



Advanced Shipment Notification Guide

Release 2013



Steelcase’s requirement for suppliers to provide advanced shipping notifications and shipping documentation are an essential tool in measuring performance and improvements within the supply chain. These measurements will guide Steelcase and our supply base to become most efficient in on-time deliveries and planning inbound logistics. The ASN process accurately communicates from the supplier to Steelcase what is being shipped, how much is being shipped and when to expect the arrival of goods. A prerequisite to unlocking the full features used in the auto-packing process, packing instructions should be completed in the supplier data maintenance site.

Thank-You for your participation and cooperation.

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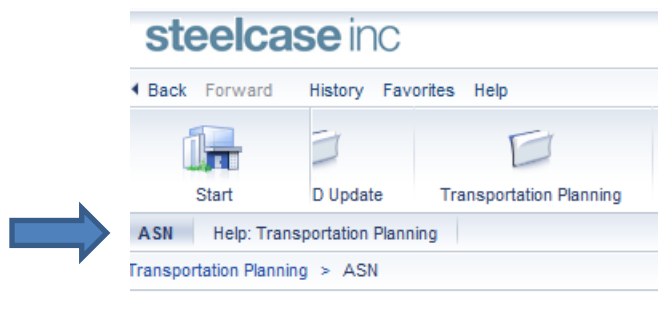
For assistance, contact Synchelp at synchelp@steelcase.com

Glossary of terms

| | |
|----------------------------|--|
| ASN: | A dvanced S hipment N otification. Can also be referred to as an Inbound delivery. The process of notifying your customer of shipments prior to arrival at its final destination. |
| Shipment: | A shipment is the <u>contents</u> of a trailer or overseas container. One shipment could contain multiple ASN's. |
| Pack: | A moveable container. An example would be a pallet, uni-pack, drum or box. Multiple boxes on a pallet could be defined as one pack. |
| Handling Unit | A unique identifier used to track a pack. A handling unit is a sub-set of an ASN. |
| External ID: | A unique value that represents an internal process within your company. This could be a unique manufacturing order or sales order within your business. For suppliers on Evaluated receipt settlement, this value is used for reconciling payment. |
| ASN Available date: | The date this ASN is available for pick-up at the supplier's shipping docks. |
| ASN Delivery date: | The date when this ASN will arrive at its final destination. |
| Carrier Code: | Standard Carrier Alpha Code (or SCAC)- Used in the transportation industry in the United States to identify freight carriers in computer systems and shipping documents. |
| Trailer Number: | Unique trailer number or identification this ASN and Packs are being shipped upon. |
| SDM | S upplier D ata M aintenance. A Supplsync web based application that standardizes how materials are packaged and shipped. The ASN auto packing feature utilizes the pack data to determine how parts are packaged. |
| Storage Location | A predefined area within the plant where materials are stored/warehoused or consumed. |

Transportation Planning Tab

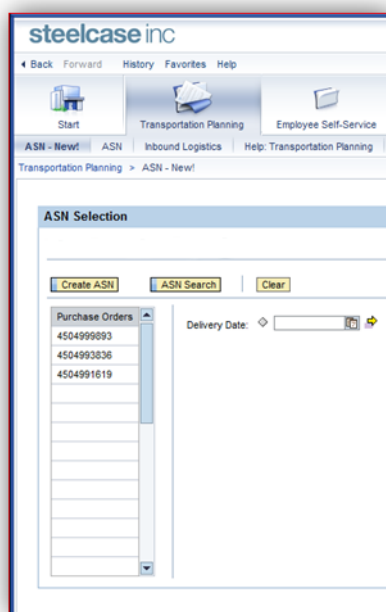
Select the Transportation planning tab at the opening page of Supplysync. Then select ASN sub-tab. This will guide you to the new ASN application.



Entering Purchase Order(s)


In the heading ASN Selection section, the first column to the left is a list field to individually enter purchase orders to include in this shipment. Or you can search for open Purchase Order(s) by selecting the drop down icon

icon  within the PO field.

