



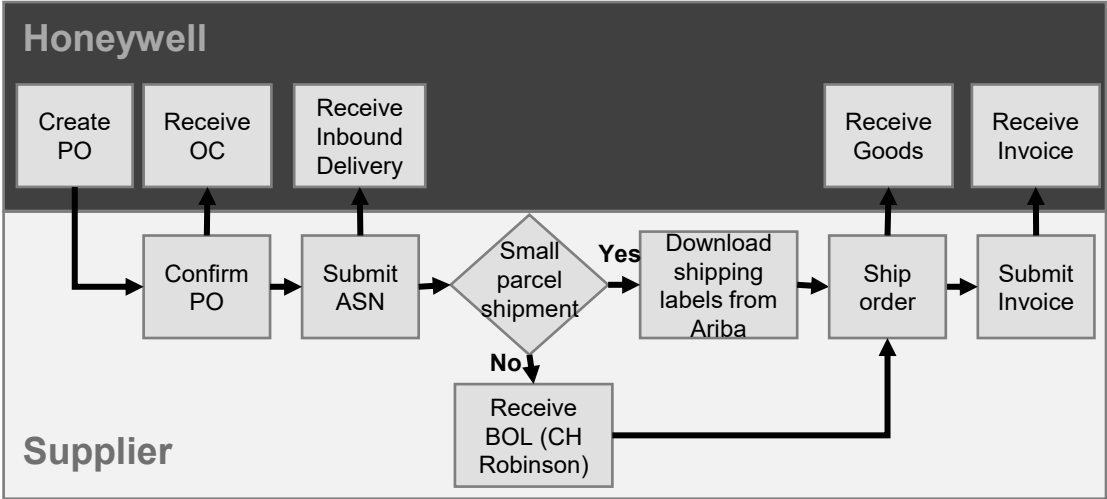
ADVANCE SHIPPING NOTIFICATION (ASN)

SUPPLIER TRAINING GUIDE

GENERAL INFORMATION

INTRODUCTION

- An Advanced Shipping Notification (ASN) is a notice a supplier sends before shipping. It shares shipment details, including item and packing information. The header includes details that apply to the entire shipment.
- An ASN can include one or more orders and suppliers can split the Qty into multiple ship notices with different delivery dates.
- Suppliers can create multiple ship notices in one operation (mass ASN upload) ([Guide](#))
- ASN flow:
Honeywell creates PO > Supplier confirms PO, creates ASN and submits Invoice > Honeywell receives OC, Inbound delivery and invoice information > Supplier ships order > Honeywell receives the goods.



FREIGHT PROCESS

Depending on the agreed **Incoterm**, suppliers may either have Honeywell arrange the freight or handle it themselves. The incoterm is available in the order document.

Incoterm in PO	Who handles the freight?	Considerations	Sub-process
▪ FAS ▪ FCA ▪ FOB	Honeywell	Supplier submits ASN. Carrier will be booked using an approved freight partner.	The shipping label will be shared accordingly to supplier's shipment weight after supplier has entered the Pack items information in Ariba: Less than 150lb / 68kg (Parcel shipment): ▪ Supplier receives shipping label in Ariba More than 150lb / 68kg (FTL, TMC Booking): ▪ Supplier receives BOL from TMC (emails comings from CH Robinson)
▪ CIF ▪ CIP ▪ CFR ▪ CPT ▪ DAP ▪ DDP	Supplier	Supplier books carrier based on PO T&C's and submits ASN.	Supplier handles shipping

If the wrong incoterm was included in the PO, supplier must contact the Buyer for correction.

Note: EXW **should not be used**

CREATE ASN

SEARCH PO

1. Click **Workbench** > **Items to ship** tile (If not available, click “Customize” and add it.)
2. Use **filters** to locate the PO(s). Use “Exact match” > Click **Apply**. Order(s) will be displayed below.
3. click **Create ship notice**.

- Alternative path: open the PO and click “Create Ship Notice” button.
- Note: If button is not available escalate with PO buyer.

The screenshot shows the 'Workbench' section with a 'Items to ship' tile. Below it, a filter section shows 'Type selection' with 'Exact match' selected. A 'Create ship notice' button is visible. A table below shows a list of items with a checkbox selected in the first row.

