



Beechcraft

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Procurement User Guide

Advance Shipment Notifications

TXAV.com | CONTACT US Supplier ID: Cessna - My Account -

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ASN List

CESSNA SUPPLIER ID [View Guide](#)

Available [Create New](#) [Draft Shipments](#) [Submitted](#)

Purchase Order # Part Number Type: Partner: [Export List](#)

[Search](#) [Clear Form](#)

The following purchase orders are available based on your ship window.

[Add Selected Parts to New Shipment](#)

Purchase Order	Item	Type	Partner	Part Number	Open Qty	Enter Ship Qty	Enter Packing Sheet	Enter Case Date/Mfg Date	Enter Batch	Select Country of Origin	Enter Waybill	Select Carrier
<input type="checkbox"/>	4591951921	19	ZCFB	Cessna Aircraft - Wichita	1243999-1	14	0	<input type="text"/>	<input type="text"/>	UNITED STATES	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	4591951922	19	ZCFB	Cessna Aircraft - Wichita	1243999-1	20	0	<input type="text"/>	<input type="text"/>	UNITED STATES	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	4591959956	19	ZCFB	Cessna Aircraft - Wichita	8641949-5	33	0	<input type="text"/>	<input type="text"/>	UNITED STATES	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	7899999999	29	ZCRO	Cessna Aircraft -	1289921-	1						

April 2021

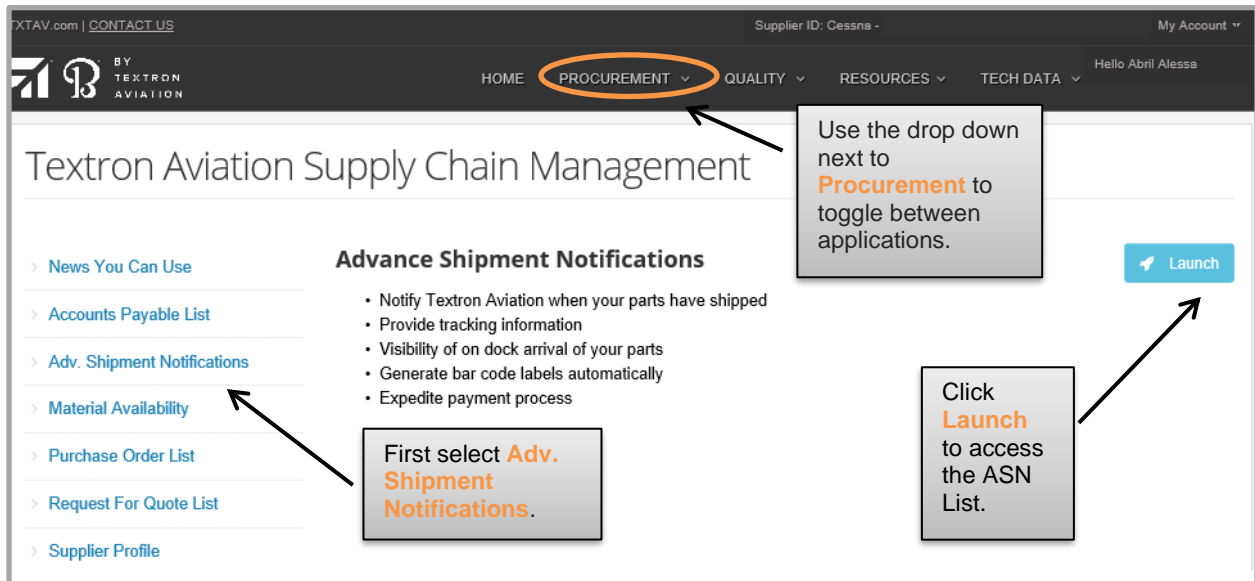
Version 1.4

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.



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- 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.

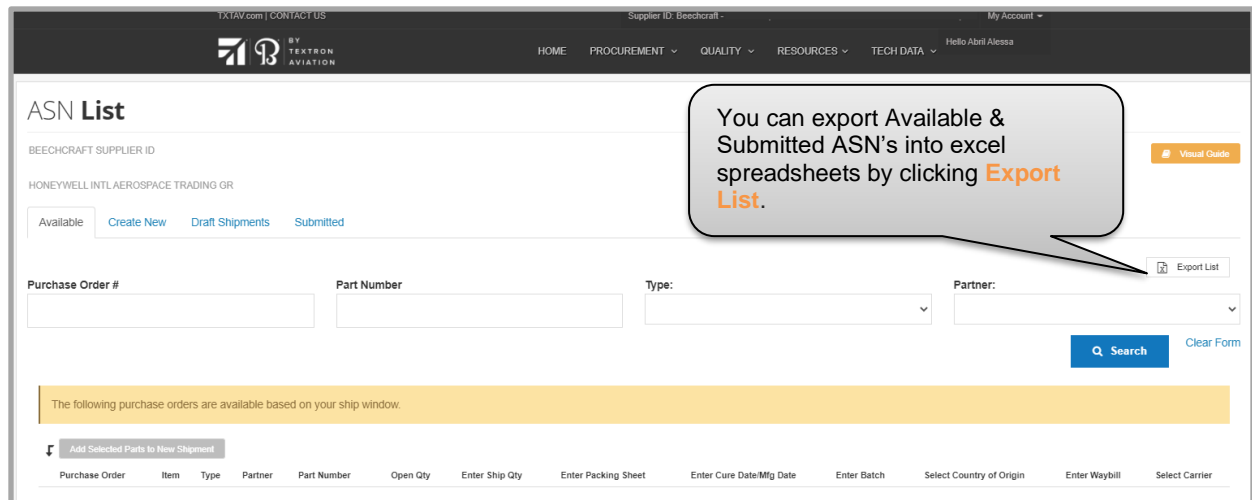
ASN List Status

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)



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HOME PROCUREMENT QUALITY RESOURCES TECH DATA Hello Abril Alessa

ASN List

BEECHCRAFT SUPPLIER ID

HONEYWELL INTL AEROSPACE TRADING GR

Available Create New Draft Shipments Submitted

Purchase Order # Part Number Type: Partner:

Export List

Q Search Clear Form

The following purchase orders are available based on your ship window.

