

AirSupply

Training guide for users



Shipment (Despatch Advice)

May 2022

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Index of Abbreviations

3S	Supplier to Supplier Shipment
CMN	Customer Material Number
CP	Control Point
CSV	Comma Separated Values
DA	Despatch Advice
DC	Declaration of Conformity
ERP	Enterprise Resource Planning
GR	Goods Receipt
ID	Identification Number
NCR	New Concession Request
PO	Purchase Order
RD	Referenced Document
SDD	Spares Direct Delivery
S/N	Serial Number
SMN	Supplier Material Number
UE	Elementary Unit
UX	Expedition Unit
VMI	Vendor Managed Inventory

Preamble

The AirSupply training guide is kept generic and the supplier must comply with his customer scope and specificities. A document "Customer matrix" is available with the needs to be considered by the supplier.

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The AirSupply user training guide is composed of 13 modules, one customer matrix and one exercise book. This module is dedicated to *Shipment*.

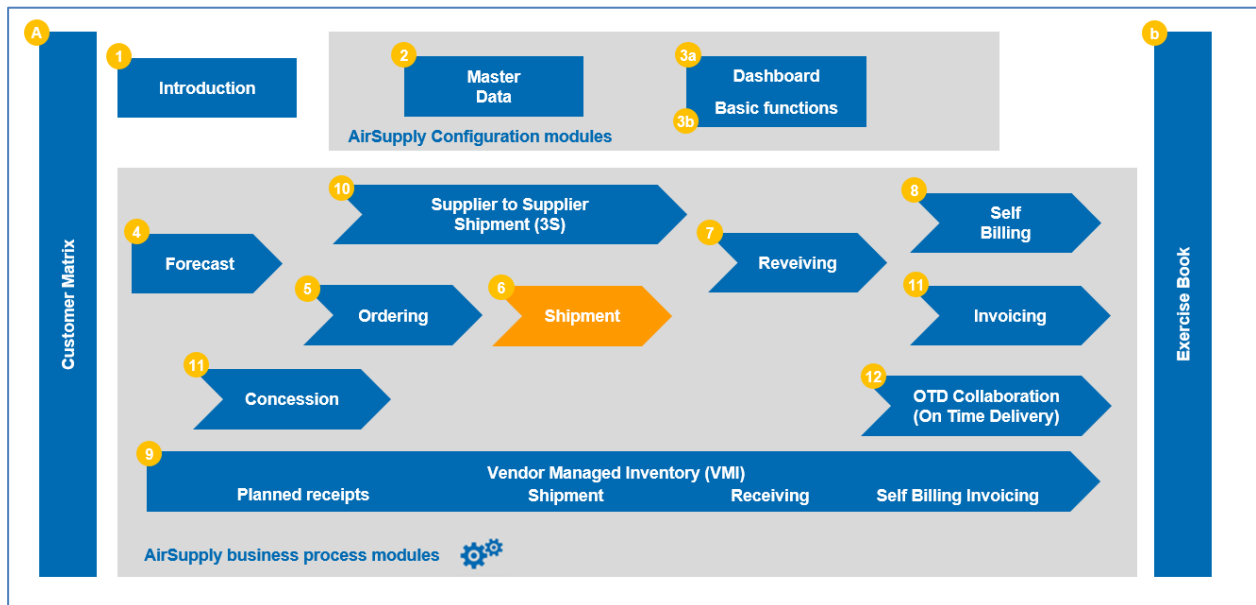


Figure 1: Modules overview

Objectives of the *Shipment* module

The *Shipment* training module explains in detail how the supplier can create and manage a Despatch Advice in AirSupply for a package that is to be shipped.

Each step from the creation of a Despatch Advice to its modification, cancellation, validation and printing is explained in detail.

This module explains how to:

- Configure the Despatch Advice master data.
- Create a Despatch Advice.
- Search and access a Despatch Advice.
- Validate a Despatch Advice.
- Update a Despatch Advice.
- Print labels.
- Send or cancel a Despatch Advice.
- Upload or download a Despatch Advice.

At the end of this module, the appendix presents:

- Tables corresponding to 'Shipment' screens in AirSupply with the name and description of each column.
- The list of the referenced documents (using the naming convention [RD, number of the referenced document, Title] for example [RD6, Shipment]).

1 General concepts

1.1 Shipment and Despatch Advice definitions

A **shipment** is a physical package containing goods, which are sent by the supplier to the customer.

Goods shipment may be done:

- Without a Despatch Advice. In this case, information about goods shipment does not appear in AirSupply and therefore is not sent to the customer ERP system.
- With a Despatch Advice. In that case, all goods shipment information is displayed in AirSupply and is sent to the customer ERP system.

A **Despatch Advice (DA)** is an electronic delivery notification. It is sent by the supplier to the customer when the pickup of the physical package at the supplier's site is planned for a certain day or has already been completed.

The use of a Despatch Advice has the following advantages:

- It allows the customer to know when the material has been despatched or will be ready for despatch.
- It helps accelerate and optimize the Goods Receipt (GR) process by scanning the package (UX) label and by having all facts about the goods instantly.
- It reduces administrative acceptance conflicts during the Goods Receipt process because Despatch Advice data is checked and the supplier will be notified about errors before sending the DA.
- A Despatch Advice can be used with an Ordering Process or with a Vendor Managed Inventory (VMI) process.

The figure below shows the shipment process overview within AirSupply.



Figure 2: Shipment process overview

1.2 General structure of a Despatch Advice

A Despatch Advice consists of:

- A **header** containing the general information related to the shipment.
- An **Expedition Unit (UX)** which is a handling unit (e.g. a pallet or an outer package) that contains one or several Elementary Units.
- An **Elementary Unit (UE)** which is the physical package that contains a single product reference and one or several items. Each UE contained in a Despatch Advice must be packed in an UX and is therefore assigned to an UX.

Despatch Advice header

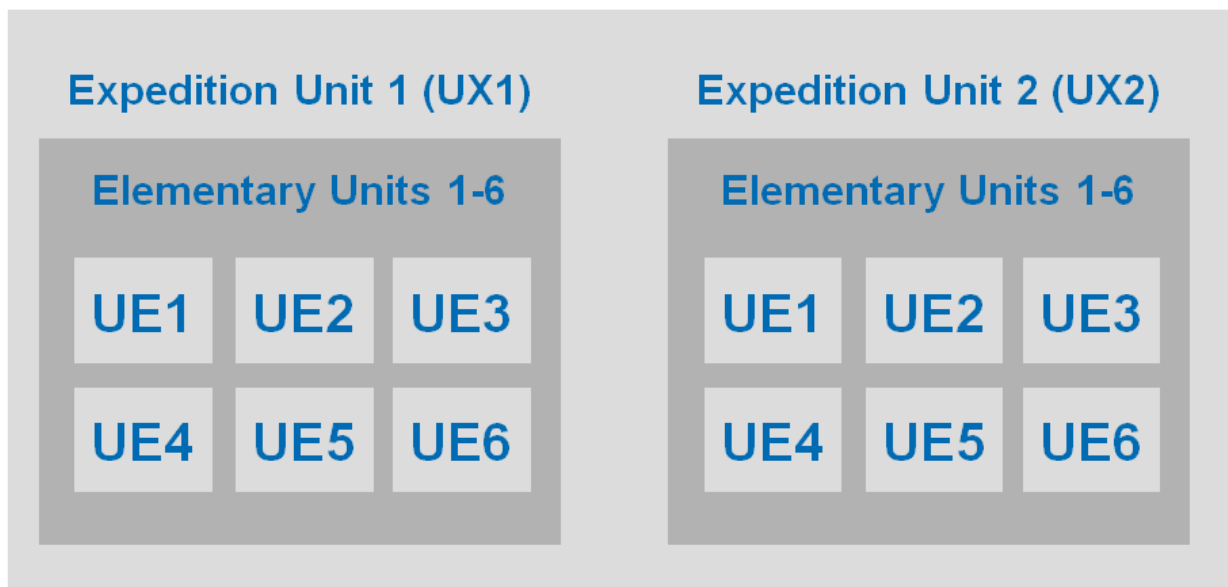


Figure 3: Despatch Advice containing two Expedition Units and twelve Elementary Units

A Despatch Advice can have one or several Expedition Units (UX). An Expedition Unit can have one or several Elementary Units (UE).

A Despatch Advice must have at least one Expedition Unit (UX) and one Elementary Unit (UE).

1.2.1 Despatch Advice Header

A header relates to:

- A single customer organization.
- A single supplier expedition site.
- A single supplier (defined by a single supplier ID).
- A single customer final delivery location.
- One or several Expedition Units (UX).

These statements are mandatory in the Despatch Advice header.

1.2.2 Elementary Unit (UE)

An **Elementary Unit (UE)**:

- Refers to a single VMI or PO reference.
- Is a package (e.g. cardboard box) containing at least one product item.
- Contains a single product reference (Customer Material Number (CMN)).
- Contains one or several serial numbers, depending on number of items inside and the customer's requirement.
- Contains a single batch number.
- Contains a manufacturing date (if required by the customer).
- Contains an expiry date (if required by the customer).

1.2.3 Expedition Unit (UX)

An **Expedition Unit (UX)**:

- Is a secondary Expedition Unit (a pallet covered with film, a box or package, a shuttle-crate, etc.).
- Is linked to a single Despatch Advice.
- Contains one or several Elementary Units.
- Belongs to a single or to different PO / VMI references.
- Is intended for the same final delivery location (e.g. PO item final delivery location).

1.2.4 Despatch Advice status overview

The Despatch Advice (DA) process contains several states as follows:

- DRAFT
- SENT
- CANCELLED
- PARTIALLY RECEIVED
- RECEIVED

The DA states are computed by the different UX and UE states as described in the following tables:

UX state in function of UE state				
UE State				UX State
Draft	Sent	Cancelled	Received	
x				Draft
x		x		Draft
	x			Sent
	x	x		Sent
	x		x	Sent
		x		Cancelled
			x	Received
		x	x	Received

DA state in function of UX state				
UX State				DA State
Draft	Sent	Cancelled	Received	
x				Draft
x		x		Draft
	x			Sent
	x	x		Sent
		x		Cancelled
	x		x	Partially Received
	x	x	x	Partially Received
			x	Received
		x	x	Received

Note: 3S suppliers should also refer to dedicated module 'Supplier to Supplier Shipment' [RD10] as other UE states "CLAIM" and "RECEIPT IN PROGRESS" apply to this process.

1.3 Alerts

AirSupply is based on alert management.

In some situations, an alert is raised in AirSupply to inform that there is an issue relating to a Despatch Advice.

The alert display can be configured by the user through the creation of a filter.

For more information about creating filters, refer to module Dashboard [RD3].

There are three types of **Despatch Advice** alerts are raised in AirSupply:

- **Late Despatch Advice:** A Despatch Advice is late when its issuance due date is past. This means that a Despatch Advice can be late before the previewed arrival date. The exception is raised if the calculated date of departure has passed. This date is the requested date minus the transportation time. If the requested date has passed without a DA, the alert will be "overridden" by the 'No goods receipt' alert.
- **Despatch Advice Draft:** The Despatch Advice was created but not sent yet for validation. Therefore, it can be modified to correct existing data or to add new information to it.
- **Despatch Advice Error:** If errors are detected during the validation of a Despatch Advice, they must be corrected before labels can be printed and before the DA can be sent to the customer. A Despatch Advice can only have an error while being a draft. In this case, it has the 'DRAFT' and 'ERROR' statuses at the same time. The 'ERROR' status disappears when all errors are resolved.

2 Shipment workflow

The shipment workflow is the process of sending the physical package with the goods and tracing this process through AirSupply until reception by the customer.

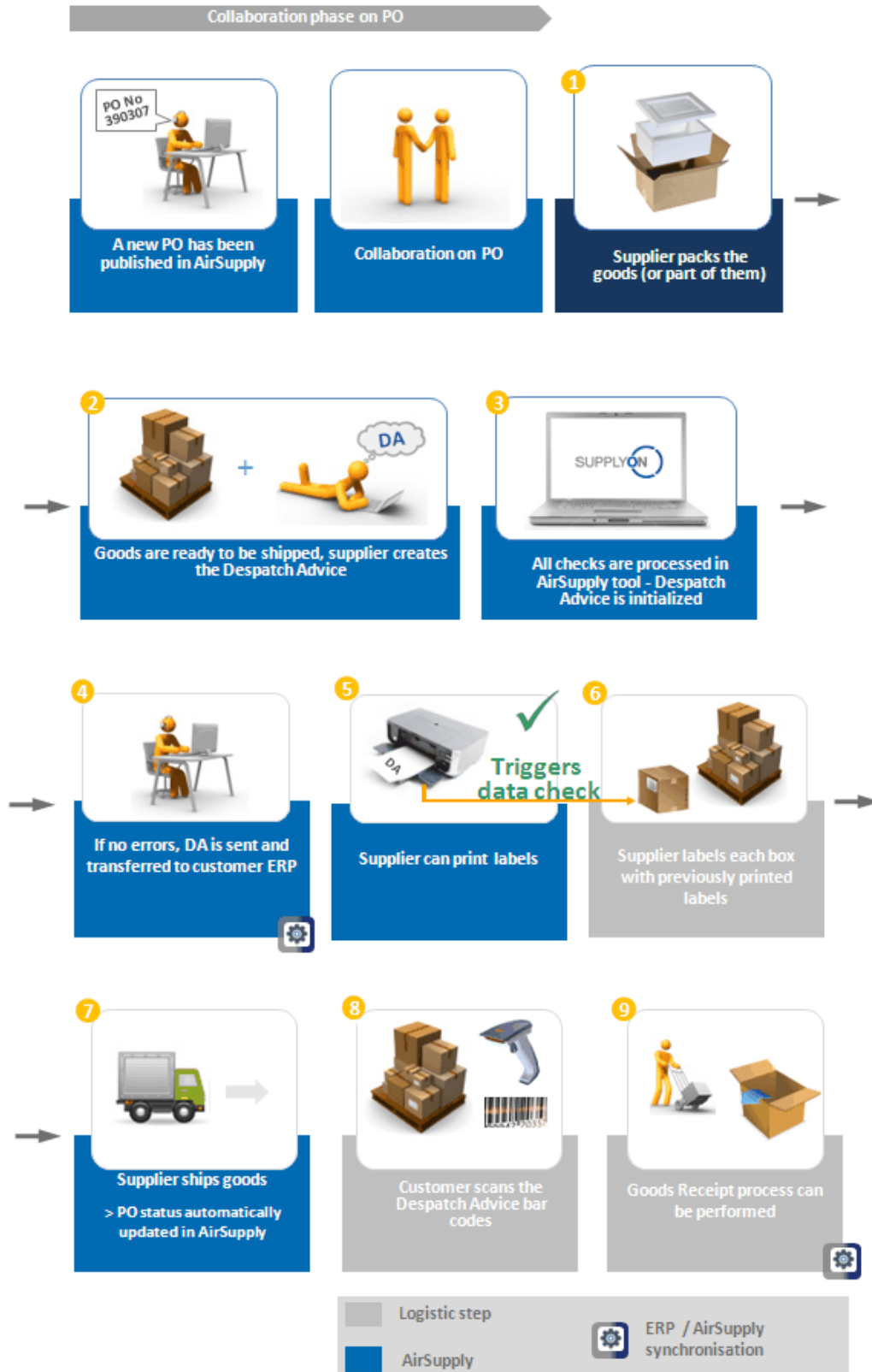


Figure 4: Shipment life cycle within DA for a non VMI material

Unless the customer authorizes it (*), the supplier can cancel a Despatch Advice only when it still has the 'DRAFT' status. When it has been sent, the supplier cannot withdraw it.

In this case, only the customer can cancel a Despatch Advice that was already sent.

To cancel an Expedition Unit (UX) or an Elementary Unit (UE) the customer has then to send a UX/UE cancellation message from his own ERP system to AirSupply.

The following table lists the activities between the customer and supplier during a common DA lifecycle:

Status	Supplier activity	Customer activity
DRAFT	Packing the goods	-
DRAFT	Fill out UE / UX / header information	-
DRAFT	Validate data and treat errors	-
DRAFT	Send Despatch Advice	Receive Despatch Advice and integration in customer ERP system
SENT	Print and attach labels to goods (optional)	-
SENT	Ship goods	-
SENT	-	Receive goods / cancel Despatch Advice

Table 1: Supplier and customer activity depending on status

A Despatch Advice lifecycle is linked to the PO and to deliveries of a VMI material.

For more information regarding Purchase Orders (PO), please refer to module Ordering [RD5].

For more information regarding Vendor Managed Inventory (VMI), please refer to module VMI [RD9].

(Refer to the 'Customer matrix' module and Chapter 3.6 of 'Shipment' module to get more details.*

3 How to work with Despatch Advice on AirSupply

3.1 Administration of Despatch Advice Master Data and Configuration

If you are supplier with the relevant AirSupply role (for example AirbSellerShip or IndSellerShippingOfficer), it is possible to create forwarder and ship-from addresses and assign them as default addresses.

For more information regarding AirSupply user access rights and roles, refer to module Master Data [RD2].

3.1.1 Administration of Despatch Advice Master Data

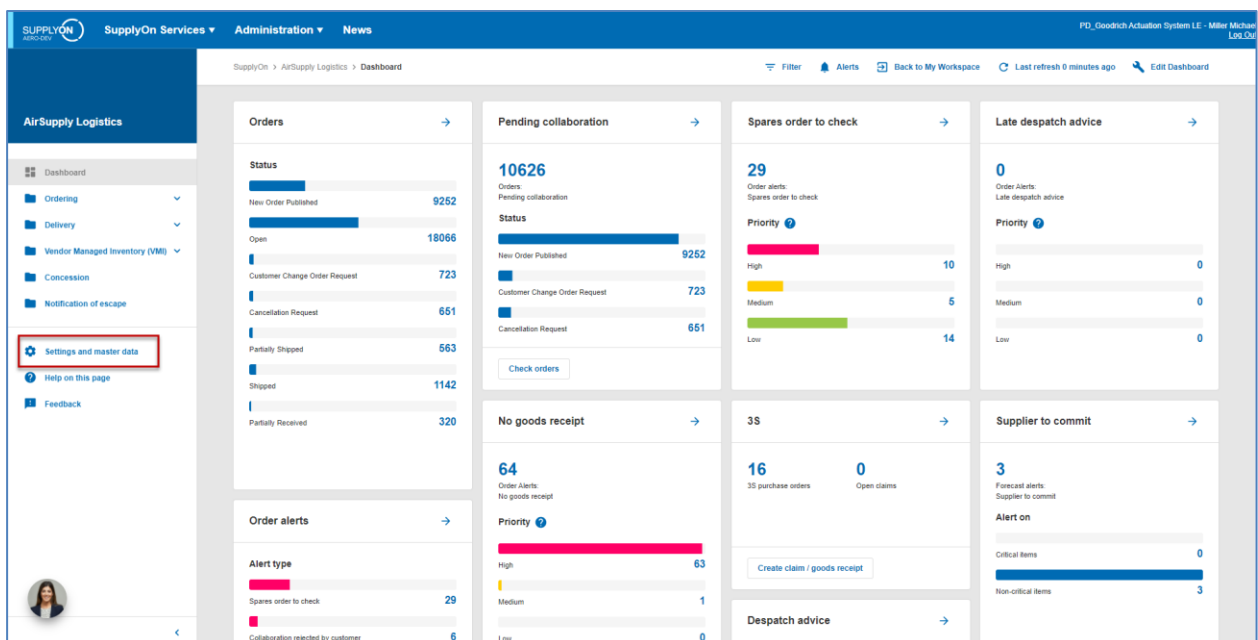
In the **Despatch Advice settings** (Despatch Advice master data), you can configure several ship-to and forwarder addresses.

