

# A Supplier's Guide To Sainsbury's ASN Technical Requirements

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# Advanced Shipment Notifications Requirements and Technical Information

## What are our requirements?

- A Full ASN must be sent for all deliveries direct to depot
- A Planned ASN must be sent for all deliveries via Perishable Hubs
- ASNs must accurately reflect the goods being shipped as well as the actual delivery details
- Direct deliveries require one ASN per vehicle per destination
- Every case and every pallet must be accounted for within the ASN
- Full ASNs must be available to the depot before the vehicle arrives
- Planned ASNs must be shipped as soon as the goods have been loaded onto the collecting vehicle
- ASN numbers must be unique
- SSCC pallet IDs must be unique
- **Best Before End** dates must be entered for all Chilled and most Ambient products

## What is our target?

100% ASNs to be received accurately and on-time.

## Why do we have this requirement?

- ASNs allow automated depots to receive your goods in automatically
- Failure to transmit an accurate ASN will cause significant operational problems and delays at the automated depots and consequently vehicle rejection or charges

## How can you meet this requirement?

There are two principle ways in which a supplier can send ASNs to Sainsbury's:

- **EDI** for suppliers who need to integrate their order processing and despatch systems with ASNs. The DESADV specs are in the EANCOM message standard. The technical specifications are available at [www.sainsburys.co.uk/sid/info\\_dep\\_asn.htm](http://www.sainsburys.co.uk/sid/info_dep_asn.htm)
- Kewill Web EDI is available to suppliers who do not wish to develop traditional EDI. This web based solution enables suppliers to generate ASNs and SSCC Pallet Labels and is provided by Sainsbury's free of charge

## ASN overview

An **ASN** (Advanced Shipment Notification) is an electronic delivery note<sup>1</sup>. Used in conjunction with the **SSCC pallet label** an ASN allows the automated depot to receive a delivery from a supplier with very little or no manual intervention, speeding up turnaround times and efficiency and keeping costs to a minimum.

Though the basic principle is fairly straight forward, experience shows that a number of things can get in the way of the process. When this happens the impact usually goes far beyond the disruption caused by a missing Delivery Note in a conventional depot. An SSCC label attached to the wrong area of the pallet can cause the entire pallet to be rejected by the automation. A Booking Reference entered on the ASN in the wrong format will cause the ASN to fail the validation process. In both cases the depot will have to manually receive the product or reject it.

Both are preventable. Putting a few checks in place should eliminate any occurrences.

The information below and in the ASN Appendix is an attempt to share the lessons we, and our suppliers have learnt so far. In some cases suggested good practices are there for the picking and will only be relevant to certain ASN solutions and types, or roles within your business.

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<sup>1</sup> Not to be confused with a POD (proof of delivery).

## ASN section contents

- General ASN good practice
- Kewill ASNs good practice
- Top 6 Kewill ASN web solutions issues
- EDI ASNs good practice
- Top 12 EDI ASN data issues
- ASN pick'n mix (best practice advice relating to ASNs in a grid format)

## ASN Appendix

- **EDI verification and troubleshooting process flow chart**  
Suggested process for resolving EDI ASN issues. Typically where an ASN has been sent by a supplier and received by Sainsbury's, but has not mapped into the Sainsbury's systems
- **EDI ASN cheat sheet**  
Segment by segment reference for EDI ASNs. For each field this lists: Sainsbury's validation criteria, required format, functions, examples and common errors, which will cause ASN failure
- **EDI ASN quick reference**  
EDI translation grid
- **Other ASN resources**  
Links to other resources which may aid your ASN quality assurance programme

## **General ASN Good Practice**

The ASN process requires the coordination of a number of roles within a business. The technical team will be responsible for ensuring that the systems and infrastructure is in place, while the despatch teams are key in ensuring that the agreed ASN process is implemented consistently for all deliveries. A number of other parties, internal or external, may have additional input.

### **ASN Coordinator**

In all but the smallest of operations, it makes sense to appoint an ASN coordinator. This person would pull the different strands together and may also be responsible for ensuring that ASNs are being despatched for all deliveries. Even in a smaller company someone ultimately needs to be responsible for the process.

### **Contingency**

Whilst the role of the ASN Coordinator is important you must ensure that the process does not fall apart when the person inevitably goes off on leave, be it scheduled or unscheduled.

No part of the process should ever hinge on any one individual.

Put proper contingency procedures in place e.g. written documentation; people shadowing each other to gain an understanding of the process.

### **Who do you call?**

Proper contingency procedures apply to people and job roles. Equally they apply to systems.

If your systems goes down where do you go to get them fixed and how can you ensure that you meet the ASN requirements in the interim?

An EDI technical department and/or an EDI solutions provider as well as in-house IT will normally support a traditional EDI solution. The ASN Team provides support during office hours (see Appendix 1.0), and the depots provide support outside office hours. Make sure you know who supports your own internal IT infrastructure. Many issues with Kewill Web EDI are ultimately down to internal networks, firewalls, proxy servers settings etc and Sainsbury's cannot resolve such issues. They will need to be addressed internally.

If a technical problem cannot be solved straight away it may not be possible to create an ASN for a particular load in time. In such cases the relevant hub and/or Sainsbury's depot should be informed as soon as possible. Given enough notice, the depot may be able to receive the load in manually.

Have the correct contact numbers to hand (see Appendix 1.0).

### **Timing**

Full ASNs must be sent at least 60 minutes before the vehicle arrives at the automated depot. It may take up to an hour for the file to map through to the depot systems. As the delivery window is **one hour** wide a booking for 10:00am could turn up at the depot as early as 9:30am. For this reason you may have to send the ASN at least an hour and a half before the scheduled delivery time.

Planned ASNs need to be despatched as soon as the product has been loaded onto the collecting vehicle, so as to allow the hub plenty of time to receive and process the data.

Do not, however, send the ASN before you know with absolute certainty that there will be no more changes to the physical load. If you despatch the ASN and subsequently need to add product to the delivery you will be unable to amend the ASN to reflect the new details. Suppliers using EDI **may** be able to resend an amended ASN, but this is not recommended practice.

## Data Integrity

Most ASN solutions will try to keep manual data entry to a minimum. That is true of most traditional EDI solutions. It is also true of Kewill Web EDI. Though this web solution requires more data entry than a traditional EDI solution, they both use, as far as possible, the information contained in the original Sainsbury's PO.

However, even in the most automated solution, data will have to be entered manually at some point. A new **booking reference** may have been issued by Sainsbury's or an entire order may have been raised manually. Experience shows that problems often develop when the procedure departs from the normal routine.

Case in point: the booking reference for a direct supplier delivery (full ASN) consists of 6 characters: Usually 2 depot specific letters followed by 4 digits. A booking reference for Hams Hall for instance, might be **HH0123**. If the user were to enter the third character as the letter 'O' rather than zero the ASN would be rejected by the validation.

Usually there is no reason to manually amend a booking reference, but when the need does arise the impact of getting it wrong will, in most cases, be total ASN failure.

The best way to avoid this happening will be up to individual circumstances and setup. Building extra checks and balances into an EDI solution could be one approach. Displaying a list of editable fields, along with their required data structures in a prominent place might be another.

Suffice to say that instances of manual data entry, where combined with a slight departure from the standard ASN creation routine, account for a large number of ASN issues and failures.

## Kewill Web EDI Good Practise

Kewill Web EDI allows the supplier to create ASNs and pallet labels without the need to invest in a fully-fledged EDI ASN solution.

Kewill Web cannot be customised and data processing is entirely manual. However, the solution allows a supplier to be up and running with ASNs within days from a standing start.

Some suppliers are happy to carry on with this solution indefinitely; others implement it as a stopgap while they develop an in-house EDI solution.

A number of validation checks are built into the solution. The data has to meet certain conditions before an ASN can be despatched. It is **possible** to despatch an invalid ASN on Kewill Web, but the application is designed to make it as hard as possible.