Add Selected Parts to New Shipment

Purchase Order	Item	Type	Partner	Part Number	Open Qty	Enter Ship Qty	Enter Packing Sheet	Enter Cure Date/Mfg Date	Enter Batch	Select Country of Origin	Enter Waybill	Select Carrier
----------------	------	------	---------	-------------	----------	----------------	---------------------	--------------------------	-------------	--------------------------	---------------	----------------



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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.

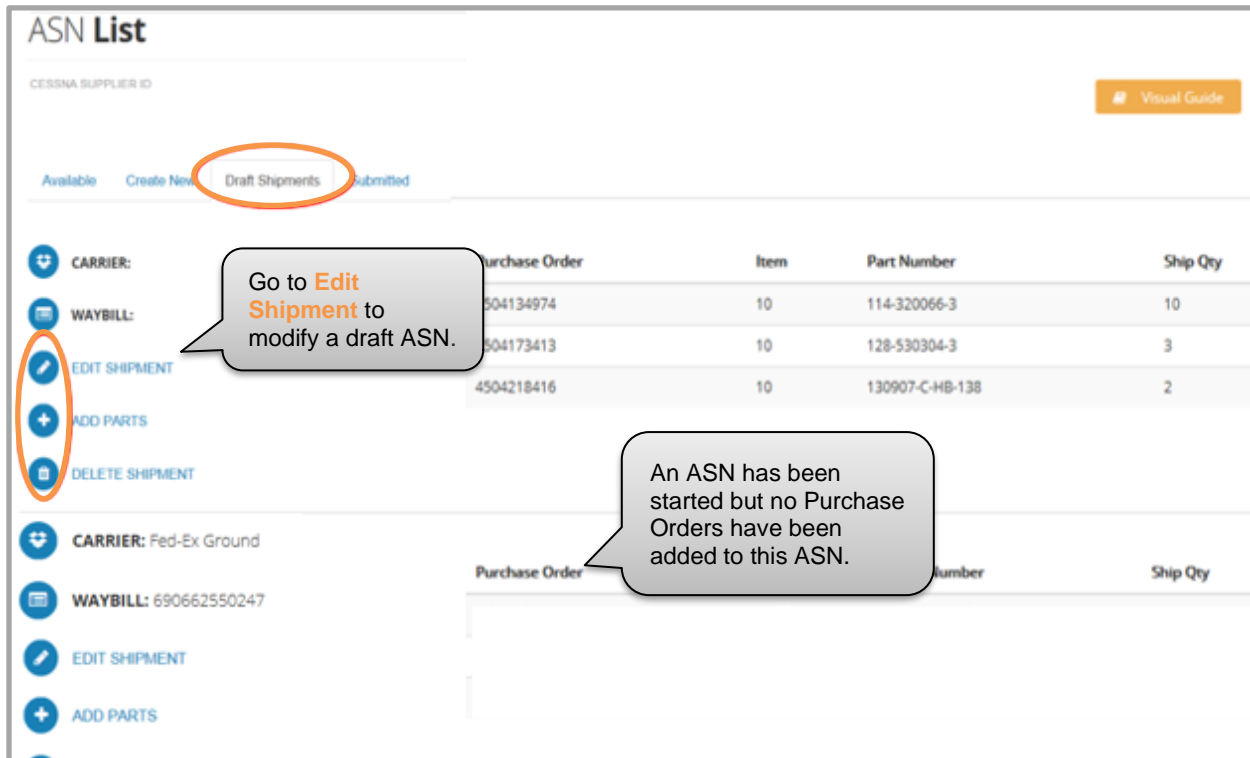
Drafts can be edited or removed by clicking one of the blue icons on the left side of the Draft shipment.

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.



The screenshot shows the 'ASN List' interface. At the top, there are tabs for 'Available', 'Create New', 'Draft Shipments', and 'Submitted'. The 'Draft Shipments' tab is highlighted with an orange circle. Below the tabs, there is a 'Visual Guide' button. The main content area displays a table of ASN entries. The table has columns for 'Purchase Order', 'Item', 'Part Number', and 'Ship Qty'. The first three rows of the table are:

Purchase Order	Item	Part Number	Ship Qty
504134974	10	114-320066-3	10
504173413	10	128-530304-3	3
4504218416	10	130907-C-HB-138	2

On the left side of the interface, there are several action buttons: 'EDIT SHIPMENT', 'ADD PARTS', and 'DELETE SHIPMENT'. The 'EDIT SHIPMENT' button is highlighted with an orange circle. A callout box points to this button with the text: 'Go to Edit Shipment to modify a draft ASN.' Another callout box points to the 'Draft Shipments' tab with the text: 'An ASN has been started but no Purchase Orders have been added to this ASN.'

