

Using Web Forms

Customer Support

Sterling Commerce and Harley-Davidson provide customer support for Web Forms. However, each company performs different customer service support.

Sterling Commerce

Sterling Commerce provides the following types of support:

- Forgotten User ID and Passwords
- Questions or concerns with monthly invoices
- Determining why Web Forms can not be accessed via the Internet

At the time of this publication, Sterling Web Forms users have two methods to access customer support:

- Online email support is included at no additional charge. You will have access to an online form that can be sent electronically to Sterling Commerce Customer Support from Web Forms or you may email cvg_support@stercomm.com.
- Telephone support via a toll-free hotline is \$25.00 per call. This number is 888-432-7382. Hours of telephone support are 8-5 Monday-Friday EST. Your credit card or bank account will be billed each time the customer support hotline is accessed.

Harley-Davidson

Harley-Davidson provides the following types of support:

- How to complete the Ship Notice
- Questions about the data sent in the Planning Schedule, Purchase Order and Ship Schedule
- Questions about ASN Edit Reports and how to correct errors

Please contact Kelly Barbara, Harley-Davidson EDI Coordinator, at telephone number 717-852-6526 or kelly.barbara@harley-davidson.com or the Harley-Davidson Site EDI Representative. A list of Electronic Commerce contacts is available on the Electronic Commerce web page on www.h-dsn.com.

Browser Set Up

To ensure that Web Forms functions properly, the **Every visit to the page** (for Internet Explorer) or **Every time** (for Netscape Navigator) option must be selected. To select the option, follow the steps shown under the browser you are using.

Internet Explorer

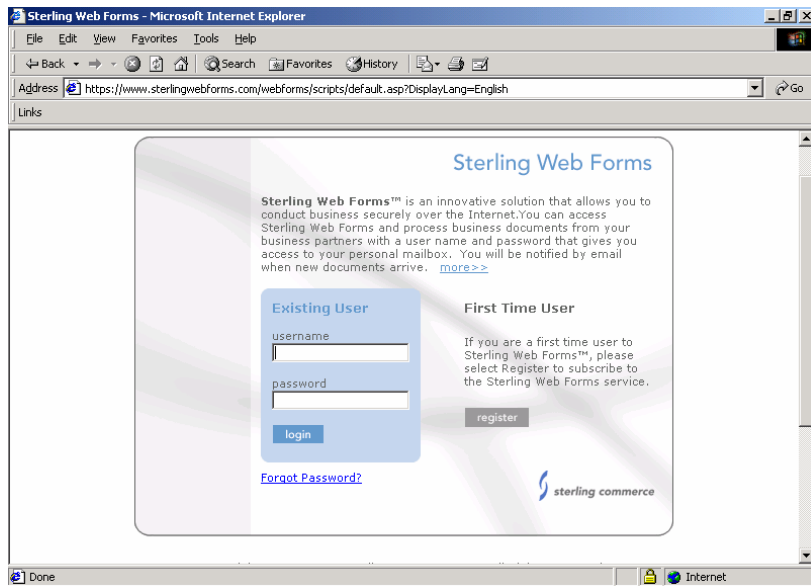
1. Open Internet Explorer.
2. Click on the **Tools** menu.
3. Click on the **Internet Options** submenu. The Internet Options window displays with the General tab displayed.
4. Locate the **Temporary Internet Files** area, located in the middle of the tab, and click the Settings button. The Settings window displays.
5. Select the **Every visit to the page** option.
6. Click the **OK** button to save the selection and close the window. The Internet Options window displays.
7. Click the **Apply** button to save and apply changes. If the Apply button is disabled (grayed-out), click the **OK** button instead.

Netscape Navigator


1. Open Netscape Navigator.
2. Click on the Edit menu.
3. Click on the Preferences submenu. The Preference window displays.
4. Locate the Category area.
5. Select the Advanced item.
6. Select the Cache sub-item.
7. Select Every time option.
8. Click the OK button to save the selection and close the window.

Logon

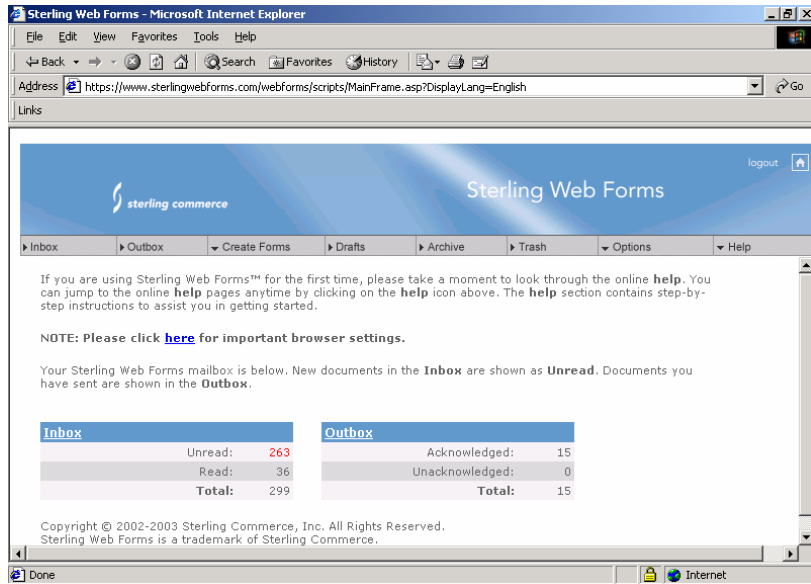
1. Enter www.sterlingwebforms.com in the web browser's address field and press <ENTER>.
2. When the web browser connects with the web site, the *Sterling Web Forms* page displays.



3. Enter your company's user name, which was created during the registration process, in the User Name field.
4. When complete, press <TAB>.
5. Enter your company's password, which was created during the registration process, in the Password field.

 **Note:** If you forgot your password, click on the **Forgot Password?** link and Sterling Commerce Customer Service will email another password.

- When complete, click on the **login** button and the *Sterling Web Forms Home* page displays.



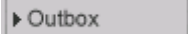
About Web Forms

Icons and Functions

Shown below is a list of Web Forms icons and their functionality.



Displays incoming EDI documents (Planning Schedule, Purchase Order, Ship Schedule) sent from Harley-Davidson to your company.



Displays Ship Notices sent to Harley-Davidson from your company.



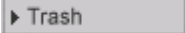
Displays available forms that the user can send to Harley-Davidson. Currently, only the Ship Notice is available for the user to complete.



Displays Ship Notices that were saved as drafts.



Displays archived Forms.

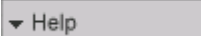


Displays forms that were deleted from the Inbox, Outbox, Drafts folders and Archive folders.



Displays the following options:

- Change User Name and Password
- Change Notification E-mail
- Edit User Profile
- Set Time Zone
- Current Document Count



Displays general Web Forms help. It is not specific to the Harley-Davidson Web Forms.



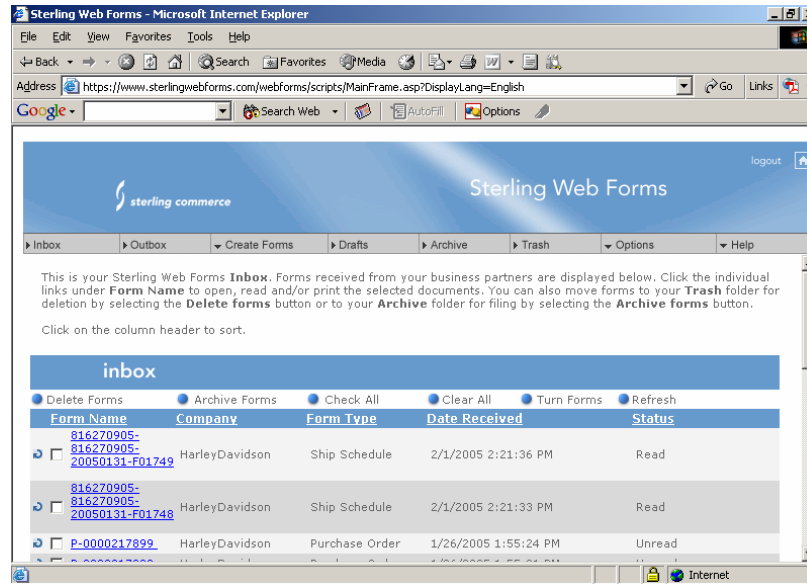
Displays the home page, which is displayed after login.

logout

Terminates a Web Forms session and requires User Name and Password to be re-entered. For security reason, this is the recommended way to exit Web Forms. Exiting Web Forms any other way will keep the Web Forms address in the web browsers memory and access to Web Forms can be obtained by pressing the back key.

Display Windows

The Inbox, Outbox, Drafts, Archive and Trash window displays in the same format, an example of one is shown below. Each window displays the last 25 forms received. To display all received Forms, scroll to the bottom of the page and press the **show all forms** button.



Column Titles and Descriptions

The format from left to right is as follows:

- **Form Name:** This field displays the document's identification number for Planning Schedules, Purchase Orders, and Supplier Direct Ship Schedules.
 - The Planning Schedule's document identification number is called the Release ID
 - The Purchase Order's document identification number is called the Purchase Order Number.
 - The Supplier Direct's Ship Schedule's document identification number is called the Picklist Number.
 - The Ship Notice's document identification number is called the ASN Number or Shipment Identification Number and is created by the user.

For Original Equipment (OE) Ship Schedules (from Brazil, Kansas City, Kansas City Powertrain, Powertrain, Tomahawk, Tomahawk Kaphaem, or York), this field displays the ship to location code, schedule issuer code, and ship date. The purpose of this display is to easily allow selection of multiple ship schedules to create one ASN. For additional information, refer to the *Turnaround Ship Notice Using Multiple Forms* section in this chapter. The OE Ship Schedule is referred to as a Release or a Trigger.

- **Company:** If the user is a member of another Sterling Web Forms community, then other company names will display in this column when a Form is received from them. Otherwise, the only company name that will display will be Harley-Davidson.
- **Form Type:** This field displays the type of document. Harley-Davidson Document types are the following:
 - Planning Schedule
 - Purchase Order
 - Ship Schedule
 - Ship Notice
- **Date:** This field displays the date the Form was received (Inbox) or sent (Outbox) in Web Forms.

Note: In the **Trash and Archive folders**, the Date Received column displays the same date as was displayed in the Inbox or Outbox. So...

- If the Form type is a **Ship Notice**, the Date Received column displays the date the Ship Notice was **sent**.
- If the Form type is a **Planning Schedule, Purchase Order or Ship Schedule**, the Date Received column displays the date the Planning Schedule was **received**.
- **Status:** This field displays the status of the Form. Forms in the **Inbox** can have the following status:
 - Read: The Form has been opened
 - Unread: The Form has not been opened

Forms in the **Outbox** can have the following statuses:

- **Sending:** The form is being sent. All necessary processing, including data transformation, is performed.
- **Non-compliant:** The form's data could not be transformed. Review the form, correct any errors and re-send the form.
- **Waiting for Acknowledgment:** The form was sent, but Harley-Davidson has not acknowledged its receipt.
- **Received:** Harley-Davidson received the form.

Forms in the Trash folder can have the following statuses:

- 130 (Read, Draft, Received)
- 120 (Unread, Waiting for Acknowledgment)
- 149 (Non-Compliant)

Forms in the Archive folder can have the following statuses:

- 220 (Unread, Waiting for Acknowledgment)
- 230 (Read, Draft, Received)
- 249 (Non-Compliant)

Sort Functions

The Inbox, Outbox, Drafts, Archive and Trash window displays can be sorted by a specific column by clicking on the column title.

- Form Name – Sorts the forms numerically and then alphabetically by form name.
- Form Type – Sorts the forms alphabetically by form type.
- Date Received – Sorts the forms by date received in a descending format.
- Status – Sorts the forms by Read and Unread and displays the unread forms at the top of the list.

Button Descriptions

Delete Forms



Forms listed in the display window can be deleted and moved to the Trash folder or be permanently deleted from the Trash folder.

- To delete Forms from the Inbox, Outbox, and Archive folders, refer to the *Delete Form Name* section in the Web Forms Maintenance chapter.
- To permanently delete Forms from the Trash folder, refer to the *Permanently Delete Forms* section in this chapter.

Archive Forms



Pressing this button will take requirements and Ship Notices that have check marks in the check boxes and move them to the Archive folder. This button only displays in the Inbox, Outbox and

Drafts window. For more information about archiving forms, refer to the *Archive Forms* section in the Web Forms Maintenance chapter.

Check All



Pressing this button will activate check marks in all check boxes displayed in the view window.

Clear All



Pressing this button will clear all check marks in all check boxes displayed in the view window.

Turn Forms



Pressing this button will take requirements of the same type and ship to location that have check marks in the check boxes and will consolidate them into one Ship Notice. This button is only displayed in the Inbox. For additional information about creating one Ship Notice from multiple requirements, refer to the *Turnaround Ship Notice* and *Turnaround Ship Notice Using Multiple Forms* sections in this chapter.

Refresh



Pressing this button will update the view window with any received or sent forms.

Restore Form



Forms that are in the Archive and Trash folders can be moved back to their original location. To restore a Form, refer to the *Restore Form* section in the Web Forms Maintenance chapter.

Forms

Inbound Forms – Requirements

Listed below are all forms that Harley-Davidson can send to a supplier:

- Planning/Release Schedule
- Purchase Order
- Ship Schedule

These forms are the supplier's inbound forms and are found in the Inbox.

Planning/Release Schedule

The planning schedule, also known as an EDI 830 document, states the following information:

- Release Number and Release Date
- Material Release Issuer – the plant requesting parts and quantities
- Ship to – the specific location within the plant requesting parts and quantities
- Supplier # – the identification number Harley-Davidson assigned to your company
- H-D Part Number – the Harley-Davidson's part number
- Drawing Revision Level – of the part number
- H-D PO – the Harley-Davidson Purchase Order Number
- U/M – the Harley-Davidson unit of measure for the part number
- Deliver to Receiving Dock – the dock location at the plant where the part is to be delivered.
- Line/Cell Location – the location within the plant, also known as the assembly line location or internal delivery location, where the part is to be taken after received.
- Scheduler – the Harley-Davidson person who requested the requirements and is the point of contact for all questions regarding the Planning Schedule.
- Requirements – the requirements are broken down into:
 - Past Due's date and total quantity;
 - This Week's date and total quantity;
 - Next Week's date and total quantity;
 - Firm Schedule's date and requirement quantity, which is the five weeks following the next week's date;
 - Future week date and requirement quantity, which starts with the 8th week (45 additional weeks may display);
 - 16-Week requirement quantity (The value that displays here is the total quantity of parts that is displayed in the weekly schedule. If there are 41 weekly schedules, then this field will display the total quantity of parts for the 41 weeks.); and

- Daily requirements for seven weeks, which includes This Week, Next Week and Firm Schedule weeks.
- Cumulative Total All Prior Releases – this number reflects the total quantity of parts requested through previous Planning Schedules.
- Cumulative Received To Date – this number reflect the total quantity of parts received from your company as of the date of this Planning Schedule.
- Based on Last Receipt Date of ____ Qty ____ ASN # _____ - the first blank displays a date, the second blank displays a quantity and the third blank displays the ASN number that was sent on the date displayed which included quantity of parts displayed. This ASN was the last ASN received at the date of this Planning Schedule.
- Total Number of Line Items – this field displays the total number of part requirements requesting in the Planning Schedule.
- Total Scheduled Quantity – this field adds together all requirement totals for all parts.

An example of a Planning Schedule is on the following pages.



