

# Supplier Guideline SupplyOn Supply Chain Collaboration

**Bosch administration center / Bosch building technology**

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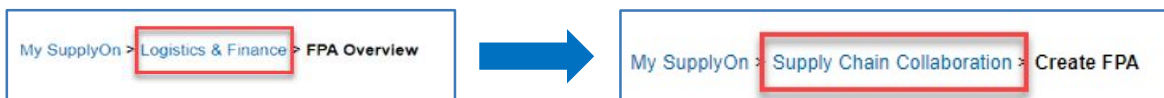
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# 1 Purpose of this Guideline

This guideline is based on SupplyOn SCM Version 2022 PI 3 trained in Q3 and Q4 2022. This document supports as additional guide. There is no claim on completeness. The operative process is supported by screenshots from the application.

All screenshots are taken in the test system QAS – small deviations are possible.  
 Chapters with the prefix “Optional” might not apply to your processes.

**Important Note:** You may have been trained with a previous system version:

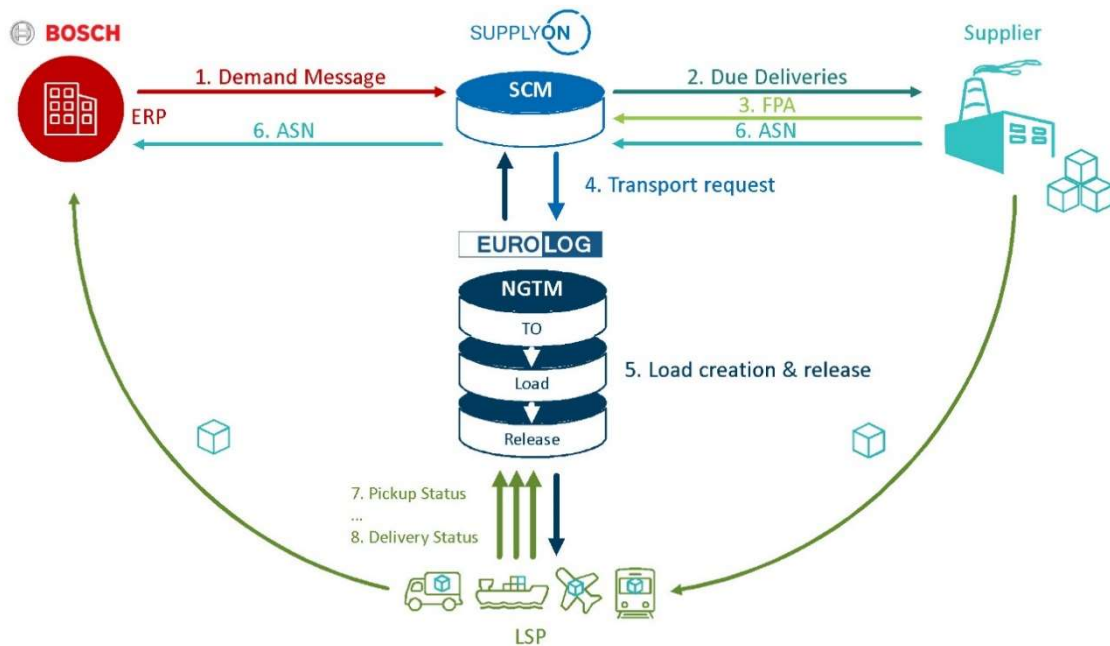


As part of an update, the term “Logistics & Finance” was replaced by "Supply Chain Collaboration". This is a pure term change, which does not lead to any changes in the application or processes.

## 1.1 Target group

All suppliers of the Bosch group so as to enable working with the SupplyOn supply chain management and the integrated transport management system in an operational or administrative way.

## 1.2 NGTM Process Overview





The steps of the NGTM process:

1. Demand Message
2. Due Delivery Generation
3. FPA creation
4. Transport Request
5. Load Creation and Release
6. ASN creation
7. Pickup Status set by Carrier
8. Delivery Status set by Carrier

The **benefits of the new process** are the following:

- End to end process more cost effective and efficient
- Simple process to order shipment pick-up
- Database allocates the correct forwarder to pick up the shipment
- No e-mail exchange with Bosch Buyer to align forwarder
- No e-mail exchange with forwarder to align pick-up
- Less effort in transport order creation as derived and prefilled from material call-off
- no double information input, FPA prefilled by demand, ASN prefilled by FPA
- Auto transport order update based on (e)ASN data
- No additional transport label due to call-off linkage
- User-friendly experience bundling all Bosch business and related data in one place
- User management by suppliers for their own users

### 1.3 Abbreviations

Abbreviation	Meaning
TMS	Transport Management System
TOMS	Transport Order Management System
SO	SupplyOn
SG	Scheduling Group
NWL	Network Link
NGTM	Next Generation Transport Management
IFCSUM	International Forwarding Consolidation and Summary Message
IFTSTA	International Multimodal Status Report
FPA	Forwarder Pickup Advice
EL	Eurolog
EDIFACT	Electronic Data Interchange for Administration, Commerce, and Transport
CID	Supplier ID/ Plant Code
CP(ID)	Control Point (ID)
ASN	Advanced Shipping Notification

### 1.4 Glossary

Term	Meaning
Rule-based load building	Automatically steered process of summarizing shipments to loads based on predefined rules (Optimatrix)
Shipment	Incoming FPA/ASN/DELVRY. Every message can be matched with exactly one shipment.
Load	A load is a TMS-Object and can be built manually or automatically. One load can contain 1 to n shipments. This can be steered via load-building rules.
Scheduling Group	A logical definition of a working area.

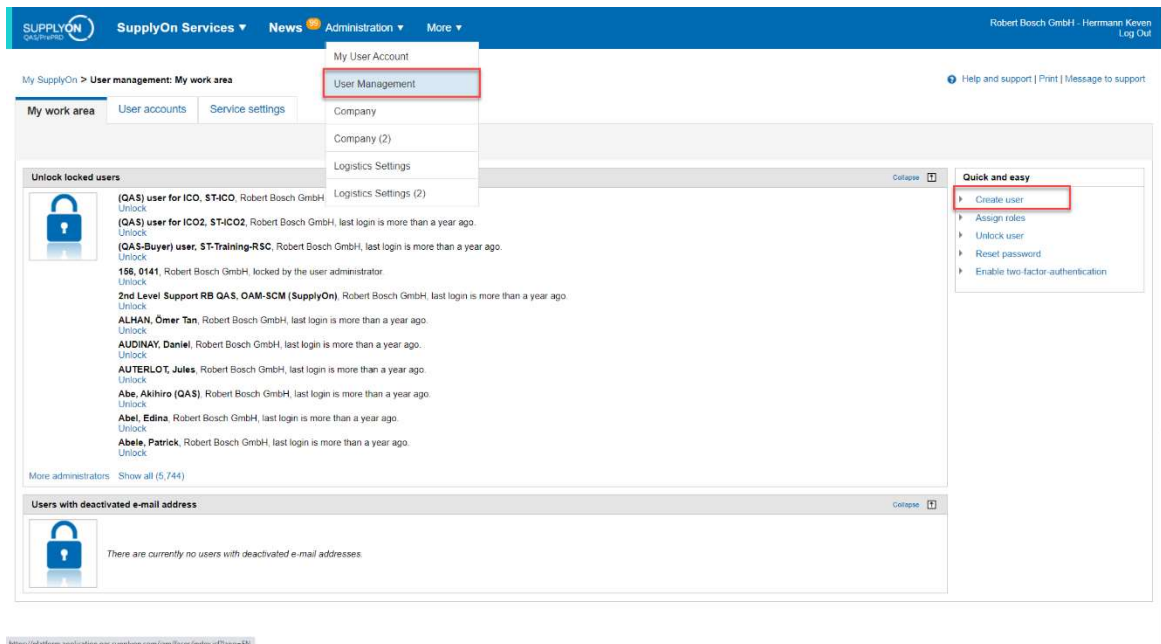
## 2 Administration

### 2.1 User Management

#### 2.1.1 User creation and maintenance

If you want to create a new user, navigate to “User Management” in Tab “Administration”.

There you can start the creation of new users.



The following entry screen will appear. Please enter at least master data like name and contact details. Address and department are optional fields.

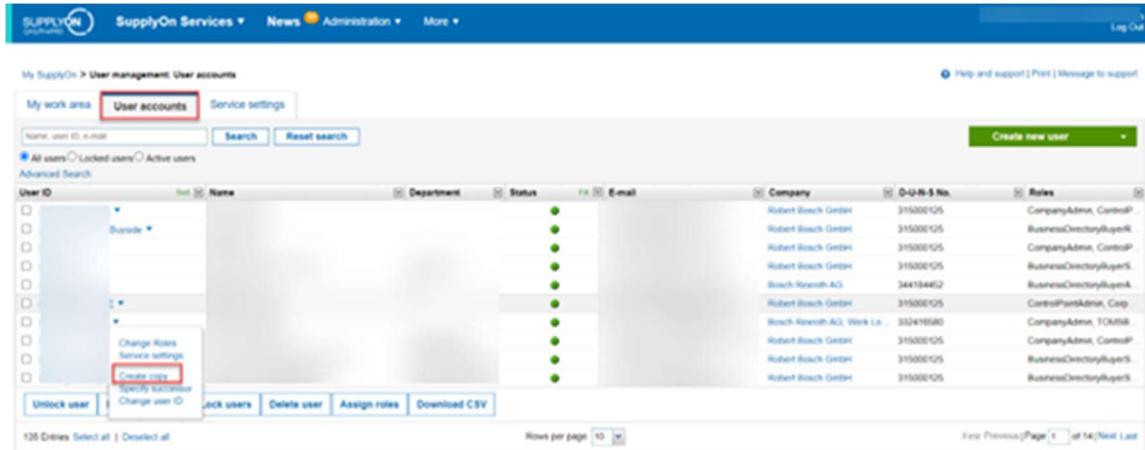
Step 1 of 3: Enter user data

Contact data	
User ID*:	<input type="text"/>
First name*:	<input type="text"/>
Last name*:	<input type="text"/>
Salutation*:	Not selected
E-mail*:	<input type="text"/>
Phone*:	<input type="text"/>
Language*:	English
Team member*:	Robert Bosch GmbH, 315000125
Password*:	<input type="password"/>
<input type="checkbox"/> Enabling for user	
Mobile phone: <input type="text"/> Street: <input type="text"/> City: <input type="text"/> Zip code: <input type="text"/> State/province: <input type="text"/> Country*: Germany	
Additional information	
Fax: <input type="text"/>	Function: <input type="text"/>
Postbox: <input type="text"/>	Department: <input type="text"/>
Postbox location: <input type="text"/>	Position: <input type="text"/>
Postbox postal code: <input type="text"/>	Corporate Division: <input type="text"/>
Time zone*: (GMT+01:00) Europe/Berlin	Organizational Unit: <input type="text"/>
	Functional Section: <input type="text"/>
	Plant: <input type="text"/>
	Product Range: <input type="text"/>

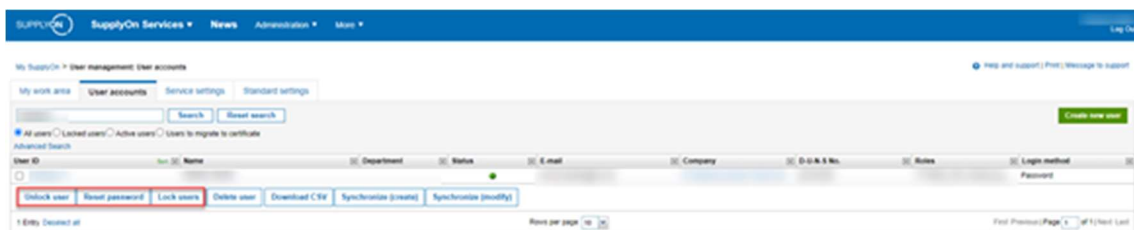
[Leave wizard](#)
[Next step](#)

If you click on “Next step” you are directed to rights and roles. (Go to next chapter “[Rights and Roles](#)”).

Another possibility is to go to the tab “User accounts”. Here you can see an overview about all users that can be administered by you. If you choose to start the creation based on an existing user, you can select the user and click on “Create Copy”. Complete master data and roles will be prefilled by the information of the existing user. Please check personal data for correctness and change upon necessity.



Unlocking users, resetting passwords and deleting users is possible here as well as assignment of new roles.

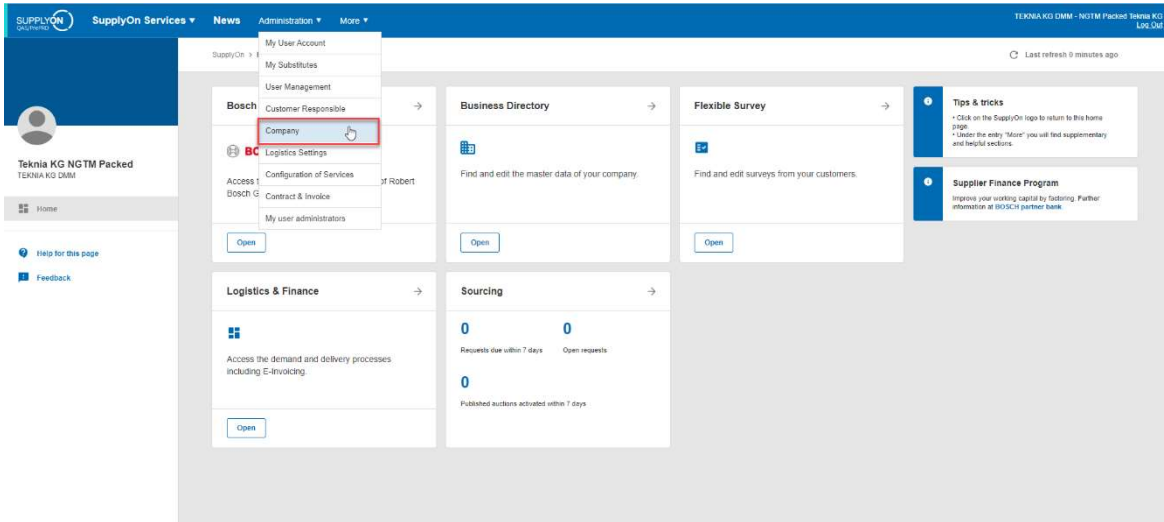


### 2.1.1.1 Activation of Users on CPs

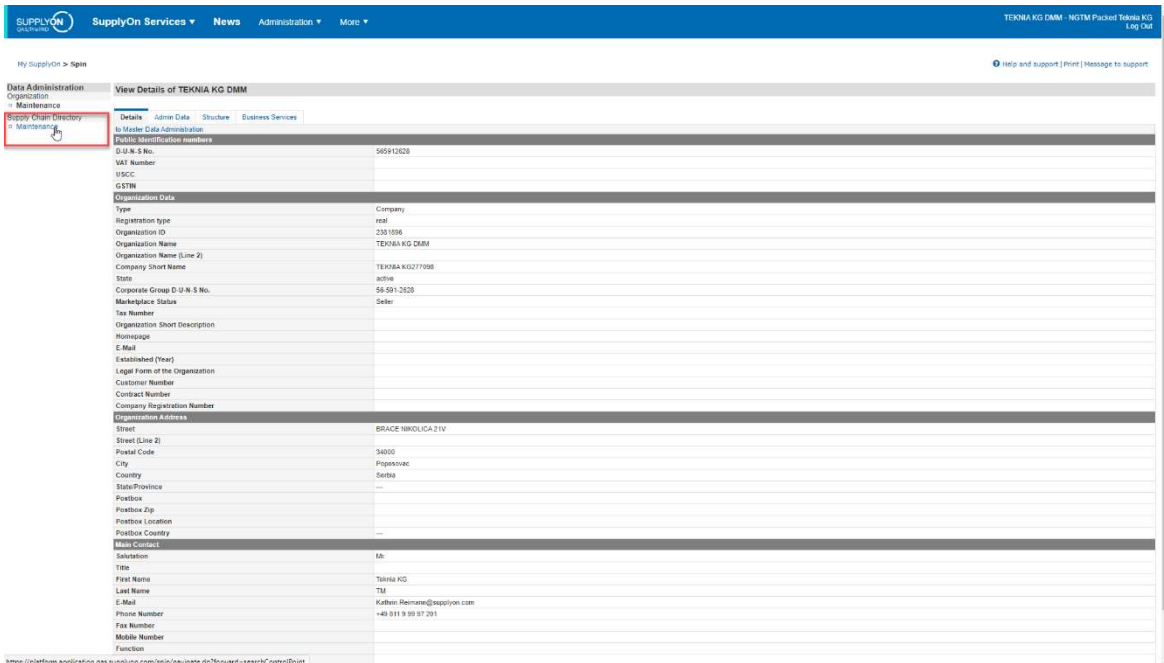
In order to not only have access to TMS but also to the correct Scheduling Groups and Plants, the activation on Control Point Level is needed.