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)

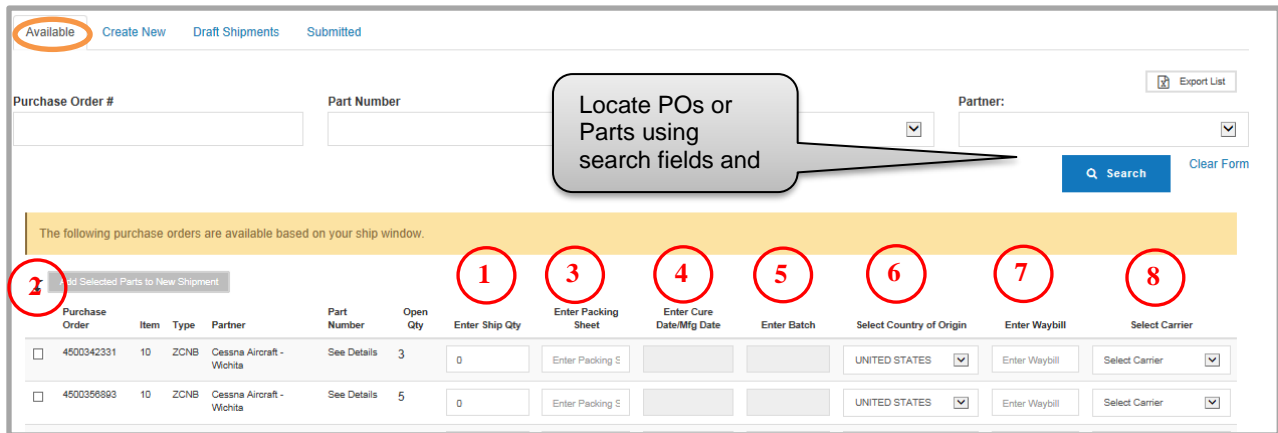
Available ASNs

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.



Available Create New Draft Shipments Submitted

Purchase Order # Part Number Partner: Export List

Search Clear Form

The following purchase orders are available based on your ship window.

2 Selected Parts to New Shipment

Purchase Order	Item	Type	Partner	Part Number	Open Qty	1 Enter Ship Qty	3 Enter Packing Sheet	4 Enter Cure Date/Mfg Date	5 Enter Batch	6 Select Country of Origin	7 Enter Waybill	8 Select Carrier
<input type="checkbox"/> 4500342331	10	ZCNB	Cessna Aircraft - Wichita	See Details	3	0	Enter Packing Sheet			UNITED STATES	Enter Waybill	Select Carrier
<input type="checkbox"/> 4500356893	10	ZCNB	Cessna Aircraft - Wichita	See Details	5	0	Enter Packing Sheet			UNITED STATES	Enter Waybill	Select Carrier

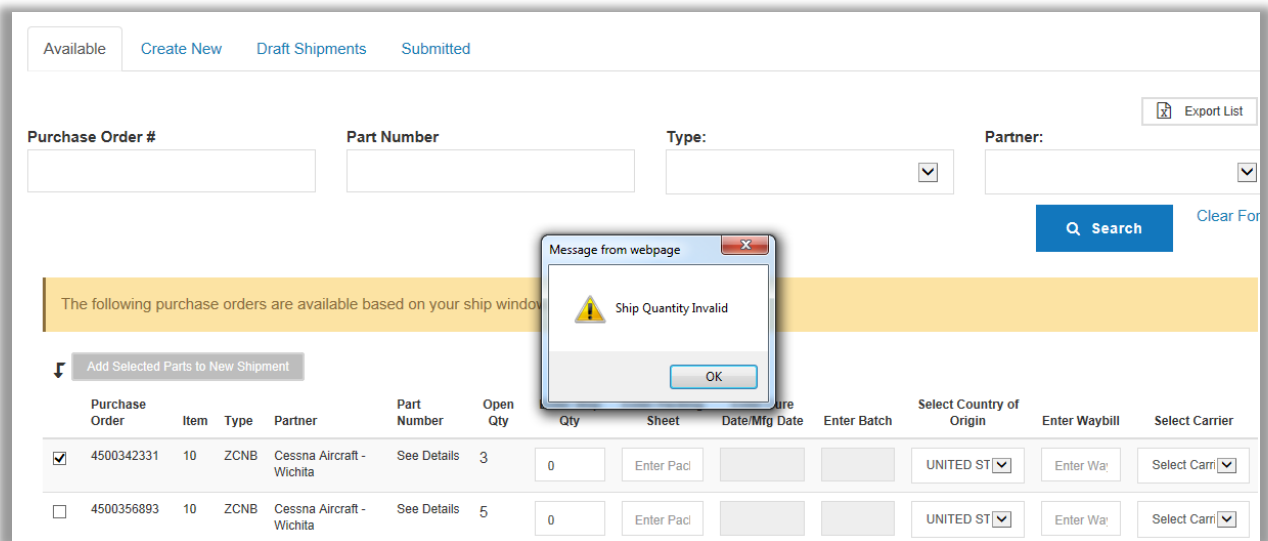
Search using filters at the top of the screen for specific parts, or scroll through page, then enter required ASN data in fields 1-8.

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:



The following purchase orders are available based on your ship window

Purchase Order	Item	Type	Partner	Part Number	Open Qty	Qty	Sheet	Date/Mfg Date	Enter Batch	Select Country of Origin	Enter Waybill	Select Carrier
<input checked="" type="checkbox"/>	4500342331	10	ZCNB	Cessna Aircraft - Wichita	See Details	3	0	Enter Pac		UNITED ST	Enter War	Select Carri
<input type="checkbox"/>	4500356893	10	ZCNB	Cessna Aircraft - Wichita	See Details	5	0	Enter Pac		UNITED ST	Enter War	Select Carri

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.