OE Example

Planning/Release Schedule

Release 046112 for Release Date 03/27/2000

Set Purpose:	Original Material Release	Schedule Quantity:	Actual
Schedule Type:	Delivery Based Material Release	Horizon Start:	03/27/2000
Material Release Issuer:	062629324 York	Horizon End:	03/26/2001
Ship to:	062629324 York		
Supplier #:	A2009 Supplier Code		

Item 1

<u>H-D Part #</u>	<u>Drawing Rev. Level</u>	<u>H-D P.O. #U/M</u>	Deliver to Receiving Dock:	NE
72902-01BKB		R-0000006439EA	Line/Cell Location:	NEW PTS CAGE
			Scheduler:	DEREK ZIMMERMAN

<u>Past Due</u>	<u>This Week</u>	<u>Next Week</u>	<u>Firm Schedule</u>							
03/25	03/27	04/03	04/10	04/17	04/24	05/01	05/08			
0	0	100	0	0	0	0	0			
05/15	05/22	05/29	06/05	06/12	06/19	06/26	07/03	07/10	07/17	07/24
0	0	0	0	1200	2200	1000	800	1500	1300	500
16-Week	52-Week									
8500	42127									

<u>This Week</u>	<u>Week of 04/10</u>			
03/27	0	04/10	0	Cumulative Total ALL Prior Releases: 200
03/28	0	04/11	0	Cumulative Received To Date: 100
03/29	0	04/12	0	
03/30	0	04/13	0	Based on Last Receipt Date of 02/25/00 Qty: 100 ASN#: 00331616
03/31	0	04/14	0	

<u>Next Week</u>	<u>Week of 04/17</u>		
04/03	0	04/17	0
04/04	0	04/18	0
04/05	0	04/19	0
04/06	0	04/20	0
04/07	100	04/21	0

<u>Week of 04/24</u>	
04/24	0
04/25	0
04/26	0
04/27	0
04/28	0

Week of 05/01

05/01 0
 05/02 0
 05/03 0
 05/04 0
 05/05 0

Week of 05/08

05/08 0
 05/09 0
 05/10 0
 05/11 0
 05/12 0

Item 2

<u>H-D Part #</u>	<u>Drawing Rev. Level</u>	<u>H-D P.O. #U/M</u>	Deliver to Receiving Dock:	NE
72904-01BKB		R-0000006440EA	Line/Cell Location:	NEW PTS CAGE
			Scheduler:	DEREK ZIMMERMAN

<u>Past Due</u>	<u>This Week</u>	<u>Next Week</u>	<u>Firm Schedule</u>						
03/25 0	03/27 0	04/03 200	04/10 0	04/17 0	04/24 0	05/01 0	05/08 0			
05/15 0	05/22 0	05/29 0	06/05 0	06/12 2800	06/19 5400	06/26 2300	07/03 1700	07/10 3700	07/17 3200	07/24 1400
16-Week 20500	52-Week 102667									

This Week

03/27	0	<u>Week of 04/10</u>	04/10	0
03/28	0	04/11	0	0
03/29	0	04/12	0	0
03/30	0	04/13	0	0
03/31	0	04/14	0	0

Cumulative Total ALL Prior Releases: 300
 Cumulative Received To Date: 100
 Based on Last Receipt Date of 02/24/00 Qty: 100 ASN#: 00322995

Next Week

		<u>Week of 04/17</u>		
04/03	0	04/17	0	
04/04	0	04/18	0	
04/05	0	04/19	0	
04/06	0	04/20	0	
04/07	200	04/21	0	

Week of 04/24

04/24 0
 04/25 0
 04/26 0
 04/27 0
 04/28 0

Week of 05/01

05/01 0
 05/02 0
 05/03 0
 05/04 0
 05/05 0

Item 5

<u>H-D Part #</u> 72991-01A	<u>Drawing Rev. Level</u>	<u>H-D P.O. #U/M</u> R-0000006408EA	Deliver to Receiving Dock: Line/Cell Location: Scheduler:	NE NEW PTS CAGE DEREK ZIMMERMAN
--------------------------------	---------------------------	--	---	--

Past Due	This Week	Next Week	Firm Schedule							
03/25 0	03/27 0	04/03 0	04/10 0	04/17 0	04/24 0	05/01 0	05/08 0		
05/15 0	05/22 0	05/29 0	06/05 0	06/12 0	06/19 0	06/26 0	07/03 0	07/10 0	07/17 20000	07/24 0
16-Week 20000	52-Week 116599									

Cumulative Total ALL Prior Releases:	20000
Cumulative Received To Date:	20000
Based on Last Receipt Date of	02/25/00
Qty:	20000 ASN#: 00322661

Total Number of Line Items:	5
Total Scheduled Quantity:	465056





P&A Example

Planning/Release Schedule

Release 00028810 for Release Date 02/06/2005

Set Purpose:	Original Material Release	Schedule Quantity:	Actual
Schedule Type:	Delivery Based Material Release	Horizon Start:	02/07/2005
Material Release Issuer:	4143438416 P&A Schedule Issuer Only	Horizon End:	02/06/2006
Supplier #:	A9226		

Item 1

<u>H-D Part #</u>	<u>Drawing Rev. Level</u>	<u>H-D P.O. #</u>	<u>UM</u>	Deliver to Receiving Dock:
58229-85	00		EA	Line/Cell Location:
				Scheduler: TROY SMRECEK

	This Week	Next Week	Firm Schedule							

	02/07	02/14	02/21	02/28	03/07	03/14	03/21			
	0	0	0	0	0	0	0			
03/28	0	0	0	0	0	0	0	0	0	0
08/22	10	10								
16-Week	30									

Cumulative Total ALL Prior Releases:

Item 2

<u>H-D Part #</u>	<u>Drawing Rev. Level</u>	<u>H-D P.O. #</u>	<u>UM</u>	Deliver to Receiving Dock:
59254-72	K		EA	Line/Cell Location:
				Scheduler: TROY SMRECEK

	This Week	Next Week	Firm Schedule							

	02/07	02/14	02/21	02/28	03/07	03/14	03/21			
	0	0	0	0	0	0	0			
03/28	0	100	0	0	0	0	0	0	100	0
08/01	100	100								
16-Week	400									

Cumulative Total ALL Prior Releases:

03/28 33	04/04 33	04/11 33	04/18 0	04/25 33	05/02 33	05/09 33	05/16 33	05/23 0	05/30 33	06/06 33
06/13 33	06/20 66	07/04 33	07/11 33	07/18 33	07/25 33	08/01 33	08/08 33	08/15 66	08/29 33	09/05 33
09/12 33	09/19 33	10/03 33	10/10 33	10/24 33	10/31 33	11/14 33	12/05 33	12/19 33	01/02 33	01/16 33
01/30 33										
16-Week 1221										

Cumulative Total ALL Prior Releases:

Item 8

H-D Part # 68833-99 Drawing Rev. Level A H-D P.O. # EA U/M EA Deliver to Receiving Dock:
 Line/Cell Location:
 Scheduler: TROY SMRECEK

This Week	Next Week	Firm Schedule								
02/07 0	02/14 0	02/21 0	02/28 0	03/07 0	03/14 0	03/21 33				
03/28 0	04/04 0	04/11 0	04/18 33	04/25 0	05/02 0	05/09 0	05/16 0	05/23 0	05/30 0	06/06 33
07/18 33	08/15 33	10/17 33	01/16 33							
16-Week 231										

Cumulative Total ALL Prior Releases:

Total Number of Line Items: 8
 Total Scheduled Quantity: 6264

 **Create Ship Notice from this Planning Schedule**

Purchase Order

The Purchase Order, also known as an EDI 850 document, states the following information:

- PO Number
- PO Date
- PO Type
- Release Number – If the PO Type is Release or Delivery Order, the data that populates this field is a release number. If the PO type is anything else and this field is populated, the data represents the purchase order revision level.
- Purpose
- Contract Number
- Supplier ID – the identification number Harley-Davidson assigned to your company
- Buying Party – the plant requesting parts and quantities
- Ship To – the specific location within the plant requesting parts and quantities
- Buying Party Currency
- Buyer Name or Department – this is the person to contact regarding this purchase order.
- Method of Payment
- Location
- Mutually Defined – the freight carrier that is to deliver the parts.
- Message – information regarding this purchase order.
- Part Number – the Harley-Davidson's part number
- Drawing Revision Level – of the part number
- H-D PO – the Harley-Davidson Purchase Order Number
- U/M – the Harley-Davidson unit of measure for the part number
- Unit Price – the price that Harley-Davidson will pay for each unit of measure.
- Price Basis – the way in which Harley-Davidson obtained the Unit Price of the part.
- Mfr Part # - the manufacturer's part number
- Supplier part # - your company's part number
- Required Date – the date that the Harley-Davidson plant must have the part.
- Tax Exempt
- Item Description
- Tax Number – this is the Harley-Davidson plant's tax number
- State/Province – this is the state/province that the Harley-Davidson plant is located in.

- Number of Line Items - this field displays the total number of part requirements requested in the Purchase Order.
- Total Quantity – this field adds together all quantities for all parts on the Purchase Order.
- Total Transaction Amount – this field adds together the extend price (Quantity X Unit Price) of all parts on the Purchase Order.

It is recommended that purchase orders be kept for seven months as shipment time can be approximately six months after receipt of the purchase order. Keeping the purchase order will allow a Turnaround Ship Notice to be created.

An example of a Planning Schedule is on the following page.

Ship Schedule

The ship schedule, also known as an EDI 862 document, states the following information:

- Release Number
- Shipping Schedule Issuer – the plant requesting parts and quantities
- Ship to – the specific location within the plant or the Harley-Davidson Dealership code and physical address requesting parts and quantities
- Supplier # – the identification number Harley-Davidson assigned to your company
- Order Type – the Harley-Davidson *Supplier Direct* order type and description – *displays only on Supplier Direct ship schedules*
- H- D Part Number – the Harley-Davidson’s part number
- Drawing Revision Level – of the part number
- Quantity – the required amount of the part number
- U/M – the Harley-Davidson unit of measure for the part number
- H-D PO – the Harley-Davidson Purchase Order Number
- Dock # – the dock location at the plant where the part is to be delivered.
- Line/Cell Location – the location within the plant, also known as the assembly line location or internal delivery location, where the part is to be taken after received.
- Ship Date – the date Harley-Davidson wants the part shipped
- Required Quantity
- Required Time
- Part Number Instruction – imprint instruction for the specific part – *displays only on Supplier Direct ship schedules*
- Container Package Quantity – the value displayed is the number of parts that must be packaged per container – *displays only for OE (Original Equipment) manufacturing plants*
- Container Package Description – this is the type of container that the part number must be packaged/shipped in – *displays only for OE (Original Equipment) manufacturing plants*
- Number of Line Items – this field displays the total number of part requirements requested in the Ship Schedule.
- Total Part Quantity – this field adds together all requirement totals for all parts.

An example of an OE and Supplier Direct Planning Schedule is on the following pages.



OE Example

Ship Schedule

Purpose: Original
Release Number: 029812
 Schedule Creation Date: 11/25/03
 Schedule Type: Shipment Based
 Horizon Start Date: 11/26/03
 Horizon End Date: 11/26/03
 Schedule Quantity: Actual Discrete Quantities

Organization Information:

Shipping Schedule Issuer: 062629324
 Supplier #: TEST
 Ship To: 7178521878 York MVC - Steamboat Blvd.

Line Items:

	<u>H-D Part #</u>	<u>Drawing</u> <u>Rev. Level</u>	<u>Quantity</u>	<u>UM</u>	<u>H-D PO #</u>	<u>Dock #</u>	<u>Line/Cell Location</u>	<u>Ship Date</u>
1	61165-89	A	385	EA	R-0000002961	D1	Q4 FRB17-31	11/26/03

Container Package Quantity: 55
 Container Package Description: RETURNABLE

2	61166-93A		200	EA	R-0000002960	D1	DY FRE14-13	11/26/03
----------	-----------	--	-----	----	--------------	----	-------------	----------

Container Package Quantity: 55
 Container Package Description: ROPAK

3	90817-96A		40	EA	R-0000005626	D1	DY COLF13	11/26/03
----------	-----------	--	----	----	--------------	----	-----------	----------

Container Package Quantity: 55
 Container Package Description: RACK

Summary Information:

Number of Line Items: 3
 Total Part Quantity: 625


[Create Ship Notice from this Ship Schedule](#)


[Create Export File from this Ship Schedule](#)

Supplier Direct Example



Ship Schedule

Purpose: Original
Release Number: 4840766
 Schedule Creation Date: 09/13/04
 Schedule Type: Shipment Based
 Horizon Start Date: 09/13/04
 Horizon End Date: 09/13/04
 Schedule Quantity: Actual Discrete Quantities

Organization Information:

Shipping Schedule Issuer: 4143434553
 Supplier #: A0000
 Ship To: 1761 Supplier Code
 Ship To Name: H-D DEALERSHIP
 Ship To Address: 1425 EDEN ROAD
 Ship To Address: YORK PA 17402
 Standard Carrier Alpha Code (scac): S006

Customer Order Type:


Order Type: TA
 Order Description: TRADE ACCEPTANCE

Line Items:

	<u>H-D Part #</u>	<u>Drawing Rev. Level</u>	<u>Quantity</u>	<u>U/M</u>	<u>H-D PO #</u>	<u>Dock #</u>	<u>Line/Cell Location</u>	<u>Ship Date</u>
1	96349- 04VW002S		0	EA				10/28/04

Summary Information:

Number of Line Items: 1
 Total Part Quantity:


[Create Ship Notice from
this Ship Schedule](#)


[Create Export File from
this Ship Schedule](#)

Outbound Form – Ship Notice

A Ship Notice, also known as an Advance Ship Notice and EDI 856, must be sent to Harley-Davidson within the following established time frames:

- If the supplier is local to the plant or if the shipment's transit time is the same day as shipped, the Ship Notice must be sent to Harley-Davidson immediately after shipment departure (as soon as the shipment leaves the supplier's dock).
- If the shipment's transit time is one day, the Ship Notice must be sent to Harley-Davidson within 30 minutes after shipment departure.
- If the shipment's transit time is two or more days, the Ship Notice must be sent to Harley-Davidson within two hours after shipment departure.

Web Forms allows a ship notice to be created manually or by creating a turnaround document, which is done by using the inbound EDI form. An example of an Original Equipment (OE), Supplier Direct, and Parts & Accessories (P&A) Ship Notice is on the following pages. Ship Notice field and button descriptions follow the examples.

OE Example



Ship Notice

Purpose*: * = mandatory item

ASN Number*:

Creation Creation Time (HHMM)*:

Date (MMDDYYYY)*:

Shipment Date (MMDDYYYY)*: Shipment Time (HHMM)*:

Shipment Level:

ID Number: 1

Physical Dimensions:

Gross Weight*: Pounds

Carrier Details:

Packaging*: Quantity*:

Origin/Delivery Carrier*:

Carrier (SCAC) Code*:

Carrier Invoice Number*:

Transportation Method*:

Special Handling: Hazardous Material:

Pallet Master/Mixed Label Information:

Check here for automatic Pallet # labeling. Enter # of Pallets.

Organization Information*:

Shipping Schedule Issuer:	Duns Code for H-D	York
Ship To:	Assigned by H-D	York MVC - Steamboat Blvd.
Dock #:	D1	
Supplier Code:	TEST	

Charge Information (Purchase Orders Only):

<Please Select>	Amount:	\$	
-----------------	---------	----	--

Item Level:

 Check here for automatic serial # labeling.

ID Number: 2

Parent ID Number: 1

Item Information: (If Quantity is left blank or is 0, the line will not be sent.)

<u>H-D Part #*</u>	<u>Drawing</u> <u>Rev. Level</u>	<u>Quantity</u>	<u>U/M</u>	<u>H-D PO #*</u>
61165-89	A		EACH	R-0000002961

<u>Release #*</u>	<u>Line/Cell Location*</u>	<u>Packing List</u> <u>(Only If Not ASN #)</u>
029812	Q4 FRB17-31	

 Load Detail: Number of Containers*: Units per Container*:

 AIAG Label Serial Number*: one unique serial number per container for this Item

ID Number: 3

Parent ID Number: 1

Item Information: (If Quantity is left blank or is 0, the line will not be sent.)

<u>H-D Part #*</u>	<u>Drawing</u> <u>Rev. Level</u>	<u>Quantity</u>	<u>U/M</u>	<u>H-D PO #*</u>
61166-93A			EACH	R-0000002960

<u>Release #*</u>	<u>Line/Cell Location*</u>	<u>Packing List</u> <u>(Only If Not ASN #)</u>
029812	DY FRE14-13	

Load Detail: Number of Containers*: Units per Container*:

AIAG Label Serial Number*: one unique serial number per container for this Item

 Add Serial Numbers

 Delete Serial Numbers

 Add Load Details

 Delete Load Details

ID Number: 4

Parent ID Number: 1

Item Information: (If Quantity is left blank or is 0, the line will not be sent.)

<u>H-D Part #*</u>	<u>Drawing</u> <u>Rev. Level</u>	<u>Quantity</u>	<u>U/M</u>	<u>H-D PO #*</u>
90817-96A			EACH	R-0000005626

<u>Release #*</u>	<u>Line/Cell Location*</u>	<u>Packing List</u> <u>(Only If Not ASN #)</u>
029812	DY COLF13	

Load Detail: Number of Containers*: Units per Container*:

AIAG Label Serial Number*: one unique serial number per container for this Item


 Add Serial Numbers

 Delete Serial Numbers

 Add Load Details

 Delete Load Details


 **Add Items**


 **Delete Items**

Number of Line Items:

Total Units Shipped:

 **Save this Form as Draft**

 **Create Labels and Save to Drafts**

 **Send this Form**

P&A/GM Example



Ship Notice

Purpose*: * = mandatory item
 ASN Number*:
 Creation Creation Time (HHMM)*:
 Date (MMDDYYYY)*: Shipment Date (MMDDYYYY)*:
 Shipment Time (HHMM)*:

Shipment Level:

ID Number: 1

Physical Dimensions:

Gross Weight*: Pounds

Carrier Details:

Packaging*: Quantity*:

Origin/Delivery Carrier*:

Carrier (SCAC) Code*:

Carrier Invoice Number*:

Transportation Method*:

Special Handling: Hazardous Material:

Pallet Master/Mixed Label Information:

Check here for automatic Pallet # labeling. Enter # of Pallets.

