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

# Forwarder Pickup Advice based on the FPA Process

**Version:** 2.0
**Creator:** SupplyOn Consulting
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# Table of Contents

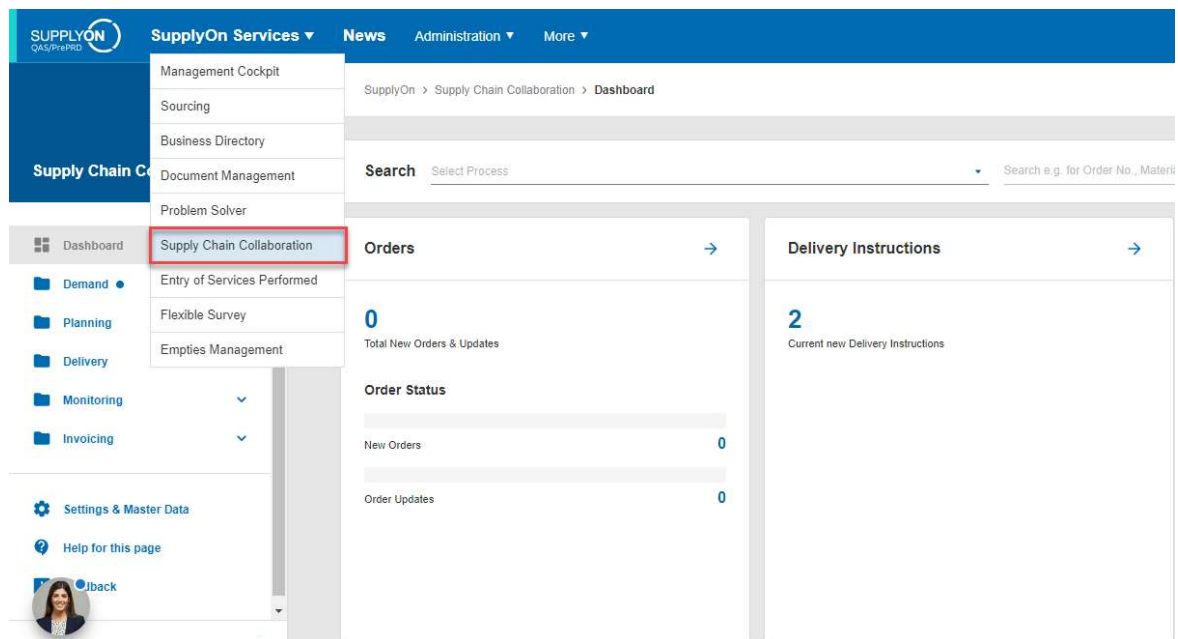# 1 Creating a Forwarder Pickup Advice (FPA)

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 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".

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 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".

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

## 1.2  FPA Positions

All mandatory fields are marked yellow.



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.



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".

