



**EDI
for
ADVANCE SHIPPING NOTE**

**SPECIFICATION
and
USER GUIDE**

**In Compliance with Recommendation 4913-2 of the Association of
German Automobile Manufacturers (VDA)
EXPLANATION of CONTENTS**

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List of abbreviations:

ASN	= Advance Shipping Notice
DDL	= Direct Data Link
DCI	= Daily Call-In
EDI	= Electronic Data Interchange
ENX	= European Network eXchange
FEP	= Front End Processor
FCSD	= Ford Customer Service Division
FoB	= Ford of Britain
FoG	= Ford of Germany
FTL	= Full Truck Load
GSDB	= Global Supplier Database
GSEC	= Global Supplier Electronic Communication
LLP	= Lead Logistic Provider
LTL	= Less Than Truck Load
MITCOS	= Material In Transit On Screen
NAAO	= North American Automotive Operations
OBN	= Origin Based Network
OFTP	= Odette File Transfer Protocol
ODC	= Origin Based Distribution Centre
VDA	= Verband der Deutschen Automobilindustrie (Association of German Automobile Manufacturers)

A. Business Practice

This brochure is an integral part of the Purchase Order Terms and Conditions and of our agreements with you with respect to electronic data interchange and is valid in its particular last issue.

1. General Introduction

This brochure describes the requirements for an electronic Advance Shipping Notice to be used to convey shipping details between supplier and ultimately a Ford receiving plant. The message initiated at the supplying source will be enhanced by data added from a single or multiple/consolidator/carrier transport pattern to reflect, online, its journey status.

This information will be loaded online into the FORD-INTRANSIT database by the supplier via electronic data transmission as well as by the carriers via already installed Carrier Computer Systems. All electronic supplier information is finally loaded as goods received information in the Push Button Receiving System of the Ford user plants. Manual registration of goods received information at Ford is thus obviated.

2. Objectives

This standard was developed to achieve the following objectives:

- Immediate availability of advice note and transportation data at Ford worldwide **for all production material, including service and sample parts as well as prototypes**
- Pre-information through EDI to the recipient of the goods that the consignment is on the way (In-transit information)
- Enhanced availability of material with minimum stock inventories
- Enhanced visibility of material flow leading to reduced excess inventory, shortages and premium freight costs
- Avoidance of manual input of receipt for material and packaging data with reduced risk of errors by the automatic downloading from the FORD INTRANSIT database
- The necessity of manually tracking in-transit shipments is obviated while maintaining 100 % data integrity of the supplier ASN
- Ensures agreement between our payment data and the supplier's shipping record data. Faster settlement of payments is enabled through improved data integrity and reduced need for reconciliation for both Supplier and Ford
- Supports planning of shipments of empties at Ford and the carriers
- Enables in-transit information to be taken into account in the case of shipping schedule requirements

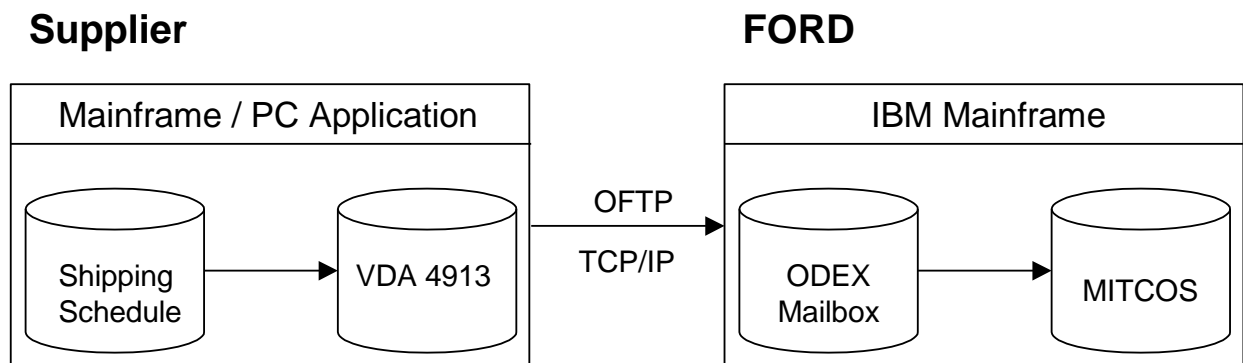
- Allows apportionment of in-transit material to total inventory by using web-based eDDL (electronic Direct Data Link)

3. Data generation and transmission routing

The ASN messages generated by the supplier are transmitted to Ford depending on the supplier's hardware configuration. On the network level we only accept TCP/IP. Currently this is available only via Ford-Extranet. In the near future we will be connected to ENX as well. The OFTP standard is used as data communication protocol.

Suppliers develop their own programmes or purchase existing software from providers for

- Registering packing slip and transportation data including the generation of packing slips and shipment documents
- Generating EDI records complying with the record specifications agreed on with Ford
- Transmitting and loading packing slip and transportation data to Ford



Ford does not provide any formal software recommendation. Any software used in compliance with the firm requirement of automated data integration for the receipt of Release and DCI data as well as the creation and sending of ASN data is accepted.

4. General procedure

- a. The supplier has to make sure that his system is available 24 hours 7 days a week to receive Releases / DCI (pull/push).
- b. The supplier will prepare the necessary consignment for shipment to Ford according to either the Daily Call-In requirement or other shipping instructions identified by Ford
- c. The supplier sends an order to his regional carrier
- d. Depending on the supplier's hardware configuration, the supplier generates the necessary accompanying documents for the day of pick-up and the input for the EDI to Ford

NOTA BENE: Data transmission to Ford **may only** and **must** take place immediately after the goods have been picked up. "Immediately" means within a maximum of fifteen minutes. The ASNs may not be collected together and sent once daily. Transmitting data too early or too late leads to errors which impair supplier performance.

