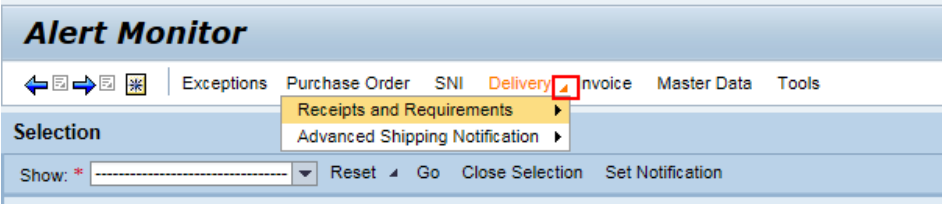
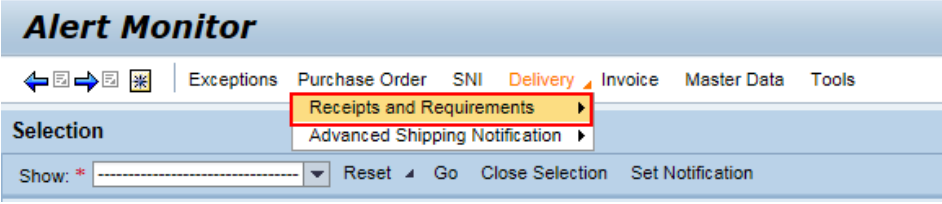
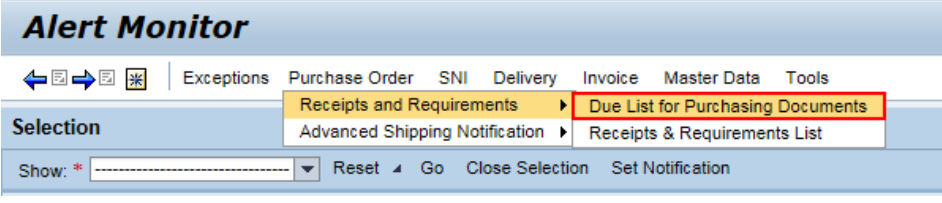
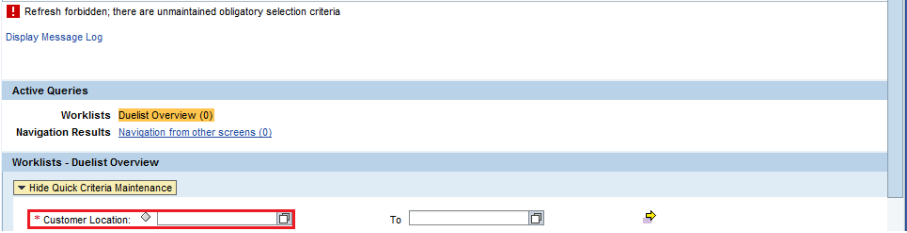
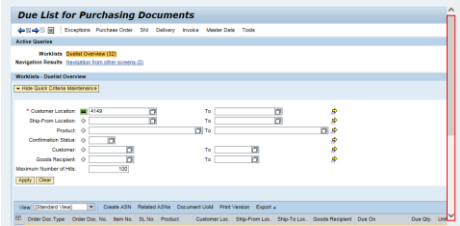
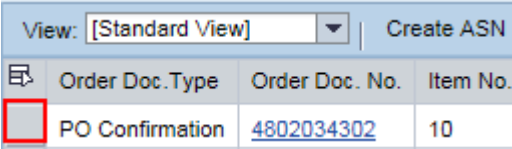

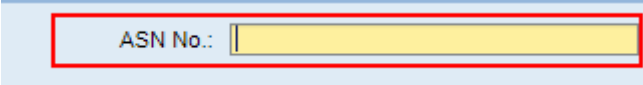
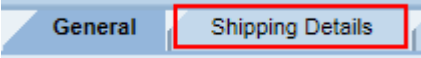



