

Purpose

Use this procedure to cancel and delete an ASN.

Trigger

Perform this procedure when you want to delete an ASN.

Prerequisites

- Access to SupplyWEB
- Internet access and Internet Explorer 6 or higher

Menu Path

Use the following menu path(s) to begin this transaction:

- <https://supplyweb.tenneco.com/supplyWeb/account/login>

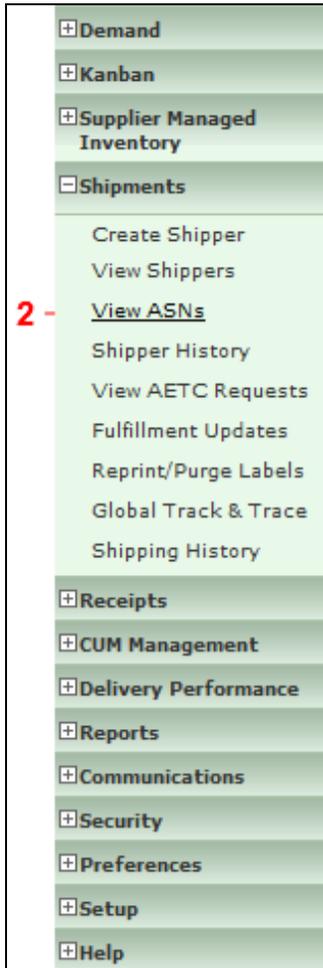
Helpful Hints

- Save the above URL to your browser's favorites
- Instead of using the browser's navigation tools, use those provided by SupplyWEB

Procedure



1. If you want to cancel an ASN, you click on the Shipments menu item .



2. Select the View ASNs menu item [View ASNs](#) .

ASN	
Facility	Anderson
Ship To	Litchfield
Deliver To	Marshall
Ship From	Mogi Mirim EC
Publish Date Range	Mogi Mirim RC
	Napoleon
	Owen Sound
	Paragould DC
	Paragould MFG
	Poznan
	Puebla
	Puebla IMMEX
	Rancho
	Rennes
	Reynosa DC
	Reynosa MFG
	Reynosa MFG IMMEX
	Rybnik AM
	Rybnik OE
	Saarlouis
	San Antonio
	Seward
	Sint Truiden
	Smithville
	St. Petersburg
	Tredegar
	Valencia
	Valencia DC

3. Under the Facility field, select the Tenneco facility to which the ASN is assigned.

ASN	
Facility	Smithville
Ship To	WALKER MANUFACTURING - SMITHVILLE
Deliver To	<< None >>
Ship From	Branam Fastening Systems
Publish Date Range	<input type="text"/> to <input type="text"/>
	<input type="button" value="Continue"/>

4. The Ship To, Deliver To and Ship From fields to be left at their default values. The Publish Date Range can be used if you want to narrow your search, and you know when it was published. Otherwise, just leave this blank to pull up all ASNs.

Click on the Continue button

Search Criteria								
Facility	Smithville							
Ship To	WALKER MANUFACTURING - SMITHVILLE							
Deliver To	None							
Ship From	Branam Fastening Systems							
Publish Start Date								
Publish End Date								
ASN History 1 to 10 of 10								
View	Print Shipping Documents	Shipper Number	Ship Date	Publish Date	ASN History	ASN Cancellation	ASN Resend	Receipt
		4205	03-13-2014 01:08:53 PM EDT	03-13-2014 01:48:09 PM EDT	History	Cancel	Resend	
		4204	03-13-2014 11:20:54 AM EDT	03-13-2014 11:24:56 AM EDT	History	Cancel	Resend	
		4202	03-10-2014 04:06:02 PM EDT	03-10-2014 04:06:26 PM EDT	History		Resend	
		4198	02-25-2014 12:47:23 PM EST	02-25-2014 12:59:21 PM EST	History		Resend	
		20140116	01-16-2014 11:37:00 AM EST	01-16-2014 11:40:26 AM EST	History		Resend	
		20131022a	10-22-2013 01:23:54 PM EDT	10-22-2013 01:29:52 PM EDT	History		Resend	
		20131011	10-11-2013 11:37:01 AM EDT	10-21-2013 03:54:25 PM EDT	History		Resend	

5. The ASN History is generated. Once you find the ASN you wish to delete, you first must cancel it but clicking on the Cancel button **Cancel**.

Facility Information	
Facility	Smithville
Ship To	WALKER MANUFACTURING - SMITHVILLE
Deliver To	None
Ship From	Branam Fastening Systems
Shipper Information	
Shipper	<u>4205</u>
ASN	4205-2
Ship Date	03-13-2014 01:08:53 PM EDT
Click Continue to send a cancellation ASN. Click Cancel to return to the previous screen.	
Continue Cancel	

6. Click on the Continue button to confirm that you want to return the ASN to shipper status



The shipment has been cancelled and a cancellation ASN is being published. If you have setup computer and document profiles to receive copies of your ASNs, view the File Status to verify the file transfer.

Facility Information	
Facility	Smithville
Ship To	WALKER MANUFACTURING - SMITHVILLE
Deliver To	None

Shippers							
Edit	Publish	History	Delete	Shipper Number	Creation Date	Ship From	
			<input type="checkbox"/>	4205	03-13-2014 01:08:53 PM EDT	Branam Fastening Systems	

7. You get a message saying the published ASN was cancelled, and the shipper information comes up. To delete the shipper check the check box under the Delete column 4205.

8. Click on the Delete button

Message from webpage

Are you sure you want to delete the shipper?

9. Click on the OK button to confirm

Facility Information	
Facility	Smithville
Ship To	WALKER MANUFACTURING - SMITHVILLE
Deliver To	None

There are no Shippers



10. You should receive a similar message indicating that the shipper was deleted.



Result

You have successfully cancelled an ASN and deleted the shipper.