



## How To Enter Pro-Forma Invoice # on an ASN

### 1. Documenting Specific Shipping Information

Beginning **March 26, 2012**, Tenneco will require all suppliers to include the Pro-forma Invoice number in the ASN information for shipments that cross a North American border. Tenneco will use the supplier's ASN information to transmit a "Customs Declaration" (CUSDEC) file electronically to the Customs Brokers to supplement the filing of Import Declarations with US, Canada and Mexico Customs. This is aimed towards streamlining the Customs entry/clearance process and providing all the necessary information to the brokers in a timely manner.

Since the Pro-forma Invoice is the key document for customs purpose, the brokers require the Pro-forma Invoice number passed in the electronic files to uniquely match with the paper documents sent with the shipment. To facilitate this process, Tenneco requires the suppliers to include the Pro-forma Invoice number in the ASN's for the cross-border shipments (ex: Supplier from Mexico shipping to US plant or Supplier from Spain shipping to a Canada plant, etc).

Going forward, the Pro-forma invoice number is required in the ASN (**for cross-border shipments**) as described below.

#### 1.1 How to enter Pro-Forma Invoice number when creating an ASN in SupplyWEB

##### Why:

Provide Customs Declaration when sending shipments across North American borders.

##### How:

Follow menu path Shipments > Create Shipper, in search criteria, first select facilities and enter the facility that you are shipping to. The Ship-To and Ship-From fields will automatically populate. Then enter the shipper number. Click on the "Continue" button.

The screenshot shows the SupplyWEB interface with the following details:

- Browser: Microsoft Internet Explorer provided by Tenneco IT
- Page Title: SupplyWEB® 10.2.7.04 | Supplier | Admin - Microsoft Internet Explorer provided by Tenneco IT
- Left Navigation Menu: Demand, Kanban, Supplier Managed Inventory, Shipments (highlighted), Receipts, Delivery Performance, Parts Per Million
- Shipments Sub-menu: Create Shipper (highlighted), View Shippers, View ASNs, View AETC Requests, Fulfillment Updates, Reprint/Purge Labels, Global Track & Trace, Shipping History
- Main Form: Shipments Shipper
- Shipper Section:
  - Facility: Cambridge (dropdown menu)
  - Ship To: WALKER MANUFACTURING - CAMBRIDGE (dropdown menu)
  - Deliver To: <<None>> (dropdown menu)
  - Ship From: HECKETHORN MANUFACTURING CO IN (dropdown menu)
  - Shipper Number: 644 (text input field)
  - Continue button (highlighted)



The following screen appears. Select the part numbers that you will be shipping and enter the quantity for each part number to be shipped. Click on the "Create Shipper" button.

SupplyWEB v. 10.2.7.04 | Supplier | Admin - Microsoft Internet Explorer provided by Tenneco IT

Tenneco Automotive

**Shipments Create Shipper**

**Requirements**

**Shipping Information**

Facility	Ship To	Supplier	Ship From
Cambridge 500 Conestoga Boulevard Cambridge ON N1R 5T7 CANADA	WALKER MANUFACTURING - CAMBRIDGE 500 Conestoga Boulevard Cambridge ON N1R 5T7 CANADA	Heckethorn Manufacturing Co Inc. 2005 FORREST ST DYER DYERSBURG, TN 38024 UNITED STATES	HECKETHORN MANUFACTURING CO IN 2005 FORREST ST DYER DYERSBURG, TN 38024 UNITED STATES

**Requirement Filters**

Requirement View: 00 Days      Ship Coverage: 15 Days  Include Weekends

Transit Time: 5 Days 0 Hrs 0 Mins      Dock: [ ]

Test or Production: Production      PO Number: [ ]

[ Search ]

**Part List**

<input type="checkbox"/> Part	Description	PO Number	Suggested Ship Qty	Procurement Method
<input checked="" type="checkbox"/> 258445	258445 Description	55000215470000900121	1	Shipping Schedule

[ Create Shipper ] [ Cancel ]

You will see the next screen. Click on the "Edit" button.

