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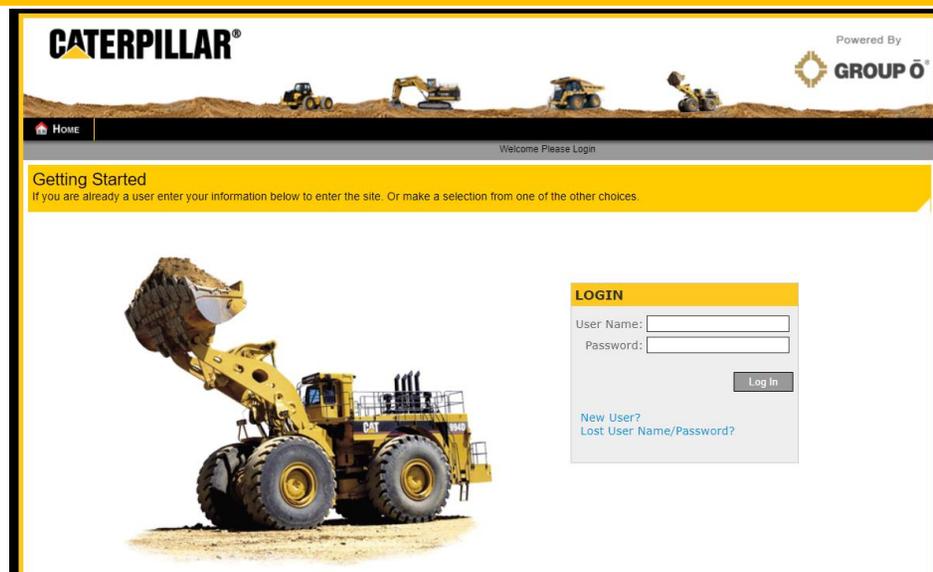
Last Updated 07.01.2020



CATERPILLAR® GROUP O® Web Portal Quick Guide

Login: <https://portal.groupo.com/Cat>

1. ENTER your 'User Name' and 'Password'
2. CLICK 'Log In'
3. CLICK 'Lost User Name/Password' if you forgot your User Name and/or Password

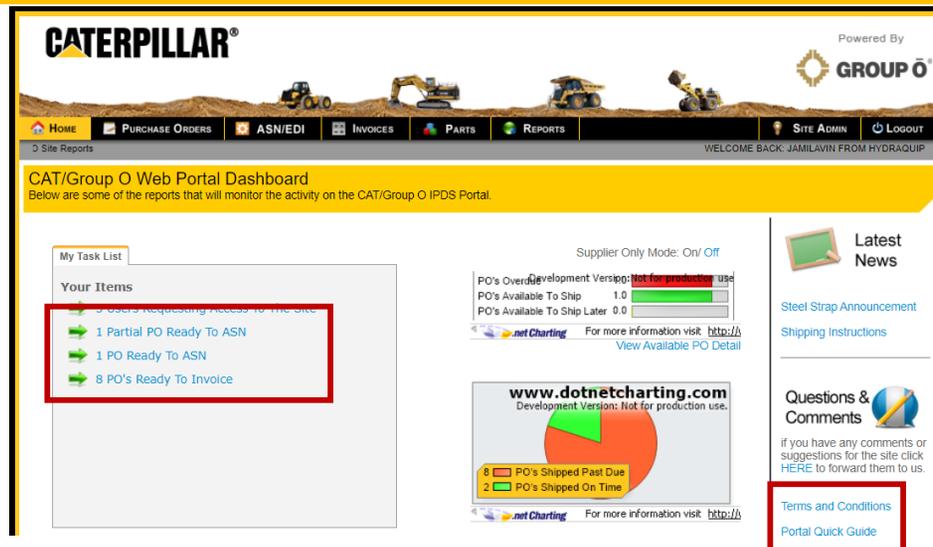


Your Home Dashboard

Your 'Home' tab will display a dashboard including the 'My Task List.' This will display a list of tasks that need to be completed. The clickable links may include the following options:

- PO's Not Acknowledged
- Partial PO's Ready to ASN
- PO's Ready to ASN
- PO's Ready to Invoice

For reference, there are links to the right for the 'Terms and Conditions' and 'Portal Quick Guide'



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How to Acknowledge Purchase Orders

1. Click the 'PO's not Acknowledged' link on your home page in the 'My Task List' section
2. CLICK the 'PO Number' link next to the PO you would like to acknowledge
3. REVIEW the Purchase Order Details and Special Instructions. Choose 'Request Change to PO' if price, ship date, etc. need to be changed prior to acknowledging. You will be contacted by our support team. Once correct, you can then acknowledge
4. CLICK the 'Acknowledge PO' link at the bottom of the page. CLICK the 'OK' button when asked if you are sure you want to acknowledge the PO and/or Special Instructions
5. REPEAT steps 2 through 4 until you have acknowledged all of your purchase orders

Unacknowledged	Acknowledged	Changed
0	2	0

Unacknowledged PO Listing **Acknowledged PO Listing** PO's Pending Change Listing

PO Number	Ship To Name	Customer PO Number	Order Date	Promised Ship Date
368	COMPANY LTD	DX000230	03/26/2015	
368	COMPANY LTD	DX000230	03/27/2015	

Group O Item No	Supplier Item No	Description	Required Ship Date	Promised Date	Qty	Qty to Receive	Unit	Unit Price	Total Price
 334-2739/01	319-057	CYLINDER GP 0102 0966	02/19/2018		25	0	Each	\$550.00000	\$13,750.00000

Special Instructions

Material 01: P39 PAINT RED

Definitions & CAT SP20 Requirements

You will be required to identify your shipment type when creating the Advanced Shipping Notice (ASN) to send your parts/items. To assist with this, please review the definitions below first:

- **Container:** what you are putting your loose parts in. Containers may be shipped on their own, or put on a pallet. **CAT requires an SP20 Single shipping label per container.** Examples of containers include:
 - Cardboard Box
 - Wood Crate
 - Envelope/Paper
 - Loose Rubber
 - Jumbo Stul Tote Box
- **Pallet:** what you are putting your parts and/or containers on. You may ship loose parts (not in a container) on a pallet, or put parts inside a container and then on a pallet. **CAT requires an SP20 Master shipping label per pallet.** Examples of pallets include:
 - Flat Wood Pallet (may hold any of the container types noted above)
 - Cardboard Box Pallet (a single box is physically attached to the pallet)
- **Packing List:** list identifying your shipment details including Ship From, Ship to, Packing List Reference Number, ASN/Bill of Lading, Carrier, Tracking Number, Shipment Date, Supplier Code, CAT PO Number, Item Number, Item Description, Quantity Shipped, Lift Type, Lift Weight, Country of Origin, Total Lifts, Total Weight. **CAT requires (1) Packing List per shipment**
- **Lift:** CAT term, referring to either Container or Pallet. This will be displayed on the Packing List.
- **Advanced Shipping Notice (ASN):** EDI document including similar details as noted on the Packing List. This is transmitted to CAT via the Portal to alert them that your shipment is coming. **CAT requires (1) ASN per shipment**

