



# Order Management **Manual** Advance Ship Notice User Guide

August 2008

## Manual Advance Ship Notice Overview

Harley-Davidson expects suppliers to send an Advance Ship Notice (ASN) for all parts shipped. The guidelines for ASN submission can be found within the Electronic Commerce Information section of H-DSN.

The Manual ASN does not require serial numbers. If the H-D site requires ASN serial numbers to match to serial numbers documented on the container label, then manual ASNs can not be used.

# Opening Manual Advance Ship Notice

1. Log-on to [www.h-dsn.com](http://www.h-dsn.com) per standard procedure.
2. Mouse over the Menu button to open the first level menu.
3. Select Order Management to open the application.



The screenshot displays the Harley-Davidson Supplier Network website interface. At the top, the header reads "Harley-Davidson Supplier Network" with the Harley-Davidson logo on the right. Below the header is a "MENU" button. A yellow arrow points to this button. A dropdown menu is open, listing various options: "General Business Information", "Supplier Profile Manager", "Supplier Performance", "Order Management (Supplier)", "Administration", "Harley-Davidson News", "What's New Page", "Tutorials & User Guides", "Registration", and "Planning Schedules". A second yellow arrow points to the "Order Management (Supplier)" option. On the left side of the page, there are three buttons: "Contact Us", "Links", and "Log-Out". The main content area features a heading "Harley-Davidson Supplier Network" and a sub-heading "Implementation September 15th". Below this, there is a paragraph of text mentioning "UPS Flex Global View" and "Standardized Carrier". Further down, there is a section titled "Supply Chain Impacts of Hurricane Katrina" with a paragraph of text and two blue hyperlinks. Another section titled "Attention International Suppliers" contains a paragraph of text and two blue hyperlinks. At the bottom of the page, there is a footer that says "Updated September 14 2005" and a "Verified Secure Site" logo.

# Starting a Manual ASN

A manual ASN should only be created when a Firm Order does not exist in Order Management.

To begin, click the Manual ASN link.

Harley-Davidson Supplier Network

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### ORDER MANAGEMENT

## Order Dashboard

#### OE Supplier D0000

<a href="#">Plan Visibility</a>	
<a href="#">Firm Order Visibility</a>	
Unacknowledged Firm Order Line Items (EDI 850 + 862):	15
All Open Ship Schedules (EDI 862)	<a href="#">Detail</a>
<a href="#">Advance Ship Notice Visibility</a>	
Fatal Advance Ship Notices (EDI 856):	2
Unshipped (Draft) Advance Ship Notices (EDI 856):	1
Advance Ship Notices (EDI 856) Shipped Today	<a href="#">Detail</a>
Advance Ship Notices (EDI 856) with Error status	<a href="#">Detail</a>
<a href="#">Collaboration Visibility</a>	
Purchase Order Collaboration Review / Approval:	0

#### Admin User

Plan Visibility ( <a href="#">create new</a> )	
Firm Order Visibility ( <a href="#">create new</a> )	
Advance Ship Notice Visibility ( <a href="#">create new</a> )	
Collaboration Visibility ( <a href="#">create new</a> )	

# Create Manual ASN

The ASN contains 6 sections:

- Organization Information
- Header
- Carrier Details
- Item Level
- Shipment Details
- Summary

*Note:* Fields marked with a red ball are REQUIRED.

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**ORDER MANAGEMENT**  
**Advance Ship Notice Detail**

Fields with a red ball are REQUIRED fields.

**Organization Information**

Supplier ID:	SOUTHWEST METAL FINISHING		Ship To:	York
	Issuer: Buell		Dock #:	
			Type:	

**Header**

	ASN #:			Populate Packing List # with ASN #	<input type="button" value="Yes"/>		Populate Packing List # and Pro/Tracking # with ASN #	<input type="button" value="Yes"/>	
	Shipment Date:	08/18/2008		Shipment Time:	12:34 PM	<input type="checkbox"/>	Save As Default	<input type="checkbox"/>	Reset Default Ship Time

**Carrier Details**

	Carrier SCAC Code:	<input type="checkbox"/>	Save As Default		Pro / Tracking #:	<input type="button" value="+"/>
	Special Handling:				Hazardous Material:	<input type="button" value="+"/>

**Item Level**

*Note: If quantity is left blank or is 0, the line item will not be sent.*

	Part #	Rev		PO / PickList #		Line # / Release		Qty		Cont Qty		Cont		Pkg List	Dlvry Loc		UOM

**Shipment Details**

	Gross Weight:			Freight Cost:	
	Packaging:		<input type="button" value="+"/>	<input type="checkbox"/>	Save As Default
					Total:

**Summary**

Total Line Items:	1	Total Units Shipped:	0	Total Containers:	0
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## Create Manual ASN – Organization Information

Select the Issuer and Ship To from the drop down menu.

