### Purpose

Use this procedure to create a shipper/ASN.

#### Trigger

Perform this procedure when you are preparing to send a shipment to a Tenneco facility. This always requires a published ASN.

#### 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 the navigation tools provided by SupplyWEB

## Procedure

	±Demand
	⊞Kanban
	ESupplier Managed
1-	⊞ <u>Shipments</u>
	<b>E</b> Receipts
	<b>ECUM Management</b>
	Delivery Performance
	⊡Reports
	Communications
	<b>E</b> Security
	Preferences
	⊡Setup
	⊞Help

1. To create a shipper / ASN, click on the Shipments menu item

	±Demand
	⊞Kanban
	Shipments
2 -	Create Shipper View Shippers
	View ASNS Shipper History View AETC Requests Fulfillment Updates
	Reprint/Purge Labels Global Track & Trace Shipping History
	<b>±</b> CUM Management
	Delivery Performance
	<b>±</b> Communications
	<b>⊞Security</b>
	Preferences
	±Setup
	⊞Help

2. Select the Create Shipper menu item

Create Shipper

_				
	Shipper			
	Facility	Anderson		•
	Ship To	Litch field Marshall	1	ANDERSON -
	Deliver To	Mogi Mirim EC		
	Denver To	Napoleon		
	Ship From	Owen Sound		•
	Shipper #	Paragould MFG		
	Number	Poznan		
		Puebla IMMEX		inue
		Rancho		
		Reynosa DC		
		Reynosa MFG Reynosa MFG IMMEX		
		Rybnik AM		1
		Rybnik OE Saarlouis		
		San Antonio		
		Seward Sint Truiden		
_		Smithville		
		St. Petersburg		
		Valencia		
		Valencia DC		

**3.** Under the Facility field, select the appropriate Tenneco plant for which you need to create a shipper.

Facility	Smithville
Ship To	WALKER MANUFACTURING - SMITHVILLE -
Deliver To	< <none>&gt; 🔻</none>
Ship From	Branam Fastening Systems 👻
Shipper *	4204
Number	14204

- **4.** The Ship To, Deliver To, and Ship From fields should all default.
- 5. As required, complete/review the following fields:

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Description

Field	R/O/C	Description
Shipper Number	Required	The BOL#, or some other unique identification number found on the packing list should be entered as the Shipper Number. This allows the plant to easily find the corresponding ASN for shipments arriving on their dock.
		Example: BOL#

## 6. Click on the Continue button Continue

Shipping Informatio	n						
Facility	Ship To			Suppli	ier	Ship From	
Smithville 645 E. Broad Street Smithville,TN 37166 UNITED STATES	WALKER 645 E. Br Smithville UNITED	MANUFACTU oad Street 2,TN 37166 STATES	JRING - SMITHVILLE	Brana 7864 N. Rid UNIT	m Fastening Systems Root Road Igeville,OH 44039 ED STATES	Branam Fast 7864 Root R N. Ridgeville UNITED ST/	ening Systems load l,OH 44039 ATES
Requirement Filters							
Requirement View	\$	30 Da	iys	Ship Covera	age 🕸	30 Days	☑ Include Weekends
Transit Time	48	0 Day	ys 1 Hrs 0 Mins	Dock			
Test or Production		Production -		PO Number		[	
			Sear	ch			
Part List							
Part * D	escription		PO Number		Suggested Ship Qty.	Procurer	ment Method
- 254644 2	54644 Descript	ion	5500033744000092905	1	022	Shipping	Schedule

Under requirements, the Requirement View and Ship Coverage fields should be set to the recommended 30 Days. Transit Time also needs to be entered, and clicking the Search button should bring up any open demand, if there is currently any open. Once there is demand in the Part List section, click on the check

boxes for any parts you are shipping.



If this is your first time entering an ASN in this system, the Requirement View, Ship Coverage and Transit Time fields will be blank and no requirements will populate as a result. Fill out these fields with the suggested values listed above and click Search and any unfulfilled demand in the system for that date range will populate. Future Shippers will default the values last entered.

