



Sterling Web Forms™

Sterling Commerce
An AT&T Company

Create ASN in Sterling Web Forms

January 2010

Create ASN in Sterling Web Forms

This user guide covers the following topics:

- Create ASN from an Order
- Save Created ASN as a Draft
- Create Container Labels from ASN Data
- Create ASN from Multiple Orders
- Create ASN from a Blank Template
- Correct ASN
- Sterling Commerce Customer Support

Create ASN from an Order

Click on the Inbox link.



Sterling Web Forms

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[Inbox](#) | [Outbox](#) | [Create Forms](#) | [Drafts](#) | [Archive](#) | [Trash](#) | [Options](#) | [Help](#)

Mailbox Summary

| | | |
|---------------|--|-----------|
| Inbox | | |
| Unread: | | 7 |
| Read: | | 5 |
| Total: | | 12 |

| | | |
|-----------------|--|----------|
| Outbox | | |
| Acknowledged: | | 1 |
| Unacknowledged: | | 0 |
| Total: | | 1 |

System Information

What's New in Web Forms

Check out new enhancements that have been added to Web Forms.

Important Settings

Email SPAM: To ensure you receive Notifications from Sterling Web Forms please make sure to allow emails from the following address(es):

webforms_support@stercomm.com
webforms_notifications@stercomm.com

NOTE: Sterling Web Forms uses pop ups. If necessary, make sure any pop-up blocker software is set to allow for pop-ups on the Sterling Web Forms site. Please click [here](#) for important browser settings.

Alerts

Sponsor Announcements

Welcome! There are no messages from your sponsor(s) at this time.

Forms Search

Please select and enter the search criteria for the forms.

Folder:

Form Name:

Ignore Leading Zeros!

Date Range:

From: (MM/DD/YYYY)

To: (MM/DD/YYYY)

Status:

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Create an ASN from an Order

An ASN can be created by using the Ship Schedule or Purchase Order. To determine which document to use to create the ASN, refer to the business that will receive the material:

- General Merchandise – Purchase Order
- Manufacturing Plant – Ship Schedule
- Parts & Accessories – Purchase Order
- Supplier Direct – Ship Schedule

If the manufacturing Powertrain plant only sends Planning Schedules, the Planning Schedule should be used to create the ASN.

Create ASN from an Order

Select an order by clicking in the check box to the left of the Form Name and then click the Turn Forms button.

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This is your Sterling Web Forms **Inbox**. Forms received from your business partners are displayed below. Click the individual links under **Form Name** to open, read and/or print the selected documents. You can also move forms to your **Trash** folder for deletion by selecting the **Delete forms** button or to your **Archive** folder for filing by selecting the **Archive forms** button.

Click on the column header to sort.


| Inbox | | | | | |
|--|-------------------------------------|---------------------------------|---------------------------------|----------------------------------|-------------------------------------|
| <input type="radio"/> Delete Forms | <input type="radio"/> Archive Forms | <input type="radio"/> Check All | <input type="radio"/> Clear All | <input type="radio"/> Turn Forms | <input type="radio"/> Refresh |
| Form Name | Company | Form Type | Date Received | Status | |
| 7178521878-062629324-20100114-01270047 | Harley Davidson | Ship Schedule | 1/14/2010 3:05:12 PM | Read | <input type="checkbox"/> |
| 7178521878-062629324-20100114-01270046 | Harley Davidson | Ship Schedule | 1/14/2010 3:05:08 PM | Unread | <input type="checkbox"/> |
| 7178521878-062629324-20100114-01270046 | Harley Davidson | Ship Schedule | 1/14/2010 2:47:12 PM | Unread | <input type="checkbox"/> |
| HT657695 | Harley Davidson | Purchase Order | 11/2/2009 8:33:11 AM | Read | <input type="checkbox"/> |
| 2775139 | Harley Davidson | Ship Schedule | 9/22/2009 2:17:50 PM | Read | <input checked="" type="checkbox"/> |