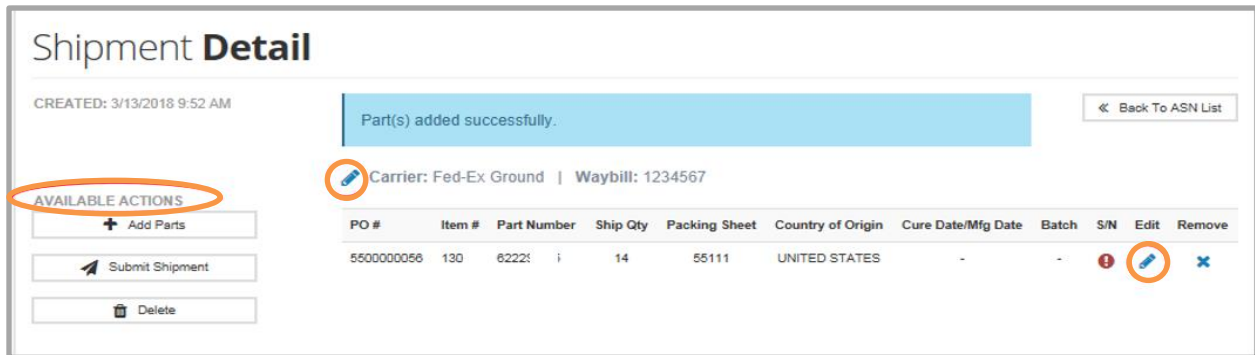
If multiple line items are selected when you click **Add Selected Parts to New Shipment**, all items will adopt the first item's Waybill#/Carrier, but a unique ASN number is created for each PO#/Line#. Do not select multiple items to add on this page unless they share the same Carrier/Waybill tracking 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



Shipment Detail

CREATED: 3/13/2018 9:52 AM

Part(s) added successfully. [Back To ASN List](#)


Carrier: Fed-Ex Ground | Waybill: 1234567

AVAILABLE ACTIONS

- + Add Parts
- Submit Shipment
- Delete

PO #	Item #	Part Number	Ship Qty	Packing Sheet	Country of Origin	Cure Date/Mfg Date	Batch	S/N	Edit	Remove
5500000056	130	6222	14	55111	UNITED STATES	-	-			

Step 2

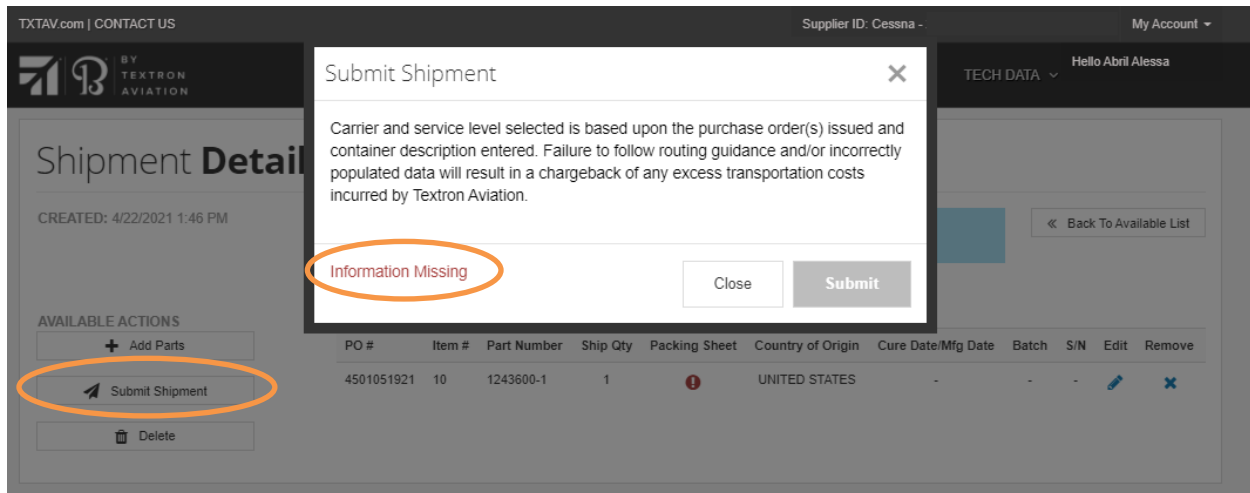
Review **Shipment Detail** screen for any inaccurate or missing information. When ASN is missing required information, the red  symbol indicates what needs added. ASN will display an error message when you try to submit without all required information.

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.