<sup>7.</sup> The Requirements open up showing the origin and destination of the shipment.

neq	unementri	le o						
Requ	iirement Viev	v 🏶	30 D	Jays	Ship Coverage	4	30 Days	✓ Include Weekends
Tran	sit Time	*	0 Da	ays 1 Hrs 0 Mins	Dock			
Test	or Productio	n	Production	n 🔻	PO Number		-	1
				Searc	h			
200								
Part	List							
Part	List Part *	Description		PO Number	Sugge	ested Ship Qty.	Procurer	nent Method
Part	List Part * 254644	Description 254644 Descript	tion	PO Number 55000337440000929051	Sugge	ested Ship Qty. 922	Procurer	nent Method Schedule
Part	List Part * 254644 302771	Description 254644 Descript 5300 PER CART	tion	PO Number           55000337440000929051           55000337440000929051	Sugge	922 150000	Procurer Shipping Shipping	nent Method <u>Schedule</u> Schedule
Part	List Part * 254644 302771 306561	Description           254644 Descript           5300 PER CART           2800 PER CART	tion ON ON	PO Number           55000337440000929051           55000337440000929051           55000337440000929051	Sugge	922 150000 561,000	Procurer Shipping Shipping Shipping	nent Method Schedule Schedule Schedule

**8.** Click on the Suggested Ship Qty. box (which will default to the open demand for the specified date range) and enter the quantity shipped. Repeat steps  $\frac{7}{2}$  to  $\frac{8}{2}$  for each part number you are shipping.

Do not check the check boxes for parts you are not currently shipping.

9. Click on the Create Shipper button Create Shipper

Shipping Information					
Facility	Ship To			Supplier	Ship From
Smithville 645 E. Broad Street Smithville,TN 37166 UNITED STATES	WALKER M 645 E. Bro Smithville, UNITED S	IANUFACTURING - SM ad Street TN 37166 TATES	MITHVILLE	Branam Fastening Systems 7864 Root Road N. Ridgeville,OH 44039 UNITED STATES	Branam Fastening Systems 7864 Root Road N. Ridgeville,OH 44039 UNITED STATES
Header Information					
Shipper Number		4204	Shi	p Date & Time	03-13-2014 11:20:54 AM EDT
Freight		Collect	Exp	pected Arrival Date & Time	03-13-2014 12:20:54 PM EDT
AETC			AE	TC Responsibility	
Vehicle Number			Tra	nsport	Ocean Vessel
SCAC			Do	ck	
Pro Number			Tes	st or Production	Production
Pro-forma/BOL number			Rei	marks	
Carrier					
Route Code					

**10.** The Shipper summary opens up providing the origin and destination for the shipment, as well as the Header Information.

SCAC Pro Numb Pro-forma Carrier Route Cod Supplier A	ber Ha/BOL nu Hde Attached	mber		Dock Test or Production Remarks	Production	
Pro Numb Pro-forma Carrier Route Coo Supplier A	ber 1a/BOL nu 1de Attached	mber		Test or Production Remarks	Production	
Pro-form: Carrier Route Coo Supplier A	a/BOL nu de Attached	mber		Remarks		
Carrier Route Cor Supplier A	de Attached					
Route Cor Supplier A	de Attached					
Supplier A	Attached					
		Files		Browse Attack	h File Delete File	
			Edit	AETC Request		
Line Iten	ms					
Line De Item	elete	Customer Part Number	Purchase 0	Irder	Quantity Shipped	UofM
/		254644	55000337	440000929051	600	EA
/ [		302771	55000337	440000929051	100,000	EA
/	٦	393557	55000337	440000929051	500	EA
			Add Line Item	Delete Line Items		

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**11.** Below, it lists the Part Numbers to be shipped as well as the quantity. If any of these needs to be

changed before publishing you can do so by clicking on the Pencil icon

Part Informatio	n						
Customer Part *		302771					
Supplier Part							
PO Number		5500033	7440000929051				
Line Item Inform	nation						
Ship Quantity	100	000 EA		Net Weight		<pre># 0.2</pre>	LB
Lot No.							
CUM Shipped (YT	p)						
100 C 100							
Remarks							
Remarks			View Requirem	nents			
Remarks			View Requirem	nents			
Remarks Requirements Ship Qty	Req Qty	Start Date	View Requiren	Shipped to Date	Freq	Pull Signal	Release