How to Start Generating Your ASN Shipping Documents

1. CLICK the 'PO's Ready To ASN' link OR the 'Partial PO's Ready To ASN' link on your Home tab within the 'My Task List' section
2. CLICK the 'Create ASN' link for the purchase order you are ready to ship

NOTE: You must ASN only one purchase order at a time. If you do not see the 'Create ASN' link, it may be too early to ship the order. Please do not ship. Please contact your Group O representative for assistance.

3. CLICK the link below that best describes your shipment type. If you are unsure of your shipment type, please CLICK [here](#) to review the definitions on the previous page.

PO's Ready To ASN **Partial PO's Ready To ASN** **PO's With ASN Complete**

1	0	10
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If you do not see your PO, please hold shipment and contact Group O.

PO's Ready To ASN Partial PO's Ready To ASN PO's With ASN Complete

	PO Number	Supplier Name	Order Date	Earliest Ship Date	Requested Ship Date	Customer PO Number	Qty	Tracking Number
Create ASN	484683		04/30/20	04/29/20	5/4/2020	65898656	1200	

- **Option 1:** I am shipping container(s), and I am not putting them on a pallet(s)
Reminder, containers types include: cardboard boxes, wood crates, envelopes/paper, loose rubbers or jumbo stull tote boxes.
- **Option 2:** I am shipping container(s), and I am putting them on a flat wood pallet(s)
- **Option 3:** I am shipping using a cardboard box pallet(s) – i.e. single box(es) physically attached to each pallet
- **Option 4:** I am not shipping containers. I am shipping a loose part(s) on a pallet(s)

How to Finish Generating Your ASN Shipping Documents: Option 1

Reminder: For Option 1, you are shipping container(s), and you are not putting them on a pallet(s)

- ENTER the required information for the shipment header:
 - PO Date = Leave as is
 - Gross Weight = Total weight of all containers
 - Truck Line = Choose from the drop down list
 - Tracking Number = Carrier tracking number
 - Total Number of Pallets = '0'
 - Pallet Type = Leave as 'No Pallet'
 - Total Number of Containers = Total number of containers in **this** shipment
 - Container Type = Choose from the drop down list
 - Ship Date = Must be the day the ASN is created and order is shipped. Cannot be a future date
 - Arrival Date = Estimated arrival date
 - Special Instructions = Check the box to acknowledge special notes, if applicable
- CLICK 'Next' to save your shipment header and continue to container information.

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HOME PURCHASE ORDERS **ASN/EDI** INVOICES PARTS REPORTS

ASN/EDI Header ***** How is your On Time Delivery Check the Home Page ***

Header Information For Shipment
Please enter the shipment information and "Save Header". Then click on Next to complete container details.

Must add Non-Zero Pallet Count before selecting Pallet Type

PO Date: 5/4/2020
 Gross Weight (LB): 100
 Truck Line: Adams Express
 Tracking Number: 012345678910
 Total Number of Pallets: 0
 Pallet Type: No Pallet
 Total Number of Containers: 1
 Container Type(s): Jumbo Stul Tote Box
 Ship Date: 05/04/2020
 Arrival Date: 05/05/2020

Back | Save | Next | Delete

Special Instructions
no special instructions.

*Acknowledgement of Special Instructions

NOTE: In the example above, the supplier is shipping QTY (1) 'Jumbo Stul Tote Box' container, not on a pallet

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How to Finish Generating Your ASN Shipping Documents: Option 1 - continued

Reminder: For Option 1, you are shipping container(s), and you are not putting them on a pallet(s)

3. ENTER the total number of parts in your first container in the 'Part Quantity' field
4. CLICK 'Add' if you have additional container(s) in your shipment
5. REPEAT Steps 3 & 4 until you've added all as many containers as you specified in Step 1 (on the previous page)
6. CLICK the 'Save' button once all containers have been added
7. A window will pop up letting you know you successfully saved your shipment. CLICK 'Yes'
8. Another window will pop up stating the ASN was successful. CLICK 'Ok'

NOTE: in this example, the supplier is shipping QTY (600) parts in the first container, and QTY (600) parts in the second container

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HOME PURCHASE ORDERS **ASN/EDI** INVOICES PARTS REPORTS SITE ADMIN LOGOUT

Container Information For Purchase Order 484683
Please enter the container information for the shipment and "Save".

Packing List Number: 44312 Country Of Origin: US
Customer PO Number: 65898656
PO Number: 484683
Quantity Shipped: 0

Group O Item #	Vendor Item #	Quantity
432-8136/02	AHC-2132	1,200

Hold shipment(s) until you receive the CAT compliant pack slip and barcode labels from the web portal. Please contact Group O for assistance, if necessary.

Pallet: No Pallet
Container: 2186838
Part: 432-8136/02
Part Quantity: 600

Pallet: No Pallet
Container: 2186839
Part: 432-8136/02
Part Quantity: 600

Add Clear All Save

Container Updated

You have successfully updated this shipment.
Would you like to create the ASN/Packing Slip now?

