

Advanced Shipping Notification (ASN) Honeywell Managed Freight – Support Guide.

1 Log in to your supplier account and go to your Home Screen.

i Tip! – Confirm with your account administrator you have the needed permission to create Advanced Shipping Notifications (ASN) – Any role allowing invoicing will allow this function.

! Alert! – For expedite shipments, Premium Freight Approval (PFA) is required for Next Day Air Shipments, PO Buyer is responsible to input PFA details into internal Honeywell system, and obtain approval, then to provide the PFA # as permission.

2 Navigate to the Workbench and click on Items to Ship to access a full view of items waiting for shipment.

The screenshot shows the SAP Workbench interface. At the top, there are navigation tabs: 'ment', 'Discovery', 'Workbench' (which is underlined), 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', and 'Paym'. Below the tabs is a dashboard with three main cards: 'Items to confirm' with a large number '1', 'Items to ship' with a large number '2' and an orange circle around it, and 'Orders' with a large number '9'. Each card has a 'Last 31 days' label below it. Below the dashboard, there are filter options: 'Save filter', 'Last 31 days', and 'New'. At the bottom, there are sections for 'Order numbers' and 'Creation date', both with 'Last 31 days' selected. There are also 'Type selection' and 'pe selections' options.

i Tip! - To search for specific items, you can use and edit the different Filters to customize your view.

3

Choose the Parts or Orders you want to Ship, you can select individual or multiple line items.

Show more

Create ship notice

<input type="checkbox"/>	Order No.	Item No.	Description	Need By
<input type="checkbox"/>	Customer: Honeywell - TEST Ship To Address: Honeywell ECC FRE, Freeport, IL, U			
<input type="checkbox"/>	4420016708	10	SPEED NUT	Sep 3, 2024
<input type="checkbox"/>	4420016770	10	SPEED NUT	Sep 3, 2024



Alert! - Ship Notices are limited by Ship-to Location, or by Date. If you're unsure or an Order is not visible, please contact your PO Buyer.

4

When you made your selection, click on the "Create ship notice" button to continue.

Customers:

Order numbers: Partial match Exact match

Creation date:

Show more

Create ship notice

<input type="checkbox"/>	Order No.	Item No.	Description	Need By
<input type="checkbox"/>	Customer: Honeywell - TEST Ship To Address: Honeywell ECC FRE, Freeport, IL, U			
<input checked="" type="checkbox"/>	4420016708	10	SPEED NUT	Sep 3, 2024
<input type="checkbox"/>	4420016770	10	SPEED NUT	Sep 3, 2024

5

The next screen will show you a mandatory form where you need to Include a Packing Slip ID, Shipping Date and Delivery Date and contacts information.

The screenshot shows a SAP shipping form. At the top, it says 'SHIP FROM' followed by 'FIELD FASTENER SUPPLY CO-TEST' and 'Machesney Park, IL United States'. There is an 'Update Address' link. Below this is a 'Ship Notice Header' section. Underneath, there is a 'SHIPPING' section with several fields: 'Packing Slip ID:*' (with an orange circle highlighting the field), 'Invoice No.:', 'Requested Delivery Date: --', 'Ship Notice Type' (a dropdown menu with 'Select' and a downward arrow), 'Shipping Date:*' (with a calendar icon), and 'Delivery Date:*' (with a calendar icon). At the bottom of the form, there is a yellow warning banner that reads: 'The transportation booking process will be determined by two factors: PO Incoterm + Total Shipment Weight'.



Tip! - Packing Slip ID can be any alphanumeric your company uses to reference the Ship Notice.



Note: For the Packing Slip ID, do not include special characters, the ID must include less than 35 characters.



Alert! - If Honeywell is managing the freight via TMC, please activate the check from the next step.

6 Confirm all the contact information is completed and select Honeywell Managed Freight option. ✓

Delivery Date: 24 Jul 2024

- ▲ The transportation booking process will be determined by two factors: PO Incoterm + Total Shipment Weight
- ▲ 1. [EXW, FOB, FCA, FAS] + [Total shipment weight < 150lb / 68kg] = Shipping Label by Honeywell via Ariba ASN, labels available at t
- ▲ 2. [EXW, FOB, FCA, FAS] + [Total shipment weight > 150lb / 68kg] = Shipping Label by Honeywell via TMC Portal, labels to be provid
- ▲ 3. [Any Incoterm NOT - EXW, FOB, FCA, FAS] + [Any shipment weight] = Booked by Supplier Please ensure the Ship From address is
- ▲ Please ensure the Ship From address is accurate before submitting the ASN

Is carrier assignment by Honeywell needed?

Ship From - Contact* nithin.kulkarni@honeywell.com
Email: ⓘ

Ship From - Contact* 8153167121
Phone Number: ⓘ

Ship To - Contact Email:* anaalicia.arrona@honeywell.com
ⓘ

Ship To - Contact Phone* 9158004433
number: ⓘ

Receiver - Contact Email:* anaalicia.arrona@honeywell.com
ⓘ



Alert! – Phone Numbers on the contacts must have at least 10 Numeric characters, try to avoid using “()” or “+” Signs.

