



# **ADVANCE SHIPPING NOTIFICATION (ASN)**

## **QUICK REFERENCE GUIDE: INDIVIDUAL PO**

# TABLE OF CONTENTS

## Portal User Interaction

- Individual PO ASN: How to create ASN
- Define instructions screen
- 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
- Shipping labels
- Cancel ASN
- Support
- Common errors
- Appendix in **ASN FULL GUIDE**

# 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 is placed over the 'Items to ship' tile. Below the tiles, a table titled 'Items to ship (40)' is visible, with a 'Create ship notice' button highlighted by a red circle 3. The table has columns for 'Order No.', 'Item No.', 'Supplier Part No.', and 'Description'. Two rows are shown, with the first row selected. To the right, the 'Orders (44)' section is visible, with a red circle 4 over the 'Orders and Releases' tab. Below this, a search filter is applied, and a table with 'Amount Invoiced' and 'Actions' columns is shown. A red circle 5 is over the search filter, and a red circle 6 is over the 'Actions' column. A dropdown menu is open over the 'Actions' column, showing options like 'Confirm entire order', 'Update line items', 'Reject entire order', 'Create ship notice', and 'Create service sheet'. Below the screenshot, the 'Purchase Order: 4420019702' is displayed, with a red circle 7 over the 'Create Ship Notice' button in the action bar.

# 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**

▲ 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

**8** Is carrier assignment by Honeywell needed?  ?

**10** Ship From - Contact \*

Email ⓘ

Ship From - Contact \*

Phone Number: ⓘ

**11** Ship To - Contact Email: \*

Ship To - Contact Email: ⓘ

Ship To - Contact Phone \*

number: ⓘ

Receiver - Contact Email: \*

Receiver Email: ⓘ

**12** Receiver Phone Number: \*

Receiver Phone Number: ⓘ

**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:

**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**.

The screenshot shows a web form for creating an ASN header. It is divided into several sections:

- Export Information:** Includes 'Export reason code' (dropdown, 'Permanent'), 'AES Required' (checkbox), 'AES Transaction Code' (text input), and 'Is Dutiable' (checkbox, checked).
- Ship From Information:** Includes 'Ship From - Name', 'Street', 'City', 'State', 'Postal Code', and 'Country' (all text inputs).
- Attachments:** A table with columns 'Name', 'Size (bytes)', and 'Content Type'. Below it are 'Choose File' and 'Add Attachment' buttons.
- DELIVERY INFORMATION:** Includes 'Delivery Terms' (dropdown, 'Transport Condition'), 'Shipping Payment Method' (dropdown, 'Collect'), and two text input fields for descriptions.
- Transport Terms Table:** A table with columns: 'Transport Terms', 'Equipment Identification Code', 'Gross Volume', 'Unit', 'Gross Weight', 'Unit', 'Sealing Party Code', and 'Seal ID'. It shows a dropdown for 'Other' and an 'EXW' button.

**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 Net Weight for this field.
  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.
  - For more Order items information fields go to Appendix
  - 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 24 Jan 2025	CST Buyer time	RMB2,167,312.00 CNY	RMB108,365.60 CNY	RMB14,087.53 CNY	4879	<a href="#">Remove</a>

Description: 蝶网执行器

**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	Ship Qty	Country of origin	Download PDF	Add Details	Net Weight: ⓘ	Net Weight UOM: ⓘ
	1	<input type="text" value="50.000"/>	<input type="text" value="(no value)"/>			<input type="text"/>	<input type="text" value="(no value)"/>

[Add Ship Notice Line](#)

# ADVANCED SHIPPING NOTIFICATION

## PACK ITEMS: DEFINE INSTRUCTIONS SCREEN

Define packaging instructions Exit Next

1
2
3
4
5

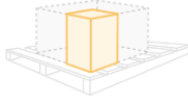
Create ship notice
Define instructions
Confirm packing
Print labels
Review ship notice

i We don't have instructions for packing one or more of your ship notice items. Please choose or enter packaging instructions. X

**1** Summary

Number of items **3**

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 

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 50001015-001 5	EA 15	12	Kilogram

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.

