


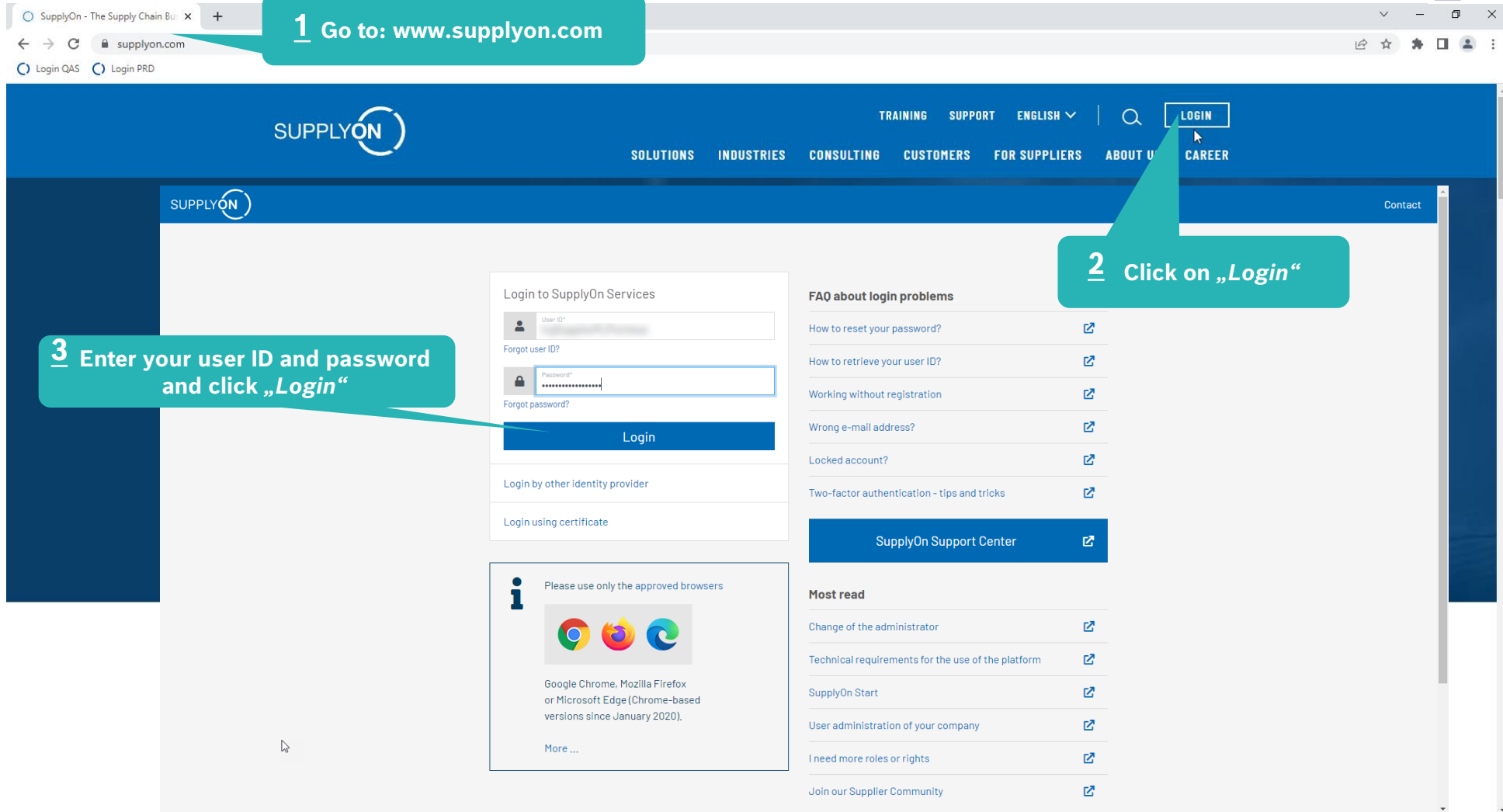


Click Guide

Web_ASN_No_Pack_EN

Login

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






The screenshot shows the SupplyOn login page in a browser. The address bar shows 'supplyon.com'. The page has a blue header with the SupplyOn logo and navigation links: TRAINING, SUPPORT, ENGLISH, LOGIN, SOLUTIONS, INDUSTRIES, CONSULTING, CUSTOMERS, FOR SUPPLIERS, ABOUT US, CAREER. The main content area features a login form titled 'Login to SupplyOn Services' with fields for 'User ID*' and 'Password*', a 'Login' button, and links for 'Forgot user ID?', 'Forgot password?', and 'Login by other identity provider'. Below the form is a message: 'Please use only the approved browsers' with icons for Chrome, Firefox, and Edge. To the right, there is a 'FAQ about login problems' section with links for various issues like 'How to reset your password?' and 'Working without registration'. A 'SupplyOn Support Center' button is also present.

1 Go to: www.supplyon.com

2 Click on „Login“

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

Supply Chain Collaboration

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



trg Supplier PL Piotrkow
trg Supplier PL Piotrkow

Home

 Help for this page

 Feedback

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

 **No substitute user administrator**

Please assign a user.

 **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 Collaboration 






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



SupplyOn Services

News

Administration

More

trg Supplier PL Piotrkow - PL Piotrkow trg Supplier [Log Out](#)

SupplyOn > Supply Chain Collaboration > Dashboard

Last refresh 0 minutes ago Alerts Edit dashboard

Supply Chain Collaboration

Dashboard

