



ADVANCE SHIPPING NOTIFICATION (ASN)

QUICK REFERENCE GUIDE: MULTIPLE PO

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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

3 Create ship notice

4

✓ <input type="checkbox"/>	Order No.	Item No.	Supplier Part No.	Description	Schedule Line No. ↑	Need By	Requested Quantity	Shipped Quantity	Received Quantity	Due Quantity	Actions
✓ <input type="checkbox"/>	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	...

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. 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.

1 SHIP FROM

Test supplier Update Address

China
Shanghai Shi , Shanghai

2 DELIVER TO

Honeywell ACS (China) Co., Ltd.

China
Anhui Sheng , Tianjin

3 SHIPPING

4 Packing Slip ID: *

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: Select ▾

5 Shipping Date: *

6 Delivery Date: *

7

▲ 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 *

Email ⓘ

Ship From - Contact *

Phone Number ⓘ

11 Ship To - Contact Email: *

Ship To - Contact Phone *

number ⓘ

Receiver - Contact Email: *

Receiver Phone Number: *

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:

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 in full guide. **ASN FULL GUIDE**

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

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 in full guide [ASN FULL GUIDE](#)

The screenshot shows a web form for creating an ASN. It is divided into several sections:

- Export Reason Code:** A dropdown menu set to "Permanent" (callout 13).
- AES Required:** A checkbox labeled "AES Required (only for US Export process)" (callout 14).
- AES Transaction Code:** A text input field (callout 14).
- Is Dutiable:** A checked checkbox (callout 14).
- Ship From Information:** A series of text input fields for Name, Street, City, State, Postal Code, and Country (callout 15).
- Attachments:** A section with a table header (Name, Size, Content Type) and a "No items" message. It includes a "Choose File" button, an "Add Attachment" button, and a note: "The total size of all attachments cannot exceed 100MB".
- DELIVERY INFORMATION:** A section with a dropdown for "Delivery Terms" set to "Transport Condition" (callout 17), a "Shipping Payment Method" dropdown set to "Collect" (callout 18), and two text input fields for descriptions.
- Transport Terms:** A table with columns: Transport Terms, Equipment Identification Code, Gross Volume, Unit, Gross Weight, Unit, Sealing Party Code, Seal ID. The first row has a dropdown set to "Other" (callout 19) and several empty input fields. An "Add Transport Term" button is at the bottom.

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 in full guide. **ASN FULL GUIDE**
- For more Order items information fields go to Appendix in full guide. **ASN FULL GUIDE**

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	Ship Qty	Country of origin
1	3.000	AR - Argentina
2	4.000	AR - Argentina

2 Add Ship Notice Line

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: 10 EA							
Confirmation Status Total Confirmed Quantity: 0 EA Total Backordered Quantity: 0 EA							

Line	Ship Qty	Country of origin
1	10.000	(no value)

Add Ship Notice Line

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

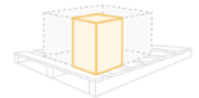
i We don't have instructions for packing one or more of your ship notice items. Please choose or enter packaging instructions. ×

Summary

1

Number of items 4

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

i 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 SCENARIOS

Double-click the scenario that best applies to your shipments:

Note: All scenarios include ASN creation for individual POs with multiple line items, split line items, and examples..