Therefore, please proceed as follows:

Navigate to the respective Control Point (e.g. Plant)



Click “Company” in the Administration menu.



And go to “Maintenance” in the “Supply Chain Directory” Section.

My SupplyOn > Spla Help and support | Print | Message to support

**Data Administration** Search Control Points of Organization Bosch (Zhuha) Security Systems Co., Ltd. Return to search result

Organization  
 Maintenance  
 Supply Chain Directory Here you can search for your existing control points or create new ones. [Create New Control Point](#)  
 Maintenance  
 Network Links  
 Control Points

Please choose the criteria for your control point search. More criteria entered will give more precise search results. You may use the wildcards "\*" and "?".

Control Point ID:   
 Control Point Name:   
 Control Point Short Name:   
 DUNS suffix: 54-518-9705

[Search](#)

Results from 1 to 1 of 1

Control Point ID	Control Point Name	DUNS suffix	Control Point Short Name	Plant Calendar
10006162	<a href="#">BT-3680-ZhuP</a>		ST_ZHUHA	<a href="#">Edit</a>

After clicking onto the blue name of the CP you can see the respective details of that CP.

Go to "User activation".

**Details of Control Point**

CP Details | Network Links | Flexible Fields | **User Activation** | Supply Trigger Exclusion

[Change Details](#) | [Delete](#)

**Control Point Data**

Control Point ID:   
 Control Point Name:   
 Control Point Short Name:   
 DUNS+4:   
 Organization Code:   
 ERP Code:   
 Plant Code:   
 Timezone: (GMT+01:00) Europe/Berlin  
 Supplier linking:  grouped  separate

**Address**

Name:   
 Name annex 1:   
 Name annex 2:   
 Name annex 3:   
 Street:   
 Zip:   
 City:   
 Country:   
 Region: ---

**Further Logistic Data**

Packaging Label: VDA-Label Typ 1 (DE)  
 Transport Label: VDA-Label Typ 1 (DE)  
 Not used: inactive  
 Not used: inactive  
 Not used: inactive  
 ASN Profile Type: Profile Type 3  
 FPA Profile Type: Profile Type 0  
 Type of Delivery Note: SupplyOn Standard  
 One Position per Delivery Note:  yes  no  
 Invoice per Delivery Note:  yes  no

In order to add a new user, click on "Change Details".



## User Management

**Search Users for mapping of Control Point**

CP Details | Network Links | Flexible Fields | **User Activation** | Supply Trigger Exclusion

Choose criteria for user search. More criteria entered will give more precise search results. You may use wildcards "\*" and "?".

User ID:

First Name:

Last Name:

E-mail:

Company Name:

Company SPIN ID:

DUNS:

**Search**

Results from 1 to 1 of 1

User ID	Name	E-mail	Company	Roles
<input type="radio"/>				TMS2_Buyer_Scheduling, TMS2_Buyer_TM_Status, TMS2_Buyer_TMFM, TMS2_Buyer_FM_Admin, TMS2_Buyer_Edit_Shpref, TMS2_Buyer_TM_Admin

**Add User** **Cancel**

**List of User Mappings of Control Point DC-7210-SwP**

CP Details | Network Links | Flexible Fields | **User Activation** | Supply Trigger Exclusion

Here you can change the mapping of users to the control point.

[Change Details](#)

User ID	Last Name	First Name	Organization
BoschPlant_KHE	Herrmann	Keven	Bosch Rexroth AG, Werk Lohr a. Main Robert Bosch Energy and Body Systems Kft., Miskolc Robert Bosch GmbH Robert Bosch GmbH Robert Bosch GmbH Bosch Rexroth (India) Pvt. Ltd. Bosch Rexroth AG Robert Bosch GmbH Robert Bosch GmbH Robert Bosch GmbH Robert Bosch GmbH
<b>SMA0000M1CW_SYS2005088</b>	DC (QAS) Bauer	Iven Jungthaenel	Bosch Rexroth AG, Werk Schweinfurt Bosch Automotive Products (Suzhou) Co., Ltd.
SMA0000M2C6_SYS2005088	Roeder	Victor	Bosch Rexroth AG, Werk Schweinfurt
SMA0000ZVTT_SYS2005088	Wutz	Alexander	Bosch Rexroth AG, Werk Schweinfurt
SMA0000N6KNF_SYS2005088	Joß-Moehres	Michaela QAS DC Buyer	Bosch Rexroth AG, Werk Schweinfurt
SMA0000N780Q_SYS2005088	Bosch	Robert	Bosch Rexroth AG, Werk Schweinfurt
SMA0000NN1VT_SYS2005088	Weber	Daniel	Bosch Rexroth AG, Werk Schweinfurt

Select the user and click on "Add User".

Do not forget to save!

User ID	Last Name	First Name	Organization
BoschPlant_KHE	Herrmann	Keven	Bosch Rexroth AG, Werk Lohr a. Main Robert Bosch Energy and Body Systems Kft., Miskolc Robert Bosch GmbH Robert Bosch GmbH Robert Bosch GmbH Bosch Rexroth (India) Pvt. Ltd. Bosch Rexroth AG Robert Bosch GmbH Robert Bosch GmbH Robert Bosch GmbH Robert Bosch GmbH
<b>SMA0000M1CW_SYS2005088</b>	DC (QAS) Bauer	Iven Jungthaenel	Bosch Rexroth AG, Werk Schweinfurt Bosch Automotive Products (Suzhou) Co., Ltd.
SMA0000M2C6_SYS2005088	Roeder	Victor	Bosch Rexroth AG, Werk Schweinfurt
SMA0000ZVTT_SYS2005088	Wutz	Alexander	Bosch Rexroth AG, Werk Schweinfurt
SMA0000N6KNF_SYS2005088	Joß-Moehres	Michaela QAS DC Buyer	Bosch Rexroth AG, Werk Schweinfurt
SMA0000N780Q_SYS2005088	Bosch	Robert	Bosch Rexroth AG, Werk Schweinfurt
SMA0000NN1VT_SYS2005088	Weber	Daniel	Bosch Rexroth AG, Werk Schweinfurt

**Save** **Reset** **Cancel**



## 2.1.2 Rights and Roles

If you are already familiar with SupplyOn SCM and using the application existing users can be kept. They only possibly require additional roles. Please compare with the following and **make sure the required roles are assigned to the users:**

Name	Description
<b>CompanyAdmin</b>	Manage company data. For suppliers, the authorizations of the roles "BusinessDirectorySupplierStandard" and "SLMSupplierAll" are included.
<b>ControlPointAdmin</b>	Create and update sites (control points) and supplier connections (network links).
<b>WebEDISellerFPA</b>	Receiving delivery and transportation data for forwarding agents.
<b>WebEDISellerFPA_TMS</b>	Transport Management process.
<b>WebEDISellerFPA_TMSRead</b>	Read access to due deliveries and FPA (Transport Management). Execute print function for the FPA (Transport Management) process.
<b>WebEDISellerASN</b>	Recording delivery and transportation data.
<b>WebEDISellerASN_TMS</b>	Display due deliveries and create ASN (Transport Management). Execute print functionality for the ASN (Transport Management) process.
<b>WebEDISellerASN_TMSRead</b>	Read access to due deliveries and ASN (Transport Management). Execute print function for the ASN (Transport Management) process.
<b>TOMSSellerFPAASN</b>	Shows the necessary transport volume (FPA) of the supplier and dispatch notification (ASN) including actual transport volume, shows due deliveries.
<b>TOMSSellerFPAWrite</b>	Change and creation of the transport volume (FPA), shows dispatch notification data (ASN) including the actual transport volume, shows due deliveries.
<b>TOMSSellerASNWrite</b>	View the required transport volume (FPA) of the supplier. Change and create the shipping notification data (ASN) including the actual transport volumes. Display the due deliveries.
<b>WebEDISellerAdmin</b>	Access to Supply Chain Collaboration. The CompanyAdmin and ControlPointAdmin roles are not included.
<b>(WebEDISellerLogistics)</b>	Access to logistical processes (requirement instructions, delivery and transport data and stock movements). Self-billing invoices are not included.

The roles needed for a typical admin user that creates control points, FPAs and ASNs etc. are:

Company Admin  
 ControlPointAdmin  
 WebEDISellerAdmin

The roles needed for a typical SCM plant user that creates FPA and ASN shipments are:

WebEDISellerAdmin  
 WebEDISellerASN  
 WebEDISellerASN\_TMS  
 TOMSSellerFPAWrite  
 TOMSSellerASNWrite

**User Administration Roles**

Name	Description
<b>UMAdmin</b>	All functions of user administration (create, change, activate, deactivate users and reset password).
<b>UMDefault</b>	Permits processing of a user's own user profile.
<b>UMAdminBasic</b>	Change user master data. Activate or deactivate users and reset password.
<b>UMAdminRole</b>	Assign roles to users. Creating, activating and deactivating users is not included.
<b>UMAdminUser</b>	Administering users. Creating, activating or deactivating users and reset password. Assigning of roles is not included.
<b>UMResetPassword</b>	Exclusively permits resetting of user passwords. No creation of user accounts, no changes to existing user accounts and no changes to authorizations.
<b>UMViewUserProfiles</b>	Read access to user data and user accounts.
<b>UMEditUserProfiles</b>	Change user master data and substitutes.
<b>UMCompanyConfig</b>	Configuration of user administration at your company.
<b>UMTeamAdmin</b>	Administration of user groups.
<b>CompanyAdmin</b>	Manage company data. For suppliers, the authorizations of the roles "BusinessDirectorySupplierStandard" and "SLMSupplierAll" are included.
<b>CorporateGroupMasterDataAdmin</b>	Modify company and logistics master data for corporate groups.

The roles needed for a user administrator is **UMAdmin**. With this user you are able to reset passwords, create, activate and deactivate users and change the user details.

## 2.2 Adjustment to your personal needs (views, information)

Every user has personal needs and preferences in terms of information and layout. Therefore creating personal views is possible on the majority of screens in SupplyOn SCM. Navigate for example to the screen for ASN or FPA Overview.

Initially, there is a default view configured.

The screenshot shows the 'ASN Overview' screen in SupplyOn. At the top, there is a navigation bar with 'SupplyOn Services', 'News', 'Administration', and 'More'. Below this, there is a search bar and a 'My Search Profiles' section. The main content area is titled 'Advance Ship Notices' and 'ASN Position(s)'. A dropdown menu is set to 'Default View'. Below the dropdown is a table with columns: ASN No., ASN Status, Delivery Date/Time, Customer, Customer site, Ship-to site, Unloading Point (Sh...), FPA No., FPA..., Carrier Name, Material-based..., Change Timestamp, and Requested Docu... The table contains 5 rows of data. At the bottom, there are navigation buttons like 'Back', 'Create ASN', 'Copy ASN', 'Upload', 'Delete ASN', 'Request ASN Withdrawal', 'Download', 'ASN Details / Edit', 'Show related ASN Position(s)', 'Create Invoice', and 'Print'. There is also a 'Entries per page' dropdown set to 50 and a pagination bar showing 'Page 1 of 1'.

In order to change this default view, enter another name (e.g. "My personal view") into the above red marked field and click on "Manage View" and "Create new" to save it as new:

This screenshot shows the same 'ASN Overview' screen, but with a dropdown menu open for the 'Default View'. The dropdown is set to 'My personal view'. A 'Manage View' dropdown is also open, showing options: 'Create new', 'Update', 'Delete', and 'Set as/unset default'. The 'Create new' option is highlighted with a red box. The table below shows the same 5 rows of data as in the previous screenshot. The navigation buttons and pagination bar are also visible at the bottom.

Now you can adjust the view by adding new columns, hiding non-useful columns and changing the sequence according to your personal needs.

Adjusting the columns is done by clicking on the little arrow on the right side of a column.

My SupplyOn > Supply Chain Collaboration > ASN Overview

Profile created.

Quick Search | Advanced Search

Search | Reset

My Search Profiles | Manage View

Advance Ship Notices | ASN Position(s)

My personal view | Manage View

ASN No.	ASN Status	Delivery Date/Time	Customer	Customer site	Ship-to site	Unloading Point (Sh...	FPA No.	FPA ...	Carrier Name	Material-based...	Change Timestamp	Requested Docu...
309618	Pending	22-11-16 8:00 am	Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P0474					11-8 7:43 pm	
273240	Pending	22-6-27 8:00 am	Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P047D					11-8 7:40 pm	
308672	Sent	22-11-4 12:00 am	Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P047D					10-21 4:55 pm	
295706	Sent	22-9-15 8:00 am	Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P0474					9-12 2:40 pm	
272987	Sent	22-6-27 12:00 am	Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P047D					6-21 4:08 pm	

5 matches of 5 entries: Select all matches | Clear selection

Entries per page: 50

Changing the sequence can be done by drag and drop.

My SupplyOn > Supply Chain Collaboration > ASN Overview

Default View | Manage View

ASN No.	ASN Status	Delivery Date/Time	Customer	Customer site	Ship-to site	Unloading Point (Sh...	TM Status	FPA No.	FPA ...	Carrier Name	Material-based...	Change Timestamp	Requ
309618	Pending	22-11-16 8:00 am	Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P0474	None	309618	ASN			22-11-8 7:43 pm	
273240	Pending	22-6-27 8:00 am	Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P047D	None	273240	ASN			22-11-8 7:40 pm	
308672	Sent	22-11-4 12:00 am	Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P047D	Success	308672	ASN			22-10-21 4:55 pm	
295706	Sent	22-9-15 8:00 am	Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P0474	Success	295706	ASN			22-9-12 2:40 pm	
272987	Sent	22-6-27 12:00 am	Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P047D	Success	272987	ASN			22-6-21 4:08 pm	

5 matches of 5 entries: Select all matches | Clear selection

Entries per page: 50

Adjustments can also be made for other settings, such as column width for instance and then stored in the respective view.

If you are done with the adjustments, save the view by clicking on “Manage View” and “Update”.

