


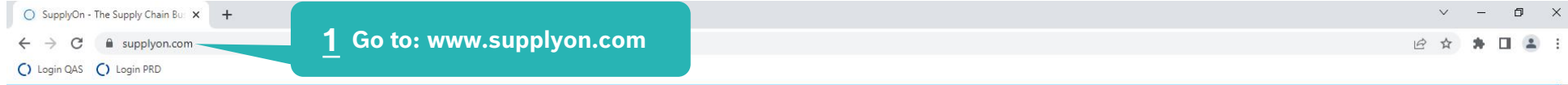


# Click Guide

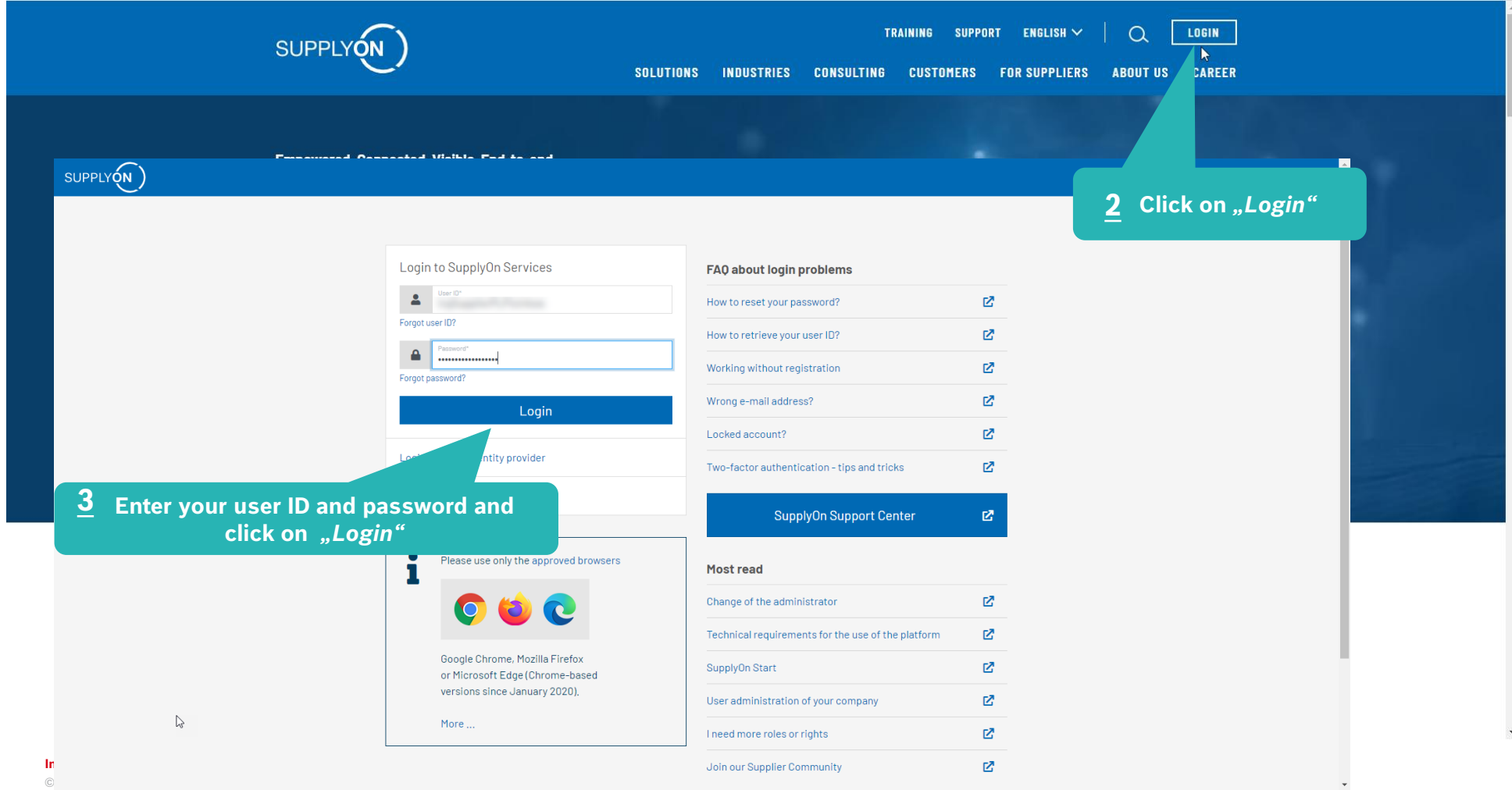
CLASSIC\_ASN\_NO\_PACK\_EN

# Login

-  Main Step
-  Optional/Conditional Step
-  Further details/information



1 Go to: www.supplyon.com



2 Click on „Login“

3 Enter your user ID and password and click on „Login“

Login to SupplyOn Services

User ID\*

Forgot user ID?

Password\*

Forgot password?

[Login](#)


Log in with identity provider

- ### FAQ about login problems
- [How to reset your password?](#)
  - [How to retrieve your user ID?](#)
  - [Working without registration](#)
  - [Wrong e-mail address?](#)
  - [Locked account?](#)
  - [Two-factor authentication - tips and tricks](#)

[SupplyOn Support Center](#)

- ### Most read
- [Change of the administrator](#)
  - [Technical requirements for the use of the platform](#)
  - [SupplyOn Start](#)
  - [User administration of your company](#)
  - [I need more roles or rights](#)
  - [Join our Supplier Community](#)




Please use only the approved browsers



Google Chrome, Mozilla Firefox or Microsoft Edge (Chrome-based versions since January 2020).

[More ...](#)

# Supply Chain Collaboration

-  Main Step
-  Optional/Conditional Step
-  Further details/information

**SUPPLYON** QAS/PrePRD **SupplyOn Services** ▾ **News** Administration ▾ More ▾

trg Supplier DE Renchen - DE Renchen trg Supplier [Log Out](#)

SupplyOn > Home Last refresh 1 minute ago [Edit dashboard](#)

**Business Directory** →

Find and edit the master data of your company.

[Open](#)

**Document Management** →

Receive and review important documents from your customers.

[Open](#)

**Flexible Survey** →

Find and edit surveys from your customers.

[Open](#)

**Tips & tricks**

- Click on the SupplyOn logo to return to this home page.
- Under the entry "More" you will find supplementary and helpful sections.

**Sourcing** →

0 Requests due within 7 days

0 Open requests

0 Published auctions activated within 7 days

