

LPN LEVEL ASN OVERVIEW AND GUIDE



An Advanced Shipping Notice (ASN) is an electronic copy of a product delivery. It allows ALDI Distribution Centres to see in advance what will be arriving on each logistic truck.



An LPN level ASN is a high detail ASN which is to be used by all Business Partners unless you supply Produce, Fresh Meat, Bakery or Cut Flowers, otherwise known as Pick to Zero (PTZ).



STEP 1

Search for the Purchase Order



STEP 2

Set up the relevant amount of pallets for the 1st item line



STEP 3

Set up the relevant amount of pallets for the 2nd item line



STEP 4

Generate the LPNs and the ASN



STEP 5

Take the ASN generated and ship the ASN from the ASNs UI

Within your company:

Please ensure that the relevant colleagues have an EmpowerID Login with a valid password.

Your Key User can arrange this. If you are unsure of who your Key User is, please reach out to the Business Partner Enablement Team.

HOW TO CREATE AN LPN LEVEL ASN

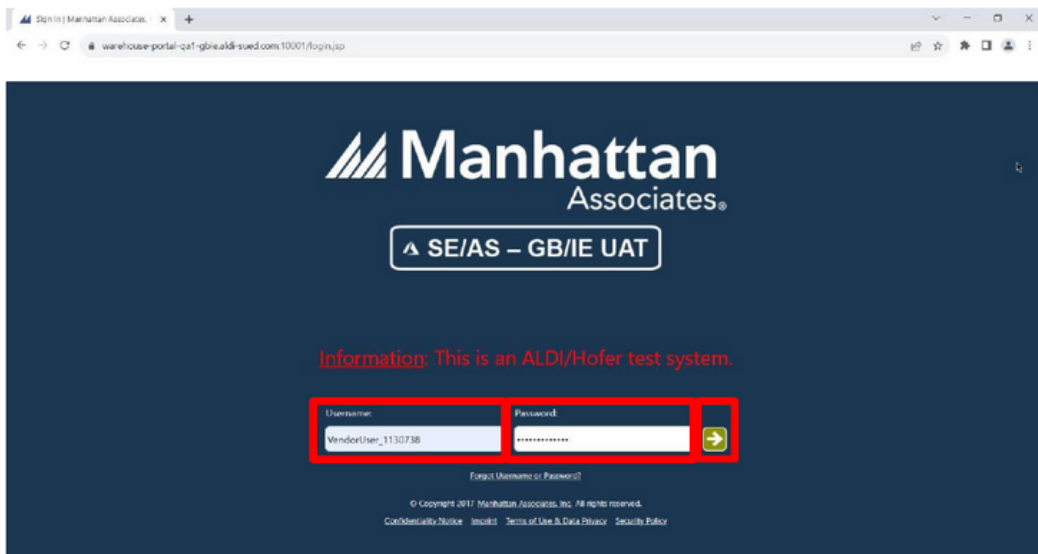
THIS WALKTHROUGH GUIDE APPLIES TO ALL PRODUCTS WITH THE EXCEPTION OF PICK TO ZERO (PTZ).

PTZ ARE ONLY FRESH PRODUCE, SHORT LIFE ARTICLES, FRESH CUT FLOWERS AND BAKERY. YOU WILL BE AWARE IF YOU ARE A PTZ BUSINESS PARTNER.

PRIOR TO FOLLOWING THE BELOW PROCESS, PLEASE ENSURE YOU HAVE FOLLOWED THE WALKTHROUGH GUIDE "SCHEDULING AN APPOINTMENT IN SUPPLIER ENABLEMENT/APPOINTMENT SCHEDULING (SE/AS)". AN APPOINTMENT IS REQUIRED FOR ALL LICENSE PLATE NUMBER (LPN) LEVEL ADVANCED SHIPPING NOTICES (ASNS).

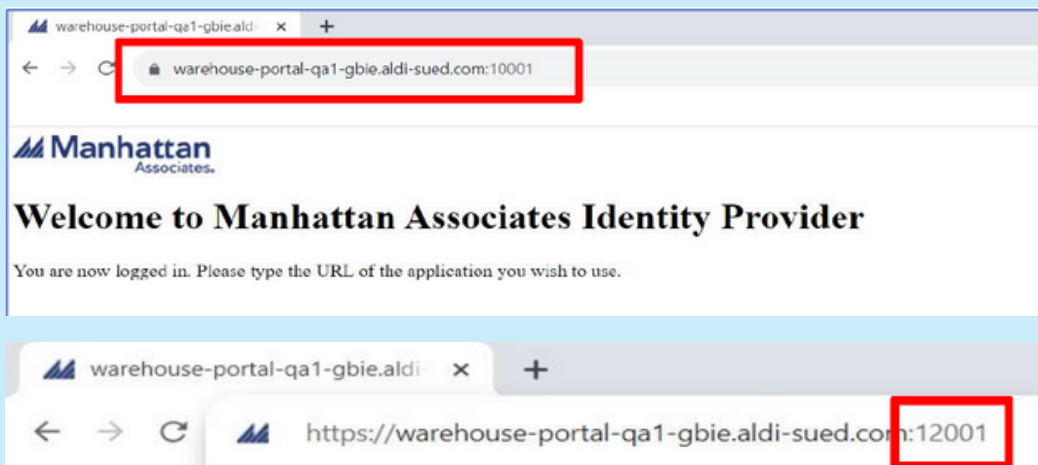
1

Log in to the SE/AS Portal using your EmpowerID username and password. Check the URL (red frames below).