Yes No

Save Complete

ASN Created Successfully

Ok

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How to Finish Generating Your ASN Shipping Documents: Option 1 - continued

Reminder: For Option 1, you are shipping container(s), and you are not putting them on a pallet(s)

9. PRINT the bar-coded **Single shipping labels and Packing List** that are automatically emailed to you.
10. ATTACH the Single labels to the front and side of each container. Make sure you are putting the correct label on each container if they have different quantities. Note, the labels and Packing List are PDF files and do not require any special software for printing

Example: Below is a Single shipping label for QTY (1) container (a jumbo stul tote box) with QTY (25) parts in it, and the corresponding Packing List. Notice the PKG ID-UNIT matches the Lift ID on the Packing List

FROM GROUP Ō Supply Chain Solutions 2940 Airport Blvd Fka Engineered Products Waterloo, IA 50703-9627	TO Caterpillar, Inc. Drop Ship C/O Mw Usccd - Neovia (Fac Is) 3930 Cedar Creek Drive Joliet, IL 60436 92-WW	
PART # CUST (P) 363-0591 		COUNTRY OF ORIGIN US
P.O. # (K) 5463212 		EC # 00
QUANTITY (Q) 25 		
SPLR CODE (V) D5127B9 	LOT # SPLR SLED	
PKG ID-UNIT (3S) CN2186817 		

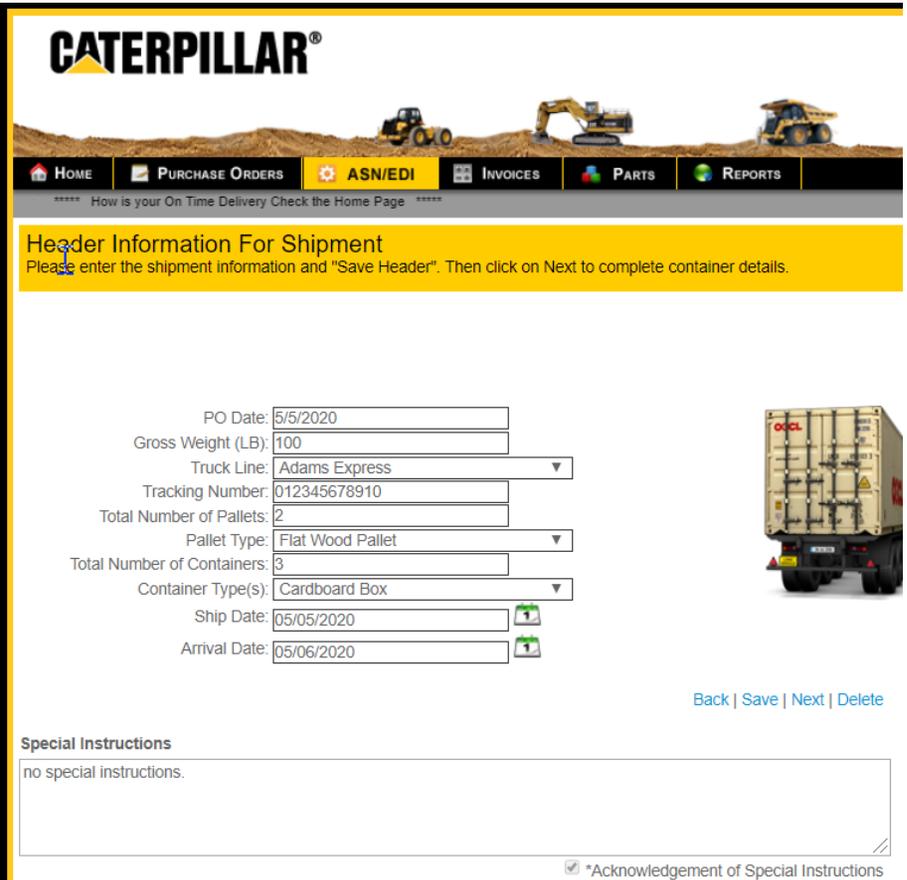
Ship From: GROUP Ō Supply Chain Solutions 2940 Airport Blvd Fka Engineered Products Waterloo, IA 50703-9627 US	PACKING LIST
Ship To: Caterpillar, Inc. Drop Ship C/O Mw Usccd - Neovia (Fac Is) 3930 Cedar Creek Drive Joliet, IL 60436 US	
Packing List Reference No: 44307 ASN/Bill of Lading No: S41170 Ship Via: Rapid Response Tracking No: 0123456789103 Shipment Date: 04/30/20 Dock Code: DT92WW Supplier Code: D5127B9	Total PO Quantity: 25 Total Shipped: 25 Total Backordered: 0

Lift Type	Lift Id (SSCC)		Qty Shipped	Unit	Item Description	Lift Weight	COO
Caterpillar PO No.	Supplier Item No.	Item No. (EC No.)					
Jumbo Stul Tote Box	CN2186817	363-0591/00	25	Each	INDICATOR AS AIR	37	US
5463212	195333-39620						
Total Lifts: 1			Total Weight: 37				

How to Finish Generating Your ASN Shipping Documents: Option 2

Reminder: For Option 2, you are shipping container(s), and you are putting them on a flat wood pallet(s)

- ENTER the required information for the shipment header:
 - PO Date = Leave as is
 - Gross Weight = Total weight of all containers and pallets combined
 - Truck Line = Choose from the drop down list
 - Tracking Number = Carrier tracking number
 - Total Number of Pallets = Must be > 0
 - Pallet Type = 'Flat Wood Pallet'
 - Total Number of Containers = Total number of containers in **this** shipment
 - Container Type = Choose from the drop down list
 - Ship Date = Must be the day the ASN is created and order is shipped. Cannot be a future date
 - Arrival Date = Estimated arrival date
 - Special Instructions = Check the box to acknowledge special notes, if applicable
- CLICK 'Next' to save your shipment header and continue to container information.



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***** How is your On Time Delivery Check the Home Page *****

Header Information For Shipment

Please enter the shipment information and "Save Header". Then click on Next to complete container details.

PO Date: 5/5/2020
Gross Weight (LB): 100
Truck Line: Adams Express
Tracking Number: 012345678910
Total Number of Pallets: 2
Pallet Type: Flat Wood Pallet
Total Number of Containers: 3
Container Type(s): Cardboard Box
Ship Date: 05/05/2020
Arrival Date: 05/06/2020

Back | Save | Next | Delete

Special Instructions
no special instructions.

*Acknowledgement of Special Instructions

NOTE: In the example above, the supplier is shipping QTY (3) 'Cardboard Box' containers on QTY (2) pallets

How to Finish Generating Your ASN Shipping Documents: Option 2 - continued

Reminder: For Option 2, you are shipping container(s), and you are putting them on a flat wood pallet(s)