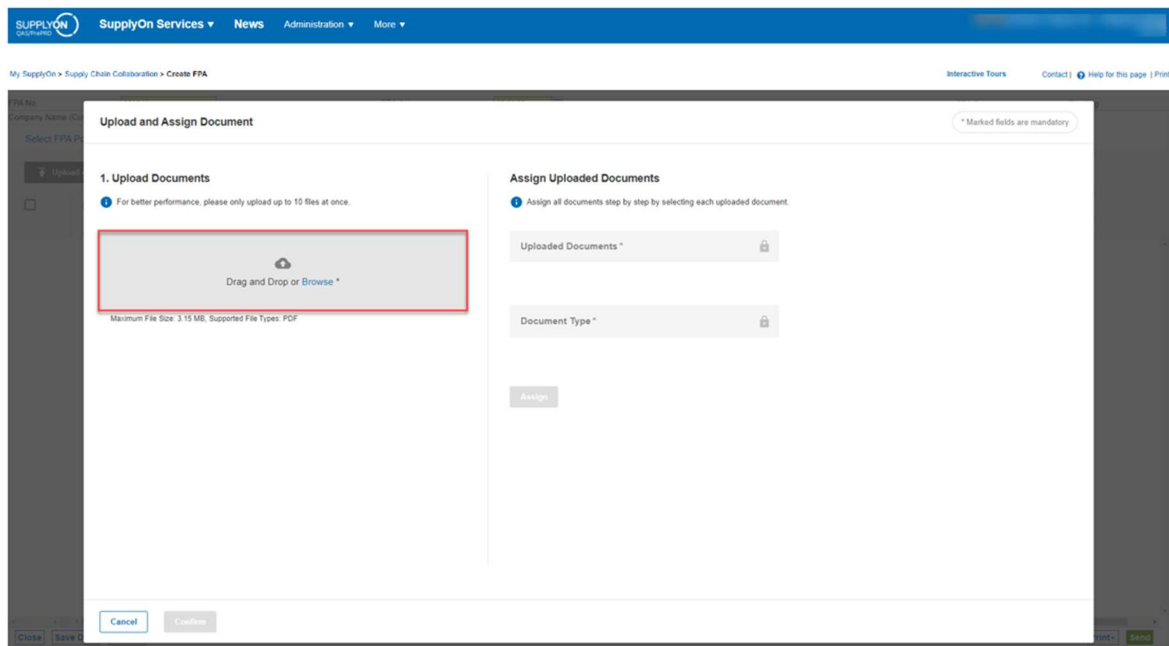FPAs are plant specific, so materials from different plants cannot be combined.