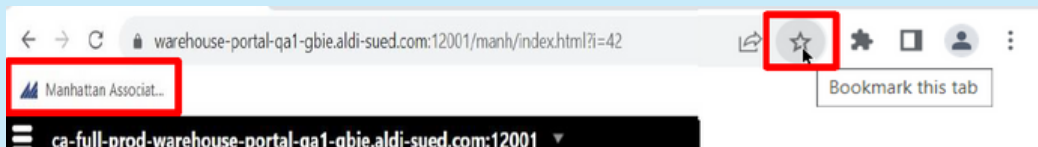


2

Change the number at the end of the URL to '12001' and press enter to launch the amended URL.




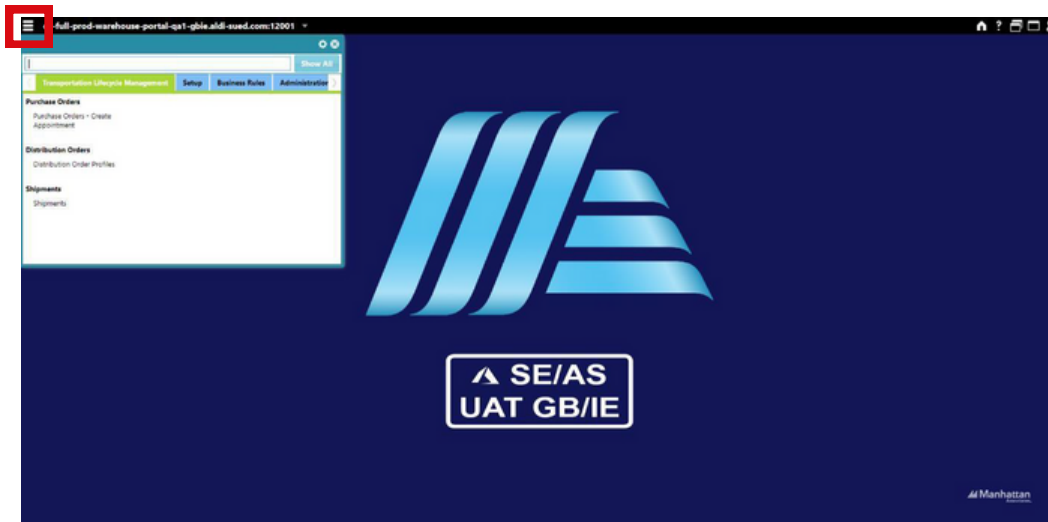
Bookmark the page to create a link that can be used to skip this step in.



NOTE: Ensure the bookmarked site is updated to the Live environment when this is released.

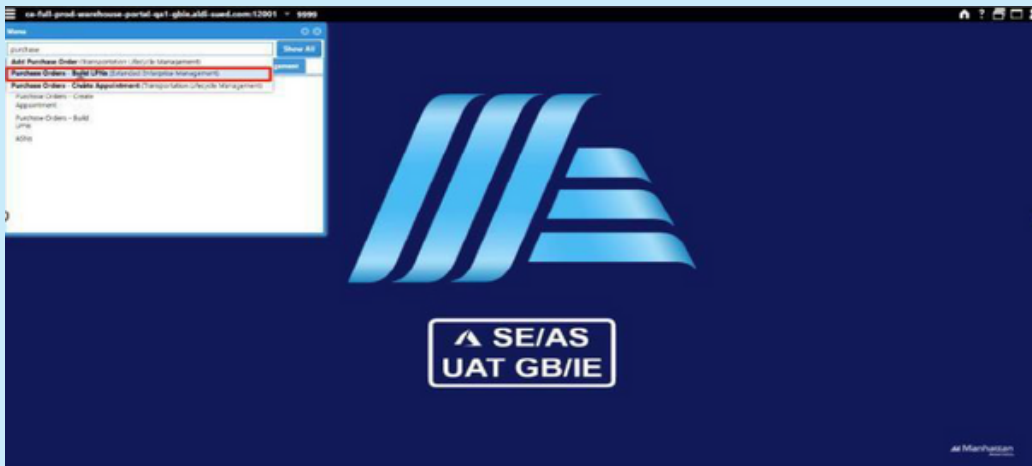
3

Click on the  menu (red frame) in the top left-hand corner to display the below:

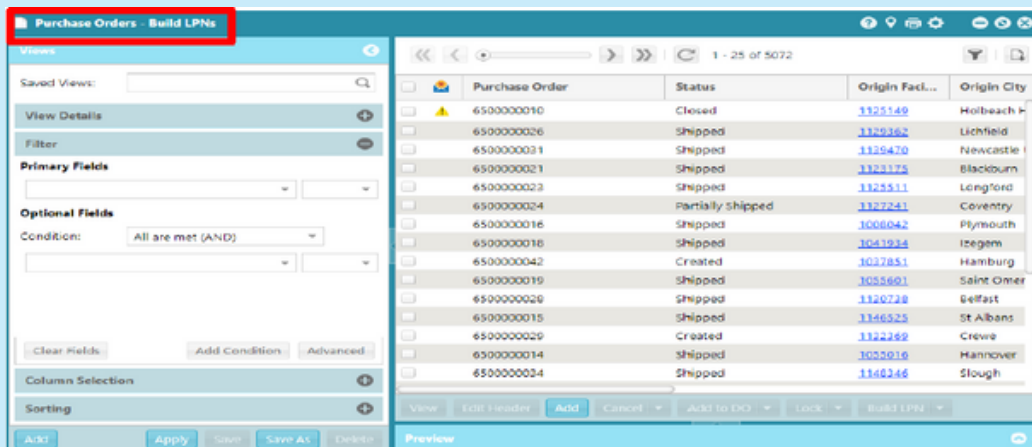


4

Start typing "Purchase Orders - Build LPNs" in the search bar:



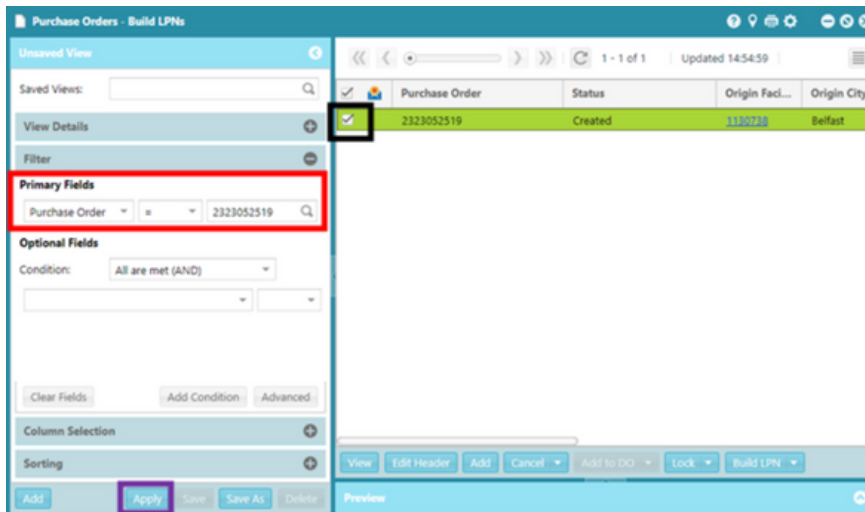
Select 'Purchase Orders - Build LPNs' User Interface (UI) (red frame above) which opens the below UI:



5a

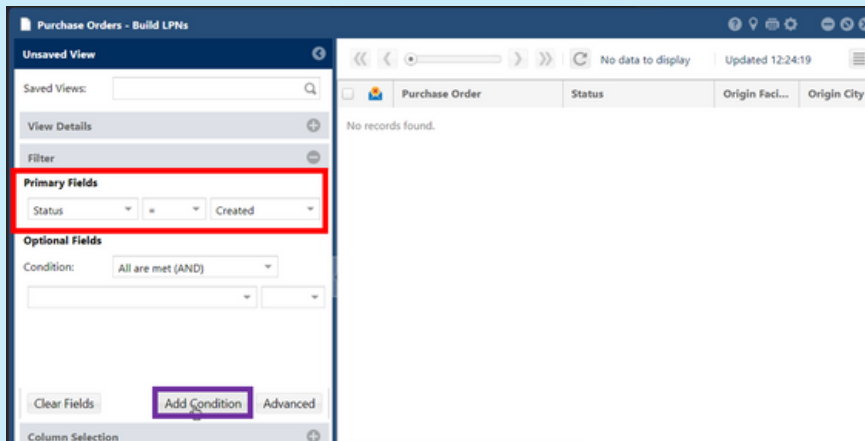
If you know the PO number, search for this directly by selecting the 'Purchase order' and '=' options (red frame).

Then input the known PO number and click 'Apply' (purple frame). This pulls up the PO on the right-hand side. Now click on the tick box next to the PO to highlight it (black frame) and proceed to step 6.



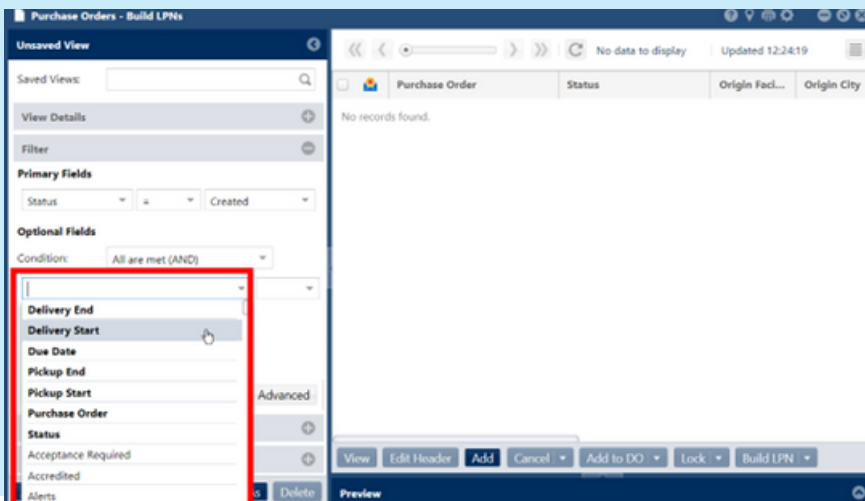
5b

If the PO number is not known, in 'Primary Fields' input "Status= Created" (red frame). Then add conditions by clicking the 'Add Condition' button at the bottom of the box (purple frame).



This reveals an extra drop-down box (red frame) for you to populate by clicking on the drop-down arrow. Multiple conditions can be added by clicking the 'Add Condition' button.

For this example, 'Delivery Start > Today' and 'Delivery End < Next Two Weeks' has been used (red frame) as appointments can only be booked within a 2-week window:



Click 'Apply' at the bottom of the screen (red frame). This will show all POs with 'Status=Created' within the 2-week search period to enable the correct PO to be identified:

Purchase Orders - Build LPNs

Unsaved View

Saved Views: [Search]

View Details [+]

Filter [−]

Primary Fields

Status = Created

Optional Fields

Condition: All are met (AND)

Delivery Start > Today

Delivery End < Next Tw...

