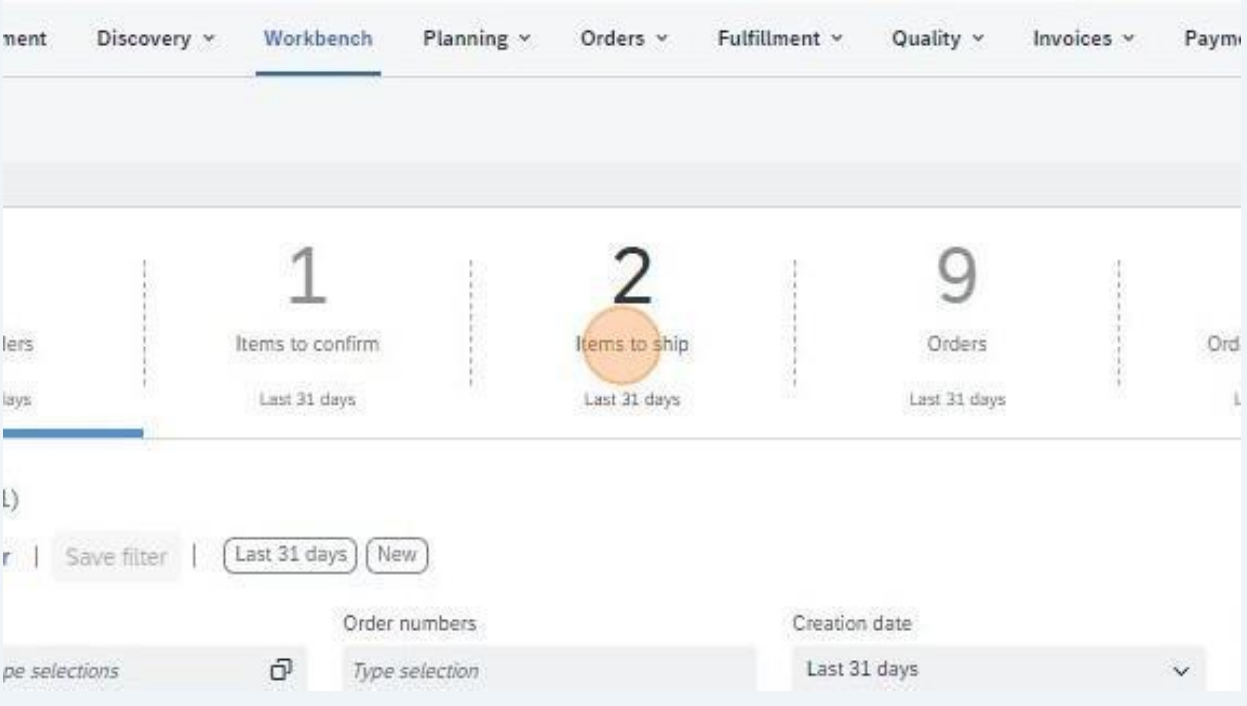
Advanced Shipping Notification (ASN)
Honeywell Managed Freight – Support Guide.

1 Log in to your supplier account and go to your Home Screen.

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

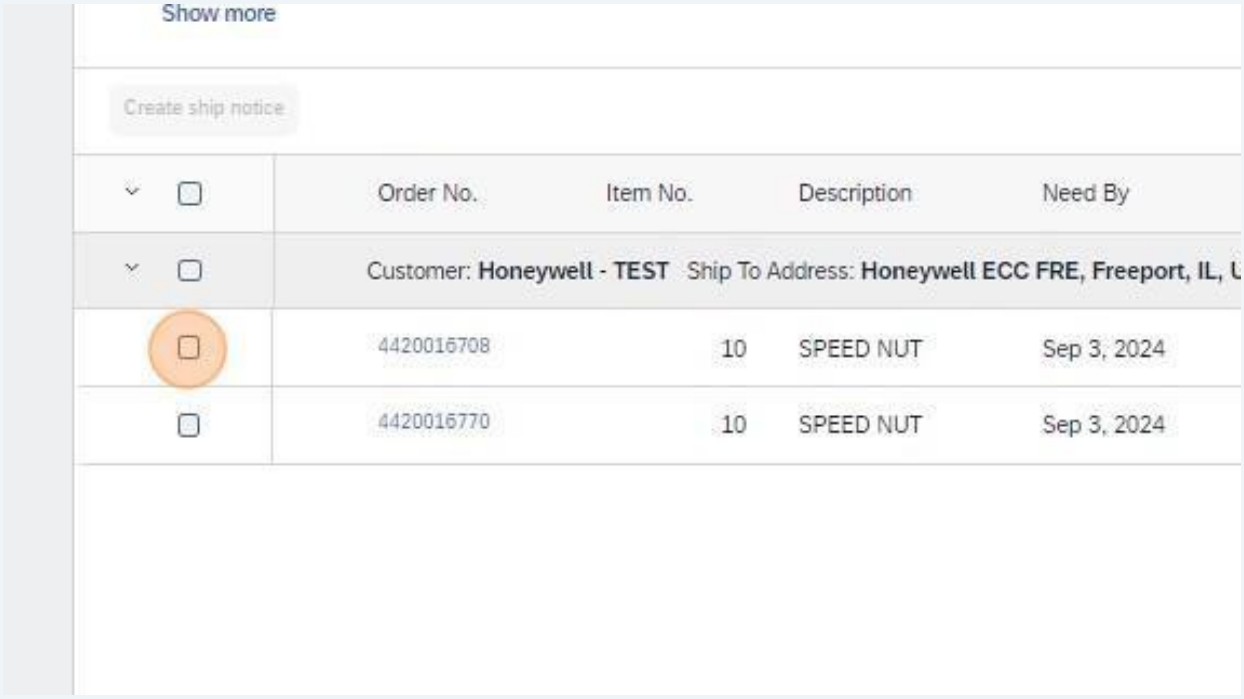
Alert! – For expedite shipments, Premium Freight Approval (PFA) is required for Next Day Air Shipments, PO Buyer is responsible to input PFA details into internal Honeywell system, and obtain approval, then to provide the PFA # as permission.

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



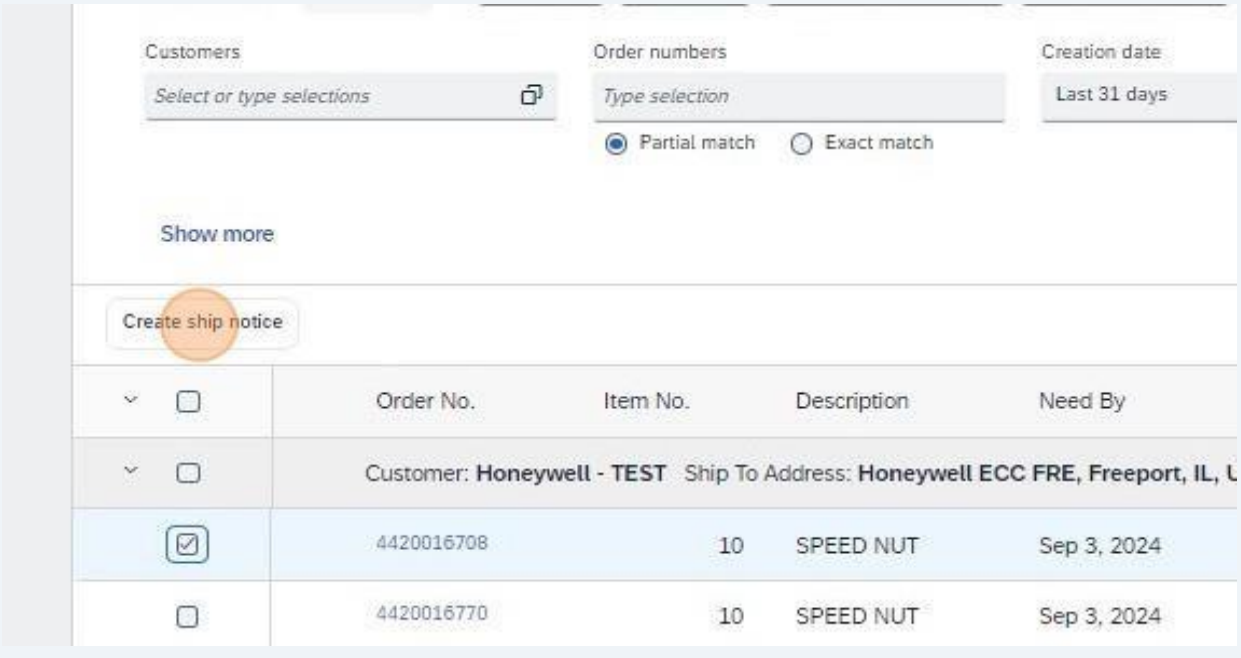
Tip! - To search for specific items, you can use and edit the different Filters to customize your view.

