Procurement User Guide
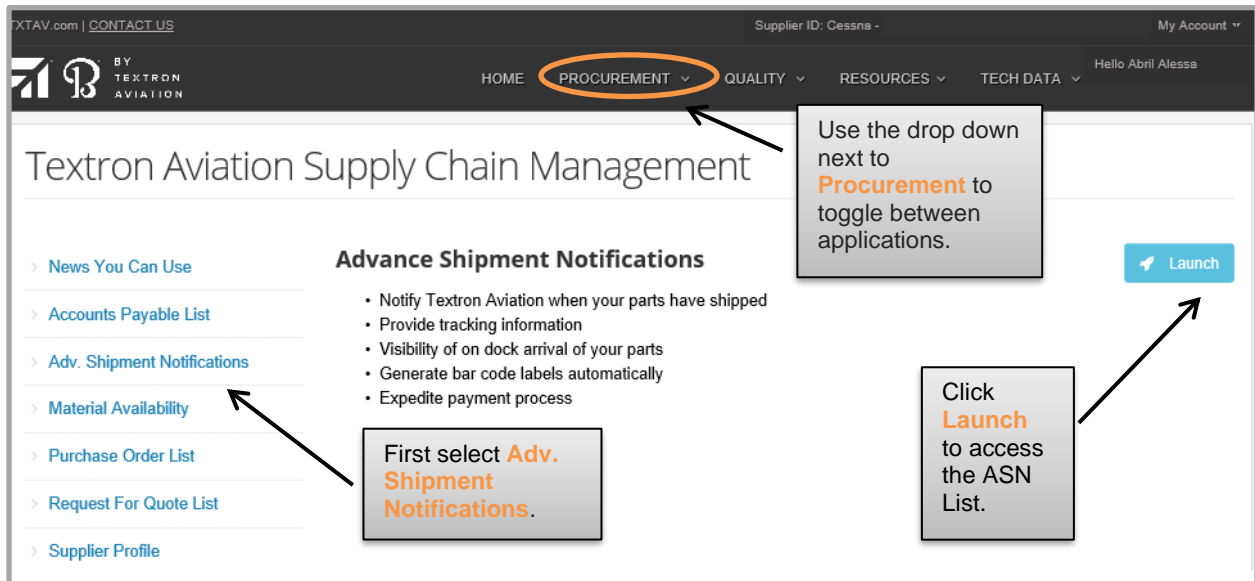## Advance Shipment Notifications

April 2021

Version 1.4

Procurement Advance Shipment Notifications

To access the Procurement Tools on the Textron Aviation website you will need to browse to the Procurement page within the Supply Chain section of the site.

You can reach the Procurement page directly at: http://supplier.txtav.com

Once you have logged in, click on Adv. Shipment Notifications and then on the Launch button. You can also select the drop down next to Procurement and select the Adv. Shipment Notifications to navigate to the application. Suppliers with multiple assigned supplier IDs will use the drop down next to Supplier ID to toggle between accounts.

If you do not have access to the Procurement or the Advance Shipment Notification function, you will need to click the drop down next to My Account, and then click My Tools and Request Access for a new Role on the tab labeled Other Tools.

There are two Roles that allow Advance Shipment Notification (ASN) creation:

- **Shipping Clerk Only**: allows user to review and submit ASNs only.

- **Purchase Order (PO), Schedule Agreement (SA) Processing & Material Availability**: allows user full Supplier access including review and submit Advance Shipment Notifications ASN's.

Advance Shipment Notification Requirements

Suppliers will create, print and include ASN labels with every shipment:

- Attach ASN Sticker(s) to exterior of shipping boxes

- Also attach copy of ASN label to the Packing Sheet documents inside box for receiving dock to use during the receiving process.

Before you begin the ASN process, be sure to gather the necessary information to complete the ASN. Below is the list of required and optional information that can be entered during ASN creation.

1. Ship Quantity: Make sure the quantity entered on the ASN is the actual quantity shipped.

2. Packing Sheet: The packing sheet number entered on the ASN is used as the primary reference number for ERS payments on our AP remittance advice(s); by entering the number you use internally to tie shipments back to your accounts receivable department you will ensure a 3-way match. (examples: invoice number, shipping number, sales number, or SAP delivery note number)

- The Textron Aviation part number, and correct PO, line item number and (if applicable) the cure/mfg./expire date, serial and batch numbers **must** all be on the Packing Sheet.

- The quantity on each packing sheet must match the ASN quantity.

- DO NOT combine multiple packing sheet numbers on one ASN.

- Include copy of ASN label to inside box packing sheet documents for receiving

3. Country of Origin: Enter the article or product's origin country of manufacture, production, or growth (i.e. the country it was produced); Please be aware there are differing rules of origin under various national laws and international treaties.

4. Waybill: Provide the carrier's tracking number or freight bill of lading number

5. Carrier: Carrier and service selection must comply with Textron Aviation's Routing guide which can be found at http://www.routingguides.com/Textron/tex.htm

Material specific information: (required for applicable parts only)

6. Cure Date/Mfg Date – If product has shelf-life limitations, the original Manufacture (Mfg) Date or Cure Date is required; Most suppliers, will enter the date of manufacture; however, some Suppliers may enter a cure date if shelf life begins on the cure date of the material. For any questions, please consult your quality clauses listed on the purchase order or contact your buyer.

7. Batch – If product is batch specific and/or has a shelf life, a batch code may be required; If you have multiple batches, you must enter separate ASNs for each batch.

8. Serial Number – If parts require serialization, Serial Number(s) must be entered.

9. Sch B/HTS – Schedule B. or Harmonized Tariff Schedule (HTS) codes

10. Legal Controls–ECCN/USML – Export Control Classification Number (ECCN) or United States Munitions List (USML) codes

11. Military – Check box if Military parts are being shipped

Shipping Requirements

Suppliers should refer to Textron Aviation's current Routing guide, and the Delivery and Shipping Instructions Articles in the latest version of Textron Aviation's Purchase Order Terms and Conditions, located in Resources/Contractual Flowdown/Terms & Conditions.

