ADVANCE SHIPPING NOTIFICATION (ASN)
QUICK REFERENCE GUIDE

Honeywell

SAP

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.
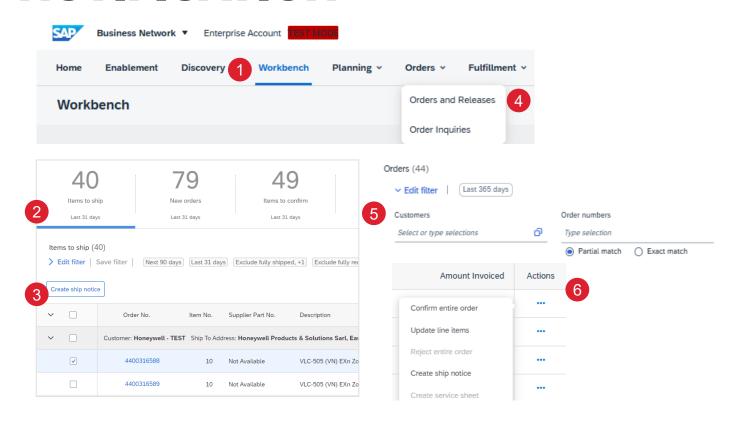2. Identify the right items using **filters**.
3. Select and click **Create ship notice**.

   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.
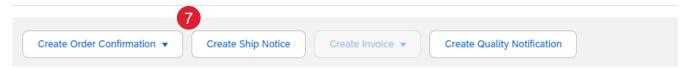
   OR

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.

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.
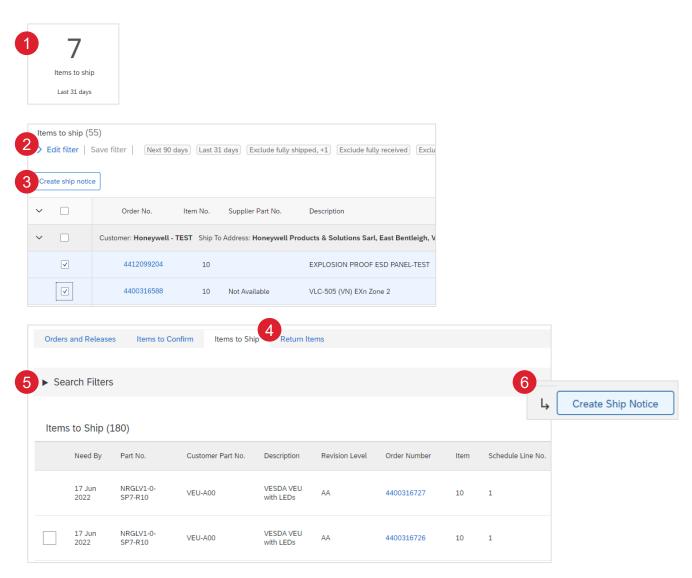
1. Click Items to ship tile in the Workbench.

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.

1

7

Items to ship

Last 31 days

Items to ship (55)

2 → Edit filter | Save filter | Next 90 days | Last 31 days | Exclude fully shipped, +1 | Exclude fully received | Exclu

3 Create ship notice

⌄	☐	Order No.	Item No.	Supplier Part No.	Description
⌄	☐	Customer: **Honeywell - TEST** Ship To Address: **Honeywell Products & Solutions Sarl, East Bentleigh, V**			
	☑	4412099204	10		EXPLOSION PROOF ESD PANEL-TEST
	☑	4400316588	10	Not Available	VLC-505 (VN) EXn Zone 2

Orders and Releases	Items to Confirm	**4** Items to Ship	Return Items

5 ▶ Search Filters   **6**   ↳ Create Ship Notice

Items to Ship (180)

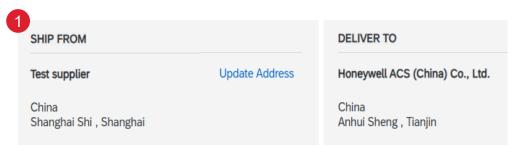|	Need By	Part No.	Customer Part No.	Description	Revision Level	Order Number	Item	Schedule Line No.
	17 Jun 2022	NRGLV1-0-SP7-R10	VEU-A00	VESDA VEU with LEDs	AA	4400316727	10	1
☐	17 Jun 2022	NRGLV1-0-SP7-R10	VEU-A00	VESDA VEU with LEDs	AA	4400316726	10	1

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   Update Address

China
Shanghai Shi , Shanghai

DELIVER TO

Honeywell ACS (China) Co., Ltd.