# 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. **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.

**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
<span>1</span> HON1 SCC_HU_BOX_CM	50098227-001 - SCC_HU_BOX_CM	<span>2</span> Contains 50098227-001 ADJUSTABLE ENDSTOP 50	<span>3</span> 5	<span>4</span> 15	12	Kilogram
		Length: 12 Height: 10 Width: 10 Unit: Centimet				

# 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.

5 SCC\_HU\_BOX\_CM 4

6

7

8

9

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			
Length: 12, Height: 10, Width: 10, Unit: Centimet, Gross weight: 15, Net weight: 12	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			

Move to Choose a handling unit

OK

# 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.

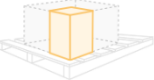
11

Summary

Number of items 3 Total packed 100.00 %

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 style="width: 100%;"></div>
10.2	4420027310	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		4 EA	4 of 4	100.00% <div style="width: 100%;"></div>
20.1	4420027310	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		3 EA	3 of 3	100.00% <div style="width: 100%;"></div>

Packing hierarchy [What's this?](#)

SCC\_HU\_BOX\_CM 3 

[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				<input type="text"/> <span>12</span> <a href="#">...</a>
SCC_HU_BOX_CM 2 ( 4/5)		16200000200004036	6						<input type="text"/> <a href="#">...</a>
	10.1		7	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	1 EA				<input type="text"/> <a href="#">...</a>
	20.1		8	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	3 EA				<input type="text"/> <a href="#">...</a>
Handling Unit 2									
SCC_HU_BOX_CM 3 ( 4/5)	10.2	16200000200004037	9	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4 EA				<input type="text"/> <a href="#">...</a>

1

Create ship notice

2

Define instructions

3

Confirm packing

4

Print labels

5

Review ship notice

13

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

# 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.
 

**Note:** Net Weight entered on this screen must match the Net Weight specified in the corresponding line item on the previous screen.

**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	Outer packaging material	Inner handling unit	Quantity	Gross weight	Net weight	Unit							
<div style="border: 1px solid #ccc; padding: 2px;"> <span style="font-size: 0.8em;">▼</span> Handling unit type           </div>	<div style="border: 1px solid #ccc; padding: 2px;">           50098227-001 ADJUSTABLE ENDSTOP 50001015-001           </div>	<div style="border: 1px solid #ccc; padding: 2px;">           50098227-001 - SCC_HU_PALLET_I           </div>	<div style="border: 1px solid #ccc; padding: 2px; width: 40px; text-align: center;">8</div>	<div style="border: 1px solid #ccc; padding: 2px; width: 40px; text-align: center;">20</div>	<div style="border: 1px solid #ccc; padding: 2px; width: 40px; text-align: center;">18</div>	<div style="border: 1px solid #ccc; padding: 2px; width: 60px; text-align: center;">Pounds</div>							
		<div style="border: 1px solid #ccc; padding: 2px;">           Contains           </div>											
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="font-size: 0.8em;">Length</th> <th style="font-size: 0.8em;">Height</th> <th style="font-size: 0.8em;">Width</th> <th style="font-size: 0.8em;">Unit</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">48</td> <td style="text-align: center;">40</td> <td style="text-align: center;">40</td> <td style="text-align: center;">Inches</td> </tr> </tbody> </table>	Length	Height	Width	Unit	48	40	40	Inches			
Length	Height	Width	Unit										
48	40	40	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.

The screenshot displays the 'PACK ITEMS' interface. At the top, a 'Handling Unit' section shows 'SCC\_HU\_PALLET\_IN 3' with a count of 3. Below this is a table of handling units:

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 ( 6/8 )	10.1 50098227-001 ADJUSTABLE ENDSTOP 50001015-001	6 EA			
Handling Unit 2	SCC_HU_PALLET_IN 2 ( 4/8 )	10.2 50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4 EA			
Handling Unit 3	SCC_HU_PALLET_IN 3 ( 3/8 )	20.1 50098227-001 ADJUSTABLE ENDSTOP 50001015-001	3 EA			

At the bottom, a 'blue ruler' allows modification of dimensions and weight:

Length	Height	Width	Unit	Gross weight	Net weight
48	40	40	Inches	20	18

A 'Move to...' dialog box is open, showing a dropdown menu for 'Choose a handling unit' and a 'Handling Unit' button. The dialog also includes an 'OK' button.

On the right side, a secondary view shows the updated handling unit counts: 'SCC\_HU\_PALLET\_IN 2' with a count of 7, and 'SCC\_HU\_PALLET\_IN 3' with a count of 0.

# 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.

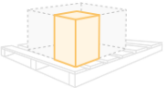
16. Click next and go to [page 18 & 19](#) in in this file to continue with labels instructions.

