

Purpose

Use this procedure to create a release report.

Trigger

Perform this procedure when you wish to view a report on multiple releases.

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

- Save the above URL to your browser's favorites
- Instead of using your browser's navigation tools, use those provided by SupplyWEB

Procedure



1. To create a Release Report and receive a PDF version of the most recent release for each part, click on the Reports menu item .



2. Select the Release Report menu item .

| Search Criteria | |
|------------------------------|--|
| Facility | < All > |
| Ship To | Litchfield Marshall |
| Ship From | Mogi Mirim EC Mogi Mirim RC Napoleon |
| Customer Part * | Owen Sound Paragould DC |
| Published Since (MM-dd-yyyy) | Paragould MFG Poznan |
| Document Type | Puebla Puebla IMMEX Rancho |
| Advanced Search Criteria | Rennes (Search time.) |
| Requirement Type | Reynosa DC Reynosa MFG Reynosa MFG IMMEX |
| Status | Rybnik AM Rybnik OE |
| Net Change | Saarlouis San Antonio |
| Commitment | Seward Sint Truiden |
| | Smithville |
| | St. Petersburg Tredgar Valencia Valencia DC |

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Your report will appear in PDF format. You will need to have Adobe's Acrobat

- Under the Facility field, select the Tenneco plant that you want the report for.



The Facility field is the **ONLY** required field to complete your search and generate your report. Steps [4](#) through [11](#) offer additional insight on how to narrow your results, but they are **NOT** required. Only selecting the Facility will result in a complete report of the most up to date release information (Firm and Planning) for each part number associated with that Facility.

| Search Criteria | |
|--|--|
| Facility | Smithville |
| 4 Ship To | < All > |
| Ship From | < All > |
| Customer Part * | < All > |
| Published Since (MM-dd-yyyy) | |
| Document Type | < All > |
| Advanced Search Criteria (May increase search time.) | |
| Requirement Type | < All > |
| Status | < All > |
| Net Change | <input type="checkbox"/> Show <input type="text"/> - |
| Commitment | < All > |
| Continue | |
| Your report will appear in a new browser window. You will need to have Adobe's Acrobat | |

4. The Ship To and Ship From fields MUST be left at their default values: < All >. This is especially important for the Ship From field as any other entry will produce an error message when you attempt to generate the report.

| Search Criteria | |
|--|---|
| Facility | Smithville |
| Ship To | < All > |
| Ship From | < All > |
| 5 Customer Part * | < All > 101900003 104400007 104400078 104460965 104461807 111900003 111900004 111945554 111960960 111963137 113200022 113261923 113754012 113900008 113900013 113900049 113900053 113900056 113960705P |
| Published Since (MM-dd-yyyy) | |
| Document Type | |
| Advanced Search Criteria (May increase search time.) | |
| Requirement Type | |
| Status | |
| Net Change | <input type="checkbox"/> Show <input type="text"/> - |
| Commitment | |
| Continue | |
| Your report will appear in a new browser window. You will need to have Adobe's Acrobat | |

5. Under the Customer Part field, you can choose a specific part number, or select <All>

to generate a complete report.

| Search Criteria | |
|--|--|
| Facility | Smithville |
| Ship To | < All > |
| Ship From | < All > |
| Customer Part * | < All > |
| 6 Published Since (MM-dd-yyyy) | |
| Document Type | < All > |
| Advanced Search Criteria (May increase search time.) | |
| Requirement Type | < All > |
| Status | < All > |
| Net Change | <input type="checkbox"/> Show <input type="text"/> - |
| Commitment | < All > |
| Continue | |
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6. As required, complete/review the following fields:

| Field | R/O/C | Description |
|-----------------|----------|---|
| Published Since | Optional | The lower limit to a date range for published documents. Example: 1/1/2014 |

| Search Criteria | |
|--|---|
| Facility | Smithville |
| Ship To | < All > |
| Ship From | < All > |
| Customer Part * | < All > |
| Published Since (MM-dd-yyyy) | 01-01-2014 |
| Document Type | < All > |
| 7 | <div style="border: 1px solid black; padding: 2px;"> < All > SMI Signal eKanban Signal Material Release Shipping Schedule < All > </div> |
| Advanced Search Criteria (May increase search time.) | |
| Requirement Type | |
| Status | < All > |
| Net Change | <input type="checkbox"/> Show <input type="text"/> * |
| Commitment | < All > |
| <input type="button" value="Continue"/> | |
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7. Under the Document Type field you can select Material Release or Shipping Schedule, or select <All> for both.