CREATE ASN

“Create ASN” screen will display. Let’s breakdown screen’s the sections (Sections not covered in this guide shall remain unchanged)

The screenshot shows the 'Create ASN' screen with several sections highlighted by red boxes and numbered 1 through 6. The sections are: Address (SHIP FROM, DELIVER TO), Header (Ship Notice Header), Contact (Ship To - Contact Person, Receiver Phone Number), Delivery (DELIVERY INFORMATION), and Items (Transport Terms, Equipment Identification Code, Gross Volume, Unit, Gross Weight, Unit, Sealing Party Code, Seal ID). A red arrow points from the 'Header' section to the 'Contact' section.

Address:

- Ensure address is correct. If not, edit and update 1) this section and 2) Contact section. Inform your PO buyer to make update internally as well.

Header:

- Packing Slip ID: unique number.
- Enter Shipping and Delivery Date. 10-day tolerance applies in small parcel.
- 4. If Incoterm is FAS, FCA, FOB, then check the box “Is carries assignment by Honeywell needed” (☑) and do not complete Tracking information.
If incoterm is different, uncheck (☐) and complete Tracking information. With this process, Shipping Labels won’t be sent by TMC.

Contact:

- 5. If you modified Address section. Make sure both sections matches. Check the box (☑) to display more fields.
- “Ship from” is supplier’s data. “Ship to” is Honeywell’s data.
- Informational tooltip ⓘ is available in some fields to get additional information.

Delivery:

- Do not change Delivery Terms.
- 6. If in step 4 you checked the box, update “Shipping Payment Method” to “Collect”, otherwise use respective method.

Items:

Next page

CREATE ASN

- Item:**
- 7. Ship Qty: Verify the quantity to ship
 - 8. Country of Origin: Required for every line item.
 - 9. Weight and weight UOM: Use net weight (Exclude box weight)
 - Click on 'Add ship notice line' if you want to split the quantity to populate multiple batch ID per quantity.
 - 10. Click on **Pack Items**
 - a) if required, add your "Quality Certificates". Click "Attach file" > "Choose file" > select the file > click "Add attachment"
 - b) if required, add your "Serial Numbers and Dangerous Goods" declaration. **If required go to appendix.**
 - c) "Batch Managed" material will require Supplier Batch ID, Production Date, Expiry Date.
 - 11. A warning will display, click Proceed.

- Pack Item:**
- We have 2 sections:
- 12. Summary: Informational. No action.
 - 13. Items to be packed:
 - a) Handling unit: select pallet and/or boxes as needed.
 - b) Inner handling unit: material name.
 - c) Quantity: # of items that fits (in one pallet or in one box)
 - d) Gross Weight: Sum of material and packaging weight within each pallet/box
 - e) Net Weight: Sum of material weight within each pallet/box
 - f) Unit: Select kilograms or pounds
 - In case you need to add Boxes into pallets, click "+" and then "Add level" to set up added row.
 - 14. Click Next > Next screen will show calculated boxes/pallets required based on item qty and packaging rules **per material**
 - 15. To put different materials into one box or pallet, click "Move to.."
 - 16. Confirmation ribbon will display. Make sure "total packed" shows 100%
 - 17. As optional, add Packaged document No.
 - 18. Click Next > Continue with labels instructions.

Items

Items

Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
10		09789	200.000	EA	16 Apr 2025 CST 16 Apr 2025 Buyer time		\$100.00 USD	\$20,000.00 USD	\$0.00 USD

Description: NUT,HEX 5/16-18 ZN

Shipment Status
Total Item Due Quantity: 190.0 EA

Confirmation Status
Total Confirmed Quantity: 200 EATotal Backordered Quantity: 0 EA

Handling Unit (required)
⚠ This line requires Handling Unit

Quality Certificates
Choose File No file chosen Add Attachment

Line

Ship Qty

Country of origin

1	190.000	(no value)
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Download PDF

Add Details

Net * Weight: (no value)

Net * Weight: UOM:

Download PDF Pack Items

Before moving ahead to pack and print shipping labels, please verify your ship notice items and quantities.

this again.