Organization Information*:

Shipping Schedule Issuer:	Assigned by H-D ▾	P & A ▾
Ship To:	Assigned by H-D ▾	Franklin Distribution Center ▾
Dock #:	<input type="text"/>	
Supplier Code:	<input type="text" value="A0000"/>	

Charge Information (Purchase Orders Only):

<Please Select> ▾	Amount: \$	<input type="text"/>
-------------------	------------	----------------------

Item Level:

 Check here for automatic serial # labeling.

ID Number: 2

Parent ID Number: 1


Item Information: *(If Quantity is left blank or is 0, the line will not be sent.)*

<u>H-D Part #*</u>	<u>Rev. Level</u>	<u>Quantity</u>	<u>U/M</u>	<u>H-D PO #*</u>
<input type="text" value="56027-05DH"/>	<input type="text"/>	<input type="text"/>	EACH ▾	<input type="text" value="P-0000198804"/>

<u>Release #*</u>	<u>Line/Cell Location*</u>	<u>Packing List</u> <u>(Only If Not ASN #)</u>
<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>

Load Detail: Number of Containers*: Units per Container*: AIAG Label Serial Number*: one unique serial number per container for this Item


 **Add Items**


 **Delete Items**

Number of Line Items:

Total Units Shipped:

 **Save this Form as Draft**

 **Create Labels and Save to Drafts**

 **Send this Form**



Supplier Direct Example

Ship Notice

Purpose*: * = mandatory item

ASN Number*:

Creation Creation Time (HHMM)*:

Date (MMDDYYYY)*:

Shipment Date (MMDDYYYY)*: Shipment Time (HHMM)*:

Shipment Level:

ID Number: 1

Physical Dimensions:

Gross Weight*: Pounds

Carrier Details:

Packaging*: Quantity*:

Origin/Delivery Carrier*:

Carrier (SCAC) Code*:

Carrier Invoice Number*:

Transportation Method*:

Special Handling: Hazardous Material:



Pallet Master/Mixed Label Information:

Check here for automatic Pallet # labeling. Enter # of Pallets.

Organization Information*:

Shipping Schedule Issuer:	Assigned by H-D ▾	Supplier Direct ▾
Ship To:	Assigned by H-D ▾	Other (Supplier Direct Only) ▾
	For Other:	1761
Dock #:	<input type="text"/>	
Supplier Code:	A0000	

Charge Information (Purchase Orders Only):

<Please Select> ▾	Amount: \$	<input type="text"/>
		

Item Level:

Check here for automatic serial # labeling.

ID Number: 2


Parent ID Number: 1


Item Information: (If Quantity is left blank or is 0, the line will not be sent.)

<u>H-D Part #*</u>	<u>Drawing</u> <u>Rev. Level</u>	<u>Quantity</u>	<u>U/M</u>	<u>H-D PO #*</u>
<input type="text" value="96349-04VW/002S"/>	<input type="text"/>	<input type="text"/>	EACH ▾	<input type="text" value="4840766"/>
<u>Release #*</u>	<u>Line/Cell Location*</u>	<u>Packing List</u> (Only If Not ASN #)		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Load Detail: Number of Containers*:	<input type="text"/>	Units per Container*:	<input type="text"/>	
AIAG Label Serial Number*:	<input type="text"/>	one unique serial number per container for this Item		








 **Add Items**


 **Delete Items**

Number of Line Items:

Total Units Shipped:

 **Save this Form as Draft**

 **Create Labels and Save to Drafts**

 **Send this Form**

Ship Notice Field / Button Descriptions

Header Level

Purpose	Valid choices are: <ul style="list-style-type: none">• Original – Select this when the ship notice is being sent for the first time.• Replacement (must call in advance) – Select this if the ship notice must be resent. Also, call the appropriate Harley-Davidson buyer to notify them of the replacement ship notice.
ASN Number	<p>A unique 8-character shipment identification number that is created by the user that has not been used in the last 12 months. This ASN Number must be on the B-12 (Quick Receive) label that is attached to the shipment's packing list.</p> <p>It is recommended to use the last 8 characters of the packing list number as the ASN Number as this is a requirement at several Harley-Davidson plants.</p>
Creation Date	Enter the current date in mmddyyyy format, for example 01092001 (January 9, 2001).
Creation Time	Enter the current time in hhmm format, for example 2215 (10:15 PM).
Shipment Date	Enter the date of when the shipment was sent in mmddyyyy format, for example 01092001 (January 9, 2001).
Shipment Time	Enter the time of when the shipment was sent in hhmm format, for example 2215 (10:15 PM).

Shipment Level – ID Number 1

Gross Weight	Enter the total weight, in pounds, of the entire shipment. The value entered must be equal to or greater than 1.
Packaging	Choose from the pull down menu the packaging type that best describes how the shipment will be packaged. If this field and the next field (Quantity) are left blank, Web Forms will populate them. When the Ship Notice is sent, Web Forms will automatically populate this field with the value of Container.

Quantity

Enter the number of packages that will be sent in the packaging type selected in the Packaging field box. If this field and the previous field (Packaging) are left blank, Web Forms will populate them. When the Ship Notice is sent, Web Forms will automatically populate this field with the sum of all values entered in the Load Detail: Number of Containers fields and will subtract one container for every duplicate serial number.

The quantity entered here must equal the sum of all values entered in the Load Detail: Number of Containers fields. The illustration below shows a Ship Notice with one Line Item (Part Number) with two load details.

Carrier Details:

Packaging*: Quantity*:

H-D Part #* Rev. Level Quantity U/M H-D PO #*

Release #* Line/Cell Location* Packing List (Only If Not ASN #)

Load Detail: Number of Containers*: Units per Container*:

AIAG Label Serial Number*: one per container

Add Serial Numbers Delete Serial Numbers

Add Load Details Delete Load Details

Load Detail: Number of Containers*: Units per Container*:

AIAG Label Serial Number*: one per container

Diagram annotations: An arrow points from the '3' in the first Load Detail to the '4' in the Quantity field. Another arrow points from the '+ 1' in the second Load Detail to the '4' in the Quantity field. A third arrow points from the '4' in the Quantity field to the '4' in the second Load Detail's Number of Containers field.

Add Packaging/Quantities

If multiple package types are included in the shipment, press this button and one additional set of Packaging and Quantity fields displays.

Delete Packaging/Quantities

Pressing this button will delete the last Packaging/Quantity fields.

Origin/Delivery Carrier

There are two choices, which are the Standard Carrier Alpha Code (SCAC) and Non-SCAC Carrier. Please refer to the *Standard Carrier Alpha Codes* section in this chapter for the correct selection.

This field will automatically be populated if the ship notice was created from a purchase order.

Carrier (SCAC) Code

Enter a valid Harley-Davidson carrier by referring to the *Standard Carrier Alpha Codes* section within this chapter. Supplier Direct Ship Notices must contain the carrier code documented in the Ship Schedule (862),

Carrier Invoice Number – Pull Down Menu

Valid choices are:

- **Pro Invoice Number** – Select this choice if the shipment is being transported over ground or water.
- **Airway Invoice Number** – Select this choice if the shipment is being transported through the air.

Carrier Invoice Number – Field Box

Enter the carrier's invoice number (aka. freight reference number or bill of lading, tracking number) in the Carrier Invoice Number field.

If the carrier is the Harley-Davidson Fleet, Harley-Davidson Mantran or Supplier Truck, enter the ASN Number in the Carrier Invoice Number – Field Box.

Add Carrier Invoice

If multiple carrier invoices (freight reference number, bill of lading, tracking number) are associated with the shipment, press this button and one additional carrier invoice number field displays.

Delete Carrier Invoice

Pressing this button will delete the last carrier invoice number field.

Transportation Method

Select the choice that best describes how the shipment is to be transported. If located in the United States, the most common transportation methods are Motor (Common Carrier) or Supplier Truck. Valid choices are:

- **Air**
- **Customer Pick-Up**
- **Motor (Common Carrier)**
- **Supplier Truck**
- **Ocean Conference Carrier**

Special Handling If the shipment requires special handling, contact the Harley-Davidson buyer for this information.

Hazardous Material If the shipment requires special handling, contact the Harley-Davidson buyer for this information.

Add Special Handlings

If multiple special handling instructions are needed, press this button and one additional set of Special Handling and Hazardous Material fields displays.

Delete Special Handlings

Pressing this button will delete the last Special Handling and Hazardous Material fields.

Check here for automatic Pallet # labeling.

Check the box if you would like Web Forms to automatically generate and enter pallet serial numbers (also known as master serial number). If the box is empty or unchecked, master serial numbers must be manually entered. The pallet serial number is obtained from the Master (B-10) bar code label from the serial block.

It is recommended that this functionality be used by suppliers supporting the Supplier Direct program as this will reduce unnecessary data entry that is normally required to support the creation of the Product Identification bar code labels (B-10).

Enter # of Pallets If the physical shipment requires master labels attached to the pallet, enter the number of unique master labels used in the shipment.

 **Add Serial Numbers**

If master labels are used in the shipment, press this button and pallet serial number fields will display. The number of fields that display is based upon the value entered in the *Enter # of Pallets* field.

 **Delete Serial Numbers**

Pressing this button will delete the last pallet serial number field and will adjust the value in the *Enter # of Pallets* field to match.

Shipping Schedule Issuer

The selection (data) populating this field states the Harley-Davidson plant/division that is to receive this Ship Notice. It is essential that the correct selection (data) is chosen; otherwise, the Ship Notice will not reach the intended plant/division. Please refer to the *Shipping Scheduler Issuer / Ship To Location Table* within this chapter to determine the correct selections for Pull Down Menus #1 and #2.

Pull Down Menu #1

Select from the list of valid choices.

- **Duns Code of H-D**
- **Assigned by H-D**

Please refer to the Web Forms Pull Down Menu 1 column in the *Plant/Ship to Location Code* section of this chapter for the correct choice.

Pull Down Menu #2

Please refer to the Web Forms Pull Down Menu 2 column in the *Plant/Ship to Location Code* section of this chapter for the correct choice.

Ship To

The selection (data) populating this field states the Harley-Davidson plant/division that is to receive this Ship Notice. It is essential that the correct selection (data) is chosen; otherwise, the Ship Notice will not reach the intended plant/division. Please refer to the *Shipping Scheduler Issuer / Ship To Location Table* within this chapter to determine the correct selections for Pull Down Menus #1 and #2.

If the ASN is intended for the Supplier Direct program, ensure that the Ship to Pull Down Menu #1 equals “Assigned by H-D”, Pull Down Menu #2 equals “Other (Supplier Direct ONLY)”, and that the For Other field contains the code that represents the Harley-Davidson dealership that is receiving the shipment.

Pull Down Menu #1

Select from the list of valid choices.

- **Duns Code of H-D**
- **Assigned by H-D**

Please refer to the Web Forms Pull Down Menu 1 column in the *Plant/Ship to Location Code* section of this chapter for the correct choice.

Pull Down Menu #2

Please refer to the Web Forms Pull Down Menu 2 column in the *Plant/Ship to Location Code* section of this chapter for the correct choice.

For Other

This field only displays if the Ship Notice is created from the Use Web Forms Ship Notice template or when the Ship Notice is created by turning around a Shipment Schedule from Supplier Direct.

If the Ship Notice is created by turning around the Ship Schedule, this field will automatically be populated with the Dealer code of where the shipment is being sent. If Ship Notice created from the Use Web Forms Ship Notice template, enter the Dealer code the shipment is to be sent to.

Dock #

Enter the Harley-Davidson dock number of where the shipment is to be unloaded. The dock number can be found in the requirements document (Planning Schedule (830) or Shipment Schedule (862)) that is triggering the shipment. If the requirement document does not have a dock number, leave this field blank.

Supplier Code

Enter the supplier ID that Harley-Davidson assigned to your company. Ensure that all alpha characters are in uppercase and that whenever zero (0) is to be entered, the number key zero (0) is used (not the letter key O).

This information must be included on the B-10 (Container) label.

Charge Information – Pull Down Menu

Enter data into this field if the Ship Notice is going to Supplier Direct or P&A; otherwise, leave this field blank.

Select from one of the valid choices the charge that best describes the intent.

- **Cancellation Charge**
- **Expedited Service Charge**
- **Freight Charge to Destination**
- **Restocking Charge**
- **Set Up Charge**
- **Shipping & Handling**
- **Mutually Defined**

Amount

Enter data into this field if the Ship Notice is going to Supplier Direct or P&A; otherwise, leave this field blank. Enter the amount of the charge associated with the selection in the Charge Information – Pull Down Menu field box.

Item Level **Check here for automatic serial # labeling.**

Check the box if you would like Web Forms to automatically generate and enter serial numbers in the required AIAG Label Serial Number fields. If the box is empty or unchecked, serial numbers must be manually entered.

Since Supplier Direct shipments do not require bar code labels, it is recommended that this be checked as it will reduce the amount of data entry.

H-D Part #**Original Equipment (OE) Suppliers:**

Enter the Harley-Davidson part number for the part being shipped.

This information must be included on the B-10 (Container) label.

Powertrain MRO Suppliers:

- If the Purchase Order (850) does not include a Harley-Davidson Part Number, then enter **NA** in this field. Usually “nonstore” parts will *not* have a Harley-Davidson Part Number. If a turnaround Ship Notice is created from the Purchase Order (850), this field will be blank and you must enter **NA** in it.

- If the Purchase Order (850) includes a Harley-Davidson Part Number, then enter it into this field. Usually “store” parts *will* have a Harley-Davidson Part Number. If a turnaround Ship Notice is created from the Purchase Order (850), this field will contain the Harley-Davidson Part Number.

This information must be included on the B-10 (Container) label.

All Other MRO Suppliers:

Enter your company’s part number.

This information must be included on the B-10 (Container) label.

Drawing Rev. Level Enter the drawing revision level of the part number. Some parts may not have revision levels, in this case, leave this field blank.

Quantity Enter the number of pieces being sent for the part number. **If this field box remains blank or contains 0 (zero), the line item will be deleted from the ship notice when it is sent or saved.**

The number entered here must equal the product (answer) derived from multiplying the Number of Containers times Units per Container fields. An illustration of this is below:

The screenshot shows a web form with the following fields and values:

- HD Part #: 73156-96BK
- Drawing Rev. Level: [blank]
- Quantity: 144
- U/M: EACH
- HD PO #: KJ000000002
- Release #: A92903
- Line/Cell Location: XL HB-SUB-D
- Packing List (Only if Not ASN #): [blank]
- Load Detail: Number of Containers: 12, Units per Container: 12

Below the form, a calculation is shown: $12 \times 12 = 144$. Arrows point from the '12' in the 'Number of Containers' field and the '12' in the 'Units per Container' field to the '144' in the 'Quantity' field. Another arrow points from the '144' in the 'Quantity' field to the '144' in the calculation.

If an additional load detail is to be added, add the product (answer) derived from multiply the additional load detail Number of Containers times Units per Containers field to the product (answer) derived from the first computation. An illustration of this is below:

H-D Part #* Drawing Rev. Level Quantity U/M H-D PO #*

Release #* Line/Cell Location* Packing List (Only If Not ASN #)

Load Detail: Number of Containers*: Units per Container*: 3 X 20 = 60

AIAG Label Serial Number*: one per container

Add Serial Numbers Delete Serial Numbers

Add Load Details Delete Load Details

Load Detail: Number of Containers*: Units per Container*: 1 X 10 = 10

AIAG Label Serial Number*: one per container

Total: 60 + 10 = 70

The value in this field must be included on the Container (B-10) label.

U/M

Enter the Harley-Davidson unit of measure for the part being shipped. Refer to the requirements document that shipment is made against for the valid unit of measure. Also, the *Unit of Measure Codes* section in this chapter contains valid unit of measure codes for the Corporation.

H-D PO

Enter the Harley-Davidson purchase order number that is associated with the Harley-Davidson part number. A Supplier Direct Ship Notice must contain the picklist number from the Ship Schedule in this field.

Ensure that all alpha characters are in uppercase and that whenever zero (0) is to be entered, the number key zero (0) is used (not the letter key O) and that the correct amount of zeros (0) are entered. Also include any dashes that are documented in the 830 (Planning Schedule), 850 (Purchase Order) or 862 (Planning Schedule).

This information must be included on the B-10 (Container) label.

