



# Click Guideline for SupplyOn Service Supply Chain Collaboration for Bosch BT Suppliers

## Forwarder Pickup Advice based on the FPA Process

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# 1 Creating a Forwarder Pickup Advice (FPA)

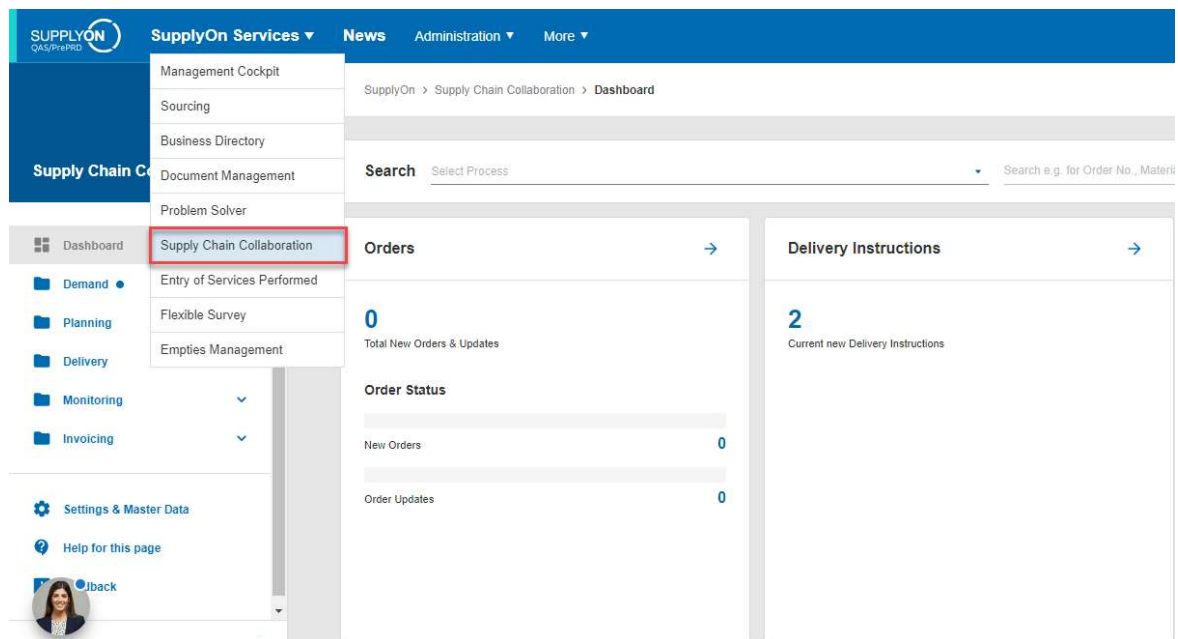
To notify the customer that your goods are ready for pickup and start the transport planning, create a forwarder pickup advice based on the due deliveries based on demands.

## 1.1 Starting FPA Process

Enter [www.supplyon.com](http://www.supplyon.com) in your browser and click on “Login” and log in with your account credentials.

- › Enter your User-ID.
- › Enter your password.
- › Click the button “Login”.

Go to “SupplyOn Services” and navigate to “Supply Chain Collaboration”.



In SupplyOn Supply Chain Collaboration you can see a dashboard with all processes that are activated for your company. Scroll to the panel “Forwarder Pickup Advice” and click on the number for “FPA Creation Due” or on the Button “Create FPA”.

The dashboard displays the following data:

- Order Status:** Dated (0), Partly Confirmed (0), Open (5). Includes a "Confirm Orders" button.
- Type:** Inventory Alerts (0), FPA/ASN Alerts (27), Material Status Alerts (0), Demand Alerts (40).
- Forwarder Pickup Advice:** FPA Creation Due (45), Pending FPA (2). Includes a "Create FPA" button.
- Advance Shipping Notice:** ASN Creation Due (0), Pending ASN (0), FPA "Sent" for ASN (36). Includes a "Create ASN" button.

You are directed to all open due deliveries if you click on the create button. If you click on FPA creation due you will only see those orders due X days in the future. The screen below is the create FPA view.

The "Due Deliveries (grouped)" screen displays a table with the following columns: Org. Code (Customer), Company Name (Customer), Plant Code (Consignee), Plant Name (Consignee), Unloading Point (Consignee), Currency, and FPA required. The table contains 6 entries, with the 5th entry highlighted in blue and having a red box around the number '2' in the "FPA required" column.

Org. Code (Customer)	Company Name (Customer)	Plant Code (Consignee)	Plant Name (Consignee)	Unloading Point (Consignee)	Currency	FPA required
BOSCH		7114			EUR	0
BOSCH		3680			EUR	0
BOSCH		7114			CNY	0
BOSCH		7114			EUR	1
BOSCH		3680			CNY	2
BOSCH		7114			EUR	55

The FPA creation screen, displaying all due deliveries, are sorted by the customer ship-to locations and currency. Select the plant that is planned as the delivery location and click on the blue marked number in column "FPA required" or mark the line by clicking the check box and click on "Create FPA".

Quick Search Advanced Search

Open demands based on Pickup Date: days in the future (incl. past) 30  
 Delete line  
 Due Delivery Status: equal to FPA required  
 Delete line  
 With Material Reference: equal to True  
 Add line | Delete line  
 Search Reset

My Search Profiles  
 Default View Manage View  
 Hide Search Area

Due Deliveries Schedule Lines

Default View Manage View Reset all Filters

Material No. (Customer)	Material Descr. (Custo)	Plant Code (Consi)	Plant Name (Consi)	Consignee	Unloading Point (Consi)	Delivery Date	Pickup Date	FPA Creation Due D.	ASN Creation Due	Required...	FPA Quantity
				Bosch Security		04.02.22	24.12.21.00.00	24.12.21.00.00	24.12.21.00.00		168
				Bosch Security		04.02.22	24.12.21.00.00	24.12.21.00.00	24.12.21.00.00		75
				Bosch Security		04.02.22	24.12.21.00.00	24.12.21.00.00	24.12.21.00.00		12
				Bosch Security		04.02.22	24.12.21.00.00	24.12.21.00.00	24.12.21.00.00		178
				Bosch Security		11.02.22	31.12.21.00.00	31.12.21.00.00	31.12.21.00.00		40
				Bosch Security		11.02.22	31.12.21.00.00	31.12.21.00.00	31.12.21.00.00		75
				Bosch Security		11.02.22	31.12.21.00.00	31.12.21.00.00	31.12.21.00.00		15
				Bosch Security		11.02.22	31.12.21.00.00	31.12.21.00.00	31.12.21.00.00		178
				Bosch Security		11.02.22	31.12.21.00.00	31.12.21.00.00	31.12.21.00.00		156
				Bosch Security		06.02.22	06.01.22.00.00	06.01.22.00.00	06.01.22.00.00		1.328
				Bosch Security		06.02.22	07.01.22.00.00	07.01.22.00.00	07.01.22.00.00		40
				Bosch Security		18.02.22	07.01.22.00.00	07.01.22.00.00	07.01.22.00.00		75

Back Create FPA Delivered outside SupplyOn

54 matches of 426 entries: Select all matches Clear selection Entries per page 50 Page 1 of 2 Next Last

The FPA creation screen will open with some data prefilled by the demand.

## 1.2 FPA Positions

All mandatory fields are marked yellow.

Line	Del. Note No.	Del. Note P...	Material No. (Customer)	Material No. (Su...	Pickup Date	FPA Creation Due Date	FPA Q...	Proposed ...	Delivery ...	UoM	Warning	Order No.	Order Pos...
1		010			13.01.22 00:00	13.01.22 00:00	0	1 920	1 920	PCE		4504223899	00010
2		020			13.01.22 00:00	13.01.22 00:00	0	1 920	1 920	PCE		5504223899	00010

Material information is prefilled by the demand (marked in green).

Please check the Delivery quantity and enter a delivery note number. If you do not have a predetermined delivery note number, many will use the FPA number. When there is not yet a delivery note number it needs to be added in the ASN as a mandatory information.