China
Anhui Sheng , Tianjin

SHIPPING

Packing Slip ID:*
Invoice No.:
Requested Delivery Date: --
Ship Notice Type   Select
Shipping Date: *
Delivery Date: *

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:

⚠ 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

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

Is carrier assignment by Honeywell needed? ✓   ?

Ship From - Contact* Email: ⓘ   shipping@supplier.com

Ship From - Contact* Phone Number: ⓘ   1391609242

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

Ship To - Contact Phone* number: ⓘ   8621123456

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

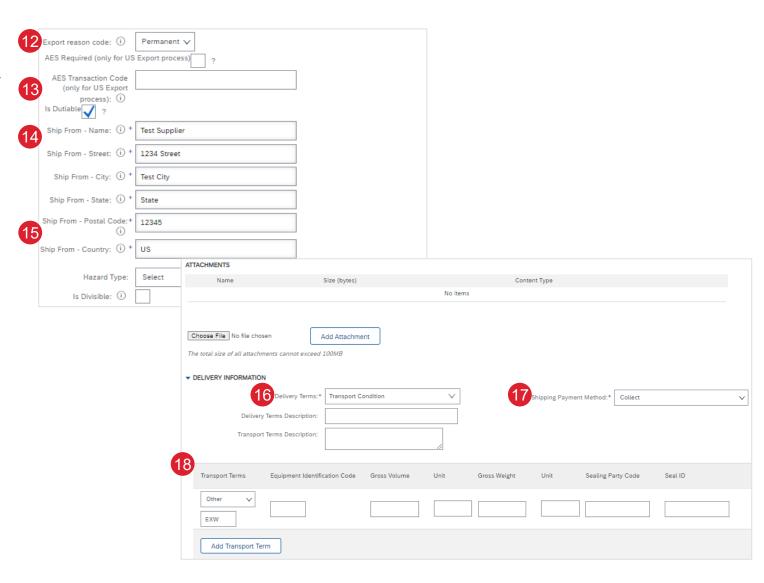Receiver Phone Number:*   8612345678

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 "ⓘ". Click on these icons to review additional field information.

ADVANCED SHIPPING NOTIFICATION
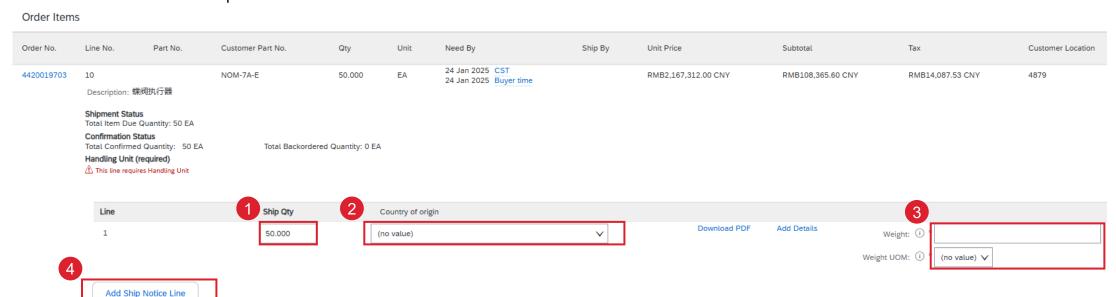## CREATE ASN – ORDER ITEMS LINE LEVEL – MANDATORY FIELDS

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	Ship Qty	Country of origin			
1	50.000	(no value)	Download PDF Add Details	Weight:	

