



# **ADVANCE SHIPPING NOTIFICATION (ASN)**

## **SUPPLIER TRAINING GUIDE**

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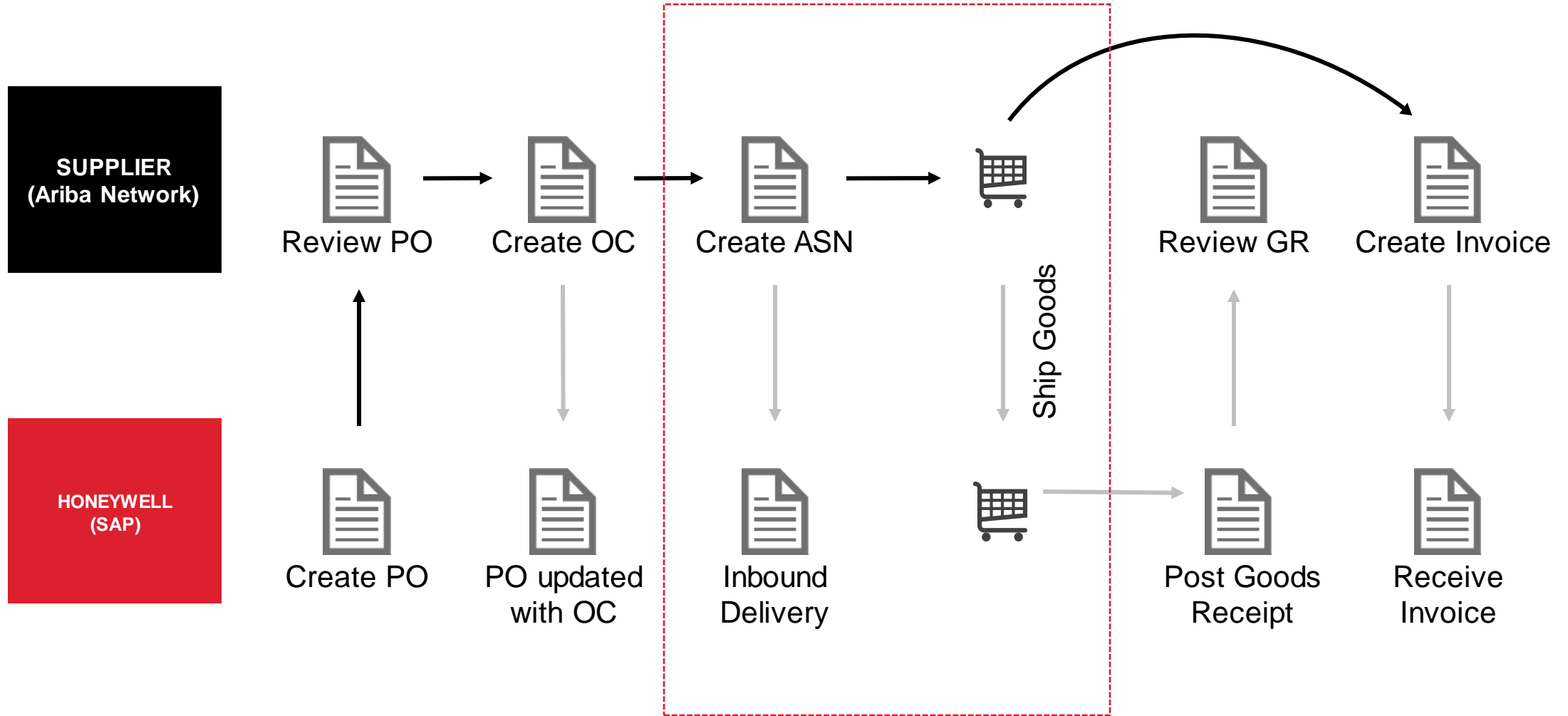
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# INTRODUCTION

# ORDER COLLABORATION

## ARIBA NETWORK GENERAL PROCESS FLOW



# ADVANCED SHIPPING NOTIFICATION

## INTRODUCTION

An **Advanced Shipping Notification (ASN)** is a document from a Supplier to a Buyer that provides details of an imminent shipment. It consists of a document header and items. It can also contain packing information. The header contains data that is valid for all items and packages.

ASN is also the path to obtaining the necessary shipping labels for your order.

Ariba Network provides multiple options to maintain ASN:

- 1. Individual PO management.**

With a low volume of POs, you may simply go to the PO and click the *Create shipping notice* button that will allow you to fill individual shipment notification per PO.

- 2. Multiple PO's management.**

In case of multiple lines of POs to be shipped, you should use the tab **Items to Ship** for a one-step action.

# ADVANCED SHIPPING NOTIFICATION

## PROCESS TYPES - GENERAL CONSIDERATIONS

### Supplier Managed Freight Process

Supplier books carrier based on PO terms and conditions and submits ASN with the details to Honeywell.

This process is determined by the Incoterms from your Purchase Order.

The following Incoterms are applicable for Supplier managed freight:

|            |            |
|------------|------------|
| <b>CPT</b> | <b>DDP</b> |
| <b>CIP</b> | <b>CFR</b> |
| <b>DAP</b> | <b>CIF</b> |

### Honeywell Managed Freight Process

Honeywell books the carrier using an approved freight partner. Supplier submits ASN to notify of shipment readiness.

This process is determined by the Incoterms from your Purchase Order.

The following Incoterms are applicable for Honeywell managed freight:

|            |            |
|------------|------------|
| <b>EXW</b> | <b>FOB</b> |
| <b>FCA</b> | <b>FAS</b> |

**Note:** Please contact the Buyer in case of the wrong Incoterm included on the PO, or else the incorrect ASN process will be selected.

# ADVANCED SHIPPING NOTIFICATION

## HONEYWELL MANAGED FREIGHT PROCESS- GENERAL

Honeywell Managed Freight will follow one of two sub-processes which is determined by the total weight of your shipment.

The information populated on the ASN will connect with Honeywell's transportation management system and shipping instructions will be provided according to current Honeywell Logistics agreements.

The following Incoterms are applicable for all Honeywell Managed Freight:

| EXW | FOB |
|-----|-----|
| FCA | FAS |

### Parcel Shipment Process

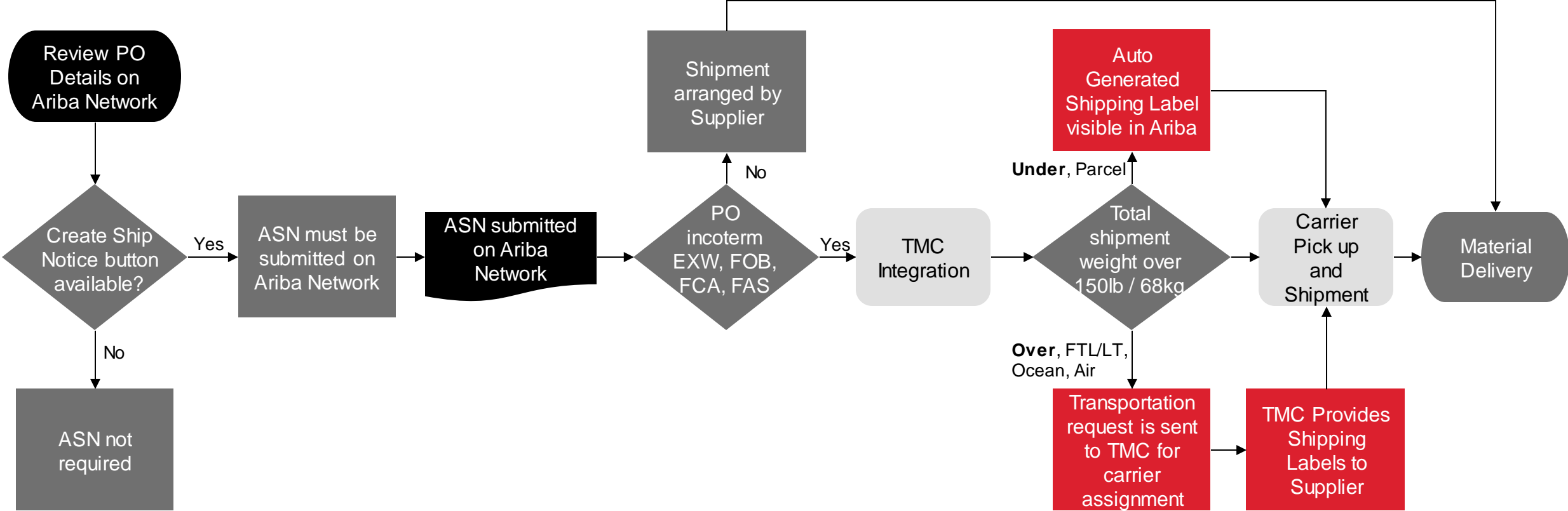
- Total shipment weight **less than 150lbs / 68kg**
- Pack Items information is required
- Honeywell will provide a Return ASN Ariba Network containing a courier shipping label

