Boeing Supply Chain Platform (BSCP)
Shipments Guide



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DOCUMENT VERSIONS

Version	Change Overview	Date	Responsible Party
1	Formatting Updates	02/18/22	Ashleigh Howell
2	Harmony Upgrade	April 2023	Ashleigh Howell

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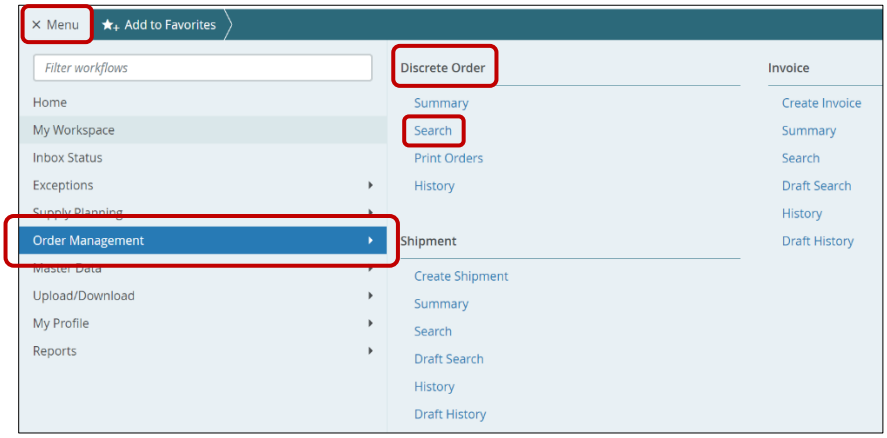
Shipments Overview

A shipment in the Boeing Supply Chain Platform (BSCP), is a notification sent by the Supplier to Boeing. It provides details on how and when an order's schedule lines are shipped. You can only include order line items marked **Shipment Allowed = Yes**. Shipments can cover multiple orders, but only if they have the same Ship to address, Warehouse, and Supplier Code. This document provides information and instructions on how to complete the following:

- Create shipments
- Create multiple shipments using an Excel template
- Locate shipments
- Print shipments
- Add attachments to shipments

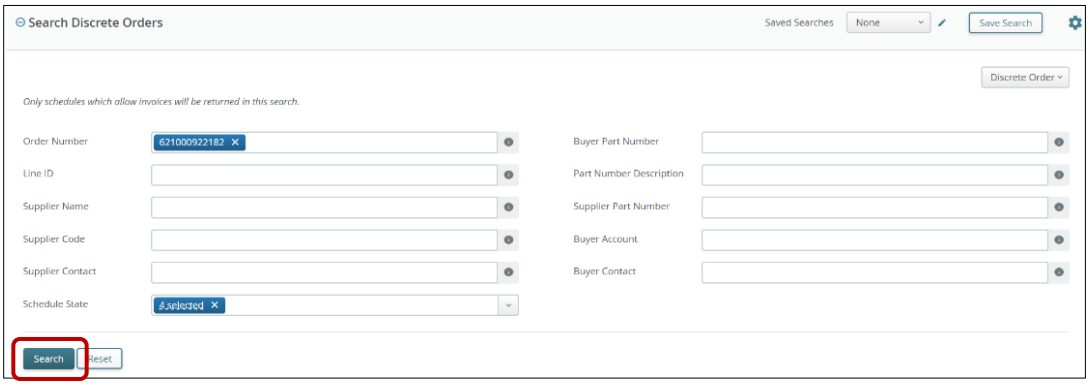
Create Shipments

To create a shipment, you must first locate the desired order via **Order Management, Discrete Orders, Search**.



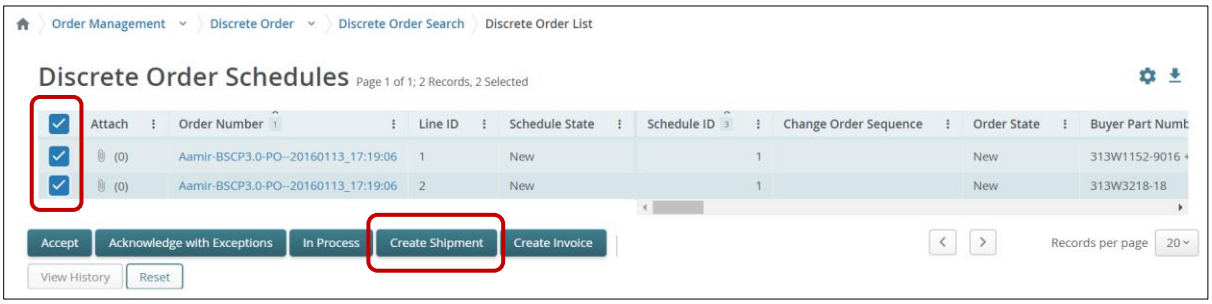
To create a shipment:

1. Enter search criteria. Click **Search**.



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2. On the results page, select the checkboxes for the desired order schedule lines. Click **Create Shipment**.