Good practice in relation to Kewill Web EDI revolves around ensuring ASNs are created and despatched for every delivery. This requires **user training, continuity** and **consistency**.

The Kewill web solution relies entirely on data being either manually entered or processed by an operator. The person who is assigned this task becomes key in ensuring the quality of your ASNs.

The grid below lists six of the most common issues in ASNs sent via Infolink or Kewill Web. The most common cause is listed first. Following on from this you will find a list of some possible solutions.

### Top 5 reasons for web ASN failures/issues

No.	Issue	Impact
1	ASN not despatched	Rejection of delivery, or charges levied for manual receipt at depot
2	ASN not created	Rejection of delivery, or charges levied for manual receipt at depot
3	Invalid, duplicated or made up Vehicle ID	ASN failure Rejection of delivery, or charges levied for manual receipt at depot
4	Invalid, duplicated or made up booking reference	ASN failure Rejection of delivery, or charges levied for manual receipt at depot
5	Incorrect or missing best before end dates	Rejection of product or charges levied for manual processing at depot

### Possible Solutions

- 1 **ASN not despatched.** Remember to despatch your ASNs. The data only becomes available to the depot or hub once the ASN has been sent. On Kewill Web EDI the **ASN No** column in the Delivery Status screen will show **Despatched**.
- 2 **ASN not created.** ASNs have to be created for every delivery into the following depots i.e. Hams Hall & Waltham Point (Chilled only), Stoke, Rye Park. If an ASN is not created and despatched you risk rejection or charges. **Do not let a vehicle leave without an ASN.** Design that into the process. If the current process is not working, change it.
- 3 **Invalid, duplicated or made up Vehicle ID.** Vehicle IDs would usually only need to be manually entered when the order is created manually, moved, or when new or additional bookings are raised. The Vehicle ID needs to be 5-digits exactly and issued by Sainsbury's for a particular delivery to depot. It cannot be made up and should never be duplicated<sup>2</sup>. For perishable deliveries the vehicle ID is issued by Central Logistics. For Ambient deliveries **only**: the vehicle ID is the last 5 digits of the PO number.
- 4 **Invalid, duplicated or made up booking reference.** The **booking reference** consists of 6 characters exactly. It is relevant to direct deliveries to depot only (full and consolidated ASNs). The format is 1-2 depot specific letters followed by 4-5 digits. The booking reference will normally need to be manually amended or entered when a delivery date/time changes, or when an order is raised manually.
- 5 **Incorrect or missing best before end dates.** Make sure **BBE** dates are entered for all products, which require them. That is: all Chilled and most Ambient products. Dates cannot be entered on either web solution in the wrong format, but they **can** cause issues. Missing BBE dates will require the depot to manually enter dates before the product can be received; one date per product line, per pallet. If dates below the minimum life on receipt are entered, the depot may reject the product, even though the product itself could well be within its life requirements.

### EDI ASNs Best Practice

To a large extent best practice in relation to EDI ASNs revolves around the need for **data integrity**. But how do you ensure that?

#### Automation

EDI solutions are typically highly automated. ASNs are often triggered and built as an integral part of the picking operation and as such require very little manual input. This is one of the reasons EDI is the ASN solution of choice for many suppliers.

However this high level of automation and integration also leaves the field wide open for issues to develop and go unnoticed. Unless, that is, steps are taken to capture them.

<sup>2</sup> Vehicle IDs are generated for each depot on a rolling basis and will reset to 00001 every few months. Vehicle IDs will never be 00000.

## Checks & Balances

It is vital to build as many checks and balances into an EDI solution as possible. Visually checking every ASN before it is despatched is not an option, so data validation needs to be built into the system at every possible point.

It takes very little to cause an ASN to fall over. An extra character in the wrong place; a letter where it should be a digit; a blank bit of data. All of these will stop an otherwise perfect ASN in its tracks.

### Sainsbury's ASN validation

Every ASN sent to Sainsbury's has to pass several stages of validation before they are allowed to map into the end systems.

ASNs fail for a number of reasons. The top 12 reasons are listed on the following pages along with possible resolutions. The validation looks at basic EDI file structure, data formats and duplication: the data segment which contains the SSCC Pallet ID for instance, needs to be clearly identifiable as such, the number itself needs to be exactly 18 digits long and the particular SSCC number cannot have been received previously.

There are two key things that will help you achieve consistent ASN performance:

- **Infolink as an ASN tracker**

Infolink, the web based ASN solution used by most chilled hubs/ambient consolidators, is also available to suppliers and 3<sup>rd</sup> parties as an ASN web tracking tool.

All successfully received ASNs should be visible within Infolink. Whether created via traditional EDI or Kewill Web EDI, a valid ASN should show up under the relevant supplier's Infolink logon within 60 minutes of despatch.

If you don't know your logon, contact the ASN Team and request your user ID and password and mention that you need this to track your ASNs (see Appendix 1.0 for contact details).

- **Pre-despatch validation**

One of the most useful things suppliers can do is to mirror the Sainsbury's validation criteria within their own systems. The ideal way of doing this would be to push the finished ASN message through a final stage of validation just prior to despatch.

In the ASN Appendix of this manual you will find the link to the **EDI ASN cheat sheet**. This is a guide to Sainsbury's specific ASN validation criteria - segment by segment. This is the first time Sainsbury's has attempted to put all of these in one place. Suppliers who incorporate the validation criteria into their own system should see the likelihood of ever producing an invalid ASN vastly reduced.

Validating an ASN against all the criteria in the EDI ASN Cheat Sheet should ensure that any invalid ASN is intercepted **before** it is ever despatched. This brings a number of benefits:

- Your ASNs are much less likely to fail the Sainsbury's validation as your validation is a mirror of ours
- Feedback is instant. Invalid data will be intercepted an hour before the Sainsbury's validation would pick it up
- The validation will report issues back in terms that make sense to you
- Error messages will relate to your particular systems rather than being generic
- Issues resolutions will be quicker
- Prevention rather than cure

No amount of data validation will pick up that a particular ASN bears no relation to the physical contents of a vehicle. Equally where Sainsbury's checks for duplication against the total pool of ASN data received, suppliers can only check for duplication within their own systems. We also realise that pre-despatch validation may not always be an option due to system constraints.

However, filtering as much of your data as humanly possible before it is allowed to leave your systems should vastly reduce the chance of your vehicle being rejected at the depot gatehouse because no ASN has been received. Remember the depot can only see ASNs that have successfully mapped in. Failed ASNs are effectively invisible.

Even if you can only validate against the following 12 most common reasons for EDI ASN failure below you will have made real inroads.

## A Dirty Dozen

### 12 most common reasons for EDI ASN failures

No.	Reason	EDI Segment	Percent of ASN failures	Impact
1	Unknown TUC codes on ASN	LIN	19%	Unknown Product Lines are dropped from ASN
2	Invalid format or no Vehicle ID in ASN Number	RFF+AAK	15%	Total ASN failure
3	Invalid or no JS Purchase Order Number	RFF+ON	12%	Total ASN failure
4	Incorrect or invalid delivery date in ASN Number	RFF+AAK	11%	ASN will not match expected data, necessitating a manual receipt
5	Invalid Depot code in ASN Number	RFF+AAK	10%	ASN will not match expected data, necessitating a manual receipt
6	Invalid or missing Booking Reference	RFF+AEL	10%	Total ASN failure
7	Duplicate SSCC codes. Either in same message or duplicated from a previous ASN	GIN	7%	Planned ASNs: Total ASN failure Full ASNs: ASN may fail or duplicate Pallets dropped
8	Invalid, wrong or missing Delivery Depot ANA code	Full ASN: LOC+7 Planned ASN: LOC+20	7%	Total ASN failure
9	Invalid, wrong or missing Perishable HUB ANA code	LOC+7	4%	Planned ASN will fail or go to the wrong Hub
10	Invalid Pallet Label SSCC codes	GIN	3%	Total ASN failure
11	Product Quantity is blank or zero	QTY+21	1%	Total ASN failure
12	Pallet SSCC ID without any associated Product	LIN	1%	Total ASN failure

Please refer to the ASN Cheat Sheet for more information on the required data structure for each segment

### Possible Reasons & Solutions

#### 1 Unknown TUC codes on ASN

- a. The TUC contained in the ASN is not the TUC code we ordered on the PO. Speak to your Category Assistant and/or Buyer and agree which TUC codes you should deliver.
- b. The TUC code is a new/special promotional code, which has not been communicated to Sainsbury's or set up within Sainsbury's systems.
- c. Data integrity issues at the supplier end.