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

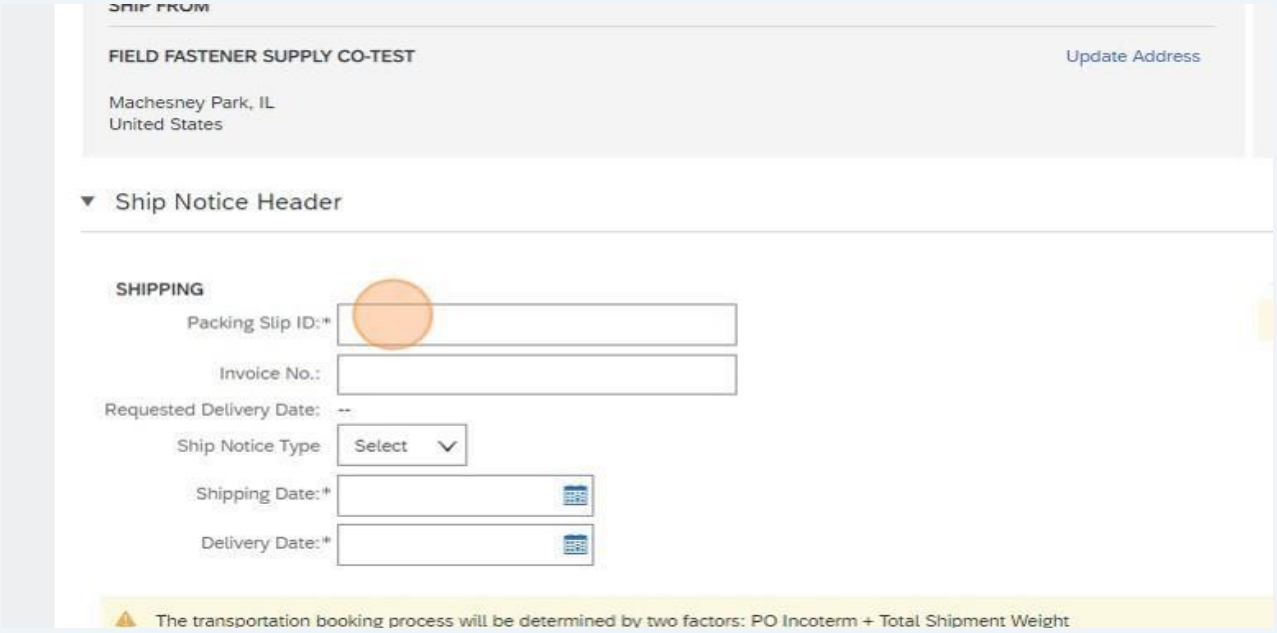


⚠ Alert! - Ship Notices are limited by Ship-to Location, or by Date. If you're unsure or an Order is not visible, please contact your PO Buyer.

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



5 The next screen will show you a mandatory form where you need to Include a Packing Slip ID, Shipping Date and Delivery Date and contacts information.

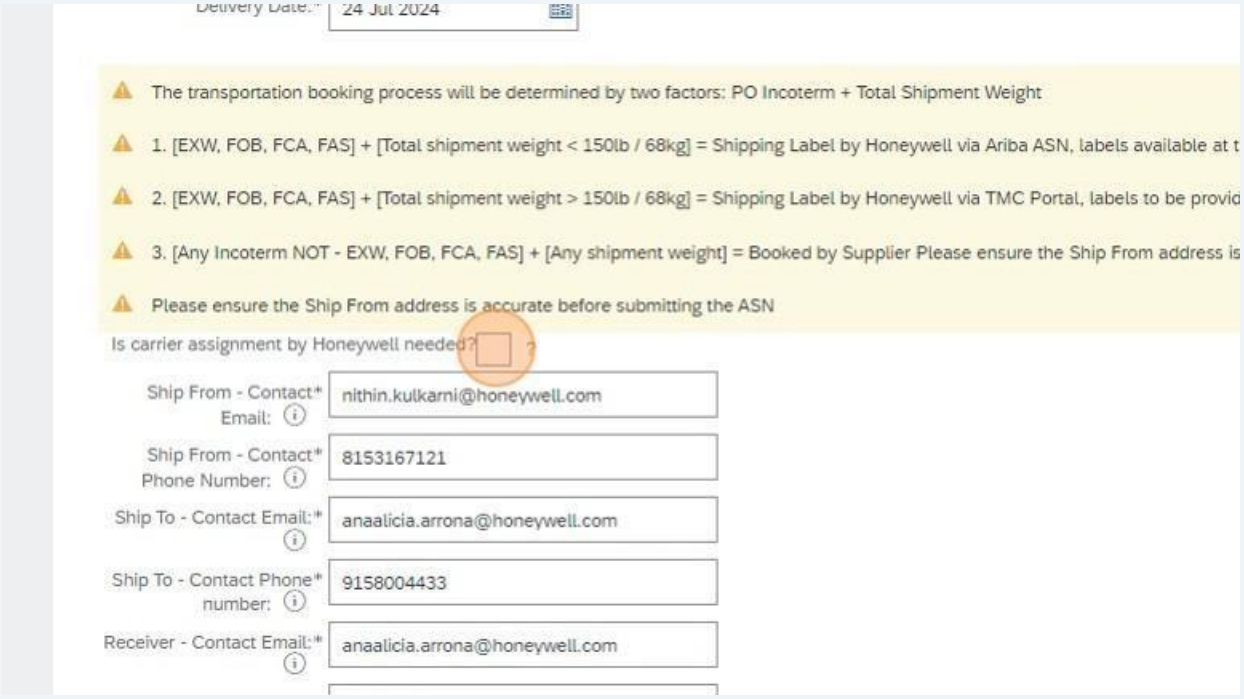


Tip! - Packing Slip ID can be any alphanumeric your company uses to reference the Ship Notice.

Note: For the Packing Slip ID, do not include special characters, the ID must include less than 35 characters.

