



## MANUAL ASN FORM WORK INSTRUCTION (October 2022)

If you are not an EDI Supplier, you must fill out the manual ASN form correctly and submit to the proper Mercury Receiving Plant ASN mailbox. Soon, EDI communication will be a **requirement** for all suppliers. Please contact your Mercury Marine Supply Chain Analyst or Buyer on how to become an EDI supplier.

You can save the attached Manual ASN form as an Excel spreadsheet in Microsoft Excel by opening the form and clicking on File and Save As. Enter a file name that you want to save it as and click OK. You can then reuse the form for future submissions to the ASN mailbox by saving as a different file name each time you make a shipment.

Required Fields on the Manual ASN form:

### 1. Date (Ship Date)

- The date the parts will ship to Mercury Marine.
- Information must be sent to the ASN mailbox when the parts are shipped so ASN entry can be completed before parts arrive at the destination plant.

### 2. Receiving Plt

- Plant at Mercury Marine that is to receive the parts.
  - i. Please note that FDL refers to Fond du Lac
  - ii. Please note that IND refers to Indiana
- All forms must go to the proper ASN contact to avoid delays in receipt and payment to supplier.
- If you have parts going to multiple plants, a separate form must be submitted to each plant.

### 3. Supplier Number

- Your five-digit supplier number assigned to you by Mercury Marine.

#### 4. Supplier Name

- Your supplier name

#### 5. BOL

- Bill of Lading number you are using to ship items.
- If UPS, list the UPS tracking number(s).

#### 6. Carrier

- SCAC Code or Carrier name

#### 7. Pro Number

- Carrier pro number assigned to shipment (if available).

#### 8. Mercury Marine Part Number

- Mercury Marine Assigned Part Number as it appears on the B10 Label
- Do not put supplier part numbers in this field.

#### 9. Receipt Quantity

- Total Qty of part shipping

#### 10. Container type

- Container type, if available, but is not a required field.

#### 11. Packing Slip Number

- The packing slip number must be unique for each shipment sent to Mercury Marine.
- Packing slip numbers should not be reused for multiple shipments sent.

#### 12. PO Number

- Mercury Marine's Purchase Order number assigned to the part – THIS is REQUIRED

The completed form must be sent to the appropriate Mercury Marine ASN mailbox.

Do **NOT** submit packing slips or invoices in place of this form.

Packing slips or invoices may be sent to your Mercury Marine contact if needed.

For questions, please contact your Mercury Marine Operations Buyer for assistance.