When you create the Despatch Advice, you can then quickly select one of those predefined addresses and you do not have to re-enter the address details. The forwarder and ship-from addresses are those addresses that can be set as default in the Despatch Advice configuration.

In AirSupply, you cannot change or create Control Points (CP). If needed, you should contact your company administrator or control point administrator.

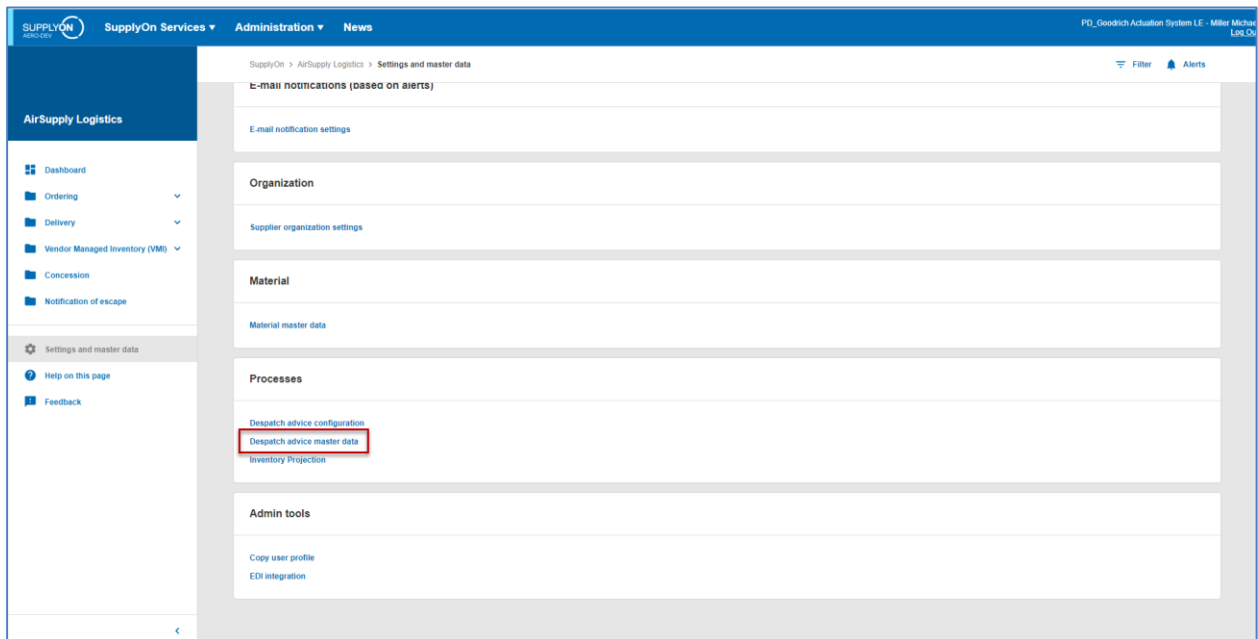
For more information regarding control points, refer to module Master Data [RD2].

Click “Settings and master data” in the Dashboard.

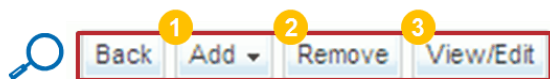
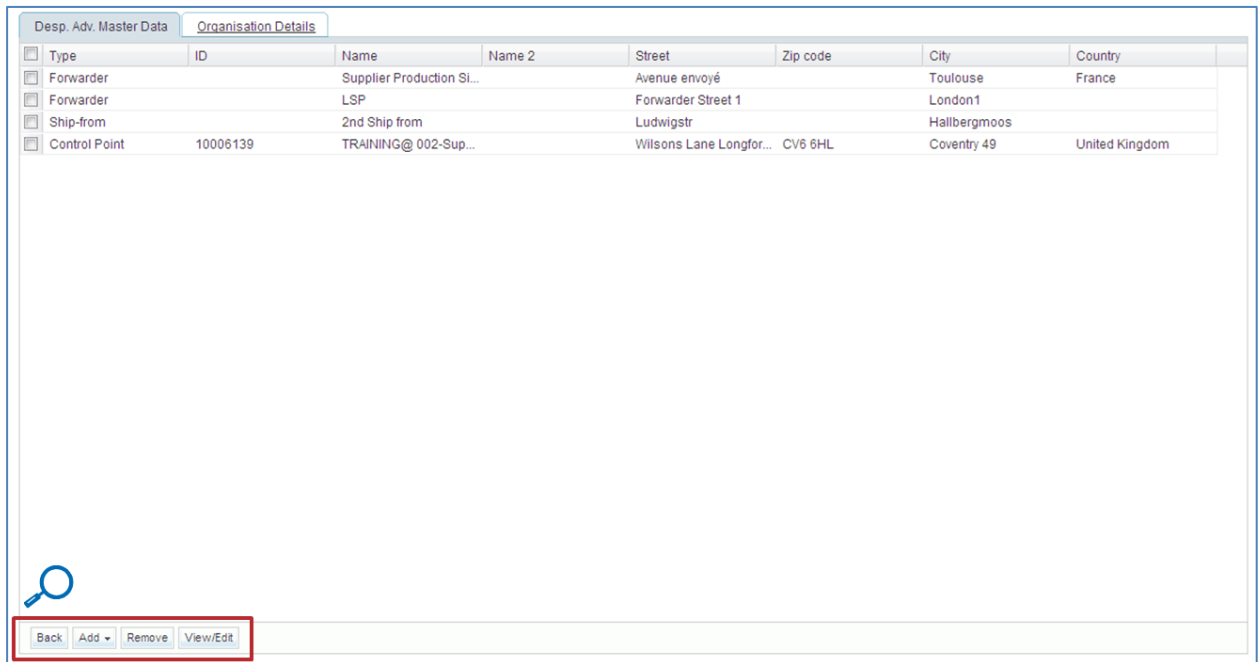


The “Settings and master data” page is displayed.

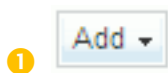
Click “Despatch advice master data”.



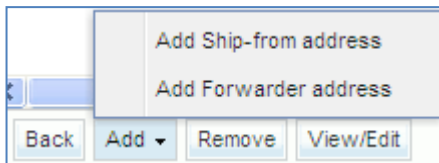
The figure below shows the ‘Despatch Advice Master Data’ screen.



In the lower part of the screen, you can add, remove and view / edit standard addresses.



Click ‘Add’ to add a ship-from or a forwarder address. The following menu is displayed.



When you click 'Add Ship-from address', the following dialog window is displayed.

New 'Ship-from' Address

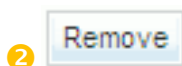
Name:	<input type="text"/>	ID:	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
Street:	<input type="text"/>	Postbox:	<input type="text"/>
	<input type="text"/>	Postal Code Postbox:	<input type="text"/>
City:	<input type="text"/>	Zip Code City:	<input type="text"/>
Country:	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
State:	<input type="text"/>		<input type="text"/>
VAT-ID:	<input type="text"/>	Tax Number:	<input type="text"/>
DUNS:	<input type="text"/>	Time Zone:	<input type="text"/>

The dialog box looks the same for a new forwarder address ('Add Forwarder address').

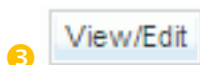
In this dialog box, you can configure all details of a ship-from or forwarder address.

Fields highlighted yellow are mandatory when you use this address later, therefore they should be filled out.

Enter the address details and click 'Save' to save the new address.



To delete ship-from or forwarder addresses select the entry / entries you want to delete and click 'Remove'.



To view or edit addresses, select the existing address you want to view or edit and click 'View/Edit'.

The following dialog window is displayed.

Address Details for LSP, London1,			
Name:	<input type="text" value="LSP"/>	ID:	<input type="text"/>
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Street:	<input type="text" value="Forwarder Street 1"/>	Postbox:	<input type="text"/>
	<input type="text"/>	Postal Code Postbox:	<input type="text"/>
City:	<input type="text" value="London1"/>	Zip Code City:	<input type="text"/>
Country:	<input type="text"/> <input type="text"/>		
State:	<input type="text"/>		
VAT-ID:	<input type="text"/>	Tax Number:	<input type="text"/>
DUNS:	<input type="text"/>	Time Zone:	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Save"/>			

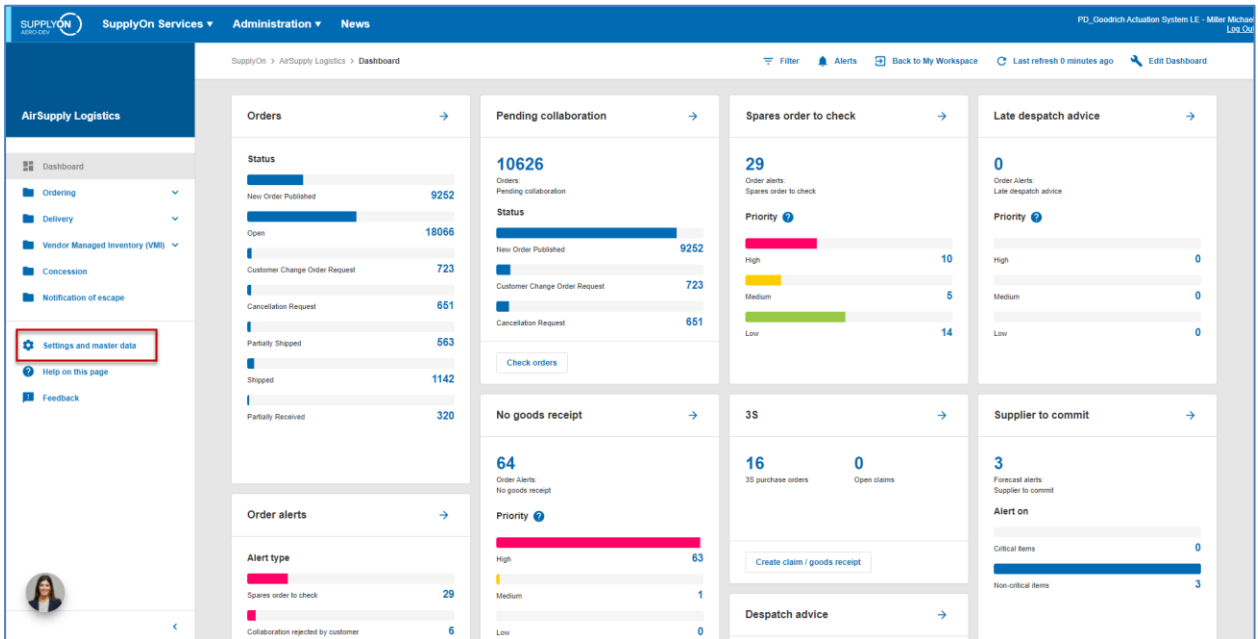
To save the address details click 'Save'.

Note that addresses of type 'Control Point' cannot be edited or removed here.

3.1.2 Administration of Despatch Advice Configuration

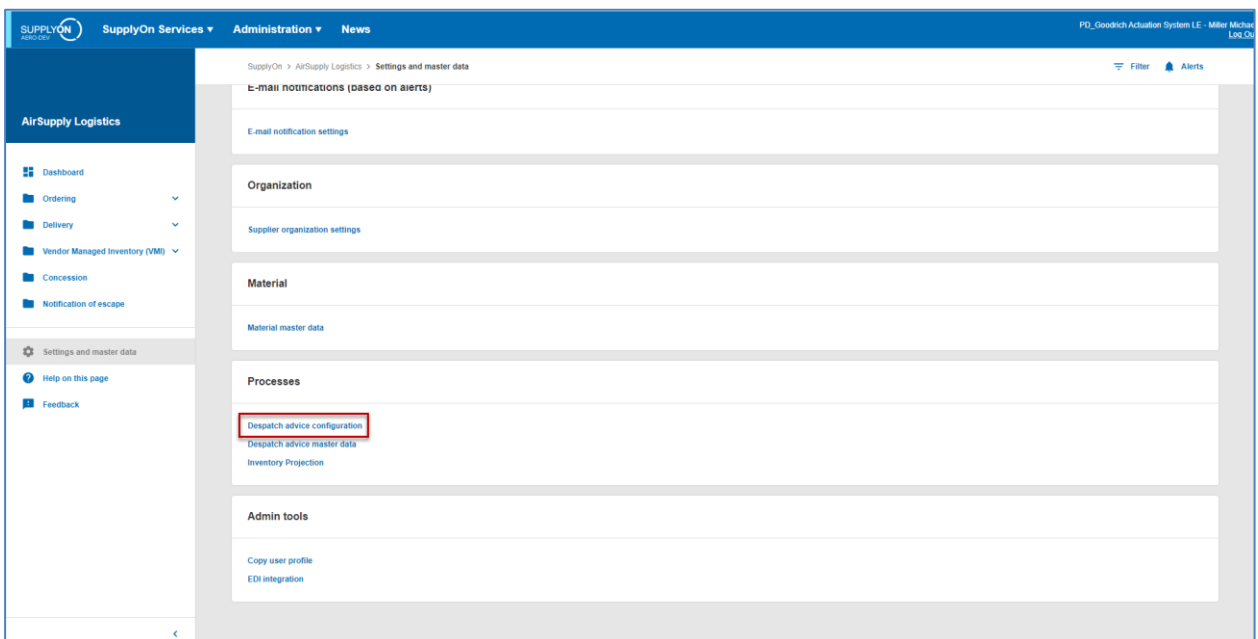
In the 'Despatch Advice Configuration' screen, you can define default information for the Despatch Advice handling. This default information will be in the header data of every Despatch Advice that you create. This information is only the default information, you can change it in each Despatch Advice except for the weight Unit of Measure.

Click "Settings and master data" in the Dashboard.



The "Settings and master data" page is displayed.

Click "Despatch advice configuration".



The figure below shows the 'Despatch Advice Configuration' page.

When creating a Despatch Advice, these configurations appear as default in the Despatch Advice header:

- 1 Default Ship-from Location.
- 2 Default Forwarder.
- 3 Default Transport Mode: Possible transport modes are road, rail, air and sea.
- 4 Default UX/UE weight Unit of Measure: Possible choices are kilograms (KG) and pounds (LB).
- 5 Default UX dimension Unit of Measure: Only relevant for packaging details.

Use these buttons to save or discard the changes:

- 6 When you have performed all changes, click 'Save' to save the configuration.
- 7 In order to discard the changes, you have made, click 'Undo Changes' to reset the values to the previous version (only possible before having saved the data).

The figure below shows an example of a default configuration.

3.1.3 Administration of Material Master Data for Despatch Advice Creation

Four fields are available to enter material master data in case the customer needs customs details in the Despatch Advice:

- Customs value
- Customs value currency
- Net weight
- Net weight UOM

Material Master Data

Material Details: CMN-014_FC1

Organisation Details

Customer Organisation: TRGCUSTUK2 / trg-TRAINING@CUSTOMER UK Supplier. Org.: TRGAIRF014 / trg-airfoilISO_014_Coventry 49
 Cust. Site: 1110 / CUS1 Supp. No.: L014
 Ordering Officer Name: Judy Jillings Supplier Planner Code:
 Ordering Officer Code: OOC-014
 Ordering Officer Phone: +44 1179 69 3832
 Ordering Officer Email:

Material Details

Customer Material Number: CMN-014_FC1 Supplier Material Number: SMN-014_FC1
 Customer Material Description: TUBE TA5070 3X6 B; WASHER TUBE B W/ Supplier Material Description: TA5070 3X6 TUBE
 Process Key: NON_VMI
 Customs value:
 Customs value currency:
 Net weight:
 Net weight UOM:

Supplier Material Number Proposal: SMN-014_FC1
 Supplier Material Description Proposal: TA5070 3X6 TUBE

Other Parameters

FlexibleField1 Customer: FlexibleField1 Supplier:
 FlexibleField2 Customer: FlexibleField2 Supplier:
 Comment: Lead time (calendar days):
 Minimum order quantity:
 Lot size:

Advantage: If the supplier enters these values in the material master data, it is only necessary to enter the corresponding values once and not every time a Despatch Advice is created.

We recommend using the material master data upload functionality.

For more information regarding download / upload Material master data, refer to module Master Data [RD2].

3.2 Rights, permissions and use roles

3.2.1 Rights and permissions

Data visibility depends on defined data permission of the user.

Only the supplier can create a Despatch Advice. The customer can only consult Despatch Advice information.

Each user needs to have the relevant AirSupply roles (fo example IndSellerShippingOfficer or AirbBuyerAccountsPayable) to manage Despatch Advice in AirSupply.

For more information regarding AirSupply user access rights and roles, please refer to module Master Data [RD2].

3.2.2 User roles

This training guide is illustrated by screenshots involving the following user roles:

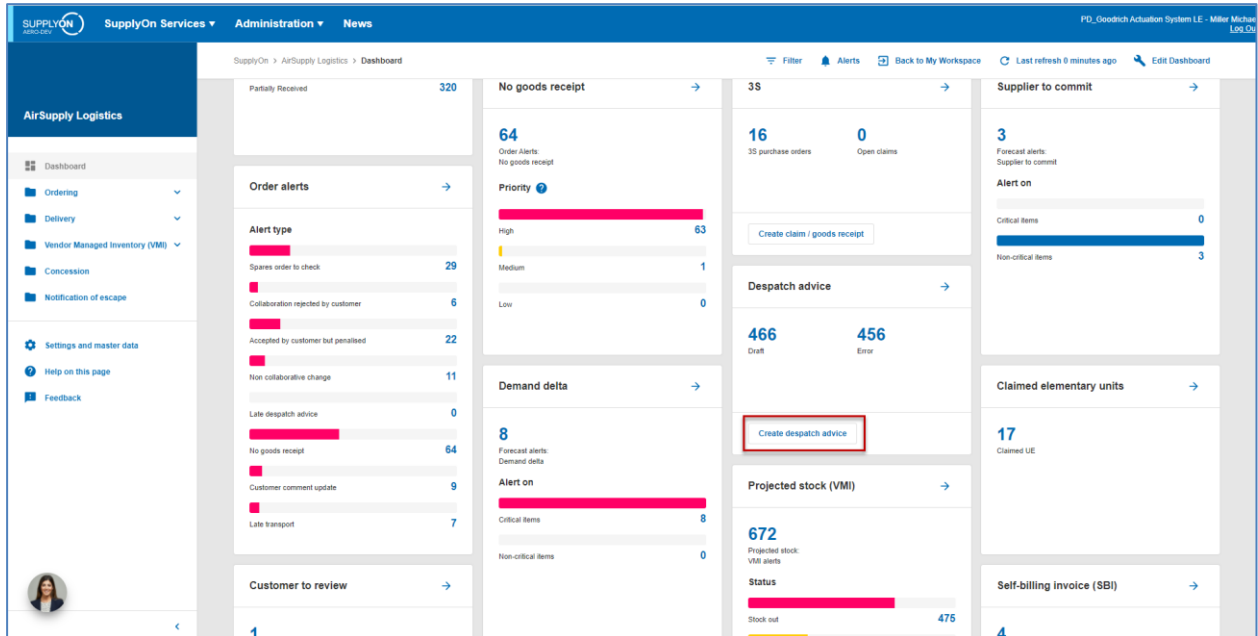
- AirbSellerAdminRead
- AirbSellerConfigAdmin
- AirbSellerOrde
- AirbSellerSales
- AirbSellerShip
- AirbSellerSparesResponsible,
- AirbSellerVMI
- UM Default

3.3 Despatch Advice creation

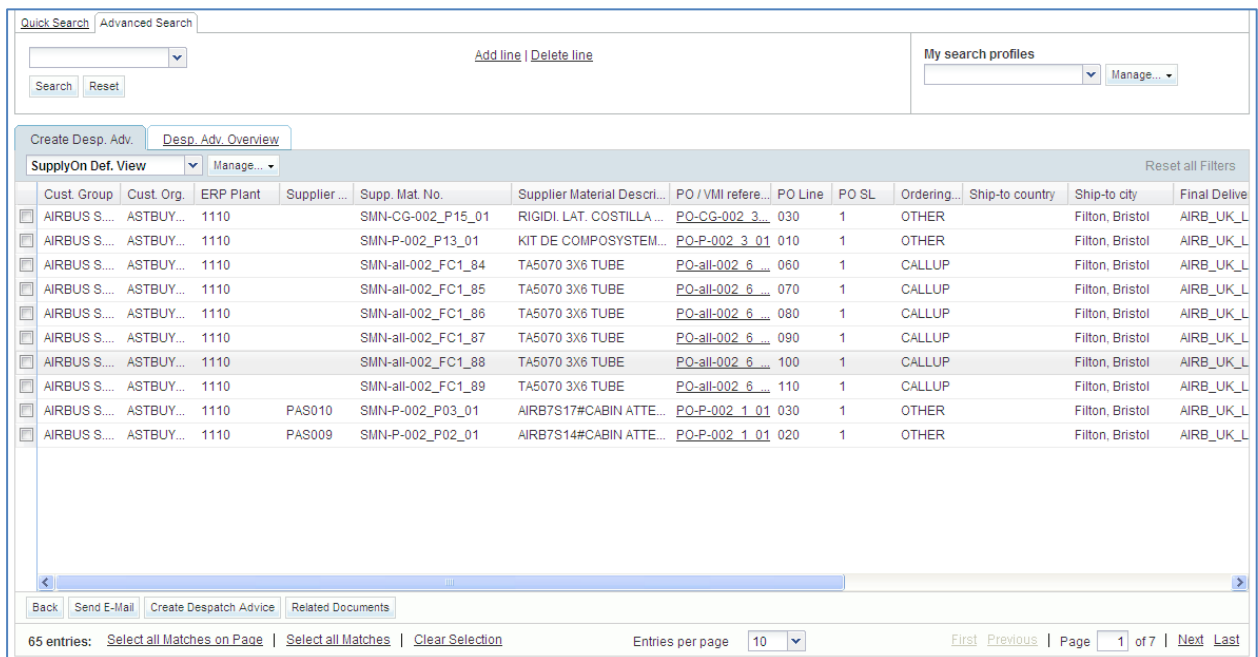
The Despatch Advice creation menu can be accessed from the Dashboard.

