ADVANCE SHIPPING NOTIFICATION (ASN)

SUPPLIER TRAINING GUIDE

Honeywell

SAP

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INTRODUCTION

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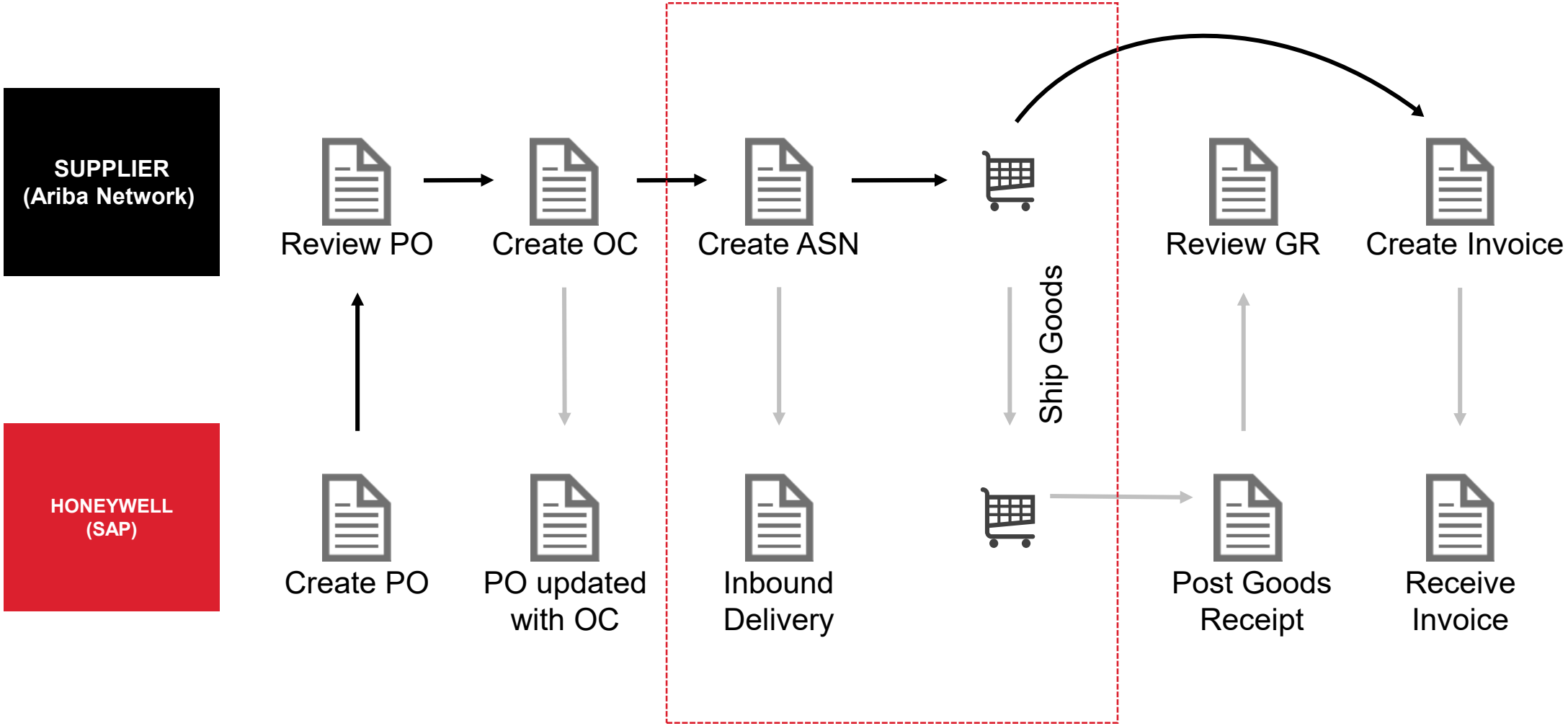
ORDER COLLABORATION

ARIBA NETWORK GENERAL PROCESS FLOW



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ADVANCED SHIPPING NOTIFICATION
INTRODUCTION

An **Advanced Shipping Notification (ASN)** is a document from a Supplier to a Buyer that provides details of an imminent shipment. It consists of a document header and items. It can also contain packing information. The header contains data that is valid for all items and packages.

ASN is also the path to obtaining the necessary shipping labels for your order.

Ariba Network provides multiple options to maintain ASN:

1. **Individual PO management.**
   With a low volume of POs, you may simply go to the PO and click the *Create shipping notice* button that will allow you to fill individual shipment notification per PO.

2. **Multiple PO's management.**
   In case of multiple lines of POs to be shipped, you should use the tab **Items to Ship** for a one-step action.

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ADVANCED SHIPPING NOTIFICATION

PROCESS TYPES - GENERAL CONSIDERATIONS

Supplier Managed Freight Process

Supplier books carrier based on PO terms and conditions and submits ASN with the details to Honeywell.

This process is determined by the Incoterms from your Purchase Order.

The following Incoterms are applicable for Supplier managed freight:

CPT	DDP
CIP	CFR
DAP	CIF

Honeywell Managed Freight Process

Honeywell books the carrier using an approved freight partner. Supplier submits ASN to notify of shipment readiness.

This process is determined by the Incoterms from your Purchase Order.

The following Incoterms are applicable for Honeywell managed freight:

EXW	FOB
FCA	FAS

Note: Please contact the Buyer in case of the wrong Incoterm included on the PO, or else the incorrect ASN process will be selected.

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ADVANCED SHIPPING NOTIFICATION

HONEYWELL MANAGED FREIGHT PROCESS - GENERAL

Honeywell Managed Freight will follow one of two sub-processes which is determined by the total weight of your shipment.

The information populated on the ASN will connect with Honeywell's transportation management system and shipping instructions will be provided according to current Honeywell Logistics agreements.

The following Incoterms are applicable for all Honeywell Managed Freight:

EXW	FOB
FCA	FAS

Parcel Shipment Process

- Total shipment weight **less than 150lbs / 68kg**
- Pack Items information is required
- Honeywell will provide a Return ASN Ariba Network containing a courier shipping label

TMC Booking Process

- Total shipment weight **more than 150lbs / 68kg**
- Pack Items information is required
- Honeywell will process the original ASN and create freight booking available through email notification and Honeywell TMC portal.

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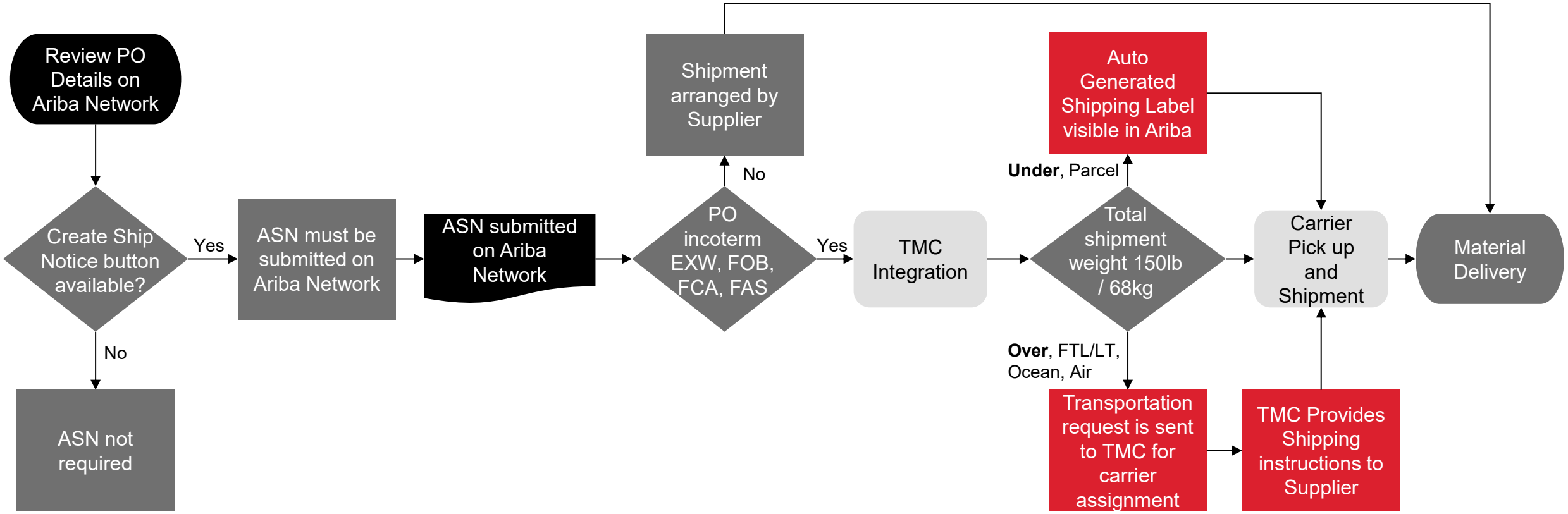
ADVANCED SHIPPING NOTIFICATION

GENERAL PROCESS FLOW



The transportation booking process will be determined by two factors: **PO Incoterm + Total Shipment Weight**

Incoterm	Weight	Shipping Label
EXW, FOB, FCA or FAS	Less than 150lb or 68kg	**by Honeywell via Ariba ASN**, labels available at the end of the ASN creation
EXW, FOB, FCA or FAS	More than 150lb or 68kg	**by Honeywell via TMC Portal,** shipping instructions to be provided via e-mail by TMC a few days later
Any (except EXW, FOB, FCA or FAS)	Any	**Booked by Supplier**

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INDVIDUAL PO ASN

1. HOW TO CREATE MULTIPLE PO ASN IF I ONLY USE BOXES TO SHIP
2. HOW TO CREATE MULTIPLE PO ASN IF I ONLY USE PALLETS TO SHIP
3. HOW TO CREATE MULTIPLE PO ASN IF I USE BOXES AND PALLETS TO SHIP

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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

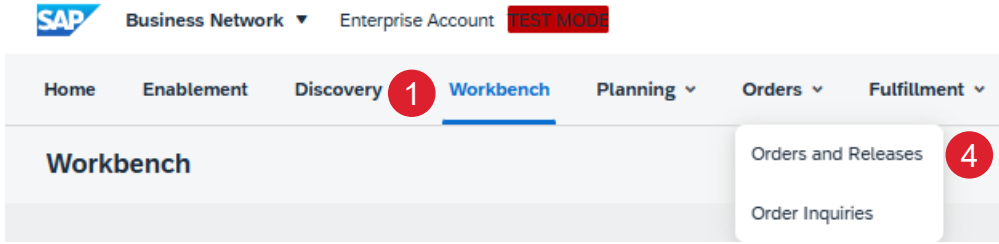
4. From **Orders** > **Orders and Releases** tab:
5. Identify the right document using **search filters**.
6. Click **Actions** > **Ship Notice** or **Create Ship Notice** button.

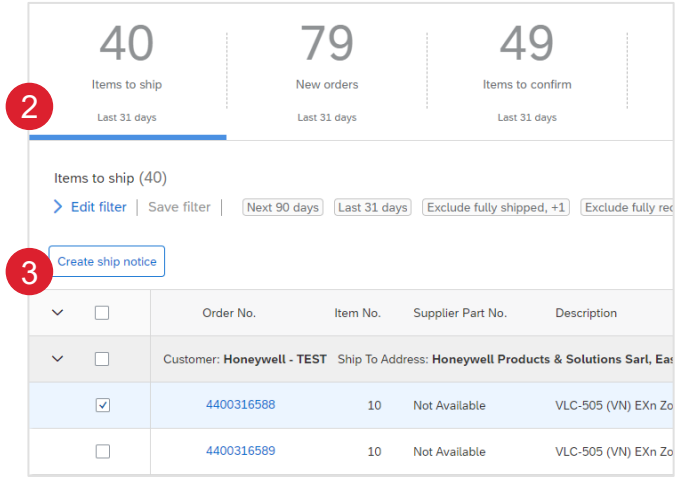
OR

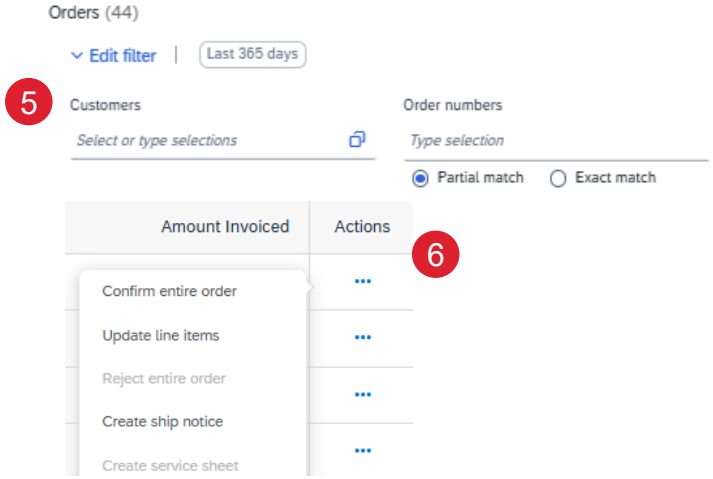
7. You can also create ASN from the PO screen. Click Create Ship Notice.

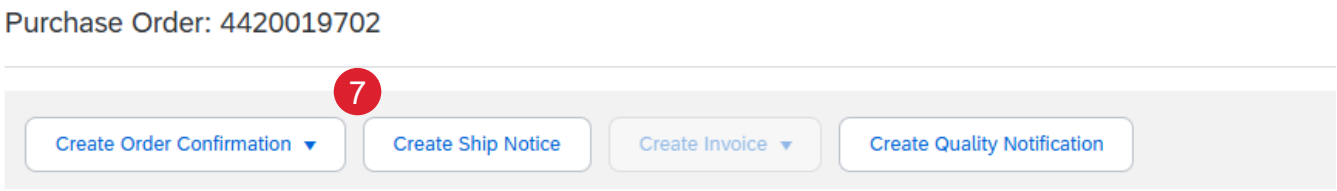
Note:

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









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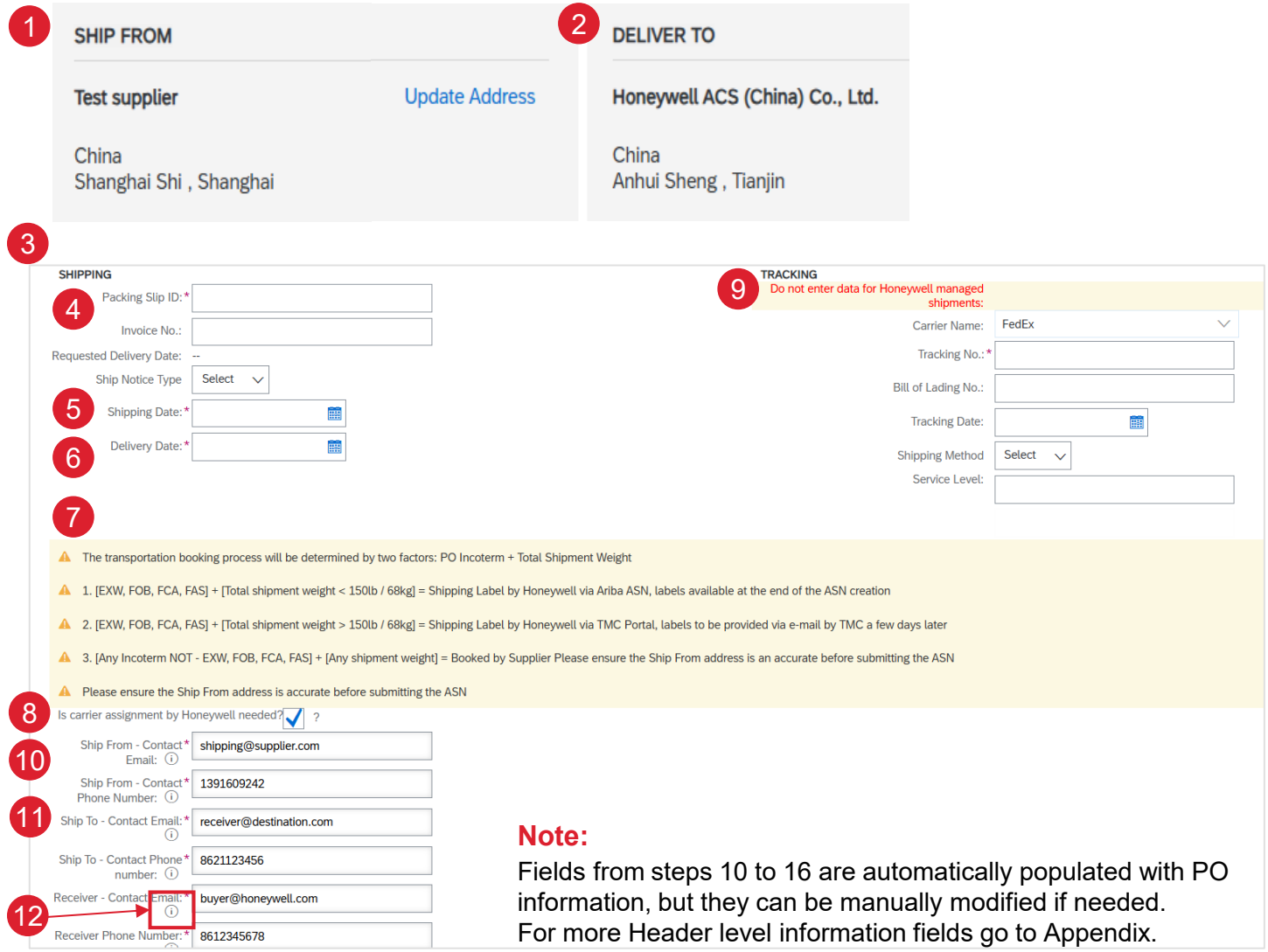
ADVANCED SHIPPING NOTIFICATION

CREATE ASN – HEADER LEVEL INFORMATION

Fill out the requested information on the Shipping PO form.

1. By default, this is your company address in your Ariba Network account. If you need to change ship from information make sure address is matching in all fields. Step 1, 10, 15 & 16.
2. Do not modify the “Deliver To” address at the top. If delivery address is different, inform PO buyer to modify it in PO.
3. Complete fields in the Ship Notice Header. Full field name details are on the next page.
4. Provide the Packing Slip ID. This must be a unique number.
5. Shipping Date must precede the Delivery Date.
6. Delivery Date must be later than the Shipping Date. In case of small parcel shipment, a 10-day tolerance applies.
7. Review the informational banner to determine the shipping process.
8. **If the shipment is managed by Honeywell, please check the box and leave the Carrier Name field blank.**
9. **If the shipment is managed by your company, please uncheck the box and provide the Carrier Name, tracking, BOL information.**
10. Ship from fields should be supplier information.
11. Ship to fields should be PO buyer information; PO buyer email can be found in PO.
12. 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.



Note:
Fields from steps 10 to 16 are automatically populated with PO information, but they can be manually modified if needed.
For more Header level information fields go to Appendix.

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ADVANCED SHIPPING NOTIFICATION

CREATE ASN – HEADER LEVEL INFORMATION - CONTINUED

Fill out the requested information on the Shipping PO form.