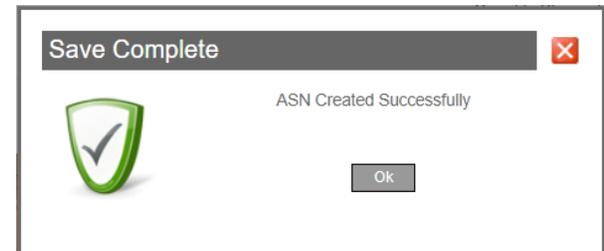
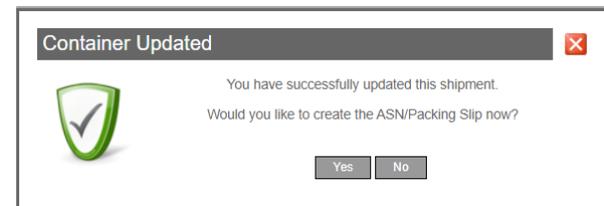
3. ENTER the total number of parts in your first container in the 'Part Quantity' field. Note, this container will be on Pallet 1
4. CLICK 'Add' if you have additional container(s) going on Pallet 1
5. REPEAT Steps 3 & 4 until you've added all the containers you need for Pallet 1
6. Click 'Add' if you have additional pallet(s) in your shipment
7. UPDATE the 'Pallet' dropdown to select the next pallet in your shipment
8. ENTER the total number of parts within the container in the 'Part Quantity' field. Note, this container will be on Pallet 2
9. CLICK 'Add' if you have additional container(s) going on Pallet 2
10. REPEAT Steps 8 & 9 until you've added all the containers you need for Pallet 2
11. Click 'Add' if you have additional pallet(s) in your shipment
12. REPEAT Steps 7 through 9 as needed
13. CLICK the 'Save' button once all containers and pallets have been added
14. A window will pop up letting you know you successfully saved your shipment. CLICK 'Yes'
15. Another window will pop up stating the ASN was successful. CLICK 'Ok'



Pallet: 1 of 2 ▾
 Container: 2186840 ▾
 Part: 432-8136/02 ▾
 Part Quantity: 100

Pallet: 1 of 2 ▾
 Container: 2186841 ▾
 Part: 432-8136/02 ▾
 Part Quantity: 100

Pallet: 2 of 2 ▾
 Container: 2186842 ▾
 Part: 432-8136/02 ▾
 Part Quantity: 100



NOTE: in this example, the supplier is shipping QTY (2) containers on Pallet 1, with QTY (100) parts in each container. They are shipping QTY (1) container on Pallet 2, with QTY (100) parts in that container

How to Finish Generating Your ASN Shipping Documents: Option 2 - continued

Reminder: For Option 2, you are shipping container(s), and you are putting them on a flat wood pallet(s)

16. PRINT the bar-coded **Single and Master shipping labels and Packing List** that are automatically emailed to you
17. ATTACH the Single labels to the front and side of each container. Make sure you are putting the correct label on each container if they have different quantities.
18. ATTACH the Master labels to each pallet. Make sure you are putting the correct label on the pallet if they have different quantities. Note, the labels and Packing List are PDF files and do not require any special software for printing

Example: Below are Master labels for QTY (2) pallets and Single labels for QTY (3) containers. Pallet 1 has QTY (2) containers on it (cardboard boxes) with QTY (100) parts in each container. Pallet 2 has QTY (1) container on it (cardboard box) with QTY (100) parts on it. See next page for corresponding Packing List

Pallet 1 Master label & Single labels for each container on the pallet

FROM	TO	MASTER LABEL	FROM	TO	FROM	TO
GROUP 0 Supply Chain Solutions P O Box 4493 Houston, TX 77228	CATERPILLAR ENGINE SYSTEMS INC 13884 H Park Rd P O Box 748 Houston, TX 77228		GROUP 0 Supply Chain Solutions P O Box 4493 Houston, TX 77228	CATERPILLAR ENGINE SYSTEMS INC 13884 H Park Rd P O Box 748 Houston, TX 77228	GROUP 0 Supply Chain Solutions P O Box 4493 Houston, TX 77228	CATERPILLAR ENGINE SYSTEMS INC 13884 H Park Rd P O Box 748 Houston, TX 77228
PART # CUST (P) 432-8136	COUNTRY OF ORIGIN US		PART # CUST (P) 432-8136	COUNTRY OF ORIGIN US	PART # CUST (P) 432-8136	COUNTRY OF ORIGIN US
P.O. # (K) 65898656	EC # 02		P.O. # (K) 65898656	EC # 02	P.O. # (K) 65898656	EC # 02
QUANTITY (Q) 200			QUANTITY (Q) 100		QUANTITY (Q) 100	
SPLR CODE (V) D512789	LOT # SPLR SLED		SPLR CODE (V) D512789	LOT # SPLR SLED	SPLR CODE (V) D512789	LOT # SPLR SLED
PKG ID-MASTER (4S) 541176-01			PKG ID-UNIT (3S) CN2186840		PKG ID-UNIT (3S) CN2186841	

Pallet 2 Master label & Single label for the container on the pallet

FROM	TO	MASTER LABEL	FROM	TO
GROUP 0 Supply Chain Solutions P O Box 4493 Houston, TX 77228	CATERPILLAR ENGINE SYSTEMS INC 13884 H Park Rd P O Box 748 Houston, TX 77228		GROUP 0 Supply Chain Solutions P O Box 4493 Houston, TX 77228	CATERPILLAR ENGINE SYSTEMS INC 13884 H Park Rd P O Box 748 Houston, TX 77228
PART # CUST (P) 432-8136	COUNTRY OF ORIGIN US		PART # CUST (P) 432-8136	COUNTRY OF ORIGIN US
P.O. # (K) 65898656	EC # 02		P.O. # (K) 65898656	EC # 02
QUANTITY (Q) 100			QUANTITY (Q) 100	
SPLR CODE (V) D512789	LOT # SPLR SLED		SPLR CODE (V) D512789	LOT # SPLR SLED
PKG ID-MASTER (4S) 541176-02			PKG ID-UNIT (3S) CN2186842	

How to Finish Generating Your ASN Shipping Documents: Option 2 - continued

Reminder: For Option 2, you are shipping container(s), and you are putting them on a flat wood pallet(s)

Example: Below is the Packing List associated with the example from the previous page. The shipment included QTY (2) pallets and QTY (3) containers. Pallet 1 has QTY (2) containers on it (cardboard boxes) with QTY (100) parts in each container, for a total of QTY (200) parts. Pallet 2 has QTY (1) container on it (cardboard box) with QTY (100) parts on it

Ship From:
 GROUP O Supply Chain Solutions
 P O Box 4493
 Houston, TX 77210
 US

PACKING LIST

Ship To:
 Caterpillar Engine Systems Inc
 1300 4 H Park Rd
 Po Box 740
 Pontiac, IL 61764
 US

Packing List Reference No: 44313
 ASN/Bill of Lading No: S41176
 Ship Via: Adams Express
 Tracking No: 012345678910
 Shipment Date: 05/05/20
 Dock Code: 29PONT
 Supplier Code: D5127B9