## 1.3 Manage Attachments

In the next tab, you can upload and classify documents.
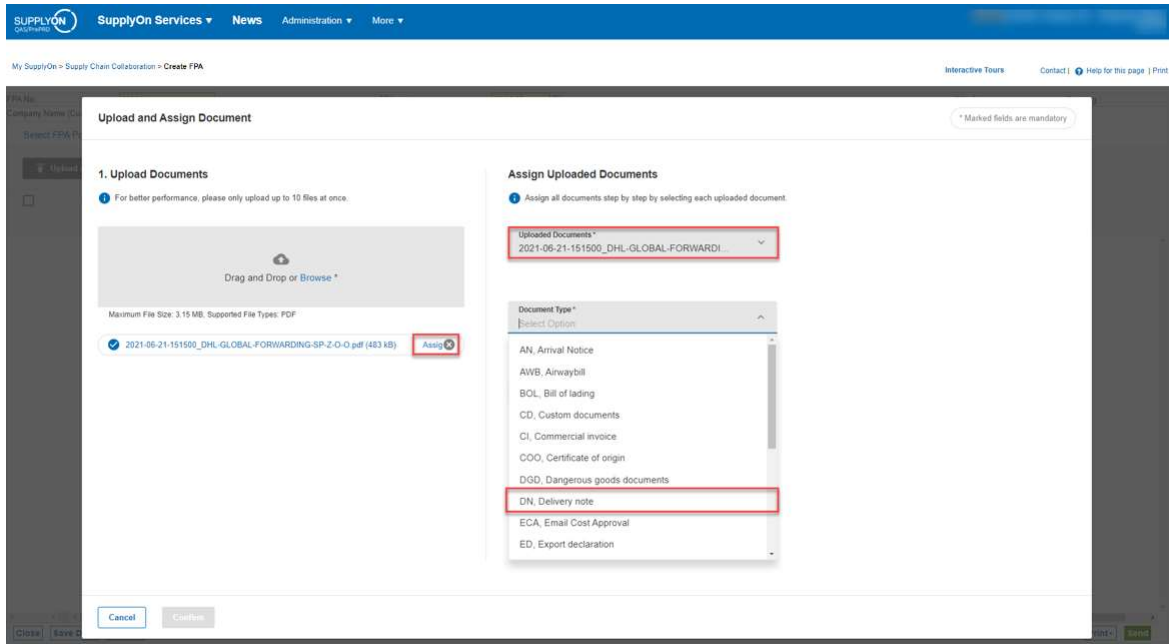
Therefore, please click on "Upload and Assign".
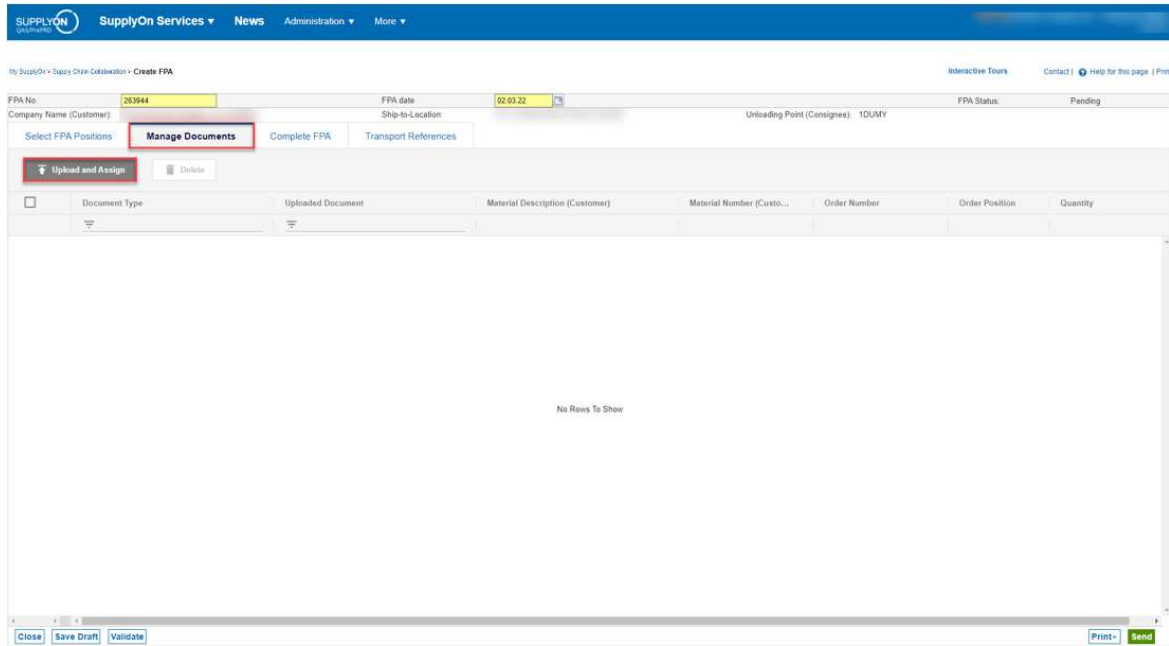


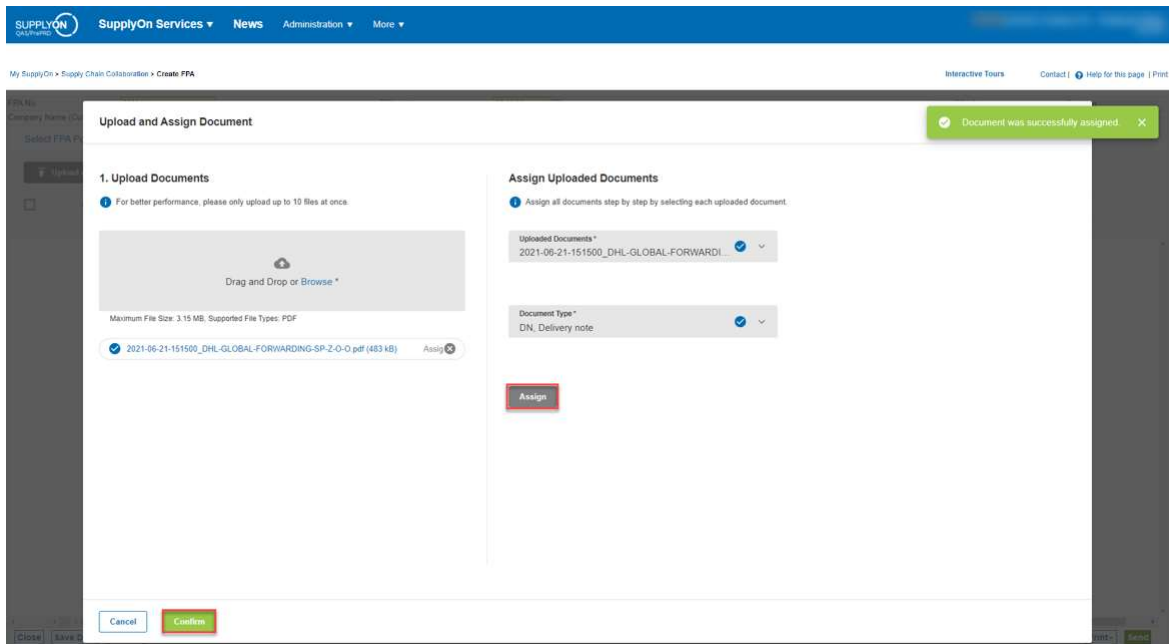Drag and Drop a PDF-File or browse for a file.