13. Export reason code is defaulted to “Permanent”. Do not modify unless clear instruction has been received.

14. AES applies to US-originating exports over $2,500 value.

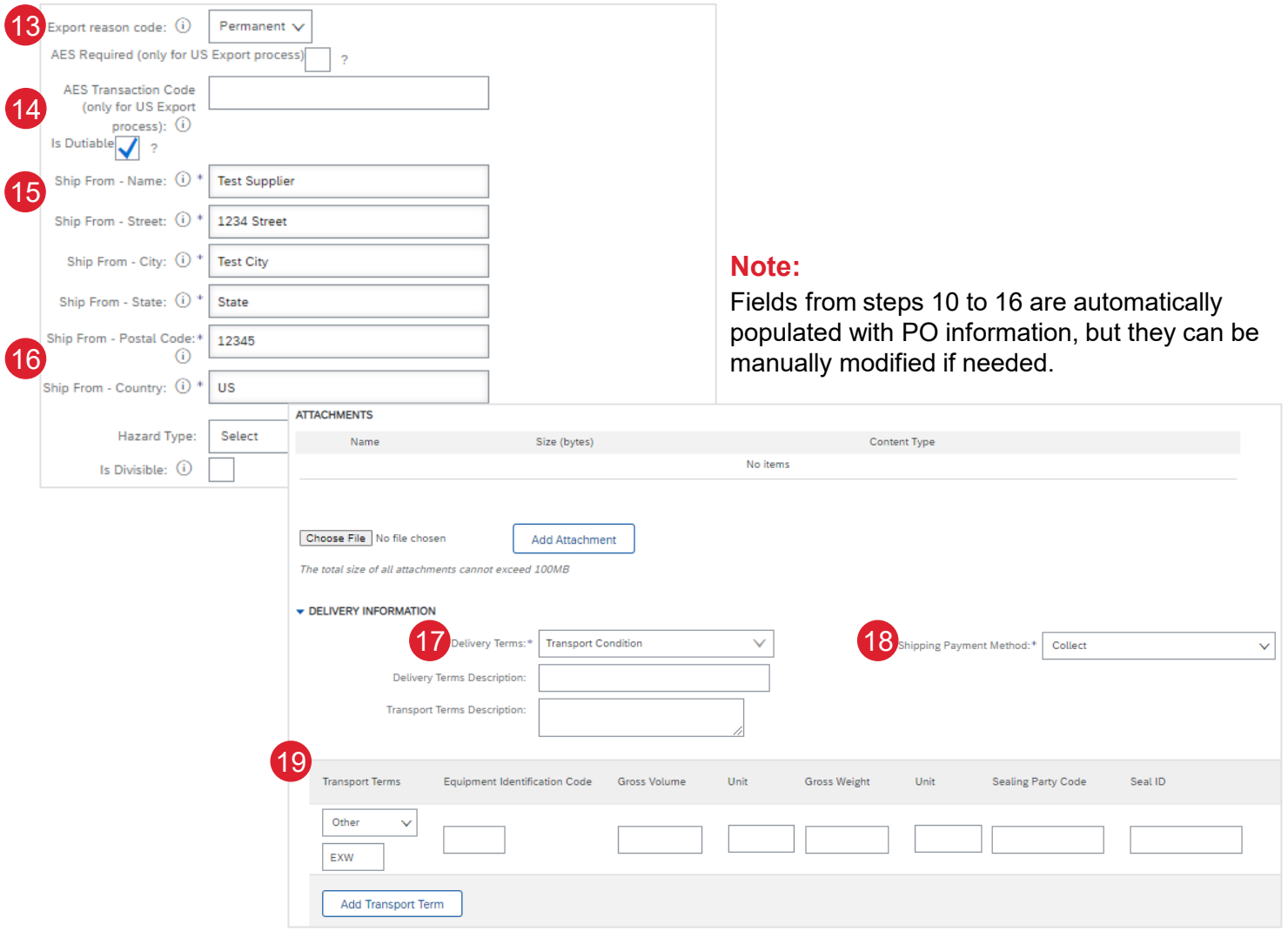
15. Shipping information is pre-populated from the Purchase Order data. Please update to reflect the actual Ship From location. All fields are required.

16. Ship From Country must follow a 2-digit ISO code format.

17. Delivery Terms default to “Transport Condition”. This should not be changed. Applicable delivery terms are listed under Transport Terms.

18. Shipping Payment Method. For Supplier Managed freight process select the appropriate value. For Honeywell Managed freight always select “Collect”.

19. Transport Terms incoterm is pre-populated from the PO. Do not modify this. This incoterm will drive the freight process selection.



Note:

Fields from steps 10 to 16 are automatically populated with PO information, but they can be manually modified if needed.

Note:

Informational tooltip fields are indicated with a lowercase “ⓘ”.
Click on these icons to review additional field information.
For more Header level information fields go to Appendix.

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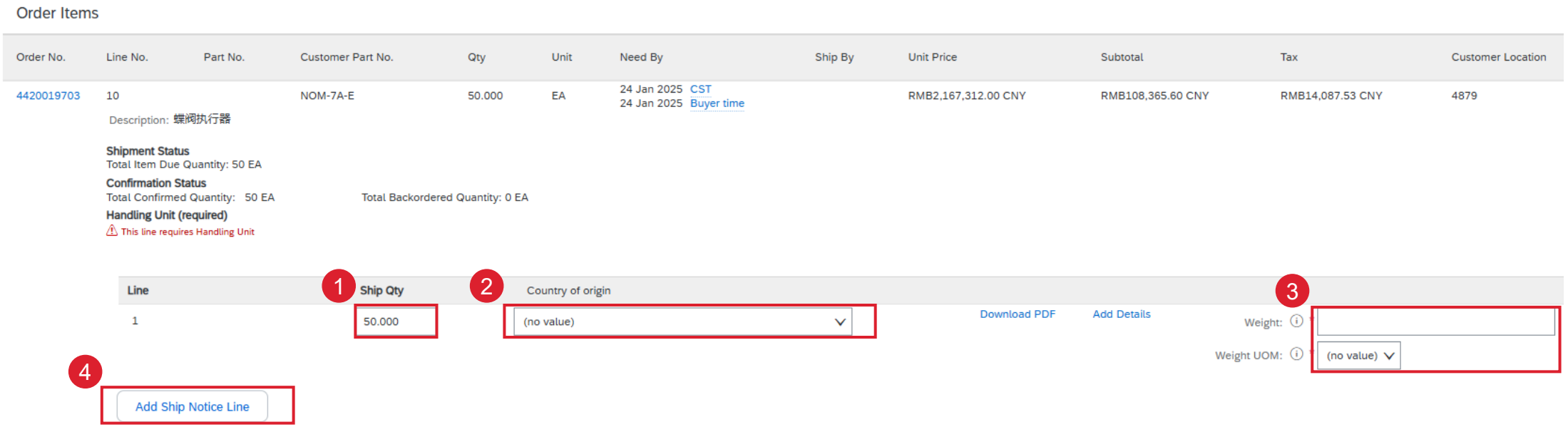
ADVANCED SHIPPING NOTIFICATION

CREATE ASN – ORDER ITEMS LINE LEVEL – MANDATORY FIELDS

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

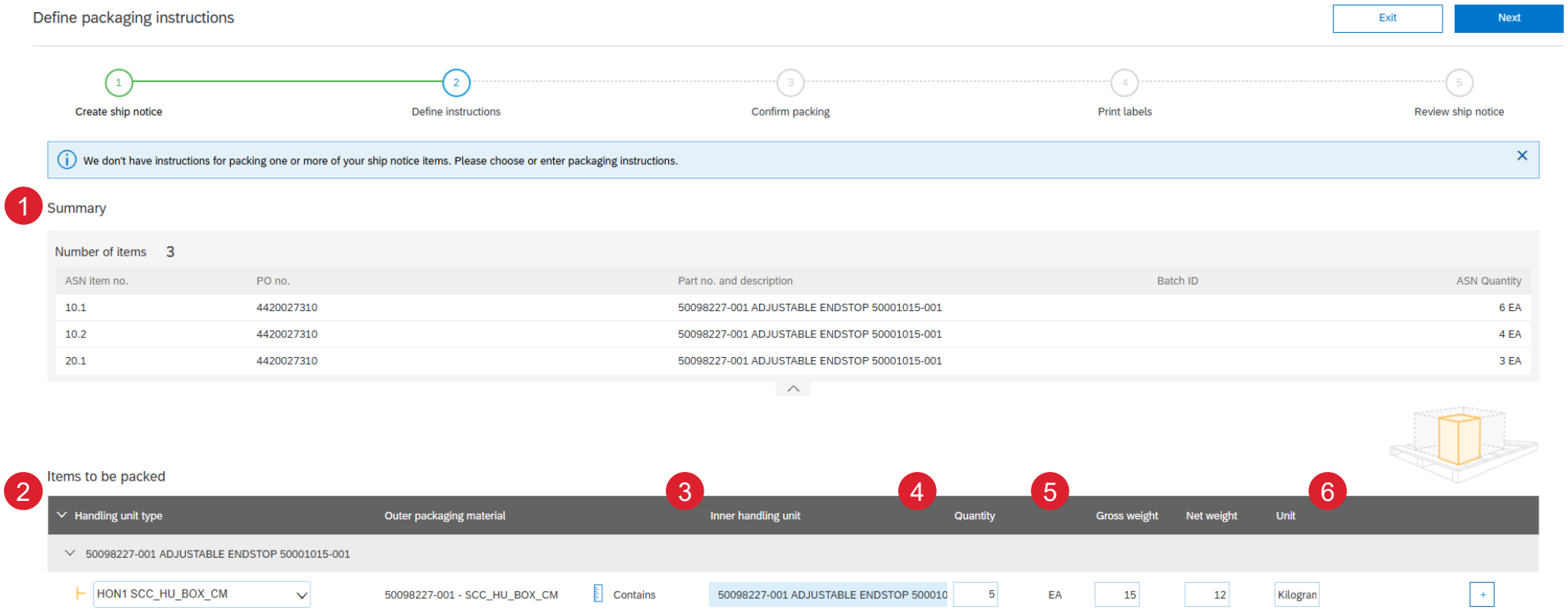
1. **Ship qty.** Verify the quantity to ship
2. **Country of Origin** will be required for every line item.
3. **Weight and weight UOM.** Type the weight and Unit of Measure – Consider the Gross Weight for this field. (Packaging + Items Weight).
4. Click on ‘Add ship notice line’ if you want to split the quantity to populate multiple batch ID per quantity.
5. To finish the form and move forward click on "Pack Items”.

- **Quality Certificates** will be required if this field is visible. Add quality certificate in Attachment field, above Order items and Delivery information section.
- If **Serial Numbers and Dangerous Goods** declaration is needed, please go to instructions in Appendix.
- For more Order items information fields go to Appendix
- Batch Managed material will require that the following fields are populated: **Supplier Batch ID, Production Date, Expiry Date.**



ADVANCED SHIPPING NOTIFICATION

PACK ITEMS: DEFINE INSTRUCTIONS SCREEN



1. Summary of the material you are going to ship, including PO numbers, Part No., Description and Quantity
2. Handling unit you will require for this shipment. In this section you can select pallet and boxes (if you are using both) or either boxes or pallet.
3. Inner handling unit: inner package or material.
4. Quantity that fits in one pallet or box.
5. Weight of one pallet or box, gross weight is for the total amount (packaging + material) and net weight is for the material only.
6. For Unit/Weight UOM select either Kilograms or Pounds from the dropdown.

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ADVANCED SHIPPING NOTIFICATION

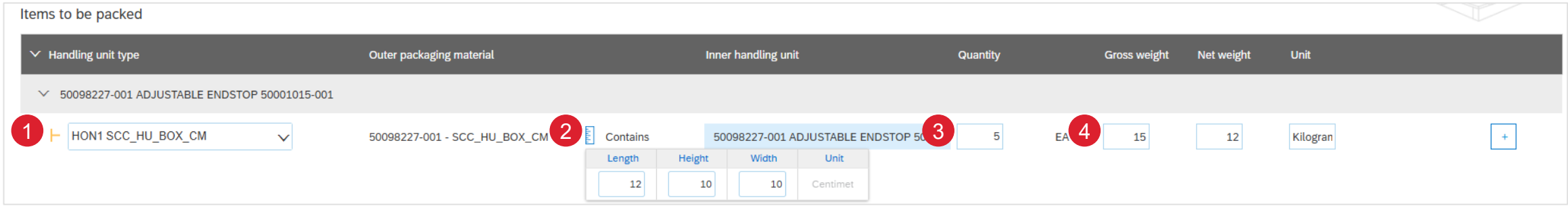
PACK ITEMS. HOW TO FILL DEFINE INSTRUCTIONS SCREEN

Scenario 1. I only use boxes for my shipments.

1. Choose the box option (either CM or IN).
2. Modify standard box dimension. If the dimensions varies, you can adjust it on the next screen.
3. Enter the quantity of items that fit in **ONE** box. If the quantity varies, you can adjust it on next screen (the entered quantity must not exceed the box's capacity. If it does, please select that box as the 'Standard' and choose the higher capacity box here.
4. Add the gross weight (**ONE** box weight including material and package weight) and add net weight (**ONE** box weight including only material weight) and click next.

Example: Same PO with 2-line items, and one line-item split. My standard box fits 5 items of any of these materials.

PO Number	Line Item	Ship Notice Line	Quantity (pcs)
4420027310	1	1	6
4420027310	1	2	4
4420027310	2	—	3



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ADVANCED SHIPPING NOTIFICATION

PACK ITEMS. HOW TO FILL CONFIRM PACKING SCREEN

Scenario 1. I only use boxes for my shipments.

Example: My standard box fits 5 items of any of these materials. Since I will ship 13 items, the system calculates that 4 boxes are needed to accommodate them.

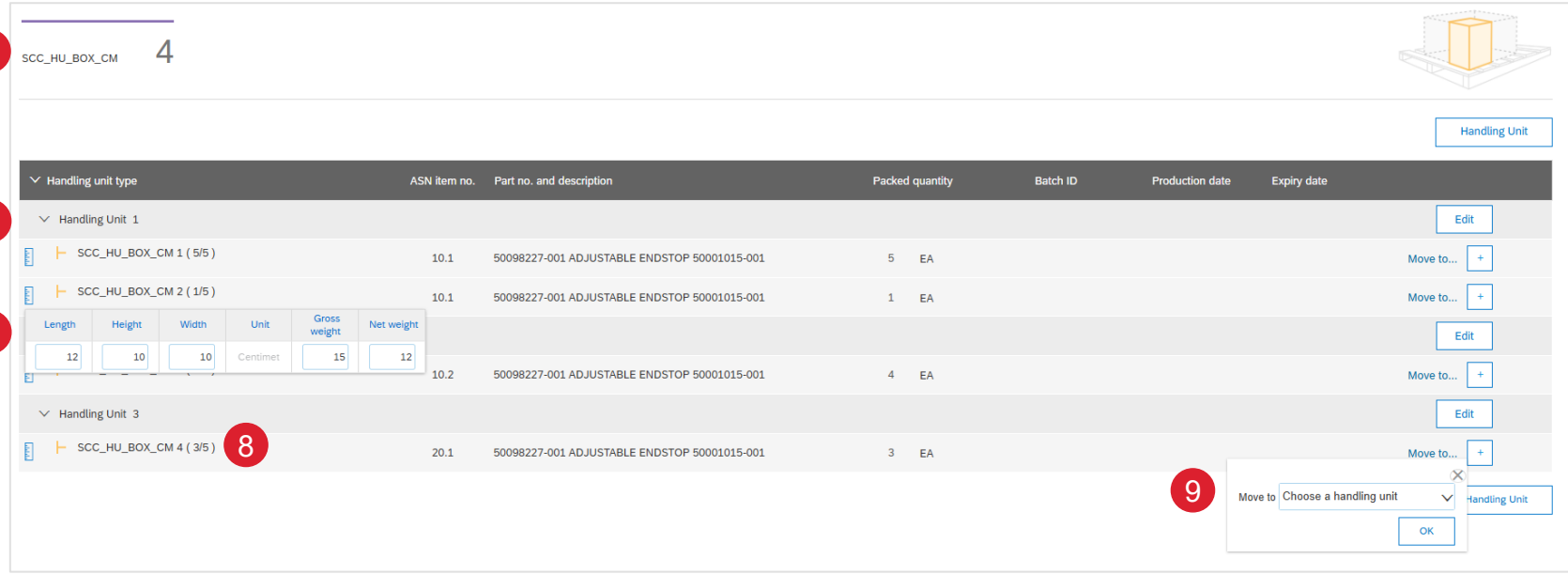
5. Boxes required for this shipment. The system will determine the number of boxes based on item quantity and packaging rules.

6. Handling unit required for this shipment. Since 4 boxes are needed, there will be 4 handling units.

7. You can modify each box dimensions and weight, if necessary, by clicking in blue ruler.

8. Ariba does not mix different line items (and split items) in a single box **automatically**. You will see how many boxes are needed per line item (and split items) and how many items fit into each box.

9. Optional: If you notice that a box in one of the available handling units has space for additional items (**and you want to mix them**), you can click Move to… on the line item box you wish to relocate. Then, select the handling unit that has sufficient space for the selected item. Once done you will see the new quantity of boxes needed.



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ADVANCED SHIPPING NOTIFICATION

PACK ITEMS. HOW TO FILL PRINT LABELS SCREEN

Scenario 1. I only use boxes for my shipments.

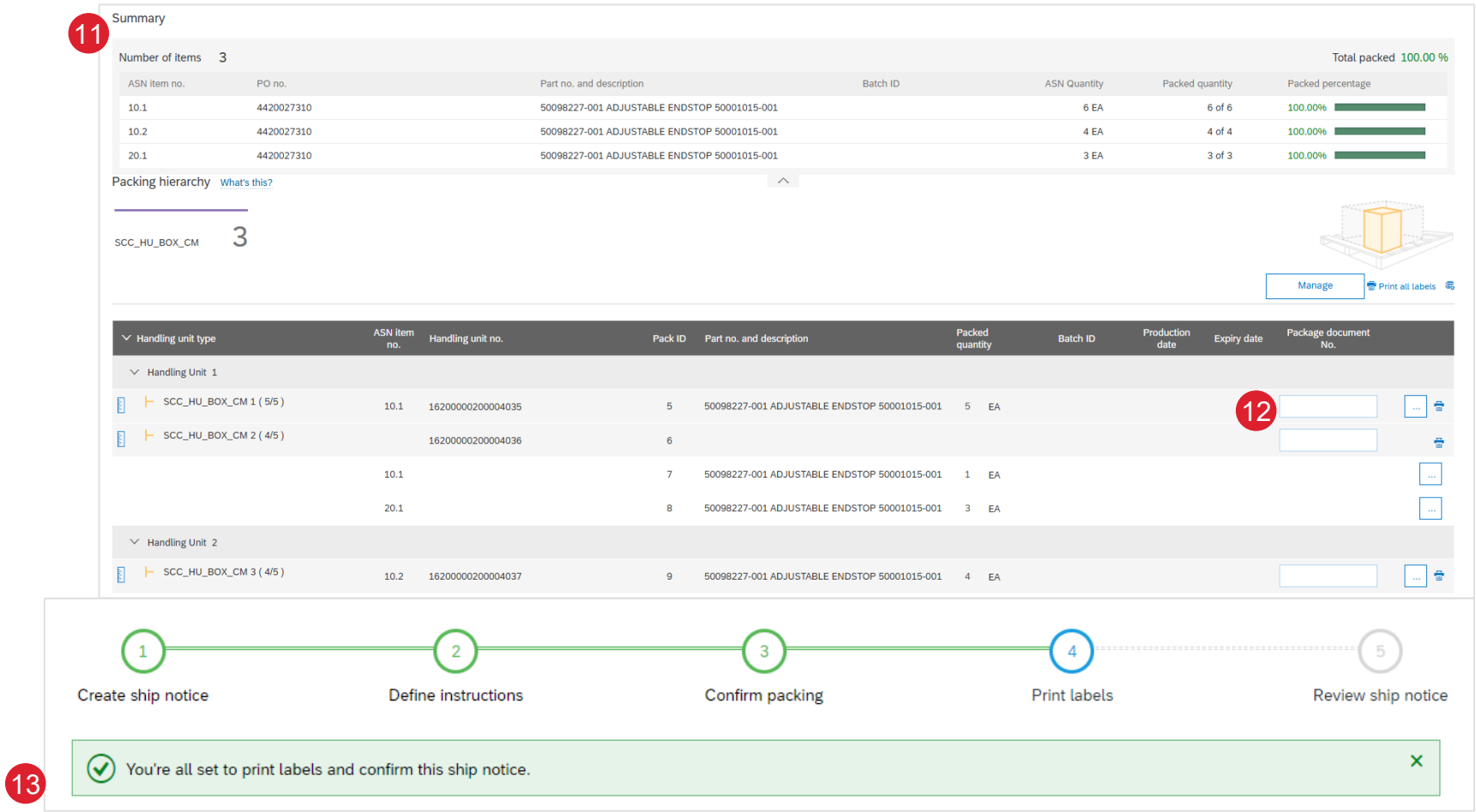
10. Click Next

11. Summary will display PO numbers, Part No., Description and Quantity in ASN and Packed Quantity, make sure Total packed is: 100.00%

12. Add Packaged document No. (optional field)

13. You will see confirmation that you are ready to obtain shipping labels.

14. Click next and go to page 39 & 40 in this file to continue with labels instructions.



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ADVANCED SHIPPING NOTIFICATION

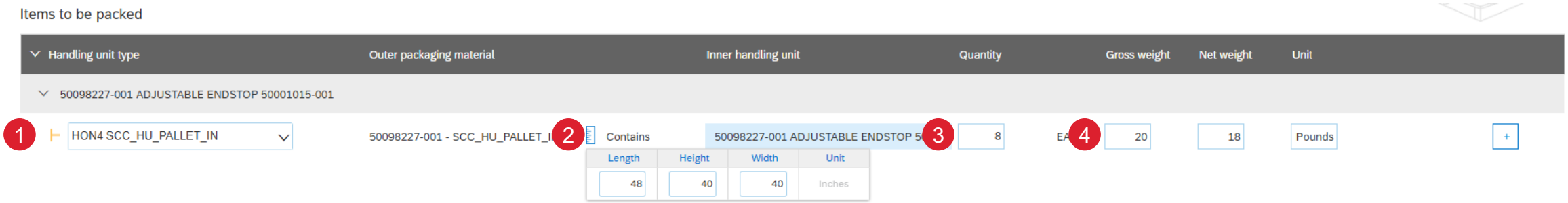
PACK ITEMS. HOW TO FILL DEFINE INSTRUCTIONS SCREEN

Scenario 2. I only use pallets for my shipments.

