

03 September 2018

To All Concerned,

Greetings from Expressions!

In order to fastrack receipt and dispatch of CNC items to store and notify Marilao Central Depot advance incoming shipment, please be informed that effective **September 10, 2018**, we shall be implementing the use of CNC-Advance Shipping Notification (CNC-ASN) for every CNC deliveries.

We have attached together with this letter the policies and procedures, as well as the CNC-User Manual for the detailed information.

Please be guided accordingly,

Thank you and best regards.

Prepared by:

(Signed in Hard Copy)

Jon Vincent M. Piñol

Analyst - PM&C

03 September 2018

To All Concerned,

Good Day!

In order to fastrack receipt and dispatch of CNC items to store and notify Marilao Central Depot advance incoming shipment, we shall be implementing the following policy and procedures:

1 GENERAL INFORMATION

PROJECT TITLE	CNC-ADVANCE SHIPPING NOTIFICATION (CNC-ASN)
PARTICIPANT	SUPPLIER

2 OBJECTIVE

- 2.1 To fastrack receipt and dispatch of CNC items to store.
- 2.2 To notify Marilao Central Depot in advance for incoming shipment.

3 POLICY STATEMENT

3.1 Creation of CNC-Advance Shipping Notification (CNC-ASN)

- 3.1.1 All deliveries for CNC at Marilao Central Depot shall be accompanied with CNC-Advance Shipping Notification (CNC-ASN) document.
- 3.1.2 The CNC-ASN document shall have the contents (DR number & amount, quantity per box / bundle) for particular deliveries of suppliers.
- 3.1.3 The suppliers shall log-in their respective account in CNC-B2B Portal for them to access the given template (with the list of awarded stores) to encode delivery contents. This shall be uploaded in CNC-B2B Portal afterwards. (Refer to the CNC User Manual for this purpose)
- 3.1.4 Uploading of delivery details should be at least one (1) day prior to the actual delivery date.
- 3.1.5 CNC Supplier shall generate the CNC-ASN wherein the CNC portal will issue CNC-ASN segregated by zoning already.
- 3.1.6 The supplier shall need to print two (2) copies of CNC-ASN document prior to the delivery at Marilao Central Depot, 1st copy for Marilao Depot and 2nd copy for Supplier.

3.2 Receiving of Deliveries at Marilao Central Depot

- 3.2.1 Supplier shall submit the CNC-ASN document to the assigned CRG-Receiver prior to start of receiving.
- 3.2.2 The CRG-Receiver shall scan the CNC-ASN document thru a barcode scanner to record the delivery contents in the system.
- 3.2.3 Any discrepancies in the delivery (DR amount, quantity per box / bundle, etc.) upon checking shall be declared in the system.
- 3.2.4 The CRG-Receiver shall save the transaction and marked the CNC-ASN document copy of supplier as "Received". There is no need to stamped individual DR anymore.
- 3.2.5 Actual goods receipt declared from Marilao Depot shall be posted in CNC-B2B Portal within twenty-four (24) hours of receipt.

3.3 Rejection and Penalty

- 3.3.1 Supplier shall deliver on the assigned delivery date. In case delivery date falls on a holiday (regular non-working), supplier may opt to deliver a day before or after their assigned delivery date.
- 3.3.2 Supplier deliveries without the printed CNC-ASN document shall be automatically rejected. However, supplier may opt to print at Marilao Central Depot with a fee of **Php 100.00** per copy per page.
- 3.3.3 In case of failure to create and upload the CNC-ASN upon delivery, deliveries shall be rejected but suppliers may still request to create and upload CNC-ASN at their respective main offices on the same day to accept deliveries. Suppliers shall be charged **Php 500.00** as unscheduled fee excluding of printing fee.

Prepared by:

(Signed in Hard Copy)
Jon Vincent M. Piñol
Analyst – PM&C

Noted by:

(Signed in Hard Copy)
Cecille Ong
DMM-Basic

Noted by:

(Signed in Hard Copy)
Dovie Celestino
DMM-Non Basic

Noted by:

(Signed in Hard Copy)
Goldmina Brillantes
DMM-Softlines

Approved by:

(Signed in Hard Copy)
Edwina Reunilla
VP-RMD

Approved by:

(Signed in Hard Copy)
Jose Jacinto Clarin
VP-SAPCD



System Name	Concessionaire B2B Portal
Module Name	CNC Advance Shipping Notification
Module Use	This module is use to upload Advance Shipping Notification for Concessionaire Deliveries.
Owner	Concessionaire
Conditions	Must be enrolled under the CNC B2B program and an active contract with Expressions Stationery, Inc. Only xls files will be accepted by the system.
Menu Path	Delivery & Returns -> Advance Shipping Notification

Figure 1

Upon reaching image as shown on Figure 1, user shall click on the [Download Template] button to download the currently awarded stores. Open the downloaded template and proceed to Figure 2.



A	B	C	D	E	F
Expressions Stationery Shop, Inc.					
Vendor Code & Name : 4400656 - JOYTIS INC.					
Run Date : 08/28/2018 11:46:27 AM					
Store Code	Store Name	DR Number	DR Amount	Box/Carton	Bundles
E200	Ever Commonwealth				
E312	Mi Wm Sta Ma Bulacan				
E440	mi City Mall Kabankalan				
E455	Fairview				
E508	M1 Baguio				

Figure 2

Opening the downloaded template as shown on Figure 2, supplier shall fill-up the following details for store that they have deliveries: Delivery Receipt Number, Delivery Receipt Amount, Box or Carton Count, and Bundle Count.