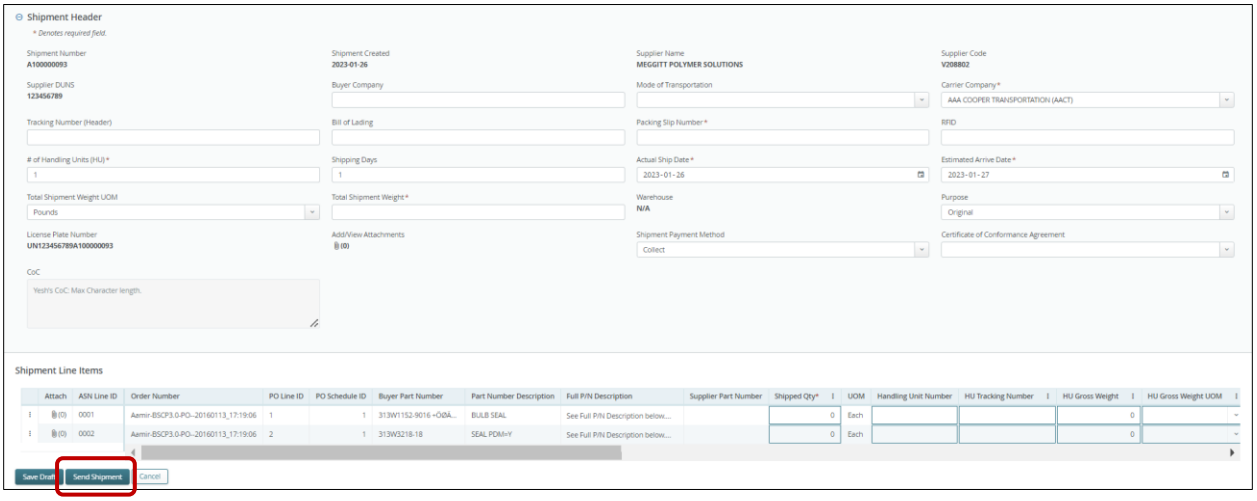
3. Enter Shipment Details in the Shipment Header section.
    a. Required Fields:
        i. **Carrier Company**: Use the drop-down list.
        ii. **Tip**: Enter the first two letters of the carrier's name to go directly to that section of the list or enter the first letter multiple times to scroll down that section of the list.
        iii. **Packing Slip Number**: Maximum of 64 characters.
            NOTE: ERPLN use a maximum of 30 characters and BDS max is 40.
        iv. **# of Handling Units (HU)**: The value entered for this field is also used as the number of copies for printing shipping labels.
        v. **Actual Ship Date**: Defaults to the current date (but you can change), must use YYYY-MM-DD format.
        vi. **Estimated Arrive Date**: This date is determined by the Actual Ship Date + Shipping Days. If the Estimated Arrive Date is edited manually, the shipping days will update accordingly. Estimated Arrive Date must be the same, or later than the Actual Ship Date. You must use a YYYY-MM-DD format. Dates are based on UTC/GMT time zone, so they may show tomorrow's date.
        vii. **Total Shipment Weight**: Defaults to zero, but you can edit.
        viii. **Purpose**: Defaults to the value of Original, but you can also select Replace or Cancellation.
        ix. **Buyer Company**: Pre-populates from the purchase order.
        x. **Mode of Transportation**: Defaults to what is listed on the PO, but you can change to Road, Air, Sea, or Rail.
        xi. **Bill Lading**: Bill of lading number for the shipment, alphanumeric value up to 64 characters.
        xii. **RFID**: Up to 64 characters.
        xiii. **Shipping Days**: BSCP uses the number of shipping days to populate the Estimated Arrive Date. This defaults to zero, but an administrator can set to another default value. If the shipping days are edited, the arrival date will update accordingly.
        xiv. **Total Shipment UOM**: Defaults to Pounds but can change to Kilograms.

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xv. **Shipment Payment Method**: Pre-populates from the purchase order but can change from a selection list.

xvi. **Certificate of Conformance Agreement**: Defaults to 'blank' but selecting 'Yes' requires agreement to the CoC text.

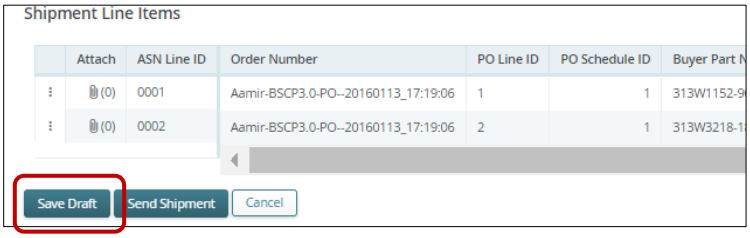
4. Enter **Shipment Details** in the **Shipment Lines** section.
    a. **Shipped Qty**: Defaults to 'zero' but you can enter the quantity shipped for that line.
    b. **Manufacturing Batch Number**: Required for direct materials shipments for Boeing Aerostructures Australia (BAA), and Boeing Canada Winnipeg (BCW) suppliers only. Max of 16 characters allowed.
5. Click **Send Shipment**.



The shipment information is automatically sent to Boeing. To save and send later, click **Save Draft**, instead of **Send Shipment**.

Create Draft Shipments

If you need to hold onto a shipment as a draft until you are ready to send to Boeing, click the **Save Draft** button when you are creating the shipment, instead of the **Send Shipment** button.

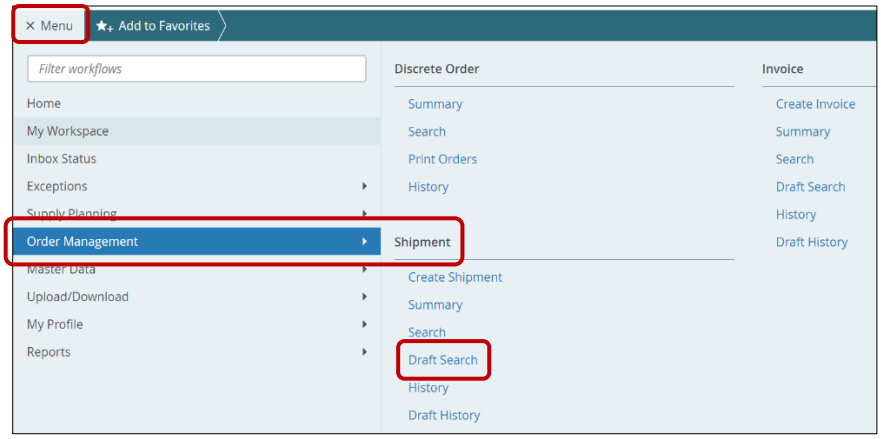


IMPORTANT: You cannot create shipping labels for draft shipments. To print a label, you must complete the shipment details, and click the **Send Shipment** button.

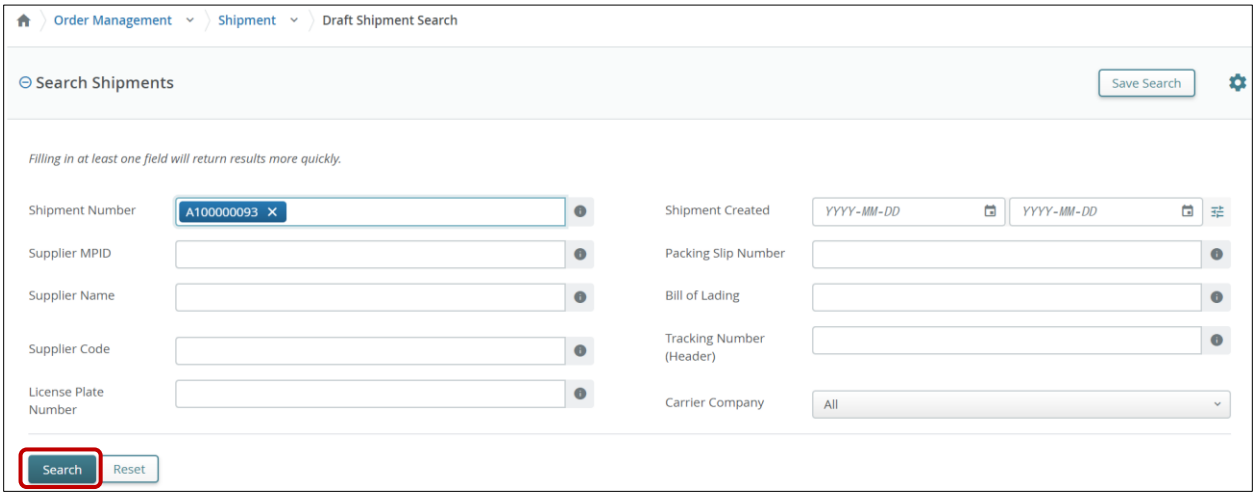
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To complete and send the shipment:

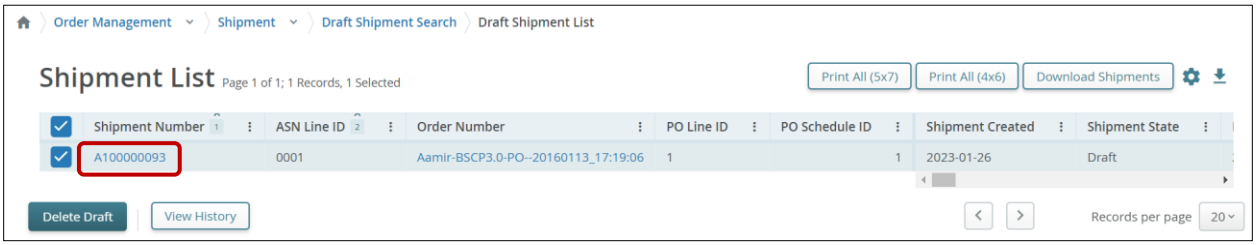
1. Go to the **Draft Search** workflow via the menu.



2. Enter search criteria. Click **Search**.

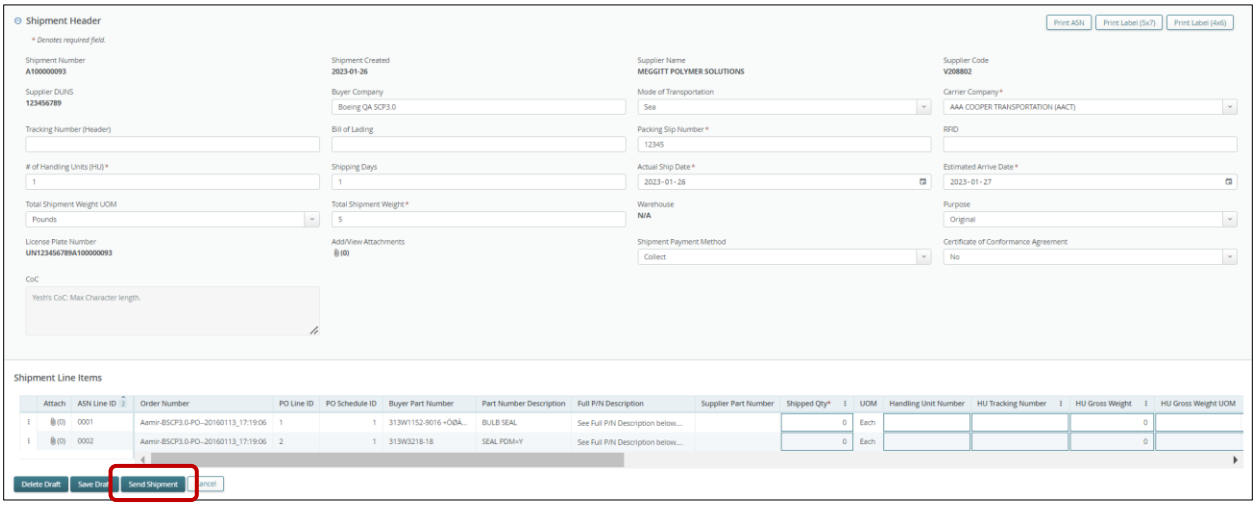


3. Click the **Shipment Number** link to open the draft.



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4. On the **Shipment Details** page, fill in and missing data. Click **Send Shipment**.



NOTE: Draft versions of shipments are not visible by users with other roles. If a draft is created by a user with a Shipper role, someone using an Admin or User role cannot view the draft until the shipment is moved out of draft status.

SHIPMENT BATCH UPLOAD

A supplier can create multiple shipments at one time by manually uploading them through the BSCP user interface. You need to enter the shipment data into an Excel file, using a standardized template, to organize the data contents. As you generate the shipments in BSCP, the system refers to the corresponding orders and pulls in key data from the orders to include on the uploaded shipments. Once uploaded, you can view, edit, and print the shipments in BSCP.

IMPORTANT: The data and columns must follow a specific format. Please see the Data Fields Details Table for specific information regarding completing the template.

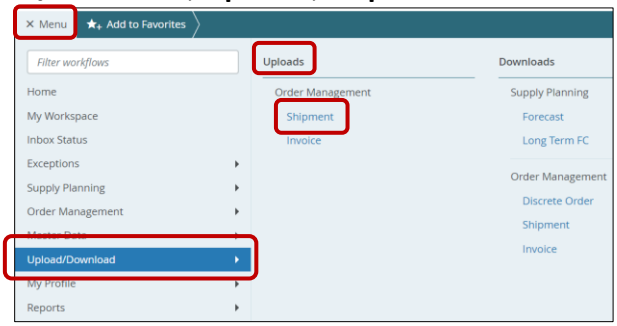
To complete the batch upload:

1. Create Excel upload file.

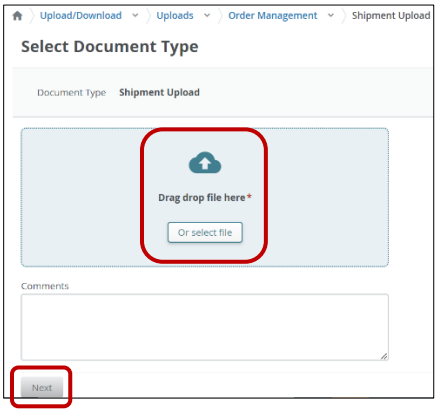
NOTE: Excel file must be saved with the File Type, Excel 97-2003 Workbook (*.xls)

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2. Navigate to **Upload/Download**, **Uploads**, **Shipment**.



3. Drag and drop desired file or click to add file from your local environment. Once the file is added, click **Next**.



Once the upload is complete, the **Status** automatically refreshes to **Complete**. When shipments have successfully loaded into BSCP, their status is automatically set to **Sent**, and the shipments are sent to Boeing's system in batches (every ten minutes).

Data Fields Table

Field Name (left to right on sheet)	Type/Max Char Req'd/Opt'l	Validation	Comments/Notes
Shipment Number	No more than 10 characters	• Cannot be more than 10 characters • Cannot start with A followed by 9 numeric characters (i.e., A123456789) • If **Shipment Number** already exists in BSCP (for **Buyer/Supplier MPID-Shipment** combination), then considered an **update**.	• Created by supplier, based on standard nomenclature designated by buyer. • Boeing does allow special characters.

