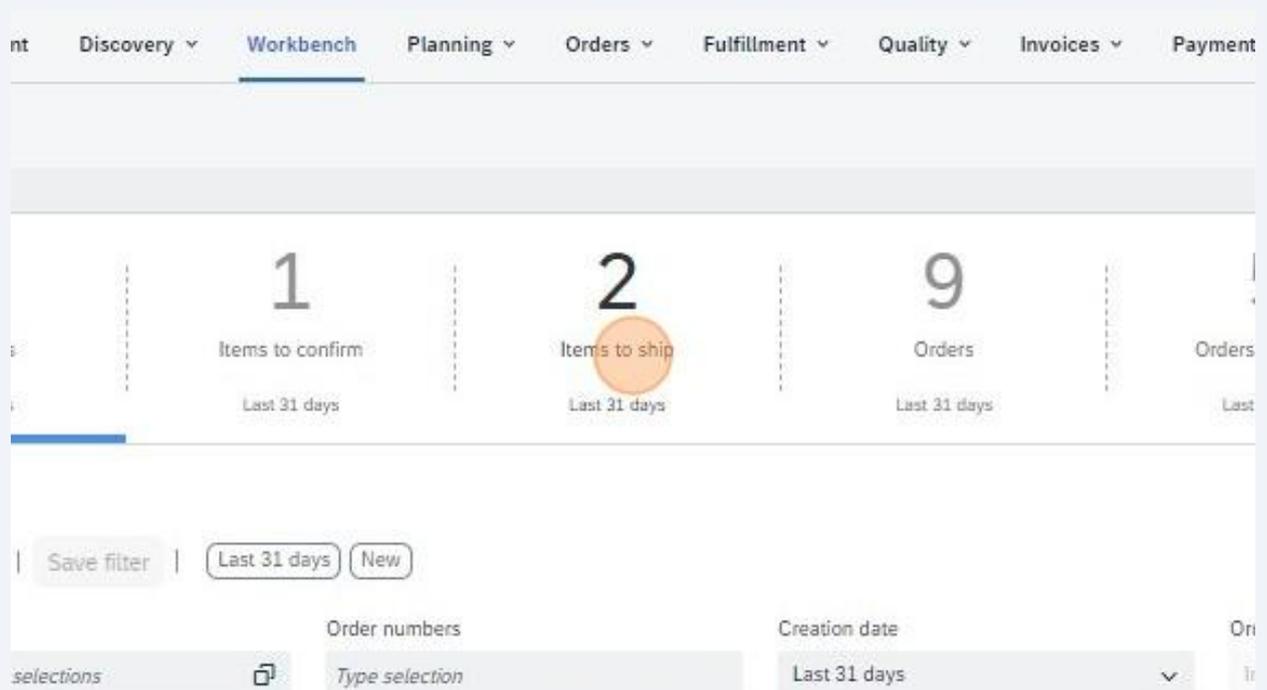


Advanced Shipping Notification (ASN) Other freights Managed - Support Guide.

1 Login to your supplier account and go to your Home Screen.

i Tip! - Confirm with your account administrator you have the needed permissions to create Advanced Shipping Notifications (ASN) - Any role allowing invoicing will allow this function.

2 Navigate to the Workbench and click on Items to Ship to access a full view of Items waiting for shipment.



The screenshot shows the SAP Workbench navigation bar with the following tabs: Discovery, Workbench (selected), Planning, Orders, Fulfillment, Quality, Invoices, and Payment. Below the navigation bar, there is a dashboard with four cards: 'Items to confirm' (1), 'Items to ship' (2), 'Orders' (9), and another 'Orders' card. The 'Items to ship' card is highlighted with an orange circle. Below the dashboard, there are filter buttons: 'Save filter', 'Last 31 days', and 'New'. At the bottom, there are filter sections for 'Order numbers' (Type selection) and 'Creation date' (Last 31 days).

i Tip! - To search for specific items, you can use an edit the different Filters to customize your view.

3

Choose the Parts or Orders you want to ship, you can select individual or multiple line items.

Show more

Create ship notice

<input type="checkbox"/>	Order No.	Item No.	Description	Need By
<input type="checkbox"/>	Customer: Honeywell - TEST Ship To Address: Honeywell ECC FRE, Freeport, IL, U			
<input checked="" type="checkbox"/>	4420016708	10	SPEED NUT	Sep 3, 2024
<input type="checkbox"/>	4420016770	10	SPEED NUT	Sep 3, 2024



Alert! - Ship Notices are limited by Ship-to Location, or by Date. If you're unsure or an Order is not visible, please contact your PO Buyer.

