




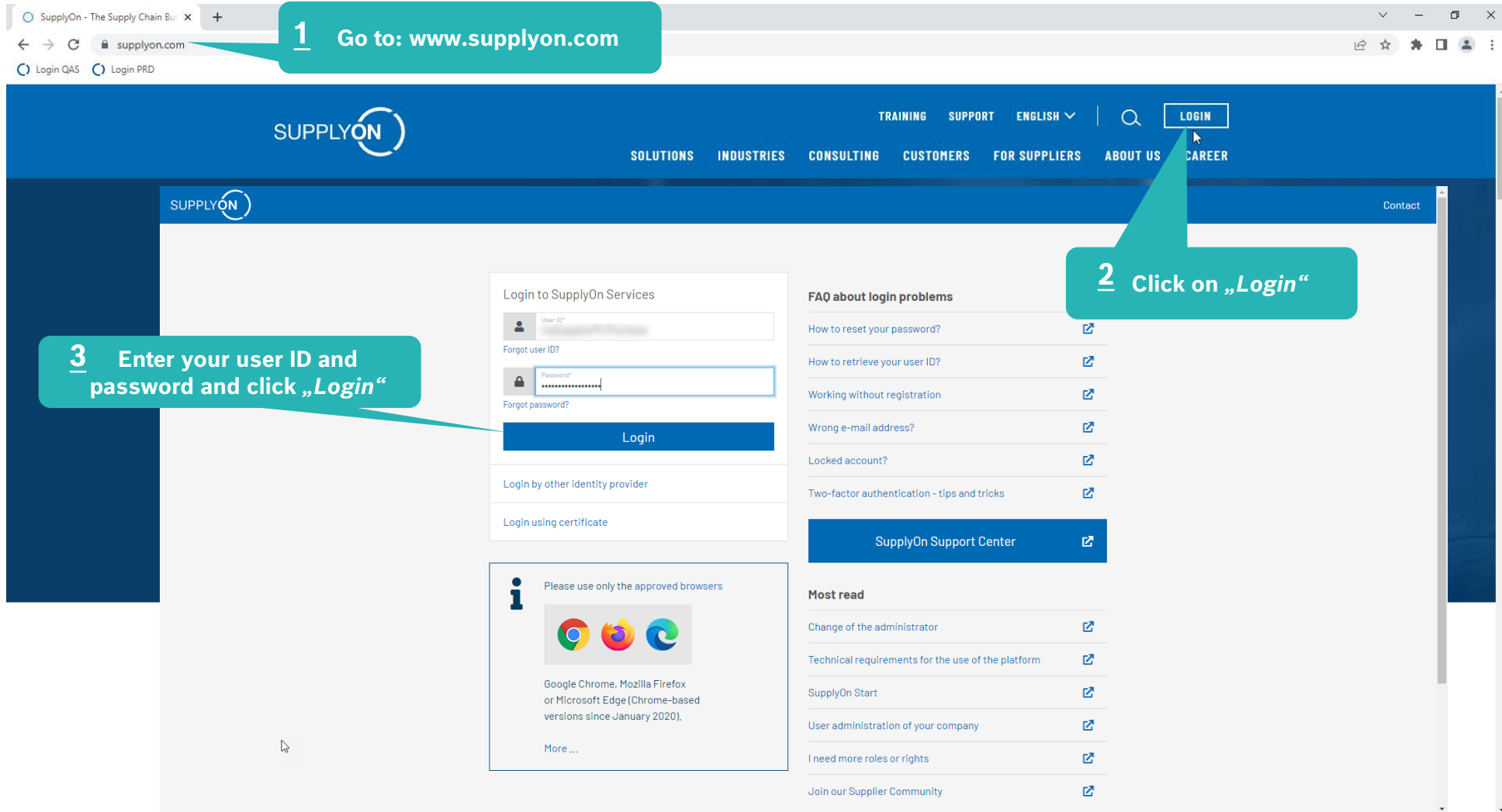


# Click Guide

WEB\_ASN\_PACK\_1\_EN

# Login

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






The screenshot shows the SupplyOn login page. A teal callout box with the number '1' points to the browser address bar, which contains 'supplyon.com'. A second teal callout box with the number '2' points to the 'LOGIN' button in the top navigation bar. A third teal callout box with the number '3' points to the 'Login' button in the main login form. The login form includes fields for 'User ID' and 'Password', with links for 'Forgot user ID?' and 'Forgot password?'. Below the form are options for 'Login by other identity provider' and 'Login using certificate'. To the right of the form is a 'FAQ about login problems' section with links for various issues like 'How to reset your password?' and 'Working without registration?'. At the bottom of the form area, there is a message: 'Please use only the approved browsers' with icons for Google Chrome, Mozilla Firefox, and Microsoft Edge, and a note that these are approved since January 2020.