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		• If **Shipment Number** does not exist in BSCP, then considered as **new**. • **Shipment Numbers** starting with the letter **A** will be uploaded, only if it matches an existing **Shipment Number** in the system, and this will be an update. • If there is no matching **Shipment Number** in the system starting with **A**, then the upload will fail.	
Buyer MPID	String/64 Required	This is only available on the printed order and not in the BSCP user interface.	Used to route the **Shipment** correctly. **NOTE**: This field is case-sensitive.
Supplier MPID	String/64 Required	The **Supplier MPID** must exist in the system. See header level section of **Purchase Order** for MPID.	Used to route the **Shipment** correctly. **NOTE**: This field is case-sensitive.
Supplier Code	String/64 Optional	No validation except field length limits.	*XLS, Default, BDS: Populate from **Purchase Order** regardless of value
Actual Ship Date	Date Required	Date must be in the format: **YYYY-MM-DD** (e.g., 2016-06-15).	This is a custom field, and the format should not be changed by the supplier.
Estimated Arrive Date	Date Required	• Date must be in the format: **YYYY-MM-DD** (e.g., 2016-06-15). • Must be today or later, and the same as or later than **Estimated Departure Date**.	This is a custom field, and the format should not be changed by the supplier.
Carrier Company	String/64 Required	Must select carrier code from pre-defined list.	For list, refer to Valid Values tab in the

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			Excel Upload Template
Mode of Transportation	String/64 Optional	Must select from pre-defined list: • Road • Air • Sea • Rail	
Tracking Number (Header)	String/64 Required	Validated using carrier regex format	
Bill of Lading	String/64 Optional	No validation except field length limits	
Packing Slip Number	String/64 Required	No validation except field length limits.	
Shipment Payment Method	String/128 Optional	Must select from pre-defined list: • Collect • Third Party • Pre-paid	
Purpose	String/128 Required	Must select from pre-defined list: • Original • Replace • Cancellation	The value provided for the **LAST** line on the **Shipment** (in upload file), becomes the value for the header-level **Purpose** field on that Shipment.
Total Shipment Weight UOM	String/64 Optional	Must select from pre-defined list: • Kilograms • Pounds	**Note**: Value defaults to **Pounds** in BSCP.
Total Shipment Weight	String/126 Required	• Must be greater than 0. • Can include a maximum of 4 decimal places.	
RFID	String/64 Optional	No validation except field length limits.	
# of Handling Units (HU)	Integer/10 Required	Must be a positive integer.	• Use the value as provided by the supplier. • This value is used in **X of Total Packages**

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			displayed on shipping label. It also determines the number of shipping labels that print – value of 3 means 3 copies of the shipping label print automatically.
Certificate of Conformance Agreement	String/Optional	Must select from predefined list (Yes/No)	Required of communication on PO
ASN Line ID	String/64 Required	If contains **Alpha** characters, it will fail validation when the Shipment is created.	This is the Shipment Line Number.
Action	String/64 Required	Must select from pre-defined list: • InsertOrUpdate • Cancel	
Buyer Part Number	String/64 Required	• **Default**: Shipment upload will fail if **Buyer Part Number** does not match the referenced PO. • Use value as provided by supplier with no failure.	
Shipped Qty	String/126 Required	Must be greater than or equal to zero.	On the shipping label, this is **Qty Shipped**. Value is sum of all the lines, not the total quantity shipped at the line level.
UOM	String/64 Required	Must exactly match the UOM from the PO, or the Shipment upload will fail.	
Manufacturing Batch Number	String/16 Optional*	Cannot exceed 16 characters, or the Shipment upload will fail.	Field is optional but should be provided for shipments to **BAA** or **BCW**.

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Order Reference	String/64 Optional	No validation except total field length limit.	
Order Number	String/64 Optional	Must **exactly** match the **Order Number** on an existing PO.	**Note**: This field is case-sensitive. • **XLS, Default**: Use value as provided by Supplier with no failure. • **BDS**: Fail if **Order Number** does not exist in BSCP.
Boeing PO Line ID	String/19 Required	• Upload will fail if no matching line in the **Order**. Must exactly match the **Boeing PO Line ID** in the system. • Use value as provided by supplier with no failure.	**NOTE**: This field is case-sensitive.
PO Schedule ID	String/19 Optional	• If left blank by supplier, system defaults to a value of **1**. • If populated, upload will fail if no matching schedule ID in the system.	
Handling Unit Number	Optional		
HU Tracking Number	Optional		
HU Gross Weight	Optional		
HU Container Type	Optional		
HU Container ID	Optional		
Container RFID	Optional		
HU Length	Optional		
HU Width	Optional		
HU Height	Optional		
HU Dimension UOM	Optional		

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Manufacturing Country of Origin	Optional		
Serial Numbers – Separate by Commas	String/4000 Optional	No validation except total field length limit. Not required to put commas between the values, but this will not give an error message during upload.	Upload any string value up to 255 characters.
Asset Mgmt Tags – *Separate by Commas*	String/4000 Optional	No validation except total field length limit. It is required to put commas between the values, but this will not give an error message during upload.	Upload any string value up to 255 characters.
Kit Number	String/64 Optional	No validation except total field length limit.	
Vin Number	String/64 Optional	No validation except total field length limit.	
Call Off Number	String/128 Optional	No validation except total field length limit.	
Line Station Number	String/128 Optional	No validation except total field length limit.	
Receiver Reference	String/64 Optional	No validation except total field length limit.	

Troubleshoot Upload Errors

If there is an issue with the upload file, a red **Error File** message displays next to the **Completed** status. For any Shipments with an upload issue, none of the lines associated with that Shipment will be uploaded.

Typical Upload Issues:

- File is wrong version of Excel (must have a file extension of xls).
- The **Ship To Address** and the **Account Code** for all lines in a single Shipment must be the same (as provided on their corresponding **Orders**).
- **Total Shipment Weight** must be filled in.
- **Estimated Arrive Date** must be today or later and have the correct date format.

Review the Error Messages:

- The status of recent upload and download jobs are available under the **Inbox Status** workflow from the left Navigation Tree.
- For any upload status row with an error message, click the **Error File** message.

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- The error message displays in a separate window.
- For each error message, the **Shipment Number,** and the Excel row number from the upload spreadsheet display.
- If one row of the data has multiple errors, multiple error messages display. However, if the error is related to an invalid **MPID**, **Shipment Number,** or **Order Number**, the system stops validating errors on that set of data.
- In the following circumstances, the entire upload file will not be uploaded, invalid buyer or supplier MPIDs, wrong Excel version or more than 500 lines of data. In all other instances, the valid shipments in the file will upload.

