

Purpose

Use this procedure to delete, edit, and / or publish a shipper.

Trigger

Perform this procedure when you are ready to publish a shipper, need to edit a shipper, or where you need to cancel it altogether.

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>

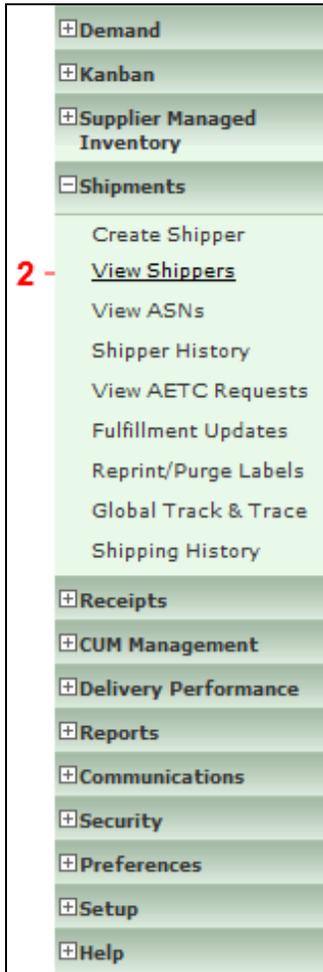
Helpful Hints

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

Procedure



1. To manage any shippers that have been created but not yet published as ASNs, click on the Shipments menu item .



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

Open Shipper	
Facility	<< ALL >> ▼
ShipTo	<< ALL >> ▼
Deliver To	<< ALL >> ▼
Date Range (MM-dd-yyyy)	<input type="text"/> to <input type="text"/>
Continue	

3. It is recommended to leave all fields set to <ALL> so that all shippers are displayed. The date range is also not necessary. Click on the Continue button to search for created shippers Continue.

Facility Information	
Facility	ALL
Ship To	ALL
Deliver To	ALL

Shippers							
Edit	Publish	History	Delete	Shipper Number	Creation Date	Ship From	
			<input type="checkbox"/>	4207	03-13-2014 01:09:36 PM EDT	Branam Fastening Systems	
Edit			<input type="checkbox"/>	4205	03-13-2014 01:08:53 PM EDT	Branam Fastening Systems	

Delete

4. All of the created shippers will be listed. You can do several tasks from this screen.

1) You can Edit a shipper by clicking on the Pencil icon .

5 - Shipper

Shipping Information			
Facility	Ship To	Supplier	Ship From
Smithville 645 E. Broad Street Smithville, TN 37166 UNITED STATES	WALKER MANUFACTURING - SMITHVILLE 645 E. Broad Street Smithville, TN 37166 UNITED STATES	Branam Fastening Systems 7864 Root Road N. Ridgeville, OH 44039 UNITED STATES	Branam Fastening Systems 7864 Root Road N. Ridgeville, OH 44039 UNITED STATES

Header Information			
Shipper Number	4207	Ship Date & Time	03-13-2014 01:09:36 PM EDT
Freight	Collect	Expected Arrival Date & Time	03-13-2014 02:09:36 PM EDT
AETC		AETC Responsibility	
Vehicle Number		Transport	Ocean Vessel
SCAC		Dock	
Pro Number		Test or Production	Production
Pro-forma/BOL number		Remarks	
Carrier			
Route Code			

Supplier Attached Files

5. The Shipper information will pop up.

SCAC		Dock	
Pro Number		Test or Production	Production
Pro-forma/BOL number		Remarks	
Carrier			
Route Code			

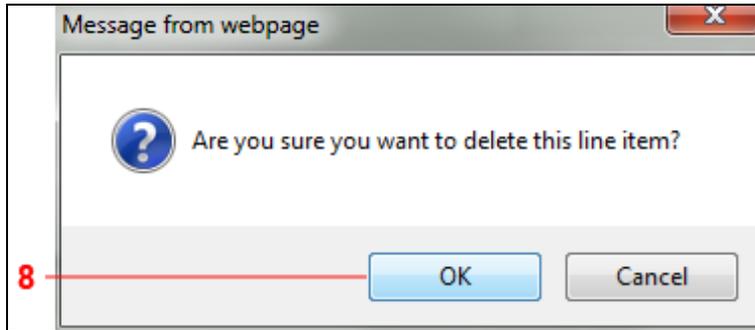
Supplier Attached Files

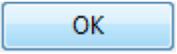
Line Items					
Line Item	Delete	Customer Part Number	Purchase Order	Quantity Shipped	UoM
6		302771	55000337440000929051	2,000	EA
		306561	55000337440000929051	1,700	EA
		393557	55000337440000929051	150	EA

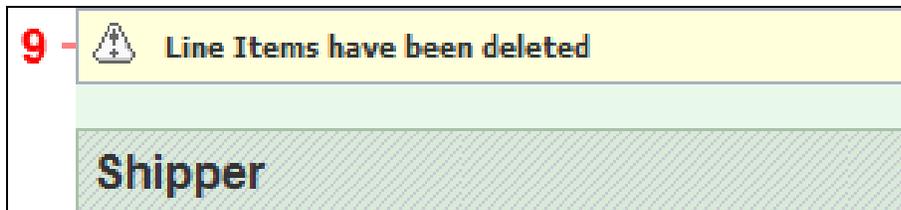
6. At the bottom of the screen you can see what is being shipped and how much. You can again click on the Pencil icon to make changes to the quantity, or you can delete the part number from the

shipment altogether by checking the check box under the Delete column.

