


# Lacks-SupplyWEB Shipping to Lacks Facilities

## 7.0 Advance Shipping Notification (ASN)

ASNs are the means to communicate the departure of goods from the Supplier's dock that are bound for Lacks facility. Suppliers must publish ASNs at the time the shipment is leaving the dock. The accuracy of the ASNs that have been entered is critical to the timely accrual and payment for goods and services provided by the Supplier. Errors or failure to publish ASNs will affect Supplier rating and/or penalty charges or even rejections in the receiving and payables process at Lacks.

Before creating the Shipper, ensure that the parts are setup for appropriate packaging needs (Refer "*7.a. Setting up Packaging information in SupplyWEB*" for more information)

Through the process of creating a shipper, Labels and shipping documents (meeting Lacks label Specs) can also be created.

	<ul style="list-style-type: none"><li>• Set up the Parts packaging before creating a shipper.</li><li>• Validate a shipper for errors before printing the labels.</li><li>• An ASN does not exist until the shipper is published by clicking the "Publish" button after creating a shipper and adding details.</li></ul>
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## 7.1 Creating a Shipper

ASNs in SupplyWEB are generated based on the Shipper the Supplier created in the system. To create a new shipper in SupplyWEB, select the **Shipments→Create Shipper** link from the navigator.

SupplyWEB® 10.1.5.04 | Supplier | Admin - Microsoft Internet Explorer provided by Lacks Enterprises

http://192.168.1.55/supplyWeb/account/completeLogin

Lacks Wheel Systems Lacks Trim Systems

**Shipments**

Create Shipper  
View Shippers  
View ASNs  
View AETC Requests  
Reprint/Purge Labels  
Shipping History

### Shipments Shipper

**Shipper**

Facility: Lacks Trim Systems

Ship To: Patterson Assembly

Ship From: SW Supplier

Shipper Number: 1

Continue



- Shipper numbers need to be in numerical format
- Shipper numbers need to be maximum of eight digits.

A new shipper must identify the facility, “Ship To” location at Lacks and the “Ship From” location. The drop down lists may already be defaulted to the correct locations but if needed select the other location associated with the Supplier’s profile. Typically the plant that the components get shipped to is “Patterson Assembly”, however, this must be verified with the Supplier’s Lacks contact. The shipper number created will default to the next sequential number as configured in the Supplier Profile. If the Supplier has a different method of tracking shippers, the Supplier can override the number. The shipper cannot be duplicated. Click “Continue” to create a new shipper.

### Shipments Create Shipper

**Requirements**

**Shipping Information**

Customer From	Ship To	Supplier	Ship From
Lacks Trim Systems 5460 Cascade Road S.E. Grand Rapids, 49546 UNITED STATES	Patterson Assembly 3703 Patterson S.E. Kentwood, MI 49512 UNITED STATES	SWSupplier No Street Address Not Real City, MI 49512 UNITED STATES	SW Supplier No Name Street No Name City, MI 49512 UNITED STATES

**Requirement Filters**

Requirement View: 30 Days

Ship Coverage: Days Include Weekends

Transit Time: Days Hrs Mins

Test or Production: Production

PO Number:

Search

No parts with requirements.

Create Shipper Cancel

Typically Set between 30 to 45 days

Typically Set between 30 to 45 days

Set you transit time in Days and click “Search”



- The information entered in the required fields will become default values for the next time.

With the locations now identified, the requirements filter is used to select the demand to ship against. SupplyWEB will allow the user to ship a product that has unsatisfied demand. Searching the releases will display all of the requirements that meet the filter conditions specified.

Since the Supplier's schedules are "Delivery Based" schedules, it is important to specify the default standard transit time in order to allow SupplyWEB to calculate when to ship.

To create a shipper, select one or more requirements from the list provided by clicking the check box to the left of the part number. The suggested ship quantity can be changed in the field(s) provided if a different quantity that, what demand calls for, is required. However, the Supplier must review the demand (release) quantity and enter in the quantity based on firm orders (Orders with PO and PO line only). The demand quantity can be found in the demand release screen (Refer to document "**6.0 Lacks SupplyWEB - Supplier Demand Schedules**"). A typical demand release screen is shown below:

## Demand Releases

Schedule							
<b>Release Information</b>							
Buyer Part	SupplierPart1	Release	123456 [09-21-2011]				
Buyer Part Description	Supplier Part number 1	Part Release Status Code					
Supplier Part	Supplier_Part_number	Material CUM Date	10-10-2011				
PO Number	00001234	Material CUM Quantity	5,000				
PO Line Number		Fabrication CUM Date	10-10-2011				
Dock	13-17	Fabrication CUM Quantity	5,000				
Ship/Delivery Code	dl	Last Shipper Number					
Engineering Level	A123	Last Ship Date					
Model Year	2012	Last Ship Quantity	0				
Generation Date	09-21-2011	CUM Required Prior	0.00001				
Publish Date	10-10-2011	CUM Shipped (YTD)	0.00001				
Last Update	10-10-2011	CUM Received	0				
<b>Requirement Information</b> 1 to 3 of 3							
View	Date	CUM Qty.	Required Qty.	Due Qty.	Type	Frequency	PO - PO Line
60	09-26-2011	5,000.00001	5,000	5,000	Firm	Weekly	00001234-1234
60	10-03-2011	6,500.00001	1,500	1,500	Planning	Weekly	
60	10-10-2011	7,000.00001	500	500	Planning	Weekly	
<input type="button" value="Search Releases"/>							

## Shipments Create Shipper

Requirements			
<b>Shipping Information</b>			
Customer From	Ship To	Supplier	Ship From
Lacks Trim Systems 5460 Cascade Road S.E. Grand Rapids, 49546 UNITED STATES	Patterson Assembly 3703 Patterson S.E. Kentwood, MI 49512 UNITED STATES	SWSupplier No Street Address Not Real City, MI 49512 UNITED STATES	SW Supplier No Name Street No Name City, MI 49512 UNITED STATES
<b>Requirement Filters</b>			
Requirement View	30 Days	Ship Coverage	30 Days <input checked="" type="checkbox"/> Include Weekends
Transit Time	5 Days 0 Hrs 0 Mins	Dock	
Test or Production	Production	PO Number	
<input type="button" value="Search"/>			
<b>Part List</b>			
<input type="checkbox"/> Part	Description	Suggested Ship Qty.	Procurement Method
<input type="checkbox"/> SupplierPart1	Supplier Part number 1	5,000	Material Release
<input type="button" value="Create Shipper"/> <input type="button" value="Cancel"/>			



- Once the quantity is entered, check the checkbox next to the part that is being shipped and click "Create Shipper".



- Although it is possible to create a blank shipper and select parts later, it is easier to allow the system to populate the line item information based on the part numbers the Supplier is shipping.


Once a shipper is created, the screens and procedures are the same for editing an existing shipper or a new shipper. A typical shipper is shown below:

Shipments Shippers						
Shipper						
Shipping Information						
Customer From	Ship To	Supplier	Ship From			
Lacks Trim Systems 5460 Cascade Road S.E. Grand Rapids, 49546 UNITED STATES	Patterson Assembly 3703 Patterson S.E. Kentwood, MI 49512 UNITED STATES	SWSupplier No Street Address Not Real City, MI 49512 UNITED STATES	SW Supplier No Name Street No Name City, MI 49512 UNITED STATES			
Header Information						
Shipper Number	1	Ship Date & Time	10-10-2011 02:34:19 PM EST			
Freight	Collect	Expected Arrival Date & Time	10-15-2011 02:34:19 PM EST			
AETC		AETC Responsibility				
Vehicle Number		Transport				
Route Code		Dock				
SCAC		Test or Production	Production			
Pro Number		Remarks				
Bill of lading number						
Carrier						
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	Containers	Customer Part Number	PO - PO Line	Quantity Shipped	UofM
	<input type="checkbox"/>		SupplierPart1	00001234-1234	5,000	LB
			<input type="button" value="Add Line Item"/>	<input type="button" value="Delete Line Items"/>		
<div>2</div> <input type="button" value="Print Labels"/>		<input type="button" value="Print Shipping Documents"/>		<div>1</div> <input type="button" value="Preview"/> <input type="button" value="Validate"/> <input type="button" value="Publish"/>		

Once the shipper is created, it gathers all the packaging and part information that is set up in the system. Refer to “**7a.0 Lacks SupplyWEB Setting up Parts and Packaging information**” document.

In the main screen, click the “**Validate**” button at the bottom right of the screen (1). If the only error shown on the shipper is “**Serial Numbers not defined for Detail Containers for Line Item with part No XXXXXXXXX and 0000XXXX-XXXX**”, click on “**Print Labels**” button (2). When the labels are generated, the user must click “**Validate**” button one more time to make sure there are no more serial number

errors displayed. If no other errors exist, the screen must display **“Your shipper has been successfully validated”**. If not, the corresponding errors will be displayed. Errors typically occur if the part packaging information is not set up upfront, and when part weight is not entered.