Scenario 1:How to create
Multiple PO ASN if I only
use **boxes** to ship

Scenario 2: How to create
Multiple PO ASN if I only
use **pallets** to ship

Scenario 3: How to create
Multiple PO ASN if I use
boxes and pallets to ship

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								
<div style="border: 1px solid #ccc; padding: 2px;"> 1 HON1 SCC_HU_BOX_CM </div>	50098227-001 - SCC_HU_BOX_CM	<div style="border: 1px solid #ccc; padding: 2px;"> 2 <table border="1" style="font-size: 0.8em;"> <thead> <tr> <th>Length</th> <th>Height</th> <th>Width</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">12</td> <td style="text-align: center;">10</td> <td style="text-align: center;">10</td> <td style="text-align: center;">Centimet</td> </tr> </tbody> </table> </div>	Length	Height	Width	Unit	12	10	10	Centimet	<div style="border: 1px solid #ccc; padding: 2px;"> 3 6 </div>	<div style="border: 1px solid #ccc; padding: 2px;"> 4 10 </div>	<div style="border: 1px solid #ccc; padding: 2px;"> 9 </div>	<div style="border: 1px solid #ccc; padding: 2px;"> Kilogram </div>
Length	Height	Width	Unit											
12	10	10	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 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_CM 6



Handling Unit

6

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 (3/6)	20.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	3	EA														
<table border="1"><thead><tr><th>Length</th><th>Height</th><th>Width</th><th>Unit</th><th>Gross weight</th><th>Net weight</th></tr></thead><tbody><tr><td>12</td><td>10</td><td>10</td><td>Centimet</td><td>10</td><td>9</td></tr></tbody></table>	Length	Height	Width	Unit	Gross weight	Net weight	12	10	10	Centimet	10	9						
Length	Height	Width	Unit	Gross weight	Net weight													
12	10	10	Centimet	10	9													
	20.2	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4	EA														
Handling Unit 3																		
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														
Handling Unit 4																		
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														

7

8

9

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 18 & 19](#) in this file to continue with labels instructions.

11 Summary

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 style="width: 100%; height: 5px; background-color: green;"></div>
20.2	4420027305	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		4 EA	4 of 4	100.00% <div style="width: 100%; height: 5px; background-color: green;"></div>
20.1	4420027306	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		10 EA	10 of 10	100.00% <div style="width: 100%; height: 5px; background-color: green;"></div>
10.1	4420027307	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		10 EA	10 of 10	100.00% <div style="width: 100%; height: 5px; background-color: green;"></div>

Total packed 100.00%

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

SCC_HU_BOX_CM 6

[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				12 <input type="text"/>
Handling Unit 2									
SCC_HU_BOX_CM 2 (4/6)	20.2	16200000200004018	12	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4 EA				<input type="text"/>
Handling Unit 3									
SCC_HU_BOX_CM 3 (6/6)	20.1	16200000200004019	13	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	6 EA				<input type="text"/>
SCC_HU_BOX_CM 4 (4/6)	20.1	16200000200004020	14	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4 EA				<input type="text"/>
Handling Unit 4									
SCC_HU_BOX_CM 5 (6/6)	10.1	16200000200004021	15	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	6 EA				<input type="text"/>
SCC_HU_BOX_CM 6 (4/6)	10.1	16200000200004022	16	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4 EA				<input type="text"/>

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

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	Outer packaging material	Inner handling unit	Quantity	Gross weight	Net weight	Unit									
<div style="border: 1px solid #ccc; padding: 2px;"> ▼ Handling unit type </div>	<div style="border: 1px solid #ccc; padding: 2px;"> ▼ 50098227-001 ADJUSTABLE ENDSTOP 50001015-001 </div>	<div style="border: 1px solid #ccc; padding: 2px;"> ▼ Contains </div>	<div style="border: 1px solid #ccc; padding: 2px;"> ▼ 50098227-001 ADJUSTABLE ENDSTOP 50001015-001 </div>	<div style="border: 1px solid #ccc; padding: 2px; width: 40px; text-align: center;">15</div>	<div style="border: 1px solid #ccc; padding: 2px; width: 40px; text-align: center;">30</div>	<div style="border: 1px solid #ccc; padding: 2px; width: 40px; text-align: center;">28</div>	<div style="border: 1px solid #ccc; padding: 2px; width: 40px; text-align: center;">Pounds</div>								
<div style="border: 1px solid #ccc; padding: 2px;"> + HON4 SCC_HU_PALLET_IN </div>		<div style="border: 1px solid #ccc; padding: 2px;"> ▼ 50098227-001 - SCC_HU_PALLET_IN </div>		<div style="border: 1px solid #ccc; padding: 2px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="font-size: 0.8em;">Length</th> <th style="font-size: 0.8em;">Height</th> <th style="font-size: 0.8em;">Width</th> <th style="font-size: 0.8em;">Unit</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">48</td> <td style="text-align: center;">40</td> <td style="text-align: center;">40</td> <td style="text-align: center;">Inches</td> </tr> </tbody> </table> </div>			Length	Height	Width	Unit	48	40	40	Inches	<div style="border: 1px solid #ccc; padding: 2px; width: 20px; text-align: center;">+</div>
Length	Height	Width	Unit												
48	40	40	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.