**13** Summary



Number of items 3 Total packed 100.00 %

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% 
10.2	4420027310	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		4 EA	4 of 4	100.00% 
20.1	4420027310	50098227-001 ADJUSTABLE ENDSTOP 50001015-001		3 EA	3 of 3	100.00% 

Packing hierarchy [What's this?](#)

SCC\_HU\_PALLET\_IN 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_PALLET_IN 1 ( 6/8 )	10.1	16200000200004038	1	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	6 EA				<input type="text"/> <a href="#">...</a> 
Handling Unit 2									
SCC_HU_PALLET_IN 2 ( 7/8 )		16200000200004039	2						<input type="text"/> 
	10.2		3	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	4 EA				<input type="text"/> <a href="#">...</a>
	20.1		4	50098227-001 ADJUSTABLE ENDSTOP 50001015-001	3 EA				<input type="text"/> <a href="#">...</a>

**14**

1 2 3 4 5

Create ship notice Define instructions Confirm packing Print labels Review ship notice

**15**  You're all set to print labels and confirm this ship notice. [X](#)

# 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.

**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.

**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

Handling unit type	Outer packaging material	Inner handling unit	Quantity	Gross weight	Net weight	Unit
50098227-001 ADJUSTABLE ENDSTOP 50001015-001						
<span style="border: 1px solid #ccc; padding: 2px;">HON4 SCC_HU_PALLET_IN</span>	50098227-001 - SCC_HU_PALLET_IN	<span style="border: 1px solid #ccc; padding: 2px;">50098227-001 SCC_HU_BOX_IN</span>	4	65	60	Pounds
<span style="border: 1px solid #ccc; padding: 2px;">HON2 SCC_HU_BOX_IN</span>	50098227-001 - SCC_HU_BOX_IN	<span style="border: 1px solid #ccc; padding: 2px;">50098227-001 ADJUSTABLE ENDSTOP 500010</span>	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.

The screenshot displays the 'Handling Unit' configuration screen. At the top, a summary shows 3 pallets and 4 boxes. The main table lists handling units and their contents:

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

At the bottom, a 'blue ruler' table allows for dimension and weight adjustments:

Length	Height	Width	Unit	Gross weight	Net weight
10	10	10	Inches	15	12

Annotations: Red circles 8, 9, 10, 11, and 12 highlight key features. A 'Move to...' dialog box is shown over the last row, with a dropdown menu for selecting a handling unit.



# 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.
- You can remove the Handling units not longer in use by clicking Edit.
- Click on Bin icon and Save, Handling unit will show as Removed.
- If you click next you will see the new pallets amount required for this shipment.
- Summary will display PO numbers, Part No., Description and Quantity in ASN and Packed Quantity, make sure Total packed is: **100.00%**
- Add Packaged document No. (optional field)
- You will see confirmation that you are ready to obtain shipping labels.
- Click next and go to [page 18 & 19](#) in this file to continue with labels instructions.

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)						

**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 number	Material	Description	PO Num	COO
450000001	00010	00010	US	
05684Y32494581GB	INSTANT COLD PACK PK10 WITH LONGER	56789		
	Qty: 123456789	123 KG	Batch: 123456789	
450000001	00020	00020	US	
05684Y32494581GB	INSTANT COLD PACK PK10 WITH LONGER	56789		
	Qty: 2000.399	KG	Batch: 9876543210	
450000002	00010	00010	US	
05684Y32494581GB	INSTANT COLD PACK PK10 WITH LONGER	5678A		
	Qty: 470.000	PCS		
450000003	00010	00010	US	
05684Y32494581GB	INSTANT COLD PACK PK10 WITH LONGER	8888B		
	Qty: 600.000	PCS		

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

ARIBA HU 1000094753

ASN 60993827621

Shipped From:	Shipped To:
Honeywell Safety Products 1757 CARR RD STE 100E Calexico CA 92231	Honeywell Safety Products 1757 CARR RD STE 100E Calexico CA 92231