- Once a shipper is created, the quantity of demand, from the release is taken out. It is, therefore, supplier’s responsibility to make sure the shipper is successfully converted into an ASN and demand is met at Lacks in timely manner.

**Shipments Shippers**

**Shipper**

**Shipping Information**

Customer From	Ship To	Supplier	Ship From
Lacks Trim Systems 5460 Cascade Road S.E. Grand Rapids, 49546 UNITED STATES	Patterson Assembly 3703 Patterson S.E. Kentwood, MI 49512 UNITED STATES	SWSupplier No Street Address Not Real City, MI 49512 UNITED STATES	SW Supplier No Name Street No Name City, MI 49512 UNITED STATES

**Header Information**

Shipper Number	1	Ship Date & Time	10-10-2011 02:34:19 PM EST
Freight	Collect	Expected Arrival Date & Time	10-15-2011 02:34:19 PM EST
AETC		AETC Responsibility	
Vehicle Number		Transport	
Route Code		Dock	
SCAC		Test or Production	Production
Pro Number		Remarks	
Bill of lading number			
Carrier			

Supplier Attached Files

**Line Items**

Line Item	Delete	Containers	Customer Part Number	PO - PO Line	Quantity Shipped	UofM
	<input type="checkbox"/>		SupplierPart1	00001234-1234	5,000	LB

## 7.2 Editing Shippers

Click the “Edit” button shown in red to edit the shipper header information. Lacks prefers that the Bill of Lading number is provided on the shipper, if available. The Lacks contact for the Supplier can assist to fill the other information such as, Dock number, AETC, and carrier information. Once the areas are edited, click “Save”.



**Shipments Shippers**

Shipper						
Shipping Information						
Customer From	Ship To	Supplier	Ship From			
Lacks Trim Systems 5460 Cascade Road S.E. Grand Rapids, 49546 UNITED STATES	Patterson Assembly 3703 Patterson S.E. Kentwood, MI 49512 UNITED STATES	SWSupplier No Street Address Not Real City, MI 49512 UNITED STATES	SW Supplier No Name Street No Name City, MI 49512 UNITED STATES			
Header Information						
Shipper Number	1	Ship Date & Time	10-10-2011 02:34:19 PM EST			
Freight	Collect	Expected Arrival Date & Time	10-15-2011 02:34:19 PM EST			
AETC		AETC Responsibility				
Vehicle Number		Transport				
Route Code		Dock				
SCAC		Test or Production	Production			
Pro Number		Remarks				
Bill of lading number						
Carrier						
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	Containers	Customer Part Number	PO - PO Line	Quantity Shipped	UofM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SupplierPart1	00001234-1234	5,000	LB
<input type="button" value="Add Line Item"/>				<input type="button" value="Delete Line Items"/>		
<input type="button" value="Print Labels"/>		<input type="button" value="Print Shipping Documents"/>		<input type="button" value="Preview"/> <input type="button" value="Validate"/> <input type="button" value="Publish"/>		

The shipper is now complete. **BEFORE PUBLISHING THE SHIPPER, DO NOT FORGET TO PRINT THE LABELS (AND/OR SHIPPING DOCUMENTS).** The labels can be created for printing by clicking “**Print Labels**”. Similarly, the Bill of lading document can be created by clicking “**Print Shipping Documents**” and choosing “**Shipper/Bill of Lading: North America**” in the drop down menu. If using a packing slip created by SupplyWEB print that in the same drop down menu. The documents will be output as PDF. Both Master and Detail labels will be created at this time. Print the labels. There will be two labels for each detail and master container. Make sure the labels are applied to the shipment on the outside ends. As a result, when the parts are on a skid, our receiving personnel can receive the parts in without needing to strip down the skid. Using the Bill of Lading document from the SupplyWEB is optional. The Supplier may use Supplier’s own Bill of Lading document. Once the documents and labels are printed, **DO NOT FORGET TO PUBLISH** the shipper. Once published, the shipper transmits ASN to Lacks.



- Shipper must be published for ASN to be sent.
- Documents pop up in new window for printing.