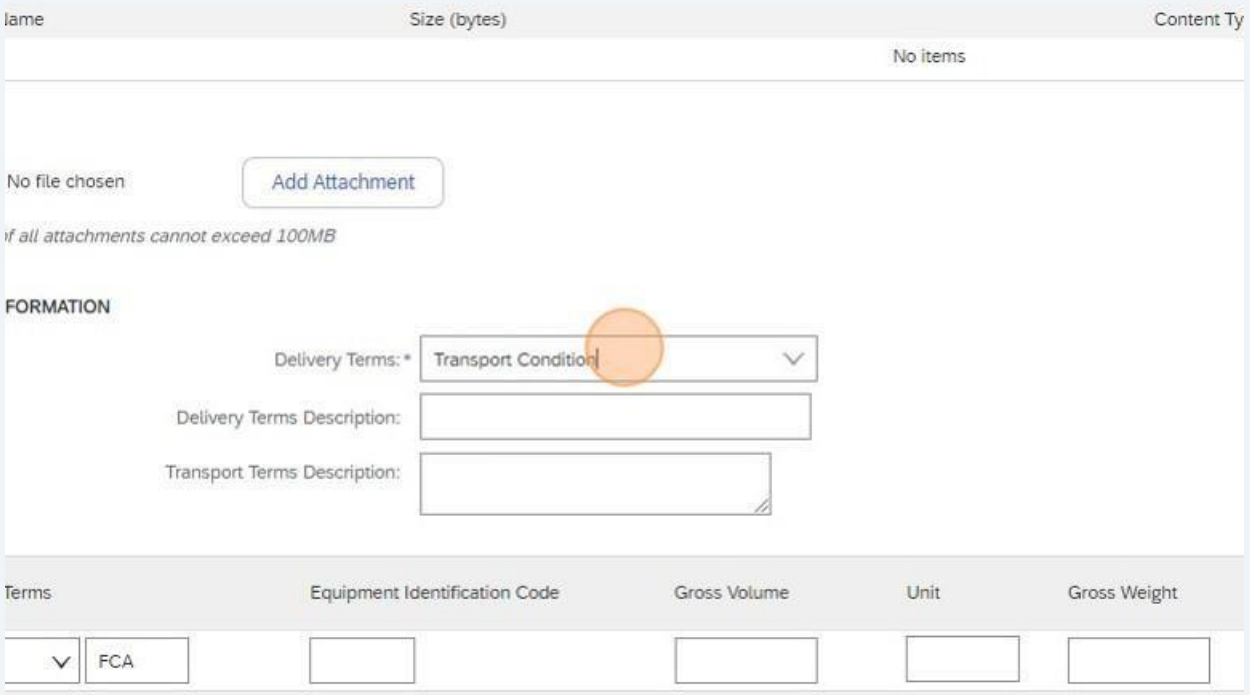
Alert! - If Honeywell is managing the freight via TMC, please activate the check from the next step.

6 Confirm all the contact information is completed and select Honeywell Managed Freight option. ✓

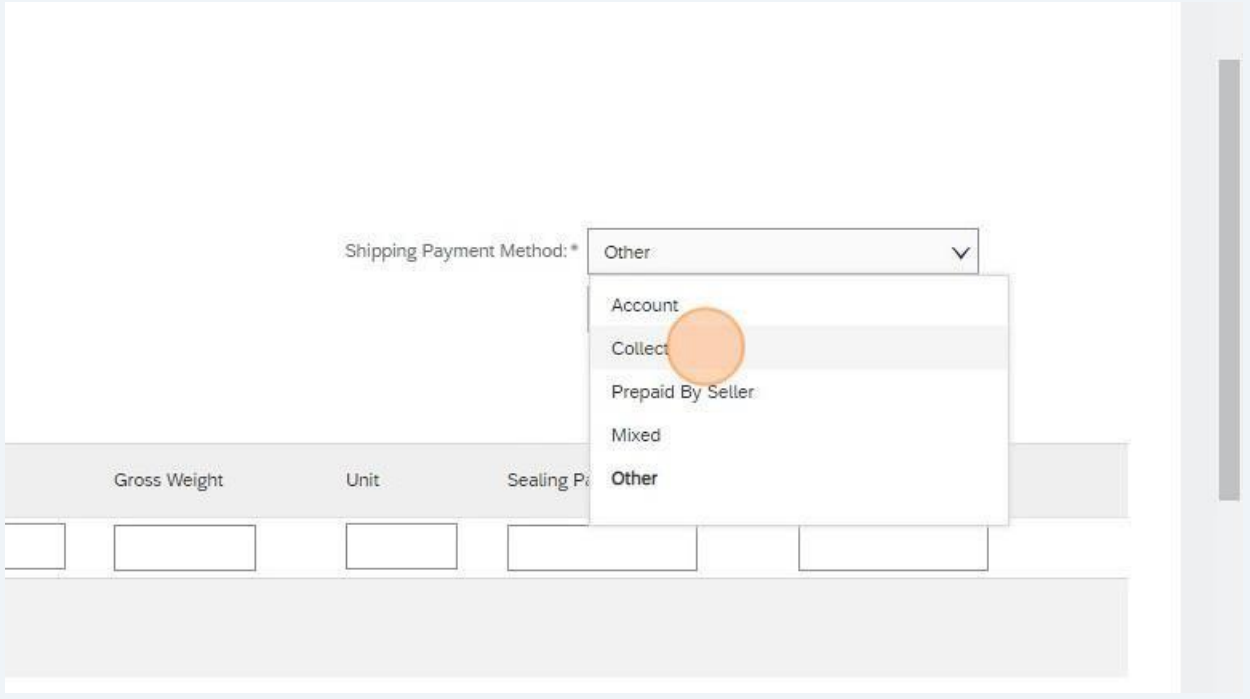


⚠ Alert! – Phone Numbers on the contacts must have at least 10 Numeric characters, try to avoid using “()” or “+” Signs.

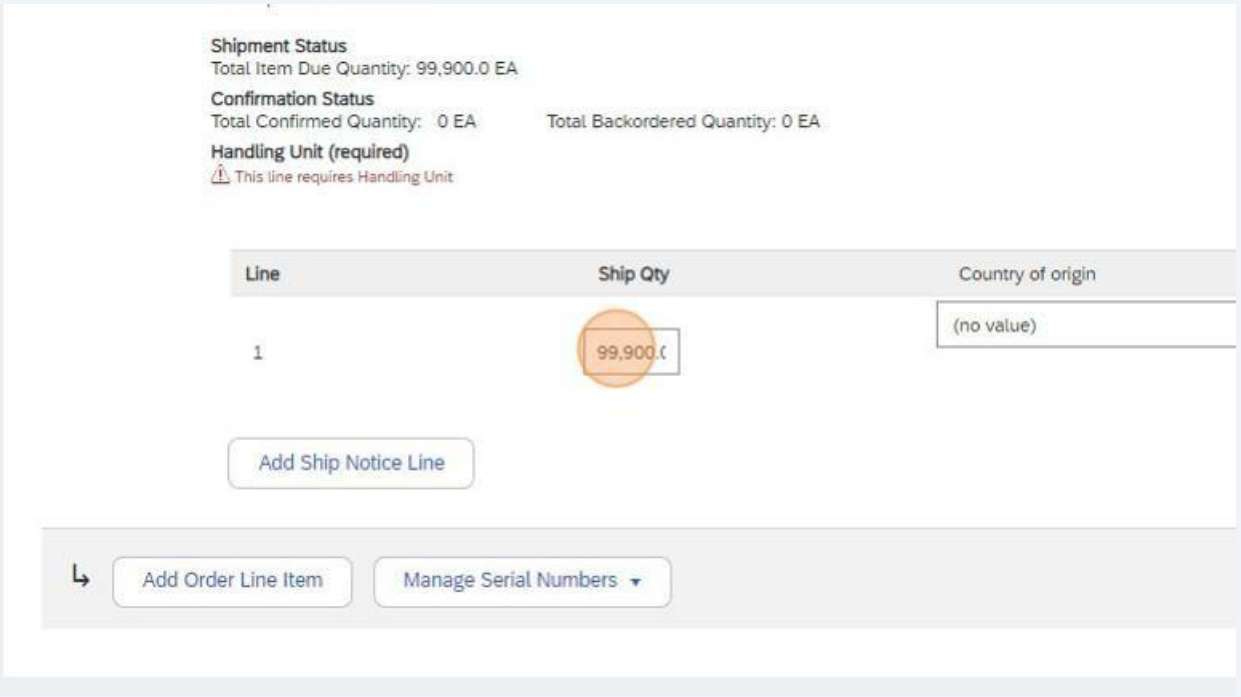
7 Scroll to the view to Delivery and transport information and select "Transport Condition" for Delivery Terms.