The screenshot shows the 'Advance Ship Notices' table with the 'Manage View' dropdown menu open. The 'Update' option is highlighted in red. The table contains the following data:

ASN No.	ASN Status	ASN Position(s)	Customer	Customer site	Ship-to site	Unloading Point (Sh...)	TM Status	FPA No.	FPA ...	Carrier Name	Material-based...	Change Timestamp	Requ
309618	Pending		Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P0474	None	309618	ASN		✓	22-11-8 7:43 pm	
273240	Pending		Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P047D	None	273240	ASN		✓	22-11-8 7:40 pm	
308672	Sent		Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P047D	Success	308672	ASN		✓	22-10-21 4:55 pm	
295706	Sent		Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P0474	Success	295706	ASN		✓	22-9-12 2:40 pm	
272987	Sent	22-6-27 12:00 am	Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P047D	Success	272987	ASN		✓	22-6-21 4:06 pm	

It is possible to set this view as your default view by clicking on “Set/Unset Default”.

The screenshot shows the 'Advance Ship Notices' table with the 'Manage View' dropdown menu open. The 'Set as/unset default' option is highlighted in red. The table contains the following data:

ASN No.	ASN Status	ASN Position(s)	Customer	Customer site	Ship-to site	Unloading Point (Sh...)	TM
309618	Pending		Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P0474	Non
273240	Pending		Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P047D	Non
308672	Sent		Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P047D	Suc
295706	Sent		Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P0474	Suc
272987	Sent	22-6-27 12:00 am	Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P047D	Suc

On the top left of most windows you can search for information. Several windows come with a preset filter (e.g. Due Delivery overview by due date of the FPA creation), which can be adjusted and then the view adjusted by clicking “search”.

On the right personal filter profiles can be created in the same way, as the personal view.

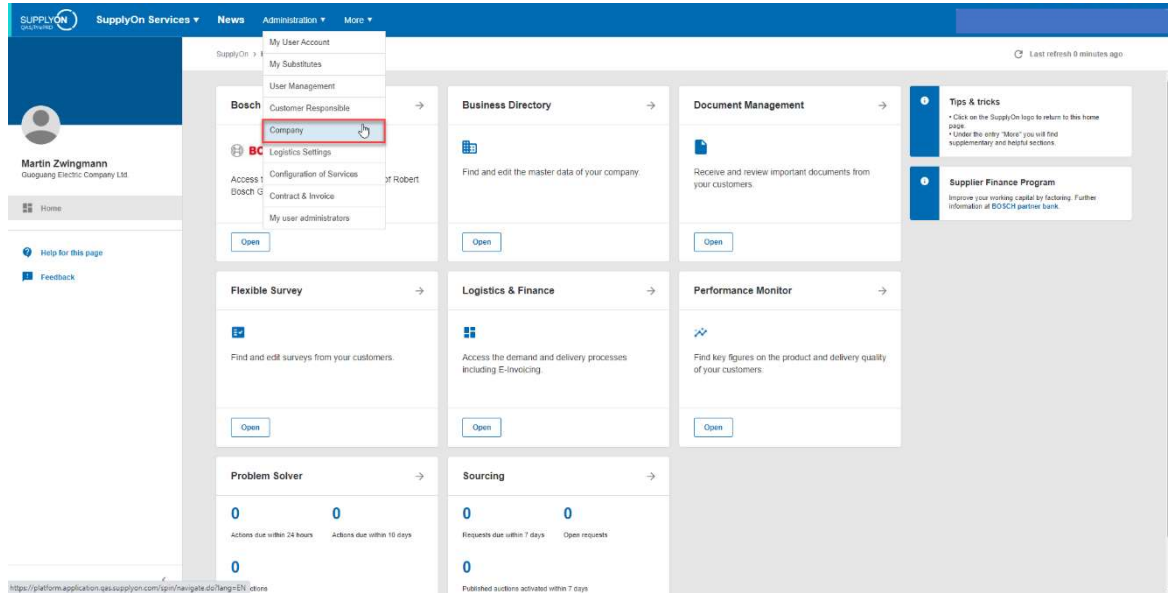
My SupplyOn > [Supply Chain Collaboration](#) > [ASN Overview](#) Contact | [Help for this page](#) | [Print](#)

Quick Search | **Advanced Search** | Hide Search Area

<input type="text"/>	Add line   Delete line	<b>My Search Profiles</b>
<input type="button" value="Search"/> <input type="button" value="Reset"/>		<input type="text"/> <input type="button" value="Manage View"/>

## 2.3 Sister Control Points for Alternative Pickup Locations

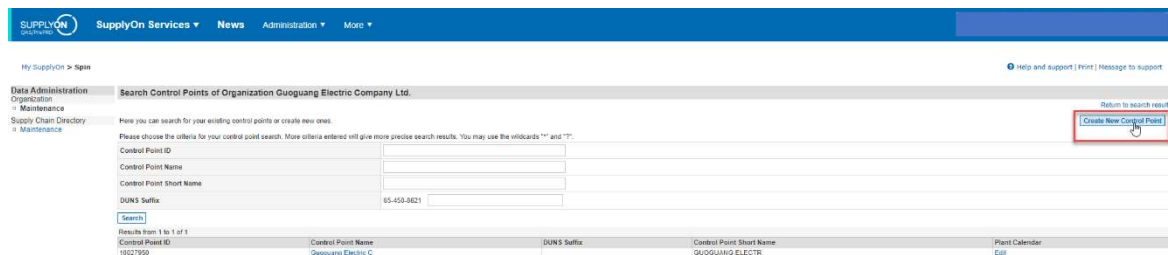
In case there are pick up addresses differing from your main company address you need to create a CP with the respective information for each of them. Log into the platform with your credentials. Then use the “Administration” dropdown and click on “Company”.



Go to the graphic next to your legal entity.



You arrive at the detailed overview with all information. Click on “Create New Control Point” on the top right.



Enter all information, details with a star are mandatory.

Attention! Make sure the time zone setting is correct – it is required for the correct transport time calculation for all involved parties for their respective time zone.

My SupplyOn > Spin Help and support | Print | Message to support

**Data Administration** **Create a New Control Point for Organization Guoguang Electric Company Ltd.** Back to Search Result

Organization: Maintenance CP Details [View Subpages](#) [Network Links](#)

Supply Chain Directory: Maintenance Create your new control point

Control Point Data	
Control Point Name *	Guoguang Alternative
Control Point Short Name	
DUNS Suffix	
THREEONE *	(007+00 00) ***Shanghai
Address	
Name *	Guoguang Electric Company Ltd
Name annex 1	
Name annex 2	
Name annex 3	
Street *	Alternative Street
Zip	ZIP 2
City *	Alternative City
Country *	China
Region	---
Document Folder Information	
Line 1 (512 Character)	REG - Regulatory information
Line 2 (512 Character)	
Line 3 (512 Character)	
Line 4 (512 Character)	
Line 5 (512 Character)	
Line 6 (512 Character)	
Line 7 (512 Character)	REG - Regulatory information
Line 8 (512 Character)	
Line 9 (512 Character)	
Line 10 (512 Character)	
Line 11 (512 Character)	REG - Regulatory information

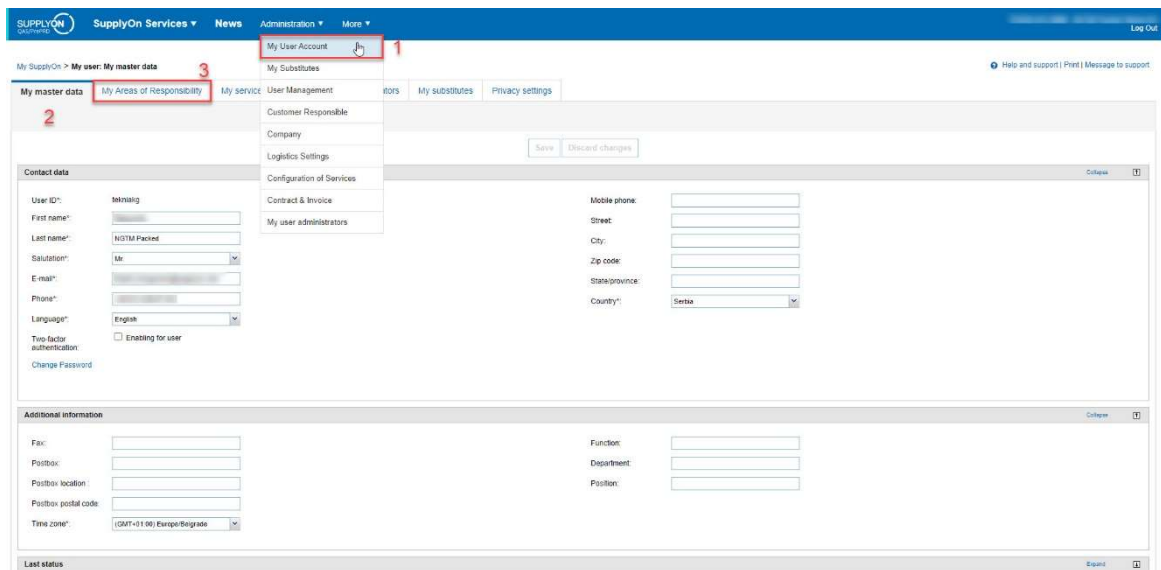


### 3 Go-live Preparation

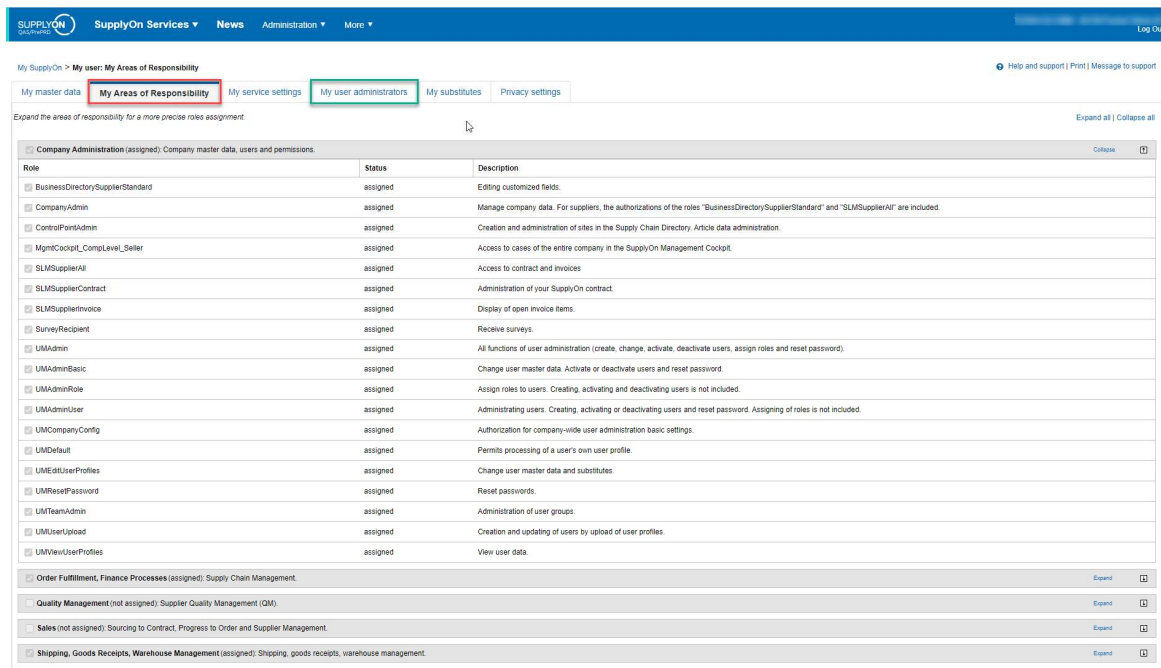
#### 3.1 Ensure user availability

Before starting to use the platform, you need to verify that there are **users with the required roles set up and active**.

For that click on the “My User Account” section in the Administration tab (1). You reach the My master data tab. Click on “My Areas of Responsibility”.



There you have the possibility to check the roles applied to your user.



Verify that all necessary roles are set (refer to the [Rights and Roles](#) chapter). In case you are the user administrator you can simply add missing roles, otherwise you need to get in touch with your administrator which you can find via the tab: “My user administrator”.

### 3.2 Due Delivery Process

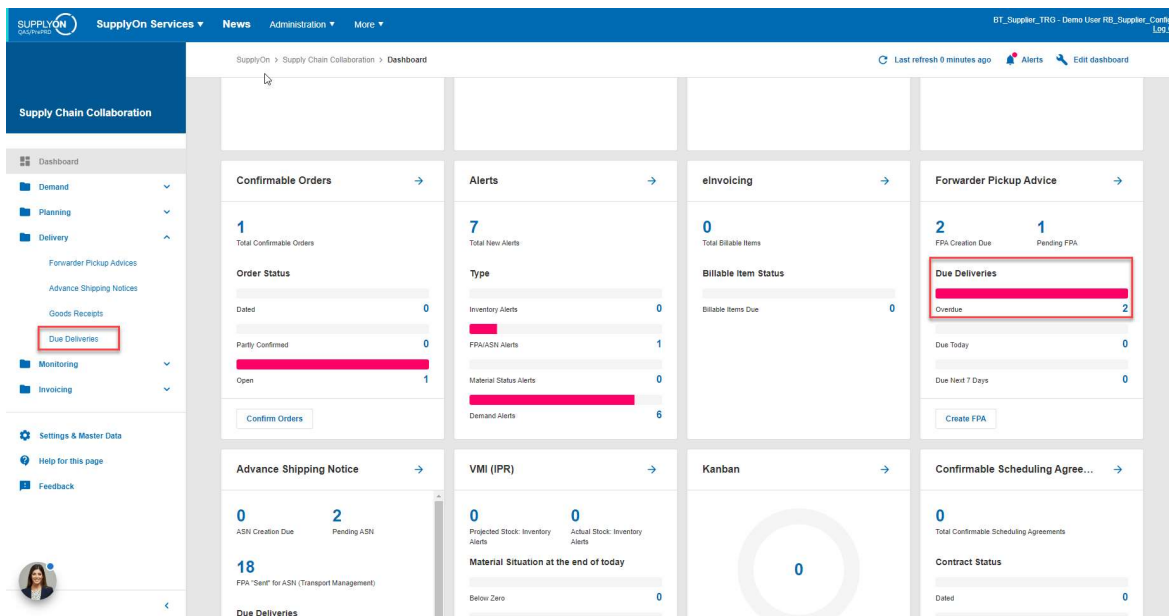
Due Deliveries are derived from all open demand quantities resulting from different demand processes. They include the delivery date and suggested quantities and are calculated from the original customer demand. Usually, they are identical to it.

Depending on the demand process however, other figures are also considered and can alter the content:

- Purchase Order: order confirmation is mandatory (in case required by Bosch)
- Delivery Instruction: confirmation and cumulative quantities
- VMI: supplier commitment (planned receipts) or system proposals

Due deliveries are the basis for creating FPAs and then ASNs in the transport orders management process.

You can navigate to the Due Deliveries in the dashboard:



In case you are required to confirm an order, you need to confirm from the orders screen. You can move to the orders from the dashboard:

The dashboard displays several key performance indicators (KPIs) for Supply Chain Collaboration. The 'Orders' section shows 0 Total New Orders & Updates, with a sub-section for 'Order Status' indicating 0 New Orders and 0 Order Updates. Other sections include Delivery Instructions (0 Current new Delivery Instructions), Delivery Forecasts (0 Current new Delivery Forecasts), JIT Call-Offs (0 Current new JIT Call-Offs), Confirmable Orders (1 Total Confirmable Orders), Alerts (7 Total New Alerts), eInvoicing (0 Total Billable Items), and Forwarder Pickup Advice (2 FPA Creation Due, 1 Pending FPA). A 'Due Deliveries' bar chart shows 2 Overdue and 2 On-time deliveries.