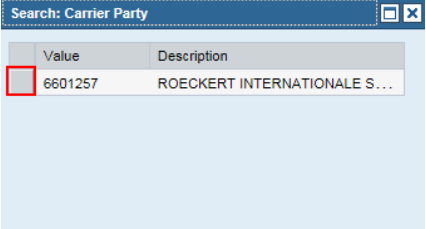


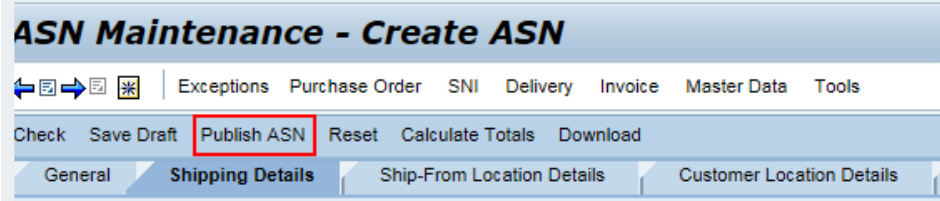
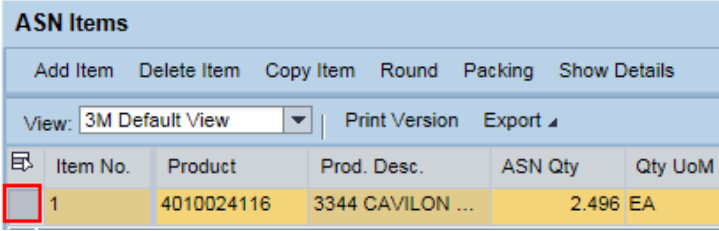
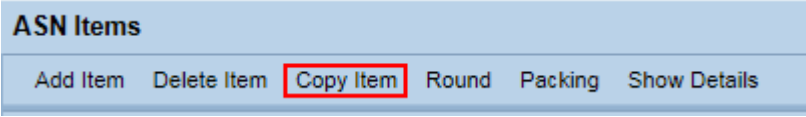
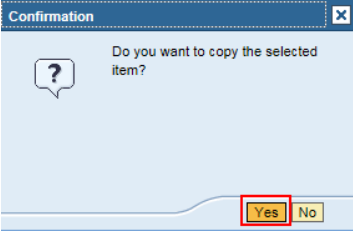
Create and Publish ASN EN

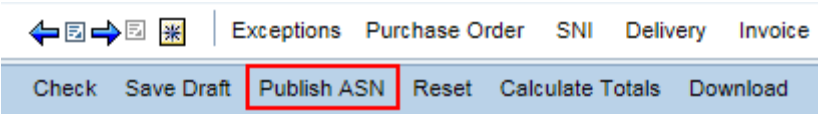
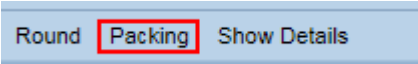
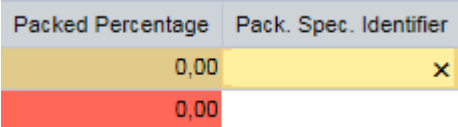
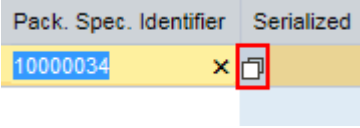
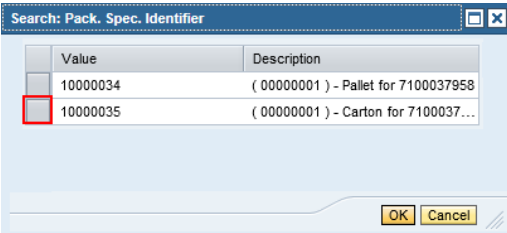
Step	Action
1.	Use this Supplier portal activity to create and publish an Advance Shipping Notification (ASN)
2.	<p>After logging into the SAP SNC system, the <i>Alert Monitor</i> window displays.</p> <p>Click the Delivery drop-down button to activate the menu.</p> 
3.	<p>Click the Receipts and Requirements menu item.</p> 
4.	<p>Click the Due List for Purchasing Documents menu item.</p> 