Release #

Original Equipment (OE) Suppliers:

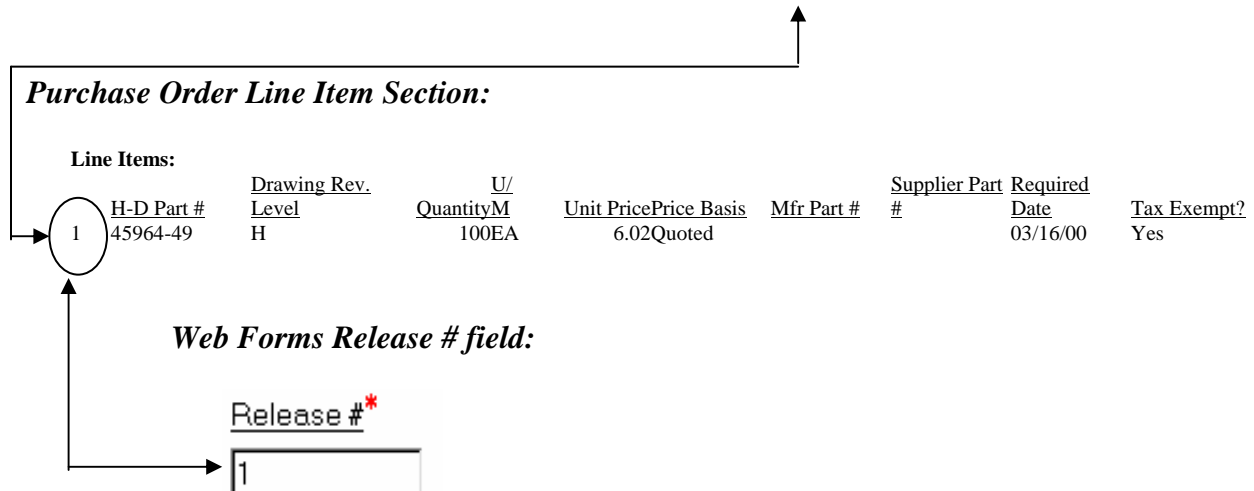
Enter the Harley-Davidson release ID from the requirements document triggering the shipment and which contains the Harley-Davidson part number. **The release ID is found in the header section of the requirements document (Planning Schedule (830) or the Shipment Schedule (862)). To validate whether the release ID is correct for the part number, locate the requirements document assigned the release ID, then look the part number up. If the part number is on that document, then the release ID is valid. If the part number is not found on the document, do not use the release ID as it is invalid.**

Use release ID **NONE** when no release is assigned to the part (i.e., requirements sent via email for sequenced parts, future model year parts or prototype parts).

Ensure that all alpha characters are in uppercase and that whenever zero (0) is to be entered, the number key zero (0) is used (not the letter key O).

MRO and P&A Suppliers:

Enter the Purchase Order (850) Line Item number associated with this part.



Supplier Direct Suppliers:

Enter the Ship Schedule (862) Line Item number (also known as the Picklist Line Item number).

Shipment Schedule Line Item Section:

Line Items:

	<u>H-D Part #</u>	<u>Drawing Rev. Level</u>	<u>QuantityU/M</u>	<u>H-D PO #</u>	<u>Dock #</u>	<u>Line/Cell Location</u>	<u>Ship Date</u>
1	17945-36B	D	2800EA	J000000374	PR1	362026	04/14/00

Just-In-Time Schedule
 Required Quantity: 2800
 Required Time: 0000

Web Forms Release # field:

Release #*

1

Line/Cell Location Enter the Harley-Davidson internal delivery location (also known as the consuming line location and line feed) for the part number.



Note: If the requirement document that the shipment is made against does not contain a line feed location, enter NONE in this field. If sending a Ship Notice in response to a Supplier Direct Ship Schedule (862) or a Purchase Order (850), enter NONE in this field. The Line/Cell Location field must be populated to send the Ship Notice.

Ensure that all alpha characters are in uppercase and that whenever zero (0) is to be entered, the number key zero (0) is used (not the letter key O).

This information must be included on the B-10 (Container) label.

Packing List (Only if Not ASN #)

Use this field only when the ASN Number does not match the packing list number. Enter the packing list number associated with this shipment.

To document a part number having two Packing Lists, refer to the below illustration:

The screenshot displays two identical item entries, each with the following fields and values:

- ID Number: 2 (top) and ID Number: 3 (bottom)
- Parent ID Number: 1 (top) and Parent ID Number: 1 (bottom)
- Item Information: (If Quantity is left blank or is 0, the line will not be sent.)
- H-D Part #: 53426-87
- Drawing Rev. Level: E
- Quantity: 100
- U/M: EACH
- H-D PO #: A-011507000
- Release #: 10011138
- Line/Cell Location: OE30111
- Packing List (Only if Not ASN #): 12341001 (top) and 12341002 (bottom)
- Load Detail: Number of Containers*: 10, Units per Container*: 10
- AIAG Label Serial Number*: 01 (top) and 11 (bottom), one per container
- Serial Number Fields: 02-10 (top) and 12-20 (bottom)
- Buttons: Add Serial Numbers, Delete Serial Numbers, Add Load Details, Delete Load Details

Annotations in the image:

- A box labeled "Same Part Number" has arrows pointing to the H-D Part # field of both entries.
- A box labeled "Different Packing List" has arrows pointing to the Packing List field of both entries.

Load Detail: Number of Containers

Enter the number of containers the part number is being sent in.

The number entered in this field is associated with number entered in the Quantity field located in the Item Level section. Refer to the Quantity field description for information on how the fields are associated.

Load Detail: Units per Container

Enter the amount of the part number shipped in each container.

All containers must contain the value entered in this field. If a container contains less than the value entered in this field, an additional load detail is required to document the value in the partial container. Refer to the below example:

The screenshot shows a web form with the following fields and values:

- H-D Part #**: 72902-01BKB
- Drawing Rev. Level**: (empty)
- Quantity**: 70
- U/M**: EACH
- H-D PO #**: R-0000006439
- Release #**: 046112
- Line/Cell Location**: NEW PTS CAGE
- Packing List (Only If Not ASN #)**: (empty)
- Load Detail: Number of Containers**: 3
- Load Detail: Units per Container**: 20
- AIAG Label Serial Number**: 101, 102, 103
- Buttons**: Add Serial Numbers, Delete Serial Numbers, Add Load Details, Delete Load Details
- Load Detail: Number of Containers**: 1
- Load Detail: Units per Container**: 10
- AIAG Label Serial Number**: 104

Callout boxes provide the following explanations:

- A box pointing to the Quantity field (70) and H-D PO # field states: "70 eaches are being shipped."
- A box pointing to the Load Detail: Number of Containers (3) and Load Detail: Units per Container (20) fields states: "Each container will accommodate 20 eaches. Three containers will accommodate a total of 60 eaches."
- A box pointing to the Load Detail: Number of Containers (1) and Load Detail: Units per Container (10) fields states: "The remaining 10 eaches must be placed in a partially filled container. An additional Load Detail must be created to document this partially filled container."

Refer to the Add Load Details button description on how to create an additional load detail line.

The number entered in this field is associated with number entered in the Quantity field located in the Item Level section. Refer to the Quantity field description for information on how the fields are associated.

AIAG Label Serial Number

Enter a unique 8-character serial number for each container shipped (which is indicated in the Number of Containers field, Item Level section).

A serial number allows a container to be identified, which can be tracked if needed. This serial number is also documented on the B-10 (Container) label that is attached to each container.



Note: If shipping multiple parts in one container, the following steps must be followed in order for the ASN to be sent:

1. Identify which parts will be shipped in the same box and how many of each part will be in the box.
2. In the Carrier Detail Quantity field, enter the number of physical boxes that will be shipped.
3. Assign the same AIAG serial number to each part number being placed in the same box.
4. Enter the assigned AIAG serial number in the AIAG Label Serial Number field for each part number.

For example: Two part numbers (12345-01 and 98765-01) will be shipped in the same box. There will be 10 eaches of each part number shipped. There are no other part numbers in this shipment.

Following the steps above and using the aforementioned example, below is the thought and action taken to create a Ship Notice. Please note that the thought/action below is numbered to correspond with the step number above.

1. Part number 12345-01 and 98765-01 will be shipped together. There will be 10 eaches of each part number shipped. There will be two boxes with 5 eaches of each part number in one box.
2. The Carrier Detail Quantity field must equal 2 boxes.
3. One box will have an AIAG serial number of 102004-1 and the second box will have an AIAG serial number of 102004-2.
4. The line item detail will look like this:

ID Number: 2 Parent ID Number: 1

Item Information: (If Quantity is left blank or is 0, the line will not be sent.)

H-D Part #*	Drawing Rev. Level	Quantity	U/M	H-D PO #*
12345-01	A	10	EACH	R-0000009999

Release #* Line/Cell Location* Packing List
(Only If Not ASN #)

00123456 AZ 981648692

Load Detail: Number of Containers*: 2 Units per Container*: 5

AIAG Label Serial Number*: 102004-1 one unique serial number per container for this Item

102004-2

Add Serial Numbers Delete Serial Numbers

Add Load Details Delete Load Details

ID Number: 3 Parent ID Number: 1

Item Information: (If Quantity is left blank or is 0, the line will not be sent.)

H-D Part #*	Drawing Rev. Level	Quantity	U/M	H-D PO #*
98765-01	A	10	EACH	R-0000008888

Release #* Line/Cell Location* Packing List
(Only If Not ASN #)

00123460 AZ 981648692

Load Detail: Number of Containers*: 2 Units per Container*: 5

AIAG Label Serial Number*: 102004-1 one unique serial number per container for this Item

102004-2

Add Serial Numbers Delete Serial Numbers

Add Load Details Delete Load Details

Note that the AIAG Serial Numbers are the same for each line item.



Note: Supplier Direct ASNs do not require AIAG Label Serial Numbers. However, the AIAG Label Serial Number is a mandatory field on the Ship Notice. The most efficient way to handle this is to allow Web Forms to insert the AIAG Label Serial Number, which is done by clicking in the automatic serial # labeling box:

Check here for automatic serial # labeling.

 **Add Serial Numbers**

If additional serial number field boxes are needed, press this button and Web Forms generates the additional field boxes equal to the number entered in the Number of Containers field, located in the Item Level section.

If the **Check here for automatic serial # labeling.** is checked and when the **Add Serial Numbers** button is pressed, the AIAG Label Serial Number fields will automatically populate with serial numbers.

 **Delete Serial Numbers**


Pressing this button deletes the additional serial number field boxes.

 **Add Load Details**

This button is used when shipping a container that does not contain the amount indicated in the Load Detail: Units Per Container (container is not full). Full contains are documented in the original Load Detail fields and container that are not full are document in the second Load Detail fields. To create additional load details (another set of Number of Containers and Units per Container fields), press this button and Web Forms generates the additional fields.


 **Delete Load Details**

Pressing this button deletes the last load details (Number of Containers and Units per Container fields).

 **Add Items**

Pressing this button adds an additional Item Level, which includes the following fields:

- H-D Part #
- Drawing Rev. Level
- Quantity
- U/M
- H-D PO #
- Release #
- Line/Cell Location
- Packing List
- Number of Containers
- Units per Container
- AIAG Label Serial Number

 **Delete Items**

Pressing this button deletes the last Item Level. However, Item Level ID Number: 2 will not delete when this button is pressed. The reason for this is that the Ship Notice must contain at least one line item and ID Number: 2 is the first line item in the Ship Notice. If your Ship Notice has two or more line items and the first line item (ID Number 2) needs to be deleted, enter 0 in the Quantity field and when the Ship Notice is sent, the line item will be deleted.

Summary

Number of Line Items

This field displays the number of ID Numbers (including *Shipment Level* and all line items located under the *Item Level* that have the Quantity field box populated with a number equal to or greater than 1) in the Ship Notice.

Total Units Shipped This field displays the total quantities of all line items (Item Level) shipped.

 **Save this Form as Draft**


Pressing this button, saves the Ship Notice in the Drafts box.



Note: If the Quantity field box remains blank or contains 0 (zero), the line item will be deleted from the ship notice when it is saved.

 **Create Labels and Save to Drafts**

Pressing this button will FTP (File Transfer Protocol) the Ship Notice to Bar Code Solutions' Web Print application so that bar code labels can be printed. To activate this button, a subscription service to Web Print with Auto Print must be purchased. For additional information, visit www.bcswebprint.com.

 **Send this Form**

Pressing this button activates an edit check on the Ship Notice and if no errors are found, sends the Ship Notice to Harley-Davidson.

Notification of Received Requirements

Whenever the Web Forms' Inbox receives a Harley-Davidson requirement, a notification will be emailed to the address entered at the time of registration and/or any email addresses set up in the Web forms' Account Information section under the Options icon (refer to the *Email Address* section in the Web Forms Maintenance chapter for additional information).

An example of the email notification is below:

NOTIFICATION FROM Sterling Web Forms at
www.sterlingwebforms.com/webforms

New Form received for: Harley-Davidson
Sent by: HarleyDavidson
Form type: Ship Schedule
Form reference: 1264081
Received on: 1/18/02 12:04:57 PM

Mailbox status as of 1/18/02 12:04:56PM

Inbox:

Unread: 6
Read: 30
Total: 36

Outbox:

Acknowledged: 2
Unacknowledged: 2
Total: 4

Copyright © 2002 Sterling Commerce, Inc. All Rights Reserved.

Sterling Web Forms is a trademark of Sterling Commerce.

Open Form

From the inbox (requirements received) or outbox (Ship Notices sent), click on the Form Name associated with the form to be opened.

Acknowledgments

When an inbound form (requirements) is opened, Web Forms automatically sends to Harley-Davidson a Functional Acknowledgement (997). A Functional Acknowledgement tells Harley-Davidson that the requirement was received *and* agreed-to.

If there are any exceptions to requirements, the Harley-Davidson buyer must be notified immediately; otherwise, Harley-Davidson will expect the quantities and terms as outlined in the requirements form (Planning Schedule (830), Purchase Order (850), or Shipment Schedule (862)).

Ship Schedule

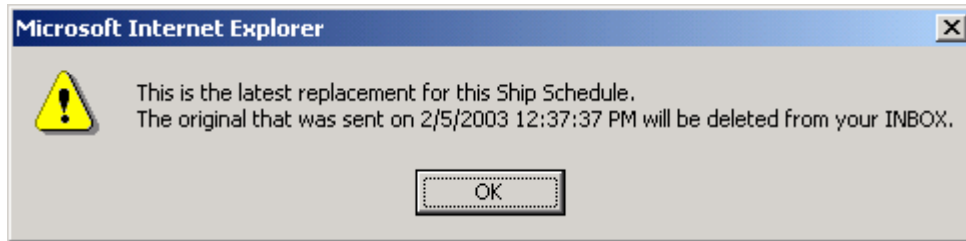
Replacements

A replacement ship schedule is a ship schedule that replaces an original ship schedule, which was received in the Inbox. A replacement ship schedule will have the same Form Name and Release Number, but will have a Purpose Code of Replacement and a different quantity needed for the specific part number.

When the Inbox receives a replacement ship schedule one of the following actions will happen:

- If the original ship schedule has a status of Unread, the replacement ship schedule will overwrite (replace) the original ship schedule. You will be unaware of this action unless you reference the Purpose Code, which will reflect Replacement.

- If the original ship schedule has a status of Read, the Inbox will accept the replacement ship schedule. When the replacement ship schedule is opened, the following dialog box displays:



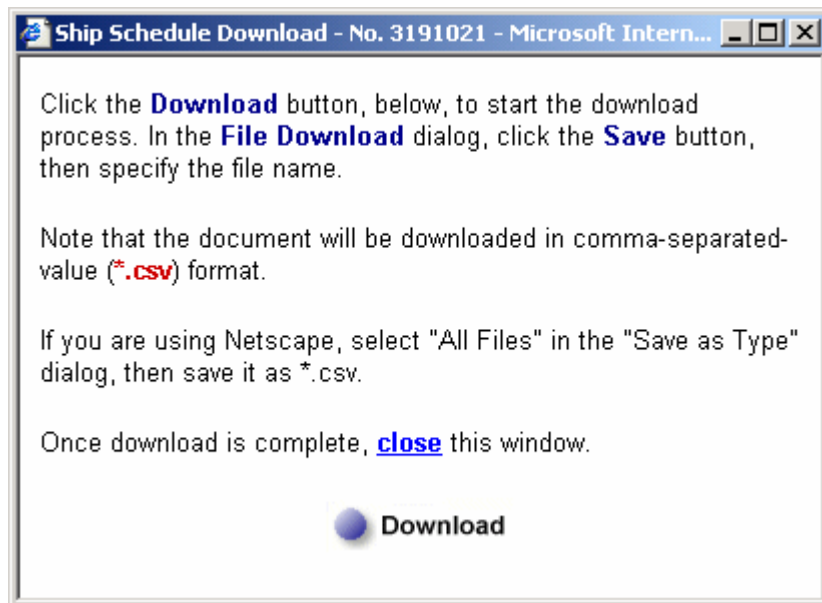
Press the OK button and the original ship schedule will delete.