The screenshot shows a list of orders with the following columns: Org, Bu, Plant, Customer, Planner, Consignee, Name, Unloading Point, Order Number, Positions, Order Date, Last Change D, Status, History, Attachments, Respond-by, Confir., and Response Sta. The table contains multiple rows of order data, with one row highlighted in red. Below the table, there are buttons for 'Upload', 'Details', 'Confirm selected', 'History', 'Download', 'Print', 'Create Invoice', and 'Create FPA/ASN'. The page footer indicates '30 matches of 30 entries' and 'Page 1 of 1'.

For confirmation as is you can simply tick the respective open orders and click on “Confirm selected” entering your confirmation comment. For reviewing the order, you need to click on the respective line then arriving with the order details. At the end of the page you can then either confirm as-is or adjust with respective changes.

My SupplyOn > Supply Chain Collaboration > Orders > Order details Contact | Help for this page | Print

Order: 1640550138 - Customer: Bosch Security Systems B.V. (STNL), Site code (Customer): 0474 View order changes by customer

Line Items	Header Details	Parties
LI	Material	Material Description
00010		

Pos. 00010: F01U506041 - Horn loudspeaker, 10W, 6x10"

Material (Supplier):  
 Unloading Point: P0474  
 Ordered Quantity: 648 PCE  
 Price per price unit: 840.00 TWD  
 Net Value: 50,720.00 TWD

Price Unit: 1  
 Transport Mode: Sea Transport

Line Item Details  
 Terms of Delivery: FCA  
 Contract Number: 1650000876  
 caption not set (9): 8717332001903  
 Contract Line Item: 00140

Customer Information			Supplier Information				
Commit	Requ. Del. Date	Requ. Qty.	Cum. Dev.	PSID	Del. Date	Del. Qty.	Last Resp.
Fix	22-8-6	100	0		22-8-6	100	22-8-11 Split Delivery
Fix	22-8-15	100	0		22-8-15	100	22-8-11 Split Delivery
Fix	22-8-25	100	0		22-8-25	100	22-8-11 Split Delivery
Fix	22-8-26	100	0		22-8-26	100	22-8-11 Split Delivery
Fix	22-8-30	100	0		22-8-30	100	22-8-11 Split Delivery
Fix	22-8-31	100	0		22-8-31	100	22-8-11 Split Delivery
Total planned		648				648	
Total shipped						108	
Total pending ASN quantity						108	

Supplier Response  
 No Response  
 Supplier Reference: 8885477

Buttons: Back, Set all to, Apply supplier reference, Save & send, Create FPA/ASN, Print, Download

My SupplyOn > Supply Chain Collaboration > Orders > Order details Contact | Help for this page | Print

Order: 1640550138 - Customer: Bosch Security Systems B.V. (STNL), Site code (Customer): 0474 View order changes by customer

Line Items	Header Details	Parties
LI	Material	Material Description
00010		

Pos. 00010: F01U506041 - Horn loudspeaker, 10W, 6x10"

Material (Supplier):  
 Unloading Point: P0474  
 Ordered Quantity: 648 PCE  
 Price per price unit: 840.00 TWD  
 Net Value: 50,720.00 TWD

Price Unit: 1  
 Transport Mode: Sea Transport

Line Item Details  
 Terms of Delivery: FCA  
 Contract Number: 1650000876  
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Customer Information			Supplier Information				
Commit	Requ. Del. Date	Requ. Qty.	Cum. Dev.	PSID	Del. Date	Del. Qty.	Last Resp.
Fix	22-8-6	100	0		22-8-6	100	22-8-11 Split Delivery
Fix	22-8-15	100	0		22-8-15	100	22-8-11 Split Delivery
Fix	22-8-25	100	0		22-8-25	100	22-8-11 Split Delivery
Fix	22-8-26	100	0		22-8-26	100	22-8-11 Split Delivery
Fix	22-8-30	100	0		22-8-30	100	22-8-11 Split Delivery
Fix	22-8-31	100	0		22-8-31	100	22-8-11 Split Delivery
Total planned		648				648	
Total shipped						108	
Total pending ASN quantity						108	

Supplier Response  
 No Response  
 Confirm as-is  
 Respond with changes  
 Decline Order Line  
 Supplier Reference: 8885477  
 Material (Supplier): LBC349172  
 Material description (Supplier):  
 Price per price unit: 840.00  
 Price unit: 1

Buttons: Back, Set all to, Apply supplier reference, Save & send, Create FPA/ASN, Print, Download

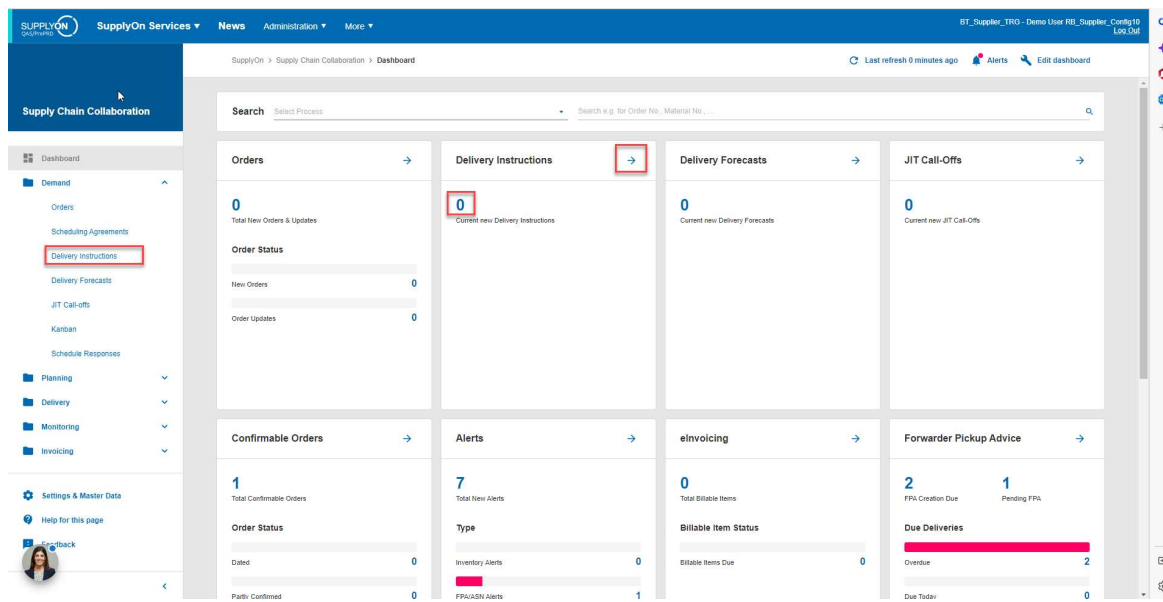
You have now created a matching due delivery.

### 3.3 Initial setting of cumulative quantity (supplier)

Creation of FPAs in SupplyOn normally is based on so called Due Deliveries. Due Deliveries are based on customers` demand messages as well as suppliers` information, what has already been shipped.

As SupplyOn initially cannot know the amount of already shipped quantity of a material, each supplier needs to maintain the “cumulative quantity (supplier)” for each material one time. This initial data maintenance will assure, SupplyOn showing correct Due Deliveries, which will simplify FPA creation.

Log onto the SupplyOn platform with your credentials. Go to Delivery Instructions via the SupplyOn Services menu -> Supply Chain Collaboration Dashboard. You can find it as depicted below:



Clicking on the arrow next to the headline, the blue number in the respective section or "Delivery Instructions" in the Demand folder in the menu on the left you reach the Delivery instructions overview:





### 3.4 Ongoing setting of cumulative quantity (supplier)

Creation of FPAs in SupplyOn normally is based on so called Due Deliveries. Due Deliveries are based on customers` demand messages as well as suppliers` information, what has already been shipped.

Once the cumulative quantity (supplier) has been set initially, SupplyOn supports to keep the cumulative quantity (supplier) updated. For initial setting, please consult the chapter “Initial setting of cumulative quantity (supplier)”.

There are two options for ongoing setting of the cumulative quantity (supplier):

- 1) Creation of ASNs  
 Creating and sending ASNs will increase the cumulative quantity (supplier) by the delivery quantity of each material in each ASN. Please consult chapter “4.2 Advanced Shipping Notice (ASNs)” for more detailed information
- 2) Clicking “Delivered outside SupplyOn”  
 In case an ASN is missing in SupplyOn, you may also use the “Delivered outside SupplyOn” functionality. The button to confirm that a due delivery has been shipped already, but no ASN has been booked in SupplyOn, is located right next to the “Create FPA” button. Please check one or multiple positions and click “Delivered outside SupplyOn”

The screenshot shows the 'Due Deliveries Schedule Lines' table in the SupplyOn interface. The table has the following columns: Material (Customer), Material Descr (Custo), Site code (Ship-to), Ship-to site, Ship-to, Unloading Point (Ship-to), Delivery Date, Pickup Date, FFA Creation Due D., ASN Creation Due D., Required, FFA Quantity, Incoterm, Due Delivery, and FFA Number. The table contains multiple rows of data for different materials and dates. At the bottom of the table, there are buttons for 'Back', 'Create FPA', and 'Delivered outside SupplyOn'. The 'Delivered outside SupplyOn' button is highlighted in blue.

Please note:  
 Creating and sending a FPA will not automatically increase the cumulative quantity (supplier). The FPA is purely a message indicating that there is a need for a transport. Only the ASN is the final confirmation that a material is just leaving your location, has therefore been shipped and is in transit.

## 4 Operation

### 4.1 Forwarder Pickup Advice (FPAs)

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.

**Parcels or other express shipments do not require an FPA. The procedure remains as it was before.**

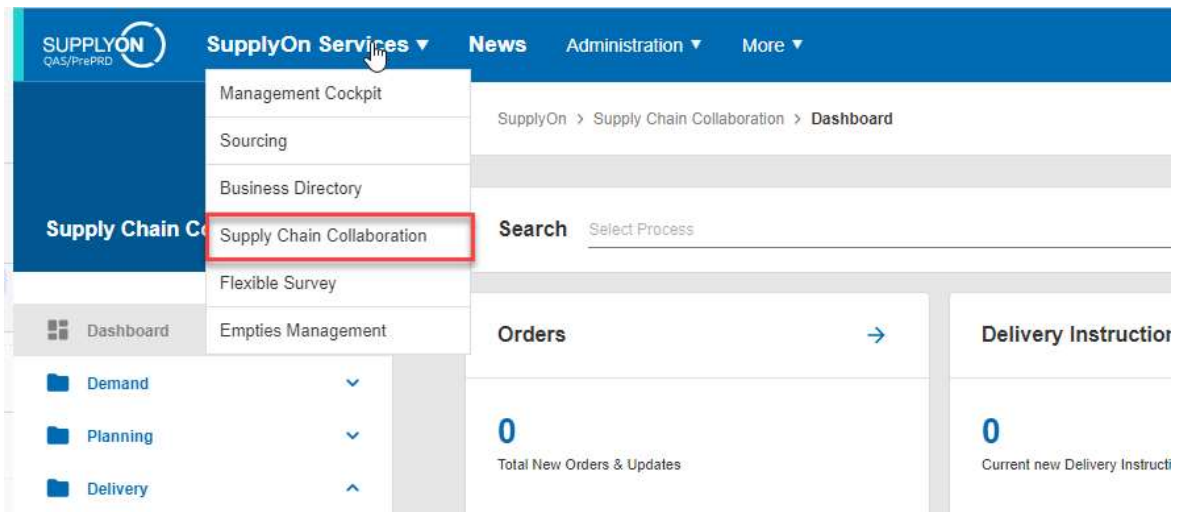
Chapters starting with “Optional” are maybe not applicable to your FPA.

#### 4.1.1 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 screenshot shows the SupplyOn dashboard with the following data:

Order Status	Type
Dated: 0	Inventory Alerts: 0
Partly Confirmed: 0	FPA/ASN Alerts: 27
Open: 5	Material Status Alerts: 0
	Demand Alerts: 40

Forwarder Pickup Advice	Advance Shipping Notice
FPA Creation Due: 45	ASN Creation Due: 0
Pending FPA: 2	Pending ASN: 0
Due Deliveries: 41 (Overdue)	FPA "Sent" for ASN (Transport Management): 36
Due Today: 0	Due Deliveries: 0 (Overdue)
Due Next 7 Days: 4	Due Today: 0

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.

It is not possible to combine Due Deliveries for multiple plants. Please create a separate FPA for each plant.

The screenshot shows the 'Due Deliveries (grouped)' view with the following table:

Org Code (Customer)	Customer	Site code (Ship-to)	Ship-to site	Unloading Point (Ship-to)	Currency	FPA required	FPA exists	Available for Extra Shipment	With Material Reference	Incoterm Code	Tra
BOSCH	Bosch Security Systems B.V. (STNL)	0474	BT-0474-Gr	P0474	DEM	0	0	1	✓	FCA	Sea
BOSCH	Bosch Security Systems B.V. (STNL)	0474	BT-0474-Gr	P0474	TWD	2	2	2		FCA	Sea

For demands requiring an FPA the process is depicted from chapter [Multiple delivery lines per FPA](#). When picking a line with dummy material (= FPA not required) refer to [Optional: Dummy material FPA](#).

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".

My SupplyOn > Supply Chain Collaboration > Create FPA: Select Due Deliveries for Robert Bosch GmbH CG - 0474 - BT-0474-Gre - P0474 - TWD

Quick Search | Advanced Search

Open demands based on Pickup Date: days in the future (incl. pa) 30  
 Due Delivery Status: equal to FPA required  
 With Material Reference: equal to True

My Search Profiles: Default View | Manage View

### Due Deliveries Schedule Lines

Material (Customer)	Material Descr. (Custo...)	Site code (Ship-to)	Ship-to site	Ship-to	Unloading Point (Ship-to)	Delivery Date	Pickup Date	FPA Creation Due D...	ASN Creation Due...	Required...	FPA	
<input checked="" type="checkbox"/>	F01U506041	Horn loudspeaker, 10...	0474	BT-0474-Gre	Bosch Security ...	P0474	22-8-25 12:00 am	22-8-23 12:00 am	22-8-22 4:00 pm	22-8-23 12:00 am	108	
<input type="checkbox"/>	F01U506041	Horn loudspeaker, 10...	0474	BT-0474-Gre	Bosch Security ...	P0474	22-8-30 12:00 am	22-8-26 12:00 am	22-8-25 4:00 pm	22-8-26 12:00 am	108	

2 matches of 7 entries: Select all matches | Clear selection

Entries per page: 50 | Page 1 of 1

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

### 4.1.2 Multiple delivery lines per FPA

All mandatory fields are marked yellow.

After clicking on a due delivery, you arrive at the “Select FPA Positions” tab. Via the green “Add New Line” button and clicking on “Complete Due Del. List” you are redirected to the due deliveries overview where you can choose another material which will then be added as an additional line. Other options are for example an “Extra Shipment”.

It is also possible to pick several due deliveries on the FPA creation screen to create a single FPA.

### 4.1.3 FPA positions

My SupplyOn > Supply Chain Collaboration > Create FPA

FPA No: 310679 FPA date: 22-11-24 FPA Status: New  
 Customer: Bosch Security Systems B.V. (STNL) Ship-to-Location: 0474 / Bosch Security Systems, LLC Unloading Point (Ship-to): P0474

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

Default View Manage View

Line	Del. Note No.	Del. Note Pos.	Material (Customer)	Material (Supplier)	Pickup Date	FPA Creation Due Date	FPA ...	Proposed ...	Delivery Qu...	UoM	Warning	Order No.	Order Pos.	Pack Data
1		010	F01U506041	LBC349112	22-8-26 12:00 am	22-8-25 4:00 pm	0	108	108	PCE		1940550138	00010	
2		020	F01U506041	LBC349112	22-8-23 12:00 am	22-8-22 4:00 pm	0	108	108	PCE		1940550138	00010	

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

Close Save Draft Validate Print Send

The 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. If there is no delivery note number it needs to be added in the ASN as a mandatory information.