Demand

Orders 1

Scheduling Agreements

Delivery Instructions 5

Delivery Forecasts

JIT Call-offs

Kanban

Schedule Responses

Planning

Delivery

Monitoring

Invoicing

Data Reconciler

Settings & Master Data

Help for this page

Feedback



Confirmable Orders

1

Total Confirmable Orders

Order Status



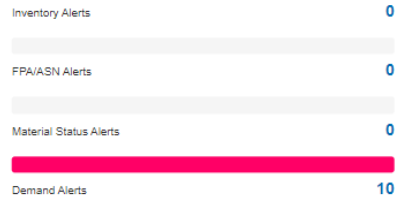
Confirm Orders

Alerts

10

Total New Alerts

Type



eInvoicing

0

Total Billable Items

Billable Item Status



Forwarder Pickup Advice

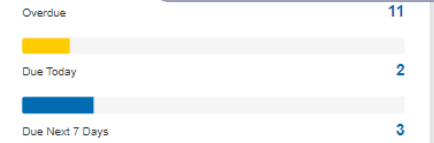
16

FPA Creation Due

1

Pending FPA

Due Deliveries



Create FPA

Advance Shipping Notice

0

ASN Creation Due

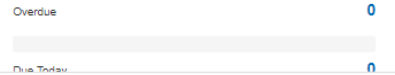
0

Pending ASN

0

FPA "Sent" for ASN (Transport Management)

Due Deliveries



Create ASN

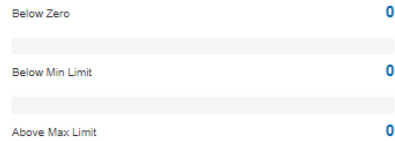
VMI (IPR)

0

Projected Stock: Inventory Alerts

Actual Stock: Inventory Alerts

Material Situation at the end of today



Delivery Status



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

FPA overview (All)

Select plant and create FPA

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

SUPPLYON SupplyOn Services News Administration More

trg Supplier PL Piotrkow - PL Piotrkow trg Supplier Log Out

Supply Chain Collaboration

Due Deliveries (grouped)

+ Create FPA Show Due Deliveries Show Extra Shipments

1 applied search criterion Search Advanced search View

	Organizati...	Customer	Site code (ship-to)	Ship-to site	Unloading point (ship-to)	Currency	FPA required	FPA exists
<input type="checkbox"/>	BOSCH	trg Robert Bosch GmbH, Werk Reutlin	trg0800	trgAE-0800-RtP1	trg0800	DEM	0	0
<input type="checkbox"/>	BOSCH	trg Robert Bosch GmbH, Werk Reutlin	trg0800		AEA37		85	29

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.