**12.** The Shipper Line Item information opens. You can alter the Ship Quantity here.

PO Number		5	50003374	40000929051				
Line Item Inform	nation							
Ship Quantity	500	000	EA		Net Weight		<pre>## 0.2</pre>	LB
Lot No.								
CUM Shipped (YTI	p)							
Remarks								
Remarks	Γ			View Pequirem	ante			
Remarks				View Requirem	ents			
Remarks Requirements				View Requirem	ents			
Remarks Requirements Ship Qty	Req Qty	Start Date		View Requirem	ents Shipped to Date	Freq	Pull Signa	l Release
Remarks Requirements Ship Qty 450	Req Qty 31,500	Start Date	3	View Requirem	Shipped to Date <u>31,050</u>	Freq Daily	Pull Signa	I Release
Remarks Requirements Ship Qty 450 42,450	Req Qty 31,500 45,000	Start Date 12-16-201 12-19-201	3	View Requirem	ents Shipped to Date <u>31,050</u> 2,550	Freq Daily Daily	Pull Signa	I Release 49 49
Remarks Requirements Ship Qty 450 42,450 54,000	Req Qty 31,500 45,000 54,000	Start Date 12-16-201 12-19-201 01-06-201	3	View Requirem	ents Shipped to Date <u>31,050</u> <u>2,350</u> 0	Freq Daily Daily Daily	Pull Signa	I Release 49 49 49

13. When you have made the necessary changes, click on the Save button



**14.** You should receive this message.

SLAC			Dock		
Pro Number			Test or Production	Production	
Pro-forma/E	BOL number		Remarks		
arrier					
Route Code					
iupplier Att	ached Files		Browse Attach	File Delete File	
		Edit	AETC Request		
ine Items.					
ine Delet tem	te Customer Part N	umber Purch	iase Order	Quantity Shipped	UofM
/	254644	5500	0337440000929051	600	EA
-	302771	5500	0337440000929051	100,000	EA
1	393557	5500	0337440000929051	500	EA
And a second sec		Add Line H	nem Delete Line Items		
		Add Line it	Derete Ente tients		

**15.** If you wish to delete a part from the shipment, click on the check box in the Delete column.

16. And click on the Delete Line Items button Delete Line Items

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

	le Number				Transport	Ocean Vessel	
SCAC					Dock		
Pro N	umber				Test or Production	Production	
Pro-fo	orma/BOL nu	umber			Remarks		
Carrie	ы						
Route	e Code						
Suppli	ier Attached	Files	1		(Danuar ) Attach	File Delete File	
					Browse		
				Edit	AETC Request		
Line	Items						
Line   Line Item	ltems Delete	Customer Part N	umber	Purchase Or	der	Quantity Shipped	UofM
Line   Line Item	Items Delete	Customer Part No 254644	umber	Purchase Or 550003374	der 140000929051	Quantity Shipped	UofM
Line   Line Item	Items Delete	Customer Part N           254644           302771	umber	Purchase Or 550003374 550003374	der 40000929051 40000929051	Quantity Shipped 600 100,000	UofM EA EA
Line Line Item	Items Delete	Customer Part No           254644           302771	umber	Purchase Or           550003374           550003374           Add Line Item	der 140000929051 140000929051 Delete Line Items	Quantity Shipped           600           100,000	UofM EA EA
Line I Item	Items Delete	Customer Part No 254644 302771	umber	Purchase Or 550003374 550003374 Add Line Item	der 140000929051 140000929051 Delete Line Items	Quantity Shipped 600 100,000	UofM EA EA

18. If you wish to add a line item to the shipment, click Add Line Item button

Supplier Parc			254644					
Line Item Inf	formation							
Ship Quantity	322	EA		1	Net Weight 🛛 🕸	0.0322	LB	
Pull Signal	<u> </u>							
Lot No.	Г.							
	an commente de la commente de			_				
CUM Shipped	(YTD)							
CUM Shipped ( Remarks	(YTD)							
CUM Shipped Remarks View Reg	(YTD)							
CUM Shipped ( Remarks View Reg Requiremen	(YTD)							01 to 2 o
CUM Shipped ( Remarks View Req Requiremen Ship Qty	(YTD) quirements ts Req Qty	Start Date	e	End Date	Shipped to Date	Freq	Pull Signal	01 to 2 o Release
CUM Shipped ( Remarks View Rec Requiremen Ship Qty 222	(YTD) juirements ts Req Qty 300	5tart Date	e 014	End Date 02-10-2014	Shipped to Date <u>78</u>	Freq Daily	Pull Signal	01 to 2 o Release 43