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Create ASN from an Order

Header Detail



Ship Notice

Purpose*: * = mandatory item

ASN Number*:

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

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

Enter the following fields:

- Purpose: Select Original from the drop-down menu.
- ASN Number: Enter an eight-digit or less number that represents the shipment
- Creation Date: Enter today's date
- Creation Time: Enter the current time
- Shipment Date: Enter the date the shipment will leave the dock
- Shipment Time: Enter the time that the shipment will leave the dock

Create ASN from an Order

Carrier Details

Shipment Level:
ID Number: 1

Physical Dimensions:
Gross Weight*: Pounds

Carrier Details:
Packaging*: Quantity*:

Enter the following fields:

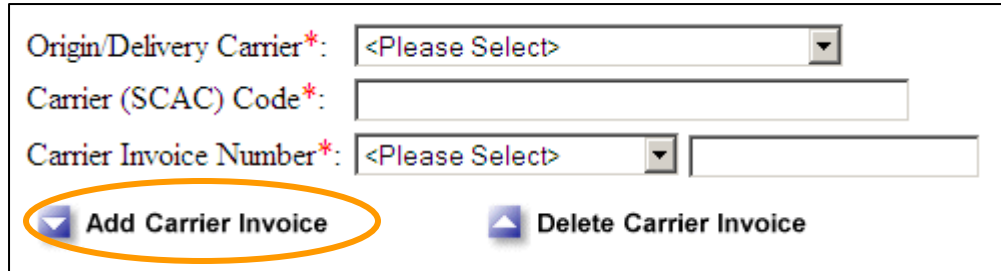
- Gross Weight: Enter the shipments weight in whole pounds
- Packaging: Select the option that best describes how the material is packaged for shipment
- Quantity: Enter the quantity of the packaging type being shipped

If the shipment contains multiple packaging types, press the **Add Packaging/Quantities** button.

To delete the last set of Packaging/Quantities fields, press the Delete Packaging/Quantities button.

Create ASN from an Order

Carrier Details Continued



The screenshot shows a web form with the following elements:

- Origin/Delivery Carrier*:** A dropdown menu with the text "<Please Select>" and a downward arrow.
- Carrier (SCAC) Code*:** A text input field.
- Carrier Invoice Number*:** A dropdown menu with the text "<Please Select>" and a downward arrow, followed by a text input field.
- Add Carrier Invoice:** A button with a downward arrow icon, circled in orange.
- Delete Carrier Invoice:** A button with an upward arrow icon.

Enter the following fields:

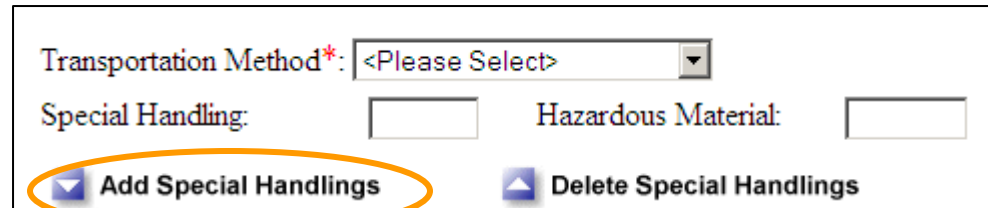
- Origin / Delivery Carrier: Select Standard Carrier Alpha Code (SCAC)
- Carrier (SCAC) Code: Enter the carrier code that was documented on the order.
- Carrier Invoice Number, Drop-Down Menu: Select one of the following:
 - Pro Invoice Number if shipment will travel over land.
 - Airway Invoice Number if shipment will travel through the air.
- Carrier Invoice Number, blank field: Enter the shipments Freight Reference Number (i.e., tracking number, bill of lading)

If the shipment contains multiple freight reference numbers, press the **Add Carrier** Invoice button and an additional Carrier Invoice Number field will display. Enter the additional freight reference number.