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.

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).



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)".

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

## 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)



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.

## 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.



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.
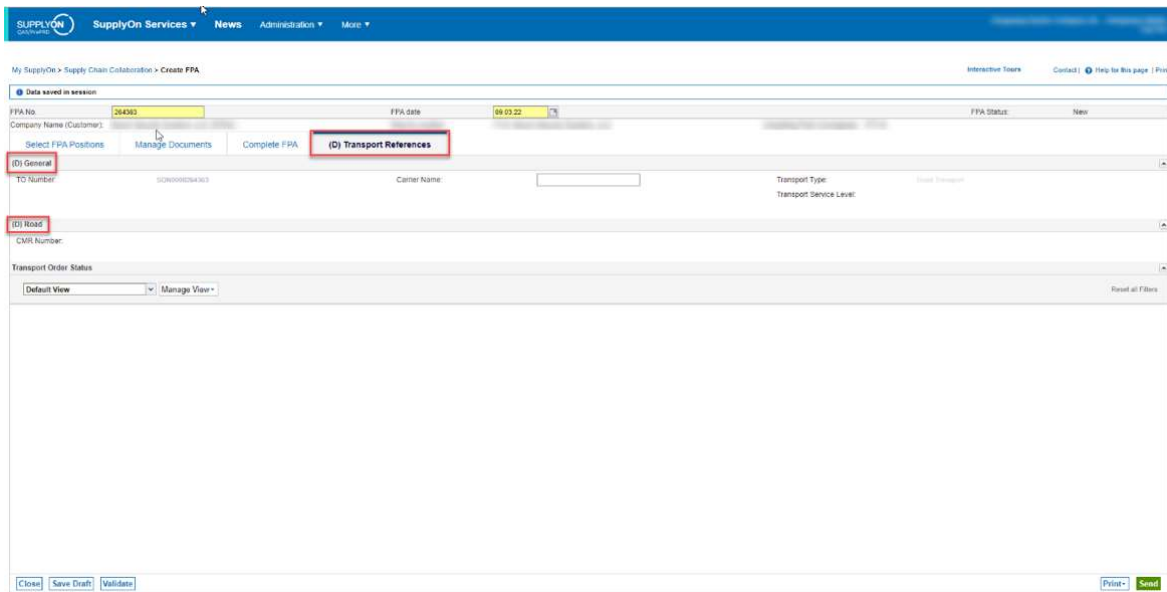


