




# Click Guide

CLASSIC\_ASN\_NO\_PACK\_Interconti\_EN

# Content

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Create FPA.....	Slide 5-14
Reopen FPA .....	Slide 16-22

# Login

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



**1** Go to: [www.supplyon.com](http://www.supplyon.com)



**2** Click on „LOGIN“

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

Login to SupplyOn Services

User ID\*

Forgot user ID? [?](#)

Password\*

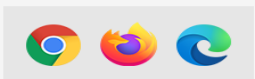
Forgot password? [?](#)

[Login](#)

[Login by other identity provider](#)

[Login using certificate](#)

**i** Please use only the approved browsers



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

[More ...](#)




## 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](#)


# Supply Chain Collaboration


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

  
**trgSupplier Shanghai**  
trg Supplier CN Shanghai

-  Home
-  Help for this page
-  Feedback


SupplyOn > Home Last refresh 0 minutes ago [Edit dashboard](#)

**Business Directory** →  
  
Find and edit the master data of your company.  
[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


**Tips & tricks**  
• Click on the SupplyOn logo to return to this home page.  
• Under the entry "More" you will find supplementary and helpful sections.

**Supply Chain Collabo...** →  
  
Access the demand and delivery processes including E-Invoicing.  
[Open](#)

**4** Click on the arrow to open the module „Supply Chain Collaboration“

# Create FPA

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

 **SupplyOn Services** ▾ **Customer Applications** ▾ **News** Administration ▾ More ▾trg Supplier CN Shanghai - Shanghai trgSupplier [Log Out](#)

SupplyOn > Supply Chain Collaboration > **Dashboard** ↻ Last refresh 0 minutes ago 🔔 Alerts 🔧 Edit dashboard

**Search** Select Process Search e.g. for Order No., Material No., ... 🔍

**Forwarder Pickup Ad...** →

**0**  
FPA Creation Due

**3**  
Pending FPA

**Due Deliveries**

Overdue	0
Due Today	0
Due Next 7 Days	0

[Create FPA](#)

**Advance Shipping No...** →

**0**  
ASN Creation Due

**0**  
Pending ASN

**1**  
FPA "Sent" for ASN (Transport Management)

**Due Deliveries**

Due Today	0
Due Next 7 Days	0

[Create ASN](#) ▾

**eInvoicing** →

**0**  
Total Billable Items

**Billable Item Status**

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

**Orders** →

**0**  
Orders to be confirmed

**0**  
Unread orders

**Confirmation status**

Dated	0
Partly confirmed	0
Open	0

[Edit confirmations](#)


**VMI (IPR)** →

**Alerts** →

**Kanban** →

**Supply Chain Collaboration**

- Dashboard
- Demand ▾
- Planning ▾
- Delivery ▾
- Monitoring ▾
- Invoicing ▾
- Issue Center
- Settings & Master Data
- Help for this page

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[back](#)

**FPA overview (All)**

**FPA draft**

**5 Click „Create FPA“ to start**

# Select plant and create FPA

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

## Supply Chain Collaboration

Dashboard

Demand ▾

Planning ▾

Delivery ▾

Monitoring ▾

Invoicing ▾

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Settings & Master Data

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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"/>	Organization ...	Customer	Site code (ship...)	Ship-to site	Unloading...	Currency	FPA required	FPA exists	Available for extra shipment	With material...	Earlie
<input type="checkbox"/>	BOSCH	trg Robert Bosch España ...	trg9650	trg AE-9650-RBEM	trg9650	DEM	0	0	1	✓	
<input type="checkbox"/>	BOSCH	trg Robert Bosch España ...	trg9650		MDA02		69	23	2	✓	

„DEM” indicates the dummy demand. Select this line/click on the blue number to create FPA with dummy demand




Make sure the filter „Advanced Search” is set correctly or cleared before checking „FPA required”

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

Click on the blue number to open overview of extra shipment if necessary.