### TMC Booking Process

- Total shipment weight **more than 150lbs / 68kg**
- Pack Items information is required
- Honeywell will process the original ASN and create freight booking available through email notification and Honeywell TMC portal.

# ADVANCED SHIPPING NOTIFICATION

## GENERAL PROCESS FLOW



The transportation booking process will be determined by two factors: **PO Incoterm + Total Shipment Weight**

| Incoterm                          | Weight                  | Shipping Label  |
|-----------------------------------|-------------------------|---|
| EXW, FOB, FCA or FAS              | Less than 150lb or 65kg | by Honeywell via Ariba ASN, labels available at the end of the ASN creation           |
| EXW, FOB, FCA or FAS              | More than 150lb or 65kg | by Honeywell via TMC Portal, labels to be provided via e-mail by TMC a few days later |
| Any (except EXW, FOB, FCA or FAS) | Any                     | Booked by Supplier  |



# **PORTAL USER INTERACTION**

# ADVANCED SHIPPING NOTIFICATION

## CREATE ASN – INDIVIDUAL PO

There are 3 possible ways to start creating an individual shipping notice.

From the **Workbench**:

1. Click on **Items to Ship** tile.
2. Identify the right items using **filters**.
3. Select and click **Create ship notice**.

OR

4. From **Orders > Orders and Releases** tab:
5. Identify the right document using **search filters**.
6. Click **Actions > Ship Notice** or **Create Ship Notice** button.

OR

7. You can also create ASN from the PO screen. Click Create Ship Notice.

### Note:

- If **Create Ship Notice** button is not available for selection, please check that the order does not first require **Create Quality Notification**.
- Orders tab will be replaced with new Workbench concept soon.

The screenshot shows the SAP Business Network Workbench interface. At the top, there's a navigation bar with 'Home', 'Enablement', 'Workbench' (selected), 'Planning', and 'Orders'. Below this, there are three tiles: 'Items to ship' (40), 'New orders' (79), and 'Items to confirm' (49). The 'Items to ship' tile is selected, and a red circle '1' is next to it. Below the tiles, there's a section for 'Items to ship (40)' with filters like 'Edit filter', 'Save filter', 'Next 90 days', 'Last 31 days', 'Exclude fully shipped, +1', and 'Exclude fully received'. A red circle '2' is next to this section. Below the filters, there's a 'Create ship notice' button, highlighted with a red circle '3'. Below the button, there's a table with columns: Order No., Item No., Supplier Part No., and Description. The table shows two rows of data. A red circle '4' is next to the 'Create ship notice' button. Below the table, there's a section for 'Orders and Releases' with tabs: 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. A red circle '5' is next to the 'Items to Ship' tab. Below the tabs, there's a 'Search Filters' section. Below the search filters, there's a section for 'Items to Ship (169)' with columns: Need By, Part No., Customer Part No., Description, Revision Level, and O. Below this, there's a 'Ship To' address: 'Honeywell Products & Solutions Sarl, 4 North Drive, Virginia Park, East Benthleigh'. A red circle '6' is next to the 'Create Ship Notice' button at the bottom.

The screenshot shows the 'Purchase Order: 4400316430' screen. At the top, there's a button 'Create Order Confirmation'. Below it, there's a button 'Create Ship Notice' highlighted with a red circle '7'. To the right of 'Create Ship Notice' is a button 'Create Invoice'.

# ADVANCED SHIPPING NOTIFICATION

## CREATE ASN – MULTIPLE PO

In case multiple lines of POs are to be shipped and delivered to the same address on the same estimated delivery day, you should use **Items to Ship** tile in your Workbench. It summarizes all line items across different POs and gives you the possibility to notify multiple lines to be shipped and delivered at once.

1. Click Items to ship tile in the Workbench.
2. Use filters to identify the right items.
3. Select and click Create ship notice.

**OR** you can use **Orders > Orders and Releases** for one-step action.

4. Click Items to ship.
5. Identify the right items using Search filters.
6. Select them and click Create Ship notice.

### Note:

- You can select up to 1000 lines in a single shipping notice.
- You can choose lines with different “Need-by” dates for the same shipping notice.
- All PO line items on the ASN must have the **same Delivery Incoterm**.
- Orders tab will be replaced with the new Workbench concept soon.

**1** Items to ship (55)

**2** Edit filter | Save filter | Next 90 days | Last 31 days | Exclude fully shipped, +1 | Exclude fully received | Exclu

**3** Create ship notice

| Order No.  | Item No. | Supplier Part No. | Description                    |
|------------|----------|-------------------|--------------------------------|
| 4412099204 | 10       |                   | EXPLOSION PROOF ESD PANEL-TEST |
| 4400316588 | 10       | Not Available     | VLC-505 (VN) EXn Zone 2        |

**4** Orders and Releases | Items to Confirm | Items to Ship | Return Items

**5** Search Filters

**6** Create Ship Notice

Items to Ship (180)

| Need By     | Part No.         | Customer Part No. | Description         | Revision Level | Order Number | Item | Schedule Line No. |
|-------------|------------------|-------------------|---------------------|----------------|--------------|------|-------------------|
| 17 Jun 2022 | NRGLV1-0-SP7-R10 | VEU-A00           | VESDA VEU with LEDs | AA             | 4400316727   | 10   | 1                 |
| 17 Jun 2022 | NRGLV1-0-SP7-R10 | VEU-A00           | VESDA VEU with LEDs | AA             | 4400316726   | 10   | 1                 |

# ADVANCED SHIPPING NOTIFICATION

## CREATE ASN – HEADER LEVEL INFORMATION

Fill out the requested information on the Shipping PO form.

1. Do not modify the “Deliver To” address at the top.
2. Do not edit the “Ship From” address at the top. By default, this is your company address in your Ariba Network account. Applicable ship from information is to be populated in the below fields.
3. Complete fields in the Ship Notice Header. Full field name details are on the next page.
4. Provide the Packing Slip ID. This must be a unique number.
5. Provide the Shipping Date. The date must precede the Delivery Date.
6. Provide Delivery Date. The date must be later than the Shipping Date. In case of small parcel shipment, a 10-day tolerance applies.
7. Review the informational banner to determine the shipping process.
8. Informational tooltip fields are indicated with ⓘ. Click on these icons to review additional field information.