To delete the last Carrier Invoice Number field, press the Delete Carrier Invoice button.

Create ASN from an Order

Carrier Details Continued



The screenshot shows a form with the following fields and buttons:

- Transportation Method*:
- Special Handling:
- Hazardous Material:
-

The "Add Special Handlings" button is circled in orange.

Enter the following fields:

- Transportation Method: Select how the shipment is to be transported.
- Special Handling: Most shipments to H-D will not require special handling. However, if the shipment does, enter the special handling code.
- Hazardous Material: Most shipments to H-D will not be hazardous material. However, if the shipment does, enter the hazardous material code.

If the shipment requires additional special handling codes, press the **Add Special Handling** button and additional Special Handling and Hazardous Material fields will display.

To delete the last set of Special Handling and Hazardous Material fields, press the Delete Special Handlings button.

Create ASN from an Order

Organization Information

Organization Information*:

| | | |
|---------------------------|-----------------|------------------------------|
| Shipping Schedule Issuer: | Assigned by H-D | Juneau Ave (Supplier Direct) |
| Ship To: | Assigned by H-D | Other (Supplier Direct Only) |
| | For Other: | 7777 |
| Dock #: | | |
| Supplier Code: | P4455 | |

Charge Information (Purchase Orders Only):

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



Add Charge Items Delete Charge Items

Since the ASN is being created from an order, the following fields automatically populate if the data is in the order:

- Shipping Schedule Issuer
- Ship To
- For Other: This field only displays when the order is a Supplier Direct Order
- Dock: If the order contains a Dock, this field will automatically populate
- Supplier Code

Create ASN from an Order

Charge Information

| | | |
|---|--|------------------------------|
| Organization Information*: | | |
| Shipping Schedule Issuer: | Assigned by H-D | Juneau Ave (Supplier Direct) |
| Ship To: | Assigned by H-D | Other (Supplier Direct Only) |
| | For Other: | 7777 |
| Dock #: | | |
| Supplier Code: | P4455 | |
| Charge Information (Purchase Orders Only): | | |
| <Please Select> | Amount: | \$ |
|  |  | |

If the Shipping Schedule Issuer field contains Parts & Accessories or Juneau Ave (Supplier Direct), complete the Charge Information section.

- Select the charge type from the drop-down menu
- Amount: Enter the amount associated with the charge type.

If the shipment has additional charge types associated with it, press the **Add charge Items** button and an additional drop-down menu and Amount field will display.

To delete the last charge information, press the Delete Charge Items button.

Create ASN from an Order

Line Item Continued

| <u>Release #</u> * | <u>Line/Cell Location</u> * | <u>Packing List</u> (Only If Not ASN #) |
|--------------------|-----------------------------|--|
| 1 | | |

Since the ASN is being created from an order, the following fields automatically populate if the data is in the order:

- Release #
- Line/Cell Location

Enter the following fields:

- Line/Cell Location: If this field is blank enter "NONE" in the field.
- Packing List: Enter the packing list number if it is not equal to the ASN number.

Create ASN from an Order

Load Detail – Full Containers

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

Enter the following fields:

- Number of Containers: Enter the number of containers containing the part number.
- Units per Container: Enter the quantity of parts in each container. Each container must have the same number of parts packaged in each. If not refer to the next page on how to document a partial container.

Press the **Add Serial Numbers** button if the value in the Number of Containers field is 2 or greater. Additional AIAG Label Serial Number fields will display. If the check box for automatic serial number was checked, Web Forms will automatically populate the AIAG Label Serial Number fields.

If the value in the Number of Containers changes to a value less than what was originally entered, press the Delete Serial Numbers button and Web Forms will automatically delete the required number of extra serial numbers.

Create ASN from an Order

Load Detail - Partially Filled Container

If the part number is packaged in a container that is not full, document the partial container by clicking on the **Add Load Details** button. An additional set of Number of Containers, Units per Container, and AIAG Label Serial Number fields will display. Enter the appropriate data in each field.