Rows per page: Auto ▾ 1-2 of 2

# Select Due Deliveries Line(s)

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



SupplyOn Services ▾

Customer Applications ▾

News

Administration ▾

More ▾

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SupplyOn > Supply Chain Collaboration > Due Deliveries Overview

## Supply Chain Collaboration

 Dashboard

 Demand ● 

Orders

Scheduling Agreement


Delivery Instruction: **2**

Delivery Forecast

JIT Call-off

Kanban


Schedule Response

 Planning ▾

## Due Deliveries

Download ▾

 Create FPA

4 applied search criteria 

 Search

 Advanced search

 View

 Delivered outside SupplyOn 1 row selected


**8** Click „Create FPA“

Make sure the filter is set correctly or cleared

<input type="checkbox"/>	Material (Custo...	Material Descr. (...	Site code (S...	Order Number	Ship-to	Unloading Point...	Delivery Date	Pickup Date	FP
<input checked="" type="checkbox"/>	6033MC1956	RETAINING SNA...	trg9650	55266820/002	Robert Bos...	MDA02	2023/08/18, 18:00	2023/08/17, 00:00	
<input type="checkbox"/>	6033MC1958	COVER  USS6 co...	trg9650	55266821/002	Robert Bos...	MDA02	2023/08/18, 18:00	2023/08/17, 00:00	
<input type="checkbox"/>	6033MC1956				Robert Bos...	MDA02	2023/08/28, 18:00	2023/08/25, 00:00	
<input type="checkbox"/>	6033MC1958				Robert Bos...	MDA02	2023/08/28, 18:00	2023/08/25, 00:00	
<input type="checkbox"/>	6033MC1956	RETAINING SNA...	trg9650	55266820/002	Robert Bos...	MDA02	2023/09/04, 18:00	2023/09/01, 00:00	
<input type="checkbox"/>	6033MC1958	COVER  USS6 co...	trg9650	55266821/002	Robert Bos...	MDA02	2023/09/04, 18:00	2023/09/01, 00:00	
<input type="checkbox"/>	6033MC1956	RETAINING SNA...	trg9650	55266820/002	Robert Bos...	MDA02	2023/09/11, 18:00	2023/09/08, 00:00	
<input type="checkbox"/>	6033MC1958	COVER  USS6 co...	trg9650	55266821/002	Robert Bos...	MDA02	2023/09/11, 18:00	2023/09/08, 00:00	

**7** Select the line(s) to be delivered

- 1 FPA= 1 HBL= 1 set of customs clearance docs
2. For the same material no., it's requested the demand with earliest delivery date to be selected at first.

Rows per page: Auto ▾ 1-8 of 16 

# Overview 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. **473817** FPA date **26-4-29** Shipping Notification Status: **New**  
Customer: **trg Robert Bosch España Fábrica Mad** Ship-to-Location: **trg9650 / Robert Bosch España** Unloading Point (Ship-to): **MDA02**

- Select FPA Positions**
- [Enter Additional Data](#)
- [Manage Documents](#)
- [Complete FPA](#)
- [Transport References](#)

Default View ▾ Manage View ▾ Reset all Filters

Line	Del. Note No.	Del. Note Pos.	Material (Customer)	Material (Supplier)	Pickup Date	FPA Creation Due D...	FPA Quantity	Proposed Quantity	Delivery Quantity	UoM	Warning	Pack. Data Status	Packing Profile	Order No.
1		010	6033MC1958	6033MC19589650	23-8-3 6:00 pm	23-8-2 11:00 am	0	360 000	360 000	EA		■	<manual data entry>	55266821/002

Delivery note nr. is optional (preferred)

You can update the delivery quantity here if needed

You can add further Materials from here if needed

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](#) [Container Pre-Booking List](#) [Print](#) [Send](#)



# Enter Additional Data

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

My SupplyOn > Supply Chain Collaboration > Create FPA

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Go to "Enter Additional Data" to add further information regarding the material if needed.

Data saved in session

FPA No. 473817 FPA date 26-4-29 Shipping Notification Status: New  
Customer: trg Robert Bosch España Fábrica Mad Ship-to-Location: trg9650 / Robert Bosch España Unloading Point (Ship-to): MDA02

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

NEW Manage View Reset all Filters

Material (Supplier)	Delivery Quantity	UoM	UN Danger Code	Country of Origin	Material Number (Manufacturer)	Free Text	Invoice No.	Customs Document Number
6033MC19589650	360 000	EA						

UN Danger Code is mandatory in case Hazard flag is set




If available, the Invoice Number is preferred (it is a plant expectation)

1 entry: Entries per page 20 First Previous Page 1 of 1 Next Last

- [Close](#) [Save Draft](#) [Validate](#) [Container Pre-Booking List](#) [Print](#) [Send](#)