1. Choose the pallet option (either CM or IN)
2. Modify standard pallet dimension. If the dimensions varies, you can adjust it on the next screen.
3. Enter the quantity of items that fit in **ONE** pallet. If the quantity varies, you can adjust it on next screen.The entered quantity must not exceed the pallet capacity. If it does, please select that pallet as the 'Standard' and choose the higher capacity pallet here.
4. Add the gross weight (**ONE** pallet weight including material and package weight) and add net weight (**ONE** pallet weight including only material weight) and click next.

Example: Same PO with 2-line items, and one line-item split. My standard pallet fits 8 items of any of these material.

PO Number	Line Item	Ship Notice Line	Quantity (pcs)
4420027310	1	1	6
4420027310	1	2	4
4420027310	2	—	3



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ADVANCED SHIPPING NOTIFICATION

PACK ITEMS. HOW TO FILL CONFIRM PACKING SCREEN

Scenario 2. I only use pallets for my shipments.

Example: My standard pallet fits 8 items of any of these material. Since I will ship 13 items, the system calculates that 3 pallets are needed to accommodate them.

5. Pallet required for this shipment. The system will determine the number of pallet based on item quantity and packaging rules.

6. Handling unit required for this shipment. Since 3 pallet are needed, there will be 3 handling units.

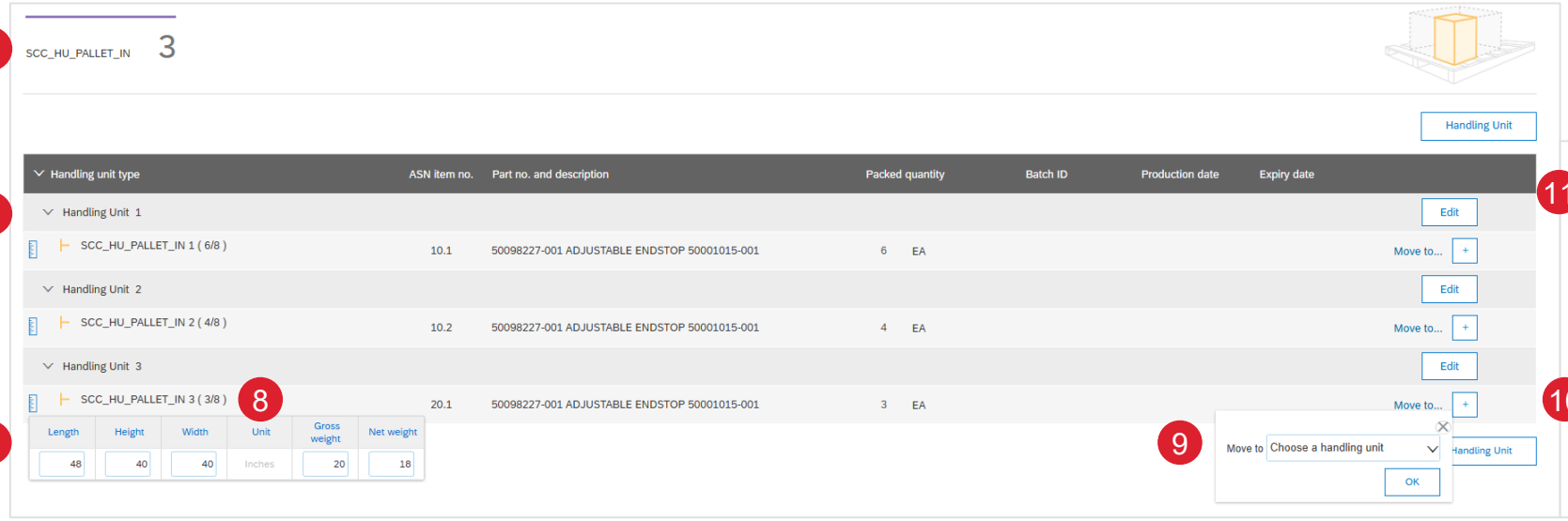
7. You can modify each pallet dimensions and weight, if necessary, by clicking in blue ruler.

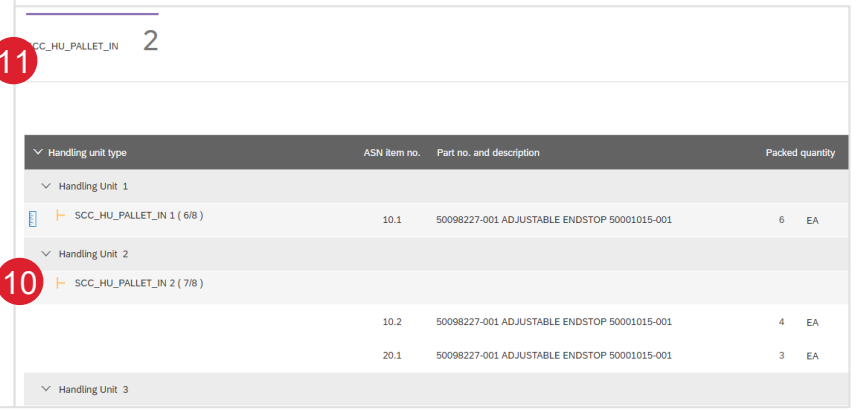
8. **Ariba does not mix** different line items in a single pallet **automatically.** You will see how many pallets are needed per line item (or split item) and how many items fit into each pallet.

9. Optional: If you notice that a pallet in one of the available handling units has space for additional items **(and you want to mix them),** you can click Move to… on the line item you wish to relocate. Then, select the handling unit that has sufficient space for the selected item.

10. Example: We moved line items from Handling Unit 3 to Handling Unit 2, which originally had 4/8 slots filled. After the move, it now has 7/8 slots filled.

11. You will see the new pallets amount required for this shipment.





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ADVANCED SHIPPING NOTIFICATION

PACK ITEMS. HOW TO FILL PRINT LABELS SCREEN

Scenario 2. I only use pallets for my shipments.

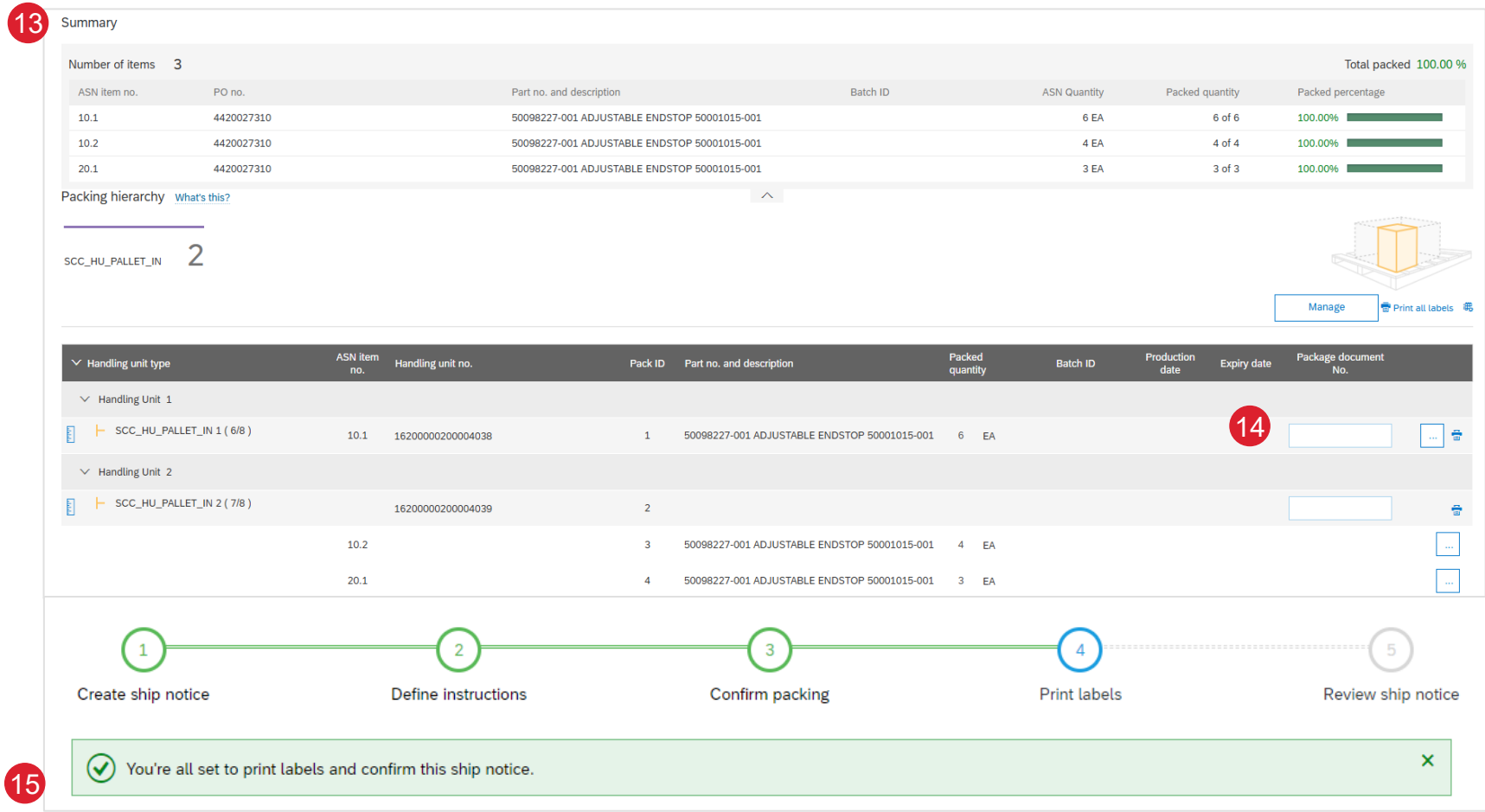
12. Click Next

13. Summary will display PO numbers, Part No., Description and Quantity in ASN and Packed Quantity, make sure Total packed is: 100.00%

14. Add Packaged document No. (optional field)

15. You will see confirmation that you are ready to obtain shipping labels.

16. Click next and go to page 39 & 40 in this file to continue with labels instructions.



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ADVANCED SHIPPING NOTIFICATION

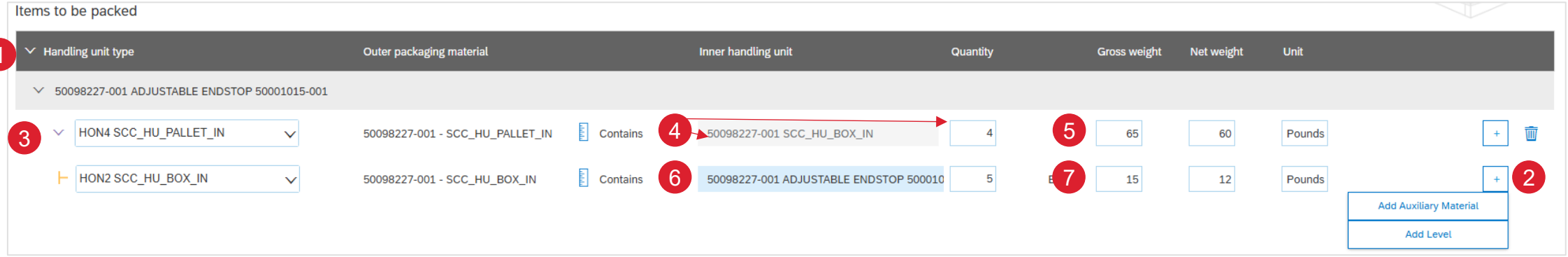
PACK ITEMS. HOW TO FILL DEFINE INSTRUCTIONS SCREEN

Scenario 3. I use pallets and boxes for my shipments.

1. Choose the box option (either CM or IN).
2. Click +, Add level and new line will display.
3. Choose pallet (either CM or IN, pallet and box UoM should be the same).
4. In pallet line, the inner handling unit refers to a box within the pallet. Therefore, you must specify the number of boxes that fit in **one** pallet.
5. In pallet line, gross weight should include the weight of the total number of boxes that fit in the pallet plus packaging. Net weight should include only the weight of the total number of boxes that fit in the pallet.
6. In the box line, the inner handling unit refers to quantity of items within the box. Therefore, you must specify the number of items that fit in **one** box.
7. In box line, gross weight should include the weight of the total number of items that fit in the box plus packaging. Net weight should include only the weight of the total number of items that fit in the box.

Example: Same PO with 2-line items, and one line-item split. My pallet fits 4 boxes of 5 pieces each.

PO Number	Line Item	Ship Notice Line	Quantity (pcs)
4420027310	1	1	6
4420027310	1	2	4
4420027310	2	—	3



ADVANCED SHIPPING NOTIFICATION

PACK ITEMS. HOW TO FILL CONFIRM PACKING SCREEN

Scenario 3. I use pallets and boxes for my shipments.

Example: My standard pallet fits 4 boxes of 5 pieces each. Since I will ship 13 items, the system calculates that 3 pallets and 4 boxes are needed to accommodate them.

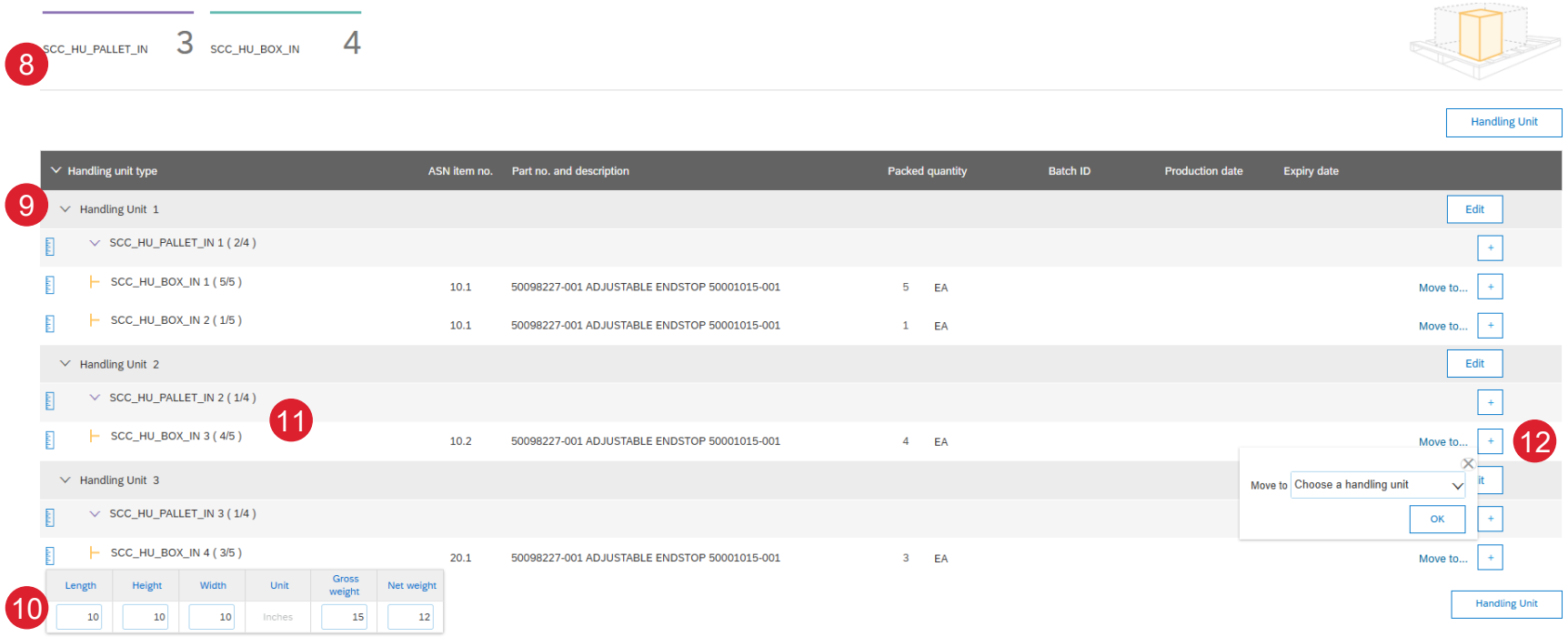
8. Pallet and boxes required for this shipment. The system will determine the number of boxes based on item quantity and packaging rules.

9. Handling unit required for this shipment. Since 4 pallet are needed, there will be 4 handling units.

10. You can modify each pallet/boxes dimensions and weight, if necessary, by clicking in blue ruler.

11. **Ariba does not mix** different line items in a single pallet or box **automatically**. You will see how many pallets are needed per line item (or split items) and how many boxes fit into each pallet.

12. Optional: If you notice that a pallet in one of the available handling units has space for additional boxes **(and you want to mix them)**, you can click Move to… on the line-item box you wish to relocate. Then, select the handling unit that has sufficient space for the selected item.