If the added Load Detail is not needed, press the Delete Load Details and they will delete.

| | | | |
|--|--|--|----------------------|
| <u>Release #</u> * | <u>Line/Cell Location</u> * | <u>Packing List</u> (Only If Not ASN #) | |
| <input type="text" value="1"/> | <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 | |
| <input type="checkbox"/> Add Serial Numbers | <input type="checkbox"/> Delete Serial Numbers | | |
| <input checked="" type="checkbox"/> Add Load Details | <input type="checkbox"/> Delete Load Details | | |

Create ASN from an Order

Add Additional Line Items to ASN

If there are additional parts in this shipment which do not display in the ASN, press the **Add Items** button.



An additional set of blank Line Item fields will display. Enter the data in each field.

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> |
|----------------------|-------------------------------------|----------------------|-----------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <Please Select> | <input type="text"/> |

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

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

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

If the additional set of Line Item fields are not needed, press the Delete Items button and they will delete.

Create ASN from an Order

ASN Details

| | |
|-----------------------|----------------------------------|
| Number of Line Items: | <input type="text" value="2"/> |
| Total Units Shipped: | <input type="text" value="100"/> |

The value in the Number of Line Items field represents the total number of Line Items plus the Shipment Details. The Shipment Details is labeled as ID Number 1 and the first line item is labeled at ID Number 2. As line items are added, the ID Number increments by one.

Shipment Level:
ID Number: 1

Physical Dimensions:
Gross Weight*: Pounds

Carrier Details:
Packaging*: Quantity*:

Add Packaging/Quantities Delete Packaging/Quantities

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.)

| H-D Part #* | Drawing Rev. Level | Quantity | U/M | H-D PO #* |
|--|-----------------------|----------------------|-----------------------------------|--------------------------------------|
| <input type="text" value="95710-08CSZ"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="EACH"/> | <input type="text" value="2775139"/> |

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 #* |
|----------------------|-----------------------|----------------------|--|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="<Please Select>"/> | <input type="text"/> |

Create ASN from an Order

ASN Details Continued

| | |
|-----------------------|----------------------------------|
| Number of Line Items: | <input type="text" value="2"/> |
| Total Units Shipped: | <input type="text" value="100"/> |

The value in the Total Units Shipped field reflects the total quantity of parts being shipped by adding the values in the Quantity fields together.

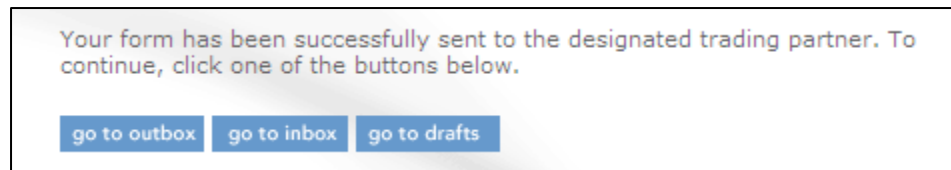
Create ASN from an Order

Send ASN

To send the ASN press the **Send this Form** button.



When the ASN is sent, Web Forms will perform an edit check and report the errors found. The errors must be corrected before pressing the Send this Form button again. When the ASN is error-free, the ASN will be sent and the below message will display.



Create ASN from an Order

Confirm ASN was Sent

To confirm that the ASN was sent, go to the Outbox. The sent ASN will have a status of Waiting for Acknowledgement. Once the ASN is received by H-D, the status will change to Received.