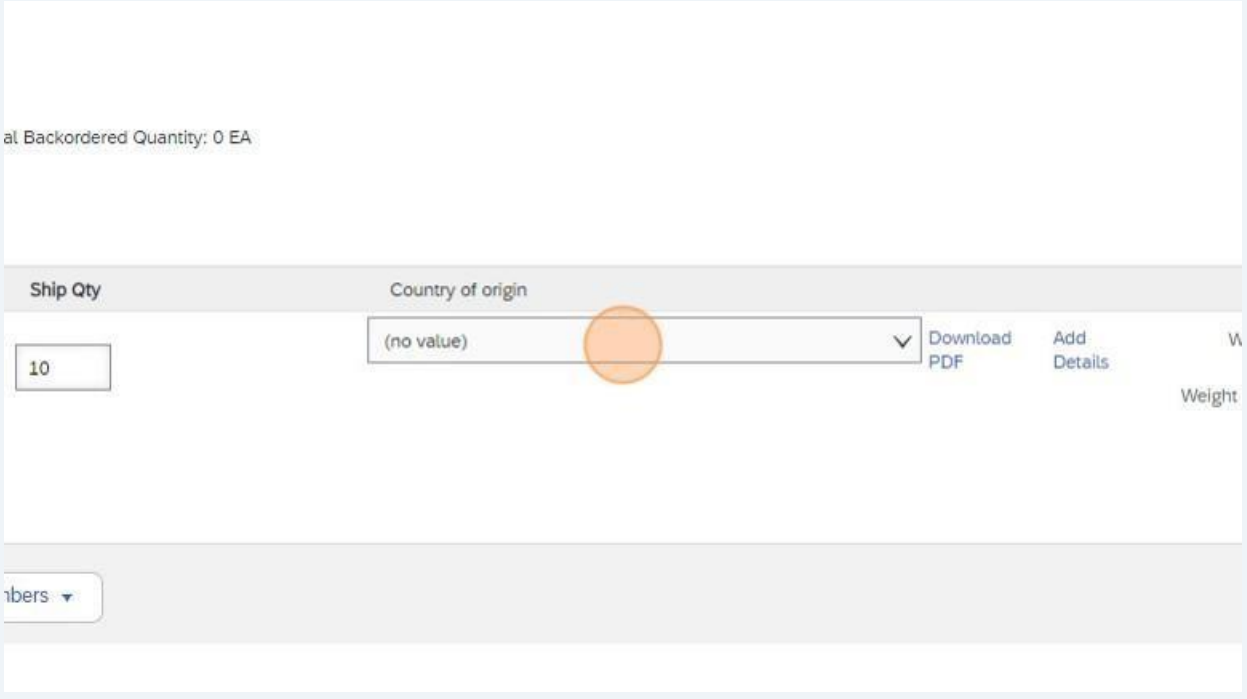
8 On the same section also select "Collect" for Shipping Payment Method.



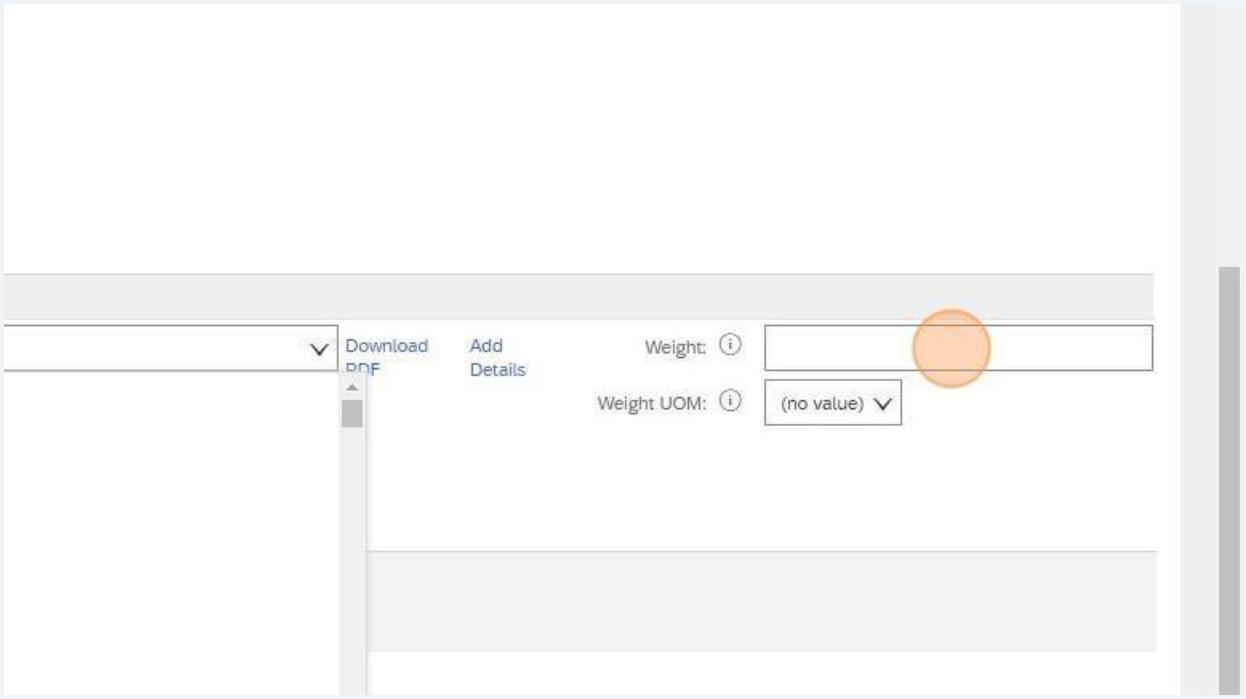
9 Move forward to Order Items and verify the quantity to ship.



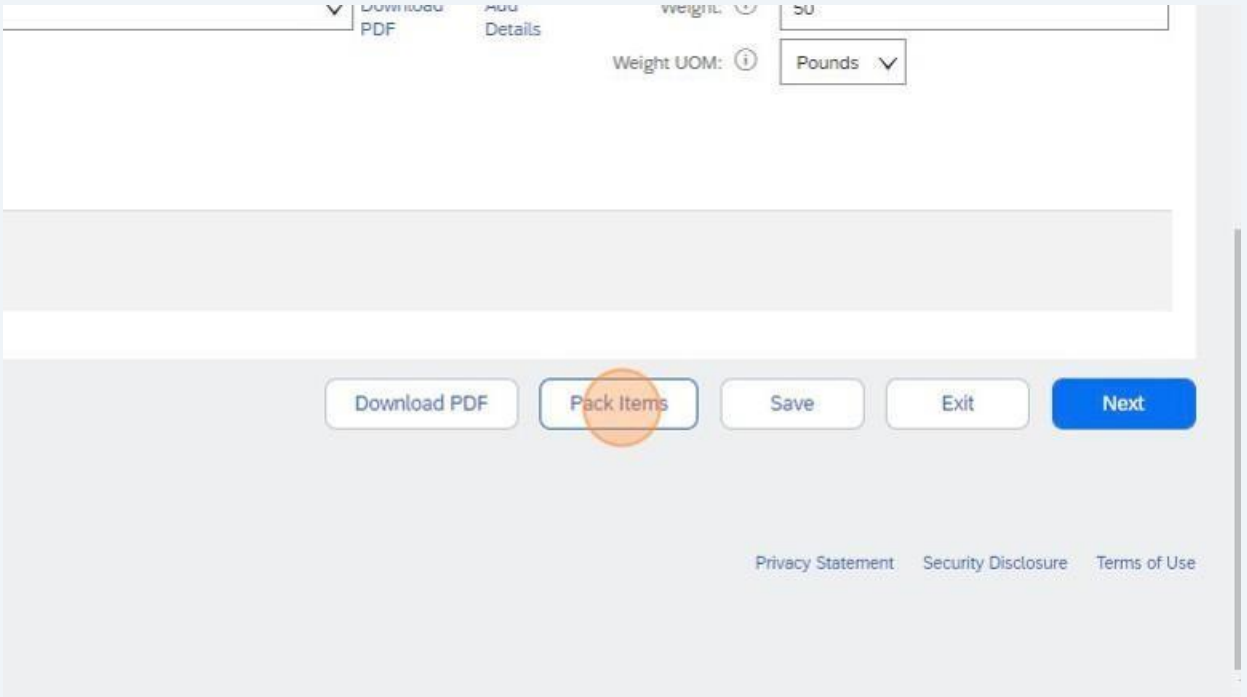
10 Select the Country of Origin.