Rows per page: Auto 1-2 of 2

"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

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


 **1**
for this page

8 Click on „Create FPA“

Due Deliveries

Download ▾

 Create FPA

4 applied search criteria 

 Search

 Advanced search

 View

 Delivered outside SupplyOn 1 row selected

<input type="checkbox"/>	Material (Custo...	Material Descr. (...	Site code (S...	Ship-to site	Ship-to	Unloading Point (...	Order Number	Delivery Date	Pickup
<input checked="" type="checkbox"/>	1270031014	Steel substrate C...	trg0800		RtP1	AEA37	55293751/001	2023/03/14, 00:00	202
<input type="checkbox"/>	1270031014	Steel substrate C...	trg0800		RtP1	AEA37	55293751/001	2023/04/04, 00:00	202
<input type="checkbox"/>	1270031014				RtP1	AEA37	55293751/001	2023/04/18, 00:00	202
<input type="checkbox"/>	1270031014				RtP1	AEA37	55293751/001	2023/05/02, 00:00	202
<input type="checkbox"/>	1270031014	Steel substrate C...	trg0800		RtP1	AEA37	55293751/001	2023/05/26, 00:00	202
<input type="checkbox"/>	1270031014	Steel substrate C...	trg0800		RtP1	AEA37	55293751/001	2023/06/05, 00:00	202
<input type="checkbox"/>	1270031014	Steel substrate C...	trg0800		RtP1	AEA37	55293751/001	2023/07/03, 00:00	202
<input type="checkbox"/>	1270031037	STEEL SUBSTRA...	trg0800		RtP1	AEA37	55296465/001	2023/07/17, 00:00	202

7 Select the line(s) to be delivered

Overview FPA Positions

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



FPA No.	315714	FPA date	01.03.23	FPA Status:	New
Customer:	trg Robert Bosch GmbH, Werk Reutlin	Ship-to-Location:	trg0800 / RTP1	Unloading Point (Ship-to):	AEA37

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	1270031014		04.01.23 00:00	03.01.23 11:00	0	16 308	16 308	EA		■	<manual data entry>	55293751/001	-			

You can add further Materials (due deliveries)

- 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

My SupplyOn > Supply Chain Collaboration > Create FPA

Interactive Tours Contact |  Help for this page | Print

1 Go to: „Manage Documents“

Data saved in session


FPA No. 315678 FPA date 28.02.23 FPA Status: New
Customer: trg Robert Bosch GmbH, Werk Reutlin Ship-to-Location: trg0800 / Rtp1 Unloading Point (Ship-to): AEA37

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

Upload and Assign

Document Type

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 Up

Uploaded

Document

Assign

Close Save Draft Validate

2 Click „Upload and Assign“

3 Click on browse to open your explorer

4 Select a document

5 Click on „Open“

Open

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

Open Cancel

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 ✓ ▾

CancelConfirm

6 Assign the Document

7 Choose the document type from the drop-down menu

8 "Confirm" to upload the document

Check the data and validate FPA

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



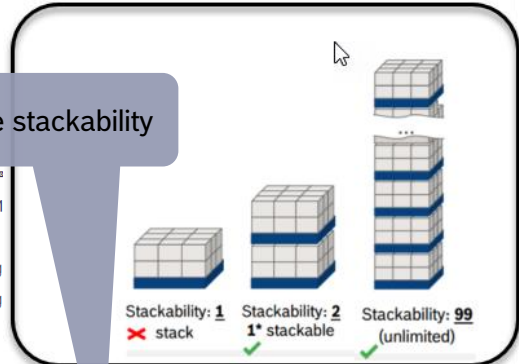
Data saved in session

FPA No. 315678 FPA date 28.02.23 FPA Status: New
Customer: trg Robert Bosch GmbH, Werk Reutlin Ship-to-Location: trg0800 / RTP1 Unloading Point (Ship-to): AEA37