Total PO Quantity: 1200
 Total Shipped: 300
 Total Backordered: 896

Lift Type	Lift Id (SSCC)						Lift Weight
Caterpillar PO No.	Supplier Item No.	Item No. (EC No.)	Qty Shipped	Unit	Item Description		COO
Flat Wood Pallet	S41176-01					67	
65898056	AHC-2132	432-8136/02	200	Each	STRAINER		US
Flat Wood Pallet	S41176-02					33	
65898056	AHC-2132	432-8136/02	100	Each	STRAINER		US

Total Lifts: 2 Total Weight: 100

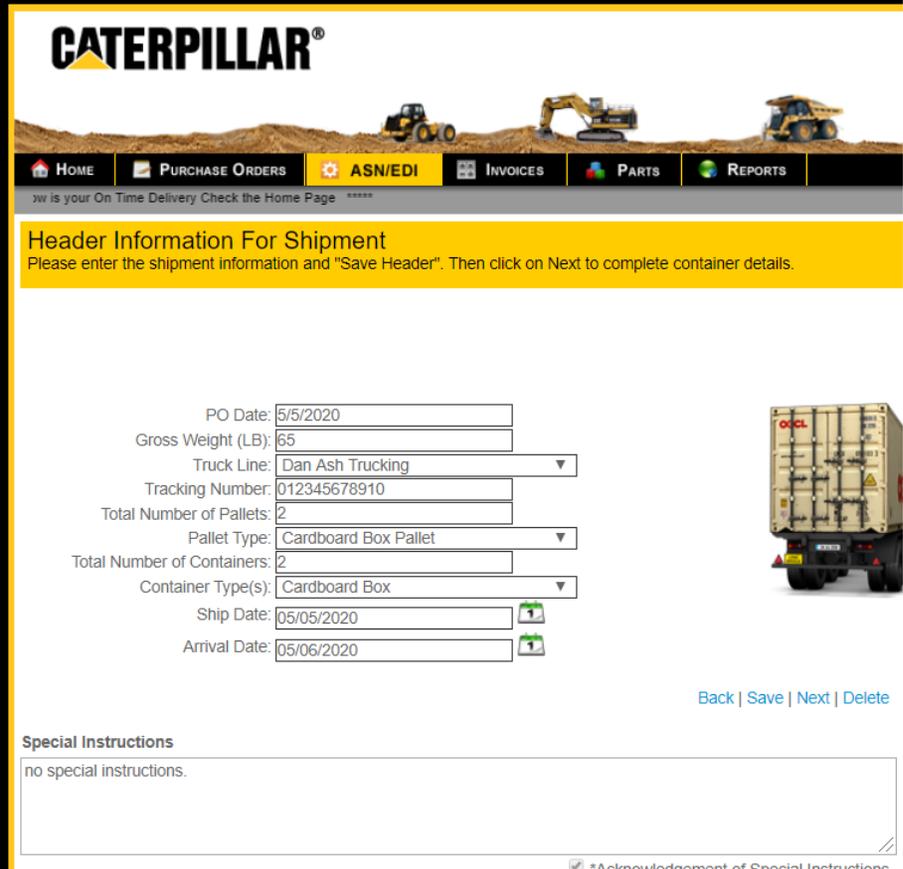
Notice the Packing List only shows line items for the pallets in this case. Lift Type is 'Flat Wood Pallet'

Also, the Lift ID matches the PKG ID-MASTER from the Master labels on the previous page

How to Finish Generating Your ASN Shipping Documents: Option 3

Reminder: For Option 3, you are shipping using a cardboard box pallet(s) – i.e. single box(es) physically attached to each pallet

1. ENTER the required information for the shipment header:
 - PO Date = Leave as is
 - Gross Weight = Total weight of cardboard box pallet(s) in this shipment
 - Truck Line = Choose from the drop down list
 - Tracking Number = Carrier tracking number
 - Total Number of Pallets = Must be > 0
 - Pallet Type = 'Cardboard Box Pallet'
 - Total Number of Containers = Leave as is. This will default to match the Total Number of Pallets
 - Container Type = Leave as is. This will default to 'Cardboard Box'
 - Ship Date = Must be the day the ASN is created and order is shipped. Cannot be a future date
 - Arrival Date = Estimated arrival date
 - Special Instructions = Check the box to acknowledge special notes, if applicable
2. CLICK 'Next' to save your shipment header and continue to container information.



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HOME PURCHASE ORDERS **ASN/EDI** INVOICES PARTS REPORTS

» Is your On Time Delivery Check the Home Page *****

Header Information For Shipment

Please enter the shipment information and "Save Header". Then click on Next to complete container details.

PO Date: 5/5/2020
Gross Weight (LB): 65
Truck Line: Dan Ash Trucking
Tracking Number: 012345678910
Total Number of Pallets: 2
Pallet Type: Cardboard Box Pallet
Total Number of Containers: 2
Container Type(s): Cardboard Box
Ship Date: 05/05/2020
Arrival Date: 05/06/2020

Back | Save | Next | Delete

Special Instructions
no special instructions.

*Acknowledgement of Special Instructions

NOTE: In the example above, the supplier is shipping QTY (2) 'Cardboard Box Pallets'

How to Finish Generating ASN Your Shipping Documents: Option 3 - continued

Reminder: For Option 3, you are shipping using a cardboard box pallet(s) – i.e. single box(es) physically attached to each pallet



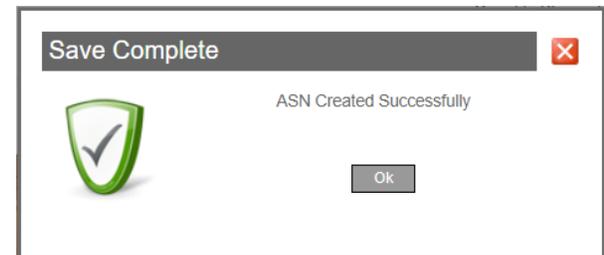
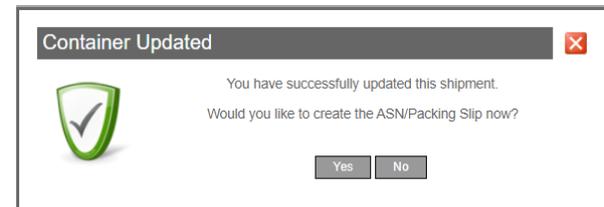
3. ENTER the total number of parts within your first Cardboard Box Pallet in the 'Part Quantity' field. This is Pallet 1
4. Click 'Add' if you have additional Cardboard Box Pallet(s) in your shipment
5. UPDATE the 'Pallet' dropdown to select the next pallet in your shipment
6. ENTER the total number of parts within your next Cardboard Box Pallet in the 'Part Quantity' field. This is Pallet 2
7. Click 'Add' if you have additional Cardboard Box Pallet(s) in your shipment
8. REPEAT Steps 5 through 7 as needed
9. CLICK the 'Save' button once all containers and pallets have been added
10. A window will pop up letting you know you successfully saved your shipment. CLICK 'Yes'
11. Another window will pop up stating the ASN was successful. CLICK 'Ok'

