

ADVANCE SHIPPING NOTIFICATION (ASN) QUICK REFERENCE GUIDE: INDIVIDUAL PO





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CREATE ASN – INDIVIDUAL PO

There are 3 possible ways to start creating an individual shipping notice.

From the Workbench:

- Click on Items to Ship tile.
- Identify the right items using filters.
- Select and click Create ship notice.

OR

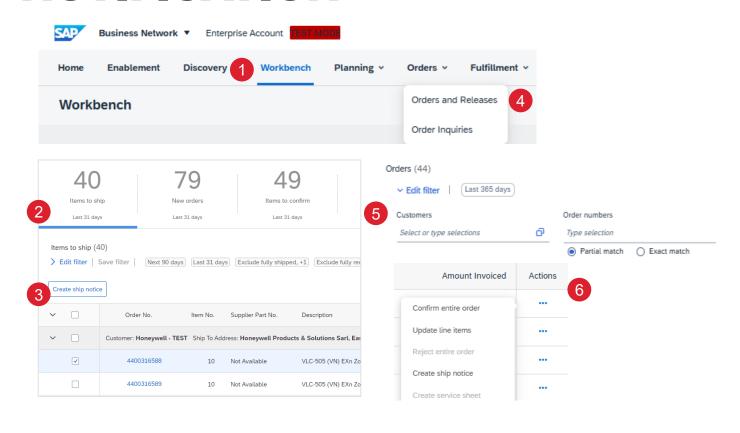
- 4. From Orders > Orders and Releases tab:
- 5. Identify the right document using search filters.
- 6. Click Actions > Ship Notice or Create Ship Notice button.

OR

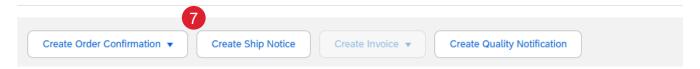
You can also create ASN from the PO screen. Click Create Ship Notice.

Note:

 If Create Ship Notice button is not available for selection, please contact your PO buyer to modify Confirmation Control Key (CCK) in SAP.



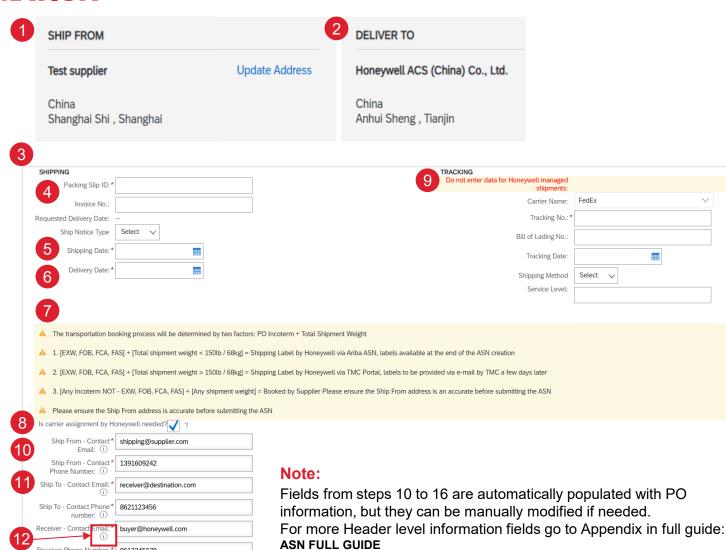
Purchase Order: 4420019702



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.
- 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 (i). Click on these icons to review additional field information.



