



# **ADVANCE SHIPPING NOTIFICATION (ASN)**

## **SUPPLIER TRAINING GUIDE**

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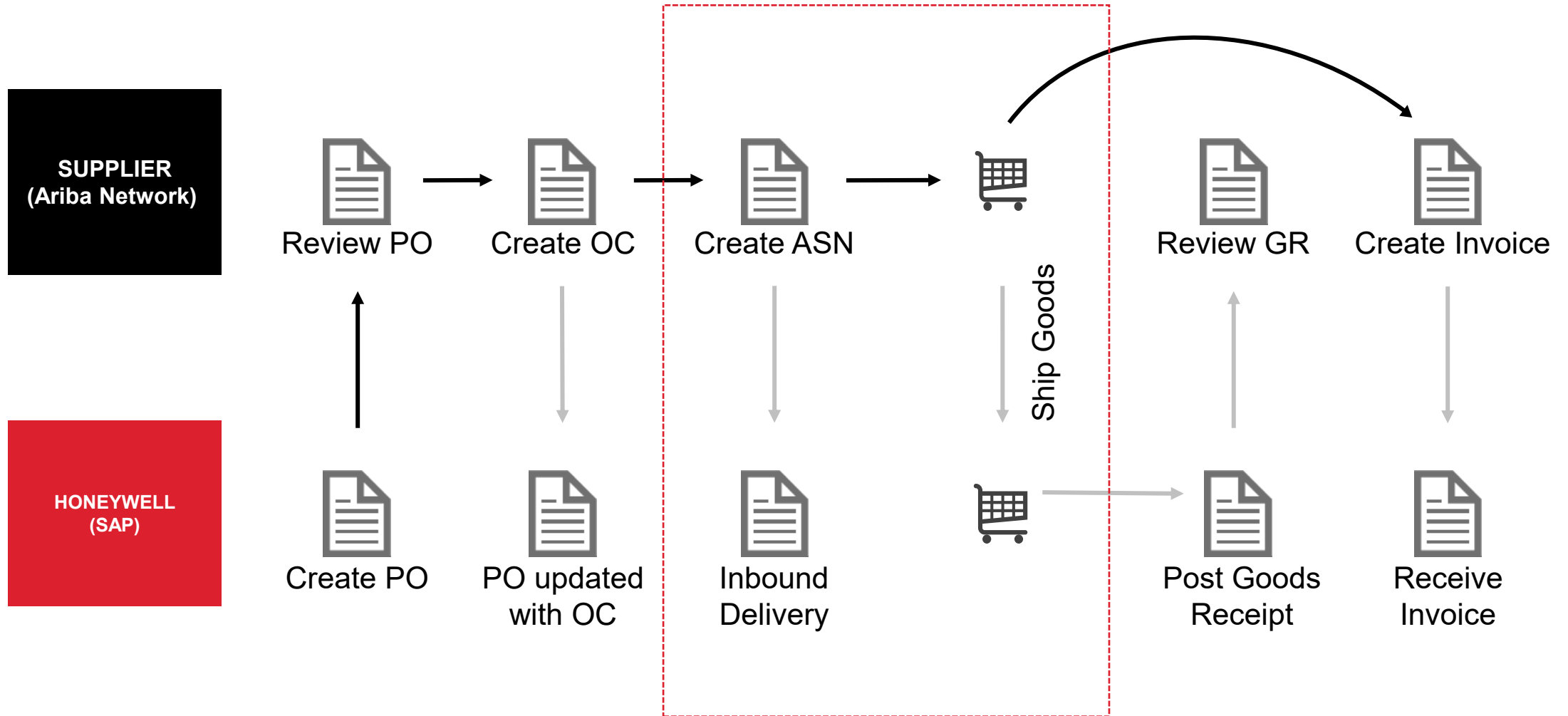
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# INTRODUCTION

**Honeywell**

# ORDER COLLABORATION

## ARIBA NETWORK GENERAL PROCESS FLOW



# 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.

# 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.

# 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

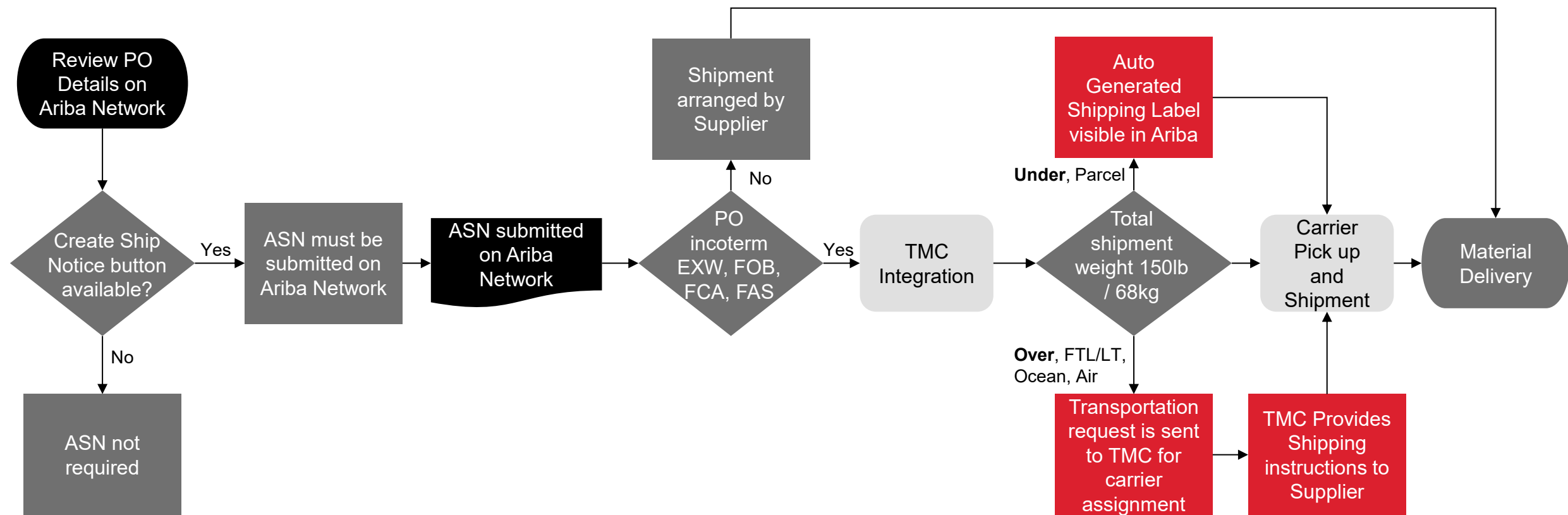
- Total shipment weight **less than 150lbs / 68kg**
- Pack Items information is required
- Honeywell will provide a Return ASN Ariba Network containing a courier shipping label