Organization Information			
Supplier ID:	OE Supplier	Ship To:	York
Issuer	Buell	Dock #:	Type:

Enter a dock location, if known.

Select the appropriate type from the drop down menu. If you are shipping to:

- Parts & Accessories (Juneau Avenue) or General Merchandise, select Purchase Order (P&A)
- A manufacturing location, select Ship Schedule (OE)
- Supplier Direct, select Supplier Direct Ship Schedule

# Create Manual ASN – Header

Enter an ASN Number in the ASN # field.

ORDER MANAGEMENT  
**Advance Ship Notice Detail**  
Fields with a red ball are REQUIRED fields.

**Organization Information**

Supplier ID: SOUTHWEST METAL FINISHING Ship To: York  
Issuer: York Dock #: Type: Ship Schedule (OE)

**Header**

ASN #: 5192008  
Populate Packing List # with ASN #: Yes  
Populate Packing List # and Pro/Tracking # with ASN #: Yes  
Shipment Date: 05/19/2008 Shipment Time: 10:35 AM

Two optional pre-populating buttons are provided to reduce manual entry:

- Populate Packing List # with ASN #
- Populate Packing List # and Pro/Tracking # with ASN #

ORDER MANAGEMENT  
**Advance Ship Notice Detail**  
Fields with a red ball are REQUIRED fields.

**Organization Information**

Supplier ID: SOUTHWEST METAL FINISHING Ship To: York  
Issuer: Buell Dock #: Type:

**Header**

ASN #: Populate Packing List # with ASN #: Yes  
Populate Packing List # and Pro/Tracking # with ASN #: Yes  
Shipment Date: 08/18/2008 Shipment Time: 12:34 PM

**Carrier Details**

Carrier SCAC Code: Save As Default Pro / Tracking #: 5192008  
Special Handling: Hazardous Material:

**Item Level**

Note: If quantity is left blank or is 0, the line item will not be sent.

Part #	Rev	PO / PickList #	Line # / Release	Qty	Cont Qty	Cont	Pkg List	Divry Loc	UOM

Add Item

**Carrier Details**

Carrier SCAC Code: HECI Save As Default Pro / Tracking #: 5192008  
Special Handling: Hazardous Material:

## Create Manual ASN – Header, Continued

The Shipment Date will default to the current date.

This date may be changed by manually entering a new date or by selecting a date from the pop up calendar.

The Shipment Time will default to the current time unless a default was previously set.

This time may be changed by manually entering a new time.

To set this default, enter the chosen time and check the **Save As Default** box.

To remove a default, check the **Reset Default Ship Time** box.

Downloads Dashboard Help

ORDER MANAGEMENT

### Advance Ship Notice Detail

Fields with a red ball are REQUIRED fields.

**Organization Information**

Supplier SC: SOUTHWEST METAL FINISHING Ship To: York

Issuer: Buell Dock #: Type:

**Header**

ASN #:

Shipment Date: 08/18/2008  Shipment Time: 12:34 PM  Save As Default  Reset Default Ship Time

**Carrier Details**

Carrier SCAC Code:  Pro / Tracking #:

Special Handling:  Hazardous Material:

**Item Level**

Note: If quantity is left blank or is 0, the line item will not be sent.

Part #	Rev	PO / PickList #	Line # / Release	Qty	Cont Qty	Cont	Pkg List	Dlvry Loc	UOM
<input type="text"/>									

# Create Manual ASN – Carrier Details

Enter the Carrier SCAC Code.

To set this code as a default, check the **Save as Default** box.

*Note:* A listing of Standard Carrier Alpha Codes (**SCAC**) may be found in the Electronic Commerce Information link on H-DSN.

ORDER MANAGEMENT  
Downloads Dashboard Help

**Advance Ship Notice Detail**

Fields with a red ball are REQUIRED fields.