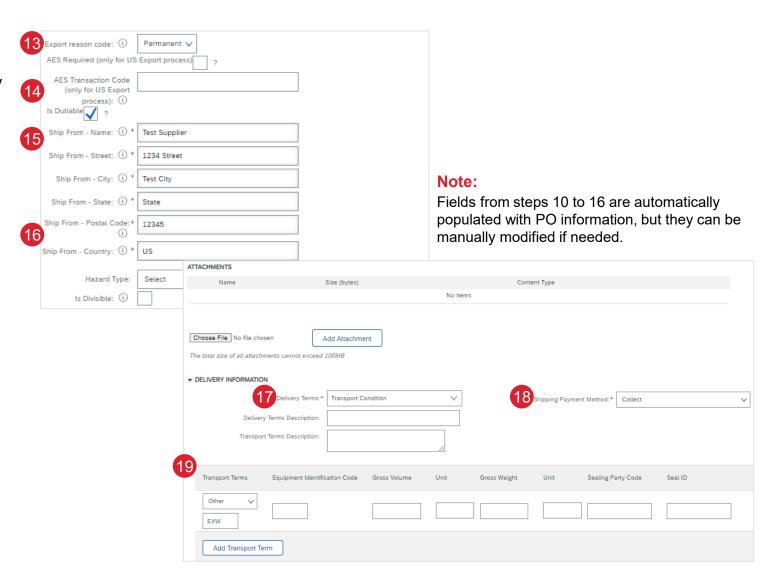
CREATE ASN – HEADER LEVEL INFORMATION - CONTINUED

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:

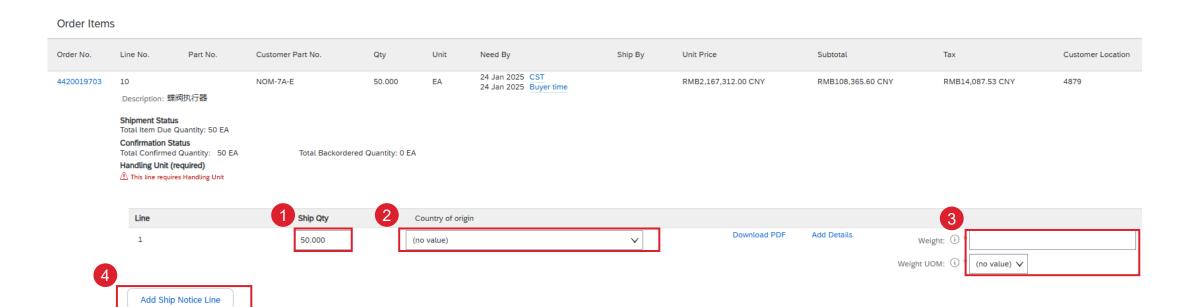
Informational tooltip fields are indicated with a lowercase "①". Click on these icons to review additional field information. For more Header level information fields go to Appendix in full guide **ASN FULL GUIDE**.



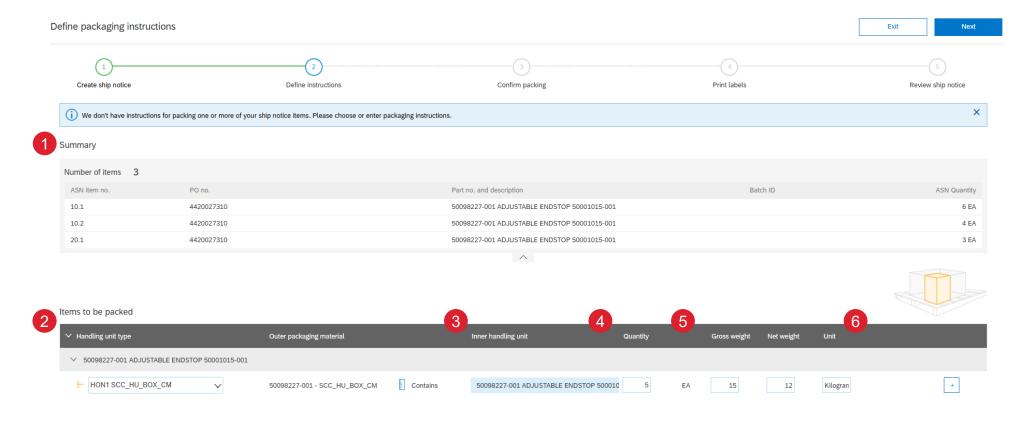
CREATE ASN – ORDER ITEMS LINE LEVEL – MANDATORY FIELDS

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: <u>ASN FULL GUIDE</u>
- Batch Managed material will require that the following fields are populated: Supplier Batch ID, Production Date, Expiry Date.