3.3.1 Access via the “Despatch advice” card

In the Dashboard, in the "Despatch advice" card, click "Create despatch advice".



The “Despatch advice” page with the “Create Desp. Adv.” tab is displayed.



A Despatch Advice (DA) can be created either:

- From a standard PO item.
- From a VMI item.

The process to create a Despatch Advice for a VMI item is the same as for a PO item. The only difference is the way to access the Despatch Advice creation view.

You have two possibilities to create a Despatch Advice for a VMI item:

- Create a DA through a VMI process.
- Create a DA using the inventory projection screen.

For more information regarding VMI, refer to module VMI [RD9].

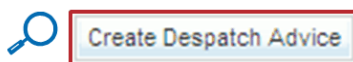
Select goods to ship for PO.

To create a new Despatch Advice, select the Purchase Order (PO) line(s) for which you want to create a Despatch Advice. Click 'Create Despatch Advice'.

You can select several PO Schedule Lines to group them together to one Despatch Advice.

This screen shows how to create a Despatch Advice from the 'Create Desp. Adv.' Tab.

Cust. Group	Cust. Org.	ERP Plant	Supplier	Supp. Mat. No.	Supplier Material Descri.	PO / VMI refere...	PO Line	PO SL	Ordering...	Ship-to country	Ship-to city	Final Delive	
<input checked="" type="checkbox"/>	AIRBUS S....	ASTBUY...	1110	SMN-CG-002_P15_01	RIGIDI. LAT. COSTILLA...	PO-CG-002_3...	030	1	OTHER		Filton, Bristol	AIRB_UK_L	
<input checked="" type="checkbox"/>	AIRBUS S....	ASTBUY...	1110	SMN-P-002_P13_01	KIT DE COMPOSYSYSTEM...	PO-P-002_3_01	010	1	OTHER		Filton, Bristol	AIRB_UK_L	
<input checked="" type="checkbox"/>	AIRBUS S....	ASTBUY...	1110	SMN-all-002_FC1_84	TA5070 3X6 TUBE	PO-all-002_6...	060	1	CALLUP		Filton, Bristol	AIRB_UK_L	
<input checked="" type="checkbox"/>	AIRBUS S....	ASTBUY...	1110	SMN-all-002_FC1_85	TA5070 3X6 TUBE	PO-all-002_6...	070	1	CALLUP		Filton, Bristol	AIRB_UK_L	
<input checked="" type="checkbox"/>	AIRBUS S....	ASTBUY...	1110	SMN-all-002_FC1_86	TA5070 3X6 TUBE	PO-all-002_6...	080	1	CALLUP		Filton, Bristol	AIRB_UK_L	
<input type="checkbox"/>	AIRBUS S....	ASTBUY...	1110	SMN-all-002_FC1_87	TA5070 3X6 TUBE	PO-all-002_6...	090	1	CALLUP		Filton, Bristol	AIRB_UK_L	
<input type="checkbox"/>	AIRBUS S....	ASTBUY...	1110	SMN-all-002_FC1_88	TA5070 3X6 TUBE	PO-all-002_6...	100	1	CALLUP		Filton, Bristol	AIRB_UK_L	
<input type="checkbox"/>	AIRBUS S....	ASTBUY...	1110	SMN-all-002_FC1_89	TA5070 3X6 TUBE	PO-all-002_6...	110	1	CALLUP		Filton, Bristol	AIRB_UK_L	
<input type="checkbox"/>	AIRBUS S....	ASTBUY...	1110	PAS010	SMN-P-002_P03_01	AIRB7S17#CABIN ATTE...	PO-P-002_1_01	030	1	OTHER		Filton, Bristol	AIRB_UK_L
<input type="checkbox"/>	AIRBUS S....	ASTBUY...	1110	PAS009	SMN-P-002_P02_01	AIRB7S14#CABIN ATTE...	PO-P-002_1_01	020	1	OTHER		Filton, Bristol	AIRB_UK_L



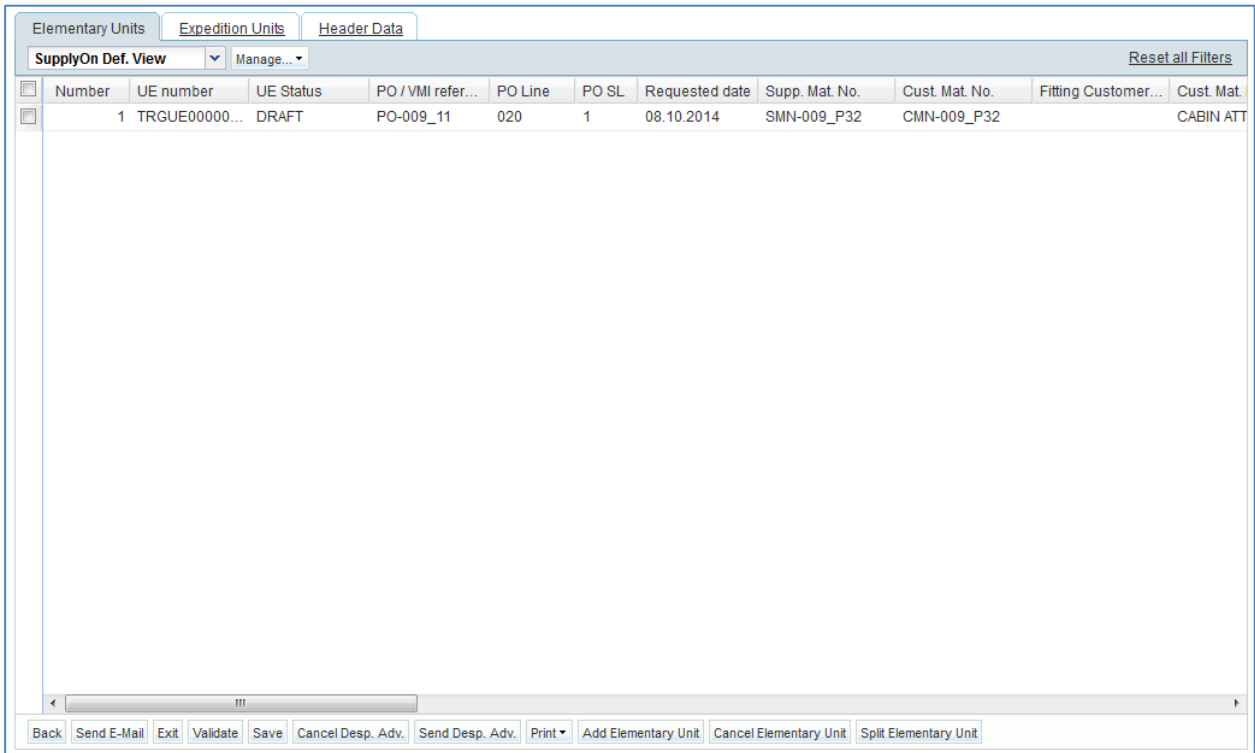
1 Select one or several PO Schedule Lines for which you want to create a Despatch Advice.

2 Click 'Create Despatch Advice'.

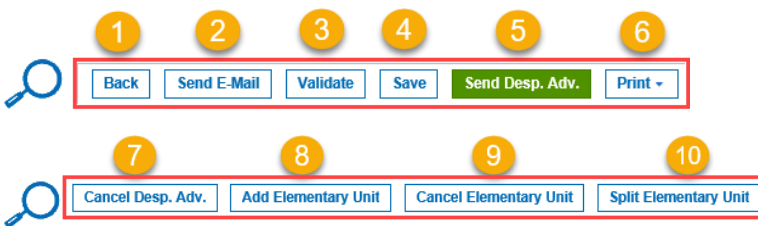
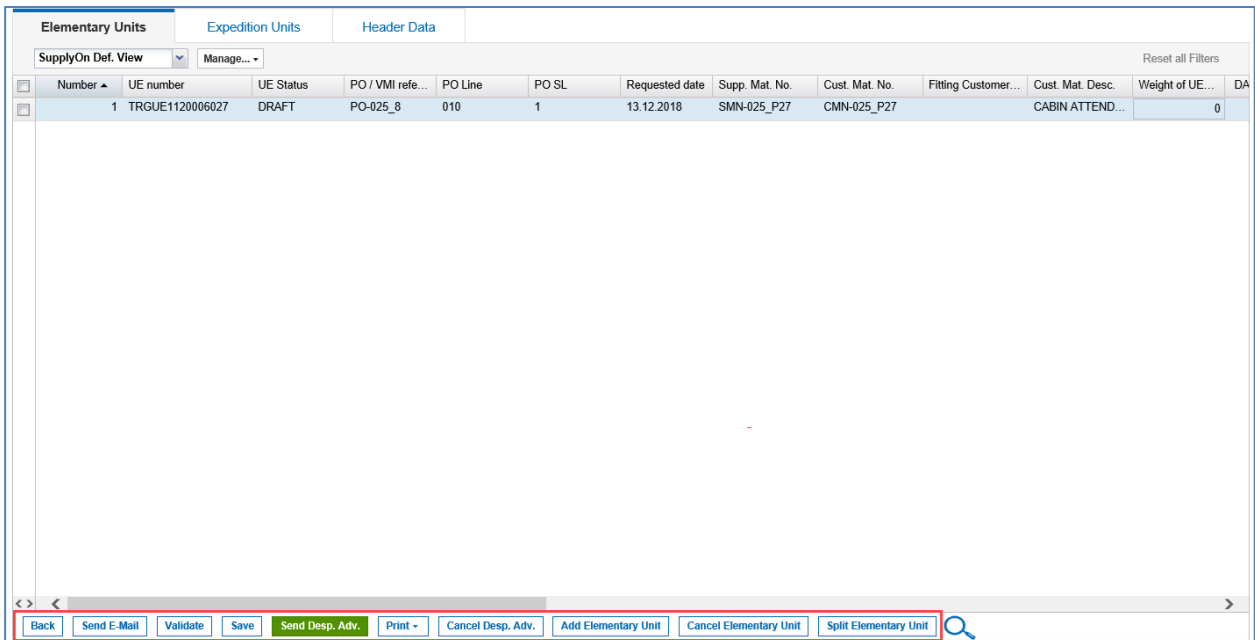
The selected objects have to meet the consolidation criteria. If all selected lines do not have the same consolidation criteria, the following error message is displayed:

▲ The selected objects do not have the same consolidation criteria (Customer Corporate Group / Supplier Local Number / Final Delivery Location). They cannot be grouped in the same despatch advice. Please, modify your selection.

If all PO Schedule Lines have the same consolidation criteria you get to the 'Despatch Advice Details' screen starting with the 'Elementary Units' tab.



In the following screenshot all the buttons in the 'Elementary Units' screen are explained.



1 Back	You return to the previous screen.
2 Send E-Mail	You can send an e-mail with the corresponding Elementary Units link.
3 Validate	Click this button to check whether there are errors in a Despatch Advice without sending it (the validation is not mandatory).
4 Save	The Despatch Advice details are saved if the Despatch Advice was newly created or changed if changes to an existing Despatch Advice were made. No error check takes place.
5 Send Desp. Adv.	Click this button to send the Despatch Advice to the customer. An error check before sending will be performed automatically.
6 Print	When you click the 'Print' button, a new browser window opens. The window contains the UX / UE label in PDF format. Make sure that your pop-up blocker does not block the pop-up.
7 Cancel Desp. Adv.	Click this button to cancel the Despatch Advice.
8 Add Elementary Unit	You get to the 'Add Elementary Unit' screen where you can select one or several Purchase Orders to add as Elementary Units.
9 Cancel Elementary Unit	Deletes one or several selected Elementary Units from the Despatch Advice.
10 Split Elementary Unit	Splits one Elementary Unit into several Elementary Units. In order to split the Elementary Unit, you have to enter the number of packages into the column 'Split UE' first. <i>Further information on how to split Elementary Units you can find in chapter [3.3.2.1_ Fill Elementary Units area fields].</i>

Notes: You need to have PDF reader software (such as Adobe™ Reader) installed on your PC to display the printed UX / UE labels.

3.3.2 Fill the areas of Despatch Advice

The default approach to create Despatch Advice is separated into three steps:

- 1) Configuration of properties for **Elementary Units (UE)**.
- 2) Elementary units are assigned to **Expedition Units (UX)**.
- 3) **Header data** is configured and the Despatch Advice is created.

3.3.2.1 Fill Elementary Units area fields

In the 'Despatch Advice Details' first screen, you see all the Elementary Units, as shown below.

Number	UE number	UE Status	PO / VMI refer...	PO Line	PO SL	Requested date	Supp. Mat. No.	Cust. Mat. No.	Fitting Customer...	Cust. Mat.
1	TRGUE00000...	DRAFT	PO-009_11	020	1	08.10.2014	SMN-009_P32	CMN-009_P32		CABIN ATT

Mandatory fields are highlighted in yellow and depend on the material type. This means for each material there may be different mandatory fields you have to complete.

For further information, please refer to chapter [5_Appendix].

Add delivery note numbers to items in Elementary Units

The customer can decide that for certain schedule lines a delivery note number is needed. If the customer sends within the Purchase Order the flag 'SDD' (Spares Direct Delivery) the 'Elementary Units' screen displays the delivery note number field as a mandatory field. As the SDD process is part of the after sales spares shipment the delivery note number is important for the customer.

The Dispatch Advice has been created with the ID 9251 in status DRAFT

Elementary Units | Expedition Units | Header Data | UX Dimensions

SupplyOn Def. View | Manage...

UE number	UE Status	PO / VMI refer...	PO Line	PO SL	Requested date	Supp. Mat. No.	Cust. Mat. No.	Cust. Mat. Desc.	Weight of UE	DA Rem. Qty.	Shipped quan.	Split UE	UoM	Delivery Note Number	Serial Number	Batch number
1	DRAFT	15202111	00010	0001	14.12.2018	110502241 FRC	FRC-142205011-1	Fuel Resistant C...	0	0	1 000		PCE			

Back | Send E-Mail | Validate | Save | Send Desp. Adv. | Print | Cancel Desp. Adv. | Add Elementary Unit | Cancel Elementary Unit | Split Elementary Unit | Upload Attachment | Delete Attachments

Add serial numbers to items in Elementary Units

If requested by the customer, the serial numbers have to be entered for the UE. The serial numbers are used for traceability reasons.

You can enter the serial numbers manually or create them with the generator function.

To add serial numbers to the Elementary Units, go to the 'Elementary Units' tab in the 'Despatch Advice Details'.

Elementary Units | Expedition Units | Header Data

SupplyOn Def. View | Manage... | Reset all Filters

Number	UE number	UE Status	PO / VMI refer...	PO Line	PO SL	Requested date	Supp. Mat. No.	Cust. Mat. No.	Fitting Customer...	Cust. Mat.
1	TRGUE00000...	DRAFT	PO-009_11	020	1	08.10.2014	SMN-009_P32	CMN-009_P32		CABIN ATT

Back | Send E-Mail | Exit | Validate | Save | Cancel Desp. Adv. | Send Desp. Adv. | Print | Add Elementary Unit | Cancel Elementary Unit | Split Elementary Unit

Scroll to the right until you see the 'Serial Number' column.

Elementary Units		Expedition Units		Header Data							
SupplyOn Def. View						Reset all Filters					
<input type="checkbox"/>	Cust. Mat. Desc.	Weight of U...	DA Rem. Qty.	Shipped qu...	Split UE	UoM	Serial Number	Batch number	Manufacture d...	Expiry Date	Concession n.
<input type="checkbox"/>	Brake Disc 34*	0	0	8		PCE	Show / Edit (0)*				

Click then the link 'Show / Edit (0)' corresponding to the Elementary Unit you want to define serial numbers for.

Note: The content of the field "Serial Number" shows the current count of entered serial numbers (e.g. "0" in case no serial numbers have been entered).

This counter is updated as soon as the user is entering serial number(s) on the Elementary Unit (UE) line. The field shows "Show / Edit (count of serial numbers)" if a user with writing permission is accessing the 'Despatch Advice Details' screen. The field shows "Show (count of serial numbers)" if a user with read-only permission is accessing the 'Despatch Advice Details' screen.

The following dialog window is displayed.

Add Serial Numbers for Elementary Unit No. 022380000001980016

You can either generate serial numbers by entering start value and increment, or you can copy & paste the numbers (separated by ;) to the list. You can create up to 1000 serial numbers per Elementary Unit.

1 **Serial Number Generator (Enter prefix, start value and increment)**

Fixed prefix:

Start value:

Number of values:

Increment:

2 **Insert Serial Numbers (copy & paste)**

Insert here S/Ns (separated by ;)

Serial Numbers (0 already created)

<input type="checkbox"/>	No.	Serial Number
<input type="checkbox"/>	1	Click here to enter S/N manually

In the header of the menu you can see the Elementary Unit (UE) number.

In this menu, serial numbers can be created by three ways:

1

Serial Number Generator (Enter prefix, start value and increment)

Fixed prefix:

Start value:

Number of values:

Increment:

1 Use the serial number generator, which generates serial numbers for every item by defined rules.

Fixed prefix: This is the beginning of each serial number. It is the only part of the serial number that does not have to be numeric. If there is no prefix, just leave this field empty.