Clear Fields Add Condition Advanced

Column Selection [+]

Sorting [+]

Add Apply Save Save As Delete

Purchase Order	Status	Origin Fac...	Origin City
2323052519	Created	1130738	Belfast

View Edit Header Add Cancel Add to DO Lock Build LPN

Preview

NB: For example 5b (PO number not known), make a note of the PO number and continue with steps.

6

After clicking on the relevant PO (red frame) as detailed in point 5a, it will highlight the line corresponding to it. Click on 'Build LPN' (purple frame) at the bottom of the screen.

Purchase Orders - Build LPNs

Unsaved View

Saved Views: [Search]

View Details [+]

Filter [−]

Primary Fields

Purchase Order = 2323052519

Optional Fields

Condition: All are met (AND)

Clear Fields Add Condition Advanced

Column Selection [+]

Sorting [+]

Add Apply Save Save As Delete

Purchase Order	Status	Origin Fac...	Origin City
2323052519	Created	1130738	Belfast

View Edit Header Add Cancel Add to DO Lock Build LPN

Preview

7

This will take you to the below screen. Select 'Build single item LPNs, specify item quantities' (red frame) and then click 'Next' (purple frame) in the bottom left-hand corner:

Build LPN - Build Case LPN

Step 1: Select Order

- Build LPN(s) for PO 2323052519
- Build LPN(s) for DO

Build options:

- Build multi item LPNs
- Build single item LPNs - standard item quantities
- Build single item LPNs, specify item quantities
- Scan Pack
- Build Residual LPN

<Back Next> Reset Cancel

NB: You should always select 'Build single item LPNs, specify item quantities' (red frame) on this screen before clicking 'Next' (purple frame).

8

After clicking 'Next', you will be taken to the below screen:

Build LPN - Build Single Item LPNs, Specify Item Quantities

Order ID: 2323052519 Origin: 1032708 Policy: Retail Status: Created

Type: Purchase Order Distribution: 0211 Delivery end: 25/08/23 13:59:00

ASN: New ASN ASN Released Delivery ASN Delivery Facility

Item Labels On Label: LPN Label (Order) - None Selected - Build all remaining

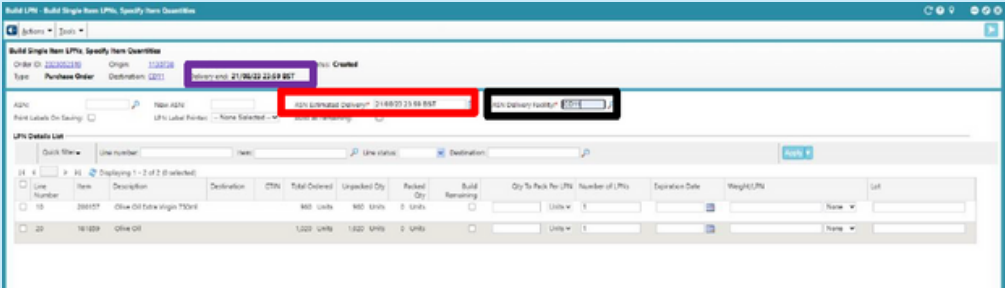
LPN Details List

Line Number	Item	Description	Destination	QTY	Total Ordered	Unpacked Qty	Packed Qty	Build Remaining	Qty To Pack Per LPN	Number of LPNs	Expiration Date	Weight (kg)	Lot
18	230151	China VOI Beta Single Tripole		980	980	980	0	0	1	1			
20	181923	China VOI		1020	1020	0	0	0	1	1			

We recommend you maximise this screen with this icon in the top right-hand corner (red frame) of the screen.

9

Leave the ASN fields blank as for this example, we want the system to generate a new ASN. All fields in the title marked with an '*' require information to be added.



In the 'ASN Estimated Delivery' field (red frame), enter the "Purchase Order Delivery end" (indicated by the purple frame). For this example, it is 21/08/23 23:59 BST.

In the 'ASN Delivery Facility' field, enter "CD11" (black frame) which is the Alpha-numeric name corresponding to the Sawley Distribution Centre.

10

To build the LPNs, go to Line Number 10, the 'Qty To Pack Per LPN' is the number of cases per pallet. In this example only, this is 60 cases per pallet. For 960 Units, this will require 16 LPNs (labels).

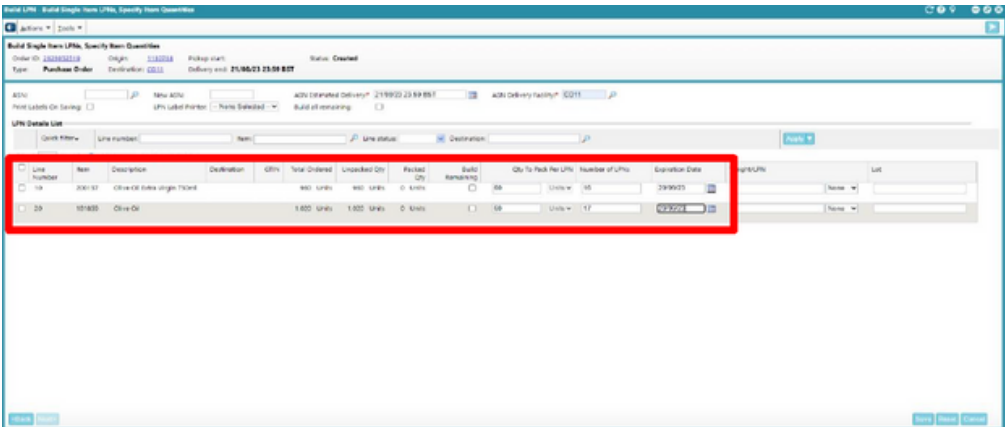
We will add an expiry date of 20/09/23 (expiry dates will only be required for relevant products). The Batch/ Lot Number would also be added here if relevant.

