Purpose

Use this procedure to cancel, correct, and republish an ASN.

Trigger

Perform this procedure when you need to make a change to an ASN that you already published, and this ASN has not yet been received by the Tenneco facility.

Prerequisites

- Access to SupplyWEB
- Internet access and Internet Explorer 6 or higher

Menu Path

Use the following menu path(s) to begin this transaction:

https://supplyweb.tenneco.com/supplyWeb/account/login

Helpful Hints

- The above URL should be saved to your browser's favorites for easy access
- Instead of using your browser's navigation tools, use the navigation tools provided by SupplyWEB

Procedure

| | 1 Demand |
|-----|--------------------------------|
| | ⊞Kanban |
| | ESupplier Managed Inventory |
| 1 - | ∃ <u>Shipments</u> |
| | E Receipts |
| | ECUM Management |
| | Delivery Performance |
| | EReports |
| | E Communications |
| | ⊞ Security |
| | Preferences |
| | ⊞Setup |
| | ⊞Help |

1. If you need to edit an ASN that has already been published, you can do so by clicking on the Shipments menu item



2. Select the View ASNs menu item

View ASNs

| ASN | | | |
|-----------------|------------------------------------|---|------------|
| Facility | Anderson | • |] |
| Ship To | Litchfield Marshall | | ANDERSON - |
| Deliver To | Mogi Mirim RC Napoleon | | |
| Ship From | Owen Sound Paragould DC | | |
| Publish Date | Paragould MFG Poznan | | |
| Range | Puebla IMMEX Rancho | | inue |
| | Rennes Reynosa DC | | |
| | Reynosa MFG Reynosa MFG IMMEX | | |
| | Rybnik AM Rybnik OE | | |
| | Saariouis San Antonio Seward | | |
| | Sint Truiden Smithville | E | |
| | St. Petersburg Tredegar | | |
| | Valencia Valencia DC | | |

3. Select the Tenneco Facility that the ASN was created for.

| | ASN | |
|-----|--------------------------|-----------------------------------|
| | Facility | Smithville |
| | Ship To | WALKER MANUFACTURING - SMITHVILLE |
| 4 - | Deliver To | << None >> • |
| | Ship From | Branam Fastening Systems 🔻 |
| | Publish Date Range | to |
| 5 - | | Continue |

4. Ship To, Deliver To and Ship From should default after the Facility is chosen. You can also leave the Publish Date Range blank unless you wish to be more specific.

5. Click on the Continue button Continue

| Sear | ch Criteria | | | | | | | |
|---------------------|--------------------------------|--|--|----------------------------|----------------|---------------------|---------------|----------|
| facility Smithville | | | | | | | | |
| ihip 1 | ю | | WALKER MANUFACTURING - | SMITHVILLE | | | | |
| elive | er To | | None | | | | | |
| hip F | rom | | Branam Fastening Systems | | | | | |
| ublis | h Start Date | | | | | | | |
| ublis | h End Date | | | | | | | |
| | | | | | | | | |
| ASN | History | | | | | | 1 to | 10 of 10 |
| liew | Print Shipping Documents | Shipper Number | Ship Date | Publish Date | ASN History | ASN Cancellation | ASN Resend | Receipt |
| 69 | 2 | 4205 | 03-13-2014 01:08:53 PM EDT | 03-13-2014 01:11:24 PM EDT | History | Cancel - | Resend | |
| 69 | 2 | 4204 | 03-13-2014 11:20:54 AM EDT | 03-13-2014 11:24:56 AM EDT | History | Cancel | Resend | |
| 69 | _ | 4202 | 03-10-2014 04:06:02 PM EDT | 03-10-2014 04:06:26 PM EDT | History | | Resend | 65 |
| 63 | _ | 4198 | 02-25-2014 12:47:23 PM EST | 02-25-2014 12:59:21 PM EST | History | | Resend | |
| 00 | | 10000000000000000000000000000000000000 | | 01-16-2014 11:40:26 AM EST | History | | Resend | |
| 62 | 2 | 20140116 | 01-16-2014 11:37:00 AM EST | 01-10-2014 11:40:20 AM EDT | | | | |
| 62 62 | . | 20140116 20131022a | 01-16-2014 11:37:00 AM EST 10-22-2013 01:23:54 PM EDT | 10-22-2013 01:29:52 PM EDT | History | | Resend | |



All ASNs for this supplier / Tenneco facility relationship populate. Any ASNs with the Cancel button selectable are in transit shipments. If an ASN has the eye-glasses icon under the Receipt column, the shipment was received at the Facility (Clicking on the eye-glasses will show you the GR information). If there is no Cancel option and the Receipt field is blank then the ASN was cancelled (You can confirm this by clicking on the History button under ASN History).