The screenshot shows the 'Shipping PO form' with the following sections and fields:

- SHIP FROM (Callout 2):** TEST Supplier, AUSTIN, TX, United States. Includes an 'Update Address' link.
- DELIVER TO (Callout 1):** Honeywell Products & Solutions Sarl, East Bentleigh, Australia.
- SHIPPING (Callout 3):**
  - Packing Slip ID:\*** (Callout 4): Text input field.
  - Invoice No.:** Text input field.
  - Requested Delivery Date:** --
  - Ship Notice Type:** Select (dropdown menu).
  - Shipping Date:\*** (Callout 5): Date input field with a calendar icon.
  - Delivery Date:\*** (Callout 6): Date input field with a calendar icon.
- TRACKING:**
  - Carrier Name:** Dropdown menu.
  - Service Level:** Text input field.
- Informational Banner (Callout 7):**
  - ⚠ The transportation booking process will be determined by two factors: PO Incoterm + Total Shipment Weight
  - ⚠ 1. [EXW, FOB, FCA, FAS] + [Total shipment weight < 150lb / 68kg] = Shipping Label by Honeywell via Ariba ASN, labels available at the end of the ASN creation
  - ⚠ 2. [EXW, FOB, FCA, FAS] + [Total shipment weight > 150lb / 68kg] = Shipping Label by Honeywell via TMC Portal, labels to be provided via e-mail by TMC a few days later
  - ⚠ 3. [Any Incoterm NOT - EXW, FOB, FCA, FAS] + [Any shipment weight] = Booked by Supplier Please ensure the Ship From address is an accurate before submitting the ASN
  - ⚠ Please ensure the Ship From address is accurate before submitting the ASN
- Is carrier assignment by Honeywell needed?** ☒ ⓘ
- Ship From - Contact\*** ⓘ: shipping@supplier.com
- Ship From - Contact\*** ⓘ: 123456789012345
- Ship To - Contact\*** ⓘ: receiver@destination.com
- Ship To - Contact\*** ⓘ: 123456789012345
- Receiver - Contact Email:\*** ⓘ: buyer@Honeywell.com
- Receiver Phone Number:\*** ⓘ: 123456789012345

# ADVANCED SHIPPING NOTIFICATION

## CREATE ASN – HEADER LEVEL INFORMATION - CONTINUED

Fill out the requested information on the Shipping PO form.

- 9. Export reason code is defaulted to “Permanent”. Do not modify unless clear instruction has been received.
- 10. AES applies to US-originating exports over \$2,500 value.
- 11. Shipping information is pre-populated from the Purchase Order data. Please update to reflect the actual Ship From location. All fields are required.
- 12. Ship From Country must follow a 2-digit ISO code format.
- 13. Delivery Terms default to “Transport Condition”. This should not be changed. Applicable delivery terms are listed under Transport Terms.
- 14. Shipping Payment Method. For Supplier Managed freight process select the appropriate value. For Honeywell Managed freight always select “Collect”.
- 15. Transport Terms incoterm is pre-populated from the PO. Do not modify this. This incoterm will drive the freight process selection.

**Note:**  
Informational tooltip fields are indicated with a lowercase “i”.  
Click on these icons to review additional field information.

9 Export reason code: ⓘ Permanent ▾

10 AES Required (only for US Export process): ⓘ ☐ ?

AES Transaction Code (only for US Export process): ⓘ

Is Dutiable ☒ ?

11 Ship From - Name: ⓘ \* Test Supplier

Ship From - Street: ⓘ \* 1234 Street

Ship From - City: ⓘ \* Test City

Ship From - State: ⓘ \* State

Ship From - Postal Code: ⓘ \* 12345

12 Ship From - Country: ⓘ \* US

Hazard Type: Select

Is Divisible: ⓘ ☐

ATTACHMENTS

| Name     | Size (bytes) | Content Type |
|----------|--------------|--------------|
| No items |              |              |

Choose File

No file chosen

Add Attachment

The total size of all attachments cannot exceed 100MB

▼ DELIVERY INFORMATION

13 Delivery Terms: \* Transport Condition ▾

Delivery Terms Description:

Transport Terms Description:

14 Shipping Payment Method: \* Collect ▾

15

| Transport Terms | Equipment Identification Code | Gross Volume         | Unit                 | Gross Weight         | Unit                 | Sealing Party Code   | Seal ID              |
|-----------------|-------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Other ▾         | <input type="text"/>          | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| EXW             | <input type="text"/>          | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Add Transport Term

# ADVANCED SHIPPING NOTIFICATION

## CREATE ASN – HEADER LEVEL INFORMATION – FIELDS 1

| Field Name                                 | Mandatory   | Field Description  | Value          |
|--|-------------|--|----------------|
| SHIP FROM                                  | N/A         | Ignore; ship from information to be populated in below fields                  | N/A            |
| Packing Slip ID                            | Yes         | Supplier defined ID; must be unique  | Free Text      |
| Invoice No                                 | No          | Optional, if known; must be unique   | Free Text      |
| Ship Notice Type                           | No          | Select Actual  | Drop-Down Menu |
| Shipping Date                              | Yes         | Must be earlier than Delivery Date   | Calendar       |
| Delivery Date                              | Yes         | Must be later than Shipping Date; 10-day tolerance applies to Parcel Shipments | Calendar       |
| Carrier Name                               | No          | Optional; for Supplier Managed freight   | Drop-Down Menu |
| Service Level                              | No          | Optional; for Supplier Managed freight   | Free Text      |
| Is carrier assignment by Honeywell needed? | Yes         | This is the preferred option for Honeywell managed freight                     | Check Box      |
| Ship From - Contact Email                  | Yes         | Supplier contact email   | Free Text      |
| Ship From - Contact Phone Number           | Yes         | Supplier contact phone   | Free Text      |
| Ship To - Contact Email                    | Yes         | Destination contact email  | Free Text      |
| Ship To - Contact Phone number             | Yes         | Destination contact phone  | Free Text      |
| Receiver - Contact Email                   | Yes         | Buyer contact email  | Free Text      |
| Receiver Phone Number                      | Yes         | Buyer contact phone  | Free Text      |
| Export reason code                         | Yes         | Select "Permanent" for all cases unless clearly stated by trade compliance     | Drop-Down Menu |
| AES Required                               | No          | Only required for US exports over \$2,500 USD                                  | Check Box      |
| AES Transaction Code                       | Conditional | If AES Required; AES ITN must be exactly 14 digits and prefixed with X         | Free Text      |

# ADVANCED SHIPPING NOTIFICATION

## CREATE ASN – HEADER LEVEL INFORMATION – FIELDS 2

| Field Name                  | Mandatory   | Field Description  | Value          |
|-----------------------------|-------------|--|----------------|
| Is Dutiable                 | No          | Default is True; Applicable for international shipments.   | Check Box      |
| Ship From - Name            | Yes         | Pre-populated from PO Ordering address, please update to reflect the actual ship from location   | Free Text      |
| Ship From - Street          | Yes         | Pre-populated from PO Ordering address, please update to reflect the actual ship from location   | Free Text      |
| Ship From - City            | Yes         | Pre-populated from PO Ordering address, please update to reflect the actual ship from location   | Free Text      |
| Ship From - State           | Yes         | Pre-populated from PO Ordering address, please update to reflect the actual ship from location   | Free Text      |
| Ship From - Postal Code     | Yes         | Pre-populated from PO Ordering address, please update to reflect the actual ship from location   | Free Text      |
| Ship From - Country         | Yes         | Use 2 Digit ISO Code; Pre-populated from PO Ordering address   | Free Text      |
| Hazard Type                 | No          | Optional; use Hazard Details at line item instead  | Drop-Down Menu |
| Code                        | Conditional | Based on Hazard Type if selected   | Free Text      |
| Is Divisible                | No          | Select if cargo can be separated with affecting physical integrity   | Check Box      |
| ATTACHMENTS                 | No          | Optional; .exe file extensions not allowed   | Link           |
| Delivery Terms              | Yes         | Do not change; should always be "Transport Condition"  | Drop-Down Menu |
| Shipping Payment Method     | Yes         | Select "Collect" for Honeywell managed freight   | Drop-Down Menu |
| Delivery Terms Description  | No          | Ignore   | Free Text      |
| Transport Terms Description | No          | Ignore   | Free Text      |
| Transort Terms Table        | Yes         | Pre-populated from PO, do not change; this is the term that prevails for the freight process.<br>The weight and dimension fields should be left blank. | Free Text      |
| Add Transport Terms Button  | No          | Ignore; follow existing transport term or contact Buyer  | Button         |
| Additional Fields           | No          | Optional; if known   | Free Text      |

# ADVANCED SHIPPING NOTIFICATION

## CREATE ASN – ORDER ITEMS LINE LEVEL

Information from the purchase order is copied to the ship notice (part ID, qty, need by, price, etc.). Scroll down to view line-item information and update the quantity shipped for each line item.