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

Ship-from Location:	trg Supplier PL Piotrkow	Ship-to:	RIP1
Ship-from Address:	PL - 97-300 Piotrkow Trybunalski - Training street 1	Ship-to address:	DE - 72770 Reutlingen - Aucherstrasse 9
Pickup Date:	01.03.23	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):		Hazard. Goods:	No
TO Number:	SON0000315678	Gross Weight (total Delivery):	2200 kg
Equipment Type:		Net Weight (total Delivery):	0 kg
Equipment Number:			
Transport Number:			

Check the stackability



9 Enter amount of handling units, weight and measurements

10 „Validate“ the data

Amount of ...	Pack. Type HU	Total weight of HU position(kg)	Length per HU(cm)	Width per HU(cm)	Height per HU(cm)	Hazard. Goods	Stacking Factor	Total volume ...	Load Length HU ...
10	Euro-pallet	2 200	120	80	90		99	8,64	

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

Data saved in session

FPA No. 315680 FPA date 28.02.23 Shipping Notification Status: New
Customer: trg Robert Bosch GmbH, Werk Reutlin Ship-to-Location: trg0800 / RIP1 Unloading Point (Ship-to): AEA37

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

General

Ship-from Location: **trg Supplier PL Piotrkow**
Ship-from Address: PL - 97-300 Piotrkow Trybunalski - Training street 1
Pickup Date: 01.03.23
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: SON0000406763
Transport Number:

Ship-to: **RIP1**
Ship-to address: DE - 72770 Reutlingen - Auchtlerstrasse 9
Delivery Date: 08.03.23
Time from: 08:00 to: 17:00
Carrier Name:
Driver Contact:
Free Text (from Carrier):
Load number:
Volume (total Delivery):
Loading Length (total):
Hazardous goods: No
Gross Weight (total Delivery): 2200 kg
Net Weight (total Delivery): 0 kg

11 Print the relevant label and send the FPA

Default View Manage View

Line	Amount HU	Pack. Type HU	Weight HU Pos.(kg)	Length HU(cm)	Width HU(cm)	Height HU(c...	Hazard. Goods	Stacking Factor	Volume HU Pos.(m³)	Load Length HU Pos.(LM)	Delivery note number HU	UN Danger Code
1	10	Euro-pallet	2 200	120	80	90		1	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

These labels should be placed on the Handling units.

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

Close Save Draft Validate

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.

