



Basic Order Management

November 2014

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Access Order Management

1. Log-on to www.h-dsn.com.
2. Mouse over the **Menu** button to open the first level menu.
3. Select **Order Management** to open the application.



Order Management Dashboard

The Order Management Dashboard displays.

To learn more about the Dashboard, reference the Order Management Visibility User Guide.

The screenshot shows the Harley-Davidson Supplier Network interface. At the top, there is a navigation bar with the date 'Monday, October 27, 2014 | RETURN TO HOME' and buttons for 'Links', 'Search', 'Contact Us', and 'Log-out'. Below this is a secondary navigation bar with 'Manual ASN', 'Downloads', 'Preferences', and 'Help'. The main content area is titled 'ORDER MANAGEMENT Order Dashboard' and is for 'Supplier ABC (00000) 000000'. It features several sections with data and links:

- Plan Visibility** (link)
- Firm Order Visibility** (link)
- Unacknowledged Firm Order Line Items (EDI 850 + 862): **537**
- All Open Ship Schedules (EDI 862): **Detail** (link)
- Advance Ship Notice Visibility** (link)
- Fatal Advance Ship Notices (EDI 856):** **3**
- Unshipped (Draft) Advance Ship Notices (EDI 856): **0**
- Advance Ship Notices (EDI 856) Shipped Today: **Detail** (link)
- Advance Ship Notices (EDI 856) with Error status: **Detail** (link)
- Collaboration Visibility** (link)
- Purchase Order Collaboration Review / Approval: **0**

Below these sections, there is a user profile for 'Kelly Test' with links to create new visibility reports:

- Plan Visibility ([create new](#))
- Firm Order Visibility ([create new](#))
- Advance Ship Notice Visibility ([create new](#))
- Collaboration Visibility ([create new](#))

View Orders – Filter Page

1. From the Dashboard, click on the Firm Order Visibility ([Firm Order Visibility](#)) link. The Firm Order Visibility filter displays.

ORDER MANAGEMENT
Firm Order Visibility

Filter ▼ Ctrl + click for multiple selections. A wildcard of % may be used with the H-D Part # filter.

Supplier ID: 000000	Supplier Name: SUPPLIER ABC (000000)	Line Status: All Cancelled Draft Open Partial
Issuer: All SOUTHWEST METAL FIN (204050) TENNECO (229612) DENSO INTL AMERICA (229653) PACE INDUSTRIES (229790)	Ship To: All York Other - Special Instructions Calibre A-1 Creative Pkg	Acknowledge Status: All
H-D Part #:	Buyer: All - 52 - 56 - 73 SIT1_AP_044 - PO	Purpose: All
PO #:	Release #:	Order Type Desc: All
Display: Line Level	Req Date Start: 07/27/2014	Req Date End: 07/27/2015

Save Filter As: Save **GO**

2. Press the **Go** button and all orders will display on the Firm Visibility page.

Note: To learn more about filters, reference the Order Management Visibility User Guide.

View Orders – Firm Visibility Page

All orders display. Scroll down the page to view all orders.

ORDER MANAGEMENT
Firm Order Visibility

Filter ▶ Ctrl + click for multiple selections. A wildcard of % may be used with the H-D Part # filter.

Filter: Supplier ID: 000000 - Supplier Name: SUPPLIER ABC (000000) - Acknowledge Status: All - Start Date: 07/27/2014 - End Date: 07/27/2015

Select (All)	PO or RLS or SA Ref # ▲	Line #	Un Ack	H-D Part #	Qty	Line Req. Date	Purpose	Collab Status	Status	Issuer	Ship To
<input type="checkbox"/>	5500011694	19	U	60300091A	0	09/19/14	Original		CANCELLED	INDIA MAIN PLANT	BAWAL QUALITY
<input type="checkbox"/>	5500011694	20	U	60300091A	0	09/19/14	Original		CANCELLED	INDIA MAIN PLANT	BAWAL QUALITY
<input type="checkbox"/>	5500011694	37	U	60300091A	38	11/11/14	Original		OPEN	INDIA MAIN PLANT	BAWAL QUALITY

Notes:

- To sort the columns, click on the column title **link**. Data will display in ascending or descending order or in groups.
- If you do not see an order, click the Filter **arrow** and delete the values in the Req Date Start and Req Date End fields and press the Go button. The Firm Order Visibility page will display again.

