	Expiry Date	Country Of Origin
1	Loa06	LOACKER MOCHA CHOCOLATE BAR 12 X 20 X 50GRAMS	Each	100	PI-0063			Italy
2	Loa07	LOACKER DARK CHOCOLATE BAR 10 X 15 X 100GRAMS	Each	100	PI-0063			Italy
3	Loa08	LOACKER CHOCOLATE COOKIES 12 X 250GRAMS	Each	100	PI-0063			Italy
4	Loa09	LOACKER MIX COOKIES 10 X 300GRAMS	Each	100	PI-0063			Italy
5	Loa10	LOACKER CHOCOLATE CHIP COOKIES 12 X 250GRAMS	Each	100	PI-0063			Italy

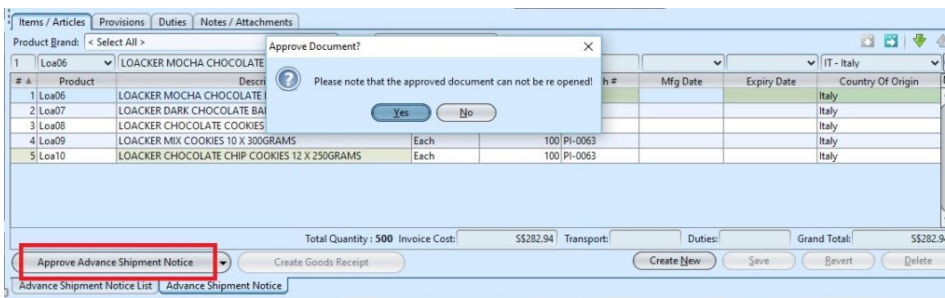
Total Quantity: 500 Invoice Cost: \$S282.94 Transport: Duties: Grand Total: \$S282.94

Confirm Advance Shipment Notice Create Goods Receipt Create New **Save** Revert Delete

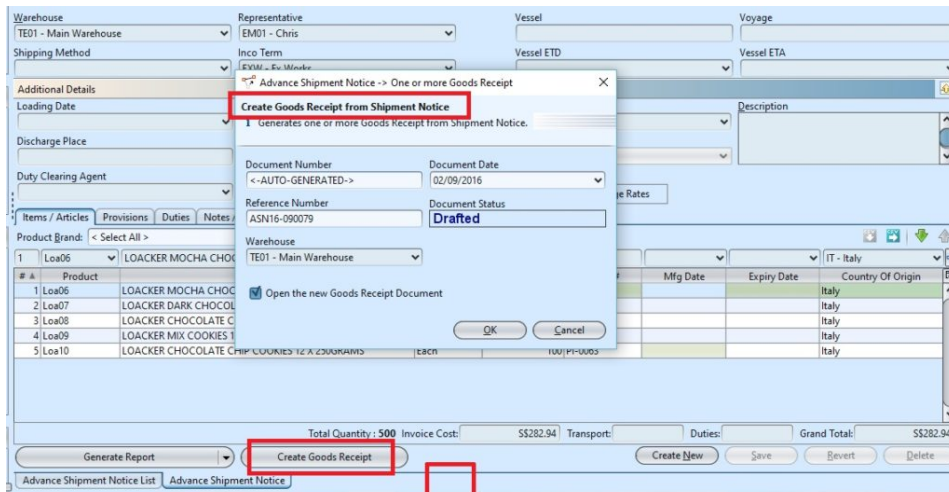
8. Click on **“Confirm Advance Shipment Notice”** button at the bottom of screen to confirm the ASN document