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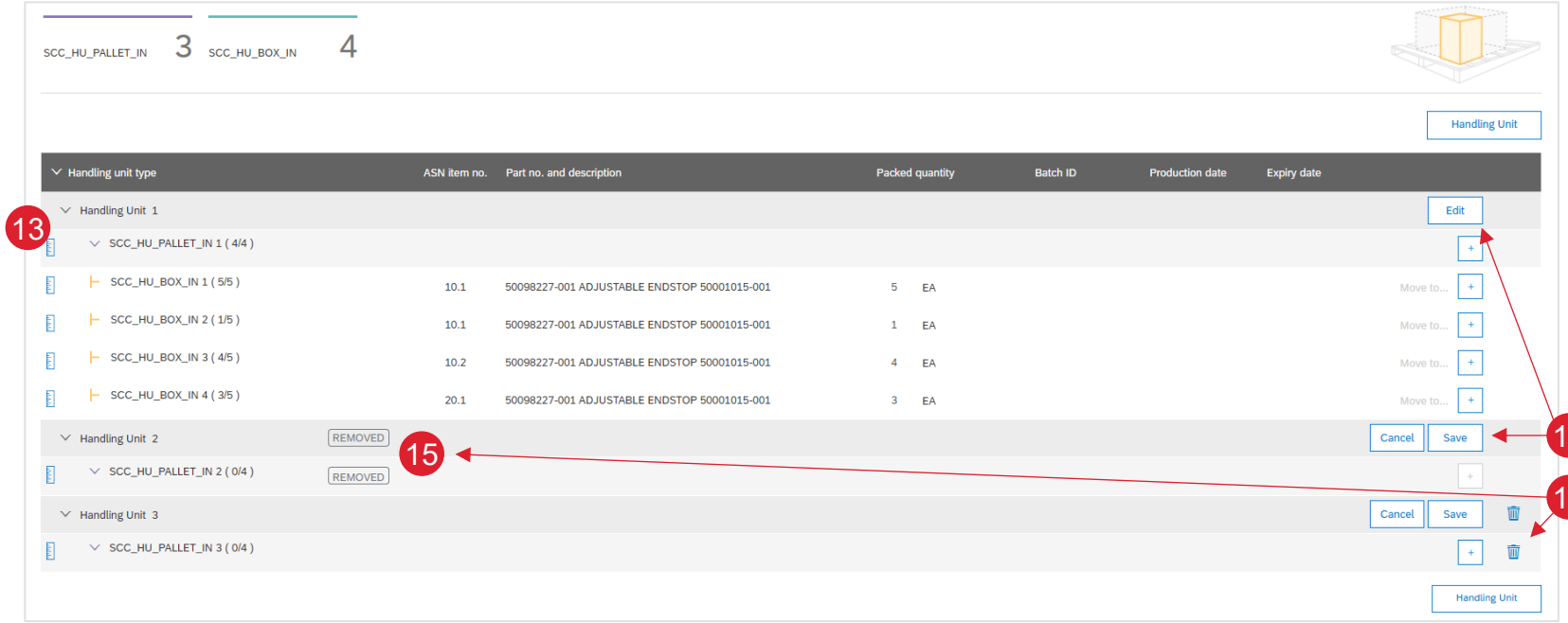
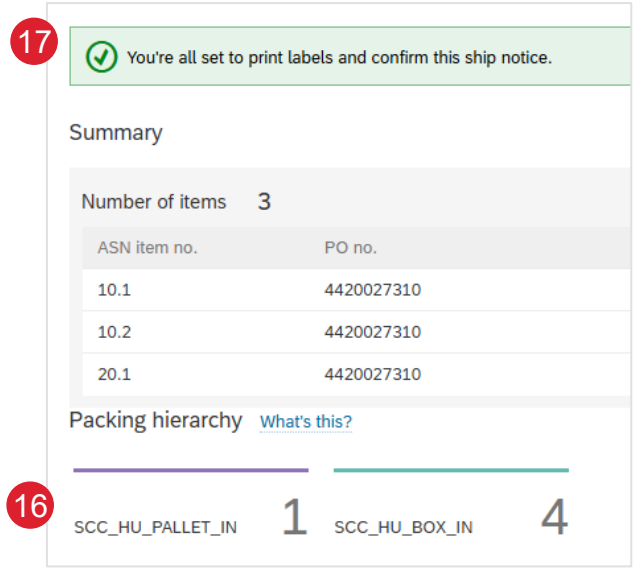
ADVANCED SHIPPING NOTIFICATION

PACK ITEMS. HOW TO FILL PRINT LABELS SCREEN

Scenario 3. I use pallets and boxes for my shipments.

13. Example: We moved line items from Handling Unit 2 and 3 to Handling Unit 1, which originally had 2/4 slots filled. After the move, it now has 4/4 slots filled.
14. You can remove the Handling units not longer in use buy clicking Edit.
15. Click on Bin icon and Save, Handling unit will show as Removed.
16. If you click next you will see the new pallets amount required for this shipment.
17. Summary will display PO numbers, Part No., Description and Quantity in ASN and Packed Quantity, make sure Total packed is: 100.00%
18. Add Packaged document No. (optional field)
19. You will see confirmation that you are ready to obtain shipping labels.
20. Click next and go to page 39 & 40 in this file to continue with labels instructions.





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MULTIPLE PO ASN

1. HOW TO CREATE MULTIPLE PO ASN IF I ONLY USE BOXES TO SHIP
2. HOW TO CREATE MULTIPLE PO ASN IF I ONLY USE PALLETS TO SHIP
3. HOW TO CREATE MULTIPLE PO ASN IF I USE BOXES AND PALLETS TO SHIP

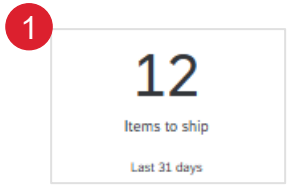
Honeywell

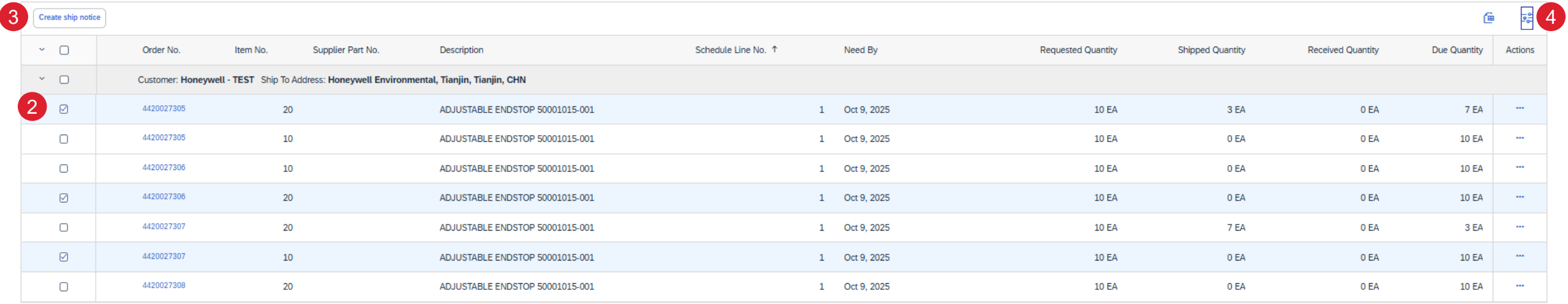
ADVANCED SHIPPING NOTIFICATION

CREATE ASN – MULTIPLE PO. ITEMS TO SHIP SCREEN

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. Check the POs and line items you would like to ship. Line Items selected should be highlighted in blue.
3. Click on Create ship notice.
4. You can modify which columns to display in this screen by clicking in Settings, we suggest to display: Order No., Item No., Description, Need by, Requested Quantity, Shipped Quantity, Received Quantity and Due Quantity.





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.**

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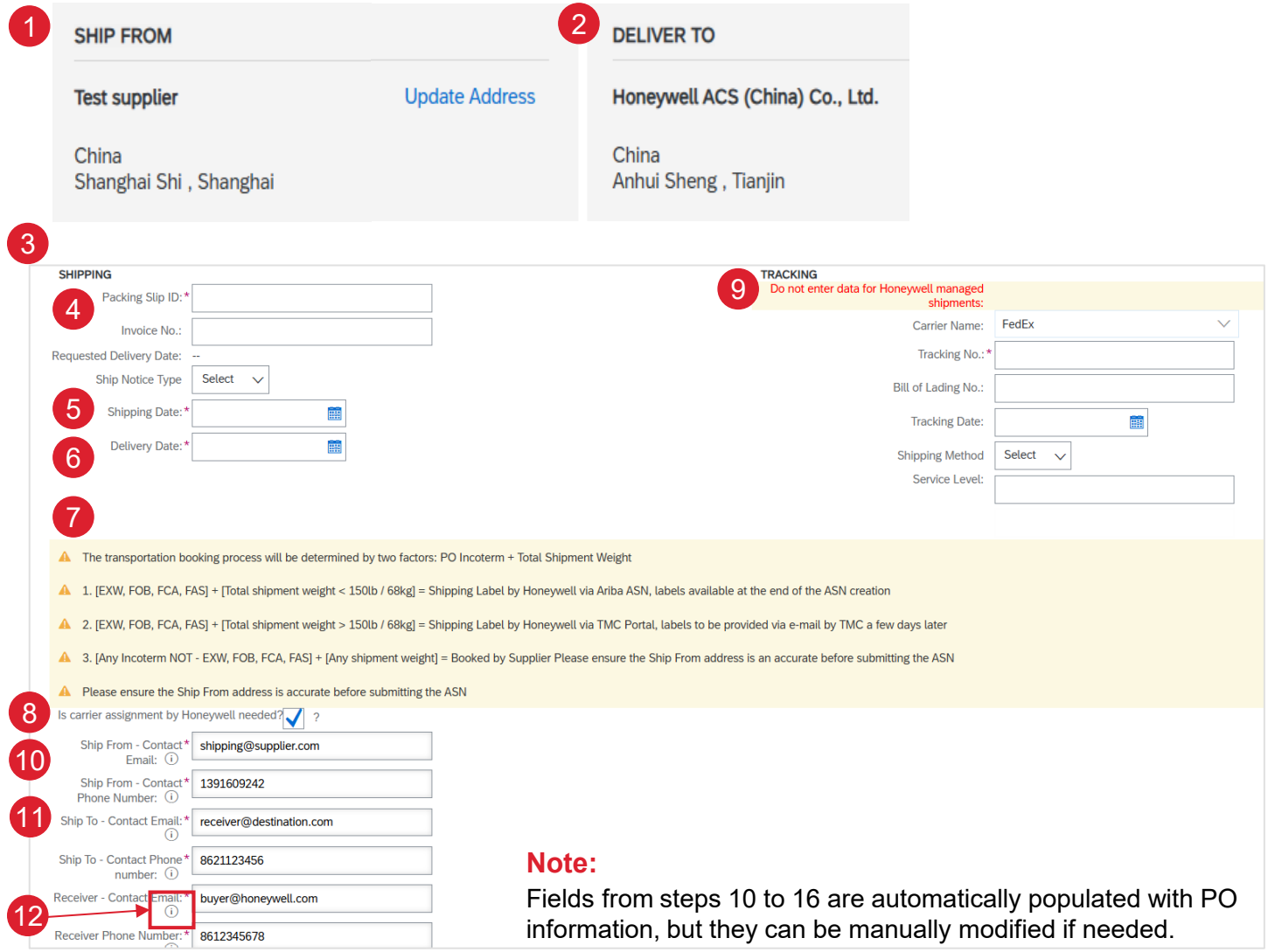
ADVANCED SHIPPING NOTIFICATION

CREATE ASN – HEADER LEVEL INFORMATION

Fill out the requested information on the Shipping PO form.

1. By default, this is your company address in your Ariba Network account. If you need to change ship from information make sure address is matching in all fields. Step 1, 10, 15 & 16.
2. Do not modify the “Deliver To” address at the top. If delivery address is different, inform PO buyer to modify it in PO.
3. Complete fields in the Ship Notice Header. Full field name details are on the next page.
4. Provide the Packing Slip ID. This must be a unique number.
5. Provide the Shipping Date. The date must precede the Delivery Date.
6. Provide Delivery Date. The date must be later than the Shipping Date. In case of small parcel shipment, a 10-day tolerance applies.
7. Review the informational banner to determine the shipping process.
8. **If the shipment is managed by Honeywell, please check the box and leave the Carrier Name field blank.**
9. **If the shipment is managed by your company, please uncheck the box and provide the Carrier Name, tracking , BOL information.**
10. Ship from fields should be supplier information.
11. Ship to fields should be PO buyer information; PO buyer email can be found in PO.
12. Informational tooltip fields are indicated with ⓘ. Click on these icons to review additional field information.



Note:
Fields from steps 10 to 16 are automatically populated with PO information, but they can be manually modified if needed.

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ADVANCED SHIPPING NOTIFICATION

CREATE ASN – HEADER LEVEL INFORMATION - CONTINUED

Fill out the requested information on the Shipping PO form.

13. Export reason code is defaulted to “Permanent”. Do not modify unless clear instruction has been received.

14. AES applies to US-originating exports over $2,500 value.

15. Shipping information is pre-populated from the Purchase Order data. Please update to reflect the actual Ship From location. All fields are required.

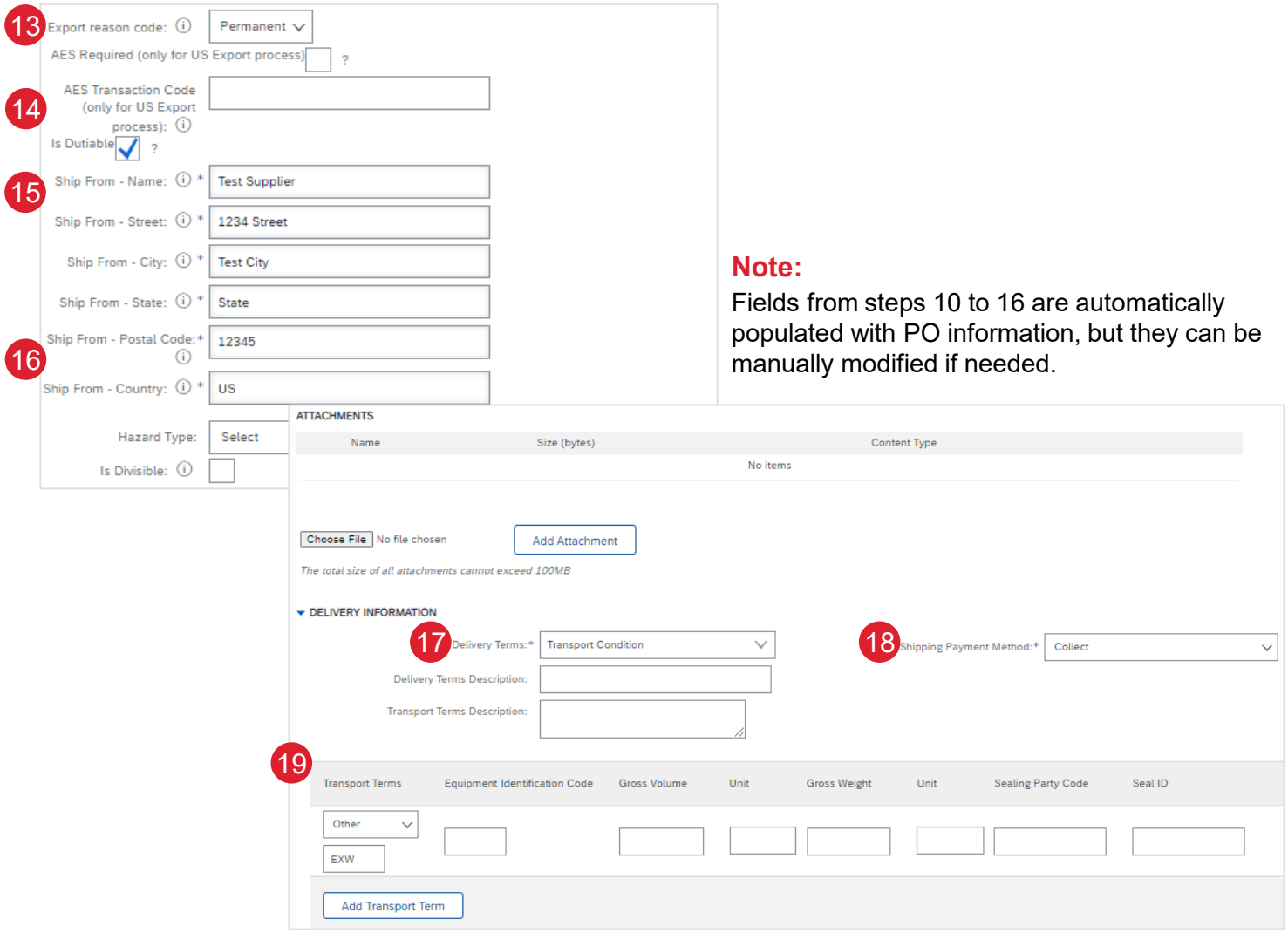
16. Ship From Country must follow a 2-digit ISO code format.

17. Delivery Terms default to “Transport Condition”. This should not be changed. Applicable delivery terms are listed under Transport Terms.

18. Shipping Payment Method. For Supplier Managed freight process select the appropriate value. For Honeywell Managed freight always select “Collect”.

19. 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.



Note:
Fields from steps 10 to 16 are automatically populated with PO information, but they can be manually modified if needed.

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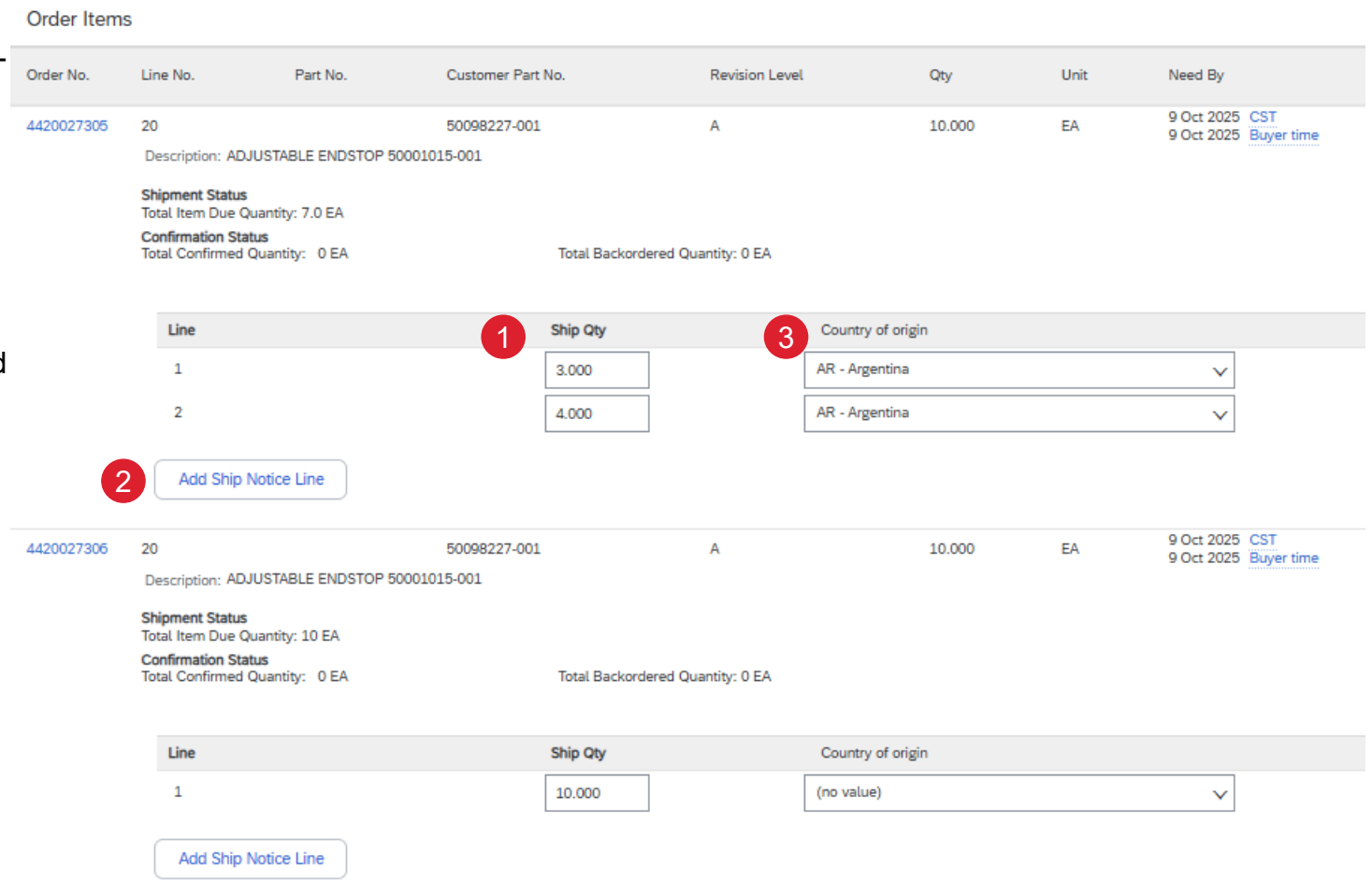
ADVANCED SHIPPING NOTIFICATION

CREATE ASN – ORDER ITEMS LINE LEVEL – MULTIPLE PO

Information from the purchase orders is copied to the ship notice (part ID, qty, need by, price, etc.). Scroll down to view POs and line-item included in this ASN.