Weight UOM: (no value)

Add Ship Notice Line

ADVANCED SHIPPING NOTIFICATION

CREATE ASN - PACK ITEMS

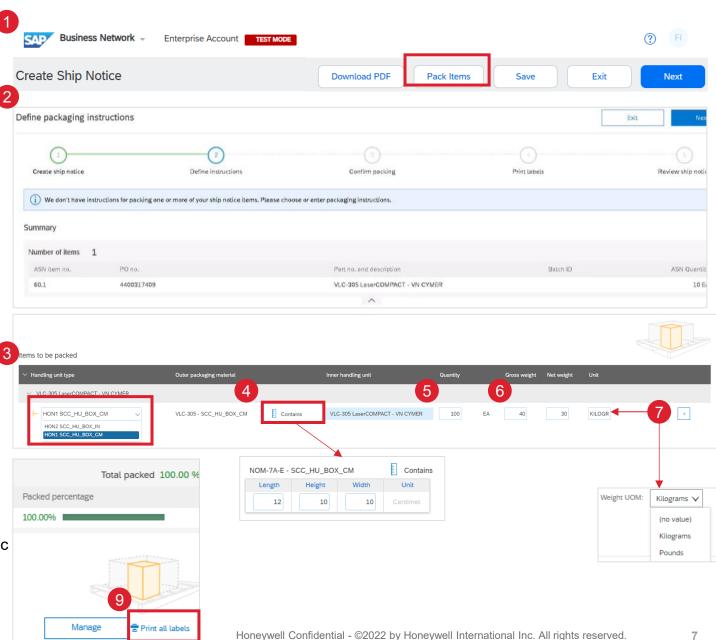**Alert!** You will see a default packaging, if you agree with this you can go to Print the Labels directly.

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.

ADVANCED SHIPPING NOTIFICATION
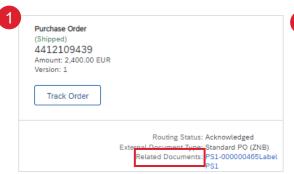## HONEYWELL MANAGED FREIGHT – PARCEL SHIPMENT – SHIPPING LABEL

Once you submit your initial ASN, Honeywell TMC will respond with an ASN, depending on your shipment weight please refer following instructions:
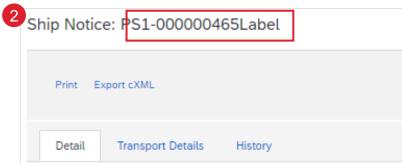
- Use Case: **For Honeywell Managed Freight Parcel Shipments with total weight <150 lbs.**

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.

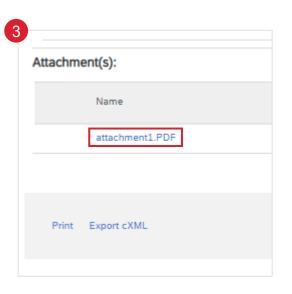- Use Case: **For Honeywell Managed Freight Parcel Shipments with total weight >150 lbs.**

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:
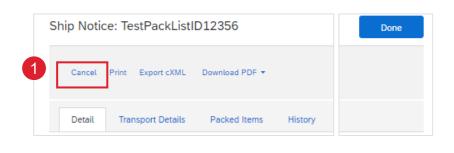- It is mandatory to complete the Pack Items step to generate the shipping label.
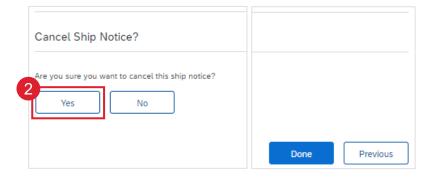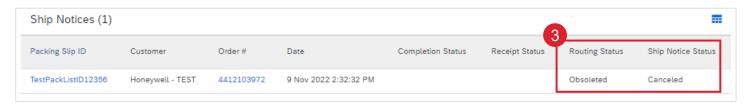
ADVANCED SHIPPING NOTIFICATION
CANCEL SUBMITTED ASN

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

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.