**Supply Chain Collabo...** →

Access the demand and delivery processes including E-Invoicing.

[Open](#)

**4** Click on „Open“ or on the arrow in order to open the „Supply chain collaboration“ module

# Create FPA

- Main Step
- Optional/Conditional Step
- Further details/information



## Supply Chain Collaboration

Dashboard

- Demand ▾
- Planning ▾
- Delivery ▾
- Monitoring ▾
- Invoicing ▾

Data Reconciler

Settings & Master Data

Help for this page

Feedback

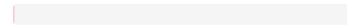


### Confirmable Orders →

2

Total Confirmable Orders

#### Order Status



Dated 0



Partly Confirmed 0



Open 2

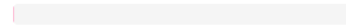
Confirm Orders

### Alerts →

12

Total New Alerts

#### Type



Inventory Alerts 0



FPA/ASN Alerts 0



Material Status Alerts 0



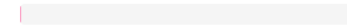
Demand Alerts 12

### invoicing →

0

Total Billable Items

#### Billable Item Status



Billable Items Due 0

### Forwarder Pickup Advice →

46

FPA Creation Due

0

Pending FPA

#### Due Deliveries



Overdue 32



Due Today 2



Due Next 7 Days 12

Create FPA

FPA overview (All)

5 Click on „Create FPA“ to start the shipment creation

### Advance Shipping Notice →

0

ASN Creation Due

0

Pending ASN

0

FPA "Sent" for ASN (Transport Management)

### VMI (IF →

0

Projected Stock:  
Inventory Alerts

0

Actual Stock:  
Inventory Alerts

#### Material Situation at the end of today



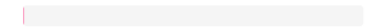
0

### Confirmable Scheduling ... →




0

Total Confirmable Scheduling Agreements

#### Contract Status



# Select plant and create FPA

-  Main Step
-  Optional/Conditional Step
-  Further details/information

## Supply Chain Collaboration

SupplyOn > Supply Chain Collaboration > Due Deliveries (grouped)

Due Deliveries (grouped)

+ Create FPA

"DEM" indicates the dummy demands. Select this line/click on the blue number to create an FPA with a dummy material.