# Upload a Document

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



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Log Out

My SupplyOn > Supply Chain Collaboration > Create FPA

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

Data saved in session

FPA No. **473817** FPA date **26-4-29** Shipping Notification Status: New  
Customer: trg Robert Bosch España Fábrica Mad Ship-to-Location: trg9650 / Robert Bosch España Unloading Point (Ship-to): MDA02

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

Upload and Assign

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 Uploads

Assign all documents

Uploaded Documents

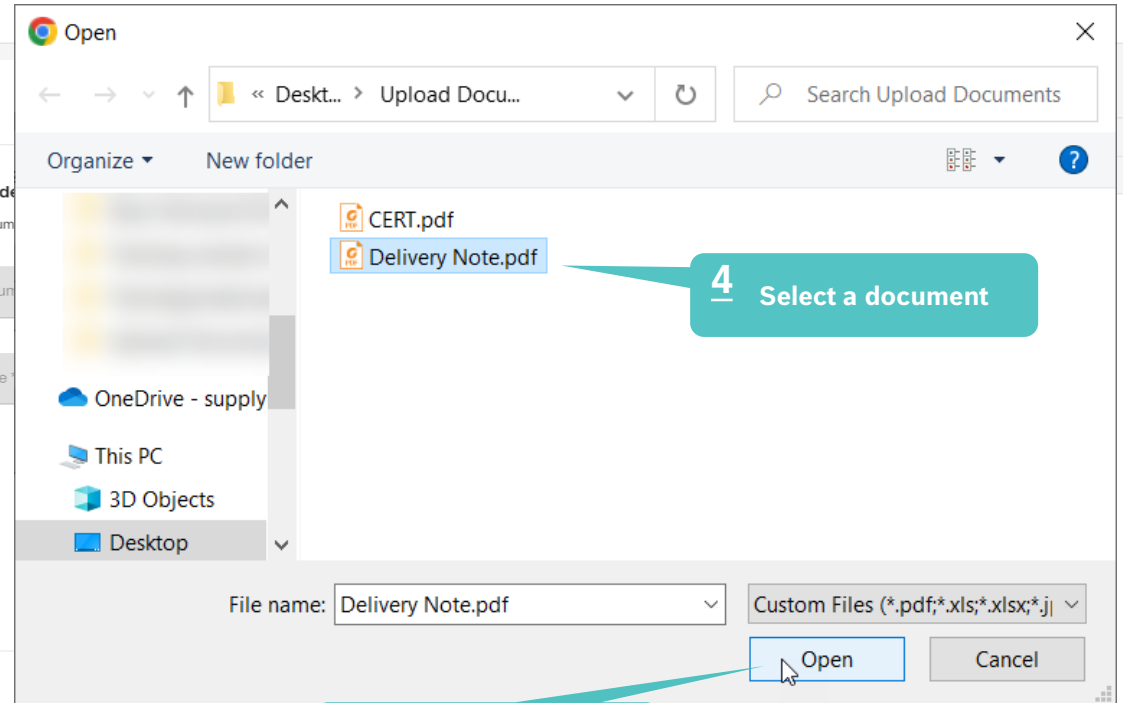
Document Type

Assign

2 Click „Upload and Assign“

3 Click Browse to select your local documents

1 Go to: „Manage Documents“



[Close](#) [Save Draft](#) [Validate](#) [Container Pre-Booking List](#)




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

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# Upload a Document


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

## 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: TXT, PDF, ZIP, XML, XLS, XLSX, JPG, JPEG


[delivery note.pdf](#) (86.7 kB) Assigned 

**7** „Confirm” to upload the document

### Assign Uploaded Documents

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

[Uploaded Documents](#) \*    
delivery note.pdf

[Document Type](#) \*    
DN1, Delivery note 1

**6**  
Choose the document type from the drop-down menu

# Enter Handling Units Data

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



Data saved in session

FPA No.  FPA date  Shipping Notification Status: New  
 Customer: trg Robert Bosch España Fábrica Mad Ship-to-Location: trg9650 / Robert Bosch España Unloading Point (Ship-to): MDA02

- [Select FPA Positions](#) [Enter Additional Data](#) [Manage Documents](#) **Complete FPA** [Transport References](#)

