



How To Enter Shipping Information on an ASN

1. Documenting Specific Shipping Information

For all overseas suppliers (non-North American based), our facilities are asking that the following additional information be entered when you create the ASN in SupplyWEB. This information can then be used to track and locate shipments intransit between supplier and customer.

1.1 How to enter shipping information when creating an ASN in SupplyWEB

Why:

Provide tracking information which can be used to locate intransit shipments.

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 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 "Continue" button.



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Tenneco Automotive

Shipments Create Shipper

Requirements

Shipping Information

Facility	Ship To	Supplier	Ship From
Seward 1111 Izzak Walton Road Seward,NE 68434 UNITED STATES	WALKER MANUFACTURING - SEWARD 1111 Izzak Walton Road Seward,NE 68434 UNITED STATES	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: 30 Days Ship Coverage: 15 Days Include Weeks

Transit Time: 0 Days 1 Hrs 0 Mins Dock: []

Test or Production: Production PO Number: []

[Search]

Part List

Part	Description	PO Number	Suggested Ship Qty.	Procurement Method
<input checked="" type="checkbox"/> 250490	250490 Description	55000244600000900121	1	Shipping Schedule
<input type="checkbox"/> 250491	250491 Description	55000244600000900121	450	Shipping Schedule

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

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Shipments Shippers

Shipper

Shipping Information

Facility	Ship To	Supplier	Ship From
Seward 1111 Izzak Walton Road Seward,NE 68434 UNITED STATES	WALKER MANUFACTURING - SEWARD 1111 Izzak Walton Road Seward,NE 68434 UNITED STATES	Heckethorn Manufacturing Co Inc. 2005 FORREST ST DYER DYERSBURG,TN 38024 UNITED STATES	HECKETHORN M 2005 FORREST DYER DYERSBURG,TN UNITED STATE

Header Information

Shipper Number	Ship Date & Time	02-19
69912		
Freight	Expected Arrival Date & Time	02-19
Collect		
AETC	AETC Responsibility	
Vehicle Number	Transport	
Route Code	Dock	
SCAC	Test or Production	Produc
Pro Number	Remarks	
Bill of lading number		
Carrier		

Supplier Attached Files

[Browse...] [Attach File] [Delete File]

[Edit] [AETC Request]

Line Items

This screen below appears. This is the screen that you will enter all additional requested information. To start, enter in the Vessel name or number in the field "Vehicle Number". Enter the "carrier", and 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 BOL (bill of lading) number in the "Bill of lading number" field. Any additional information can be entered in the "Remarks" block at the bottom of the screen. Click on the "Save" button.



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Shipments Shippers

Shipper Header

Shipping Information

Facility	Ship To	Supplier	Ship From
Seward 1111 Izzak Walton Road Seward,NE 68434 UNITED STATES	WALKER MANUFACTURING - SEWARD 1111 Izzak Walton Road Seward,NE 68434 UNITED STATES	Heckethorn Manufacturing Co Inc. 2005 FORREST ST DYER DYERSBURG,TN 38024 UNITED STATES	HECKETHORN MANUFACTURING CO I 2005 FORREST ST DYER DYERSBURG,TN 38024 UNITED STATES

Header Information

Shipper Number	69912	Ship Date & Time	02-19-2010 06:59 AM CST
Freight	Collect	Expected Arrival Date & Time	03-25-2010 07:59 AM CST
AETC		AETC Responsibility	
Vehicle Number	Bermuda	Transport	Ocean Vessel
Carrier	UTI	SCAC	
Dock	Glasgow	Pro Number	
Test or Production	Production	Bill of lading number	3554321
Route Code			
Remarks			

Save Cancel

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

Facility	Ship To	Supplier	Ship From
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Header Information

Shipper Number	69912	Ship Date & Time	02-19-2010 06:59:00 AM CS
Freight	Collect	Expected Arrival Date & Time	03-25-2010 07:59:00 AM CD
AETC		AETC Responsibility	
Vehicle Number	Bermuda	Transport	Ocean Vessel
Route Code		Dock	Glasgow
SCAC		Test or Production	Production
Pro Number		Remarks	
Bill of lading number	3554321		
Carrier	UTI		

Supplier Attached Files

Browse... Attach File Delete File

Edit AETC Request

Line Items

Line Item	Delete	Customer Part Number	Purchase Order	Quantity Shipped
	<input type="checkbox"/>	250490	55000244600000900121	

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.