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

**2** Click on „Login“

**1** Go to: www.supplyon.com

# Supply Chain Collaboration

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

SUPPLYON QAS/PrePRD | SupplyOn Services ▾ | News | Administration ▾ | More ▾ | trg Supplier DE Mönchengladbach - DE Mönchengladbach trg Supplier [Log Out](#)

SupplyOn > Home | Last refresh 2 minutes ago | Edit dashboard

trg Supplier DE Mönchengladbach  
trg Supplier DE Mönchengladbach

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

### 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

### 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.

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

1 Total Confirmable Orders

#### Order Status

Dated	0
Partly Confirmed	0
Open	1

[Confirm Orders](#)

### Alerts

4 Total New Alerts

#### Type

Inventory Alerts	0
FPA/ASN Alerts	0
Material Status Alerts	0
Demand Alerts	4

### invoicing

0 Total Billable Items

#### Billable Item Status

Billable Items Due	0
--------------------	---

### Forwarder Pickup Advice

14 FPA Creation Due	0 Pending FPA
---------------------	---------------

#### Due Deliveries

Overdue	9
Due Today	1
Due Next 7 Days	4

[Create FPA](#)

FPA overview (All)

### Advance Shipping Notice

0 ASN Creation Due	0 Pending ASN
--------------------	---------------

0 FPA "Sent" for ASN (Transport Management)

### VMI (IPR)

0 Projected Stock: Inventory Alerts	0 Actual Stock: Inventory Alerts
-------------------------------------	----------------------------------

#### Material Situation at the end of today

5 Click on „Create FPA“ to start shipment creation

### Confirmable Scheduling ...

0 Total Confirmable Scheduling Agreements

#### Contract Status

# Select plant and create FPA

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

SUPPLYON SupplyOn Services News Administration More

trg Supplier DE Mönchengladbach - DE Mönchengladbach trg Supplier Log Out

SupplyOn > Supply Chain Collaboration > Due Deliveries (grouped)

### Due Deliveries (grouped)

+ Create FPA Show Due Deliveries Show Extra Shipments

1 applied search criterion Search Advanced search View

<input type="checkbox"/>	Organizati...	Customer	Site code (ship-to)	Ship-to site	Unloading point (ship-to)	Currency	FPA requir...	FPA exists	Available f...	With r
<input type="checkbox"/>	BOSCH	trg Robert Bosch Automotive ...	trg4320	trgAS-4320-SgmP	trg4320	DEM	0	0	1	✓
<input type="checkbox"/>	BOSCH	trg Robert Bosch Automotive ...	trg4320		05800		16	10	3	✓

Make sure the filter „Advanced Search“ is set correctly

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




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



# Select Due Deliveries Line(s)

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



SupplyOn Services ▾

News

Administration ▾

More ▾

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


SupplyOn > Supply Chain Collaboration > Due Deliveries Overview

## Supply Chain Collaboration

 Dashboard

 Demand ● ▾

 Planning ▾

 Delivery ▾

 Monitoring ▾

 Invoicing ▾

 Issue Center


 Settings & Master Data

 for this page

## 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 (...	Required Qty.	Pickup Date
<input checked="" type="checkbox"/>	4532000799	Zahnriemen	trg4320		RB Automot...	0E808	2400	2023/03/08,
<input type="checkbox"/>	4532000799	Zahnriemen	trg4320		RB Automot...	0E808	2400	2023/03/09,
<input type="checkbox"/>	4532000798		trg4320		RB Automot...	0E808	1200	2023/03/10,
<input type="checkbox"/>	4532000799				RB Automot...	0E808	1200	2023/03/10,
<input type="checkbox"/>	4532000799				RB Automot...	0E808	2400	2023/03/14,
<input type="checkbox"/>	4532000798	Zahnriemen	trg4320		RB Automot...	0E808	1200	2023/03/16,
<input type="checkbox"/>	4532000799	Zahnriemen	trg4320		RB Automot...	0E808	4800	2023/03/16,
<input type="checkbox"/>	4532000799	Zahnriemen	trg4320		RB Automot...	0E808	1200	2023/03/17,

