

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>

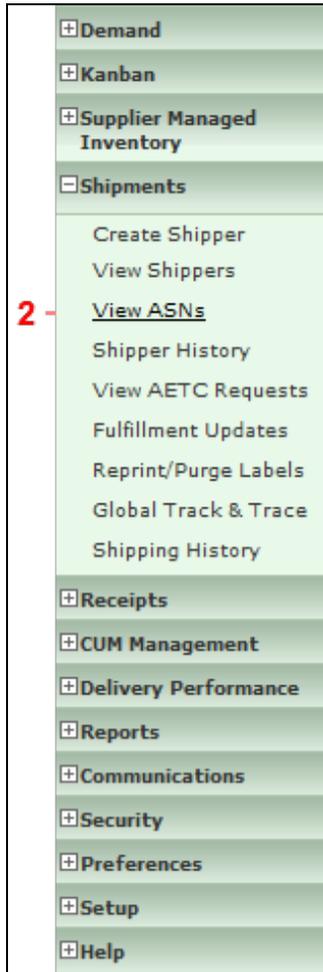
Helpful Hints

- 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. 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
Deliver To	Mogi Mirim EC Mogi Mirim RC Napoleon
Ship From	Owen Sound Paragould DC
Publish Date Range	Paragould MFG
	Poznan
	Puebla
	Puebla IMMEX
	Rancho
	Rennes
	Reynosa DC
	Reynosa MFG
	Reynosa MFG IMMEX
	Rybnik AM
	Rybnik OE
	Saarlouis
	San Antonio
	Seward
	Sint Truiden
3	Smithville
	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	<input type="text"/> to <input type="text"/>
5	<input type="button" value="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 .

Search Criteria								
Facility	Smithville							
Ship To	WALKER MANUFACTURING - SMITHVILLE							
Deliver To	None							
Ship From	Branam Fastening Systems							
Publish Start Date								
Publish End Date								
ASN History 1 to 10 of 10								
View	Print Shipping Documents	Shipper Number	Ship Date	Publish Date	ASN History	ASN Cancellation	ASN Resend	Receipt
		4205	03-13-2014 01:08:53 PM EDT	03-13-2014 01:11:24 PM EDT	History	Cancel	Resend	
		4204	03-13-2014 11:20:54 AM EDT	03-13-2014 11:24:56 AM EDT	History	Cancel	Resend	
		4202	03-10-2014 04:06:02 PM EDT	03-10-2014 04:06:26 PM EDT	History		Resend	
		4198	02-25-2014 12:47:23 PM EST	02-25-2014 12:59:21 PM EST	History		Resend	
		20140116	01-16-2014 11:37:00 AM EST	01-16-2014 11:40:26 AM EST	History		Resend	
		20131022a	10-22-2013 01:23:54 PM EDT	10-22-2013 01:29:52 PM EDT	History		Resend	
		20131011	10-11-2013 11:37:01 AM EDT	10-21-2013 03:54:25 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).

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

Facility Information	
Facility	Smithville
Ship To	WALKER MANUFACTURING - SMITHVILLE
Deliver To	None
Ship From	Branam Fastening Systems
Shipper Information	
Shipper	<u>4205</u>
ASN	4205-1
Ship Date	03-13-2014 01:08:53 PM EDT
Click Continue to send a cancellation ASN. Click Cancel to return to the previous screen.	
<div style="display: flex; justify-content: space-around;"> 8 Continue Cancel </div>	

8. Click on the Continue button to confirm the cancellation

The shipment has been cancelled and a cancellation ASN is being published. If you have setup computer and document profiles to receive copies of your ASNs, view the File Status to verify the file transfer.						
Facility Information						
Facility	Smithville					
Ship To	WALKER MANUFACTURING - SMITHVILLE					
Deliver To	None					
Shippers						
Edit	Publish	History	Delete	Shipper Number	Creation Date	Ship From
				4205	03-13-2014 01:08:53 PM EDT	Branam Fastening Systems
<div style="display: flex; justify-content: space-between;"> 9 Edit </div>				<div style="text-align: right;"> Delete </div>		