Export

Ship schedules can be exported/downloaded from Web Forms into a comma-separated value formatted file that can be used to import/upload the data into another order processing system. To export/download the ship schedule that is displayed, scroll to the bottom of the page and press the following button:



Then the following dialog box displays:



Follow the instructions displayed in the dialog box.

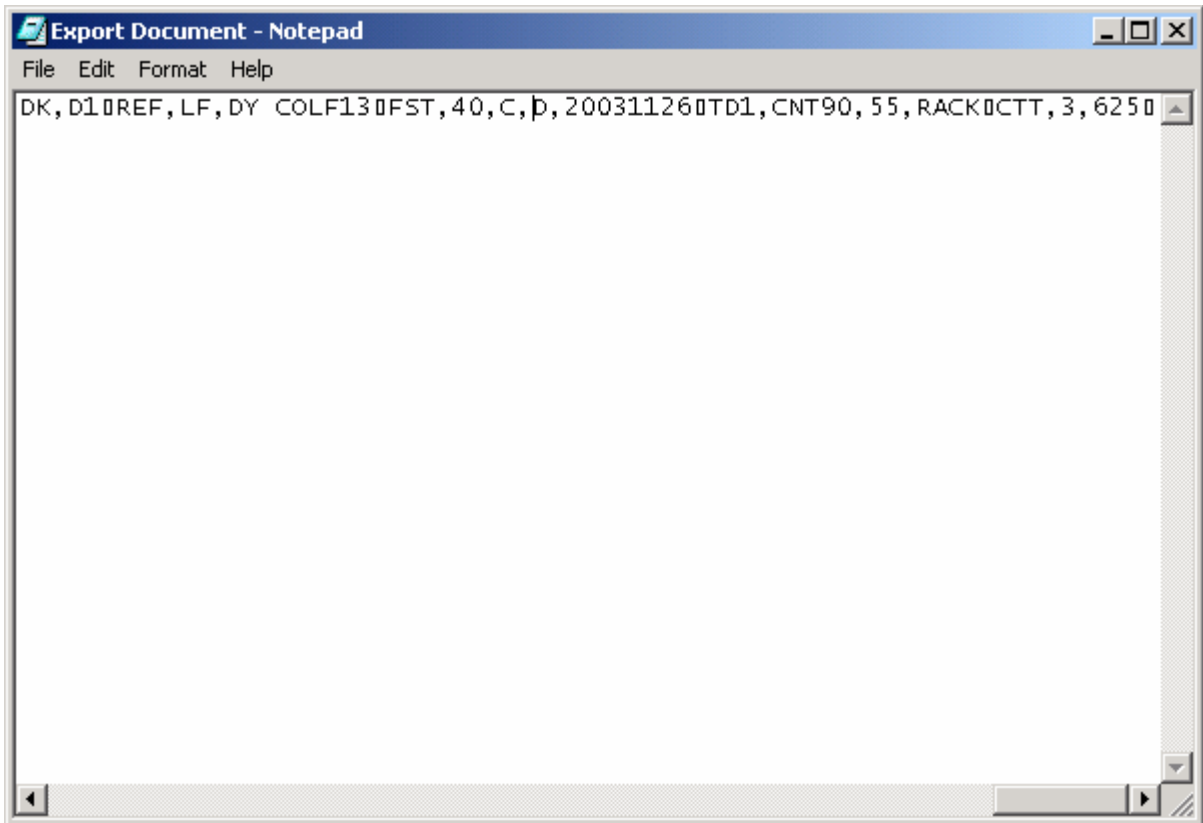
Spreadsheet View

The comma-separated value formatted file can be opened by a spreadsheet (i.e. Excel) but may require formatting to view the data correctly (i.e. changing column widths, turning off scientific notation, adding zeros to numbers that require the leading zero [schedule issuer of 062629324], etc.). Below is the view of an exported/downloaded formatted file that as is initially displayed in Excel:

HEADER	29812	29812	0	62629324			
ID's	62629324	WF000000	62629324	WF0000009000			
BSS	0	29812	20031125	SH	20031126	20031126	29812
NAME	SI		1	62629324			
NAME	ST		92	7.18E+09			
NAME	SU		92	TEST			
LINE 1		BP	61165-89	DR	A	PO	R-0000002
UIT	EA						
REF	DK	D1					
REF	LF	Q4 FRB17-31					
FST	385	C	D	20031126			
TD1	CNT90	55	RETURNABLE				
LINE 2		BP	61166-93A			PO	R-0000002
UIT	EA						
REF	DK	D1					
REF	LF	DY FRE14-13					
FST	200	C	D	20031126			
TD1	CNT90	55	ROPAK				
LINE 3		BP	90817-96A			PO	R-0000005
UIT	EA						
REF	DK	D1					
REF	LF	DY COLF13					
FST	40	C	D	20031126			
TD1	CNT90	55	RACK				
CTT	3	625					

Note Pad View

The comma-separated value formatted file can be opened with Microsoft Notepad. Below is the view of an exported/downloaded formatted file as it is initially displayed in Notepad:



When the above data is printed, it looks like this:

```
Export Document
HEADER,029812,029812,00,062629324
ID's,062629324 ,WF0000009000 ,062629324,WF0000009000
BSS,00,029812,20031125,SH,20031126,20031126,029812,A
NAME,SI,,1,062629324
NAME,ST,,92,7178521878
NAME,SU,,92,TEST
LINE 1,,BP,61165-89,DR,A,PO,R-0000002961
UIT,EA,
REF,DK,D1
REF,LF,Q4 FRB17-31
FST,385,C,D,20031126
TD1,CNT90,55,RETURNABLE
LINE 2,,BP,61166-93A,,,PO,R-0000002960
UIT,EA,
REF,DK,D1
REF,LF,DY FRE14-13
FST,200,C,D,20031126
TD1,CNT90,55,ROPAK
LINE 3,,BP,90817-96A,,,PO,R-0000005626
UIT,EA,
REF,DK,D1
REF,LF,DY COLF13
FST,40,C,D,20031126
TD1,CNT90,55,RACK
CTT,3,625
```

Ship Notice

Begin Ship Notice

There are three ways to begin a Ship Notice:

- Turnaround Ship Notice – This method is strongly recommend
- Turnaround Ship Notice Using Multiple Forms – This method is strongly recommended
- Manual Ship Notice – Used only when a requirements form was not received

Turnaround Ship Notice

A turnaround ship notice is the recommend method for creating ship notices as Web Forms automatically populates the fields listed below based upon the information contained in the inbound form (i.e., 830, 850, 862); thus, reducing data entry errors and ASN creation time.

- Origin/Delivery Carrier – only if from a PO
- Carrier (SCAC) Code – only if from a PO
- Shipping Schedule Issuer
- Ship To
- Dock – if provided in requirements document
- Supplier Code
- Line Item fields
 - H-D Part # - if turning around from a PO, this may not be populated and will require user input. Refer to the *Ship Notice Field / Button Descriptions* for additional information.
 - Drawing Revision Level
 - Unit of Measure
 - H-D Purchase Order Number
 - Release # - if turning around from a PO, this may not be populated and will require user input. Refer to the *Ship Notice Field / Button Descriptions* for additional information.
 - Line/Cell Location – not on a PO

For detailed information regarding each field or button in the Ship Notice, refer to the *Ship Notice Field / Button Descriptions* section located in this chapter.

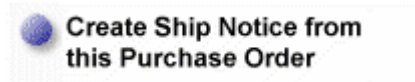
The turnaround document does not populate all fields (i.e., the Quantity field); therefore, the user will be required to enter some data.

A unique field that must be understood is the Quantity field, which is associated with a specific line item (part number). If this field is left blank or contains a value of 0 (zero), then the entire line item (part number and associated information) will be deleted.

Most of the fields in the ship notice are required and are identified by a red asterisk immediately following the field label.

To create a complete turnaround ship notice from an inbound form, follow the steps below:

1. Open the inbound form requiring a ship notice.
2. Scroll to the end of the document.
3. Click on the “Create Ship Notice” button, which looks similar to this:



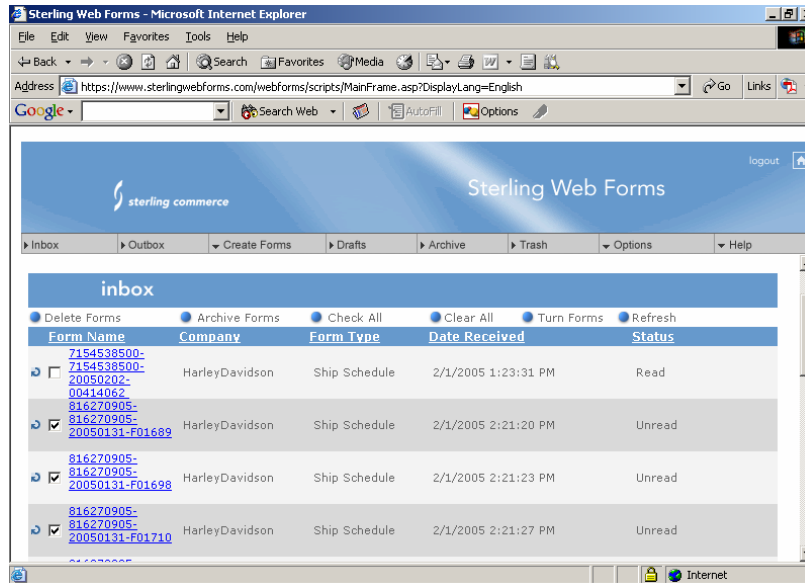
The button states the type of inbound document that the ship notice is being turned around from (i.e., Purchase Order, Planning Schedule, or Ship Schedule).

4. Continue with the *Complete Ship Notice* section in this chapter.

Turnaround Ship Notice Using Multiple Forms

To create one turnaround Ship Notice using multiple forms of the same type with the same Scheduler Issuer and Ship To, follow the steps below.

1. From the InBox, click in the white boxes, located to the left of the Form Name, which are associated with the Forms to be incorporated into one Ship Notice.



2. When all white boxes have been checked, click on the “Turn Forms” button, which looks like this:



3. The Ship Notice displays listing all line items from the selected Forms.
4. Continue with the *Complete Ship Notice* section in this chapter.

Manual Ship Notice

A manual ship notice template looks the same as the Turnaround Ship Notice template, however, all fields are blank and requires data entry. The information to populate the fields can be found in the Form shipment is being made against (i.e., Planning Schedule (830), Purchase Order (850), or Shipment Schedule (862)). Manual ship notices can be used at any time.

A unique field that must understand is the Quantity field, which is associated with a line item. This is the only field in the Ship Notice that will be deleted as well as the line item it is associated with if it does not contain data, or contains 0, when the Ship Notice is sent.

Most of the fields in the ship notice are required and are identified by a red asterisk immediately following the field label.

To create a manual ship notice, follow the steps below:

1. To create a manual Ship Notice, position the cursor over the **Create Forms** menu option located on the menu bar at the top of the page under the blue Sterling Commerce logo bar.
2. Position the cursor over the **Harley-Davidson** menu option and another menu displays.
3. Click on the **Ship Notice** template.
4. A blank Ship Notice displays.
5. Continue with the *Complete Ship Notice* section in this chapter.

Complete Ship Notice

If this is a Turnaround Ship Notice, many of the fields will be populated and data entry will be minimal. Otherwise, the Ship Notice will be blank and require significant data entry.

For detailed information regarding each field or button in the Ship Notice, refer to the *Ship Notice Field / Button Descriptions* section located in this chapter.

Header Level

1. When the Ship Notice displays, the **Purpose** field box is highlighted, which is the first field in the header level.
2. Enter the following fields. When each field is complete, press <TAB> and the cursor moves to the next field box.

Field Name	Required?	Data to Enter
Purpose	Yes	Original
ASN Number	Yes	
Creation Date	Yes	
Creation Time	Yes	
Shipment Date	Yes	
Shipment Time	Yes	

Note: For additional information about each field, refer to the *Ship Notice Field Description / Button Description* section within this chapter.

3. When complete, the cursor will be in the **Gross Weight** field box.

Shipment Level – ID Number 1

4. Enter the following fields. When each field is complete, press <TAB> and the cursor moves to the next field box.

Field Name	Required?	Data to Enter
Gross Weight	Yes	
Packaging	Yes	
Quantity	Yes	

Note: For additional information about each field, refer to the *Ship Notice Field Description / Button Description* section within this chapter.

5. If the shipment contains multiple packaging types, each type must be entered in the ship notice. To enter additional packaging types and quantities, press the **Add Packaging/Quantities** button, which looks like this:



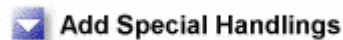
Note: To delete the last Packaging/Quantities fields, press the **Delete Packaging/Quantities** button, which is located next to the Add Packaging/Quantities button.

6. Enter the following fields. When each field is complete, press <TAB> and the cursor moves to the next field box.

Field Name	Required?	Data to Enter
Origin/Delivery Carrier	Yes	
Carrier (SCAC) Code	Yes	Refer to the <i>Standard Carrier Alpha Codes</i> section in this chapter for valid codes.
Carrier Invoice Number – Pull Down Menu	Yes	
Carrier Invoice Number – Field Box	Yes	
Transportation Method	Yes	
Special Handling		
Hazardous Material		

Note: For additional information about each field, refer to the *Ship Notice Field Description / Button Description* section within this chapter.

7. If the shipment contains multiple special handling/hazardous material instructions, they must be entered in the ship notice. To enter additional information, press the **Add Special Handlings** button, which looks like this:



Note: To delete the last special handling/hazardous material instruction, press the **Delete Special Handlings** button, which is located next to the Add Special Handlings button.

8. If this ship notice is being sent in response to a purchase order and the purchase order has charge information documented, enter the following fields; otherwise, go to the next step. When each field is complete, press <TAB> and the cursor moves to the next field box.

Field Name	Required?	Data to Enter
Charge Information – Pull Down Menu		
Amount		

Note: For additional information about each field, refer to the *Ship Notice Field Description / Button Description* section within this chapter.

Item Level

9. To enable automatic serialization, click on the box and a check mark displays, then press <TAB> and the cursor moves to the next field box.

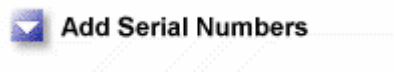
Note: To enter serial numbers created by your company, skip this step.

10. Enter the following fields. When each field is complete, press <TAB> and the cursor moves to the next field box.

Field Name	Required?	Data to Enter
H-D Part #	Yes	
Drawing Rev. Level		
Quantity		
Packing List		
Number of Containers	Yes	
Units per Container	Yes	

Note: For additional information about each field, refer to the *Ship Notice Field Description / Button Description* section within this chapter.

11. Press the **Add Serial Numbers** button, which looks like this:



12. If the automatic serial number labeling box was checked, the serial number field boxes displays with serial numbers populating them. Otherwise, enter the following fields and when complete, press <TAB> and the cursor moves to the next field box.

Field Name	Required?	Data to Enter
AIAG Label Serial Number	Yes	

Notes:

- To delete the amount of serial number fields, position to the **Number of Containers** field, enter the correct number of containers, then press the **Delete Serial Numbers** button. The appropriate amount, based upon the value entered in the Number of Containers field, of AIAG Label Serial Number fields will be deleted at the end of the series.
 - If shipping more than one part number in the same box, refer to the AIAG Label Serial Number field description, which is in this chapter under Forms.
13. If additional load details (Number of Containers and Units per Container fields) are needed, press the **Add Load Details** button, which looks like this:



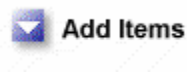
Note: To delete the last load details, press the **Delete Load Details** button, which is located next to the Add Load Details button.

14. If there are additional line items included in the shipment, repeat Steps 10 through 13. If there are line items that are included in the turnaround Ship Notice that are not being included in the shipment, leave the Quantity field blank or enter 0 and when the Ship Notice is sent, the line item will be deleted.

Note: To delete the last line item (ID Number), press the **Delete Items** button located under the line item and which looks like this:



15. If the shipment includes an item that is not on the turnaround Ship Notice, add an additional line item by pressing the Add Items button, which looks like this:

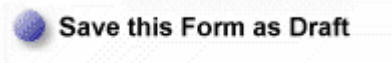


16. Determine the next step: Save ship notice, send ship notice, or create bar code labels. Next, refer to appropriate subsection for step-by-step instructions.

Save Ship Notice as Draft

Please note that only line items (ID Numbers) that have a value equal to or greater than 1 in the Quantity field will be saved.

