

# 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.

SupplyWEB♥ 10.1.3	Supplier   Admin	- Microsoft Internet Explorer provided by Tenneco IT
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Create Shipper		Iseward 🖸
View Shippers	Ship To	WALKER MANUFACTURING - SEWARD
View ASNs		
View AETC Requests	Ship From	HECKETHORN MANUFACTURING CO IN
Fulfillment Updates	Shipper 🏶 Number	69912
Reprint/Purge Labels		Continue
Global Track & Trace		
Shipping History		
🛨 Receipts		

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

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				Edit	TC 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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Help	Test or Production	Production	Bill of lading number		3554321				
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			(	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.

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1		250490		55000244600000900121				
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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.