

## 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

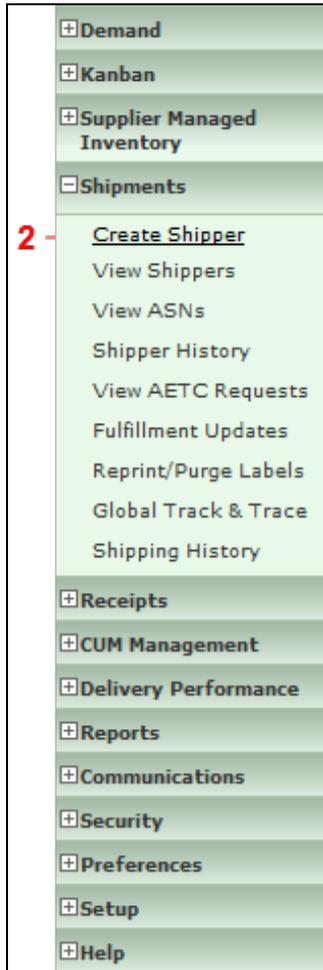
- Save the above URL to your browser's favorites
- Instead of using your browser's navigation tools, use the navigation tools provided by SupplyWEB

## Procedure



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





2. Select the Create Shipper menu item [Create Shipper](#).

Shipper	
Facility	Anderson
Ship To	Litchfield
Deliver To	Marshall
Ship From	Mogi Mirim EC
Shipper Number	Mogi Mirim RC
	Napoleon
	Owen Sound
	Paragould DC
	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
	<b>Smithville</b>
	St. Petersburg
	Tredegar
	Valencia
	Valencia DC

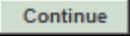
- Under the Facility field, select the appropriate Tenneco plant for which you need to create a shipper.

Shipper	
Facility	Smithville
Ship To	WALKER MANUFACTURING - SMITHVILLE
Deliver To	<<None>>
Ship From	Branam Fastening Systems
Shipper Number	4204
Continue	

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

Field	R/O/C	Description
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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.  <b>Example:</b> BOL#

6. Click on the Continue button 



**Requirements**

**Shipping Information**

Facility	Ship To	Supplier	Ship From
Smithville 645 E. Broad Street Smithville, TN 37166 UNITED STATES	WALKER MANUFACTURING - SMITHVILLE 645 E. Broad Street Smithville, TN 37166 UNITED STATES	Branam Fastening Systems 7864 Root Road N. Ridgeville, OH 44039 UNITED STATES	Branam Fastening Systems 7864 Root Road N. Ridgeville, OH 44039 UNITED STATES

**Requirement Filters**

Requirement View	30 Days	Ship Coverage	30 Days	<input checked="" type="checkbox"/> Include Weekends
Transit Time	0 Days 1 Hrs 0 Mins	Dock		
Test or Production	Production	PO Number		

**Part List**

Part *	Description	PO Number	Suggested Ship Qty.	Procurement Method
<input checked="" type="checkbox"/> 254644	254644 Description	55000337440000929051	922	Shipping Schedule

7. The Requirements open up showing the origin and destination of the shipment.

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.

Requirement Filters					
Requirement View	<input type="text" value="30"/> Days				
Ship Coverage	<input type="text" value="30"/> Days <input checked="" type="checkbox"/> Include Weekends				
Transit Time	<input type="text" value="0"/> Days <input type="text" value="1"/> Hrs <input type="text" value="0"/> Mins				
Dock	<input type="text"/>				
Test or Production	<input type="text" value="Production"/>				
PO Number	<input type="text"/>				
<input type="button" value="Search"/>					
Part List					
<input type="checkbox"/>	Part *	Description	PO Number	Suggested Ship Qty.	Procurement Method
<input checked="" type="checkbox"/>	254644	254644 Description	55000337440000929051	<input type="text" value="922"/>	Shipping Schedule
<input type="checkbox"/>	302771	5300 PER CARTON	55000337440000929051	<input type="text" value="150000"/>	Shipping Schedule
<input type="checkbox"/>	306561	2800 PER CARTON	55000337440000929051	<input type="text" value="561,000"/>	Shipping Schedule
<input type="checkbox"/>	393557	393557 Description	55000337440000929051	<input type="text" value="500"/>	Shipping Schedule
<input type="button" value="Create Shipper"/> <input type="button" value="Cancel"/>					

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 7 to 8 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 .