1. Populate all required fields for your product type at line level. The quantity will be pre-populated with the remaining balance of the purchase order line. Also, over-delivery may apply (the system will show what is possible).
2. Click the **Remove** button to exclude the whole line from this ship notice.
3. If you click **Add Ship Notice Line** button, you can split the quantity to populate multiple batch ID per quantity.
4. Click **Add Details** button to add serial numbers and/or Dangerous Goods information. To be able to click on **Add Details**, you need to fill in at least the packing slip ID and delivery date.
5. If **Batch ID** and **Expiry Date** is displayed, it is required
6. **Serial number** requirement indication, if applicable.
7. Enter Weight and UOM for line item. Total weight for Ship Qty should be entered. This weight and UOM should match the information on Pack Items tab.

### Note:

- Multiple shipping notices per purchase order can be sent until the quantities are fully shipped.
- Items from multiple POs can be sent on the same shipping notice.

### Order Items

| Order No.  | Line No. | Part No. | Customer Part No. | Qty     | Unit | Need By                                   | Ship By |
|------------|----------|----------|-------------------|---------|------|---|---------|
| 4412099204 | 10       |          | VLC-505-EX        | 100,000 | EA   | 13 Jul 2022 EDT<br>13 Jul 2022 Buyer time |         |

Description: EXPLOSION PROOF ESD PANEL-TEST

**Shipment Status**  
Total Item Due Quantity: 100 EA

**Confirmation Status**  
Total Confirmed Quantity: 0 EA  
Total Backordered Quantity: 0 EA

Serial Numbers for Ship Quantity (required)

| Line | Ship Qty | Country of origin | Supplier Batch ID |
|------|----------|-------------------|-------------------|
| 1    | 100      | (no value)        |                   |

Add Ship Notice Line

Add Order Line Item   Manage Serial Numbers

| Unit Price   | Subtotal        | Tax        | Customer Location |
|--------------|-----------------|------------|-------------------|
| \$512.71 USD | \$51,271.00 USD | \$0.00 USD | 4438              |

Remove

| Production Date | Expiry Date | Serial Numbers     |
|-----------------|-------------|--------------------|
|                 |             | 0 / 100 Incomplete |

Add Details

**Handling Unit (required)**  
⚠ This line requires Handling Unit

Add Details

Weight:

Weight UOM: (no value)



# ADVANCED SHIPPING NOTIFICATION

## CREATE ASN – ORDER ITEMS LINE LEVEL – MANDATORY FIELDS

Mandatory line-item fields can vary by material types.

Scroll down to view line-item information and complete fields as required.

- 1. **Quality Certificates** will be required if this field is visible.
- 2. **Country of Origin** will be required for every line item.
- 3. Batch Managed material will require that the following fields are populated: **Supplier Batch ID**, **Production Date**, **Expiry Date**.
- 4. **Serial Numbers** will be required if this field is visible.  
Instructions for managing serial numbers in the following slides.

Order Items

| Order No.  | Line No. | Part No.         | Customer Part No. | Revision Level | Qty   | Unit | Need By                                   | Ship By | Unit Price   | Subtotal     | Tax        | Customer Location |                        |
|--|----------|------------------|-------------------|----------------|-------|------|---|---------|--------------|--------------|------------|-------------------|------------------------|
| 4400316790   | 10       | NRGLV1-0-SP7-R10 | VEU-A00           | AA             | 1.000 | EA   | 30 Jun 2022 CDT<br>30 Jun 2022 Buyer time |         | \$250.00 USD | \$250.00 USD | \$0.00 USD | 4438              | <a href="#">Remove</a> |
| Description: VESDA VEU with LEDs   |          |                  |                   |                |       |      |   |         |              |              |            |                   |                        |
| Shipment Status<br>Total Item Due Quantity: 1 EA   |          |                  |                   |                |       |      |   |         |              |              |            |                   |                        |
| Confirmation Status<br>Total Confirmed Quantity: 1 EA      Total Backordered Quantity: 0 EA                                      |          |                  |                   |                |       |      |   |         |              |              |            |                   |                        |
| Serial Numbers for Ship Quantity (required)  |          |                  |                   |                |       |      |   |         |              |              |            |                   |                        |
| 1 Quality Certificates <a href="#">Attach file</a>   |          |                  |                   |                |       |      |   |         |              |              |            |                   |                        |
| Cert. of conformity "2.1" EN 10204 *      No attachment yet  |          |                  |                   |                |       |      |   |         |              |              |            |                   |                        |
| Line      Ship Qty      2 Country of origin      3 Supplier Batch ID      Production Date      Expiry Date      4 Serial Numbers |          |                  |                   |                |       |      |   |         |              |              |            |                   |                        |
| 1      1      (no value)                          0 / 1 Incomplete <a href="#">Add Details</a>                                   |          |                  |                   |                |       |      |   |         |              |              |            |                   |                        |
| <a href="#">Add Ship Notice Line</a>   |          |                  |                   |                |       |      |   |         |              |              |            |                   |                        |

[Add Order Line Item](#)      [Manage Serial Numbers](#)

**Note:** You will receive an error if mandatory fields are missing: [!Required field]

# ADVANCED SHIPPING NOTIFICATION

## CREATE ASN – ORDER ITEMS LINE LEVEL – FIELDS

| Field Name           | Mandatory        | Field Description   | Value          |
|----------------------|------------------|---|----------------|
| Ship Qty             | Yes              | Pre-populated with remaining QTY on PO line. Update for partial shipment as needed                          | Numeric        |
| Country of origin    | Yes              | Country of material origin or assembly  | Drop-Down Menu |
| Line-Item Weight     | Yes              | Input total line-item weight. The weight must be consistent with the information provided on Pack Items tab | Numeric        |
| Line Item UOM        | Yes              | The UOM must be consistent with the information provided on Pack Items tab                                  | Drop-Down Menu |
| Add Details          | Conditional      | Follow if line item is Dangerous Goods or Serial Number requirement is displayed                            | Link           |
| Add Ship Notice Line | No               | Use to split the quantity to populate multiple batch IDs per line   | Link           |
| Supplier Batch ID    | Yes (if visible) | Determined by Honeywell material master; mandatory if visible   | Free Text      |

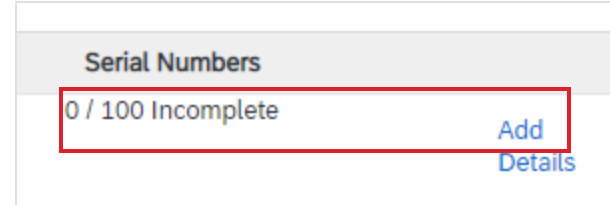
# ADVANCED SHIPPING NOTIFICATION

## CREATE ASN – ORDER LINE LEVEL – SERIAL NUMBERS

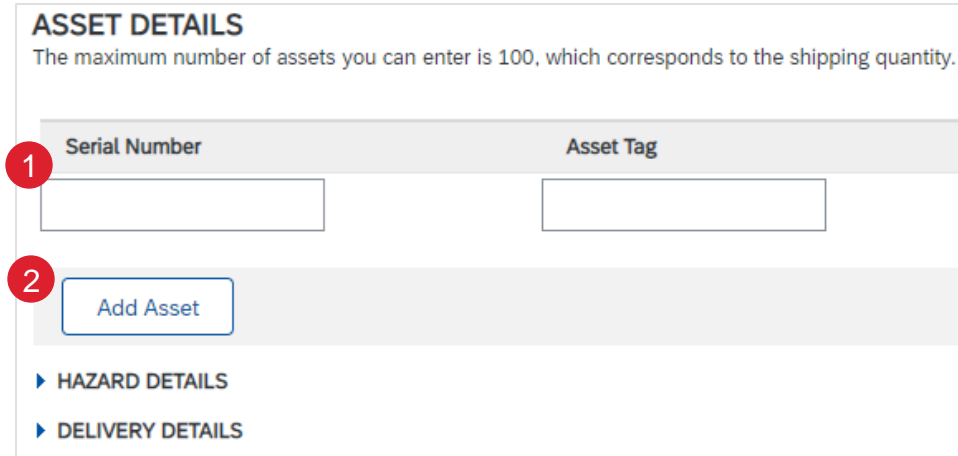
Serial numbers are optional or mandatory depending on the type of purchased product.