7. Click on the Cancel button for the ASN you want to edit Cancel.

| Facility | Smithville |
|--------------------------|--|
| Ship To | WALKER MANUFACTURING - SMITHVILLE |
| Deliver To | None |
| Ship From | Branam Fastening Systems |
| Shipper | 4205 |
| supper morn | Ιαύοι |
| ASN | 4205-1 |
| Ship Date | 03-13-2014 01:08:53 PM EDT |
| Click Cont Click Canc | inue to send a cancellation ASN. el to return to the previous screen. |

8. Click on the Continue button to confirm the cancellation Continue

| 4 | ASN | s, view the | ile Status to | verify the file transfer. | on is being published. It you have setup comput | er and document promes to receive copies of you |
|----|---------|-------------|---------------|---------------------------|---|---|
| Fa | cility | nformatior | | | | |
| Fa | cility | | Smithville | | | |
| Sh | ip To | | WALKER N | ANUFACTURING - SM | THVILLE | |
| De | liver T | b | None | | | |
| SI | nipper | s | | | | |
| Ed | it Pu | blish Histo | y Delete | Shipper Number | Creation Date | Ship From |
| 4 | • | > 69 | | 4205 | 03-13-2014 01:08:53 PM EDT | Branam Fastening Systems |
| | Edit | | | | Delete | |

9. The ASN has now been cancelled and has been returned to the Shipper status (draft status).

Click on the pencil icon to edit

| | | | | | Dock | | |
|----------------------|--------------|----------------------------|--------|--|---|--------------------|----------------|
| Pro Ni | umber | | | | Test or Production | Production | |
| Pro-forma/BOL number | | | | | Remarks | | |
| Carrier | | | | | | | |
| Route | 2 Code | | | | | | |
| Suppli | ier Attached | Files | | | Browse Attack | h File Delete File | |
| | | | | Edit | AETC Request | | |
| Line I | Items | | | | | | |
| | | Contrary Dark Nor | har | Purchase On | der | Quantity Shipped | HofM |
| Line Item | Delete | Customer Part Num | JUCI . | | | | oom |
| Line Item | Delete | 302771 | | 550003374 | 40000929051 | 2,000 | EA |
| Line Item | | 302771 306561 | | 550003374 550003374 | 40000929051 | 2,000 | EA |
| Line Item | | 302771 306561 393557 | | 550003374 550003374 550003374 | 40000929051 40000929051 40000929051 | 2,000 2,500 350 | EA EA EA |
| Line Item | | 302771 306561 393557 | Adu | 550003374 550003374 550003374 d Line Item | 140000929051 140000929051 140000929051 Delete Line Items | 2,000 | EA EA EA |
| Line Item | | 302771 306561 393557 | Ad | 550003374 550003374 550003374 d Line Item | 40000929051 40000929051 40000929051 Delete Line Items | 2,000 | EA EA EA |

10. You can now make the necessary changes. To change the Quantity Shipped, click on the pencil

icon corresponding with the appropriate Part Number

| Customer Part * | | 306561 | 1 | | | | |
|------------------|---------|------------|------------------|--------------------|-------|-------------|---------|
| Supplier Part | | | | | | | |
| PO Number | | | 337440000929051 | | | | |
| ine Item Inform | nation | | | | | | |
| hip Quantity | 2,5 | 00 EA | L. | Net Weight | | 0.0025 | LB |
| ot No. | | | | | | | |
| CUM Shipped (YTI | D) | | | | | | |
| Remarks | L | | | | | | |
| | | | View Requirement | its | | | |
| Requirements | | | | | | | |
| ihip Qty | Req Qty | Start Date | End Date | Shipped to Date | Freq | Pull Signal | Release |
| 2,500 | 78,000 | 12-09-2013 | 12-09-2013 | 0 | Daily | | 51 |
| | | | | | | | |