The screenshot displays the 'PACK ITEMS' interface with two panels. The left panel shows 'SCC_HU_PALLET_IN 4' with a table of 4 handling units. The right panel shows 'SCC_HU_PALLET_IN 2' with a table of 4 handling units. A 'Move to...' dialog box is open over the table in the left panel.

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						
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		

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.

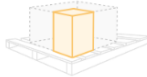
13. Click next and go to [page 18 & 19](#) in this file to continue with labels instructions.

Summary

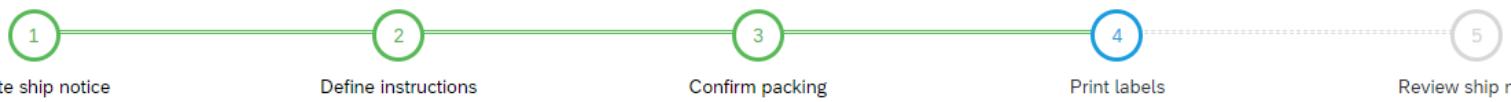
Number of items 4 Total packed 100.00 %

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 style="width: 100%; height: 10px; background-color: green;"></div>
20.2	4420027305	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		4 EA	4 of 4	100.00% <div style="width: 100%; height: 10px; background-color: green;"></div>
20.1	4420027306	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		10 EA	10 of 10	100.00% <div style="width: 100%; height: 10px; background-color: green;"></div>
10.1	4420027307	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		10 EA	10 of 10	100.00% <div style="width: 100%; height: 10px; background-color: green;"></div>

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						<input type="text" value=""/>
	20.1		8	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	3 EA				<input type="text" value=""/>
	20.1		9	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	10 EA				<input type="text" value=""/>
Handling Unit 2									
SCC_HU_PALLET_IN 2 (14/15)		16200000200004024	10						<input type="text" value=""/>
	20.2		11	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4 EA				<input type="text" value=""/>
	10.1		12	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	10 EA				<input type="text" value=""/>



✔ 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	Handling unit type	Outer packaging material	Inner handling unit	Quantity	Gross weight	Net weight	Unit	2
	50098227-001 ADJUSTABLE ENDSTOP 50001015-001							
3	HON3 SCC_HU_PALLET_CM	50098227-001 - SCC_HU_PALLET_CM	4 Contains 50098227-001 SCC_HU_BOX_CM	10	5 65	60	Kilogram	+ Add Auxiliary Material Add Level
	HON1 SCC_HU_BOX_CM	50098227-001 - SCC_HU_BOX_CM	6 Contains 50098227-001 ADJUSTABLE ENDSTOP 50001015-001	6	7 10	9	Kilogram	