They are mandatory if indicated in the purchase order. If mandatory, then the number of serial numbers must be equal to the shipped quantity.

1. Populate the serial number of the first item and Asset Tag, if needed.
2. Click on Add asset to add additional serial numbers. Please fill out only one serial number per asset field.



The screenshot shows a section titled "Serial Numbers" with a progress indicator "0 / 100 Incomplete" and two links: "Add" and "Details". A red box highlights the "Add" link.



The screenshot shows the "ASSET DETAILS" section with a note: "The maximum number of assets you can enter is 100, which corresponds to the shipping quantity." Below this is a table with two columns: "Serial Number" and "Asset Tag". A red circle with the number "1" points to the first row of the table. Below the table is a button labeled "Add Asset" with a red circle and the number "2" next to it. At the bottom, there are two expandable sections: "HAZARD DETAILS" and "DELIVERY DETAILS".

**Note:** If you have many serial numbers to provide, you can use the Serial number upload tool described on the next slides.

# ADVANCED SHIPPING NOTIFICATION

## CREATE ASN – ORDER LINE LEVEL – SERIAL NUMBERS UPLOAD TOOL

1. Click Manage Serial Numbers in the shipping notice screen.
2. Choose Download template from the dropdown list.
3. Extract and save the .zip file on your computer.
4. Open the file in Excel. If you do not see the columns like on the screen, see Appendix.
5. Enter the serial numbers in the Item Serial Number column. Save the changes. Do not edit any prefilled columns. All fields are mandatory, any missing information could cause upload failure.
6. To upload the updated file, choose Upload new file in the dropdown list.
7. Browse your computer and select the file.
8. Click Add attachment.

The screenshot displays the SAP Ariba ShipNotice interface. The top navigation bar includes 'Add Order Line Item' and 'Manage Serial Numbers'. The 'Manage Serial Numbers' dropdown menu is open, showing 'Upload new file' and 'Download template'. A file named 'TestPackListID.zip' is shown in the upload area. Below, a table lists shipping notices with columns for Ship Notice, Purchase Order ID, Item Line Number, Item Supplier, Item Customer, Item Ship Notice Line, Item Quantity, Item Batch ID, Item production, Item expiration, Batch Quantity, Item Serial Number, and Item Asset Tag. The 'Item Serial Number' and 'Item Asset Tag' columns are highlighted with a red box. At the bottom, the 'Upload Serial Numbers' dialog box is open, showing a 'Choose File' button, an 'Add' button, and a 'Done' button.

| Ship Notice | Purchase Order ID | Item Line Number | Item Supplier | Item Customer | Item Ship Notice Line | Item Quantity | Item Batch ID | Item production | Item expiration | Batch Quantity | Item Serial Number | Item Asset Tag |
|-------------|-------------------|------------------|---------------|---------------|-----------------------|---------------|---------------|-----------------|-----------------|----------------|--------------------|----------------|
| TEST12343   | 4412099204        | 10               |               | VLC-505-EX    | 1                     | 100           |               |                 |                 |                |                    |                |
| TEST12343   | 4412099204        | 10               |               | VLC-505-EX    | 1                     | 100           |               |                 |                 |                |                    |                |
| TEST12343   | 4412099204        | 10               |               | VLC-505-EX    | 1                     | 100           |               |                 |                 |                |                    |                |
| TEST12343   | 4412099204        | 10               |               | VLC-505-EX    | 1                     | 100           |               |                 |                 |                |                    |                |

**Note:** When shipping partial quantity (for example 5 out of 10), you can delete the remaining unneeded 5 lines, and update the total item quantity (column G) to 5 on each line

# ADVANCED SHIPPING NOTIFICATION

## HONEYWELL MANAGED FREIGHT – DANGEROUS GOODS

Please use the following steps to make Dangerous Goods (DG) declarations for a Honeywell Managed Shipment. This is a mandatory requirement to book DG freight through Honeywell's TMC portal. Information entered via Ariba ASN will communicate to the TMC portal and influence the carrier determination.

Suppliers are responsible for complying with applicable global dangerous goods regulations and must correctly identify all dangerous goods shipment information in the Ariba Ship Notice.

1. Within the ASN line item, select the **Add Details** link.
2. Click the **Hazard Details** button to expand the drop-down menu.
3. Fill in required fields to make appropriate **Hazardous content descriptions**.
4. Click **OK** when complete.

### Note:

- This is a mandatory requirement to book DG freight through Honeywell's TMC portal.
- Informational tooltip fields are indicated with ⓘ or "?". Click on these icons to review additional field information.

**Order Items**

| Order No.  | Line No. | Part No.             | Customer Part No. | Qty        | Unit | Need By                                   | Ship By | Unit Price   | Subtotal          | Tax              | Customer Location |
|------------|----------|----------------------|-------------------|------------|------|---|---------|--------------|-------------------|------------------|-------------------|
| 4412100154 | 10       | AT27C020-55JU, ATMEL | 08569.002         | 12,000.000 | EA   | 25 Sep :<br>CDT<br>25 Sep :<br>Buyer time |         | 18.60<br>NOK | 223,200.00<br>NOK | 55,800.00<br>NOK | 5370              |

Description: ICPROM=2M 256K\*8 70NS-27C020 PLCC32

**Shipment Status**  
Total Item Due Quantity: 12,000 EA

**Confirmation Status**  
Total Confirmed Quantity: 12,000 EA Total Backordered Quantity: 6,000 EA

**Line** | **Ship Qty** | **Country of origin**

1 | 12,000 | AL - Albania

[Download PDF](#) [Add Details](#)

[Add Ship Notice Line](#)

[Add Order Line Item](#) [Manage Serial Numbers](#)

[Download PDF](#) [Pack Items](#) [Save](#) [Exit](#) [Next](#)

**HAZARD DETAILS**

Mass Capacity: ⓘ

Mass Capacity UOM: (no value)

Regulation set: ⓘ (no value)

UN Number: ⓘ

Hazard class division number: ⓘ (no value)

Subsidiary Hazard class division number: ⓘ (no value)

Packing Group: ⓘ (no value)

Packaging instruction code: ⓘ

Proper Shipping Name: ⓘ

Technical Name: ⓘ

Is accessible: ⓘ

Commodity regulation level: ⓘ (no value)

Emergency Contact: ⓘ

Emergency Phone Number: ⓘ

Additional Description: ⓘ

Hazardous Material type: ⓘ (no value)

Hazardous content description: ⓘ (no value)

Signatory Name: ⓘ

Signatory Title: ⓘ

Signatory Place: ⓘ

Officer: ⓘ

[OK](#) [Cancel](#)