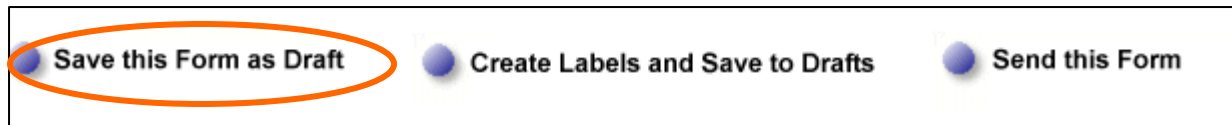
Note: The ASN status of Received indicates that the ASN was received by the H-D EDI system. After H-D receives the ASN, the ASN undergoes an ASN Edit Check where it can be rejected due to invalid data. Suppliers are notified of rejected ASNs in an ASN Edit Report sent via email. Reference the Correct ASN section in this document for additional information.

The screenshot shows the Sterling Web Forms interface. At the top, there is a navigation bar with links for Home, Privacy Policy, Terms of Use, and Log out. Below this is a menu bar with options: Inbox, Outbox, Create Forms, Drafts, Archive, Trash, Options, and Help. The main content area is titled 'Outbox' and contains a table of sent forms. The table has columns for Form Name, Company, Form Type, Date Sent, and Status. The first row shows a form named '012010' with status 'Waiting for Acknowledgement'. The second row shows a form named 'UPSTEST' with status 'Received'. The 'Status' column header and the 'Received' status are circled in orange. Below the table, there is a footer with copyright information and the Sterling Commerce logo.

| Form Name | Company | Form Type | Date Sent | Status |
|--|-----------------|-------------|-----------------------|-----------------------------|
| <input type="checkbox"/> 012010 | Harley Davidson | Ship Notice | 1/20/2010 11:06:09 AM | Waiting for Acknowledgement |
| <input type="checkbox"/> UPSTEST | Harley Davidson | Ship Notice | 9/23/2009 8:27:35 AM | Received |

Save Created ASN as a Draft

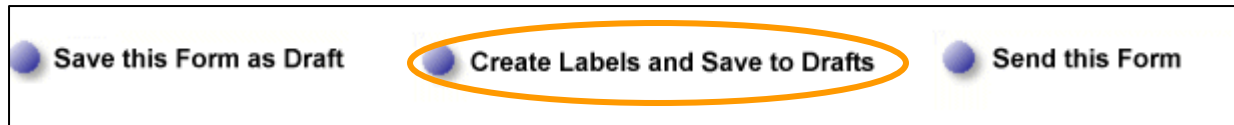
ASNs can be created and saved as a draft to be sent at a later time. To save the ASN as a draft, click on the **Save this Form as Draft** button. Web Forms will save the ASN in the Draft folder.



Create Container Labels from ASN

Container bar code labels can be automatically created using the data in the ASN if a subscription to Edibar's WebPrint internet application has been obtained. For information on Edibar's WebPrint, visit <http://www.edibar.com/webprint.shtml> or call 1-800-633-3210.

To send ASN data to Web Print to automatically create container labels, press the **Create Labels and Save to Draft** button.

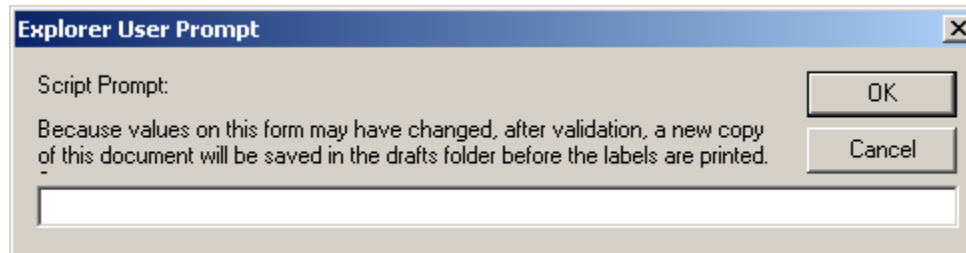


Create Container Labels from ASN

Web Forms will prepare the data for processing and display the following message at the bottom of the screen.

Preparing data to send to Bar Code Solutions, Inc.! Please Wait...