19. Fill out all necessary fields for the part number you wish to add to the shipment and click on the

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Add button Add

SCAC				Dock	1	
Pro Nu	umber			Test or Production	Production	
Pro-fo	orma/BOL n	umber		Remarks		
Carrie	r					
Route	Code					
Suppli	ier Attached	Files		Browse Attac	h File Delete File	
			Edit	AETC Request		
Line I	Items					
Line Item	Delete	Customer Part Number	Purchase Or	der	Quantity Shipped	UofM
1		254644	550003374	40000929051	600	EA
1		254644	550003374	40000929051	322	EA
1		302771	550003374	40000929051	100,000	EA
		[	Add Line Item	Delete Line Items		

20. You can also print the Shipping Documents before you publish the shipper. Click on the Print Shipping Documents button Print Shipping Documents

Kanban	Shipments Select Do	ocument Type		
Supplier Managed Inventory	Shipper			
Shipments				
Create Shipper	Facility Information			
View Shippers	Facility	Smithville		
View ASNs	Ship To	WALKER MANUFAC	TURING - SMITHVILLE	
Shipper History View AETC Requests	Shipper Header Information	on		
Fulfillment Updates	Shipper Number	4204	Ship Date & Time	03-13-2014 11:20:54 AM EDT
Reprint/Purge Labels	Freight	Collect	Expected Arrival Date & Time	03-13-2014 12:20:54 PM EDT
Global Track & Trace	AETC		AETC Responsibility	
Receipts	Vehicle Number		Transport	Ocean Vessel
CUM Management	Route Code		Dock	
Delivery Performance	SCAC		Ship From	Branam Fastening Systems
Reports	Test or Production	PROD	Pro Number	
Communications	Remarks			
Security	Generate Document			
Preferences	Document Type			
Setup	bocument rype		Packing List: North America	• f
BHelp			Generate Document	

**21.** Click on the Print button on the SupplyWEB toolbar

e Print	
General Options	
Select Printer MON5033 on tamon010 MON5059 on tamon010 PDFill PDF&Image Writer	
•	
Status: Ready	Print to file Preferences
Location: Comment:	Find Printer
Page Range     All     Selection     Current Base	Number of copies: 1
Pages:	Collate
page range. For example, 5-12	
P	rint Cancel Apply
15	

**22.** And then confirm by clicking on the Print button **Print**.

±Demand					
🗄 Kanban	Shipments Select Do	ocument Type			
	Shipper				
Shipments					
Create Shipper	Facility Information				
View Shippers	Facility	Smithville			
View ASNs Shipper History	Ship To	WALKER MANUFACTU	RING - SMITHVILLE		
View AETC Requests	Shipper Header Information	on			
Fulfillment Updates	Shipper Number	4204	Ship Date & Time		03-13-2014 11:20:54 AM EDT
Reprint/Purge Labels	Freight	Collect	Expected Arrival Da	te & Time	03-13-2014 12:20:54 PM EDT
Global Track & Trace Shipping History	AETC		AETC Responsibility		
1 Receipts	Vehicle Number		Transport		Ocean Vessel
±CUM Management	Route Code		Dock		
Delivery Performance	SCAC		Ship From		Branam Fastening Systems
EReports	Test or Production	PROD	Pro Number		
Dommunications	Remarks				
Esecurity	Generate Document				
Preferences	Document Tune				
ÐSetup	bocument Type		Packing List: North	America	•
±Help			Generate Document		
	Copyright © 2009 Infor. All rights subsidiaries. All rights reserved.	reserved. The word and design mark All other trademarks listed herein are	s set forth herein are tradem the property of their respect	This docume locument: http: rinter: MON503	ent was sent to the printer A 3 ://taitc220/supplyWeb/shi 33 on tamon010