General

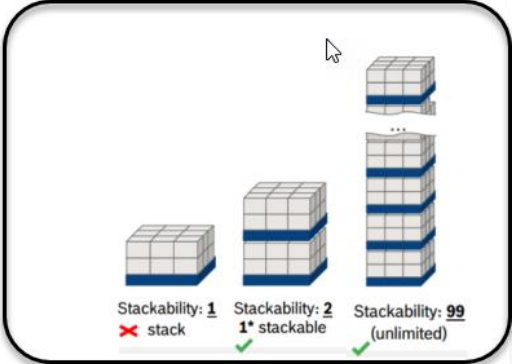
Ship-from Location:   
 Ship-from Address: CN - 201400 SHANGHAI - Training street 1,  
 Pickup Date:   
 Pickup Date Time Zone: Asia/Shanghai  
 Incoterms Code:   
 Incoterms Text:   
 Transport Type:   
 Tracking ID:   
 Reference ID for Means of Transport:   
 Carrier:   
 Free Text (for Carrier):   
 TO Number: SON0000473937  
 Waybill Number:   
 Transport Number:

Please pay attention to

- physical pick-up address (no need of port code selection)
- delivery address
- Incoterms
- Transport type

Ship-to:   
 Ship-to address: ES - 28037 Madrid - C/Hnos. García Noblejas 19  
 Delivery Date:   
 Delivery Date Time Zone: Europe/Madrid  
 Carrier Name:   
 Driver Contact:   
 Free Text (from Carrier):   
 Load number:   
 Route Name: ICL\_SEA\_CN\_EU\_FCL|FC...  
 Volume (total Delivery): 12 m<sup>3</sup>  
 Loading Length (total Delivery): LM  
 Hazardous goods: No  
 Gross Weight (total Delivery): 2500 kg  
 Net Weight (total Delivery):  kg

DO NOT make any change to the Delivery Date!



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

Line	Amount HU	Pack. Type HU	Weight HU Pos.(kg)	Length HU	Width HU(cm)	Height HU(cm)	Hazard. Goods	Stacking Factor	Volume HU Pos.(m <sup>3</sup> )	Load Length HU Pos.(LM)	UN Danger Code
1	10	Euro-pallet	2 500	120	100	100	<input type="checkbox"/>	99	12		

Click only for dangerous goods

Check stacking factor

Mandatory in case Hazard flag is set

Stacking factor:  
 \*) 1 — non-stackable  
 \*) 2—only could be stackable for another one layer, namely 1+1=2  
 \*) 3—only could be stackable for another two layers, namely 1+2=3  
 \*) 99—could be stackable for as many layers as it can hold

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

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

- [Close](#) [Save Draft](#) [Validate](#) [Container Pre-Booking List](#)



# Enter Container Data

- 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. 473817 FPA date 26-4-29  
Customer: trg Robert Bosch España Fábrica Mad Ship-to-Location: trg9650 / Robert Bosch España

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

FCL case prebooking must be made! See prebooking click guide.

**10** Choose LCL/FCL transport type

Please note that in all cases you can choose only 1 container / 1 FPA!

Carrier name will be visible after FPA is sent successfully

General  
Loading Length: Carrier Name: Carrier Address:  
Sea  
HBL Number: Arrival Seaport:  
Container pre-booking number: Container Load: FCL LCL  
Pre-Booking reference: Sea Container Type:  
Pre-Booking reference + Position no.: Sea Container ID:  
Provisioning date from: Provisioning date to: Sea Container Seal Number:  
Transport Order Status  
Default View Manage View  
Status Code Status Status Date Time Status Time Zone Source Remarks

Container ID is also expected if empty

Please enter container ID as visible on upper right corner of container / container door (Pattern like: ABCD1234567)

**11** Validate

0 entries: Entries per page 20 First Previous Page 1 of 1 Next Last

Close Save Draft **Validate** Container Pre-Booking List Print Send



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

# Print the labels and send the FPA

My SupplyOn > Supply Chain Collaboration > Create FPA [Interactive Tours](#) [Contact](#) | [Help for this page](#) | [Print](#)

**Data saved in session**

FPA No. **473817** FPA date **26-4-29** Shipping Notification Status: **New**  
 Customer: **trg Robert Bosch España Fábrica Mad** Ship-to-Location: **trg9650 / Robert Bosch España** Unloading Point (Ship-to): **MDA02**

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

**General**

Loading Length: Carrier Name: ISTAR Reference (Special Freight Workflow ID):   
 Carrier Address:

**Sea**

HBL Number: Arrival Seaport:   
 Container pre-booking number: Container Load: **LCL**  
 Pre-Booking reference: Sea Container Type:  
 Pre-Booking reference + Position no.: Sea Container ID: **ABCD1234567**  
 Provisioning date from: Provisioning date to: Sea Container Seal Number:

**Transport Order Status**

**Default View** Manage View  
 Status Code Status Remarks

Click on *Print*, and select the needed *Transport Label* and click on *Print selection*.  
 The printed labels could be taped on the corresponding handling units

- 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
- 
- 

0 entries: Entries per page **20** First Previous

[Close](#) [Save Draft](#) [Validate](#) [Container Pre-Booking List](#) [Print](#) [Send](#)

12

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.