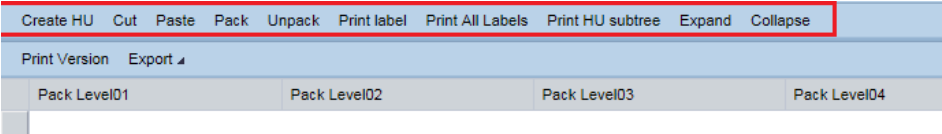
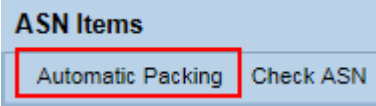
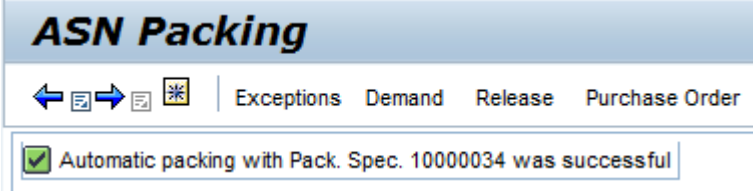
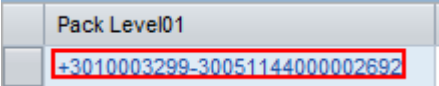
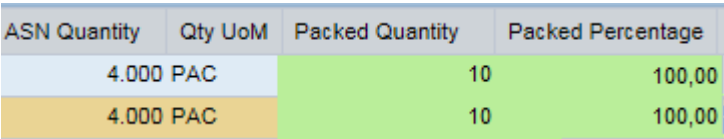
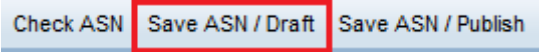
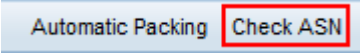
Step	Action
5.	<p>The first time you log into SNC, you will see the Refresh forbidden; there are unmaintained obligatory selection criteria error message on the <i>Due List for Purchasing Documents</i> window.</p> <p>Entering the 3M location (plant) in the Customer Location field resolves this error. The system will remember the Customer Location in the future.</p> 
6.	<p>To view all the Purchase Orders, click the scroll bar.</p> 
7.	<p>Only PO's with an Order Doc. Type of PO Confirmation are ready for an ASN.</p> <p>Only one ASN should be created per shipment, and the ASN details must match the physical shipment.</p> <p>Click the PO Confirmation cell.</p> 
8.	<p>Click the Create ASN button.</p> 
9.	<p>On the General tab, verify and, if needed, update the Shipping Date and Delivery Date.</p> <p>Shipping Date: This is the date the shipment leaves the supplier's dock. Delivery Date: This is the anticipated date of arrival at the 3M dock.</p>
10.	<p>It is optional to enter your ASN reference number into the ASN No. field. This must be a unique number. If this field is left blank, the system automatically assigns a number when the ASN is published.</p> 

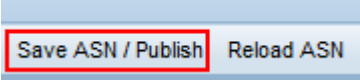
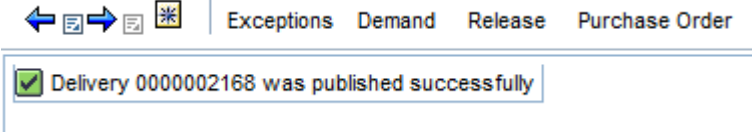
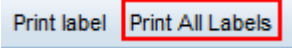
Step	Action
11.	Click the Shipping Details tab. 
12.	On the Shipping Details tab, the Bill of Lading No. , Means of Transport ID and Carrier Party are mandatory fields. Completing these fields ensures the ASN is processed correctly.
13.	<p>Bill/Lading No.: You must enter your Bill of Lading Number. It is a legal requirement when shipping by sea and across borders.</p> <p>If you do not have a Bill of Lading, you can use the:</p> <ul style="list-style-type: none"> •Small Parcel –tracking number •Full Truckload –trailer and seal number •Less-than-Truckload –pro number •Ocean –container number •Air –airway bill <p>Note: Special characters should not be used in the Bill/Lading No. field.</p> <p>Enter the appropriate information into the Bill/Lading No.: field. Type a valid value; for example, "BOLJA091".</p> 
14.	<p>Means of Transport ID.: Is a free text field, to enter a reference number for the delivery. You must populate this field.</p> <p>Enter the appropriate information into the Means of Transport ID: field. Type a valid value; for example, "MOTORJA436".</p> 
15.	<p>Carrier Party: Is only required for 3M managed freight.</p> <p>Click the Carrier Party: button.</p> 
16.	<p>Click the row header.</p> 
17.	<p>After the Shipping Details are entered and the Incoterms are verified, enter the specific details related to the ASN Items.</p>