11 Type the weight and Unit of Measure – Consider the Gross Weight for this field. (Packaging + Items Weight).

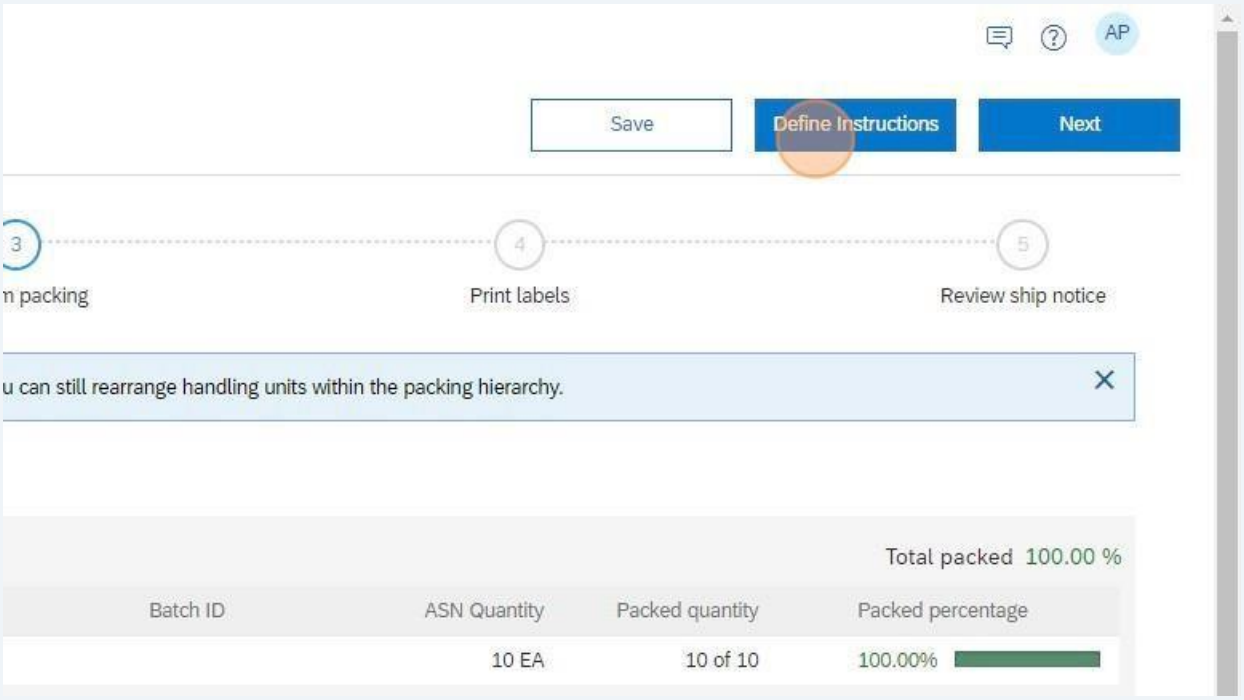


12 To finish the form and move forward click on "Pack Items".

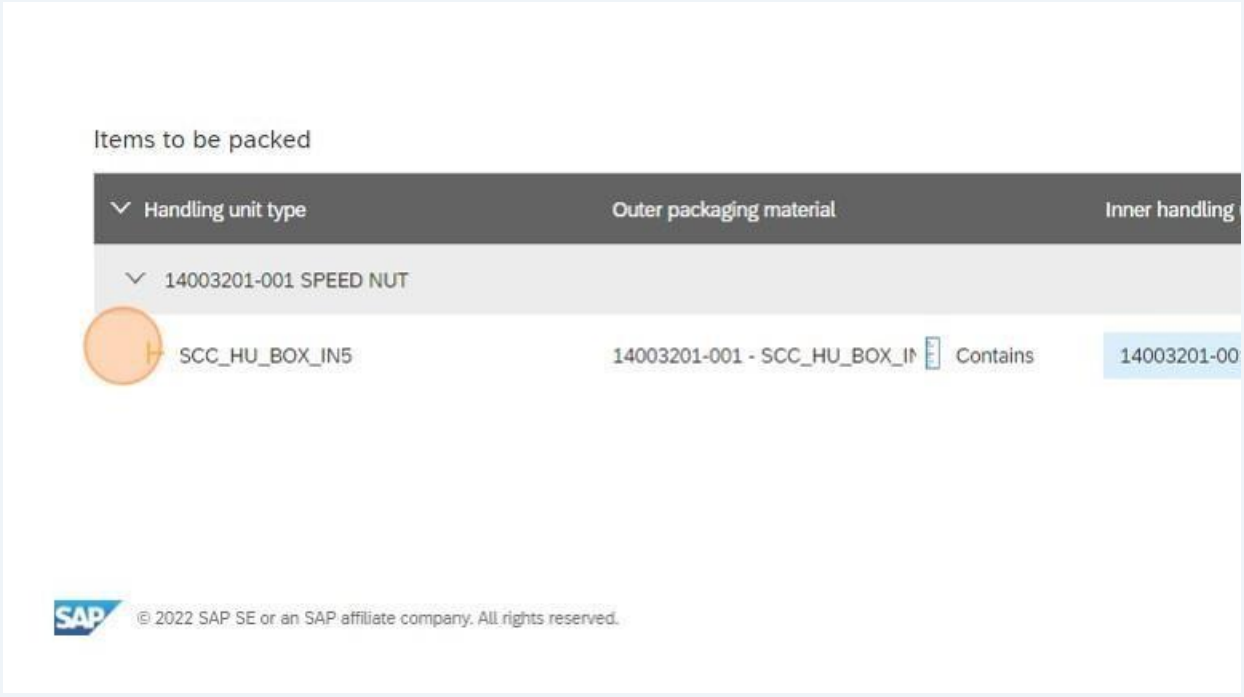


⚠ Alert! - You will see a default packaging, if you agree with this you can go to Print the Labels directly.

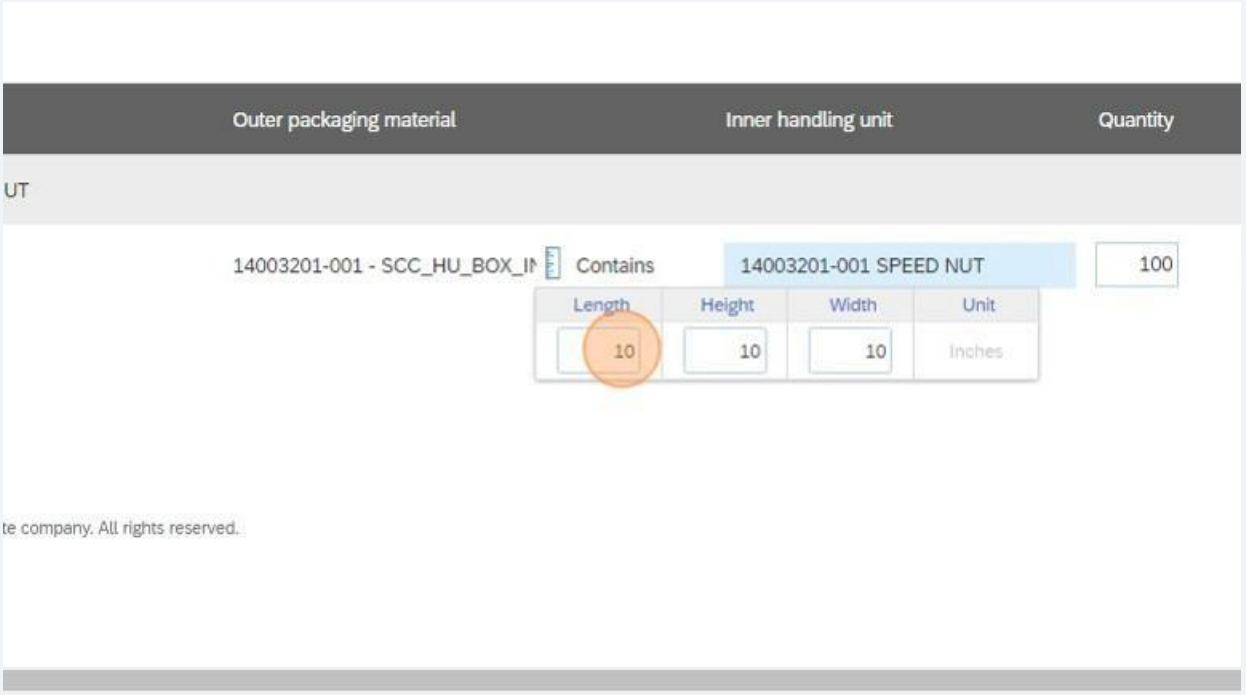
13 To modify the Packaging click on "Define Instructions".