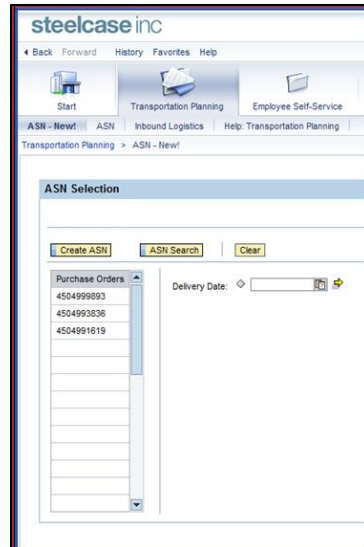


Based on select criteria, a search for open purchase orders can be initiated. Select “Start Search” icon for results.

- Purchase Organization is 1000.
- Purchase group is the Steelcase buyer ID.
- Document date is the date the purchase order was created.
- Purch. Doc. Category is equal to “F”.
- Order type is equal to “NB”.
- Purchasing document is the purchase order number.

Results are listed below. Select the box  to the left of the line listed to Highlight, then select the “OK” icon to add it to the list.

| Vendor | Purchasing Org. | Purch. Group | Document Date | Doc. Category | Order Type | Purchasing Doc. |
|--------|-----------------|--------------|---------------|---------------|------------|-----------------|
| 505993 | 1000 | A26 | 06/20/2013 | F | NB | 4504991619 |



To begin creating an Advanced Shipment Notification, select the “Create ASN” icon.

Create ASN

Entering ASN Header information

Fields labeled by a red asterisks (*) are required information. The system will not allow you to proceed with the creation of an ASN without these fields completed.

Under the ASN heading, the first field is “External ID” field. The value placed in this field is determined by the supplier. It can be alpha, numeric or combination thereof. It can be an internal sales order or manufacturing order number. Something that can be referenced between Steelcase’s ASN number and the suppliers internal process.



ASN

Delivery Number

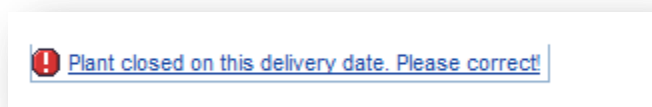
External ID: *

The next field is the availability of this ASN and the arrival date. The ASN availability date is when this ASN can be scheduled for pick up at the suppliers’ outbound shipping docks. The ASN should have been completed and all shippable units or PACKS properly labeled by this availability date.

The ASN Delivery date is the date when this entire ASN will be arriving at its final Steelcase destination and received. Based on the origin of where your materials are shipping from and the final destination, the number of transit days will be displayed below. **Add these days** to the delivery dates to calculate when this shipment will arrive at the Steelcase manufacturing plant. Since multiple shipping methods could be used, this calculation is used for **estimating** purposes only.

| | | | |
|---|------------|--|----------------|
| Available Date: * | 07/24/2013 |  | Time: 00:00:00 |
| Delivery Date: * | 06/28/2013 |  | Time: 00:00:00 |
| Estimated transit time to final destination: 8 Day(s) | | | |

You can select days that steelcase plants are open for business for manufacturing and receiving. An error message will be displayed if an invalid date is chosen.



The final header information is the Carrier Code and Trailer number. The Carrier code (SCAC) must be entered along with the specific trailer number the ASN Packs are being shipped. (See appendix pages 13 and 14)

| | |
|-----------------|--------|
| Carrier Code: | ALTL |
| Trailer Number: | 123-AB |

Packing Process

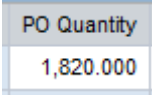
The packing process is dependent upon accurate and up-to-date information used in the Supplier Data Maintenance (**SDM**) site on SupplySync.(See the Part Pack User guide found under the SDM tab). Identifying and standardizing how materials are packaged and shipped to Steelcase locations is an essential step in automating the ASN packing process. To enable the automation of auto-packing, packaging instructions must first be defined on the SDM site. As packaging needs change, updating the SDM site is required for accurate ASN auto packing. When packaging rules are not established or vary for any reason, manual packing steps will have to be followed.