Start value: The numeric value from which the count will start.

Number of values: Number of serial numbers to create. When you click on this field the number of values equal to the number of items will appear automatically. This number must not be exceeded because otherwise, an error message will appear and all numbers get deleted.

Increment: The value by which the count will increase to the next serial number.

For example, fill into the fields for 'Serial Number Generator' following values:

- Fixed prefix: 'Count'
- Start value: '000'
- Number of values: '5'
- Increment: '10'

Click then the 'Add to list' button.

The generator generates the following five serial numbers in the lowest section 'Serial Numbers': Count000, Count010, Count020, Count030, and Count040 and add them to the list.

Note: Due to performance reasons, the maximum quantity of serial numbers that you can generate this way is 1000. If your UE has more items, then you will have to split the UE. The way to split a UE is explained further in the module.

Click 'Apply' at the end of the process to save the numbers. If there is no error, then you get back to the 'Elementary Units' screen without further notification.

In the dialog window below, you see an example of the creation of five serial numbers.

Add Serial Numbers for Elementary Unit No. 0

You can either generate serial numbers by entering start value and increment, or you can copy & paste the numbers (separated by ;) to the list. You can declare up to 1000 serial numbers per Elementary Unit.

Serial Number Generator (Enter prefix, start value and increment)

Fixed prefix:

Start value:

Number of values:

Increment:

Insert Serial Numbers (copy & paste)

Serial Numbers (5 already created)

<input type="checkbox"/>	No.	Serial Number
<input type="checkbox"/>	1	Count000
<input type="checkbox"/>	2	Count010
<input type="checkbox"/>	3	Count020

2

Insert Serial Numbers (copy & paste)

2 The other two possibilities are to insert serial numbers manually or through copy and paste. The numbers have to be separated by a semicolon. A maximum of 1000 serial numbers can be entered into this field. This way of adding serial numbers is recommended if you already have the numbers at hand. In this case, you can copy & paste the numbers.

Example including the serial numbers: Count000, Count010, Count020:

Add Serial Numbers for Elementary Unit No. 0

You can either generate serial numbers by entering start value and increment, or you can copy & paste the numbers (separated by ;) to the list. You can declare up to 1000 serial numbers per Elementary Unit.

Serial Number Generator (Enter prefix, start value and increment)

Fixed prefix:

Start value:

Number of values:

Increment:

Insert Serial Numbers (copy & paste)

Serial Numbers (3 already created)

No.	Serial Number
<input type="checkbox"/> 1	Count000
<input type="checkbox"/> 2	Count010
<input type="checkbox"/> 3	Count020

Split Elementary Unit

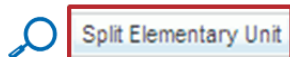
It is possible to split one Elementary Unit into several Elementary Units. This can be useful in order to distribute the item quantity on several Elementary Units. This way the items can be distributed in different ways in packages or Elementary Units or Expedition Units.

The screenshot shows how to split Elementary Units.

Elementary Units | Expedition Units | Header Data

SupplyOn Def. View | Manage... | [Reset all Filters](#)

<input type="checkbox"/>	Cust. Mat. Desc.	Weight of U...	DA Rem. Qty.	Shipped qu...	Split UE	UoM	Serial Number	Batch number	Manufacture d...	Expiry Date	Concession n.
<input type="checkbox"/>	Brake Disc 34"	0	0	8	<input type="text"/>	PCE	Show / Edit (3)*				



- 1 Enter the desired amount of new Elementary Units into the field 'Split UE'.

2 Click 'Split Elementary Unit'.

AirSupply will generate new UEs and distribute the quantity equally to the new UEs.

If no integer results from the split, then one or several of the new UEs receive one item more. For example, if you split a quantity of 13 by three, then the three resulting UEs will have an item quantity of 5, 4, 4.

Four fields, related to customs management, are added to the tab Elementary Unit.

- Customs Value of UE
- Currency of customs value
- Net weight [KG]
- Country of origin

jht...	DA Rem...	Shipped...	Split UE	UoM	Serial Number	Customs value of UE	Currency of customs value	Net weight [KG]	Country of origin	Manufacture...	Expiry Date	Concession n...
0	25	1	0	PCE	Show / Edit (0)	147.30	GBP					

Customs Value of UE

The customs value of the elementary unit and the currency (customs value) will be pre-filled with the values from the purchase order if an agreed price is available. If this is not the case, the value is copied from the material master data, provided that the supplier has entered the information in the material master data. If no values are available, the supplier is prompted to enter the information during manual creation of UE.

Note: The customs value is automatically calculated based on the quantity shipped. There is no calculation if the price unit and/or quantity conversion are not equal to 1. In this case, the value remains empty and must be entered manually.

Currency of customs value

Will be pre-filled with the values from the purchase order. If this is not the case, the value is copied from the material master data, provided that the supplier has entered the information in the material master data. If no values are available, the supplier is prompted to enter the information during manual creation of UE.

Net weight [xx]

The net weight and unit of measure are copied from the material master data, provided that the supplier has entered the information in the material master data. If no values are available, the supplier is prompted to enter the information during manual creation of UE.

Country of origin

The country of origin can be selected from a list of country codes. (If the country of origin is different for each material/package, use the "Split" function, for example, to obtain only one country of origin per schedule line).

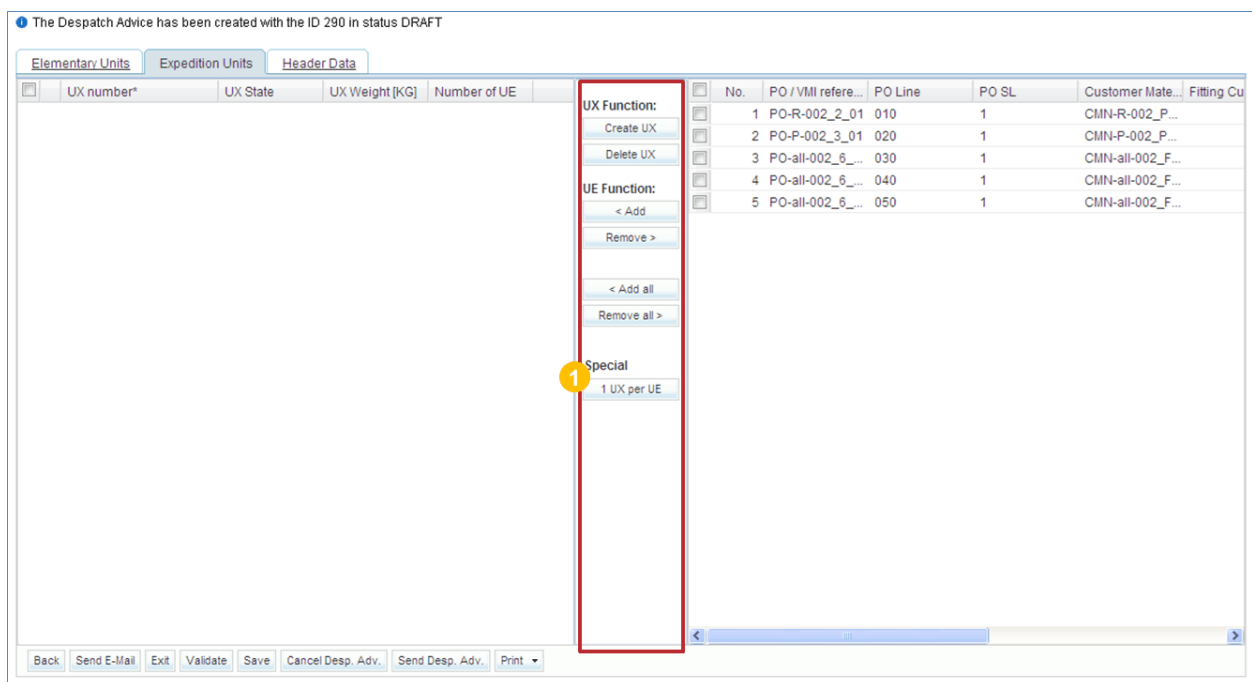
If the information was not requested by the customer, the fields are locked on the user interface.

3.3.2.2 Fill Expedition Units area fields

The Elementary Units have to be assigned to at least one Expedition Unit.

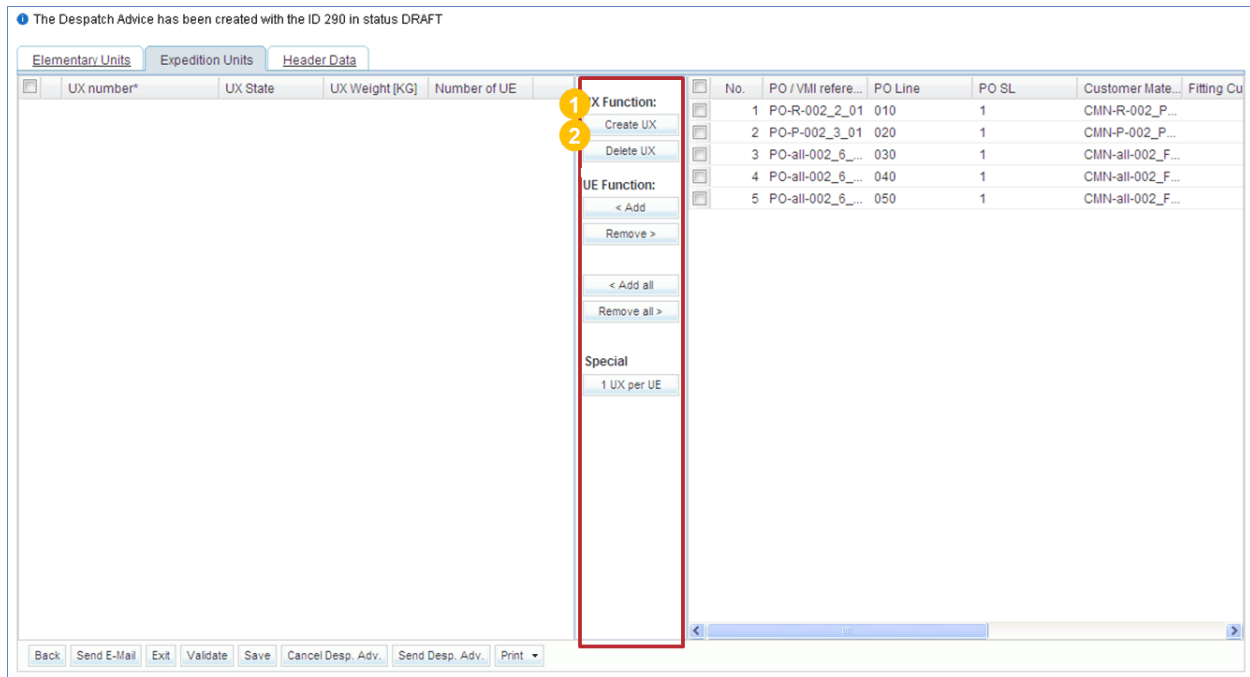
Expedition units are created in the 'Expedition Units' tab, which is right of the 'Elementary Units' tab.

There are two ways to create UXs. The first way is by using a special function.



- 1 Click '1 UX per UE' to assign each Elementary Unit to an Expedition Unit.

The second way to create UXs is by creating a UX and assign UEs to it.

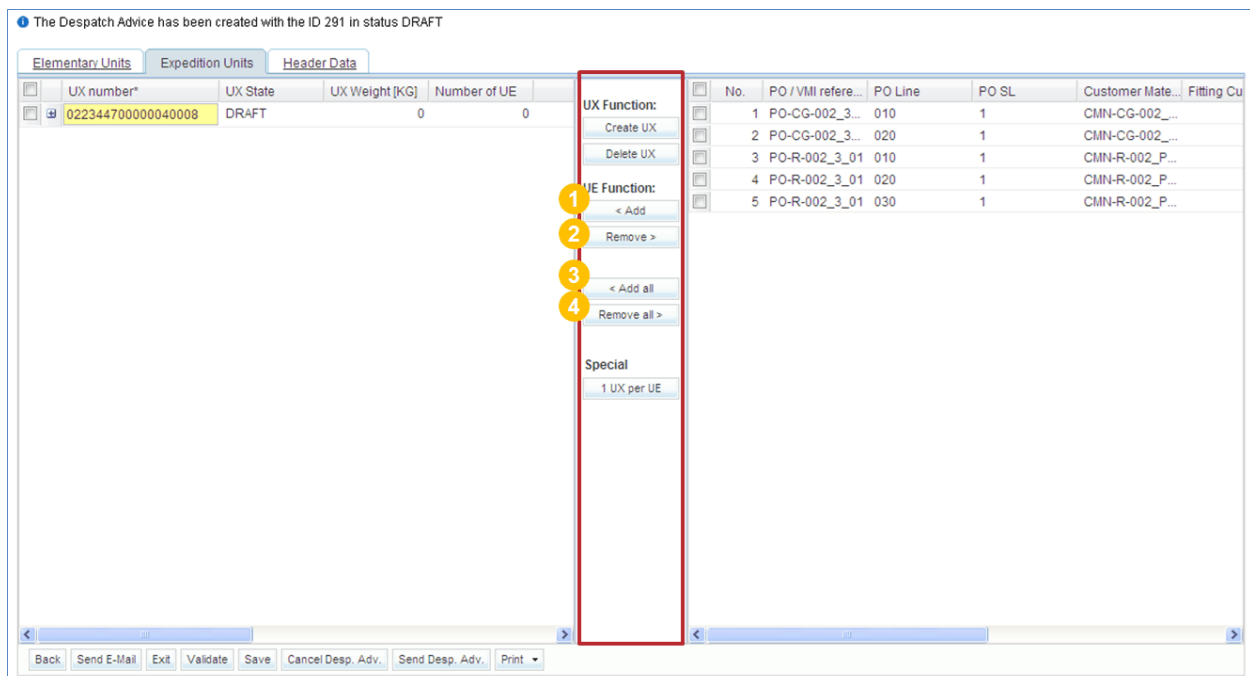


1 Click 'Create UX' to create a new Expedition Unit.

2 Click 'Delete UX' to delete an Expedition Unit.

When you create an Expedition Unit, it appears in the left screen section.

If using the second method to create UXs, Elementary Units must be assigned to the Expedition Unit.



1 Click 'Add' to add selected Elementary Units to a selected Expedition Unit.

2 Click 'Remove' to remove selected Elementary Units from an Expedition Unit.

3 Click 'Add all' to add all Elementary Units to a selected Expedition Unit.

4 Click 'Remove all' to remove all Elementary Units from all Expedition Units.

Once the Elementary Units on the right have been assigned, they disappear into the Expedition Unit on the left.

Note: A UE with the status 'CANCELLED' will remain in the right half and cannot be assigned to a UX.

3.3.2.3 Check and complete the Header area fields

The 'Header Data' tab (on the right side of the 'Expedition Units' tab) has several mandatory fields.

All mandatory fields in the header data are marked with an asterisk (*), as follows:

- 1 Desp. Adv. ID: ID of the Despatch Advice, pre-filled by the system but can be overwritten with the supplier's reference for the Despatch Advice.
- 2 Departure Date: The date the Expedition Units will be sent. It is pre-filled by the system with today's date, but can be overwritten.
- 3 Estimated time of arrival: The date the Expedition Units are estimated to arrive. Might be pre-filled by the system, but can be overwritten.
- 4 Transport Doc.: Transport document number.
- 5 Transport Mode: One of four transport modes: air, rail, road, sea.
- 6 Flight Number: Flight number.
- 7 Name, street, city and country: Name of the company and its street, city and country. If a ship-from / forwarder address is selected, those values are entered automatically. The addresses can be configured in 'Desp. Adv. Settings'.
- 8 Despatch weight: Weight of the whole package. If you have edited a weight for one or several Elementary Units, the weight is calculated by the system but can be overwritten.
- 9 Document Link Header: Hyperlink to any external target, e.g. a shared document management system at the customer or supplier side.

Ship-from and forwarder addresses might be predefined by the values from the 'Despatch Advice Settings' menu, but can be changed by clicking 'Details'.

The weight unit of measurement (kg or lbs) is also predefined in the master data. The standard transport mode can be predefined in the master data.

To access master data and configure those addresses please refer to chapter [3.1_Administration of Despatch Advice Master Data & Configuration]

3.3.2.4 Fill UX dimensions if available

In case a customer needs the UX dimensions, a fourth tab is visible for the supplier user. If this tab is visible, packaging details must be entered.

Each customer defines which fields are mandatory within the tab UX Dimensions.

As displayed in the screen shot, some customers may have two mandatory fields. Other customers could define all fields as mandatory.

The UX Dimensions fields are only displayed if an Expedition Unit has been created before.

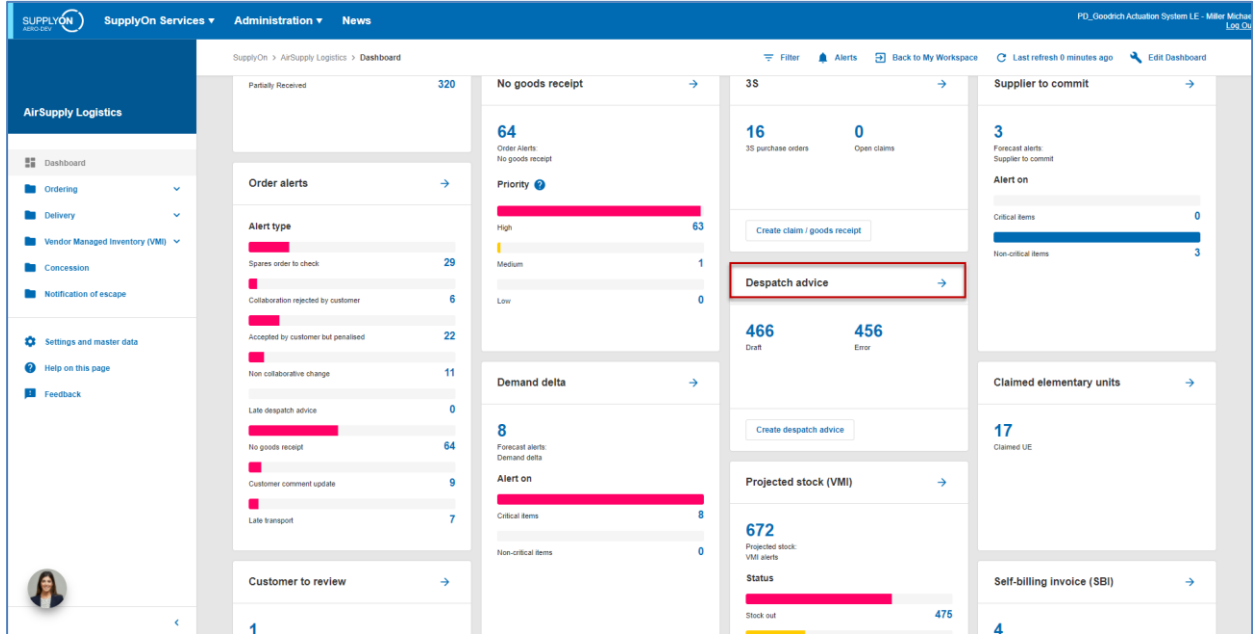
The Packaging Type is a pre-defined drop-down menu. Select the relevant packing material.

In case you would like to change the unit of measures like 'KG' and 'cm', please check the chapter 'Administration of Despatch Advice Configuration'.