**FPA Update (Conditional Step)**






If your FPA data has changed (Weight, volume...), please enter Supplyon again reopen the FPA and update it as shown the following slides.

ASN



ASN must be sent from your ERP system after the collection is physically done to notify the pick-up.

# Optional Step: Reopen FPA

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



SupplyOn Services ▾

Customer Applications ▾

News <sup>99</sup> Administration ▾

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SupplyOn > Supply Chain Collaboration > Dashboard

🔄 Last refresh 0 minutes ago

 Alerts

 Edit dashboard

**1** Click the arrow to have "FPA overview"

Search



## Forwarder Pickup Advice

**49**

FPA Creation Due

**1**

Pending FPA

### Due Deliveries

Overdue **47**

Due Today **0**

Due Next 7 Days **2**

[Create FPA](#)

## Advance Shipping Notice

**0**

ASN Creation Due

**0**

Pending ASN

**4**

FPA "Sent" for ASN (Transport Management)

### Due Deliveries

Overdue **0**

Due Today **0**

[Create ASN](#) ▾

## invoicing

**0**

Total Billable Items

### Billable Item Status

Billable Items Due **0**

## Orders

**0**

Orders to be confirmed

**0**

Unread orders

### Confirmation status

Dated **0**

Partly confirmed **0**

Open **0**

[Edit confirmations](#)

## VMI (IPR)

**0**

Projected Stock Inventory Alerts

**0**

Actual Stock Inventory Alerts

## Alerts

**2**

Total New Alerts

## Kanban

## Supply Chain Collaboration

Dashboard

Demand ▾

Planning ▾

Delivery ▴

Forwarder Pickup Advices

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Goods Receipts

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# Optional Step: Reopen FPA

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

My SupplyOn > Supply Chain Collaboration > FPA Overview Contact | Help for this page | Print

Quick Search  Advanced Search

[Add line](#) | [Delete line](#) [Hide Search Area](#)

My Search Profiles  [Manage View](#)

**2** Select the FPA to be updated

FPA

[Reset all Filters](#)