**Organization Information**

Supplier ID: SOUTHWEST METAL FINISHING Ship To: York

Issuer: Buell Dock #: Type:

**Header**

ASN #: Populate Packing List # with ASN # Populate Packing List # and Pro/Tracking # with ASN #

Shipment Date: 08/18/2008 Shipment Time: 12:34 PM

Save As Default  
Reset Default Ship Time

**Carrier Details**

Carrier SCAC Code: Save As Default Pro / Tracking #: +

Special Handling: Hazardous Material: +

**Item Level**

Note: If quantity is left blank or is 0, the line item will not be sent.

Part #	Rev	PO / PickList #	Line # / Release	Qty	Cont Qty	Cont	Pkg List	Dlvry Loc	UOM

Add Item

If the pre-populating Pro/Tracking # option was not selected, enter the applicable number.

If multiple Pro/Tracking #'s are required, click the + button to generate additional fields. Enter numbers as needed.

## Optional Fields:

If applicable, enter a:

- **Special Handling** code in the field provided.
- **Hazardous Material** code(s) in the field provided.

## Create Manual ASN – Item Level

**Item Level**

Note: If quantity is left blank or is 0, the line item will not be sent.

Part #	Rev	PO / PickList #	Line # / Release	Qty	Cont Qty	Cont	Pkg List	Divry Loc	UOM
<input type="text"/>									

Add Item

•**Part #:** Enter the H-D part number.

•**Rev:** Enter the revision level for the part being shipped.

•**PO / Picklist #:** If the Type field  (located in the Organization section) equals:

- Purchase Order (P&A) or Ship Schedule (OE), enter the part's purchase order number.
- Supplier Direct Ship Schedule, enter the picklist number.

•**Line # / Release #:** If the Type field equals:

- Purchase Order (P&A) or Supplier Direct Ship Schedule, enter the part's purchase order line item number
- Ship Schedule (OE), enter the part's ship schedule release ID. If there no release ID provided, enter NONE in capital letters.

## Create Manual ASN – Item Level, Continued

If the Qty field contains a zero, then the line item will be deleted from the ASN when it is sent.

**Item Level**

Note: If quantity is left blank or is 0, the line item will not be sent.

Part #	Rev	PO / PickList #	Line # / Release	Qty	Cont Qty	Cont	Pkg List	Dlvry Loc	UOM

Add Item

Enter quantity data associated with **full** containers.

- **Qty:** Enter the quantity of parts being shipped in full containers.
- **Cont Qty:** Enter the quantity of parts in each full container.
- **Cont:** Enter the number of full containers.

Note: If a container is **not** full, then this container will need to be documented on a separate line by using the Add Item button and entering data in all the fields. The Qty, Cont Qty, and Cont fields will reflect the parts in the container that is **not** full.

**Item Level**

Note: If quantity is left blank or is 0, the line item will not be sent.

Part #	Rev	PO / PickList #	Line # / Release	Qty	Cont Qty	Cont	Pkg List	Dlvry Loc	UOM
71211-04	A	KB00000159	98765432	125	25	5	5192008	XY892647	EA
71211-04	A	KB00000159	98765432	15	15	1	5192008	XY892647	EA

Add Item

## Create Manual ASN – Item Level Continued

Item Level

Note: If quantity is left blank or is 0, the line item will not be sent.

Part #	Rev	PO / PickList #	Line # / Release	Qty	Cont Qty	Cont	Pkg List	Divry Loc	UOM
<input type="text"/>									

Add Item

- Pkg List:** If not already populated, enter the part's packing list number.
- Divry Loc:** If known, enter the part's H-D internal delivery location.
- UOM:** Enter the part's unit of measure.

# Create Manual ASN – Add Line Item

To add another line item, press the Add Item button.

**Item Level**

Note: If quantity is left blank or is 0, the line item will not be sent.

Part #	Rev	PO / PickList #	Line # / Release	Qty	Cont Qty	Cont	Pkg List	Dlvry Loc	UOM
71211-04	A	KB00000159	98765432	125	25	5	5192008	XY892647	EA

An additional line item will display underneath the first line item. Enter the fields. Enter the packing list number or press the **Populate Packing List # with ASN #** button.

Populate Packing List # with ASN #

**Item Level**

Note: If quantity is left blank or is 0, the line item will not be sent.