Make sure all lines show UNPACKED QTY as zero and the Status is GREEN after packing. If not, labels and pack lists cannot be printed.


Auto Packing:

1. If shipping less or more than the ordered quantity, adjust the PO quantity to include in this ASN in the


PO Quantity field.



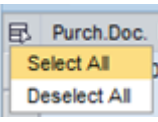
2. Highlight the line to the left of Purchase Order by selecting the box →



| Purch.Doc. | Item | Status | PInt | SLoc | Material | Vendor Material Number | Short Text | PO Quantity | Pack Quantity |
|------------|------|--------|------|------|----------------|------------------------|-----------------------------|-------------|---------------|
| 4505002983 | 1 | ○△○ | 6000 | 6001 | 892304817-6000 | | BACKER - INTERLOCK, LATERAL | 1,820.000 | 1,820.000 |

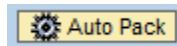
3. Or to select multiple lines, Click on the Select all icon in the upper left hand corner.  A menu will

display and click on Select all.



4. To select individual lines, Hold the Ctrl key down as you select the lines.

5. Select the Auto Pack icon.



6. Based on SDM packaging rules, materials are automatically packed.

7. If rounding calculation not equitable, the remainder will be placed in the last pack.

8. Make sure all lines show UNPACKED QTY as zero and the Status is GREEN after packing. If not, labels and pack lists cannot be printed.

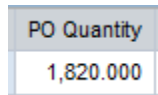
9. Select SAVE icon.




Manual Packing:

When the pack quantity is unknown, SDM pack data has not been maintained or varies, the manual packing process will have to be followed.

1. Adjust the PO quantity to include in this ASN in the PO Quantity field if different than displayed.



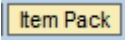

2. Highlight the line to the left of Purchase Order by selecting the box →



| Purch.Doc. | Item | Status | PInt | SLoc | Material | Vendor Material Number | Short Text | PO Quantity | Pack Quantity |
|------------|------|--------|------|------|----------------|------------------------|-----------------------------|-------------|---------------|
| 4505002983 | 1 | ○△○ | 6000 | 6001 | 892304817-6000 | | BACKER - INTERLOCK, LATERAL | 1,820.000 | 1,820.000 |


3. Change PACK Quantity value to match desired Packed Quantity if needed.

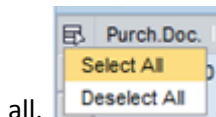
| Pack Quantity |
|---------------|
| 70 |

4. Select Item Pack icon. 
5. Packed quantity is deducted from available quantity.
6. Continue above process until PO Quantity has been packed completely.
7. Make sure all lines show UNPACKED QTY as zero and the Status is GREEN after packing. If not, labels and pack lists cannot be printed.
8. Select SAVE icon. 

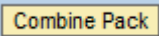

Combine Packing:

When consolidating multiple Purchase Order line items into a single pack. Follow these steps when placing all materials into a single pallet.

1. Click on the Select all icon in the upper left hand corner.  A menu will display and click on Select




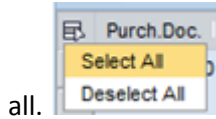
all.

2. Or to individually select lines, hold the Ctrl key down as you select the lines.
3. Click on the Combine pack icon. 
4. All Purchase Order line items will be assigned to the same Handling Unit.
5. Make sure all lines show UNPACKED QTY as zero and the Status is GREEN after packing. If not, labels and pack lists cannot be printed
6. Select SAVE icon. 

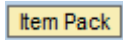
Item Packing:

When packing each purchase order line item onto its own handling unit. Follow these steps when placing a single purchase order line item onto its own pack.