<input type="checkbox"/>	Customer	Customer site	Ship-to site	Transportation Mo...	Unloading Point ...	Ship-To Address	Delivery Date/Time	Ship-from Location	Materi...	FPA No.	Source	FPA Status	Reopened ...	TM Status	ASN Status	ASN Date	Carrier Name
<input checked="" type="checkbox"/>	trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Sea Transport	MDA02	Robert Bosch Esp...	26-7-2 12:00 am...	trg Supplier CN S...	✓	473817	Delivery Inst...	Pending	✓	None			
<input type="checkbox"/>	trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Sea Transport	MDA02	Robert Bosch Esp...	26-7-7 12:00 am...	trg Supplier CN S...	✓	473679	Delivery Inst...	ASN		Success	Sent	26-4-28	
<input type="checkbox"/>	trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Sea Transport	trg9650	Robert Bosch Esp...	26-6-30 12:00 a...	trg Supplier CN S...	✓	473540...	Delivery Inst...	Sent		Success			
<input type="checkbox"/>	trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Road Transport	trg9650	Robert Bosch Fca...	26-6-29 12:00 a...	trg Supplier CN S...	✓	473341		Pending		None			
<input type="checkbox"/>	trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Road Transport	trg9650	Robert Bosch Fca...	26-6-29 12:00 a...	trg Supplier CN S...	✓	473333		Pending		None			
<input type="checkbox"/>	trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Sea Transport	trg9650	Robert Bosch Fca...	26-6-29 12:00 a...	trg Supplier CN S...	✓	473331	Order	Pending		None			
<input type="checkbox"/>	trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Sea Transport	MDA02	Robert Bosch Esp...	26-6-25 12:00 a...	trg Supplier CN S...	✓	472658	Delivery Inst...	Sent		Success			
<input type="checkbox"/>	trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Sea Transport	MDA02	Robert Bosch Esp...	26-7-8 12:00 am...	trg Supplier CN S...	✓	472598	Delivery Inst...	Sent		Success			
<input type="checkbox"/>	trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Sea Transport	MDA02	Robert Bosch Esp...	26-6-23 5:00 pm...	trg Supplier CN S...	✓	470894	Delivery Inst...	Pending		None			
<input type="checkbox"/>	trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Sea Transport	trg9650	Robert Bosch Fca...	26-7-1 12:00 am...	trg Supplier CN S...	✓	471...					Sent	26-4-16	dummy LSP / Fra...
<input type="checkbox"/>	trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Sea Transport	trg9650	Robert Bosch Fca...	26-6-30 12:00 a...	trg Supplier CN S...	✓	471...							dummy LSP / Fra...
<input type="checkbox"/>	trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Sea Transport	MDA02	Robert Bosch Esp...	26-7-1 12:00 am...	trg Supplier CN S...	✓	471...					Sent	26-4-15	
<input type="checkbox"/>	trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Sea Transport	MDA02	Robert Bosch Esp...	26-6-30 12:00 a...	trg Supplier CN S...	✓	471318	D...	Sent		Success			
<input type="checkbox"/>	trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Sea Transport	MDA02	Robert Bosch Esp...	26-6-15 5:00 pm...	trg Supplier CN S...	✓	470893	Inst...	Pending		None			
<input type="checkbox"/>	trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Sea Transport	MDA02	Robert Bosch Esp...	26-6-15 5:00 pm...	trg Supplier CN S...	✓	470885	Delivery Inst...	Pending		None			
<input type="checkbox"/>	trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Sea Transport	MDA02	Robert Bosch Esp...	26-6-16 12:00 a...	trg Supplier CN S...	✓	4708...	Delivery Inst...	Pending		None			

**3** Click "Reopen FPA"

# Optional Step: Update and Re-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](#)

**5** Go to „Manage Documents” if you need to upload a document

**1** Your selected FPA was successfully reopened!

FPA No. **473817** FPA date **26-4-29** FPA Status: Pending  
Customer: trg Robert Bosch España Fábrica Mad Ship-to-Location: trg9650 / Robert Bosch España Unloading Point (Ship-to): MDA02

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

Default View ▾ Manage View ▾ Reset all Filters

Line	Del. Note ...	Del. Note ...	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...
1		010	6033MC1956	6033MC19569650	23-5-5 12:00 am	23-5-4 2:00 pm	580 200	0	<b>57600</b>	EA	▲	■	<manual data entry>	55266820/002	-		

**4** Enter the update




- 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
- Container Pre-Booking List
- Print
- Send



# Upload a Document

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



SupplyOn Services ▾

Customer Applications ▾

News

Administration ▾

More ▾

trg Supplier CN Shanghai - Shanghai trgSupplier  
Log Out

My SupplyOn > Supply Chain Collaboration > Create FPA

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Data saved in session

FPA No. **473817** FPA date **26-4-29** Shipping Notification Status: New  
Customer: trg Robert Bosch España Fábrica Mad Ship-to-Location: trg9650 / Robert Bosch España Unloading Point (Ship-to): MDA02