ASN Ship Window

The ASN List page displays available POs within your ship window. Our standard supplier ship window allows ASN creations 10 calendar days (for domestic suppliers) or 21 calendar days (for international suppliers) prior to a PO's Contract due date. However, all open Lawson aftermarket POs appear in your ship window, regardless of their due date. As such, we no longer show # of days in your window on the ASN List message.

Please be aware that our current on-time **receipt window for the applicable supplier rating system (STARS or SRS) differs from the ASN **ship window** opening. Please refer to the Supplier Rating guides for information on delivery ratings.
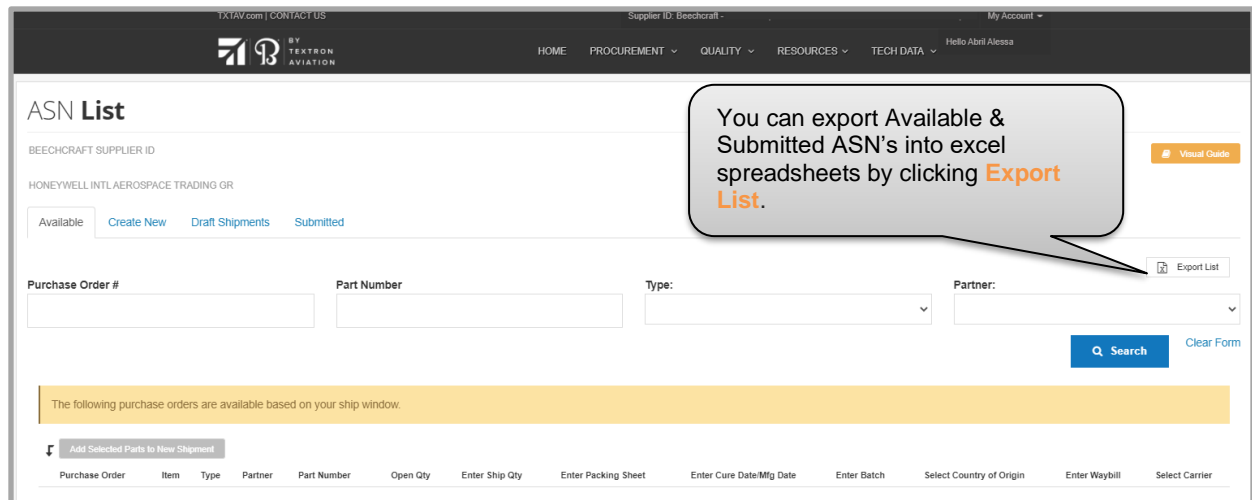
ASN List Status

There are 4 status tabs located on ASN List page. Available for creation, Drafts (in-progress) and ASNs already Submitted will each be on separate tabs according to their present status.

Available & Create New: Contains list of available parts ready for new ASN creation

Draft Shipments: Contains unsubmitted ASN drafts created, but not processed

Submitted: Processed ASNs with parts in-transit or already Received (goods received)

There are Search options on each tab that allow you to easily view, sort, or export ASN List data. You can enter single and multiple numbers (separated by commas) in PO# or Part# search fields, or enter partial numbers using a wild card * symbol to find a range (example PO# 450065*)

If you are unable to locate parts in your ship window on Available or Create New tabs, be sure to view **Draft Shipments** tab for all partially completed ASNs before contacting the buyer listed on the PO for assistance.

Draft ASN's

Drafts are those ASN's that have been created but not fully processed. If you exit a Shipment Detail screen after adding parts, but do not submit it, an ASN draft is automatically saved to the Draft Shipments tab and includes all parts that were selected.

Parts located in a Draft ASN will no longer appear on the Available or Create New tabs part lists and must be continued from the **Draft Shipments** tab using an edit function.
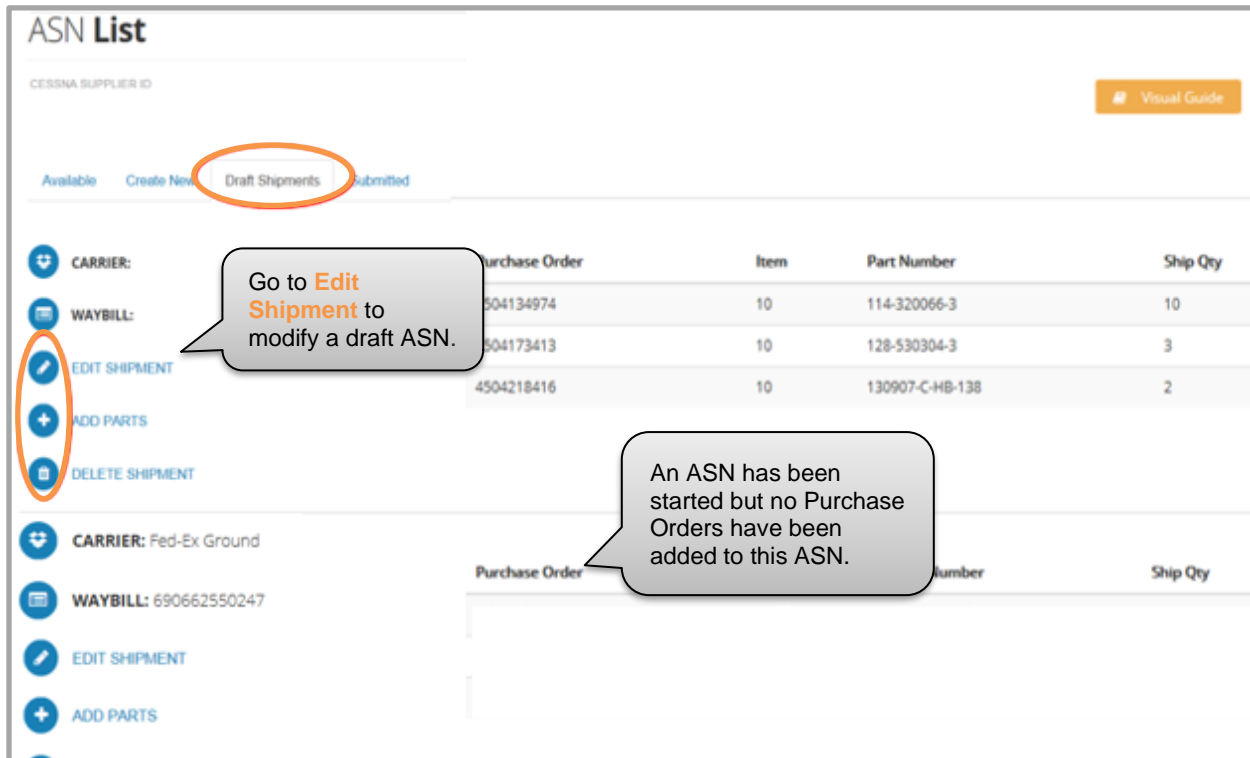
Drafts can be edited or removed by clicking one of the blue icons on the left side of the Draft shipment.

