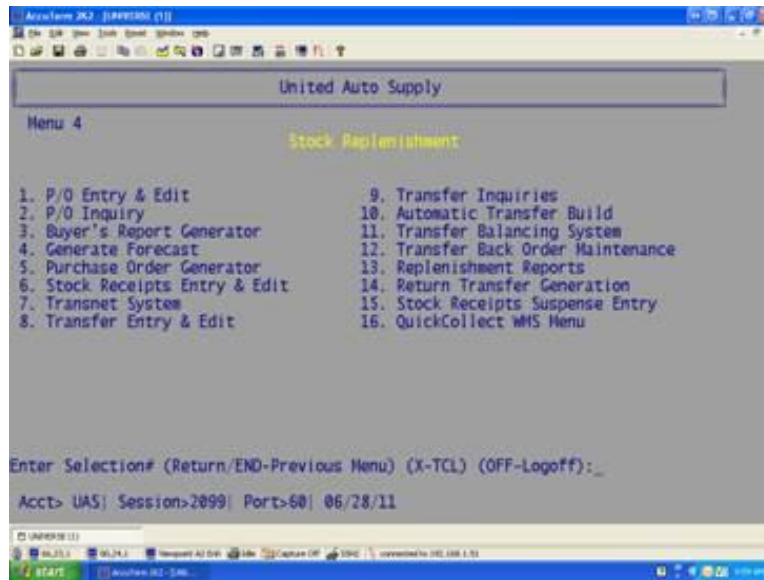


Chapter 11: How to view an ASN

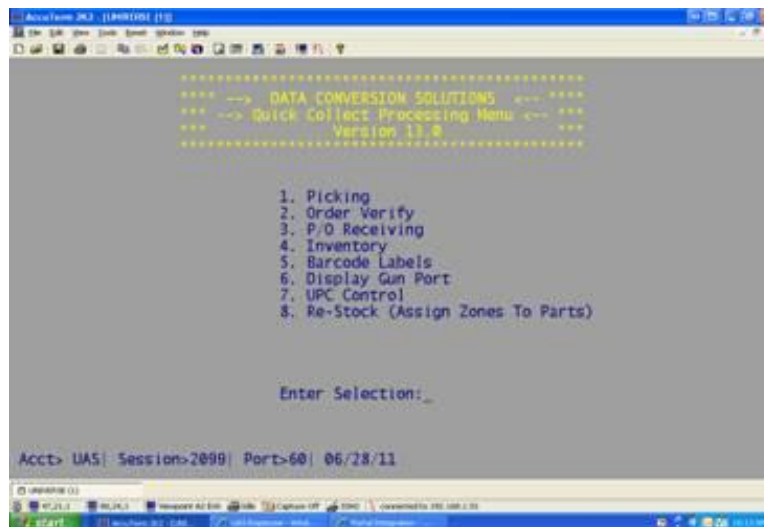
The following is a detailed procedure on how to view your ASN's and includes screen shots:

From the main screen:

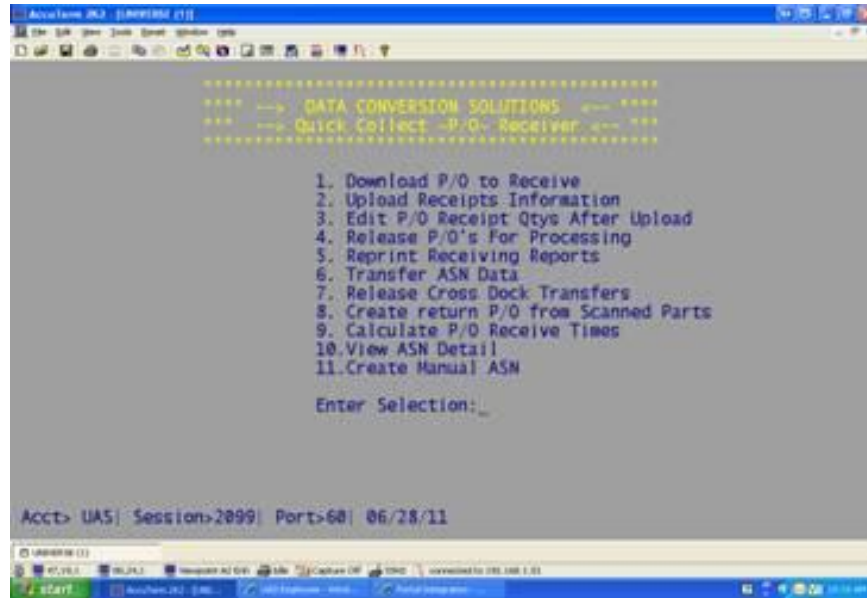
Menu 4 **Stock replenishment**



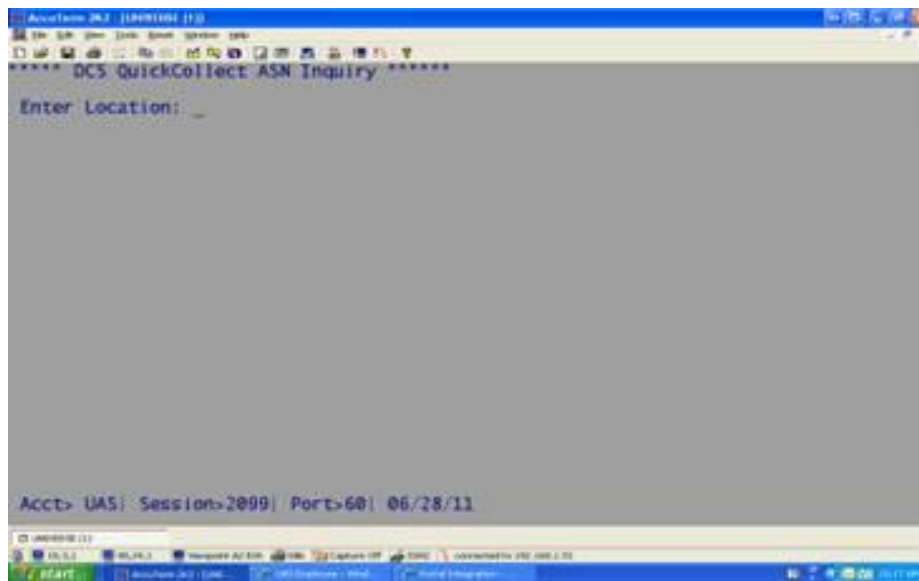
Menu 16 **QuickCollect WMS Menu**



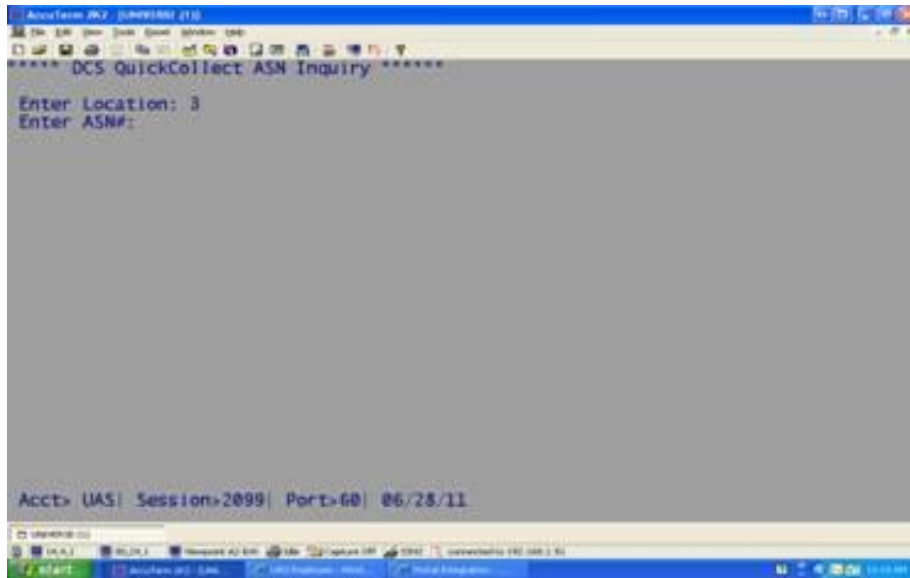
Menu 3 P/O receiving (after auth. code)