Depending on the transport type chosen in the "Complete FPA" section there are different options. The above picture depicts the screen for road transport, the below one for sea.
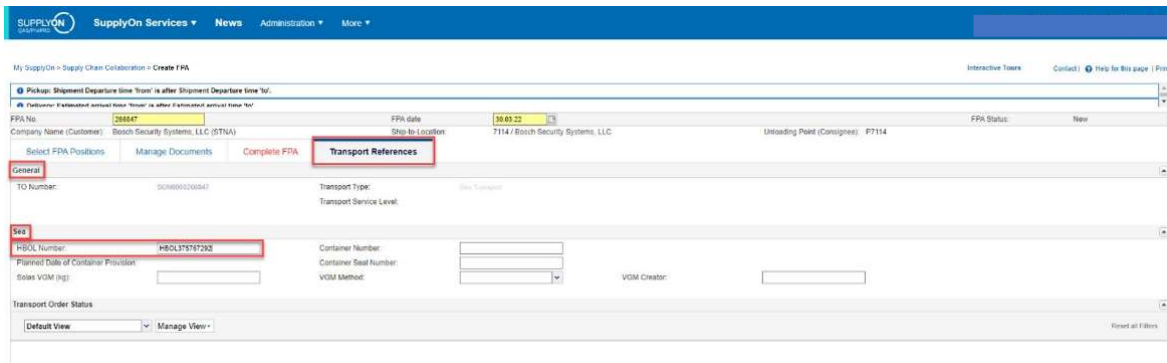


> The House Bill of Lading number ("HBOL Number" marked in the picture) has to be provided in case of sea FCL transport (given by the shipping agent upon the pre-booking of the container).
>
> The Container number and SEAL number shall be entered by the shipper. Especially the container number as an 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 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.



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.



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 safe the new view as a personal view – please refer to the user manual chapter "Adjust to personal needs (views, information)".





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 up 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:



## 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:



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".**
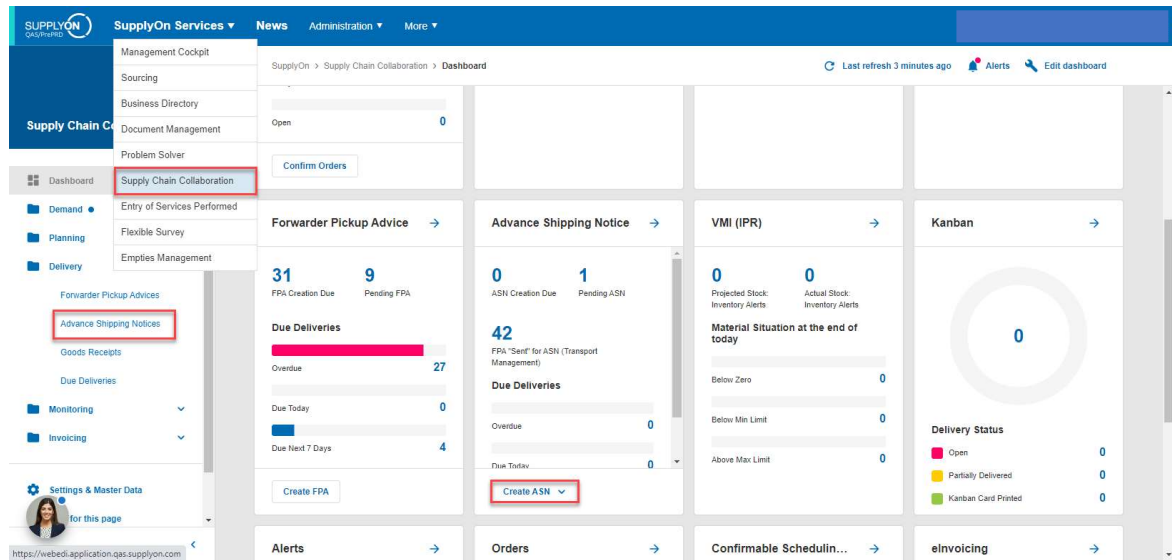


You have several possibilities to create an ASN, based on the FPA all available data will be prefilled.