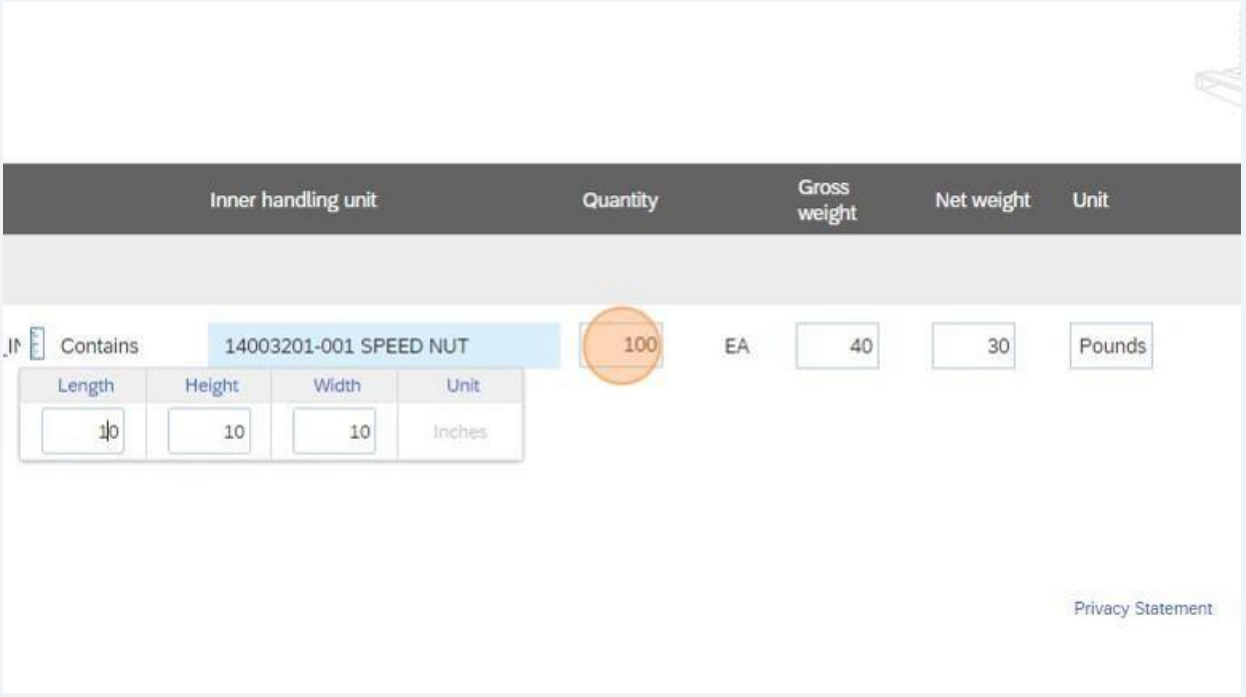
14 Modify the Handling unit, you can select Boxes or Pallets.



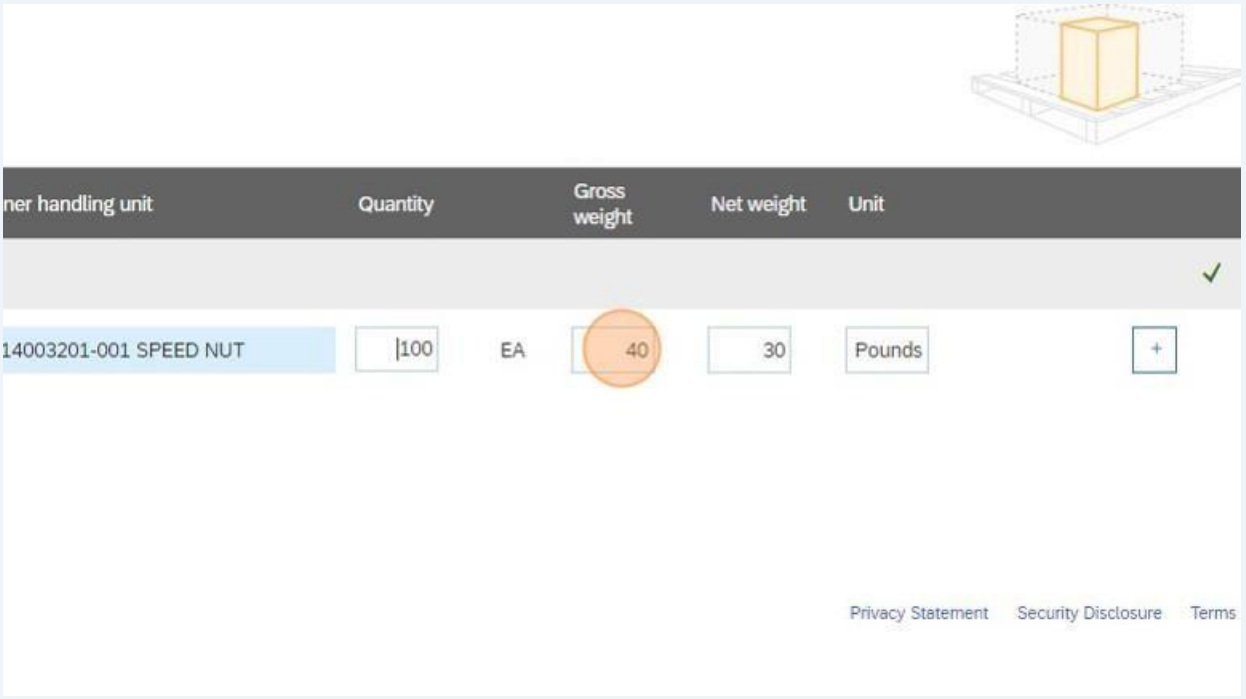
15 Click on the blue rule to modify the Length, Height and Width accordingly.



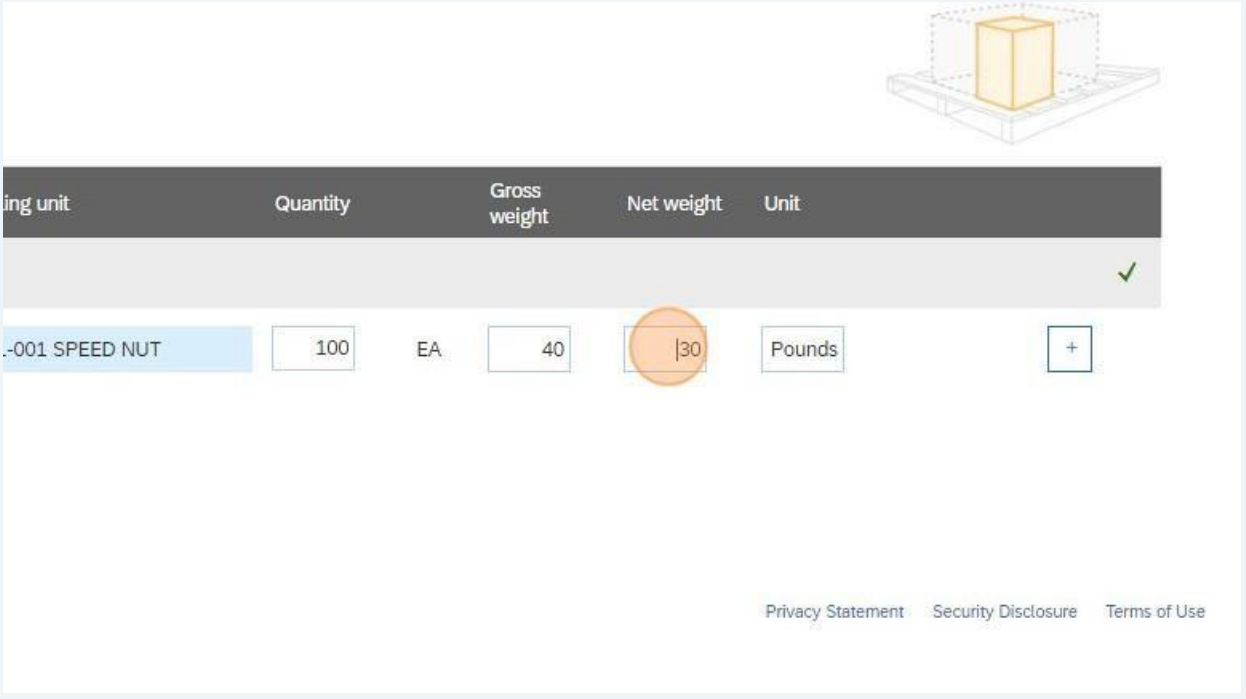
16 Type the Quantity per Handling Unit. (How many pieces are in a Box / Pallet).