3.4 Access to Despatch Advice overview and search a Despatch Advice

3.4.1 Access via the Dashboard

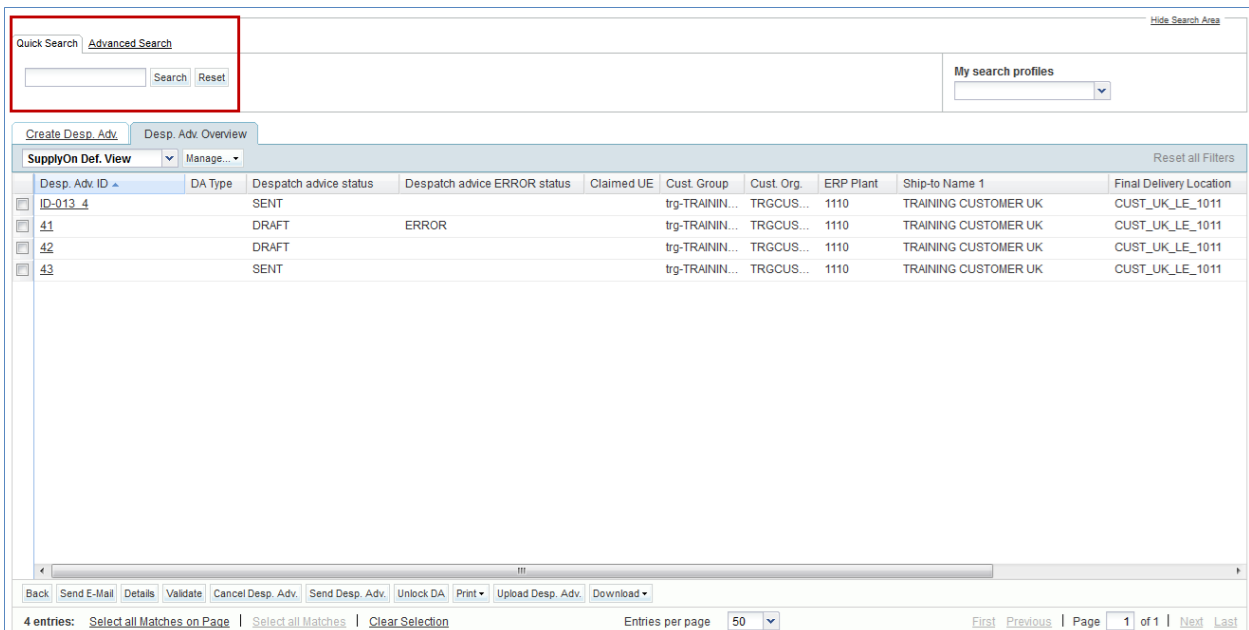
In the Dashboard, click on the arrow in the "Despatch advice" card.



Note: The Despatch Advice data displayed differs with the filter selected.

3.4.2 Search a Despatch Advice

The quick search functionality allows you to search any table entry by using a keyword:



To display a customized list of DAs, enter your keyword and click on the 'Search' button.

In the following figure, you see a 'Quick Search' for the Despatch Advice ID '43'. Only search term is '43' and only search result is the Despatch Advice with the ID '43'.

The screenshot shows the 'Quick Search' section with a search box containing '43' and 'Search' and 'Reset' buttons. Below the search bar, the 'Desp. Adv. ID' column in the table is highlighted with a red box, showing the value '43'. The table has the following data:

Desp. Adv. ID	DA Type	Despatch advice status	Despatch advice ERROR status	Claimed UE	Cust. Group	Cust. Org.	ERP Plant	Ship-to Name 1	Final Delivery Location
43		SENT			trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011

At the bottom, the status bar shows '1 entry: Select all Matches on Page | Select all Matches | Clear Selection' and 'Entries per page 50'.

With the 'Advanced Search', you can search for specific search terms in column fields:

The screenshot shows the 'Advanced Search' section with a search box containing '41, 42, 43' and 'Search' and 'Reset' buttons. Below the search bar, the 'Desp. Adv. ID' column in the table is highlighted with a red box, showing the values '41', '42', and '43'. The table has the following data:

Desp. Adv. ID	DA Type	Despatch advice status	Despatch advice ERROR status	Claimed UE	Cust. Group	Cust. Org.	ERP Plant	Ship-to Name 1	Final Delivery Location
ID-013_4		SENT			trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
41	DRAFT		ERROR		trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
42	DRAFT				trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
43	SENT				trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011

At the bottom, the status bar shows '4 entries: Select all Matches on Page | Select all Matches | Clear Selection' and 'Entries per page 50'.

In the first search dropdown box, you can decide in which column field you want to search.

The screenshot shows a search interface with a dropdown menu open, listing various column fields. The dropdown is highlighted with a red box. The main table below shows search results for 'Despatch advice status'.

Type	Despatch advice status	Despatch advice ERROR status	Claimed UE	Cust. Group	Cust. Org.	ERP Plant	Ship-to Name 1	Final Delivery Location
	SENT			trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
	DRAFT	ERROR		trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
	DRAFT			trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
	SENT			trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011

This image is a close-up of the search dropdown menu, showing a list of column fields. A magnifying glass icon is positioned to the left of the list. The dropdown is highlighted with a red box.

- Concession Number
- Creation Date
- Cust. Group
- Cust. Org.
- Cust. Site
- Customer Material Description
- Customer Material Number
- Customer Organisation
- DA Type
- DA creation mode
- Departure date
- Desp. Adv. ID
- Despatch advice ERROR status

In the second dropdown box, you can decide whether your search term should be included, excluded, etc. Those entries depend on the column field in which you want to search.

In the third box, enter your search term and then hit the 'Search' button.

Quick Search | Advanced Search

Final Delivery Location equal to CUST_UK_LE_1011 [Add line](#) | [Delete line](#)

Search | Reset

My search profiles

Create Desp. Adv. | Desp. Adv. Overview

SupplyOn Def. View | Manage...

Desp. Adv ID	DA Type	Despatch advice status	Despatch advice ERROR status	Claimed UE	Cust. Group	Cust. Org.	ERP Plant	Ship-to Name 1	Final Delivery Location
ID-013_4		SENT			trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
41		DRAFT	ERROR		trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
42		DRAFT			trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
43		SENT			trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011

4 entries: [Select all Matches on Page](#) | [Select all Matches](#) | [Clear Selection](#)

Entries per page: 50

Page 1 of 1

If you want to search for more than one search term click on 'Add line' and repeat the same steps.

Quick Search | Advanced Search

Final Delivery Location equal to CUST_UK_LE_1011 [Add line](#) | [Delete line](#)

Search | Reset

My search profiles

You can also search for Purchase Order (PO) Schedule Lines in the 'Create Desp. Adv.' tab. The screen below shows a search for a PO with the Supplier Material Number 'SMN-013_P' in the 'Create Desp. Adv.' tab.

In order to find all POs that contain this number, 'contains' was selected in the condition field.

Quick Search | Advanced Search

Supplier Material Numl contains SMN-013_P [Add line](#) | [Delete line](#)

Search | Reset

My search profiles

Create Desp. Adv. | Desp. Adv. Overview

SupplyOn Def. View | Manage...

Cust. Group	Cust. Org.	Elementary D...	ERP Plant	Supplier...	Supp. Mat. No.	Supplier Material Descr...	PO / VMI reference	PO Line	PO SL	Ordering Type	Ship-to country	Ship-to city	F
trg-TRAINI...	TRGCU...	Filton-Plant	1110		SMN-013_P27	AIRB5S12#CABIN ATT...	PO-013_8	010	1	OTHER	Filton		C
trg-TRAINI...	TRGCU...	Filton-Plant	1110		SMN-013_P17	Bolt	PO-013_6	010	1	OTHER	Filton		C
trg-TRAINI...	TRGCU...	Filton-Plant	1110		SMN-013_P03	AIRB7S17#CABIN ATT...	PO-013_1	030	1	OTHER	Filton		C
trg-TRAINI...	TRGCU...	Filton-Plant	1110		SMN-013_P13	KIT DE COMPOSYSYSE...	PO-013_3	010	1	OTHER	Filton		C
trg-TRAINI...	TRGCU...	Filton-Plant	1110		SMN-013_P14	RIGIDI. VERT. COSTILLA...	PO-013_3	020	1	OTHER	Filton		C
trg-TRAINI...	TRGCU...	Filton-Plant	1110		SMN-013_P15	RIGIDI. LAT. COSTILLA...	PO-013_3	030	1	OTHER	Filton		C
trg-TRAINI...	TRGCU...	Filton-Plant	1110		SMN-013_P12	Brake Disc Assy 34"	PO-013_2	020	1	OTHER	Filton		C
trg-TRAINI...	TRGCU...	Filton-Plant	1110		SMN-013_P11	Brake Disc Assy 32"	PO-013_2	010	1	OTHER	Filton		C
trg-TRAINI...	TRGCU...	Filton-Plant	1110		SMN-013_P22	Isolation	PO-013_7	030	1	OTHER	Filton		C
trg-TRAINI...	TRGCU...	Filton-Plant	1110		SMN-013_P04	AIRB7S44#CABIN ATT...	PO-013_1	040	1	OTHER	Filton		C
trg-TRAINI...	TRGCU...	Filton-Plant	1110		SMN-013_P10	AIRB7S67#CABIN ATT...	PO-013_1	100	1	OTHER	Filton		C
trg-TRAINI...	TRGCU...	Filton-Plant	1110		SMN-013_P07	AIRB7S57#CABIN ATT...	PO-013_1	070	1	OTHER	Filton		C
trg-TRAINI...	TRGCU...	Filton-Plant	1110		SMN-013_P05	AIRB7S53#CABIN ATT...	PO-013_1	050	1	OTHER	Filton		C
trg-TRAINI...	TRGCU...	Filton-Plant	1110		SMN-013_P02	AIRB7S14#CABIN ATT...	PO-013_1	020	1	OTHER	Filton		C
trg-TRAINI...	TRGCU...	Filton-Plant	1110		SMN-013_P28	AIRB7S14#CABIN ATT...	PO-013_8	020	1	OTHER	Filton		C

15 entries: [Select all Matches on Page](#) | [Select all Matches](#) | [Clear Selection](#)

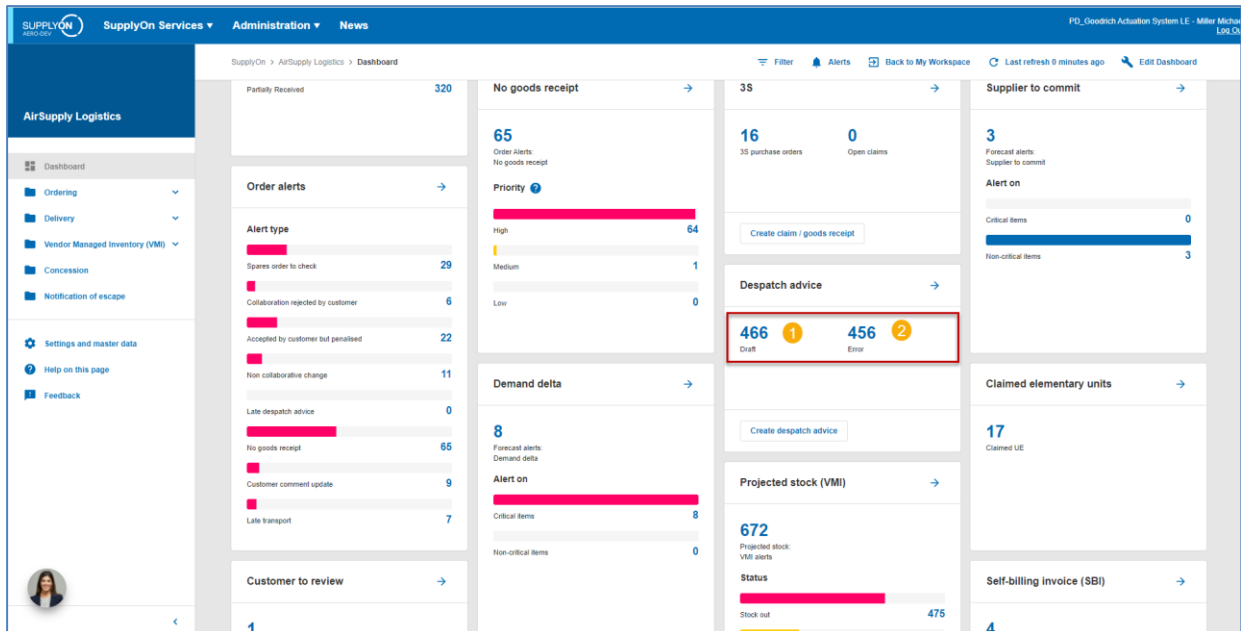
Entries per page: 50

Page 1 of 1

From the Dashboard you can access Despatch Advice that are pre-filtered by either **'DRAFT'** status or **'ERROR'** status.

You would get to the same screen if you access the Despatch Advice overview and search for Despatch Advice that have the **'DRAFT'** or **'ERROR'** status.

To access the pre-filtered Despatch Advice, click on the number for the **'DRAFT'** or **'ERROR'** status.



1 Click on the number to filter the Despatch Advice by the 'Draft' status and go to the 'Despatch Advice Overview' screen.

2 Click on the number to filter the Despatch Advice by the 'Error' status and go to the 'Despatch Advice Overview' screen.

Note: The 'Claimed UE' alert is relating to a special supplier process fully explained in the module 'Supplier to Supplier Shipment' [RD10].

The screenshot below shows the Despatch Advice overview pre-filtered by the 'DRAFT' status.

Quick Search | Advanced Search

Despatch advice status: equal to DRAFT Add line | Delete line

My search profiles

Create Desp. Adv. | Desp. Adv. Overview

SupplyOn Def. View | Manage...

Desp. Adv. ID	DA Type	Despatch advice status	Despatch advice ERROR status	Claimed UE	Cust. Group	Cust. Org.	ERP Plant	Ship-to Name 1	Final Delivery Location
41		DRAFT	ERROR		trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
42		DRAFT			trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011

2 entries: Select all Matches on Page | Select all Matches | Clear Selection

Entries per page 50

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⚠ All Despatch Advice that have the 'DRAFT' status are shown, including the ones having also errors.

The screenshot shows the Despatch Advice overview pre-filtered by 'ERROR' status.

Quick Search | Advanced Search

Despatch advice ERR: equal to ERROR Delete line

Despatch advice status: not equal to CANCELLED Add line | Delete line

My search profiles

Create Desp. Adv. | Desp. Adv. Overview

SupplyOn Def. View | Manage...

Desp. Adv. ID	DA Type	Despatch advice status	Despatch advice ERROR status	Claimed UE	Cust. Group	Cust. Org.	ERP Plant	Ship-to Name 1	Final Delivery Location
41		DRAFT	ERROR		trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011

1 entry: Select all Matches on Page | Select all Matches | Clear Selection

Entries per page 50

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3.5 Despatch Advice validation

The Despatch Advice validation aims to check whether there are errors in a Despatch Advice.

In case of errors, the Despatch Advice cannot be sent and you need to update it.

The Despatch Advice validation by the user is not mandatory but will be done automatically when sending the Despatch Advice.

After a Despatch Advice is validated through the validation function, it still keeps the 'DRAFT' status.

In the 'Despatch Advice Overview' screen, you can check if a Despatch Advice has errors. In this case, you need to solve them before being able to send the Despatch Advice.

The check can be done by two means.

The screenshot shows a web application interface for creating and validating a Despatch Advice. The title bar indicates the document is in 'DRAFT' status. The main content area is divided into several sections:

- Despatch advice header data:** Contains fields for 'Desp. Adv. ID' (1), 'DA status' (DRAFT), 'Departure Date' (15.11.2017), 'Estimated time of arrival', 'Creation Date' (15.11.2017), 'Sending Date', 'DA Type', 'Transport Doc.', 'Transport Mode', 'DA creation mode' (I), 'Flight Number', 'Customer Group' (PD_AIRBUS), 'Supplier Local Number' (45959045), and 'Final Delivery Location' (MDGL).
- Address table:** Includes 'Ship-to' and 'Ship-from' sections with fields for Name, Street, City, Zip Code, and Country. There are also dropdown menus for 'Ship-from' and 'Forwarder'.
- Summary:** Shows 'Total number of UX' (0) and 'Despatch weight' (0 KG).
- Attachments:** A row of buttons including 'Back', 'Send E-Mail', 'Exit', 'Validate' (highlighted with a red box and a circled '1'), 'Save', 'Send Desp. Adv.' (highlighted with a red box and a circled '2'), 'Print', 'Cancel Desp. Adv.', and 'Upload Attachment'.

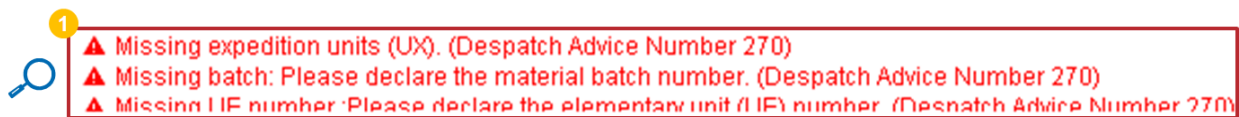
1 By clicking the 'Validate' button, there will be a check of the data without sending the DA.

2 By clicking the 'Send Desp. Adv.' button, the check will be done automatically before sending.

3.5.2 Despatch Advice error

After clicking on the 'Validate' or 'Send Desp. Adv.' button and if errors are found, they appear on the top of the screen. Every tab in which actions have to be taken appears in red.

The screenshot shows a web form for 'Despatch Advice header data'. At the top, three error messages are displayed in red: 'Missing expedition units (UX)', 'Please declare the elementary unit (UE) number', and 'Please declare the transport mode'. Below the errors, the form has three tabs: 'Elementary Units', 'Expedition Units', and 'Header Data', all of which are highlighted in red. The 'Expedition Units' tab is currently selected. The form contains various input fields for 'Desp. Adv. ID', 'DA status', 'Departure Date', 'Estimated time of arrival', 'Creation Date', 'Sending Date', 'DA Type', 'Address table', and 'Summary'. The 'Address table' section includes fields for 'Ship-to', 'Ship-from', and 'Forwarder' details. The 'Summary' section shows 'Total number of UX' as 0 and 'Despatch weight' as 0 KG. At the bottom, there is a navigation bar with buttons for 'Back', 'Send E-Mail', 'Exit', 'Validate', 'Save', 'Send Desp. Adv.', 'Print', 'Cancel Desp. Adv.', and 'Upload Attachment'.



- 1** Error messages that appear if there are errors in the Despatch Advice.
- 2** All tabs appear in red because there are errors in each of them.

Error	Necessary steps
Missing Expedition Units (UX)	<ol style="list-style-type: none"> 1) Go to 'Expedition Units' tab 2) Create Expedition Units 3) Assign Elementary Units to those Expedition Units
Missing batch: Please declare the material batch number	<ol style="list-style-type: none"> 1) Go to 'Elementary Units' tab 2) Scroll to the right until you get to the column 'Batch number' 3) Enter the batch number
Missing UE number: Please declare the Elementary Unit (UE) number	<ol style="list-style-type: none"> 1) Go to 'Expedition Units' tab 2) Create Expedition Units, if there are none 3) Assign Elementary Units to the Expedition Units, if this was not done yet 4) Give Elementary Unit numbers to the Elementary Units
Please declare ...	<ol style="list-style-type: none"> 1) Go to 'Header Data' tab 2) Fill out the missing information

Table 2: Possible errors and necessary actions to resolve the errors

Note that the error messages above are only examples and additional error messages can be raised. The errors listed above are very common, others appear less frequently.

3.5.3 Download Despatch Advice error list

If you receive errors after verification, you can create, download and print a list of these errors.