All figures and details only apply to this example.

For Line Number 20, copy the above process but this would require 17 LPNs. This is due to the fact there are 60 cases per pallet. For 1020 units, this will require 17 LPNs (labels). The expiry date can be the same as the previous line.

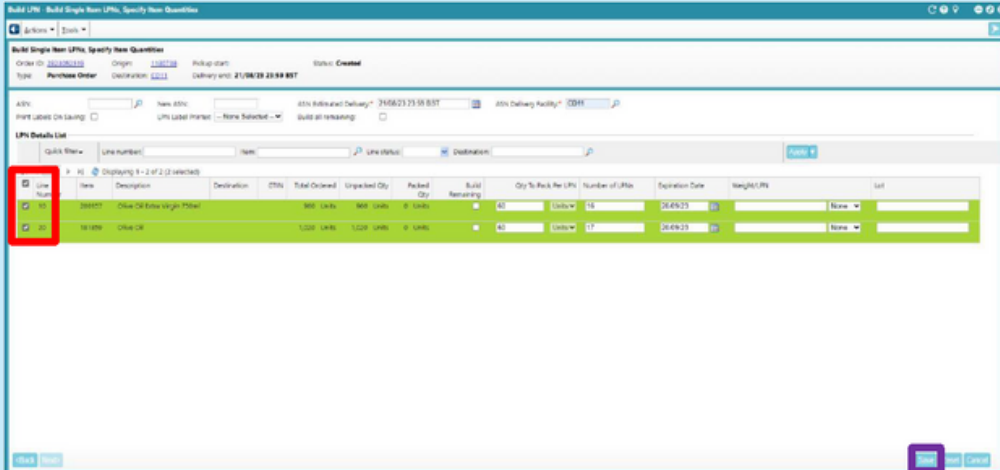
Note: 16 + 17 = 33, this is the total number of Euro pallets(EUP) for a Standard Trailer. As both products are the same temperature zone, they can be sent on one ASN.

One trailer must have a minimum of one ASN.



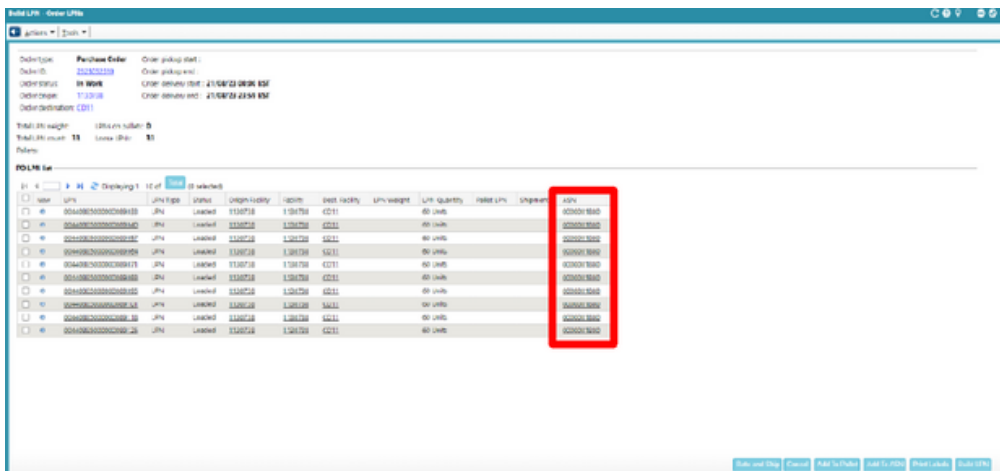
11

Once complete, select both lines (red frame). The lines will be highlighted as below. Then click 'Save' in the bottom right-hand corner (purple frame):



12

This will take you to the Purchase Order LPN list screen:



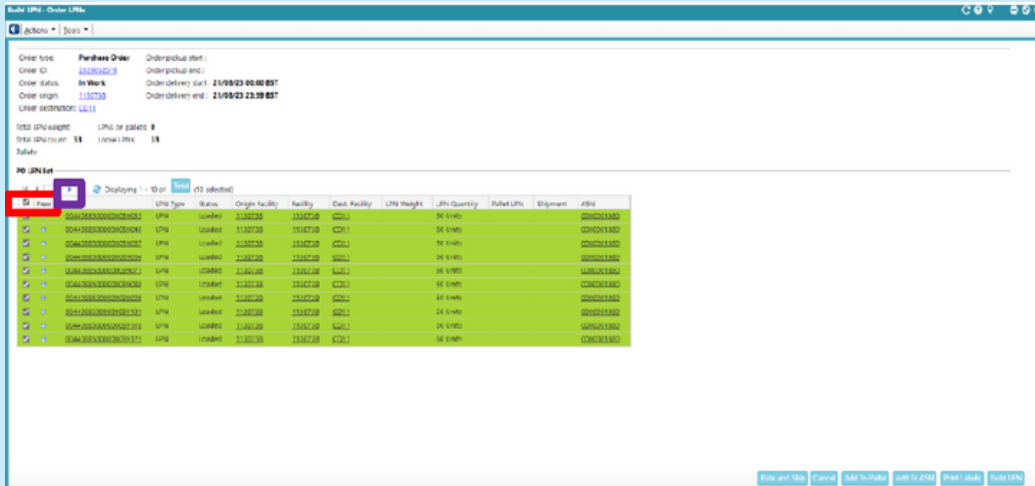
On this screen, all LPNs for that Purchase Order are detailed. In the right-hand column, the ASN number has been automatically generated (red frame). In this example only, it is 000001880.