Make sure the filter „Advanced Search“ is set correctly

1 applied search criterion

Search

Advanced search

View

	Organizati...	Customer	Site code (ship-to)	Ship-to site	Unloading pol...	Ship-to address	Currency	FPA required	FPA exists	Available
<input type="checkbox"/>	BOSCH	trg Robert Bosch Elektronik GmbH, W	trg8100	trgAE-8100-SzP	trg8100	Bosch SzP, Sz101-SA...	DEM	0	0	1
<input type="checkbox"/>	BOSCH	trg Robert Bosch Elektronik GmbH, W	trg8100		SAA09	SzP, John-F.Kennedy...		9	60	7

**6** Number of due delivery lines where an FPA is required. Click on the blue number to open the overview of these lines.

Number of due deliveries lines available for extra shipments. Click on the blue number to open the overview of these lines.



# Select Due Deliveries Line(s)

- Main Step
- Optional/Conditional Step
- Further details/information



## Supply Chain Collaboration

Dashboard

- Demand ▾
- Planning ▾
- Delivery ▾
- Monitoring ▾
- Invoicing ▾

Issue Center

Settings & Master Data



8 Click on „Create FPA“

### Due Deliveries

Download ▾

Create FPA

3 applied search criteria ✕

Search

Advanced search

View

Delivered outside SupplyOn 1 row selected

<input type="checkbox"/>	Pickup Date	Material (Customer)	Order Number	Material Descr. (Customer)	Site code (Ship-to)	Ship-to site	Ship-to	Unload
<input checked="" type="checkbox"/>	2023/07/13, 14:00	1035301130	55299058/001	Deckel  COLLECTIVE NUMB...	trg8100		SzP	SA
<input type="checkbox"/>	2023/07/17, 14:00	1035301130	55299058/001	Deckel  COLLECTIVE NUMB...	trg8100		SzP	SA
<input type="checkbox"/>	2023/07/18, 14:00	1035200490	55299046/001	BODEN EPA1914L.21	trg8100		SzP	SA
<input type="checkbox"/>	2023/07/18, 14:00	1035301130	55299058/001	Deckel  COLLECTIVE NUMB...	trg8100		SzP	SA
<input type="checkbox"/>	2023/07/19, 14:00	1035200490	55299046/001	BODEN EPA1914L.21	trg8100		SzP	SA
<input type="checkbox"/>	2023/07/19, 14:00	1035301272	55299059/001	Boden  EPA1913.21	trg8100		SzP	SA
<input type="checkbox"/>	2023/07/19, 14:00	1035301130	55299058/001	Deckel  COLLECTIVE NUMB...	trg8100		SzP	SA
<input type="checkbox"/>	2023/07/20, 14:00	1035200490	55299046/001	BODEN EPA1914L.21	trg8100		SzP	SA

7 Select the line(s) to be delivered

# Overview FPA Positions

- Main Step
- Optional/Conditional Step
- Further details/information



FPA No.	315891	FPA date	02.03.23	FPA Status:	New
Customer:	trg Robert Bosch Elektronik GmbH, W	Ship-to-Location:	trg8100 / SzP	Unloading Point (Ship-to):	SAA09

Select FPA Positions | Manage Documents | Complete FPA | Transport References

Default View | Manage View | Reset all Filters

Line	Material (Customer)	Material (Supplier)	Pickup Date	FPA Creation Due Date	FPA ...	Proposed ...	Delivery ...	UoM	Warning	Pack. Data ...	Packing Profile	Order No.	Order Pos.	Batch Number	Eng. ...	Del. Note No.
1	1035301130		15.02.23 14:00	14.02.23 11:00	0	2 537	2 537	EA		■	<manual data entry>	55299058/001	-			