To create an error list, click the error messages at the top.

▲ Missing expedition units (UX). (Despatch Advice Number 1)
▲ Please declare the elementary unit (UE) number. (Despatch Advice Number 1)
▲ Please declare the transport mode. (Despatch Advice Number 1)

Despatch advice header data
 Despatch ID: 1 Transport Doc.: Customer Group: PD_AIRBUS
 DA status: DRAFT Transport Mode*: Supplier Local Number: 45959045
 DA error status: Error DA creation mode: I Final Delivery Location: MDGL
 Departure Date*: 15.11.2017 Flight Number:

Address table:
 Ship-to: GETAFE Ship-from: Forwarder:

Summary:
 Total number of UX: 0
 Despatch weight*: 0 KG



- ▲ Missing expedition units (UX). (Despatch Advice Number 270)
- ▲ Missing batch: Please declare the material batch number. (Despatch Advice Number 270)
- ▲ Missing I IF number :Please declare the elementary unit (I IF) number (Despatch Advice Number 270)

An error list opens.

Status log - 14.06.11 11:19:10						
No	Area	Reference ID	Section	ID	Field ID	Message
1	DA	270	EXPEDI...		Expedition ...	Missing expedition units (...
2	DA	270	ELEME...		Batch num...	Missing batch: Please dec...
3	DA	270	ELEME...		Elementary ...	Missing UE number :Plea...
4	DA	270	ELEME...		Manufactur...	Missing manufacture date:...
5	DA	270	DESPA...	270	Document ...	Please declare the transp...
6	DA	270	DESPA...	270	Estimated ti...	Missing value for Desp. Ad...
7	DA	270	ADDRE...		Name	Please declare the name ...
8	DA	270	ADDRE...		CountryCode	Please declare the country...
9	DA	270	ADDRE...		City	Please declare the city fro...
10	DA	270	ELEME...		Serial Num...	Missing S/N(s): Please de...

Click 'Download' to download the error list via the browser download functionality.

You can view and print the error list with a spreadsheet application:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Number	Area	Reference I	AlertCreatio	Object Creat	CustomerGr	Supplier Gro	Supplier No	Section	ID	Field	ErrorDescription		
2	1	DA	270	14.06.2011	16.05.2011	AIRBUS S.A.	Supplier Airf	223447	EXPEDITION_UNIT		Expedition U	Missing expedition units (UX). (De		
3	2	DA	270	14.06.2011	16.05.2011	AIRBUS S.A.	Supplier Airf	223447	ELEMENTARY_UNIT		Batch numbe	Missing batch: Please declare the		
4	3	DA	270	14.06.2011	16.05.2011	AIRBUS S.A.	Supplier Airf	223447	ELEMENTARY_UNIT		Elementary I	Missing UE number :Please declar		
5	4	DA	270	14.06.2011	16.05.2011	AIRBUS S.A.	Supplier Airf	223447	ELEMENTARY_UNIT		Manufacture	Missing manufacture date: Please		
6	5	DA	270	14.06.2011	16.05.2011	AIRBUS S.A.	Supplier Airf	223447	DESPATCH_A	270	Document N	Please declare the transport docu		
7	6	DA	270	14.06.2011	16.05.2011	AIRBUS S.A.	Supplier Airf	223447	DESPATCH_A	270	Estimated tim	Missing value for Desp. Adv. head		
8	7	DA	270	14.06.2011	16.05.2011	AIRBUS S.A.	Supplier Airf	223447	ADDRESS	-200	Name	Please declare the name of the cc		
9	8	DA	270	14.06.2011	16.05.2011	AIRBUS S.A.	Supplier Airf	223447	ADDRESS	-200	CountryCode	Please declare the country code f		
10	9	DA	270	14.06.2011	16.05.2011	AIRBUS S.A.	Supplier Airf	223447	ADDRESS	-200	City	Please declare the city from whic		
11	10	DA	270	14.06.2011	16.05.2011	AIRBUS S.A.	Supplier Airf	223447	ELEMENTARY_UNIT		Serial Numb	Missing S/N(s): Please declare the		

3.6 Despatch Advice update

When the Despatch Advice is in status 'DRAFT', you can modify it without any restriction.

When the Despatch Advice is in status 'RECEIVED' or 'CANCELLED', you will not be able to modify it.

When the Despatch Advice is in status 'SENT' or 'PARTIALLY RECEIVED', you have the possibility to update certain contents of it only if your customer authorizes it.

For more information on your customer preferences, please refer to the 'Customer matrix' module.

3.6.1 DA update when DA status is 'DRAFT'

You can always edit a Despatch Advice (Header, Expedition Unit or Elementary Unit) in status 'DRAFT'. It does not matter whether there is an error or not.

You can modify a Despatch Advice by selecting it and clicking on 'Details'

Desp. Adv. ID	DA Type	Despatch advice status	Despatch advice ERROR status	Claimed UE	Cust. Group	Cust. Org.	ERP Plant	Ship-to Name 1	Final Delivery Location
ID-013_1		SENT			trg-TRAININ...	TRGAIRBUK	1110	TRAINING AIRBUS UK	AIRB_UK_LE_1011
ID-013_4		SENT			trg-TRAININ...	TRGAIRBUK	1110	TRAINING AIRBUS UK	AIRB_UK_LE_1011
ID-013_5		SENT			trg-TRAININ...	TRGAIRBUK	1110	TRAINING AIRBUS UK	AIRB_UK_LE_1011
1		DRAFT			trg-TRAININ...	TRGAIRBUK	1110	TRAINING AIRBUS UK	AIRB_UK_LE_1011
2		DRAFT	ERROR		trg-TRAININ...	TRGAIRBUK	1110	TRAINING AIRBUS UK	AIRB_UK_LE_1011
3		DRAFT			trg-TRAININ...	TRGAIRBUK	1110	TRAINING AIRBUS UK	AIRB_UK_LE_1011
4		CANCELLED			trg-TRAININ...	TRGAIRBUK	1110	TRAINING AIRBUS UK	AIRB_UK_LE_1011



This leads you to the 'Despatch Advice Details' screen. There you can modify the Elementary Units, Expedition Units and header data the same way as at the creation of the Despatch Advice.

3.6.2 DA update when DA status is 'SENT' or 'PARTIALLY RECEIVED'

If your customer does not authorize a DA update in case of status 'SENT' or 'PARTIALLY RECEIVED', you will not be able to perform any change of this Despatch Advice. Any attempt to update the DA displays the following error message:

▲ The DA cannot be updated due to customer restrictions

In this case, your customer may only cancel a sent Despatch Advice from his own ERP system.

If your customer authorizes a DA update in case of status 'SENT' or 'PARTIALLY RECEIVED', you have then the possibility to update certain contents of a Despatch Advice. The first step will consist in unlocking the DA, as explained below.

3.6.2.1 Unlock a DA in status 'SENT' or 'PARTIALLY RECEIVED'

You have to unlock the Despatch Advice before you can modify it.

The following scenario shows how to unlock a Despatch Advice within AirSupply.

- 1 Go to the 'Despatch Advice Overview' tab.

Desp. Adv. ID	DA Type	Despatch advice status	Despatch advice ERROR status	Claimed UE	Cust. Group	Cust. Org.	ERP Plant	Ship-to Name 1	Final Delivery Location
ID-013_4		SENT			trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
41	DRAFT		ERROR		trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
42	DRAFT				trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
43	SENT				trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011



- 2 Select one DA with status 'SENT' or 'PARTIALLY RECEIVED' you want to unlock.
- 3 Click 'Unlock DA'.

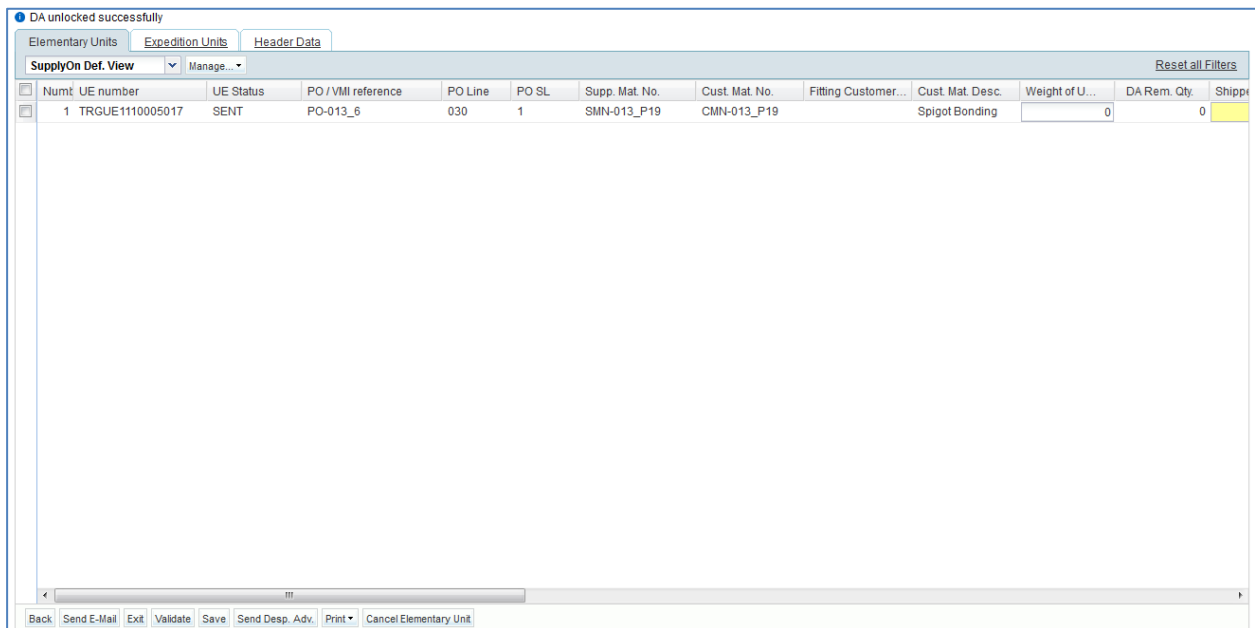
The system will then display the following confirmation message at the top of the screen:



Note: While the Despatch Advice is unlocked, no other user can unlock the same DA. An error message would be shown accordingly at the top of the screen.

3.6.2.2 Update/Cancel the unlocked DA

Once the Despatch Advice is unlocked, the system will then display the 'Despatch Advice Details' screen, as shown below.



From the above screen, you can either decide to modify an existing Despatch Advice (e.g. increase the shipped quantities) or cancel it.

3.6.2.2.1 DA Update

The modification of an existing Despatch Advice already sent to your customer is subject to restrictions depending if you are at Header level, Expedition Unit (UX) or Elementary Unit (UE) level.

At Header level, no changes are authorized. All displayed data are in read mode only, as shown below:

Elementary Units	Expedition Units	Header Data									
Despatch advice header data											
Desp. Adv. ID*:	43	Transport Doc.*:	457	Customer Group:	trg-TRAINING@ CUSTOMER						
DA status:	SENT	Transport Mode*:	AIR	Supplier Local Number:	55820494						
DA error status:		DA creation mode:	I	Final Delivery Location:	CUST_UK_LE_1011						
Departure Date*:	16.07.2013	Flexible Field 1:		Flexible Field 2:							
Estimated time of arrival*:	22.07.2013	Flexible Field 3:		Flexible Field 4:							
Creation Date:	16.07.2013	Flexible Field 5:		Flexible Field 6:							
Sending Date:	16.07.2013	Flexible Field 7:		Flexible Field 8:							
DA Type:		Flexible Field 9:		Flexible Field 10:							
Address table:											
Ship-to		Details		Ship-from		Details		Forwarder		Details	
Name*:	TRAINING CUSTOMER UK			Name*:	TRAINING@ 013_SupAirfoil SO			Forwarder		dhl	
Street:	New Filton House			Street:	Wilsons Lane Longford M6 Junction						
City:	Filton			City:	Coventry 49						
Zip Code:	BS99 7AR			Zip Code:	CV6 6HL						
Country:	GB			Country:	GB United Kingdom						
Summary:											
Total number of UX:	1										
Despatch weight*:	20 KG										
<input type="button" value="Back"/> <input type="button" value="Send E-Mail"/> <input type="button" value="Exit"/> <input type="button" value="Validate"/> <input type="button" value="Save"/> <input type="button" value="Send Desp. Adv."/> <input type="button" value="Print"/>											

At UX level, no changes are authorized:

- It is not possible to add any new UE or UX to an existing DA even if your customer authorizes you to update a sent DA. You would have to create a new Despatch Advice for the missing UE/UX.
- It is not possible to modify the structure of a DA (e.g. assignment change of UEs to UXs). You would have to cancel a Despatch Advice and create a new one in this particular scenario.

At UE level, only the following fields can be changed:

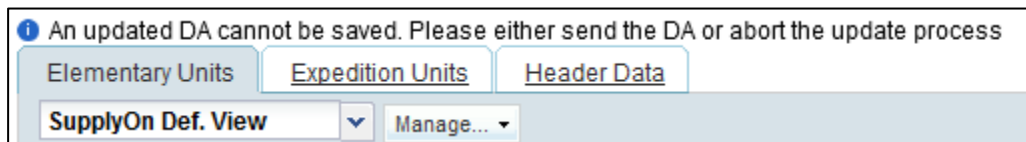
Field Name	Description / Remark
Weight of UE [KG]	Weight of UE that will update the weight at header data level.
Shipped quantity	Number of items in the UE.
Batch number	Batch number.
Serial Number	Product serial number (*).
Manufacture date	Date at which the product was manufactured.
Expiry Date	Expiry date of shipped product. The point of measure being always the date of the change/validation, you might be forced to change the expiry date to make sure the date entered on this field is never in the past.
Concession number	Concession reference (*).
Customs	Product declaration to customs (Yes or No).
Manufacturer	ID of product manufacturer.
Manufacturer Certificate Number	Reference of the certificate declared by the manufacturer.
Manufacturing Country	Two-digit country code in which product has been manufactured.
Label text	Label free text can be used for 'urgent', 'incomplete' or 'urgent/incomplete' mentions. Only for Kanbans and Work Packages (WP).

() In DA update mode, checks are performed against New Concession Request (NCR) at the time a Serial Number is entered on the Elementary Unit (UE) line. Concession being customer specific, please refer to the 'Customer matrix' and Concession [RD11] modules to get more details.*

The update of an existing DA already sent to your customer is subject to other restrictions as follows:

- An UE in status 'RECEIVED' or 'CANCELLED' is not opened for modifications.
- You can print a Despatch Advised while it is being updated. However, the printout will only include the content of the original DA. The printout of the updated DA will only be possible after sending it to your customer via the 'Send Desp. Adv.' button. For further information, please refer to chapter [3.6.2.3_ Validation of updated/cancelled DA].
- You cannot save your modifications and come back at a later stage to finalize your work. All steps (unlock, update, validation, sending) have to be done within the same session. You have the possibility either to discard all changes and "roll back" to the original Despatch Advice or send the Despatch Advice to your customer (the system then saves and overwrites the original Despatch Advice).

The following error message will appear at the top of the screen if you click on the 'Save' button:



3.6.2.2.2 DA Cancel

You can also decide to cancel a DA already sent to your customer as follows:

- 1 Access the 'Elementary Units' tab of your unlocked Despatch Advice.

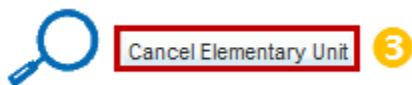
DA unlocked successfully

Elementary Units Expedition Units Header Data

SupplyOn Def. View Manage... Reset all Filters

Numt	UE number	UE Status	PO / VMI reference	PO Line	PO SL	Supp. Mat. No.	Cust. Mat. No.	Fitting Customer...	Cust. Mat. Desc.	Weight of U...	DA Rem. Qty.	Shipp
1	TRGUE1110005017	SENT	PO-013_6	030	1	SMN-013_P19	CMN-013_P19		Spigot Bonding	0	0	

Back Send E-Mail Exit Validate Save Send Desp. Adv. Print Cancel Elementary Unit



- 2 Select one Elementary Unit you want to cancel.

- 3 Click 'Cancel Elementary Unit'.

The system then redisplay the 'Despatch Advice Details' screen with the UE line status changed to 'CANCELLED', as follows.

Elementary Unit(s) were successfully cancelled.

Elementary Units Expedition Units Header Data


SupplyOn Def. View Manage... Reset all Filters

Numt	UE number	UE Status	PO / VMI reference	PO Line	PO SL	Supp. Mat. No.	Cust. Mat. No.	Fitting Customer...	Cust. Mat. Desc.	Weight of U...	DA Rem. Qty.	Shipp
1		CANCELLED	PO-013_6	030	1	SMN-013_P19	CMN-013_P19		Spigot Bonding	0	38	

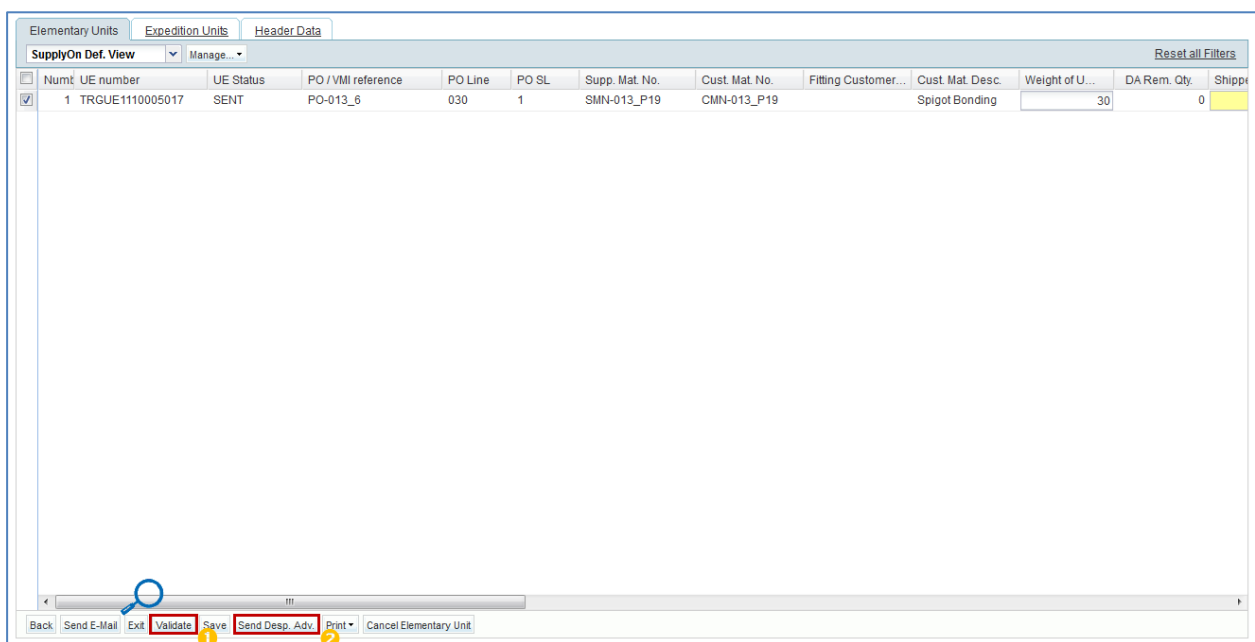
Back Send E-Mail Exit Validate Save Send Desp. Adv. Print Cancel Elementary Unit

Note: If you cancel all Elementary Units (UE) of an Expedition Unit (UX), the UX status will be set to 'CANCELLED'. If all UEs of the whole DA are cancelled, all UX and the DA status are then set to 'CANCELLED'. In both cases, the status changes will become effective after you have validated (sent) and confirmed the DA update.