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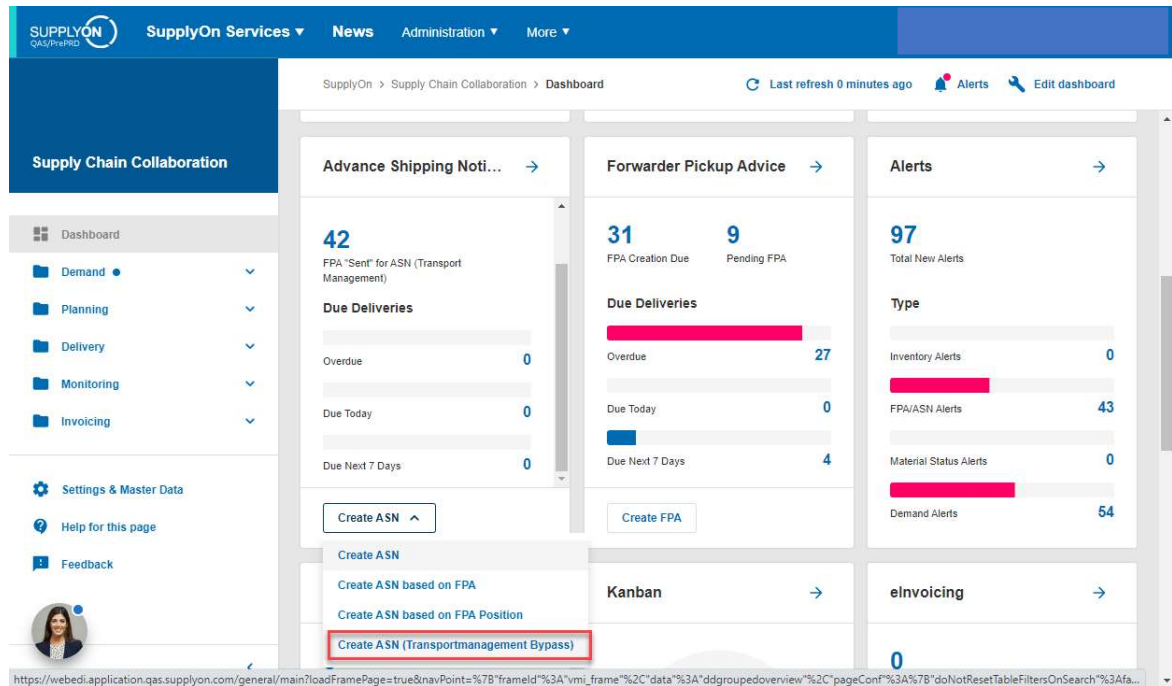


You will be directed to all open Due Deliveries.