My SupplyOn > Supply Chain Collaboration > Create FPA

FPA No: 310679 FPA date: 22-11-24 FPA Status: New  
 Customer: Bosch Security Systems B.V. (STNL) Ship-to-Location: 0474 / Bosch Security Systems, LLC Unloading Point (Ship-to): P0474

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

Default View Manage View

Line	Del. Note No.	Del. Note Pos.	Material (Customer)	Material (Supplier)	Pickup Date	FPA Creation Due Date	FPA ...	Proposed ...	Delivery Qu...	UoM	Warning	Order No.	Order Pos.	Pack Data
1		010	F01U506041	LBC349112	22-8-26 12:00 am	22-8-25 4:00 pm	0	108	108	PCE		1940550138	00010	
2		020	F01U506041	LBC349112	22-8-23 12:00 am	22-8-22 4:00 pm	0	108	108	PCE		1940550138	00010	

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

Close Save Draft Validate Print Send

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.

Further action is required, if the company has a one delivery note per dispatch. In that scenario, this extra step should be followed.

In case you have the company setting one delivery note per dispatch:

In case you will print out labels and/or documents from the FPA, you need to replace pre-populated FPA number with your individual delivery note number. This number will then be shown as delivery note number on labels and documents.

### 4.1.4 Multiple FPAs per due delivery

As explained in the previous chapter you can choose to deliver less, than the material amount noted in the due delivery.

Line	Del. Note No.	Del. Note Pos.	Material (Customer)	Material (Supplier)	Pickup Date	FPA Creation Due Date	FPA ...	Proposed ...	Delivery Qu	UoM	Warning	Order No.	Order Pos.	Pack Data
1	010		F01U506041	LBC3491/12	22-8-26 12:00 am	22-8-25 4:00 pm		0	108	PCE		1940550138	00010	
2	020		F01U506041	LBC3491/12	22-8-23 12:00 am	22-8-22 4:00 pm		0	108	PCE		1940550138	00010	

As soon as the remaining amount is ready to be shipped you simply create another FPA to the same due delivery. All other process steps remain the same. Refer to chapter [Partial Shipments](#) for further input.

### 4.1.5 Optional: FPA without reference to a material

When there is no material call-off available (Example: empties, return shipments, unique shipments, ...) a manual FPA should be created. Go to the “create FPA” screen from the dashboard and tick a due delivery for the plant the shipment is supposed to go to without required FPA and click on “Create FPA”:

Org. Code (Customer)	Customer	Site code (Ship-to)	Customer site	Ship-to site	Unloading Point (Ship-to)	Currency	FPA required	FPA exists	Available for Extra S
BOSCH	Bosch Automotive Aftermarket	K250	AA-K250-Karlsruhe	AA-K250-Karlsruhe	0K250	DEM	-	-	-
BOSCH	Bosch Automotive Aftermarket	K250	AA-K250-Karlsruhe	AA-K250-Karlsruhe	0K250	DEM	-	-	-

You are then straight taken to the “Complete FPA” screen where you have to include all mandatory information (yellow fields) including handling units and their parameters.

Line	HU Pack. Mat. No. (C)	HU Pack. Mat. Descr. (Cu)	Amount of HUs	Pack. Type HU	Total weigh	Length pe...	Width	Height per	Hazard. Gr.	Stacking F	Total volume of...	Bulky Goods
01												

## 4.1.6 Optional: Manual FPA based on dummy demands (e.g. for empties, samples)

For every supplier – plant relation you are provided with a so-called dummy demand as a base for a shipment. In case there are no demands sent from Bosch SAP or you wish to ship samples for instance start the known FPA process by clicking on create FPA and then choosing the correct plant relation.

Dummy demands can be identified by the currency DEM:

Org. Code (Customer)	Customer	Site code (Ship-to)	Ship-to site	Unloading Point (Ship-to)	Currency	FPA required	FPA exists	Available for Extra Shipment	With Material Reference	Incoterm Code	Transport M
BOSCH	Bosch Security Systems B.V. (STNL)	0474	BT-0474-Gre	P047D	DEM	0	0	1	✓	FCA	Sea Transp
BOSCH	Bosch Security Systems B.V. (STNL)	0474	BT-0474-Gre	P0474	TWD	2	2	2	✓	FCA	Sea Transp

Depending on your general profile setup the FPA process will be exactly the same as for SAP demands if existing just with every reference set to “dummy”. All other steps are to be carried out according to your individual FPA process. On the “Complete FPA” screen you need to fill in all mandatory information including the handling units:

**General**

FPA No.: 310680 | FPA date: 22-11-24 | FPA Status: New

Customer: Bosch Security Systems B.V. (STNL) | Ship-to-Location: 0474 / Bosch Security Systems, LLC | Unloading Point (Ship-to): P047D

Ship-from Location: RB\_Supplier\_C10 | Ship-to: Bosch Security Systems, LLC

Ship-from Address: CN - test - demo street | Ship-to address: US - 29651 Greer - 140 Caliber Ridge Drive

Pickup Date: 22-11-25 | Delivery Date: [ ]

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

Incoterms Text: Incoterms Text | Driver Contact: [ ]

Transport Type: [ ] | Free Text (from Carrier): [ ]

Means of Transport: [ ] | Load number: [ ]

Reference ID for Means of Transport: [ ] | Volume (total Delivery): 0 m³

Carrier: [Enter Carrier Address] | Loading Length (total Delivery): LM

Free Text (for Carrier): [ ] | Hazard Goods: No

TO Number: SCN0000310680 | Gross Weight (total Delivery): 0 kg

Equipment Type: [ ] | Net Weight (total Delivery): 0 kg

Equipment Number: [ ]

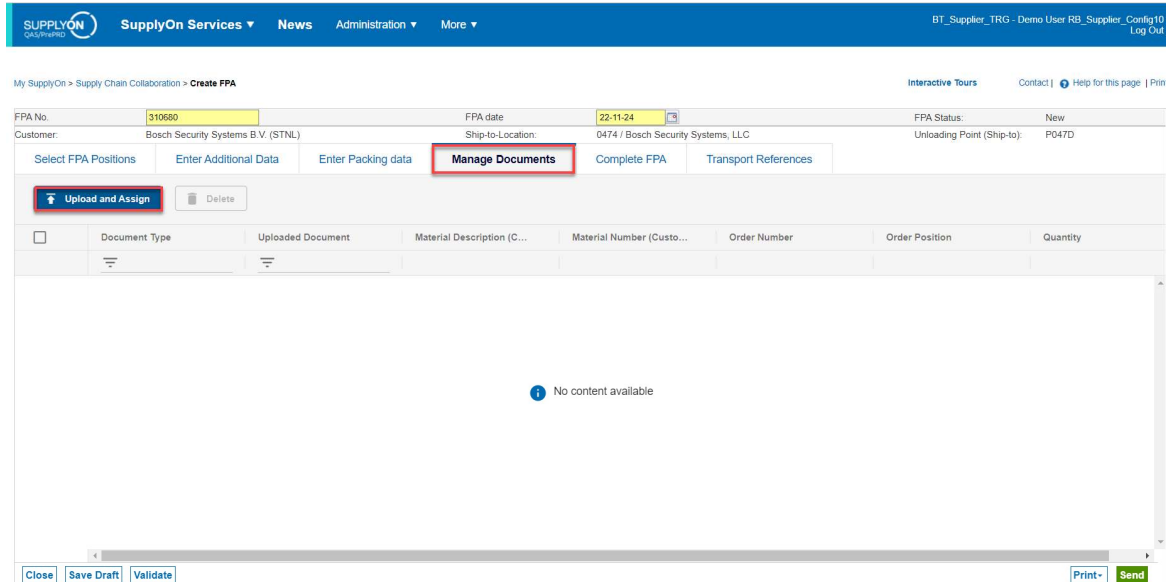
Transport Number: [ ]

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

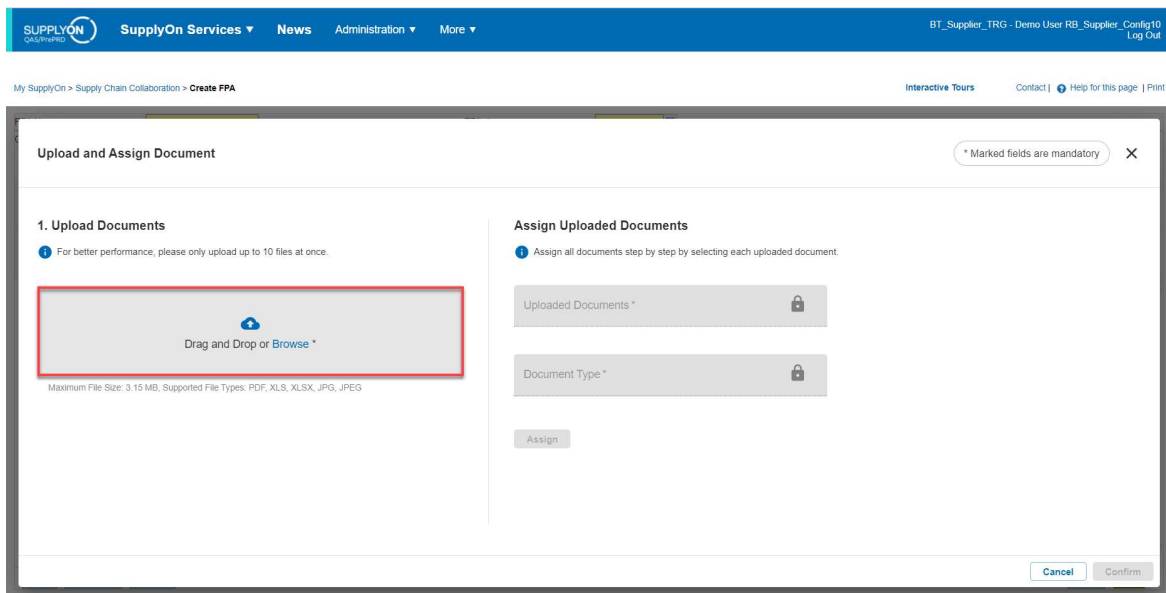


### 4.1.7 Optional: Attachments

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



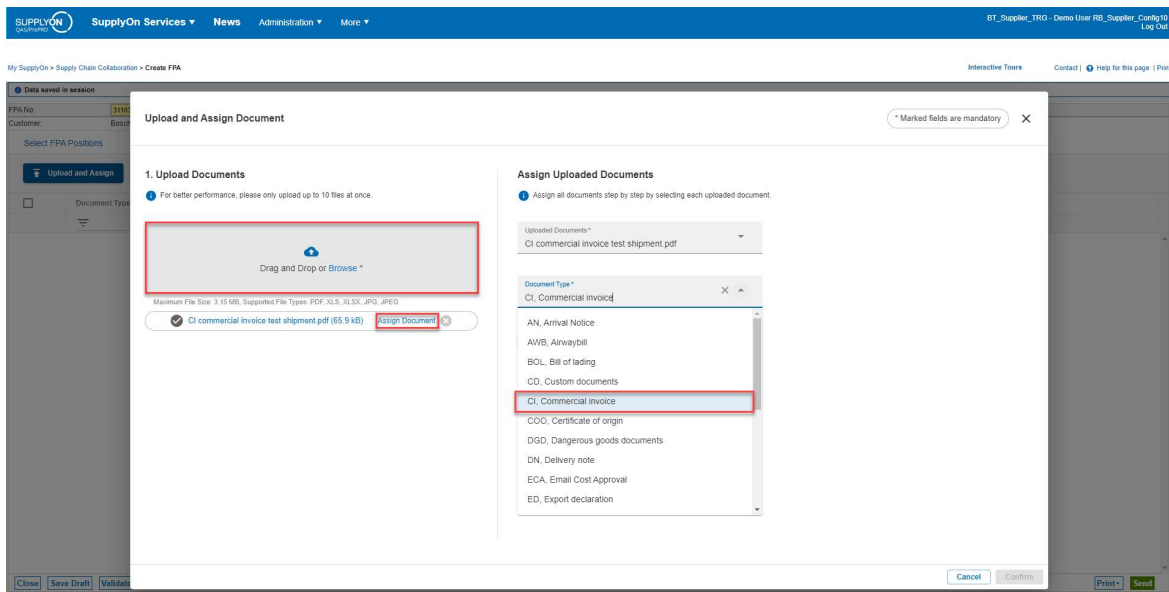
Drag and Drop a PDF-File or browse for a file.



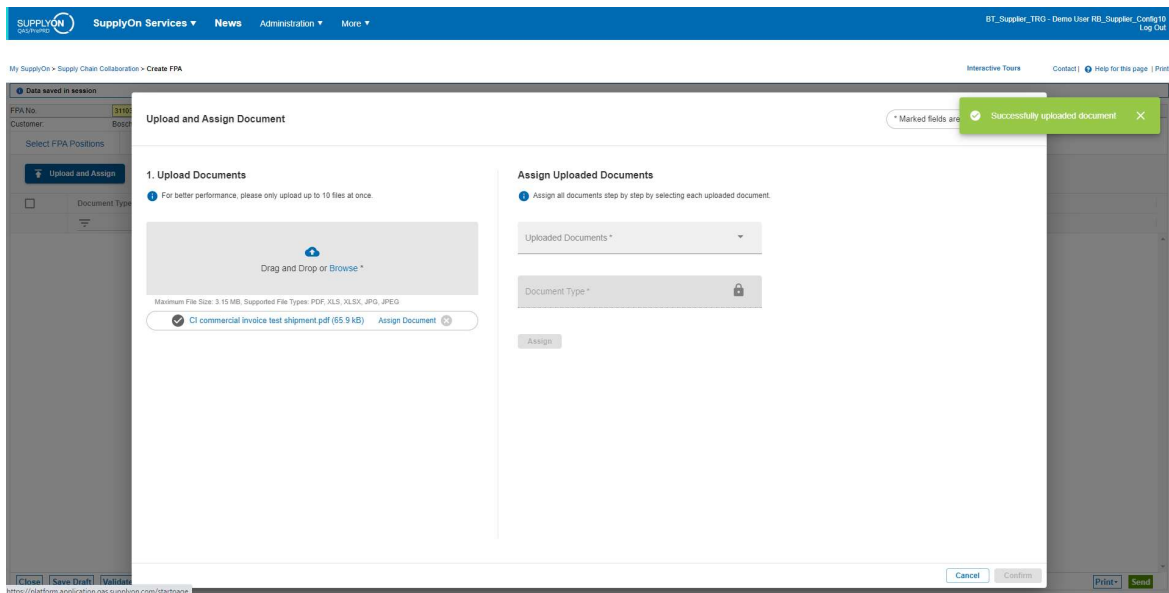
The uploaded document needs to be classified.  
Therefore, click on “Assign” next to the document description and select the document type requested by your customer.

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.