PACK ITEMS: DEFINE INSTRUCTIONS SCREEN



- 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.

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

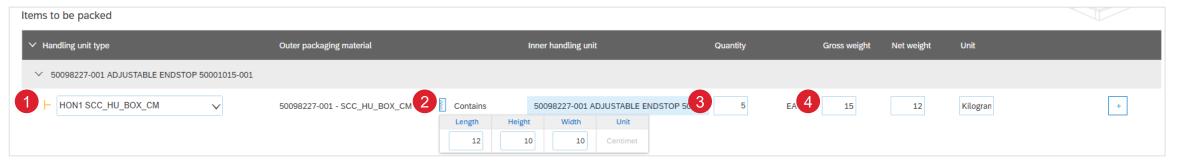
PACK ITEMS. HOW TO FILL DEFINE INSTRUCTIONS SCREEN

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

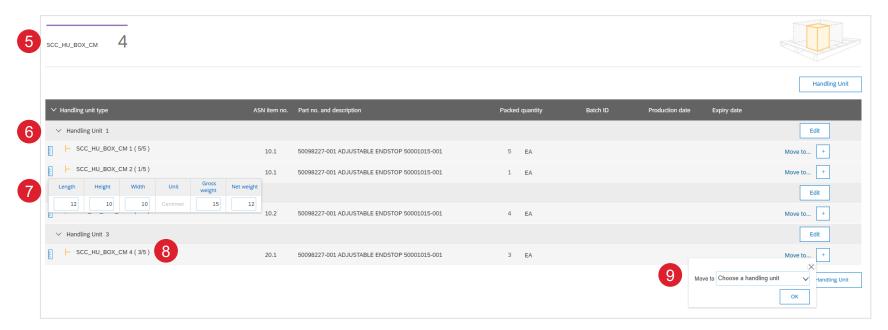


PACK ITEMS. HOW TO FILL CONFIRM PACKING SCREEN

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.

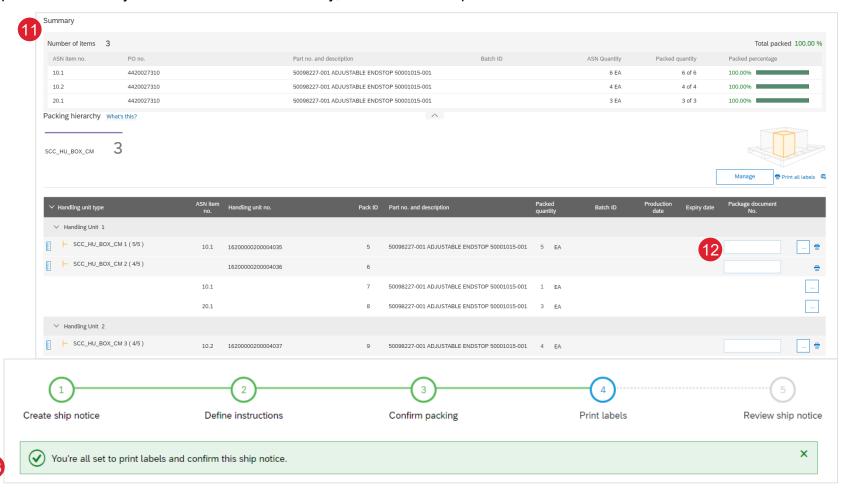
- 5. Boxes required for this shipment. The system will determine the number of boxes based on item quantity and packaging rules.
- 6. Handling unit required for this shipment. Since 4 boxes are needed, there will be 4 handling units.
- 7. You can modify each box dimensions and weight, if necessary, by 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.