1. Click on the Select all icon in the upper left hand corner.  A menu will display and click on Select



2. Click on the Item pack icon.

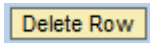


Delivery Tolerance:

Within certain commodities it is allowable to ship quantities greater than the purchase order requested amount stated in PO Quantity field. The amount allowed to over-ship, is determined by your Steelcase Supply Chain Lead and should be agreed upon during contract negotiations. To increase the purchase order requested quantity prior to starting the packing process, highlight the quantity displayed in the PO Quantity field then press ENTER. The system will update the Pack Quantity field and allow you to pack the exact amount being shipped.

Deleting a Line:

When a purchase order line item(s) or a pack must be removed from a shipment or if you wish to unpack and change how it's packed, use the delete icon to proceed.

1. Highlight the box the left of the item(s)
2. Select the Delete Row icon. 
3. From here, you can re-pack or combine Purchase Order line item with an existing pack.
4. When complete, select the SAVE icon.

Saving ASN:

Upon completion of packing the purchase order, selecting SAVE icon will generate an inbound delivery (ASN) number. Before an ASN can be saved, an external ID value will have to be entered. Also the ASN Available and ASN Delivery dates must be completed. The ASN must be saved before attempting to print any shipping paperwork.



Restrictions:

During the packing process, there are restrictions that enable accurate ASN to be delivered at the proper Steelcase location.

1. When multiple materials are combined on a single pack and one or more have are assigned a different delivery door, the system will display a message and not allow to continue to SAVE the ASN. If you feel you've improperly received this message, contact [SyncHelp](#) or Steelcase Planner for resolution. Otherwise, continue packing by placing each on a separate Handling Unit using the
2. If multiple materials have different **Storage Location** assigned to them on the Purchase order, they will not be allowed to be placed on the same Pack or Handling Unit. They must be packed separately. An error message will be displayed and not allowed to continue to SAVE the ASN.

Print Paperwork:

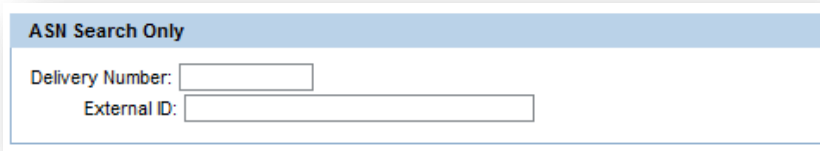
Steelcase requires labeling of all materials on an inbound shipment. Proper labeling of product being shipped assures both the supplier and Steelcase accuracy of the shipment.

1. ASN must be SAVED and delivery number provided by the system before printing documents. (follow the SAVE ASN steps)
 2. Highlight the line packed items identified with a BOX....
 3. The Print function  has four features
 - a. Print ALL
 - b. Print Pack List
 - c. Print Pack Labels
 - d. Print 4 x 6 Labels
- 
4. "Print ALL" can print the **Packing list** and **Pack Label(s)** in a standard 8 ½ x 11" paper
 5. "Print Pack List" can print just the **Packing List** on standard 8 ½ x 11" paper
 6. "Print Pack Labels" can print all **Pack Labels** on standard 8 ½ x 11" paper.
 7. "Print 4" x 6" labels" will allow any **Pack Label** packed with a single material be printed on a portrait 4 inch by 6 inch label. Or if routed to a standard printer with 8 ½ x 11" paper, only the upper left hand quadrant will be used.

Confirming a Shipment:

The final step in this process is confirming when this shipment has **left your shipping facility**. The appropriate time to confirm your shipment is the exact time the trailer leaves your shipping docks. To confirm your shipment, log on to Supplsync and select the Transportation Planning tab.

Under the "ASN Search Only" heading, you can search for an existing ASN by using the ASN number provided when it was saved or you can use your external ID value.

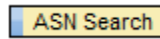


ASN Search Only

Delivery Number:

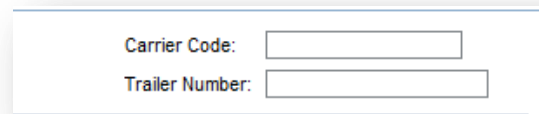
External ID:

Then select ASN Search icon.