ADD ATTACHMENTS

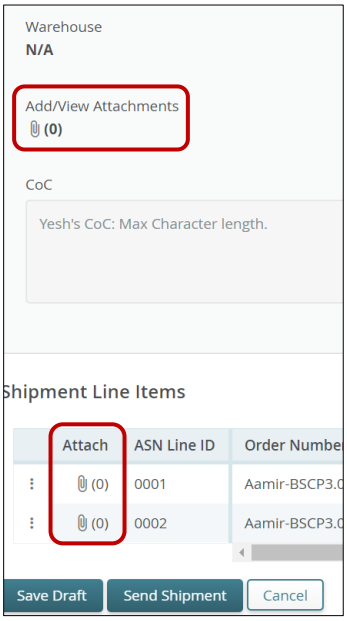
Only suppliers who are authorized by Boeing Distribution (BD C&E) may add attachments to shipment notices. When the shipment notification is sent to Boeing, the attached files are also sent. Please note the following:

- For Boeing Distribution (BD C&E), all shipping paperwork should be attached as a single PDF file.
- Combined total size of the Shipment file, plus all attachment files, should not exceed 10MB.
- You can attach multiple files, but you can only add one at a time.
- Any user with access to a Shipment attachment in BSCP can open or save the file.
- You can attach files to existing shipments in BSCP. The system recognizes the record was updated and sends the latest version of each attachment to Boeing.
- Attachments are not included in the upload/download processes or printing from BSCP, however, integrated suppliers for Shipments can send files.
- To replace an existing file, select the file you want to replace in the pop-up window, and use the **Update** button, instead of **Add**. The only way to remove an attachment is to delete the shipment with the file attached.

To add an attachment to a shipment:

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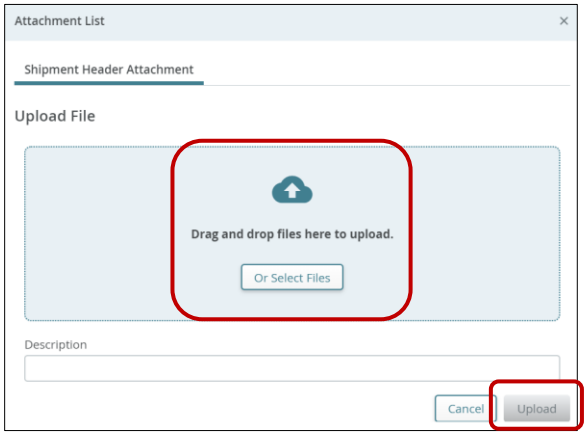
1. For header attachments, locate the **Add/View Attachments** link. For line-level attachments, there is an **Attach** column on the left. Click the paperclip icon at the header or line where you want to attach a file.



2. Click the **Add** button to add a new file, or select the row of an existing file, and click the **Update** button to update a file.



3. Drag and drop the desired file or click to choose the file from your local environment.
4. Once you select the file, click the **Upload** button.



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In the **Attachment** window, the file is listed, and the file count increases by one. To add another file, repeat steps 1-6. When you click Send, or Update, for the shipment, the latest versions of each file attachment are sent to Boeing.

LOCATE SHIPMENT

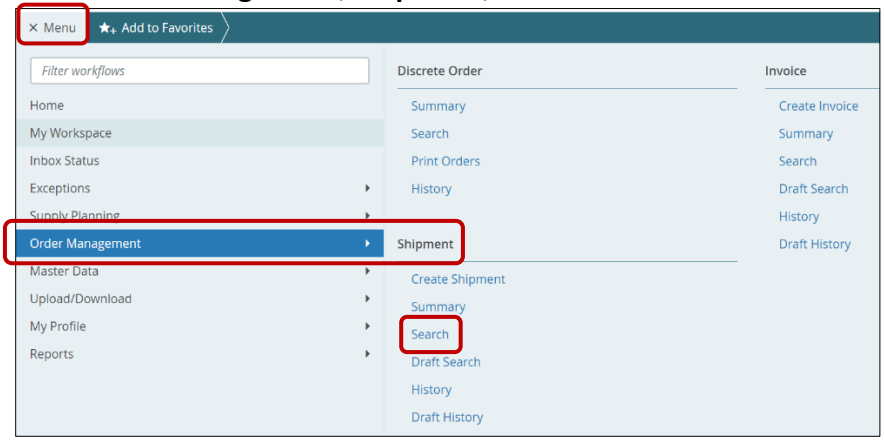
There are three options to locate a shipment in BSCP:

1. **Search:** Enter specific search criteria, such as **Shipment Number** or **Order Number**, and the search results are listed at the order line level.
2. **My Workspace:** The counts for Shipments are at the shipment line level, but the results on the list page from My Workspace are one row per shipment. Click into the shipment details to see all the shipment lines.
3. **Summary:** The counts for Shipments from the Summary page are at the shipment line level, and the results on the list page are also at the shipment line level.

Locate Single Shipment

To locate a single shipment:

1. Navigate to **Order Management**, **Shipment**, **Search**.



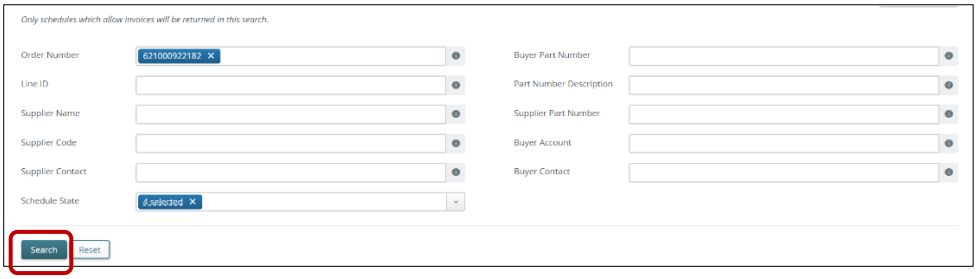
2. Enter your search criteria. Click **Search**.

NOTES:

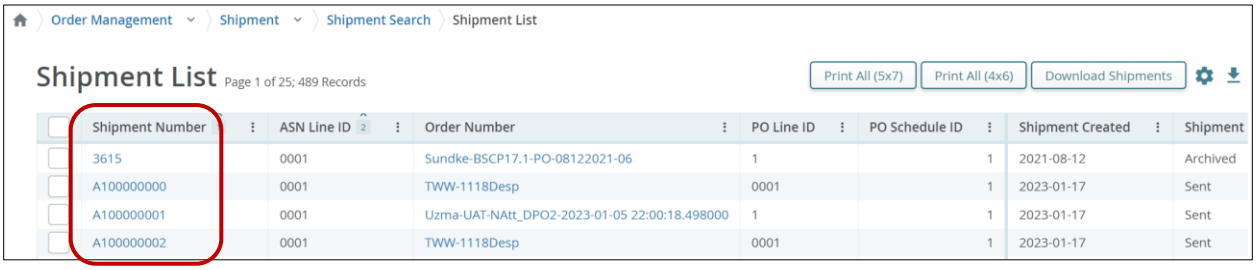
- Be sure to use asterisks for searching (*123*).
- You can search by Shipment Number, Order Number, Part Number, etc.