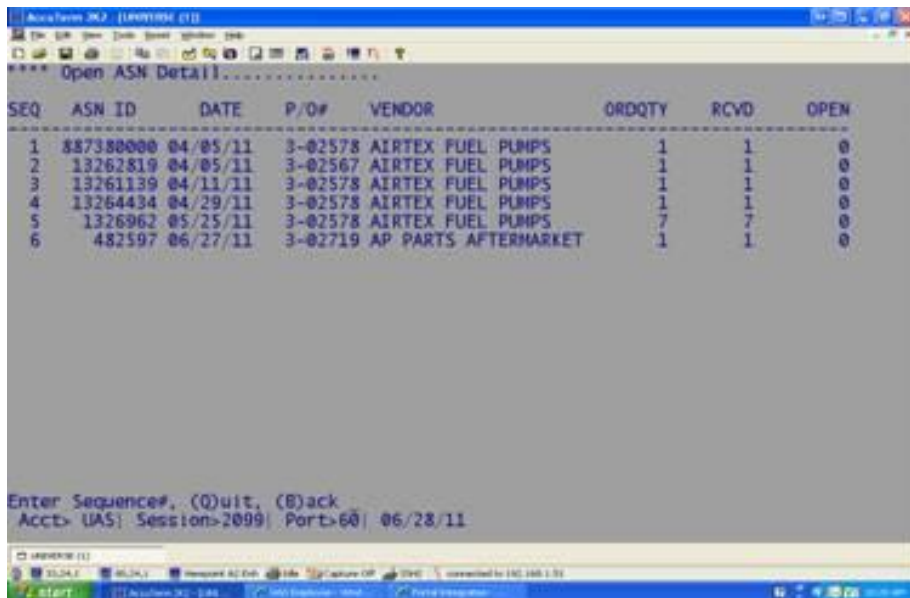
Menu 10 View ASN Detail



Enter location number (I will use 3 as an example)



It will ask for an ASN #. Type the number if you know it or hit “L” for LIST to see all open ASN’s in your location. (Screen Shot)



I will choose ASN # 482597 as an example. I typed it in and took a screen shot of what came up. This is your whole ASN. This shows who and where it was scanned.

To view all discrepancies hit “S” for STOCK

```

***** DCS QuickCollect ASN Inquiry *****      ASN#=> 482597
Status-->: ** OPEN **
Line/Part      Ship Name      Rcvd Bin      Name      Stkd Bin
-----
APP 200A1014   1 MICHAEL D      1 DC01B MICHAEL D      1 DC01B
APP 2521       1 MICHAEL D      1 D001A MICHAEL D      1 D001A
APP 2524       1 MICHAEL D      1 AA01A MICHAEL D      1 AA01A
APP 6543       1 MICHAEL D      1 D012C MICHAEL D      1 D012C
APP 7030       1 MICHAEL D      1 DC00B MICHAEL D      1 DC00B
APP 7453       1 MICHAEL D      1 D810C MICHAEL D      1 D810C
APP 7495       1 MICHAEL D      1 D810B MICHAEL D      1 D810B
APP 7520       1 MICHAEL D      1 D810A MICHAEL D      1 D810A
APP 7536       1 MICHAEL D      1 DC10B MICHAEL D      1 DC10B
APP 8038       3 MICHAEL D      3 D003B MICHAEL D      3 D003B
APP 8039       1 MICHAEL D      1 D003B MICHAEL D      1 D003B
APP 8066       2 MICHAEL D      2 D003B MICHAEL D      2 D003B
APP 8087       1 MICHAEL D      1 D001A MICHAEL D      1 D001A
APP 8166       2 MICHAEL D      2 D003B MICHAEL D      2 D003B
APP 8640       1 MICHAEL D      1 D003C MICHAEL D      1 D003C
APP 8697       3 MICHAEL D      3 D003A MICHAEL D      3 D003A
APP 8702       1 MICHAEL D      1 D003A MICHAEL D      1 D003A
APP 8710       1 MICHAEL D      1 D003A MICHAEL D      1 D003A

Enter (C)lose, (Q)uit, Filter (R)cvd/(S)tocked (F)orward _
Acct> UAS| Session>2099| Port>60| 06/28/11