### 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.

# 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



# INDIVIDUAL 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

# 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, a table lists items to ship with columns for Order No., Item No., Supplier Part No., and Description. A red circle 3 highlights the 'Create ship notice' button. To the right, the 'Orders (44)' section shows a list of orders with a red circle 5 highlighting the 'Edit filter' button. Below this, the 'Actions' column for a selected order shows a red circle 6 highlighting the 'Create ship notice' button. At the bottom, the 'Purchase Order: 4420019702' screen shows a red circle 7 highlighting the 'Create Ship Notice' button.

Purchase Order: 4420019702

Buttons: Create Order Confirmation, Create Ship Notice, Create Invoice, Create Quality Notification

# 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.

1

SHIP FROM

Test supplier

China

Shanghai Shi , Shanghai

Update Address

2

DELIVER TO

Honeywell ACS (China) Co., Ltd.

China

Anhui Sheng , Tianjin

3

SHIPPING

4

Packing Slip ID:\*

5

Invoice No.:

6

Requested Delivery Date: --

7

Ship Notice Type

Select

8

Shipping Date:\*

9

Delivery Date:\*

9

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

8

Is carrier assignment by Honeywell needed?

☒

10

Ship From - Contact\*

shipping@supplier.com

11

Ship From - Contact\*

1391609242

12

Ship To - Contact Email:\*

receiver@destination.com

13

Ship To - Contact Phone\*

8621123456

14

Receiver - Contact Email:\*

buyer@honeywell.com

15

Receiver Phone Number:\*

8612345678

**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.

# 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 “i”. Click on these icons to review additional field information. For more Header level information fields go to Appendix.

13

Export reason code: ⓘ Permanent

14

AES Transaction Code (only for US Export process): ⓘ

15

Ship From - Name: ⓘ Test Supplier

16

Ship From - Country: ⓘ US

17

Delivery Terms: \* Transport Condition

18

Shipping Payment Method: \* Collect

19

Transport Terms ⓘ

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

17

Delivery Terms: \* Transport Condition

18

Shipping Payment Method: \* Collect

19

Transport Terms ⓘ

Add Transport Term

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

# 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.**

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 Ship Qty

50.000

2 Country of origin

(no value)

3

Weight: ①

Weight UOM: ①

(no value)

4

Add Ship Notice Line

Download PDF

Add Details

# ADVANCED SHIPPING NOTIFICATION

## PACK ITEMS: DEFINE INSTRUCTIONS SCREEN

Define packaging instructions

Exit

Next

1

Create ship notice

2

Define instructions

3

Confirm packing

4

Print labels

5

Review ship notice

We don't have instructions for packing one or more of your ship notice items. Please choose or enter packaging instructions.

1

Summary

Number of items3

ASN item no.	PO no.	Part no. and description	Batch ID	ASN Quantity
10.1	4420027310	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		6 EA
10.2	4420027310	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		4 EA
20.1	4420027310	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		3 EA

2

Items to be packed

3

4

5

6

Handling unit type	Outer packaging material	Inner handling unit	Quantity	Gross weight	Net weight	Unit
50098227-001 ADJUSTABLE ENDSTOP 50001015-001						
HON1 SCC_HU_BOX_CM	50098227-001 - SCC_HU_BOX_CM	Contains	50098227-001 ADJUSTABLE ENDSTOP 50001015-0015	EA	15	12Kilogram

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

Items to be packed

Handling unit type	Outer packaging material	Inner handling unit	Quantity	Gross weight	Net weight	Unit
50098227-001 ADJUSTABLE ENDSTOP 50001015-001						
1 HON1 SCC_HU_BOX_CM	50098227-001 - SCC_HU_BOX_CM	2 Contains 50098227-001 ADJUSTABLE ENDSTOP 50001015-001	3 5	4 EA 15	12	Kilogram
		Length 12	Height 10	Width 10	Unit Centimet	

# 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.

5

SCC\_HU\_BOX\_CM 4

Handling Unit

Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date
Handling Unit 1						
SCC_HU_BOX_CM 1 ( 5/5 )	10.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	5 EA			
SCC_HU_BOX_CM 2 ( 1/5 )	10.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	1 EA			
Length: 12, Height: 10, Width: 10, Unit: Centimet, Gross weight: 15, Net weight: 12	10.2	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4 EA			
Handling Unit 3						
SCC_HU_BOX_CM 4 ( 3/5 )	20.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	3 EA			

6

7

8

9

Move to Choose a handling unit

OK



# 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.

11

Summary

Number of Items 3

ASN item no.	PO no.	Part no. and description	Batch ID	ASN Quantity	Packed quantity	Packed percentage
10.1	4420027310	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		6 EA	6 of 6	100.00% <div></div>
10.2	4420027310	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		4 EA	4 of 4	100.00% <div></div>
20.1	4420027310	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		3 EA	3 of 3	100.00% <div></div>

