



ADVANCE SHIPPING NOTIFICATION (ASN)

QUICK REFERENCE GUIDE

ADVANCED SHIPPING NOTIFICATION

CREATE ASN – INDIVIDUAL PO

There are 3 possible ways to start creating an individual shipping notice.

From the **Workbench**:

1. Click on **Items to Ship** tile.
2. Identify the right items using **filters**.
3. Select and click **Create ship notice**.

OR

4. From **Orders > Orders and Releases** tab:
5. Identify the right document using **search filters**.
6. Click **Actions > Ship Notice** or **Create Ship Notice** button.

OR

7. You can also create ASN from the PO screen. Click **Create Ship Notice**.

Note:

- If **Create Ship Notice** button is not available for selection, please contact your PO buyer to modify Confirmation Control Key (CCK) in SAP.

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench' (highlighted with a red circle 1), 'Planning', 'Orders', and 'Fulfillment'. Below this, the 'Workbench' section shows three tiles: 'Items to ship' (40), 'New orders' (79), and 'Items to confirm' (49). A red circle 2 highlights the 'Items to ship' tile. Below the tiles, the 'Items to ship (40)' section is visible, with a red circle 3 highlighting the 'Create ship notice' button. To the right, the 'Orders (44)' section is shown, with a red circle 4 highlighting the 'Orders and Releases' tab. Below this, the 'Customers' section is visible, with a red circle 5 highlighting the 'Edit filter' button. The 'Order numbers' section shows 'Partial match' selected. A red circle 6 highlights the 'Actions' column in the table. The table has columns: 'Order No.', 'Item No.', 'Supplier Part No.', and 'Description'. The first two rows are expanded, showing details for 'Customer: Honeywell - TEST' and 'Ship To Address: Honeywell Products & Solutions Sarl, Eas'. The third row is selected, showing '4400316588', '10', 'Not Available', and 'VLC-505 (VN) EXn Zo'. The fourth row shows '4400316589', '10', 'Not Available', and 'VLC-505 (VN) EXn Zo'. Below the table, the 'Purchase Order: 4420019702' is displayed. At the bottom, a red circle 7 highlights the 'Create Ship Notice' button in the 'Create Order Confirmation' dropdown menu.

Purchase Order: 4420019702

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼ Create Quality Notification

ADVANCED SHIPPING NOTIFICATION

CREATE ASN – MULTIPLE PO

In case multiple lines of POs are to be shipped and delivered to the same address on the same estimated delivery day, you should use **Items to Ship** tile in your Workbench. It summarizes all line items across different POs and gives you the possibility to notify multiple lines to be shipped and delivered at once.

1. Click Items to ship tile in the Workbench.
2. Use filters to identify the right items.
3. Select and click Create ship notice.

OR you can use **Orders > Orders and Releases** for one-step action.

4. Click Items to ship.
5. Identify the right items using Search filters.
6. Select them and click Create Ship notice.

Note:

- You can select up to 1000 lines in a single shipping notice.
- You can choose lines with different “Need-by” dates for the same shipping notice.
- All PO line items on the ASN must have the **same Delivery Incoterm**.
- Orders tab will be replaced with the new Workbench concept soon.

The screenshot shows the Honeywell Workbench interface. At the top, there is a tile labeled '7 Items to ship Last 31 days'. Below this, there is a section titled 'Items to ship (55)' with filters for 'Next 90 days', 'Last 31 days', 'Exclude fully shipped, +1', 'Exclude fully received', and 'Exclude'. A 'Create ship notice' button is visible. Below the filters, there is a table with columns: Order No., Item No., Supplier Part No., and Description. The table contains two rows of data, both of which are selected with checkboxes.

Below the table, there is a section titled 'Orders and Releases' with tabs for 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. The 'Items to Ship' tab is active. Below the tabs, there is a 'Search Filters' section. To the right of the 'Search Filters' section, there is a 'Create Ship Notice' button.

Below the 'Search Filters' section, there is a table titled 'Items to Ship (180)'. The table has columns: Need By, Part No., Customer Part No., Description, Revision Level, Order Number, Item, and Schedule Line No. The table contains two rows of data, both of which are selected with checkboxes.

ADVANCED SHIPPING NOTIFICATION

CREATE ASN – HEADER LEVEL INFORMATION

Fill out the requested information on the Shipping PO form.