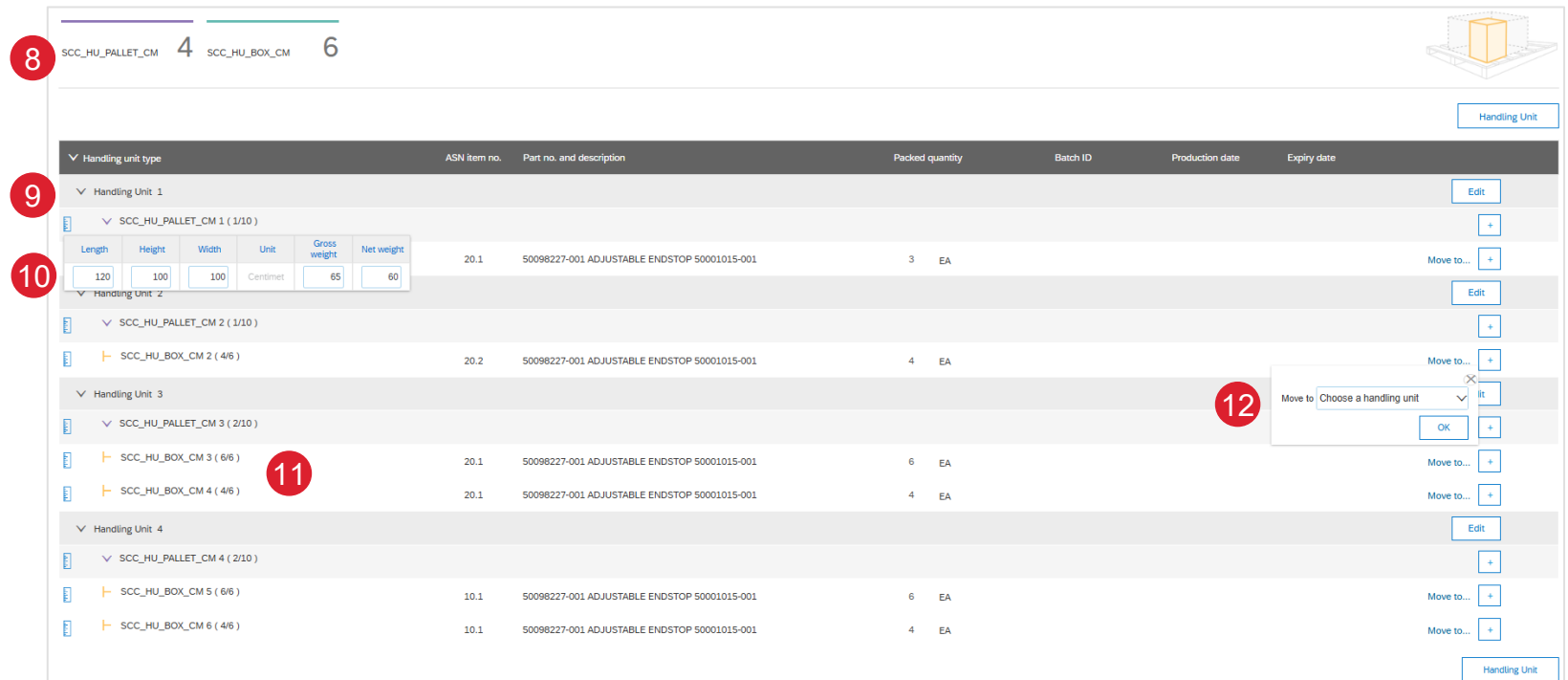
ADVANCED SHIPPING NOTIFICATION

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.

- Pallet and boxes required for this shipment. The system will determine the number of boxes based on item quantity and packaging rules.
- Handling unit required for this shipment. Since 4 pallet are needed, there will be 4 handling units.
- You can modify each pallet dimensions and weight if necessary, by clicking in [blue ruler](#).
- 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.
- 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

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 (1/10)						
Length	Height	Width	Unit	Gross weight	Net weight	
120	100	100	Centimet	65	60	
20.1	50098227-001	ADJUSTABLE ENDSTOP 50001015-001	3 EA			
Handling Unit 2						
SCC_HU_PALLET_CM 2 (1/10)						
SCC_HU_BOX_CM 2 (4/6)	20.2	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4 EA			
Handling Unit 3						
SCC_HU_PALLET_CM 3 (2/10)						
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			
Handling Unit 4						
SCC_HU_PALLET_CM 4 (2/10)						
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			

12 Move to Choose a 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 18 & 19](#) in this file to continue with labels instructions.