1. Check quantity to be shipped. The quantity will be pre-populated with the remaining balance of the PO line. Also, over-delivery may apply (the system will show what is possible).
2. If you click **Add Ship Notice Line** button, you can split the quantity to populate multiple batch ID per quantity.
3. Add **Country of origin** as it is a mandatory field. If **Batch ID** and **Expiry Date** is displayed, it is required.

- **Quality Certificates** will be required if this field is visible. Add quality certificate in Attachment field, above Order items and Delivery information section.
- If **Serial Numbers and Dangerous Goods** declaration is needed, please go to instructions in Appendix.
- For more Order items information fields go to Appendix.



Note:

- On the right side of each line item click the **Remove** button in case you need exclude the whole line from this ship notice.
- Items from multiple POs can be sent on the same shipping notice.

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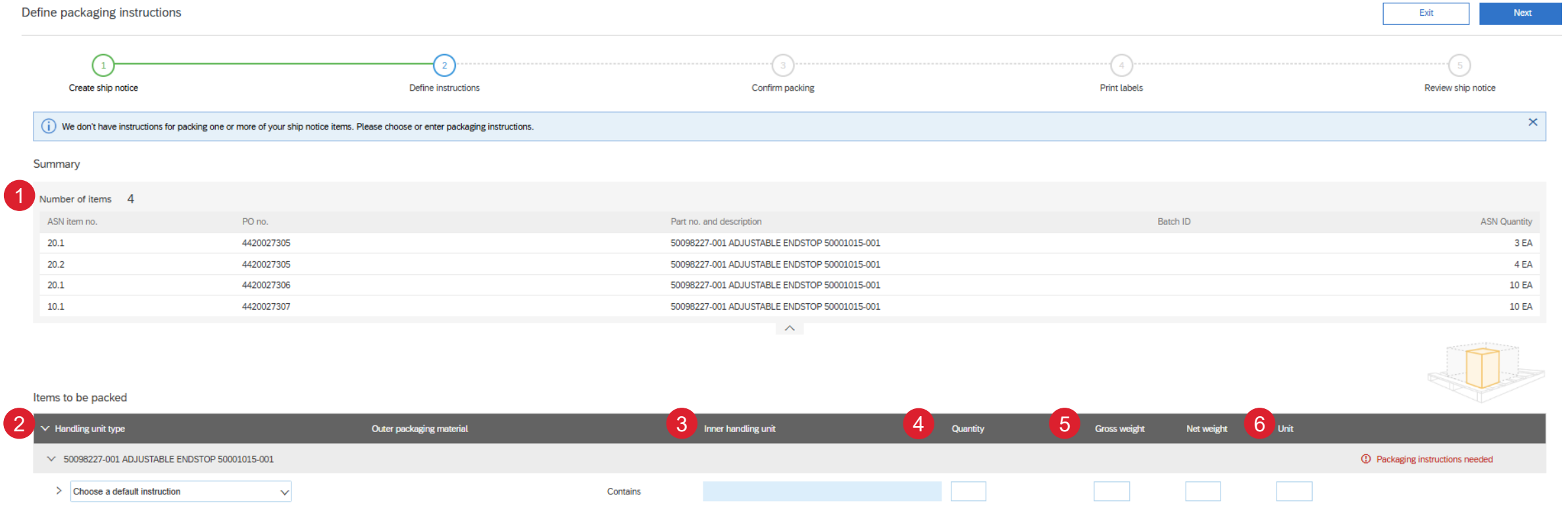
ADVANCED SHIPPING NOTIFICATION

PACK ITEMS. DEFINE INSTRUCTIONS SCREEN



1. Summary of the material you are going to ship, including PO numbers, Part No., Description and Quantity
2. Handling unit you will require for this shipment. In this section you can select pallet and boxes (if you are using both) or either boxes or pallet.
3. Inner handling unit: inner package or material.
4. Quantity that fits in one pallet or box.
5. Weight of the one pallet or box, gross weight is for the total amount (packaging + material) and net weight is for the material only.
6. For unit Unit/Weight UOM select either Kilograms or Pounds from the dropdown.

- Note: Handling unit dimensions and Unit 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

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ADVANCED SHIPPING NOTIFICATION

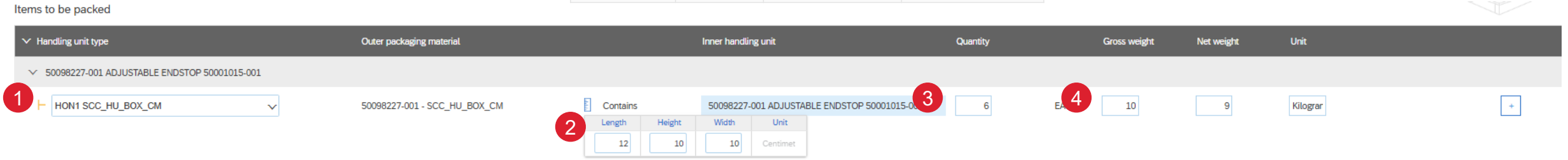
PACK ITEMS. HOW TO FILL DEFINE INSTRUCTIONS SCREEN

Scenario 1. I only use boxes for my shipments.

1. Choose the box option (either CM or IN)
2. Modify standard box dimension. If the dimensions varies, you can adjust it on the next screen.
3. Enter the quantity of items that fit in **ONE** box. If the quantity varies, you can adjust it on next screen. The entered quantity must not exceed the box's capacity. If it does, please select that box as the 'Standard' and choose the higher capacity box here.
4. Add the gross weight (**ONE** box weight including material and package weight) and add net weight (**ONE** box weight including only material weight) and click next.

Example: My shipment is for 3 different POs and line items. My standard box fits 6 items of any of these material.

PO Number	Line Item	Ship Notice Line	Quantity (pieces)
4420027305	1	1	3
4420027305	1	2	4
4420027306	1	—	10
4420027307	1	—	10



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ADVANCED SHIPPING NOTIFICATION

PACK ITEMS. HOW TO FILL CONFIRM PACKING SCREEN

Scenario 1. I only use boxes for my shipments.

Example: My standard box fits 6 items of any of these materials. Since I will ship 27 items, the system calculates that 6 boxes are needed to accommodate them.

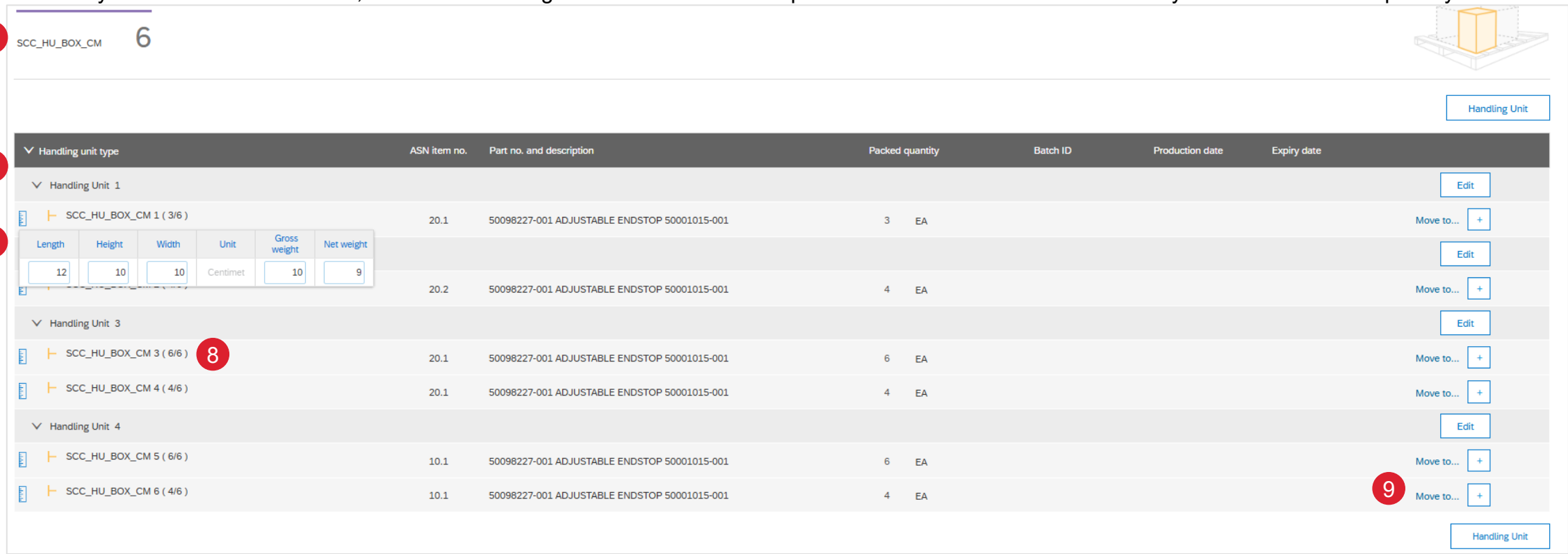
5. Boxes required for this shipment. The system will determine the number of boxes based on item quantity and packaging rules.

6. Handling unit required for this shipment. Since 6 boxes are needed, there will be 6 handling units.

7. You can modify each box dimensions and weight if necessary, by clicking in blue ruler.

8. You will see how many boxes are needed per line item (and split items) and how many items fit into each box.

9. Optional: If you notice that a box in one of the available handling units has space for additional items (**and you want to mix them**), you can click Move to… on the line item box you wish to relocate. Then, select the handling unit that has sufficient space for the selected item. Once done you will see the new quantity of boxes needed.



ADVANCED SHIPPING NOTIFICATION

PACK ITEMS. HOW TO FILL PRINT LABELS SCREEN

Scenario 1. I only use boxes for my shipments.

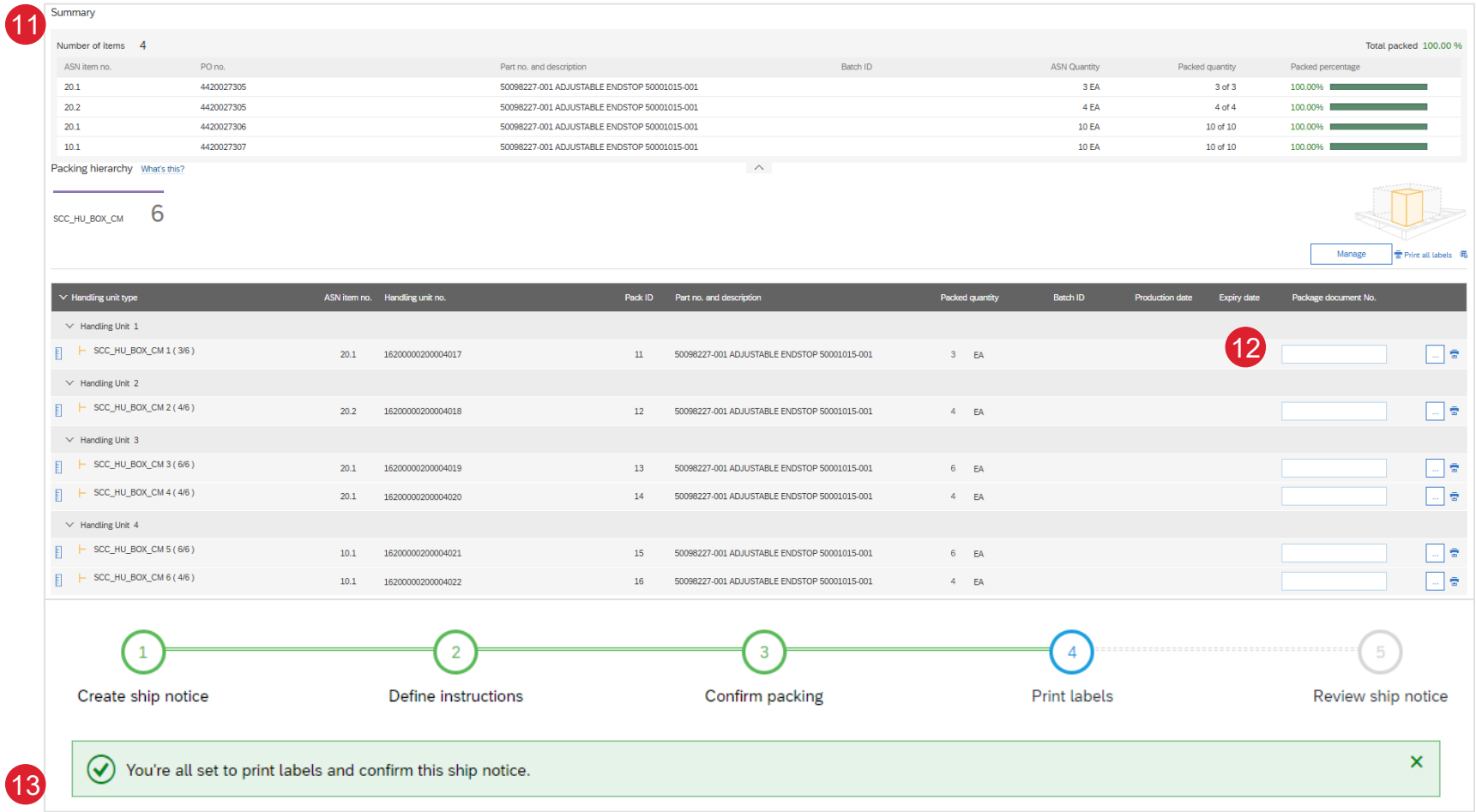
10. Click Next

11. Summary will display PO numbers, Part No., Description and Quantity in ASN and Packed Quantity, make sure Total packed is: 100.00%

12. Add Packaged document No. (optional field)

13. You will see confirmation that you are ready to obtain shipping labels.

14. Click next and go to page 39 & 40 in this file to continue with labels instructions.



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ADVANCED SHIPPING NOTIFICATION

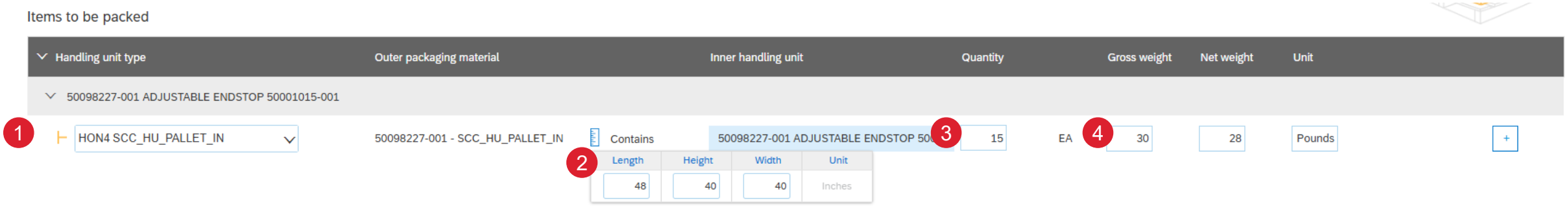
PACK ITEMS. HOW TO FILL DEFINE INSTRUCTIONS SCREEN

Scenario 2. I only use pallets for my shipments.

1. Choose the pallet option (either CM or IN)
2. Modify standard pallet dimension. If the dimensions varies, you can adjust it on the next screen.
3. Enter the quantity of items that fit in **ONE** pallet. If the quantity varies, you can adjust it on next screen. The entered quantity must not exceed the pallet capacity. If it does, please select that pallet as the 'Standard' and choose the higher capacity pallet here.
4. Add the gross weight (**ONE** pallet weight including material and package weight) and add net weight (**ONE** pallet weight including only material weight) and click next.

Example: My shipment is for 3 different POs and line items. My standard pallet fits 15 items of any of these material.

PO Number	Line Item	Ship Notice Line	Quantity (pieces)
4420027305	1	1	3
4420027305	1	2	4
4420027306	1	—	10
4420027307	1	—	10



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ADVANCED SHIPPING NOTIFICATION

PACK ITEMS. HOW TO FILL CONFIRM PACKING SCREEN

Scenario 2. I only use pallets for my shipments.

Example: My standard pallet fits 15 items of any of these materials. Since I will ship 27 items, the system calculates that 4 pallets are needed to accommodate them.

5. Pallet required for this shipment. The system will determine the number of pallet based on item quantity and packaging rules.

6. Handling unit required for this shipment. Since 4 pallet are needed, there will be 4 handling units.

7. You can modify each pallet dimensions and weight if necessary, by clicking in blue ruler.

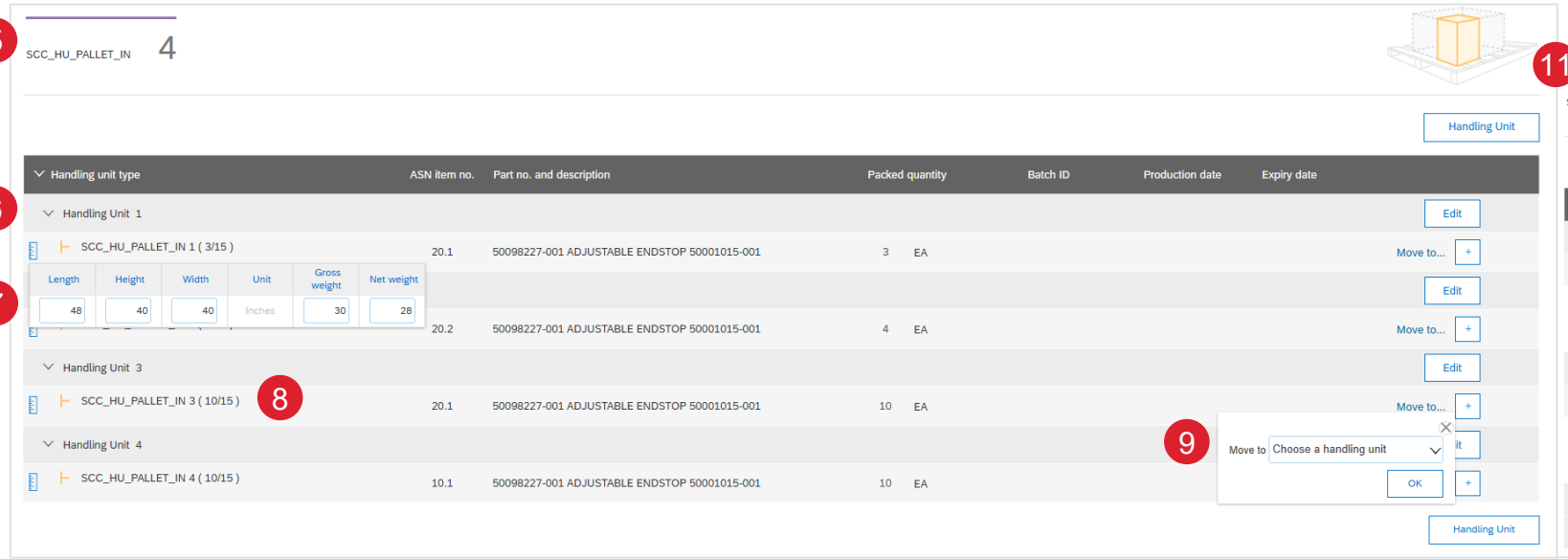
8. **Ariba does not mix** different line items in a single pallet **automatically.** You will see how many pallets are needed per line item (or split items) and how many items fit into each pallet.