Total packed 100.00 %

Packing hierarchy [What's this?](#)

SCC\_HU\_BOX\_CM 3

Manage

Print all labels

Handling unit type	ASN Item no.	Handling unit no.	Pack ID	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date	Package document No.
Handling Unit 1									
SCC_HU_BOX_CM 1 ( 5/5 )	10.1	16200000200004035	5	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	5 EA				<div>12</div>
SCC_HU_BOX_CM 2 ( 4/5 )		16200000200004036	6						
	10.1		7	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	1 EA				
	20.1		8	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	3 EA				
Handling Unit 2									
SCC_HU_BOX_CM 3 ( 4/5 )	10.2	16200000200004037	9	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4 EA				

1

2

3

4

5

Create ship notice

Define instructions

Confirm packing

Print labels

Review ship notice

13

✓

You're all set to print labels and confirm this ship notice.

✕

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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

Items to be packed

▼ Handling unit type

▼ 50098227-001 ADJUSTABLE ENDSTOP 50001015-001

Outer packaging material

HON4 SCC\_HU\_PALLET\_IN

Inner handling unit

50098227-001 - SCC\_HU\_PALLET\_I

Quantity

8

Gross weight

20

Net weight

18

Unit

Pounds

Contains

50098227-001 ADJUSTABLE ENDSTOP 5

Length

48

Height

40

Width

40

Unit

Inches

# 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.

5

SCC\_HU\_PALLET\_IN 3

6

7

8

9

10

11

Handling Unit

Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date
Handling Unit 1						
SCC_HU_PALLET_IN 1 ( 6/8 )	10.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	6 EA			
Handling Unit 2						
SCC_HU_PALLET_IN 2 ( 4/8 )	10.2	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4 EA			
Handling Unit 3						
SCC_HU_PALLET_IN 3 ( 3/8 )	20.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	3 EA			

Length

Height

Width

Unit

Gross weight

Net weight

48

40

40

Inches

20

18

Move to

Choose a handling unit

OK

SCC\_HU\_PALLET\_IN 2

Handling unit type	ASN item no.	Part no. and description	Packed quantity
Handling Unit 1			
SCC_HU_PALLET_IN 1 ( 6/8 )	10.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	6 EA
Handling Unit 2			
SCC_HU_PALLET_IN 2 ( 7/8 )	10.2	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4 EA
	20.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	3 EA
Handling Unit 3			

# 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.

13

Summary

Number of items 3

ASN item no.	PO no.	Part no. and description	Batch ID	ASN Quantity	Packed quantity	Packed percentage
10.1	4420027310	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		6 EA	6 of 6	100.00% <div></div>
10.2	4420027310	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		4 EA	4 of 4	100.00% <div></div>
20.1	4420027310	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		3 EA	3 of 3	100.00% <div></div>

Total packed 100.00 %

Packing hierarchy [What's this?](#)

SCC\_HU\_PALLET\_IN 2

Manage

Print all labels

14

Handling unit type	ASN item no.	Handling unit no.	Pack ID	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date	Package document No.
Handling Unit 1									
SCC_HU_PALLET_IN 1 ( 6/8 )	10.1	16200000200004038	1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	6 EA				<div></div>
Handling Unit 2									
SCC_HU_PALLET_IN 2 ( 7/8 )		16200000200004039	2						<div></div>
	10.2		3	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4 EA				<div></div>
	20.1		4	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	3 EA				<div></div>

1

Create ship notice

2

Define instructions

3

Confirm packing

4

Print labels

5

Review ship notice

15

You're all set to print labels and confirm this ship notice.

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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

Items to be packed

1	Handling unit type	Outer packaging material	Inner handling unit	Quantity	Gross weight	Net weight	Unit
	50098227-001 ADJUSTABLE ENDSTOP 50001015-001						
3	HON4 SCC_HU_PALLET_IN	50098227-001 - SCC_HU_PALLET_IN	Contains 4 50098227-001 SCC_HU_BOX_IN	4	65	60	Pounds
	HON2 SCC_HU_BOX_IN	50098227-001 - SCC_HU_BOX_IN	Contains 5 50098227-001 ADJUSTABLE ENDSTOP 50001015-001	5	15	12	Pounds

Add Auxiliary Material

Add Level

# 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.

8

SCC\_HU\_PALLET\_IN 3 SCC\_HU\_BOX\_IN 4

Handling Unit

Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date	
9 Handling Unit 1							Edit
SCC_HU_PALLET_IN 1 ( 2/4 )							+
SCC_HU_BOX_IN 1 ( 5/5 )	10.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	5 EA				Move to... +
SCC_HU_BOX_IN 2 ( 1/5 )	10.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	1 EA				Move to... +
Handling Unit 2							Edit
SCC_HU_PALLET_IN 2 ( 1/4 )							+
SCC_HU_BOX_IN 3 ( 4/5 )	10.2	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4 EA				Move to... + 12
Handling Unit 3							Edit
SCC_HU_PALLET_IN 3 ( 1/4 )							+
SCC_HU_BOX_IN 4 ( 3/5 )	20.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	3 EA				Move to... +

10

Length	Height	Width	Unit	Gross weight	Net weight
10	10	10	Inches	15	12

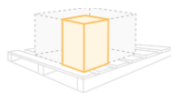
Handling Unit

Move to

Choose a handling unit

OK

Cancel



# 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.

SCC\_HU\_PALLET\_IN 3

SCC\_HU\_BOX\_IN 4

Handling Unit

Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date	
Handling Unit 1							Edit
SCC_HU_PALLET_IN 1 ( 4/4 )							+
SCC_HU_BOX_IN 1 ( 5/5 )	10.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	5	EA			Move to... +
SCC_HU_BOX_IN 2 ( 1/5 )	10.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	1	EA			Move to... +
SCC_HU_BOX_IN 3 ( 4/5 )	10.2	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4	EA			Move to... +
SCC_HU_BOX_IN 4 ( 3/5 )	20.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	3	EA			Move to... +
Handling Unit 2							Cancel Save
SCC_HU_PALLET_IN 2 ( 0/4 )							+
Handling Unit 3							Cancel Save
SCC_HU_PALLET_IN 3 ( 0/4 )							+

Handling Unit

17

✓

You're all set to print labels and confirm this ship notice.