Expressions Stationery Shop, Inc.					
Vendor Code & Name : 4400656 - JOYTIS INC.					
Run Date : 08/28/2018 11:46:27 AM					
Store Code	Store Name	DR Number	DR Amount	Box/Carton	Bundles
E200	Ever Commonwealth	00123-00125	8,000.00	6	1
E312	Mi Wm Sta Ma Bulacan	00126	3,000.00	2	
E440	mi City Mall Kabankalan	00127	4,500.00	2	1
E455	Fairview				
E508	M1 Baguio	00128-00129 / 00131	7,500.00	6	

Figure 3

For stores without deliveries, the supplier shall leave the details blank as shown on Figure 3. Once all details has been filled up, supplier shall return to the CNC B2B Portal to upload the updated template.



Advanced Shipping Notification

Download Template **Upload File**

Show 10 entries

Search :

ASN Control #	Delivery Date	Uploaded Date	CWH Received Date	Action
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

Figure 4

Click on the [Upload File] button, as shown on Figure 4, to upload the Advance Shipping Notification



Advanced Shipping Notification (Upload File)

Delivery Date

File No file chosen

Figure 5

The Supplier shall be asked to select the date of delivery. Please be advised that supplier can only deliver only on their scheduled day. Browse the previously saved template and click the [Upload File] button.



Expressions Stationery Shop, Inc.

Vendor Code & Name : JOYTIS INC.
 ASN Control Number : 000000002-01
 Delivery Date : 08/29/2018



000000002-01

Store Code & Name	DR Number	DR Amount	Box/Carton	Bundle
E312 - Mi Sta. Maria	00126	3,000.00	2	
E440 - Mi Citymall Kabankalan	00127	4,500.00	2	1

Expressions Stationery Shop, Inc.

Vendor Code & Name : JOYTIS INC.
 ASN Control Number : 000000002-02
 Delivery Date : 08/29/2018



000000002-02

Store Code & Name	DR Number	DR Amount	Box/Carton	Bundle
E508 - M1 Baguio	00128-00129 / 00131	7,500.00	6	

Expressions Stationery Shop, Inc.

Vendor Code & Name : JOYTIS INC.
 ASN Control Number : 000000002-A
 Delivery Date : 08/29/2018



000000002-A

Store Code & Name	DR Number	DR Amount	Box/Carton	Bundle
E200 - Ecomm	00123-00125	8,000.00	6	1

Figure 6

Upon successful upload, the system shall generate an Advance Shipping Notification (ASN) number per store zone as shown in Figure 6. The generated ASN document will be used during delivery at Marilao Depot.



Advanced Shipping Notification (Upload File)

Delivery Date

File No file chosen

* DR Amount must be a number

Store Code	Store Name	DR Number	DR Amount	Box/Carton	Bundles
E200	Ever Commonwealth	00123-00125	asn	6	1

Figure 7

Any failed upload will be reported by the system as shown on Figure 7. The supplier shall make the necessary adjustment on the uploaded file to correct the entry and re-upload it in the system until an ASN number is generated.



Advanced Shipping Notification

Show 10 entries

Search:

ASN Control #	Delivery Date	Uploaded Date	CWH Received Date	Action
000000002	08/29/2018	08/28/2018 12:09:20 PM		View PDF

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 8

Uploaded ASN number may also be viewed on the same module as shown on Figure 8. Once the delivery is accepted, the system shall also update the ASN number to reflect the actual delivery and any remarks during delivery at Marilao Depot by clicking on the [View Link], see Figure 9 for details. Reprinting of the ASN can be achieved by clicking on the [PDF] Link.



Advanced Shipping Details

Vendor Code & Name : 4400656 - JOYTIS INC.
 Delivery Date : 08/29/2018
 Uploaded Date : 08/28/2018 12:09:20 PM

ASN Control Number : 000000002-01

Store Code	Store Name	DR Number	DR Amount	Box/ Carton	Bundle	CWH Recv. Box/ Carton	CWH Recv. Bundle
E312	Mi Sta. Maria	00126	3,000.00	2		2	
E440	Mi Citymall Kabankalan	00127	4,500.00	2	1	2	1
Total			7,500.00	4	1	4	1

ASN Control Number : 000000002-02

Store Code	Store Name	DR Number	DR Amount	Box/ Carton	Bundle	CWH Recv. Box/ Carton	CWH Recv. Bundle
E508	M1 Baguio	00128-00129 / 00131	7,500.00	6		6	
Total			7,500.00	6		6	

ASN Control Number : 000000002-A

Store Code	Store Name	DR Number	DR Amount	Box/ Carton	Bundle	CWH Recv. Box/ Carton	CWH Recv. Bundle
E200	Ecomm	00123-00125	8,000.00	6	1	6	1
Total			8,000.00	6	1	6	1

Figure 9

Upon receipt at Marilao Depot, confirmed Box/Carton and Bundle received will be updated for supplier review.