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

Click on the pencil icon to edit

SCAC		Dock			
Pro Number		Test or Production	Production		
Pro-forma/BOL number		Remarks			
Carrier					
Route Code					
Supplier Attached Files	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Attach File"/> <input type="button" value="Delete File"/>				
<input type="button" value="Edit"/> <input type="button" value="AETC Request"/>					
Line Items					
Line Item	Delete	Customer Part Number	Purchase Order	Quantity Shipped	UofM
	<input type="checkbox"/>	302771	55000337440000929051	2,000	EA
	<input type="checkbox"/>	306561	55000337440000929051	2,500	EA
	<input type="checkbox"/>	393557	55000337440000929051	350	EA
<input type="button" value="Add Line Item"/> <input type="button" value="Delete Line Items"/>					
<input type="button" value="Print Shipping Documents"/>			<input type="button" value="Preview"/> <input type="button" value="Validate"/> <input type="button" value="Publish"/>		

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

icon corresponding with the appropriate Part Number



Part Information							
Customer Part *	306561						
Supplier Part							
PO Number	55000337440000929051						
Line Item Information							
11 Ship Quantity	<input type="text" value="2,500"/>	EA	Net Weight	<input type="text" value="0.0025"/>	LB		
Lot No.	<input type="text"/>						
CUM Shipped (YTD)	<input type="text"/>						
Remarks	<input type="text"/>						
<input type="button" value="View Requirements"/>							
Requirements							
Ship 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
				<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>			

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 .

Freight	Collect	Expected Arrival Date & Time	01-16-2015 11:32:36 AM EST		
AETC		AETC Responsibility			
Vehicle Number		Transport	Ocean Vessel		
SCAC		Dock			
Pro Number		Test or Production	Production		
Pro-forma/BOL number		Remarks			
Carrier					
Route Code					
Supplier Attached Files	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Attach File"/> <input type="button" value="Delete File"/>				
<input type="button" value="Edit"/> <input type="button" value="AETC Request"/>					
Line Items					
Line Item	Delete	Customer Part Number	Purchase Order	Quantity Shipped	UofM
		254644	55000337440000929051	500	EA
		<input type="button" value="Add Line Item"/> <input type="button" value="Delete Line Items"/>			
<input type="button" value="Print Shipping Documents"/>			<input type="button" value="Preview"/> <input type="button" value="Validate"/> <input type="button" value="Publish"/>		

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

Shipper Line Item

Part Selection

Customer Part * 14

Supplier Part 254644

Line Item Information

Ship Quantity * EA Net Weight * LB

Pull Signal

Lot No.

CUM Shipped (YTD)

Remarks

Requirements 01 to 3 of 3

Ship Qty	Req Qty	Start Date	End Date	Shipped to Date	Freq	Pull Signal	Release
278	300	10-23-2014	10-23-2014	22	Daily		43

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

Shipper Line Item

Part Selection

Customer Part *

Supplier Part

15 **Line Item Information**

Part	PO Number
<u>254644</u>	55000337440000929051
<u>302771</u>	55000337440000929051
<u>306561</u>	55000337440000929051
<u>393557</u>	55000337440000929051

Ship Quantity * EA

Pull Signal

Lot No.

CUM Shipped (YTD)

Remarks

Requirements to 3 of 3

Ship Qty	Req Qty	Start Date	End Date	Shipped to Date	Freq	Pull Signal	Release
278	300	10-23-2014	10-23-2014	22	Daily		43

15. Select the appropriate part number.

Shipper Line Item							
Part Selection							
Customer Part *	302771 55000337440000929051						
Supplier Part	302771						
Line Item Information							
16 Ship Quantity	396,250	EA	Net Weight	0.7925	LB		
Pull Signal	<input type="text"/>						
Lot No.	<input type="text"/>						
CUM Shipped (YTD)	<input type="text"/>						
Remarks	<input type="text"/>						
<input type="button" value="View Requirements"/>							
Requirements 01 to 10 of 10							
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		49