11. As required, complete/review the following fields:

| Field | R/O/C | Description |
|---------------|-------------|---|
| Ship Quantity | Conditional | Update the Ship Quantity as appropriate. Example: 3000 |

12. Click on the Save button Save

| Freigh | ht | | Collect | | Expected Arrival Date & Time | 01-16-2015 11:32:36 A | M EST |
|--------------|---|-----------------|-------------|---------------|------------------------------|-----------------------|-------|
| AETC | | | | | AETC Responsibility | | |
| Vehic | le Number | | | | Transport | Ocean Vessel | |
| SCAC | | | | | Dock | | |
| Pro Nu | umber | | | | Test or Production | Production | |
| Pro-fo | orma/BOL ni | imber | | | Remarks | | |
| Carrie | Carrier | | | | | | |
| Route | o Number o-forma/BOL number mier ute Code oplier Attached Files | | | | | | |
| | | | | | | | |
| Suppli | ier Attached | Files | | | Browse Attach F | ile Delete File | |
| | | | | Edit | AETC Request | | |
| Line I | Items | | | | | | |
| Line Item | Delete | Customer Part N | lumber | Purchase Or | der | Quantity Shipped | UofM |
| 1 | | 254644 | | 550003374 | 440000929051 | 500 | EA |
| | | | | Add Line Item | Delete Line Items | | |
| | | | | | | | |
| | | Onint Chingin | a Dooumontr | | Drowinse | Validate Publich | |

13. If you need to add another part number to the Shipper / ASN, click on the Add Line Item button Add Line Item

 \bigtriangledown

| Shipper Line It | em | | | | | | - |
|----------------------|----------------|--------------------------|--------------------|--------|-------------|--------------|---|
| Part Selection | | | | | | | |
| Customer Part * | aļs | 254644 550003374400009 | 929051 | | | ~ | |
| Supplier Part | | 254644 | | | | | 1 |
| Line Item Informatio | n | | | | | | |
| Ship Quantity 🆇 | 2,878 EA | | Net Weight 🖇 | 0.2878 | ЦВ | | |
| Pull Signal | | | | | | | |
| Lot No. | | | | | | | |
| CUM Shipped (YTD) | | | | | | | |
| Remarks | , [| | | | | | |
| View Requirement | 5 | | | | | | |
| Requirements | | | | | | 01 to 3 of 3 | |
| Ship Qty Rec | Qty Start Date | e End Date | Shipped to Date | Freq | Pull Signal | Release | |
| 278 300 | 0 10-23-20 | 10-23-20 | 14 22 | Daily | R. | 43 | - |

14. Click on the drop-down in the Customer Part field

254644 | 55000337440000929051

| Part Selection | | | | | | | | | | | | |
|--|-----------|-------|------------|-------------|--------------------|--------------------|-------|-------------|------|---------|--|--|
| Customer Par | * | | s(): | 254644 55 | 000337440000929051 | | | | | | | |
| Supplier Part | | | | Part | PO Number | | | | | | | |
| | | | | 254644 | 55000337 | 440000929051 | | | | | | |
| Line Item Inf | ormatio | 1 | | 302771 | 55000337 | 440000929051 | | | | | | |
| Ship Quantity | * | 2,878 | EA | 306561 | 55000337 | 440000929051 | | | | | | |
| Pull Signal | | | | 393557 | 55000337 | 440000929051 | | | | | | |
| Lot No. | | | | | | | | | | - | | |
| Pull Signal Lot No. CUM Shipped (YTD) Remarks | [| | | | | | | | | | | |
| | | - | | | | | | | | | | |
| View Req | uirements | | | | | | | | | | | |
| Requiremen | ts | | | | | | | | | to 3 of | | |
| Ship Qty | Req | Qty | Start Date | | End Date | Shipped to Date | Freq | Pull Signal | Rele | ease | | |
| 270 | 200 | | 10-22-20 | 14 | 10-22-2014 | 22 | Daily | | 47 | | | |

15. Select the appropriate part number.

| Part Selecti | on | | | | | | | |
|-----------------------|------------|------------|------------|------------------|--------------------|----------|-------------|---------------|
| Customer Par | t* | | 302771 5 | 5000337440000929 | 051 | | | |
| Supplier Part | | | 302771 | | | | | |
| Line Item Information | | | | | | | | |
| Ship Quantity | 396,250 | D EA | | | Net Weight | 0.7925 | LB | |
| Pull Signal | | | | | | | | |
| Lot No. | | | | | | | | |
| CUM Shipped | (YTD) | | | | | | | |
| Remarks | | | | | | | | |
| View Re | quirements | | | | | | | |
| Requiremen | nts | | | | | <u> </u> | | 01 to 10 of 1 |
| Ship Qty | Req Qty | Start Date | e | End Date | Shipped to Date | Freq | Pull Signal | Release |
| | | | | | | | | |