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?](#)

16 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 number	Material	Description	PO Num	COO
450000001	00010	INSTANT COLD PACK PK10 WITH LONGER 56789	123456789	US
450000001	00020	INSTANT COLD PACK PK10 WITH LONGER 56789	987654321	US
450000002	00010	INSTANT COLD PACK PK10 WITH LONGER 5678A	123456789	US
450000003	00010	INSTANT COLD PACK PK10 WITH LONGER 8888B	123456789	US

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

ARIBA HU 1000094753

ASN 60993827621

Shipped From:	Shipped To:
Honeywell Safety Products 1757 CARR RD STE 100E Calexico CA 92231	Honeywell Safety Products 1757 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.**

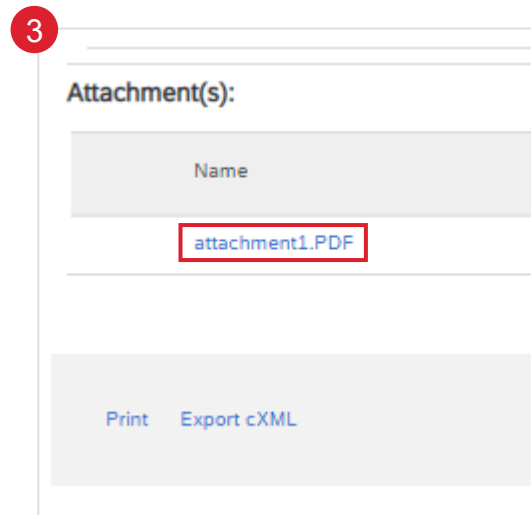
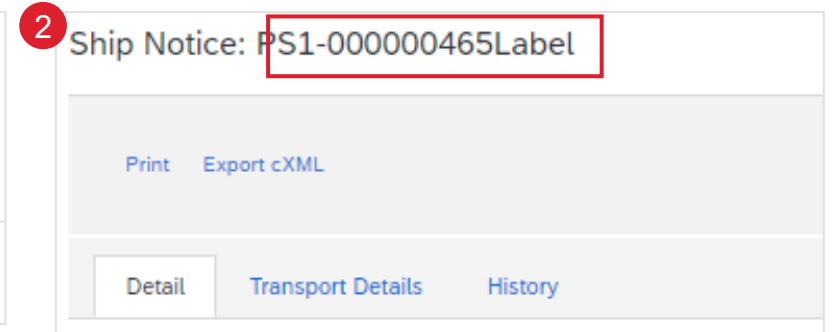
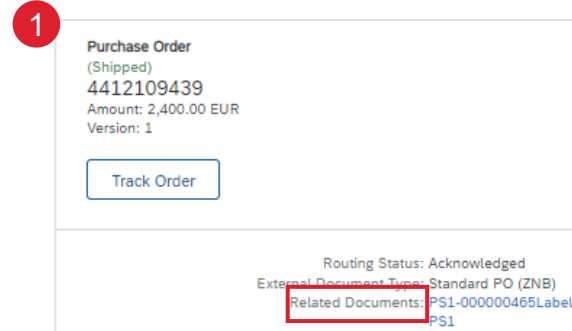
1. You will find this ASN as part of the **Related Documents** associated with the PO
2. The naming format will be your original unique packlist ID with the suffix –xxxxxxxLabel
3. Click on the **Attachment(s)** link at the bottom of the page.
4. View, print and attach the PDF shipping label provided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



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

Done

Cancel Print Export cXML Download PDF

Detail Transport Details Packed Items History

Cancel Ship Notice?

Are you sure you want to cancel this ship notice?

Yes No

Done Previous

Packing Slip ID	Customer	Order #	Date	Completion Status	Receipt Status	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	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

ADVANCED SHIPPING NOTIFICATION

COMMON ERRORS

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