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

CUM Shipped (YTD)		<input type="text"/>					
Remarks		<input type="text"/>					
View Requirements							
Requirements							01 to 10 of 10
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		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 — Add		Cancel					

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

AETC		AETC Responsibility			
Vehicle Number		Transport	Ocean Vessel		
SCAC		Dock			
Pro Number		Test or Production	Production		
Pro-forma/BOL number		Remarks			
Carrier					
Route Code					
Supplier Attached Files	<input type="text"/>	Browse...	Attach File Delete File		
Edit		AETC Request			
Line Items					
Line Item	Delete	Customer Part Number	Purchase Order	Quantity Shipped	UofM
18 —	<input type="checkbox"/>	254644	55000337440000929051	500	EA
	<input type="checkbox"/>	302771	55000337440000929051	2,000	EA
Add Line Item		Delete Line Items			
Print Shipping Documents		Preview		Validate Publish	

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

AETC		AETC Responsibility			
Vehicle Number		Transport	Ocean Vessel		
SCAC		Dock			
Pro Number		Test or Production	Production		
Pro-forma/BOL number		Remarks			
Carrier					
Route Code					
Supplier Attached Files	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Attach File"/> <input type="button" value="Delete File"/>		
<input type="button" value="Edit"/>		<input type="button" value="AETC Request"/>			
Line Items					
Line Item	Delete	Customer Part Number	Purchase Order	Quantity Shipped	UofM
	<input checked="" type="checkbox"/>	254644	55000337440000929051	500	EA
	<input type="checkbox"/>	302771	55000337440000929051	2,000	EA
<input type="button" value="Add Line Item"/>		<input type="button" value="Delete Line Items"/>			
<input type="button" value="Print Shipping Documents"/>		<input type="button" value="Preview"/>		<input type="button" value="Validate"/>	<input type="button" value="Publish"/>

19. And then click the Delete Line Items button .

Message from webpage

Are you sure you want to delete this line item?

20. Click on the OK button to confirm .

21 Line Items have been deleted

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

Freight	Collect	Expected Arrival Date & Time	01-16-2015 11:32:36 AM EST		
AETC		AETC Responsibility			
Vehicle Number		Transport	Ocean Vessel		
SCAC		Dock			
Pro Number		Test or Production	Production		
Pro-forma/BOL number		Remarks			
Carrier					
Route Code					
Supplier Attached Files	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Attach File"/> <input type="button" value="Delete File"/>				
<input type="button" value="Edit"/> <input type="button" value="AETC Request"/>					
Line Items					
Line Item	Delete	Customer Part Number	Purchase Order	Quantity Shipped	UofM
		302771	55000337440000929051	2,000	EA
<input type="button" value="Add Line Item"/> <input type="button" value="Delete Line Items"/>					
<input type="button" value="Print Shipping Documents"/>			<input type="button" value="Preview"/> <input type="button" value="Validate"/> <input type="button" value="Publish"/>		

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



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

SCAC		Dock			
Pro Number		Test or Production	Production		
Pro-forma/BOL number		Remarks			
Carrier					
Route Code					
Supplier Attached Files	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Attach File"/> <input type="button" value="Delete File"/>				
		<input type="button" value="Edit"/>	<input type="button" value="AETC Request"/>		
Line Items					
Line Item	Delete	Customer Part Number	Purchase Order	Quantity Shipped	UoFM
	<input type="checkbox"/>	302771	55000337440000929051	2,000	EA
	<input type="checkbox"/>	306561	55000337440000929051	3,000	EA
	<input type="checkbox"/>	393557	55000337440000929051	350	EA
		<input type="button" value="Add Line Item"/>	<input type="button" value="Delete Line Items"/>		
<input type="button" value="Print Shipping Documents"/>		<input type="button" value="Preview"/>	<input type="button" value="Validate"/>	<input type="button" value="Publish"/>	24

24. Then click on the Publish button .

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.