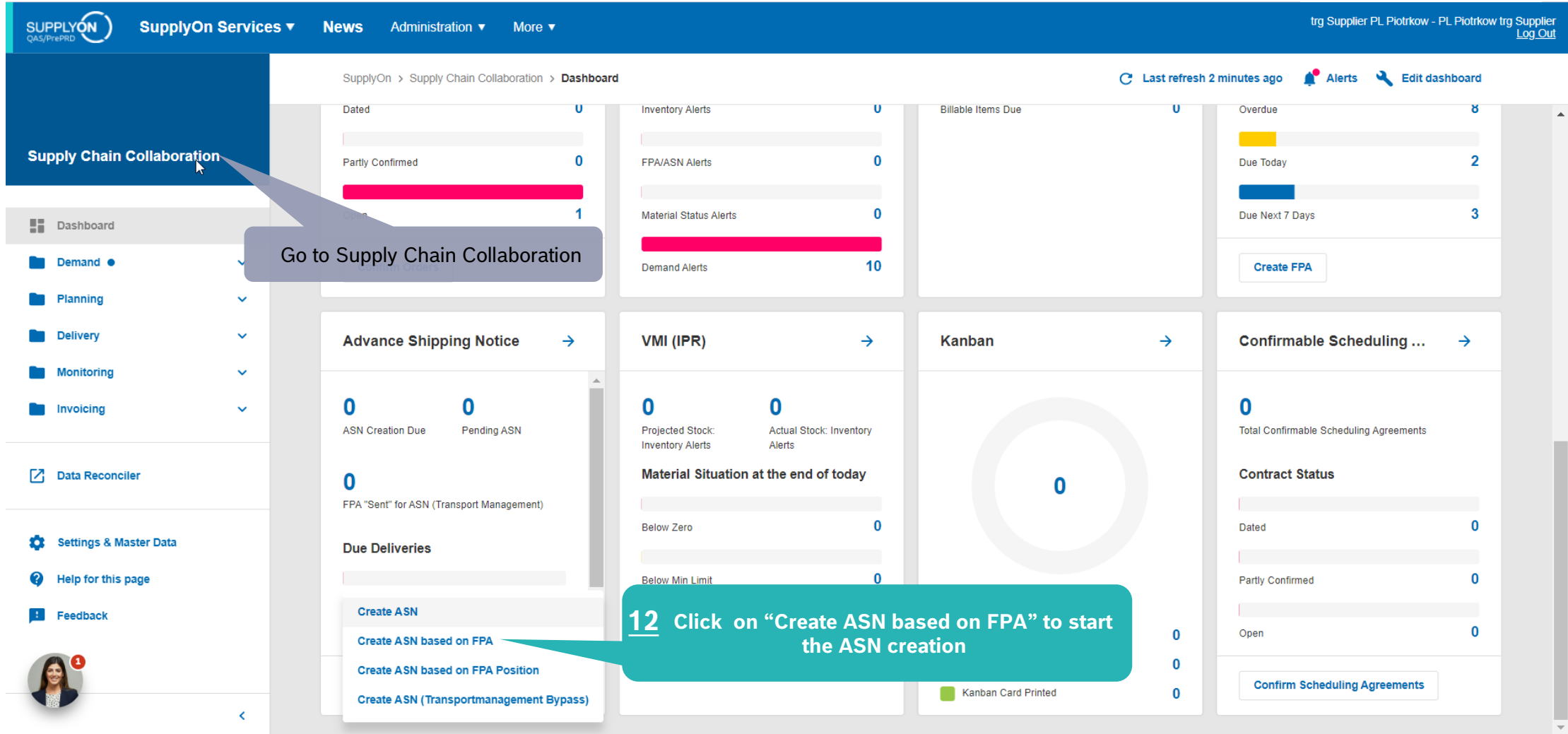
ASN



ASN must be sent via SupplyOn after the collection is physically done to notify the pick-up.

Create ASN

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






The screenshot shows the SupplyOn dashboard for a user named 'trg Supplier PL Piotrkow'. The dashboard is divided into several sections:

- Top Navigation:** SUPPLYON QAS/PrePRD, SupplyOn Services, News, Administration, More.
- Left Sidebar:** Dashboard, Demand, Planning, Delivery, Monitoring, Invoicing, Data Reconciler, Settings & Master Data, Help for this page, Feedback.
- Dashboard Content:**
 - Summary Cards:** Dated (0), Inventory Alerts (0), Billable Items Due (0), Overdue (8), Partly Confirmed (0), FPA/ASN Alerts (0), Due Today (2), Demand Alerts (10), Material Status Alerts (0), Due Next 7 Days (3).
 - Advance Shipping Notice:** ASN Creation Due (0), Pending ASN (0), FPA "Sent" for ASN (Transport Management) (0).
 - VMI (IPR):** Projected Stock: Inventory Alerts (0), Actual Stock: Inventory Alerts (0), Material Situation at the end of today (0), Below Zero (0), Below Min Limit (0).
 - Kanban:** Kanban Card Printed (0).
 - Confirmable Scheduling:** Total Confirmable Scheduling Agreements (0), Contract Status (Dated: 0, Partly Confirmed: 0, Open: 0).

Annotations on the screenshot:

- A callout box points to the 'Supply Chain Collaboration' menu item in the sidebar: "Go to Supply Chain Collaboration".
- A callout box points to the 'Create ASN based on FPA' option in the 'Create ASN' dropdown menu: "12 Click on 'Create ASN based on FPA' to start the ASN creation".