#### 2 Invalid vehicle ID in ASN number

- a. Vehicle ID was manually entered, altered or deleted.
- b. Vehicle ID incorrectly mapped:

For **perishable** orders the vehicle ID should be mapped from the TDT:C222:8212 segment of the EDI DELFOR (SCION perishable bookings message).

For **non-perishable** orders the vehicle ID should be mapped from the ORD:ORNO:1 of the EDI purchase order message. The Sainsbury's PO number effectively makes up the last eight digits of the ASN number for non-perishable deliveries.

#### 3 Invalid or no Sainsbury's purchase order number

The PO reference on the ASN should be 12 or 8 characters exactly. Segment cannot be missing or blank.

- a. For **perishable** orders the format for the purchase order number is 1 letter followed by 11 digits (i.e. supplier code + 7 digits)
- b. For **non-perishable** orders the purchase order format is 8 digits long (first 3 digits indicate the depot number).

#### 4 Incorrect or invalid delivery date in ASN number

First 4 digits of a full ASN number should be the month and day (mmdd) of the actual delivery date to depot. i.e. X0621002612345 for delivery on 21st June.

#### 5 Invalid depot code in ASN number

Digits 5-8 of a Full ASN number indicate the depot number. ASN number X0621002612345 indicate a delivery to Hams Hall for instance. 0026=Hams Hall, 0034=Stoke, 0037=Waltham Point, 0048=Rye Park.

## **6 Invalid or missing booking reference**

Only relevant to Full/Consolidated ASNs:

Booking reference should be in the format **aannnn** (i.e. HH0123) or **annnnn** (i.e. H01234 - consolidated ASNs from perishable hubs only).

For perishable orders this information is gathered from the SCION perishable bookings message (RFF:C506:1154) in RFF segment number 15.

For non-perishable orders this information is gathered from the purchase order message (DIN:DINN).

## **7 Duplicate SSCC codes. Either in same message or duplicated from a previous ASN**

Capturing and controlling SSCC numbers from a central database should eliminate the risk of duplicate SSCC codes being generated.

In systems where the ASN is built as the product gets picked, duplicate SSCC codes can sometimes be triggered when the same pallet is built from two separate picking locations. The remedy in such cases would be (by preference):

- a. Redesign of the process logic
- b. Management by exception i.e. system intercepts duplicated pallet IDs before ASN is despatched
- c. Manual workaround

A manual workaround should only be considered as a temporary solution, as it is prone to human error.

Once the depot has started receiving a delivery against a particular ASN number, all SSCC codes on that ASN are tied to that ASN number and cannot be re-allocated to another ASN for the same depot. The ASN is 'locked' in effect. This is true even where a particular pallet on that shipment was not received. Any such pallet will need a replacement SSCC pallet label or will need to be presented to a different depot.

## **8 Invalid, wrong or missing delivery depot ANA code**

Check that the ANA code entered corresponds with the correct ANA code for the delivery depot. A full list of depot ANA codes is available at:

<http://www.sainsburys.co.uk/sid/Documents/Depotana.xls>

The delivery destination depot ANA code is present in the CLO segment of the EDI purchase order file on both perishable and non-perishable orders.

## **9 Invalid, wrong or missing perishable HUB ANA code**

Only relevant to planned ASNs (perishable via hub):

Check that the ANA code entered corresponds with the correct ANA code for the perishable Hub. Sainsbury's assigned hub ANA codes are all in the format [501001108][last 3 digits of Z-code][check digit]. The ANA code for NFT (Z9263), for instance, is 5010011082631. If in doubt contact the Hub directly, or Dependencies.Queries@sainsburys.co.uk

## **10 Invalid pallet label SSCC codes**

SSCC code is not in the required 18 digit format.

Though the printed SSCC code contains the (00) application identifier the SSCC code entered in the GIN segment of the ASN file should not.

## **11 Product quantity is blank or zero**

Check that none of the QTY segments on the ASN flat-file are blank or contain a single zero digit (0).

## **12 Pallet SSCC ID without any associated product**

Check the ASN flat file. All GIN (SSCC) segments on the file should be followed by at least one LIN segment and one QTY segment as a minimum.

## Re-transmitting ASNs

This relates to EDI ASNs only as neither web solution has the ability to re-transmit an ASN.

Why would you want to re-transmit an ASN?

- You realise you made a mistake in the ASN you just sent and want to correct it
- You realise it had an issue that caused the ASN to fail the validation
- You transmitted the ASN early, but have now had a late manual addition to the order<sup>3</sup>
- The ASN, though transmitted, never reached Sainsbury's

Re-transmitting is best avoided as a general rule, but sometimes it will be the only way to ensure full ASN compliance.

### How?

How do you do it technically? In most instances you will have to change the **message reference number** in the flat file. This number has to be unique for each EDI transmission, be they ASNs or invoices. Some systems will automatically generate a new message reference; on others it will have to be changed manually. Some suppliers may need the help of their EDI solution provider, as their solution provider controls the final message structure.

The message reference number appears as the 6<sup>th</sup> element of the UNB segment (just after the date/time stamp) and is repeated in the last element of the UNZ segment. The two entries should be identical.

### When can I re-transmit an ASN?

Re-transmitting ASNs is not recommended as a general rule. When re-transmitting ASNs it is very easy to compound problems rather than solve them. **It is very important to understand that any re-transmission will replace the original ASN, not merge with it.**

In many cases retransmission isn't an option, however there are occasions where it is the only way to either correct an inaccurate ASN or an ASN, which previously failed the Sainsbury's validation process.

If the original ASN fails outright it can be re-transmitted. This is true whether it is a planned or full ASN. As long as no part of the data has entered PkMS or Infolink, a second transmission is a possibility.

If the original ASN did not fail, but rather contained inaccurate data that needed correcting, the situation becomes less clear-cut.

The three main issues around re-transmitting ASNs which have already entered the systems, are to do with type of ASN, duplication and timing.

**Planned ASNs:** A planned ASN cannot be re-transmitted if it contains even one SSCC pallet ID which has already been **Received** by the hub in a previous ASN. The current status of an ASN is indicated by the **status** column in the Infolink **Shipping** screen. Effectively this rules out a straightforward re-transmission of planned ASNs in the majority of cases. If the original ASN status shows **Shipped** it may be possible, but this presumes that the hub will not **Receive** the original ASN in the time it takes to transmit its replacement.

**Full ASNs:** If a full ASN is re-transmitted at any time before the depot has assigned the original ASN to a dock door (in preparation for unloading the vehicle) the second transmission will overwrite the first<sup>4</sup>. This presupposes that the ASN number is the same in both cases. For full ASNs other issues enter the equation. Covering every permutation and scenario is outside the scope of this document, but a number of questions can be answered by knowing the following:

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<sup>3</sup> This is why you should hold off despatching the ASN till you are sure there will be no more changes to the delivery.

<sup>4</sup> Only the original ASN will be visible on Infolink. This impairs visibility at the supplier's end to some extent, but has no impact at depot as the goods are received against data on PkMS rather than the data on Infolink.