Summary

Number of items 3

ASN item no.	PO no.
10.1	4420027310
10.2	4420027310
20.1	4420027310

Packing hierarchy

[What's this?](#)

16

SCC\_HU\_PALLET\_IN 1

SCC\_HU\_BOX\_IN 4

# 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



# 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.

1

12

Items to ship

Last 31 days

Create ship notice

Order No.	Item No.	Supplier Part No.	Description	Schedule Line No. ↑	Need By	Requested Quantity	Shipped Quantity	Received Quantity	Due Quantity	Actions	
Customer: Honeywell - TEST Ship To Address: Honeywell Environmental, Tianjin, Tianjin, CHN											
2	<input checked="" type="checkbox"/>	4420027305	20	ADJUSTABLE ENDSTOP 50001015-001	1	Oct 9, 2025	10 EA	3 EA	0 EA	7 EA	...
	<input type="checkbox"/>	4420027305	10	ADJUSTABLE ENDSTOP 50001015-001	1	Oct 9, 2025	10 EA	0 EA	0 EA	10 EA	...
	<input type="checkbox"/>	4420027306	10	ADJUSTABLE ENDSTOP 50001015-001	1	Oct 9, 2025	10 EA	0 EA	0 EA	10 EA	...
	<input checked="" type="checkbox"/>	4420027306	20	ADJUSTABLE ENDSTOP 50001015-001	1	Oct 9, 2025	10 EA	0 EA	0 EA	10 EA	...
	<input type="checkbox"/>	4420027307	20	ADJUSTABLE ENDSTOP 50001015-001	1	Oct 9, 2025	10 EA	7 EA	0 EA	3 EA	...
	<input checked="" type="checkbox"/>	4420027307	10	ADJUSTABLE ENDSTOP 50001015-001	1	Oct 9, 2025	10 EA	0 EA	0 EA	10 EA	...
	<input type="checkbox"/>	4420027308	20	ADJUSTABLE ENDSTOP 50001015-001	1	Oct 9, 2025	10 EA	0 EA	0 EA	10 EA	...

4

- 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**.

# 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.

1

SHIP FROM

Test supplier

China

Shanghai Shi , Shanghai

Update Address

2

DELIVER TO

Honeywell ACS (China) Co., Ltd.

China

Anhui Sheng , Tianjin

3

SHIPPING

4

Packing Slip ID:\*

5

Invoice No.:

6

Requested Delivery Date: --

7

Ship Notice Type

Select

8

Shipping Date:\*

9

Delivery Date:\*

9

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

8

Is carrier assignment by Honeywell needed?

☒

10

Ship From - Contact\*

shipping@supplier.com

11

Ship From - Contact Phone Number: ⓘ

1391609242

12

Ship To - Contact Email: ⓘ

receiver@destination.com

13

Ship To - Contact Phone Number: ⓘ

8621123456

14

Receiver - Contact Email: ⓘ

buyer@honeywell.com

15

Receiver Phone Number: ⓘ

8612345678

**Note:**

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

# 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 “i”. Click on these icons to review additional field information.

13

Export reason code: ⓘ Permanent

14

AES Transaction Code ⓘ (only for US Export process): ⓘ

15

Ship From - Name: ⓘ Test Supplier

16

Ship From - Street: ⓘ 1234 Street

16

Ship From - City: ⓘ Test City

16

Ship From - State: ⓘ State

16

Ship From - Postal Code: ⓘ 12345

16

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

17

Delivery Terms: \* Transport Condition

18

Shipping Payment Method: \* Collect

Delivery Terms Description:

Transport Terms Description:

19

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Other							
EXW							

Add Transport Term

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

# 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.

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Revision Level	Qty	Unit	Need By
4420027305	20		50098227-001	A	10.000	EA	9 Oct 2025 CST 9 Oct 2025 Buyer time
Description: ADJUSTABLE ENDSTOP 50001015-001							
Shipment Status Total Item Due Quantity: 7.0 EA							
Confirmation Status Total Confirmed Quantity: 0 EA							
Total Backordered Quantity: 0 EA							

Line

1

2

Ship Qty

3.000

4.000

Country of origin

AR - Argentina

AR - Argentina

2

Add Ship Notice Line

4420027305	20		50098227-001	A	10.000	EA	9 Oct 2025 CST 9 Oct 2025 Buyer time
Description: ADJUSTABLE ENDSTOP 50001015-001							
Shipment Status Total Item Due Quantity: 10 EA							
Confirmation Status Total Confirmed Quantity: 0 EA							
Total Backordered Quantity: 0 EA							

Line

1

Ship Qty

10.000

Country of origin

(no value)

Add Ship Notice Line

# ADVANCED SHIPPING NOTIFICATION

## PACK ITEMS. DEFINE INSTRUCTIONS SCREEN

Define packaging instructions

ExitNext

12345

Create ship noticeDefine instructionsConfirm packingPrint labelsReview ship notice

We don't have instructions for packing one or more of your ship notice items. Please choose or enter packaging instructions.