1. Do not edit the “Ship From” address at the top. Do not modify the “Deliver To” address at the top.
2. Complete fields in the Ship Notice Header.
3. Provide the Packing Slip ID, can be any alphanumeric your company uses to reference Ship Notice.
4. Provide the Shipping Date. The date must precede the Delivery Date.
5. Provide Delivery Date. The date must be later than the Shipping Date. In case of small parcel shipment, a 10-day tolerance applies.
6. Review the informational banner to determine the shipping process.
7. If the shipment is managed by Honeywell, please check the box and leave the Carrier Name field blank.
8. If the shipment is managed by your company, please uncheck the box (step 7) and provide the Carrier Name, tracking, BOL information.
9. Ship from fields should be supplier information.
10. Ship to fields should be PO buyer information; PO buyer email can be found in PO.
11. Informational tooltip fields are indicated with ⓘ. Click on these icons to review additional field information.

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

SHIP FROM

Test supplier

China
Shanghai Shi , Shanghai

Update Address

DELIVER TO

Honeywell ACS (China) Co., Ltd.

China
Anhui Sheng , Tianjin

SHIPPING

3 Packing Slip ID: *

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: Select

4 Shipping Date: *

5 Delivery Date: *

8 TRACKING

Do not enter data for Honeywell managed shipments:

Carrier Name: FedEx

Tracking No.: *

Bill of Lading No.:

Tracking Date:

Shipping Method: Select

Service Level:

6

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 the end of the ASN creation

2. [EXW, FOB, FCA, FAS] + [Total shipment weight > 150lb / 68kg] = Shipping Label by Honeywell via TMC Portal, labels to be provided via e-mail by TMC a few days later

3. [Any Incoterm NOT - EXW, FOB, FCA, FAS] + [Any shipment weight] = Booked by Supplier Please ensure the Ship From address is an accurate before submitting the ASN

7 Please ensure the Ship From address is accurate before submitting the ASN

Is carrier assignment by Honeywell needed? ☒ ?

9 Ship From - Contact * shipping@supplier.com ⓘ

Ship From - Contact * 1391609242 ⓘ

Ship From - Contact Phone Number: ⓘ

10 Ship To - Contact Email: * receiver@destination.com ⓘ

Ship To - Contact Phone * 8621123456 ⓘ

Receiver - Contact Email: * buyer@honeywell.com ⓘ

Receiver Phone Number: * 8612345678 ⓘ

ADVANCED SHIPPING NOTIFICATION

CREATE ASN – HEADER LEVEL INFORMATION - CONTINUED

Fill out the requested information on the Shipping PO form.

- 12. Export reason code is defaulted to “Permanent”. Do not modify unless clear instruction has been received.
- 13. AES applies to US-originating exports over \$2,500 value.
- 14. Shipping information is pre-populated from the Purchase Order data. Please update to reflect the actual Ship From location. All fields are required.
- 15. Ship From Country must follow a 2-digit ISO code format.
- 16. Delivery Terms default to “Transport Condition”. This should not be changed. Applicable delivery terms are listed under Transport Terms.
- 17. Shipping Payment Method. **For Supplier Managed freight process select the appropriate value. For Honeywell Managed freight always select “Collect”.**
- 18. Transport Terms incoterm is pre-populated from the PO. Do not modify this. This incoterm will drive the freight process selection.

Note:

Informational tooltip fields are indicated with a lowercase “i”. Click on these icons to review additional field information.

12 Export reason code: ⓘ Permanent ▼
AES Required (only for US Export process) ⓘ ?
AES Transaction Code (only for US Export process): ⓘ
Is Dutiable ⓘ ?
14 Ship From - Name: ⓘ * Test Supplier
Ship From - Street: ⓘ * 1234 Street
Ship From - City: ⓘ * Test City
Ship From - State: ⓘ * State
Ship From - Postal Code: ⓘ * 12345
15 Ship From - Country: ⓘ * US
Hazard Type: Select
Is Divisible: ⓘ ?

ATTACHMENTS

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 100MB

▼ DELIVERY INFORMATION

16 Delivery Terms: * Transport Condition ▼
Delivery Terms Description:
Transport Terms Description:

17 Shipping Payment Method: * Collect ▼

18

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Other ▼	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
EXW							

Add Transport Term

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CREATE ASN – ORDER ITEMS LINE LEVEL – MANDATORY FIELDS

Scroll down to view line-item information and complete fields as required.

- 1. **Ship qty.** Verify the quantity to ship
- 2. **Country of Origin** will be required for every line item.
- 3. **Weight and weight UOM.** Type the weight and Unit of Measure – Consider the Gross Weight for this field. (Packaging + Items Weight).
- 4. Click on ‘Add ship notice line’ if more line items per same PO are going to be shipped.