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

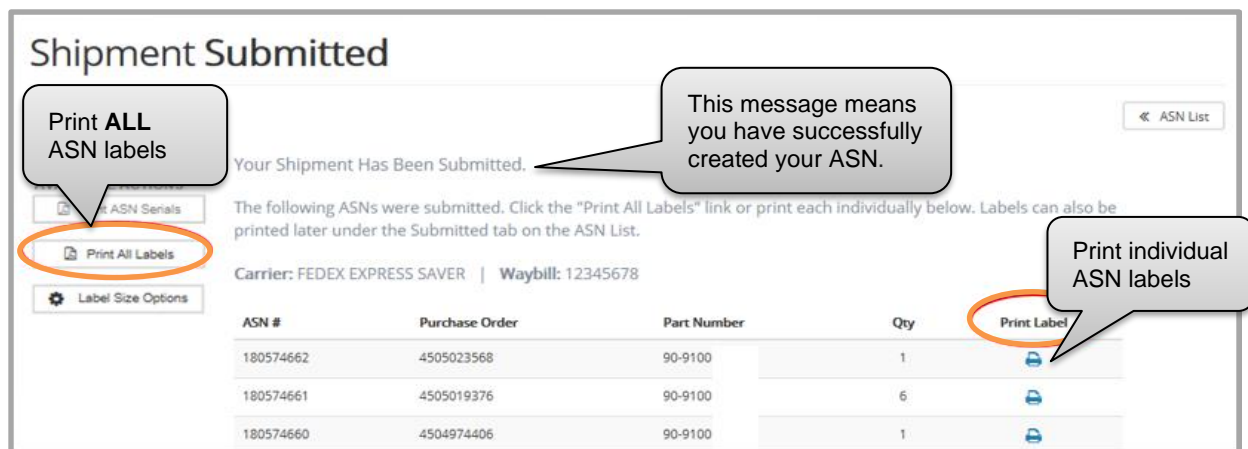


You will be asked to confirm that Selected shipping Carrier/Service comply with the Routing guide. Any errors will prevent you from clicking on Submit and must be fixed.

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.

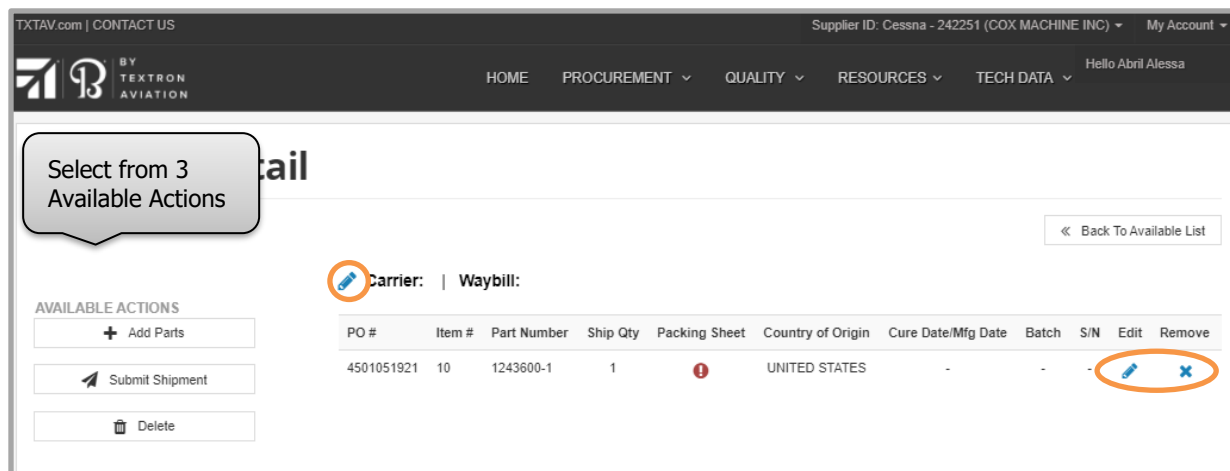


Select **Print All Labels** or the Printer icon(s) to print individual ASNs from this screen, or print your labels later from the Submitted tab. See printing instructions on pg. 12.

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

Editing Shipment Detail

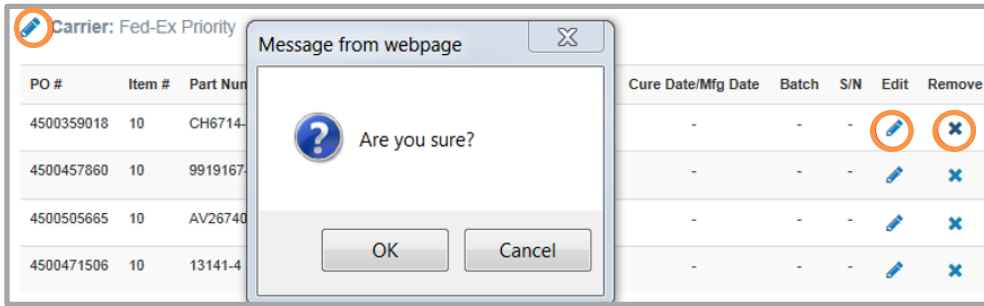
When you need to edit or update information on the draft ASN, you will use the edit tools located on the right side of ASN under **Edit** or **Remove** columns and beside **Carrier**. You may also select from the Available Actions on the left side of page.




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.