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 <u>page 18 & 19</u> in this file to continue with labels instructions.



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.
- 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

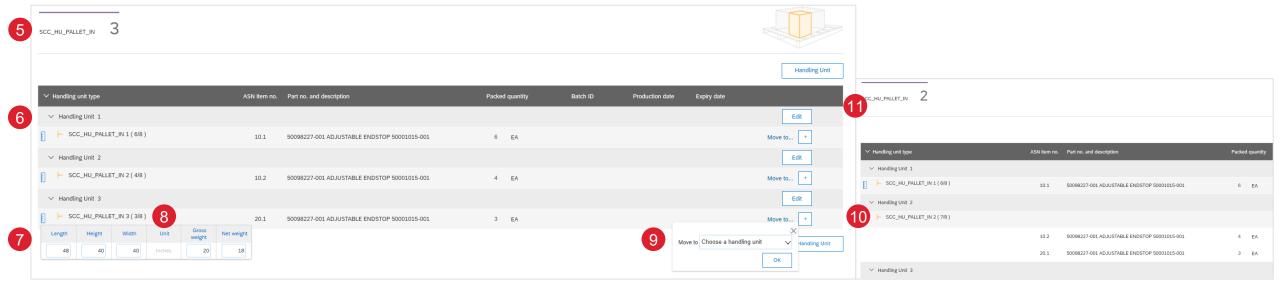


PACK ITEMS. HOW TO FILL CONFIRM PACKING SCREEN

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.

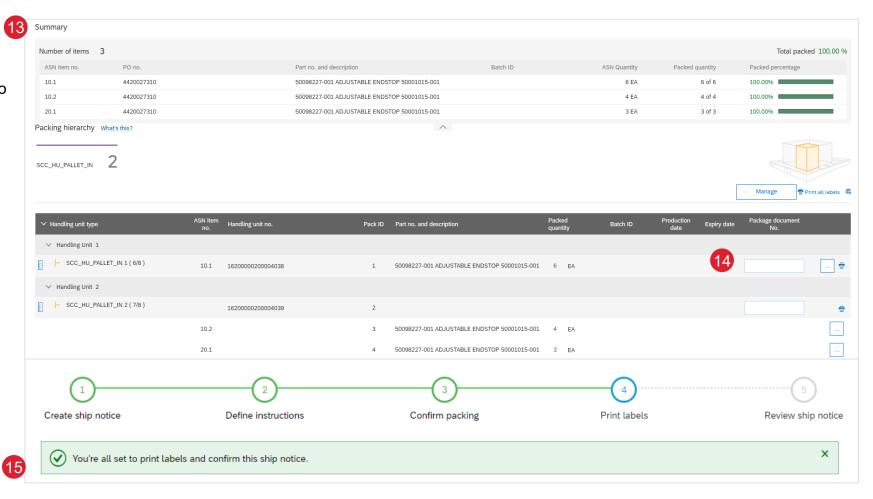
- 5. Pallet required for this shipment. The system will determine the number of pallet based on item quantity and packaging rules.
- 6. Handling unit required for this shipment. Since 3 pallet are needed, there will be 3 handling units.
- 7. You can modify each pallet dimensions and weight, if necessary, 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.



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 <u>page 18 & 19</u> in in this file to continue with labels instructions.



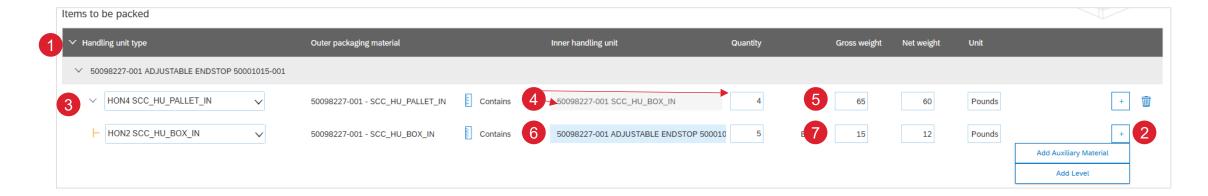
PACK ITEMS. HOW TO FILL DEFINE INSTRUCTIONS SCREEN

Scenario 3. I use pallets and boxes for my shipments.