Cancel Proceed

Packing hierarchy What's this?
SCC_HU_BOX_CM 2

Handling unit type
Handling Unit 1
SCC_HU_BOX_CM 1
SCC_HU_BOX_CM 2

Pack Items

Summary

Number of items 1

ASN item no.	PO no.	Part no. and description	Batch ID	ASN Qty
10.1	4420018834	09789 NUT,HEX 5/16-18 ZN		

Items to be packed

Handling unit type	Outer packaging material	Inner handling unit	Quantity	Gross weight	Net weight	Unit
09789 NUT,HEX 5/16-18 ZN	09789 - SCC_HU_BOX_CM	09789 NUT,HEX 5/16-18 ZN	100 EA	40	30	Kilogram

Choose a default i...

09789 - SCC_HU_BOX_CM

Contains

09789 NUT,HEX 5/16-18 ZN

100 EA

40

30

Kilogram

Length

Height

Width

Unit

12	10	10	Centimeter
----	----	----	------------

Move to... Choose a handling unit Handling Unit 1 : SCC_HU_BOX_CM 1

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

Total packed 100.00
Packed percentage 100.00%

Package document No.

Next

CREATE ASN

EXAMPLE: USING BOXES OR PALLETS

Note: Before you continue with example, make sure **Qty to ship** is already updated. Refer to step 7 from past slide.

- Handling unit:** Choose HU_BOX or HU_PALLET in CM or IN
- Ruler icon:** Modify box dimensions as needed. If dimensions varies, adjust in the next screen.
- Quantity: # of qty items that fit in **ONE** box or pallet. If the quantity varies, adjust in the next screen. Qty must not exceed the box or pallet’s capacity.
- Weight** (For multiple boxes/pallets, ensure total matches the Net Weight entered for this line item on this screen):
 - Gross weight: **ONE** box weight = material + package weight
 - Net weight: **ONE** box weight = only material weight
- Edit **Unit** > click Next
- Ariba will calculate boxes/pallets required based on item qty and packaging rules **per material**
 - Note: Each box/pallet dimensions can be edited by clicking the ruler
- To put different items together in one box or pallet, click “**Move to...**” and choose the box or pallet you want > Click **Next**
- Confirmation ribbon will display. Make sure “total packed” shows 100%
- As optional, add Packaged document No.
- Click Next > Continue with labels instructions.

SCC_HU_BOX_CM

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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_BOX_CM 1	10.1	09789 NUT,HEX 5/16-18 ZN	1 EA				Move to... +
SCC_HU_BOX_CM 2	10.1	09789 NUT,HEX 5/16-18 ZN	1 EA				Move to... +

Move to Choose a handling unit

Handling Unit 1 : SCC_HU_BOX_CM 1

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Items to be packed

Handling unit type	Outer packaging material	Inner handling unit	Quantity	Gross weight	Net weight	Unit
09789 NUT,HEX 5/16-18 ZN						
Choose a default i..	09789 - SCC_HU_BOX_CM	Contains 09789 NUT,HEX 5/16-18	100 EA	40	30	Kilogram
HON1 SCC_HU_BOX_CM		Length 12	Height 10	Width 10	Unit	
HON2 SCC_HU_BOX_IN						
HON3 SCC_HU_PALLET_CM						
HON4 SCC_HU_PALLET_IN						

1 2 3 4 5

Print labels

Save Exit Next

10

1 Create ship notice

2 Define instructions

3 Confirm packing

4 Print labels

5 Review ship notice

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

Summary

8

Number of items 1

Total packed 100.00%

ASN item no.	PO no.	Part no. and description	Batch ID	ASN Quantity	Packed quantity	Packed percentage
10.1	4420018835	09789 NUT,HEX 5/16-18 ZN		2 EA	2 of 2	100.00%

Packing hierarchy What's this?

SCC_HU_BOX_CM 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_BOX_CM	10.1	16200000200004224	1	09789 NUT,HEX 5/16-18 ZN	1 EA				
SCC_HU_BOX_CM	10.1	16200000200004225	2	09789 NUT,HEX 5/16-18 ZN	1 EA				

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CREATE ASN

EXAMPLE: USING BOXES AND PALLETS

Note: Before you continue with example, make sure **Qty to ship** is already updated. Refer to step 7 from slide 5.

