

April 21, 2004

**ATTN: Boeing-Mesa Account Representative**

**Subject: ASN Information**

Boeing-Mesa recently requested the utilization of the ASN (Advanced Ship Notice) via Exostar SupplyPass. We have received many responses from our Supply Base regarding the ASN. We would like to take this opportunity to provide you with the following information:



**General ASN Information  
Required Information  
The ASN Process (at Boeing-Mesa)  
ASN E-mail Address Update/Contact**

**General ASN Information**

There has been some confusion about what an ASN is. An ASN is simply electronic information you send to us about shipments you are making. Generally speaking, this information is submitted at the time the shipment is being prepared, just prior to sealing and shipping the package. The ASN is the last step prior to the Shipping Carrier picking up the package to deliver to Boeing-Mesa.

**Required Information**

The ASN utilized by Boeing-Mesa via Exostar SupplyPass has several Required and Optional Fields. The following list of fields is what Exostar requires and separately required by Mesa (noted by "*Mesa Requirement*" after the appropriate lines):

- PC Number – You cannot edit this info
- Line Item – You cannot edit this info
- Part Number – You cannot edit this info
- Tracking Number – Mesa Requirement – Freight Carrier Number
- Bill of Lading/Packing Slip Number – Mesa Requirement – Packing Slip Number / Invoice Number – Mesa systems limits the Packing Slip to one per ASN
- Source Accepted – Defaults to "No" – Only change as needed
- Quantity Shipped
- Total Packages – You will get 2 Bar Code Labels (aka License Plate) for each Package
- Total Gross Weight
- Transport Carrier ID
- Estimated Departure Date
- Shipping Days (If you fill this in, you should not have to fill in "Estimated Arrival Date")
- Estimated Arrival Date

Leave all the information under "Misc" as the Defaults will fulfill Mesa's requirements at this time.

**The ASN Process (at Mesa)**

Mesa has set up an internal system to use and store the ASN information you are sending. The submitted ASN is validated against our Purchasing System to validate the information you are sending. We check for the following items:



- Valid PC (PC is in our system)
- Valid Part (Part Number is on the PC in our system)
- Valid Quantities (Including Units of Measure – We validate against over shipments as well as correct Unit Of Measures). If an over shipment is needed, it can be submitted, but you will receive an e-mail about that over shipment – see below for more info on invalid ASNs.
- We use the Tracking Number and Bill of Lading/Packing Slip Number in our receiving system – Please submit one Packing Slip per ASN
- After you have created the ASN, you will need to Print the Bar Code – use the “Label” link on the top of the Screen. Please use the “Boeing 2-Up” label. Please print the label, you will get 2 per box – Attach one label to the outside of the box and place one label inside each box. At the time of receipt, our Receiving Dock scans the Bar Code Label and our system pre-populates our receiving system. The Exostar ASN Label satisfies any other Bar Code Label requirements currently applied to shipments. All other documentation currently required with shipments remains unchanged.

If, for any reason, there is an error in the validation attempt, both you and the Procurement Agent of record on the PC will receive an e-mail notification informing you of the error and will attempt to let you know what the error is. You will be able to edit the ASN in SupplyPass to correct the problems. Please make any changes needed to the ASN in SupplyPass and re-submit the ASN. You will not need to submit new ASN Labels (License Plates).

#### **ASN E-mail Address/ASN Contact**

In order for you to receive notification about the ASN Validation Error, we need you to submit the Name and Email Address for who you would like to receive this notification. Please forward that information to: [brian.d.moody@boeing.com](mailto:brian.d.moody@boeing.com) or call: (480) 891-4925. Please direct any other questions to your Procurement Agent or Brian Moody.

We again thank you in advanced for your work towards becoming part of the Lean Manufacturing Supply Chain with Boeing Mesa.

Best Regards

Brian Moody  
SM&P  
Mesa Supplier Management and Procurement  
The Boeing Company  
(480) 891-4925