Summary

1

Number of items4

ASN item no.	PO no.	Part no. and description	Batch ID	ASN Quantity
20.1	4420027305	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		3 EA
20.2	4420027305	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		4 EA
20.1	4420027306	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		10 EA
10.1	4420027307	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		10 EA

Items to be packed

2

Handling unit type

Outer packaging material

3

Inner handling unit

4

Quantity

5

Gross weight

Net weight

6

Unit

50098227-001 ADJUSTABLE ENDSTOP 50001015-001

Packaging instructions needed

>

Choose a default instruction

Contains

- Summary of the material you are going to ship, including PO numbers, Part No., Description and Quantity
- 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.
- Inner handling unit: inner package or material.
- Quantity that fits in one pallet or box.
- Weight of the one pallet or box, gross weight is for the total amount (packaging + material) and net weight is for the material only.
- 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

# 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

Items to be packed

Handling unit type	Outer packaging material	Inner handling unit	Quantity	Gross weight	Net weight	Unit
50098227-001 ADJUSTABLE ENDSTOP 50001015-001						
1 HON1 SCC_HU_BOX_CM	50098227-001 - SCC_HU_BOX_CM	2 Contains 50098227-001 ADJUSTABLE ENDSTOP 50001015-001	3 6	4 10	9	Kilogram
		2 Length: 12, Height: 10, Width: 10, Unit: Centimeter				

# ADVANCED SHIPPING NOTIFICATION

## PACK ITEMS. HOW TO FILL CONFIRM PACKING SCREEN

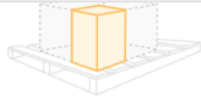
Scenario 1. I only use boxes for my shipments.

**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.

5

SCC\_HU\_BOX\_CM6



6

Handling Unit

▼ Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date
▼ Handling Unit 1						<div>Edit</div>
<div><div>7</div><div><div>Length</div><div>Height</div><div>Width</div><div>Unit</div><div>Gross weight</div><div>Net weight</div></div><div><div>12</div><div>10</div><div>10</div><div>Centimet</div><div>10</div><div>9</div></div></div>	20.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	3 EA			<div>Move to...</div> <div>+</div>
	20.2	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4 EA			<div>Edit</div> <div>Move to...</div> <div>+</div>
▼ Handling Unit 3						<div>Edit</div>
<div><div>8</div><div>SCC_HU_BOX_CM 3 ( 6/6 )</div></div>	20.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	6 EA			<div>Move to...</div> <div>+</div>
<div>SCC_HU_BOX_CM 4 ( 4/6 )</div>	20.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4 EA			<div>Move to...</div> <div>+</div>
▼ Handling Unit 4						<div>Edit</div>
<div>SCC_HU_BOX_CM 5 ( 6/6 )</div>	10.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	6 EA			<div>Move to...</div> <div>+</div>
<div>SCC_HU_BOX_CM 6 ( 4/6 )</div>	10.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4 EA			<div>9</div> <div>Move to...</div> <div>+</div>

Handling Unit

# 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.

11

Summary

Number of items4

ASN item no.	PO no.	Part no. and description	Batch ID	ASN Quantity	Packed quantity	Packed percentage
20.1	4420027305	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		3 EA	3 of 3	100.00% <div></div>
20.2	4420027305	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		4 EA	4 of 4	100.00% <div></div>
20.1	4420027306	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		10 EA	10 of 10	100.00% <div></div>
10.1	4420027307	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		10 EA	10 of 10	100.00% <div></div>

Total packed100.00%

Packing hierarchy

What's this?

SCC\_HU\_BOX\_CM6

Manage

Print all labels

Handling unit type	ASN item no.	Handling unit no.	Pack ID	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date	Package document No.
Handling Unit 1									
SCC_HU_BOX_CM 1 ( 3/6 )	20.1	16200000200004017	11	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	3 EA				<div>12</div> <div></div> <div></div>
Handling Unit 2									
SCC_HU_BOX_CM 2 ( 4/6 )	20.2	16200000200004018	12	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4 EA				<div></div> <div></div> <div></div>
Handling Unit 3									
SCC_HU_BOX_CM 3 ( 6/6 )	20.1	16200000200004019	13	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	6 EA				<div></div> <div></div> <div></div>
SCC_HU_BOX_CM 4 ( 4/6 )	20.1	16200000200004020	14	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4 EA				<div></div> <div></div> <div></div>
Handling Unit 4									
SCC_HU_BOX_CM 5 ( 6/6 )	10.1	16200000200004021	15	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	6 EA				<div></div> <div></div> <div></div>
SCC_HU_BOX_CM 6 ( 4/6 )	10.1	16200000200004022	16	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4 EA				<div></div> <div></div> <div></div>

1

2

3

4

5

Create ship notice

Define instructions

Confirm packing

Print labels

Review ship notice

13

You're all set to print labels and confirm this ship notice.

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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

Items to be packed

▼ Handling unit type

▼ 50098227-001 ADJUSTABLE ENDSTOP 50001015-001

HON4 SCC\_HU\_PALLET\_IN ▼

50098227-001 - SCC\_HU\_PALLET\_IN

Contains

50098227-001 ADJUSTABLE ENDSTOP 50001015-001

15

EA

30

28

Pounds

+

2

Length

48

Height

40

Width

40

Unit

Inches

# 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.

5

SCC\_HU\_PALLET\_IN 4

6

7

8

9

Handling Unit

Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date
Handling Unit 1						
SCC_HU_PALLET_IN 1 ( 3/15 )	20.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	3	EA		
Length: 48, Height: 40, Width: 40, Unit: inches, Gross weight: 30, Net weight: 28						
SCC_HU_PALLET_IN 2 ( 10/15 )	20.2	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4	EA		
Handling Unit 3						
SCC_HU_PALLET_IN 3 ( 10/15 )	20.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	10	EA		
Handling Unit 4						
SCC_HU_PALLET_IN 4 ( 10/15 )	10.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	10	EA		