# ADVANCED SHIPPING NOTIFICATION

## HONEYWELL MANAGED FREIGHT – DANGEROUS GOODS - FIELDS

| Field Name                              | Mandatory | Field Description  | Value            |
|---|-----------|--|------------------|
| Mass Capacity                           | Yes       | The mass capacity of the hazardous material;   | Numeric Value    |
| Mass Capacity UOM                       | Yes       | The unit of measure for the mass capacity of the hazardous material; Required when Mass Capacity is provided.                            | Drop-Down Menu   |
| Regulation set                          | Yes       | The hazardous material shipping regulation set applicable to the hazardous material;   | Drop-Down Menu   |
| UN Number                               | Yes       | Required; The UN/NA/ID Identification Number assigned to the hazardous material.   | Free Text        |
| Hazard Class Division Number            | Yes       | The list of supported hazardous material classes   | Free Text        |
| Subsidiary Hazard class division number | No        | The subsidiary hazard class or division numbers assigned to the hazardous material; Optional.  | Free Text        |
| Packing Group                           | Yes       | The IATA packing group for the hazardous material;   | Drop-Down Menu   |
| Packaging instruction code              | Yes       | The code for the packaging instructions used to pack the hazardous material;   | Free Text        |
| Proper Shipping Name                    | Yes       | The proper shipping name for the hazardous material assigned by ADR, CFR or IATA;  | Free Text        |
| Technical Name                          | Yes       | The technical name for the hazardous material;   | Free Text        |
| Is accessible                           | Yes       | Can goods be handled by the carrier without specialist?  | Check Box        |
| Commodity regulation level              | Yes       | The regulation level for the hazardous material;   | Drop-Down Menu   |
| Emergency Contact                       | No        | The name of the person to contact in the event of an emergency; Optional.  | Free Text        |
| Emergency Phone Number                  | Yes       | The telephone number to contact in the event of an emergency;  | Free Text        |
| Additional Description                  | Yes       | Additional information about the hazardous material. This could be additional regulatory information, additional handling details, etc.; | Test Description |
| Hazardous Material type                 | Yes       | The type of hazardous material;  | Drop-Down Menu   |
| Hazardous content description           | Yes       | The hazardous material content ID;   | Drop-Down Menu   |
| Signatory Name                          | Yes       | The name of the hazardous shipment signatory;  | Free Text        |
| Signatory Title                         | Yes       | The title of the hazardous shipment signatory;   | Free Text        |
| Signatory Place                         | Yes       | The place of the hazardous shipment signatory;   | Free Text        |
| Offeror                                 | Yes       | The offeror of the package containing hazardous materials;   | Free Text        |

# ADVANCED SHIPPING NOTIFICATION

## CREATE ASN - PACK ITEMS

Pack Items is used to send detail about packaging sizes and weights and dimensions for your order.

This step is required to generate a Barcode Label for your shipment.

1. Click on **Pack Items** from the Actions menu.
2. Review Status Bar for required steps and Summary for included line items to be packed.
3. Select Handling Unit Type (i.e., Box, Pallet) and units of measure for Packing Instructions (IN or CM)
4. Enter **Handling Unit** weights and dimensions for **Items to be Packed**. Click Next when done.
5. Unit of Measure must be consistent with what was entered on the Order Line-Item details.

### Note:

- Handling unit dimensions must be entered consistently in either Metric or Imperial formats; do not mix or the submittal will fail.
- For Unit/Weight UOM select either Kilograms or Pounds from the dropdown

The screenshot shows the SAP Business Network 'Create Ship Notice' interface. At the top, a navigation bar includes 'Download PDF', 'Pack Items' (highlighted with a red box and labeled 1), 'Save', 'Exit', and 'Next'. Below this is a 'Define packaging instructions' section with a progress bar showing five steps: 1. Create ship notice, 2. Define instructions (labeled 2), 3. Confirm packing, 4. Print labels, and 5. Review ship notice. A message states: 'We don't have instructions for packing one or more of your ship notice items. Please choose or enter packaging instructions.' Below this is a 'Summary' table with one item:

| ASN item no. | PO no.     | Part no. and description        | Batch ID | ASN Quantity |
|--------------|------------|---------------------------------|----------|--------------|
| 60.1         | 4400317409 | VLC-305 LaserCOMPACT - VN CYMER |          | 10 Ea        |

Below the summary is the 'Items to be packed' section. It features a table with columns: Handling unit type, Outer packaging material, Inner handling unit, Quantity, Gross weight, Net weight, and Unit. The first row shows 'VLC-305 LaserCOMPACT - VN CYMER' with a quantity of 100 and a gross weight of 40. A dropdown menu (labeled 3) is open for the 'Handling unit type' column, showing options: 'HON1 SCC\_HU\_BOX\_CM' (selected), 'HON2 SCC\_HU\_BOX\_IN', and 'HON1 SCC\_HU\_BOX\_CM'. The 'Gross weight' field (labeled 4) contains '40'. The 'Unit' field (labeled 5) is set to 'KILOGR'. A 'Weight UOM' dropdown is also visible, showing 'Kilograms' selected.

# ADVANCED SHIPPING NOTIFICATION

## CREATE ASN - PACK ITEMS CONTINUED

### Confirm packing

1. Review Summary. Packed items should be 100%.
2. Handling Unit will allow revision of weights and dimensions or re-configuration of ASN line items in the included handling units.
3. Click Next
4. You will see confirmation that you are ready to obtain shipping labels.

Confirm packing plan

Save Define Instructions **3** Next

1 2 3 4 5  
Create ship notice Define instructions Confirm packing Print labels Review ship notice

**1** All your items are packed, but you can still rearrange handling units within the packing hierarchy.

Summary

|                 |   |
|-----------------|---|
| Number of items | 1 |
|-----------------|---|

| ASN item no. | PO no.     | Part no. and description        | Batch ID | ASN Quantity | Packed quantity |
|--------------|------------|---------------------------------|----------|--------------|-----------------|
| 60.1         | 4400317409 | VLC-305 LaserCOMPACT - VN CYMER |          | 60 EA        | 60 of 60        |

Packing hierarchy [What's this?](#)

SCC\_HU\_BOX\_CM **1**

**1** Total packed 100.00 %  
Packed percentage 100.00%

**2** Handling Unit

**4** 1 2 3 4 5  
Create ship notice Define instructions Confirm packing Print labels Review ship notice

**4** You're all set to print labels and confirm this ship notice.



# ADVANCED SHIPPING NOTIFICATION

## CREATE ASN - BARCODE LABEL

1. Click on **Download PDF** from the Actions menu.
2. Click to download **Cover Label** for shipment. Attach this label to the outside of the shipping container.
3. Click to download **Line-Item Label** for shipment. Include this label as a packing slip.

1

Create Ship Notice

Previous Download PDF Print Labels Save Submit Exit

Edit Ship Notice. Done

To print a custom PDF, select one of the options below:

|   | Number | Name        |
|---|--------|-------------|
| 2 | 1.     | Cover Label |
| 3 | 2.     | Item Label  |

The diagram illustrates the process of downloading labels. It shows a table with two options: 'Cover Label' (labeled 2) and 'Item Label' (labeled 3). Red arrows point from these options to their respective PDF labels. The 'Cover Label' PDF is a large label with a QR code and the text 'ARIBA HU 1000094753' and 'ASN 60993827621'. The 'Item Label' PDF is a smaller label with a QR code and the text 'ARIBA HU 1000094753' and 'ASN 60993827621'.