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- Use a comma with no spaces between multiple entries as an ***or*** statement. For example, **Buyer Part Number = *3*, *5*** will show all shipments with a 3 or a 5 in the part number.



3. Once the search results display on the **Shipment List** page, click the **Shipment Number** link to open a shipment and view the details.



Locate Multiple Shipments

To locate multiple shipments:

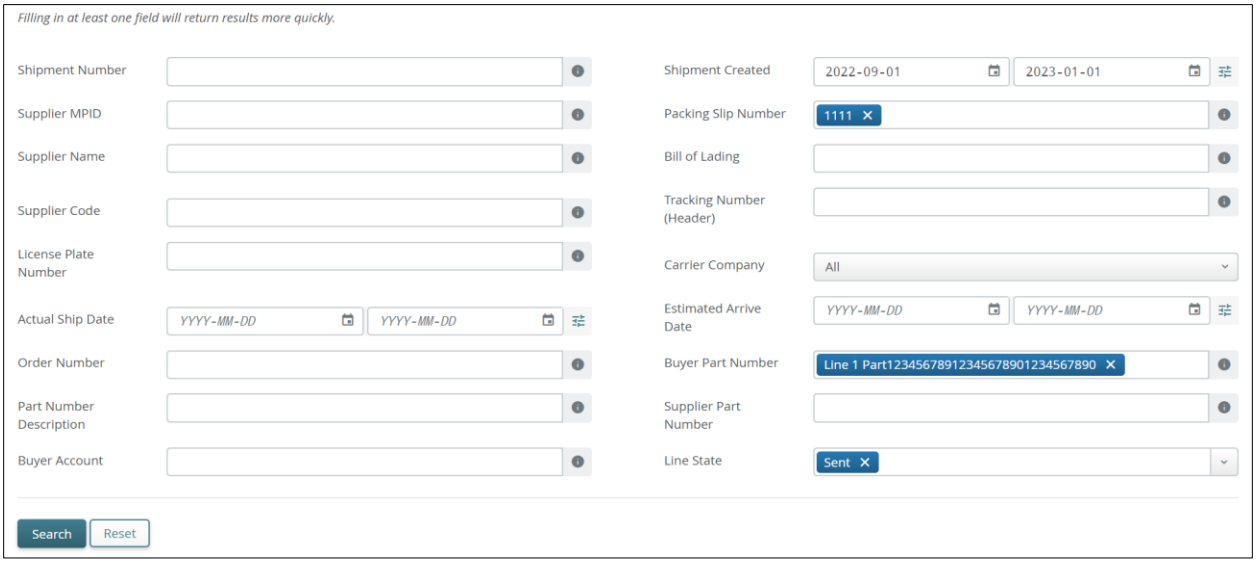
1. Navigate to **Order Management, Shipment, Search**.
2. Enter your search criteria. Click **Search**.

NOTE: The example below shows a few ways to locate sets of shipments with advanced search techniques:

- A date range of when the shipments were created, or all shipments expected to arrive today.
- Part of the packing slip numbers for multiple shipments.

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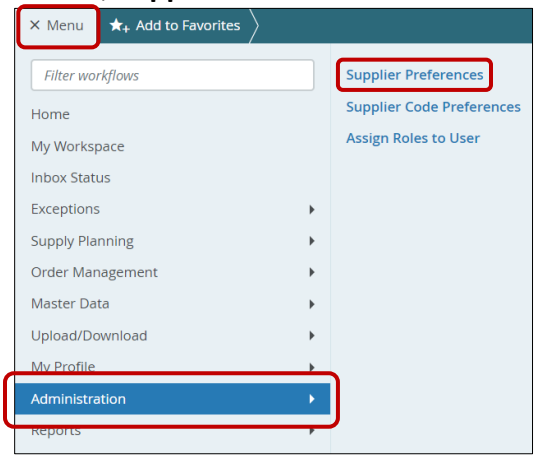
- All Sent shipments for a specific part number.



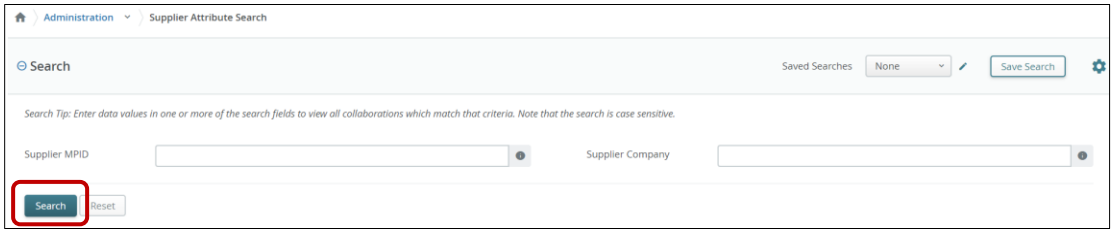
Set Default Values

A Supplier Admin (SAdmin) can set default values for several of the shipment data fields. This prepopulates in the shipment creation process, but a user can override. To set default values:

1. Navigate to **Administration**, **Supplier Preferences**.

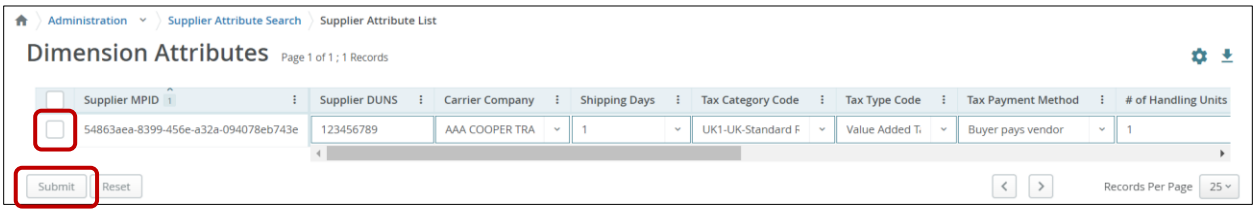


2. Click the **Search** button to list your account.



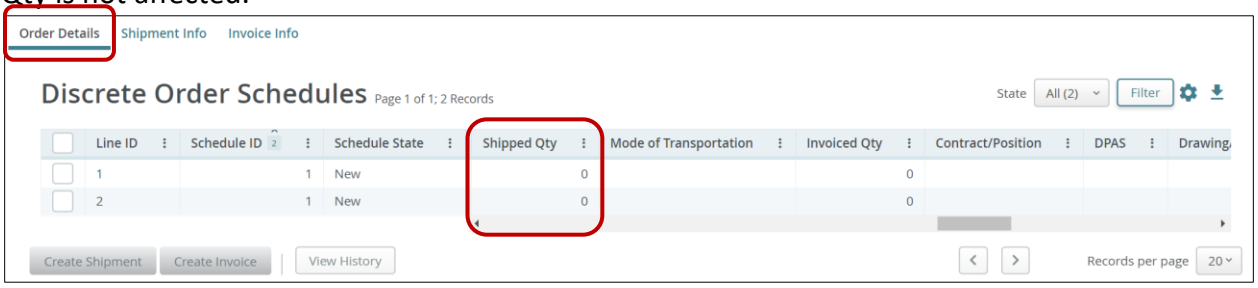
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3. Select the check box and enter values by scrolling to the right.
4. When finished, click **Submit.**