NOTE: in this example, the supplier is shipping QTY (50) parts in Cardboard Box Pallet 1, and QTY (50) parts in Cardboard Box Pallet 2

Pallet: 1 of 2 ▾
Container: 2186843 ▾
Part: 432-8136/02 ▾
Part Quantity: 50

Pallet: 2 of 2 ▾
Container: 2186844 ▾
Part: 432-8136/02 ▾
Part Quantity: 50

Add Clear All **Save**



How to Finish Generating Your ASN Shipping Documents: Option 3 - continued

Reminder: For Option 3, you are shipping using a cardboard box pallet(s) – i.e. single box(es) physically attached to each pallet

12. PRINT the bar-coded **Single and Master shipping labels and Packing List** that are automatically emailed to you
13. ATTACH the Single labels to the front and side of each cardboard box container. Make sure you are putting the correct label on each container if they have different quantities.
14. ATTACH the Master labels to each pallet as well. Make sure you are putting the correct label on the pallet if they have different quantities. Note, the labels and Packing List are PDF files and do not require any special software for printing

Example: Below are Master labels for QTY (2) pallets and Single labels for QTY (2) containers. Cardboard Box Pallet 1 has QTY (50) parts in it. Cardboard Box Pallet 2 has QTY (50) parts on it. See next page for corresponding Packing List

Cardboard Box Pallet 1 Master label & Single label			
FROM GROUP 0 Supply Chain Solutions P O Box 4493 Houston, TX 77218	TO CATERPILLAR ENGINE SYSTEMS INC 1300 4 H Park Rd P O Box 740 Houston, TX 77218 29PONT	MASTER LABEL	
PART # CUST (P) 432-8136 		COUNTRY OF ORIGIN US	
P.O. # (K) 65898656 		EC # 02	
QUANTITY (Q) 50 			
SPLR CODE (V) D512789 	LOT # SPLR SLED		
PKG ID-MASTER (4S) S41177-01 			

Cardboard Box Pallet 2 Master label & Single label			
FROM GROUP 0 Supply Chain Solutions P O Box 4493 Houston, TX 77218	TO CATERPILLAR ENGINE SYSTEMS INC 1300 4 H Park Rd P O Box 740 Houston, TX 77218 29PONT	MASTER LABEL	
PART # CUST (P) 432-8136 		COUNTRY OF ORIGIN US	
P.O. # (K) 65898656 		EC # 02	
QUANTITY (Q) 50 			
SPLR CODE (V) D512789 	LOT # SPLR SLED		
PKG ID-MASTER (4S) S41177-02 			

How to Finish Generating Your ASN Shipping Documents: Option 3 - continued

Reminder: For Option 3, you are shipping using a cardboard box pallet(s) – i.e. single box(es) physically attached to each pallet

Example: Below is the Packing List associated with the example from the previous page. The shipment included QTY (2) Cardboard Box Pallets and QTY (50) parts in each, for a total of QTY (100) parts shipped

Ship From:
 GROUP O Supply Chain Solutions
 P O Box 4493
 Houston, TX 77210
 US

PACKING LIST

Ship To:
 Caterpillar Engine Systems Inc
 1300 4 H Park Rd
 Po Box 740
 Pontiac, IL 61764
 US

Packing List Reference No: 44314
 ASN/Bill of Lading No: S41177
 Ship Via: Dan Ash Trucking
 Tracking No: 012345678910
 Shipment Date: 05/05/20
 Dock Code: 29PONT
 Supplier Code: D5127B9

Total PO Quantity: 1200
 Total Shipped: 100
 Total Backordered: 796

Lift Type		Lift Id (SSCC)					Lift Weight
Caterpillar PO No.	Supplier Item No.	Item No. (EC No.)	Qty Shipped	Unit	Item Description		COO
Cardboard Box Pallet	S41177-01					32	
65898656	AHC-2132	432-8136/02	50	Each	STRAINER		US
Cardboard Box Pallet	S41177-02					33	
65898656	AHC-2132	432-8136/02	50	Each	STRAINER		US

Total Lifts: 2 Total Weight: 65

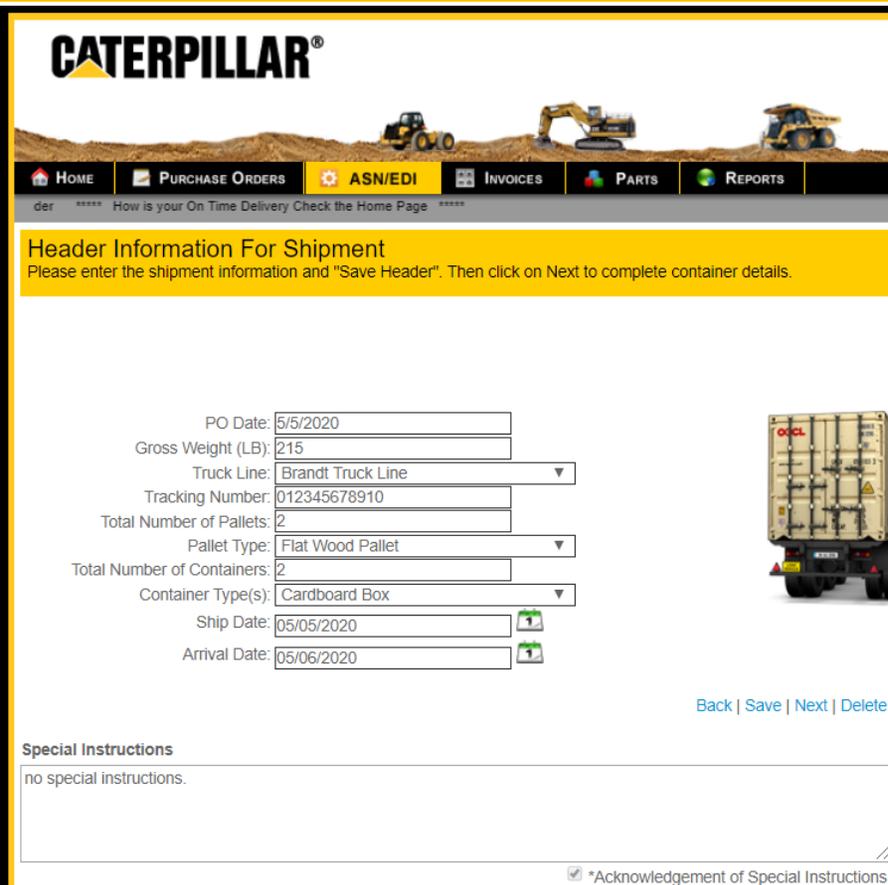
Notice the Packing List only shows line items for the pallets in this case. Lift Type is 'Cardboard Box Pallet'