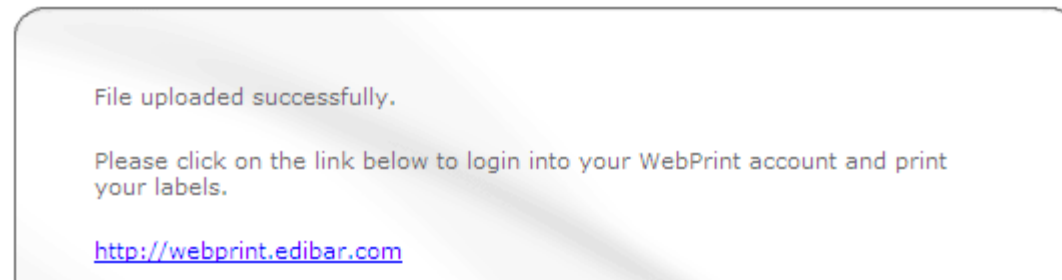
Also the following dialog box will display:



Enter the name to be associated with the draft ASN and press the **OK** button.

Create Container Labels from ASN

The ASN will undergo an ASN edit check and if no errors are found, the ASN will be saved to the Draft folder. The data will then be sent to Web Print and the below confirmation message will display.



To print the Container labels, logon to Web Print via the link in the confirmation message. For assistance with Web Print, please contact Edibar at 1-800-633-3210.


After the labels are printed and attached to the containers, go to the Web Forms Drafts folder, open the ASN, scroll to the bottom of the page and press the *Send this Form* button. The ASN will be sent to H-D.

Create ASN from Multiple Orders

In order to create one ASN using multiple Ship Schedules, all ship schedules must have the same Schedule Issuer (plant), Ship To location, and Ship Date. Instead of opening each Ship Schedule to see the information, the information can be obtained from the Inbox by referencing the Form Name column.

The Form Name of a ship schedule contains four pieces of information:

1. Shipping Schedule Issuer Code
2. Ship To Code
3. Ship Date
4. Release Number

| <u>Form Name</u> | | |
|--|--------------------|---------------------------------|
|  <input type="checkbox"/> | <u>7178521878-</u> | ← Shipping Schedule Issuer Code |
| | <u>062629324-</u> | ← Ship To Code |
| | <u>20100114-</u> | ← Ship Date |
| | <u>01270047</u> | ← Release Number |

Create ASN from Multiple Orders

Review the Ship Schedules in the Inbox to determine which can be put on the same ASN. Remember that the Ship Schedules must have the same Schedule Issuer, Ship To and Ship Date.

1. To identify the multiple forms to place in one ASN, check the check box.

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Inbox Outbox Create Forms Drafts Archive Trash Options Help

This is your Sterling Web Forms **Inbox**. Forms received from your business partners are displayed below. Click the individual links under **Form Name** to open, read and/or print the selected documents. You can also move forms to your **Trash** folder for deletion by selecting the **Delete forms** button or to your **Archive** folder for filing by selecting the **Archive forms** button.

Click on the column header to sort.

Inbox

Delete Forms Archive Forms Check All Clear All Turn Forms Refresh

| Form Name | Company | Form Type | Date Received | Status |
|--|-----------------|----------------|----------------------|--------|
| <input checked="" type="checkbox"/> 7178521878-062629324-20100114-01270047 | Harley Davidson | Ship Schedule | 1/14/2010 3:05:12 PM | Read |
| <input type="checkbox"/> 7178521878-062629324-20100114-01270046 | Harley Davidson | Ship Schedule | 1/14/2010 3:05:08 PM | Read |
| <input checked="" type="checkbox"/> 7178521878-062629324-20100114-01270046 | Harley Davidson | Ship Schedule | 1/14/2010 2:47:12 PM | Read |
| <input type="checkbox"/> HT657695 | Harley Davidson | Purchase Order | 11/2/2009 8:33:11 AM | Read |
| <input type="checkbox"/> 2775139 | Harley Davidson | Ship Schedule | 9/22/2009 2:17:50 PM | Read |

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2. Click the Turns Forms button.