Line	Del. Note No.	Del. Note P...	Material No. (Customer)	Material No. (Su...	Pickup Date	FPA Creation Due Date	FPA Q...	Proposed ...	Delivery ...	UoM	Warning	Order No.	Order Pos...
1		010			13.01.22 00:00	13.01.22 00:00	0	1 920	500	PCE	▲	4504223899	00010
2		020			13.01.22 00:00	13.01.22 00:00	0	1 920	1 920	PCE		5504223899	00010

In case the proposed quantity differs from the quantity that you want to ship, please adjust the "Delivery Quantity". For the residual quantity, additional FPAs can be created.

In case you enter a differing quantity, a warning is displayed.

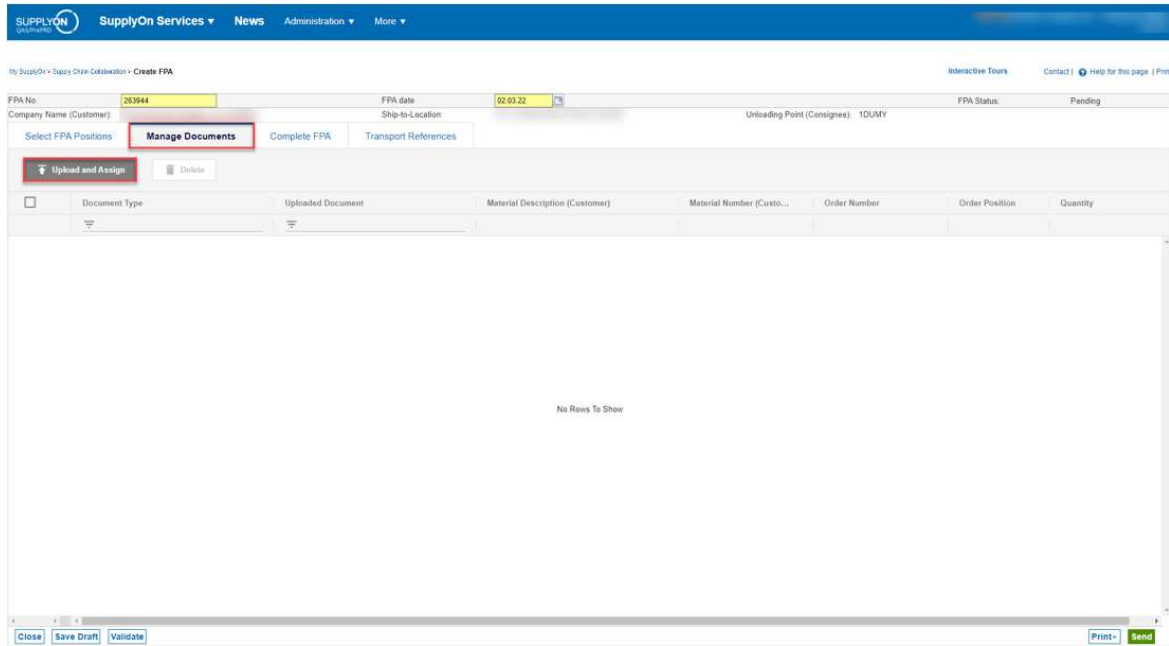
If you want to combine multiple materials in one shipment, please select “Add New Line” and search for the material in the “Due Deliveries”.

FPAs are plant specific, so materials from different plants cannot be combined.

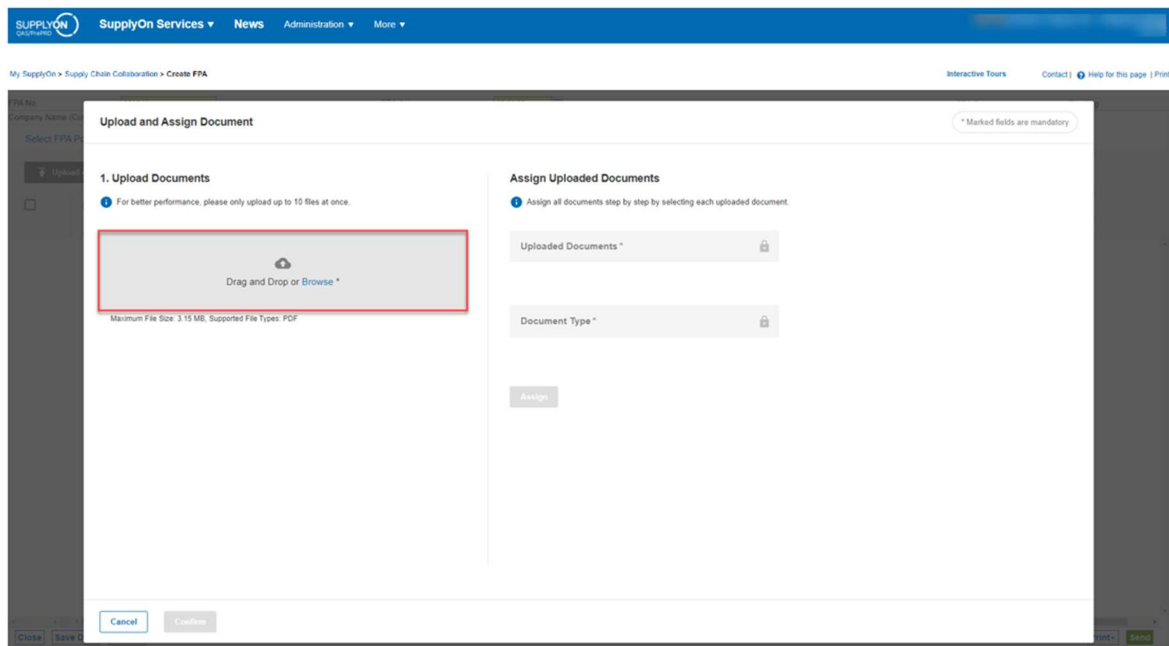
### 1.3 Manage Attachments

In the next tab, you can upload and classify documents.

Therefore, please click on “Upload and Assign”.



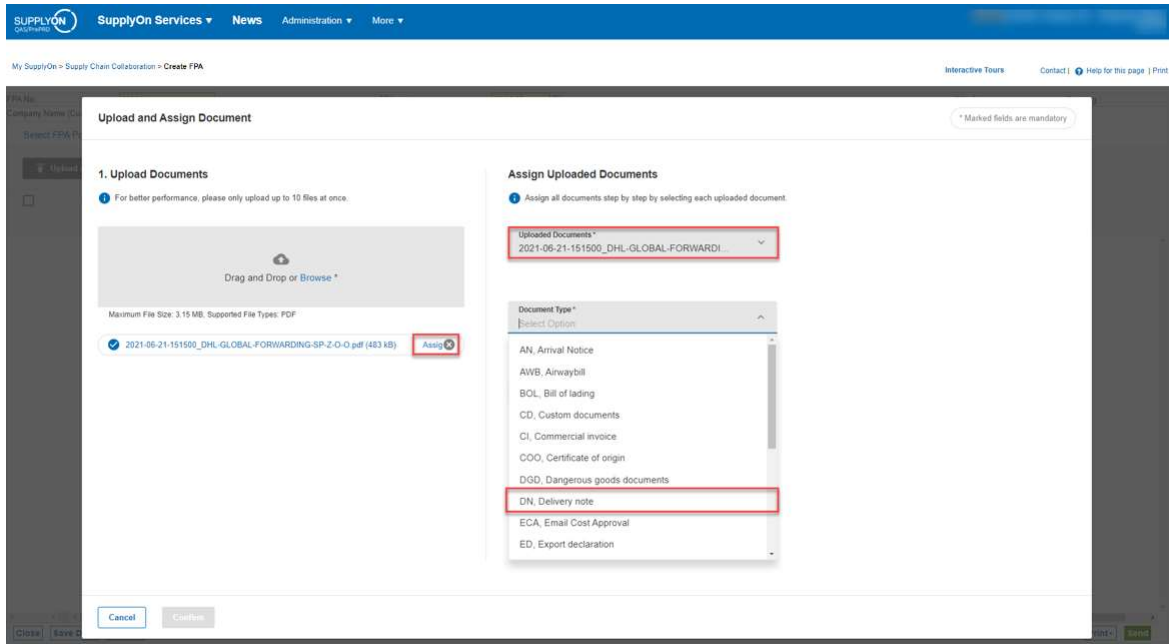
Drag and Drop a PDF-File or browse for a file.