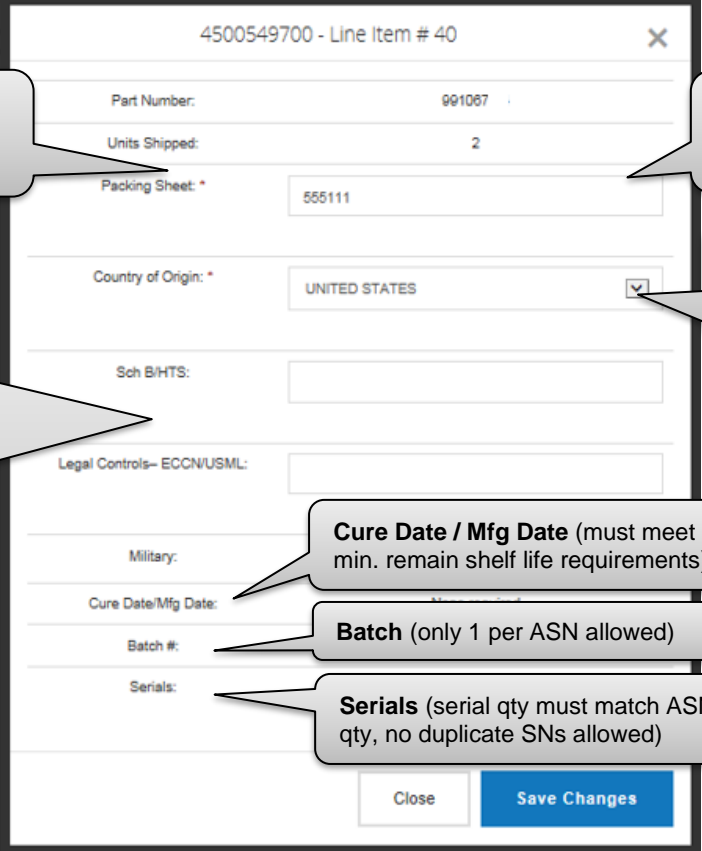


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Edit parts by Clicking  (pencil) icon under **Edit** on right side of screen.

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

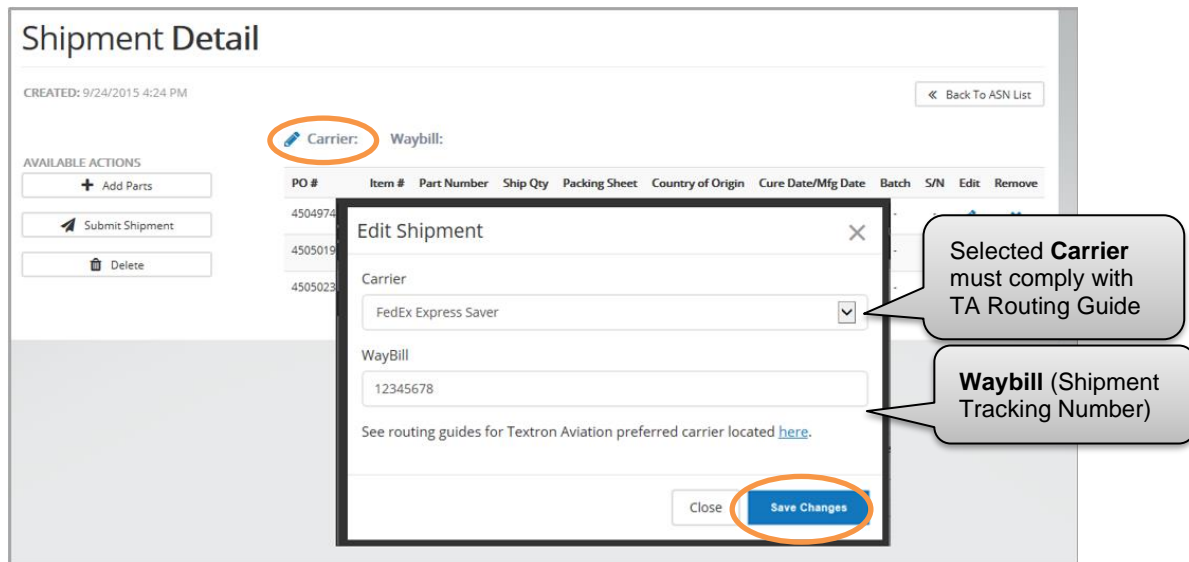
Cure Date / Mfg Date (must meet min. remain shelf life requirements)

Batch (only 1 per ASN allowed)

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

Close Save Changes

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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Shipment Detail

Carrier: FedEx Two Day | Waybill: 4444444444

AVAILABLE ACTIONS

- + Add Parts
- Submit Shipment
- Delete

Part Number	Quantity	Ship Date	Country of Origin	Cure Date/Mfg Date	Batch	S/N	Edit	Remove
4505286936	20	58-9100	USA	-	-	-	[Edit]	[Remove]
4505286933	20	101-910	USA	-	-	-	[Edit]	[Remove]

« Back To ASN List

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

Add Parts

TOTAL ASNs IN SHIPMENT: 1

Search Option: Purchase Order #

Partner:

[Search] [Clear Form]

The following purchase orders are available based on your ship window.

Purchase Order	Item	Type	Partner	Part Number	Open Qty	Enter Ship Qty	Enter Packing Sheet	Enter Cure Date/Mfg Date	Enter Batch	Select Country of Origin	
4500342331	10	ZCNB	Cessna Aircraft - Wichita	See Details	3	0	Enter Packing Sheet	Enter Cure Date/Mfg Date	Enter Batch	UNITED STATES	+6 Add
4500356893	10	ZCNB	Cessna Aircraft - Wichita	See Details	5	0	Enter Packing Sheet			UNITED STATES	+ Add
4500383712	10	ZCNB	Cessna Aircraft - Wichita	See Details	8	0	Enter Packing Sheet			UNITED STATES	+ Add



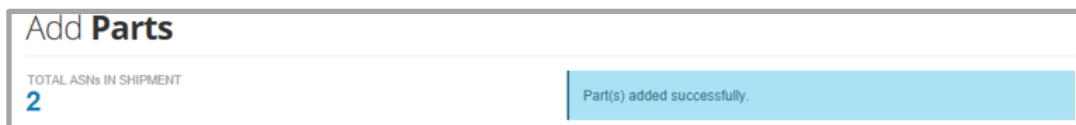
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Search using filters at the top of the screen for specific parts, or scroll through page, then enter required ASN data in fields 1-5.