7

Scroll to the view to Delivery and transport information and select "Transport Condition" for Delivery Terms.

Name	Size (bytes)	Content Ty
No items		

No file chosen Add Attachment

If all attachments cannot exceed 100MB

FORMATION

Delivery Terms: * Transport Condition v

Delivery Terms Description:

Transport Terms Description:

Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight
v FCA	<input style="width: 50px;" type="text"/>			

8

On the same section also select "Collect" for Shipping Payment Method.

Shipping Payment Method: * Other v

- Account
- Collect
- Prepaid By Seller
- Mixed
- Other

Gross Weight	Unit	Sealing P
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>

9 Move forward to Order Items and verify the quantity to ship.

Shipment Status

Total Item Due Quantity: 99,900.0 EA

Confirmation Status

Total Confirmed Quantity: 0 EA

Total Backordered Quantity: 0 EA

Handling Unit (required)

This line requires Handling Unit

Line	Ship Qty	Country of origin
1	99,900.0	(no value)

Add Ship Notice Line



Add Order Line Item

Manage Serial Numbers ▾

10 Select the Country of Origin.

Total Backordered Quantity: 0 EA

Ship Qty	Country of origin			
10	(no value)	Download PDF	Add Details	Weight

Serial Numbers ▾

11 Type the weight and Unit of Measure – Consider the Gross Weight for this field. (Packaging + Items Weight).

The screenshot shows a SAP form with the following elements:

- A dropdown menu on the left with a downward arrow.
- A button labeled "Download PDF".
- A button labeled "Add Details".
- A text input field labeled "Weight:" with an information icon (i) and an orange circle highlighting it.
- A dropdown menu labeled "Weight UOM:" with an information icon (i) and the text "(no value)".

12 To finish the form and move forward click on "Pack Items".

The screenshot shows the same SAP form as above, but with the following changes:

- The "Weight UOM:" dropdown menu is now set to "Pounds".
- A row of buttons is visible at the bottom: "Download PDF", "Pack Items" (highlighted with an orange circle), "Save", "Exit", and "Next" (a blue button).
- At the bottom right, there are links for "Privacy Statement", "Security Disclosure", and "Terms of Use".



Alert! - You will see a default packaging, if you agree with this you can go to Print the Labels directly.

13 To modify the Packaging click on "Define Instructions".

Save Define Instructions Next

3 In packing 4 Print labels 5 Review ship notice

You can still rearrange handling units within the packing hierarchy. X

Batch ID	ASN Quantity	Packed quantity	Packed percentage
	10 EA	10 of 10	100.00%

Total packed 100.00 %

14 Modify the Handling unit, you can select Boxes or Pallets.

Items to be packed

Handling unit type	Outer packaging material	Inner handling
▼ 14003201-001 SPEED NUT SCC_HU_BOX_IN5	14003201-001 - SCC_HU_BOX_IN5	14003201-001

Contains

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15 Click on the blue rule to modify the Length, Height and Width accordingly.

Outer packaging material	Inner handling unit	Quantity								
UT										
14003201-001 - SCC_HU_BOX_IN Contains		14003201-001 SPEED NUT								
		100								
<table border="1"> <thead> <tr> <th>Length</th> <th>Height</th> <th>Width</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>10</td> <td>10</td> <td>Inches</td> </tr> </tbody> </table>			Length	Height	Width	Unit	10	10	10	Inches
Length	Height	Width	Unit							
10	10	10	Inches							

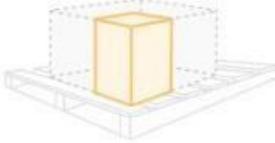
te company. All rights reserved.

16 Type the Quantity per Handling Unit. (How many pieces are in a Box / Pallet).

Inner handling unit	Quantity	Gross weight	Net weight	Unit								
14003201-001 - SCC_HU_BOX_IN Contains	14003201-001 SPEED NUT											
	100	EA	40	30								
				Pounds								
<table border="1"> <thead> <tr> <th>Length</th> <th>Height</th> <th>Width</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>10</td> <td>10</td> <td>Inches</td> </tr> </tbody> </table>					Length	Height	Width	Unit	10	10	10	Inches
Length	Height	Width	Unit									
10	10	10	Inches									

Privacy Statement

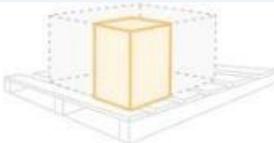
17 Type the Gross Weight.



Outer handling unit	Quantity	Gross weight	Net weight	Unit	
14003201-001 SPEED NUT	<input type="text" value="100"/>	EA <input type="text" value="40"/>	<input type="text" value="30"/>	Pounds	<input type="text" value="+"/>

[Privacy Statement](#) [Security Disclosure](#) [Terms](#)

18 Type the Net Weight.



Outer handling unit	Quantity	Gross weight	Net weight	Unit	
14003201-001 SPEED NUT	<input type="text" value="100"/>	EA <input type="text" value="40"/>	<input type="text" value="30"/>	Pounds	<input type="text" value="+"/>

[Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)



Alert! – Gross weight always must be bigger than Net Weight. Please confirm this fields are correct before going forward.