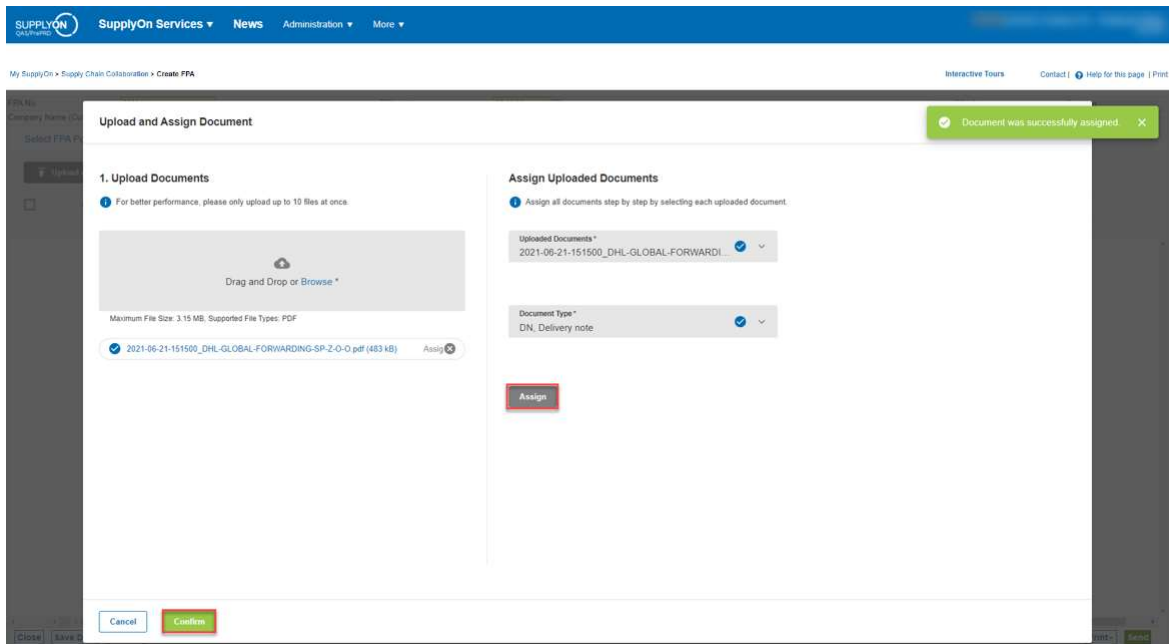
The uploaded document needs to be classified.

Therefore, click on “Assign” next to the document description and select the document type requested by your customer.





Afterwards, click on “Assign” and “Confirm”.



The successful upload will look like this.

SUPPLYON **SupplyOn Services** News Administration More

My SupplyOn > Supply Chain Collaboration > Create FPA Interactive Tours Contact | Help for this page | Print

FPA No. 263944 FPA date 02.03.22 FPA Status: Pending  
 Company Name (Customer): Ship-to-Location: Unloading Point (Consignee): 1DUMY

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

<input type="checkbox"/>	Document Type	Uploaded Document	Material Description (Customer)	Material Number (Custo...	Order Number	Order Position
<input type="checkbox"/>	General Documents					
<input type="checkbox"/>	DN - Delivery note	<input checked="" type="checkbox"/> 2021-06-21-151500_DHL-GLOBAL-FORWA				

It is also possible to upload several documents, even after the FPA has already been sent. In this case the document information is updated.

Attached documents are only successfully sent to the TM if the message successfully arrives there. Otherwise documents need to be resent with a differing document type as every type can only be selected once.

## 1.4 Complete FPA

In the “Complete FPA”-Tab, you need to check the ship-from-location. This location is prefilled by demand data. In case it does not match the actual pickup location, please select another location from the dropdown.

If the deviating address is not available in the dropdown, please create a “Sister Control Point” for the address in question. How to do so is stated in the user manual (Chapter Sister Control Points for Additional Pickup Addresses).

My SupplyOn > Supply Chain Collaboration > Create FPA

FPA No. 263944 FPA date 02.03.22 FPA Status: Pending

Company Name (Customer): Ship-to-Location: Unloading Point (Consignee): 1DUJMY

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

**General**

Ship-from Location: [Dropdown]  
 Ship-from Address: [Dropdown]  
 Pickup Date: 03.03.22  
 Delivery Date: 14.04.22

Incoterms Code: FCA - Free Carrier  
 Incoterms Text: Free Carrier Backnang  
 Transport Type: Airfreight  
 Carrier: [Enter Carrier Address]  
 Free Text (for Carrier): [Empty Field]  
 TO Number: SON0000263944  
 Equipment Type: [Dropdown]  
 Equipment Number: [Empty Field]

Ship-to: Robert Bosch Power Tool Kit  
 Ship-to address: [Empty Field]  
 Carrier Name: [Empty Field]  
 Driver Contact: [Empty Field]  
 Volume (total Delivery): 0 m³  
 Hazard. Goods: No

Line	Amount of HUs	Pack. Type HU	Total weight...	Length per HU(m)	Width	Height per H...	Hazard. Go...	Stacking F...
1								1

1 entry: Select all matches Clear selection Entries per page 20 Page 1 of 1

Close Save Draft Validate Print+ Send

The pickup and delivery date are prefilled with demand information. For the logic refer to [Time-window – initial, preferred and actual](#).

In case, you want to request a specific pickup time, please enter this time window into the field “Free Text (for Carrier)”.

My SupplyOn > Supply Chain Collaboration > Create FPA

FPA No. 263944 FPA date 02.03.22 FPA Status: Pending

Company Name (Customer): Ship-to-Location: Unloading Point (Consignee): 1DUJMY

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

**General**

Ship-from Location: [Dropdown]  
 Ship-from Address: [Dropdown]  
 Pickup Date: 03.03.22  
 Delivery Date: 14.04.22

Incoterms Code: FCA - Free Carrier  
 Incoterms Text: Free Carrier Backnang  
 Transport Type: Airfreight  
 Carrier: [Enter Carrier Address]  
 Free Text (for Carrier): [Red Box]  
 TO Number: SON0000263944  
 Equipment Type: [Dropdown]  
 Equipment Number: [Empty Field]

Ship-to: Robert Bosch Power Tool Kit  
 Ship-to address: [Empty Field]  
 Carrier Name: [Empty Field]  
 Driver Contact: [Empty Field]  
 Volume (total Delivery): 0 m³  
 Hazard. Goods: No

Line	Amount of HUs	Pack. Type HU	Total weight...	Length per HU(m)	Width	Height per H...	Hazard. Go...	Stacking F...
1								1

1 entry: Select all matches Clear selection Entries per page 20 Page 1 of 1

Close Save Draft Validate Print+ Send

The Transport Type is prefilled by demand data. In case, another Transport Type is necessary, please choose from the dropdown.

