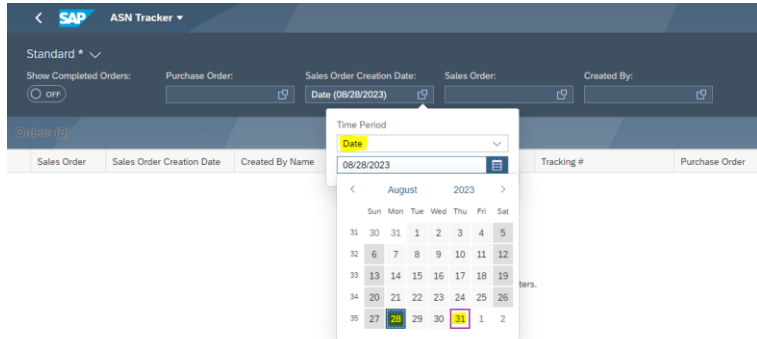# ASN Tracker

Description:

This process is to track special orders going to the DC, to make sure they deliver and ship correctly.

Guidelines:

We must wait 48hours from the time a PO is made, to follow up with the vendors for tracking. In FSA, Delivery tracking = the DC Tracking # & PO tracking = the vendor's tracking # going to the DC. You will need the following systems:

- FSA
- FedEx – logged in
- Vendors excel sheet
- ASN Tracker excel sheet

Process:

STEP	ACTION
Begin by Following up on orders already added to the sheet:	
1	Open the ASN Tracker excel sheet & check column E "Follow-Up Date" to see if there are any orders you need to follow up on today
2	If there are – search the tracking number to check the shipment status and make sure it delivered, or will deliver to the DC on time If there are any delays – update the sheet notes & follow up date accordingly
Adding new orders to the sheet:	
3	Open the ASN Tracker tile in FSA. Under "Sales Order Creation Date" set the time period to "DATE". Then click the calendar icon and select the date from 3 days ago (*accounting for the weekend if it's a Monday*) Click **Go**

4	A list of PO's will populate. *We do NOT need to do any MGP orders, or other accessories, so you can skip over those*
Note:	*To the far left of this list in FSA, there will be orders marked blue & red.* **Blue** *= Special Orders (these will be the orders you need)* **Red** *= Drop Ship Orders (skip these)*
5	Picking up from the last date in the "Orig. order Date" column on the sheet, add any new applicable orders from the FSA list by entering the FSA order # and PO # to the log

Orig. order Date	Order Number	PO Number	Tracking #	Follow-up Date	Notes
7/31/2023	108898	4727310451		8/30/2023	Wheels on back order till 8/30
8/8/2023	110643	4727397154		9/8/2023	Tires on b/o--ETA 9/8
8/10/2023	111087	4727474214	1Z91849X0324641325	8/22/2023	Emailed DC to post goods
8/11/2023	5010018229	4727432729		9/1/2023	B/O 3-4 weeks from 8/11
8/11/2023	5010076067	4727451493		9/1/2023	B/O 3 Weeks from 8/14
8/15/2023	5010043443	4727484618		8/29/2023	B/O 2-4 Weeks from 8/15
8/16/2023	112489	4727484588		9/21/2023	B/O until 9/20
8/20/2023	5010173458	4727538155	1za939220301853862		Emailed DC to assist in getting delivery doc
8/20/2023	5010173497	4727534504	782811697361	8/25/2023	Scheduled to deliver to DC 8/24
8/20/2023	5010291068	4727534556	580119435979	8/25/2023	Scheduled to deliver to DC 8/24
8/21/2023	5010177478	4727539194	619056196420		No ETA yet
8/24/2023	5010418071	4727589319			Vendor said this should be shipping today
8/25/2023	114618	4727602514		9/5/2023	Tires on B/O
8/25/2023	114634	4727602024			Has not left warhouse. Vendor will call AB back
8/25/2023	5010420158	4727626927	783097833561	9/6/2023	Scheduled to deliver to DC 9/5
8/25/2023	5010446089	4727626495	783079329809	9/6/2023	Scheduled to deliver to DC 9/5
8/26/2023	5010420221	4727620624	639176322599	9/1/2023	Scheduled to deliver to DC 8/31
8/26/2023	5010420226	4727622507	704364867900	9/2/2023	Scheduled to deliver to DC 9/1
8/26/2023	5010436175	4727658136		8/31/2023	Orderd 8/30

6	Search each order in the **FSA Manage Orders** tile & go to the **Notes** tab to look for any ordering notes indicating potential backorders or delays If there are – leave a detailed note on the sheet and set the follow up date accordingly
7	For any orders that don't have a tracking number yet – Log into FedEx and go to **Tracking** at the top > **All Tracking Services** > **Track by Reference** Enter the **PO#** in the "*Reference Number*" field, select **United States** for the "*Country*" field, and enter the **DC zip code** that the order is sourced from for the "*Postal Code*" field *GA = 30213* *IL = 60124* *TX = 75241* *CA = 92570*
8	**If tracking is available** for the PO: copy & paste it into column D on the ASN Tracker sheet, leave a note with the ETA-to-DC, and enter our follow up date. *This will be 1 day after the ETA date*

	You will also need to paste the tracking # into the ASN tracker list on FSA
	Click the **Save** icon to the far right
9	**If there is NOT tracking available** yet: call the vendor, provide the PO# and ask them for tracking *OR* send them the following email: ****Be sure to CC DTD_Followup**** Order #113627 PO #4727550955 CD Courtney Deinzer To ○ Russell.Lind@NTW.com; ○ Order_Management_Support Cc ○ DTD_Followup Retention Policy 1 Year Delete Default (1 year) Hello, Can you please provide tracking for this order? Courtney Deinzer Support Agent _____ Discount Tire Direct ☐ PHONE: 602.735.1867 ☐ PHONE: 800.707.8473 ext. 51867 ☐ EMAIL: courtney.deinzer@discounttire.com
Notes:	*Vendor phone # & email addresses can be found in the 'Vendors' excel sheet* *You can check for **Konig** tracking on their website here*

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