## Shipments Shippers

Shipper						
Shipping Information						
Customer From	Ship To	Supplier	Ship From			
Lacks Trim Systems 5460 Cascade Road S.E. Grand Rapids, 49546 UNITED STATES	Patterson Assembly 3703 Patterson S.E. Kentwood, MI 49512 UNITED STATES	SWSupplier No Street Address Not Real City, MI 49512 UNITED STATES	SW Supplier No Name Street No Name City, MI 49512 UNITED STATES			
Header Information						
Shipper Number	1	Ship Date & Time	10-10-2011 02:34:19 PM EST			
Freight	Collect	Expected Arrival Date & Time	10-15-2011 02:34:19 PM EST			
AETC		AETC Responsibility				
Vehicle Number		Transport				
Route Code		Dock				
SCAC		Test or Production	Production			
Pro Number		Remarks				
Bill of lading number						
Carrier						
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	Containers	Customer Part Number	PO - PO Line	Quantity Shipped	UofM
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	SupplierPart1	00001234-1234	5,000	LB
<input type="button" value="Add Line Item"/>				<input type="button" value="Delete Line Items"/>		
<input type="button" value="Print Labels"/>		<input type="button" value="Print Shipping Documents"/>		<input type="button" value="Preview"/>	<input type="button" value="Validate"/>	<input type="button" value="Publish"/>

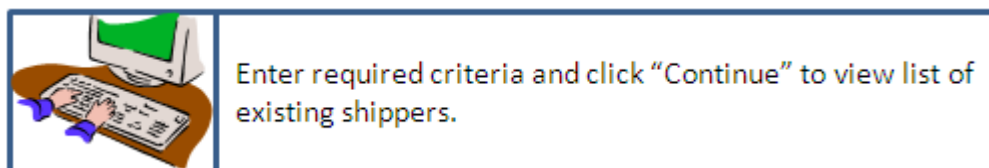
Sample documents of Labels, Bill of Lading and Packing Slips are available as PDF documents along with the tutorial documents.

### 7.3 Viewing Existing Shippers

To view an existing shipper that has not been published yet as ASN, select the



**Shipments →View Shipper** link from the navigator and click Continue. “The Open Shipper” screen allows the user to determine which shippers to view by selecting the “Facility”, the “Ship To” location and the “Date Range”.



Once the sort criteria have been entered, the shippers will be listed in order by descending shipper number.

Shipments Shippers						
Facility Information						
Facility	<< ALL >>					
Ship To	<< ALL >>					
Shippers						
Edit	Publish	History	Delete	Shipper Number	Creation Date	Ship From
			<input type="checkbox"/>	1	10-10-2011 02:34:19 PM EST	SW Supplier
Delete						



The user will be returned to “Shipment Shippers” screen. There the line Item information, Containers information, Quantity, and the Shipper Header information can be modified. The user must validate the shipper after modification, print the relevant documents, and **PUBLISH**.

## Shipments ASNs



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	Lacks Trim Systems
Ship To	Patterson Assembly
Ship From	SW Supplier

### Shipper Information

Shipper	<u>1</u>
Last Published ASN	1-1
Ship Date	10-10-2011 02:34:19 PM EST

### Advance Ship Notice History

View	ASN	Creation Date	Purpose Code
	1-1	10-11-2011 09:30:22 AM EST	Original

Once the Shipper is published, the ASN screen is displayed. It will state that the ASN has been sent out to the customer. To view the ASN, click the glasses icon under view in “Advance Ship Notice History”.

## 7.4 Printing Shipping Labels and Documents


Lacks facilities that require packaging will also require the Supplier to print the barcode labels via SupplyWEB.

SupplyWEB can produce a PDF of labels which must be printed on 6” X 4” label sheets and affixed to the shipping containers as product identification during transport. Configuration of how the labels are to print is described in the Registration and Administration manual. Labels can only be printed once within the Shipper Edit screen. In the event that labels must be reprinted, follow the instructions on **Reprinting Labels** in the following section.



- **Serial numbers on the labels are critical for scanning the products at Lacks. Make sure each container has its own label with unique serial number.**

There are several shipping documents that are available to print in the SupplyWEB. The Shipper/Packing slip number must match the ASN number sent.

	<p>The following must accompany each shipment</p> <ul style="list-style-type: none"> <li>• Bill of Lading</li> <li>• Proper Labels on container so it could be scanned at Lacks receiving.</li> <li>• Packing Slip/Shipper</li> </ul>
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## 7.5 Reprinting Labels

Labels that are lost or destroyed can be reprinted from SupplyWEB by selecting **Shipments → Reprint/Purge Labels** in the navigator.

**Bar Code Reprint From History**

<b>Facility Information</b>	
Facility	< All >
<b>Selections</b>	
Date Range DD.MM.YYYY	<input type="text"/> to <input type="text"/>
Shipper ID	<input type="text"/>
From Serial Number	<input type="text"/>
To Serial Number	<input type="text"/>
Show Labels	

After specifying the search criteria, the labels that need to be reprinted will be displayed. One or many of the labels listed may be selected to be reprinted.