1. Handling unit: Choose HU_BOX in CM or IN
2. Click “+” > Add Level
3. Handling unit: Choose HU_PALLET in CM or IN (Metric unit of length should match HU_BOX)

HU_PALLET row:

4. “inner handling unit” refers to box(es) within the pallet. Specify the number of boxes that fit in **ONE** pallet.
5. Weight
 - Gross weight: Boxes (in 1 pallet) weight + package weight
 - Net weight: Boxes weight in 1 pallet.

HU_BOX row:

6. “Inner handling unit” refers to quantity of items within the box. Specify the number of items/materials that fit in **ONE** box.
 7. Weight:
 - Gross weight: Items weight plus packaging weight in one box
 - Net weight: Items weight in one box.
- Note:** Keep Net Weight consistent. If using multiple boxes, ensure their total matches the Net Weight entered for this line item on the first screen.

8. Ariba will calculate the needed pallets and boxes based on item quantity and packaging rules per item. Click on the ruler icon to modify box dimensions as needed.
9. You can move boxes into the same pallet when space is available by clicking “Move to” and update as needed.
 - How to remove handling units? Click Edit > Click on Bin icon > Click Save > Handling unit will show as Removed.
10. Click next > Confirmation ribbon will display. Make sure “total packed” shows 100%
11. As optional, add Packaged document No.
12. Click Next > Continue with labels instructions.

The screenshot displays the Ariba Create ASN interface. At the top, a table lists handling units with columns: Handling unit type, Outer packaging material, Inner handling unit, Quantity, Gross weight, Net weight, and Unit. Two rows are shown: one for 'HON3 SCC_HU_P' (pallet) and one for 'HON1 SCC_HU_BOX' (box). Arrows indicate the relationship between the pallet and the box. Below this, a detailed view of the 'SCC_HU_PALLET_CM' row shows its composition of 'SCC_HU_BOX_CM' units. A ruler icon is present for dimension modification. The bottom section shows the 'Handling Unit 1' details, including dimensions (Length: 12, Height: 10, Width: 10, Unit: Centimet), Gross weight (40), and Net weight (30). A 'Move to...' button is also visible. The final part of the interface shows a confirmation ribbon with a 'Total packed 100.00%' status, a 'Package document No.' field, and a 'Next' button.

BARCODE LABEL

1. Click **Download PDF**.
2. Click **Cover Label** > Attach label to the outside of the shipping container.
3. Click **Item Label** (Use it as packing slip)
4. Click **Done** > **Submit** (Submit button will show if downloading labels from ASN process)

ARIBA HU 100094753		ARIBA HU 100094753	
			
ASN 60993827621		ASN 60993827621	
			
PO number	PO item	COG	
Material	Description		
900000001	00010	US	
90894F03260465108 895THT COLD PAK Pk10 WITH LONGER 96789			
Qty: 1234567890 123 KG Batch: 1234567890			
900000001	00020	US	
90894F03260465108 895THT COLD PAK Pk10 WITH LONGER 96789			
Qty: 2000 369 KG Batch: 901543210			
900000002	00010	US	
90894F03260465108 895THT COLD PAK Pk10 WITH LONGER 96789			
Qty: 476000 PCS			
900000003	00010	US	
90894F03260465108 895THT COLD PAK Pk10 WITH LONGER 88888			
			
Shipped From:		Shipped To:	
Honeywell Safety Products		Honeywell Safety Products	
1757 CARR RD STE 100E		1757 CARR RD STE 100E	
Calexico CA 92231		Calexico CA 92231	

Cover Label

FOR HONEYWELL MANAGED FREIGHT: FAS, FCA, FOB Incoterms
Pack Items completion is mandatory to generate shipping labels.

1. Go to workbench > Open PO > In top-right go to **Related Documents** > Click on ASN created (File name will be your packlist ID plus suffix "Label")
2. Click **Attachment(s)** link at the bottom of the page.
3. Print and attach PDF Shipping label on package.

Non-Parcel
(More than 150 lb / 68 kg)

- LTL, FTL, Ocean, or Air booking is required; TMC will determine the mode.
- TMC will email shipment booking details and labels. If you haven't received the BOL, request it from the appropriate SBG contact.