**10 - Shipper**

Shipping Information			
Facility	Ship To	Supplier	Ship From
Smithville 645 E. Broad Street Smithville,TN 37166 UNITED STATES	WALKER MANUFACTURING - SMITHVILLE 645 E. Broad Street Smithville,TN 37166 UNITED STATES	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	Ship Date & Time	03-13-2014 11:20:54 AM EDT
Freight	Collect	Expected Arrival Date & Time	03-13-2014 12:20:54 PM EDT
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

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

SCAC		Dock	
Pro Number		Test or Production	Production
Pro-forma/BOL number		Remarks	
Carrier			
Route Code			

Supplier Attached Files

Line Items					
Line Item	Delete	Customer Part Number	Purchase Order	Quantity Shipped	UoM
	<input type="checkbox"/>	254644	55000337440000929051	600	EA
	<input type="checkbox"/>	302771	55000337440000929051	100,000	EA
	<input type="checkbox"/>	393557	55000337440000929051	500	EA

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 .

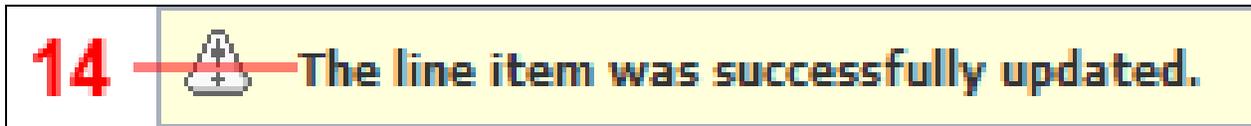
Shipper Line Item							
<b>Part Information</b>							
Customer Part *	302771						
Supplier Part							
PO Number	55000337440000929051						
<b>Line Item Information</b>							
12 - Ship Quantity	<input type="text" value="100,000"/>	EA	Net Weight	<input type="text" value="0.2"/>	LB		
Lot No.	<input type="text"/>						
CUM Shipped (YTD)	<input type="text"/>						
Remarks	<input type="text"/>						
<input type="button" value="View Requirements"/>							
<b>Requirements</b>							
Ship Qty	Req Qty	Start Date	End Date	Shipped to Date	Freq	Pull Signal	Release
450	31,500	12-16-2013	12-16-2013	31,050	Daily		49

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

Supplier Part							
PO Number		55000337440000929051					
<b>Line Item Information</b>							
Ship Quantity	50000	EA	Net Weight	*	0.2	LB	
Lot No.	<input type="text"/>						
CUM Shipped (YTD)	<input type="text"/>						
Remarks	<input type="text"/>						
<input type="button" value="View Requirements"/>							
<b>Requirements</b>							
Ship Qty	Req Qty	Start Date	End Date	Shipped to Date	Freq	Pull Signal	Release
450	31,500	12-16-2013	12-16-2013	<u>31,050</u>	Daily		49
42,450	45,000	12-19-2013	12-19-2013	<u>2,550</u>	Daily		49
54,000	54,000	01-06-2014	01-06-2014	0	Daily		49
3,100	56,250	01-13-2014	01-13-2014	0	Daily		49
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>							

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



14. You should receive this message.

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"/>			
<b>Line Items</b>					
Line Item	Delete	Customer Part Number	Purchase Order	Quantity Shipped	UofM
	<input type="checkbox"/>	254644	55000337440000929051	600	EA
	<input type="checkbox"/>	302771	55000337440000929051	100,000	EA
	<input type="checkbox"/>	393557	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"/>			

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 .

Message from webpage X

Are you sure you want to delete this line item?

17. Click on the OK button to confirm .

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"/>					
<b>Line Items</b>					
Line Item	Delete	Customer Part Number	Purchase Order	Quantity Shipped	UoM
	<input type="checkbox"/>	254644	55000337440000929051	600	EA
	<input type="checkbox"/>	302771	55000337440000929051	100,000	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"/>		

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

Supplier Part	254644						
<b>Line Item Information</b>							
Ship Quantity	<input type="text" value="322"/>	EA	Net Weight	<input type="text" value="0.0322"/>	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"/>							
<b>Requirements</b> <span style="float: right;">01 to 2 of 2</span>							
Ship Qty	Req Qty	Start Date	End Date	Shipped to Date	Freq	Pull Signal	Release
222	300	02-10-2014	02-10-2014	<u>7</u>	Daily		43
100	100	02-11-2014	02-11-2014	0	Daily		43
<input type="button" value="Add"/> <input type="button" value="Cancel"/>							