Please make a note of the ASN number you have generated specific to your PO.

13

At this point you can print your LPNs (labels). To do this, you will need to select all 33 rows.

Click the box at the top of the column next to 'New' (red frame), this highlights all rows on this page.

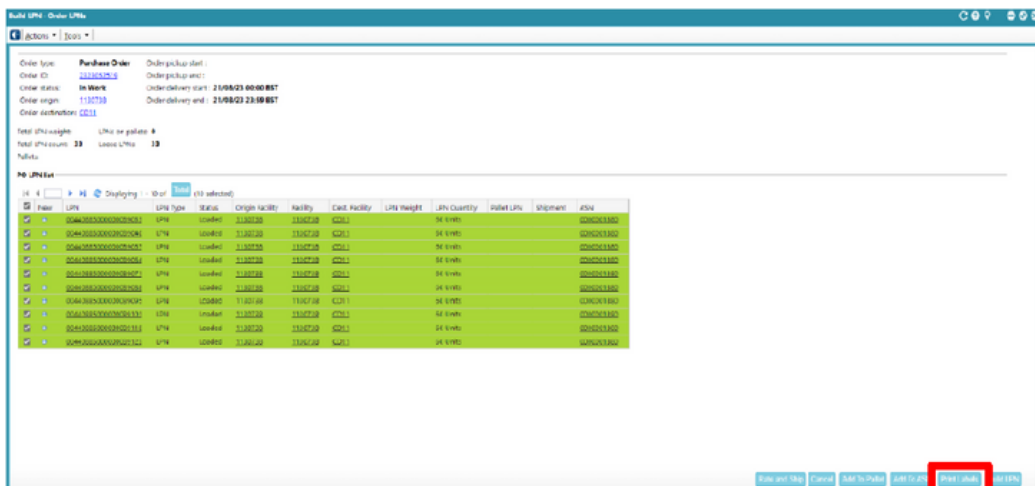


To print all LPNs, it is necessary to scroll through the pages and highlight all rows. Click (purple frame) and go through each page highlighting all rows.



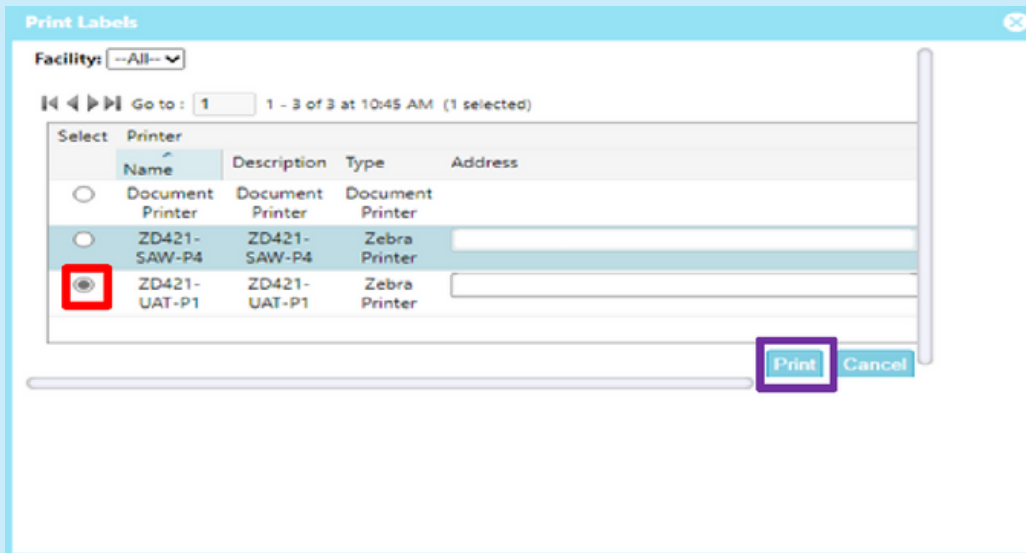
14

Once all rows are selected and highlighted click 'Print Labels' (red frame).



15


This pulls up the 'Printer' screen. Select the printer (red frame) and click 'Print' (purple frame). (Printers will need to be setup internally):



16

The ASN is now ready to be shipped. Please see steps below detailing how to ship the ASN.

17

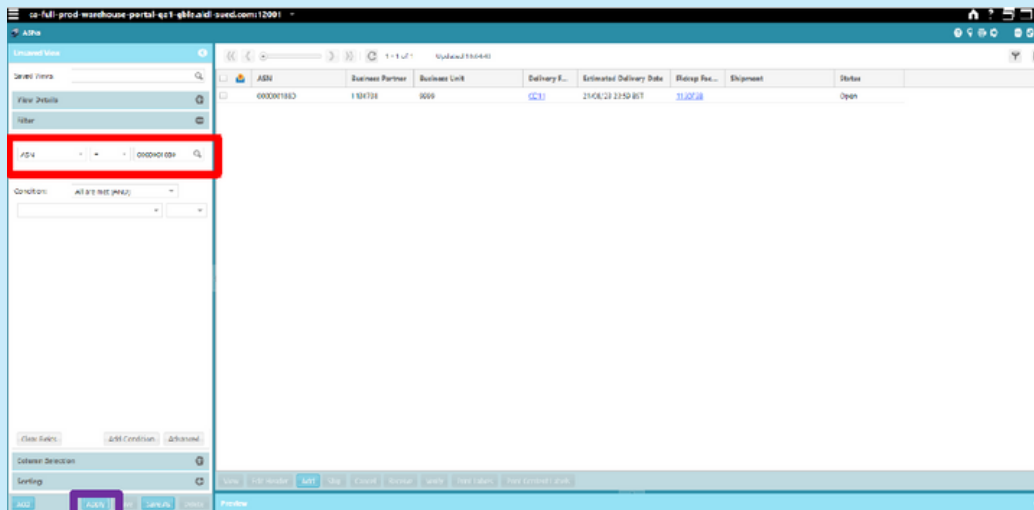
Click on the  menu and start typing "ASNs".