19 Click on "Next" and move forward.

3 Form packing 4 Print labels 5 Review ship notice

Description	Batch ID	ASN Quantity
PEED NUT		10 EA

20 You can print the labels from this screen; however you will be able to download them on the next screen.

Batch ID	ASN Quantity	Packed quantity	Packed percentage
	10 EA	10 of 10	100.00%

Print all labels

Part no. and description	Packed quantity	Package document No.
14003201-001 SPEED NUT	10 EA	<input type="text"/>

21 To finish the pack item section, please click "Next".

The screenshot shows a SAP interface with a top navigation bar containing 'Save', 'Exit', and 'Next' buttons. The 'Next' button is highlighted with an orange circle. Below the buttons is a progress bar with three steps: '3 n packing', '4 Print Labels', and '5 Review ship notice'. A green bar with a close button is visible below the progress bar. At the bottom, a table shows packing progress:

Batch ID	ASN Quantity	Packed quantity	Packed percentage
	10 EA	10 of 10	100.00%

Total packed 100.00 %

22 On the new screen you will be able to "Download PDF" Labels.

The screenshot shows a SAP interface with a top navigation bar containing 'Previous', 'Download PDF', 'Print Labels', 'Save', and 'Submit' buttons. The 'Download PDF' button is highlighted with an orange circle. Below the buttons is a section for delivery information:

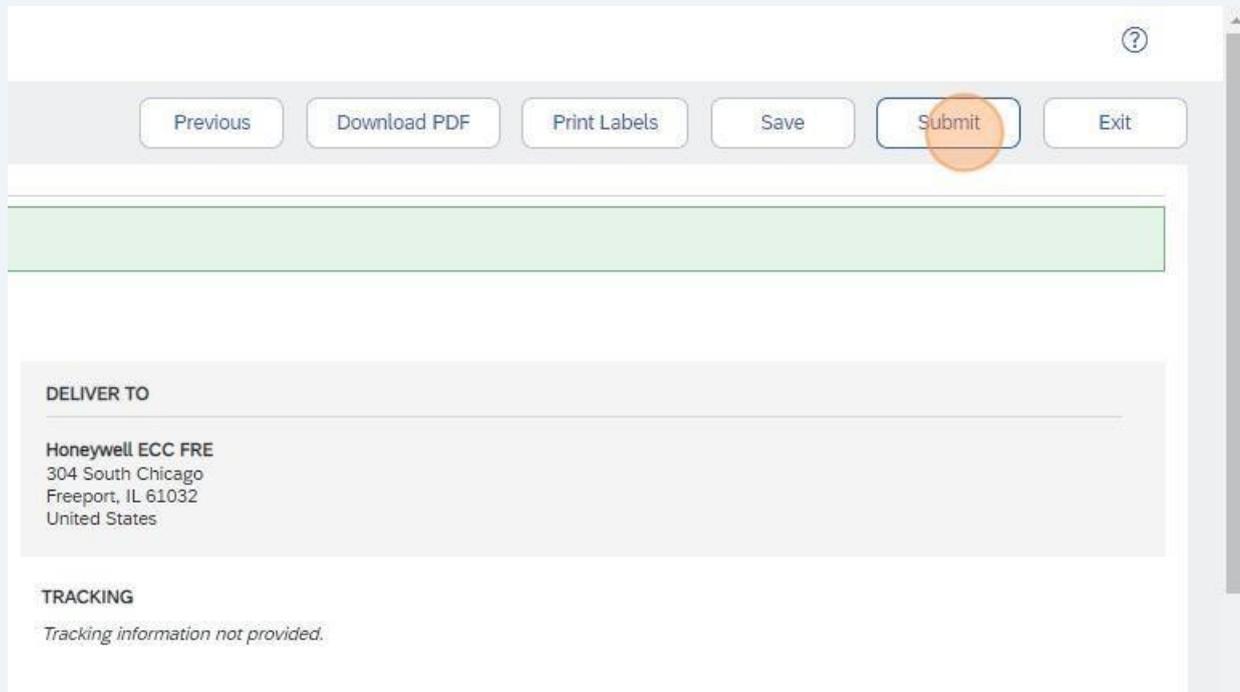
DELIVER TO

Honeywell ECC FRE
304 South Chicago
Freeport, IL 61032
United States

TRACKING

Tracking information not provided.

23 To finish the Advanced Shipping Notification (ASN) click on "Submit".



Previous Download PDF Print Labels Save **Submit** Exit

DELIVER TO

Honeywell ECC FRE
304 South Chicago
Freeport, IL 61032
United States

TRACKING

Tracking information not provided.

i Tip! - For any assistance, please reach out to SCCPortalHelp@Honeywell.com