**23.** Click on the Back button in the toolbar to return to the shipper .

			Dock			
Pro N	umber		Test or Pro	duction	Production	
Pro-f	orma/BOL n	umber	Remarks			
Carrie	r					
Route	Code					
Suppl	ier Attached	Files		Attack File	Datata File	
Suppi			Brov	Attach File	Delete File	
			Edit AETC Request			
Line	Items					
Line Item	Delete	Customer Part Number	Purchase Order		Quantity Shipped	UofM
Line Item	Delete	Customer Part Number 254644	Purchase Order 55000337440000929051	L	Quantity Shipped	UofM EA
Line Item	Delete	Customer Part Number           254644           254644	Purchase Order           55000337440000929051           55000337440000929051	L	Quantity Shipped 600 322	UofM EA EA
Line Item	Delete	Customer Part Number           254644           254644           302771	Purchase Order           55000337440000929051           55000337440000929051           55000337440000929051           55000337440000929051	LL	Quantity Shipped 600 322 100,000	UofM EA EA EA
Line Item	Delete	Customer Part Number           254644           254644           302771	Purchase Order           55000337440000929051           55000337440000929051           55000337440000929051           Add Line Item	L L e Items	Quantity Shipped 600 322 100,000	UofM EA EA EA
Line Item	Delete	Customer Part Number           254644           254644           302771	Purchase Order           55000337440000929051           55000337440000929051           55000337440000929051           Add Line Item	L L e Items	Quantity Shipped 600 322 100,000	UofM EA EA EA

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# 24. When ready to sent the ASN, click on the Validate button

Shipper				
Shipping Information				
Facility	Ship To		Supplier	Ship From
Smithville 645 E. Broad Street Smithville,TN 37166 UNITED STATES	WALKER MANUFACT 645 E. Broad Street Smithville,TN 37166 UNITED STATES	URING - SMITHVILLE	Branam Fastening Systems 7864 Root Road N. Ridgeville,OH 44039 UNITED STATES	Branam Fastening Systems 7864 Root Road N. Ridgeville,OH 44039 UNITED STATES
Header Information				
Shipper Number	4204	Shi	ip Date & Time	03-13-2014 11:20:54 AM EDT
Freight	Collect	Exp	pected Arrival Date & Time	03-13-2014 12:20:54 PM EDT
AETC		AE	TC Responsibility	
Vehicle Number		Тга	ansport	Ocean Vessel
SCAC		Doe	ck	
Pro Number		Tes	st or Production	Production
		1957		

**25.** You should receive a similar message at the top of your screen.



If you get a message that alerts you that the Net Weight information is missing, please follow steps <u>28</u> to <u>31</u>. New Part Numbers will require these steps to be followed. The system will remember the entered information for future ASNs.

SCAC				Dock		
Pro N	umber			Test or Production	Production	
Pro-f	orma/BOL n	umber		Remarks		
arrie	r					
Route	Code					
Suppl	ier Attached	Files				
				Browse Attach Fi	Delete File	
			Edit	AETC Request		
Line	tems					
Line Line Item	tems Delete	Customer Part Number	Purchase Ord	ler	Quantity Shipped	Uofi
Line Line Item	Delete	Customer Part Number 254644	Purchase Ord	ler 40000929051	Quantity Shipped	Uofi EA
Line Line Item	Delete	Customer Part Number           254644           254644	Purchase Ord           550003374           550003374	ler 40000929051 40000929051	Quantity Shipped 600	Uoff EA EA
Line Item	Delete	Customer Part Number           254644           254644           302771	Purchase Ord           550003374           550003374           550003374           550003374	ler 40000929051 40000929051 40000929051	Quantity Shipped           600           322           100,000	Uoff EA EA EA
Line Item	Delete	Customer Part Number           254644           254644           302771	Purchase Ord           550003374           550003374           550003374           4000000000000000000000000000000000000	ler 40000929051 40000929051 40000929051 Delete Line Items	Quantity Shipped           600           322           100,000	Uoff EA EA EA
Line Item	Delete	Customer Part Number           254644           254644           302771	Purchase Ord           5500033744           5500033744           5500033744           Add Line Item	ler 40000929051 40000929051 40000929051 Delete Line Items	Quantity Shipped           600           322           100,000	Uofi EA EA EA

26. Click on the Publish button Publish

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.