You can add further Materials (due deliveries)

If you see here any other information than *manual data entry* the material has Packing profile so if you click on „Calculate packing” the system will prefill the HU information on the „Complete FPA” tab instead of you

- Extra Shipment
- Due Del. in Status "FPA exists"
- Due Del. in Status "FPA required"
- Complete Due Del. List

Add New Line | Copy Line | Delete Line | Calculate Packing | Create One-Level Packing

1 entry: Select all matches | Clear selection




Entries per page 20

First Previous | Page 1 of 1 | Next Last

Close Save Draft Validate

Print- Send

# Conditional Step: Upload a Document

-  Main Step
-  Optional/Conditional Step
-  Further details/information



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trg Supplier DE Renchen - DE Renchen trg Supplier Log Out

My SupplyOn > Supply Chain Collaboration > Create FPA

Interactive Tours

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**1** Go to: „Manage Documents“

**2** Click „Upload and Assign“

**3** Click on Browse to open your explorer

**4** Select a document

**5** Click on „Open“

FPA No. 315891 FPA date 02.03.23 FPA Status: New

Customer: trg Robert Bosch Elektronik GmbH, LW Ship-to-Location: trg8100 / SzP Unloading Point (Ship-to): SAA09

Select FPA Positions Manage Documents Complete FPA Transport References

Upload and Assign Delete

Upload and Assign Document

**1. Upload Documents**  
For better performance, please only upload up to 10 files at once.

Drag and Drop or Browse\*

Maximum File Size: 10.5 MB, Supported File Types: PDF, XLS, XLSX, JPG, JPEG

**Assign Uploaded Documents**  
Assign all documents step by step by s

Uploaded Documents \*

Document Type \*

Assign

File name: Delivery Note.pdf Custom Files (\*.pdf;\*.xls;\*.xlsx;\*.j)




Open Cancel

Print Send

Cancel Confirm

https://webe

# Conditional Step: Classify a Document

-  Main Step
-  Optional/Conditional Step
-  Further details/information

Interactive Tours

My SupplyOn > Supply Chain Collaboration > Create FPA

## Upload and Assign Document

\* Marked fields are mandatory

### 1. Upload Documents

**i** For better performance, please only upload up to 10 files at once.

Drag and Drop or Browse \*

Maximum File Size: 10.5 MB, Supported File Types: PDF, XLS, XLSX, JPG, JPEG

SON0023216256.pdf (421 kB) Assigned

### Assign Uploaded Documents

**i** Assign all documents step by step by selecting each uploaded document.

Uploaded Documents\*  
SON0023216256.pdf

Document Type\*  
DN1, Delivery note 1

6 Assign the Document

7 Choose the document type from the drop-down menu

8 "Confirm" to upload the document

Cancel Confirm

# Enter Handling Units Data and validate FPA

- Main Step
- Optional/Conditional Step
- Further details/information

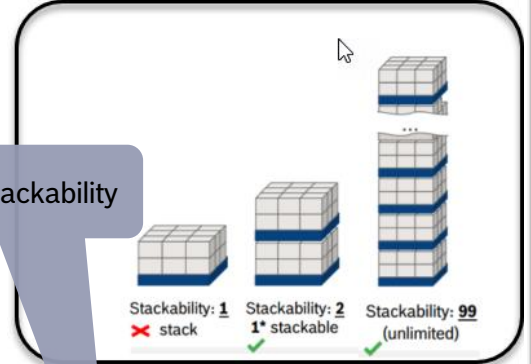


FPA No.  FPA date  FPA Status: New  
Customer: trg Robert Bosch Elektronik GmbH, W Ship-to-Location: trg8100 / SzP Unloading Point (Ship-to): SAA09

- Select FPA Positions
- Manage Documents
- Complete FPA**
- Transport References