Part #	Rev	PO / PickList #	Line # / Release	Qty	Cont Qty	Cont	Pkg List	Dlvry Loc	UOM
71211-04	A	KB00000159	98765432	125	25	5	5192008	XY892647	EA
					0	1			

## Create Manual ASN – Delete Line Item

To delete a line item from an ASN:

1. Enter Zero (or blank) in the Qty field.
2. Press the Tab key.

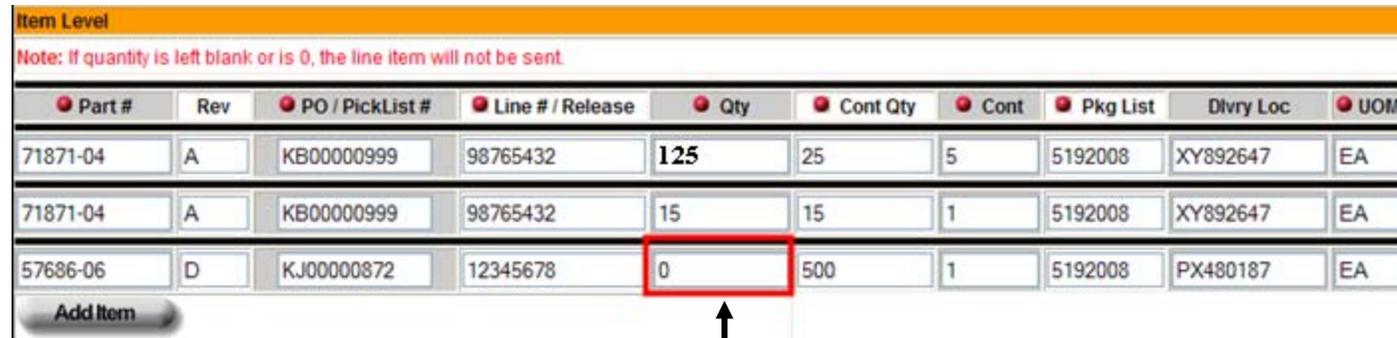
*Note:* The line will not disappear until **after** the ASN has been sent.

Item Level

Note: If quantity is left blank or is 0, the line item will not be sent.

Part #	Rev	PO / PickList #	Line # / Release	Qty	Cont Qty	Cont	Pkg List	Divry Loc	UOM
71871-04	A	KB00000999	98765432	125	25	5	5192008	XY892647	EA
71871-04	A	KB00000999	98765432	15	15	1	5192008	XY892647	EA
57686-06	D	KJ00000872	12345678	0	500	1	5192008	PX480187	EA

Add Item



## Create Manual ASN – Shipment Details and Summary

### Shipment Details

- **Gross Weight:** Enter the Gross Weight for the entire shipment.
- **Freight Cost:** Enter the Freight cost (Optional Field)  
*Note:* If used, the cost must be entered as a 2 decimal place number (Example: 20.00)
- **Packaging:** Select the Packaging type from the drop down menu.  
*Notes:*
  - For multiple packaging types, click the **+** button. Additional selections can be chosen.
  - To set a single packaging type as the default, click the **Save as Default** box.
- **Total:** Enter the Total number of Packaging types.

Shipment Details					
<input type="radio"/> Gross Weight :	<input type="text"/>	<input type="text"/>	<input type="text"/>	Freight Cost:	<input type="text"/>
<input type="radio"/> Packaging:	<input type="text" value=""/>	<input type="button" value="+"/> +	<input type="checkbox"/> Save As Default	<input type="radio"/> Total:	<input type="text"/>

### Summary

Total Line Items, Total Units Shipped, and Total Containers are displayed.

Summary					
Total Line Items:	<input type="text" value="1"/>	Total Units Shipped:	<input type="text" value="1275"/>	Total Containers:	<input type="text" value="23"/>
<input type="button" value="Draft"/> <input type="button" value="Send"/> <input type="button" value="Cancel"/>					

## Create Manual ASN – Draft or Send

When all entries are complete, the ASN can be saved as a Draft or Sent.

Shipment Details					
Gross Weight :	<input type="text" value="500"/>	Freight Cost:	<input type="text"/>		
Packaging:	<input type="text" value="Pallet"/>	<input type="button" value="+"/>	<input type="checkbox"/> Save As Default	Total Pallets:	<input type="text" value="1"/>
Summary					
Total Line Items:	<input type="text" value="1"/>	Total Units Shipped:	<input type="text" value="1275"/>	Total Containers:	<input type="text" value="23"/>
<input type="button" value="Draft"/> <input type="button" value="Send"/> <input type="button" value="Cancel"/>					

For additional information about a draft ASN or sending an ASN, refer to the Order Management Advanced Ship Notice User Guide.

## Additional Assistance

For additional assistance please contact your Harley-Davidson Purchasing Representative.

For Technical Assistance, contact the Network Support Center at 866-490-HDSN (4376)