> **Edit Shipment** – Click to edit the ASN Shipment Details
>
> **Add Parts** – Click to add more parts/ASNs using the Add Parts screen
>
> **Delete Shipment** – Click to Delete entire ASN draft. This deletes all information and returns parts to the Available list.

The screen shot below shows ASN drafts created, but not yet submitted.

NOTE: Blank drafts (no parts or carrier/waybill) are automatically deleted after 24 HRS.

Create ASNs

To Create a new ASN, use either option below:

Use the **Available** tab to quickly enter all details in fields to create new ASN (3 steps)

Use the **Create New** tab's **Create New Shipment** button to start new ASN (5 steps)
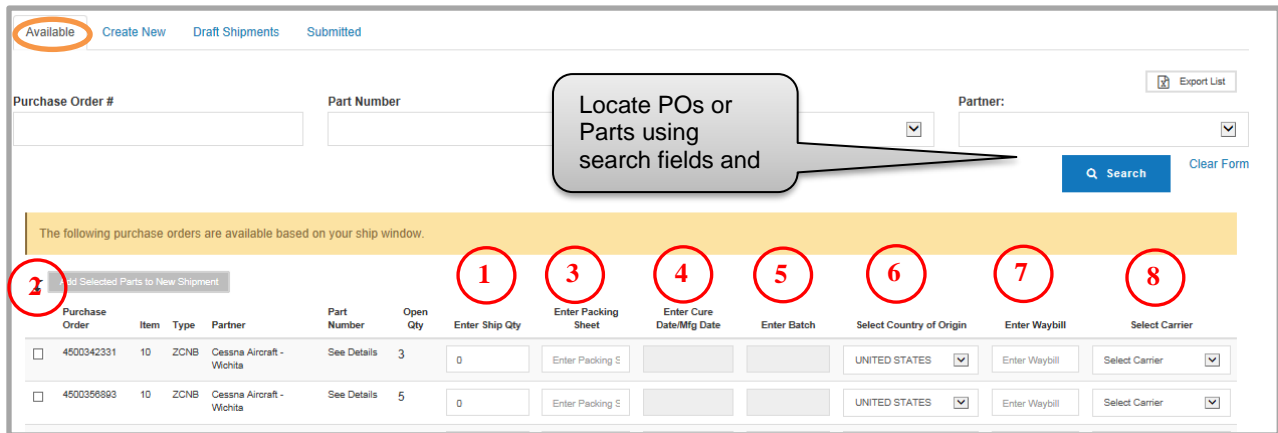
Available ASNs

On the **Available** tab you can create a new ASN in 3 steps.

1. Add Parts and all ASN data (except serial #s), add Waybill/Carrier (tracking#)

2. Review/Edit ASN for inaccurate or missing information

3. Submit ASN

The Available tab displays required fields on a single screen for faster processing.
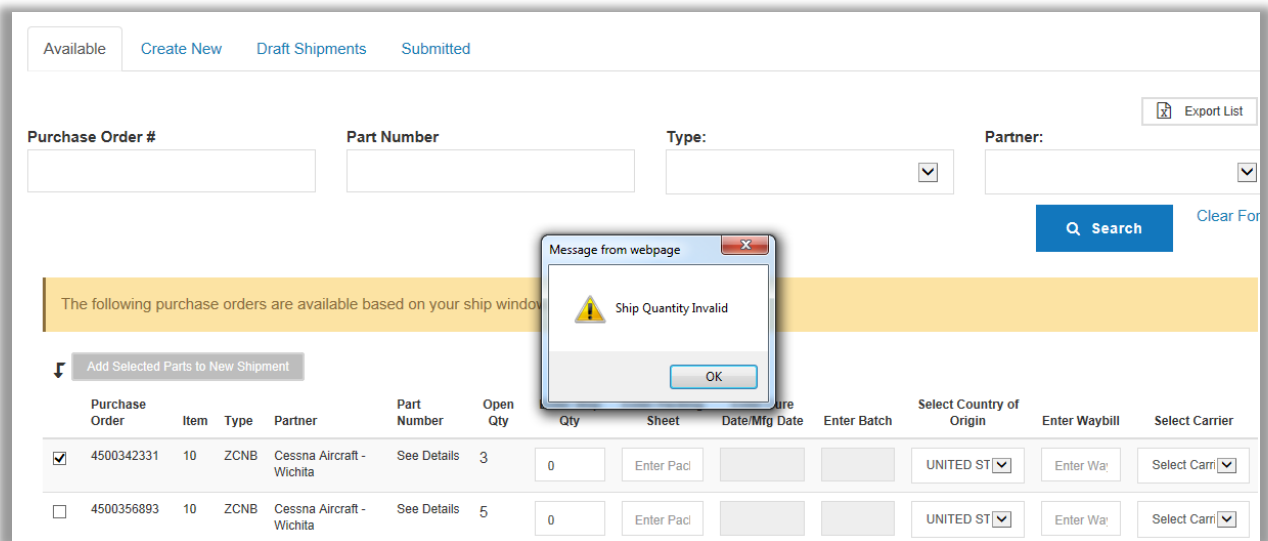

Search using filters at the top of the screen for specific parts, or scroll through page, then enter required ASN data in fields 1-8.