ARIBA HU 1000094753

ASN 60993827621

PO number Material Description PO Item COO

|            |       |  |       |    |
|------------|-------|--|-------|----|
| 4500000001 | 00010 | INSTANT COLD PACK PK10 WITH LONGER 56789 | 00010 | US |
| 4500000001 | 00020 | INSTANT COLD PACK PK10 WITH LONGER 56789 | 00020 | US |
| 4500000002 | 00010 | INSTANT COLD PACK PK10 WITH LONGER 5678A | 00010 | US |
| 4500000003 | 00010 | INSTANT COLD PACK PK10 WITH LONGER 8888B | 00010 | US |

Print date: 2022/02/15 Page 1 of 2

ARIBA HU 1000094753

ASN 60993827621

Shipped From: Honeywell Safety Products 1757 CARR RD STE 100E Calexico CA 92231

Shipped To: Honeywell Safety Products 1757 CARR RD STE 100E Calexico CA 92231

Gross Weight: 482 LB

Print date: 2022/02/15 Page 1 of 2

# ADVANCED SHIPPING NOTIFICATION

## HONEYWELL MANAGED FREIGHT – PARCEL SHIPMENT – SHIPPING LABEL

ASNs for Honeywell managed parcel shipments will generate a Shipping Label from TMC.

Use Case: **For Honeywell Managed Freight Parcel Shipments with total weight <150 lbs.**

Once you submit your initial ASN, Honeywell TMC will respond with an ASN which is identical in detail but has a courier shipping label attached.

1. Find this ASN as part of the **Related Documents** associated with the PO
2. The naming format will be your original unique packlist ID with the suffix –xxxxxxxxxLabel
3. Click on the **Attachment(s)** link at the bottom of the page.
4. View and print the PDF shipping label provided by Honeywell

### Note:

- It is mandatory to complete the Pack Items step to generate the shipping label.
- Honeywell Managed Freight more than 150 lbs will be require LTL, FTL, Ocean or Air booking. Shipment booking will be received by email from TMC. Time to process will depend on correspondence with TMC and which mode of transport is required.

1

Purchase Order  
(Shipped)  
4412109439  
Amount: 2,400.00 EUR  
Version: 1

Track Order

Routing Status: Acknowledged  
External Document Type: Standard PO (ZNB)  
Related Documents: **PS1-000000465Label**  
PS1

2

Ship Notice: **PS1-000000465Label**

Print Export cXML

Detail Transport Details History

3

Attachment(s):

Name

**attachment1 PDF**

Print Export cXML

4

EXPRESS DOMESTIC **DOM** **DHL**

From: Supplier Address  
SUPPLIER NAME  
123456, STREET  
10000 CITY, STATE, COUNTRY

Origin: AUS

To: Supplier Address  
SUPPLIER NAME  
123456, STREET  
10000 CITY, STATE, COUNTRY  
**10100 AUSTIN TEXAS**  
**UNITED STATES OF AMERICA**

**US-AUS-AUS**

Ref No: 26MPMIMP\_1  
Content: LaserCOMPACT - VN CYMER

PostNet Weight: 7.0/28.0 kg 1/4

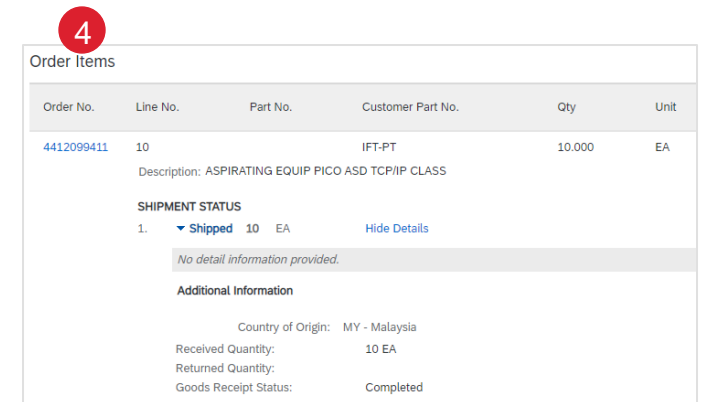
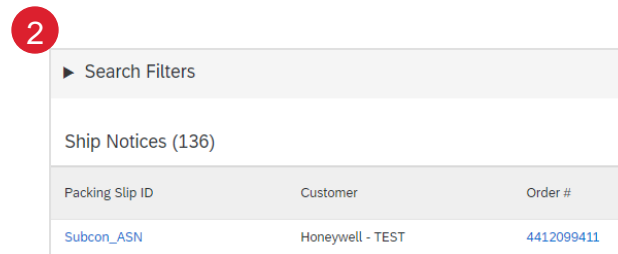
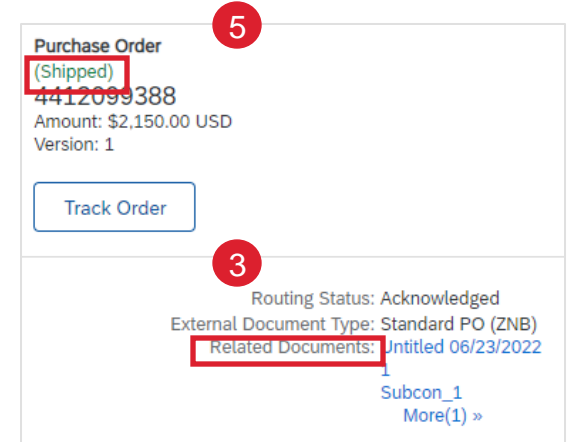
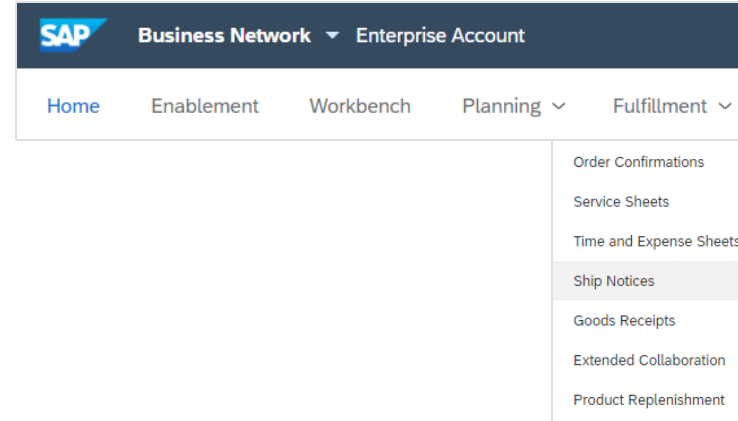
DO NOT PRINT - SAMPLE ONLY

Ref Code:

# ADVANCED SHIPPING NOTIFICATION

## REVIEW SUBMITTED ASN

1. To view submitted ASN go to **Fulfillment** and then **Ship Notices**.
2. Use search filters to identify correct document.
3. Or on the purchase order screen, the **Related Documents** section.
4. When reviewing the Ship notices, you will see all the lines submitted for this specific ship notice number, potentially referring to various orders; and you will see the files you have attached.
5. After submitting ASN, related order(s) status will be updated to shipped or partially shipped.



# ADVANCED SHIPPING NOTIFICATION

## REVIEW SUBMITTED ASN – CHECK SUBMITTAL STATUS

- 1. Once you have found your ASN to review, click on the **History** tab.
- 2. **Routing Status** is displayed in the History table at bottom of page. This status *Does Not Reflect* the status of the goods. This is only related to the status of document processing on the Network.