**Shipments Shippers**

**Shipper**

**Shipping Information**

Facility	Ship To	Supplier	Ship From
Cambridge 500 Conestoga Boulevard Cambridge ON N1R 5T7 CANADA	WALKER MANUFACTURING - CAMBRIDGE 500 Conestoga Boulevard Cambridge ON N1R 5T7 CANADA	Heckethorn Manufacturing Co Inc. 2005 FORREST ST DYER DYERSBURG, TN 38024 UNITED STATES	HECKETHORN MANUFACTURING CO IN 2005 FORREST ST DYER DYERSBURG, TN 38024 UNITED STATES

**Header Information**

Shipper Number	644	Ship Date & Time	03-15-2012 01:44:19 PM CDT
Freight	Collect	Expected Arrival Date & Time	03-20-2012 01:44:19 PM CDT
AETC		AETC Responsibility	
Vehicle Number		Transport	Consolidated Truck
SCAC		Dock	
Pro Number		Test or Production	Production
Pro-forma/BOL number		Remarks	
Carrier			
Route Code			

Supplier Attached Files: [ ] [ Browse... ] [ Attach File ] [ Delete File ]

[ Edit ] [ AETC Request ]

**Line Items**

Line Item	Delete	Customer Part Number	Purchase Order	Quantity Shipped	UoM
[ ]	<input type="checkbox"/>	258445	55000215470000900121		1 EA

[ Add Line Item ] [ Delete Line Items ]

[ Print Shipping Documents ] [ Preview ] [ Validate ] [ Publish ]



The screen below appears. This is the screen that you will enter all additional requested information. To start, enter the "carrier", and you may put in the departure port in the "Dock" field. Go to the right side of the page and enter in the shipment date in "Ship Date & Time", the ETA (expected arrival time of arrival in the "Expected Arrival Date & Time", select the correct "Transport" mode, **and finally enter in the Pro-Forma Invoice number in the "Pro-Forma / BOL number" field.** Any additional information can be entered in the "Remarks" block at the bottom of the screen. Click on the "Save" button.

**Shipments Shippers**

**Shipper Header**

**Shipping Information**

Facility	Ship To	Supplier	Ship From
Cambridge 500 Conestoga Boulevard Cambridge ON N1R 5T7 CANADA	WALKER MANUFACTURING - CAMBRIDGE 500 Conestoga Boulevard Cambridge ON N1R 5T7 CANADA	Heckethorn Manufacturing Co Inc. 2005 FORREST ST DYER DYERSBURG,TN 38024 UNITED STATES	HECKETHORN MANUFACTURING CO IN 2005 FORREST ST DYER DYERSBURG,TN 38024 UNITED STATES

**Header Information**

Shipper Number	644	Ship Date & Time	03-15-2012 01:44 PM CDT
Freight	Collect	Expected Arrival Date & Time	03-20-2012 01:44 PM CDT
AETC		AETC Responsibility	
Vehicle Number	Alpha 1	Transport	Contract Carrier
Carrier	UTI	SCAC	SCGS   SCGS
Dock	Cambridge West	Pro Number	
Test or Production	Production	Pro-forma/BOL number	82917365
Route Code			
Remarks			

**Save** **Cancel**

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See below screen print, you are now returned back to the shipper where there is a field "Supplier Attached Files" which can be used to attach any documentation (PDF files), pictures, or other information. This is not a required field, but is provided for your use. Click on the "Publish" button and the ASN will be sent carrying the requested information.

**Shipments Shippers**

**Shipper**

**Shipping Information**

Facility	Ship To	Supplier	Ship From
Cambridge 500 Conestoga Boulevard Cambridge ON N1R 5T7 CANADA	WALKER MANUFACTURING - CAMBRIDGE 500 Conestoga Boulevard Cambridge ON N1R 5T7 CANADA	Heckethorn Manufacturing Co Inc. 2005 FORREST ST DYER DYERSBURG,TN 38024 UNITED STATES	HECKETHORN MANUFACTURING CO IN 2005 FORREST ST DYER DYERSBURG,TN 38024 UNITED STATES

**Header Information**

Shipper Number	644	Ship Date & Time	03-15-2012 01:44:00 PM CDT
Freight	Collect	Expected Arrival Date & Time	03-20-2012 01:44:00 PM CDT
AETC		AETC Responsibility	
Vehicle Number	Alpha 1	Transport	Contract Carrier
SCAC	SCGS	Dock	Cambridge West
Pro Number		Test or Production	Production
Pro-forma/BOL number	82917365	Remarks	
Carrier	UTI		
Route Code			

**Supplier Attached Files**  **Browse** **Attach File** **Delete File**

**Edit** **AETC Request**

**Line Items**

Line Item	Delete	Customer Part Number	Purchase Order	Quantity Shipped	Unit
258445	<input type="checkbox"/>		55000215470009900121	1	EA

**Add Line Item** **Delete Line Items**

**Print Shipping Documents** **Preview** **Validate** **Publish**

Follow menu path Shipments > View ASN's, you can access all the appropriate shipping information entered by the supplier for tracking and locating a shipment.