Region	SBG	Contact
NA	BA,HBT	honeywellhbtna@chrobinson.com
NA	IA,SPS	honeywellspсна@chrobinson.com
All	HPS	honeywellhps@chrobinson.com
APAC	All	honeywellapac@chrobinson.com

Note: If you do not know your SBG, please request information to PO buyer. Escalations to:
SCCportalhelp@honeywell.com

ASN REVIEW

STATUS AND CANCELATION

REVIEW

1. Go to **Fulfillment > Ship Notices**.
2. Use **search filters** to identify document > Open ASN document

Or

1. Go to **Workbench**
2. Open PO (under Orders tile) > Open ASN document (located in the right-side of the screen Related documents)

3. Shipment status will display on each of the lines where ASN was submitted

STATUS

4. Within ASN > Click **History**
5. Look for status in table below. Status will indicate transmission between Ariba and ERP, not the goods themselves.

CANCEL

6. Within ASN > Click **Cancel**
7. Click **Yes**
1. Ship Notice status will update to Routing Status: Obsolete and Ship Notice Status: Canceled

The screenshot illustrates the process of reviewing and canceling a ship notice. It includes several UI elements with numbered callouts:

- 1**: Fulfillment > Ship Notices
- 2**: Search Filter
- 3**: Order Items table showing Order No. 4412099411, Line No. 10, and Description: ASPIRATIN.
- 4**: SHIPMENT STATUS dropdown menu showing 'Shipped'.
- 5**: Ship Notice: TEST12343f details, including Cancel, Export cXML, and Download PDF options.
- 6**: History table with columns Status and Comments, showing 'Acknowledged' and 'Success'.
- 7**: Cancel Ship Notice? dialog box asking 'Are you sure you want to cancel this ship notice?' with Yes and No buttons.
- 8**: Packing Slip ID table showing TestPackListID12356, Customer Honeywell, Routing Status Obsolete, and Ship Notice Status Canceled.

REPORT

ASN report consolidates information from ship notices such as linked orders, goods receipts and schedule-line.

DOWNLOAD REPORT

1. Click **Reports > Reports** (if not visible click "more" option)
2. Click **Create**.
3. Add a title to your report > Select **Ship Notice** under Report type
4. Set up filters as needed > Click **submit**
5. Click **Refresh** until status updates to **Processed**
6. click **Download**

Note: To run an updated version, access to reports > select ASN report > click Run > once status shows processed download new version.

The screenshot shows the process of creating and downloading an ASN report. It includes several UI elements with numbered callouts:

- 1**: More dropdown menu showing Reports.
- 2**: Create button.
- 3**: Report type dropdown menu showing Ship Notice.
- 4**: Submit button.
- 5**: Refresh Status button.
- 6**: Download button.

Title	Schedule Type	Report Type	Status
ASN Report	Manual	Ship Notice	Queued
Invoices	Manual	Invoice	Processed

SUPPORT

TMC

Did not receive shipping labels under LTL / FTL shipment from TMC? Contact:

		Transportation Modes		
SBG	PO Starts with	Air and Parcel	Ocean	All modes
BA	44	HonAirAPACHBT@chrobinson.com	HonOceanAPACHBT@mytmc.com	NA - Honeywellhbtna@chrobinson.com EMEA - HoneywellBAEMEA@chrobinson.com
IA	44	HonAirAPACSPS@chrobinson.com	HonOceanAPACSPS@chrobinson.com	NA - HoneywellSPSNA@chrobinson.com EMEA - HoneywellIAEMEA@chrobinson.com APAC - HoneywellHPSAPAC@chrobinson.com
PA	44	-	-	NA - HoneywellHPS@chrobinson.com
PT	4501	-	-	NA - Honeywelluop@chrobinson.com
IGS	2	-	-	NA - igstmcc@chrobinson.com

Contact **PO Buyer** when:

- Incoterm needs to be updated
- Material detail requirements (i.e., Batch No, Serial No, Quality Notification)
- Update “Ship From” address so it shows correctly in future orders

SHIPPABLE ITEMS

- Purchase order has open (pending) quantity
- The line status is active/open
- Delivery is not yet completed
- The item has not been fully invoiced
- There are no delivery or system blocks

The system follows a fixed process (PO → ASN → GR → Invoice) to keep logistics and financial data consistent. Once an invoice is posted, the process is considered complete, so creating an ASN afterward is not allowed to prevent discrepancies. This is standard Ariba functionality.