**27.** Again, you should receive a similar message at the top of your screen. The shipper has now been published as an ASN and is sent to the appropriate plant. You have successfully created the ASN and are finished.

SCAC					Dock		
Pro N	lumber				Test or Production	Production	
Pro-fo	forma/BOL n	umber			Remarks		
Carrie	er						
Route	e Code						
Suppli	lier Attached	Files		Edit	Browse Attac	h File Delete File	
19111111							
Line	Items						
Line I Line Item	ltems Delete	Customer Part Nur	ber	Purchase 0	Irder	Quantity Shipped	UofM
Line I Line Item	Items Delete	Customer Part Nur 254644	ber	Purchase 0	9 <b>rder</b> 9440000929051	Quantity Shipped	UofM EA
Line I Line Item	Items Delete	Customer Part Nur           254644           302771	ber	Purchase 0           55000337           55000337	<b>Prder</b> 440000929051 440000929051	Quantity Shipped 600 50,000	UofM EA EA
Line I Line Item	Items Delete	Customer Part Nur           254644           302771           393557	ber	Purchase 0           55000337           55000337           55000337           55000337	<b>Irder</b> 440000929051 440000929051 440000929051	Quantity Shipped           600           50,000           50,000	UofM EA EA EA

**28.** If you need to enter the Net Weight, click on the Pencil icon next to the corresponding part number

Shipper Lin	e Item								
Part Information	n								
Customer Part *		254644							
Supplier Part									
PO Number			55000337440000929051						
Line Item Inform	nation								
Ship Quantity		600 EA		Net Weig	Net Weight *		]		
Lot No.									
CUM Shipped (YTI	D)								
Remarks		[					-		
				View Require	ments				
				then Require					
Requirements									
Ship Qty	Req Qty	Start Da	te	End Date	Shipped to Date	Freq	Pull Signal	Release	
600	2,	500 10-21-2	2014	10-21-2014	1,4	22 Daily		43	

**29.** As required, complete/review the following fields:

Field	R/O/C	Description
Net Weight	Required	Change the value in the Net Weight field from '0' to anything between the value of 0.000001 and 999999999999999999999999999999999999
		Example: 1

Customer Part *		254644	254644						
Supplier Part									
PO Number		5500033	55000337440000929051						
Line Item Inform	nation								
Ship Quantity 600		EA		Net Weight	Net Weight		LB		
Lot No.	<b>_</b>								
CUM Shipped (YTD)						1.00			
Remarks	[								
			View Requireme	nts					
Requirements									
Ship Qty	Req Qty	Start Date	End Date	Shipped to Date	Freq	Pull Signal	Release		
600	2,500	10-21-2014	10-21-2014	1,422	Daily		43		

**30.** Click on the Save button Save

Shipper					
Shipping Information					
Facility	Ship To			Supplier	Ship From
Smithville WALKER 645 E. Broad Street 645 E. E Smithville,TN 37166 Smithvil UNITED STATES UNITED		RMANUFACTURING - SMITHVILLE Broad Street Ile,TN 37166 STATES		Branam Fastening System 7864 Root Road N. Ridgeville, OH 44039 UNITED STATES	s Branam Fastening Systems 7864 Root Road N. Ridgeville,OH 44039 UNITED STATES
Header Information					
Shipper Number		4232	Ship	Date & Time	01-14-2015 02:14:03 PM EST
Freight		Collect	Exp	ected Arrival Date & Time	01-14-2015 03:14:03 PM EST
AETC			AET	C Responsibility	
Vehicle Number			Trar	isport	Ocean Vessel
SCAC			Doc	k	
Pro Number			Test	t or Production	Production
Pro-forma/BOL number			Ren	arks	
Carrier					

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**31.** You should see a message at the top that indicates it was updated successfully

The line item was successfully updated. Repeat steps  $\underline{28}$  to  $\underline{31}$  for all part numbers requiring this update. When finished, return to step  $\underline{24}$ .

# Result

You have successfully created a shipper against Tenneco's demand, and published that shipper as an ASN.