## Pick'n Mix ASN Advice

		Systems			ASN Type			Role		
		EDI	Infolink	Kewill	Full	Planned	Consolidated	Coordinator	Technical Team	Despatch Team
1	Think about your contingency procedures. Who do you inform internally and who at Sainsbury's do you inform if the systems don't function? When you cannot create an ASN for any reason you should inform the Depot (for Full ASNs) or the Depot and Hub (for Planned ASNs)	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Look out for periods of promotional activities. Busy times in particular require well embedded ASN procedures	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Make sure you communicate any new or special promotional TUC codes to Sainsbury's prior to despatching them on your ASNs. Unknown TUC codes received in an ASN may cause the file to be corrupted or rejected	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	Make sure more than one person knows how the ASN process works. Can you still meet the Sainsbury's delivery requirements if your key person goes on holiday/goes off sick/leaves at short notice?	✓	✓	✓	✓	✓	✓	✓	✓	✓
5	Make sure more than one person can support and trouble-shoot the technical part of your ASN application	✓	✓	✓	✓	✓	✓	✓	✓	✓
6	Do you have a formal handover process? Do you have written material for any people who takes on the ASN process on a temporary basis? Or do you rely on staff absorbing the process by shadowing someone else? Ideally there should be a bit of both	✓	✓	✓	✓	✓	✓	✓	✓	✓
7	All Chilled and most Ambient products require BBE dates entered onto the ASN	✓	✓	✓	✓	✓	✓	✓	✓	✓
8	Make sure the ASN process does not rely on just one person	✓	✓	✓	✓	✓	✓	✓	✓	✓
9	Make sure you know when to enter the character '0' and when to enter the digit Zero when creating an ASN	✓	✓	✓	✓	✓	✓	✓	✓	✓
10	Make sure to send your ASN at least <b>one hour before</b> the vehicle arrives at the depot for Full and Consolidated ASNs, or as soon as the goods have been loaded onto the collecting vehicle for Planned ASNs	✓	✓	✓	✓	✓	✓	✓	✓	✓
12	Tie in the ASN generation to the Picking Process as far as possible to ensure the data matches the reality	✓	✓	✓	✓	✓	✓	✓	✓	✓
13	If you cannot create an ASN for any reason you should inform the Depot (for Full ASNs) or the Depot and Hub (for Planned ASNs) as soon as possible	✓	✓	✓	✓	✓	✓	✓	✓	✓
14	<b>ASN Team</b> support Infolink, Kewill and Traditional EDI from an ASN perspective <b>Supply Chain Central Systems</b> support any Order queries on the above systems <b>Your In-House IT</b> people support your own network and infrastructure	✓	✓	✓	✓	✓	✓	✓	✓	✓
15	If you have known compliance issues, think about arranging a visit to one of the automated depots for your Despatch Team. This is often more effective than any amount of flow diagrams	✓	✓	✓	✓	✓	✓	✓	✓	✓
16	Some suppliers have set up a reminder on the Task Manager (MS Outlook, etc) prompting them to send an ASN on a certain time each day. This has proved effective in ensuring consistency	✓	✓	✓	✓	✓	✓	✓	✓	✓
17	One ASN per vehicle per final destination is the requirement for Full ASNs	✓	✓	✓	✓	✓	✓	✓	✓	✓
18	Some suppliers spot check quantities Ordered against quantities Despatched and quantities on ASNs	✓	✓	✓	✓	✓	✓	✓	✓	✓
19	The fact that an EDI ASN has been extracted by Sainsbury's <b>does not</b> mean it has been successfully received by Sainsbury's. After extraction ASNs pass through several stages of validation. The process looks at the ASN structure and data. Only if all the data conforms to the validation criteria is it allowed to map into the end systems. The validation criteria for EDI ASNs is set out in the ASN Cheat Sheet in Appendix 8	✓	✓		✓	✓	✓	✓	✓	✓
20	Use Infolink as an ASN tracker. Infolink can provide positive confirmation that your ASNs have been received and processed without errors	✓			✓	✓	✓	✓	✓	✓
21	Know how to use Kewill Web EDI as an ASN contingency tool should the need arise	✓		✓	✓	✓	✓	✓	✓	✓
22	Your in-house IT/EDI contact/EDI software provider/EDI network provider all support various functions of your EDI based ASN/Pallet Label software. Know who supports what and have their contact details to hand	✓			✓	✓	✓	✓	✓	✓
23	When one supplier decided to put coloured tape at a certain height of their fork lift trucks to remind their despatch staff of the correct height to attach the Pallet Labels, they drastically improved their pallet label compliance	✓	✓	✓	✓	✓	✓	✓	✓	✓
24	Appoint one person to be the ASN Coordinator and key contact for your company	✓	✓	✓	✓	✓	✓	✓	✓	✓
25	Make one person responsible for the structural integrity of your ASNs	✓			✓	✓	✓	✓	✓	✓
26	<b>Do not</b> forget to hit the <b>DESPATCH</b> button	✓	✓	✓	✓	✓	✓	✓	✓	✓
27	It takes just one wrong digit to bring down an otherwise perfect ASN. Check your data and then check it again	✓			✓	✓	✓	✓	✓	✓
28	To investigate a missing ASN you need to provide the ASN Team with a flatfile of the message. If this is not possible you need to provide the following information: ASN number (RFF+AAK segment), Date and Time sent and your EDI network provider	✓			✓	✓	✓	✓	✓	✓
29	Every SSCC code you generate needs to be unique, not just within your organisation, but globally. If you operate from several depots you need to ensure that SSCC code generation is centrally managed. There are low tech and high tech ways to achieve this. One way is a central database, which manages and captures all SSCC codes generated; another is assigning each separate depot a specific range of numbers. Whichever way you choose make sure you have an audit trail, as that will greatly reduce the time it takes to resolve any issues	✓			✓	✓	✓	✓	✓	✓
30	The Sainsbury's EDI mailbox is taken down every morning between 00:45 - 01:30 hours for essential maintenance. EDI and Kewill Web ASNs sent during this time will not be available to the Depots or Hubs till 01:45 in the morning. You may need to make appropriate allowances for this if you make deliveries to Hubs or automated Depots in the early hours of the morning	✓		✓	✓	✓	✓	✓	✓	✓
31	Keep manual data entry to a minimum. Many problems can be eliminated this way	✓			✓	✓	✓	✓	✓	✓
32	Build data validation and sanity checks into your ASN messages wherever possible. The ASN Cheat Sheet in Appendix 8 will help you do this			✓	✓	✓	✓	✓	✓	✓

## Appendices

## Appendix 1.0 - Contact Details

- For ASN queries please contact:

**The ASN Team**  
0207 695 7732 (9am-5pm, Monday-Friday)  
[dependencies.queries@sainsburys.co.uk](mailto:dependencies.queries@sainsburys.co.uk)

- For detailed information regarding bar coding standards and specifications please contact:

**GS1 UK**  
0207 655 9000 - Switchboard  
0207 655 9001 - Bar Code Technical Helpdesk  
[info@gs1uk.org.uk](mailto:info@gs1uk.org.uk)  
[www.gs1uk.org](http://www.gs1uk.org)

- To download the quality assurance manual please visit:

**Sainsbury's Information Direct**  
<http://www.sainsburys.co.uk/sid/Documents/QAMan4bweb.pdf>

- The Infolink website is located at:

<https://infolink.sainsburys.co.uk>

- The Kewill website is located at:

<http://www.sainsburys.kewill.net>

- If in the event you cannot transmit your ASN out of office hours, or you have any other Dependency query out of office hours, please inform the destination depot and ask for the relevant Goods In Office i.e. Chill or Ambient:

**Hams Hall**  
01675 435800

**Waltham Point**  
01992 766000

**Stoke**  
01782 574700

**Rye Park**  
01992 476000

- For information regarding the automated depot ANA codes please visit:

[http://www.sainsburys.co.uk/sid/info\\_edi\\_ana\\_location\\_codes.htm](http://www.sainsburys.co.uk/sid/info_edi_ana_location_codes.htm)

- In order to have your TUC/CUC/pallet label bar codes verified please send them to:

**Bar Code Verification Team**  
**Mailbox 5/06**  
**Sainsbury's Store Support Centre**  
**Holborn**  
**EC1N 2HT**  
[Barcode.queries@sainsburys.co.uk](mailto:Barcode.queries@sainsburys.co.uk)

## Appendix 2.0 - Glossary of Terms

### Alpha Code

A unique alpha numeric reference number for suppliers. Used to identify purchase order deliveries and for supplier payments.