SERIAL NUMBER

SINGLE UPDATE

Depending on the type of purchased product “Serial numbers” can be optional or mandatory.

Mandatory

They are mandatory if indicated in the purchase order and must be equal to the shipped quantity.

1. Populate the serial number of the first item and Asset Tag, if needed.
2. Click “Add asset” to add additional serial numbers.
 - Fill out 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 shipped quantity.

Serial Number	Asset Tag

[Add Asset](#)

[HAZARD DETAILS](#)
[DELIVERY DETAILS](#)

UPLOAD TOOL (MULTIPLE)

You can use the Serial number upload tool if you have many serial numbers to provide.

1. Click **Manage Serial Numbers** in the shipping notice screen.
2. Choose Download template.
3. Extract and save the .zip file on your computer.
4. Open the file in Excel.
5. Enter the serial numbers under **Item Serial Number** column. Save the changes.
 - Do not edit any prefilled columns to avoid upload failure. All fields are mandatory
6. To upload the updated file, choose **Upload new file**.
7. Click “**Choose file**” and select worked document.
8. Click 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

[Manage Serial Numbers](#) ▼

[Upload new file](#) 6

[Download template](#) 2

TestPackListID.zip

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

Upload Serial Numbers

[Choose File](#) No file chosen 7

[Add](#) 8

DANGEROUS GOODS (DG)

HONEYWELL MANAGED FREIGHT

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

1. Within the ASN line item, click on **Add Details**.
2. Click **Hazard Details** button (to expand the drop-down menu) > Complete required fields
3. Click OK when complete.

The screenshot displays the Honeywell Managed Freight interface. At the top, a table lists ASN line items with columns for 'Line', 'Ship Qty', and 'Country of origin'. The first line item (Line 1) has a ship quantity of 190.000 and a country of origin of '(no value)'. To the right of this row is a 'Download PDF' button and a red box containing the 'Add Details' button, which is labeled with a red circle and the number 1. Below the table, the 'HAZARD DETAILS' form is expanded, showing various input fields for hazardous material information. A red circle and the number 2 are placed next to the 'HAZARD DETAILS' header. At the bottom right of the form, there are 'OK' and 'Cancel' buttons, with a red circle and the number 3 placed next to the 'OK' button.

Line	Ship Qty	Country of origin
1	190.000	(no value)

Download PDF

Add Details

Net *

Weight

HAZARD DETAILS

Mass Capacity: (no value)

Mass Capacity UOM: (no value)

Regulation set: (no value)

UN Number: (no value)

Hazard class division number: (no value)

Subsidiary Hazard class division number: (no value)

Packing Group: (no value)

Packaging instruction code: (no value)

Proper Shipping Name: (no value)

Technical Name: (no value)

OK

Cancel

FIELDS DESCRIPTION

- **Additional Description:** Additional information about the hazardous material. This could be additional regulatory information, additional handling details, etc
- **Commodity regulation level:** Regulation level for the hazardous material
- **Emergency Contact:** Person to contact in the event of an emergency
- **Emergency Phone Number:** Person to contact in the event of an emergency
- **Hazard Class Division Number:** The list of supported hazardous material classes
- **Hazardous content description:** The hazardous material content ID
- **Hazardous Material type:** The type of hazardous material
- **Is accessible:** Can goods be handled by the carrier without specialist?
- **Mass Capacity:** The mass capacity of the hazardous material
- **Mass Capacity UOM:** Unit of measure
- **Offeror:** The offeror of the package containing hazardous materials
- **Packaging instruction code:** Code for the packaging instructions used to pack the hazardous material
- **Packing Group:** The IATA packing group for the hazardous material
- **Proper Shipping Name:** The proper shipping name for the hazardous material assigned by ADR, CFR or IATA
- **Regulation set:** The hazardous material shipping regulation set applicable to the hazardous material
- **Signatory Name:** The name of the hazardous shipment signatory
- **Signatory Place:** The place of the hazardous shipment signatory
- **Signatory Title:** The title of the hazardous shipment signatory
- **Subsidiary Hazard class division number:** The subsidiary hazard class or division numbers assigned to the hazardous material
- **Technical Name:** Technical name for the hazardous material
- **UN Number:** The UN/NA/ID Identification Number assigned to the hazardous material.