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

Notes:

- **Quality Certificates** will be required if this field is visible.
- Batch Managed material will require that the following fields are populated: **Supplier Batch ID, Production Date, Expiry Date.**
- **Serial Numbers** will be required if this field is visible.

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
4420019703	10		NOM-7A-E	50,000	EA	24 Jan 2025 CST 24 Jan 2025 Buyer time		RMB2,167,312.00 CNY	RMB108,365.60 CNY	RMB14,087.53 CNY	4879
Description: 蝶阀执行器											
Shipment Status Total Item Due Quantity: 50 EA											
Confirmation Status Total Confirmed Quantity: 50 EA Total Backordered Quantity: 0 EA											
Handling Unit (required) ⚠ This line requires Handling Unit											

Line

1

1

50,000

Country of origin

(no value)

Download PDF

Add Details

Weight: ⓘ

Weight UOM: ⓘ

(no value)

Add Ship Notice Line

ADVANCED SHIPPING NOTIFICATION

CREATE ASN - PACK ITEMS

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

1. Click on **Pack Items** from the Actions menu.
2. Review Status Bar for required steps and Summary for included line items to be packed.
3. Select Handling Unit Type (i.e., Box, Pallet) and units of measure for Packing Instructions (IN or CM)
4. Click on the blue rule to modify Length, Height and Width package.
5. Type Quantity per Handling Unit. (How many pieces are in a Box / Pallet).
6. Enter **Handling Unit** weights and dimensions for **Items to be Packed**. Click Next when done.
7. Unit of Measure must be consistent with what was entered on the Order Line-Item details.
8. To finish the pack item section, please click "Next" and go to 'Confirm packing' summary.
9. You can print the labels from this screen however; you will be able to download them on the next screen in 'Download PDF'.
10. Submit ASN.

Note:

- Handling unit dimensions must be entered consistently in either Metric or Imperial formats; do not mix or the submittal will fail.
PALLET/BOX_CM – for Kilogram
PALLET/BOX_IN – for Pound
- **Cover Label** – attached outside of the shipping container.
- **Item Label** – Include this label as a packing slip.

The screenshot shows the 'Create Ship Notice' interface in SAP Business Network. The top navigation bar includes 'SAP Business Network', 'Enterprise Account', and a 'TEST MODE' button. The main header has buttons for 'Download PDF', 'Pack Items' (highlighted with a red box and callout 1), 'Save', 'Exit', and 'Next'. Below the header, a progress bar shows five steps: 'Create ship notice' (1), 'Define instructions' (2), 'Confirm packing' (3), 'Print labels' (4), and 'Review ship notice' (5). A message box states: 'We don't have instructions for packing one or more of your ship notice items. Please choose or enter packaging instructions.' The 'Summary' section shows 'Number of items: 1' and a table with columns: 'ASN item no.', 'PO no.', 'Part no. and description', 'Batch ID', and 'ASN Quantity'. The table contains one row: '60.1', '4400317409', 'VLC-305 LaserCOMPACT - VN CYMER', and '10 E'. Below the summary, a table lists 'Items to be packed' with columns: 'Handling unit type', 'Outer packaging material', 'Inner handling unit', 'Quantity', 'Gross weight', 'Net weight', and 'Unit'. The table has one row: 'VLC-305 LaserCOMPACT - VN CYMER', 'VLC-305 - SCC_HU_BOX_CM', 'Contains', 'VLC-305 LaserCOMPACT - VN CYMER', '100', 'EA', '40', '30', and 'KILOGRAM'. A red box highlights the 'Handling unit type' dropdown menu (callout 3) which shows options: 'HON1 SCC_HU_BOX_CM', 'HON2 SCC_HU_BOX_IN', and 'HON3 SCC_HU_BOX_CM'. A red box highlights the 'Contains' button (callout 4). A red box highlights the 'Quantity' field (callout 5) which contains '100'. A red box highlights the 'Gross weight' field (callout 6) which contains '40'. A red box highlights the 'Net weight' field (callout 7) which contains '30'. A red box highlights the 'Unit' field (callout 8) which contains 'KILOGRAM'. A red box highlights the 'Weight UOM' dropdown menu (callout 9) which shows options: 'Kilograms', '(no value)', 'Kilograms', and 'Pounds'. At the bottom, a 'Total packed 100.00%' bar is shown. Below it, a 'Packed percentage' bar shows '100.00%'. A 3D box icon is shown with a red box and callout 9. At the bottom right, a 'Manage' button and a 'Print all labels' button (highlighted with a red box) are visible.