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

Add button

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"/>					
<b>Line Items</b>					
Line Item	Delete	Customer Part Number	Purchase Order	Quantity Shipped	UofM
	<input type="checkbox"/>	254644	55000337440000929051	600	EA
	<input type="checkbox"/>	254644	55000337440000929051	322	EA
	<input type="checkbox"/>	302771	55000337440000929051	100,000	EA
<input type="button" value="Add Line Item"/> <input type="button" value="Delete Line Items"/>					
<b>20</b>		<input type="button" value="Print Shipping Documents"/>		<input type="button" value="Preview"/> <input type="button" value="Validate"/> <input type="button" value="Publish"/>	

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

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- Demand
- Kanban
- Supplier Managed Inventory
- Shipments
  - Create Shipper
  - View Shippers
  - View ASNs
  - Shipper History
  - View AETC Requests
  - Fulfillment Updates
  - Reprint/Purge Labels
  - Global Track & Trace
  - Shipping History
- Receipts
- CUM Management
- Delivery Performance
- Reports
- Communications
- Security
- Preferences
- Setup
- Help

### Shipments Select Document Type

#### Shipper

Facility Information			
Facility	Smithville		
Ship To	WALKER MANUFACTURING - SMITHVILLE		
Shipper Header Information			
Shipper Number	4204	Ship Date & Time	03-13-2014 11:20:54 AM EDT
Freight	Collect	Expected Arrival Date & Time	03-13-2014 12:20:54 PM EDT
AETC		AETC Responsibility	
Vehicle Number		Transport	Ocean Vessel
Route Code		Dock	
SCAC		Ship From	Branam Fastening Systems
Test or Production	PROD	Pro Number	
Remarks			
Generate Document			
Document Type	Packing List: North America		
<input type="button" value="Generate Document"/>			

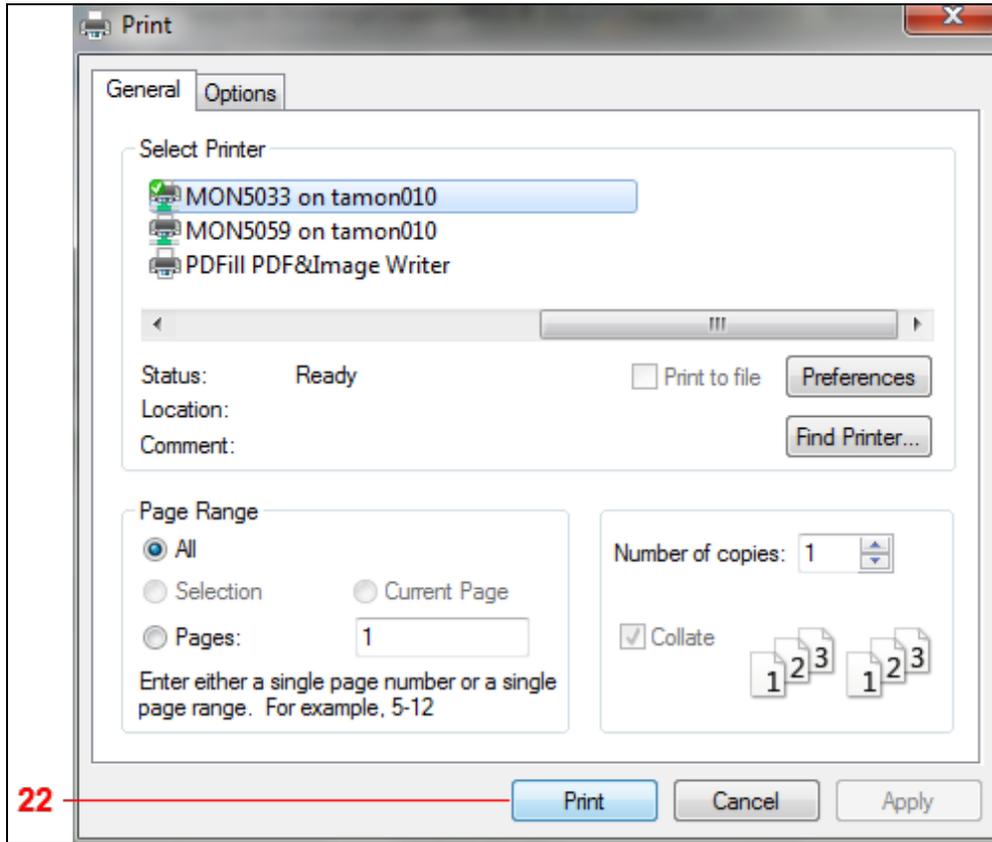
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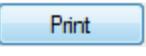
21. Click on the Print button on the SupplyWEB toolbar .