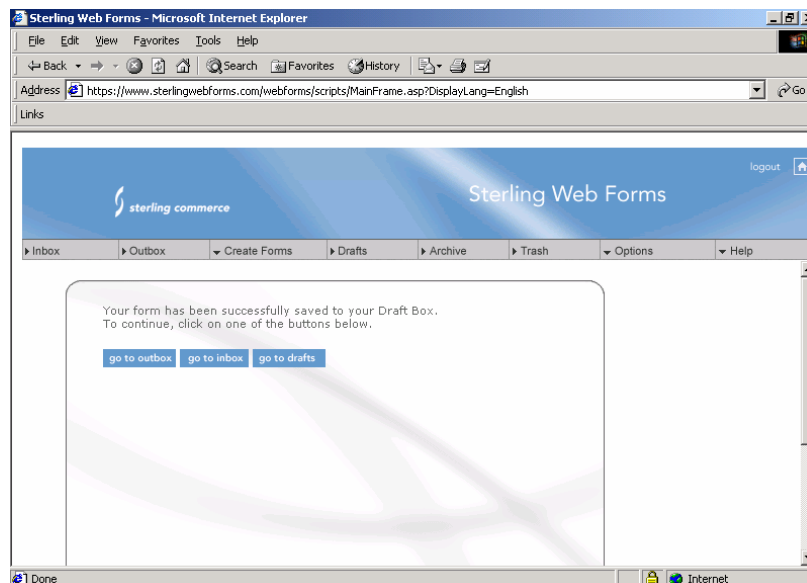
1. Position to the bottom of the turnaround Ship Notice.
2. Press the **Save this Form as Draft** button, which looks like this:



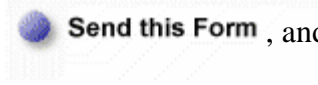
3. An **Explorer User Prompt** dialog box displays.

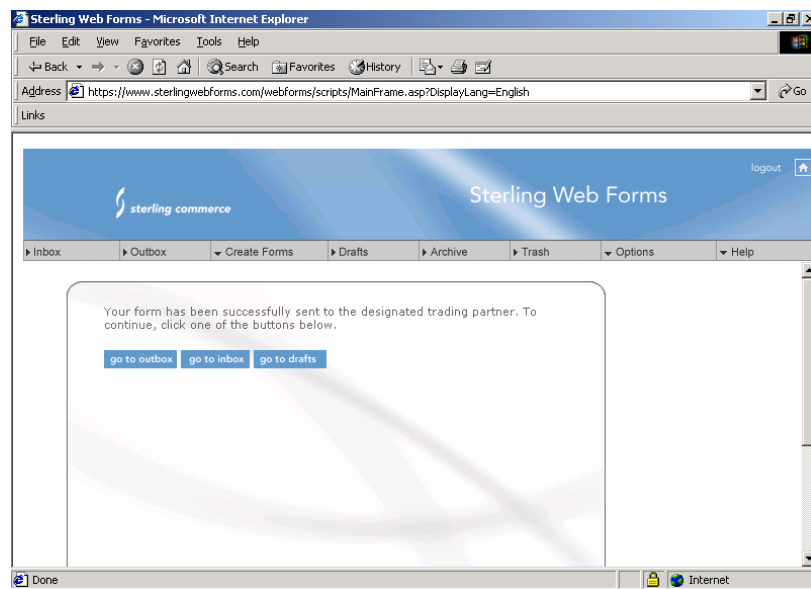


4. Enter the form name that represents the Ship Notice in the field box and press <OK>.
5. The following page displays stating that the Ship Notice has been saved in the Drafts box.



Send Ship Notice

1. Scroll to the bottom of the Ship Notice.
2. Press the **Send this Form** button, which looks like this:  , and the Ship Notice will undergo an edit check.
3. If there is data that must be corrected, the **Errors Found on this Form** page displays listing the errors that must be corrected in order to send the Ship Notice. Refer to the *Error Explanation* section within this chapter for additional information. When all errors are corrected, press the **Send this Form** button again. Continue this step until the below page displays stating that the Ship Notice has been sent.



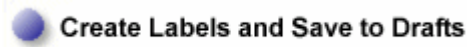
Create Bar Code Container Labels

Bar code container labels are AIAG B-10 bar coded labels. The B-10 labels consist of the Container, Master and Mixed Load labels, all of which are required for inbound shipments to Harley-Davidson. For additional details on each label and when to use a specific label, refer to the Bar Code chapter of this user guide.

In order to automatically create bar coded container labels using the Ship Notice, a Web Print subscription service with Auto-Print functionality must be purchased from Bar Code Solutions. For additional information about Web Print, refer to the Bar Code chapter of this user guide.

Once a Bar Code Solution Web Print subscription service with Auto-Print functionality is set up, follow the steps below to create bar code container labels.

1. Display or open the Ship Notice and scroll to the bottom of it.
2. Press the **Create Labels and Save to Drafts** button, which looks like this:



3. The ship notice is edited. If no errors are detected, the ship notice is saved to the Drafts folder. For additional information, refer to the *Save Ship Notice as Draft* subsection of this chapter.

Note: If the ASN contains errors, the **Errors Found on this Form** page displays listing the errors that must be corrected. For additional details refer to the *Send Ship Notice* and/or *Error Explanation* subsections of this chapter

4. A download icon displays indicating that the bar code data from the ship notice is being sent to Web Print.
5. If there are other ship notices to send to Web Print, follow step 1 – 4 above.
6. Once all data from the ship notices are sent to Web Print, log off Web Forms and log on to Web Print. For additional information regarding how to log on and set up Web Print, refer to Bar Code Solution Web Print User Guide.
7. Print the bar code labels and attach to the appropriate containers.

8. Make a final review of the shipment and if the shipment and ship notice matches, then log on to Web Forms, go to the Drafts folder, open the ship notice, and send the ship notice. For additional information about how to access and send a saved ship notice from the Drafts folder, refer to the *Draft Ship Notice* subsection in this chapter.

When the ship notice is sent, Web Forms will compare the ship notice container quantities to the container quantities sent to Web Print. If the container quantities match, the ship notice will be sent. If the container quantities do not match, the following message displays: “The Ship Notice and the bar code label quantities do not match. Create new labels.” The ship notice will *not* be sent. Press the **Create Labels and Save to Draft** button to send the new container quantities to Web Print. Repeat steps 7 and 8.

- If during the review of the shipment it is noted that additional product was added to the shipment or if less product is being shipped than what was originally intended, display the save ship notice, make the necessary changes, press the **Create Labels and Save to Draft** button, print labels, review shipment, and send ship notice.

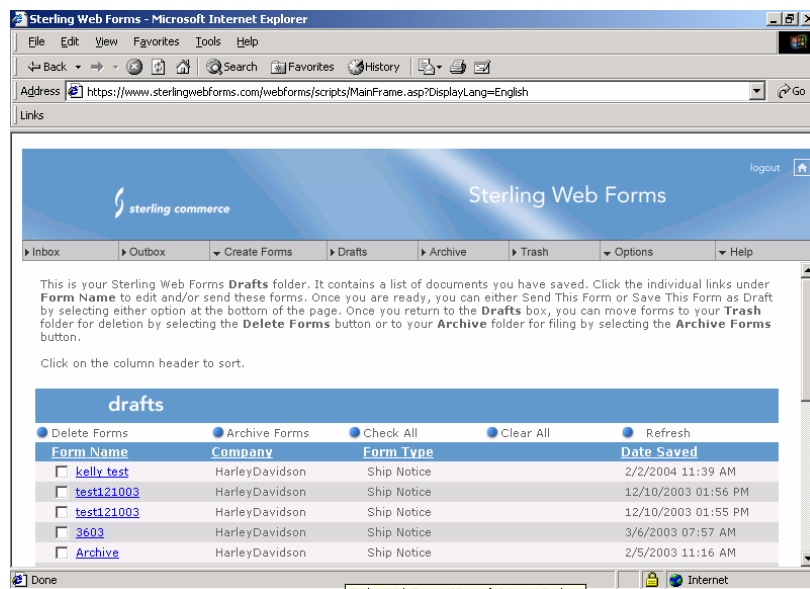
Draft Ship Notice

Draft Ship Notices can be opened for viewing, editing, re-sending or saving as a draft.

Open/View Draft Ship Notice

To open/view a draft Ship Notice, follow the steps below.

1. Click on the **Drafts** menu located on the menu bar at the top of the page under the blue Sterling Commerce logo bar.
2. The Sterling Web Forms Drafts page displays.



Note: To delete a form, refer to the *Delete Form Name* section in the *Web Forms Maintenance* chapter.

3. Click on the Form Name that represents the Ship Notice to be opened/viewed.
4. The draft Ship Notice displays.
5. Determine whether this Ship Notice is to be edited, sent, or saved as a draft again, then refer to the appropriate subsection for step-by-step instructions.

Edit Draft Ship Notice

1. From within the draft Ship Notice, position to the field(s) requiring changes and make the correction(s).
2. When editing is complete, determine whether this Ship Notice is to be sent or saved as a draft, then refer to the appropriate subsection for step-by-step instructions.

Send Draft Ship Notice

Refer to the *Send Ship Notice* section for step-by-step instructions on how to send a Ship Notice.

Save Draft Ship Notice Again

Refer to the *Save Ship Notice as Draft* section in this chapter for step-by-step instructions.

Sent Ship Notice

Sent Ship Notices can be opened for viewing, editing, re-sending or saving as a draft.

Open/View Sent Ship Notice

1. Go to the Outbox. For instructions on how to access the outbox, refer to the *Outbox* section in this chapter.
2. Locate the Ship Notice to be opened.
3. Click on the Ship Notice's form name and the Ship Notice displays.
4. Determine whether this Ship Notice is to be edited, sent again, or saved as a draft, then refer to the appropriate subsection for step-by-step instructions.

Edit Sent Ship Notice

1. From within the sent Ship Notice, position to the fields requiring changes and make the correction(s).
2. When editing is complete, determine whether this Ship Notice is to be sent or saved as a draft, then refer to the appropriate subsection for step-by-step instructions.

Re-send Sent Ship Notice

Refer to the *Send Ship Notice* section for step-by-step instruction on how to send a Ship Notice.

Save Sent Ship Notice as Draft

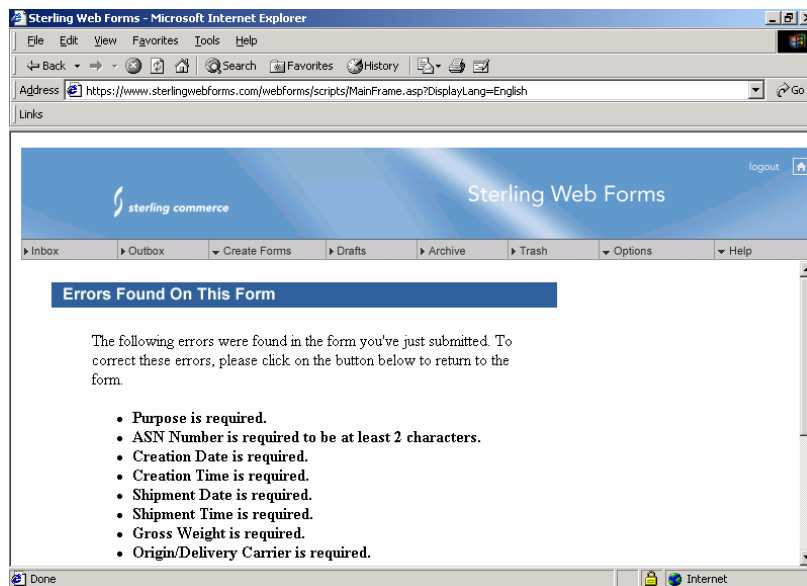
Refer to the *Save Ship Notice as Draft* section in this chapter for step-by-step instructions.

Error Explanation

Before a Ship Notice is sent, it undergoes an edit check. The edit check:

- verifies data format,
- performs calculations, and
- ensures that mandatory fields contain data.

If any of the above checks are found, an error messages page displays as shown below.



Listed below are some of the most common errors made.

- **Purpose is required.** For information on how to correct this error, refer to the **Purpose** field description in the *Ship Notice Field / Button Description* section in this chapter.
- **ASN Number is required to be at least 2 characters.** For information on how to correct this error, refer to the **ASN Number** field description in the *Ship Notice Field / Button Description* section in this chapter.
- **Creation Date is required.** For information on how to correct this error, refer to the **Creation Date** field description in the *Ship Notice Field / Button Description* section in this chapter.

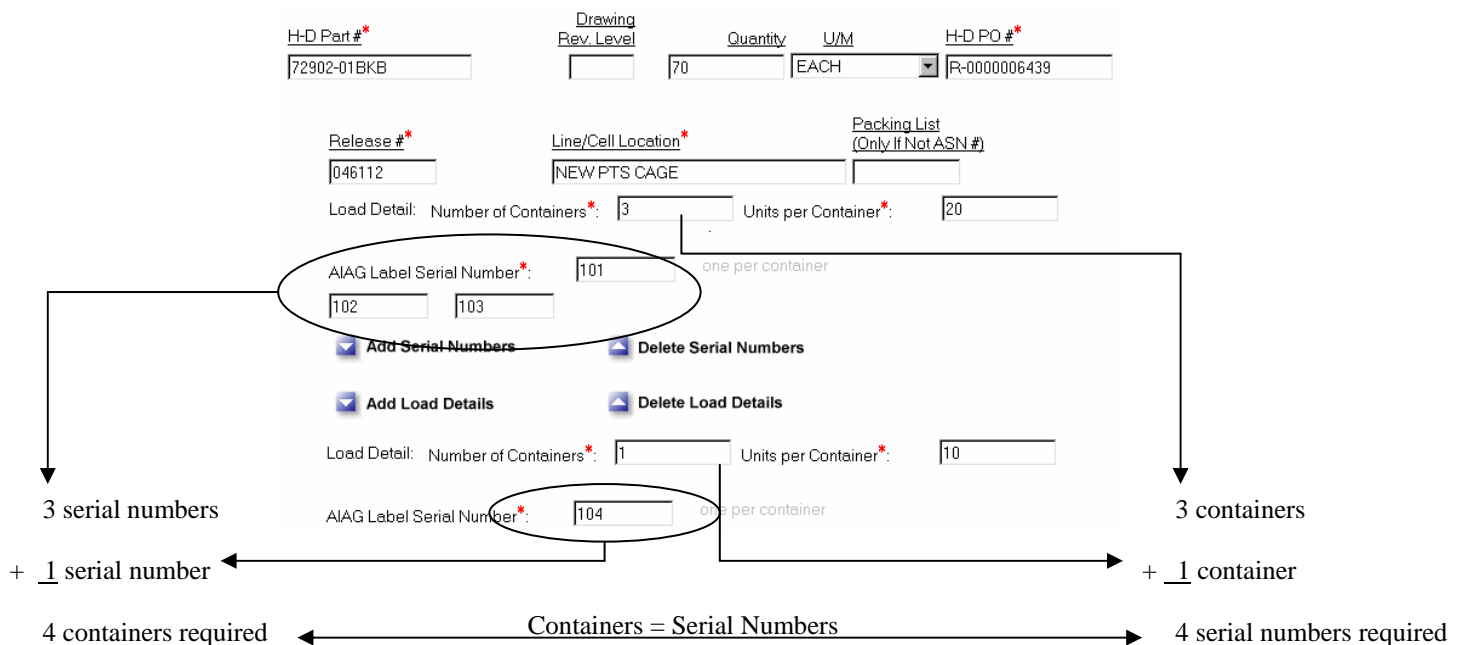
- **Creation Time is required.** For information on how to correct this error, refer to the **Creation Time** field description in the *Ship Notice Field / Button Description* section in this chapter.
- **Shipment Date is required.** For information on how to correct this error, refer to the **Shipment Date** field description in the *Ship Notice Field / Button Description* section in this chapter.
- **Shipment Time is required.** For information on how to correct this error, refer to the **Shipment Time** field description in the *Ship Notice Field / Button Description* section in this chapter.
- **Gross Weight is required.** For information on how to correct this error, refer to the **Gross Weight** field description in the *Ship Notice Field / Button Description* section in this chapter.
- **Origin/Delivery Carrier is required.** For information on how to correct this error, refer to the **Origin/Delivery Carrier** field description in the *Ship Notice Field / Button Description* section in this chapter.
- **SCAC Code is required.** For information on how to correct this error, refer to the **Carrier (SCAC) Code** field description in the *Ship Notice Field / Button Description* section in this chapter.
- **Transportation Method is required.** For information on how to correct this error, refer to the **Transportation Method** field description in the *Ship Notice Field / Button Description* section in this chapter.
- **Pro Invoice Number or Airway Invoice Number is required.** For information on how to correct this error, refer to the **Carrier Invoice Number** field description in the *Ship Notice Field / Button Description* section in this chapter.
- **All Organization Information is required.** For information on how to correct this error, refer to the **Shipping Scheduler Issuer, Ship To, Dock, and Supplier Code** field description in the *Ship Notice Field / Button Description* section in this chapter.