SupplyOn Services ▾ News Administration ▾ More ▾

My SupplyOn > Supply Chain Collaboration > Create FPA Interactive Tours Contact | Help for this page | Print

FPA No. 263944 FPA date 02.03.22 Company Name (Customer) Ship-to Location Unloading Point (Consignee) 1DUMY FPA Status: Pending

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

**General**

Ship-from Location: Ship-to: Robert Bosch Power Tool Kit  
 Ship-from Address: Ship-to address:  
 Pickup Date: 03.03.22 Delivery Date: 14.04.22  
 Incoterms Code: FCA - Free Carrier Carrier Name:  
 Incoterms Text: Free Carrier Backhang Driver Contact:  
 Transport Type: **Airfreight** Volume (total Delivery): 0 m³  
 Carrier: [Enter Carrier Address] Hazard Goods: No  
 Free Text (for Carrier):  
 TO Number: SCMD000263944  
 Equipment Type:  
 Equipment Number:

BT Manage View Reset all Filters

Line	Amount of HUs	Pack. Type HU	Total weight	Length per HU(m)	Width	Height per HU	Hazard. Go	Stacking F
1								1

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

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

Close Save Draft Validate Print Send

## SEA TRANSPORT FCL (Full Container Load)

In case of Sea Transport FCL please select the equipment type (e.g. container). In the lower part you find “Amount of HUs” and “Packaging Type HU” which specifies your delivery (e.g. 11 Euro-Pallets in one Container)

My SupplyOn > Supply Chain Collaboration > Create FPA

FPA No. 269844 FPA date 02.03.22 FPA Status: Pending

Company Name (Customer): [Redacted] Ship-to-Location: [Redacted] Unloading Point (Consignee): 1DUMY

Buttons: Select FPA Positions, Manage Documents, **Complete FPA**, Transport References

**General**

Ship-from Location: [Redacted] Ship-to: Robert Bosch Power Tool Kit  
 Ship-from Address: [Redacted] Ship-to address: [Redacted]  
 Pickup Date: 03.03.22 Delivery Date: 14.04.22  
 Incoterms Code: FCA - Free Carrier Carrier Name: [Redacted]  
 Incoterms Text: Free Carrier Backnang Driver Contact: [Redacted]  
 Transport Type: **Sea Transport** Volume (total Delivery): 0 m³  
 Carrier: [Enter Carrier Address] Hazard. Goods: No  
 Free Text (for Carrier): [Redacted]  
 TO Number: SON000269844  
 Equipment Type: **Container**  
 Equipment Number: [Redacted]

BT | Manage View | Reset all Filters

Line	Amount of HUs	Pack. Type HU	Total weight	Length per HU(m)	Width	Height per H...	Hazard. Go...	Stacking F
1	11	Euro-pallet						1

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

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

Buttons: Close, Save Draft, Validate, Print, Send

Moreover, it is mandatory to provide the HBOL Number ([next screenshot in the tab “Transport References”](#)). This number is given by the shipping agent upon the pre-booking of the container.

My SupplyOn > Supply Chain Collaboration > Create FPA

Buttons: Interactive Tours, Contact, Help for this page, Print

Pickup: Shipment Departure time 'later' is after Shipment Departure time 'to'.

FPA No. 269844 FPA date 02.03.22 FPA Status: New

Company Name (Customer): Bosch Security Systems, LLC (STNA) Ship-to-Location: T114 / Bosch Security Systems, LLC Unloading Point (Consignee): PT114

Buttons: Select FPA Positions, Manage Documents, Complete FPA, **Transport References**

**General**

TO Number: SON000269844 Transport Type: Sea Transport  
 Transport Service Level: [Redacted]

**Sea**

HBOL Number: **HBOL3757292** Container Number: [Redacted]  
 Planned Date of Container Provision: [Redacted] Container Seal Number: [Redacted]  
 Seas VGM (kg): [Redacted] VGM Method: [Redacted] VGM Creator: [Redacted]

Transport Order Status

Default View | Manage View | Reset all Filters

Buttons: Close, Save Draft, Validate, Print, Send

## SEA TRANSPORT LCL (Less than Full Container load)/ ROAD TRANSPORT/ AIR TRANSPORT

In these cases, please fill the “Amount of Handling Units (HU)” and “Packaging Type HU”. In case of LCL also the dimensions (weight, length, width, height) are required. The volume will be calculated automatically.

**Do not select any “Equipment type” for sea LCL.** The current system behavior otherwise leads to an error when sorting the FPA in the TM.

My SupplyOn > Supply Chain Collaboration > Create FPA

Data was saved successfully

FPA No. 265844 FPA date 02.03.22 FPA Status: Pending

Company Name (Customer): Ship-to Location: Unloading Point (Consignee): 1DUJMY

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

**General**

Ship-from Location: Ship-to: [Redacted]

Ship-from Address: Ship-to address: [Redacted]

Pickup Date: 03.03.22 Delivery Date: 14.04.22

Incoterms Code: FCA - Free Carrier Carrier Name: [Redacted]

Incoterms Text: Free Carrier Backoang Driver Contact: [Redacted]

Transport Type: Sea Transport Volume (total Delivery): 4,752 m³

Carrier: [Enter carrier Address] Hazard Goods: No

Free Text (for Carrier):

TO Number: 50N000026344

Equipment Type: [Redacted]

Equipment Number:

BT Manage View

Line	Amount of HUs	Pack. Type HU	Total weight	Length per HU	Width per H.	Height per H.	Hazard. Go.	Stacking F.
1	11	Euro-pallet	500	1.2	0.8	0.45	No	1

Add HU line (Checks HU Inets) Edit Pack Material (Single and Aux. Packs)

1 entry: Select all matches Clear selection Entries per page: 20 Page 1 of 1 Print Send

In case you want to ship multiple Handling Unit types, click on “Add HU line” to add one more line and adjust the details.

Weight and volume will automatically be aggregated to the header.

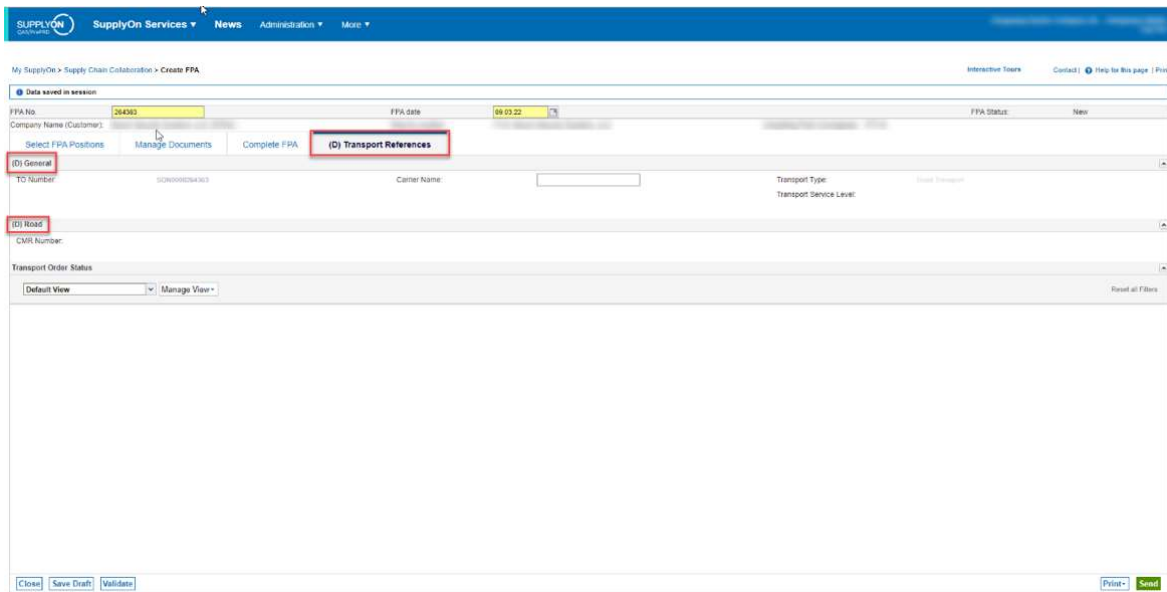
If the shipment consists of hazardous goods, please indicate the flag “Hazard Goods”

Before sending the FPA please provide more detailed transport information on the “Transport References” screen.