Req Date Start: <input style="width: 80%;" type="text"/>	Req Date End: <input style="width: 80%;" type="text"/>
--	--

Acknowledge Order

Un
Ack

All orders must be acknowledged. Orders with a U in the UnAck cell () need acknowledged. If the cell is blank (), then the order has already been acknowledged. To acknowledge an order:

1. Click in the Select box:

2. Click on the Acknowledge button.


Acknowledge

ORDER MANAGEMENT											
Firm Order Visibility											
Filter Ctrl + click for multiple selections. A wildcard of % may be used with the H-D Part # filter.											
<input type="button" value="Acknowledge"/> <input type="button" value="PO Collaborate"/> <input type="button" value="Create ASN"/> <input type="button" value="Print"/> <input type="button" value="Download"/>											
Filter: Supplier ID: 000000 - Supplier Name: SUPPLIER ABC (000000) - Acknowledge Status: All - Start Date: 07/27/2014 - End Date: 07/27/2015											
Select (All)	PO or RLS or SA Ref #	Line #	Un Ack	H-D Part #	Qty	Line Req. Date	Purpose	Collab Status	Status	Issuer	Ship To
<input type="checkbox"/>	5500011694	19	U	60300091A	0	09/19/14	Original		CANCELLED	INDIA MAIN PLANT	BAWAL QUALITY
<input type="checkbox"/>	5500011694	20	U	60300091A	0	09/19/14	Original		CANCELLED	INDIA MAIN PLANT	BAWAL QUALITY
<input type="checkbox"/>	5500011694	37		60300091A	38	11/11/14	Original		OPEN	INDIA MAIN PLANT	BAWAL QUALITY
<input type="checkbox"/>	5500011694	38	U	60300091A	16	11/12/14	Original		OPEN	INDIA MAIN PLANT	BAWAL QUALITY

Note: To learn about automated acknowledgments, reference the Order Management Visibility User Guide.

Create ASN

To create an ASN:

1. Access the Firm Order Visibility page (reference Pages 4-6).
2. Locate the order by scrolling down the page.
3. If the order is not acknowledged, acknowledge the order (reference Page 7).
4. Check the Select box () that is associated with the order that requires an ASN.
5. Click on the Create ASN () button.

ORDER MANAGEMENT											
Firm Order Visibility											
Filter Ctrl + click for multiple selections. A wildcard of % may be used with the H-D Part # filter.											
 											
Filter: Supplier ID: 000000 - Supplier Name: SUPPLIER ABC (000000) - Acknowledge Status: All - Start Date: 07/27/2014 - End Date: 07/27/2015											
Select (All)	PO or RLS or SA Ref #	<u>Line</u> #	Un Ack	H-D Part #	Qty	Line Req. Date	Purpose	Collab Status	Status	Issuer	Ship To
<input type="checkbox"/>	5500011694	19	U	12345678	0	09/19/14	Original		CANCELLED	INDIA MAIN PLANT	BAWAL QUALITY
<input type="checkbox"/>	5500011694	20	U	12345678	0	09/19/14	Original		CANCELLED	INDIA MAIN PLANT	BAWAL QUALITY
<input checked="" type="checkbox"/>	5500011694	37		12345678	38	11/11/14	Original		OPEN	INDIA MAIN PLANT	BAWAL QUALITY
<input type="checkbox"/>	5500011694	38	U	12345678	16	11/12/14	Original		OPEN	INDIA MAIN PLANT	BAWAL QUALITY

Create ASN – Organization Information

The ASN template displays.