Ship Notice: TEST12343f

Done

CancelExport cXMLDownload PDF

1

DetailTransport DetailsPacked ItemsHistory

Ship Notice: TEST12343f  
Routing Status: Acknowledged  
Received By Ariba Network On: 29 Oct 2022 5:07:30 PM GMT-05:00  
Submitted By: aftab pasha

To: Honeywell - TEST  
Submitted from the Supplier 29 Oct 2022 5:07:30 PM GMT-05:00  
Organization's System On:

History

| Status       | Comments   | Changed By                          | Date and Time          |
|--------------|--|-------------------------------------|------------------------|
|              | Processing cXML  | SCMSupplierQueueProcessor-125016067 | 29 Oct 2022 5:23:03 PM |
|              | Processing cXML item   | SCMSupplierQueueProcessor-125152050 | 29 Oct 2022 5:23:05 PM |
|              | The document is ready to be picked up by the recipient.          | CommunityWeb-125010064              | 29 Oct 2022 5:23:09 PM |
|              | The document has been transferred to the next integration point. | CommunityWeb-125010064              | 29 Oct 2022 5:23:09 PM |
| Acknowledged | Success  | CXML StatusUpdateRequest            | 29 Oct 2022 5:23:10 PM |

2

# ADVANCED SHIPPING NOTIFICATION

## ASN SUPPORT CONTACTS

Please contact the Buyer of the PO for any requested changes related to information that is imported by the SAP PO:

- Incoterm
- Material detail requirements i.e., Batch No, Serial No, Quality Notification
- Default Ship From address

For troubleshooting issues submitting your ASN or follow up on TMC Booking please use the appropriate contact:

| Region | Business            | Mode                                  | Contact  |
|--------|---------------------|---------------------------------------|--|
| APAC   | PMT (Excluding HPS) | Surface Transportation                | <a href="mailto:HoneywellAPAC@mytmc.com">HoneywellAPAC@mytmc.com</a>                 |
| APAC   | PMT HPS             | Surface Transportation                | <a href="mailto:HoneywellHPSAPAC@mytmc.com">HoneywellHPSAPAC@mytmc.com</a>           |
| APAC   | SPS & HBT           | Surface Transportation                | <a href="mailto:HoneywellAPACDOM@mytmc.com">HoneywellAPACDOM@mytmc.com</a>           |
| APAC   | PMT (Excluding HPS) | International Ocean/X Border Trucking | <a href="mailto:HoneywellOceanAP@mytmc.com">HoneywellOceanAP@mytmc.com</a>           |
| APAC   | SPS                 | International Ocean/X Border Trucking | <a href="mailto:HoneywellOceanAPACSPS@mytmc.com">HoneywellOceanAPACSPS@mytmc.com</a> |
| APAC   | SPS HBT             | International Ocean/X Border Trucking | <a href="mailto:HoneywellOceanAPACHBT@mytmc.com">HoneywellOceanAPACHBT@mytmc.com</a> |
| APAC   | PMT HPS             | International Air & Parcel            | <a href="mailto:HoneywellHPSAPAC@mytmc.com">HoneywellHPSAPAC@mytmc.com</a>           |
| APAC   | SPS & HBT           | International Air & Parcel            | <a href="mailto:HoneywellAPACINTL@mytmc.com">HoneywellAPACINTL@mytmc.com</a>         |
| APAC   | PMT HPS & HBT       | HWA (India Origin) & Surface          | <a href="mailto:HoneywellTMCIndia@mytmc.com">HoneywellTMCIndia@mytmc.com</a>         |
| EMEA   | ALL                 | Inbound from Supplier                 | <a href="mailto:HoneywellHBTEMEA@mytmc.com">HoneywellHBTEMEA@mytmc.com</a>           |
| NA     | PMT (Excluding HPS) | Surface Transportation                | <a href="mailto:Honeywellam@mytmc.com">Honeywellam@mytmc.com</a>                     |
| NA     | PMT HPS             | Surface Transportation                | <a href="mailto:HoneywellHPS@mytmc.com">HoneywellHPS@mytmc.com</a>                   |
| NA     | PMT UOP             | Surface Transportation                | <a href="mailto:Honeywelluop@mytmc.com">Honeywelluop@mytmc.com</a>                   |
| NA     | SPS                 | Surface Transportation                | <a href="mailto:HoneywellSPSNA@mytmc.com">HoneywellSPSNA@mytmc.com</a>               |
| NA     | HBT                 | Surface Transportation                | <a href="mailto:Honeywellhbtna@mytmc.com">Honeywellhbtna@mytmc.com</a>               |
| NA     | ALL                 | Air                                   | <a href="mailto:Honeywellair@mytmc.com">Honeywellair@mytmc.com</a>                   |
| NA     | ALL                 | Ocean                                 | <a href="mailto:HoneywellPMTOcean@mytmc.com">HoneywellPMTOcean@mytmc.com</a>         |
| NA     | Intelligrated       | Surface Transportation                | <a href="mailto:igstmc@mytmc.com">igstmc@mytmc.com</a>                               |

# ADVANCED SHIPPING NOTIFICATION

## CANCEL SUBMITTED ASN

- 1. Once you have found your ASN, click on the **Cancel** link.
- 2. Click **Yes**.
- 3. The Ship Notice will now reflect the following statuses:
  - 1. Routing Status – Obsoleted
  - 2. Ship Notice Status – Canceled

Ship Notice: TestPackListID12356

1

Cancel

Print

Export cXML

Download PDF ▾

Detail

Transport Details

Packed Items

History

Done

Cancel Ship Notice?

Are you sure you want to cancel this ship notice?

2

Yes

No

Done

Previous

| Ship Notices (1)    |                  |            |                       |                   |                |                 |                    |  |
|---------------------|------------------|------------|-----------------------|-------------------|----------------|-----------------|--------------------|--|
| Packing Slip ID     | Customer         | Order #    | Date                  | Completion Status | Receipt Status | 3Routing Status | Ship Notice Status |  |
| TestPackListID12356 | Honeywell - TEST | 4412103972 | 9 Nov 2022 2:32:32 PM |                   |                | Obsoleted       | Canceled           |  |

# ADVANCED SHIPPING NOTIFICATION

## DOWNLOAD ASN REPORT

ASN report consolidates detailed information from ship notices and their related purchase orders and goods receipts.

The report can include **schedule-line information** from purchase orders when the related ship notice was created using the **Items to Ship** tile or tab.

From the Homepage:

1. Click **Reports**.
2. Click **Create**.
3. To create a report template, enter your criteria and fulfill all mandatory fields. Set report type as **Ship Notice**.
4. Select the report template you've created and click **Run**.
5. Use **Refresh Status** button to update the status.
6. When the status changes to **Processed**, click **Download**.

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. A red circle with the number '1' highlights the 'Reports' tab.

Below the navigation bar, the 'Report Templates' section shows a table with columns: Title, Schedule Type, Report Type, and Status. The 'Purchase Order Report' is selected. A red circle with the number '2' highlights the 'Create' button.

The 'Report' section below shows the 'Criteria' tab. It includes fields for 'Title' (ASN Report), 'Description', 'Time zone' (America/Chicago), 'Language' (English), and 'Report type' (Ship Notice). A red box highlights the 'Report type' dropdown menu.

At the bottom, a table shows the status of the reports. The 'ASN Report' is shown with a status of 'Processed', highlighted by a red box. A red circle with the number '4' highlights the 'Run' button, and a red circle with the number '6' highlights the 'Download' button. A red circle with the number '5' highlights the 'Refresh Status' button.

| Title                 | Schedule Type | Report Type | Status    | Last Run    |
|-----------------------|---------------|-------------|-----------|-------------|
| ASN Report            | Manual        | Ship Notice | Processed | 16 Jun 2022 |
| Purchase Order Report | Manual        | Open Orders | Processed | 5 Apr 2022  |

# APPENDIX



# ADVANCED SHIPPING NOTIFICATION

## TOLERANCES

1. Honeywell may apply specific rules on each order, with a limitation in terms of quantity and date adjustment.
  - Suppliers can always notify about a quantity **under the requested quantity and split the quantity into multiple ship notices** announcing the different delivery dates.
  - Depending on each purchase order, it may be possible to notify **above the requested quantity** (over-delivery), based on negotiated tolerance with the Customer. Quantity split by delivery date is still possible.
2. In case your modifications are not allowed, you will see an error message.
3. Your buyer may set how many days early or late a ship-notice delivery date can be from the delivery date requested in an order or release. If during ship-notice validation this feature identifies a ship-notice delivery date that is outside the allowed tolerance, it prevents submission of the ship notice.