3.6.2.3 Validation of updated/cancelled DA

 Once you have unlocked the Despatch Advice and made the desired modifications (updates or UE/DA cancellation), you have then to validate and send these modifications to your customer within the same session.

It follows the standard process defined in Chapter 3.5.
The DA validation can be done by two means.



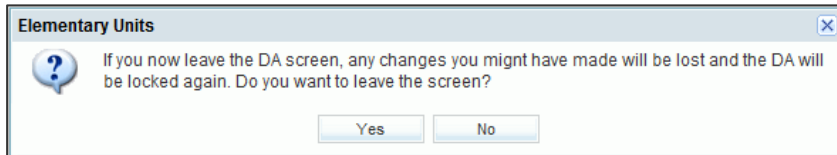
- 1 By clicking the 'Validate' button, there will be a check of the data without sending the updated DA.
- 2 By clicking the 'Send Desp. Adv.' button, the check will be done automatically before sending.

The Despatch Advice validation makes the following checks:

- Whether there are errors in the Despatch Advice. These errors, if any, will have to be corrected before being able to send your updated DA to your customer.
- Whether a changed UE is still in status 'SENT' and the updated DA is still in status 'SENT' or 'PARTIALLY RECEIVED'. If a Goods Receipt has been confirmed by the customer while you are modifying the DA, the validation of the DA will fail and an error message will be shown accordingly.
- Whether the PO schedule line status the modified UE refers to is not 'RECEIVED' or 'CANCELLED'.

Note: As already explained earlier in this module, you cannot save your modifications and come back at a later stage to finalize your work. For further information, please refer to chapter [3.6.2.2.1_DA Update].

In addition, the system will display the following pop up window in case you want to leave the 'Despatch Advice Details' screen without validating it to advise that the changes performed would be lost and DA would be locked again in case you confirm your choice. It follows the same process as for Despatch Advice creation.



Finally, if you log out or terminate the AirSupply session by closing your browser, the system will automatically reset the original values of the Despatch Advice and lock it again.

After successful sending, the Despatch Advice remains in the previous status 'SENT' or 'PARTIALLY RECEIVED' and is locked again.

3.6.2.4 Impact of updated/cancelled DA on PO and VMI processes

When the updated Despatch Advice is successfully sent, the information is uploaded into the customer ERP system.

The sending of the updated Despatch Advice has the following impacts on the PO process:

- Recalculation of the shipped quantity, remaining quantity to be shipped, received quantity, remaining quantity to be received.
- Update of the Purchase Order schedule line status.
- Recalculation of the Purchase Order schedule line In-Transit Quantity (it can increase or decrease).
- Update of 'Late despatch advice' alert (it might be reopened or set inactive).

The cancellation of a DA and the sending of the updated Despatch Advice have the following impacts on the VMI process:

- Update of the In-Transit Quantities.
- No update of the planned deliveries.

3.7 Print

UX / UE labels can be printed. It is only possible to print if there are no errors in the Despatch Advice.

You can attach these labels to the Expedition Units.

In order to print UX / UE labels all mandatory fields must be filled out and all errors must be resolved.

Note: It is possible to print several UX / UE labels at the same time.

3.7.1 Print label

To print a Despatch Advice label, go to the 'Despatch Advice Overview' tab and click 'Print':

Desp. Adv. ID	DA Type	Despatch advice status	Despatch advice ERROR status	Claimed UE	Cust. Group	Cust. Org.	ERP Plant	Ship-to Name 1	Final Delivery Location
ID-013_4		SENT			trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
41		DRAFT	ERROR		trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
42		DRAFT			trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
43		SENT			trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011

Navigation bar: Back | Send E-Mail | Details | Validate | Cancel Desp. Adv. | Send Desp. Adv. | Unblock DA | **Print** | Upload Desp. Adv. | Download

Footer: 4 entries: Select all Matches on Page | Select all Matches | Clear Selection | Entries per page: 50 | Page 1 of 1 | Next | Last



You can also print a Despatch Advice label when you are in the 'Despatch Advice Details' menu. Both 'Print' menus are identical.

In this case, click on the 'Header Data' tab and click then on 'Print' in the lower navigation:

- 1 Click 'Print' to get to the print menu.
- 2 Print the Expedition Units with the Elementary Units.
- 3 Print the Expedition Units with the Elementary Units including the declaration of conformity (DC).

When you click one of the print options, a new browser window opens. The window contains a document in the PDF format. Make sure that your pop-up blocker does not block the pop-up.

Note that you need to have PDF reader software (such as Adobe™ Reader) on your PC to display the printed DA.

The following error message is displayed:


▲ Application cannot open pop-up print window. Perhaps browser pop-up blocker inhibits opening of pop-up windows. Please check browser settings.

The screenshot below shows an example of a UX label without a declaration of conformity (DC):

Recipient TRAINING CUSTOMER UK Log-Entry 2 New Filton House BS99 7AR Filton		Sender 2nd ship from Ludwigstrasse Hallbergmoos Germany	
Final Delivery Location	Number of UE 1	Despatch Advice No.	
	Gross Weight (lb)	21	
CUST_UK_LE_1011	0,000	Declaration of Conformity No.	
Call-up Number (or Order/Line Number)			
Product Reference			
Quantity		Expiry Date	
Serial No. or Batch No.		Manufacture Date	
Package No. UX			
 TRGUX0000000001			

There is another UX label available with the additional information under the label (in yellow).

Example

Recipient COLOMIERS Toulouse		Sender ShipFromNAME1 ShipFromCity Germany				
Final Delivery Location	Number of UE 2	Despatch Advice No.				
	Gross Weight (kg)	SRE-20160122-01				
FinalDeliveryLocation	198,000	Declaration of Conformity No.				
Call-up Number (or Order/Line Number)						
Product Reference						
Quantity		Expiry Date				
Serial No. or Batch No.		Manufacture Date				
Package No. UX						
 06002510000002127						
UE Number	PO Number	PO Line	PO SL	Customer Material Number	Quantity	UoM
06002510000002110	SRE-POMINIMAL-20150730	26	1	CMN	1	PCE
06002510000002134	SRE-POMINIMAL-20150730	27	1	CMN	1	PCE

Please note: Every customer configures which label template will be used by his suppliers. The supplier has no possibility to choose between the different label templates. According to the choice of the customer, the correct label will be displayed automatically for every supplier during label creation.

The screenshot below shows an example of a UX label including a declaration of conformity (DC):

Recipient TRAINING CUSTOMER UK Filton Plant New Filton House BS99 7AR Filton		Sender trg-TRAINING@ 027-SupAirfoil SO Wilsons Lane Longford M6 Junction 3 CV6 6HL Coventry Sierra Leone	
Final Delivery Location CUST_UK_LE_1011	Number of UE: 1 of 1 Gross Weight (kg) 0,000	UX Number containing this UE: TRGUX1120000030	
Call-up Number (or Order/Line Number) VVI03-027 / 030		Declaration of Conformity No. 124567	
Product Reference CMN-027_V3 Handle Fixture long			
Quantity 12 PCE		Expiry Date	
Serial No. or Batch No. 123		Manufacture Date	
Package No. <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="font-size: 2em; font-weight: bold;">UE</div> <div style="text-align: center;">  TRGUE1120000031 </div> </div>			

DECLARATION OF CONFORMITY: 124567
PRODUCT CODE: CMN-027_V3
PART NUMBER: SMN-027_V3
DESCRIPTION: Handle Fixture long

Nous déclarons que la fourniture citée est conforme aux exigences du contrat et que, après vérifications et essais, elle répond en tout point, aux exigences spécifiées, aux normes et règlements applicables, sauf exceptions, réserves ou dérogations énumérées dans la présente déclaration de conformité.


We hereby declare, barring exceptions, reservations or exemptions listed in this statement of conformity, that the listed supplies comply with the contract requirements and that, after completion of testing and verification, they completely satisfy all specified requirements and applicable standards and regulations.

Renseignements particuliers aux fournitures livrées, indiquer la référence des dérogations accordées.

Information particular to the supplies delivered; specify the reference of concessions granted.

Contrôle fournisseur / Supplier's inspection
 Nom et fonction / Name and function
 Date signature

The example below shows a UE label including the mandatory 'Customs' field and the 'Final Customer PO Number' field.

Recipient TRAINING CUSTOMER UK Log-Entry 2 0 Log-Entry BS99 7AR		Sender SupAirfoil SO Wilsons Lane Longford M6 Junction 3 CV6 6HL Coventry Great Britain	
Final Delivery Location CUST_UK_LE_1011	Number of UE: 1 of 1	UX Number containing this UE: TRGUX1120001002	
	Gross Weight (kg) 160,000	Declaration of Conformity No.	
Call-up Number (or Order/Line Number) PO-002 9 / 010 / 1		URGENT	
Product Reference CMN-002_P23 Display Unit			
Quantity 6 PCE		Expiry Date	Customs No
Serial No. or Batch No. BC-08123-001, BC-08123-002, BC-08123-003, BC-08123-004, BC-08123-005, BC-08123-006		Manufacture Date 10.08.2017	Final Customer PO Number
Package No. <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="font-size: 2em; font-weight: bold;">UE</div> <div style="text-align: center;">  TRGUE1110001002 </div> </div>			

You can print these labels through your PDF reader functionality.

3.8 Despatch Advice sending

A Despatch Advice can be sent from all three tabs (Elementary Units, Expedition Units, Header Data) in the 'Despatch Advice Details' menu.

The screenshot shows the button in the 'Header Data' tab

The screenshot shows the 'Header Data' tab of the Despatch Advice Details menu. The 'Send Desp. Adv.' button is highlighted with a red box. The form contains the following data:

Desp. Adv. ID:	1	Transport Doc.:	42	Customer Group:	PD_AIRBUS
DA status:	DRAFT	Transport Mode*:	ROAD	Supplier Local Number:	45959045
DA error status:	Error	DA creation mode:	I	Final Delivery Location:	MDGL
Departure Date*:	15.11.2017	Flight Number:	4711		
Estimated time of arrival*:	20.11.2017				
Creation Date:	15.11.2017				
Sending Date:					
DA Type:					

Address table:

Ship-to	Details	Ship-from	Test_P2PSeller_EN_11	Details	Forwarder	
Name:	GETAFE		Test_P2PSeller_EN_11		Supplier Production Site 1	
Street:	Delivery Street1		SCHWENNIGER STR. 13			
City:	GETAFE		PFORZHEIM			
Zip Code:	28906		75120			
Country:	ES		DE Germany			

Summary:

Total number of UX: 0
Despatch weight*: 300 KG

Attachments:

Document Link Header:

Buttons: Back, Send E-Mail, Exit, Validate, Save, **Send Desp. Adv.**, Print, Cancel Desp. Adv., Upload Attachment

A Despatch Advice can also be sent from the 'Despatch Advice Overview' tab.

The screenshot shows the 'Despatch Advice Overview' tab. The 'Send Desp. Adv.' button is highlighted with a red box. A blue circle highlights the 'Send Desp. Adv.' button in the bottom toolbar. The table below shows the data for the Despatch Advice Overview:

Desp. Adv. ID	DA Type	Despatch advice status	Despatch advice ERROR status	Claimed UE	Cust. Group	Cust. Org.	ERP Plant	Ship-to Name 1	Final Delivery Location
ID-013_4		SENT			trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
41	DRAFT		ERROR		trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
42	DRAFT				trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
43	SENT				trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011

Buttons: Back, Send E-Mail, Details, Validate, Cancel Desp. Adv., **Send Desp. Adv.**, Unlock DA, Print, Upload Desp. Adv., Download

4 entries: Select all Matches on Page | Select all Matches | Clear Selection

Entries per page: 50

Page: 1 of 1 | First | Previous | Next | Last

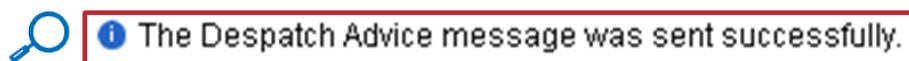


A newly created Despatch Advice can only be sent if its status is 'DRAFT' and contains no errors.

When the Despatch Advice is sent successfully, the Despatch Advice data appears in read-only mode and a verification message appears at the top of the screen, as follows:

The screenshot shows a software interface with a notification at the top: "The Despatch Advice message was sent successfully." Below this is a search bar and a table of Despatch Advice records. The table has columns for Desp. Adv. ID, DA Type, Despatch advice status, Despatch advice ERROR status, Claimed UE, Cust. Group, Cust. Org., ERP Plant, Ship-to Name 1, and Final Delivery Location. Row 42 is highlighted with a red box around the 'SENT' status.

Desp. Adv. ID	DA Type	Despatch advice status	Despatch advice ERROR status	Claimed UE	Cust. Group	Cust. Org.	ERP Plant	Ship-to Name 1	Final Delivery Location
ID-013_4		SENT			trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
41		DRAFT	ERROR		trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
42		SENT			trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
43		SENT			trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011



Check if the message shown above appears and the header data appears in read-only mode.

When the data is sent, no further modification or cancellation can be performed by the supplier unless your customer authorizes it (*please refer to the 'Customer matrix' module and Chapter 3.6 of 'Shipment' module to get more details*).

When a newly created Despatch Advice is sent the information is uploaded into the customer ERP system.

The sending of a newly created Despatch Advice has the following impacts on a PO:

- Update of the Purchase Order schedule line status to 'SHIPPED' or 'PARTIALLY SHIPPED', depending on the shipped quantity.
- Update of the Purchase Order schedule line In-Transit Quantity.

The sending of a newly created Despatch Advice has the following impacts on VMI:

- Update of the In-Transit Quantities.
- Update of the planned deliveries.

3.9 Despatch Advice cancellation

The supplier can only cancel a Despatch Advice that has the 'DRAFT' status. A Despatch Advice that was sent to the customer and has the 'SENT' status can only be cancelled by the customer, not by the supplier unless your customer authorizes it (*please refer to the 'Customer matrix' module and Chapter 3.6 of 'Shipment' module to get more details*).

A Despatch Advice with 'DRAFT' status can be cancelled from all three tabs (Elementary Units, Expedition Units, Header Data) in the 'Despatch Advice Details' menu.

The screenshot below shows the button 'Cancel Desp. Adv.' to be used to cancel a DA:

The screenshot shows the 'Despatch Advice Details' form with the following data:

- Desp. Adv. ID*: 1
- DA status: DRAFT
- DA error status: Error
- Departure Date*: 15.11.2017
- Estimated time of arrival*: 20.11.2017
- Creation Date: 15.11.2017
- Sending Date:
- DA Type:
- Transport Doc.: 42
- Transport Mode*: ROAD
- DA creation mode: 1
- Flight Number: 4711
- Customer Group: PD_AIRBUS
- Supplier Local Number: 45959045
- Final Delivery Location: MDGL

The 'Address table' section shows:

- Ship-to: GETAFE
- Delivery Street1: SCHWENNIGER STR. 13
- City: PFORZHEIM
- Zip Code: 75120
- Country: DE Germany
- Ship-from: Test_P2PSeller_EN_11
- Forwarder: Supplier Production Site 1

The 'Summary' section shows:

- Total number of UX: 0
- Despatch weight*: 300 KG

The 'Attachments' section is empty.

The 'Document Link Header' section is empty.

The bottom navigation bar includes buttons: Back, Send E-Mail, Exit, Validate, Save, Send Desp. Adv., Print, **Cancel Desp. Adv.** (highlighted in red), Upload Attachment.

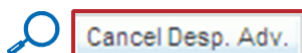
A Despatch Advice can also be cancelled from the 'Despatch Advice Overview' tab:

The screenshot shows the 'Despatch Advice Overview' table with the following data:

Desp. Adv. ID	DA Type	Despatch advice status	Despatch advice ERROR status	Claimed UE	Cust. Group	Cust. Org.	ERP Plant	Ship-to Name 1	Final Delivery Location
ID-013_4		SENT			trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
41	DRAFT		ERROR		trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
42	SENT				trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
43	SENT				trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011

The bottom navigation bar includes buttons: Back, Send E-Mail, Details, Validate, **Cancel Desp. Adv.** (highlighted in red), Send Desp. Adv., Unlock DA, Print, Upload Desp. Adv., Download.

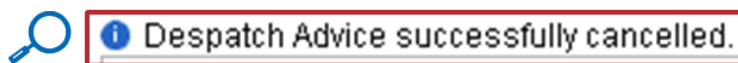
Page 1 of 1



When a Despatch Advice is cancelled, its status changes to 'CANCELLED' and a confirmation message appears in the upper left corner:

The screenshot shows the SupplyOn interface with a confirmation message: "Despatch Advice successfully cancelled." in the top left corner. Below the message is a search bar and a table of Despatch Advices. The table has columns: Desp. Adv. ID, DA Type, Despatch advice status, Despatch advice ERROR status, Claimed UE, Cust. Group, Cust. Org., ERP Plant, Ship-to Name 1, and Final Delivery Location. The row with ID 41 has a status of "CANCELLED" and an error status of "ERROR".

Desp. Adv. ID	DA Type	Despatch advice status	Despatch advice ERROR status	Claimed UE	Cust. Group	Cust. Org.	ERP Plant	Ship-to Name 1	Final Delivery Location
ID-013_4		SENT			trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
41		CANCELLED	ERROR		trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
42		SENT			trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
43		SENT			trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011



When cancelled, the quantity of the cancelled DA is added to the Despatch Advice remaining quantity for a PO.

For a VMI process, the cancellation of a Despatch Advice decreases the corresponding In-Transit Quantity.

For more information regarding VMI, please refer to module VMI [RD9].

3.10 Despatch Advice reception

If the shipment delivery (arrival) is recorded, the Goods Receipt records the date of the delivery, as the Goods Receipt date.

The customer ERP must send a Goods Receipt message containing, amongst other information, the reference of the received Elementary and Expedition Units.

If an Expedition Unit has been received

- The state of this Expedition Unit and of all its Elementary Units is received.
- The state of the Despatch Advice is partially received, if some Expedition Units are still in the 'SENT' status.

In case of a non VMI material, an Elementary Unit reception triggers the recalculation of:

- The purchase order In-Transit Quantity: when an Elementary Unit (UE) has been received, its shipped quantity must be subtracted from the concerned In-Transit Quantity.

In case of a VMI material, an Elementary Unit reception cancellation triggers the recalculation and update of:

- The In-Transit Quantity, projected stock and alerts.

Note: The Goods Receipt process is explained in the module Receiving [RD7]

3.11 Despatch Advice Upload/ Download

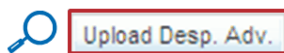
Despatch Advice can be downloaded and uploaded in AirSupply. This action is also called exporting and importing a Despatch Advice.

Despatch Advice are always displayed in the same data format of Comma Separated Values (CSV). They can be modified by a spreadsheet application (such as Microsoft Excel™).

3.11.1 Upload a Despatch Advice

The upload process offers the possibility to create Despatch Advice through a file upload:

Desp. Adv. ID	DA Type	Despatch advice status	Despatch advice ERROR status	Claimed UE	Cust. Group	Cust. Org.	ERP Plant	Ship-to Name 1	Final Delivery Location
ID-013_4		SENT			trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
41		CANCELLED	ERROR		trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
42		SENT			trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
43		SENT			trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011



After you click 'Upload', an upload window opens. Click 'Load' to load the file that you want to upload:

Upload Desp. Adv.

Select csv-file for upload.:

Please note, the first line of file (header) will not be imported.

