



Automation of Shipping an ASN in EEM

January 9th, 2023

In April of 2021, Virginia ABC moved to the EEM system to schedule supplier appointments to the Virginia ABC Distribution Center. Since using EEM, a consistent pain point for suppliers has been shipping their ASN's. To improve the EEM system, a new enhancement has been created, which will automate the process of shipping an ASN. Please see steps below to initiate the automation of shipping an ASN.

This enhancement will be live in EEM starting on January 11th, 2023.

How to Automate Shipping an ASN

1. The Supplier will create the Purchase Order as previously done.
2. The Supplier will create the ASN as previously done, however, prior to saving the ASN, please follow the steps below if you would like to automate the shipping of the ASN.
 - a. Open the ASNs UI and click add ASN.
 - b. Fill out all the required fields as previously done
 - c. Scroll down to the bottom of the UI to find Custom Attributes.
 - d. Check the box next to "Auto Ship ASN"
 - e. Click Save in the bottom right corner to finish creating the ASN.

The screenshot shows the 'Add ASN' form in the EEM system. The form includes fields for ASN number, shipment, delivery facility, and status. It also has sections for 'Other Information' (Work order, Warehouse transfer, Label print, Receipt type, Invoice number, is Gift, Quality hold upon receipt, Misc instr code1, Misc instr code2, Return reference number, Invoice date, ASN Shipment Type) and 'Retail Allocation' (Flow through allocation). A 'Custom Attributes' section at the bottom has the 'Auto Ship ASN' checkbox checked. 'Save' and 'Cancel' buttons are in the bottom right corner.

3. The Supplier will link the PO to the ASN as done previously.
4. The Supplier or Carrier will create the appointment as done previously.
5. At 12:00 AM (midnight) the day of the scheduled appointment, the ASN will automatically "ship" in EEM. This will change the status of the ASN from "Open" to "In Transit." The supplier will no longer be responsible for going back and "shipping" the ASN prior to their appointment date.

*Please note: ASN's will only automatically ship if the "Auto Ship ASN" box is checked on the ASN. Failure to check this box will result in the ASN having to be manually shipped as previously done.



The goal for this enhancement is to reduce the number of ASNs that arrive at our facility that are not in “in transit” status. This should result in a lower number of Supplier Scorecard violations for suppliers, as failure to link/ship ASN’s continue to be our highest scorecard violation.

If you have any questions regarding this new enhancement, or any EEM questions, please contact EEMTraining@virginiaabc.com.