## General

Ship-from Location:  Ship-to: SzP  
Ship-from Address: DE - 77871 Renchen - Training street 1 Ship-to address: DE - 38228 Salzgitter - John-F Kennedy-Str. 43-53 -Sz101-SA  
Pickup Date:  Delivery Date:   
Time from: 08:00 to: 17:00 Time from: 08:00 to: 17:00  
Incoterms Code:  Carrier Name:  
Incoterms Text:  Driver Contact:  
Transport Type:  Free Text (from Carrier):  
Means of Transport: Load number:  
Reference ID for Means of Transport: Volume (total Delivery): 8,64 m³  
Carrier:  Loading Length (total Delivery): LM  
Free Text (for Carrier): Hazard. Goods: No  
TO Number: SON0000315891 Gross Weight (total Delivery): 2300 kg  
Equipment Type: Net Weight (total Delivery):  kg  
Equipment Number:  
Transport Number:



**9** Enter amount of handling units, weight and measurements

**10** „Validate“ the data

Default View Manage View Reset all Filters

Line	HU Pack. Mat.No. (...)	HU Pack. Mat.Descr. (...)	Amount of HUs	Pack. Type HU	Total weight of HU position(kg)	Length per HU(cm)	Width per HU(cm)	Height per HU(cm)	Hazard. Goods	Stacking F...	Total volume ...	Load Length HU ...
1			10	Euro-pallet	2 300	120	80	90	<input type="checkbox"/>	99	8,64	

Buttons: Close Save Draft **Validate** Print- Send

# Print the Transport Label and send FPA

- Main Step
- Optional/Conditional Step
- Further details/information

My SupplyOn > Supply Chain Collaboration > Create FPA

Interactive Tours Contact | Help for this page | Print

FPA No. 318891 FPA date 02.03.23 Shipping Notification Status: New  
Customer: trg Robert Bosch Elektronik GmbH, W Ship-to-Location: trg8100 / SzP Unloading Point (Ship-to): SAA09

Select FPA Positions Manage Documents **Complete FPA** Transport References

**General**

Ship-from Location:	trg Supplier DE Renchen	Ship-to:	SzP
Ship-from Address:	DE - 77871 Renchen - Training street 1	Ship-to address:	DE - 38228 Salzgitter - John-F.Kennedy-Str. 43-53 -Sz101-SA
Pickup Date:	03.03.23	Delivery Date:	06.03.23
Time from:	08:00	Time to:	17:00
Incoterms Code:	FCA - Free Carrier	Carrier Name:	
Incoterms Text:	Free Carrier	Driver Contact:	
Transport Type:	Road Transport	Free Text (from Carrier):	
Means of Transport:		Load number:	
Reference ID for Means of Transport:		Volume (total Delivery):	8,64 m³
Carrier:	[Enter Carrier Address]	Loading Length (total Delivery):	LM
Free Text (for Carrier):		Hazardous goods:	No
TO Number:	SON0000406755	Gross Weight (total Delivery):	2300 kg
Transport Number:		Net Weight (total Delivery):	0 kg

## 11 Print the Transport Label and „Send“ the FPA

Line	Amount HU	Pack. Type HU	Weight HU Pos.(kg)	Len	Wid	HT	Weight HU	UN Danger Code
1	10	Euro-pallet	2 300	120	80	90	99	8,64

Add HU line Delete HU line(s) Edit Pack. Material (Single and Aux. Pack)

1 entry: Select all matches Clear selection

Entries per page 20

First Previous Page

Close Save Draft Validate

- All
- Handling Unit Label
- Transport Label
- Package Label
- Shipping Order
- Shipping Order 2
- Delivery Note
- Despatch List
- Transport Data Sheet
- Transport Data Sheet 2
- Delivery Slip Supplier
- Kanban Card
- 

These labels should be placed on the Handling units.

Print Send



## CHECKLIST

---

### FPA



The FPA is sent successfully, a transport order (TO) is generated automatically in the transport management system and the pick-up is planned.




### Reopen FPA



If your FPA data has changed (weight, volume...) please enter SupplyOn again and update the FPA as shown in the following slides




# Conditional Step: Enter Delivery Note Number

-  Main Step
-  Optional/Conditional Step
-  Further details/information

My SupplyOn > Supply Chain Collaboration > Create FPA

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 Your selected FPA was successfully reopened!

