

User Guide

NeTIX User Guide

Advanced Shipping Notification (ASN)



Contents

1

Introduction

2

How to Create and Send a Shipping Note

3

Splitting Delivery Quantities Over Multiple Pallets

5

Full Process Overview

1.

Introduction

This guide outlines the process changes required in order for NHS Supply Chain's suppliers to implement the new PEPPOL message type 'Advanced Shipping Notification' via NeTIX.

This new message type will be mandatory and will replace the existing Dispatch Advice messages.



NeTIX 'Shipping Note' = PEPPOL Advanced Shipping Notification (new)

NeTIX 'Delivery Note' = PEPPOL Dispatch Advice (legacy)

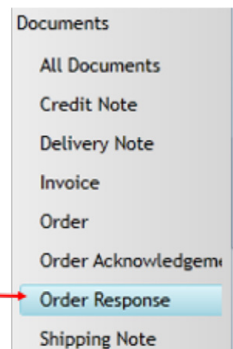
The Advanced Shipping Note (ASN) message will replace the need for suppliers to send a Despatch Advice message, which is currently used as a delivery confirmation. Therefore, once you receive confirmation that Shipping Notes are live, delivery notes should no longer be created.

ASN messages are required for all order types. It is recommended that suppliers should return the ASN to NHS Supply Chain once the delivery has been confirmed as picked, packed and loaded onto transport.

2.

How to create and send a Shipping Note

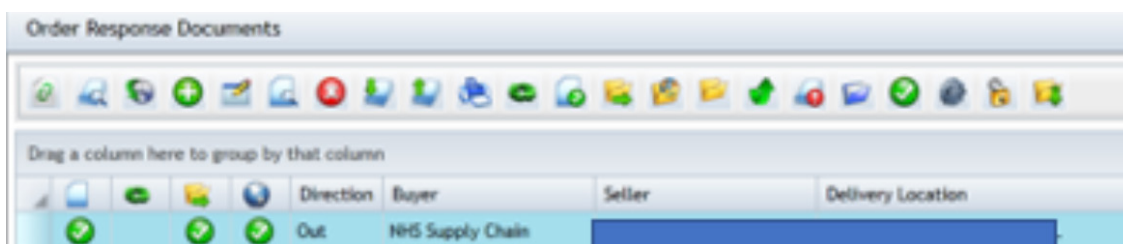
1 Navigate to the Documents section in NeTIX, and select Order Response.



2 Select an Order Response line with an Accepted or Amended Sub-Type, and click Process Document.



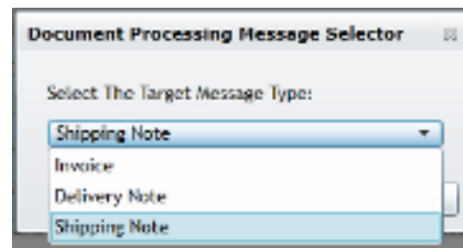
Left click and drag your mouse to select several order responses at once, then click process document, to create a single shipping note representing several orders.



3.

3

From the drop-down box, select 'Shipping Note', followed by 'OK'.



4

Complete the form. The fields highlighted in yellow are mandatory.

- 'Despatch Advice No' is the Reference for the document you are creating. This is created by you as it is your own reference number for the document.
- Double click into the 'pallet #' field and type a number to allocate pallet numbers. The allocated lines will then appear beneath the unallocated pallet section.
- To split delivery quantities across multiple pallets, refer to Page 5.
- MDR suppliers must complete the 'Batch Ref', (manufacturing batch code for the product)

Despatch Advice No	TestASN	1	Despatch Adv Date	29/04/2020
Tracking Ref	12345	1		
Buyers Order Ref	ordernumber	1	Buyers Order Date	17/04/2020
Seller Order Ref		1		
Invoice Ref		1		
Routing Code	AA129554	1		
Carrier Order Ref		1		
Despatch Date	28/04/2020	1		

4.