| Search Criteria | |
|--|---|
| Facility | Smithville |
| Ship To | < All > |
| Ship From | < All > |
| Customer Part * | < All > |
| Published Since (MM-dd-yyyy) | 01-01-2014 |
| Document Type | < All > |
| Advanced Search Criteria (May increase search time.) | |
| Requirement Type | < All > |
| 8 | <div style="border: 1px solid black; padding: 2px;"> < All > Firm Planning </div> |
| Status | |
| Net Change | <input type="checkbox"/> Show <input type="text"/> * |
| Commitment | < All > |
| <input type="button" value="Continue"/> | |
| Your report will appear in a new browser window. You will need to have Adobe's Acrobat | |

8. Under the Requirement Type field you can select Firm or Planning, or select <All> for both.

| Search Criteria | |
|--|--|
| Facility | Smithville |
| Ship To | < All > |
| Ship From | < All > |
| Customer Part * | < All > |
| Published Since (MM-dd-yyyy) | 01-01-2014 |
| Document Type | < All > |
| Advanced Search Criteria (May increase search time.) | |
| Requirement Type | < All > |
| Status | < All > |
| Net Change | <div style="border: 1px solid black; padding: 2px;"> < All > Open Fulfilled </div> |
| Commitment | < All > |
| <input type="button" value="Continue"/> | |
| Your report will appear in a new browser window. You will need to have Adobe's Acrobat | |

9. And likewise, under Status you can chose Open or Fulfilled, or select <All> for both.

| Search Criteria | |
|--|--|
| Facility | Smithville |
| Ship To | < All > |
| Ship From | < All > |
| Customer Part * | < All > |
| Published Since (MM-dd-yyyy) | 01-01-2014 |
| Document Type | < All > |
| Advanced Search Criteria (May increase search time.) | |
| Requirement Type | < All > |
| Status | < All > |
| Net Change | <input type="checkbox"/> Show <input type="text"/> |
| Commitment | < All > |
| <input type="button" value="Continue"/> | |
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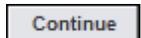
10. You can also choose to narrow your search to a specific Net Change value.

| Search Criteria | |
|--|---|
| Facility | Smithville |
| Ship To | < All > |
| Ship From | < All > |
| Customer Part * | < All > |
| Published Since (MM-dd-yyyy) | 01-01-2014 |
| Document Type | < All > |
| Advanced Search Criteria (May increase search time.) | |
| Requirement Type | < All > |
| Status | < All > |
| Net Change | <input type="checkbox"/> Show <input type="text"/> - |
| Commitment | < All > |
| | <div style="border: 1px solid black; padding: 2px;"> < All > Accepted Rejected </div> |
| <input type="button" value="Continue"/> | |
| Your report will appear in a new browser window. You will need to have Adobe's Acrobat | |

11. And finally under the Commitment field you can choose to select Accepted or Rejected, or select <All> to include both.