FPA No.  FPA date  Shipping Notification Status: Pending  
Customer: trg Robert Bosch Elektronik GmbH, W Ship-to-Location: trg8100 / SzP Unloading Point (Ship-to): SAA09

**Select FPA Positions** | [Manage Documents](#) | [Complete FPA](#) | [Transport References](#)

Default View  Manage View  [Reset all Filters](#)

<input checked="" type="checkbox"/>	Line	Del. Note No.	Del. Note Pos.	Material (Customer)	Material (Supplier)	Pickup Date	FPA Creation Due Date	FPA Q...	Proposed Q...	Delivery ...	UoM	Warning	Pack. Data St...	Packing Profile	Order No.	Order Pos.	Batch Number	Eng. C...
<input checked="" type="checkbox"/>	1	1234567	010	1035200490		29.08.24 00:00	28.08.24 23:59	0	52 160	52 160	EA			<manual data entry>	55299046/001	-		

Go to „Manage Documents“ if you need to upload a document (same steps as in the FPA)

[Add New Line](#) [Copy Line](#) [Delete Line](#) [Calculate Packing](#) [Create One-Level Packing](#)

1 entry: [Select all matches](#) | [Clear selection](#)




Entries per page

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[Close](#) [Save Draft](#) [Validate](#)

[Print](#) [Send](#)

# Conditional Step: Update, validate, and send the FPA

-  Main Step
-  Optional/Conditional Step
-  Further details/information



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trg Supplier DE Renchen - DE Renchen trg Supplier  
Log Out

My SupplyOn > Supply Chain Collaboration > Create FPA

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**Data was saved successfully**

FPA No. **318891** FPA date **02.03.23** Shipping Notification Status: Pending  
Customer: trg Robert Bosch Elektronik GmbH, W Ship-to-Location: trg8100 / SzP Unloading Point (Ship-to): SAA09

Select FPA Positions | Manage Documents | **Complete FPA** | Transport References

General

Ship-from Location: **trg Supplier DE Renchen**  
Ship-from Address: **DE - 77871 Renchen - Training street 1**  
Pickup Date: **03.03.23**  
Time from: 08:00 to: 17:00  
Incoterms Code: **FCA - Free Carrier**  
Incoterms Text: **Free Carrier**  
Transport Type: **Road Transport**  
Means of Transport:  
Reference ID for Means of Transport:  
Carrier: [\[Enter Carrier Address\]](#)  
Free Text (for Carrier):  
TO Number: SON0000406755  
Transport Number:

Ship-to: **SzP**  
Ship-to address: **DE - 38228 Satzgitter - John-F Kennedy-Str. 43-53 -Sz101-SA**  
Delivery Date: **06.03.23**  
Time from: 08:00 to: 17:00  
Carrier Name:  
Driver Contact:  
Free Text (from Carrier):  
Load number: -1  
Volume (total Delivery): 8,64 m<sup>3</sup>  
Loading Length (total Delivery): LM  
Hazardous goods: No  
Gross Weight (total Delivery): 2300 kg  
Net Weight (total Delivery): **0** kg

**3 Edit the details**

**4 „Validate“ the data**

**5 „Send“ the FPA**

Default View ▾ | Manage View ▾ | [Reset all Filters](#)

Line	Amount HU	Pack. Type HU	Weight HU Pos.(kg)	Length HU(cm)	Width HU(cm)	Height HU(cm)	Hazard. Goods	Stacking Factor	Volume HU Pos.(m <sup>3</sup> )	Load Length HU Pos.(LM)	Delivery note number HU	UN Danger Code
1	10	Euro-pallet	2 300	120	80	90		99	8,64			

[Add HU line](#) | [Delete HU line\(s\)](#) | [Edit Pack. Material \(Single an](#)

1 entry: [Select all matches](#) | [Clear selection](#)

Entries per page: 20 ▾

Page 1 of 1 | [Next](#) | [Last](#)

[Close](#) | [Save Draft](#) | [Validate](#)

[Print](#) | [Send](#)

Internal | GS/PSD33 | 2023-02-28

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# Thank You