



# **GUIDE FOR MONTHLY ASN COMPLIANCE REPORT**

**MODIFIED: 10/5/2010**

## PURPOSE OF REPORT

To assist your company in managing your Advance Ship Notice (ASN) compliance with Lowe's, a Monthly ASN Compliance Report will be provided to your company. This report will include an overall view of your ASN performance during the current month. Your ASN data drives the ordering, planning, and receipt of your shipments to Lowe's. Let's work together, using this reporting solution, to ensure the integrity of your ASN transactions is maintained so there are no delays in moving your product through Lowe's systems.

## OUTPUT

- **Monthly Report** - The report will run at the beginning of each month and emailed to your company. Any vendor that has at least one purchase order received in the past calendar month will receive the monthly compliance report. Your company's EDI contact as well as your Business contact will receive the report. Lowe's EDI Compliance Team and Lowe's Vendor Supply Chain Specialists are also provided a copy of the report. The report will be sent in an Excel document with multiple spreadsheets.
  - **Vendor Summary** – The first tab will include current month reporting periods. For Regional Distribution Center (RDC) Vendors, separate columns display the ASNs for Lowe's Owned shipments (Stock) and Vendor Prepared Cross-dock shipments (VPCD). For Flatbed Distribution Center (FDC) Vendors, Vendor Prepared Cross-dock shipments are excluded from your report.
  - **Supplements** - Along with the recap of your ASN performance in the Vendor Summary tab, supplemental data is also available to assist in your research. Specific details are provided for non-compliant ASNs within individual spreadsheets.
    - **Missing ASNs** – Represents shipments where a valid ASN was not received.
    - **Manual ASNs** (included for FDC vendors only) – The ASNs included in this spreadsheet shows the ASNs that were received but could not be used by the FDC for receiving the shipment. This is typically due to the ASN being sent too late or the FDC could not process the ASN.
    - **Quantity Variance** – This spreadsheet shows only items with a variance in the ASN item quantity compared to the item quantity received by the Lowe's facility. The last valid EDI ASN received will be used in the comparison.
    - **Rejects/Warnings** (included for RDC vendors only) – ASNs with reject and warning type errors.
    - **Late ASNs** (included for RDC vendors only) – ASNs that were sent too late for usage by Lowe's facility.
- **Multiple Reports** - Each ship from vendor number will be processed as separate reports. If your company has multiple ship from vendor numbers setup at Lowe's, you may receive multiple emails if each of those divisions within your company is not meeting Lowe's ASN requirements.

## ACTION REQUIRED BY LOWE'S BUSINESS PARTNER

Use this report to identify ASN data issues and take the steps necessary to ensure Lowe's receives a valid ASN for all of your future shipments. It is imperative that all ASNs are accurate and timely for all shipments.

**ACTION BY LOWE'S EDI COMPLIANCE TEAM AND VENDOR SUPPLY CHAIN SPECIALISTS**

Lowe's EDI Compliance Team will also monitor the report with the same goal as your company. Lowe's Vendor Supply Chain Specialist as well as Lowe's Merchant may also become involved if ASN discrepancies are not resolved by your company.

**ASN COMPLIANCE**

Lowe's requires that all inbound shipments adhere to our ASN standards. Please address all ASN issues as soon as possible to avoid affecting the flow of your shipments through Lowe's facilities as well as affecting your monthly Lowe's vendor compliance performance measurements.

For additional assistance to your company in eliminating ASN errors, also use the 'Best Practices and Common Errors' documents in both the 856 ASN section and the 824 Application Advice section under the EDI tab on [www.loweslink.com](http://www.loweslink.com). These are the links to these documents:

<http://www.loweslink.com/pubdocuments/ediASNBESTPracticesandCommonErrors.pdf>

<http://www.loweslink.com/pubdocuments/edi824BESTPracticesandCommonErrors-APPADV.pdf>

**QUESTIONS**

Lowe's EDI Compliance Team is available to assist your company in improving the integrity of your ASN data. Please direct any questions to their central email address [EDICompliance@Lowe.com](mailto:EDICompliance@Lowe.com). Always include the raw EDI data in the email, if applicable, for the 850, 856 and 824. If you have questions on the ASN Webform application, please include a screen shot of the data in question.

**MONITORING ASNs**

Please use these reports to monitor and manage your EDI ASNs as these transactions are vital to the flow of your product through Lowe's facilities.

Thank you for your continued partnership in improving our overall supply chain effectiveness.