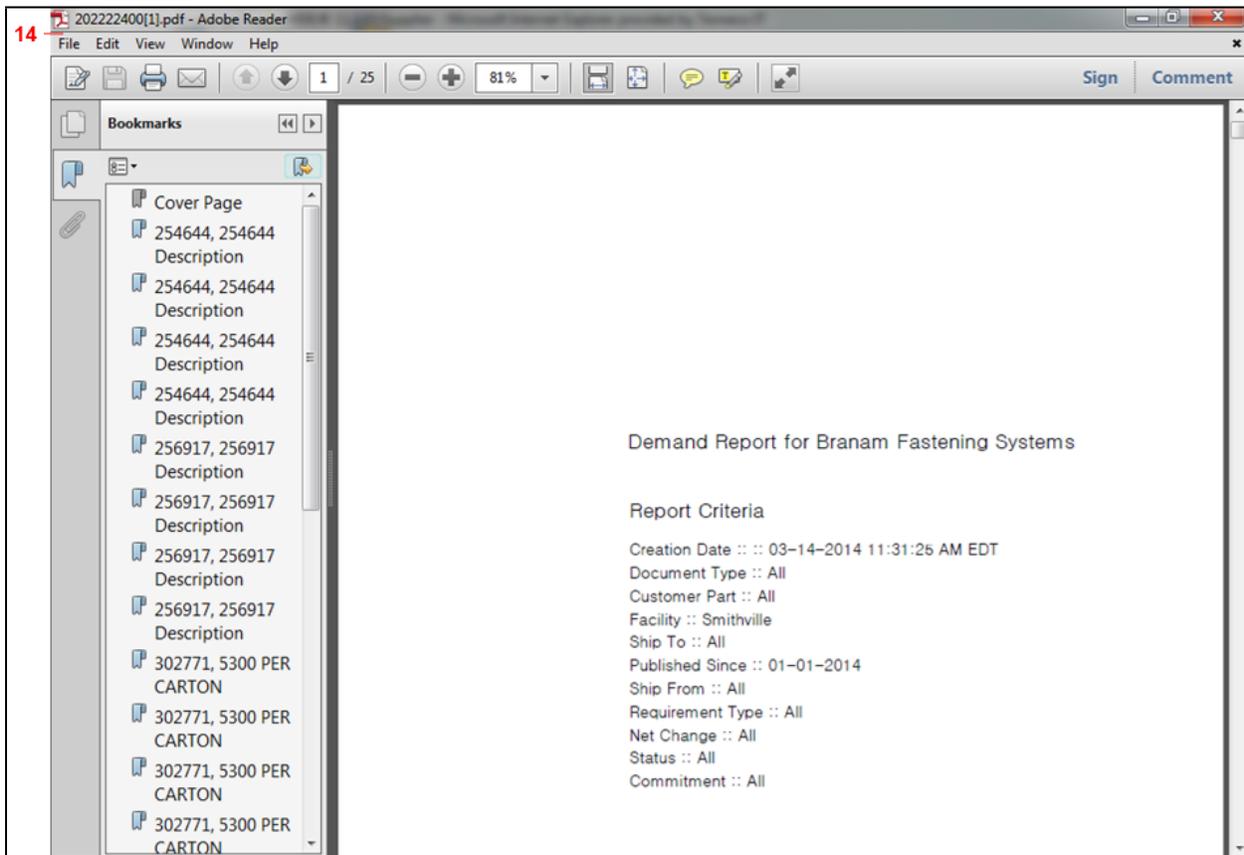
| Search Criteria | |
|--|--|
| Facility | Smithville |
| Ship To | < All > |
| Ship From | < All > |
| Customer Part * | < All > |
| Published Since (MM-dd-yyyy) | 01-01-2014 |
| Document Type | < All > |
| Advanced Search Criteria (May increase search time.) | |
| Requirement Type | < All > |
| Status | < All > |
| Net Change | <input type="checkbox"/> Show <input type="text"/> - |
| Commitment | < All > |
| <input type="button" value="Continue"/> | |
| Your report will appear in a new browser window. You will need to have Adobe's Acrobat | |

12. Once the Search Criteria is all entered appropriately, click on the Continue button





13. You will receive a similar message asking you to wait while the report is being generated.



14. A PDF report opens up. On the left side of the document is a listing of all the sections in the document, and each section is a different release. On the main part of the screen you can see the Cover Page with the Search Criteria.

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The screenshot shows a PDF document titled '202222400[1].pdf - Adobe Reader'. The left sidebar contains a 'Bookmarks' panel with a list of items, including '254644, 254644 Description' which is selected. The main content area displays a release report for part 254644. The report includes a 'Ship From' table, a 'Part' section with description and model year, and a 'Requirements' table.

| Ship From | Facility | Ship To | |
|------------|--|---|---|
| Unassigned | Smithville 645 E. Broad Street Smithville, TN 37166 UNITED STATES ID: : 017-Smithville | WALKER MANUFACTURING - SMITHVILLE 645 E. Broad Street Smithville, TN 37166 UNITED STATES Dock: : ID: : 017-Smithville | Release Number:: 49 Release Date:: 02-07-2014 07:00:00 AM EST Contact:: CRAIG HOWELL 734-243-8033 |

Part: : 254644
 =SupplierPart: :
 Description: : 254644 Description

| | | | | |
|--------------|-------------------|------------------------|-------------------|---|
| Model Year:: | Unit of Measure:: | EA | Release Status:: | |
| PO Number:: | Ship/Delivery:: | DL | Fabrication Cum:: | 0 |
| PO Line:: | Received Qty:: | 2500 | Material Cum:: | 0 |
| 00040 | Last Received | 12-02-2013 07:00:00 AM | Previous Cum:: | 0 |
| Eng. Level:: | Date:: | EST | Buyer YTD Cum:: | 0 |
| | Last Shipper ID:: | 9799861 | | |

| Date | CUM Qty. | Required | Shipped | Due | Type | Frequency | Pull Signal | Additional Requirement |
|------------|----------|----------|---------|-------|----------|-----------|-------------|------------------------|
| 02-03-2014 | | 2,500 | 0 | 2,500 | Planning | Daily | | |
| 02-10-2014 | | 400 | 0 | 400 | Planning | Weekly | | |
| 06-09-2014 | | 2,500 | 0 | 2,500 | Planning | Weekly | | |

15. You can either navigate the report using the scroll bar on the right, or click on a specific part number on the left menu. You will find various release reports that resemble the one shown here.

Result

You have successfully generated a release report.