Required Fields:

1. Enter **Quantity** of parts shipped

2. **Check** the box on left to select line item(s)

3. Enter your **Packing Sheet** number

4. Add your **Cure Date/Mfg. Date** (if applicable)

5. Add your **Batch** (if applicable)

6. Select **Country of Origin** part was manufactured/produced in

7. Enter **Waybill** tracking number

8. Select shipping **Carrier**

Zero quantity is not allowed, quantity must be entered first for other ASN fields to become available, if quantity is not entered you will get the below error screen:

You **must** select only one line item at a time if you have separate Waybill/tracking #/Carrier for parts, and complete steps 1-3 for individual tracking numbers to transmit ASN tracking accurately.
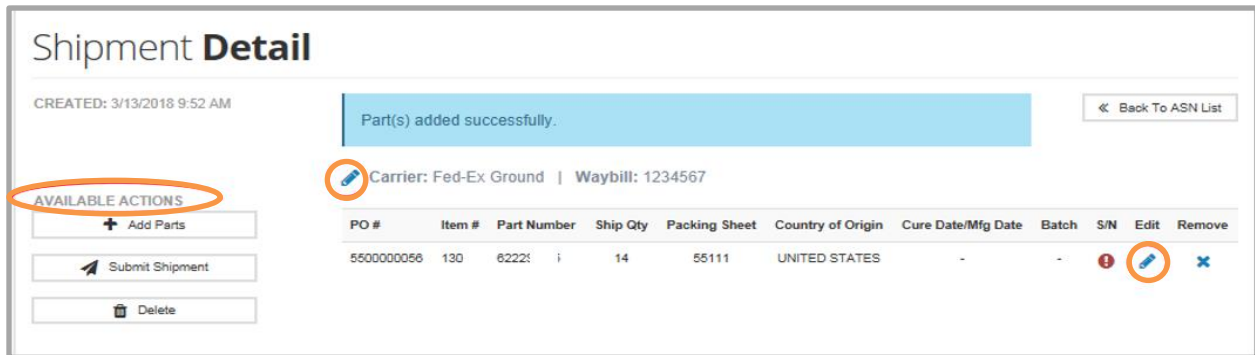
If multiple line items are selected when you click **Add Selected Parts to New Shipment**, all items will adopt the first item's Waybill#/Carrier, but a unique ASN number is created for each PO#/Line#. Do not select multiple items to add on this page unless they share the same Carrier/Waybill tracking number. (Waybill#/Carrier errors can be corrected after an ASN is submitted by editing ASN# on the Submitted tab).

Creating ASNs using Available tab

Step 1

Check the PO/Line# item(s) you want to ship with same Waybill/tracking#, then

enter required information in fields 1-8 (see previous page), add only one Waybill number/Carrier. Click **Add Selected Parts to New Shipment**

A message will appear confirming that Part(s) were added successfully to ASN draft


Step 2

Review **Shipment Detail** screen for any inaccurate or missing information. When ASN is missing required information, the red 🔴 symbol indicates what needs added. ASN will display an error message when you try to submit without all required information.

Note: Serial Numbers (if required) can only be entered to the ASN using the edit pencil icon on right side under **Edit** column. See instructions on pg. 8-10 to edit ASNs.

Click **Submit Shipment** button on left under AVAILABLE ACTIONS when ready to submit the ASN.
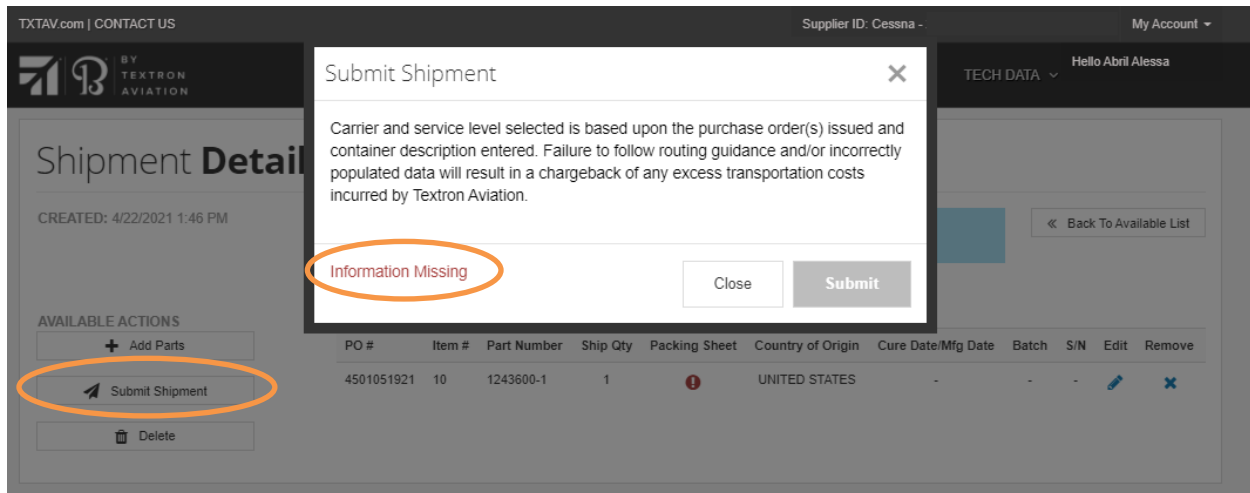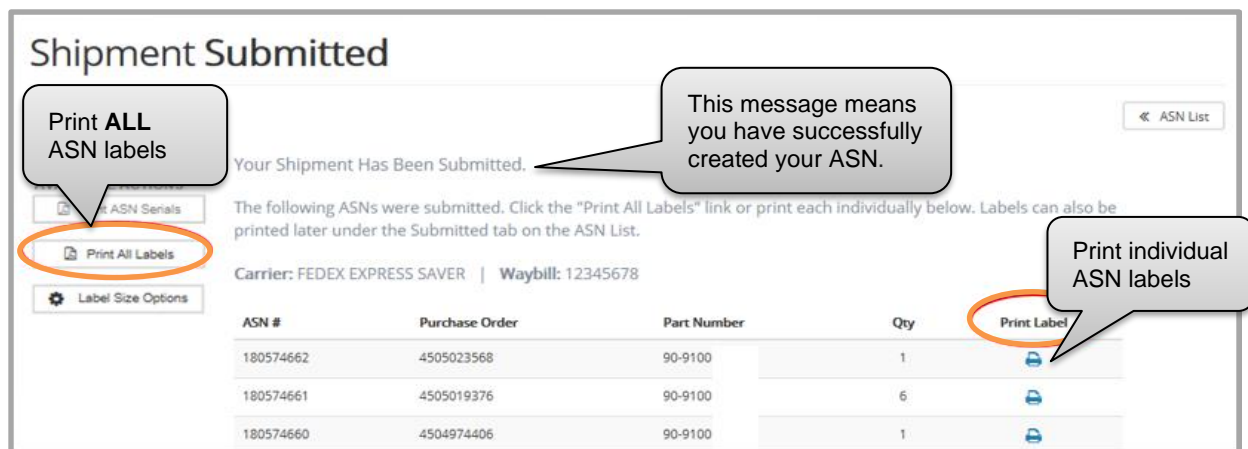