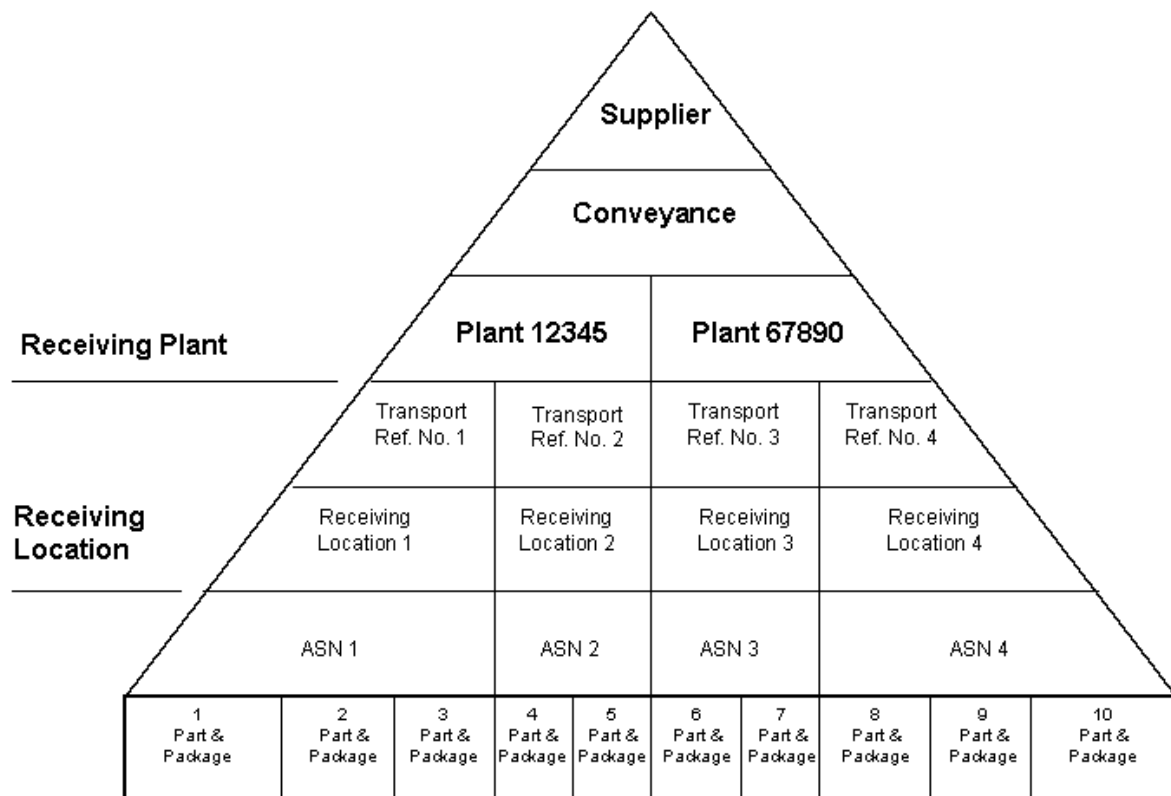
5. Putting together the shipment

The shipment process bases on the fact that a supplier sends material, which is packed on one or more trucks (1 truck = 1 conveyance) to one or more Ford plants. One conveyance can contain several transport reference numbers (four in the following example), one for each receiving location (dock) of the receiving plant(s). These transport reference numbers all refer to the conveyance (= truck) they are packed on.

There may be several parts for **one** receiving location put together on **one** ASN. But make sure not to combine different parts for **different** receiving locations on one ASN.

Summarizing there are the following relationships:

1 conveyance	n Receiving Plants	= 1:n
1 Plant	n Transport Reference Numbers	= 1:n
1 Plant	n Receiving Locations	= 1:n
1 Transport Reference Number	1 Receiving Location	= 1:1
1 Receiving Location	1 ASN	= 1:1
1 Receiving Location	n parts	= 1:n
1 ASN	n parts	= 1:n



Putting together the shipment: Example of a supplier with 10 parts to two plants

B. ASN Data Transmission Standard and Record Description

The Ford ASN data transmission standard of packing slip and transportation data is based on VDA Standard 4913 “EDI of Packing slip and Transportation data”. It consists of the following record types:

- 711 Advice Note and Transportation data record (Header Record)
- 712 Unique Data Elements of Transport
- 713 Unique Data Elements of Advice Note
- 714 Advice Note line entries
- 715 Packaging Data
- 716 Text Data on Item
- 718 Production Sequence Data
- 719 Trailer Packing Slip and Transportation Data
- 717 Packing Data per Position

The data elements in the transmission standard are specified as M (mandatory) or K (optional) fields. The record description with the mandatory or optional fields required by Ford is provided on the following pages. The data elements currently not being used by Ford have a special remark in the "Remark" column. They can be left blank. The classification M and K is stipulated by the VDA standard. Some of the fields in the VDA standard designated as K are fields which must be filled for Ford if they are relevant. These fields are marked as Must fields in the record description (from page 10 onwards).

The codes used for some data fields are provided in the appendix “Codes”.

The data transmitted contain information on parts and quantities, packaging and shipment. These data are loaded in the FORD INTRANSIT database grouped according to transport reference number (transit document number = shipper number) and recipient plant.