Before Allocating a Pallet Number:

Cartons										
Pallet		Tracking Ref	Height	Width	Depth	Volumetric UoM	Weight	Weight UoM		
Unallocated Pallet										
Order Number	Order Line	Buyers Product Code	Sellers Product Code	UoM	Description	Order Quantity	Delivery Quantity	Pallet #	Best Before	Batch Ref
ordernumber	1	MF8701	12345		test	1	1		30/04/2020	

After Allocating a Pallet Number:

Cartons										
Pallet		Tracking Ref	Height	Width	Depth	Volumetric UoM	Weight	Weight UoM		
Pallet Number 1 (50405380400000021)										
Order Number	Order Line	Buyers Product Code	Sellers Product Code	UoM	Description	Order Quantity	Delivery Quantity	Pallet #	Best Before	Batch Ref
ordernumber	1	MF8701	12345		test	1	1	1		

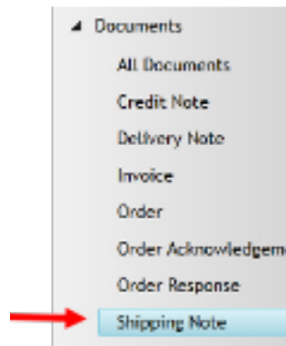
5

Click Confirm Document at the top left corner of the screen.



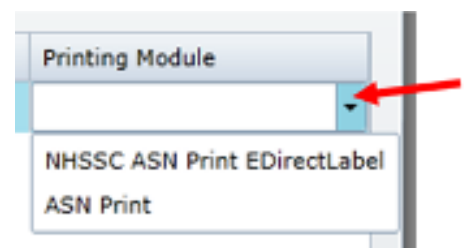
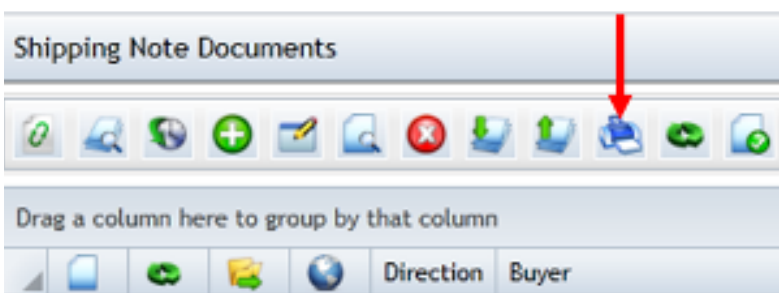
6

To find the document that was created, select the Shipping Note tab.



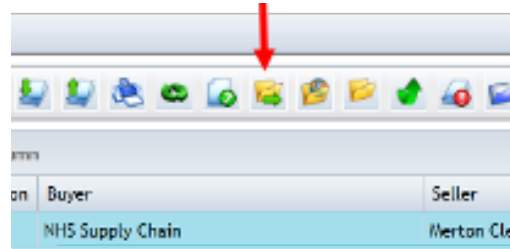
7

The Document will now be available to print a label. Be sure to select the appropriate Printing Module, followed by 'OK' from the popup window.



5.

To send the PEPPOL file to NHS Supply chain use the send document button.



A successfully sent file will have the following statuses.



Example of how to split delivery quantities over multiple pallets.

1

The full delivery quantity will show in the Unallocated Pallet section to start with. Enter the first pallet number in the Pallet # box.

Cartons										
Pallet		Tracking Ref	Height	Width	Depth	Volumetric UoM	Weight	Weight UoM		
Unallocated Pallet										
Order Number	Order Line	Buyers Product Code	Sellers Product Code	Upc	Description	Order Quantity	Delivery Quantity	Pallet #		
1	order5	1	555	888	Fufufufu	6	6	1		

2

Scroll below the unallocated pallet section to find the allocated pallets, and reduce the 'Delivery Quantity' to the correct amount against the 'Pallet Number'.

Pallet Number 1										
Order Number	Order Line	Buyers Product Code	Sellers Product Code	Upc	Description	Order Quantity	Delivery Quantity	Pallet #		
1	order5	1	555	888	Fufufufu	6	3	1		

3

The none-allocated quantity will return to the Unallocated Pallet section, where another pallet # can be entered.

Unallocated Pallet										
Order Number	Order Line	Buyers Product Code	Sellers Product Code	Upc	Description	Order Quantity	Delivery Quantity	Pallet #		
1	order5	1	555	888	Fufufufu	6	3	2		

6.