For uploading additional documents open a sent FPA and go to the “Manage Documents” screen. Upload the document as depicted before using the upload and assign button:

My SupplyOn > Supply Chain Collaboration > Create FPA

BT\_Supplier\_TRG - Demo User RB\_Supplier\_Config10 Log Out

FPA No: 310680 FPA date: 22-11-24 FPA Status: New

Customer: Bosch Security Systems B.V. (STNL) Ship-to-Location: 0474 / Bosch Security Systems, LLC Unloading Point (Ship-to): P047D

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

Upload and Assign Delete

<input type="checkbox"/>	Document Type	Uploaded Document	Material Description (C...	Material Number (Custo...	Order Number	Order Position	Quantity
<input type="checkbox"/>	***	<input checked="" type="checkbox"/>	General Document				

Close Save Draft Validate Print Send

Assign a document type and confirm.

By clicking onto the grey arrow next to the green tick you can see all documents available:

My SupplyOn > Supply Chain Collaboration > Create FPA

BT\_Supplier\_TRG - Demo User RB\_Supplier\_Config10 Log Out

FPA No: 310680 FPA date: 22-11-24 FPA Status: New

Customer: Bosch Security Systems B.V. (STNL) Ship-to-Location: 0474 / Bosch Security Systems, LLC Unloading Point (Ship-to): P047D

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

Upload and Assign Delete

<input type="checkbox"/>	Document Type	Uploaded Document	Material Description (C...	Material Number (Custo...	Order Number	Order Position	Quantity
<input type="checkbox"/>	***	<input checked="" type="checkbox"/>	General Document				

Close Save Draft Validate Print Send

[SupplyOn Services](#) | [News](#) | [Administration](#) | [More](#) | BT\_Supplier\_TRG - Demo User RB\_Supplier\_Config10 | [Log Out](#)

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

FPA No: **310680** | FPA date: **22-11-24** | FPA Status: **New**  
 Customer: **Bosch Security Systems B.V. (STNL)** | Ship-to-Location: **0474 / Bosch Security Systems, LLC** | Unloading Point (Ship-to): **P047D**

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

[Upload and Assign](#) | [Delete](#)

<input type="checkbox"/>	Document Type	Uploaded Document	Material Description (C...	Material Number (Custo...	Order Number	Order Position	Quantity
<input type="checkbox"/>	...	<a href="#">General Document</a>					
<input type="checkbox"/>	...	DN - Delivery note		SupplyOn UAT 8 202208			

[Close](#) | [Save Draft](#) | [Validate](#) | [Print](#) | [Send](#)

Already sent documents will be displayed as a blue link and can be reviewed by clicking on accordingly. New documents are black and will be uploaded and forwarded to the TM upon clicking on the green “Send” button.

[Close](#) | [Save Documents](#) | [Validate](#) | [Print](#) | [Send](#)

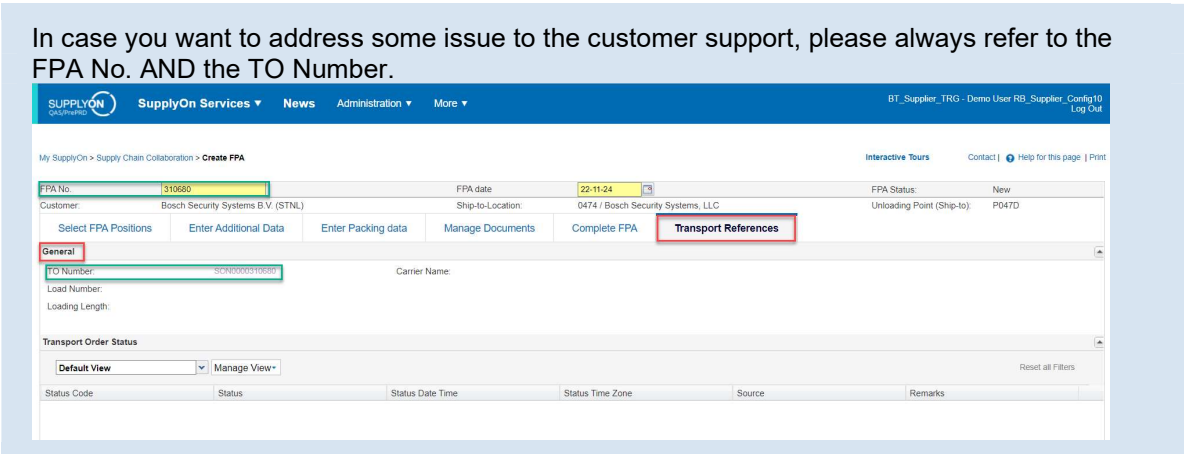
The alternative to the depicted process is an upload without document classification. All other steps are the same, except for the updating logic.

### 4.1.8 Optional: Transport References

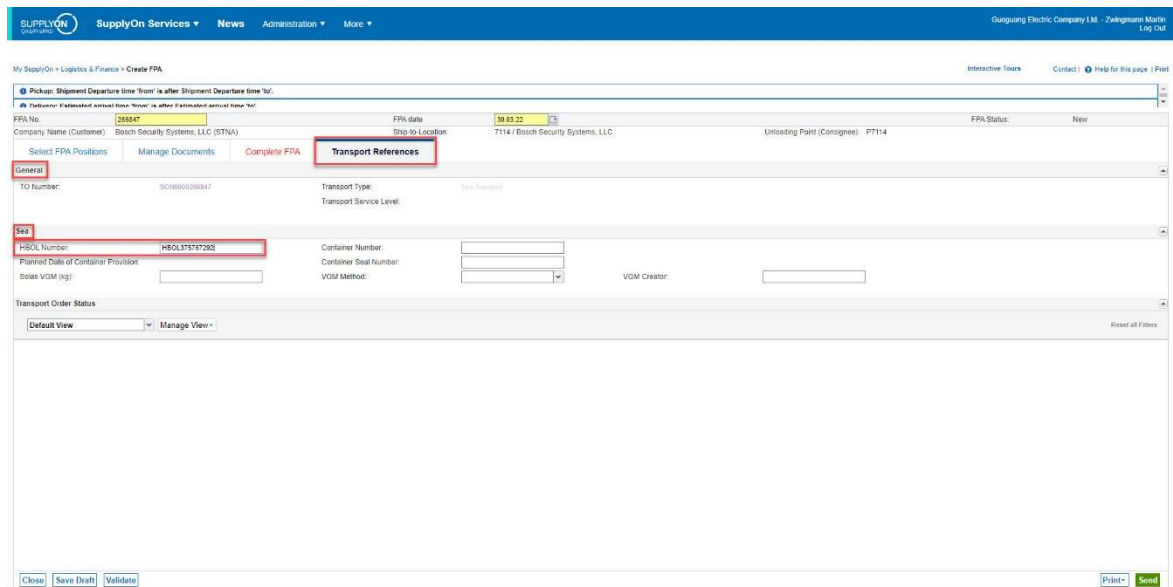
In the tab “Transport References”, you will mainly find information given back from the Carrier through the TMS. You can check it sometime after the FPA was sent and the transport was organized.

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 below picture depicts the screen for sea transport, road and air enable different additional information input.



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.

### 4.1.9 Packaging Data

The NGTM Process requires at least the indication about the information on the Handling Units. Therefore, you will see on the complete FPA Page an additional section of Handling Unit information.

In there you can enter the amount and type of HUs, the total weight and dimensions as well as stacking factor and dangerous goods indication.

Stacking Factor 0 and 1 means that there is only one layer of the Handling Unit Type allowed, so not stackable. Stacking Factor 2 means that 2 HUs can be stacked, and so on (also refer to chapter [Finalizing FPA](#) for details on the stacking factor). The maximum for this field is "99".

The requirements what exact fields are mandatory might differ between the business units or plant settings.

In case you use Packaging Master Data, please click on the button to "Calculate Packing". If there are no packaging master data the button has no effect.

The system generates the packing information based on the Master Data.

My SupplyOn > Supply Chain Collaboration > Create FPA

Successfully saved.

FPA No. 310712 FPA date 22-11-24 FPA Status: New

Customer: Bosch Security Systems B.V. (STNL) Ship-to-Location: 0474 / Bosch Security Systems, LLC Unloading Point (Ship-to): P0474

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

Default View Manage View

Line	Material (Customer)	Material (Supplier)	Pickup Date	FPA Creation Due Date	FPA	Proposed	Delivery	UoM	Warning	Pack. Data	Pack. Mat. D.	Packing Profile	Order No.	Order Pos.	Batch Number	Eng.	De
1	F01U506041	LBC349112	22-8-23 12:00 am	22-8-22 4:00 pm	0	108	108	PCE				<manual data entry>	1640550138	00010			

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

Close Save Draft Validate Print Send

This is the potential view for the Single Packs generated by the Master Data.

My SupplyOn > Supply Chain Collaboration > Create FPA

Packagings are successfully calculated.

FPA No. 264571 FPA date 3/11/22 FPA Status: New

Company Name (Customer)

Select FPA Positions Enter Additional Data Enter Packing data Complete FPA (D) Transport References

Default View Manage View

Line	Material No. (Customer)	Material No. (Su)	Pickup Date	FPA Creation Due Date	FPA	Proposed	Delivery	UoM	Warning	Pack. Data	Pack. Mat. D.	Packing Profile	Order No.	Order Pos.	Batch No
1	3391328090	3391328090	4/1/21 12:00 am	4/1/21 12:00 am	0	4200	4200	EA				Single Pack - Karton ...	55188803/002		

Packing Material Details (Single and Auxiliary Packs)

Material No. (Customer) 3391328090 Del. Note No. 010 Del. Note Pos. 010  
 Delivery Qty.: 4200 Packed Quantity: 4200 Completely packed ✓

Default View Manage View

Pack. Mat. No. (Cust.)	Pack. Mat. Descr. (Cust.)	Amount of Pack...	Qty. per Pack.	One Level Pack.	Label Ident.	Label No. From	Transport Route	Pack. Mat. No. (Supplier)	Pack. Mat. Descr. (Supp.)
SP550067654		12	60		S	132		SP550067654	Single Pack - Karton SP550
SP550067654		12	60		S	144		SP550067654	Single Pack - Karton SP550
SP550067654		12	60		S	156		SP550067654	Single Pack - Karton SP550
SP550067654		12	60		S	168		SP550067654	Single Pack - Karton SP550
SP550067654		12	60		S	180		SP550067654	Single Pack - Karton SP550
SP550067654		10	60		S	192		SP550067654	Single Pack - Karton SP550

8 entries: Select all matches Clear selection Entries per page 10 Page 1 of 1

Save and Close Add New Line Copy Line Delete Line Generate Label Numbers

The handling unit screen might look similar to the following.

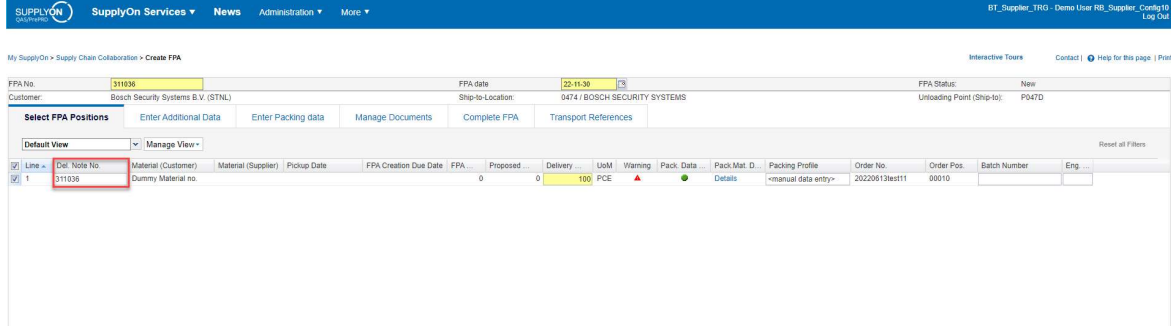
Please make sure there is no position left on the right-hand side (Not assigned Packing Material / Single Packs).

All positions must be allocated to handling units.

It is always possible to overwrite data generated by the packing master data. Make sure the handling unit information is included! It is vital for the transport planning process.

### 4.1.10 Print Transport Data Sheet (mandatory)

The document is **mandatory** and must be handed over to the driver upon the pickup of the goods. It can also be printed during the ASN process.

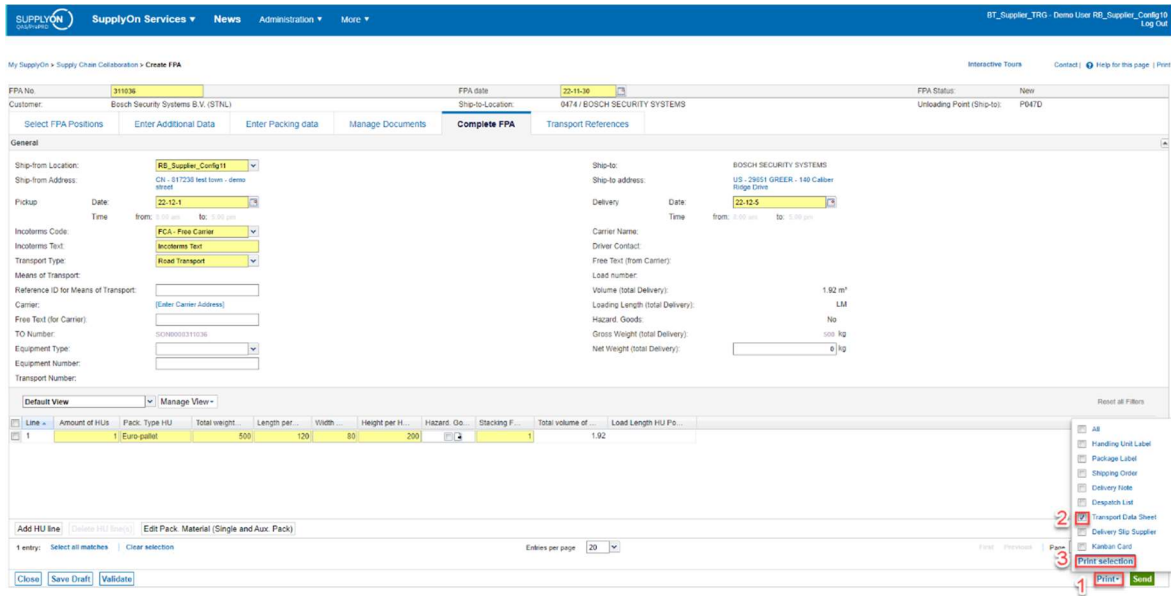


The delivery note number column might have to be included manually. Please refer to: [Adjustment to your personal needs \(views, information\)](#)

If you want to print out documents that can be included for the shipment, click on the button on the lower right side of the “Complete FPA” screen to “Print” documents and thus create a PDF.

Afterwards the menu opens with all the potential options (e.g. file and available printers) to print.

Select the Transport Data Sheet and click on “Print Selection”.





The transport data sheet looks similar to the following:

Transport Data Sheet		Date	30.11.2022	Page	1
Supplier Address	Supplier No.	FPA No. 311036			
	10029533	SON000311036			
Ship-from	TO Number		SON000311036		
	<b>Waybill</b>				
ASN no.	FPA No.	Abholdatum / Pickup Date		30.11.2022	
	311036	Forwarder		Forwarder No.:	
Customer	BOSCH SECURITY SYSTEMS				
140 Caliber Ridge Drive 29651 GREER US					
Unloading Point	BOSCH SECURITY SYSTEMS				
140 Caliber Ridge Drive 29651 GREER US					
Free Text (for Carrier)					

<b>Delivery Notes in this Consignment</b>
311036

Handling Unit Data

Packaging Type Number	Packaging Type Description	Quantity
pallet		1

Single Packs Data

Packaging Type Number	Packaging Type Description	Quantity
parcel		10

Volume: 1,92 m³		Weight: 500,00 kg		Loading Length (m):	
Incoterms Code:	FCA - Incoterms Text				
Receipt of confirmation by driver: The above freight has been taken over in complete and good condition		Receipt of acknowledgment by ship-from: Freight received completely and in good condition			
Date	Time	Signature	Company stamp		
The general German forwarder Conditions apply (ADSp)		Content of shipment		exchanged	For Ship-from
		Euro-Flat-Pal.		Euro-Grid-Pal.	
		Euro-Flat-Pal.		Euro-Grid-Pal.	