Select FPA Positions

Enter Additional Data

**Manage Documents**

Complete FPA

Transport References

Upload and Assign

Upload and Assign Document

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, XLSX, JPG, JPEG

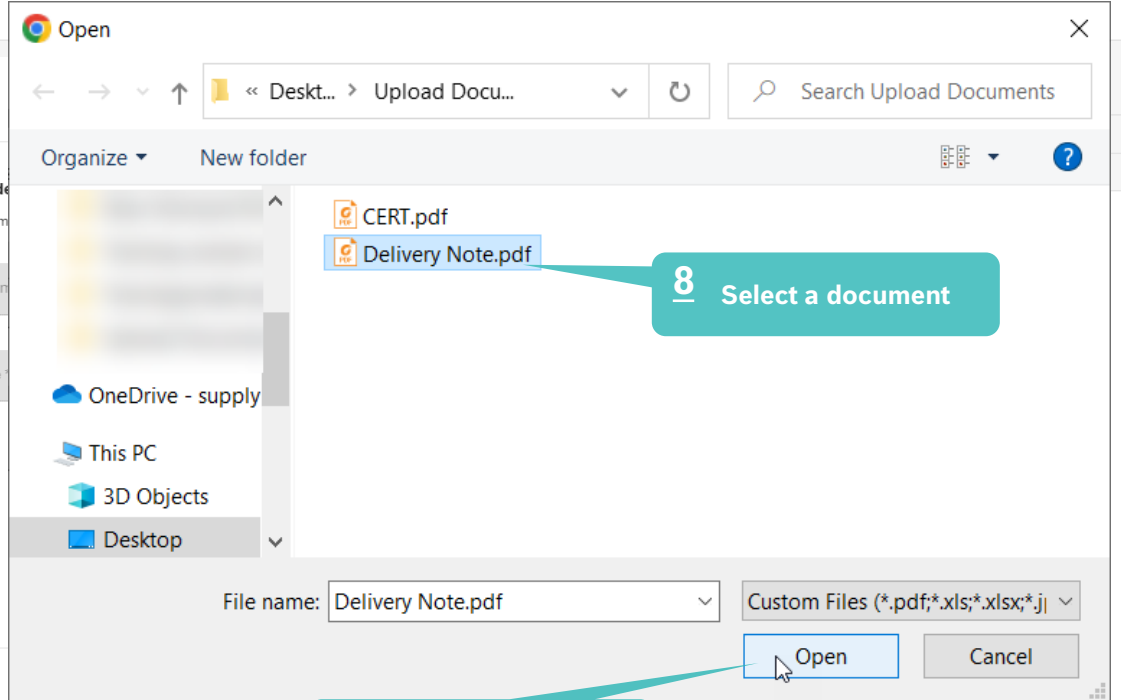
Assign Uploads

Assign all documents

Uploaded Documents

Document Type

Assign



6 Click „Upload and Assign“

7 Click Browse to select your local documents

9 Click “Open”

[Close](#) [Save Draft](#) [Validate](#) [Container Pre-Booking List](#)




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

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# Upload a Document


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

## 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: TXT, PDF, ZIP, XML, XLS, XLSX, JPG, JPEG



 [delivery note.pdf](#) (86.7 kB) Assigned 

**11** „Confirm” to upload the document

### Assign Uploaded Documents

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

[Uploaded Documents](#) \*    
delivery note.pdf

[Document Type](#) \*    
DN1, Delivery note 1

**10**  
Choose the document type from the drop-down menu

[Cancel](#) [Confirm](#)

# Optional Step: Update and Re-send FPA

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



SupplyOn Services ▾

Customer Applications ▾

News <sup>98</sup> Administration ▾

More ▾

trg Supplier CN Shanghai - Shanghai trgSupplier  
Log Out

My SupplyOn > Supply Chain Collaboration > Create FPA

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**1** Your selected FPA was successfully reopened!

FPA No. **473817** FPA date **26-4-29** FPA Status: Pending  
Customer: trg Robert Bosch España Fábrica Mad Ship-to-Location: trg9650 / Robert Bosch España Unloading Point (Ship-to): MDA02

Select FPA Positions

Enter Additional Data

Manage Documents

**Complete FPA**

Transport References

## General

Ship-from Location: **trg Supplier CN Shanghai**  
Ship-from Address: **CN - 201400 SHANGHAI - Training street 1,**  
Pickup Date: **26-5-2**  
Time from: 8:00 am to: 5:00 pm  
Incoterms Code: **FCA - Free Carrier**  
Incoterms Text: **Free Carrier**  
Transport Type: **Sea Transport**  
Means of Transport:  
Reference ID for Means of Transport:  
Carrier: [\[Enter Carrier Address\]](#)  
Free Text (for Carrier):  
TO Number: **SON0000388523**  
Equipment Type:  
Equipment Number:  
Transport Number:

Ship-to: **Robert Bosch España**  
Ship-to address: **ES - 28037 Madrid - C/Hnos. García Noblejas 19**  
Delivery Date: **26-7-2**  
Time from: 8:00 am to: 5:00 pm  
Carrier Name:  
Driver Contact:  
Free Text (from Carrier):  
Load number:  
Volume (total Delivery): **8.64 m³**  
Loading Length (total Delivery): **LM**  
Hazardous goods: **No**  
Gross Weight (total Delivery): **2500 kg**  
Net Weight (total Delivery): **0 kg**

**12** Enter the update

**14** Click "Send"

**13** Click "Validate"

Default View ▾ Manage View ▾

Line	Amount	Pack. Type	Weight	Length	Wi...	Height H...	Hazard...	Stacking F...	Volume HU...	Load Length HU Pos.(LM)	UN Danger Code
1	10	Euro-pallet	2 500	120	80	90		1	8.64		

[Close](#) [Save Draft](#) [Validate](#) [Container Pre-Booking List](#)

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

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# FPA overview

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

My SupplyOn > Supply Chain Collaboration > FPA Overview

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Quick Search Advanced Search

Search Reset

The FPA is re-sent successfully and herewith the update is completed.