ADVANCED SHIPPING NOTIFICATION

HONEYWELL MANAGED FREIGHT – PARCEL SHIPMENT – SHIPPING LABEL

Once you submit your initial ASN, Honeywell TMC will respond with an ASN, depending on your shipment weight please refer following instructions:

- Use Case: **For Honeywell Managed Freight Parcel Shipments with total weight <150 lbs.**

1. You will find this ASN as part of the **Related Documents** associated with the PO
2. The naming format will be your original unique packlist ID with the suffix –xxxxxxxxxLabel
3. Click on the **Attachment(s)** link at the bottom of the page.
4. View, print and attach the PDF shipping label provided by Honeywell on the package.

- Use Case: **For Honeywell Managed Freight Parcel Shipments with total weight >150 lbs.**

1A. Honeywell Managed Freight more than 150 lbs will be require LTL, FTL, Ocean or Air booking. Shipment booking will be received by email from TMC. Time to process will depend on correspondence with TMC and which mode of transport is required. If you don't receive email from TMC, please send an email to SCCportalhelp@honeywell.com

Note:

- It is mandatory to complete the Pack Items step to generate the shipping label.

1

Purchase Order
(Shipped)
4412109439
Amount: 2,400.00 EUR
Version: 1

Track Order

Routing Status: Acknowledged
External Document Type: Standard PO (ZNB)
Related Documents: PS1-000000465Label PS1

2

Ship Notice: PS1-000000465Label

Print Export cXML

Detail Transport Details History

3

Attachment(s):

Name

attachment1.PDF

Print Export cXML

4

EXPRESS DOMESTIC DOM **DHL**

From supplier Address
SUPPLIER NAME
123456, STREET
10000 CITY, STATE, COUNTRY

Origin: AUS

To Supplier Address
SUPPLIER NAME
123456, STREET
10000 CITY, STATE, COUNTRY
10100 AUSTIN TEXAS
UNITED STATES OF AMERICA

US-AUS-AUS

Ref No: 26MPMIMP_1
Content: LaserCOMFACT-VIN CYMER

PostNet Weight 7.0/28.0 kg 1/4

DO NOT PRINT - SAMPLE ONLY

Ref Code:

ADVANCED SHIPPING NOTIFICATION

CANCEL SUBMITTED ASN

- 1. Once you have found your ASN, click on the **Cancel** link.
- 2. Click **Yes**.
- 3. The Ship Notice will now reflect the following statuses:
 - 1. Routing Status – Obsoleted
 - 2. Ship Notice Status – Canceled

Ship Notice: TestPackListID12356

1

Cancel

Print

Export cXML

Download PDF ▾

Detail

Transport Details

Packed Items

History

Done

Cancel Ship Notice?

Are you sure you want to cancel this ship notice?

2

Yes

No

Done

Previous

Ship Notices (1)								⌵	
Packing Slip ID	Customer	Order #	Date	Completion Status	Receipt Status	3	Routing Status	Ship Notice Status	
TestPackListID12356	Honeywell - TEST	4412103972	9 Nov 2022 2:32:32 PM				Obsoleted	Canceled	

ADVANCED SHIPPING NOTIFICATION

COMMON ERRORS

Error type	Errors	How to solve
Weight	The Unit Net Weight and Gross weight is the same. The Unit Net Weight is greater than Gross weight.	Gross weight should be greater than Unit Net Weight to avoid above ASN failure. Gross weight is the total weight of a product including packaging and containers. Net weight is just the weight of the product itself, without any packaging.
Weight	Gross weight provided does not match the value from the initial screen of ASN creation this is causing the ASN to fail.	Provide same gross weight in all screens.
Weight	The Unit Net Weight and Gross weight are not mentioned.	Weight should be added in ASN so it can be processed correctly.
Shipping information	Fields missed by supplier (shipping information)	Additional information fields are only visible for users with full access, please check and grant full access to users creating ASN so they can fill this information and ASN can be correctly processed.
Incoterms	ASN created with transport terms(INCOTERMS) in wrong format Ex Works, it should be 3 characters of alphabetic like FOB(free on board) and EXW (Ex Works)	Incoterm in correct form example: Ex works = EXW. Free on board = FOB
Country	Country of origin is missing in additional information	Include country of origin in shipping information and order items.
Phone number	The Ship-To number provided is not a valid 10-character alphanumeric value.	ShipTo PhoneNumber must be at least 10 alphanumeric characters
Country	The "Ship From" location is different from the "Country of Origin".	Country of Origin should be same as the Ship from Country.
Length/Dimmensions	ASN created with length 1,230.0 Centimeters, Length request field must be greater than 0 and less than or equal to 999.99.	Length valid from 0 and less than or equal to 999.99.