Rows per page: Auto ▾

1-8 of 95



8 Click on „Create FPA“

7 Select the line(s) to be delivered

# Select FPA Positions

- 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. 315739 FPA date 01.03.23 FPA Status: New

Customer: trg Robert Bosch Automotive Steerin Ship-to-Location: trg4320 / RB Automotive Steering GmbH Unloading Point (Ship-to): 0E808

Select FPA Positions Enter Additional Data 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 ...	Pack.Mat. Details	Packing Profile	Order No.	Order Pos.	Batch Number	Eng. ...
1	4532000798	4532000798	02.02.23 09:00	01.02.23 11:00	0	1 200	1 200	EA		■	Details	VDA RL KLT4170 400...	55589976/001	-		

Packaging Data Status is red, this will turn into green once the packaging data is created.

Existing Packing Profile

If no Packing Profile exists, the automatic packing calculation (Step 9) wouldn't be possible, in this case you can enter the Packing Material Data manually by clicking "Details".

**9** Click on Calculate Packing in order to pack the material automatically

You can add further Materials (due deliveries)

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

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

1 entry: Select all matches Clear selection Entries per page 20 Page 1 of 1 First Previous Next Last

Close Save Draft Validate Print Send

# Enter Packing Material Details manually

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

My SupplyOn > Supply Chain Collaboration > Create FPA

No existing packing profile:

Pack.Mat. Details	Packing Profile
Details	<manual data entry>

Interactive Tours Contact | Help for this page | Print

Successfully saved.

FPA No. 315739 FPA date 01.03.23 FPA Status: New  
Customer: trg Robert Bosch Automotive Steerin Ship-to-Location: trg4320 / RB Automotive Steering GmbH Unloading Point (Ship-to): 0E808

Select FPA Positions Enter Additional Data Manage Documents Complete FPA Transport References

Default View Manage View

Line	Material (Customer)	Material (Supplier)	Pickup Date	FPA Creation Due Date	FPA ...	Pro
1	4532000798	4532000798	02.02.23 09:00	01.02.23 11:00	0	

Packing Material Details (Single and Auxiliary)

Previous Pos. Next Pos.

Quantity: 1200

Pack.Mat.No. (Cust.)	Pack.Mat.Descr. (Cust.)	Amount of Pack...	Qty. per Pack.	One Level/Pack.	Label Ident	Label No. From	Pack.Mat.No. (Supplier)	Pack.Mat.Descr. (Supp.)	Loading Type
6099100063	Palette	50	24	<input checked="" type="checkbox"/>	S				Unknown

6099100063 Palette  
6099101208 Palette lid  
6099503216 VDA-Container

Generate Label Numbers

1 entry Select all matches Clear selection

Entries per page 10

First Previous Page 1 of 1 Next Last

**11** Enter the amount of packing material, and mark the check box „One Level Pack“. The quantity per packing will be calculated automatically

**10** Select the packing material from the drop-down

Label N° could be either generated automatically (step 12) or entered manually

**13** „Save and Close“

**12** Generate the Label Numbers

# Optional Step: Enter Additional Data

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



My SupplyOn > Supply Chain Collaboration > Create FPA

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

● Successfully saved.

FPA No. 315739 FPA date 01.03.23 FPA Status: New  
Customer: trg Robert Bosch Automotive Steerin Ship-to-Location: trg4320 / RB Automotive Steering GmbH Unloading Point (Ship-to): 0E808

Select FPA Positions **Enter Additional Data** Manage Documents Complete FPA Transport References

Default View Manage View Reset all Filters

Line	Material (Customer)	Material (Supplier)	Delivery Q...	UN Danger Code	RoHS Compliance	Country of Origin	Software Revision	Hardware Revision	Material Number (M...	Manufacturer DUNS...	Free Text	Customs Docume...
1	4532000798	4532000798	1 200									

Go to "Enter Additional Data" to add further information regarding the material if needed. If so the Bosch plant will indicate which fields should contain information

1 entry: 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“

**2** Click on „Upload and Assign“




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

**4** Select a document

**5** Click on „Open“

The screenshot shows the 'Create FPA' page with the 'Manage Documents' tab selected. The 'Upload and Assign' dialog is open, displaying a file explorer window. The file explorer shows the 'Desktop' folder containing 'CERT.pdf' and 'Delivery Note.pdf'. The 'Delivery Note.pdf' file is selected. The file name field at the bottom of the dialog contains 'Delivery Note.pdf' and the file type is set to 'Custom Files (\*.pdf;\*.xls;\*.xlsx;\*.j...)'.