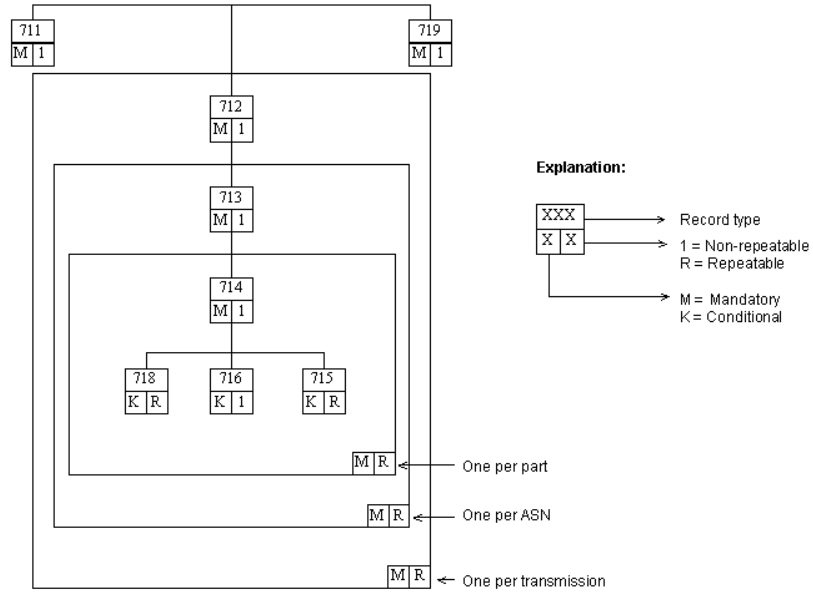
This record is subsequently supplemented by the carriers in order to present current transportation data and the course of shipment. These data include the registration number of the means of transport and the planned date and time of arrival at the Ford receiving plant or intermediate carrier.

The number of the means of transport has the highest level in the data hierarchy and enables transportation data to be downloaded from the FORD INTRANSIT database into the goods receiving systems of the receiving plants by virtue of the concept of automatic registration of goods received (push button receiving concept). This procedure triggers a direct confirmation of arrival and finished off-loading of the truck in the FORD INTRANSIT database.

By means of the FORD INTRANSIT database, all internal Ford users have access to the packing slip and transportation data and can immediately see the latest information on the material in transit.

Permissible sequence of record types

The sequence of record types stipulated must be respected. Within a transmission, transportation data records may be transmitted. Packing slip records may occur within a shipment, loading, reference number. The following example shows the permissible sequence of records.



Record description - EDI of advice note and transportation data

Rec. type	711	Ver. 02				
Descr.: HEADER ADVICE NOTE AND TRANSPORTATION DATA						
Field	Position:	Definition	Length	K/M	E.g.:	Remarks
01	1-3	Record type	3	M	'711'	Constant
02	4-5	Version number	2	M	'02'	Constant
03	6-14	Customer number	9	M	'FORD'	Number which the supplier has issued to Ford. If no number is stipulated (only one number can be selected for the area of production), enter "Ford", aligned to the left. If the ASN is sent to plants within the European spare parts area, enter FCSD, aligned to the left.
04	15-23	Supplier code	9	M	'P68PA'	Supplier code issued by Ford (GSDB code). The first four characters identify the supplier. The fifth identifies the plant from which the supplier supplies.
05	24-28	Transmission number old	5	M	'00001'	Start with '00001' for the first transmission. For subsequent transmission, take the number from the memory. Right-aligned with leading zeroes.
06	29-33	Transmission number new	5	M	'00002'	Ordinal number which increases by 1 for each transmission. For the first transmission, the old transmission number = new transmission number. Right-aligned with leading zeroes.
07	34-39	Transmission date	6	M	981011	Form YYMMDD, year 2000 rule: YY greater than or equal 50, then YY is 19YY, if YY is less than 50, then YY is 20YY.
08	40-48	Sub-supplier number	9	K		Also referred to as Intermediate Consignee Code / Contract Packer ; mandatory for shipments to North American Ford plants, production and spare parts (NAAO and FCSD-NA). For all other deliveries the field has to remain blank.
09	49-57	Carrier code	9			Not required by Ford; remains blank.
10	58	Storage code	1	K		Not required by Ford; remains blank.
11	59-128	Blank	70	M		Blank

Field	Position:	Definition	Length	K/M	E.g.:	Remarks
01	1-3	Record type	3	M	'712'	Constant
02	4-5	Version number	2	M	'02'	Constant
03	6-13	Transport reference number	8	M		Enter the number of the transit document or shipment, loading ref. no. from the forwarding order. Ford terminology also includes Shipment Ref. No. For further details, cf. Section C, page 18. Right-aligned with leading zeroes.
04	14-16	Suppliers Plant Code	3	K		Not required by Ford; remains blank.
05	17-30	Carrier/forwarding agent	14	M		Not required by Ford; remains blank.
06	31-36	Carrier date of goods transfer	6	M	981001	Date on which the shipment is transferred to the carrier/forwarding agent, form YYMMDD.
07	37-40	Carrier time of goods transfer	4	M	1030	Time at which the shipment is transferred to the carrier/ forwarding agent, form HHMM.
08	41-47	Transport gross weight	7	M		To be entered by supplier in kilograms, right-aligned with leading zeroes and no positions after the decimal point.
09	48-54	Transport net weight	7	K		To be entered by supplier in kilograms, right-aligned with leading zeroes and no positions after the decimal point.
10	55-56	Freight payment code	2	K		Not required by Ford; remains blank.
11	57	Carrier EDI code	1	K		Not required by Ford; remains blank.
12	58-61	Number of packages	4	K		Is entered by the supplier and must agree with the corresponding number on the packing slips. Right-aligned with leading zeroes and no positions after the decimal point.
13	62-75	Carrier (Transport partner number)	14	M	GSDBA	The Ford code for the regional carrier is to be entered here. For FCSD deliveries this field remains blank. See also Section C, item 2. Enter left-aligned.
14	76-77	Means of transport code	2	M	01	For trucks '01' (vehicle registration no.) is used. For other codes cf. Appendix to B.
15	78-102	Conveyance number	25	M	KAD373	Is entered by supplier and overwritten by carrier if the means of transport for further transportation changes. Is loaded into the FORD INTRANSIT database. Enter left aligned. Rules for entering, cf. Section C, item 2.
16	103-111	Tariff zone/Community tariff	9	K		Not required by Ford; remains blank.
17	112-117	Scheduled date of arrival	6	K	981026	Is only required for direct delivery to the receiving plant; form YYMMDD. Has to be blank for sea or air freight.
18	118-121	Scheduled time of arrival	4	K	1000	Is only required for direct delivery to the receiving plant; form HHMM. Has to be blank for sea or air freight.
19	122-124	Load metres	3	K		Currently not required by Ford; remains blank.