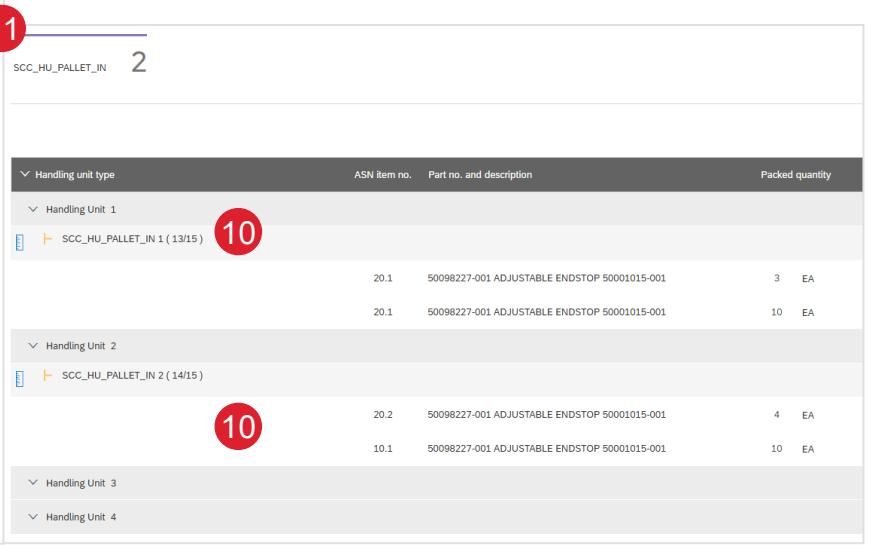
9. If you notice that a pallet in one of the available handling units has space for additional items, you can click Move to… on the line item you wish to relocate. Then, select the handling unit that has sufficient space for the selected item.

10. Example: We moved line items from Handling Unit 3 to Handling Unit 1, which originally had 3/15 slots filled. After the move, it now has 13/15 slots filled.

We also moved line items from Handling Unit 4 to Handling Unit 2, which initially had 4/15 slots filled. It now has 14/15 slots filled.

11. You will see the new pallets amount required for this shipment.





ADVANCED SHIPPING NOTIFICATION

PACK ITEMS. HOW TO FILL PRINT LABELS SCREEN

Scenario 2. I only use pallets for my shipments.

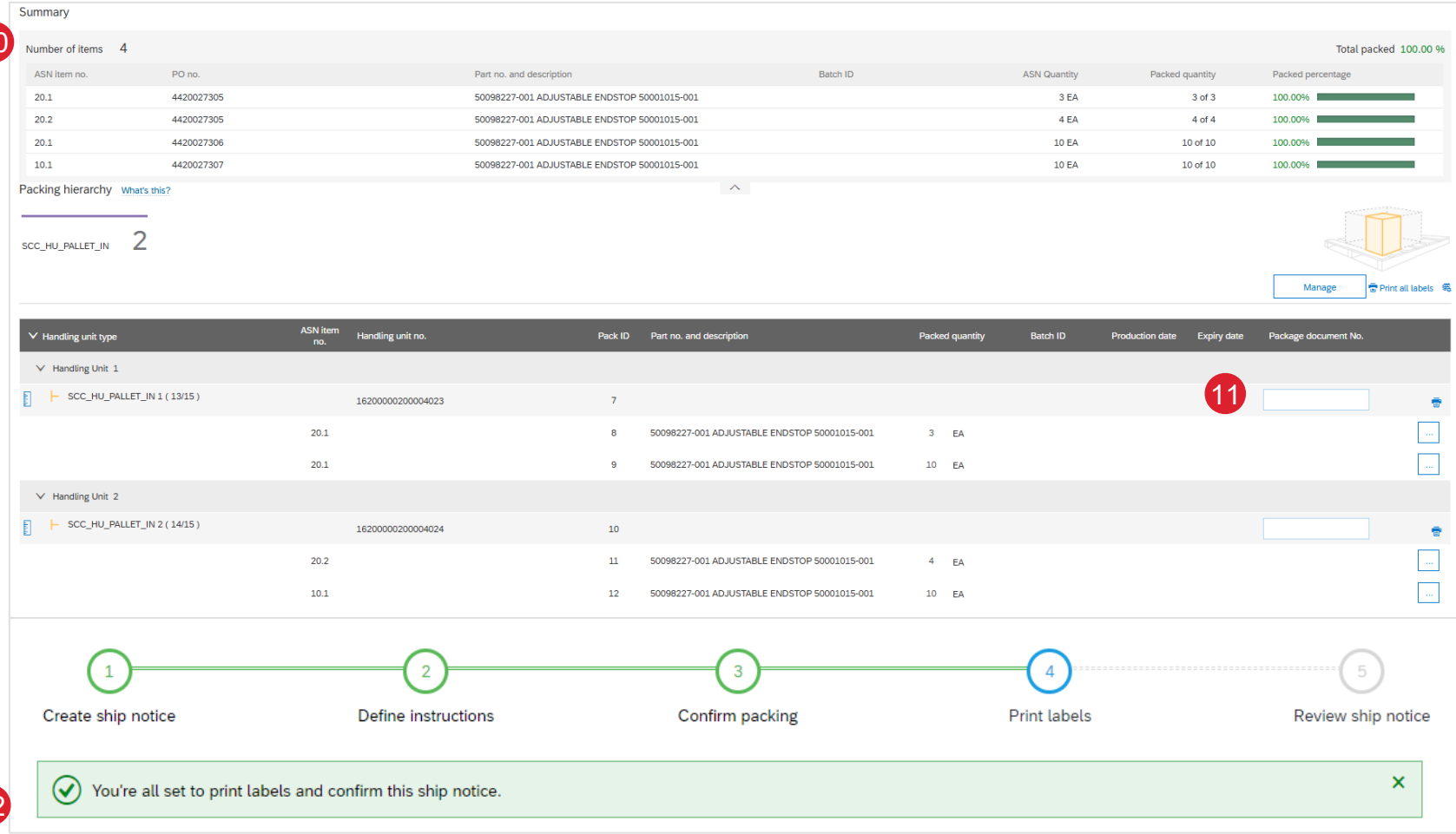
9. Click Next

10. Summary will display PO numbers, Part No., Description and Quantity in ASN and Packed Quantity, make sure Total packed is: 100.00%

11. Add Packaged document No. (optional field)

12. You will see confirmation that you are ready to obtain shipping labels.

13. Click next and go to page 39 & 40 in this file to continue with labels instructions.



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ADVANCED SHIPPING NOTIFICATION

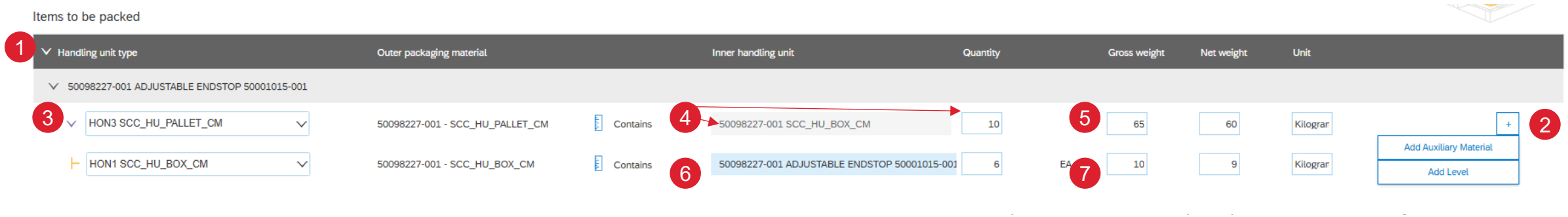
PACK ITEMS. HOW TO FILL DEFINE INSTRUCTIONS SCREEN

Scenario 3. I use pallets and boxes for my shipments.

1. Choose the box option (either CM or IN).
2. Click +, Add level and new line will display.
3. Choose pallet (either CM or IN, pallet and box UoM should be the same).
4. In the pallet line, the inner handling unit refers to a box within the pallet. Therefore, you must specify the number of boxes that fit in **one** pallet.
5. In pallet line, gross weight should include the weight of the total number of boxes that fit in the pallet plus packaging. Net weight should include only the weight of the total number of boxes that fit in the pallet.
6. In the box line, the inner handling unit refers to quantity of items within the box. Therefore, you must specify the number of items that fit in **one** box.
7. In box line, gross weight should include the weight of the total number of items that fit in the box plus packaging. Net weight should include only the weight of the total number of items that fit in the box.

Example: My shipment is for 3 different POs and line items. My pallet fits 10 boxes of 6 pieces each.

PO Number	Line Item	Ship Notice Line	Quantity (pieces)
4420027305	1	1	3
4420027305	1	2	4
4420027306	1	—	10
4420027307	1	—	10



ADVANCED SHIPPING NOTIFICATION

PACK ITEMS. HOW TO FILL CONFIRM PACKING SCREEN

Scenario 3. I use pallets and boxes for my shipments.

Example: My standard pallet fits 10 boxes of 6 pieces each box. Since I will ship 27 items, the system calculates that 4 pallets and 6 boxes are needed to accommodate them.

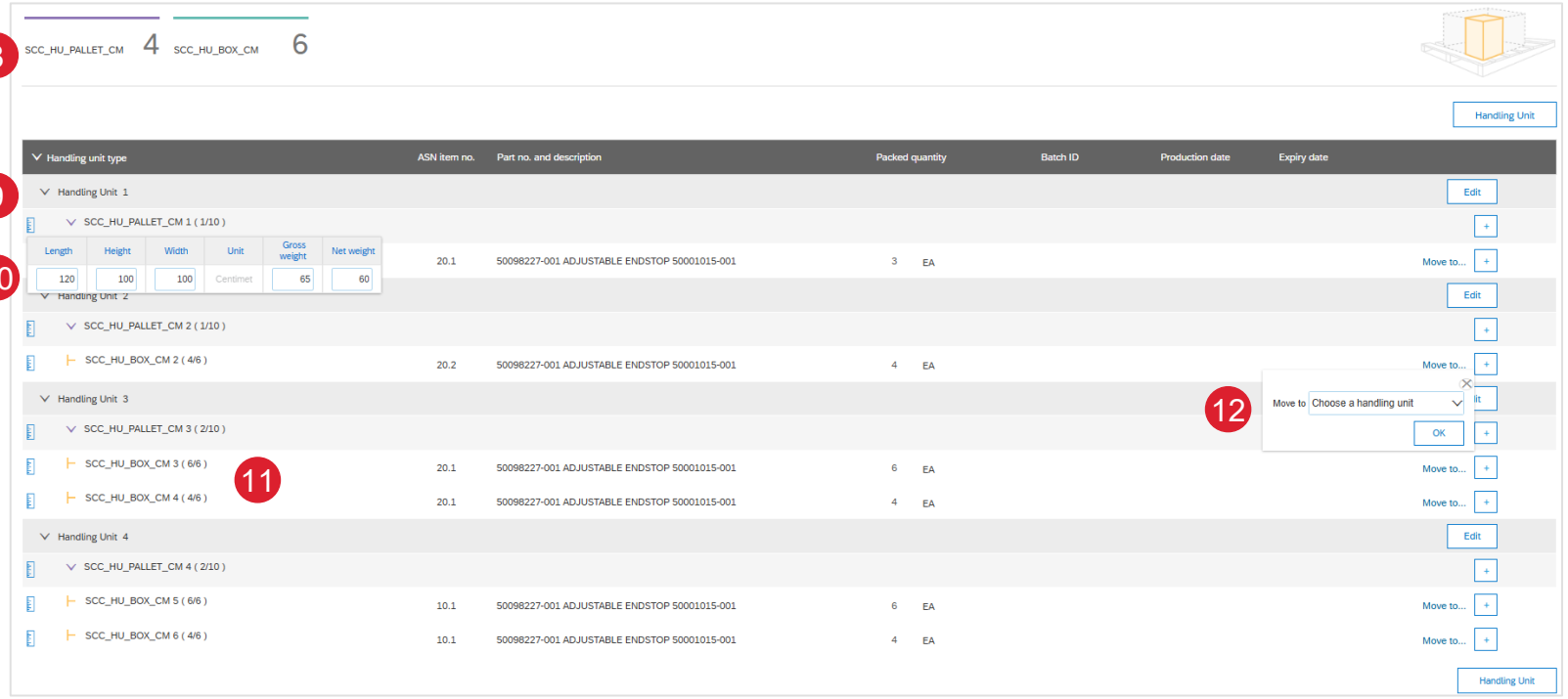
8. Pallet and boxes required for this shipment. The system will determine the number of boxes based on item quantity and packaging rules.

9. Handling unit required for this shipment. Since 4 pallet are needed, there will be 4 handling units.

10. You can modify each pallet dimensions and weight if necessary, by clicking in blue ruler.

11. **Ariba does not mix** different line items in a single pallet or box **automatically**. You will see how many pallets are needed per line item (or split items) and how many boxes fit into each pallet.

12. If you notice that a pallet in one of the available handling units has space for additional boxes, you can click Move to… on the line item box you wish to relocate. Then, select the handling unit that has sufficient space for the selected item.

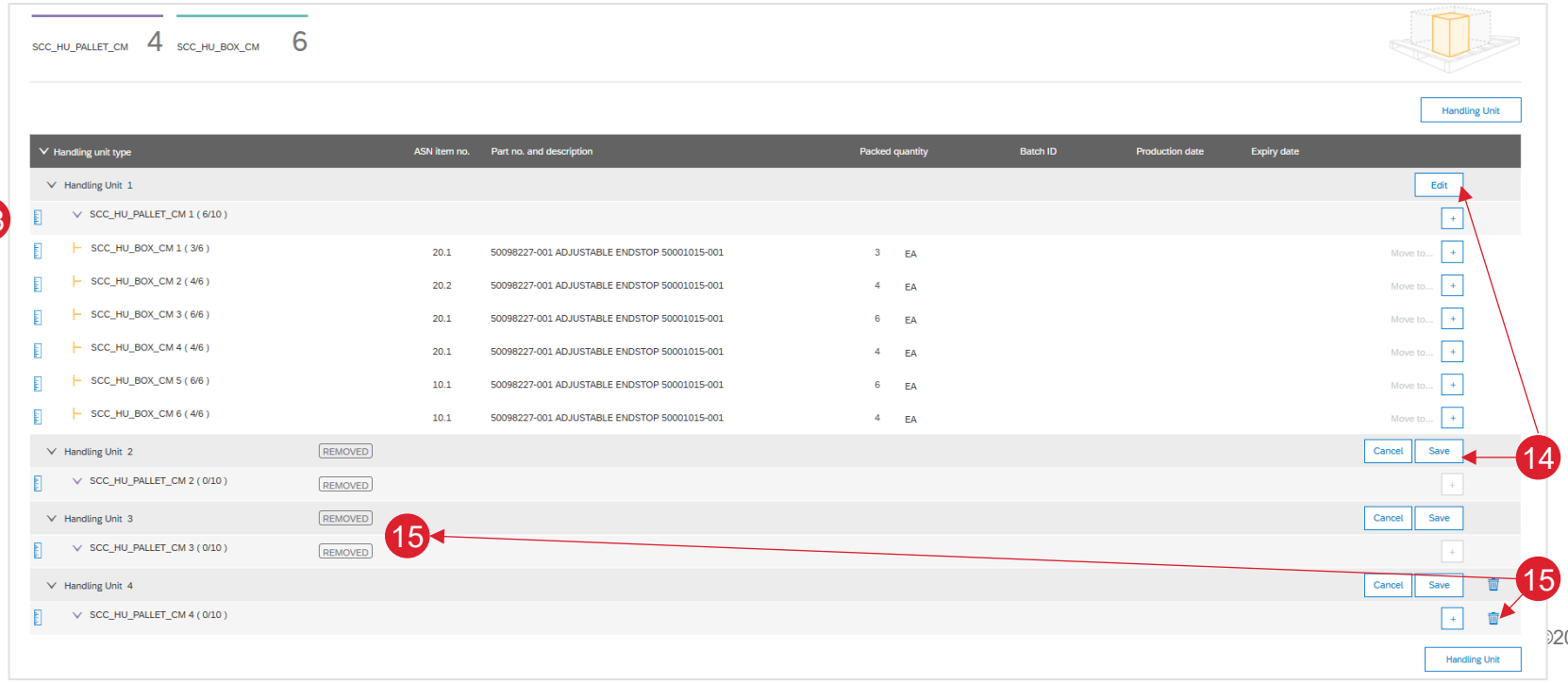


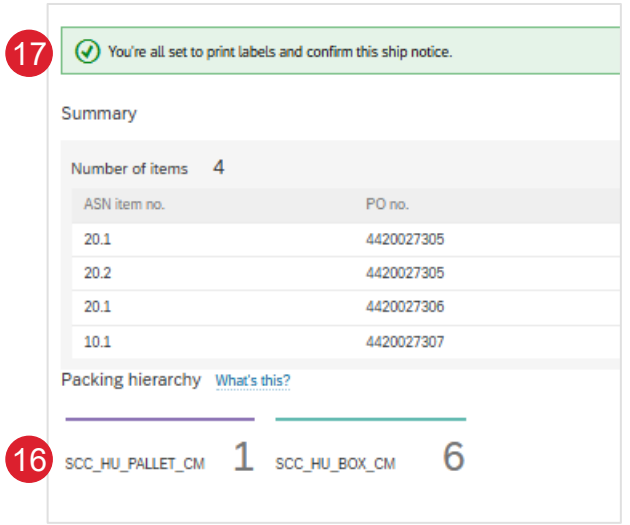
ADVANCED SHIPPING NOTIFICATION

CREATE ASN - PACK ITEMS. HOW TO FILL PRINT LABELS SCREEN

Scenario 3. I use pallets and boxes for my shipments.

13. Example: We moved line items from Handling Unit 2, 3 and 4 to Handling Unit 1, which originally had 1/10 slots filled. After the move, it now has 6/15 slots filled.
14. You can remove the Handling units not longer in use buy clicking Edit
15. Click on Bin icon and Save, Handling unit will show as Removed.
16. If you click next You will see the new pallets amount required for this shipment.
17. Summary will display PO numbers, Part No., Description and Quantity in ASN and Packed Quantity, make sure Total packed is: 100.00%
18. Add Packaged document No. (optional field)
19. You will see confirmation that you are ready to obtain shipping labels.
20. Click next and go to page 39 & 40 in this file to continue with labels instructions.