ORDER MANAGEMENT			
Advance Ship Notice Detail			
Fields with a red ball  are REQUIRED fields.			
Organization Information			
Supplier ID:	Supplier ABC (000000)	Ship To:	816270803 - KC Syncreon
Ship From Address:	Street Address	Ship To Address:	Street Address
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	City, State, ZIP		City, State, ZIP
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Issuer	Kansas City	Dock #:	D1

1. Enter the Ship From Address in the fields provided.
2. Enter the Ship To Address in the fields provided.

Create ASN – Header Information

Header			
<input type="radio"/> ASN #:	<input type="text"/>	<input type="radio"/> Populate Packing List # with ASN # <input type="button" value="Yes"/>	<input type="radio"/> Populate Packing List # and Pro/Tracking # with ASN # <input type="button" value="Yes"/>
<input type="radio"/> Shipment Date:	<input type="text" value="10/27/2014"/> 	<input type="radio"/> Shipment Time :	<input type="text" value="01"/> : <input type="text" value="31"/> PM <input type="button" value="Save As Default"/> <input type="button" value="Reset Default Ship Time"/>

3. Enter the ASN Number in the ASN # field.
4. Determine if: 1) the ASN Number is the same as your Packing List # or 2) if the ASN Number is the same as your Packing List # and Pro/Tracking #. Click the appropriate Yes button.
5. Enter the date the shipment will be leaving the dock.
6. Enter the time the shipment will be leaving the dock.

Create ASN – Carrier Details

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

7. Confirm that the value in the Carrier SCAC Code field is correct. If incorrect, enter the correct value.
8. Enter the Pro/Tracking # if the field is blank. If the shipment has multiple numbers, press the plus button to add another number.
9. If the shipment has special handling, enter the applicable code in the Special Handling field.
10. If the shipment has hazardous material, enter the applicable code in the Hazardous Material field. If the shipment has multiple codes, press the plus button to add another code.

Create ASN - Item Level

Item Level

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

Check here for automatic serial # labeling. Save As Default

Part #	Rev	PO	Release	Qty	Cont Qty	Cont	Pkg List	Divry Loc	Ser #
12345678	4	KJ00005464	D69369	3000	1000	3		080399401S	View

Add Item

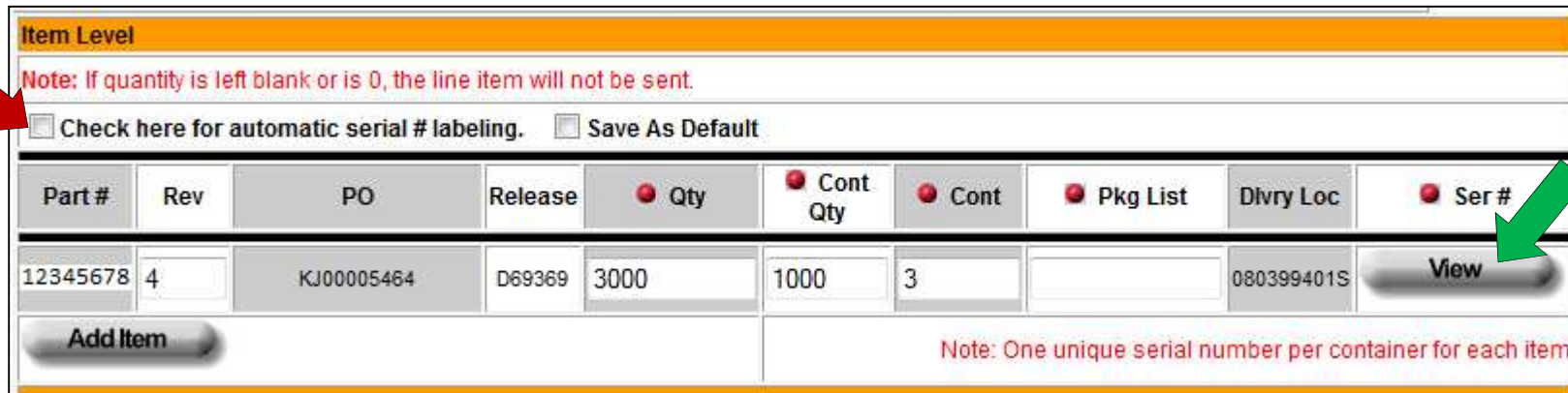
Note: One unique serial number per container for each item

