

## 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.

C SupplyWEB® 10.2.	7.04   Supplier	Admin - Microsoft Internet Explorer provided by Tenneco IT
INTOR 4 🗄		Image: Tenneco Automotive
<b>⊞Kanban</b>	Shipmen	ts Shipper
	Shipper	
Shipments	Facility	Cambridge
Create Shipper View Shippers	Ship To	WALKER MANUFACTURING - CAMBRIDGE
View ASNs View AETC Requests	Deliver To	< <none>&gt; 🗸</none>
Fulfillment Updates	Ship From	HECKETHORN MANUFACTURING CO IN
Reprint/Purge Labels Global Track & Trace	Shipper *	644
Shipping History		Continue
Delivery Performance		
Parts Per Million		



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.

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				reate Shipper Cancel				

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

Shipping Information       Facility     Skip To     Skip To       Cambridge SOD Conserting Bollevard Cabbridge Cab	Shipper									
facility     Sign I     Sign IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Shipping Information									
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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, <u>and finally enter in the Pro-Forma Invoice number in the "Pro-Forma /</u><u>BOL number" field</u>. Any additional information can be entered in the "Remarks" block at the bottom of the screen. Click on the "Save" button.

Shipper Header							
Shipping Information							
Facility		Ship To		Supplier			Ship From
Cambridge 500 Conestoga Boulevard Cambridge ON N1R 5T7 CANADA		WALKER MANUFACTURING - CAME 500 Conestoga Boulevard Cambridge ON N1R 5T7 CANADA	RIDGE	Heckethorn M 2005 FORRES DYER DYERSBURG; UNITED STAT	nufacturing Co Inc. T ST 'N 38024 ES		HECKETHORN MANUFACTURING CO IN 2005 FORREST ST DYER DYERSBURG,TN 38024 UNITED STATES
Header Information							
Shipper Number	\$ 644		Ship Date & Ti	me	*	03-15-2012	01:44 PM K CDT
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AETC			AETC Responsi	bility			13
Vehicle Number	Alph	a 1	Transport			Contract Carrier	· *
Carrier	ΙΤυ		SCAC			SCGS   SCGS	*
Dock	Cami	oridge West	Pro Number			[	n2.
Test or Production	Prod	uction 🄆	Pro-forma/BO	L number		82917365 💥	
Route Code	*	N				101	
Remarks						1	
			6				

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.

Shipmer	nts Shippers								
Shipper									
Shipping I	Information								
Facility		Ship To		5	upplier		Ship From	m	
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Header Inf	nformation								
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/	]	258445		55000215470000900121				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.