You will be asked to confirm that Selected shipping Carrier/Service comply with the Routing guide. Any errors will prevent you from clicking on Submit and must be fixed.

Step 3

Click **Submit Shipment** button to submit the ASN to Textron Aviation and **print** label

A message appears confirming that Your Shipment Has Been Submitted.

Select **Print All Labels** or the Printer icon(s) to print individual ASNs from this screen, or print your labels later from the Submitted tab. See printing instructions on pg. 12.

Return to ASN List page by clicking the **<<ASN List** button.

Editing Shipment Detail

When you need to edit or update information on the draft ASN, you will use the edit tools located on the right side of ASN under **Edit** or **Remove** columns and beside **Carrier**. You may also select from the Available Actions on the left side of page.
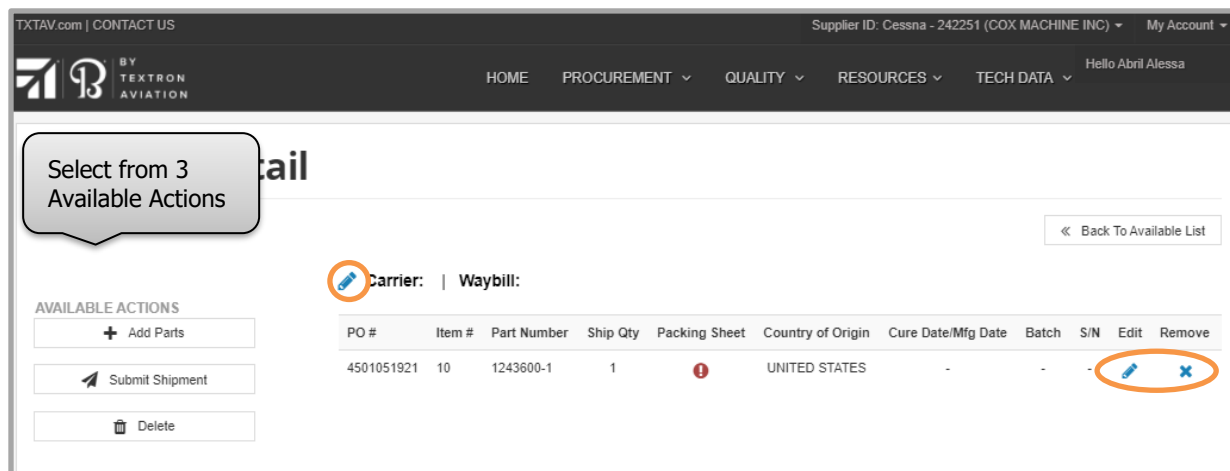
Remove certain parts from an ASN draft, click **X** icon under Remove column to delete parts from a shipment. A message will display asking to confirm "Are You Sure?" Once you click **OK,** parts are removed from draft, and return to your Available lists.
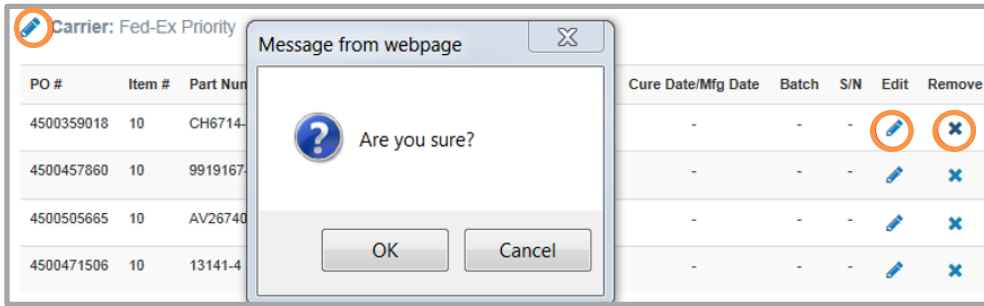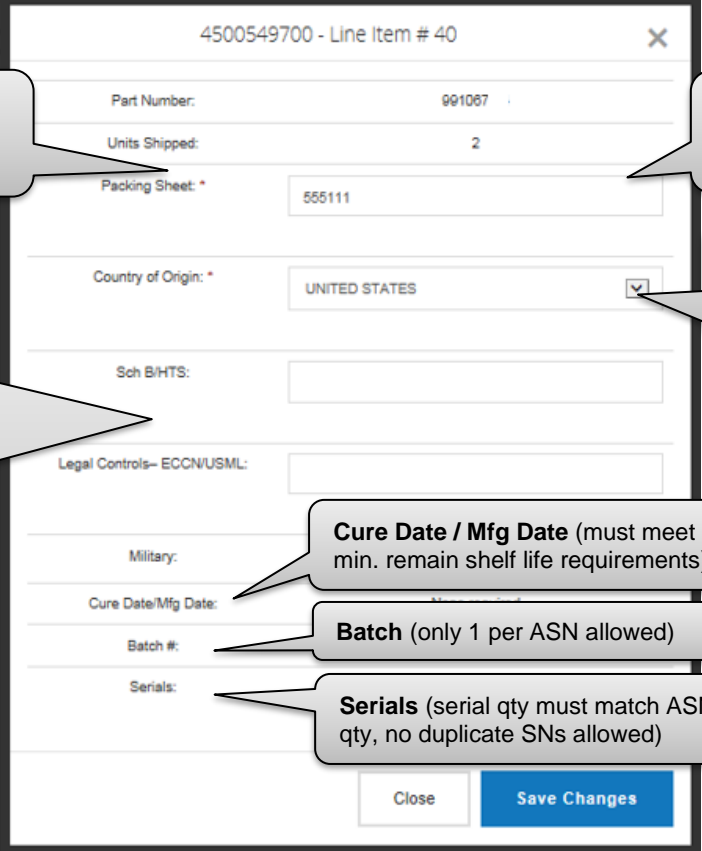
Edit parts by Clicking ✏ (pencil) icon under **Edit** on right side of screen.