11. Confirm that the value in the Qty field equals the total shipped quantity for the part number. If not, enter the correct value and press the tab key.
12. Confirm that the value in the Cont Qty field is the correct container quantity. If not, enter the correct value and press the tab key.
13. Confirm that the value in the Cont field is the correct number of containers being shipped. If not, enter the correct value and press the tab key.

Note: To learn more about the Qty, Cont Qty, and Cont fields and Add Item button, reference the Order Management ASN User Guide.

Create ASN – Serial Numbers for General Merchandise and Parts & Accessories

14. For ASNs with an Issuer equal to General Merchandise or Parts & Accessories, **click** the “Check here for automatic serial # labeling”. Note: The Issuer field is located in the Organization Information section of the ASN (top of ASN).



Item Level

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

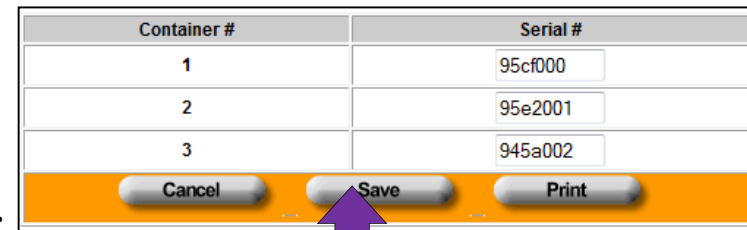
Check here for automatic serial # labeling. Save As Default

Part #	Rev	PO	Release	Qty	Cont Qty	Cont	Pkg List	Divry Loc	Ser #
12345678	4	KJ00005464	D69369	3000	1000	3		080399401S	View

Add Item

Note: One unique serial number per container for each item

Press the View button and the Serial Number page displays. Print this page as these are the serial numbers that must be printed on the shipment’s Container Labels.



Container #	Serial #
1	95cf000
2	95e2001
3	945a002

Cancel Save Print

Press the Save button and the ASN will display again.

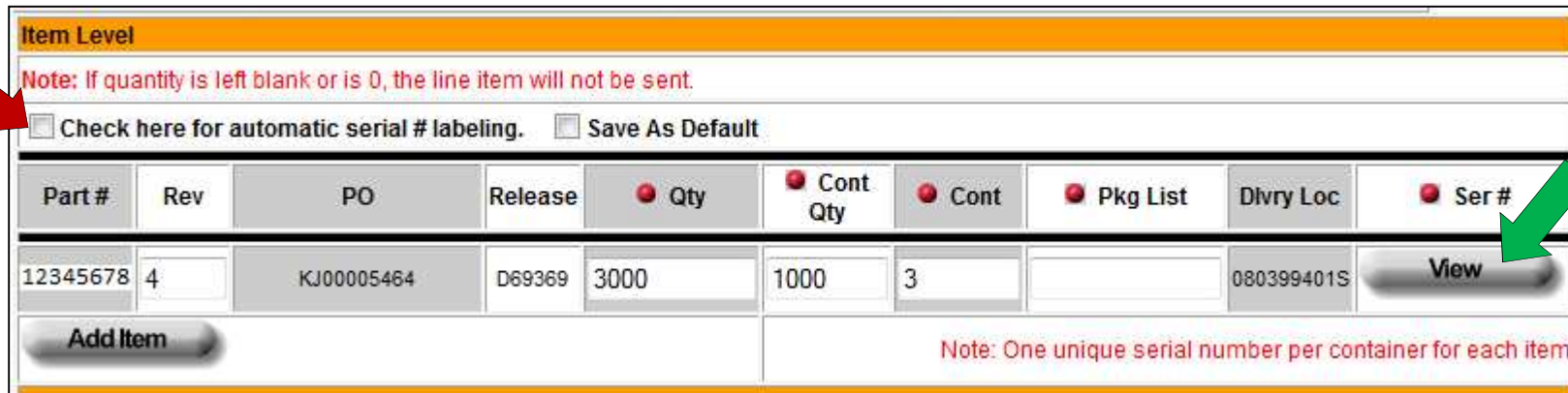
Create ASN – Serial Numbers for General Merchandise and Parts & Accessories