4 When you made your selection, click "Create ship notice" button to continue.

Customers:

Order numbers:

Creation date:

Partial match Exact match

[Show more](#)

<input type="checkbox"/>	Order No.	Item No.	Description	Need By
<input type="checkbox"/>	Customer: Honeywell - TEST Ship To Address: Honeywell ECC FRE, Freeport, IL, U			
<input checked="" type="checkbox"/>	4420016708	10	SPEED NUT	Sep 3, 2024
<input type="checkbox"/>	4420016770	10	SPEED NUT	Sep 3, 2024

5 The next screen will show you a mandatory form where you need to include a Packing Slip ID, provide a shipping and delivery date and contacts information.

FIELD FASTENER SUPPLY CO-TEST [Update Address](#)

Machesney Park, IL
United States

▼ **Ship Notice Header**

SHIPPING

Packing Slip ID:*

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: ▼

Shipping Date:*

Delivery Date:*

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



Tip! - Packing Slip ID can be any alphanumeric your company uses to reference the Ship Notice.



Alert! - For the Packing Slip ID, do not include special characters, the ID must include less than 35 characters.



Alert! - If the freight for this notice is not managed by Honeywell, please uncheck the question from the next step.

6

Confirm all the contact information is completed and uncheck the carrier assignment by Honeywell.

Shipping Date:* 18 Jul 2024

Delivery Date:* 19 Jul 2024

⚠ 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 t

⚠ 2. [EXW, FOB, FCA, FAS] + [Total shipment weight > 150lb / 68kg] = Shipping Label by Honeywell via TMC Portal, labels to be provid

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

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

Is carrier assignment by Honeywell needed? ?

Ship From - Contact* Email: nithin.kulkarni@honeywell.com

Ship From - Contact* Phone Number: 8153167121

Ship To - Contact Email:* anaalicia.arrona@honeywell.com

Ship To - Contact Phone* number: 9158004433



Alert! - Please provide as much information you have for the Tracking Details/

7 Select the carrier name.

Honeywell ECC FRE

Update Address

Freeport, IL
United States

TRACKING

Do not enter data for Honeywell managed shipments:

Carrier Name:

Service Level:

at the end of the ASN creation

8 Provide the tracking number and additional information.

Freeport, IL
United States

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:

9

Scroll down to Delivery and Transport Information section and select "Transport Condition".

Name	Size (bytes)	Content T
No items		

No file chosen Add Attachment

of all attachments cannot exceed 100MB

INFORMATION

Delivery Terms: * Transport Condition v

Delivery Terms Description:

Transport Terms Description:

Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight
v FCA	<input style="width: 50px;" type="text"/>			

10

On the same section select "Collect" as Shipping Payment Method.

Shipping Payment Method: * Other v

- Account
- Collect
- Prepaid By Seller
- Mixed
- Other

Gross Weight	Unit	Sealing P
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>

11 Move forward to Order Items and verify the quantity to ship.

Shipment Status
Total Item Due Quantity: 99,890.0 EA

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

Handling Unit (required)
 This line requires Handling Unit

Line	Ship Qty	Country of origin
1	99,890.0	(no value)

Add Ship Notice Line

↳ Add Order Line Item Manage Serial Numbers ▾

12 Select the Country of Origin.

EA

Country of origin

(no value) Download PDF Add Details

Weight: ⓘ

Weight UOM: ⓘ (no value) ▾

13

Type the weigh and Unit of Measure - Consider the Gross Weight for this field.
(Packaging + Item Weights)

Download PDF Add Details Weight: (i)

Weight UOM: (i) (no value) ▾

14

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

Download PDF Add Details Weight: (i) 12

Weight UOM: (i) Kilograms ▾

Download PDF Pack Items Save Exit Next



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

15

Verify the packaging, if this field is not correct please modify it following up the next step.