# 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


 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

 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**

# Check the data and validate FPA

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



Successfully saved.

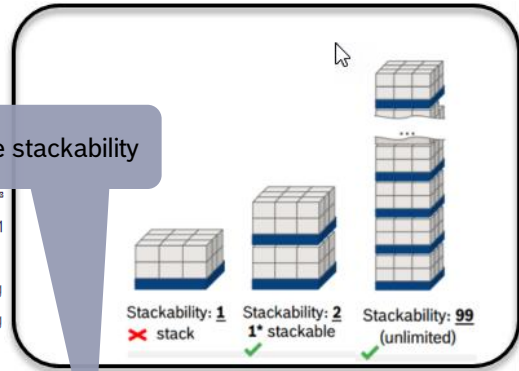
FPA No. 315739 FPA date 01.03.23 FPA Status: New  
Customer: trg Robert Bosch Automotive Steerin Ship-to-Location: trg4320 / RB Automotive Steering GmbH Unloading Point (Ship-to): 0E808

Select FPA Positions Enter Additional Data Manage Documents **Complete FPA** Transport References

Pickup Date: 02.03.23 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: SON0000315739  
Equipment Type: [ ]  
Equipment Number: [ ]  
Transport Number: [ ]

Delivery Date: 03.03.23 Time from: 08:00 to: 17:00  
Carrier Name: [ ]  
Driver Contact: [ ]  
Free Text (from Carrier): [ ]  
Load number: [ ]  
Volume (total Delivery): 8,64 m³  
Loading Length (total Delivery): LM  
Hazard. Goods: No  
Gross Weight (total Delivery): 1250 kg  
Net Weight (total Delivery): 1200 kg

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



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. ...	Stacking Factor	Total volume ...	Load Length HU ...
1			10	Euro-pallet	1 250	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 1 of 1 Next Last  
Close Save Draft **Validate** Print Send

**15**, Validate "the data"

# 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. 315739 FPA date 2023.03.01 Shipping Notification Status: New  
Customer: trg Robert Bosch Automotive Steerin Ship-to-Location: trg4320 / RB Automotive Steering GmbH Unloading Point (Ship-to): 0E808

Select FPA Positions Enter Additional Data Manage Documents **Complete FPA** Transport References

**General**

Ship-from Location: trg Supplier DE Mönchenglad  
Ship-from Address: DE - 41066 Mönchengladbach - Training street 1  
Pickup Date: 2023.03.02 Time from: 8:00 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: SON0000406796  
Transport Number:

Ship-to: RB Automotive Steering GmbH  
Ship-to address: DE - 73431 Aalen - Daimlerstrasse 15  
Delivery Date: 2023.03.03 Time from: 8:00 to: 17:00  
Carrier Name:  
Driver Contact:  
Free Text (from Carrier):  
Load number:  
Volume (total Delivery): 7,68 m³  
Loading Length (total Delivery): LM

**16** Print out the relevant labels 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(cm)	Hazard. Goods	Stacking Factor	Volume HU Pos.(m³)	Load Length HU Pos.(LM)	Delivery note number HU	UN Danger Code
1	10	Euro-pallet	1 250	120	80	80		99	7,68			

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

- 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.