Also, the Lift ID matches the PKG ID-MASTER from the Master labels on the previous page

How to Finish Generating Your ASN Shipping Documents: Option 4

Reminder: For Option 4, you are not shipping containers. You are shipping a loose part(s) on a pallet(s)

1. ENTER the required information for the shipment header:
 - PO Date = Leave as is
 - Gross Weight = Total weight of all parts and pallets in this shipment
 - Truck Line = Choose from the drop down list
 - Tracking Number = Carrier tracking number
 - Total Number of Pallets = Must be > 0
 - Pallet Type = 'Flat Wood Pallet'
 - Total Number of Containers = Enter the same # you put for the Total Number of Pallets
 - Container Type = Since 'loose parts' is not a Container Type, choose 'Cardboard Box' from the drop down list
 - Ship Date = Must be the day the ASN is created and order is shipped. Cannot be a future date
 - Arrival Date = Estimated arrival date
 - Special Instructions = Check the box to acknowledge special notes, if applicable
2. CLICK 'Next' to save your shipment header and continue to container information.



CATERPILLAR®

der ***** How is your On Time Delivery Check the Home Page *****

Header Information For Shipment

Please enter the shipment information and "Save Header". Then click on Next to complete container details.

PO Date: 5/5/2020
Gross Weight (LB): 215
Truck Line: Brandt Truck Line
Tracking Number: 012345678910
Total Number of Pallets: 2
Pallet Type: Flat Wood Pallet
Total Number of Containers: 2
Container Type(s): Cardboard Box
Ship Date: 05/05/2020
Arrival Date: 05/06/2020

[Back](#) | [Save](#) | [Next](#) | [Delete](#)

Special Instructions
no special instructions.

*Acknowledgement of Special Instructions

NOTE: In the example above, the supplier is shipping QTY (2) pallets with loose parts on each pallet. They are not putting the parts within containers on the pallets

How to Finish Generating Your ASN Shipping Documents: Option 4 - continued

Reminder: For Option 4, you are not shipping containers. You are shipping a loose part(s) on a pallet(s)

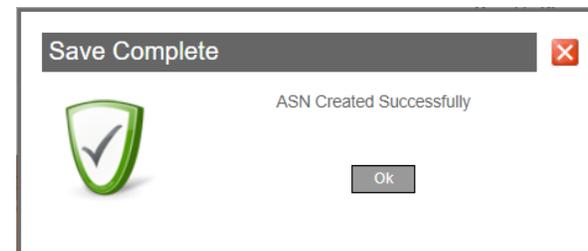
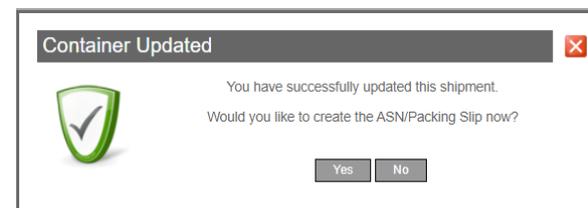
- ENTER the total number of loose parts on your first pallet in the 'Part Quantity' field. This is Pallet 1
- Click 'Add' if you have additional pallet(s) in your shipment
- UPDATE the 'Pallet' dropdown to select the next pallet in your shipment
- ENTER the total number of parts within your next pallet in the 'Part Quantity' field. This is Pallet 2
- Click 'Add' if you have additional pallet(s) in your shipment
- REPEAT Steps 5 through 7 as needed
- CLICK the 'Save' button once all containers and pallets have been added
- A window will pop up letting you know you successfully saved your shipment. CLICK 'Yes'
- Another window will pop up stating the ASN was successful. CLICK 'Ok'

NOTE: in this example, the supplier is shipping QTY (3) loose parts on Pallet 1, and QTY (3) loose parts on Pallet 2

Pallet: 1 of 2 ▾
Container: 2186845 ▾
Part: 432-8136/02 ▾
Part Quantity: 3

Pallet: 2 of 2 ▾
Container: 2186846 ▾
Part: 432-8136/02 ▾
Part Quantity: 3

Add Clear All **Save**



How to Finish Generating Your ASN Shipping Documents: Option 4 - continued

Reminder: For Option 4, you are not shipping containers. You are shipping a loose part(s) on a pallet(s)

12. PRINT the bar-coded only the **Master shipping labels and Packing List** that are automatically emailed to you. DISCARD the Single shipping label that was included
13. ATTACH the Master labels to each pallet. Make sure you are putting the correct label on the pallet if they have different quantities. Note, the labels and Packing List are PDF files and do not require any special software for printing

Example: Below are Master labels for QTY (2) pallets and Single labels for QTY (2) containers. DISCARD the Single labels for this scenario. Pallet 1 has QTY (3) loose parts on it. Pallet 2 also has QTY (3) loose parts on it. See next page for corresponding Packing List

Pallet 1 Master label & Single label			
FROM GROUP Ō Supply Chain Solutions P O Box 4493 Houston, TX 77210	TO CATERPILLAR ENGINE SYSTEMS INC 1300 4 H Park Rd Po Box 740 Houston, TX 77210	MASTER LABEL	
PART # CUST (P) 432-8136 		COUNTRY OF ORIGIN US	
P.O. # (K) 65898656 		EC # 02	
QUANTITY (Q) 3 			
SPLR CODE (V) D512789 	LOT # SPLR SLED		
PKG ID-MASTER (4S) 541178-01 			
FROM GROUP Ō Supply Chain Solutions P O Box 4493 Houston, TX 77210	TO CATERPILLAR ENGINE SYSTEMS INC 1300 4 H Park Rd Po Box 740 Houston, TX 77210	DISCARD	
PART # CUST (P) 432-8136 		COUNTRY OF ORIGIN US	
P.O. # (K) 65898656 		EC # 02	
QUANTITY (Q) 3 			
SPLR CODE (V) D512789 	LOT # SPLR SLED		
PKG ID-UNIT (3S) CN2186845 			