The system will display the entire ASN as is was originally created. ***If there are adjustments or corrections that need to be made, they must be completed BEFORE confirming the shipment.*** After shipment is confirmed, ASN is closed and no changes can be made. Please make any adjustments at this time and select SAVE. Then you can confirm the shipment.

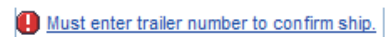
The Carrier Code and Trailer number must be completed. The Carrier code (SCAC) ***must*** be entered along with the specific trailer number the ASN Packs are being shipped. (See appendix pages 13 and 14)



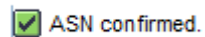
Carrier Code:

Trailer Number:

The system will not allow you to proceed without a valid Trailer number.

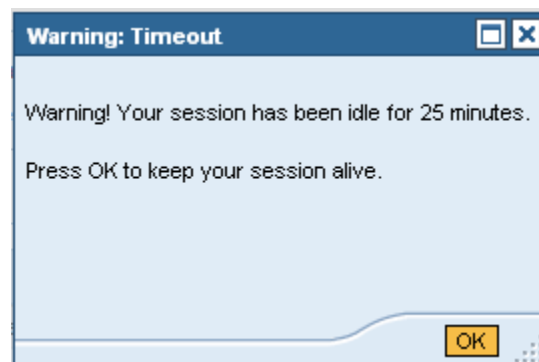


When successful, the system will provide feedback.



Session Limits:

The system will provide a warning message if there has been no activity noted during the ASN create process. Select OK to reset the clock and return to processing. If 30 minutes has been exceeded, any ASN information and packing instruction done up to this point will be lost and must be completed again.



APPENDIX:

SCAC codes

| Carrier Name | SCAC Code | Carrier Name | SCAC Code |
|-----------------------------------|-----------|------------------------------------|-----------|
| A DUIE PYLE | PYLE | MP LOGISTICS, LLC | MPQG |
| ABF TRANSPORTATION | ABFS | MULTISERVICIOS EXPRESS DEL NORESTE | MSEN |
| ALTL | ALLM | NEW PENN MOTOR EXPRESS | NPME |
| ANDERSON TRUCK SVC | AQSM | NEW YORK CAROLINA EXPRESS | NYCI |
| APEX LOGISTICS | APEH | NORTHLAND TRANSPORTATION SERVICES | NOLS |
| APL | APLS | NYK | NYKS |
| BDP INTERNATIONAL INC. | BOPT | OAK HARBOR FREIGHT LINES | OAKH |
| BIG G EXPRESS | BGXP | PACIFIC ALASKA FORWARDERS | PAKH |
| BOARDER TO BOARDER TRUCKING, INC. | BDBT | PACKARD TRANSPORTATION | PKDS |
| C&T TRUCKING | CTQK | PANTHER II | PTWT |
| CELADON TRUCKING SERVICES, INC. | CDNK | PAR LOGISTICS, LLC | POCR |
| CEVA FREIGHT LLC FOR TARGET.COM | EUSA | PASHALL TRUCK LINES INC. | PASC |
| CLASSIC CARRIERS | CCRK | PENSKE LOGISTICS DEDICATED FLEET | PSKQ |
| CONWAY LTL | CNWX | PERKINS | PRKL |
| CONWAY TRUCKLOAD | CTRQ | PIGGYBACK CONSOLIDATORS | PGBC |
| CORRIGAN MOVING SYSTEMS | CRRG | PINNACLE FREIGHT | PINF |
| CRATE LOAD | CRAT | PRIME INC. | PRIJ |
| CSX | CSXL | RAPID LOGISTICS, LLC | RPID |
| CUSTOMER PICKUP | CUPU | STEELCASE TRANSPORT | SCRP |
| DAYTON FREIGHT LINES, INC | DAFG | SHARP TRANSPORTATION SYSTEMS INC. | SHQY |
| DB SCHENKER (FORMERLY BAX) | BNAF | SHIP DIRECT (VENDOR) | XXXX |
| DHL | DHLX | SOUTHEASTERN FREIGHT LINES | SEFL |
| E&H TRANSPORT NETWORK INC | EHTP | STEELCASE CANADA FLEET | SQCN |
| EASSONS TRANSPORT LTD | ESOT | STEELCASE CANADA INTERNAL ORDER | PU |
| ECLIPSE FREIGHT SYSTEMS INC | ECLF | STI DELIVERS | SGCG |
| EDWARDS DISTRIBUTION SVCS INC | EDDG | SUNSET LOGISTICS | SSET |
| EDWARDS STORAGE | EOPA | SUPER SERVICE | SUSE |
| EQUITY TRANSP | EQUY | SUPERIOR STORAGE - (GRTL LOADING) | SUPU |
| EQUITY TRANSPORTATION (2) | EQWT | TAYLOR TRUCK LINE INC | TTLQ |
| EXPEDITORS INTERNATIONAL | EXDO | TOTAL LOGISTICS CARGO, INC. | TLCI |
| EXTREME TRANSPORT | EXTG | TOWN AIR FREIGHT | TOWE |
| FEDERAL EXPRESS | FDEN | TRANSPORT CORP. OF AMERICA, INC. | TCAM |
| FEDEX CUSTOM CRITICAL | FDCC | TROPICAL | TSCW |
| FLASH FREIGHT | OTOE | TROPICAL SHIPPING OF CANADA | TSCW |
| FLS TRANSPORTATION | FLSJ | UNIVERSAL | UACL |
| FTS DBA WORLDWIDE LOGISTICS | FNTY | UNIVERSITY MOVING & STORAGE | UIVQ |
| GUSGO TRANSPORT LTD | SEAP | UPS | UPS |
| HANSHIN AIR CARGO USA INC. | HNAC | USA TRUCK LINES | USIL |