## 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.
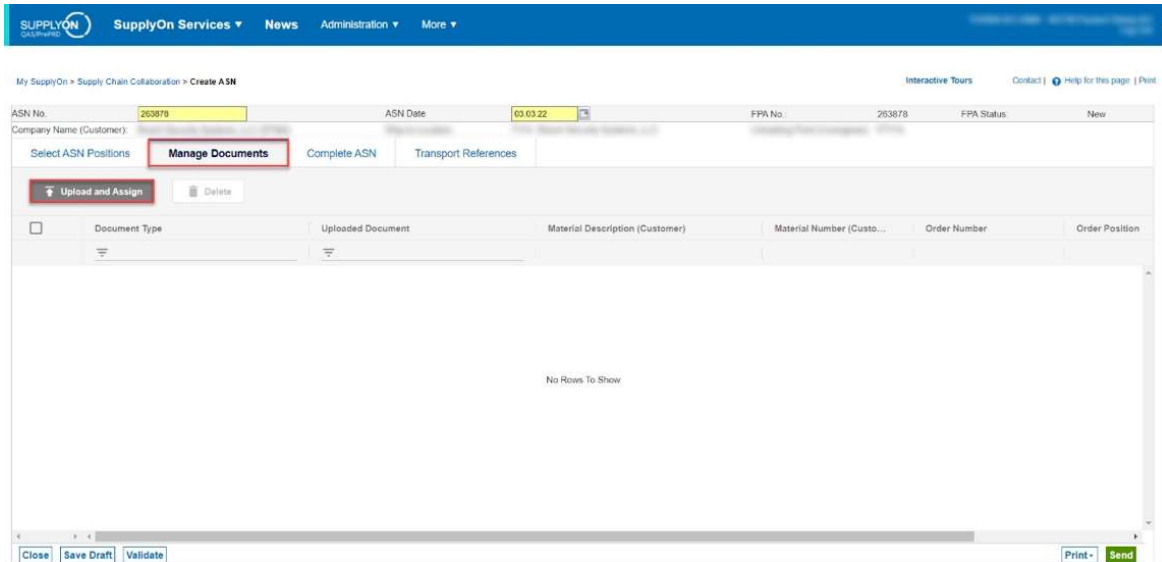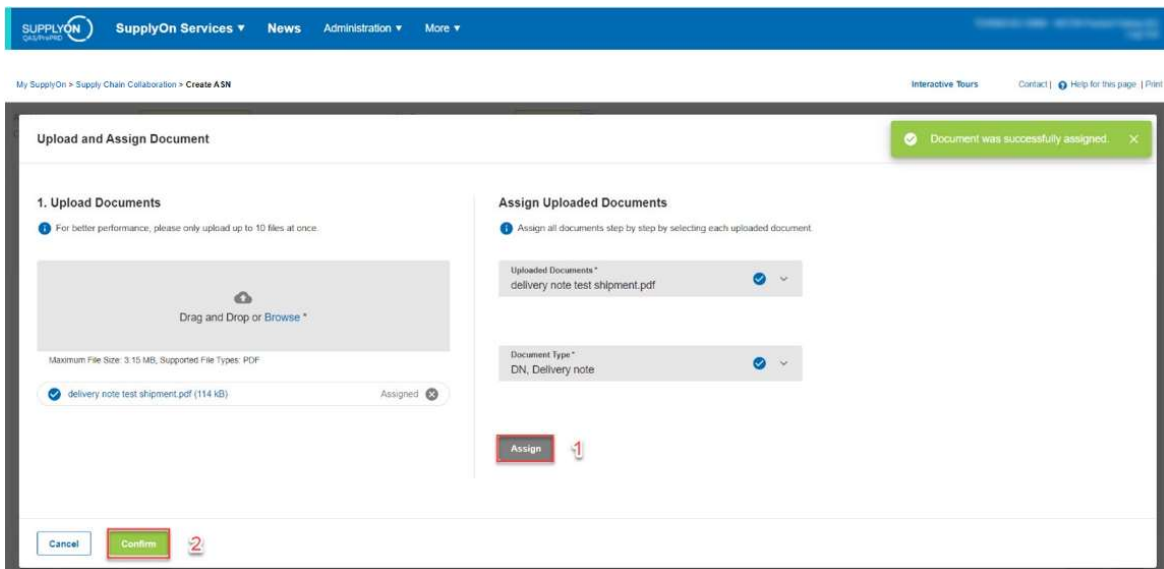