For additional information on how to label the shipment and/or the use of serial numbers, please reference the below guides which are posted on www.h-dsn.com or contact your H-D purchasing representative:

- General Merchandise Expectation Manual (log into www.h-dsn.com →Menu→General Business Information→General Merchandise Expectation Man.)
- Packaging & Label Standards for Inbound Parts & Accessories (www.h-dsn.com →Menu→General Business Information→Packaging Requirements→ Packaging & Label Standards for Inbound Parts & Accessories)
- Order Management ASN User Guide (log into www.h-dsn.com →Menu→General Business Information→Electronic Commerce Information→ASN User Guide)

Create ASN – Serial Numbers

14. For ASNs with an Issuer equal to Capitol Drive, Kansas City, Pilgrim Road, Supplier Direct, and Tomahawk, **click** the “Check here for automatic serial # labeling”.
Note: The Issuer field is located in the Organization Information section of the ASN (top of ASN).



Item Level

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

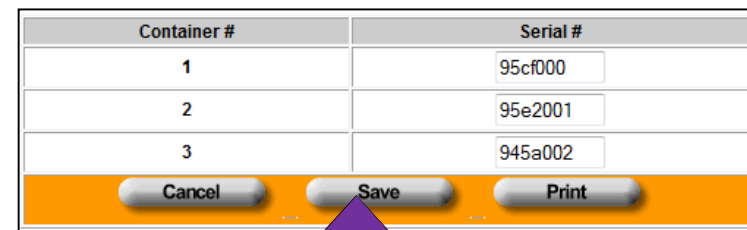
Check here for automatic serial # labeling. Save As Default

Part #	Rev	PO	Release	Qty	Cont Qty	Cont	Pkg List	Divry Loc	Ser #
12345678	4	KJ00005464	D69369	3000	1000	3		080399401S	View

Add Item

Note: One unique serial number per container for each item

Press the View button and the Serial Number page displays. Note: For shipments to the above listed H-D sites, the Container Label does not require a Serial Numbers that matches to the ASN.



Container #	Serial #
1	95cf000
2	95e2001
3	945a002

Cancel Save Print

Press the Save button and the ASN will display again.

Create ASN – Serial Numbers

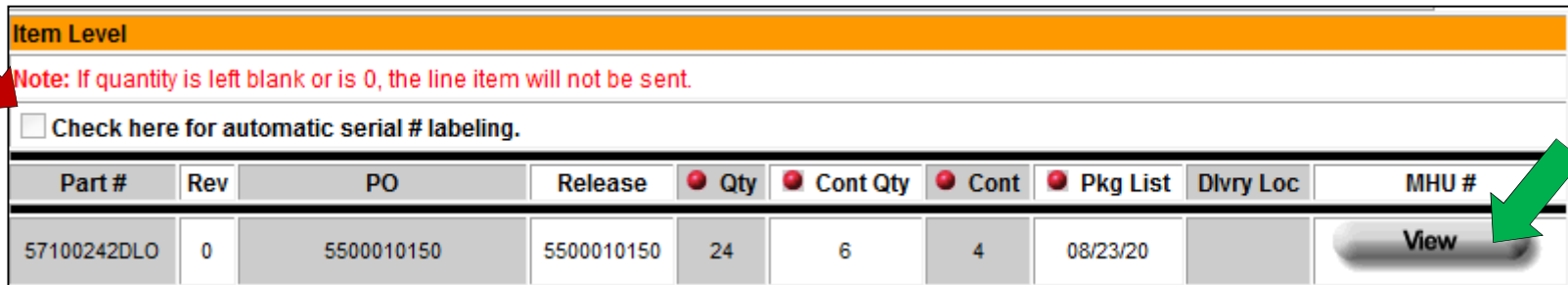
For ASNs with an Issuer equal to Capitol Drive, Kansas City, Pilgrim Road, Supplier Direct, and Tomahawk, serial numbers on Container Labels are optional. If the Container Label does have a serial number, it must match to the serial number in the ASN.