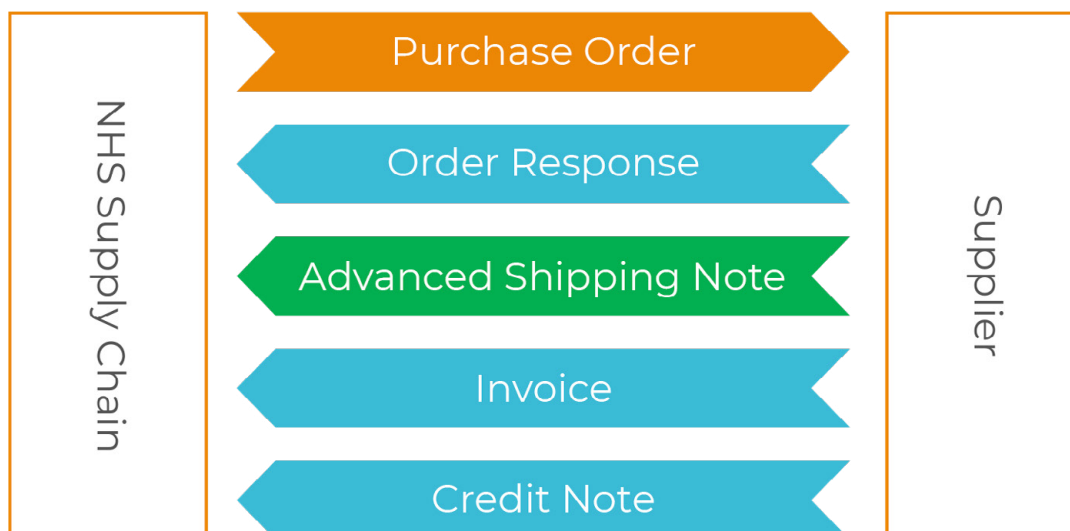
End result, showing order quantity of 6 split across two pallets with delivery quantity of 3 each.

Pallet Number 1									
Order Number	Order Line	Buyers Product Code	Sellers Product Code	Upc	Description	Order Quantity	Delivery Quantity	Pallet #	
order1	1	555	888		fffwffw	6	3	1	
Click here to add a new row									

Pallet Number 2									
Order Number	Order Line	Buyers Product Code	Sellers Product Code	Upc	Description	Order Quantity	Delivery Quantity	Pallet #	
order1	1	555	888		fffwffw	6	3	2	

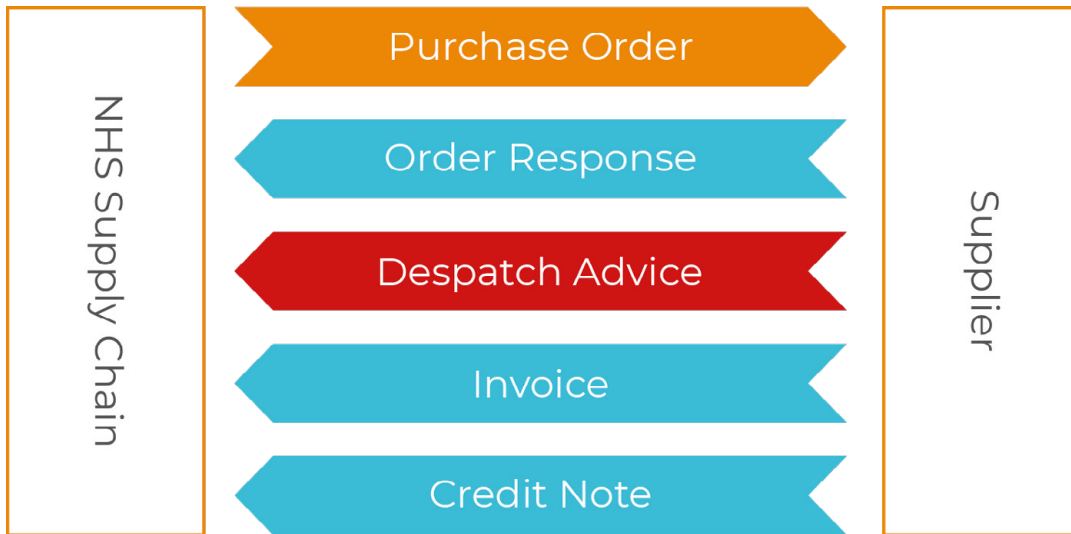
Full Process Overview

New Workflow



7.

Legacy Workflow



Contact

Setup / Testing Contacts

NHS Web Portal suppliers:

✉ OnBoarding@netedi.co.uk
☎ 01772 447898

NeTIX Starter / Professional:

✉ martinparry@netedi.co.uk
☎ 01772 447840

Live Contacts

(existing helpdesk users)

✉ support@netedi.atlassian.net
☎ 01772 977781