17 Type the Gross Weight.

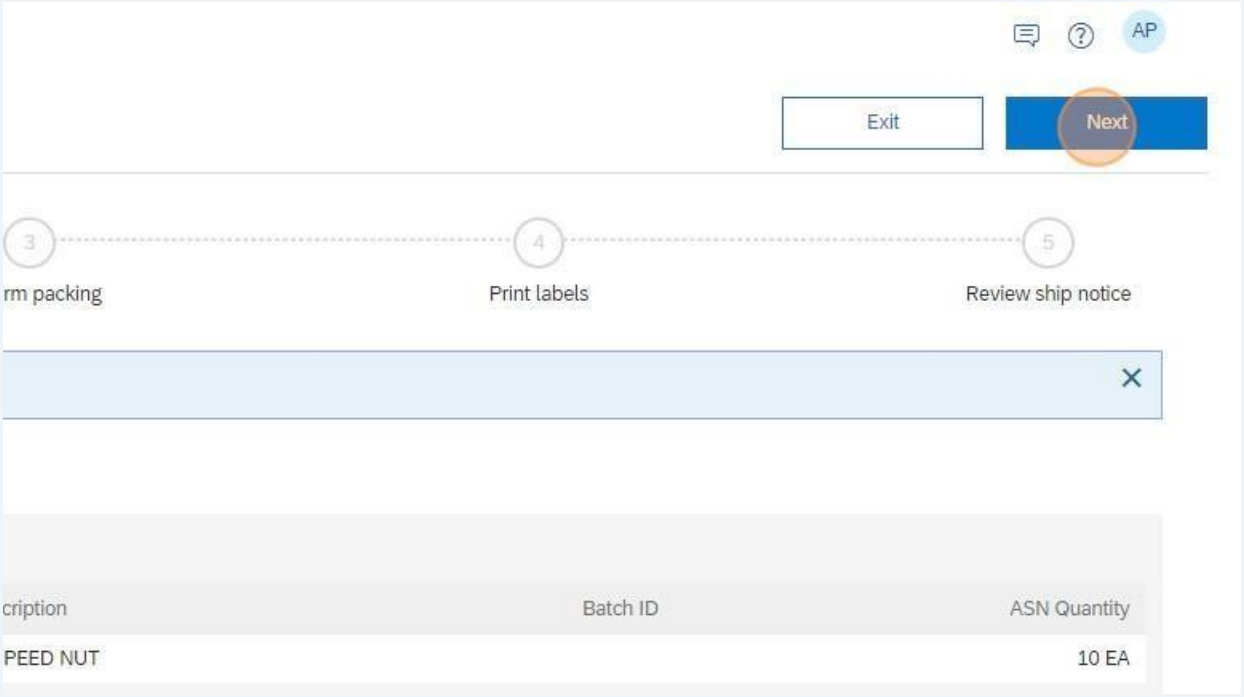


18 Type the Net Weight.

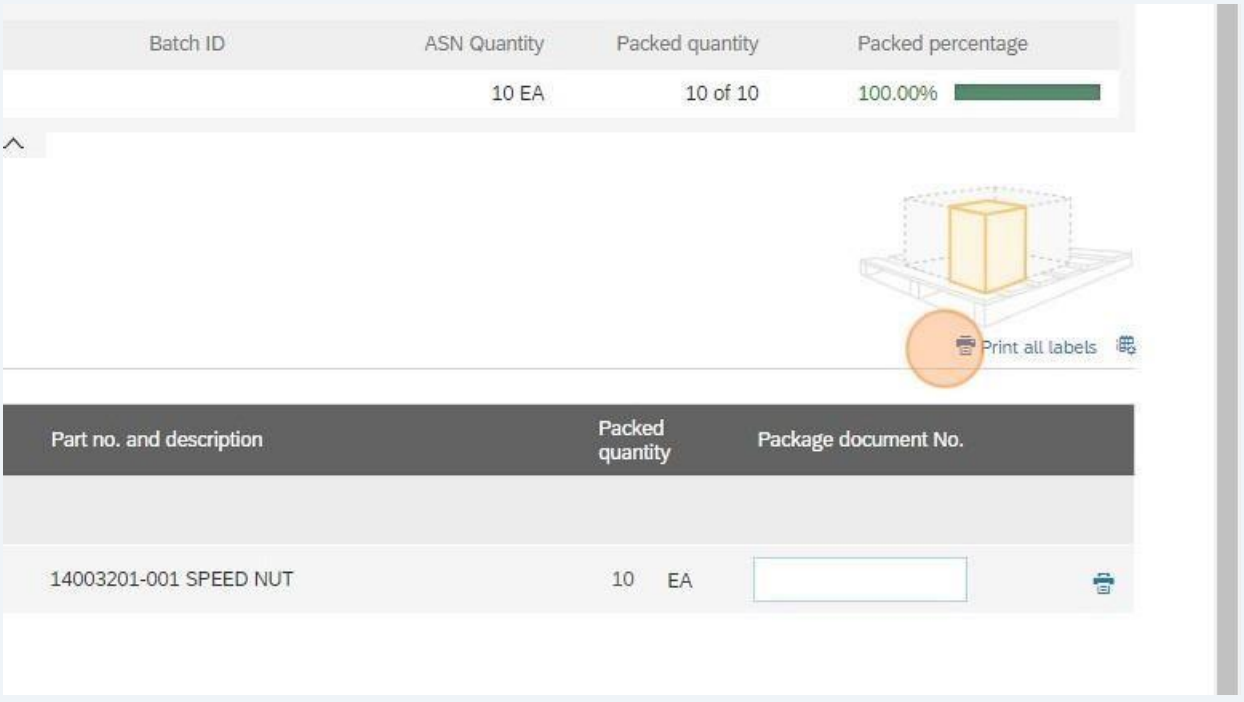


⚠ Alert! – Gross weigh always must be bigger than Net Weight. Please confirm this fields are correct before going forward.