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)

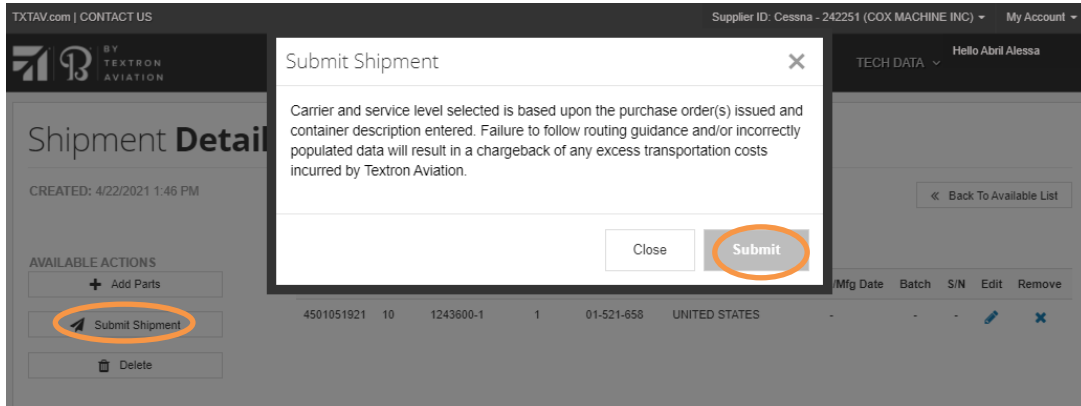
A message showing parts added successfully will appear and Total ASNs in Shipment number will increase by the number of lines you added.



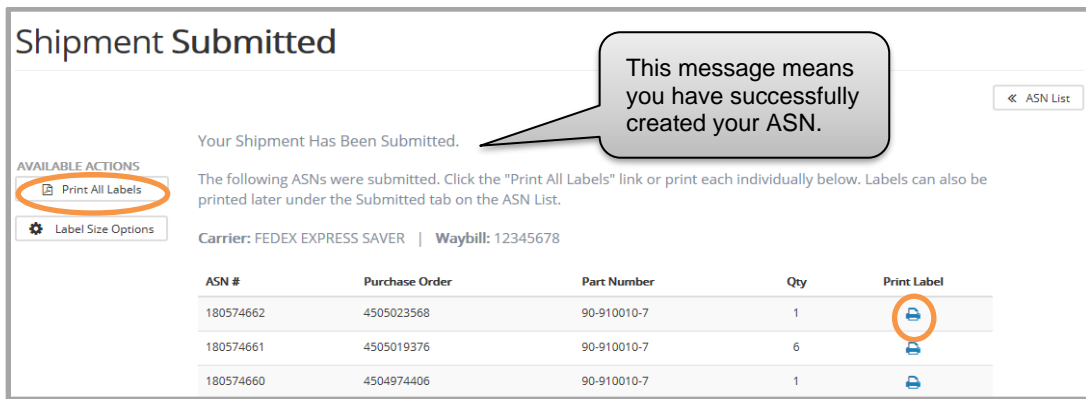
You will remain on the **Add Parts** page until you click **Back to shipment** button which will return you to the draft for editing.

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.



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- 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.

AVAILABLE ACTIONS

Print ASN Serials

Print All Labels

Label Size Options

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ASN Serials

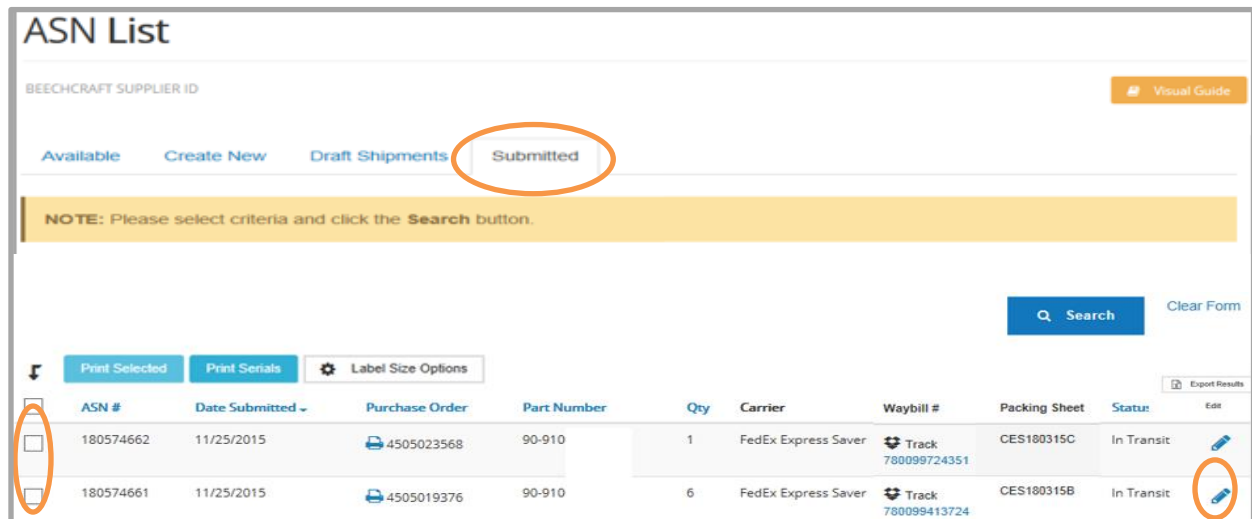
CESSNA SUPPLIER ID:



ASN #	Purchase Order	Item	Serial(s)
181841567	4500638309	10	12320-3, 12321, 12343456, 23423, 234239S, 2433234, 3333441, 35456, 49643, 542756, 5465366, 574, 5743, 57899, 65423, 65423A, 6575129, 68575, 747555, 7585, 785555, 875, 8751, 8854, 8908234, 923432, 934534, 968, 968633333, 987513

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.