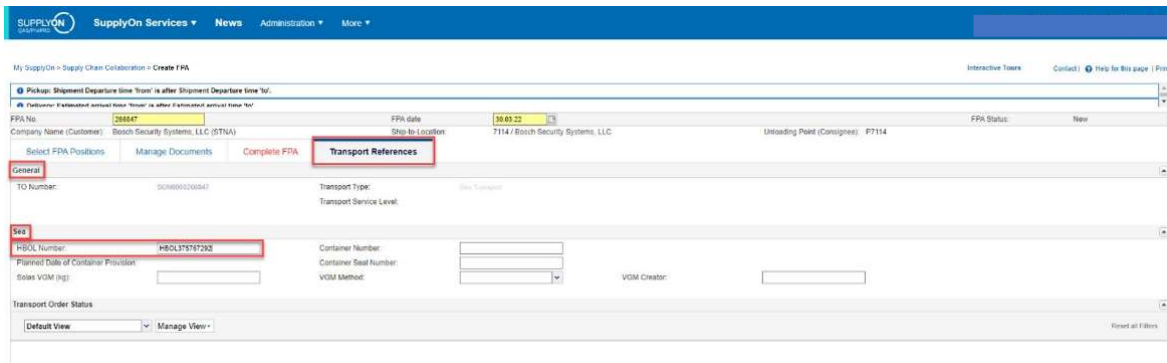
## 1.5 Transport References

In the tab “Transport References”, you will mainly find information given back from the Carrier through the TMS. You can check it some time after the FPA was sent. In the general section you can see the TO Number, which is the internal transport reference for the FPA in the transport management system.

In case you want to address some issue to the customer support, please always refer to the FPA No. AND the TO Number.



Depending on the transport type chosen in the “Complete FPA” section there are different options. The above picture depicts the screen for road transport, the below one for sea.



The House Bill of Lading number (“HBOL Number” marked in the picture) has to be provided in case of sea FCL transport (given by the shipping agent upon the pre-booking of the container).

The Container number and SEAL number shall be entered by the shipper. Especially the container number as an HBL number from the carrier might be a confirmation for > 1 container.

In that respect the seal number shall be entered, as well.

The VGM is optional, can be used by the shipper, independently from the shipper’s obligation.

There is no specific entry for Air Freight.

## 1.6 Time-window – initial, preferred and actual

On the “Complete FPA” screen there will be an initial time-window displayed. This will be later on be prefilled by the TM settings and can be ignored.

The screenshot shows the 'Complete FPA' screen with the following details:

- FFA No:** 206188
- FFA date:** 22.3.22
- FFA Status:** New
- Company Name (Customer):** [Redacted]
- Ship-to-Location:** [Redacted]
- General Section:**
  - Ship-from Location:** [Redacted]
  - Ship-from Address:** [Redacted]
  - Pickup:** Date: 23.3.22, Time: from [Redacted] to [Redacted]
  - Delivery:** Date: 25.3.22, Time: from [Redacted] to [Redacted]
  - Incoterms Code:** FCA
  - Incoterms Text:** Free Carrier
  - Transport Type:** [Redacted]
  - Means of Transport:** [Redacted]
  - Reference ID for Means of Transport:** [Redacted]
  - Carrier:** [Enter Carrier Address]
  - Free Text (for Carrier):** [Redacted]
  - TO Number:** SCHN000256188
  - Equipment Type:** [Redacted]
  - Equipment Number:** [Redacted]
- Carrier Information:**
  - Carrier Name:** [Redacted]
  - Driver Contact:** [Redacted]
  - Free Text (from Carrier):** [Redacted]
  - Volume (total Delivery):** 0 m³
  - Hazard - Goods:** No
  - Gross Weight (total Delivery):** 0 kg
  - Net Weight (total Delivery):** 0 kg

The initial pick-up date is prefilled by the system. It needs to be checked and corrected upon necessity. Same goes for the initial delivery date.

This screenshot is identical to the one above, showing the 'Complete FPA' screen with the same data points and redactions.

Optional carrier information, such as preferred time window for pick up, is to be inserted as depicted above.

Upon availability of the actual pickup time in the TMS the information will be updated in the FPA and can be viewed picking it from the FPA overview (either Complete FPA or Transport References Screen - to be defined.).



## 1.7 Finalizing the FPA

In the next step complete the FPA, check and if necessary correct prefilled values.

With a click on “Validate” you check if you have entered all mandatory data (fields marked in yellow – it is not possible to send the FPA without having filled in all mandatory fields).

A blue warning regarding shipping time to and from can be ignored. Make sure the handling unit information is included as it is needed for transport planning.

My SupplyOn > Supply Chain Collaboration > Create FPA

Interactive Tours | Contact | Help for this page | Print

Data was saved successfully

FPA No. 263944 FPA date 02.03.22 FPA Status Pending

Company Name (Customer) Ship-to Location Unloading Point (Consignee) 1DUMY

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

**General**

Ship-from Location: Ship-to: Ship-to address:

Pickup Date: 03.03.22 Delivery Date: 14.04.22

IncoTerms Code: FCA - Free Carrier Carrier Name:

IncoTerms Text: Free Carrier Backhaug Driver Contact:

Transport Type: Sea Transport Volume (total Delivery): 4.752 m³

Carrier: [Enter Carrier Address] Hazard Goods: No

Free Text (for Carrier):

TO Number: SICR000023944

Equipment Type:

Equipment Number:

BT | Manage View

Line	Amount of HUs	Pack. Type HU	Total weight	Length per HU	Width per H.	Height per H.	Hazard. Co.	Stacking F.
1	11	Euro-pallet	500	1.2	0.8	0.45		1

Add HU line (Click to add rows) | Add Pack. Material (Single and Full Packs)

1 entry | Select all matches | Clear selection | Entries per page: 20 | Page 1 of 1 | Print | Send

Using the “Validate” button on the below left informs you on possible missing information before sending the FPA.

At last send the FPA by clicking on the green “Send” button on the below right.

## 1.8 Status information

After sending the FPA, the customer is organizing the transport of this material in the customer's transport management system. After the selection of a carrier in the customer's transport management system, you are also able to see this information in the FPA Overview.

Please refresh the page some seconds after sending the FPA by clicking "FPA" in the upper left-hand corner to check the TM Status. Status can be checked by adding the column "TM Status". To add a column, click on one of the headers and insert the column. You can also save the new view as a personal view – please refer to the user manual chapter "Adjust to personal needs (views, information)".

Company Name...	Plant Name (Cus...)	Plant Name (...)	Unloading Point (...)	Delivery Date/Time	Ship-from Location	Materi...	FPA No.	Source	FPA Stat...	TM Status
Bosch Rexroth ...	DC-7201-HorP	DC-7201-HorP	7201	29.10.21 00:00-...	I.T. GODDEERIS NV		0000000151		Sent	Success
Bosch Rexroth ...	DC-7201-HorP	DC-7201-HorP	7201	29.10.21 23:59-...	I.T. GODDEERIS NV		0000000122		Error	Error
Bosch Rexroth ...	DC-7201-HorP	DC-7201-HorP	7201	22.10.21 00:00-...	I.T. GODDEERIS NV		0000000112		Sent	Success
Bosch Rexroth ...	DC-7201-HorP	DC-7201-HorP	7201	22.10.21 00:00-...	I.T. GODDEERIS NV		0000000111		Sent	Success

The TM Status "Sent/Success" means that this FPA was successfully sent.

If the status is not "Sent/Success", but "Pending/None" or "Error/Error" please see chapter "Error Handling" in the user manual.

## 2 Creating an Advanced Shipping Notification (ASN)

When the goods were picked your client requires an Advanced Shipping Notification (ASN) with all relevant goods and transport information.