Pallet 2 Master label & Single label			
FROM GROUP Ō Supply Chain Solutions P O Box 4493 Houston, TX 77210	TO CATERPILLAR ENGINE SYSTEMS INC 1300 4 H Park Rd Po Box 740 Houston, TX 77210	MASTER LABEL	
PART # CUST (P) 432-8136 		COUNTRY OF ORIGIN US	
P.O. # (K) 65898656 		EC # 02	
QUANTITY (Q) 3 			
SPLR CODE (V) D512789 	LOT # SPLR SLED		
PKG ID-MASTER (4S) 541178-02 			
FROM GROUP Ō Supply Chain Solutions P O Box 4493 Houston, TX 77210	TO CATERPILLAR ENGINE SYSTEMS INC 1300 4 H Park Rd Po Box 740 Houston, TX 77210	DISCARD	
PART # CUST (P) 432-8136 		COUNTRY OF ORIGIN US	
P.O. # (K) 65898656 		EC # 02	
QUANTITY (Q) 3 			
SPLR CODE (V) D512789 	LOT # SPLR SLED		
PKG ID-UNIT (3S) CN2186846 			

How to Finish Generating Your ASN Shipping Documents: Option 4 - continued

Reminder: For Option 4, you are not shipping containers. You are shipping a loose part(s) on a pallet(s)

Example: Below is the Packing List associated with the example from the previous page. The shipment included QTY (2) pallets with QTY (3) loose parts on each pallet, for a total of QTY (6) parts shipped

Ship From:
 GROUP O Supply Chain Solutions
 P O Box 4493
 Houston, TX 77210
 US

PACKING LIST

Ship To:
 Caterpillar Engine Systems Inc
 1300 4 H Park Rd
 Po Box 740
 Pontiac, IL 61764
 US

Packing List Reference No: 44315
 ASN/Bill of Lading No: S41178
 Ship Via: Brandt Truck Line
 Tracking No: 012345678910
 Shipment Date: 05/05/20
 Dock Code: 29PONT
 Supplier Code: D5127B9

Total PO Quantity: 1200
 Total Shipped: 6
 Total Backordered: 790

Notice the Packing List only shows line items for the pallets in this case. Lift Type is 'Flat Wood Pallet'

Also, the Lift ID matches the PKG ID-MASTER from the Master labels on the previous page

Lift Type	Lift Id (SSCC)					Lift Weight	
Caterpillar PO No.	Supplier Item No.	Item No. (EC No.)	Qty Shipped	Unit	Item Description		COO
Flat Wood Pallet	S41178-01					108	
65898656	AHC-2132	432-8136/02	3	Each	STRAINER		US
Flat Wood Pallet	S41178-02					107	
65898656	AHC-2132	432-8136/02	3	Each	STRAINER		US

Total Lifts: 2 **Total Weight: 215**

How to Invoice PO's After Completing Shipping Documents

PO's that are available to be invoiced will be displayed on the invoice Listing Form

1. SELECT the PO that you are ready to invoice
2. ENTER your invoice number
3. CLICK on 'Complete Invoice'



Ready To Be Invoiced | Partially Invoiced | Completed | Archived Invoice's

PO Number	Ship To	Order Date	Required Ship Date	Acknowledged Date
37	CATERPILLAR WORK	03/19/2015	04/23/2015	03/19/2015

ASH INFORMATION

Status	Qty Per PO	Qty Remaining	Qty Per Container	Container Description	Country Of Origin	ASN ID	ASN Date	Packing Slip	Barcode File	EDI File
Complete	5	0	5	CR1187	FI	79	08/17/2010			

Invoice Number:

[Printer Friendly Version](#)
[Group O Contact Information](#)
[Partial Invoice](#)
[Complete Invoice](#)

How to View Your Part Listing Form

Your 'Parts' screen will display the number of Total Parts as well as Assigned Parts

1. SELECT the Part number from the 'Part Listing' box to see details about the specific part
2. SUBMIT price changes as well as changes to lead times by clicking the appropriate link

Total Parts	Parts Assigned
347	347

Parts Listing

Vendor Item No.	Cat Item No.	Description	Contact Name	Vendor Contact For Part
116100	341-9606/00	BASE		<input type="text"/>
116602	361-1765/00	GUARD AS		<input type="text"/>
116604	359-4229/00	PLATE-TREAD		<input type="text"/>
116605	359-4230/00	PLATE-COVER		<input type="text"/>
116719	359-3540/00	TUBE AS		<input type="text"/>
116720	359-3541/00	TUBE AS		<input type="text"/>

Part Detail For 341-9606/00
 The parts detail section allows you to see the detail information on the part that includes the Schedule Release Forecast for the next 12 months and a change to your lead time or current cost happens.

CAT Item No: 341-9606/00
 Vendor Item No: 116100
 Description: BASE
 Country Of Origin: FI
 Vendor No: V01560
 Unit Of Measure: EA
 Lead Time Calculation: 61D
 Purchaser Code: 8527

[Price Change Notification](#)
[Lead Time Notification](#)

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How to View Your 12 Month Schedule

Your 'Parts' screen will display the link to export the Schedule Release Forecast from CAT



1. CLICK on the 'Export All Schedule Release Forecast's to Excel' link to Open or Save a copy of the most current release schedule

 [Export All Schedule Release Forecast's To Excel](#)

Frequently Asked Questions

Q: Can I ASN more than one PO at the same time?

A: No. A separate ASN will need to be created for each PO

Q: Once I acknowledge a PO on the portal, can I unacknowledged the PO?

A: No. Once a PO has been acknowledged, the order must be fulfilled. Changes to the PO can be requested prior to acknowledgement

Q: If we have products shipped from another location, how can we complete the ASN?

A: You will have to obtain the necessary information from the shipping location to complete the ASN.

Q: Can I use a different shipping carrier than what is listed in the drop down in the ASN field?

A: Yes, but you will have to contact your Group O representative.

Q: Do I need to log in to the portal everyday to see if PO's have been issued?

A: No. The contact on file will be notified via email when a PO has been issued.

Q: How can I find my Group O representative's contact information?

A: Once you have clicked into a PO, you can click the 'Group O Contact Information' link at the bottom of the screen.

Contact Information

- General Mailbox: IPDS@groupo.com
- Invoice Related Inquiries: ipds.accounting@groupo.com

Thank you for your continued
partnership and support!

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