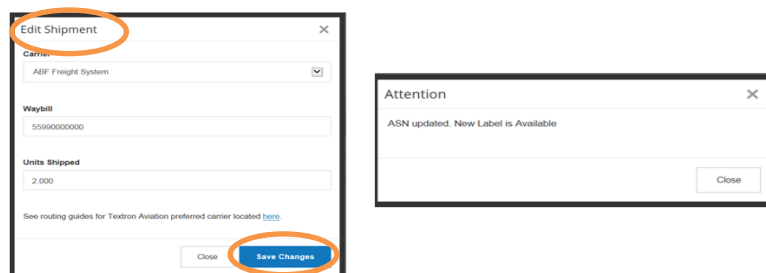


ASN #	Date Submitted	Purchase Order	Part Number	Qty	Carrier	Waybill #	Packing Sheet	Status	Edit
180574662	11/25/2015	4505023568	90-910	1	FedEx Express Saver	Track 780099724351	CES180315C	In Transit	
180574661	11/25/2015	4505019376	90-910	6	FedEx Express Saver	Track 780099413724	CES180315B	In Transit	

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.

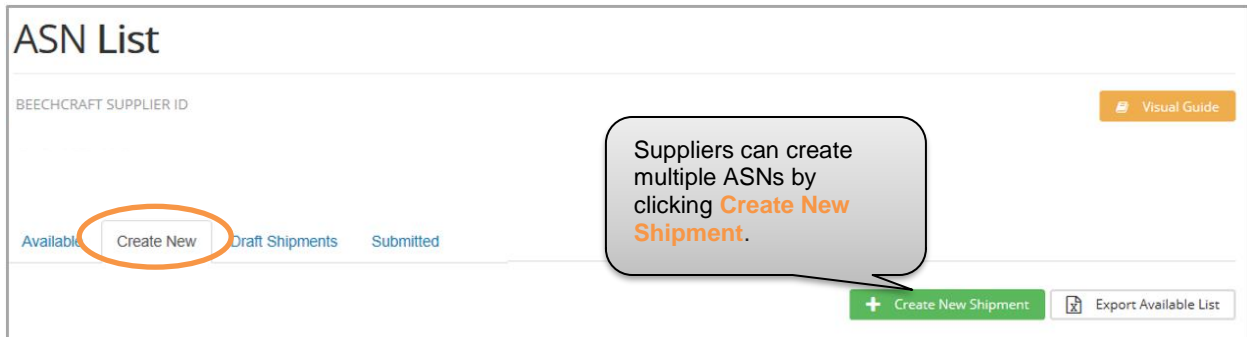
Creating ASNs using Create New tab

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.



ASN List

BEECHCRAFT SUPPLIER ID

Visual Guide

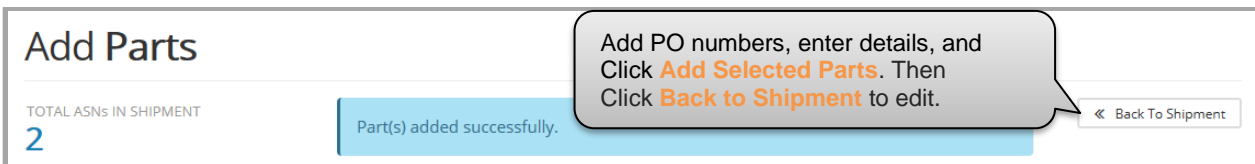
Available **Create New** Draft Shipments Submitted

+ Create New Shipment Export Available List

Suppliers can create multiple ASNs by clicking **Create New Shipment**.

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.



Add Parts

TOTAL ASNs IN SHIPMENT
2

Part(s) added successfully.

Add PO numbers, enter details, and Click **Add Selected Parts**. Then Click **Back to Shipment** to edit.

« Back To Shipment



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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 (!)

Shipment Detail

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

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

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

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

PO #	Item #	Part Number	Ship Qty	Packing Sheet	Country of Origin	Cure Date/Mfg Date	S/N	Edit	Remove
450504		RL6	10		UNITED STATES				
450504		RL6	10		UNITED STATES				

Edit Shipment Detail

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

4500534863 - Line Item # 10

Part Number: RL6

Units Shipped: 10

Packing Sheet: *

Country of Origin: * UNITED STATES

Sch B/HTS:

Legal Controls- ECCN/USML:

Military:

Cure Date/Mfg Date: None required

Batch #: None required

Serials: None required

Close **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.

Edit Shipment ✕

Carrier

WayBill

See routing guides for Textron Aviation preferred carrier located [here](#).

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**.



Shipment Submitted

Your Shipment Has Been Submitted.

This message means you have successfully created your ASN.

The following ASNs were submitted. Click the "Print All Labels" link or print each individually below. Labels can also be printed later under the Submitted tab on the ASN List.

Carrier: FEDEX EXPRESS SAVER | Waybill: 12345678

ASN #	Purchase Order	Part Number	Qty	Print Label
180574662	4505023568	90-91	1	
180574661	4505019376	90-91	6	
180574660	4504974406	90-91	1	