20	125	Truck type code	1	K		Not required by Ford; remains blank.
21	126-128	Blank	3	M		Blank

713		Ver. 02				
Descr.: UNIQUE DATA ELEMENTS OF ADVICE NOTE						
Field	Position:	Definition	Length	K/M	E.g.:	Remarks
01	1-3	Record type	3	M	'713'	Constant
02	4-5	Version number	2	M	'02'	Constant
03	6-13	Advice Note Number	8	M	00123456	Right-aligned with leading zeroes, only numeric characters. Cf. remark in Section C.
04	14-19	Shipment date	6	M	981001	Form YYMMDD must agree with carrier transfer date (712-06).
05	20-24	Receiving location	5	M	YS	Enter code from release (record 512, field 11), left-aligned
06	25-26	Type of shipment	2	M	'11'	Enter code in line with Appendix to B.
07	27-30	Customer's code	4	K		Not required by Ford; also not possible since related to part number.
08	31-42	Transaction/order number	12	K		Not required by Ford; remains blank.
09	43-44	Procedure code	2	K		Not required by Ford; remains blank.
10	45-48	Blank	4	M		Remains blank.
11	49-51	Plant Code customer	3	M	1Y	To be entered by supplier corresponding to code in release (record 512, field 3). All packing slips must be made up for a specific plant. Enter left-aligned.
12	52-59	Consignment	8	K		Not required by Ford; remains blank.
13	60-68	Goods recipient number	9	K		Not required by Ford; remains blank.
14	69	ASN correction code	1	M		Standard is blank.
15	70-76	Storage location customer	7	K	YM10-DR	Put in the storage location code from the release (record type 512, field 19)
16	77-85	Supplier number	9	K		Not required by Ford; remains blank.
17	86-99	Point of consumption	14	K		Not required by Ford; remains blank.
18	100-103	Release number	4	K		Not required by Ford; remains blank.
19	104-109	Customer's reference	6	K		Not required by Ford; remains blank.
20	110-128	Blank	19	M		Blank

Rec. Type	714	Ver. 03				
Descr.: ADVISE NOTE LINE ENTRIES						
Field	Position:	Definition	Length	K/M	E.g.:	Remarks
01	1-3	Record type	3	M	'714'	Constant
02	4-5	Version number	2	M	'03'	Constant
03	6-27	Ford's part number	22	M		To be keyed in by the supplier according to Ford-structure. See also para C for special conditions. Left justified.
04	28-49	Vendor's part number	22	M		Not required by Ford; remains blank.
05	50-52	Country of origin	3	M		Coded values, cf. Appendix to B.
06	53-65	Shipment quantity	13	M		To be entered by the supplier. Right-aligned with leading zeroes, 3 decimal places.
07	66-67	Unit of measure 1	2	M		Part related (ex release)
08	68-80	Cumulative quantity shipped	13	M		Right-aligned with leading zeroes and three decimal places , see also section C.
09	81-82	Unit of measure 2	2	K		Part related
10	83-85	VAT percentage	3	K		Not required by Ford; remains blank.
11	86	Blank	1	K		Not required by Ford; remains blank.
12	87-89	Item number advise note	3	M		To be generated automatically starting with 001 for every new advise note number and incrementing by '1' for every part number; leading zeroes.
13	90	Production sequencing code	1	K		Not required by Ford; remains blank.
14	91-105	Heat-number	15	K		Only for raw material deliveries, to be keyed in by the supplier. Only one part number per advise note should be allowed. No validation. Left justified.
15	106	Requirement-code	1	M	S	For deliveries of production material, enter 'S'; for deliveries of spare parts, enter 'E'; for other deliveries enter 'M'. BLANK = not specified.
16	107-114	Hazardous material code	8	K	'3622/2.1'	Required for deliveries containing hazardous material. Format: UN number/dangerous class according to label number
17	115	Preference status	1	M		See Appendix
18	116	Customs goods	1	M		Coded - blank = duty unpaid; coded - 1 = duty to be paid
19	117	Lighting tax	1	K		Not required by Ford; remains blank.
20	118	Inventory status	1	M		Not required by Ford; remains blank.
21	119-120	Engineering change affected	2	M		Coded - G= first delivery of a new part; coded - blank = not affected
22	121-128	Blank	8	M		Blank