```

("S" for STOCK)

```

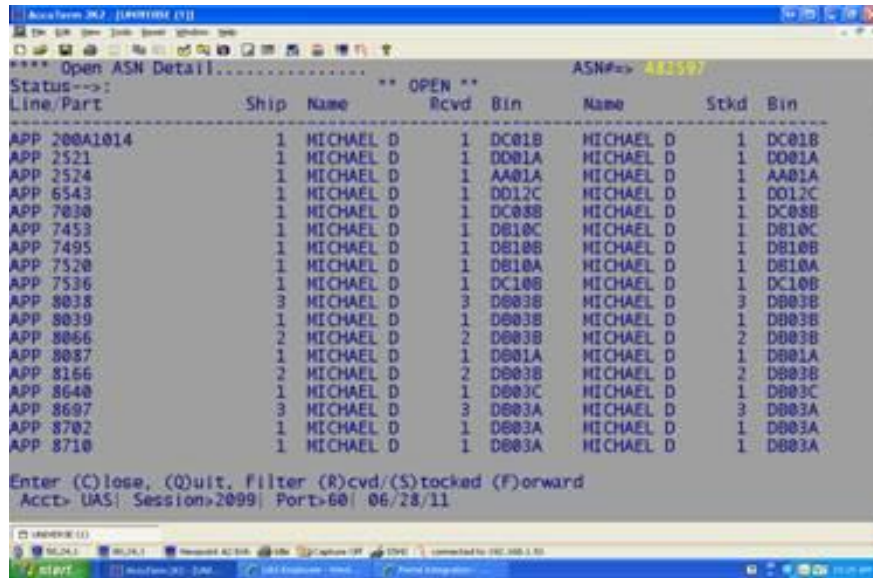
***** DCS QuickCollect ASN Inquiry *****      ASN#=> 482597
Status-->: ** OPEN **
Line/Part      Ship Name      Rcvd Bin      Name      Stkd Bin
-----
APP 9064       1 MICHAEL D      2 D003C MICHAEL D      2 D003A
                MICHAEL D      2 D003C MICHAEL D      2 D003C

Enter (C)lose, (Q)uit, Filter (R)cvd/(S)tocked (B)ack Show (A)ll _
Acct> UAS| Session>2099| Port>60| 06/28/11

```

If you use "L" for LIST (see above screen shot # 6) hit the sequence number which in this example is #6, enter. This brings up the whole ASN.

Hit "S" for STOCK to view discrepancies as explained above.



When ASN's are not 100%, they stay open in the system. An example would be overages and shortages. It is the manager's responsibility to go and check the work of the employee who put away the parts. When the manager positively knows the ASN is definitely not 100%, they then decide it is either an overage or shortage and need to **CLOSE** the ASN ("C" for CLOSE) and **IMMEDIATELY** send the form attached in an email to Katie Knaust so she can tie it out.

If this is not done properly it causes hours of work for corporate trying to guess at what happened and is very inefficient. As always managers need to make sure they take responsibility and keep up on the ASN's. If anyone has any questions, don't hesitate to ask. **A form will follow this email that will need to be used when sending Katie Knaust the emails for overages and shortages.**