16. As required, complete/review the following fields:

| Field | R/O/C | Description |
|---------------|----------|--|
| Ship Quantity | Required | Enter the appropriate quantity that was shipped. |
| | | Example: 2000 |

| Remarks View Reg | quirements | | | | | | |
|---------------------|------------|------------|------------|--------------------|-------|-------------|---------------|
| Requiremen | its | | | | | | 01 to 10 of 1 |
| Ship Qty | Req Qty | Start Date | End Date | Shipped to Date | Freq | Pull Signal | Release |
| 46,900 | 54,000 | 01-06-2014 | 01-06-2014 | 7,100 | Daily | 1 | 49 |
| 56,250 | 56,250 | 01-13-2014 | 01-13-2014 | 0 | Daily | | 49 |
| 51,750 | 51,750 | 01-20-2014 | 01-20-2014 | 0 | Daily | | 49 |
| 51,750 | 51,750 | 01-27-2014 | 01-27-2014 | 0 | Daily | | 49 |
| 51,750 | 51,750 | 02-03-2014 | 02-03-2014 | 0 | Daily | | 49 |
| 49,800 | 49,800 | 02-10-2014 | 02-10-2014 | 0 | Daily | | 49 |
| 300 | 300 | 02-11-2014 | 02-11-2014 | 0 | Daily | | 49 |
| 49,500 | 49,500 | 02-17-2014 | 02-17-2014 | 0 | Daily | | 49 |
| 31,500 | 31,500 | 02-24-2014 | 02-24-2014 | 0 | Daily | | 49 |
| 6,750 | 6,750 | 03-03-2014 | 03-03-2014 | 0 | Daily | | 49 |

17. At the bottom of that screen, click on the Add button

| | AETC | | | | | AETC Responsibility | | |
|------|----------------|------------|---|--------|---|--|----------------------------------|------------------|
| | Vehicle I | Number | | | | Transport | Ocean Vessel | |
| | SCAC | | | | | Dock | | |
| | Pro Num | nber | | | | Test or Production | Production | |
| | Pro-form | ma/BOL nu | ımber | | | Remarks | | |
| | Carrier | | | | | | | |
| | Route Co | Code | | | | | | |
| | | | | | | | | |
| | Supplier | r Attached | Files | | | Browse Attach | File Delete File | |
| | Ling Ita | | | | Edit | AETC Request | | |
| | Line ne | ins | | | | | | |
| | Line D | Delete | Customer Part | lumber | Purchase Or | der | Quantity Shipped | UofM |
| | Line Item | Delete | Customer Part | tumber | Purchase Or | der | Quantity Shipped | UofM |
| 18 - | Line D | Delete | Customer Part I 254644 | lumber | Purchase Or 550003374 | der 140000929051 | Quantity Shipped | UofM EA |
| 18 · | Line I Item | Delete | Customer Part I 254644 302771 | Number | Purchase Or 550003374 550003374 | der 140000929051 140000929051 | Quantity Shipped 500 2,000 | UofM EA EA |
| 18 · | Line Item | Delete | Customer Part I 254644 302771 | Number | Purchase Or 550003374 550003374 Add Line Item | der 140000929051 140000929051 Delete Line Items | Quantity Shipped 500 2,000 | UofM EA EA |