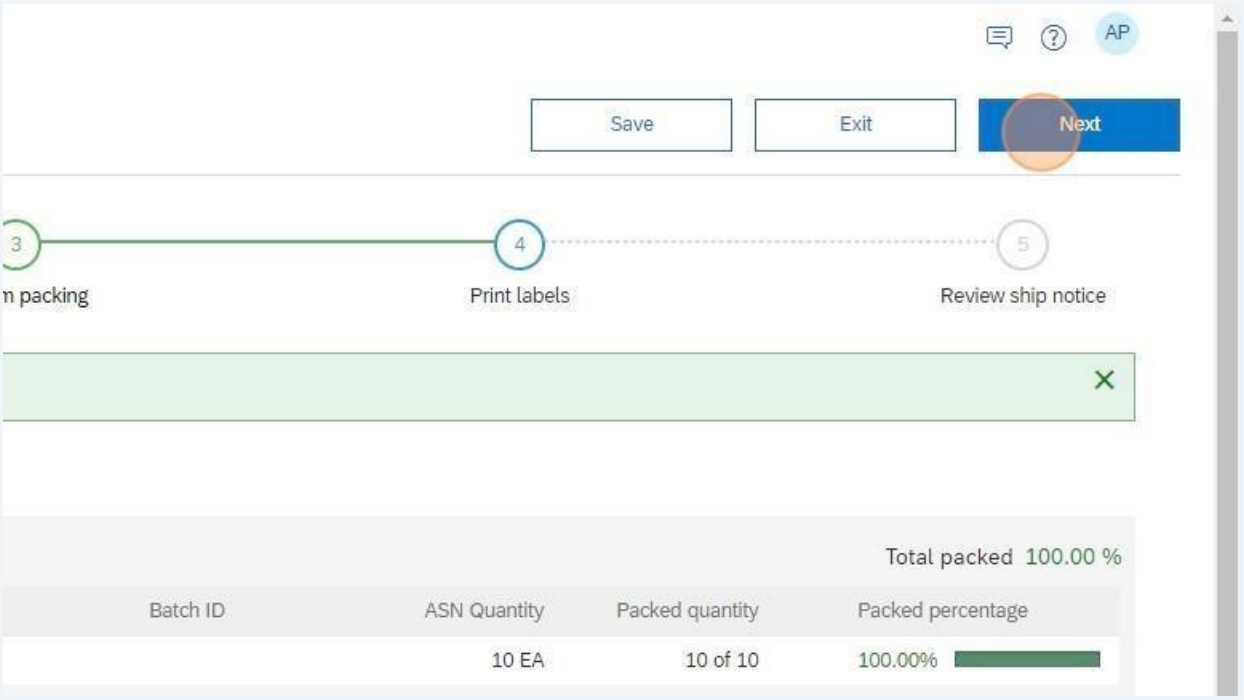
19 Click on "Next" and move forward.



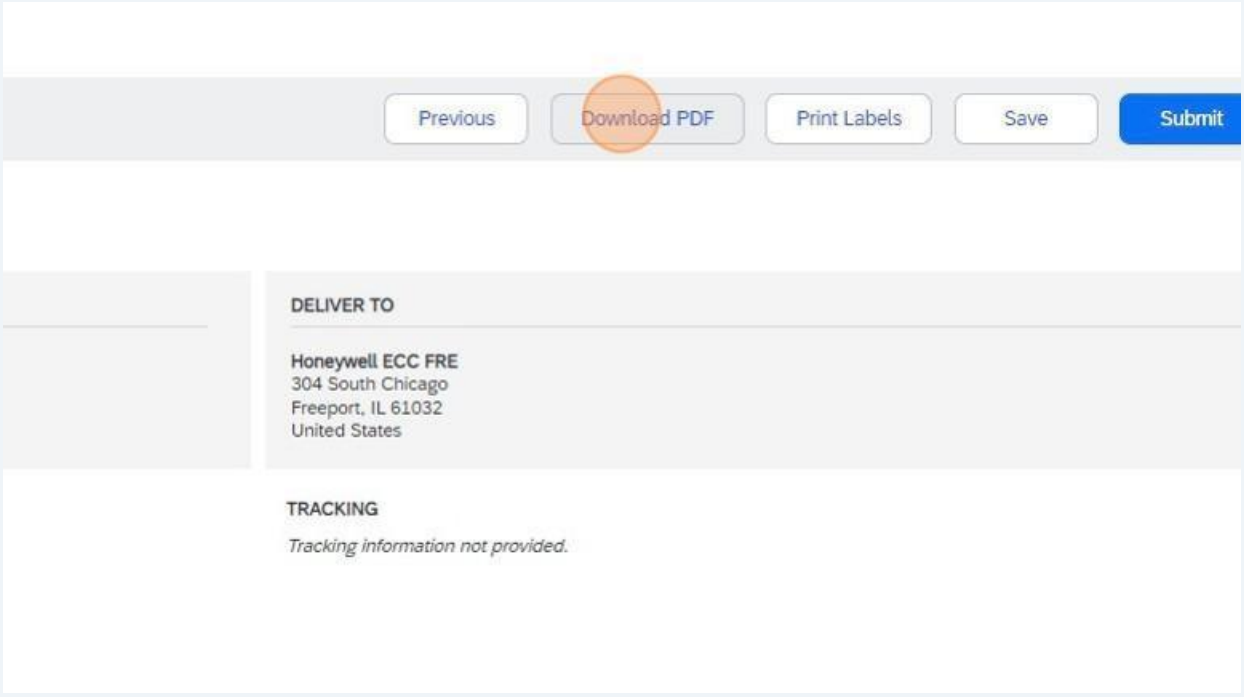
20 You can print the labels from this screen; however you will be able to download them on the next screen.



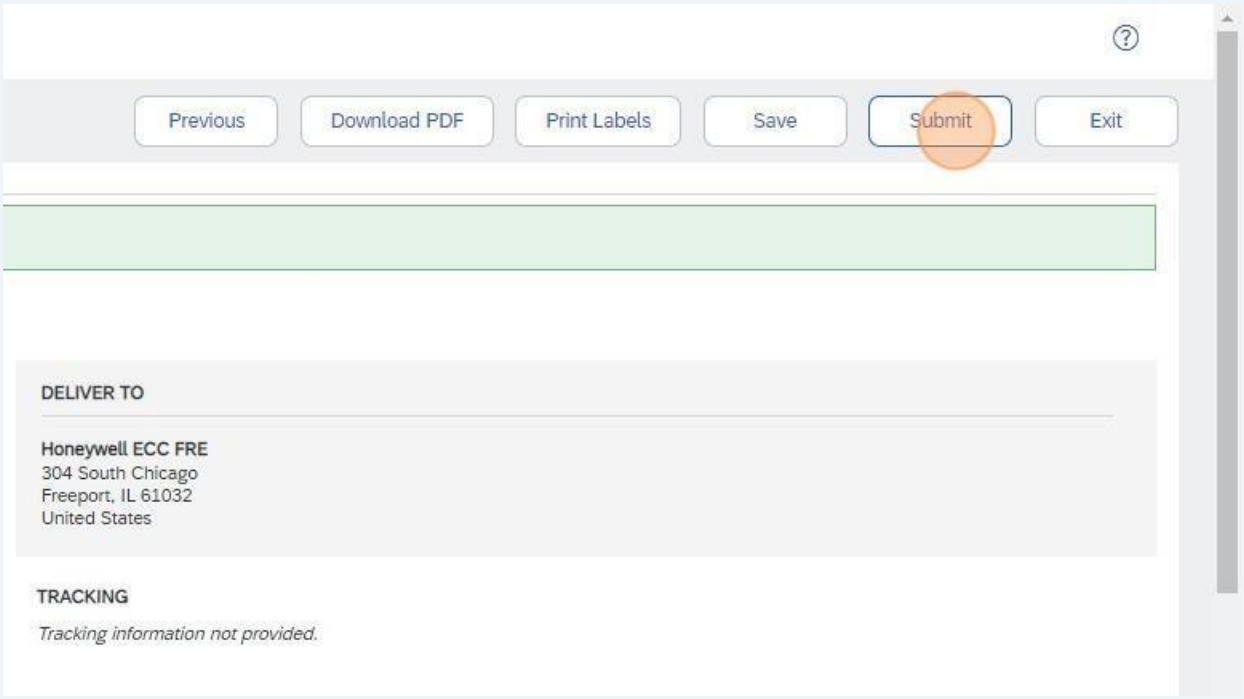
21 To finish the pack item section, please click "Next".



22 On the new screen you will be able to "Download PDF" Labels.



23 To finish the Advanced Shipping Notification (ASN) click on “Submit”.



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