For additional information regarding Container Labels and serial numbers, please reference the following guides:

- Bar Coding Requirements (www.h-dsn.com →Menu→General Business Information→Electronic Commerce Information→Bar Coding Requirements)
- Order Management ASN User Guide (www.h-dsn.com →Menu→General Business Information→Electronic Commerce Information→ASN User Guide)
- Supplier Direct Expectation Manual (www.h-dsn.com →Menu→General Business Information→Supplier Direct Man.)

Create ASN – Master Handling Unit Number for India Main Plant

14. For ASNs with an Issuer equal to India Main Plant, **click** the “Check here for automatic serial # labeling”. Note: The Issuer field is located in the Organization Information section of the ASN (top of ASN).



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

Check here for automatic serial # labeling.

Part #	Rev	PO	Release	Qty	Cont Qty	Cont	Pkg List	Divry Loc	MHU #
57100242DLO	0	5500010150	5500010150	24	6	4	08/23/20		View

Press the View button and the Master Handling Unit Number page displays. Note: The Bawal business does not require the Master Handling Unit from the ASN to be documented on the Master Label



Part # 57100242DLO		
	Container #	Mstr Handling Unit
Populate All	1	2049830 54749814
Populate	2	2049830 64007325
Populate	3	2049830 56086280
Populate	4	2049830 85601090

[Cancel](#) [Save](#) [Print](#)

Press the Save button and the ASN will display again.

Create ASN – Master Handling Unit Number for India Main Plant

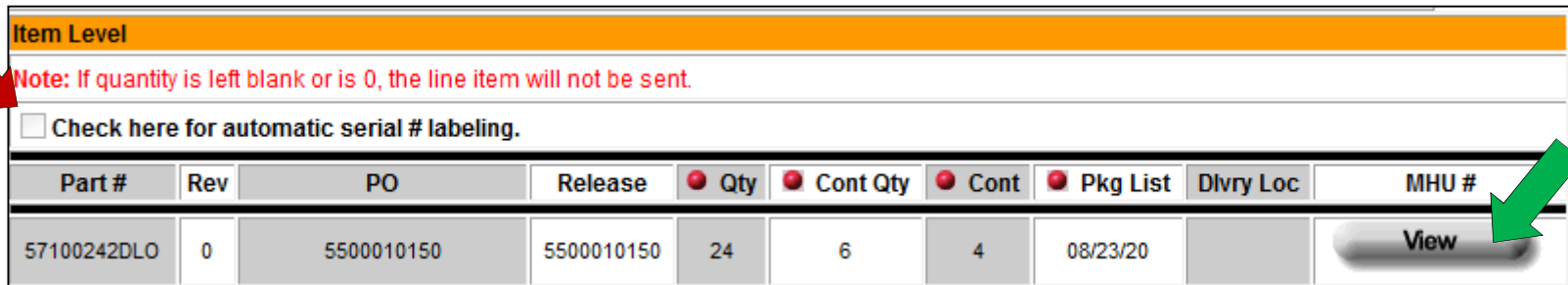
For ASNs with an Issuer equal to India Main Plant, MHU#s are not required to be printed in the Serial No. block on the Master Label.