Drag and Drop or Browse for one or several files you would like to add.
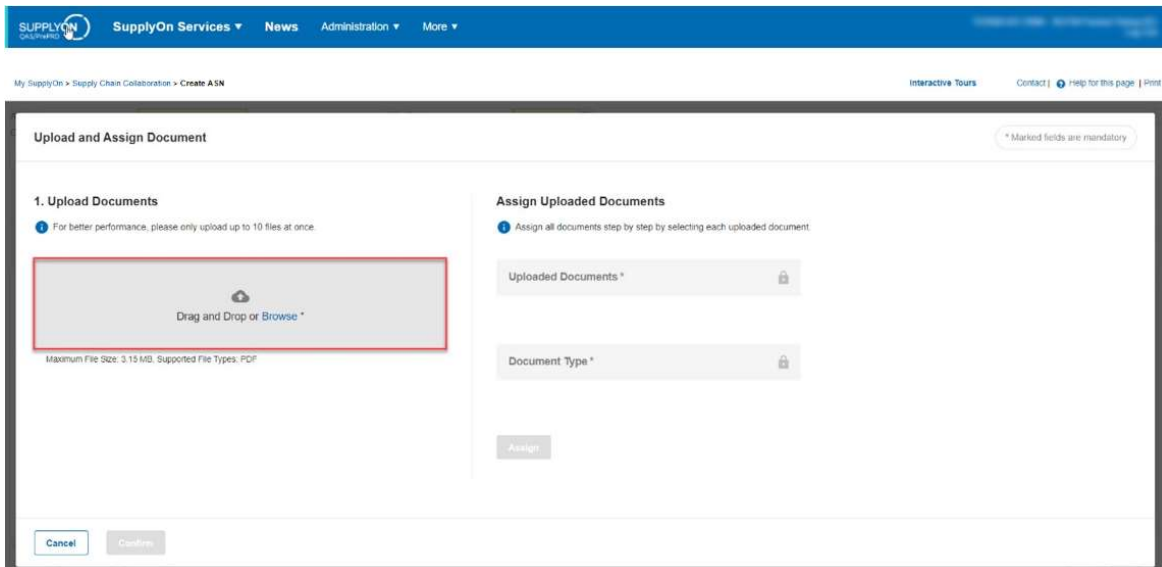
Once the file is uploaded you need to assign the type of document by first choosing the respective file and uploaded document on the right and choosing from the document type dropdown menu.
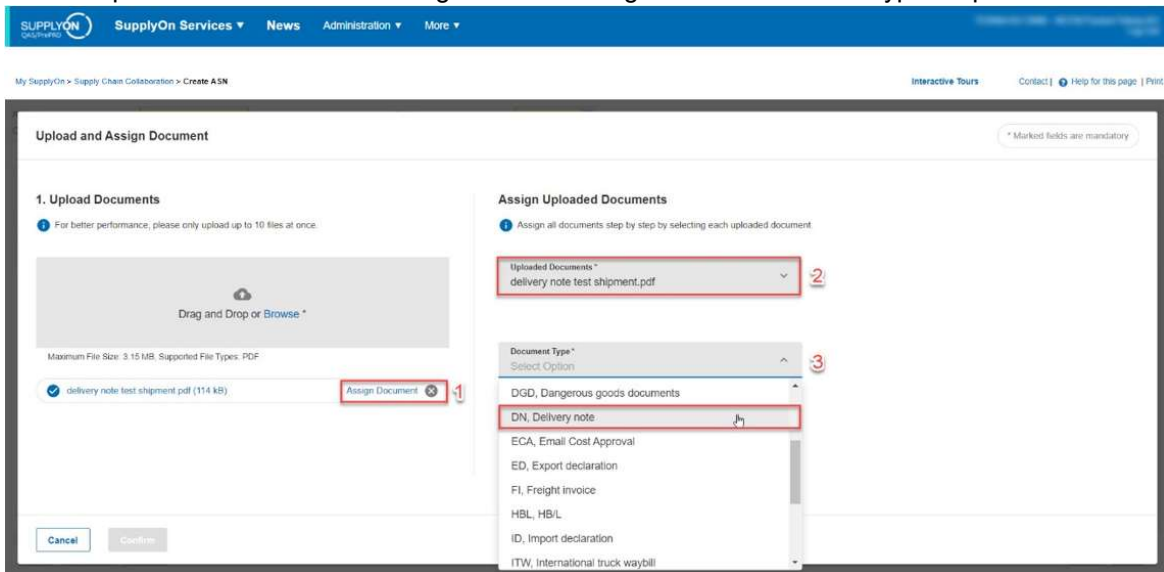


Click "Assign", a green pop up confirmed the successful assignment. Then click "Confirm".

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

## 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).



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 "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).



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