Please make sure the ASN is sent **after** pick-up with a filled-in Carrier name which ensures all TMS processes were finalized:

Company Nam...	Plant Name (Cu...	Plant Name (...	Unloading Point ...	Delivery Date/Time	Materi...	FPA No.	Source	FPA Status	TM Status	Carrier Name	Change Timestamp	At
			P7114	26.05.22 08:00	✓	263239	Delivery Inst...	Sent	Success	DHL	18.02.22 21:19	
			P3680	15.11.21 08:00	✓	254340	Order	Sent	Success	DHL Express / Ne...	10.11.21 16:13	
			P7114	01.06.22 08:00	✓	263477	Delivery Inst...	Sent	Success	Test Carrier	23.02.22 17:59	
			P7114	14.06.22 08:00	✓	263937	Delivery Inst...	Sent	Success	carrier name	02.03.22 21:33	

### 2.1 Starting ASN Process

Go to the dashboard with all processes that are activated for your company. Enter the Supply Chain Collaboration section and scroll down to the panel “Advanced Shipping Notice” and click on the number for “ASN Creation Due” or on the Number “FPA sent for ASN”.

You have several possibilities to create an ASN, based on the FPA all available data will be prefilled.

Pick the FPA the ASN is supposed to be based on:

My SupplyOn > Supply Chain Collaboration > FPA Overview

CONTACT | Help for this page | Print

Quick Search Advanced Search

FPA Status: equal to Sent Delete line  
 TM Status: equal to Success Add line | Delete line

Search Reset

My Search Profiles Manage View

**FPA**

Default View Manage View Reset all Filters

Company Name	Plant Name (C)	Plant Name (L)	Unloading Point	Delivery Date/Time	Ship-from Location	Material	FPA No.	Source	FPA Status	TM Status	ASN Status	ASN Date	Carrier Name	Change Timestamp
Bosch Security ...	BT-7114-Gre	P7114	P7114	14.08.22 06:00		✓	283937	Delivery Inst...	Sent	Success			carrier name	02.03.22 21:33
Bosch Security ...	BT-7114-Gre	P7114	P7114	16.06.22 06:00		✓	283878	Delivery Inst...	Sent	Success				01.03.22 22:55
Bosch Security ...	BT-7114-Gre	P7114	P7114	16.06.22 06:00		✓	283876	Delivery Inst...	Sent	Success				01.03.22 22:52
Bosch Security ...	BT-7114-Gre	P7114	P7114	13.08.22 06:00		✓	283874	Delivery Inst...	Sent	Success				01.03.22 22:35
Bosch Security ...	BT-7114-Gre	P7114	P7114	29.07.22 06:00		✓	283867	Delivery Inst...	Sent	Success				01.03.22 21:07
Bosch Security ...	BT-7114-Gre	P7114	P7114	30.06.22 06:00		✓	283863	Delivery Inst...	Sent	Success				01.03.22 20:44
Bosch Security ...	BT-7114-Gre	P7114	P7114	24.08.22 06:00		✓	283779	Delivery Inst...	Sent	Success				28.02.22 18:20
Bosch Security ...	BT-7114-Gre	P7114	P7114	26.07.22 06:00		✓	DNI263...	Delivery Inst...	Sent	Success			Test Carrier	28.02.22 18:15
Bosch Security ...	BT-7114-Gre	P7114	P7114	01.06.22 06:00		✓	283477	Delivery Inst...	Sent	Success				23.02.22 17:59
Bosch Security ...	BT-7114-Gre	P7114	P7114	26.09.22 06:00		✓	283463	Delivery Inst...	Sent	Success				23.02.22 15:23
Bosch Security ...	BT-7114-Gre	P7114	P7114	26.09.22 06:00		✓	283452	Delivery Inst...	Sent	Success				23.02.22 15:19
Bosch Security ...	BT-7114-Gre	P7114	P7114	19.05.22 06:00		✓	283451	Delivery Inst...	Sent	Success				23.02.22 15:15
Bosch Security ...	BT-7114-Gre	P7114	P7114	07.04.22 06:00		✓	283449	Delivery Inst...	Sent	Success				23.02.22 15:11
Bosch Security ...	BT-7114-Gre	P7114	P7114	31.08.22 06:00		✓	FPA_2	Delivery Inst...	Sent	Success				23.02.22 15:00
Bosch Security ...	BT-7114-Gre	P7114	P7114	23.02.22 06:00		✓	283370	Delivery Inst...	Sent	Success				23.02.22 14:56

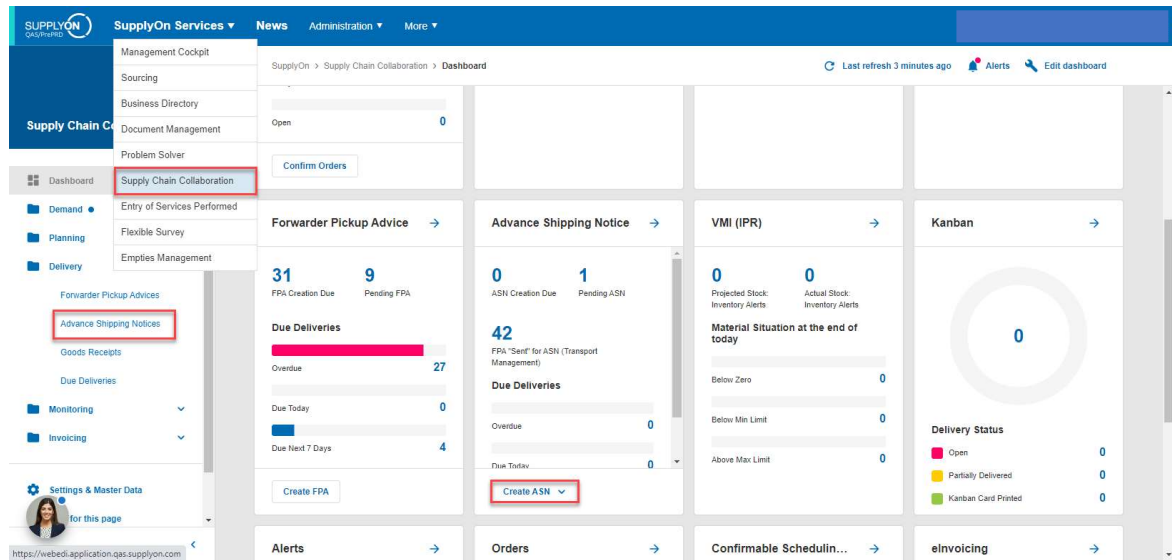
Back Create ASN

And choose "Create ASN".

## 2.2 ASN via bypass TM

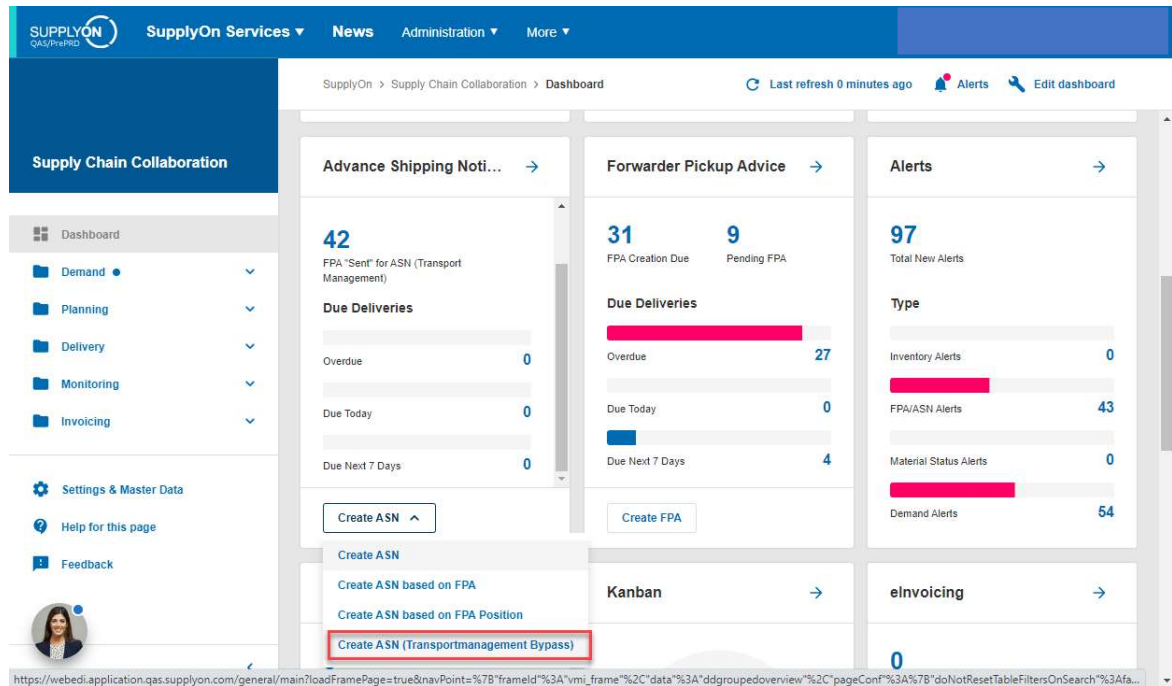
**Please be aware that you are sending an ASN without FPA in this case. Make sure, that it is fine to exclude the FPA Process! This needs to be clarified with your customer.**

Navigate to Supply Chain Collaboration section and **scroll down to the panel “Advanced Shipping Notice” and click on “Create ASN”**.