| | | | |
|-------------------------------------|------|------------------------------------|------|
| HIDDEN VALLEY MOVING SOUTHWEST | AVHL | USF BESTWAY | USFB |
| HOLLAND SPECIAL DELIVERY | HOSD | USF HOLLAND | HMES |
| HUB GROUP, INC | HUBG | USF REDDAWAY | RETL |
| J B HUNT TRANSPORT, INC (BROKERAGE) | HJBB | VAN EERDEN TRUCKING | VAEC |
| J&R HALL TRANSPORT - BC POOL | JRHC | VAN KAMPEN | VAKM |
| J&R HALL TRANSPORTATION | HJNR | VANS INTERSTATE SRVCS (MASSELINK) | VISI |
| J.B. HUNT DEDICATED | HJCS | V-MAX | VMGS |
| J.B. HUNT INTERMODAL | HJBI | VSF EVERFRESH TRANSPORTATION | EVFF |
| JUSTO LOGISTICS, INC. | JUFO | WDS ENTERPRISES | WDSI |
| K&G LINEHAUL | CFII | WERNER TRANSPORTATION INC | WERN |
| KINTETSU | KINT | WEST MICHIGAN CONSOLIDATORS | WMCD |
| KKW TRUCKING | KKWQ | WESTERN LOGISTICS | WGLS |
| KOLEASECO | KOLE | WHITTIER TRANSFER & STG. CO., INC. | WTTT |
| KUPERUS TRUCKING | KUCI | WORLDWIDE LOGISTICS | FOTK |
| LANDSTAR EXPRESS | LEAM | YELLOW FREIGHT SYSTEMS | YFSY |
| LANDSTAR EXPRESS-53' | LRGR | YRC GROUP (ROADWAY EXPRESS) | RDWY |
| LIBERTY LINEHAUL INC (CAN) | LBLH | | |
| LIBERTY LINEHAUL WEST INC (US) | LLHL | | |
| LYNDEN TRANSPORT | LTIA | | |
| MCARTHUR EXPRESS INC | MTHV | | |
| MERGENTHALER TRANSFER | MRGQ | | |