



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

July 2011

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Manual Advance Ship Notice (ASN) 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.

Notes:

A user having a parent level logon can not create a manual ASN. A parent level logon allows users to see multiple supplier IDs associated with their company. The process will allow the ASN to be created, but when it is sent, it will error-out and not be sent.

A user seeing only one supplier ID will be able to create a manual ASNs.

Opening Manual ASN

1. Log-on to 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 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, which is highlighted with an orange arrow. 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". The "Order Management (Supplier)" option is highlighted with an orange arrow. 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 to improve visibility and" and "DE shipments must include Standardized Carrier" and "ers. Supplier compliance is critical to the benefits". A section titled "Supply Chain Impacts of Hurricane Katrina" follows, with a paragraph of text and two blue hyperlinks. Another section titled "Attention International Suppliers" is present, with a paragraph of text and two blue hyperlinks. At the bottom of the page, there is a footer that reads "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

Thursday, May 15, 2008 | [RETURN TO HOME](#) [Links](#) [Search](#) [Contact Us](#) [Log-out](#)

[Manual ASN](#) [Downloads](#) [Preferences](#) [Help](#)

ORDER MANAGEMENT

Order Dashboard

OE Supplier D0000

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

Admin User

Plan Visibility (create new)	
Firm Order Visibility (create new)	
Advance Ship Notice Visibility (create new)	
Collaboration Visibility (create new)	

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.

[Downloads](#) [Dashboard](#) [Help](#)

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

Shipment Details

Gross Weight:	Freight Cost:
Packaging:	Total:

Summary

Total Line Items:	Total Units Shipped:	Total Containers:
1	0	0

Draft
Send
Cancel

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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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

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	Divry 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

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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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.

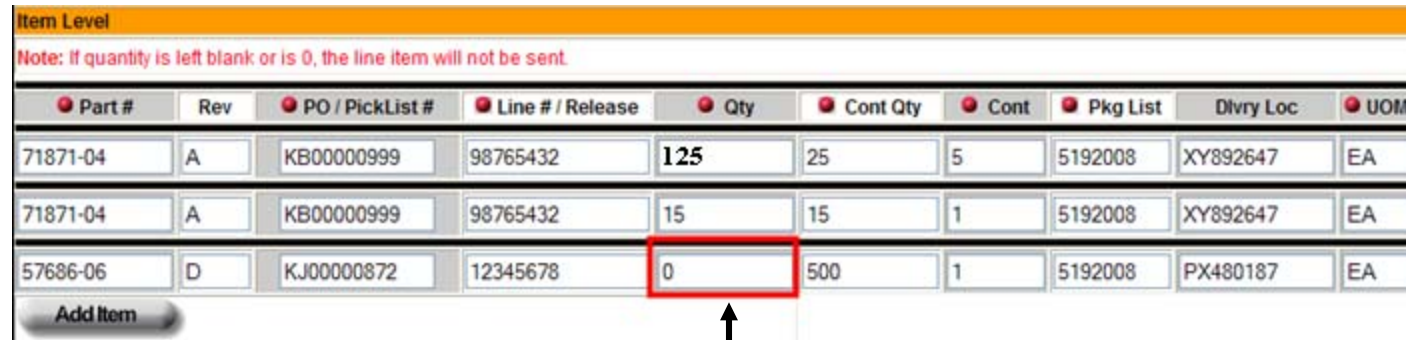
Note: The line will not disappear until **after** the ASN has been sent.

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