Move to: Choose a handling unit

11

SCC\_HU\_PALLET\_IN 2

10

10

Handling Unit

Handling unit type	ASN item no.	Part no. and description	Packed quantity
Handling Unit 1			
SCC_HU_PALLET_IN 1 ( 13/15 )			
20.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	3	EA
20.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	10	EA
Handling Unit 2			
SCC_HU_PALLET_IN 2 ( 14/15 )			
20.2	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4	EA
10.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	10	EA
Handling Unit 3			
Handling Unit 4			

# 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.

10

Summary

Number of items 4


ASN item no.	PO no.	Part no. and description	Batch ID	ASN Quantity	Packed quantity	Packed percentage
20.1	4420027305	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		3 EA	3 of 3	100.00%
20.2	4420027305	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		4 EA	4 of 4	100.00%
20.1	4420027306	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		10 EA	10 of 10	100.00%
10.1	4420027307	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		10 EA	10 of 10	100.00%

Total packed 100.00%

Packing hierarchy

What's this?

SCC\_HU\_PALLET\_IN 2



Manage

Print all labels

Handling unit type	ASN item no.	Handling unit no.	Pack ID	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date	Package document No.
Handling Unit 1									
SCC_HU_PALLET_IN 1 ( 13/15 )		16200000200004023	7						11
	20.1		8	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	3 EA				
	20.1		9	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	10 EA				
Handling Unit 2									
SCC_HU_PALLET_IN 2 ( 14/15 )		16200000200004024	10						
	20.2		11	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4 EA				
	10.1		12	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	10 EA				

1

2

3

4

5

Create ship notice

Define instructions

Confirm packing

Print labels

Review ship notice

12

✓

You're all set to print labels and confirm this ship notice.

×

# 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

Items to be packed

1

3

4

5

6

7

2

Handling unit type	Outer packaging material	Inner handling unit	Quantity	Gross weight	Net weight	Unit
50098227-001 ADJUSTABLE ENDSTOP 50001015-001						
HON3 SCC_HU_PALLET_CM	50098227-001 - SCC_HU_PALLET_CM	Contains 50098227-001 SCC_HU_BOX_CM	10	65	60	Kilogram
HON1 SCC_HU_BOX_CM	50098227-001 - SCC_HU_BOX_CM	Contains 50098227-001 ADJUSTABLE ENDSTOP 50001015-001	6	10	9	Kilogram

Add Auxiliary Material

Add Level

# ADVANCED SHIPPING NOTIFICATION

## PACK ITEMS. HOW TO FILL CONFIRM PACKING SCREEN

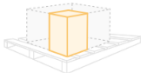
Scenario 3. I use pallets and boxes for my shipments.

**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.

8

SCC\_HU\_PALLET\_CM 4 SCC\_HU\_BOX\_CM 6



9

Handling Unit

Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date	
Handling Unit 1							Edit
SCC_HU_PALLET_CM 1 ( 1/10 )							+
<div>120100100Centimet6560</div>	20.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	3	EA			Move to... +
Handling Unit 2							Edit
SCC_HU_PALLET_CM 2 ( 1/10 )							+
SCC_HU_BOX_CM 2 ( 4/6 )	20.2	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4	EA			Move to... +
Handling Unit 3							Edit
SCC_HU_PALLET_CM 3 ( 2/10 )							+
SCC_HU_BOX_CM 3 ( 6/6 )	20.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	6	EA			Move to... +
SCC_HU_BOX_CM 4 ( 4/6 )	20.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4	EA			Move to... +
Handling Unit 4							Edit
SCC_HU_PALLET_CM 4 ( 2/10 )							+
SCC_HU_BOX_CM 5 ( 6/6 )	10.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	6	EA			Move to... +
SCC_HU_BOX_CM 6 ( 4/6 )	10.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4	EA			Move to... +

12

Move to Choose a handling unit

OK

Handling Unit

# 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 by 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.

SCC\_HU\_PALLET\_CM 4 SCC\_HU\_BOX\_CM 6

Handling Unit

Handling unit type	ASN item no.	Part no. and description	Packed quantity	Batch ID	Production date	Expiry date
Handling Unit 1						
SCC_HU_PALLET_CM 1 ( 6/10 )						
SCC_HU_BOX_CM 1 ( 3/6 )	20.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	3 EA			
SCC_HU_BOX_CM 2 ( 4/6 )	20.2	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4 EA			
SCC_HU_BOX_CM 3 ( 6/6 )	20.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	6 EA			
SCC_HU_BOX_CM 4 ( 4/6 )	20.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4 EA			
SCC_HU_BOX_CM 5 ( 6/6 )	10.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	6 EA			
SCC_HU_BOX_CM 6 ( 4/6 )	10.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4 EA			
Handling Unit 2						
SCC_HU_PALLET_CM 2 ( 0/10 )						
Handling Unit 3						
SCC_HU_PALLET_CM 3 ( 0/10 )						
Handling Unit 4						
SCC_HU_PALLET_CM 4 ( 0/10 )						

17 You're all set to print labels and confirm this ship notice.

Summary

Number of items 4

ASN item no.	PO no.
20.1	4420027305
20.2	4420027305
20.1	4420027306
10.1	4420027307

Packing hierarchy [What's this?](#)

SCC\_HU\_PALLET\_CM 1 SCC\_HU\_BOX\_CM 6

# 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.

1

Create Ship Notice

Previous Download PDF Print Labels Save Submit Exit

Edit Ship Notice. Done

To print a custom PDF, select one of the options below:

Number	Name
1.	Cover Label
2.	Item Label

2

3

ARIBA HU 1000094753

ASN 60993827621

PO member Material Description PO Item COO

4500000001	00010	US
Q5684Y5324W4581GB	INSTANT COLD PACK PK10 WITH LONGER 56789	
Qty: 1234567890	123 KG	Batch: 1234567890
4500000001	00020	US
Q5684Y5324W4581GB	INSTANT COLD PACK PK10 WITH LONGER 56789	
Qty: 2000 399 KG	Batch: 9876543210	
4500000002	00010	US
Q5684Y5324W4581GB	INSTANT COLD PACK PK10 WITH LONGER 5678A	
Qty: 470 000 PCS		
4500000002	00010	US
Q5684Y5324W4581GB	INSTANT COLD PACK PK10 WITH LONGER 6666B	
Qty: 600 000 PCS		

Print date: 2022/02/15 Page 1 of 20

ARIBA HU 1000094753

ASN 60993827621

Shipped From: Honeywell Safety Products 175T CARR RD STE 100E Calexico CA 92231

Shipped To: Honeywell Safety Products 175T CARR RD STE 100E Calexico CA 92231

Gross Weight: 482 LB

Print date: 2022/02/15 Page 1 of 20

# 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 –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/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](mailto: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

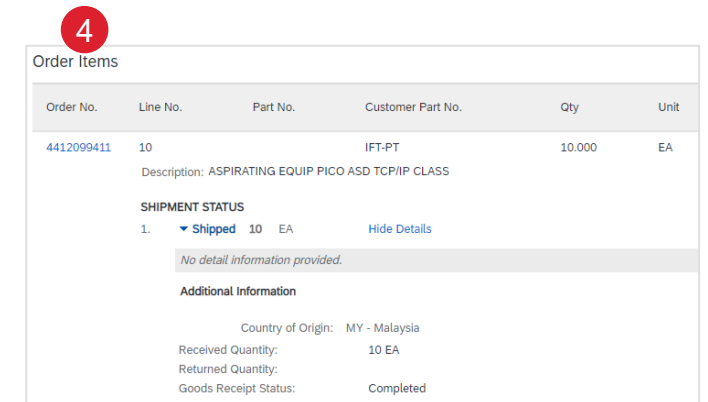
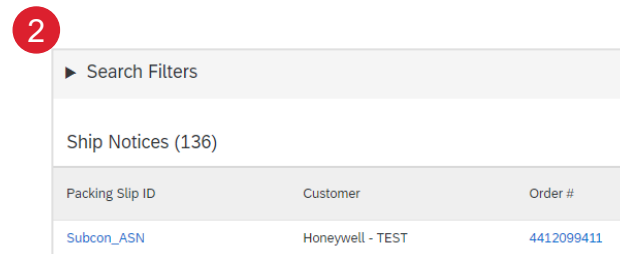
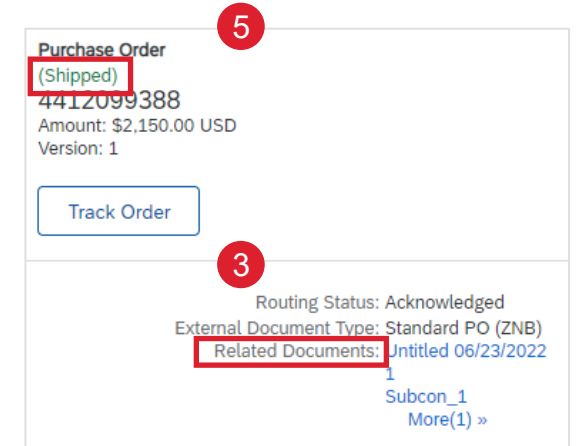
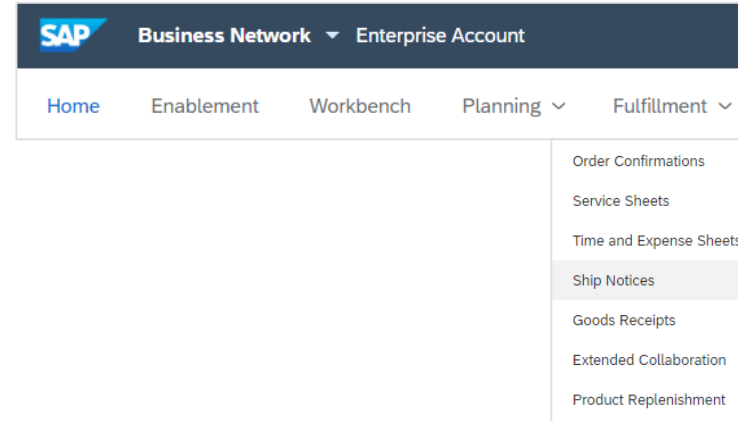
Ref Code:



# ADVANCED SHIPPING NOTIFICATION

## 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.



# 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.

Ship Notice: TEST12343f

Done

CancelExport cXMLDownload PDF

1

DetailTransport DetailsPacked ItemsHistory

Ship Notice: TEST12343f  
Routing Status: Acknowledged  
Received By Ariba Network On: 29 Oct 2022 5:07:30 PM GMT-05:00  
Submitted By: aftab pasha

To: Honeywell - TEST  
Submitted from the Supplier 29 Oct 2022 5:07:30 PM GMT-05:00  
Organization's System On:

History

Status	Comments	Changed By	Date and Time
	Processing cXML	SCMSupplierQueueProcessor-125016067	29 Oct 2022 5:23:03 PM
	Processing cXML item	SCMSupplierQueueProcessor-125152050	29 Oct 2022 5:23:05 PM
	The document is ready to be picked up by the recipient.	CommunityWeb-125010064	29 Oct 2022 5:23:09 PM
	The document has been transferred to the next integration point.	CommunityWeb-125010064	29 Oct 2022 5:23:09 PM
Acknowledged	Success	CXML StatusUpdateRequest	29 Oct 2022 5:23:10 PM

2

# 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**.

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. A red circle '1' highlights the 'Reports' dropdown menu.