The document has to be in the standard import format. If it is not, the file may be rejected completely and the result will be an error message, such as:

▲ The line 1 has only 2 field which is less than minimum field count (87).
 ▲ Missing required columns Supplier Number (SUPPLIERNO), Customer Group Code (CUSTOMERGROUPCODE), Despatch ID (DESPATCHID), DA Upload code (DAI IPI OADCODE), UY Number (UYNI IMRFR), Customer Plant Code (CUSTOMERPI ANTCODE), UJ Number (UJENI IMRFR), PO Number

Desp. Adv. ID	DA Type	Despatch advice status	Despatch advice ERROR status	Claimed UE	Cust. Group	Cust. Org.	ERP Plant	Ship-to Name 1	Final Delivery Location
ID-013_4	SENT				trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
41	CANCELLED		ERROR		trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
42	SENT				trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
43	SENT				trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011



▲ The line 1 has only 2 field which is less than minimum field count (87).
 ▲ Missing required columns Supplier Number (SUPPLIERNO), Customer Group Code (CUSTOMERGROUPCODE), Despatch ID (DESPATCHID), DA Upload code (DAI IPI OADCODE), UY Number (UYNI IMRFR), Customer Plant Code (CUSTOMERPI ANTCODE), UJ Number (UJENI IMRFR), PO Number

Two upload modes are available:

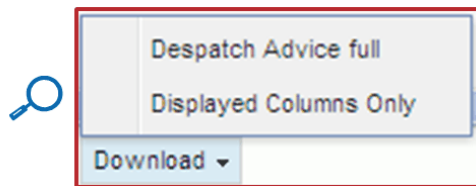
- Send: The validated uploaded file will be sent to the customer. All mandatory fields of the Despatch Advice must be filled out.
- Create: The uploaded file will be stored in AirSupply and is available for further modifications. There are only a few mandatory fields as most entries can be entered manually later.

If errors occur during the upload, the complete message will be rejected.

3.11.2 Download a Despatch Advice

A Despatch Advice can only be downloaded from the 'Despatch Advice Overview' screen:

Desp. Adv. ID	DA Type	Despatch advice status	Despatch advice ERROR status	Claimed UE	Cust. Group	Cust. Org.	ERP Plant	Ship-to Name 1	Final Delivery Location
ID-013_4		SENT			trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
41		CANCELLED	ERROR		trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
42		SENT			trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011
43		SENT			trg-TRAININ...	TRGCUS...	1110	TRAINING CUSTOMER UK	CUST_UK_LE_1011



- 1 **'Despatch Advice full'**: By clicking this option you will download the whole Despatch Advice including information in all columns and other relevant information displayed.
- 2 **'Displayed Columns Only'**: By clicking this option you will download a Despatch Advice that only includes the columns displayed.

As soon as you have selected a Despatch Advice and started the download, it gets downloaded. It gets downloaded in the CSV format via the standard browser functionality.

The screenshot shows an extract of a CSV Despatch Advice in Microsoft Excel:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	Customer G	Customer O	Customer O	Customer P	Supplier Gr	Supplier Or	Supplier Sit	Supplier Sit	Customer P	Supplier Nu	Customer G	Supplier Lov	Despatch ID	Creation Da	Sending Da	DA Creation	Despatch St	
2	PARTNER_R	PARTNER_R	PARTNER_R	PARTNER_R	PARTNER_R	PARTNER_R	PARTNER_R	PARTNER_R	PARTNER_R	CUSTOMER	SUPPLIER	CUSTOMER	PARTNER_R	DESPATCHI	ASN_Creati	ASN_Sendir	ASN_DACre	ASN_Despa
3	trg-TRAININ	trg-TRAININ	TRGCUSTUK	CUS1	trg-TRAININ	TRGAIRF013	trg-airfoilSC	trg-airfoilSC	1110	L013	TECUS	55820494	ID-013_4	2013071309	2013071309	A	SENT	
4	trg-TRAININ	trg-TRAININ	TRGCUSTUK	CUS1	trg-TRAININ	TRGAIRF013	trg-airfoilSC	trg-airfoilSC	1110	L013	TECUS	55820494	42	2013071609	2013071613	I	SENT	
5	trg-TRAININ	trg-TRAININ	TRGCUSTUK	CUS1	trg-TRAININ	TRGAIRF013	trg-airfoilSC	trg-airfoilSC	1110	L013	TECUS	55820494	43	2013071609	2013071609	I	SENT	

The screenshot shows a Despatch overview that was configured to show only two columns:

Quick Search | Advanced Search

Add line | Delete line

My search profiles

Search Reset

Manage...

Create Desp. Adv. | Desp. Adv. Overview

SupplyOn Def. View | Manage...

Reset all Filters

Desp. Adv. ID	Despatch advice status
<input checked="" type="checkbox"/> ID-013_4	SENT
<input type="checkbox"/> 41	CANCELLED
<input checked="" type="checkbox"/> 42	SENT
<input checked="" type="checkbox"/> 43	SENT

Despatch Advice full

Displayed Columns Only

Back | Send E-Mail | Details | Validate | Cancel Desp. Adv. | Send Desp. Adv. | Unlock DA | Print | Upload Desp. Adv. | Download

4 entries: Select all Matches on Page | Select all Matches | Clear Selection

Entries per page 50

First Previous | Page 1 of 1 | Next Last

The screenshot shows the downloaded Despatch Advice using the 'Displayed Columns Only' option:

	A	B	C
1	Despatch ID	Despatch Status	
2	ID-013_4	SENT	
3	42	SENT	
4	43	SENT	

3.12 Send message

The send message functionality allows you to send an e-mail with a link to the current screen from your local e-mail client (for example MS Outlook™ or Lotus Note).

Note that Webmail cannot be set as a default email client.

You can do that to inform another person about the actual situation of a Despatch Advice. The receiver must be an AirSupply user as well to be able to open the URL link.

With this functionality you can address only one object at once.

You can access the send e-mail functionality by selecting a line and clicking on 'Send E-Mail':

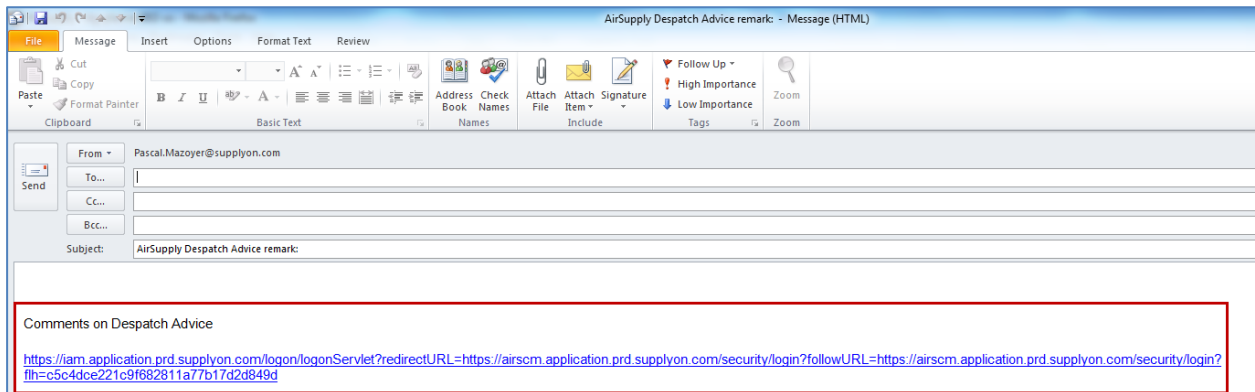
The screenshot shows the 'SupplyOn Def. View' interface. At the top, there are search options: 'Quick Search' and 'Advanced Search'. Below that is a search input field with 'Search' and 'Reset' buttons, and a 'My search profiles' section. The main area contains a table with columns: 'Desp. Adv. ID', 'DA Type', 'Despatch advice status', 'Despatch advice ERROR status', 'Claimed UE', 'Cust. Group', 'Cust. Org.', 'ERP Plant', 'Ship-to Name 1', and 'Final Delivery Location'. The table has four rows, with the second row (ID 42) selected. At the bottom, a navigation bar includes buttons like 'Back', 'Send E-Mail', 'Details', 'Validate', 'Cancel Desp. Adv.', 'Send Desp. Adv.', 'Unlock DA', 'Print', 'Upload Desp. Adv.', and 'Download'. The 'Send E-Mail' button is highlighted with a red box. Below the navigation bar, it shows '4 entries: Select all Matches on Page | Select all Matches | Clear Selection' and 'Entries per page: 50'. Page navigation shows 'Page 1 of 1'.



As soon as you have clicked on 'Send E-mail' a new message opens.

In the screenshot below you see an example of e-mail ready to be sent.

In the bottom of this e-mail there is the link to the corresponding page:



Note: Do not forget to enter the e-mail address of the recipient before sending your message. This person (e.g. your Ordering Officer) should have access to AirSupply.

4 Conclusion

In this module, you have learnt how to:

- Configure the Despatch Advice master data.
- Create a Despatch Advice.
- Search and access to a Despatch Advice.
- Validate a Despatch Advice.
- Update a Despatch Advice.
- Send or cancel a Despatch Advice.
- Print one or several Despatch Advices.
- Upload or download a Despatch Advice.

The following module is 'Receiving' [RD7].

5 Appendix

5.1 Description tables

5.1.1 'Create Desp. Adv.' table

GUI Name	Description	Displayed by default (customer)	Displayed by default (supplier)
Cust. Group	Customer highest organisational level.		X
Cust. Mat. Desc.	Customer material description.	X	X
Cust. Mat. No.	Customer material number.	X	X
Cust. Org.	Customer organisation short name.	X	X
Cust. Site	Customer lowest organisational level (sub-unit of "Customer organisation").		
Customer Organization	Organisational sub-unit of "Customer Group".		
DA Rem. Qty.	Requested quantity not yet received nor declared in a Despatch Advice.	X	X
ERP plant	ERP plant code.	X	X
Elementary Delivery Site	Elementary delivery site.	X	X
Final Delivery Location	Internal delivery location declared in the purchase order / VMI demand.	X	X
Fitting Customer Material	Fitting customer material.		
Ord. Off. Code	Ordering officer code.	X	
Ord. Off. Name	Ordering officer name.		X
Ord. Off. Phone	Ordering office phone.		X
Ordering Type	Purchase order type or VMI type.	X	X
PO / VMI reference	Number of the purchase order or VMI reference.	X	X
PO Line	PO Line.	X	X
PO SL	PO Schedule Line.	X	X
Requested Date	Requested delivery date.	X	X
Requested quantity	Requested quantity.	X	X
Ship-to city	City to which the shipment must be sent.	X	X
Ship-to country	Country to which the shipment must be sent.	X	X
Supp. Mat. No.	Supplier material number.	X	X
Supp. No.	Harmonised ERP supplier number.		
Supp. Loc. No.	Local ERP supplier number.	X	
Supplier Group Name	Supplier highest organisational level.		
Supplier Material Description	Supplier material description.	X	X
Supplier Planner Code	Supplier Planner Code.		X
Supplier Site	Supplier lowest organisational level (sub-unit of "Supplier Organisation").		
Supplier Site_City	Concatenation of supplier site and city.	X	
Supplier. Org.	Organisational sub-unit of "Supplier Group".		

5.1.2 'Desp. Adv. Overview' table

GUI Name	Description	Displayed by default (customer)	Displayed by default (supplier)
Claimed UE	Claimed UE (3S process).	x	x
Creation Date	Despatch Advice creation date in AirSupply.		
Cust. Group	Customer highest organisational level.		x
Cust. Org.	Customer organisation short name.	x	x
Cust. Site	Customer lowest organisational level (sub-unit of "Customer organisation").		
Customer Organization	Organisational sub-unit of "Customer Group".		
DA Type	DA type.	x	x
DA creation mode	DA creation mode.		
Delivery Note Number	Delivery note number.		
Departure date	Shipment departure date.	x	x
Desp. Adv. ID	Supplier despatch advice number or delivery note reference.	x	x
Despatch advice ERROR status	The error state is set to error if errors are detected during the validation process, otherwise empty.	x	x
Despatch advice status	Despatch advice status.	x	x
Document Link Header	Hyperlink to any external target, e.g. a shared document management system at the customer or supplier side. The external document may provide additional information about the shipped goods. No check of the link is performed.		
ERP Plant	ERP plant code.	x	x
Estimated time of arrival	Estimated arrival date of shipment (ETA).	x	x
Final Customer PO Number	Final customer PO number.		
Final Delivery Location	Internal delivery location declared in the purchase order / VMI demand.	x	x
Flexible Field 1	Field not used yet by customers to publish data.		
Flexible Field 10	Field not used yet by customers to publish data.		
Flexible Field 2	Field not used yet by customers to publish data.		
Flexible Field 3	Field not used yet by customers to publish data.		
Flexible Field 4	Field not used yet by customers to publish data.		
Flexible Field 5	Field not used yet by customers to publish data.		
Flexible Field 6	Field not used yet by customers to publish data.		
Flexible Field 7	Field not used yet by customers to publish data.		
Flexible Field 8	Field not used yet by customers to publish data.		
Flexible Field 9	Field not used yet by customers to publish data.		
Flight Number	Flight number.		
Forwarder Name 1	Name of the forwarder of the shipment.		

Ship-from Country	Name of the country from which the shipment is sent.		
Ship-from Name 1	Name of the company that sends the shipment.	x	
Ship-to Name 1	Name of the company to which the shipment must be sent.		x
Supp. No.	Harmonised ERP supplier number.		
Supp. Loc. No.	Local ERP supplier number.	x	
Supplier Group Name	Supplier highest organisational level.		
Supplier Site	Supplier lowest organisational level (sub-unit of "Supplier Organisation").		
Supplier Site_City	Concatenation of supplier site and city.	x	
Supplier. Org.	Organisational sub-unit of "Supplier Group".		
Transport Doc.	Number of the transport document.		
Transport mode	Transport mode used to deliver the shipment.		

5.1.3 'Despatch Advice Details' table

GUI Name	Description	Displayed by default (customer)	Displayed by default (supplier)
Batch Number	Batch number.	X	X
Certificate type	Type of certificate required by the customer (Authorized Release Certificate or Declaration of Conformity).	X	X
Concession number	Concession reference.	X	X
Cust. Mat. Desc.	Customer material description.	X	X
Cust. Mat. No.	Customer material number.	X	X
Customs*	Please indicate if the product must be declared or not to the customs. This is mandatory if field is marked yellow.	X	X
DA Rem. Qty.	Requested quantity not yet received nor declared in a Despatch Advice.	X	X
Document Link UE	Hyperlink to any external target, e.g. a shared document management system at the customer or supplier side. The external document may provide additional information about the shipped goods. No check of the link is performed.		
Expiry Date	Expiry date of shipped product. This is mandatory if the field is marked yellow.	X	X
Fitting Customer Material	Fitting customer material.	X	X
Flexible Field 10	Field not used yet by customers to publish data		
Flexible Field 2	Field not used yet by customers to publish data		
Flexible Field 3	Field not used yet by customers to publish data		
Flexible Field 4	Field not used yet by customers to publish data		
Flexible Field 5	Field not used yet by customers to publish data		
Flexible Field 6	Field not used yet by customers to publish data		
Flexible Field 7	Field not used yet by customers to publish data		
Flexible Field 8	Field not used yet by customers to publish data		
Flexible Field 9	Field not used yet by customers to publish data		
Label text	Label free text can be used for "urgent", "incomplete" or "urgent/incomplete" mentions. Only for Kanbans and Work Packages (WP).	X	X
Manufacture date	Date at which the product was manufactured. This is mandatory if field is marked yellow.	X	X
Manufacturer	ID of product manufacturer. This is mandatory if the field is marked yellow.	X	X
Manufacturer Certificate Number	Reference of the certificate declared by the manufacturer.	X	X
Manufacturing Country	Two digit country code (according to the iso3166 norm codes) in which the product has been manufactured; This is mandatory if field is marked yellow.	X	X
Number	Continuous number.	X	X
PO / VMI reference	Number of the purchase order or VMI reference.	X	X
PO Line	PO Line.	X	X
PO SL	PO Schedule Line.	X	X
Serial Number	Product serial number. This is mandatory field if the word "Show / Edit (count of serial numbers)" is marked with an asterisk (*).	X	X

Shipped quantity*	Number of items in the Elementary Unit (UE).	x	x
Split UE	Number of elementary units (UE) that must result from the split.	x	x
Supp. Mat. No.	Supplier material number.	x	x
Supplier Material Description	Supplier material description.		
Supplier Planner Code	Supplier Planner Code.		
Supplier certificate number	Reference of the certificate declared by the supplier.	x	x
UE Status	Possible States: DRAFT, SENT, CANCELLED, RECEIVED.	x	x
UE number	Reference of the elementary unit.	x	x
UoM	Item unit of measure.	x	x
Weight of UE [KG]	Weight of Elementary Unit (UE).	x	x

5.2 Related Change Requests from Release Notes

5.2.1 CR: Spares Direct Delivery (27.05.2017)

For the PO Schedule Line of Purchase Orders for a Spares Direct Delivery, the following fields are used:

GUI Name	Description	Displayed by default (customer)	Displayed by default (supplier)
Elementary Delivery Site	Elementary Delivery Site.	x	x
Final Customer PO Number	Final customer PO number.		
Customer			
End Customer ship-to Code	Shipping code of end customer.		
End Customer VAT ID	End customer VAT ID.		
Sales Price Currency	Sales price and currency.		
Aircraft Registration Number	Aircraft registration number.		
Routing Instructions	Routing instructions		
Flexible field	To be defined.		

The fields are printable on the PO (simple/.full print).

For a Despatch Advice header for a Spares Direct Delivery, the following fields are used:

GUI Name	Description	Displayed by default (customer)	Displayed by default (supplier)
Transport Document	Number of the transport document.	x	x
Flight Number	Flight number.		
Ship-from Country	Name of the country from which the shipment is sent.		
Delivery Note Number	Delivery note number.		
Final Customer PO Number	Final customer PO number.		

5.2.2 CR: Transport Document should be optional (18.10.2016)

The 'Transport Document' field is optional on the UI, the manual upload as well as for M2M suppliers (both CSV and XML). All validations are deactivated.

In addition 'Transport Document' is updatable. The currently existing "DA Update" process is enhanced with the possibility to update the header data of a Despatch Advice.

5.2.1 Release Notes 2016 – Wave 1 (Go-Live: June, 2016)

5.2.1.1 Availability of additional UE label template

- **As-Is:**

Declaration of conformity on UE label is not compliant with NF L 00-015 C standard for some specific customers.

Currently the supplier has no possibility to enter the Delivery Note Number.

- **To-Be:**

A new label template will be available with a declaration of conformity on UE label, which is compliant to NF L 00-015 C standard.

Every customer configures which UE label template will be used by his suppliers. The supplier has no possibility to choose between the 2 label templates. According to the choice of the customer, the correct label will be displayed automatically for every supplier during UE label creation.

- If a AirSupply customer wants to use this new label template, please contact your SupplyOn Account Manager or Consultant

Column Delivery Note Number will be added to the UI, the supplier is able to enter this information during the creation of the Despatch Advice

- For M2M/Upload-suppliers: please use FlexibleField1 to transmit the Delivery Note Number, according information can be found in the Boost XML or CSV guideline.

5.3 Referenced documents

[RD2]: 02_Master_Data_training_guide.

[RD3]: 03_Dashboard_training_guide.

[RD5]: 05_Ordering_training_guide.

[RD7]: 07_Receiving_training_guide.

[RD9]: 09_VMI_training_guide.

[RD10]: 10_Supplier_to_Supplier_Shipment_training_guide.

[RD11]: 11_Non_Conformance_Report_training_guide.