Rec. type	715	Ver. 02				
Descr.:	PACKAGINGDATA					
Field	Position:	Definition	Length	K/M	E.g.:	Remarks
01	1-3	Record type	3	M	'715'	Constant
02	4-5	Version number	2	M	'02'	Constant
03	6-27	Packaging code Ford	22	M		To be entered by the supplier relative to the part number; left-aligned, max. 8 characters.
04	28-49	Packaging code supplier	22	M		Not required by Ford, but may be entered by the supplier for its own package. Enter left-aligned.
05	50-62	Number of packages	13	M		To be entered by the supplier relative to the part number; right justified with leading zeroes. No decimal places.
06	63-65	Position number for packaging	3	M		Transfer advice note entry, record type 714, pos. 12
07	66-78	Quantity in package	13	M		Right justified with leading zeroes. Three decimal places on the last three positions – not separated by comma or dot.
08	79-87	Package serial number from	9	K		Left-aligned entry.
09	88-96	Package serial number to	9	K		Left-aligned entry.
10	97-108	Packaging dimensions	12	K		Transport volume measurements - length, width, heights in mm. See also Section C. Left justified.
11	109	Stackability	1	K		Stackability of the load unit
12	110-124	Storage request number	15	K		Number of store release at External Service Provider ESP; not required by Ford.
13	125-128	Blank	4	M		Blank

Rec. Type	716	Ver.	02			
Descr.: TEXT DATA ON ITEM						
Field	Position:	Definition	Length	K/M	E.g.:	Remarks
01	1-3	Record type	3	M	'716'	Constant
02	4-5	Version number	2	M	'02'	Constant
03/1	6-27	Text line 1: FCSD/FINIS-Code:	22	K		Only used by FCSD.
03/2	28	Blank	1	M		Blank
03/3	29-36	Package slip no.	8	K		Required for separated packaging check slip, left-aligned.
03/4	37	Control item indicator	1	K		Not required by Ford; remains blank.
03/5	38-45	Blank	8	M		Blank
04	46-85	Text 2	40	K		Not required by Ford; remains blank.
05	86-125	Text 3	40	K		Not required by Ford; remains blank.
06	126-128	Blank	3	M		Blank

Rec. Type	717	Ver.				
Descr.: SINGLE PACKAGE RECORD FOR ITEM						
Field	Position:	Definition	Length	K/M	E.g.:	Remarks
Not used by Ford.						

Rec. Type	718	Ver.				
Descr.: PRODUCTION NUMBER DATA						
Field	Position:	Definition	Length	K/M	E.g.:	Remarks
Not used by Ford						

Rec. type	719	Ver. 02				
Description		TRAILER ADVISE NOTE AND TRANSPORTATION DATA				
Field	Position:	Definition	Length	K/M	E.g.:	Remarks
01	1-3	Record type	3	M	'719'	Constant
02	4-5	Version number	2	M	'02'	Constant
03	6-12	Counter record type 711	7	M		Number record type 711 transmitted
04	13-19	Counter record type 712	7	M		Number record type 712 transmitted
05	20-26	Counter record type 713	7	M		Number record type 713 transmitted
06	27-33	Counter record type 714	7	M		Number record type 714 transmitted
07	34-40	Counter record type 715	7	M		Number record type 715 transmitted
08	41-47	Counter record type 716	7	M		Number record type 716 transmitted
09	48-54	Counter record type 718	7	M		Number record type 718 transmitted
10	55-61	Counter record type 719	7	M		Number record type 719 transmitted
11	62-68	Counter record type 717	7	M		Number record type 717 transmitted
12	69-128	Blank	59	M		Blank

Appendix to B: Code values used in ASN-Message

Codes for advice note and transportation data

Unique data elements of shipment - record type 712

Field 14:	Means of transport code	Ford option
	01 = Truck/Trailer no.	x
	06 = Rail piece freight no.	
	07 = Rail express freight no.	
	08 = Wagon number	x
	09 = Mail package number	
	10 = Freight number and/or number of flight bill of lading	x
	11 = Vessel name	x

Unique data elements of advise note - record type 713

Field 06:	Means of transport	Ford options
	01 = Truck sub-supplier	x
	02 = Truck customer (Ford)	x
	03 = Truck consolidator	x
	04 = Truck rail/drop-body trailer	x
	05 = Truck supplier	x
	06 = Rail freight	
	07 = Rail express	
	08 = Rail wagon	x
	09 = Mail	
	10 = Air freight	x
	11 = Sea freight	x

Advise note line entries - record type 714

Field 05: Country of origin

Use the 3-character numerical code according to country list for the foreign trade statistics.

France	001	Spain	011
Belgium and Luxemburg	002	Sweden	030
Netherlands	003	Switzerland	036
Germany	004	Austria	038
Italy	005	Hungary	064
United Kingdom	006	USA	400
Rep. Ireland	007	Canada	404
Denmark	008	Japan	732
Portugal	010	Other countries	999

Appendix continued

Field 15: Requirement code Ford option

S = Production	x
E = Service	x
U = Production and Service	
M = Prototype	
blank	= no

indication

Field 17: Preference status

G = origin in EU; preference rights for all countries with agreement on origins
W = original goods of EU; preference rights for trade with EFTA countries
C = Switzerland
I = Iceland
N = Norway
X = Not yet examined; goods without preferred origin

Please note that the 'means of transport code' in record 712, field 14 and 'means of transport' in record 713, field 6 in conjunction with the carrier code in record 712, field 13 is the base information for the pool code and pool location calculation for deliveries to North American plants.

C Special conditions to the content of certain data elements

For some data elements, Ford has to work within his organisational rules. Therefore special conditions to the content of certain data elements have to be considered.

