



ADVANCE SHIPPING NOTIFICATION (ASN)

QUICK REFERENCE GUIDE: INDIVIDUAL PO

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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, the 'Items to ship (40)' section is visible, with a red circle 3 highlighting the 'Create ship notice' button. To the right, the 'Orders (44)' section is shown, with a red circle 4 highlighting the 'Orders and Releases' tab. Below this, the 'Customers' section is visible, with a red circle 5 highlighting the 'Edit filter' button. The 'Order numbers' section shows 'Partial match' selected. A red circle 6 highlights the 'Actions' column in the table. The table has columns: 'Order No.', 'Item No.', 'Supplier Part No.', and 'Description'. The first row is expanded, showing 'Customer: Honeywell - TEST' and 'Ship To Address: Honeywell Products & Solutions Sarl, Eas'. The second row is selected, showing '4400316588', '10', 'Not Available', and 'VLC-505 (VN) EXn Zo'. The third row shows '4400316589', '10', 'Not Available', and 'VLC-505 (VN) EXn Zo'. Below the table, the 'Purchase Order: 4420019702' is displayed. At the bottom, a red circle 7 highlights the 'Create Ship Notice' button in the 'Create Order Confirmation' dropdown menu.

Purchase Order: 4420019702

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

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

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:

8

Is carrier assignment by Honeywell needed? ☒ ?

Ship From - Contact*

shipping@supplier.com ⓘ

Ship From - Contact*

1391609242 ⓘ

Ship To - Contact Email:*

receiver@destination.com ⓘ

Ship To - Contact Phone*

8621123456 ⓘ

Receiver - Contact Email:*

buyer@honeywell.com ⓘ

Receiver Phone Number:*

8612345678 ⓘ

⚠ 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

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**

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**.

13 Export reason code: ⓘ Permanent ▼
AES Required (only for US Export process) ⓘ ?
14 AES Transaction Code (only for US Export process): ⓘ
Is Dutiable ⓘ ?
15 Ship From - Name: ⓘ * Test Supplier
Ship From - Street: ⓘ * 1234 Street
Ship From - City: ⓘ * Test City
Ship From - State: ⓘ * State
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 ▼
Delivery Terms Description:
Transport Terms Description:
18 Shipping Payment Method: * Collect ▼

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 – 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 in full guide: **ASN FULL GUIDE**
- For more Order items information fields go to Appendix in full guide: **ASN FULL GUIDE**
- 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 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
Individual PO ASN if I only
use **boxes** to ship

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

Scenario 3: How to create
Individual 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: 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
<div><div>Length12</div><div>Height10</div><div>Width10</div><div>UnitCentimet</div></div>						

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.

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			
Handling Unit 2						
	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			

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

Number of Items3

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 packed100.00%

Packing hierarchy

What's this?

SCC_HU_BOX_CM3

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

Handling Unit 1

SCC_HU_PALLET_IN 1 (6/8)

10.1

50098227-001 ADJUSTABLE ENDSTOP 50001015-001

6

EA

Move to...

7

Length

48

Height

40

Width

40

Unit

Inches

Gross weight

20

Net weight

18

8

Handling Unit 2

SCC_HU_PALLET_IN 2 (4/8)

10.2

50098227-001 ADJUSTABLE ENDSTOP 50001015-001

4

EA

Move to...

9

Move to

Choose a handling unit

Handling Unit

OK

Handling Unit 3

SCC_HU_PALLET_IN 3 (3/8)

20.1

50098227-001 ADJUSTABLE ENDSTOP 50001015-001

3

EA

Move to...

11

SCC_HU_PALLET_IN 2

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

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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.

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SCC_HU_PALLET_IN 3 SCC_HU_BOX_IN 4

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

10

Move to Choose a handling unit

OK

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 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.

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						
SCC_HU_PALLET_IN 1 (4/4)						
SCC_HU_BOX_IN 1 (5/5)	10.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	5 EA			
SCC_HU_BOX_IN 2 (1/5)	10.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	1 EA			
SCC_HU_BOX_IN 3 (4/5)	10.2	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4 EA			
SCC_HU_BOX_IN 4 (3/5)	20.1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	3 EA			
Handling Unit 2						
SCC_HU_PALLET_IN 2 (0/4)						
Handling Unit 3						
SCC_HU_PALLET_IN 3 (0/4)						

13: Edit button for Handling Unit 1

14: Move to... button for Handling Unit 1

15: Save button for Handling Unit 2

16: Save button for Handling Unit 3

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

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
Q56884Y5324W4581GB	INSTANT COLD PACK PK10 WITH LONGER 56789	
Qty: 1234567890	123 KG	Batch: 1234567890

4500000001 00020 US

Q56884Y5324W4581GB INSTANT COLD PACK PK10 WITH LONGER 56789

Qty: 2000 358 KG Batch: 9876543210

4500000002 00010 US

Q56884Y5324W4581GB INSTANT COLD PACK PK10 WITH LONGER 5678A

Qty: 470 000 PCS

4500000002 00010 US

Q56884Y5324W4581GB INSTANT COLD PACK PK10 WITH LONGER 6666B

Qty: 650 000 PCS

Print date: 2022/02/15 Page 1 of 20 Page 2 of 2

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 Page 1 of 2

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

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
Pieces: 1/4

DO NOT PRINT - SAMPLE ONLY

Ref Code:

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](#) [Done](#)

[Detail](#) [Transport Details](#) [Packed Items](#) [History](#)

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	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	HoneywellOceanAPACSPS@mytmc.com
APAC	SPS HBT	International Ocean/X Border Trucking	HoneywellOceanAPACHBT@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/Dimmensions	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.