Create ASN from Multiple Orders

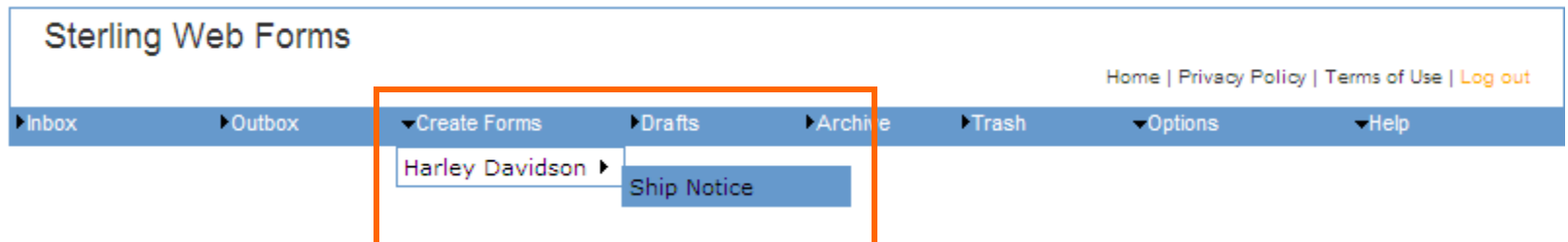
The ASN template displays with the line items from the selected ship schedules. Complete the ASN and then press the Send this Form button.

Create ASN from a Blank Template

There may be an occasion when an ASN needs to be created and there is no Planning Schedule, Ship Schedule or Purchase Order to use. In this case, the ASN will need to be created from scratch using a blank ASN template.

To create an ASN from a blank template:

1. Mouse-over the Create Forms menu
2. Mouse-over the Harley Davidson menu
3. Click on Ship Notice



A blank ASN template will display. Complete the ASN and then click on the Send this Form button.

Correct ASN

Once the ASN is received by H-D, it will undergo an ASN edit check. If data errors are identified they will be classified with one of the following statuses:

- Required – ASN accepted by H-D, but it contains invalid data
- Critical – ASN accepted by H-D, but it contains invalid data
- Fatal – ASN **rejected** by H-D as it contains invalid data that is important to the H-D business processes.

Identified errors will be documented on an ASN Edit Report that is emailed to the supplier.

To receive the ASN Edit Report via email, a contact name set up in the Supplier Contacts section in the Supplier Profile Manager in H-DSN must be associated with ASN Contact Primary or ASN Contact Backup category. Contact your H-DSN Administrator or purchasing representative for assistance in setting up, reviewing or modifying Supplier Contacts.

Correct ASN

To correct an ASN that only generated **Required** or **Critical** errors,

1. Go to the Outbox, locate the ASN and open it by clicking on the Form Name.
2. Locate the Purpose field at the top of the form. Click on the field arrow and select Replacement.
3. Correct the invalid data.
4. Click on the Send this Form button.

When H-D receives the Replacement ASN, it will undergo an ASN edit check and if no errors are identified, the Replacement ASN will over-write the first ASN having a Purpose equal to Original.

Correct ASN

To correct an ASN that generated one or more **Fatal** errors,

1. Go to the Outbox, locate the ASN and open it by clicking on the Form Name.
2. Locate the Purpose field at the top of the form. Ensure that it reflects Original.
3. Correct the invalid data.
4. Click on the Send this Form button.

When H-D receives the second ASN, it will undergo an ASN edit check and if no errors are identified, the second ASN will be accepted. The first ASN was rejected and was not in the H-D systems.

Sterling Commerce Customer Support

For questions about the Sterling Web Forms product, please call telephone number 1-877-432-4300 or email customer_support@stercomm.com.