1. Header information - Advice note and transportation data record type 711

04 Supplier code

Take the 5-character supplier code (GSDB code) as transmitted with releases. If you deliver from different production plants, each of your plants can have a different supplier code.

08 Sub-supplier (Intermediate consignee / Contract packer)

Required for deliveries to the American spare parts organization (FCSD) and North American plants. Take the five-character code as transmitted with releases (record type 515, position 10).

For all other deliveries the field should **not** be filled and has to remain blank.

2. Unique data elements of transport-VDA - record type 712

03 Transport reference number

For each receiving location (combination of plant code and dock code) a separate transport reference number has to be assigned (compare diagram on page 5). All suppliers must use a continuous transport reference number that must not be repeated within one year. Together with the supplier code it is a unique key.

08 Transport gross weight

The total gross weight indicated on the ASN must be identical to the total gross weight on the forwarding order. It will be the total of the gross weights of all advice notes which were grouped to one transport reference number.

09 Transport net weight

The total net weight indicated on the ASN must be identical to the total net weight on the forwarding order. It will be the total of the net weights of all advice notes which were grouped to one transport reference number.

13 Carrier

NOTA BENE: This field is also called 'next destination' by Ford.

Entry of a five-character code is the precondition for correct electronic forwarding of the ASN to the next goods recipient.

A missing or false entry, but also delayed transmission of the ASN leads to a missing ASN for the next goods recipient and thus additional manual work for this recipient since the supplier data have to be entered manually.

- Principle

Ford requires a five-digit regional carrier code to be entered which is made known to every supplier. This regional carrier code must also be entered when a sub-carrier picks up the goods. This five-character code must be entered left-aligned. If the correct code is unknown to you, you need to ask the responsible carrier for it or email LLPSIC@FORD.COM for further assistance. For deliveries to American plants please contact hamford@go2uti.com

- Exceptions

The field remains blank for FCSO deliveries

15 Conveyance number

The FORD-CMMS3 system can handle only eleven digits to be entered for this information. Additional characters must not be entered. This number is absolutely necessary for automatic goods receipt (push button receiving). The entry must therefore be made according to uniform rules.

All shipments- car/truck (single vehicle) to UK and LTL shipm.	- truck with trailer/semi-trailer	→	vehicle registration number
		→	vehicle registration number of trailer/semi-trailer
FTL and Milkrun shipments	- car/truck (single vehicle)	→	Route number + day indicator
	- truck with trailer/semi-trailer	→	Route number + day indicator
	- Iso container	→	container number
	- Ford-fleet (truck fleet)	→	Ford's own trailer number (SC...,ML...,MT...)
	- drop-body trailer (swap bodies)	→	drop-body trailer number
	- rail	→	wagon number
	- emergency deliveries:		
	- air freight	→	air freight no. (master AWB) / if unknown AETC number)
	- road	→	vehicle registration number as above, if unknown, AETC number.
	- charter	→	AETC number

3. Unique data element of Advice Note - record type 713

03 Advice Note Number

Only the numeric part of the Advice Note Number should be entered and transmitted to Ford, since alpha and special characters are not processed. The Advice Note Number must be entered right-justified with leading zeroes.

The Advice Note Number on the delivery documents (packing slip) must be identical to the EDI message (ASN) and must not be repeated within twelve months.

15 Storage location

Enter the market place information as received in the Release in record type 512, field 19 into this field.

4. Advice note line entries - record type 714

03 Ford's part number

Ford's part number is structured into three sections, prefix = 6 characters, right-aligned, base = 8 characters right-aligned and suffix = 8 characters left-aligned.

Example:

Prefix						Base								Suffix									
		9	7	A	G		1	6	K	2	4	6	7	D	A								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22		

For the ASN it is important that Ford gets the part number back in the structured form. Mainframe suppliers should transmit the part numbers as transmitted to him for releases.

06 Shipment quantity

Within an ASN, the quantity of a part may only be listed as a total quantity (no quantity split permitted). A false specification of quantity affects the receiving process at the plant, the calculation of material requirements and also the calculation within the web-based Direct Data Link (eDDL) system.

Example:

CORRECT:	Supplier	Plant	ASN no.	Part	Quantity	Pos.
	VWXYZ	AB	12345678	Part1	1000items.	Pos.1
				Part2	1000items.	Pos.2
				Part3	1000items.	Pos.3
FALSE:	VWXYZ	AB	12345678	Part1	800items	Pos.1
				Part1	200items	Pos.2
				Part2	1000items	Pos.3
				Part3	1000items	Pos.4

07 Unit of measure

To indicate the unit of measure use the information transmitted in the VDA4905 (Release), record type 512, field 13.

08 Cumulative quantity shipped

The cumulative quantity shipped contains the cum shipped since rollback incl. this shipment per part number / receiving plant. Rollback date is the 1st January of each year.

12 Item number advise note

One or several part numbers may be entered for each advice note. If only one part number is entered, there is also only one item number 001. If it is necessary to enter several part numbers on one advice note, the item number for each further part number is increased by 1 (see above example under '06 Shipment quantity'). The same item number must be cross-referenced on record type 715 Packaging data.

When several part numbers are packed onto one pallet then only one advice note should be used as this consignment is considered as one unitload.

16 Hazardous material code

The shipment of hazardous material must be specially identified and announced to the consolidator. Use the coding as described by the international UN regulations (Orange book). The format of this 8-digit field is as follows:

UN number/dangerous class according to label number

Example: 3622/2.1

For hazardous material a separate transport reference number must be used.