Select FPA and create ASN

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



SupplyOn Services ▾

News

Administration ▾

More ▾

trg Supplier PL Piotrkow - PL Piotrkow trg Supplier
Log Out

My SupplyOn > Supply Chain Collaboration > FPA Overview

Contact |  Help for this page | Print

Quick Search | Advanced Search

Add line | Delete line

Search | Reset

My Search Profiles Manage View ▾

FPA FPA Position(s)

Default View ▾ | Manage View ▾

Reset all Filters

<input type="checkbox"/>	Customer	Customer site	Ship-to site	Unloading Point ...	Ship-To Address	Delivery Date/Time	Ship-from Location	Materi...	FPA No.	Source	TM Status	ASN Status	ASN Date	Carrier Name	Change Timestamp ▾	FPA Status	At
<input checked="" type="checkbox"/>	trg Robert Bosc...	trgAE-0800-RTP1		AEA37	RTP1, Auchterstra...	06.03.23 08:00-...	trg Supplier PL Pi...	✓	315680	Delivery Inst...	Success				28.02.23 21:08	Sent	

13 Select the FPA for which you want to create an ASN

14 Click on „Create ASN“




Back | Create ASN

4 matches of 4 entries:

Entries per page 50 ▾

Page 1 of 1

Enter the Delivery Note Number

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



SupplyOn Services ▾

News

Administration ▾

More ▾

trg Supplier PL Piotrkow - PL Piotrkow trg Supplier
Log Out

My SupplyOn > Supply Chain Collaboration > Create ASN

[Interactive Tours](#)

[Contact](#) | [Help for this page](#) | [Print](#)

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

ASN No.	315680	ASN Date	28.02.23	FPA Status:	New
FPA No.:	315680	FPA ID:	315680		
Customer:	trg Robert Bosch GmbH, Werk Reutlin	Ship-to-Location:	trg0800 / RtP1	Unloading Point (Ship-to):	AEA37

Select ASN Positions

Manage Documents

Complete ASN

Transport References

Default View

Manage View

Reset all Filters

<input checked="" type="checkbox"/>	Line	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due...	Proposed ...	Delivery ...	UoM	Warn...	Pack...	Packing Profile	Batch Number	Eng. ...	Order No.	Order Pos.
<input checked="" type="checkbox"/>	1	Example1254	010	1270031014	04.01.23 00:00	16 308	16 308	EA			<manual data entry>			55293751/...	-

15 Enter the delivery note number

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

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

Entries per page

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

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




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

Internal | GS/PSD33 | 2023-02-28


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Validate and send the ASN

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



 Data was successfully validated

ASN No.	315680	ASN Date	28.02.23	FPA Status:	New
FPA No.:	315680	FPA ID:	315680		
Customer:	trg Robert Bosch GmbH, Werk Reutlin	Ship-to-Location:	trg0800 / RfP1	Unloading Point (Ship-to):	AEA37

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


General

Ship-from Location:	trg Supplier PL Piotrkow	Ship-to:	RfP1
Ship-from Address:	PL - 97-300 Piotrkow Trybunalski - Training street 1	Ship-to address:	DE - 72770 Reutlingen - Auchterstrasse 9
Incoterms Code:	FCA - Free Carrier	Delivery Date/Time:	06.03.23 08:00
Incoterms Text:	Free Carrier	Carrier Name:	
Transport Type:	Road Transport	Driver Contact:	
Means of Transport:		Free Text (from Carrier):	
Tracking ID:		Load number:	
Reference ID for Means of Transport:		Volume (total Delivery):	8,64 m³
Carrier:	[Enter Carrier Address]	Hazard. Goods:	No
Free Text (for Carrier):		Gross Weight (total Delivery):	2200 kg
TO Number:	SON0000315680	Net Weight (total Delivery):	0 kg
Waybill Number:			
Equipment Type:			
Equipment Number:			
Transport Number:			

17 „Send“ ASN and herewith the process is completed

16 Edit the HU data if needed then click on „Validate“

Default View ▾ Manage View ▾

Line	HU Pack.Mat.No. (C...	HU Pack.Mat.Descr...	Amount of...	Pack_Type HU	Total weight of...	Length pe...	Width per H...	Height per ...	Hazard. Goods	Stacking F...	Total volum...
1			10	Euro-pallet	2 200	120	80	90		99	8,64

Close Save Draft Validate

Print- Send



Thank You