Note: If the Planning Schedule, Purchase Order or Shipment Schedule does state a dock location, then this field is not required.

- **A Ship Notice must have at least one line item.** Verify that the Ship Notice's:
 - Item Level, ID Number 2 (this is the first line item in the Ship Notice) fields are populated with data. If not, enter the appropriate information in the appropriate fields.
 - Quantity field in Item Level, ID Number 2 (this is the first line item in the Ship Notice) contains a quantity equal to or greater than 1. If not, enter a quantity equal to or greater than 1.

- **Create Date [_____] must be valid and in MMDDYYYY format.** For information on how to correct this error, refer to the **Creation Date** field description in the *Ship Notice Field / Button Description* section in this chapter.
- **Creation Time [____] must be valid and in numeric HHMM format.** For information on how to correct this error, refer to the **Creation Time** field description in the *Ship Notice Field / Button Description* section in this chapter.
- **Shipment Date [_____] must be valid and in MMDDYYYY format.** For information on how to correct this error, refer to the **Shipment Date** field description in the *Ship Notice Field / Button Description* section in this chapter.
- **Shipment Time [_____] must be valid and in HHMM format.** For information on how to correct this error, refer to the **Shipment Time** field description in the *Ship Notice Field / Button Description* section in this chapter.
- **Gross Weight [_____] must be numeric.** The **Gross Weight** field does not contain a numeric character (number). Enter a numeric character that represents the shipment's gross weight in pounds.
- **Quantity [_____] must be numeric for item ____.** The **Quantity** field does not contain numeric characters (numbers). Enter a numeric character that represents the number of parts being shipped.
- **Unit of Measure is required when a Quantity is entered for item ____.** The **U/M** field does not contain a selected unit of measure. Select the unit of measure that represent the part being shipped
- **Number of Containers is required for item ____, load ____.** The **Number of Containers** field does not contain numeric characters (numbers), which represents the number of containers being shipped containing the part. For additional information, refer to the **Load Detail: Number of Containers** field description in the *Ship Notice Field / Button Description* section in this chapter.
- **Number of Units Shipped is required for item ____, load ____.** The **Number of Units** field does not contain numeric characters (numbers), which represent the number of parts in each container. For additional information, refer to the **Load Detail: Units per Container** field description in the *Ship Notice Field / Button Description* section in this chapter.
- **Number of Containers [_____] must be numeric for item ____, load ____.** The **Number of Containers** field does not contain numeric characters (numbers). Enter a numeric character which represents the number of containers being shipped containing the part. For additional information, refer to the **Load Detail: Number of Containers** field description in the *Ship Notice Field / Button Description* section in this chapter.

- **Number of Units Shipped [____] must be numeric for item ____, load ____.** The Units Per Container field does not contain numeric characters (numbers). Enter a numeric character which represents the number of parts in each container. For additional information, refer to the **Load Detail: Units per Container** field description in the *Ship Notice Field / Button Description* section in this chapter.
- **Each container must have an AIAG Label Serial Number for item ____, load ____.** The number of AIAG Label Serial Number fields containing serial numbers does not equal the number of containers being shipped. Count the number of AIAG Label Serial Number fields that contain serial numbers and verify that it matches the sum of all values in the Load Detail: Number of Containers for the part. Make the necessary changes so that the AIAG Label Serial Number fields equal the number of containers being shipped. See below for an illustration:



- **Checkpoint Error – Carrier Detail Quantity [____] should equal total number of containers [____] for all line items.** The value entered in the Carrier Details: Quantity field does not match the sum of all values entered in the Load Detail: Number of Containers fields. For additional information and an illustration, refer to the **Carrier Detail: Quantity** field description in the *Ship Notice Field / Button Description* section in this chapter.
- **Checkpoint Error – The total Quantity [____] is not equal to the total number of containers X number of units [____] for item ____.** The value entered in the Line Item Quantity field does not equal the product (answer) derived from multiplying the Number of Containers times Units per Containers field. For additional information and an illustration, refer to the Item Level Quantity and Load Detail: Units per Container field description in the *Ship Notice Field / Button Description* section in this chapter.

- **Checkpoint Error – The physical number of containers [_____] does not equal the sum of the Carrier Details Quantity [_____].** This error occurs when there are duplicate AIAG serial numbers in the ASN. Review the AIAG serial numbers to identify the duplicate serial number and make them unique.



Plant / Ship To Location Codes

This appendix contains two parts:

- Part One: Plant/Ship To Location Table: This table states the correct data combination for the Plant and Ship To data for each Harley-Davidson location that receives shipments. This data combination must be entered in the ASN (also known as the Ship Notice, Advanced Ship Notice, EDI 856)
- Part Two: Codes Table: This table lists all codes (plant and ship to location), the physical address associated with each code, and whether that code is a plant and/or ship to location code in numerical order.

Part One: Plant/Ship To Location Table

To use the table, find the location that the ASN is being sent to in the **Location to Receive ASN** column. Next, refer to the right of the location to obtain the correct data combination for the Plant and Ship To Location. Please note that there are two sets of information—one for traditional EDI users and the other for Web Forms users. *Traditional EDI* users must reference the four EDI columns, which displays numeric codes. Web Forms users must reference the four Web Forms columns, which displays phrases that match the choices in the pull down menus on Web Forms.

Location to Receive ASN	Plant (AKA – Material Release Issuer, Buying Party, Ship(ping) Schedule Issuer) N1 SI (856, 862) N1 BY (850) N1 MI (830)				Ship To Location (Delivery To)			
	<u>EDI</u> ID Code Qualifier	<u>EDI</u> ID Code	<u>Web Forms</u> Pull Down Menu 1	<u>Web Forms</u> Pull Down Menu 2	<u>EDI</u> ID Code Qualifier N1 ST, N103	<u>EDI</u> ID Code N1 ST, N104	<u>Web Forms</u> Ship To – Pull Down Menu 1	<u>Web Forms</u> Ship To – Pull Down Menu 2
A-1 Creative Pkg Corp. 700 S. 3 rd Street Palmyra, WI 53156	92	4143438416	Assigned by H-D	P&A Schedule Issuer Only	92	2624952151	Assigned by H-D	A-1 Creative Pkg Corp.
Ace Product Mgt. Group 9053 North Deerbrook Trail Milwaukee, WI 53223	92	414343713	Assigned by H-D	GM	92	4143655400	Assigned by H-D	Ace Product Mgt. Group
BAX Global (Australia) Pty Ltd 85 O’Riordan Street Alexandria NSW 2013 Sydney, Australia	92	414343713	Assigned by H-D	GM	92	414340923	Assigned by H-D	BAX Global (Australia)
Brazil 1425 Eden Road York, PA 17402	92	7178522171	Assigned by H-D	Brazil	92	7178522171	Assigned by H-D	Brazil
Brazil Material Velocity Center 75 Steamboat Boulevard Manchester, PA 17345	92	7178522171	Assigned by H-D	Brazil	92	7178521878	Assigned by H-D	York MVC – Steamboat Blvd

Location to Receive ASN	Plant (AKA – Material Release Issuer, Buying Party, Ship(ping) Schedule Issuer) N1 SI (856, 862) N1 BY (850) N1 MI (830)				Ship To Location (Delivery To)			
	<u>EDI</u> ID Code Qualifier	<u>EDI</u> ID Code	<u>Web Forms</u> Pull Down Menu 1	<u>Web Forms</u> Pull Down Menu 2	<u>EDI</u> ID Code Qualifier N1 ST, N103	<u>EDI</u> ID Code N1 ST, N104	<u>Web Forms</u> Ship To – Pull Down Menu 1	<u>Web Forms</u> Ship To – Pull Down Menu 2
Buell Motors 2815 Buell Drive East Troy, WI 53120	92	4143438416	Assigned by H-D	P&A Schedule Issuer Only	92	4146422020	Assigned by H-D	Buell
CAT Logistics Houthalen Europarklaan 1026 3530 Houthalen, Belgium	92	414343713	Assigned by H-D	GM	92	414343543	Assigned by H-D	CAT Logistics Houthalen
CAT Logistics Houthalen Europarklaan 1026 3530 Houthalen, Belgium	92	865719000	Assigned by H-D	H-D Europe	92	414343543	Assigned by H-D	CAT Logistics Houthalen
CVO 1425 Eden Road York, PA 17402	1	062629324	Duns Code of H-D	York	92	717852325	Assigned by H-D	CVO
Franklin Distribution Center for P&A Product 10000 S. Franklin Drive Franklin, WI 53132	92	4143438416	Assigned by H-D	P&A Schedule Issuer Only	92	4143438744	Assigned by H-D	Franklin Distribution Center
Franklin Distribution Center for Supplier Direct Product 10000 S. Franklin Drive Franklin, WI 53132	92	4143434553	Assigned by H-D	Supplier Direct	92	4143438744	Assigned by H-D	Franklin Distribution Center
Fred Deeley Imports (FDI) 830 Edgeley Blvd. Concord, Ontario L4K 4X1	92	414343713	Assigned by H-D	GM	92	414343649	Assigned by H-D	Fred Deeley Imports

Location to Receive ASN	Plant (AKA – Material Release Issuer, Buying Party, Ship(ping) Schedule Issuer) N1 SI (856, 862) N1 BY (850) N1 MI (830)				Ship To Location (Delivery To)			
	<u>EDI</u> ID Code Qualifier	<u>EDI</u> ID Code	<u>Web Forms</u> Pull Down Menu 1	<u>Web Forms</u> Pull Down Menu 2	<u>EDI</u> ID Code Qualifier N1 ST, N103	<u>EDI</u> ID Code N1 ST, N104	<u>Web Forms</u> Ship To – Pull Down Menu 1	<u>Web Forms</u> Ship To – Pull Down Menu 2
GM Mexico Portales #10 Col. General Pedro Maria Anaya, CP 03340 Mexico DF, Mexico	92	414343713	Assigned by H-D	GM	92	414343356	Assigned by H-D	GM Mexico – Portales #10
H-D Japan for GM Product Isuzu Shiba Bldg. 4-2-3 Shiba, Minato-ku Tokyo Japan 108-0014	92	414343713	Assigned by H-D	GM	92	414343803	Assigned by H-D	H-D Japan
H-D Japan for Supplier Direct Product Isuzu Shiba Bldg. 4-2-3 Shiba, Minato-ku Tokyo Japan 108-0014	92	4143434553	Assigned by H-D	Supplier Direct	92	414343803	Assigned by H-D	H-D Japan
H-D Juneau 3700 W. Juneau Avenue Milwaukee, WI 53208	92	4143438416	Assigned by H-D	P&A Schedule Issuer Only	92	4143434553	Assigned by H-D	H-D Juneau
H-D Parts & Accessories 3700 W. Juneau Avenue Milwaukee, WI 53208	92	4143438416	Assigned by H-D	P&A Schedule Issuer Only	92	4143434475	Assigned by H-D	P&A Ship to Location Only
H-D Parts & Accessories to Anderson Seal 16555 W. Lincoln Avenue New Berlin, WI 53151	92	4143438416	Assigned by H-D	P&A Schedule Issuer Only	92	2628210344	Assigned by H-D	Anderson Seal

Location to Receive ASN	Plant (AKA – Material Release Issuer, Buying Party, Ship(ping) Schedule Issuer) N1 SI (856, 862) N1 BY (850) N1 MI (830)				Ship To Location (Delivery To)			
	<u>EDI</u> ID Code Qualifier	<u>EDI</u> ID Code	<u>Web Forms</u> Pull Down Menu 1	<u>Web Forms</u> Pull Down Menu 2	<u>EDI</u> ID Code Qualifier N1 ST, N103	<u>EDI</u> ID Code N1 ST, N104	<u>Web Forms</u> Ship To – Pull Down Menu 1	<u>Web Forms</u> Ship To – Pull Down Menu 2
H-D Parts & Accessories to Calibre 2395 Dakota Drive Grafton, WI 53024	92	4143438416	Assigned by H-D	P&A Schedule Issuer Only	92	2623434262	Assigned by H-D	Calibre
H-D Parts & Accessories to Capitol Drive 11700 W. Capitol Drive Wauwatosa, WI 53222	92	4143438416	Assigned by H-D	P&A Schedule Issuer Only	92	4145353780	Assigned by H-D	Capitol Drive
H-D Parts & Accessories to Jim's Machine 555 Dawson Drive Camarilla, CA 93012	92	4143438416	Assigned by H-D	P&A Schedule Issuer Only	92	8054826913	Assigned by H-D	Jim's Machine
H-D Parts & Accessories to Kansas City Powertrain 11401 N. Congress Kansas City, MO 64153	92	4143438416	Assigned by H-D	P&A Schedule Issuer Only	92	816270802	Assigned by H-D	KPT (KC Powertrain)
H-D Parts & Accessories to PDC 11800 W. Capitol Drive Wauwatosa, WI 53222	92	4143438416	Assigned by H-D	P&A Schedule Issuer Only	92	4146161964	Assigned by H-D	PDC
H-D Parts & Accessories to Pilgrim Road W156 N9000 Pilgrim Rd Menomonee Falls, WI 53051	92	4143438416	Assigned by H-D	P&A Schedule Issuer Only	92	4145028600	Assigned by H-D	Pilgrim Road

Location to Receive ASN	Plant (AKA – Material Release Issuer, Buying Party, Ship(ping) Schedule Issuer) N1 SI (856, 862) N1 BY (850) N1 MI (830)				Ship To Location (Delivery To)			
	<u>EDI</u> ID Code Qualifier	<u>EDI</u> ID Code	<u>Web Forms</u> Pull Down Menu 1	<u>Web Forms</u> Pull Down Menu 2	<u>EDI</u> ID Code Qualifier N1 ST, N103	<u>EDI</u> ID Code N1 ST, N104	<u>Web Forms</u> Ship To – Pull Down Menu 1	<u>Web Forms</u> Ship To – Pull Down Menu 2
H-D Parts & Accessories to Southwest Metal 2790 South 167 th Street New Berlin, WI 53150	92	4143438416	Assigned by H-D	P&A Schedule Issuer Only	92	2627841919	Assigned by H-D	Southwest Metal
H-D Parts & Accessories to Supplier Direct 3700 W. Juneau Avenue Milwaukee, WI 53208	92	4143438416	Assigned by H-D	P&A Schedule Issuer Only	92	4144344553	Assigned by H-D	Supplier Direct
H-D Parts & Accessories to Tomahawk 426 East Somo Avenue Tomahawk, WI 54487	92	4143438416	Assigned by H-D	P&A Schedule Issuer Only	92	7154538500	Assigned by H-D	Tomahawk
H-D Parts & Accessories to York 1425 Eden Road York, PA 17402	92	4143438416	Assigned by H-D	P&A Schedule Issuer Only	1	062629324	Duns Code of H-D	York
Kansas City 11401 N. Congress Kansas City, MO 64153	92	816270905	Assigned by H-D	Kansas City	92	816270905	Assigned by H-D	Kansas City
Kansas City Material Velocity Center (MVC) 11401 N. Congress Kansas City, MO 64153	92	816270905	Assigned by H-D	Kansas City	92	816270323	Assigned by H-D	Kansas City MVC
Kansas City Powertrain (KPT) 11401 N. Congress Kansas City, MO 64153	92	816270802	Assigned by H-D	KPT (KC Powertrain)	92	816270802	Assigned by H-D	KPT (KC Powertrain)