5. Packaging data - record type 715

The packaging information included in the ASNs is used by Ford to track a selection of high cost/high impact container types. The quantity of tracked containers is subject to ongoing enhancements.

Ford has defined a list of container types which require special attention and are tracked within CMMS3 and ConTrack. ConTrack is a Ford database system which reads packaging movement data based on supplier ASNs and Ford shipping invoices. All suppliers include packaging information in their ASNs. This procedure applies to all packaging types and durable container codes. In particular certain container codes **must** be included as they are tracked by above mentioned systems.

When shipping material, do not only check, re-check, send and correct part information, but also do the same for packaging information for all container types used by the supplier for material packaging in general and in particular for the container codes from the list available from Ford's European Container Tracking. Please understand that this has been common practice for years and most suppliers already comply to this process. If you are amongst those suppliers who already follow the ASN packaging input procedure please verify again that you have properly set up your systems.

Due to a permanently increasing number of tracked container types suppliers have to check their packaging information process for ASNs regularly. Those suppliers who

have not included packaging information in their ASNs so far are strongly requested to establish processes, which ensure that packaging information is incorporated in their ASNs from the earliest date onwards.

Detailed information about valid container codes can be obtained from the ECT department (email: ect@ford.com). They also offer a more detailed guideline on container tracking.

For detailed packaging information please contact Ford's 'Material Handling and Packaging Engineering' department. They offer English, German and Spanish language versions of our packaging guideline. A special manual for FCSD can be obtained from FCSD directly.

6. Text data on item - record type 716

03/1 Text line 1 FCSD / FINIS code

For shipments of spare parts to the North American Ford spare part organization (FCSD), the FCSD code of the part number must be entered. For shipments of spare parts to Ford Europe, the FINIS code must be entered.

03/3 Package slip no.

This field is used to refer to the number of the packaging check slip (Form 5427a), insofar as this additional document is still used. The packaging check slip number is entered for each advice note if the goods are delivered in durable packaging. In the case of expendable packaging, packaging data must be specified, but no packaging check slip number.

7. Labelling

From June 2012 Ford requires part labels to be in line with a customised Shipping parts / Identification Global Label Standard (see sample label and labe structure below). The detailed label guide can be downloaded from the Covisint portal.

A1 Supplier ship from name Supplier code bar code 128	A2 Supplier code alpha-numeric	A3 Master / Mixed Label
B1 Quantity in numeric UOM Bar code 128	B2 Container part number Gross weight and UOM Label / Manufacturing/ Shipping date	PDF 417 2D barcode Lot/Batch number Shift / Workcenter,
C1 Part number, alpha-numeric and bar code 128 Inverted delta for safety items		
D1 Storage / Market place location 1	D2 Line feed loc 2 or Delivery doc/ASN number Bar code 128 for Delivery doc/ASN number	
E1 Supplier's area: supplier part number, Part description, serial number.	Optional label and user ID, Mixed/Master Made in country name	E2 Dock code Customer ship to name and plant code Engineering alert number

SUPP (V) SALINE PLASTICS PLANT 	PP03B	
QTY 56  EA	CONTAINER SK32 C630L GROSS WGT 44 LB DATE 11NOV2003	Lot/Batch 3290 SHIFT 2 W/C 2721
3S4X-A045A74-AAZUYI		
PART 	STR LOC 1 2D33B75A-1	
Delivery Doc/ASN Number 123456		
3S4X A045A74 AAZUYI 2527 CNSL FRT LO MED DK GRAPH SERIAL NO (\$) 0AAC2195  MADE IN		TO WAYNE STAMPING & ASSEMBLY DOCK CODE CUST AP16A WD ENG ALERT DPB1023AA

Remarks to label specification:

⇒ **D1 - Marketplace (Storage Location) information in Release and DCI message (VDA 4905/4915)**

We transmit the 7-character code of the "Storage Location" in both our Releases and our Daily Call-Ins (DCI). In the VDA4905 message (Release/Lieferabruf) this is field 19 in record type "512" called "Storage Location" on position 117-123. The same information is transmitted in the VDA4915 message (DCI/Feinabruf) in field 9 in record type "552" called "Customer Storage Location" on position 73-79.

⇒ **D2 – Line feed location2 or delivery doc. / ASN number:**

European deliveries should always contain the ASN number in this field.

⇒ **E2 - Dock and gate area**

Final destination point, the name and place to which the goods are to be finally delivered.

Please make sure that the information printed on the labels is consistently shown on the paperwork attached to the shipped goods.

D. Data Generation and Transmission

Every supplier generates the advice notes according to their requirements for organizational procedures and the systems installed. Once the truck is loaded, the necessary freight documents are compiled. These documents comprise the entire load per receiving plant / dock. For German suppliers, this is the forwarding order. For suppliers who do not use the forwarding order, it is the shipment loading reference number (transport reference number). This number must be generated separately for each receiving location (cf. chapter C 2).

Once the transport documents have been compiled and recorded in the system, the record for the transmission can be generated.

Transmission is carried out **immediately** after the goods have been picked up by the responsible carrier. **Immediately means** within a maximum of 15 minutes after the carrier's truck has left the supplier's loading bay. It is **not** permissible to collect ASNs during the day and transmit them altogether.

It must be ensured without fail that the transmitted advice note and transportation data really do agree with the scope of the load of the corresponding transit document (Transport reference number; record type 712).

The advice notes are passed on to the LLP and Ford. Instead of the physical advice note, the EDI accompanying document according to VDA 4912 may be used, with the appropriate number of copies.