- 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

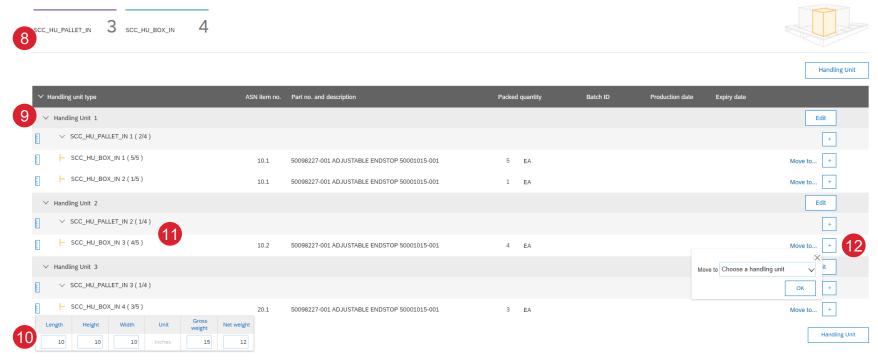


PACK ITEMS. HOW TO FILL CONFIRM PACKING SCREEN

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.

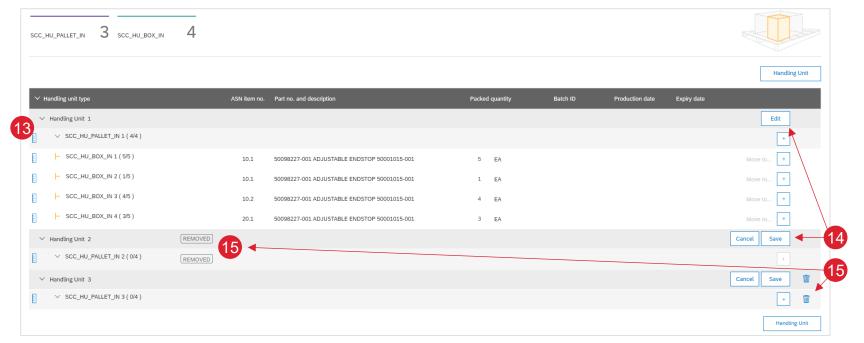
- 8. Pallet and boxes required for this shipment. The system will determine the number of boxes based on item quantity and packaging rules.
- 9. Handling unit required for this shipment. Since 4 pallet are needed, there will be 4 handling units.
- 10. You can modify each pallet/boxes dimensions and weight, 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.

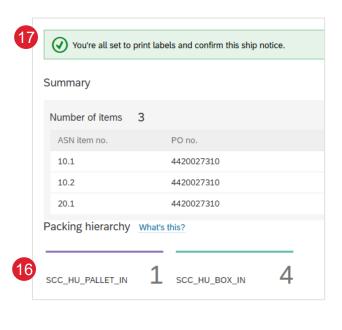


PACK ITEMS. HOW TO FILL PRINT LABELS SCREEN

Scenario 3. I use pallets and boxes for my shipments.