You have several possibilities to create an ASN, based on the FPA all available data will be prefilled.

Select “Create ASN (Transport management Bypass)” from the Dropdown.



You will be directed to all open Due Deliveries.

## 2.3 ASN Positions

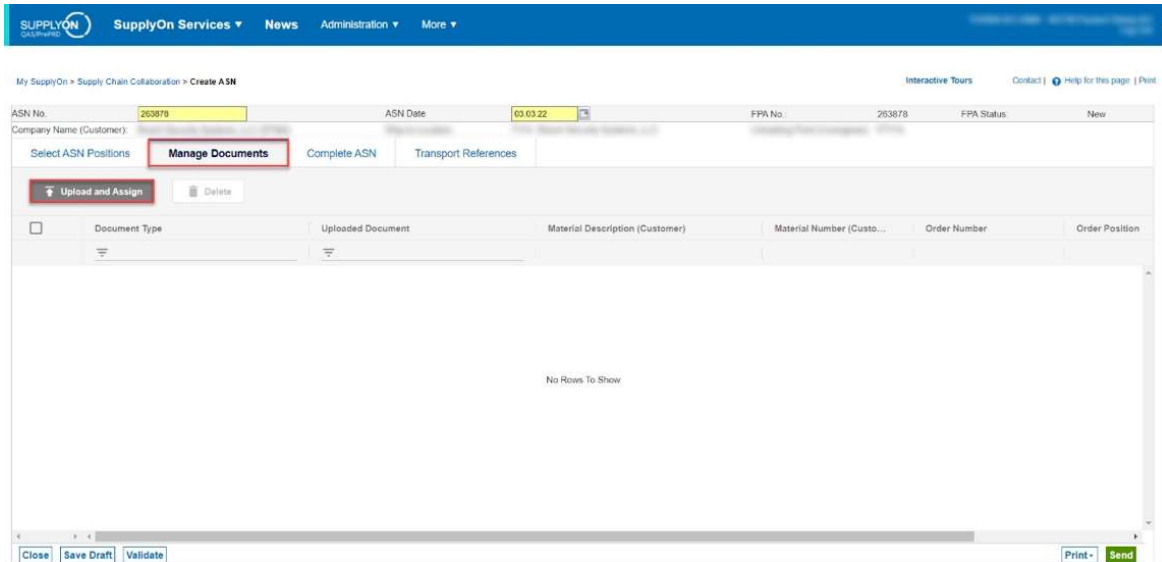
All mandatory fields are marked yellow.

All available information is prefilled by the information from the FPA. However, you can insert deviating information wherever necessary.

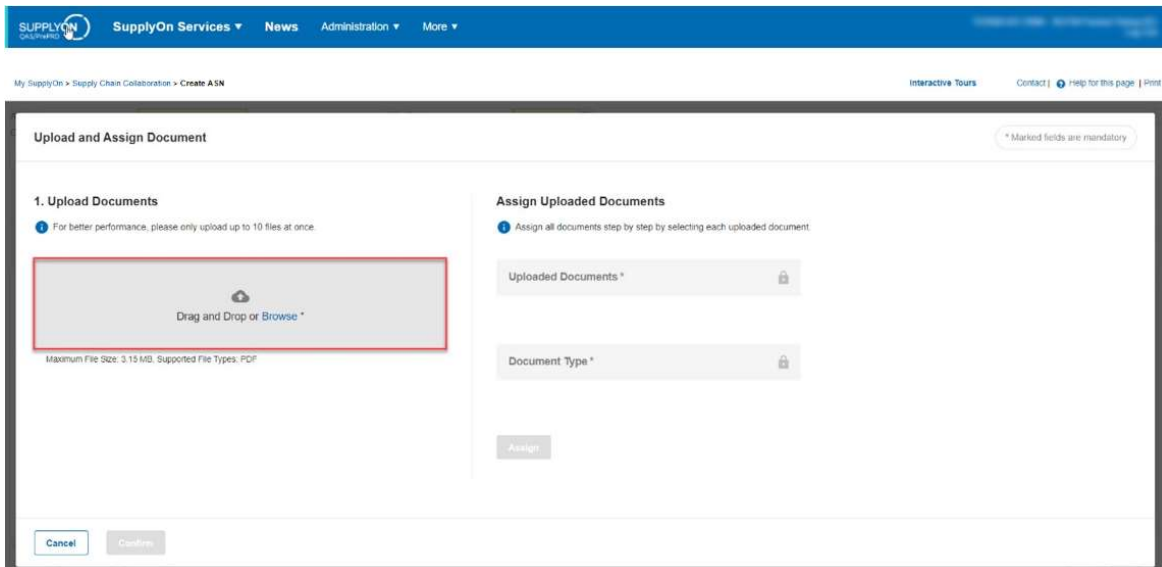
It is also possible to create an ASN from several FPAs or manually add other material that has been picked up with the same transport.

## 2.4 Manage Documents

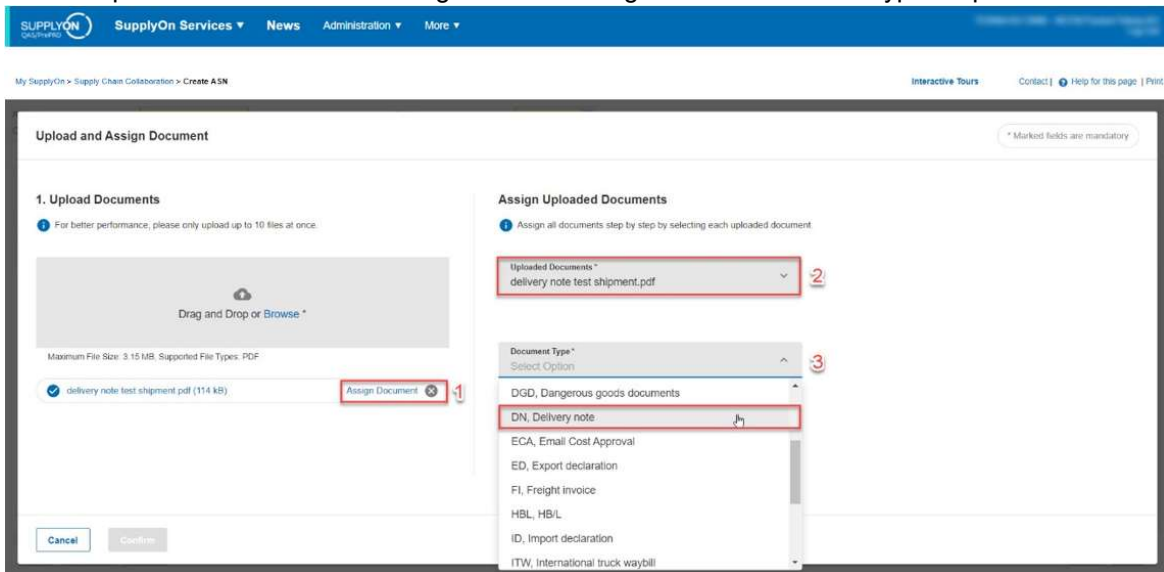
Here you can upload documentation for the transport. Where documents were provided during FPA creation, they are also visible in the ASN. If you want to add more documents or edit an existing one, click on "Upload and Assign".