### 4.1.11 Optional: Labels

If you were able to print labels in SupplyOn before, these labels and documents are still available and should be used. Have you exclusively printed labels in iNet there is currently no label option available.

In this example, we want to print the Handling Unit Label.

The label might be customer-specific and therefore look different.

	SHIP-TO	
	UNLOADING POINT	
UNIQUE REFERENCE ID (T)	PLACE OF CONSUMPTION	FILLING QUANTITY (Q) UOM 1 ST
PART NO. (P) <b>119278</b>		
LICENCE PLATE (5J) 		Bestell-Nr. (K) POS 2172347 010
001 108034		KANBAN NO. (15K)
DELIVERY NOTE DATE (12D) 20200622	DELI. NOTE NO. (N) 321	<b>MASTER LABEL</b>
CHANGE INDEX NO.	BATCH NO. (1T)	
NET WEIGHT 0	GROSS WEIGHT	

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

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

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

- FPA No.:** 30915
- FPA date:** 22-11-7
- Customer:** Bosch Security Systems B.V. (STNL)
- Ship-to-Location:** 0474 / Bosch Security Systems, LLC
- FFA Status:** New
- Unloading Point (Ship-to):** P9474
- General Information:**
  - Ship-from Location:** RB\_Supplier\_C10
  - Ship-from Address:** CN - test - demo street
  - Pickup Date:** 22-11-8
  - Delivery Date:** 22-11-10
  - Incoterms Code:** FCA - Free Carrier
  - Incoterms Text:** Free Carrier Kaohsiung
  - Transport Type:** Sea Transport
  - Carrier:** [Enter Carrier Address]
  - Free Text (for Carrier):** [Empty]
  - TO Number:** SCH000030519
  - Equipment Type:** [Empty]
  - Transport Number:** [Empty]
- Carrier Information:**
  - Carrier Name:** Bosch Security Systems, LLC
  - Ship-to address:** US - 29651 Greer - 140 Caliber Ridge Drive
  - Volume (total Delivery):** 0.884 m<sup>3</sup>
  - Loading Length (total Delivery):** LM
  - Hazard. Goods:** No
  - Gross Weight (total Delivery):** 300 kg
  - Net Weight (total Delivery):** 0 kg
- Table:**

Line	Amount of HUs	Pack. Type HU	Total weigh.	Length pe.	Width	Height per	Hazard. Go.	Stacking F.	Total volume of	Load Length HU Po.
1	1	Euro-pallet	300	120	80	90		1	0.884	

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

The screenshot shows the 'Complete FPA' screen with updated information:

- Delivery Date:** 22-11-14
- Free Text (for Carrier):** Pick up between 08:00 - 18:00
- Carrier Information:**
  - Carrier Name:** Bosch Security Systems, LLC
  - Ship-to address:** US - 29651 Greer - 140 Caliber Ridge Drive
  - Volume (total Delivery):** 0.884 m<sup>3</sup>
  - Loading Length (total Delivery):** LM
  - Hazard. Goods:** No
  - Gross Weight (total Delivery):** 300 kg
  - Net Weight (total Delivery):** 0 kg

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 in the FPA overview and on the Complete FPA screen reviewing the details.

Color code for the FPA overview:

- Green: confirmed as suggested.
- Red: confirmed with deviations
- Black: unconfirmed

### Forwarder pickup Advice (FPAs)

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**FPA** | [FPA Position\(s\)](#) | 
[Reset all Filters](#)

STB	Customer site	FPA No.	Unique FPA ID	FPA Status	Unloading Pol.	Ship-To Address	Supplier	Supplier	Ship-from Location	Mate	TM Status	Carrier Name	ASN Status	ASN Date	Gross	Volume	Change Time	Shipment Departure Date/Ti	Delivery Date/Time
<input type="checkbox"/>				Sent		Robert Bosch Auto...				✗	Success				1 692 kg	3,84 m³	21.11.22 16:13	24.11.22 08:00-17:00	29.11.22 08:00-17:00
<input type="checkbox"/>				ASN		RB Automotive Ste...				✓	Success	...	Sent	15.11.22	836,65 kg	3,3984 m³	15.11.22 13:25	18.11.22 08:00-13:00	23.11.22 06:30-16:00
<input type="checkbox"/>				ASN		RB Automotive Ste...				✓	Success	...	Sent	15.11.22	1 208,2 kg	2,3808 m³	15.11.22 12:35	18.11.22 08:00-13:00	23.11.22 08:00-17:00
<input type="checkbox"/>				ASN		RB Automotive Ste...				✓	Success	...	Sent	14.11.22	607,2 kg	1,1904 m³	14.11.22 09:25	15.11.22 08:00-13:00	18.11.22 08:00-17:00
<input type="checkbox"/>				ASN		RB Automotive Ste...				✓	Success	...	Sent	14.11.22	604,1 kg	1,1904 m³	14.11.22 09:14	15.11.22 08:00-13:00	18.11.22 08:00-17:00
<input type="checkbox"/>				ASN		RB Automotive Ste...				✓	Success	...	Sent	14.11.22	1 912,3 kg	3,5712 m³	10.11.22 10:04	11.11.22 08:00-13:00	15.11.22 08:00-17:00
<input type="checkbox"/>				ASN		RB Automotive Ste...				✓	Success	...	Sent	11.11.22	552,44 kg	2,2656 m³	10.11.22 09:11	11.11.22 08:00-13:00	16.11.22 06:30-15:00
<input type="checkbox"/>				ASN		RB Automotive Ste...				✓	Success	...	Sent	14.11.22	1 208,2 kg	2,3808 m³	10.11.22 09:02	11.11.22 08:00-13:00	16.11.22 08:00-17:00

### 4.1.13 Finalizing FPA

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

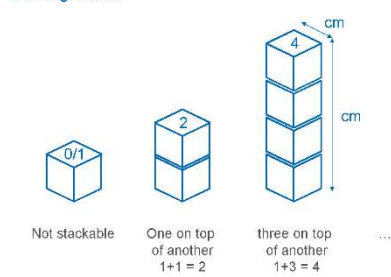
With a click on “Validate” you check if you have entered all mandatory data (fields marked in yellow – it is not possible to send the FPA without having filled in all mandatory fields). These errors are displayed in RED and need to be corrected.

Warnings are displayed in BLUE and do not prevent the sending of the FPA. The specific warnings regarding shipping time to and from and no route was found can be ignored.

Make sure the handling unit information is included as it is needed for transport planning.

**When feeling out the measurements of the Handling Units (length, height and width) also the total weight and the stacking factor (max. 99)!**

#### Stackability and unit of measurements



Review and correct the stacking factor where necessary. It is needed for the volume and loading meter calculation. A factor of 3 means that one parcel can support the weight of an additional two on top. Other factors follow the same logic.

The unit of measurements is cm.

**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 that case also make sure the handling unit information apart from mandatory fields, such as total weight, length, width, height and stacking factors are all filled.

My SupplyOn > Supply Chain Collaboration > Create FPA

Interactive Tours | Contact | Help for this page | Print

Data was saved successfully

FPA No.: 263544 | 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-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: Sea Transport | Volume (total Delivery): 4,752 m³ |  
 Carrier: [Enter Carrier Address] | Hazard Goods: No |  
 Free Text (for Carrier): |  
 TO Number: SON000263544 |  
 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. Go...	Stacking F...
1	11	Euro-pallet	500	1,2	0,8	0,45		1

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

Further information: If you already provide within today the waybill number and the tracking ID in the FPA, then add this information also in the FPA, if this information is available.

**Before sending the FPA make sure to verify the total weight and volume! Wrong information will lead to faulty transport planning:**

My SupplyOn > Supply Chain Collaboration > Create FPA

Interactive Tours | Contact | Help for this page | Print

FPA No.: 268627 | FPA date: 25.04.22 | FPA Status: New

Company Name (Customer): Bosch Automotive Aftermarket | Ship-to-Location: 2500 / R. Bosch GmbH, ADC-Karlsruhe | Unloading Point (Consignee): 0K250

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

**General**

Ship-from Location: CWS-boco Deutschland GmbH | Ship-to: R. Bosch GmbH, ADC-Karlsruhe |  
 Ship-from Address: DE - 63303 Dreieich - Dreieich Plaza 1A | Ship-to address: DE - 76227 Karlsruhe - Auf der Bittel 4 |  
 Pickup Date: 26.04.22 | Delivery Date: 05.05.22 |  
 Incoterms Code: FCA - Free Carrier | Carrier Name: |  
 Incoterms Text: Free Carrier | Free Text (from Carrier): |  
 Transport Type: Road Transport | Volume (total Delivery): 8,305 m³ |  
 Means of Transport: Truck License Plate | Hazard Goods: No |  
 Reference ID for Means of Transport: | Gross Weight (total Delivery): 1700 kg |  
 Carrier: [Enter Carrier Address] | Net Weight (total Delivery): kg |  
 Free Text (for Carrier): |

Default View | Manage View

Line	Amount of HUs	Pack. Type HU	Total w...	Length per HU (cm)	Wi...	Height p...	Hazard...	Stacking F...	Total volum...	HU Pack.Mat.No...	HU Pack.Mat.Des...	Bulky Goods
1	4	Euro-pallet	1.200	120	80	200		1	7,68			
	5	Collis	500	50	50	50		3	0,625			

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

Finally send the FPA. This can be achieved by 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.

[SUPPLYON](#) [SupplyOn Services](#) [News](#) [Administration](#) [More](#) BT\_Supplier\_TRG - Demo User RB\_Supplier\_Config10  
Log Out

---

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

**Data saved in session**

FPA No. **309618** FPA date **22-11-7** FPA Status: **New**  
 Customer: **Bosch Security Systems B.V. (STNL)** Ship-to-Location: **0474 / Bosch Security Systems, LLC** Unloading Point (Ship-to): **P0474**

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

**General**

Ship-from Location: **RB\_Supplier\_C10** Ship-to: **Bosch Security Systems, LLC**  
 Ship-from Address: **CN - test - demo street** Ship-to address: **US - 29651 Greer - 140 Caliber Ridge Drive**  
 Pickup Date: **22-11-8** Delivery Date: **22-11-11**  
 Time from: 8:00 am to: 5:00 pm Time from: 8:00 am to: 5:00 pm  
 Incoterms Code: **FCA - Free Carrier** Carrier Name:  
 Incoterms Text: **Free Carrier Kaohsiung** Driver Contact:  
 Transport Type: **Sea Transport** Free Text (from Carrier):  
 Means of Transport: Load number:  
 Reference ID for Means of Transport: Volume (total Delivery): **0.884 m³**  
 Carrier: [Enter Carrier Address] Loading Length (total Delivery): **LM**  
 Free Text (for Carrier): **Pick up between 08:00 - 10:00** Hazard Goods: **No**  
 TO Number: **3096000309618** Gross Weight (total Delivery): **309 KG**  
 Equipment Type: Net Weight (total Delivery): **KG**  
 Equipment Number:  
 Transport Number:

[Default View](#) [Manage View](#) Reset all Filters

Line	Amount of HUs	Pack. Type HU	Total weigh...	Length pe...	Width	Height per ...	Hazard. Go...	Stacking F...	Total volume of...	Load Length HU Po...
1	1	Euro-pallet	300	120	80	90			1	0.884

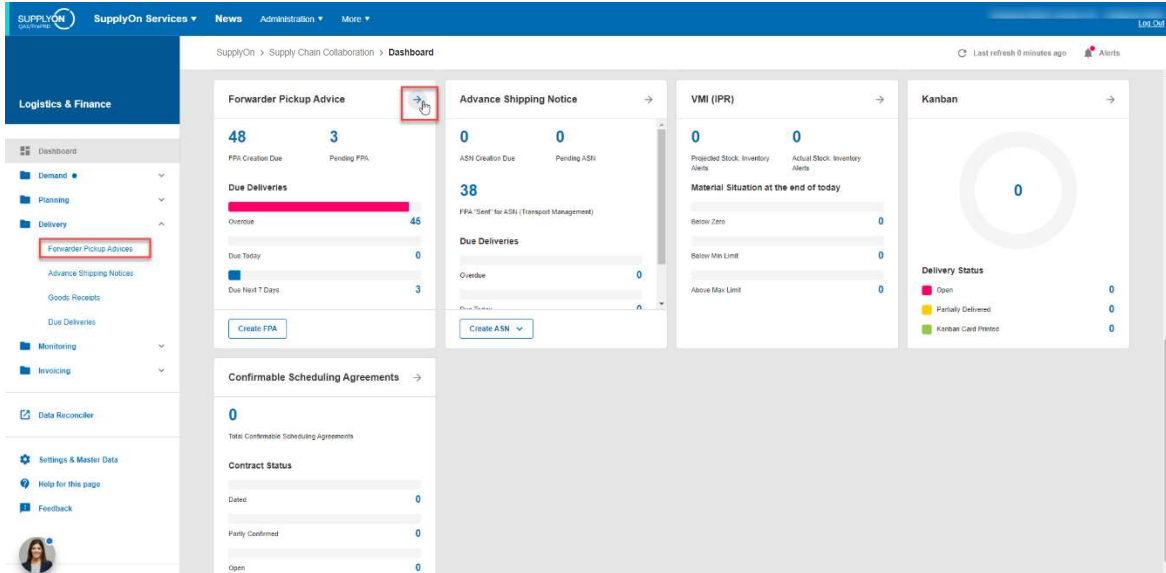
Add HU line [Duplicate HU Number](#) [Edit Pack. Material \(Single and Aux. Pack\)](#)  
 1 entry: [Select all matches](#) [Clear selection](#) Entries per page: **20** First Previous Page **1** of 1 Next **2**

[Close](#) [Save Draft](#) [Validate](#) [Print](#) [Send](#)



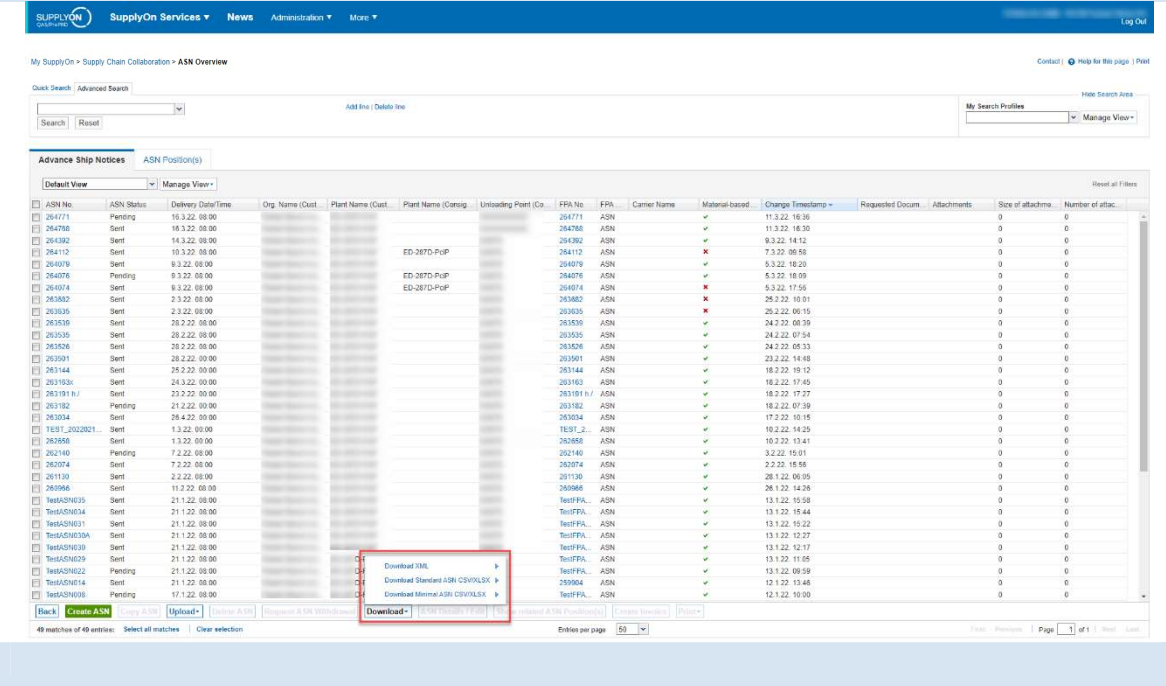
### 4.1.14 Optional: FPA upload

Instead of the step by step procedure it is also possible to create FPAs via upload. In order to do so navigate to the FPA overview from the SupplyOn “Supply Chain Collaboration” page by clicking onto the respective section within the left navigation bar.