### Ambient

Storage requirements not requiring temperature to be controlled mechanically.

### ASN

Advanced shipment notice. An advanced electronic notification containing details of goods on a delivery.

### Booking Reference

The day and time slot on which a vehicle is scheduled to deliver to a distribution centre.

### GS1 UK (formerly the E-Centre)

Responsible for maintenance of standards for bar coding and EDI in the UK.

### EDI

Electronic data interchange.

### GLN code

Global Location Number - electronic data interchange mailbox number. Is sometimes referred to as the ANA code.

### GTIN

Global trade item number. The unique number for a product line. This number is used in a bar code and electronic data interchange messages.

### Hub

A consolidation depot where suppliers' goods are received and cross docked for delivery to distribution centres.

### K Lines

Goods with an average weekly sale of less than one trade item per store.

### Non-Perishable

Those products that can be transported and stored in ambient conditions.

### Pallet Label

The EAN-UCC logistics label that is used to track and identify pallets.

### Perishable

Those products that require temperature control during transport and storage.

### Primary Consolidation Centre (PCC)

A warehouse where goods from several suppliers are received and stocked prior to consolidation and distribution.

### SID

Sainsbury's information direct. Sainsbury's internet site containing information about the supply chain: <http://www.sainsburys.co.uk/sid>

### SSCC (Serial Shipping Container Code)

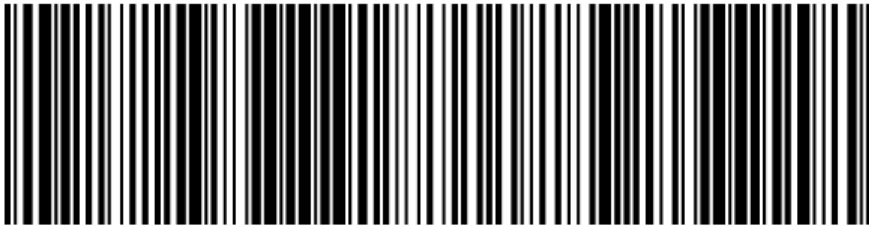
Serial shipping container code, a unique and unambiguous 'licence plate' identification for a pallet of assembled goods.

### TUC (Traded Unit Code)

Traded unit code. This is the article number, converted into a fourteen digit bar code by adding a leading digit.

## Appendix 4.0 - Pallet Label Examples

[Kewill Web EDI](#)

<b>SAINSBURY'S</b>	
FROM <b>Example Supplier - X0100</b>	
SHIP TO <b>HAMS HALL</b>	
SHIP VIA <b>N/A</b>	
TUC <b>5016009999999</b>	QTY <b>60</b>
BEST BEFORE (dd.mm.yyyy) <b>31.07.2009</b>	NET WEIGHT <b>99 KG</b>
SSCC <b>350504240003993993</b>	
DELIVERY DATE (dd.mm.yyyy) <b>29.08.2008</b>	
	
<b>(02)05016009999999(17)090731(3103)099000(37)60</b>	
	
<b>(00)350504240003993993</b>	

999999

## Traditional EDI

### Example 1 - Single-SKU Pallet Label

This sample is the desired label for single SKU pallets. Commodity details are included:

<u>Sainsbury's</u>	
<b>From:</b>	<b>SUPPLIER NAME</b>
<b>Ship To:</b>	<b>DEPOT NAME</b>
<b>Ship Via:</b>	<b>HUB NAME</b> <i>blank for direct deliveries</i>
<b>TUC:</b>	<b>05012345123455</b>
<b>BBE:</b>	<b>040621</b>
<b>Net Weight:</b>	<b>123.456 KG</b>
<b>Quantity:</b>	<b>60</b>
<b>SSCC: 350123451234567894</b>	
Delivery Date: <b>15.06.2004</b>	
	
(02)05012345123455(17)123456(3103)040621(37)60	
	
(00) 350123451234567894	

Bar code includes TUC, net weight of pallet, BBE and quantity. The number includes the same.

**SSCC code** = [Application identifier (00)][Extension digit (1)][Company Prefix (7-9 numeric)][Serial no. (9-7 numeric)][check digit (1 numeric)]

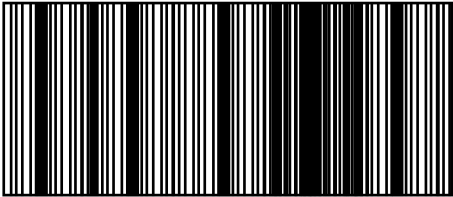
**Example 2: Multi-SKU Pallet Label**

The sample below is the desired label for multi-SKU pallets:

<b>Sainsbury's</b>	
<b>From:</b>	<b>SUPPLIER NAME</b>
<b>Ship To:</b>	<b>DEPOT NAME</b>
<b>Ship Via:</b>	<b>HUB DESCRIPTION</b> <i>blank for direct deliveries</i>
<b>SSCC:</b>	<b>350123451234567894</b>
<b>Delivery Date:</b>	<b>15.06.2004</b>
 (00)350123451234567894	

**Example 3: The Bare Minimum**

The bare minimum for the pallet label is an SSCC code in both bar code and human readable format. It is recommended that should you use a third party to consolidate your goods with other suppliers, you should include final destination on the label. Additionally, you should include company name on the label to ensure quick resolution of any issues that may arise through handling of the goods. This type of pallet label is typically generated and applied at the point of production:

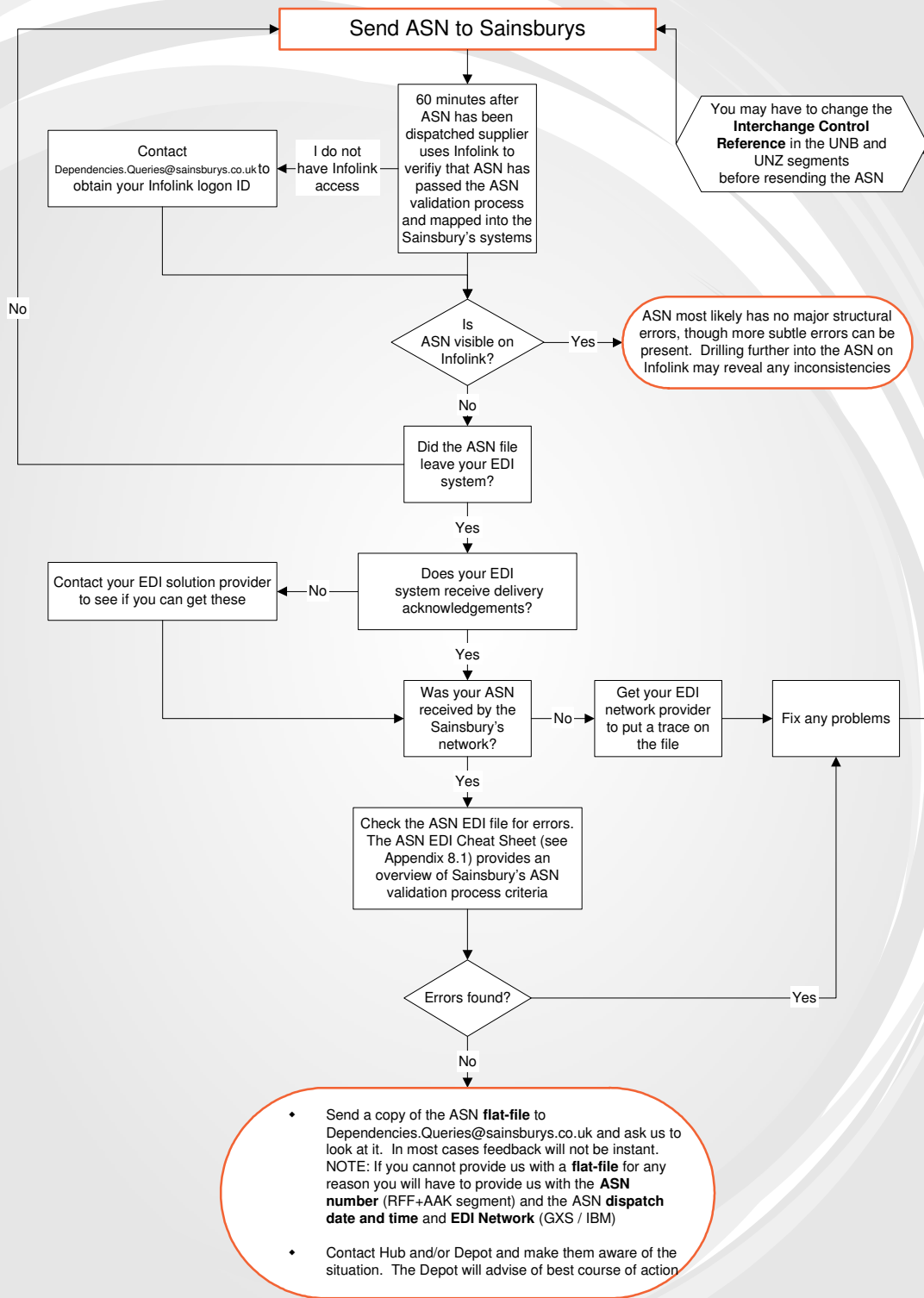
<b>COMPANY NAME (any other info you require)</b>	
 (00) 350123451234567894	

SSCC code = [Application identifier (00)][Extension digit (1)][Company Prefix (7-9 numeric)][Serial no. (9-7 numeric)][check digit (1 numeric)]

**Please note that the pallet labels above are representations only and that the bar codes may not necessarily relate to the actual numbers specified.**

# Appendix 5.0 - EDI Verification and Troubleshooting Process Flow Chart

## Suggested EDI ASN Verification and Troubleshooting Process



# ASN Cheat Sheet v1.15

ASN Segments: Example flatfile with key Data Elements in blue/bold	Mandatory Optional Conditional	Data element field length	Format	Required Data Structure	Other Examples	What does it do?	Typical errors and impact	
<b>Interchange Header Section</b> <i>one per Transmission</i>								
<p>UNB+UNOA: 1 +5013546123459;146010011900016:14 +030923 :2321 +000194 ++DESADV</p>	M	1	n	Should be either 1 or 3		Syntax version number		
	M	13	N	nnnnnnnnnnnn	UK numbers usually start '50'. Numbers generated in other countries typically start with a different digit	Sender (supplier) ANA mailbox number	Correct ANA codes are present but without the :14 qualifiers. ASN will fail. Any ANA code other than 5010011900016 entered in the Recipient field. ASN will fail.	
	M	6	N	yyymmdd			Transmission date stamp	
	M	4	N	hhmm			Transmission time stamp	
	M	14	AN	max 14 characters	194 000000900194	Interchange / Message Control Reference. Unique Transmission ID. Should be identical to the ID entered in the UNZ segment	- If a message has been sent previously with the same number the message will fail before hitting the JS network. <b>NOTE on RE-SENDING ASNs:</b> In situations where re-sending an ASN may solve an issue, this can be achieved by changing the Interchange Control H	
<b>Message Header Section</b> <i>one per individual ASN</i>								
UNH+00001+DESADV:D:96A:UN:EAN005'	M	14	AN	max 14 digits	UNH+1+DESADV:D:96A:UN:EAN005' UNH+000003+DESADV:D:96A:UN:EAN005'	For Interchanges containing more than one message the segment identifies the sequence of the message within the interchange. This is mirrored within the UNT segment.	Wrong DESADV version stated. ASN will fail.	
<p>BGM +351 +03751602 +9'</p>	M	3	N	351 = Full or Planned ASN 270 = Consolidated ASN	BGM+270+03751602+9 (Consolidated ASN)	Indicates whether a Full or Planned ASN in combination with the last element in the same segment	351 or 270 entered against for a different type of ASN. ASN will fail.	
	M	8	AN	8 digits max Should be PO reference for Non Perishable Should be Common Reference for Perishable Should be Delivery Note number of Consolidated ASNs		Transaction ID	more than 8 digits entered for a Perishable delivery. ASN will map, but may cause invoicing issues. See also the notes on the RFF+CR segment	
	M	1 or 2	N	9 = Full or Consolidated ASN 31 = Planned ASN	BGM+351+03751602+31' (Planned ASN)	Indicates the type of ASN in combination with the first element in the segment	31 incorrectly entered for a Full ASN or 9 entered for a Planned. ASN will fail.	
DTM+64:200309240200:203'	M	12 or 8	N	<b>Full:</b> 12 digits: <i>yyymmddhhmm</i> with qualifier <b>203</b> <b>Planned:</b> 8 digits: <i>yyymmdd</i> with qualifier <b>102</b>	DTM+64:200406210600:203' DTM+64:20040621:102'	Depot Delivery Date and Time	Segment states the <i>File Generation Date</i> rather than <i>Delivery Date</i> . ASN will map to the wrong Delivery Date at the depot. ASN will not be visible and Delivery may fail. - Wrong use of 102 / 203 qualifier. Non fatal.	
DTM+137:200309232321:203'	M	12 or 8	N	<i>yyymmddhhmm</i> (time element with qualifier 203 optional, but recommended)	DTM+137:200406202321:203' (recommended) DTM+137:20040620:102'	File generation Date and Time	Wrong use of the 102 / 203 qualifier. ASN will map in regardless.	
RFF+FV:0194'	M	4	N	Incrementing number	RFF+FV:0194'	File version number	Numbers not incrementing or sequential. ASN will map regardless, but it may impact audit trail and issues resolutions	