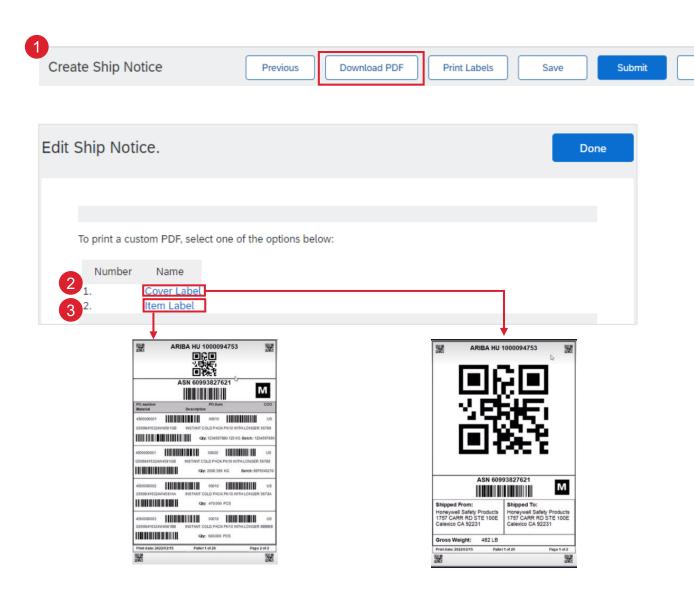
- 13. Example: We moved line items from Handling Unit 2 and 3 to Handling Unit 1, which originally had 2/4 slots filled. After the move, it now has 4/4 slots filled.
- 14. You can remove the Handling units not longer in use buy clicking Edit.
- 15. Click on Bin icon and Save, Handling unit will show 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.





CREATE ASN - BARCODE LABEL

- Click on **Download PDF** from the Actions menu.
- Click to download Cover Label for shipment. Attach this label to the outside of the shipping container.
- Click to download **Item Label** for shipment. Include this label as a packing slip.
- Click Done once labels are printed/saved.
- 5. Click Submit.



Exit

HONEYWELL MANAGED FREIGHT - PARCEL SHIPMENT - SHIPPING LABEL

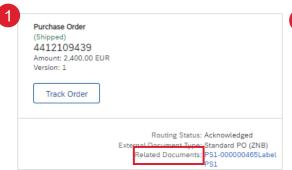
Once you submit your initial ASN, Honeywell TMC will respond with an ASN depending on your shipment weight please refer following instructions:

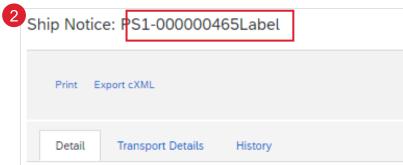
- Use Case: For Honeywell Managed Freight Parcel Shipments with total weight <150 lbs/68 kgs.
- 1. You will find this ASN as part of the **Related Documents** associated with the PO
- 2. The naming format will be your original unique packlist ID with the suffix –xxxxxxxxxLabel
- 3. Click on the **Attachment(s)** 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.

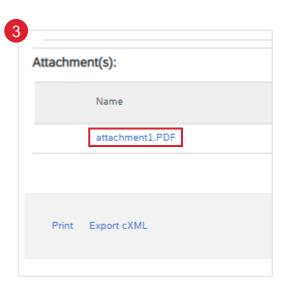
1A. Honeywell Managed Freight more than 150 lbs will be require LTL, FTL, Ocean or Air booking. Shipment booking and labels will be received by email from TMC. Time to process will depend on correspondence with TMC and which mode of transport is required. If you don't receive email from TMC, please send an email to SCCportalhelp@honeywell.com

Note:

 It is mandatory to complete the Pack Items step to generate the shipping label.



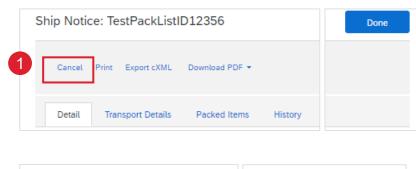


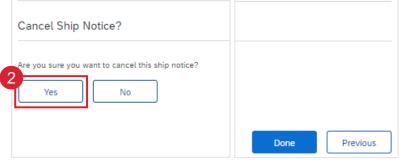


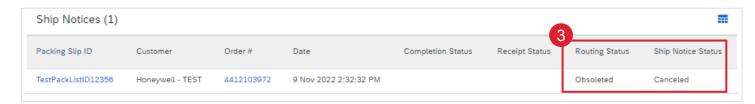


CANCEL SUBMITTED ASN

- 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







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 = FOR
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/Dimmens ons	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.