Gross Weight: 482 LB

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

# 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.**

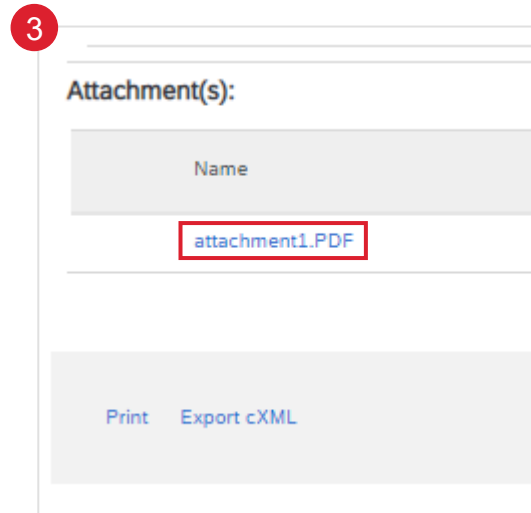
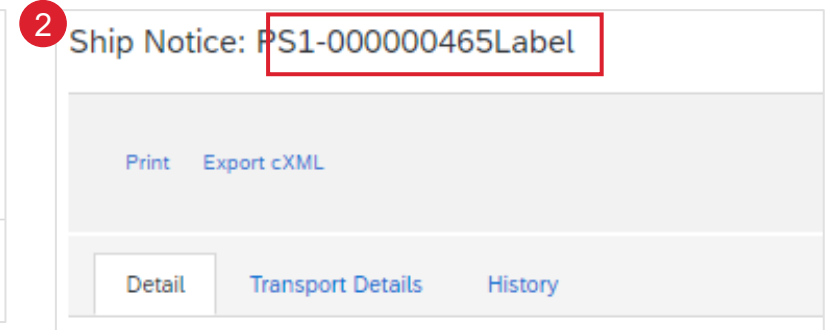
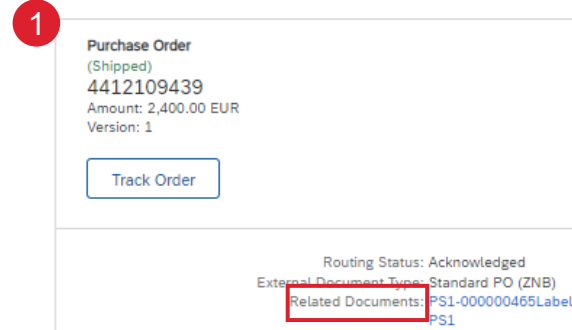
1. You will find this ASN as part of the **Related Documents** associated with the PO
2. The naming format will be your original unique packlist ID with the suffix –xxxxxxxLabel
3. Click on the **Attachment(s)** link at the bottom of the page.
4. View, print and attach the PDF shipping label provided 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.



# 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

Done

Cancel Print Export cXML Download PDF

Detail Transport Details Packed Items History

Cancel Ship Notice?

Are you sure you want to cancel this ship notice?

Yes No

Done Previous

Packing Slip ID	Customer	Order #	Date	Completion Status	Receipt Status	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	Solstice - AM	All modes	<a href="mailto:SolsticeAPAC@chrobinson.com">SolsticeAPAC@chrobinson.com</a>
APAC	ESS- UOP	All modes	<a href="mailto:HoneywellAPACDOM@chrobinson.com">HoneywellAPACDOM@chrobinson.com</a>
APAC	IA&BA	All modes	<a href="mailto:HoneywellAPACDOM@chrobinson.com">HoneywellAPACDOM@chrobinson.com</a>
APAC	BA	International Air & Parcel	<a href="mailto:HonAirAPACHBT@chrobinson.com">HonAirAPACHBT@chrobinson.com</a>
APAC	BA	International Ocean	<a href="mailto:HonOceanAPACHBT@mytmc.com">HonOceanAPACHBT@mytmc.com</a>
APAC	IA-HPS	International Air & Parcel	<a href="mailto:HoneywellHPSAPAC@chrobinson.com">HoneywellHPSAPAC@chrobinson.com</a>
APAC	IA & PPE	International Air & Parcel	<a href="mailto:HonAirAPACSPS@chrobinson.com">HonAirAPACSPS@chrobinson.com</a>
APAC	IA & PPE	International Ocean	<a href="mailto:HonOceanAPACSPS@chrobinson.com">HonOceanAPACSPS@chrobinson.com</a>
APAC	Solstice - AM	All modes	<a href="mailto:SolsticeAPAC@chrobinson.com">SolsticeAPAC@chrobinson.com</a>
EMEA	BA	All	<a href="mailto:HoneywellBAEMEA@chrobinson.com">HoneywellBAEMEA@chrobinson.com</a>
EMEA	IA	All	<a href="mailto:HoneywellIAEMEA@chrobinson.com">HoneywellIAEMEA@chrobinson.com</a>
NA	HPS	All	<a href="mailto:HoneywellHPS@chrobinson.com">HoneywellHPS@chrobinson.com</a>
NA	UOP	All	<a href="mailto:Honeywelluop@chrobinson.com">Honeywelluop@chrobinson.com</a>
NA	SPS	All	<a href="mailto:HoneywellSPSNA@chrobinson.com">HoneywellSPSNA@chrobinson.com</a>
NA	BA	All	<a href="mailto:Honeywellhbtna@chrobinson.com">Honeywellhbtna@chrobinson.com</a>
NA	IGS	All	<a href="mailto:igstmc@chrobinson.com">igstmc@chrobinson.com</a>

# 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/Dimensions	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.