Add Serial Numbers, if required, and update other ASN information on the screen shown below then click **Save Changes**. See pg. 3 for each field's requirements.

A red asterisk * indicates the field is required.

Packing Sheet # (ASN quantity must match qty on Packing sheet)

Select **Country of Origin** that part was **manufactured** in

Import and Legal compliance options:
-**Schedule B (SchB)**
-**Harmonized Tariff Schedule (HTS)**
-**Export Control Class Number (ECCN)**
-**United States Munition List (USML)**
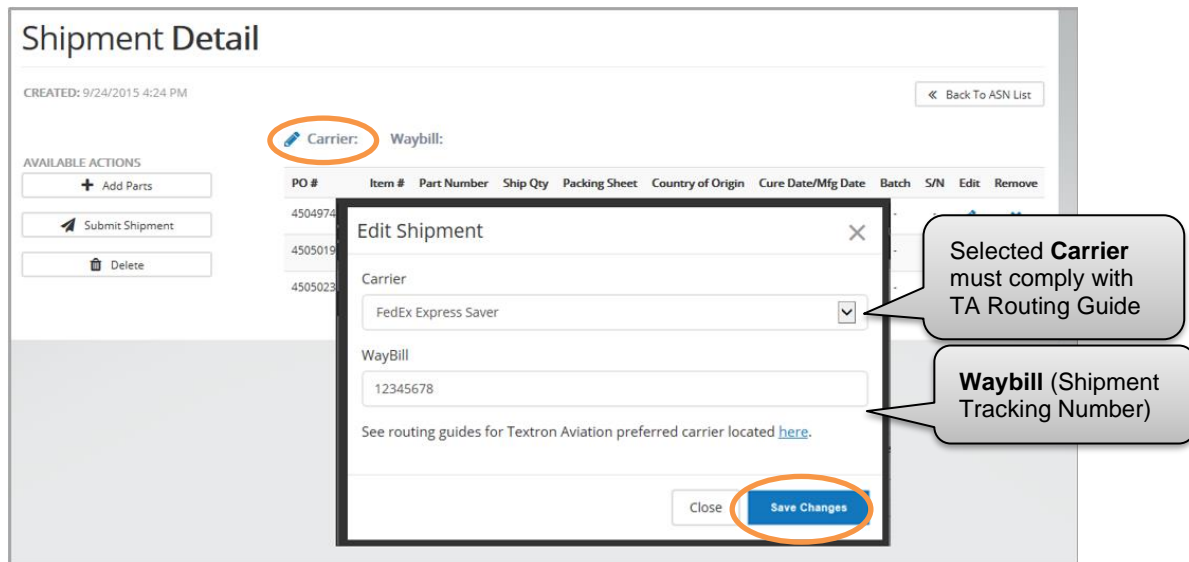-**Military Part**

Cure Date / Mfg Date (must meet min. remain shelf life requirements)

Batch (only 1 per ASN allowed)

Serials (serial qty must match ASN qty, no duplicate SNs allowed)

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Edit Carrier & Waybill Click the 🖊 (pencil) icon beside **Carrier** on top of Shipment Detail. Add/Edit your Waybill# (tracking) and Carrier information in the screen below and then click **Save Changes**.

All suppliers must comply with Textron Aviation's Freight Routing Guides posted at http://www.routingguides.com/Textron/tex.htm.

Other Available Actions

Available Actions are listed on the left side of Shipment Detail screen, or to exit the ASN draft, click **Back to ASN List** at the top right of screen. There are 3 available selections for ASN drafts:

- **Add Parts:** Click to add more part to current ASN draft shipment

- **Submit Shipment:** Click to process the ASN. This transmits ASN information to Textron Aviation's system and adds your ASN tracking information to the PO list

- **Delete** Click to delete the ASN shipment completely. This will remove all items from the draft shipment, and return them to Available List, allowing you to start over.

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Select from 3 Available Actions

Click **Back to ASN Available List** to exit.

Click **Submit Shipment** when ready to process ASN.