	<ul style="list-style-type: none"> <li>• Currently, Lacks is working on the issue with the “Reprint Labels” feature. Contact appropriate Lacks personnel for labels that need reprinting. A PDF version of missing labels will be sent to the requestor.</li> </ul>
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## 7.6 Validating and Publishing

Shippers can be created prior to the materials leaving the shipping dock. When the entry of the shipping information has been completed, validate the shipment to ensure SupplyWEB has all the information required to produce the ASN. Validating does not mean that the information has been entered in all of the mandatory fields as required by the Lacks facility. The validation checks packaging, weights and quantities only.

When the product is ready to leave the dock, the Shipper must be revised for any

changes. Update any shipment information that may have changed, such as trailer number and shipment time. The final step is to publish the Shipper to the Lacks facility as an ASN. Once a Shipper has been published, it cannot be changed. In order to make changes to a published Shipper, the user must first cancel the ASN.

## 7.7 Viewing and Cancelling ASNs

In the event that there is an error in the shipper, or the shipment that was published needs to be cancelled, use the **Shipments->View ASNs** link in the navigator.


Shipments ASNs	
ASN	
Facility	Lacks Trim Systems
Ship To	Patterson Assembly
Ship From	SW Supplier
Publish Date Range	<input type="text"/> to <input type="text"/>
<input type="button" value="Continue"/>	

In order to view an ASN, select the “Facility”, “Ship To” and “Ship From” in the lists provided. Supply a starting date of the ASN to view, in order to limit the number of ASNs options. Click “Continue”.

## Shipments ASN History

Search Criteria						
Facility	Lacks Trim Systems					
Ship To	Patterson Assembly					
Ship From	SW Supplier					
Publish Start Date						
Publish End Date						

ASN History						
						1 to 1 of 1
View	Shipper Number	Ship Date	Publish Date	ASN History	ASN Cancellation	ASN Resend
	1	10-10-2011 02:34:19 PM EST	10-11-2011 09:30:22 AM EST	History	Cancel	Resend

The ASN can be viewed by selecting the glasses icon on the left of the shipper number. This view will provide the complete details of the ASN.

The ASN History button will display the stages of the ASN. Typically, the only stage is the original publication. However, it may include details of a cancellation. The ASN Cancel button will reverse or cancel the ASN with the Lacks facility and revert the ASN back to a Shipper that can be modified by the user. Follow the Shipper creation process to complete the shipper and publish. A Cancelled ASN could also be deleted from the system, if needed.

### 7.8 Premium Freight

Periodically, the Supplier may receive premium freight (expedited shipping) requests from a Lacks facility. If the "Alerts" preference is configured appropriately, the Supplier will receive an email notification pertaining to these requests.

To view the Premium Freight requests in SupplyWEB, select the **Premium Freight → View PFAs** link from the navigator.



Search Criteria	
Facility	<All>
Ship To	<All>
Part	<All>
Required Date Start	
Required Date End	
Submit	

Select the desired Search Criteria and click “Submit”.

A list of outstanding Premium Freight requests will be displayed. Click the Eyeglass icon to view the details of the request. Click the “Create Shipper” to create the shipment. The user will be directed to the standard Shipper creation screens.

## 7.9 Shipment History

A history of shipments that have been processed through SupplyWEB can be displayed by selecting **Shipments → Shipping History** link from the navigator.

### Shipments Shipping History

Search Criteria	
Facility	<All> ▼
Ship To	<All> ▼
Part	<All> ▼
Purchase Order Number	<input type="text"/>
Pull Signal	<input type="text"/>
Model Year	<input type="text"/>
Engineering Change Level	<input type="text"/>
Ship Date From	<input type="text"/>
Ship Date To	<input type="text"/>
<input type="button" value="Continue"/>	

Select the desired Search Criteria and click “Continue”.

A summary listing of the part numbers that have been shipped will be displayed.


Additional details of the shipments can be viewed by clicking the eyeglass icon to the left of the part number. All of the shipment details, relating to the part number selected is displayed in a list format.


## 7.10 Shipment History Report

A history of shipments that have been processed through SupplyWEB can be printed by selecting **Reports→Shipping History Report** link from the navigator.

## Reports Shipment History

Search Criteria	
Facility	< ALL >
Ship To	< ALL >
Ship From	< ALL >
Customer Part	< ALL >
Date Range	
From	
To	10-11-2011
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.**

 **Use this link to download and install the latest copy of Acrobat Reader**

Specify the search criteria for the shipments needing to be printed as demonstrated above. To print all the shipments, click "Submit". Report will be generated as a PDF document and will open up in a new window.

Date	Revision Level	Modified By	Change Description
11-16-2011	A	Shesh Madhokar	Initial Release