9. Click on **“Approve Advance Shipment Notice”** button at the bottom of screen to approve the ASN document

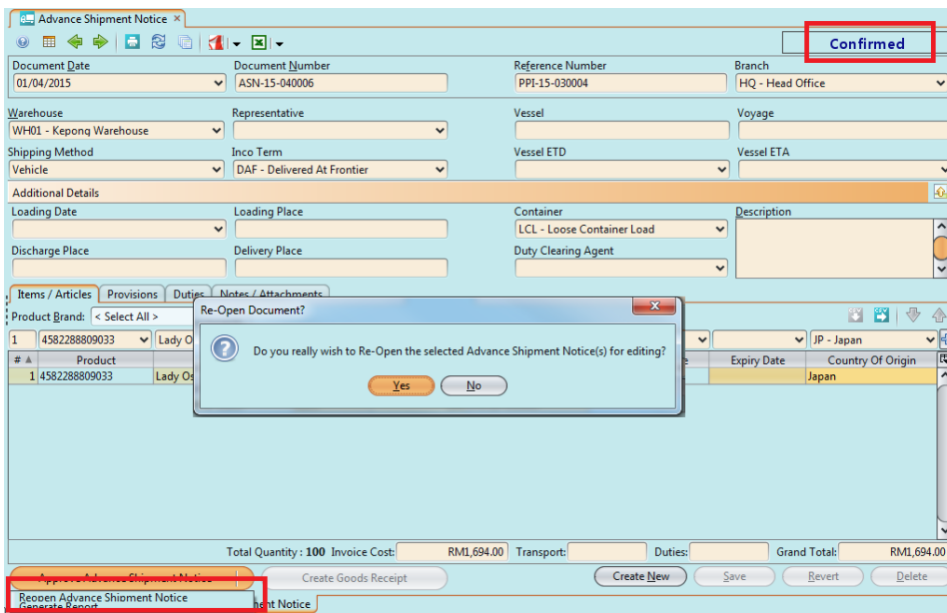
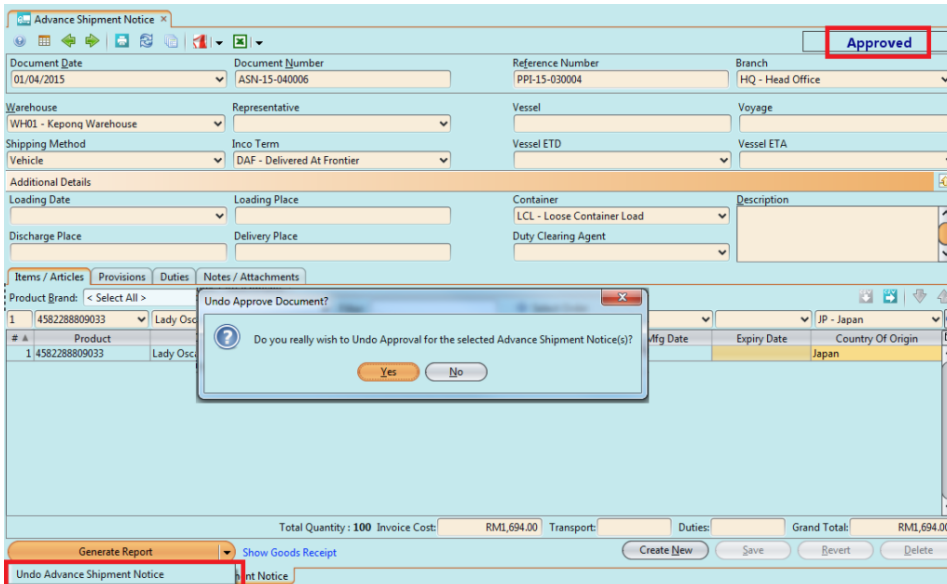


10. Click arrow on **“Create Goods Receipt”** button at the bottom left of screen to generate a new goods receipt. A link to show the goods receipt document will be created, replacing the button



## Update Advance Shipment Notice

1. Click on ***“Advance Shipment Notice List”*** tab at the bottom of screen
2. Double click on advance shipment notice to be updated, it will bring up the details on ***“Advance Shipment Notice”*** tab for the selected document. If the advance shipment notice’s status is ***“Confirmed”*** or ***“Approved”***, click arrow on ***“Generate Report”*** button at the bottom of screen and select ***“Undo/Reopen Advance Shipment Notice”*** option to reopen / undo approval of the document first

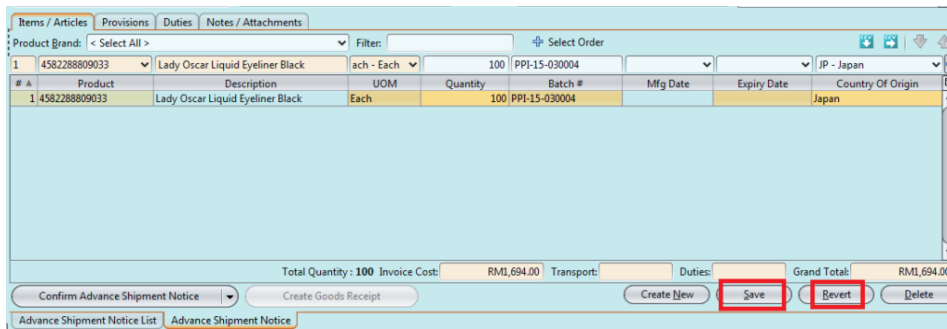


3. Make change(s) on the advance shipment notice information

4. Click on **“Save”** button at the bottom right of screen when done

5. Click on **“Revert”** button at the bottom right of screen or refresh icon at the top of the screen to roll back the changes





6. Click on ***“Confirm Advance Shipment Notice”*** button at the bottom of screen to confirm the advance shipment notice