For additional information regarding Master Labels and Master Handling Unit Numbers numbers, please reference the following guides:

- Bar Coding Requirements (www.h-dsn.com →Menu→General Business Information→Electronic Commerce Information→Bar Coding Requirements)
- Order Management ASN User Guide (www.h-dsn.com →Menu→General Business Information→Electronic Commerce Information→ASN User Guide)

Create ASN – Master Handling Unit Number for York Main Plant (New Factory)

14. For ASNs with an Issuer equal to York Main Plant (New Factory), **click** the “Check here for automatic serial # labeling”. Note: The Issuer field is located in the Organization Information section of the ASN (top of ASN).



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

Check here for automatic serial # labeling.

Part #	Rev	PO	Release	Qty	Cont Qty	Cont	Pkg List	Divry Loc	MHU #
57100242DLO	0	5500010150	5500010150	24	6	4	08/23/20		View

Press the View button and the Master Handling Unit Number page displays. Print this page as these are the MHU# that must be printed in the Serial No. block the shipment’s Master Labels.



Part # 57100242DLO	
Container #	Mstr Handling Unit
Populate All	1 <input type="text" value="2049830"/> <input type="text" value="54749814"/>
Populate	2 <input type="text" value="2049830"/> <input type="text" value="64007325"/>
Populate	3 <input type="text" value="2049830"/> <input type="text" value="56086280"/>
Populate	4 <input type="text" value="2049830"/> <input type="text" value="85601090"/>

[Cancel](#) [Save](#) [Print](#)

Press the Save button and the ASN will display again.

Create ASN – Master Handling Unit Number for York Main Plant (New Factory)


For ASNs with an Issuer equal to York Main Plant (New Factory), MHU#s are required to be printed in the Serial No. block on the Master Label.

For additional information regarding Master Labels and Master Handling Unit Numbers numbers, please reference the following guides:

- Bar Coding Requirements (www.h-dsn.com →Menu→General Business Information→Electronic Commerce Information→Bar Coding Requirements)
- Order Management ASN User Guide (www.h-dsn.com →Menu→General Business Information→Electronic Commerce Information→ASN User Guide)

Create ASN – Shipment Details



Shipment Details			
<input type="text"/>	<input type="text"/>	Freight Cost:	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Save As Default	Total: <input type="text"/>

15. Enter the gross weight of the shipment in the Gross Weight field.
16. If the Issuer is equal to Supplier Direct, enter the freight cost in the Freight Cost field. Otherwise, this can remain blank.
17. Select the packaging type from the Packaging field drop down menu. If there are additional packing types, please the plus () button and an additional packaging field will display.
18. Enter the total number being shipped in the selected package type in the Total field.

Note: To learn more about the above fields, reference the Order Management ASN User Guide.

Create ASN - Summary

Summary					
Total Line Items:	1	Total Units Shipped:	3000	Total Containers:	3
<input type="button" value="Draft"/> <input type="button" value="Send"/> <input type="button" value="Cancel"/>					

19. Order Management will auto-populate the values in the Total Line Items, Total Units Shipped, and Total Containers fields.
20. Determine whether the ASN should be saved as a draft or sent.
 - If the ASN is to be saved as a draft, then click on the Draft button (). A confirmation message will display. Notes:
 - To export the ASN data to Edibar's Web Print, the ASN must be saved as a draft.
 - A draft ASN is not sent to the Issuer/H-D site.
 - If the ASN is to be sent, click on the Send button (). A confirmation message will display. Note a sent ASN cannot be exported to Edibar's Web Print.

For additional information regarding the Summary and Draft and Send buttons, reference the Order Management ASN User Guide.

View Forecast

1. From the Dashboard, click on the Planned Visibility ([Plan Visibility](#)) link. The Planned Visibility filter displays.

ORDER MANAGEMENT
Plan Visibility


Filter ▼ Ctrl + click for multiple selections. A wildcard of % may be used with the H-D Part # filter.