Close Save Draft Validate



## 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.

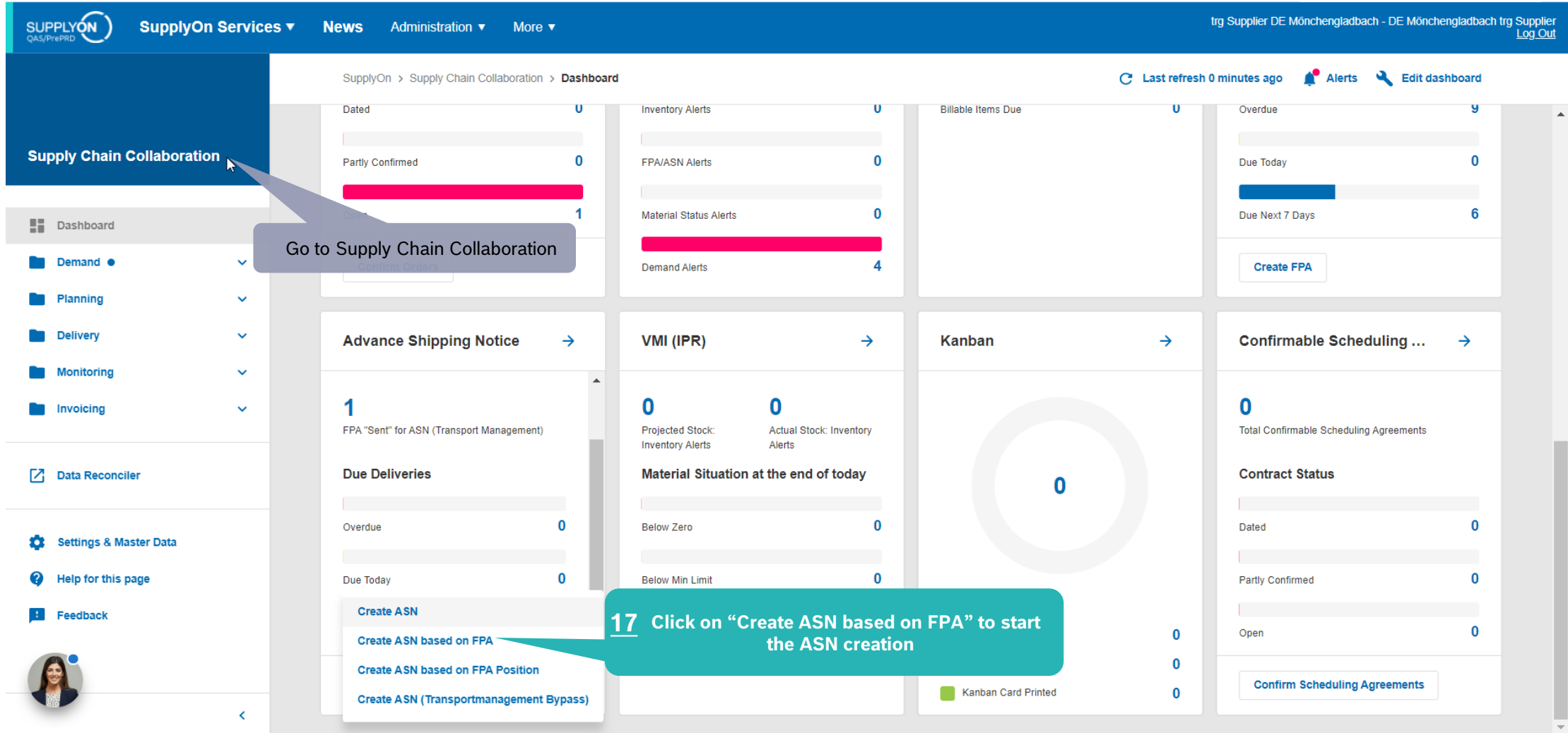
**ASN**



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 supplier. The top navigation bar includes 'SUPPLYON QAS/PrePRD', 'SupplyOn Services', 'News', 'Administration', and 'More'. The user is logged in as 'trg Supplier DE Mönchengladbach - DE Mönchengladbach trg Supplier' with a 'Log Out' link. The dashboard title is 'SupplyOn > Supply Chain Collaboration > Dashboard'. A callout box points to the 'Supply Chain Collaboration' menu item in the left sidebar, with the text 'Go to Supply Chain Collaboration'. Another callout box points to the 'Create ASN based on FPA' option in a dropdown menu, with the text '17 Click on "Create ASN based on FPA" to start the ASN creation'. The dashboard contains several widgets: 'Dated' (0), 'Partly Confirmed' (0), 'Inventory Alerts' (0), 'FPA/ASN Alerts' (0), 'Material Status Alerts' (0), 'Demand Alerts' (4), 'Billable Items Due' (0), 'Overdue' (9), 'Due Today' (0), 'Due Next 7 Days' (6), 'Advance Shipping Notice' (1), 'VMI (IPR)' (0), 'Kanban' (0), 'Confirmable Scheduling ...' (0), and 'Contract Status' (0). A 'Create FPA' button is visible in the 'Overdue' widget. The 'Create ASN' dropdown menu is open, showing options: 'Create ASN', 'Create ASN based on FPA', 'Create ASN based on FPA Position', and 'Create ASN (Transportmanagement Bypass)'. A 'Kanban Card Printed' indicator is also visible.