7. Click on ***“Approve Advance Shipment Notice”*** button at the bottom of screen to approve the advance shipment notice

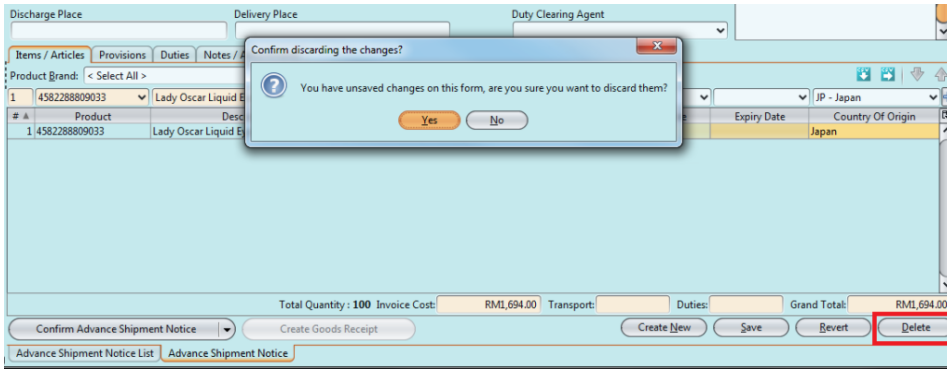
## Delete ***Advance Shipment Notice***

1. Click on ***“Advance Shipment Notice List”*** tab at the bottom of screen

2. Double click on advance shipment notice to be deleted, it will bring up the details on ***“Advance Shipment Notice”*** tab for the selected document. If the advance shipment notice’s status is ***“Confirmed”*** or ***“Approved”***, click arrow on ***“Generate Report”*** button at the bottom of screen and select ***“Undo/Reopen Advance Shipment Notice”*** option to reopen / undo approval of the document first

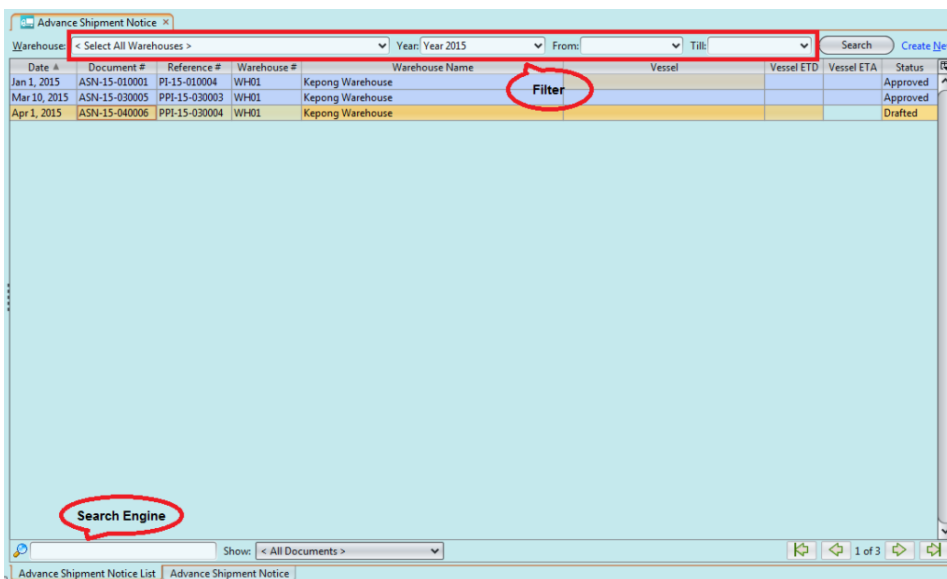
3. Click on ***“Delete”*** button at the bottom right side of screen

4. Click on ***“Yes”*** button on the pop-up window to confirm advance shipment notice deletion

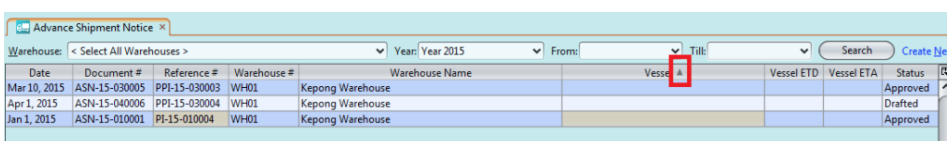


## View and Search for *Advance Shipment Notice*

1. Click on “*Advance Shipment Notice List*” tab at the bottom of screen
2. Enter search parameter to filter the result, i.e. type in which customer to search for in the “Warehouse” text field box or select from drop-down list



3. Result can be sorted alphabetically by clicking the fields' columns.



4. Double click on advance shipment notice to view

full details of the order, it will bring up the details on ***“Advance Shipment Notice”*** tab for the selected document

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