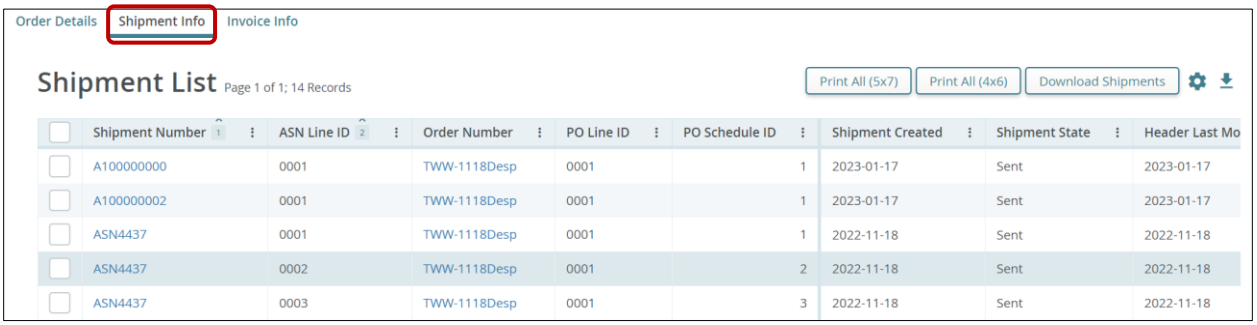


VIEW SHIPMENT WITHIN ORDER DETAILS

On the Order Details page, the Order Details tab shows the Shipped Qty for each schedule line. The quantity increases with each shipment created for that schedule line. If a shipment is cancelled, it is deducted from the quantity. If a shipment line is purged out of BSCP, Shipped Qty is not affected.



The Shipment Info tab shows shipment lines created against that order. By scrolling to the right, you can see some high-level information from the shipment, such as Carrier Company or Packing Slip Number. Click the Shipment Number to open the selected shipment in a separate window.



PRINT SHIPPING LABELS

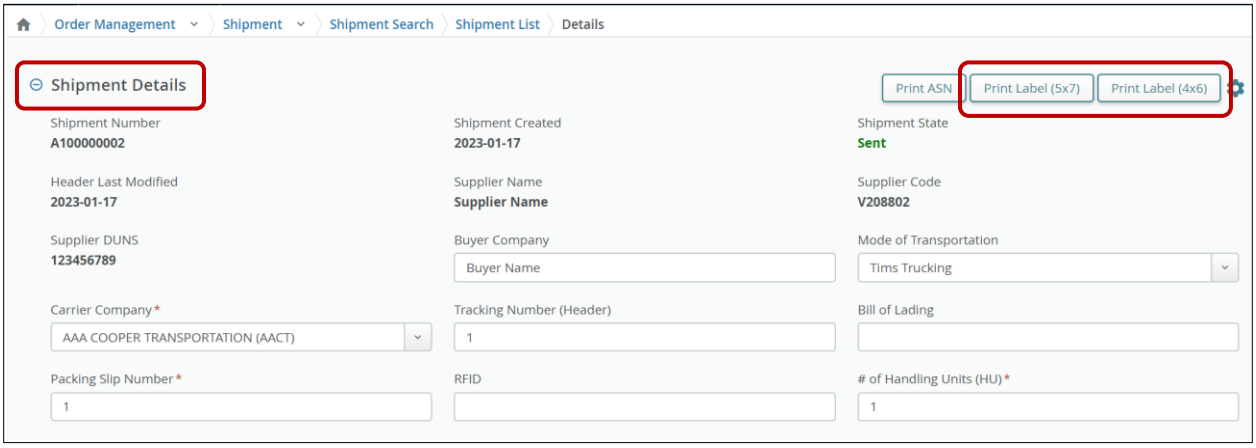
BSCP provides the ability to print a single label from a shipment, as well as print multiple labels at once, called Batch Printing. The following sections provides instructions on completing both processes.

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Print Label from Shipment

To print a single shipping label directly from a shipment:

1. Once you create an ASN, click the **Print Label (5x7)** or **Print Label (4x6)** button on the **Shipment Details** page.

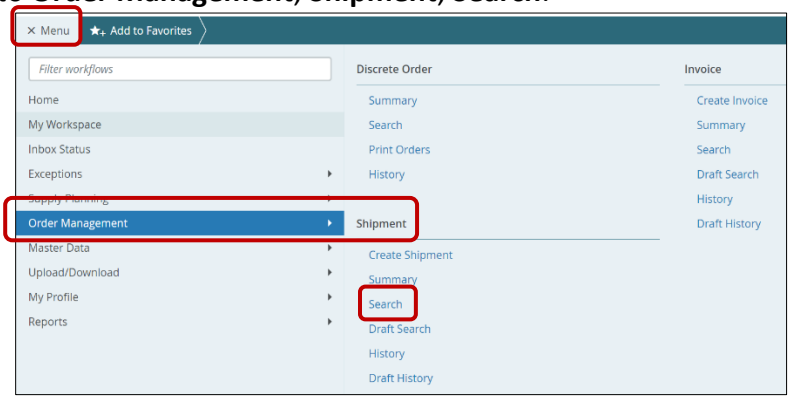


2. Depending on your browser, the file downloads to your local environment. Select to **Open** or **Save** the file.
3. Click the **Print** option.