# Select FPA and create ASN

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



SupplyOn Services ▾

News

Administration ▾

More ▾

trg Supplier DE Mönchengladbach - DE Mönchengladbach trg Supplier Log Out

My SupplyOn > Supply Chain Collaboration > FPA Overview

Contact | Help for this page | Print

Quick Search | Advanced Search

FPA Status equal to Sent Delete line  
TM Status equal to Success Add line | Delete line  
Search Reset

Hide Search Area

My Search Profiles

Manage View ▾

FPA FPA Position(s)

Default View Manage View ▾

Reset all Filters

<input checked="" type="checkbox"/>	Customer	Customer site	Ship-to site	Unloading Point ...	Ship-To Address	Delivery Date/Time	Ship-from Location	Materi...	FPA No.	Source	FPA Status	TM Status	ASN Status	ASN Date	Carrier Name	Change Ti...	Attachment S
<input checked="" type="checkbox"/>	trg Robert Bosc...	trgAS-4320-Sgmp		0E808	RB Automotive St...	03.03.23 08:00-...	trg Supplier DE M...	✓	315739	Delivery Inst...	Sent	Success				02.03.23 ...	

**18** Select the FPA for which you want to create an ASN

**19** Click on „Create ASN“

Back Create ASN

1 match of 1 entry:

Entries per page 50 ▾

Page 1 of 1

# Enter the Delivery Note Number

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

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

My SupplyOn > Supply Chain Collaboration > Create ASN

Interactive Tours Contact Help for this page Print

ASN No.	315739	ASN Date	02.03.23	FPA Status:	New
FPA No.:	315739	FPA ID:	315739		
Customer:	trg Robert Bosch Automotive Steerin	Ship-to-Location:	trg4320 / RB Automotive Steering GmbH	Unloading Point (Ship-to):	0E808

Select ASN Positions Enter Additional Data Manage Documents Complete ASN Transport References

Default View Manage View Reset all Filters

Line	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due...	Proposed ...	Delivery ...	UoM	Warn...	Pack...	Pack.Mat...	Packing Profile	Batch Number	Eng. ...	Order No.	Order Pos.
1	Example152	010	4532000798	02.02.23 09:00	1 200	1 200	EA			Details	<manual data entry>			55589976/...	-

**20** Enter the delivery note number and if the ASN information should be updated e.G the delivered quantity differs from the original one please input the correct quantity

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

# Validate and send the ASN

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



SupplyOn Services ▾

News

Administration ▾

More ▾

trg Supplier DE Mönchengladbach - DE Mönchengladbach trg Supplier Log Out

My SupplyOn > Supply Chain Collaboration > Create ASN

[Interactive Tours](#)

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

Data saved in session

ASN No.	315739	ASN Date	02.03.23	FPA Status:	New
FPA No.:	315739	FPA ID:	315739		
Customer:	trg Robert Bosch Automotive Steerin	Ship-to-Location:	trg4320 / RB Automotive Steering GmbH	Unloading Point (Ship-to):	0E808

Select ASN Positions | Enter Additional Data | Manage Documents | **Complete ASN** | Transport References

Incoterms Code:	FCA - Free Carrier	Delivery Date/Time:	03.03.23 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):	
Carrier:	[Enter Carrier Address]	Hazard. Goods:	No
Free Text (for Carrier):		Gross Weight (total Delivery):	1250 kg
TO Number:	SON0000315739	Net Weight (total Delivery):	1200 kg
Waybill Number:			
Equipment Type:			
Equipment Number:			
Transport Number:			

**22** Print out the labels if needed and „send” out your ASN

If the loaded goods differ from the FPA details, please modify them

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	1 250	120	80	90	<input type="checkbox"/>	99	8,64

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

**21** Click on „Validate“

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](#)

Internal | GS/PSD33 | 2023-02-28

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**Thank You**