7. Then click on the Delete Line Items button .



8. Click the OK button to confirm .



9. You should receive a similar message telling you the Line Items have been deleted at the top of your screen.

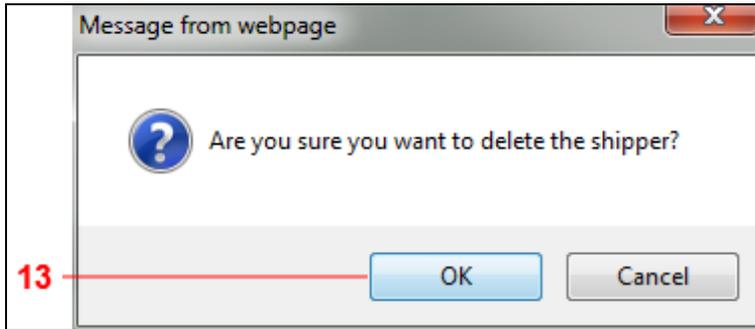
Vehicle Number		Transport	Ocean Vessel		
SCAC		Dock			
Pro Number		Test or Production	Production		
Pro-forma/BOL number		Remarks			
Carrier					
Route Code					
Supplier Attached Files	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Attach File"/> <input type="button" value="Delete File"/>				
<input type="button" value="Edit"/> <input type="button" value="AETC Request"/>					
Line Items					
Line Item	Delete	Customer Part Number	Purchase Order	Quantity Shipped	UofM
	<input type="checkbox"/>	306561	55000337440000929051	1,700	EA
	<input type="checkbox"/>	393557	55000337440000929051	150	EA
<input type="button" value="Add Line Item"/> <input type="button" value="Delete Line Items"/>					
<input type="button" value="Print Shipping Documents"/>			<input type="button" value="Preview"/> <input type="button" value="Validate"/> <input type="button" value="Publish"/>		

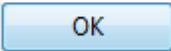
10. Click on the Validate button and return to the search results .

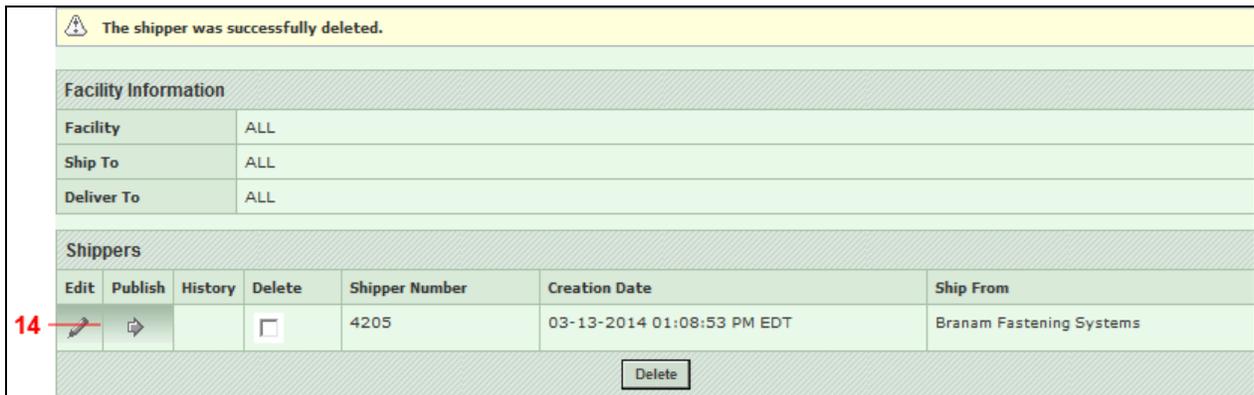
Facility Information						
Facility	ALL					
Ship To	ALL					
Deliver To	ALL					
Shippers						
Edit	Publish	History	Delete	Shipper Number	Creation Date	Ship From
			<input type="checkbox"/>	4207	03-13-2014 01:09:36 PM EDT	Branam Fastening Systems
			<input type="checkbox"/>	4205	03-13-2014 01:08:53 PM EDT	Branam Fastening Systems
<input type="button" value="Delete"/>						

11. You can also delete a shipper from the search results by clicking on the check box under the Delete column .

12. Click on the Delete button .



13. Click on the OK button to confirm .



14. You will get a message confirming the shipper was deleted. You can also publish shippers on the search results page. Click on the arrow button under the Publish column .

The shipper was published and an ASN is being sent. If you have setup host 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
Ship From	Branam Fastening Systems

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Shipper Information	
Shipper	4205
Last Published ASN	4205-1
Ship Date	03-13-2014 01:08:53 PM EDT

Advance Ship Notice History			
View	ASN	Creation Date	Purpose Code
	4205-1	03-13-2014 01:11:24 PM EDT	Original

15. You will receive a similar message telling you the shipper was published as an ASN and is being sent.

Where the demand for the deleted shipper is now open demand again, the demand for the published shipper is now closed demand.



Result

You have either edited, cancelled, and / or published a shipper.