ServiceMASTER
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TERMINIX.   American Home Shield   ServiceMASTER Restore   ServiceMASTER Clean   merry maids.   FURNITURE MEDIC   AmeriSpec INSPECTION SERVICES

ELECTRONIC INVOICING GUIDE

eInvoicing Specifications for Suppliers

ADVANCED SHIP NOTICES (ASNs)

ASN Validation Rules

Field Name	Description	Data Format	Additional Field Validations	Required?
PO Number	PO number assigned by ServiceMaster	Number (8)	Exact Match to PO Supplier is invoicing Error Message if INVALID; Cannot find PO # XXXX. Please correct the PO number. (This will only apply for e-file)	Required
ASN #	Advanced Ship Notice number assigned by the Supplier	String (25)	Please note: Non-alphanumeric characters are not accepted, such as hyphens Supplier# + ASN# must be unique Error Message if INVALID;	Required

			(1) ASN number cannot exceed 25 characters. Please correct. (2) ASN number must be unique. ASN number already exists with the number: <ASN#> (3) ASN number must not contain a pipe character Once the ASN is submitted, DCI Portal will convert the alphabetic characters in the ASN Number to UPPERCASE.	
ASN Date	Supplier-supplied ASN date	MM/DD/YYYY	ASN Date has no restrictions; can be post-dated as well as future-dated. Error Message if INVALID; ASN must be in the following format "MM/DD/YYYY"	Required
Ship Date	Supplier-supplied Ship Date	MM/DD/YYYY		Optional

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Carrier Tracking #	Supplier-supplied Carrier Tracking Number	Alphanumeric (100)		Optional
ASN Comments	Header-level ASN comments	Alphanumeric (250)		Optional

Advanced Ship Notice Line item data:

Field Name	Description	Data Format Numeric(10,2) indicates 10 digits incl. 2 decimals	Additional Field Validations	Required?
PO Line#	PO Line Number Must be an EXACT MATCH to PO If PO is partially ASN, then include only the PO lines for which are being ASN.	String (10) Examples: 1, 2, 3	PO Line Number cannot be blank and must match PO Line	Required
Buyer Item Number	EXACT MATCH to PO	String (25)	Cannot find a PO that matches. Please correct either the PO number or the Buyer Item number	Optional

			Buyer Item number is mandatory.	
Supplier Item Number	EXACT MATCH to PO	String (25)	Cannot find a PO that matches. Please correct either the PO number or the Supplier Item number. Supplier Item number is mandatory.	Optional
QTY (Quantity)	The quantity of the line item data.	Number (15)	Error Message if INVALID;	Required
	Quantity can be less than or greater than the PO Quantity – No restrictions.		The quantity for line 1 should be a valid number. Line item <#1> requires a positive quantity. Fractions may be expressed in decimal format. 1.0000 and greater are acceptable values. 0.9999 and lower are not acceptable values.	
UOM (Unit of Measure)	The unit of measure of the line item data	String (2)	Error Message if INVALID;	Required

		See table below for exact 2 character string values.	UOM cannot be blank. Please edit or remove line item. The Unit of Measure for Item# '12345' does not match the PO.	
	EXACT MATCH to PO			
ASN Line #	The line number of the ASN line item data	String (10) Examples: 1, 2, so on	Error Message if INVALID; The ASN Line Number is invalid ASN Line Number cannot be blank. Please edit or remove line item	Required

The following units of measure must be used in the Line Item Unit of Measure field:

Code	Unit of Measure
BG	Bag
BK	Bucket
BT	Bottle
BX	Box
CA	Case
CN	Can
DR	Drum
DZ	Dozen
EA	Each
FT	Feet
GA	Gallon
GM	Gram
IN	Inch
JG	Jug

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KI	Kit
LB	Pound
LN	Link Pack
LT	Liter
MB	Mini Bulk
OZ	Ounce
PA	Pail
PK	Package
PL	Pallet
PR	One Pair
PT	Pint
QT	Quart
RL	Roll
TM	Metric Ton
TN	Ton
TT	Tote
TU	Tube

Important Notes:

Please also note the following important notes about Advanced Ship Notice for ServiceMaster:

- ServiceMaster does not limit the number of ASNs each Purchase Order can have.

In an Advanced Ship Notice, suppliers can submit:
1. ASN Number
2. ASN Date
3. Ship Date
4. Carrier Tracking Number
5. Comments
6. Line Level quantity(s)

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Advanced Ship notice Status Matrix

Status	Description
Draft	Supplier created ASN, but not submitted
Submitted	Supplier has submitted ASN

- Supplier Number and associated Supplier details (including Remit-To address) are not included in the electronic ASN, as this information is derived from the Supplier User Profile, for whom is uploading/transmitting the electronic ASN.

- ServiceMaster's Business Unit is derived from the Purchase Order and will be ignored if included in the electronic ASN.

- All data values not captured in the above table, such as Buyer Name and phone/email, Freight Terms, Ship To address, etc. are derived from the Purchase Order and do not need to be included on the electronic ASN.