Print Multiple Labels (batch printing)

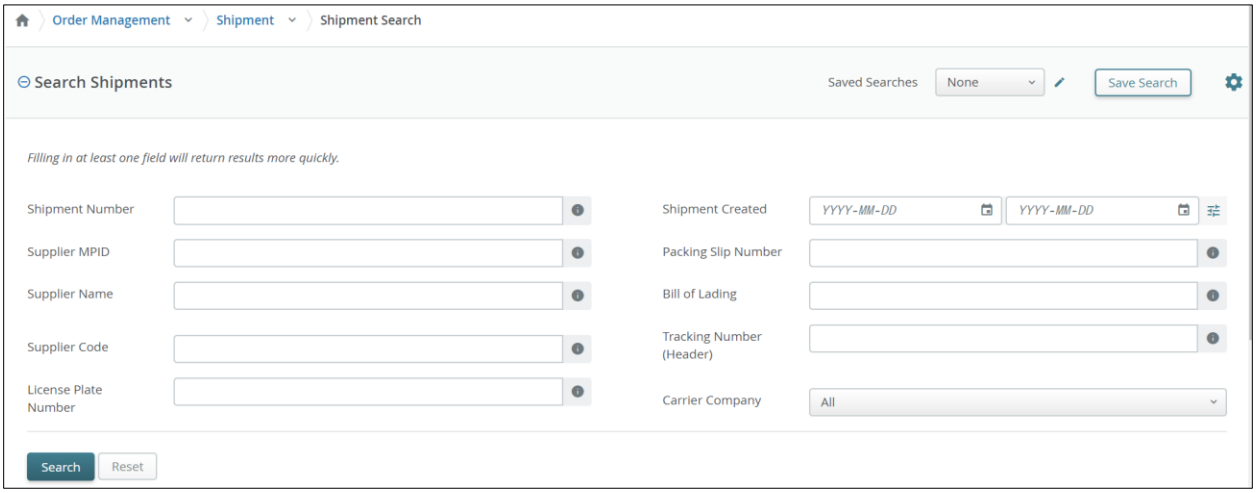
To print multiple shipping labels at once:

1. Navigate to **Order Management**, **Shipment**, **Search**.

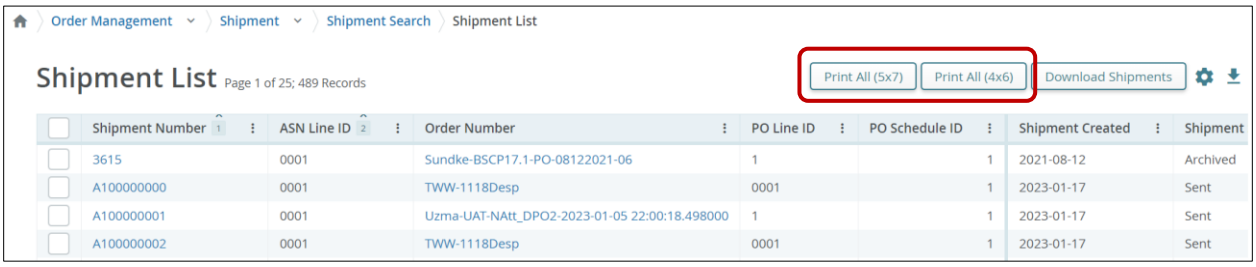


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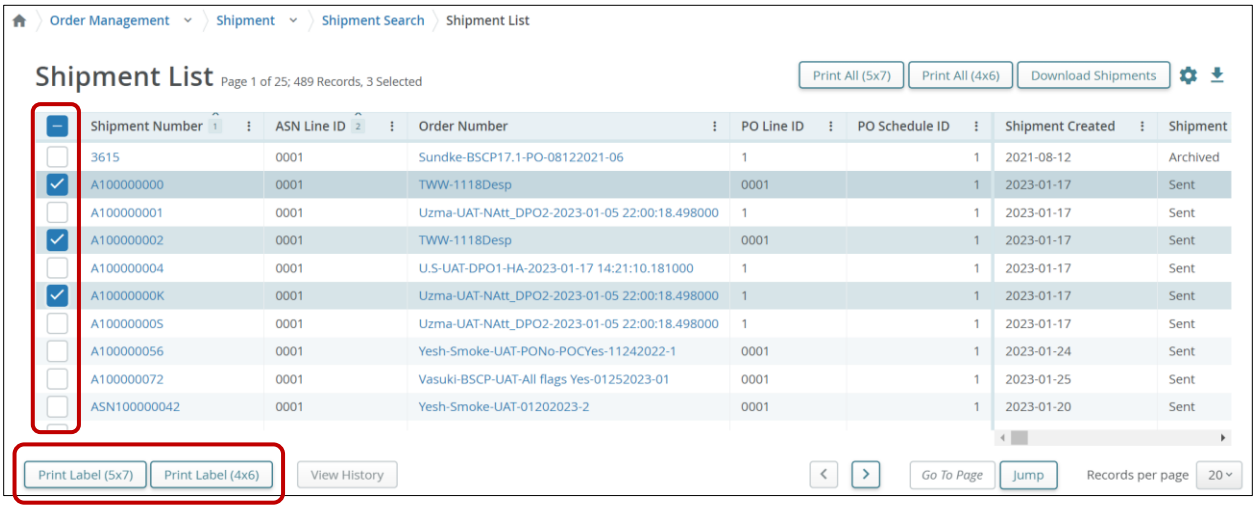
2. Enter search criteria. Click the **Search** button.



3. On the **Shipment List** page, click the **Print All (5x7)** or **Print All (4x6)** button to print labels for shipments listed on all pages.



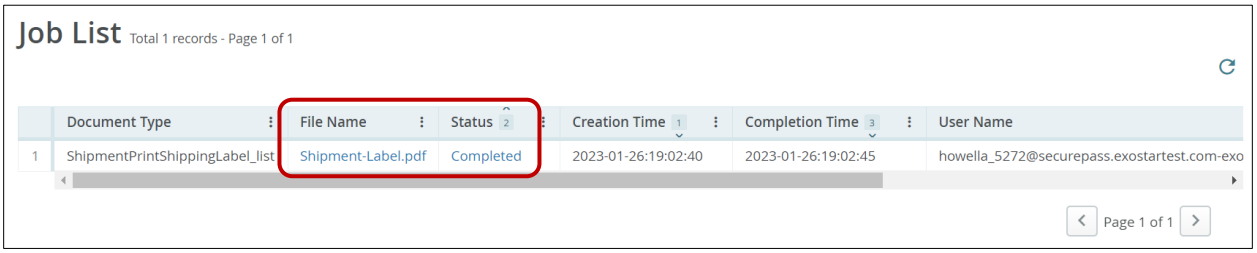
4. To print only some shipping labels, select the shipments (one page at a time), and click the **Print Label (5x7)** or **Print Label (4x6)** button at the bottom of the list page.



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NOTE: The number of copies of the label is twice as many as what was indicated as the Total Packages on the shipment (with two labels per printed page). You should place one label on the outside of the shipment, and the other label inside the container.

5. In the pop-up window, the **Status** will auto-refresh to **Completed**.
6. Click the **File Name** link. In the new pop-up window, select to **Open** or **Save** the file.



7. Select the **Print** option.

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