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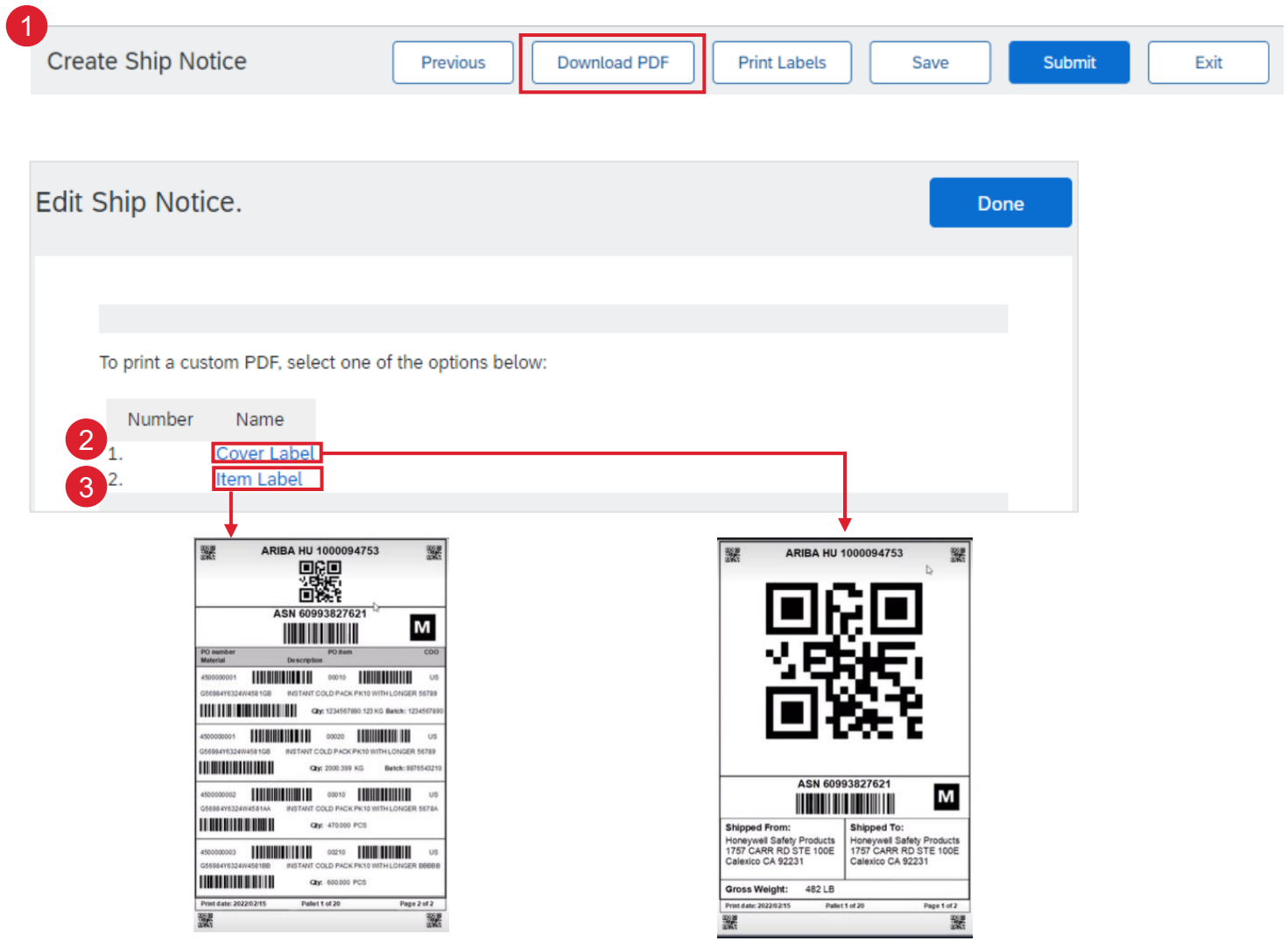
ADVANCED SHIPPING NOTIFICATION

CREATE ASN - BARCODE LABEL

1. Click on **Download PDF** from the Actions menu.
2. Click to download **Cover Label** for shipment. Attach this label to the outside of the shipping container.
3. Click to download **Item Label** for shipment. Include this label as a packing slip.
4. Click Done once labels are printed/saved.
5. Click Submit.



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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/68 kgs.**

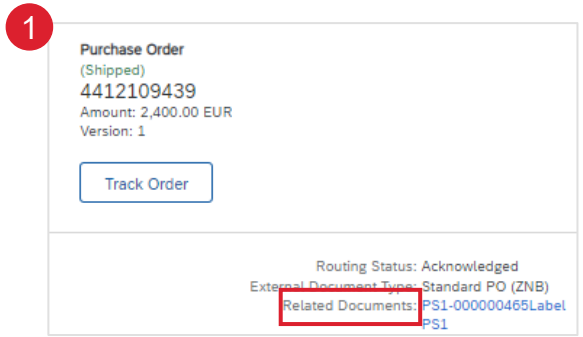
1. You will find this ASN as part of the **Related Documents** associated with the PO
2. The naming format will be your original unique packlist ID with the suffix –xxxxxxxxLabel
3. Click on the **Attachment(s)** link at the bottom of the page.
4. View, print and attach the PDF shipping label provided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

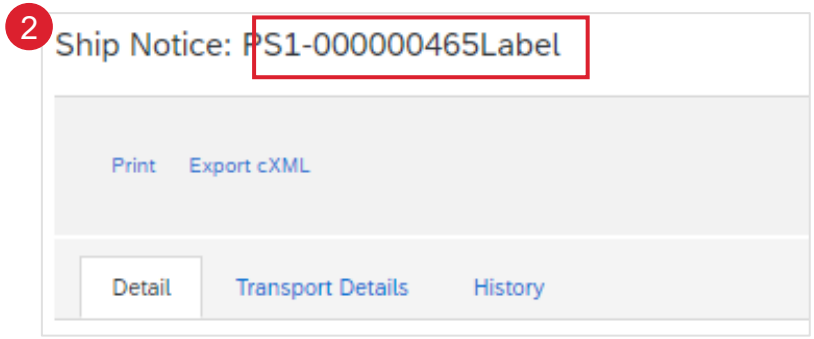
- Use Case: **For Honeywell Managed Freight Parcel Shipments with total weight >150 lbs/68 kgs.**

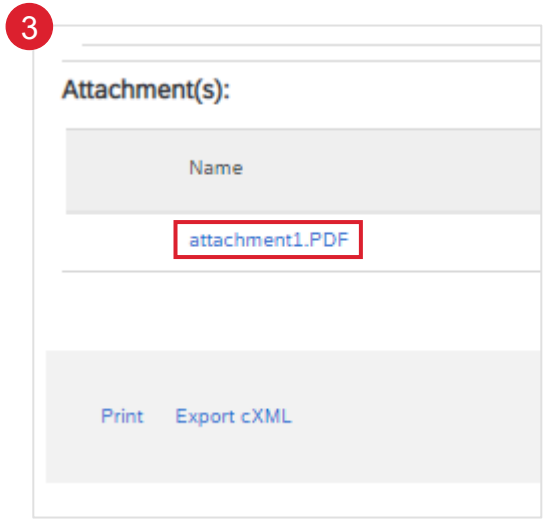
1A. Honeywell Managed Freight more than 150 lbs will be require LTL, FTL, Ocean or Air booking. Shipment booking and labels will be received by email from TMC. Time to process will depend on correspondence with TMC and which mode of transport is required. If you don't receive email from TMC, please send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

Note:

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







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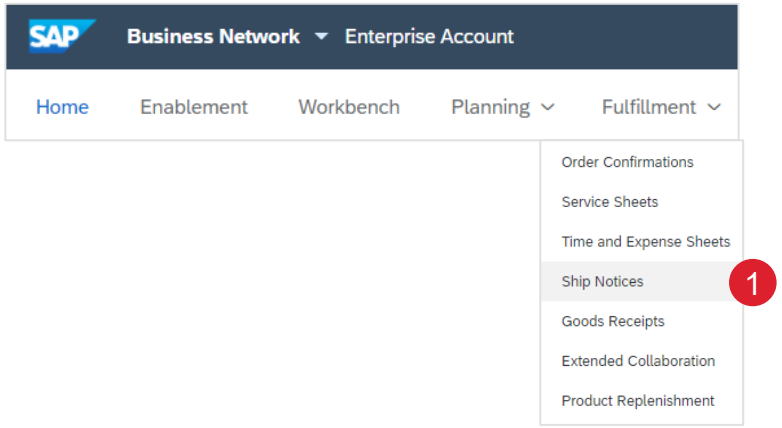
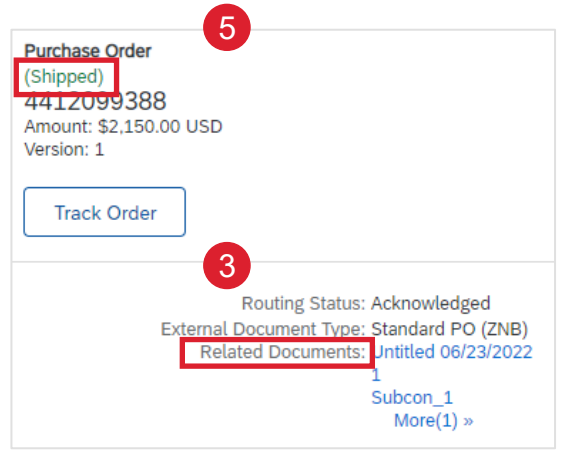
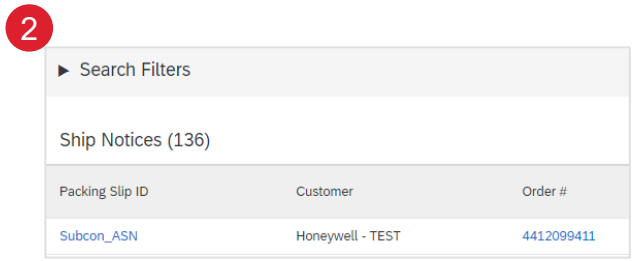
ADVANCED SHIPPING NOTIFICATION

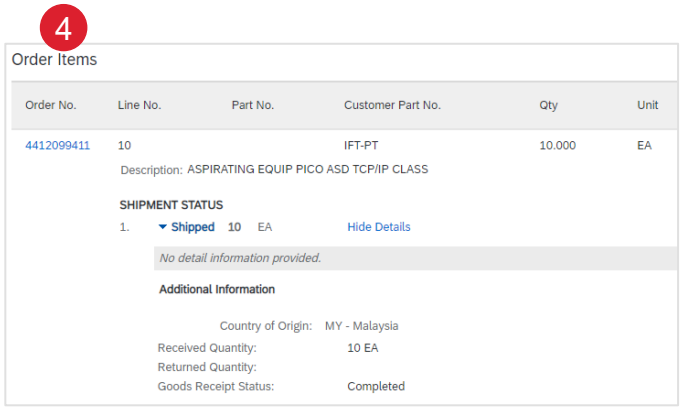
REVIEW SUBMITTED ASN

1. To view submitted ASN go to **Fulfillment** and then **Ship Notices.**
2. Use search filters to identify correct document.
3. Or on the purchase order screen, the **Related Documents** section.
4. When reviewing the Ship notices, you will see all the lines submitted for this specific ship notice number, potentially referring to various orders; and you will see the files you have attached.
5. After submitting ASN, related order(s) status will be updated to shipped or partially shipped.









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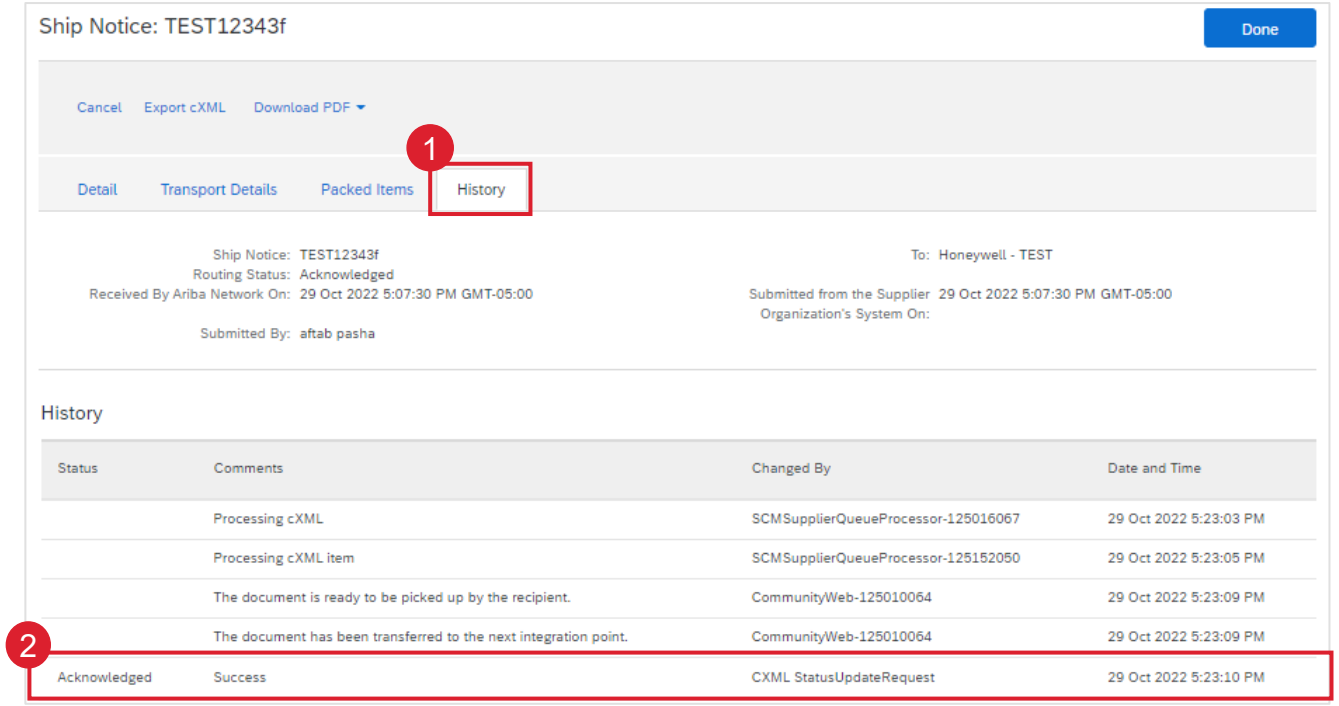
ADVANCED SHIPPING NOTIFICATION

REVIEW SUBMITTED ASN – CHECK SUBMITTAL STATUS

1. Once you have found your ASN to review, click on the **History** tab**.**
2. **Routing Status** is displayed in the History table at bottom of page. This status *Does Not Reflect* the status of the goods. This is only related to the status of document processing on the Network.



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ADVANCED SHIPPING NOTIFICATION

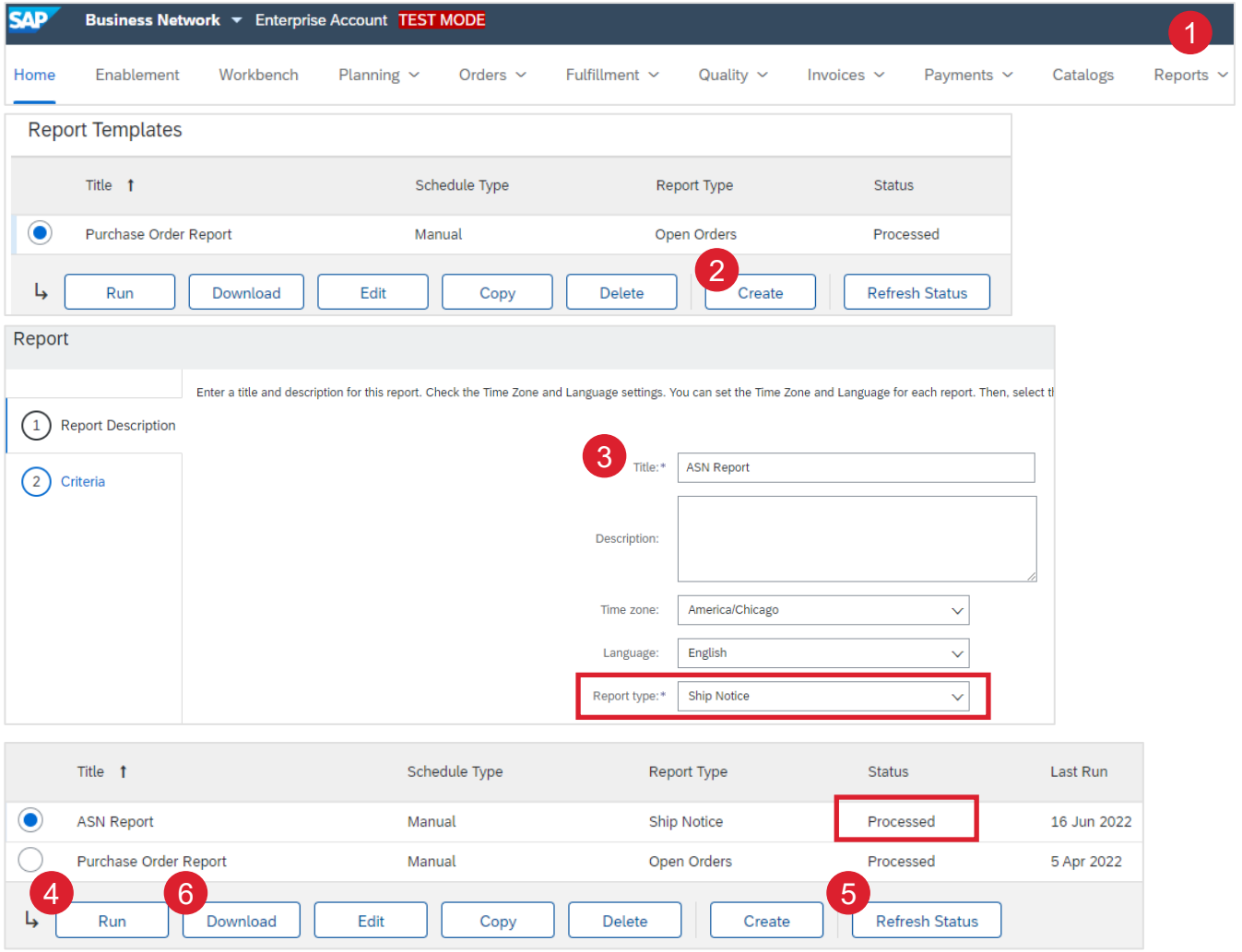
DOWNLOAD ASN REPORT

ASN report consolidates detailed information from ship notices and their related purchase orders and goods receipts.

The report can include **schedule-line information** from purchase orders when the related ship notice was created using the **Items to Ship** tile or tab.

From the Homepage:

1. Click **Reports**.
2. Click **Create**.
3. To create a report template, enter your criteria and fulfill all mandatory fields. Set report type as **Ship Notice**.
4. Select the report template you've created and click **Run**.
5. Use **Refresh Status** button to update the status.
6. When the status changes to **Processed**, click **Download**.