Step	Action																																																								
18.	<p>If batch managed the 3M Batch Managed field indicates a Y.</p> <p>The Supplier Batch Id must meet these criteria:</p> <ul style="list-style-type: none"> • A maximum of 10 alphanumeric characters. • Cannot begin with zero. • Cannot include special characters. <p>Note: If the Supplier Batch ID is more than 10 characters, 3M only loads the first 10 into their system. The Batch ID field is populated by 3M.</p> <table border="1"> <thead> <tr> <th>3M Batch Managed</th> <th>Customer Batch</th> <th>Supplier Batch</th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>GSH005A</td> <td></td> </tr> </tbody> </table>	3M Batch Managed	Customer Batch	Supplier Batch	Y	GSH005A																																																			
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19.	<p>Enter the appropriate information into the Supplier Batch field. Type a valid value; for example, "CBJA091".</p> <table border="1"> <thead> <tr> <th>Customer Batch</th> <th>Supplier Batch</th> </tr> </thead> <tbody> <tr> <td>GSH005A</td> <td></td> </tr> </tbody> </table>	Customer Batch	Supplier Batch	GSH005A																																																					
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20.	<p>The Manufacturing Date can either be entered manually by typing the date or entered using the calendar.</p> <p>The Manufacturing Date is required for all batch managed materials.</p> <p>Click the Manufacturing Date cell.</p> <table border="1"> <thead> <tr> <th>Manufacturing Date</th> </tr> </thead> <tbody> <tr> <td></td> </tr> </tbody> </table>	Manufacturing Date																																																							
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Step	Action
24.	<p>Decision: Select one of the following to complete the publication of the ASN.</p> <ul style="list-style-type: none"> • Publish ASN Go to step 25 • Splitting quantity by batch Go to step 27 • Product packing specifications Go to step 34
25.	<p>ASN Publication in SNC is required prior to the shipment arriving at the 3M dock.</p> <p>Click the Publish ASN button.</p> 
26.	<p>You have completed this activity. End of Procedure. Remaining steps apply to other paths.</p>
27.	<p>The next steps explain splitting the quantity by batch. If you need to enter more than one batch number in your delivery, you must split the line in the ASN.</p> <p>Confirm with your 3M local contact what is required to be entered in the Supplier Batch field.</p>
28.	<p>Click the row header.</p> 
29.	<p>Click the Copy Item button.</p> 
30.	<p>Click the Yes button.</p> 

Step	Action
31.	<p>Verify or enter the following information into the copied line item:</p> <ul style="list-style-type: none"> • The Product number. • The PO number. • Split the Qty accordingly between the lines. • Enter the relevant Supplier Batch numbers against each line. <p>Then continue as normal with the ASN.</p>
32.	<p>If you have been advised to complete packing and printing labels, continue. If not, publish the ASN. ASN Publication in SNC is required prior to the shipment arriving at the 3M dock.</p> <p>Click the Publish ASN button.</p> 
33.	<p>You have completed this activity. End of Procedure. Remaining steps apply to other paths.</p>
34.	<p>The next steps outline how to complete packing and printing labels.</p> <p>Click the Packing button.</p> 
35.	<p>Click in the Pack. Spec. Identifier field.</p> 
36.	<p>This field defaults to 10000034 for a pallet.</p> <p>To choose a different packing method, click the button to the right of the Pack. Spec. Identifier field.</p> 
37.	<p>Click the row header.</p> 

Step	Action												
38.	Click the OK button. 												
39.	If the line is split, perform the same steps for each line.												
40.	Use these buttons for manual packing. 												
41.	Click the Automatic Packing button. 												
42.	The system displays a message indicating the automatic pack was successful. 												
43.	Verify the Pack Level details. Click the link. 												
44.	The packing details display. This shows how the product should be packed.  <table border="1"> <thead> <tr> <th>ASN Quantity</th> <th>Qty UoM</th> <th>Packed Quantity</th> <th>Packed Percentage</th> </tr> </thead> <tbody> <tr> <td>4.000</td> <td>PAC</td> <td>10</td> <td>100,00</td> </tr> <tr> <td>4.000</td> <td>PAC</td> <td>10</td> <td>100,00</td> </tr> </tbody> </table>	ASN Quantity	Qty UoM	Packed Quantity	Packed Percentage	4.000	PAC	10	100,00	4.000	PAC	10	100,00
ASN Quantity	Qty UoM	Packed Quantity	Packed Percentage										
4.000	PAC	10	100,00										
4.000	PAC	10	100,00										
45.	After verifying the packing details, check and publish the ASN. Note: If you want to save your changes but not publish the ASN, click Save ASN/Draft . 												
46.	Click the Check ASN button. 												

Step	Action
47.	<p>The system displays messages from the check.</p> 
48.	<p>ASN Publication in SNC is required prior to the shipment arriving at the 3M dock.</p> <p>Click the Save ASN / Publish button.</p> 
49.	<p>The system displays the message: Delivery XXXX was published successfully.</p> 
50.	<p>Click the Print All Labels button.</p> 
51.	<p>The labels display for printing.</p>
52.	<p>You have completed this activity. End of Procedure.</p>