All suppliers transmit the advice note and transportation data to the Ford computing centre. Please take the current telephone numbers from the 'Current communications' of the department 'Supplier Communication' GSEC.

Ford immediately transfers the advice note and transportation data from the computing centre to the MITCOS INTRANSIT database.

E. Corrections

Once the ASN's have been generated and transmitted to Ford per EDI, errors which are discovered by the supplier after transmission **must not be corrected**, and rectified data **must not be transmitted** to Ford.

Instead, the supplier must inform the contact person in material logistics about the errors so that the information can then be passed on internally.

F. Backup - Routine

If it is not possible for a supplier to transmit advice note and transportation data to Ford (because of problems with the computer system or premium freight delivery), the relevant advice note must be stamped

“ No EDI “

After this the supplier should enter his ASN manually in CMMS screen FMAA via eDDL access within 15 minutes. This will lead to a point reduction in the supplier's performance. After publication of the supplier performance the supplier may object to his rating by sending an email to the supplier performance department.

G. Contact persons

For technical support please contact our central GSEC group.

E-Mail	Fax	Helpdesk
scommssp@ford.com	++34-96-179-1227	++34-96-179-1467

The contact person for all other problems in connection with ASNs is the department ‘Supplier Delivery Performance’. These problems are passed on internally within Ford to the appropriate departments. The supplier will be informed in detail about the necessary additional steps after the problem has been analysed.

sdpeu@ford.com	++49-221-90-12885	n. a.
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H. Implementation Plan

After an agreement has been made between Ford and the supplier about the electronic exchange of advice note and transportation data, electronic data interchange (EDI) will be introduced in the following steps.

1. *Transmission of test data*

In order to test whether the records for transmission have been correctly generated by the supplier in line with the agreed standard and that Ford can properly receive all advice note and transportation data, it is first necessary to transmit test data.

Once the supplier has made all the necessary preparations for transmission, he informs our department ‘Supplier Communication’ in Spain.

2. **Further procedure**

After test transmissions have been completed successfully, our department 'Supplier Communication' will inform you of the date for implementing the transmission of genuine advice note and transportation data.

NOTA BENE: Please note that FCSD-E requires clear ASN number indication on the delivery note. The ASN/Delivery number must be prominently shown on a top-right position of the delivery note (bold letters!) titled by Delivery/ASN No:.....

NOTA BENE: Once more we draw your attention to the necessity of transmitting advice note and transportation data immediately after the shipment to Ford has been picked up (**within a maximum of fifteen minutes**). It is **not** permissible to collect ASNs during the day and transmit them altogether.

J. ADDRESSES AND TELEPHONE DIRECTORY

Up-to-date address, telephone and email (if available) information is available for all plants via eDDL on CMMS screen FBBA. In order to find contact information for a specific plant enter the GSDB or plant code on the upper right (PLT) and the same plant code in the field LOCATION CODE on the left (marked in red in the example below). If you want to see further contact details, mark the name with an X in the first column (marked in red in the example below) and press the function key F4. You will be guided to screen FCBA (see second example below).

```
CMMSFBBA                CONTACT LIST UPDATE                19/07/11 14:21:10
==> _____ PLT 0134A 1Y__
```

```
LOCATION CODE: 0134A   Location Type: P (C=Customer O=Other P=Plant S=Supplier)
Company Name:  FORD WERKE GMBH                Analysts:  ___  ___
```

A	FUNC	ANAL	C	CODE	CD	Function Description	Contact Name	Telephone
	OBS					OBSOLENCE & EXCESS INVENTO	AXEL STENGEL	901-6166
	PKG					CONTAINER/PACKAGING	VOLKAN AYDINLAR	902-9721
	MOBIUS					MOBIUS REPORTING FUNCTION	DIETER KROHN	901-8034
X	RCV					RECEIVING - AMC SUPPORT	HELMUT ROTHE	901-5090
	RCV		001			RECEIVING - AMC SUPPORT	KILAGOEZ HASAN	901-5756
	RCV		002			RECEIVING - AMC SUPPORT	SILVESTER HANOWSKI	901-5422
	REJ					REJECT AND HOLD FUNCTIONS	STEFFI RESULBEGOVIC	901-4708
	SEC					CMMS SECURITY	DIETER KROHN	901-8034
	SHP					RFS PROCESSING FUNCTIONALITY	NIGHT OPERATION	901-4104
	SHPRCV					SHIPPING & RECEIVING TEAM	MARCO BRUNI	901-3233

```
F1=Help  F2=Function Code Update  F4=Cont List Detail  F5=Cont List Report Menu
F6=Copy Location  F9=All Functions  F10=Confirm Cont Data  F11=Last Updt Date
NO MORE RECORDS AVAILABLE
```

```
CMMSFCBA                CONTACT LIST DETAIL                19/07/11 14:22:21
==> _____ PLT 0134A 1Y__
```

```
LOCATION CODE: 0134A   FUNCTION CODE: RCV___   ANALYST CODE:  ___
```

```
Company Name:  FORD WERKE GMBH
Company Address: HENRY-FORD-STR. 1
                  KOELN                50735
```

```
Contact Name:  HELMUT ROTHE_____
Email Address: _____
Function:      RECEIVING - AMC SUPPORT
```

```
-----Telephone Numbers-----   -----Remarks-----
Office Number:  901-5090_____
Home Number:   _____
Mobile Number:  _____
Fax Number:    _____
```

```
Last Updt Timestamp: 2005-04-20-08.21.48.964426 Last Updt User id: N#MN27
```

F1=Help F2=FBBA F4=FABA
F5=Next Func/Analyst F6=9FBA
RECORD FOUND