Please re-enter FPA no. to get the correct labels or docs downloaded from SO if needed.

FPA FPA Position(s)

Default View Manage View

Customer	Customer site	Ship-to site	Transportation Mo...	Unloading Point ...	Ship-To Address	Delivery Date/Time	Ship-from Location	Materi...	FPA No.	Source	FPA Status	Re-sent ...	TM Status	ASN Status	ASN Date	Carrier Name
trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Sea Transport	MDA02	Robert Bosch Esp...	26-7-2 12:00 am...	trg Supplier CN S...	✓	473817	Delivery Inst...	Sent	✓	Success			
trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Sea Transport	MDA02	Robert Bosch Esp...	26-7-7 12:00 am...	trg Supplier CN S...	✓	473679	Delivery Inst...	ASN		Success	Sent	26-4-28	
trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Sea Transport	trg9650	Robert Bosch Esp...	26-6-30 12:00 a...	trg Supplier CN S...	✓	473540...	Delivery Inst...	Sent		Success			
trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Road Transport	trg9650	Robert Bosch Fca...	26-6-29 12:00 a...	trg Supplier CN S...	✓	473341		Pending		None			
trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Road Transport	trg9650	Robert Bosch Fca...	26-6-29 12:00 a...	trg Supplier CN S...	✓	473333		Pending		None			
trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Sea Transport	trg9650	Robert Bosch Fca...	26-6-29 12:00 a...	trg Supplier CN S...	✓	473331	Order	Pending		None			
trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Sea Transport	MDA02	Robert Bosch Esp...	26-6-25 12:00 a...	trg Supplier CN S...	✓	472658	Delivery Inst...	Sent		Success			
trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Sea Transport	MDA02	Robert Bosch Esp...	26-7-8 12:00 am...	trg Supplier CN S...	✓	472598	Delivery Inst...	Sent		Success			
trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Sea Transport	MDA02	Robert Bosch Esp...	26-6-23 5:00 pm...	trg Supplier CN S...	✓	470894	Delivery Inst...	Pending		None			
trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Sea Transport	trg9650	Robert Bosch Fca...	26-7-1 12:00 am...	trg Supplier CN S...	✓	471473	Order	ASN		Success	Sent	26-4-16	dummy LSP / Fra...
trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Sea Transport	trg9650	Robert Bosch Fca...	26-6-30 12:00 a...	trg Supplier CN S...	✓	471457	Order	Sent		Success			dummy LSP / Fra...
trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Sea Transport	MDA02	Robert Bosch Esp...	26-7-1 12:00 am...	trg Supplier CN S...	✓	471335	Delivery Inst...	ASN		Success	Sent	26-4-15	
trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Sea Transport	MDA02	Robert Bosch Esp...	26-6-30 12:00 a...	trg Supplier CN S...	✓	471318	Delivery Inst...	Sent		Success			
trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Sea Transport	MDA02	Robert Bosch Esp...	26-6-15 5:00 pm...	trg Supplier CN S...	✓	470893	Delivery Inst...	Pending		None			
trg Robert Bosc...	trg AE-9650-RB...	trg AE-9650-...	Sea Transport	MDA02	Robert Bosch Esp...	26-6-15 5:00 pm...	trg Supplier CN S...	✓	470885	Delivery Inst...	Pending		None			

Back Create FPA (via Due Del. - grouped) Copy FPA Upload FPA Upload ASN based on FPA Delete FPA Cancel FPA Reopen FPA Download FPA Details / Edit

13 matches of 13 entries: Select all matches Clear selection Entries per page 50 Page 1 of 1 First Previous Next Last



## Reminding

ASN



ASN **must** be sent from your ERP system after the collection is physically done to notify the pick-up.

# Thank You