Then click on the 'ASN' UI (red frame) to open the ASNs UI.

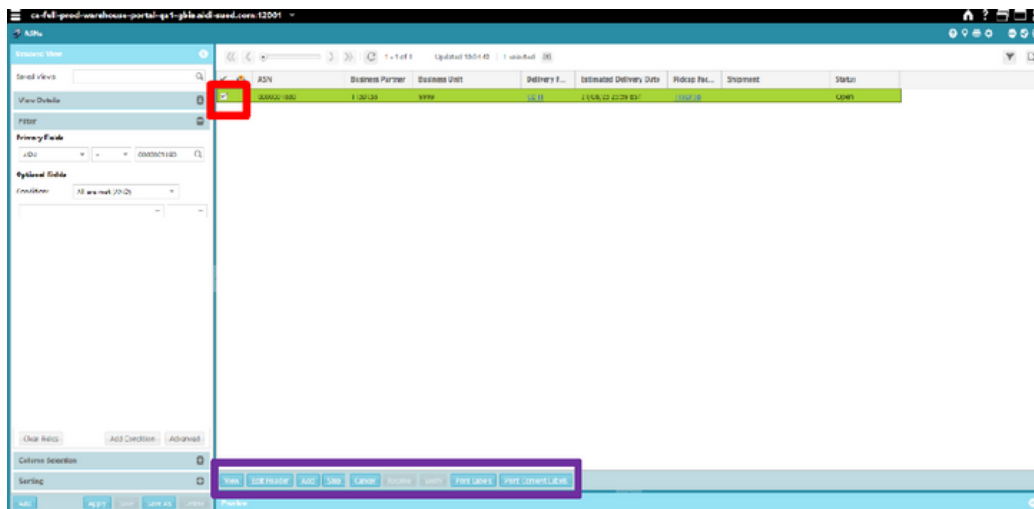
In Primary Fields, enter "ASN =" and "your ASN Number" (red frame). For this example only, ASN = 0000001880. As the Business Partner, you will use the ASN you generated in step 12.

Click 'Apply' (purple frame).



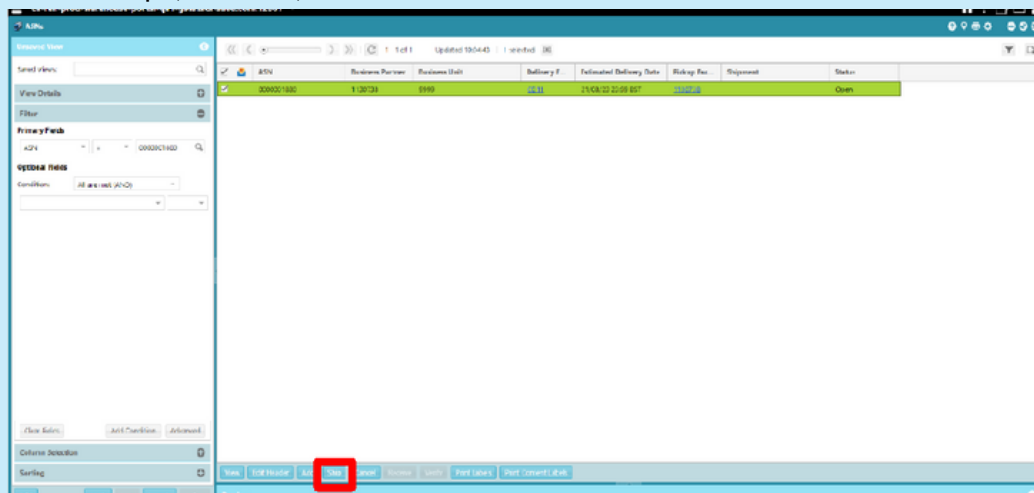
18

Click on the box at the start of the row (red frame) which then highlights it and activates the action button sat at the bottom of the page (purple frame):



19

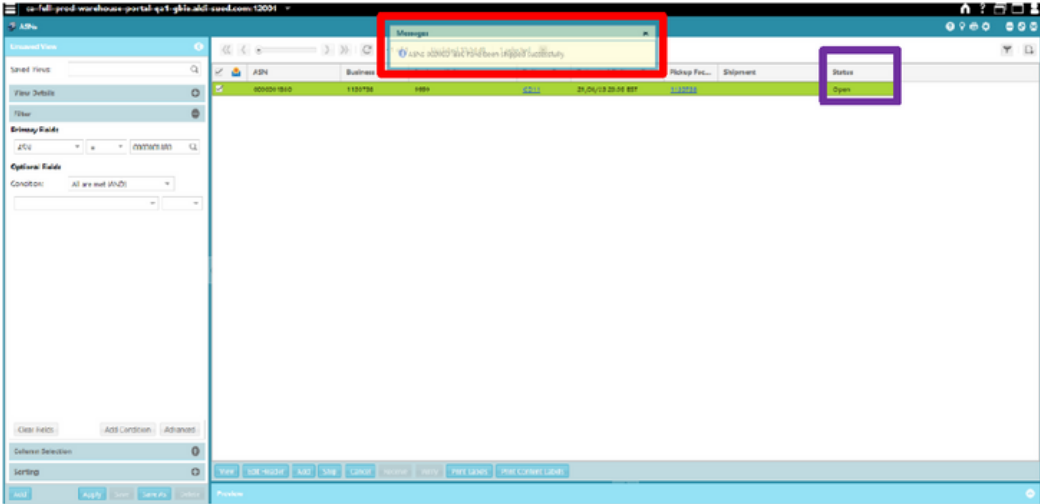
Click on 'Ship' (red frame) at the bottom of the screen:



20

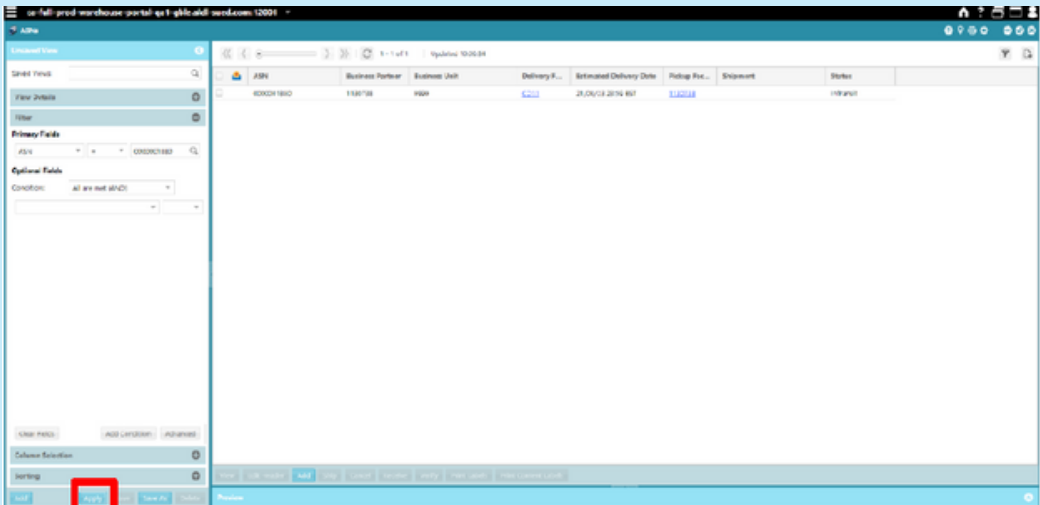
A pop-up box should appear (red frame) confirming the ASN has shipped successfully. The ASN has now been sent to ALDI.

The Status column will still show as 'Open' (purple frame), this is updated in step 21.



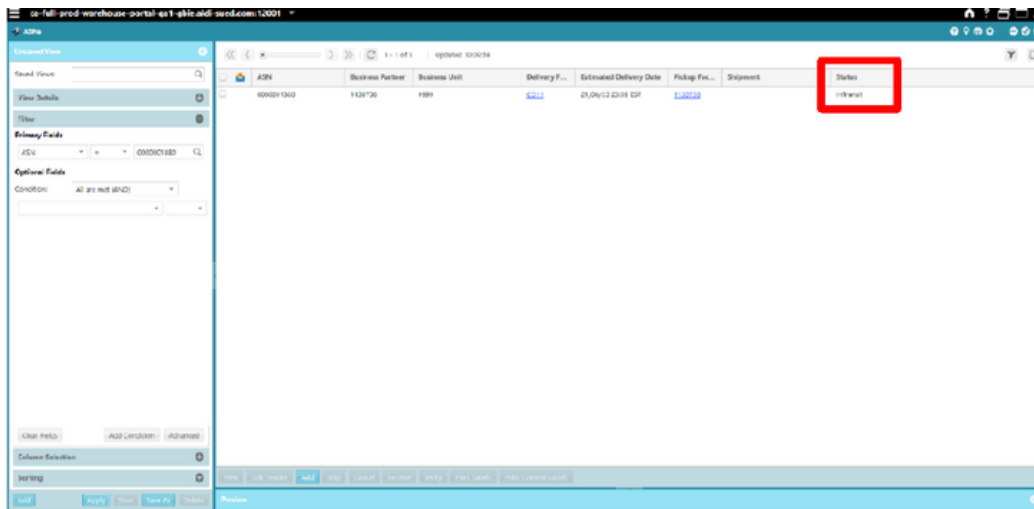
21

Click on 'Apply' (red frame) at the bottom on the left-hand side to refresh the screen:



22

The screen should now show the 'Status' as 'In Transit' as below (red frame):



The screenshot shows the 'ASN' (Advanced Shipping Notice) screen in the Aldi SE/AS system. The table below represents the data visible in the screenshot:

ASN	Business Partner	Business Unit	Delivery F...	Estimated Delivery Date	Picking Fac...	Shipment	Status
400001000	1121726	1991	4211	21/06/12 23:59 EDT	110222		In Transit

NB: ONCE AN ASN HAS BEEN SHIPPED IT IS NOT POSSIBLE TO MAKE ANY CHANGES TO THE ASN WITHIN THE SE/AS SYSTEM.

To make changes after the ASN has been shipped it will be necessary to contact the Replenishment Team via; ReplenishmentTeam@aldi.co.uk.



If you require any further support, please contact the Business Partner Enablement Team via; BPET.GBIE@aldi.co.uk