Location to Receive ASN	Plant (AKA – Material Release Issuer, Buying Party, Ship(ping) Schedule Issuer) N1 SI (856, 862) N1 BY (850) N1 MI (830)				Ship To Location (Delivery To)			
	<u>EDI</u> ID Code Qualifier	<u>EDI</u> ID Code	<u>Web Forms</u> Pull Down Menu 1	<u>Web Forms</u> Pull Down Menu 2	<u>EDI</u> ID Code Qualifier N1 ST, N103	<u>EDI</u> ID Code N1 ST, N104	<u>Web Forms</u> Ship To – Pull Down Menu 1	<u>Web Forms</u> Ship To – Pull Down Menu 2
Kansas City Powertrain (KPT) to Kansas City MVC 7601 NW107th Terrace Kansas City, MO 64153	92	816270802	Assigned by H-D	KPT (KC Powertrain)	92	816270323	Assigned by H-D	Kansas City MVC
Logistics UPS 800 North Black Branch Road Elizabethtown, KY 42701	92	4143438416	Assigned by H-D	P&A Schedule Issuer Only	92	2702342100	Assigned by H-D	UPS-Elizabethtown KY
Powertrain (PTO) Capitol Drive 11700 W. Capitol Drive Wauwatosa, WI 53222	1	006080519	Duns Code of H-D	Powertrain	92	4145353780	Assigned by H-D	Powertrain (Cap. Drive)
Powertrain (PTO) MRO to Capitol Drive 11700 W. Capitol Drive Wauwatosa, WI 53222	92	4145353850	Assigned by H-D	PTO MRO	92	4145353780	Assigned by H-D	Powertrain (Cap. Drive)
Powertrain (PTO) MRO to Pilgrim Road W156 N9000 Pilgrim Road Menomonee Falls, WI 53051	92	4145353850	Assigned by H-D	PTO MRO	92	4145028600	Assigned by H-D	Powertrain (Pilgrim Rd)
Powertrain (PTO) to Capitol Powder Coat 11700 W. Capitol Drive Wauwatosa, WI 53222	1	006080519	Duns Code of H-D	Powertrain	92	414535363	Assigned by H-D	PTO Capitol Powder Coat
Powertrain (PTO) to Pilgrim Road W156 N9000 Pilgrim Road Menomonee Falls, WI 53051	1	006080519	Duns Code of H-D	Powertrain	92	4145028600	Assigned by H-D	Powertrain (Pilgrim Rd)

Location to Receive ASN	Plant (AKA – Material Release Issuer, Buying Party, Ship(ping) Schedule Issuer) N1 SI (856, 862) N1 BY (850) N1 MI (830)				Ship To Location (Delivery To)			
	<u>EDI</u> ID Code Qualifier	<u>EDI</u> ID Code	<u>Web Forms</u> Pull Down Menu 1	<u>Web Forms</u> Pull Down Menu 2	<u>EDI</u> ID Code Qualifier N1 ST, N103	<u>EDI</u> ID Code N1 ST, N104	<u>Web Forms</u> Ship To – Pull Down Menu 1	<u>Web Forms</u> Ship To – Pull Down Menu 2
Powertrain(PTO) to Reman 11700 W. Capitol Drive Wauwatosa, WI 53222	1	006080519	Duns Code of H-D	Powertrain	92	414535352	Assigned by H-D	PTO Reman
Supplier Direct 3700 W. Juneau Avenue Milwaukee, WI 53208	92	4143434553	Assigned by H-D	Supplier Direct	92	Reference the 862	Assigned by H-D	Select “Other (P&A Vendor Direct ONLY)” from the pull down menu. The “For Other” field now displays. Enter the four- character code from the Ship Schedule’s Ship To field.
Tomahawk 426 East Somo Avenue Tomahawk, WI 54487	92	7154538500	Assigned by H-D	Tomahawk	92	7154538500	Assigned by H-D	Tomahawk
Tomahawk Kaphaem Plant 617 Kaphaem Road Tomahawk, WI 54487	92	715453116	Assigned by H-D	Tomahawk Kaphaem Plant	92	715453116	Assigned by H-D	Tomahawk Kaphaem Plant
Tomahawk Kaphaem Plant to Tomahawk 426 East Somo Avenue Tomahawk, WI 54487	92	715453116	Assigned by H-D	Tomahawk Kaphaem Plant	92	7154538500	Assigned by H-D	Tomahawk

Location to Receive ASN	Plant (AKA – Material Release Issuer, Buying Party, Ship(ping) Schedule Issuer) N1 SI (856, 862) N1 BY (850) N1 MI (830)				Ship To Location (Delivery To)			
	<u>EDI</u> ID Code Qualifier	<u>EDI</u> ID Code	<u>Web Forms</u> Pull Down Menu 1	<u>Web Forms</u> Pull Down Menu 2	<u>EDI</u> ID Code Qualifier N1 ST, N103	<u>EDI</u> ID Code N1 ST, N104	<u>Web Forms</u> Ship To – Pull Down Menu 1	<u>Web Forms</u> Ship To – Pull Down Menu 2
Tomahawk Kaphaem Plant to Tomahawk North Plant 227 Harley-Davidson Drive Tomahawk, WI 54487	92	715453116	Assigned by H-D	Tomahawk Kaphaem Plant	92	715453548	Assigned by H-D	Tomahawk North Plant
Tomahawk to Tomahawk North Plant 227 Harley-Davidson Drive Tomahawk, WI 54487	92	7154538500	Assigned by H-D	Tomahawk	92	715453548	Assigned by H-D	Tomahawk North Plant
Transpak Corporation 235 E Pittsburgh Avenue Milwaukee, WI 53204-1433	92	4143438416	Assigned by H-D	P&A Schedule Issuer Only	92	4142735036	Assigned by H-D	Transpak Corporation
Unified Solutions 9801 80 th Avenue Pleasant Prairie, WI 53158	92	4143438416	Assigned by H-D	P&A Schedule Issuer Only	92	4149477280	Assigned by H-D	Unified Solutions
Wisecraft, Inc. 5316 W State Street Milwaukee, WI 53208-2620	92	4143438416	Assigned by H-D	P&A Schedule Issuer Only	92	4147785817	Assigned by H-D	Wisecraft, Inc.
York 1425 Eden Road York, PA 17402	1	062629324	Duns Code of H-D	York	1	062629324	Duns Code of H-D	York
York Material Velocity Center (MVC) 75 Steamboat Boulevard Manchester, PA 17345	1	062629324	Duns Code of H-D	York	92	7178521878	Assigned by H-D	York MVC – Steamboat Blvd
York Softail Facility 1425 Eden Road York, PA 17402	1	062629324	Duns Code of H-D	York	92	717852155	Assigned by H-D	York Softail Warehouse

Location to Receive ASN	Plant (AKA – Material Release Issuer, Buying Party, Ship(ping) Schedule Issuer) N1 SI (856, 862) N1 BY (850) N1 MI (830)				Ship To Location (Delivery To)			
	<u>EDI</u> ID Code Qualifier	<u>EDI</u> ID Code	<u>Web Forms</u> Pull Down Menu 1	<u>Web Forms</u> Pull Down Menu 2	<u>EDI</u> ID Code Qualifier N1 ST, N103	<u>EDI</u> ID Code N1 ST, N104	<u>Web Forms</u> Ship To – Pull Down Menu 1	<u>Web Forms</u> Ship To – Pull Down Menu 2
York Unisource Warehouse 250 North Zarfoss Drive York, PA 17402	1	062629324	Duns Code of H-D	York	92	717852149	Assigned by H-D	York Unisource Warehouse

Part Two: Codes Table

This table lists all plant and ship to location codes, the physical address associated with each code, and whether that code is a plant and/or ship to location code in numerical order.

<u>EDI ID Code</u>	<u>Address</u>	<u>Plant Code</u> N1 SI (856, 862) N1 BY (850) N1 MI (830)	<u>Ship To Code</u> N1 ST
006080519	Powertrain (PTO) 111700 W. Capitol Drive Wisconsin, WI 53222	X	
006080519	Powertrain (PTO) W156 N9000 Pilgrim Road Menomonee Falls, WI 53051	X	
062629324	York 1425 Eden Road York, PA 17402	X	X
414340923	BAX Global (Australia) Pty Ltd 85 O'Riordan Street Alexandria NSW 2013 Sydney, Australia		X
414343356	GM Mexico Portales #10 Col. General Pedro Maria Anaya, CP 03340 Mexico DF, Mexico		X
414343543	CAT Logistics Houthalen Europarklaan 1026 3530 Houthalen, Belgium		X
414343649	Fred Deeley Imports (FDI) 830 Edgeley Blvd. Concord, Ontario L4K 4X1		X
414343713	General Merchandise (GM) 3700 West Juneau Avenue Milwaukee, WI 53208	X	
414343803	H-D Japan Isuzu Shiba Bldg. 4-2-3 Shiba, Minato-ku Tokyo Japan 108-0014		X

<u>EDI ID Code</u>	<u>Address</u>	<u>Plant Code</u> N1 SI (856, 862) N1 BY (850) N1 MI (830)	<u>Ship To Code</u> N1 ST
414535352	Powertrain (PTO) – Reman 11700 W. Capitol Drive Wauwatosa, WI 53222		X
414535363	Powertrain (PTO) - Capitol Powder Coat 11700 W. Capitol Drive Wauwatosa, WI 53222		X
715453116	Tomahawk Kaphaem Plant 617 Kaphaem Road Tomahawk, WI 54487	X	X
715453548	Tomahawk North Plant 227 Harley-Davidson Drive Tomahawk, WI 54487		X
717852149	York Unisource Warehouse 250 North Zarfoss Drive York, PA 17402		X
717852155	York Softail Facility 1425 Eden Road York, PA 17402		X
717852325	CVO 1425 Eden Road York, PA 17402		X
816270323	Kansas City Material Velocity Center (MVC) 11401 N. Congress Kansas City, MO 64153		X
816270802	Kansas City Powertrain (KPT) 11401 N. Congress Kansas City, MO 64153	X	X
816270905	Kansas City 11401 N. Congress Kansas City, MO 64153	X	X
865719000	Harley-Davidson Europe (HDE) Oxford Business Park 6000 Garsington Road Oxford OX4 2DQ, United Kingdom	X	
2623434262	Calibre 2395 Dakota Drive Grafton, WI 53024		X

<u>EDI ID Code</u>	<u>Address</u>	<u>Plant Code</u> N1 SI (856, 862) N1 BY (850) N1 MI (830)	<u>Ship To Code</u> N1 ST
2624952151	A-1 Creative Pkg Corp. 700 S. 3 rd Street Palmyra, WI 53156		X
2627841919	Southwest Metal 2790 South 167 th Street New Berlin, WI 53150		X
2628210344	Anderson Seal 16555 W. Lincoln Avenue New Berlin, WI 53151		X
2702342100	Logistics UPS 800 North Black Branch Road Elizabethtown, KY 42701		X
4142735036	Transpak Corporation 235 E Pittsburgh Avenue Milwaukee, WI 53204-1433		X
4143434475	H-D Parts & Accessories 3700 W. Juneau Avenue Milwaukee, WI 53208		X
4143434553	Supplier Direct 3700 West Juneau Avenue Milwaukee, WI 53208	X	
4143434553	H-D Juneau 3700 W. Juneau Avenue Milwaukee, WI 53208		X
4143438416	Parts & Accessories (P&A) 3700 West Juneau Avenue Milwaukee, WI 53208	X	
4143438744	Franklin Distribution Center 10000 S. Franklin Drive Franklin, WI 53132		X
4143655400	Ace Product Mgt. Group 9053 North Deerbrook Trail Milwaukee, WI 53223		X
4145028600	Powertrain (PTO) – Pilgrim Road W156 N9000 Pilgrim Road Menomonee Falls, WI 53051		X
4145353780	Powertrain (PTO) - Capitol Drive 11700 W. Capitol Drive Wauwatosa, WI 53222		X

<u>EDI ID Code</u>	<u>Address</u>	<u>Plant Code</u> N1 SI (856, 862) N1 BY (850) N1 MI (830)	<u>Ship To Code</u> N1 ST
4145353850	Powertrain (PTO) MRO 111700 W. Capitol Drive Wisconsin, WI 53222	X	
4145353850	Powertrain (PTO) MRO W156 N9000 Pilgrim Road Menomonee Falls, WI 53051	X	
4146161964	Product Development Center (PDC) 11800 W. Capitol Drive Wauwatosa, WI 53225		X
4146422020	Buell Motors 2815 Buell Drive East Troy, WI 53120		X
4147785817	Wiscraft, Inc. 5316 W State Street Milwaukee, WI 53208-2620		X
4149477280	Unified Solutions 9801 80 th Avenue Pleasant Prairie, WI 53158		X
7154538500	Tomahawk 426 East Somo Avenue Tomahawk, WI 54487	X	X
7178521878	York Material Velocity Center (MVC) 75 Steamboat Boulevard Manchester, PA 17345		X
7178522171	Brazil 1425 Eden Road York, PA 17402	X	X
8054826913	Jim's Machine 555 Dawson Drive Camarilla, CA 93012		

Standard Carrier Alpha Codes

Each carrier is assigned a national Standard Carrier Alpha Code (SCAC) or, in some cases, Harley-Davidson assigned a non-SCAC to provide more detailed information regarding the inbound shipment. **To determine the correct SCAC to use for inbound EDI documents, refer to the data in the H-D SCAC column.** Please note that not every carrier is used at each site. To determine which carriers are used at a specific site, refer to the data in the site's column. If there is an "X" in the grid, then the carrier is used at the site.

Carriers marked with an "X" in the HD column are corporate carriers. Corporate carriers are carriers that have negotiated contracts with Harley-Davidson. In some cases, corporate carriers are unable to deliver to specific Harley-Davidson sites as they are out of the geographic area of the carrier, in which case other carriers are used. Some of the other carriers used are in the attached table. **If a carrier is being used that is not listed in the table, consider it a Misc. Carrier and use the H-D SCAC, which is ALL.**

If you support the Supplier Direct Program, please contact the Supplier Direct Coordinator, Trisha Holz at telephone number 414-343-7178 for the appropriate SCAC as the EDI 862 contains a Harleyized SCAC that is not listed on the following pages.

All SCAC codes must be UPPER CASE (capital) letters.

Carrier	H-D SCAC	SCAC or Non-SCAC	HD ¹	Bul ²	Frkln ³	KC ⁴	PTO ⁵	TK ⁶	YK ⁷	HDE ⁸
Barr-Nunn	BNUN	SCAC				X			X	
BAX Global	BNAF	SCAC							X	
Conway Central Express	CWCE	SCAC	X	X	X	X	X	X	X	
Conway Transportation	CNWY	SCAC	X	X	X	X	X	X	X	
Diamond Express	DXTI	SCAC							X	
Direct Drive Express	DDXI	SCAC					X			
Eagle Global	EUSA	SCAC	X	X					X	
Exel	EXGG	SCAC								X
FEDX Freight East	FXFE	SCAC	X	X	X	X	X	X	X	
FEDX Freight West	FXFW	SCAC	X	X	X	X	X	X	X	
H&W Motor Express	HAWM	SCAC			X					
Hapag Lloyd	HPLY	SCAC	X			X				
Harley-Davidson Fleet	HADV	Non-SCAC	X	X	X	X	X	X	X	
Harley-Davidson Fleet 2-Day	HAD1	Non-SCAC	X	X	X	X	X	X	X	
Harley-Davidson Mantran	HDTK	Non-SCAC	X		X	X	X	X	X	
Jung Express 201	JUNG	SCAC		X			X			
Lakeville Motor Express	LKVL	SCAC				X				
Metro Trucking	METT	SCAC				X				
Miscellaneous Carrier	ALL	Non-SCAC	X	X	X	X	X	X	X	
Ozark Motor Lines	OZRK	SCAC				X				
Pitt Ohio	PITD	SCAC							X	
Quality Air Freight	QAFI	SCAC				X			X	
Roadway Express	RDWY	SCAC	X		X					
Roehl Transport	ROEV	SCAC						X		
Schenker	SCGU	SCAC	X			X				
Skyway Freight System	SKWY	SCAC				X			X	
Supplier Truck	ZZZZ	SCAC	X	X	X	X	X	X	X	
United Parcel 2 nd Day	UPS2	Non-SCAC							X	
United Parcel 3 rd Day	UPS3	Non-SCAC							X	
United Parcel 4 th Day	UPS4	Non-SCAC							X	
United Parcel 5 th Day	UPS5	Non-SCAC							X	
United Parcel 6 th Day	UPS6	Non-SCAC							X	
United Parcel Next Day	UPSN or UPS1	Non-SCAC							X	
United Parcel Service	UPSS	SCAC	X	X	X	X	X	X		
USA Truck	USIT	SCAC							X	
USF Dugan	DUGN	SCAC	X			X			X	
USF Holland	HMES	SCAC		X						

Footnotes are on the next page.

1. HD: Corporate Table
2. Bul: Buell Motor Company – If you are unsure which H-D SCAC to use, contact Juli Heindselman at telephone number (262) 642-2986, extension 355.
3. Frkln: Franklin Distribution Center – If you are unsure which H-D SCAC to use, contact Maria Hansen at telephone number (414) 423-2610.
4. KC: Kansas City – If you are unsure which H-D SCAC to use, contact Mike Mong at telephone number (816) 270-8040.
5. PTO: PowerTrain Operation – If you are unsure which H-D SCAC to use, contact Fred Galante at telephone number (414) 595-3741.
6. TK: Tomahawk – If you are unsure which H-D SCAC to use, contact James Kaliska at telephone number (715) 453-1728.
7. YK: York – If you are unsure which H-D SCAC to use, contact Liz Mohler at telephone number (717) 852-6080.
8. HDE: Harley-Davidson Europe – If you are unsure which H-D SCAC to use, contact Peter Rhodes at telephone number +44 (0) 1865 719051 or email peter.rhodes@harley-davidson.com .