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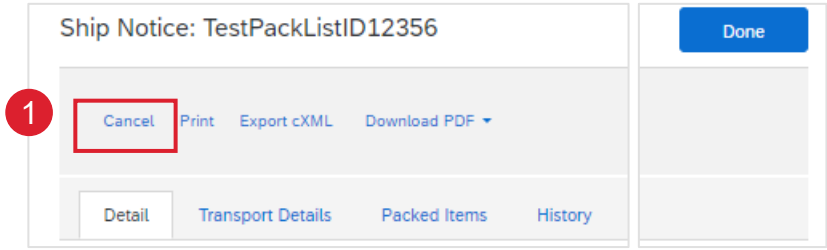
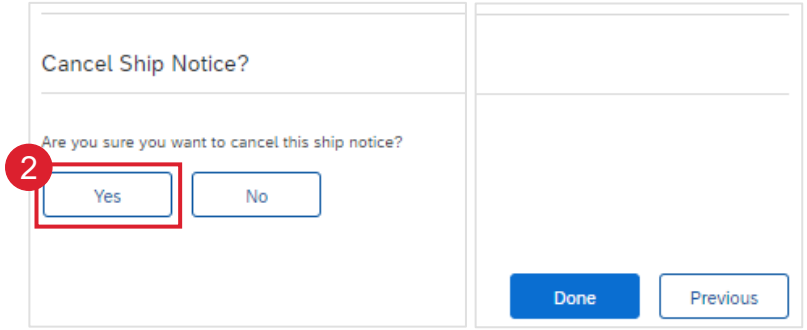
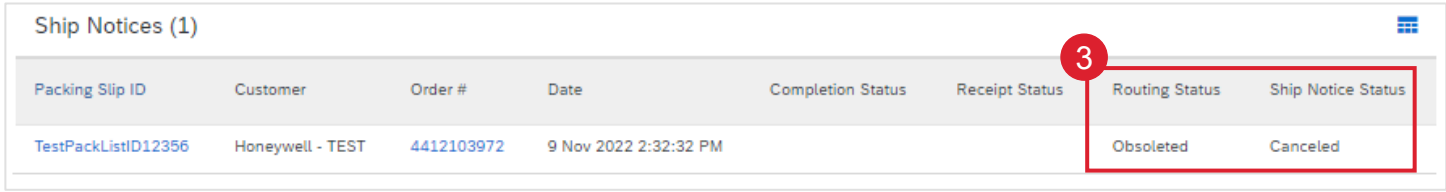
ADVANCED SHIPPING NOTIFICATION

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







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ADVANCED SHIPPING NOTIFICATION

ASN SUPPORT CONTACTS

Please contact the Buyer of the PO for any requested changes related to information that is imported by the SAP PO:

- Incoterm
- Material detail requirements i.e., Batch No, Serial No, Quality Notification
- Default Ship From address

For troubleshooting issues submitting your ASN or follow up on TMC Booking please use the appropriate contact:

Region	Business	Mode	Contact
APAC	PMT (Excluding HPS)	Surface Transportation	HoneywellAPAC@mytmc.com
APAC	PMT HPS	Surface Transportation	HoneywellHPSAPAC@mytmc.com
APAC	SPS & HBT	Surface Transportation	HoneywellAPACDOM@mytmc.com
APAC	PMT (Excluding HPS)	International Ocean/X Border Trucking	HoneywellOceanAP@mytmc.com
APAC	SPS	International Ocean/X Border Trucking	HonOceanAPACSPS@mytmc.com
APAC	SPS HBT	International Ocean/X Border Trucking	HonOceanAPACHBT@mytmc.com
APAC	PMT HPS	International Air & Parcel	HoneywellHPSAPAC@mytmc.com
APAC	SPS & HBT	International Air & Parcel	HoneywellAPACINTL@mytmc.com
APAC	PMT HPS & HBT	HWA (India Origin) & Surface	HoneywellTMCIndia@mytmc.com
EMEA	ALL	Inbound from Supplier	HoneywellHBTEMEA@mytmc.com
NA	PMT (Excluding HPS)	Surface Transportation	Honeywellam@mytmc.com
NA	PMT HPS	Surface Transportation	HoneywellHPS@mytmc.com
NA	PMT UOP	Surface Transportation	Honeywelluop@mytmc.com
NA	SPS	Surface Transportation	HoneywellSPSNA@mytmc.com
NA	HBT	Surface Transportation	Honeywellhbtna@mytmc.com
NA	ALL	Air	Honeywellair@mytmc.com
NA	ALL	Ocean	HoneywellPMTOcean@mytmc.com
NA	Intelligrated	Surface Transportation	igstmc@mytmc.com

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APPENDIX

ADVANCED SHIPPING NOTIFICATION

CREATE ASN – HEADER LEVEL INFORMATION – FIELDS 1

Field Name	Mandatory	Field Description	Value
SHIP FROM	N/A	Ignore; ship from information to be populated in below fields	N/A
Packing Slip ID	Yes	Supplier defined ID; must be unique	Free Text
Invoice No	No	Optional, if known; must be unique	Free Text
Ship Notice Type	No	Select Actual	Drop-Down Menu
Shipping Date	Yes	Must be earlier than Delivery Date	Calendar
Delivery Date	Yes	Must be later than Shipping Date; 10-day tolerance applies to Parcel Shipments	Calendar
Carrier Name	No	Optional for Supplier Managed freight	Drop-Down Menu
Service Level	No	Optional for Supplier Managed freight	Free Text
Is carrier assignment by Honeywell needed?	Yes	This is the preferred option for Honeywell managed freight	Check Box
Ship From - Contact Email	Yes	Supplier contact email	Free Text
Ship From - Contact Phone Number	Yes	Supplier contact phone. Phone Numbers on the contacts must have at least 10 Numeric characters, try to avoid using “()” or “+” Signs	Free Text
Ship To - Contact Email	Yes	Destination contact email	Free Text
Ship To - Contact Phone number	Yes	Destination contact phone. Phone Numbers on the contacts must have at least 10 Numeric characters, try to avoid using “()” or “+” Signs	Free Text
Receiver - Contact Email	Yes	Buyer contact email	Free Text
Receiver Phone Number	Yes	Buyer contact phone	Free Text
Export reason code	Yes	Select "Permanent" for all cases unless clearly stated by trade compliance	Drop-Down Menu
AES Required	No	Only required for US exports over $2,500 USD	Check Box
AES Transaction Code	Conditional	If AES Required; AES ITN must be exactly 14 digits and prefixed with X	Free Text

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ADVANCED SHIPPING NOTIFICATION

CREATE ASN – HEADER LEVEL INFORMATION – FIELDS 2

Field Name	Mandatory	Field Description	Value
Is Dutiable	No	Default is True; Applicable for international shipments.	Check Box
Ship From - Name	Yes	Pre-populated from PO Ordering address, please update to reflect the actual ship from location	Free Text
Ship From - Street	Yes	Pre-populated from PO Ordering address, please update to reflect the actual ship from location	Free Text
Ship From - City	Yes	Pre-populated from PO Ordering address, please update to reflect the actual ship from location	Free Text
Ship From - State	Yes	Pre-populated from PO Ordering address, please update to reflect the actual ship from location	Free Text
Ship From - Postal Code	Yes	Pre-populated from PO Ordering address, please update to reflect the actual ship from location	Free Text
Ship From - Country	Yes	Use 2 Digit ISO Code; Pre-populated from PO Ordering address	Free Text
Hazard Type	No	Optional; use Hazard Details at line item instead	Drop-Down Menu
Code	Conditional	Based on Hazard Type if selected	Free Text
Is Divisible	No	Select if cargo can be separated with affecting physical integrity	Check Box
ATTACHMENTS	No	Optional; .exe file extensions not allowed	Link
Delivery Terms	Yes	Do not change; should always be "Transport Condition"	Drop-Down Menu
Shipping Payment Method	Yes	Select "Collect" for Honeywell managed freight	Drop-Down Menu
Delivery Terms Description	No	Ignore	Free Text
Transport Terms Description	No	Ignore	Free Text
Transort Terms Table	Yes	Pre-populated from PO, do not change; this is the term that prevails for the freight process. The weight and dimension fields should be left blank.	Free Text
Add Transport Terms Button	No	Ignore; follow existing transport term or contact Buyer	Button
Additional Fields	No	Optional; if known	Free Text

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ADVANCED SHIPPING NOTIFICATION

CREATE ASN – ORDER ITEMS LINE LEVEL – FIELDS

Field Name	Mandatory	Field Description	Value
Ship Qty	Yes	Pre-populated with remaining QTY on PO line. Update for partial shipment as needed	Numeric
Country of origin	Yes	Country of material origin or assembly	Drop-Down Menu
Line-Item Weight	Yes	Input total line-item weight. The weight must be consistent with the information provided on Pack Items tab	Numeric
Line Item UOM	Yes	The UOM must be consistent with the information provided on Pack Items tab	Drop-Down Menu
Add Details	Conditional	Follow if line item is Dangerous Goods or Serial Number requirement is displayed	Link
Add Ship Notice Line	No	Use to split the quantity to populate multiple batch IDs per line	Link
Supplier Batch ID	Yes (if visible)	Determined by Honeywell material master; mandatory if visible	Free Text

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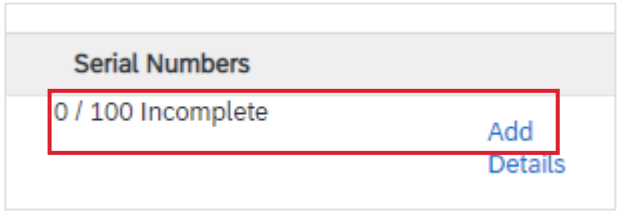
ADVANCED SHIPPING NOTIFICATION

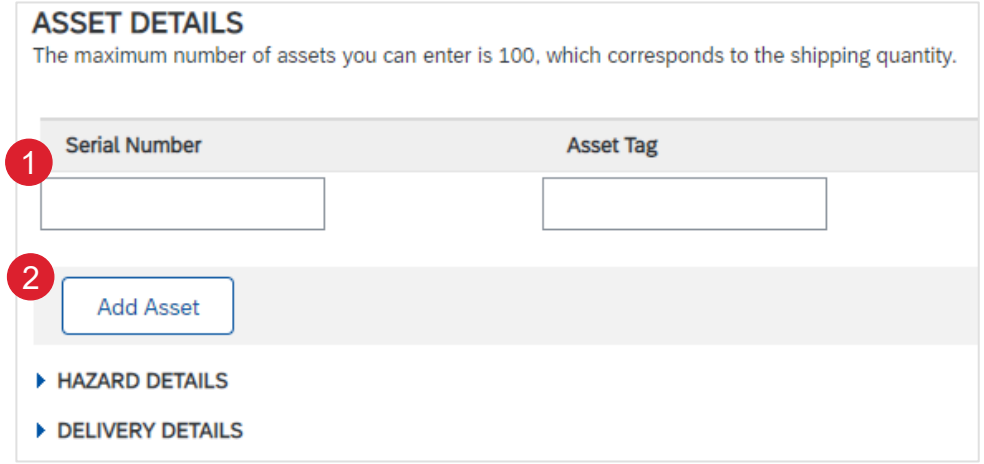
CREATE ASN – ORDER LINE LEVEL – SERIAL NUMBERS

Serial numbers are optional or mandatory depending on the type of purchased product.

They are mandatory if indicated in the purchase order. If mandatory, then the number of serial numbers must be equal to the shipped quantity.

1. Populate the serial number of the first item and Asset Tag, if needed.
2. Click on Add asset to add additional serial numbers. Please fill out only one serial number per asset field.





Note: If you have many serial numbers to provide, you can use the Serial number upload tool described on the next slides.

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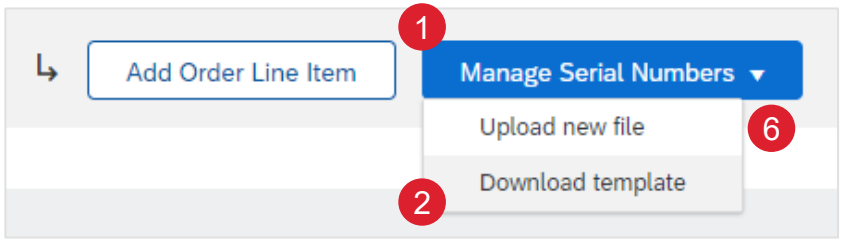
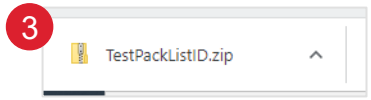
ADVANCED SHIPPING NOTIFICATION

CREATE ASN – ORDER LINE LEVEL – SERIAL NUMBERS UPLOAD TOOL

1. Click Manage Serial Numbers in the shipping notice screen.
2. Choose Download template from the dropdown list.
3. Extract and save the .zip file on your computer.
4. Open the file in Excel. If you do not see the columns like on the screen, see Appendix.
5. Enter the serial numbers in the Item Serial Number column. Save the changes. Do not edit any prefilled columns. All fields are mandatory, any missing information could cause upload failure.
6. To upload the updated file, choose Upload new file in the dropdown list.
7. Browse your computer and select the file.
8. Click Add attachment.





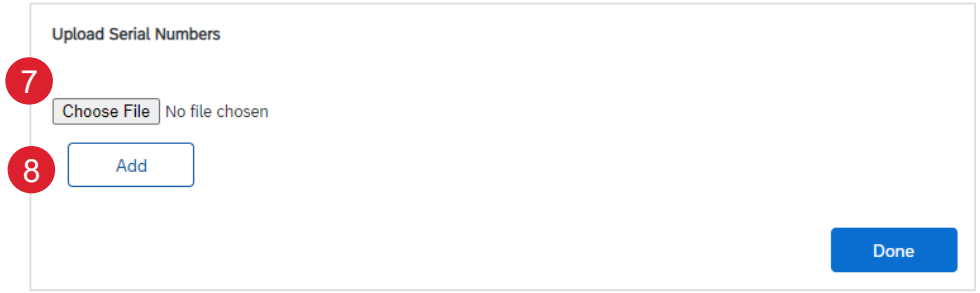
4

SAP Ariba

ShipNotice

5

Ship Notice	Purchase Order ID	Item Line Number	Item Supplier	Item Customer	Item Ship Notice Line	Item Quantity	Item Batch ID	Item production	Item expiration	Batch Quantity	Item Serial Number	Item Asset Tag
TEST12343	4412099204	10		VLC-505-EX	1	100						
TEST12343	4412099204	10		VLC-505-EX	1	100						
TEST12343	4412099204	10		VLC-505-EX	1	100						
TEST12343	4412099204	10		VLC-505-EX	1	100						



Note: When shipping partial quantity (for example 5 out of 10), you can delete the remaining unneeded 5 lines, and update the total item quantity (column G) to 5 on each line

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ADVANCED SHIPPING NOTIFICATION

HONEYWELL MANAGED FREIGHT – DANGEROUS GOODS

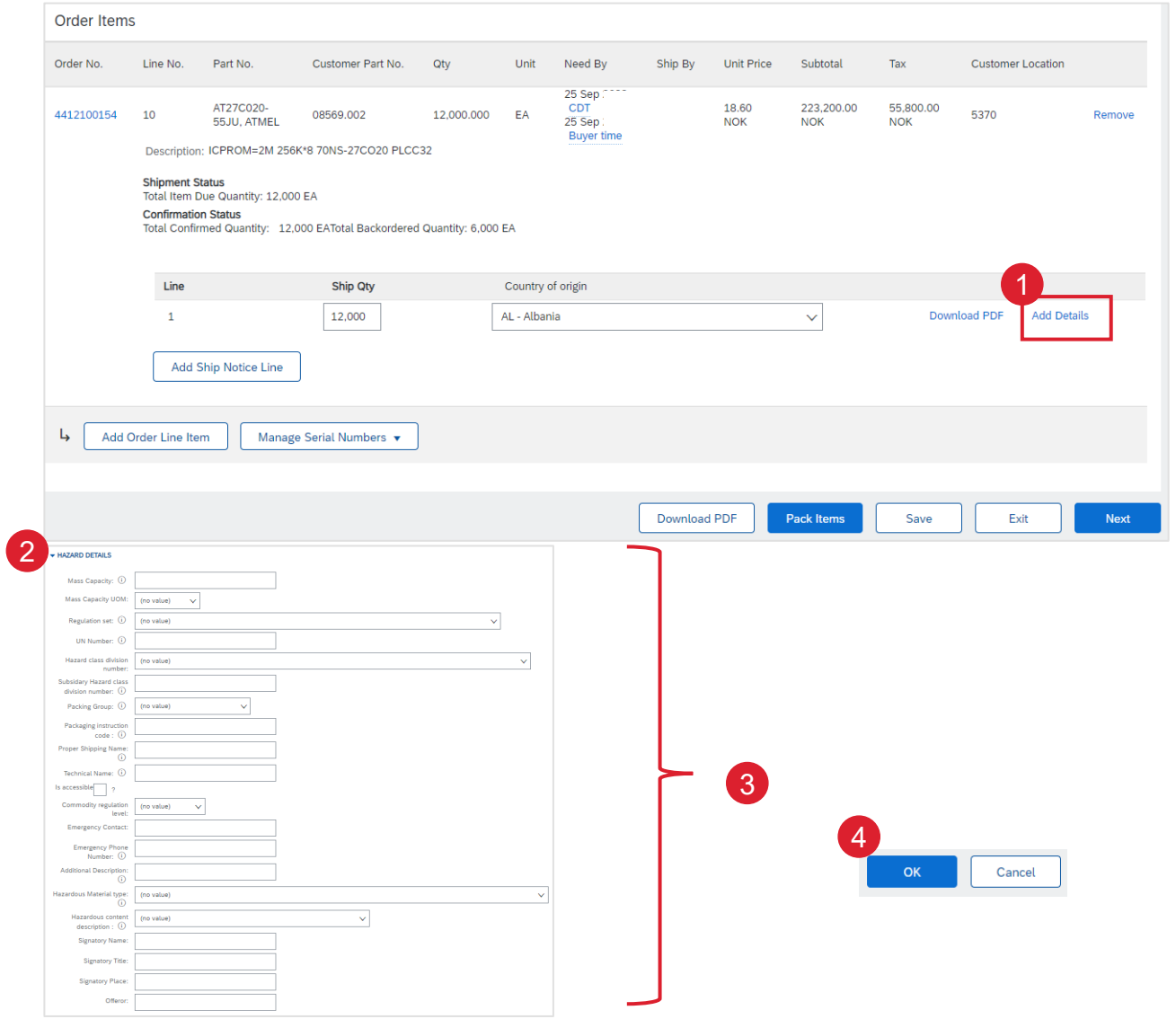
Please use the following steps to make Dangerous Goods (DG) declarations for a Honeywell Managed Shipment. This is a mandatory requirement to book DG freight through Honeywell's TMC portal. Information entered via Ariba ASN will communicate to the TMC portal and influence the carrier determination.

Suppliers are responsible for complying with applicable global dangerous goods regulations and must correctly identify all dangerous goods shipment information in the Ariba Ship Notice.

1. Within the ASN line item, select the **Add Details** link.
2. Click the **Hazard Details** button to expand the drop-down menu.
3. Fill in required fields to make appropriate **Hazardous content descriptions**.
4. Click **OK** when complete.

Note:

- This is a mandatory requirement to book DG freight through Honeywell's TMC portal.
- Informational tooltip fields are indicated with ⓘ or "?". Click on these icons to review additional field information.
- For more Dangerous Goods information fields go to Appendix



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ADVANCED SHIPPING NOTIFICATION

HONEYWELL MANAGED FREIGHT – DANGEROUS GOODS - FIELDS

Field Name	Mandatory	Field Description	Value
Mass Capacity	Yes	The mass capacity of the hazardous material;	Numeric Value
Mass Capacity UOM	Yes	The unit of measure for the mass capacity of the hazardous material; Required when Mass Capacity is provided.	Drop-Down Menu
Regulation set	Yes	The hazardous material shipping regulation set applicable to the hazardous material;	Drop-Down Menu
UN Number	Yes	Required; The UN/NA/ID Identification Number assigned to the hazardous material.	Free Text
Hazard Class Division Number	Yes	The list of supported hazardous material classes	Free Text
Subsidiary Hazard class division number	No	The subsidiary hazard class or division numbers assigned to the hazardous material; Optional.	Free Text
Packing Group	Yes	The IATA packing group for the hazardous material;	Drop-Down Menu
Packaging instruction code	Yes	The code for the packaging instructions used to pack the hazardous material;	Free Text
Proper Shipping Name	Yes	The proper shipping name for the hazardous material assigned by ADR, CFR or IATA;	Free Text
Technical Name	Yes	The technical name for the hazardous material;	Free Text
Is accessible	Yes	Can goods be handled by the carrier without specialist?	Check Box
Commodity regulation level	Yes	The regulation level for the hazardous material;	Drop-Down Menu
Emergency Contact	No	The name of the person to contact in the event of an emergency; Optional.	Free Text
Emergency Phone Number	Yes	The telephone number to contact in the event of an emergency;	Free Text
Additional Description	Yes	Additional information about the hazardous material. This could be additional regulatory information, additional handling details, etc.;	Test Description
Hazardous Material type	Yes	The type of hazardous material;	Drop-Down Menu
Hazardous content description	Yes	The hazardous material content ID;	Drop-Down Menu
Signatory Name	Yes	The name of the hazardous shipment signatory;	Free Text
Signatory Title	Yes	The title of the hazardous shipment signatory;	Free Text
Signatory Place	Yes	The place of the hazardous shipment signatory;	Free Text
Offeror	Yes	The offeror of the package containing hazardous materials;	Free Text

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ADVANCED SHIPPING NOTIFICATION
TOLERANCES

1. Honeywell may apply specific rules on each order, with a limitation in terms of quantity and date adjustment.

    - Suppliers can always notify about a quantity **under the requested quantity and split the quantity into multiple ship notices** announcing the different delivery dates.
    - Depending on each purchase order, it may be possible to notify **above the requested quantity** (over-delivery), based on negotiated tolerance with the Customer. Quantity split by delivery date is still possible.

2. In case your modifications are not allowed, you will see an error message.
3. Your buyer may set how many days early or late a ship-notice delivery date can be from the delivery date requested in an order or release. If during ship-notice validation this feature identifies a ship-notice delivery date that is outside the allowed tolerance, it prevents submission of the ship notice.

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