18. The new part shows up on a new line item. If you need to delete a line item, click on the check 254644 box to the left

| | | | | AETC Responsibility | | |
|----------------------|---------------------|--|---|--|----------------------------------|------------------|
| Vehic | le Number | | | Transport | Ocean Vessel | |
| SCAC | | | | Dock | | |
| Pro N | umber | | | Test or Production | Production | |
| Pro-f | ro-forma/BOL number | | | Remarks | | |
| Carrie | arrier | | | | | |
| Route | | | | | | |
| | | | | | | |
| Suppl | ier Attached | l Files | | Browse Attach | n File Delete File | |
| | | | | | | |
| | | | Edit | AETC Request | | |
| | | | Edit | AETC Request | | |
| Line | Items | | Edit | AETC Request | | |
| Line Line Item | ltems Delete | Customer Part Number | Edit Purchase Ord | AETC Request | Quantity Shipped | UofM |
| Line Line Item | Items Delete | Customer Part Number 254644 | Edit Purchase Ord 550003374 | AETC Request | Quantity Shipped | UofM EA |
| Line Line Item | Items Delete | Customer Part Number 254644 302771 | Edit | AETC Request | Quantity Shipped 500 2,000 | UofM EA EA |
| Line Item | Delete | Customer Part Number 254644 302771 | Edit Purchase Ord 550003374 550003374 Add Line Item | AETC Request | Quantity Shipped 500 2,000 | UofM EA EA |
| Line Item | Items Delete | Customer Part Number 254644 302771 | Edit Purchase Ord 550003374 550003374 Add Line Item | AETC Request der 40000929051 40000929051 Delete Line Items | Quantity Shipped 500 2,000 | UofM EA EA |

Delete Line Items 19. And then click the Delete Line Items button

| | Message from webpage |
|------|---|
| | Are you sure you want to delete this line item? |
| 20 - | OK Cancel |
| 20. | Click on the OK button to confirm |

Click on the OK button to confirm 20.

21 Line Items have been deleted

21. You should receive a similar message at the top of the screen.

| Freigh | ht | | Collect | | Expected Arrival Date & Time | 01-16-2015 11:32:36 A | M EST |
|--------------|---|-----------------|---------|---------------|------------------------------|-----------------------|-------|
| AETC | | | | | AETC Responsibility | | |
| Vehic | le Number | | | | Transport | Ocean Vessel | |
| SCAC | | | | | Dock | | |
| Pro N | Pro Number Pro-forma/BOL number Carrier Route Code | | | | Test or Production | Production | |
| Pro-fe | | | | | Remarks | | |
| Carrie | | | | | | | |
| Route | | | | | | | |
| | | | | | | | |
| Suppli | ier Attached | Files | | | Browse Attach Fi | ile Delete File | |
| | | | | Edit | AETC Request | | |
| Line | Items | | | | | | |
| Line Item | Delete | Customer Part N | umber | Purchase Or | der | Quantity Shipped | UofM |
| 1 | | 302771 | | 550003374 | 40000929051 | 2,000 | EA |
| | | | | Add Line Item | Delete Line Items | | |
| | | | | | | | |
| | | | | | | | |

22. Once you have finished all the necessary edits, click on the Validate button towards the bottom of the screen Validate.

| 23 — Shipper has been successfully validated. | |
|---|--|
|---|--|

23. You should receive a similar message at the top of the screen.

| Pro Number Pro-forma/B Carrier Route Code | BOL number | | Test or Production Remarks | Production | |
|--|-------------------------|---------------|----------------------------|------------------|------|
| Pro-forma/B Carrier Route Code | BOL number | | Remarks | | |
| Carrier Route Code | | | | | |
| Route Code | | | | | |
| | | | | | |
| Cumpling Atta | and titles | | | | |
| Supplier Atta | ached Files | | Browse Attach Fi | le Delete File | |
| | | Edit | AETC Request | | |
| | | | | | |
| Line Items | | | | | |
| Line Delete Item | te Customer Part Number | Purchase Or | der | Quantity Shipped | UofM |
| / | 302771 | 550003374 | 40000929051 | 2,000 | EA |
| 1 | 306561 | 550003374 | 40000929051 | 3,000 | EA |
| / | 393557 | 550003374 | 40000929051 | 350 | EA |
| 1 | | Add Line Item | Delete Line Items | -1 | |
| | | | | | |

24. Then click on the Publish button Publish

25 - 🖄 The shipper was published and an ASN is being sent. If you have setup host and document profiles to receive copies of your ASNs, view the File Status to verify the file transfer.

25. The previous ASN was cancelled back to shipper status, edited as a shipper, and re-published to ASN status. There should be a similar message at the top of your screen telling you it was published and sent.

Result

You have successfully cancelled a published ASN and sent it back to shipper (draft) status to edit. You changed the quantity shipped, added a part to the ASN and deleted another. You then proceeded to successfully re-publish the shipper as an ASN which is now being sent to the Tenneco plant.