



## Emailing the ASN

Emailing an Advanced Shipment Notification, ASN, allows you to let your customers know when a carrier will be at their facility.

Once a Shipment is the Dispatched status and before it moves to In Transit, users will have the ability to set email address recipients as well as any notes. When checking the Send ASN box and “In-Transit” the alert will send to the recipients.

Advanced Shipment Notification (ASN) Save ASN

Email Addresses: (comma separated) testing@ASNrecipient.com

Notes: Please review your ASN

Send ASN

▶▶▶▶ In-Transit

The Notes section of the Shipment will be updated to show the message has been sent to your recipients.