Below the navigation bar, the 'Report Templates' section shows a table with columns: Title, Schedule Type, Report Type, and Status. The 'Purchase Order Report' is selected. A red circle '2' highlights the 'Create' button.

The 'Report' form is shown below. It has a left sidebar with 'Report Description' and 'Criteria' tabs. The 'Criteria' tab is active. A red circle '3' highlights the 'Title' field, which contains 'ASN Report'. The 'Description' field is empty. The 'Time zone' is set to 'America/Chicago' and 'Language' is 'English'. The 'Report type' dropdown is highlighted with a red box and a red circle '3', showing 'Ship Notice' selected.

At the bottom, a table lists the created reports. The 'ASN Report' is shown with a status of 'Processed', highlighted with a red box. A red circle '4' highlights the 'Run' button, and a red circle '6' highlights the 'Download' button. A red circle '5' highlights the 'Refresh Status' button.

Title	Schedule Type	Report Type	Status	Last Run
ASN Report	Manual	Ship Notice	Processed	16 Jun 2022
Purchase Order Report	Manual	Open Orders	Processed	5 Apr 2022

# 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

## 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	<a href="mailto:HoneywellAPAC@mytmc.com">HoneywellAPAC@mytmc.com</a>
APAC	PMT HPS	Surface Transportation	<a href="mailto:HoneywellHPSAPAC@mytmc.com">HoneywellHPSAPAC@mytmc.com</a>
APAC	SPS & HBT	Surface Transportation	<a href="mailto:HoneywellAPACDOM@mytmc.com">HoneywellAPACDOM@mytmc.com</a>
APAC	PMT (Excluding HPS)	International Ocean/X Border Trucking	<a href="mailto:HoneywellOceanAP@mytmc.com">HoneywellOceanAP@mytmc.com</a>
APAC	SPS	International Ocean/X Border Trucking	<a href="mailto:HoneywellOceanAPACSPS@mytmc.com">HoneywellOceanAPACSPS@mytmc.com</a>
APAC	SPS HBT	International Ocean/X Border Trucking	<a href="mailto:HoneywellOceanAPACHBT@mytmc.com">HoneywellOceanAPACHBT@mytmc.com</a>
APAC	PMT HPS	International Air & Parcel	<a href="mailto:HoneywellHPSAPAC@mytmc.com">HoneywellHPSAPAC@mytmc.com</a>
APAC	SPS & HBT	International Air & Parcel	<a href="mailto:HoneywellAPACINTL@mytmc.com">HoneywellAPACINTL@mytmc.com</a>
APAC	PMT HPS & HBT	HWA (India Origin) & Surface	<a href="mailto:HoneywellTMCIndia@mytmc.com">HoneywellTMCIndia@mytmc.com</a>
EMEA	ALL	Inbound from Supplier	<a href="mailto:HoneywellHBTEMEA@mytmc.com">HoneywellHBTEMEA@mytmc.com</a>
NA	PMT (Excluding HPS)	Surface Transportation	<a href="mailto:Honeywellam@mytmc.com">Honeywellam@mytmc.com</a>
NA	PMT HPS	Surface Transportation	<a href="mailto:HoneywellHPS@mytmc.com">HoneywellHPS@mytmc.com</a>
NA	PMT UOP	Surface Transportation	<a href="mailto:Honeywelluop@mytmc.com">Honeywelluop@mytmc.com</a>
NA	SPS	Surface Transportation	<a href="mailto:HoneywellSPSNA@mytmc.com">HoneywellSPSNA@mytmc.com</a>
NA	HBT	Surface Transportation	<a href="mailto:Honeywellhbtna@mytmc.com">Honeywellhbtna@mytmc.com</a>
NA	ALL	Air	<a href="mailto:Honeywellair@mytmc.com">Honeywellair@mytmc.com</a>
NA	ALL	Ocean	<a href="mailto:HoneywellPMTOcean@mytmc.com">HoneywellPMTOcean@mytmc.com</a>
NA	Intelligrated	Surface Transportation	<a href="mailto:igstmc@mytmc.com">igstmc@mytmc.com</a>

# 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

# 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



# 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

# 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.

Serial Numbers

0 / 100 Incomplete

Add

Details

ASSET DETAILS

The maximum number of assets you can enter is 100, which corresponds to the shipping quantity.

1

Serial Number

Asset Tag

2

Add Asset

▶ HAZARD DETAILS

▶ DELIVERY DETAILS

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

# 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.

**1** Manage Serial Numbers

**2** Download template

**3** TestPackListID.zip

**4** SAP Ariba ShipNotice

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						

**5** Item Serial Number

**7** Choose File No file chosen

**8** Add

Done

**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

# 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

The screenshot displays the 'Order Items' section of the Honeywell TMC portal. The table lists order items with columns for Order No., Line No., Part No., Customer Part No., Qty, Unit, Need By, Ship By, Unit Price, Subtotal, Tax, and Customer Location. The first item (Line 10) is highlighted, showing details for a shipment of 12,000 units of ICPROM=2M 256K\*8 70NS-27CO20 PLCC32.

Below the table, the 'HAZARD DETAILS' form is expanded, showing various fields for dangerous goods declarations. The form includes sections for Mass Capacity, Regulation set, UN Number, Hazard class division number, Subsidiary Hazard class division number, Packing Group, Packaging instruction code, Proper Shipping Name, Technical Name, Is accessible, Commodity regulation level, Emergency Contact, Emergency Phone Number, Additional Description, Hazardous Material type, Hazardous content description, Signatory Name, Signatory Title, Signatory Place, and Officer.

Red numbers 1 through 4 indicate the steps for adding dangerous goods details:

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.

# 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

# 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.