Click **Delete** to remove the ASN completely.

Add Parts

If you started your ASN on Available tab, and do not add more parts, you will not use this screen

The **Add Parts** screen is used during ASN creation process if you:

Clicked the **+Add Parts** button from a Shipment Detail draft that's in progress or Clicked the **Create New ASN** tab button and use the traditional 5 step ASN method

To add a Purchase Order to your ASN, select a PO or PO numbers from the Add Parts List, modify your ship quantity if necessary and click **Add Selected Parts**.

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Search using filters at the top of the screen for specific parts, or scroll through page, then enter required ASN data in fields 1-5.

Required fields:

1. Enter **Quantity** of parts shipped

2. Enter your **Packing Sheet** number

3. Add your **Cure Date/Mfg Date** (if applicable)

4. Add your **Batch** (if applicable)

5. Select **Country of Origin** part was manufactured or completed in

6. Click either **Add** option below:

   - Click the **+Add button** on right side of line item (adds a single line)

   - Click the **Add Selected Parts** & check box(s) on left side (add multiple lines)

A message showing parts added successfully will appear and Total ASNs in Shipment number will increase by the number of lines you added.
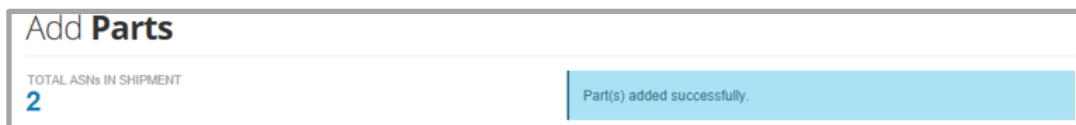
You will remain on the **Add Parts** page until you click **Back to shipment** button which will return you to the draft for editing.

Submit Shipment

Click on the **Submit Shipment** link and then click **Submit** to process your ASN. Once clicked, this cannot be undone.
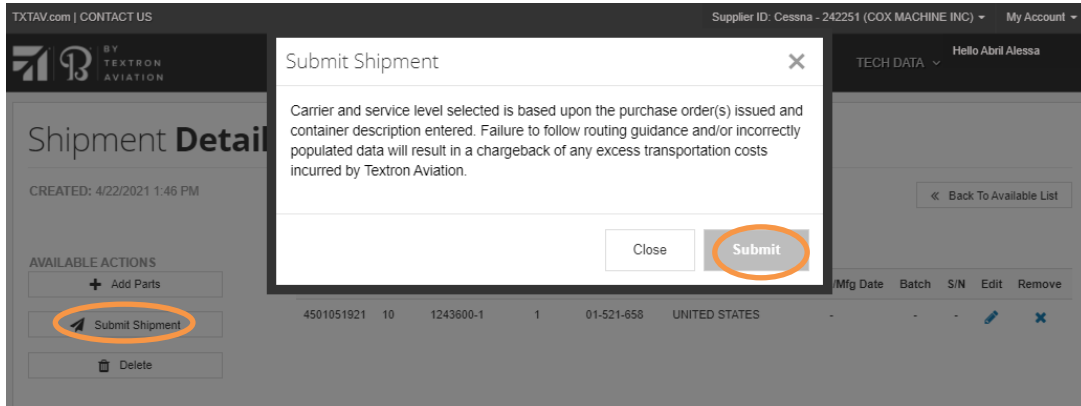
You will see a validation screen appear.
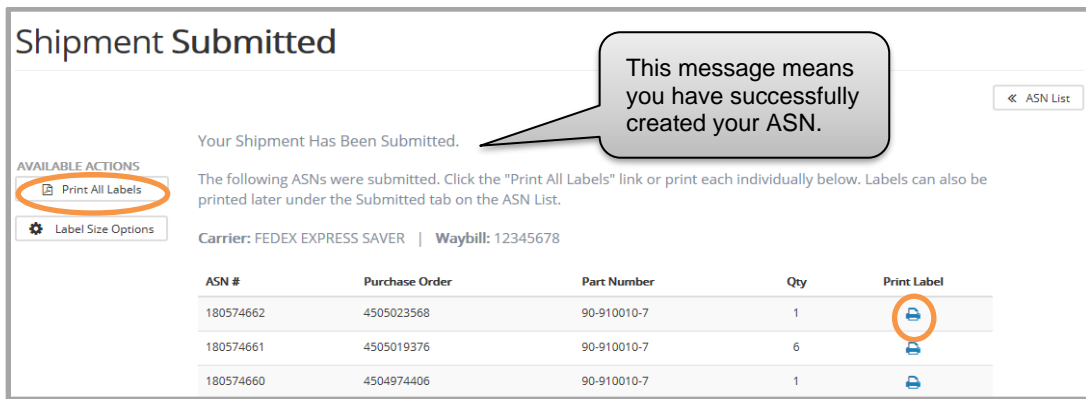
After you click Submit Shipment, you have the ability to print all of your labels at once whether on a regular sheet of printing paper, on sticker labels, or on a label printer. You may need to disable any pop-up blocking tools you have installed.

Printing ASN Barcode Labels

- To print a single label, click the printer icon underneath the Print Label

- To print all labels at once, click the **Print All Labels** link.

- You can also print labels later by locating ASN on the Submitted tab.

Once you click a print option a preview of your barcode label(s) appears on a new tab.