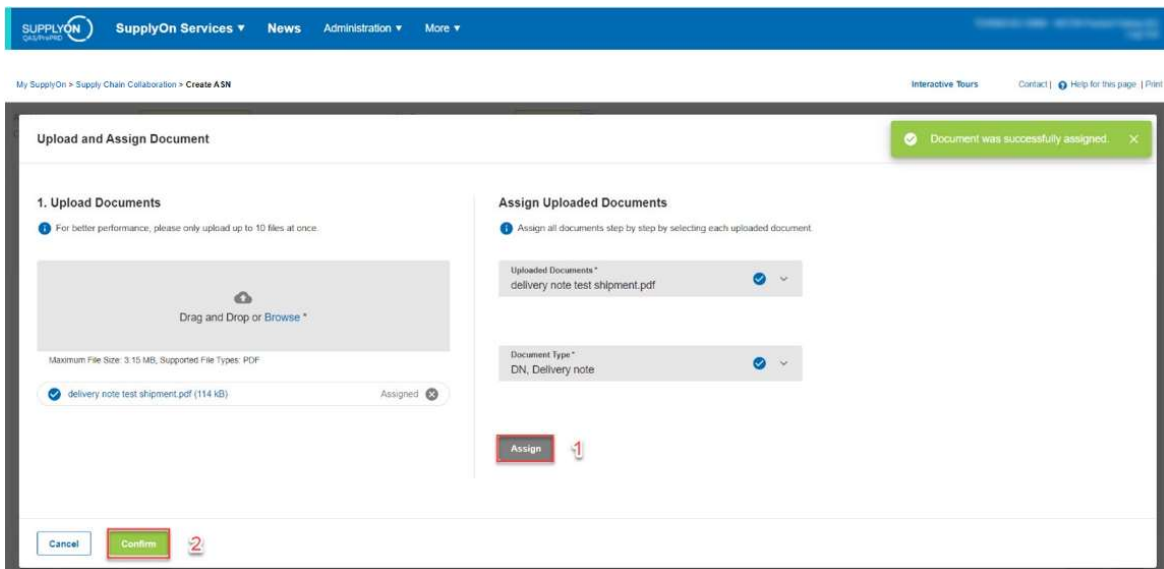
Drag and Drop or Browse for one or several files you would like to add.



Once the file is uploaded you need to assign the type of document by first choosing the respective file and uploaded document on the right and choosing from the document type dropdown menu.



Click "Assign", a green pop up confirmed the successful assignment. Then click "Confirm".





The document is now in the system as shown on the following screen.

The screenshot displays the 'Create ASN' page in the SUPPLYON system. The page includes a navigation bar with 'SupplyOn Services', 'News', 'Administration', and 'More'. The breadcrumb trail shows 'My SupplyOn > Supply Chain Collaboration > Create ASN'. The main content area features a form with fields for 'ASN No.' (263878), 'ASN Date' (03.03.22), 'FFA No.' (263878), and 'FFA Status' (New). Below the form are tabs for 'Select ASN Positions', 'Manage Documents', 'Complete ASN', and 'Transport References'. The 'Manage Documents' tab is active, showing an 'Upload and Assign' button and a 'Delete' button. A table below lists document types, with one entry visible: 'General Documents'. At the bottom of the page are buttons for 'Close', 'Save Draft', 'Validate', 'Print', and 'Send'.

Document Type	Uploaded Document	Material Description (Customer)	Material Number (Custo...	Order Number	Order Position
***	General Documents				

## 2.5 Complete ASN

In the “Complete ASN”-Tab, you need to check the data prefilled from the FPA. Adjust the mandatory (yellow) fields, where necessary. The system prefills the pickup time and date from the moment of creation (can be adjusted if required).

My SupplyOn > Supply Chain Collaboration > Create ASN

ASN No: 263878 ASN Date: 03.03.22 FPA No.: 263878 FPA Status: New

Company Name (Customer):

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

**General**

Ship-from Location: Ship-to: Ship-to address:

Pickup Date/Time: 03.03.22 15:56 Delivery Date/Time: 16.06.22 08:00

Incooterms Code: FCA - Free Carrier Volume (total Delivery): 19,2 m³

Incooterms Text: Free Carrier Hazard: Goods: No

Transport Type: Sea Transport

Tracking ID:

Carrier: [Enter Carrier Address]

TO Number: SCN0000263878

Default View | Manage View | Reset all Filters

Line	Amount of...	Pack. Type HU	Total weight of...	Length pe...	Width per H...	Height per H...
1	20	Euro-pallet	200	1,2	0,8	1

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

1 entry: Select all matches | Clear selection

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

Close | Save Draft | Validate | Print | Send

At the time when the ASN is created, the Carrier is already prefilled by TM information. Same goes for delivery date and time.

## 2.6 Transport References

Depending on the Transport Type chosen in the “Complete ASN” screen there are differing information tabs in the “Transport References” screen.

The majority of fields will be given by the carrier for informational purpose.

In case you are obliged to prepare the Solas VGM, please fill in the fields Solas VGM in KGM, the Method (Measurement or Calculation) and the person who created the VGM.

The screenshot displays the 'Transport References' section of the 'Complete ASN' screen. The 'Carrier Name' field is highlighted with a red box and contains the text 'pre-filled by TM'. Other visible fields include:

- ASN No.: 254383
- ASN Date: 06.03.22
- FFA No.: 254383
- FFA Status: New
- Company Name (Customer): [Redacted]
- Ship-to-Location: [Redacted]
- Unloading Point (Consignee): [Redacted]
- TO Number: SGN000204303
- Container Booking Conf. No.: CBCH20220302
- Planned Date of Container Provision: [Redacted]
- Solas VGM (kg): [Redacted]
- Container Number: [Redacted]
- Container Seal Number: [Redacted]
- VGM Method: [Redacted]
- VGM Creator: [Redacted]

The “Carrier Name” is mandatory, but will be prepopulated with the information from the TM.

## 2.7 Finalizing the ASN

In the next step complete the ASN and check prefilled values.

With a click on “Validate” you check if you have entered all mandatory data (fields marked in yellow – it is not possible to send the ASN without having filled in all mandatory fields).

My SupplyOn > Supply Chain Collaboration > Create ASN

ASPN No: 264363 ASN Date: 10.03.22 FPA No.: 264363 FPA Status: New  
 Company Name (Customer): Ship-to-Location: Unloading Point (Consignee): P7114

Select ASN Positions | Manage Documents | **Complete ASN** | (D) Transport References

**General**

Ship-from Location: Ship-to: [Redacted]  
 Ship-from Address: Ship-to address: [Redacted]  
 Pickup Date/Time: 10.03.22 20:12 Delivery Date/Time: 21.04.22 06:00  
 Incoterms Code: FCA - Free Carrier Free Text (from Carrier):  
 Incoterms Text: Free Carrier Volume (total Delivery): 4,752 m³  
 Transport Type: Sea Transport Hazard Goods: No  
 Tracking ID:  
 Carrier: [Enter Carrier Address]  
 Free Text (for Carrier):  
 TO Number: SCAN000264363  
 Equipment Type:  
 Equipment Number:

Default View | Manage View | Reset all Filters

Line	Amount of	Pack. Type HU	Total weight of	Length per	Width per H.	Height per H.
1	11	Euro-pallet	500	1,2	0,8	0,45

Add HU line | Delete HU line(s) | Edit Pack. Material (Change send flux. Pack)

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

Close | Save Draft | Validate | Print | **Send**

At last send the ASN clicking the green send button on the below right.