Purpose

Use this procedure to create and view a shipment history report.

Trigger

Perform this procedure when you wish to view the Ship Date/Time, Shipper ID, Ship QTY, ASN status, Schedule Agreement number, etc. for your shipments to Tenneco during a specific time period.

Prerequisites

- Access to SupplyWEB as a supplier
- Know timeframe, part numbers, and for which Tenneco plant you want to generate a report.

Menu Path

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

- https://supplyweb.tenneco.com/supplyWeb/account/login
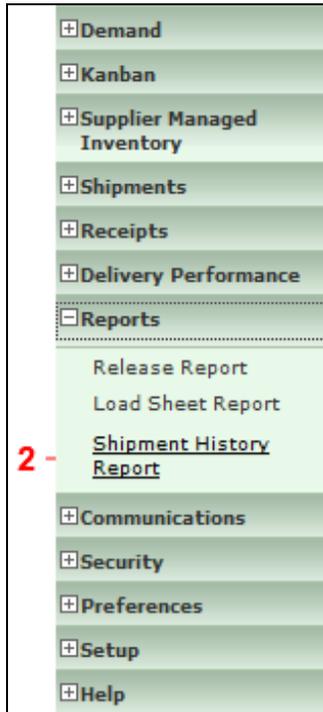
Helpful Hints

- Save the URL above to your browser's favorites
- Do not use your browser's back button. SupplyWEB has its own set of navigation buttons at the top of the screen.

Transaction Instruction

Procedure

1. To view a report of your company's shipment history, click on the Reports menu item

⊞**Reports** .

TENNECO

Transaction Instruction

2. Click on the Shipment History Report menu item

Shipment History
Report

.

3.   Click on the Facility drop down box `< ALL >` .

4.   This provides you with a list of all Tenneco plants you are setup to supply to in SupplyWEB.

Select the appropriate Tenneco plant you wish to bring up shipment history for.

Search Criteria	
Facility	Seward ▼
Ship To	< ALL > ▼
Deliver To	< ALL > ▼
SHIP FROM - "ALL" is recommended	< ALL > ▼
Part	Please Select An Option: ▼
In-Transit Only	☐
Date Range	
From	01-20-2014
To	02-19-2014
	Submit

⚠ Your report will appear in a new browser window. You will need to have Adobe's Acrobat Reader installed in order to view it.

Adobe Get Acrobat® Reader®

ℹ The Ship To, Deliver To, and Ship From fields should all remain < ALL > , or whatever they default to.

5. Click on the Part drop down box Please Select An Option: ▼.

6. You have the options of List Parts OR Select Part(s). Select Part(s) would require you to enter a

range for which product numbers you wish to include. Instead, click List Parts list item
List Parts .

7. Click on the Customer Part drop down box `< ALL >` ▼ .

8. If you wanted to specify a single part number for the report you have to option here. Instead, select < ALL > < ALL > .

There is also the option to generate a report only regarding In-Transit products.

Search Criteria	
Facility	Seward
Ship To	< ALL >
Deliver To	< ALL >
SHIP FROM - "ALL" is recommended	< ALL >
Part	List Parts
Customer Part	< ALL >
In-Transit Only	☐
Date Range	
From	01-20-2014
To	02-19-2014
	Submit

⚠ Your report will appear in a new browser window. You will need to have Adobe's Acrobat Reader installed in order to view it.

The From and To fields automatically populate. You can, however, alter the Date Range.

10. As required, complete/review the following fields:

Field	R/O/C	Description
From	Required	Beginning value to be entered when specifying a range. **Example:** 01-13-2014 Note that the larger the Date Range the longer it will take to generate a report.

11. Click on the Submit button [Submit].
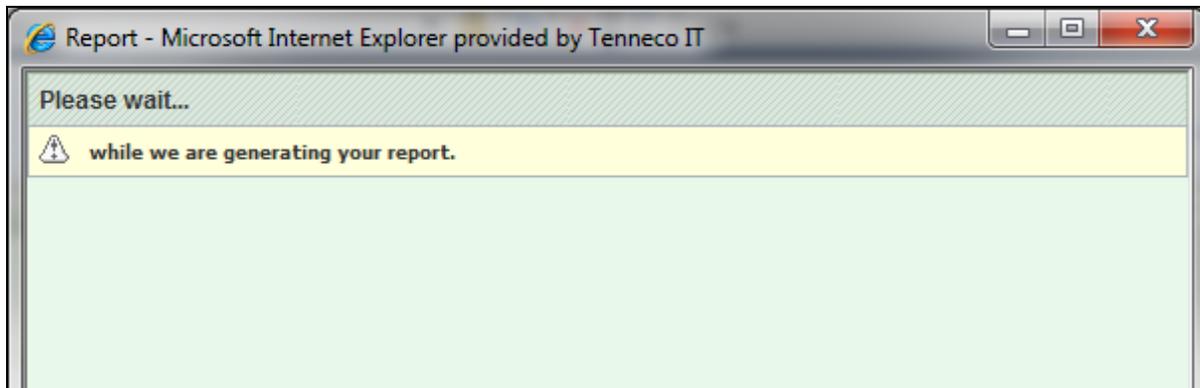
A screen will pop up displaying the following message, letting you know that the report is being generated.

Bookmarks

- Cover Page
- 82005847, TENNECO # 82005847 REV A
- 82057055, TENNECO # 82057055
- 82057056, TENNECO # 82057056
- 82057060, TENNECO # 82057060
- 82110647, TENNECO # 82110647

Shipment History Report for ADL Insulflex

Report Criteria

Creation Date :: :: 02-19-2014 04:37:11 PM EST
Facility :: Seward
Ship To :: ALL
Deliver To :: ALL
Ship From :: ALL
Part :: ALL
In-Transit Only :: No
From :: 01-13-2014
To :: 02-19-2014

13. Press any key or click anywhere to continue

The Shipment History Report opens up for your company displaying the Report Criteria on the cover page.

Shipment History

Buyer	Facility	Ship To	Ship From
Tenneco Automotive ,	Seward ,	WALKER MANUFACTURING – SEWARD ,	ADL Insulflex ,

Part: : 82005847				
Description: : TENNECO # 82005847 REV A				
Release No.	Release Date	Last Received Qty.	Last Shipper No.	Last Received Date
6	02-18-2014	200	59507	02-14-2014 12:34:00 PM EST

Ship Date / Time	Shipper Id.	CUM Qty.	Ship Qty.	Status	Pull Signal/Purchase Order Number	Additional Information
02-14-2014 12:34:00 PM EST	59507		200	Received	5500036850000928805	
01-30-2014 03:06:00 PM EST	59252		200	Received	5500036850000928805	

* – In-transit line item not attached to current schedule, # – Open line item not attached to current schedule

14. Press any key or click anywhere to continue

As you scroll through the pages it shows a breakdown for each part number including Ship Date/Time, Shipper ID, Ship QTY, ASN status, Schedule Agreement number, and other information relating to the last received shipment for the specific part.

Result

You have successfully generated a shipment history report.