SCC_HU_BOX_IN5

Handling unit type	ASN item no.	Part no. and description
Handling Unit 1		
SCC_HU_BOX_IN5 1 (100/100)	10.1	14003201-001 SPEED NUT
SCC_HU_BOX_IN5 2 (100/100)	10.1	14003201-001 SPEED NUT

16 Click "Define Instructions"

Save Define Instructions Next

3 4 5
 n packing Print labels Review ship notice

You can still rearrange handling units within the packing hierarchy. X

Batch ID	ASN Quantity	Packed quantity	Packed percentage
	200 EA	200 of 200	100.00%

Total packed 100.00 %

17 Modify the Handling Unit, you can select Boxes or Pallets.

Items to be packed

Handling unit type	Outer packaging material	Inner handling
<ul style="list-style-type: none"> 14003201-001 SPEED NUT <ul style="list-style-type: none"> SCC_HU_BOX_IN5 	14003201-001 - SCC_HU_BOX_IP	Contains 14003201-00

SCC_HU_BOX_IN5

14003201-001 - SCC_HU_BOX_IP

Contains 14003201-00

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18 Click on the blue rule to modify the Length, Height and Width accordingly.

Outer packaging material	Inner handling unit	Quantity								
ED NUT										
5	14003201-001 - SCC_HU_BOX_IP Contains 14003201-001 SPEED NUT	100								
<table border="1"> <thead> <tr> <th>Length</th> <th>Height</th> <th>Width</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>10</td> <td>10</td> <td>Inches</td> </tr> </tbody> </table>			Length	Height	Width	Unit	10	10	10	Inches
Length	Height	Width	Unit							
10	10	10	Inches							

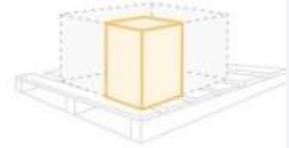
affiliate company. All rights reserved.

19 Type que Quantity per Handling Unit - (How many pieces are in a Box / Pallet).

Inner handling unit	Quantity	Gross weight	Net weight	Unit									
Contains 14003201-001 SPEED NUT	100	EA	40	30	Pounds								
<table border="1"> <thead> <tr> <th>Length</th> <th>Height</th> <th>Width</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>10</td> <td>10</td> <td>Inches</td> </tr> </tbody> </table>						Length	Height	Width	Unit	10	10	10	Inches
Length	Height	Width	Unit										
10	10	10	Inches										

[Privacy Statement](#) [Se](#)

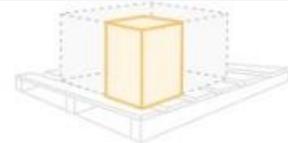
20 Type the Gross Weight.



Inner handling unit	Quantity		Gross weight	Net weight	Unit	
14003201-001 SPEED NUT	100	EA	40	30	Pounds	+

Privacy Statement Security Disclosure Terms

21 Type the Net Weight.



Inner handling unit	Quantity		Gross weight	Net weight	Unit	
-001 SPEED NUT	100	EA	40	30	Pounds	+

Privacy Statement Security Disclosure Terms of Use



Alert! - Gross weight always must be bigger than the Net Weight. Please confirm this fields are correct before moving forward.

22 Once the packaging is complete, click on "Next".

The screenshot shows a SAP interface with a process flow diagram and a table. The process flow consists of three steps: 3. Form packing, 4. Print labels, and 5. Review ship notice. The 'Next' button is highlighted with a red circle. Below the flow is a table with columns for Description, Batch ID, and ASN Quantity.

Description	Batch ID	ASN Quantity
PEED NUT		200 EA

23 Download the Labels or Print them by selecting one of the next options.

The screenshot shows a SAP interface with a navigation bar at the top containing buttons for 'Previous', 'Download PDF', 'Print Labels', 'Save', and 'Submit'. The 'Download PDF' button is highlighted with an orange circle. Below the navigation bar, there is a section titled 'DELIVER TO' with the following address: Honeywell ECC FRE, 304 South Chicago, Freeport, IL 61032, United States. Below that is a 'TRACKING' section with the following details: Carrier Name: FedEx, Carrier Code: --, Tracking No.: Z12354TRACKINGEXAMPLE, Bill of Lading No.: --, and Tracking Date: --.

24 To finish the Advanced Shipping Notification (ASN) Click "Submit"

The screenshot shows a SAP interface with a navigation bar at the top containing buttons for 'Previous', 'Download PDF', 'Print Labels', 'Save', 'Submit', and 'Exit'. The 'Submit' button is highlighted with an orange circle. Below the navigation bar, there is a section titled 'DELIVER TO' with the following address: Honeywell ECC FRE, 304 South Chicago, Freeport, IL 61032, United States. Below that is a 'TRACKING' section with the following details: Carrier Name: FedEx, Carrier Code: --.

Tip! - For any assistance, please reach out to SCCPortalHelp@Honeywell.com