Supplier ID:	233481	Supplier Name:	VIETNAM PRECISION INDUSTRIAL (233481)
H-D Part #:		Planner Name:	All 30 OPS PARTS AMBER SLACK AMY CURLER - P&A MARKETING MAT
Issuer:	All SOUTHWEST METAL FIN (204050) TENNECO (229612) DENSO INTL AMERICA (229653) PACE INDUSTRIES (229790)	Ship To:	All York Other - Special Instructions Calibre A-1 Creative Pkg

Display

Hierarchy: Part Time Periods: Weekly Monthly Display History: Yes No Display Firm & Past Due: Yes No

Save Filter As:



2. Press the **Go** button and the forecast for all part numbers will display on the Plan Visibility page.

Note: To learn more about filters, reference the Order Management Visibility User Guide.

View Forecast – Total Quantity by Part Number

ORDER MANAGEMENT
Plan Visibility

Filter: Ctrl + click for multiple selections. A wildcard of % may be used with the H-D Part # filter.

Filter: Supplier ID: 000000 - Supplier Name: SUPPLIER ABC (000000) << LEFT RIGHT >> Keep button pressed to scroll.

Print

Select (All)					10/27/14	11/03/14	11/10/14	11/17/14	11/24/14	12/01/14	12/08/14	12/15/14	12/22/14	12/29/14	01/05/15	01/12/15	0
<input type="checkbox"/>	50613-91A	Past Due	16 Week	52 Week													
	Plan Req.		26208	78048		1296	1296	1440			1296				1296	1296	
<input type="checkbox"/>	50807-08	Past Due	16 Week	52 Week	10/27/14	11/03/14	11/10/14	11/17/14	11/24/14	12/01/14	12/08/14	12/15/14	12/22/14	12/29/14	01/05/15	01/12/15	0
	Plan Req.		250	1000			50			50				50			

Notes:

- The page above reflects the total forecasted quantity of the part number for all H-D sites.
- To view weeks into the future, slide the **horizontal scroll bar** right.
- To view additional part numbers in the list, slide the **vertical scroll bar** down.

Note: To learn more about page functionality, reference the Order Management Visibility User Guide.

View Forecast – H-D Site Specific by Part Number

ORDER MANAGEMENT
Plan Visibility

Filter Ctrl + click for multiple selections. A wildcard of % may be used with the H-D Part # filter.

Filter: Supplier ID: 000000 - Supplier Name: SUPPLIER ABC (000000) << LEFT RIGHT >> Keep button pressed to scroll.

Print

Select	H-D Part #	Status	16 Week	52 Week	10/27/14	11/03/14	11/10/14	11/17/14	11/24/14	12/01/14	12/08/14	12/15/14	12/22/14	12/29/14	01/05/15	01/12/15	0
<input type="checkbox"/>	50613-91A	Past Due	26208	78048		1296	1296	1440		1296					1296	1296	
	Plan Req.																
<input type="checkbox"/>	5080208	Past Due	250	1000			50			50				50			
	Plan Req.																

To view a breakdown of the total forecasted quantity by H-D site, click on the **Plan Req.** ([Plan Req.](#)) link associated with a specific part number.

H-D Part #	Supplier	Issuer	Type	Release Date	16 Week	52 Week	10/27/14	11/03/14	11/10/14	11/17/14	11/24/14	12/01/14	12/08/14	12/15/14
50613-91A	219435	Parts & Accessories	Plan Req.	10/25/14	288	1584	0	0	0	0	0	0	0	0
50613-91A	219435	000001001	Plan Req.	10/27/14	25920	76464	0	0	0	0	0	0	0	0

Note: To learn more about page functionality, reference the Order Management Visibility User Guide.

Additional Learning

To learn more about how to use Order Management, reference the following:

- Order Management Visibility User Guide (www.h-dsn.com → Menu → General Business Information → Electronic Commerce Information → Visibility User Guide)
- Order Management ASN User Guide (www.h-dsn.com → Menu → General Business Information → Electronic Commerce Information → ASN User Guide)
- Online Tutorials (logon to www.h-dsn.com → Menu → Tutorial & User Guides)
- Electronic Commerce Information (www.h-dsn.com → Menu → General Business Information → Electronic Commerce Information)