RFF+AAK:X0923003751602'	M	14	AN	<p>annnnnnnnnnnn</p> <p>Full ASN: X[mmdd][depot number:nnnn][vehicle ID: nnnnn]</p> <p>Planned ASN: [Supplier Code][9 digits serial number: nnnnnnnnn]</p>	<p>RFF+AAK:A123400000078' Planned ASN from supplier A0123</p> <p>RFF+AAK:X0923003451602' (Full / Stoke)</p> <p>RFF+AAK:X0923004851602' (Full / New Rye)</p> <p>RFF+AAK:X0923002651602' (Full / Hams Hall)</p> <p>RFF+AAK:X1211003751602' (Full / Del Date on 11th December)</p>	<p>ASN number:</p> <p>For Full ASNs: Indicates the Delivery Date, Delivery Depot and Vehicle ID</p> <p>For Planned ASNs: Indicates Supplier code and ASN serial number only</p>	<p>- Planned ASN number format on a Full ASN and visa versa.</p> <p>- Date element states Order Processing Date rather than Delivery Date. ASN will be listed under the wrong date at depot. Delivery will fail.</p> <p>Depot element</p>
RFF+AEL:WP0112'	Full ASN: M	6	AN	<p>Segment exists on FULL and Consolidated ASNs only</p> <p>aannnn for Full ASNs. annnnn for Consolidated</p> <p>On full ASNs the segment cannot be blank or missing</p> <p>Planned ASNs don't contain this segment</p>	<p>RFF+AEL:SK0112' (Stoke)</p> <p>RFF+AEL:EE0112' (New Rye Park)</p> <p>RFF+AEL:HH0112' (Hams Hall)</p> <p>RFF+AEL:RO0112' (Rotherham)</p> <p>RFF+AEL:H10112' (Hams Hall/Consolidated)</p>	<p>Booking Reference</p>	<p>- Missing Booking Reference. ASN will fail.</p> <p>- Booking reference in a format any other than the one stated. ASN will fail.</p>
NAD+BY+5010011900016::9'	M			Exact match	N/A	Recipient Identification segment	- Segment containing anything other than the data stated. ASN will fail.
<p>NAD+SE +5013546123456:9+ +E0123'</p>	M	13	N	<p>13 digits: Should be the same ANA code as that used for invoicing. May or may not be the same as the sender ASN in the UNB segment</p>	<p>UK number usually start '50'. Numbers originating in other countries typically start with different digits</p>	Supplier ANA code (GLN number)	- ANA code in wrong format.
	M	5	AN	<p>E0123: 5 characters: annnn</p> <p>Consolidated ASNs do not contain the or 'Z' code here as the sender is identified from the ANA code only.</p>	<p>NAD+SE+5013546123456::9++00123'</p>	Supplier identification segment	Missing Supplier (Alpha) Code on Full and Planned ASNs. ASN will fail.
NAD+DP+5010011083935::9'	M	13	N	<p>Segment only appears on Consolidated ASNs</p> <p>501001108nnnn</p>		ANA (GLN) Code identifying the Haulier / Consolidator	- ANA code entered is not the JS assigned ANA code for that Consolidator. All JS assigned Consolidator ANA codes start with 501001108
TDT+20'	M			Exact match	N/A		
LOC+7+5010011090379::9'	M	13	N	<p>nnnnnnnnnnnn</p>	<p>For FULL and CONSOLIDATED ASNs</p> <p>LOC+7+5010011090379::9' (Waltham Point)</p> <p>LOC+7+5010011090340::9' (Stoke)</p> <p>LOC+7+5010011090489::9' (New Rye Park)</p> <p>LOC+7+5010011090269::9' (Hams Hall)</p> <p>LOC+7+5010011090117::9' (Rotherham)</p> <p>A PLANNED ASN example: LOC+7+5</p>	<p>Full ASN: Destination DEPOT ANA code. This information is received in the JS EDI order file (CLO Segment)</p> <p>Planned ASN: Perishable HUB ANA code</p>	<p>- Segment blank.</p> <p>- Unknown ANA code.</p> <p>- Full ASNs: ANA code for a depot other than the delivery depot.</p> <p>- Planned ASNs: Ultimate Destination Depot ANA code entered, rather than the Hub ANA code.</p>
<b>Pallets Header Section one per individual ASN</b>							
CPS+1'	M			Exact match	N/A		Segment missing. ASN will fail.
PAC+3'	M	4	N	Max 4 digits	PAC+0003'	Total number of pallets on ASN	- Segment missing. ASN will fail.
							- Incorrect number of Pallets (GiN segments) stated. ASN will map in, but discrepancy may cause problems at the depot.

Individual Pallet Detail one for each pallet on ASN							
CPS+2+1'	M	12	N	Max 12 digits	CPS+002+1' (1st pallet on this ASN) CPS+49+1' (48th pallet on this ASN) CPS+000010+1' (9th pallet on this ASN)	CPS header segment for the first pallet	- Segment missing. ASN will fail.
PAC+1++201'	M			Exact match	N/A		- Segment missing. ASN will fail.
MEA+PD+AAB+KGM: 123.12'	O	7	N	Weight in Kilograms to two decimal points Segment mandatory for products supplied by Catch Weight	MEA+PD+AAB+KGM: 123' MEA+PD+AAB+KGM: 0123.12'	Unit gross weight of pallet including packaging but excluding pallet	- Wrong number of decimal points. - Weight supplied in Grams, rather than Kilograms. ASN will map, but issues may cause problems.
PCI+33E'	M			Exact match	N/A		Segment missing. ASN will fail.
RFF+ZZZ:B0321'	M <i>Consolidated ASNs only</i>	5	AN	Consolidated ASNs only: annnn	RFF+ZZZ:00321'	Supplier's JS Alpha Code on Consolidated ASNs only	- Segment missing - Segment blank ASN will fail - Wrong supplier code entered Will cause receipt problems
RFF+ON:03751602'	M	Ambient: 8 Perishable: 12	Ambient: N Perishable: AN	Ambient Orders: 8 digits exactly (first 3 digits indicate Delivery Depot number, last 5 digits state the Vehicle ID)  Perishable Orders: 12 characters exactly (Supplier Code followed by the 7 digit order number the first 4 digits of which contains the dep	RFF+ON:03451602' (Ambient Stoke order) RFF+ON:04851602' (Ambient New Rye Pk order) RFF+ON:02651602' (Ambient Hams Hall order)  RFF+ON:E01230026123' (Perishable Hams Hall order) RFF+ON:E01230037123' (Perishable Waltham order)	Sainsburys Order Number (PO)	- Missing segment - Missing or incorrect PO number - PO entered is anything other than precisely 8 or 12 characters - All the above will cause the ASN to fail.
RFF+CR:0037143'	O <i>(change as of 24th Feb 2009 - see note)</i>	20	AN	Max 20 characters	See note to the right	As of 24th Feb 2009 this segment is no longer required by Sainsbury's for any types of ASN. Segment can left in place on existing ASNs, but are not required going forward. If segment is present in the ASN it will be validated according to the expected data	If segment is populated with more than 20 characters the entire ASN will fail.
GIN+BJ+350328510200038332'	M	18	N	Cannot be blank or missing SSCC number format: [extension digit: 1 digit] [supplier e-centre prefix: 7-9 digits] [serial number: 7-9 digits][check digit: 1 digit]	GIN+BJ+050328510200038331' GIN+BJ+150328510200038338'	SSCC Pallet Label Barcode ID	- Segment missing or blank. ASN will fail - Duplicate SSCC code generated within the same message: Any duplicates will be dropped from ASN, but may cause entire message to fail. - SSCC code already sent on a Previous Planned ASN: ASN will fail. - SSCC al