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

23

**Shipments Select Document Type**

**Shipper**

**Facility Information**

Facility	Smithville
Ship To	WALKER MANUFACTURING - SMITHVILLE

**Shipper Header Information**

Shipper Number	4204	Ship Date & Time	03-13-2014 11:20:54 AM EDT
Freight	Collect	Expected Arrival Date & Time	03-13-2014 12:20:54 PM EDT
AETC		AETC Responsibility	
Vehicle Number		Transport	Ocean Vessel
Route Code		Dock	
SCAC		Ship From	Branam Fastening Systems
Test or Production	PROD	Pro Number	
Remarks			

**Generate Document**

Document Type: Packing List: North America

Generate Document

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This document was sent to the printer.  
 Document: http://taic220/supplyWeb/shi...  
 Printer: MON5033 on tamon010  
 Time: 11:24:38 AM 3/13/2014

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

**Supplier Attached Files**

Browse... Attach File Delete File

Edit AETC Request

**Line Items**

Line Item	Delete	Customer Part Number	Purchase Order	Quantity Shipped	UoM
	<input type="checkbox"/>	254644	55000337440000929051	600	EA
	<input type="checkbox"/>	254644	55000337440000929051	322	EA
	<input type="checkbox"/>	302771	55000337440000929051	100,000	EA

Add Line Item Delete Line Items

Print Shipping Documents Preview Validate Publish

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

25  Shipper has been successfully validated.

Shipper			
Shipping Information			
Facility	Ship To	Supplier	Ship From
Smithville 645 E. Broad Street Smithville,TN 37166 UNITED STATES	WALKER MANUFACTURING - SMITHVILLE 645 E. Broad Street Smithville,TN 37166 UNITED STATES	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	Ship Date & Time	03-13-2014 11:20:54 AM EDT
Freight	Collect	Expected Arrival Date & Time	03-13-2014 12:20:54 PM EDT
AETC		AETC Responsibility	
Vehicle Number		Transport	Ocean Vessel
SCAC		Dock	
Pro Number		Test or Production	Production
Pro-forma/BOL number		Remarks	
Carrier			
Route Code			

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 [28](#) to [31](#). New Part Numbers will require these steps to be followed. The system will remember the entered information for future ASNs.

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"/>		
<b>Line Items</b>					
Line Item	Delete	Customer Part Number	Purchase Order	Quantity Shipped	UoFM
	<input type="checkbox"/>	254644	55000337440000929051	600	EA
	<input type="checkbox"/>	254644	55000337440000929051	322	EA
	<input type="checkbox"/>	302771	55000337440000929051	100,000	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"/>

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26. Click on the Publish button .

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.
--

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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 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"/>					
<b>Line Items</b>					
Line Item	Delete	Customer Part Number	Purchase Order	Quantity Shipped	UofM
28 -	<input type="checkbox"/>	254644	55000337440000929051	600	EA
	<input type="checkbox"/>	302771	55000337440000929051	50,000	EA
	<input type="checkbox"/>	393557	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"/>		

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

number .

Shipper Line Item								
<b>Part Information</b>								
Customer Part *	254644							
Supplier Part								
PO Number	55000337440000929051							
<b>Line Item Information</b>								
Ship Quantity	600	EA	Net Weight	*	0	LB	29	
Lot No.	<input type="text"/>							
CUM Shipped (YTD)	<input type="text"/>							
Remarks	<input type="text"/>							
<input type="button" value="View Requirements"/>								
<b>Requirements</b>								
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	

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 9999999.999999. This field is not used by Tenneco, but is required by the system.  <b>Example:</b> 1

Part Information							
Customer Part *	254644						
Supplier Part							
PO Number	55000337440000929051						
Line Item Information							
Ship Quantity	600	EA	Net Weight	1	LB		
Lot No.							
CUM Shipped (YTD)							1.00
Remarks							
View Requirements							
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
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>							

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 30. Click on the Save button .

Shipper			
Shipping Information			
Facility	Ship To	Supplier	Ship From
Smithville 645 E. Broad Street Smithville, TN 37166 UNITED STATES	WALKER MANUFACTURING - SMITHVILLE 645 E. Broad Street Smithville, TN 37166 UNITED STATES	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	4232	Ship Date & Time	01-14-2015 02:14:03 PM EST
Freight	Collect	Expected Arrival Date & Time	01-14-2015 03:14:03 PM 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			

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The line item was successfully updated.

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

The line item was successfully updated.

. Repeat steps [28](#) to [31](#) for all part numbers requiring this update.  
When finished, return to step [24](#).



## Result

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