If you added serial numbers to the ASN, you can also print a copy of the serial number sheet that should be included with your packing sheet documents.
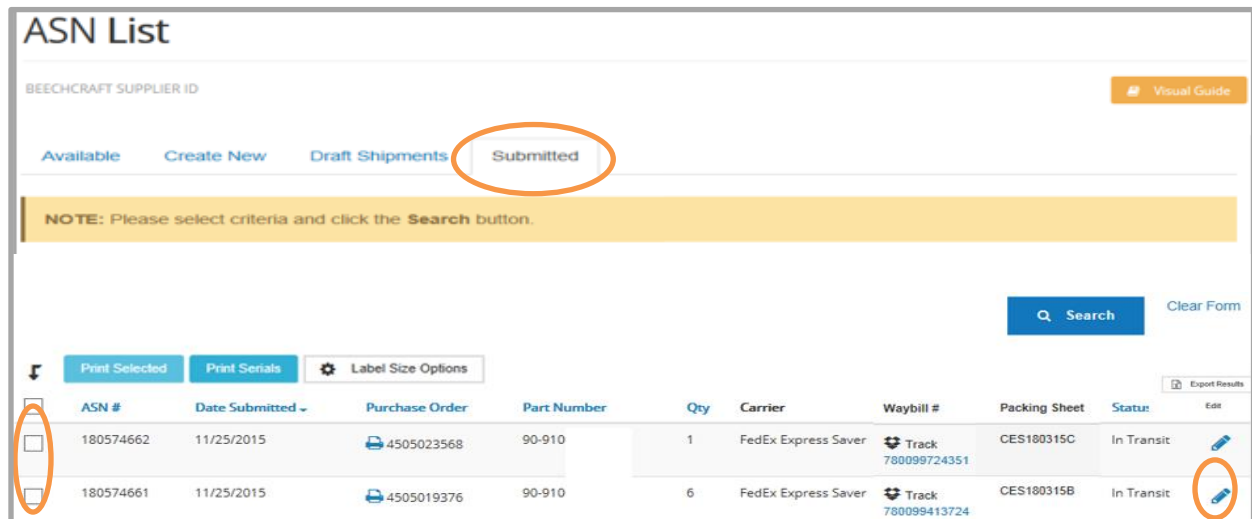
Submitted Shipments

Once you have submitted your Shipment, you will be able to view a list of submitted ASN's where you can reprint any barcodes if needed. You can also export your list of submitted Purchase Orders to check the status of your shipments.

If you need to reprint labels in mass, you can select the boxes to the left.

Editing Submitted ASNs

Once ASN is submitted you can edit the ASNs quantity shipped, waybill (tracking #) and Carrier information. Click the pencil icon under **Edit** column on right side of ASN list, enter your changes, and click **Save Changes**.

You will see a message confirming ASN was updated and new Label is available to print.

You must contact the Buyer listed on the PO to delete ASNs, or revise all other information on the ASN, including quantities for Serialized items, batch codes, Cure/Mfg. Dates, and packing sheet numbers.
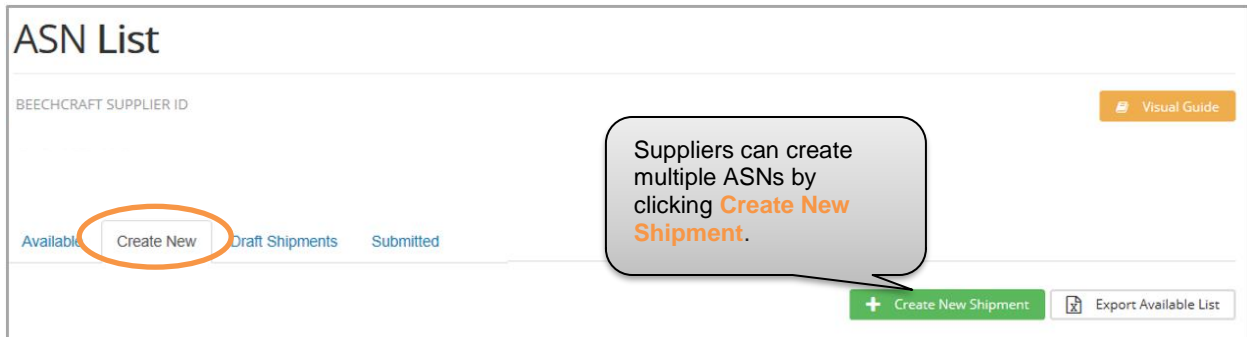
Creating ASNs using Create New tab

The traditional Create tab on the ASN List has 5 main steps to creating ASN's as follows:

1. Create a New ASN

2. Add Parts to the ASN

3. Edit the ASN for any accurate and missing information

4. Add waybill (tracking) information

5. Submit ASN

Create New Shipment

To begin creating ASN's, click **Create New Shipment** on Create tab.

Add Parts
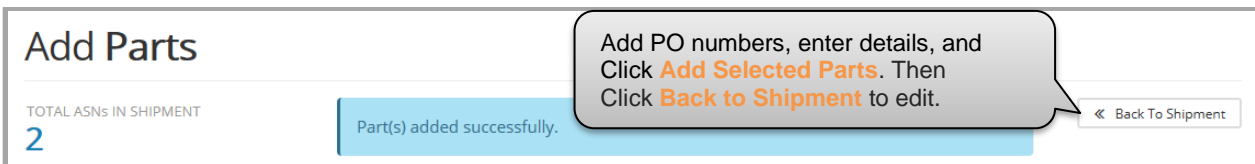
After clicking Create New Shipment, select parts to add, enter information in fields, and click **Add selected parts** or **Add** on right side of screen.

You will receive a verification message stating your Purchase Orders were added successfully. To proceed to enter shipping information, process your ASN, and print your barcode click the **Back to Shipment** icon

Back to Shipment

Next edit the ASN, for any required fields that were not entered, you will see a **red** exclamation point (**!**)

To add tracking information, click on the **pencil** icon.

To add additional information serial number or Packing Sheet among others, click the **pencil** icon.

If you need to add more parts, click on **Add Parts**.

Click **Submit Shipment** when ready to process ASN.

Edit Shipment Detail

Click on the pencil icon and edit the information in dialogue window below, Save Changes.

A red asterisk * indicates the field is required.

Add Carrier & Waybill

Click the pencil icon to add your tracking information and then click Save Changes.

Submit Shipment

Last, click on the **Submit Shipment** link and then click **Submit** to process your ASN. You will see a validation screen appear below and options to **print labels**.