Individual Line Detail one for each Product Line on pallet							
LIN+1++3057640112058:EN'	M	13 or 14	N	nnnnnnnnnnnn nnnnnnnnnnnn	LIN+1++03057640112058:EN' LIN+1++13057640112055:EN'	TUC / GTIN. Barcode for the outer case. It should be identical to the Product code we ordered from you	- Code entered is unknown to the JS systems. Product will be dropped from the ASN - Segment is missing or blank - Segment is populated with zeros - TUC code is not 13 or 14 digits - The above three will all cause the ASN to fail
IMD+F+:::Product One Description'	O	max 35	AN	Avoid using reserved characters like '+' and single quotes (') unless preceded by the Question Mark (?) character			- Description longer than 35 characters Product Description includes reserved characters like + (plus) and ' (single quotes) - Wrong sequence of separators/qualifiers before Product Description. Should be 2 plusses and 3 colons
MEA+PD+AAL+KGM: 123.12'	C	7	N	Weight in Kilograms to two decimal points Segment mandatory for products supplied by Catch Weight The Dot (.) character is permitted Can be blank for products which don't require it	MEA+PD+AAB+KGM: 123' MEA+PD+AAB+KGM: 0123.12'	Net weight of total quantity of this product on the pallet including packaging	- Wrong number of decimal points. - Weight supplied in Grams, rather than Kilograms. ASN will map, but issues may cause problems.
QTY+21:70'	M	15	N	Max 4 digits. Cannot be blank or zero	QTY+21:000000000070'		- Data element is zero or blank. - Segment missing ASN will fail - Quantity stated is not the actual quantity delivered. This will cause issues at Depot.
DTM+36:20050910:102'	C	8	N	yyymmdd with qualifier 102 yyymmdd with qualifier 101	DTM+36:20061229:102' DTM+36:040320:101'	Best Before End date information. Required on all Chilled and most Ambient products	- Segment missing, blank or zero for product with less than 42 days shelf life. - Incorrect date entered - Date in incorrect format - date less or more than 8 digits. - ASN will map, but the above issues will all cause problems when the Depot attempts to
LOC+20+5010011090379::9	C	13	N	Segment exists on Planned ASNs only Ultimate delivery Depot ANA code. One segment per Product	LOC+20+5010011090379::9' (Waltham Point) LOC+20+5010011090340::9' (Stoke) LOC+20+5010011090489::9' (New Rye Park) LOC+20+5010011090269::9' (Hams Hall) LOC+20+5010011090117::9' (Rotherham).	Ultimate Delivery Depot number. Segment present on Planned ASNs only	- Segment missing - Segment blank - ANA entered is not the actual Delivery Destination Depot ANA code - Hub ANA code entered - 13 zeros entered - Unknown ANA code entered. All the above will cause the ASN to fail.
Message Trailer one for each ASN in Transmission							
CNT+2:3'	M	18	N	Max 18 digits	CNT+2:003' CNT+2:80'	Counts the number of LIN segments within the ASN message	- Wrong LIN segment count. ASN will map, but discrepancy may cause issues.
UNT+62+00001'	M	6 / 14	N / AN	Max 6 digits for the Segment Count Max 14 characters for the Message Reference No. Should equal UNH segment element 1	UNT+0062+1' UNT+620+0000000003'	Message Trailer: numeric (inclusive) count of the segments in the message - See also UNH segment note	- Wrong count This can cause the message fail before it even hits the JS network.
Interchange Trailer one per Transmission							
UNZ+1+000194'	M	14	AN	max 14 characters	194 000000900194	Interchange Control Reference. Unique Transmission ID. Should be identical to the ID entered in the UNB segment	- Missing segment. - Discrepancy between this segment and the UNB segment. Both will cause message to fail before it hits the JS network.

## Appendix 5.2 - EDI ASN Quick Reference

### EDI ASN Quick Reference

<b>Delivery Information</b>	<b>EDI segment</b>
Booking Reference	RFF+AEL
ASN Number	RFF+AAK
Sainsbury's Purchase Order Number	RFF+ON
Delivery Date	DTM+64
Delivery Depot ANA code	Full ASN: LOC+7 Planned ASN: LOC+20
Perishable Hub ANA code	LOC+7
Number of Pallets on delivery	1st PAC segment
TUC (Traded Unit Code)	LIN
Pallet Weight	MEA+PD+AAB
Product Weight	MEA+PD+AAL
SSCC code (Pallet Label ID)	GIN
Quantity of Product	QTY
BBE (Best Before End date)	DTM+36

**Please refer to the EDI ASN cheat sheet for more information on the required data structure for each segment**

## Appendix 5.3 - ASN Resources

The Sainsbury's ASN technical specifications are on the SID site:

[http://www.sainsburys.co.uk/sid/info\\_dep\\_asn.htm](http://www.sainsburys.co.uk/sid/info_dep_asn.htm)

The DESADV specs are for full, planned and (ambient) consolidated ASNs. For the perishable consolidators specs please contact the Trading Dependencies Team.

### **GS1 UK**

[www.gs1uk.org](http://www.gs1uk.org)

Comprehensive resource for everything related to EDI and bar codes straight from the people who control the standards

EDI solution provider resource

[https://www1.gs1uk.org/pls/live/p\\_wwv\\_sp\\_finder\\_page1](https://www1.gs1uk.org/pls/live/p_wwv_sp_finder_page1)

Bar code number search

[https://www1.gs1uk.org/pls/live/p\\_wwv\\_display\\_number\\_search](https://www1.gs1uk.org/pls/live/p_wwv_display_number_search)

Check digit calculator

[https://www1.gs1uk.org/pls/live/p\\_wwv\\_check\\_digit\\_calculator](https://www1.gs1uk.org/pls/live/p_wwv_check_digit_calculator)

# Appendix 5.4 - ASN Contingency Proforma

## Chill

This completed proforma will be used as a contingency to enable ASN creation at Sainsbury's Distribution Depots. Please contact the depot to advise that this procedure is being followed & to gain agreement that this process will be accepted.

For the Attention of Chill Receipts - Destination Depot .....

Original ASN Number (if known)

Total LPN's

Original LPN Number (if known)

Supplier Code

Purchase Order Number

	TUC	and/or	DCP	Pallet Number	Quantity	Expiry Date
1		and/or				/ /
2		"				/ /
3		"				/ /
4		"				/ /
5		"				/ /
6		"				/ /
7		"				/ /
8		"				/ /
9		"				/ /
10		"				/ /
11		"				/ /
12		"				/ /
13		"				/ /
14		"				/ /
15		"				/ /
16		"				/ /
17		"				/ /
18		"				/ /
19		"				/ /
20		"				/ /
21		"				/ /
22		"				/ /
23		"				/ /
24		"				/ /
25		"				/ /
26		"				/ /
27		"				/ /
28		"				/ /
29		"				/ /
30		"				/ /

**Hams Hall**  
**Chill Receipts**  
**Fax No**  
**01675 435986**  
**Office Tel No**  
**01675 435891**

**Waltham Point**  
**Chill Receipts**  
**Fax No**  
**01992 766072**  
**Office Tel No**  
**01992 766113**

## Appendix 7.0 - Frequently Asked Questions

### Pallet Labels

#### **What is a pallet label?**

The definition of pallet labels in this context refers to a serial shipping container code (SSCC) pallet label.

#### **Do I need to register with the GS1 UK?**

You must register with GS1 UK to be assigned a vendor reference that will allow you to create your own SSCC labels.

Alternatively, the Sainsbury's web based ASN solutions will allow you to create pallet labels that contain either a Sainsbury's vendor reference or your own vendor reference.

#### **Do I need to use pallet labels?**

All suppliers need to have pallet labels on all their products if they are delivered to one of Sainsbury's automated depots or a hub.

The four automated depots are:

- Hams Hall (Chilled only)
- Waltham Point (Chilled only)
- Stoke
- Rye Park

#### **At what point do I need to create and print the pallet label?**

The pallet label can either be printed before or after the pallet is picked, but in both cases it is essential that the contents of that pallet and the pallet reference is accurate on the ASN.

### ASNs

#### **What if a haulier consolidates my goods?**

If your goods are consolidated with other suppliers before being shipped to the Sainsbury's distribution centre then you will not be required to include the final booking reference on the ASN. The hub or consolidator receives this ASN and will produce the final outbound ASN to the distribution centre. It is key that all pallets are labelled with an SSCC scannable pallet label, which can be referenced from the pallet. It is this pallet ID that will be used to match goods received against the purchase order and invoice matching reference.

#### **What if I use an ambient PCC?**

Suppliers who use ambient primary consolidation centres are not required to send an ASN.

#### **What if my haulier picks on my behalf?**

In this instance the haulier becomes the supplier and will be required to create the ASN on your behalf. The haulier will use the same ASN creation and pallet label process as the supplier for each supplier he picks for.

#### **What if I consolidate my goods on a pallet with another supplier?**

In this case the pallet must contain an individual pallet label for each supplier's goods. Supplier integrity must be maintained throughout pallet interleaving.

#### **I receive the purchase order but instruct other sources to pick and deliver the goods on my behalf?**

If you manage a number of other suppliers who deliver goods to Sainsbury's on your behalf then it is important that each individual source creates an ASN, applies the pallet label before shipment and feeds the information back to you. The introduction of web based solutions makes it easier for this operation to be controlled centrally.

#### **I control a number of deliveries from abroad that go direct to a Sainsbury's distribution centre?**

The original shipper will apply the pallet labels and send the ASN. The use of Kewill Web EDI make it easier for businesses to have visibility of this information.