You are directed to the FPA Overview. From there, you can click on the button “Upload”.

If you want to upload a CSV or XML file, please use the existing template used for ASN. The template can be obtained via the download button:



It is possible to upload and view.



### 4.1.14.1 Upload without packing

For FPA Upload, only CSV and XML is available.

Regarding the Upload without any Packaging Data, take the Template from the Supplier Info Portal as base and make sure that all entries are in correct format. You can also download one of the existing ASNs and use that as base.

1	2	3	4	5	6	7	8	9	10	11	12	13	
1	Delivery Note Numbr	Delivery Note Positi	Org Code Buy	Plant Co	Dock	Delivery Da	Seller Numbr	Buyer Part Numbr	Item Descripti	Order Numbr	Delivery Quant	UC	Order Positi
2	DNIJU01	010	BOSCH	E852	0001129043	19.08.2022	097039580	09864780637XR		4202618065	2280	PCE	00010
3	DNIJU01	030	BOSCH	E852	0001129043	19.08.2022	097039580	09864783038KW		4202618065	210	PCE	00030

If you take the excel template, delete the header and transform the dates and times to format YYYYMMDD and HHMM.

```

Shipping_Notification_FPA_Upload01PACK.csv | Shipping_Notification_FPA_Upload2LVLPACK_V3.csv | new 35 | Shipping_Notification_FPA_Upload2LVLPACK_V5.csv | SO_DELFOR2_BUGDTM | Shipping_Notification_FPA_Upload.csv
1 DN275998;010;BOSCH;287D;D287D;20220803;000180104;3391095605;Motor Bracket;55198957/001;2160;EA;-;;DELFOR;;;;1;
2
    
```

If you uploaded the file, it may give you the following errors;

The Info Items can be ignored.

**Error Log - 28.07.22 09:05:55**

No.	Type	Area	Reference	Section	Line	Field	Message
2	Error	FPA	8455456	Complete FPA	1	Pack. Type HU	Value not set
3	Error	FPA	8455456	Complete FPA	2	Pack. Type HU	Value not set
5	Info	Master data...	8455456	Complete FPA		Pickup	Shipment Departure time 'fro...
6	Info	Master data...	8455456	Complete FPA		Delivery	Estimated arrival time 'from' i...

OK Download

This error can not be handled with the upload file and therefore needs to be corrected after the upload in the UI directly.

This error is existing because there are some mandatory fields on the “Complete FPA” screen, that cannot be filled by the upload.

Therefore, please navigate to the “Complete FPA” screen and fill in the Handling Unit information.

It is mandatory to fill in the amount of Handling Units, select a Packing Type and the measurements in centimetres.

When you enter the Total weight, please make sure this is the value for ALL HANDLING UNITS.

TO Number: 500000274300  
 Equipment Type:   
 Equipment Number:

Default View | Manage View | Reset all Filters

Line	Amount of HUs	Pack. Type HU	Total weight	Length per	Width p	Height per H	Hazard. Go...	Stacking F	Total volume of...
1	1		0						1

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

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

Close Save Draft Validate Print Send

The filled example can look like this.

If you want to add multiple Handling Unit Types, click on “Add HU Line”.

Check the stacking factor – the maximum can be 99.

My SupplyOn > Supply Chain Collaboration > Create FPA

Interactive Tours | Contact | Help for the page | Print

Data saved in session

FPA No. 274392 FPA date 22-7-18 FPA Status: New

Customer: Bosch Security Systems B.V. (STNL) Ship-to Location: 0474 / BOSCH SECURITY SYSTEMS Unloading Point (Ship-to): P047D

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

General

Ship from Location: RS\_Supplier\_Carfig11 Ship to: BOSCH SECURITY SYSTEMS

Ship from Address: CA - 8172M tent town - demo street Ship to address: 25, PAKY GREER - 140 Calver Road, Crawley

Pickup Date: 22-7-18 Delivery Date: 22-7-18

IncoTerms Code: PCA - Free Carriage Carrier Name: Free Text (from Carrier):

IncoTerms Text: IncoTerms Text Driver Contact: Volume (total Delivery): 0 m³

Transport Type: Road Transport Hazard Goods: No

Means of Transport: Reference ID for Means of Transport: Gross Weight (total Delivery): 100 kg

Carrier: (Enter Carrier Address) Net Weight (total Delivery): 5 kg

Free Text (for Carrier): Pickup between 08-10

TO Number: SC08000274392

Equipment Type: Equipment Number:

Default View | Manage View | Reset all Filters

Line	Amount of HUs	Pack. Type HU	Total weight	Length per	Width p...	Height per H...	Hazard	Go...	Stacking F...	Total volume of ...
1	1	Euro-pallet	100	120	80	99			1	

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

1 entry: Select all matches | Clear selection

Entries per page: 20 | Page: 1 of 1 | Send

Close | Save Draft | Validate | Print | Send

If everything is fine, click on “Send” to start the Transport Organization Process.



Instead of doing this in the "single pack" screen delivery note item by delivery note item,

Pack Mat No. (Cust.)	Pack Ma...	Amount of P...	Qty. per Pack	One Level Pack	Additio...	Smallest...	Label...	Label No. From	Pack Mat.No. (Supplier)	Net Weight per Pack(kg)	Net Weight(kg)	Tare per Pack (kg)	Tare weight(kg)	Gro
HHHHHHHHHH		19	120	<input checked="" type="checkbox"/>			S	108000432	220613001			20		

We can do this with only two clicks in if you select the first delivery note item and with function "Copy to all" we can set "One Level Pack" to true for all other delivery note items.

After this flag is set, the Handling Unit amount on the "Complete Screen" is prefilled like this.

Line	Amount of HUs	Pack. Type HU	Total weight of HU position(kg)	Length per HU(cm)	Width per HU(cm)	Height per HU(cm)	Hazard Goods	Stacking F...
1	384		0					1

It is mandatory to fill in the Packing Type and the measurements in centimetres.

Check the stacking factor – the maximum can be 99.

When you enter the Total weight, please make sure this is the value for ALL HANDLING UNITS.

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

ASN No:  ASN Date:  FPA Status: Pending  
 Customer: Bosch Automotive Aftermarket Ship-to-Location: E952 / Bosch Sanayi ve Tic AS Unloading Point (Ship-to): 0001129043

Select ASN Positions Enter Additional Data Enter Packing data Complete ASN

Line	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due	Proposed	Delivery	UoM	Warn.	Pack.	Pack. Mat.	Packing Profile	Batch	Consum.	Prod.	Eng.	Order No.	Order Pos.	Net Weight of M
2	DNJU01	010	08864780537XR	22-8-17 6:00 am	5 400	2 280	PCE	▲	●	Details	<manual data entry>					4202618065	00010	
1	DNJU01	030	08864783038KW	22-8-17 6:00 am	1 050	210	PCE	▲	●	Details	<manual data entry>					4202618065	00030	

Packing Material Details (Single and Auxiliary Packs)

Material (Customer): 08864780637XR Del. Note No.: DNJU01 Del. Note Pos.: 010  
 Delivery Qty.: 2280 Packed Quantity: 2280 Completely packed ✓

View	1	2	3	4	5	6	7	8								
Pack.	Pa.	Am.	Qty.	One Level Pack	Additio.	Smallest	Label	Label No. From	Pack Mat.	Net Weight per Pac.	Net Weigh.	Tare per Pack (kg)	Tare weigh.	Gross Weight per Pack(kg)	Gross Weight(kg)	Pac
HHH		19	120	<input checked="" type="checkbox"/>			S	220613001	220613001	394		20		414	7896	

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

Skype for Business

SCREEN-SHOT	ASN FIELD ON SINGLE PACK LEVEL	CURRENT CSV UPLOAD COLUMN	CURRENT WORKAROUND FOR UPLOADER
<b>1</b>	Pack.Mat.No. (Cust)	23	
<b>2</b>	Amount of Pack. Mat.	25	
<b>3</b>	Qty. per Pack	26	
<b>4</b>	One Level Pack	n.a.	Define after upload manually in FPA draft
<b>5</b>	Label No. From	n.a.	Upload in column 24 and transfer after upload manually in ASN draft in correct field and recalculate ASN (via calculate packing or save draft)
<b>6</b>	Net Weight per Pack	n.a.	Define after upload manually in ASN draft
<b>7</b>	Tare per Pack	27	
<b>8</b>	Gross weight per pack	n.a.	Upload in column 31 and transfer after upload manually in ASN draft in correct field and recalculate ASN (via calculate packing or save draft)

### 4.1.14.3 Upload with Two-Level-Pack

In case you want to upload a one-level-packed FPA, please start also with the excel template as base. This can be found on the Supplier Info Portal.

1	2	3	4	5	6	7	8	9	10	11	12	13
Delivery Note Num	Delivery Note Positi	Org Code Buy	Plant Co	Dock	Delivery Da	Seller Num	Buyer Part Num	Item Descripti	Order Num	Delivery Quant	UC	Order Positi
DNUU01	010	BOSCH	E852	0001129043	19.08.2022	097039580	09864780637XR		4202618065	2280	PCE	00010
DNUU01	030	BOSCH	E852	0001129043	19.08.2022	097039580	09864783038KW		4202618065	210	PCE	00030

The measurements need to be given in centimetres.

The packing layer [column 23 until column 31] as [One level pack = true] refers to single packs = Handling Units.

The header for those columns is Type 1 = Single Packs

W	X	Y	Z	AA	AB	AC	AD	AE	AF
Packing Material Number (Customer) 1	Packing Material Number (Supplier) 1	Package Amount 1	Quantity per Pack 1	Tare Weight 1	Length 1	Width 1	Height 1	Gross Weight 1	Package Type 1
BOX			15		100				0

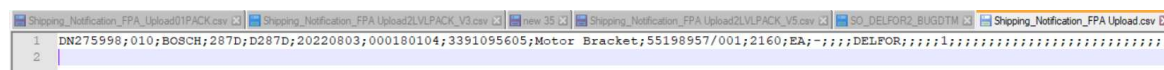
The header for Type 2 = Auxiliary Packs. So, in case the Single Pack (e.g. Box) has a lid, this can be indicated in these columns.

AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP
Packing Material Number (Customer) 2	Packing Material Number (Supplier) 2	Package Amount 2	Quantity per Pack 2	Tare Weight 2	Length 2	Width 2	Height 2	Gross Weight 2	Package Type 2

In the columns with Type = 3 the handling unit information (e.g. Pallet) can be entered. These handling units contain the Single Packs (e.g. Boxes) and the auxiliary Packs (e.g. Lid).

AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB
Packing Material Number (Customer) 3	Packing Material Number (Supplier) 3	Package Amount 3	Tare Weight 3	Length 3	Width 3	Height 3	Gross Weight 3	Stackability Truck 3	Stackability Stock 3	Package Type 3	handling unit description
Europalette		1		120	80	60	1250	0	0		

If you take the excel template, delete the header and transform the dates and times to format YYYYMMDD and HHMM.



If you uploaded the file, it may give you the following errors;

The Info Items can be ignored.

No.	Type	Area	Reference	Section	Line	Field	Message
2	Error	FPA	8455456	Complete FPA	1	Pack. Type HU	Value not set
3	Error	FPA	8455456	Complete FPA	2	Pack. Type HU	Value not set
5	Info	Master data...	8455456	Complete FPA		Pickup	Shipment Departure time 'fro...
6	Info	Master data...	8455456	Complete FPA		Delivery	Estimated arrival time 'from' i...

This error cannot be handled with the upload file and therefore needs to be corrected after the upload in the UI directly.

The “Complete FPA” – Screen is prefilled with the uploaded data.

Check the stacking factor – the maximum can be 99.

The screenshot displays the 'Complete FPA' interface. Key fields include:

- FPA No.:** 274382
- FPA date:** 22-7-5
- Customer:** Bosch Security Systems B.V. (STNL)
- Ship-to Location:** 0474 / BOSCH SECURITY SYSTEMS
- Ship-to Address:** US - 29614 GREER - 140 Caliber Range Drive
- Pickup Date:** 22-7-6
- Delivery Date:** 22-7-8
- Transport Type:** Road Transport
- Stacking Factor:** 99

Line	Amount of HU's	Pack. Type HU	Total weight...	Length per...	Width p...	Height per H...	Hazard. Go...	Stacking F...	Total volume of ...
1	1	Euro-pallet		300	120	80		99	1

If everything is fine, click on “Send” to start the Transport Organization Process.



### 4.1.15 Cancellation

Pick the FPA you wish to cancel from the FPA overview and click on the “Cancel FPA” button below. The cancellation is sent to the TMS. The FPA will not be handled further.

My SupplyOn > Supply Chain Collaboration > FPA Overview

Quick Search:  Add line | Delete line

My Search Profiles:  Manage View

Company Name	Plant Name (Cu...)	Plant Name (...)	Unloading Point ...	Delivery Date/Time	Ship-from Location	Materi...	FPA No.	Source	FPA Status	TM Status	ASN Status	ASN Date	Carrier Name	Change Timestamp
Bosch Security ...				04.05.22 08:00		✓	266191	Delivery Inst...	Sent	Success				22.03.22 18:49
Bosch Security ...				03.05.22 08:00		✓	266132	Delivery Inst...	Sent	Error				22.03.22 02:16
Bosch Security ...				03.05.22 08:00		✓	266131	Delivery Inst...	Sent	Error				22.03.22 02:14
Bosch Security ...				02.05.22 08:00		✓	266007	Delivery Inst...	Sent	Success				19.03.22 00:42
Bosch Security ...				02.05.22 08:00		✓	265979	Delivery Inst...	Pending	None				18.03.22 20:30
Bosch Security ...				29.06.22 08:00		✓	265899	Delivery Inst...	Sent	Success				17.03.22 23:13
Bosch Security ...				29.04.22 08:00		✓	265852	Delivery Inst...	Sent	Success				17.03.22 18:57
Bosch Security ...				31.05.22 00:00		✓	265846	Order	Sent	Success				17.03.22 18:01
Bosch Security ...				29.04.22 08:00		✓	265841	Delivery Inst...	Sent	Success				17.03.22 15:03
Bosch Security ...				28.04.22 08:00		✓	265747	Delivery Inst...	Sent	Success				16.03.22 21:20
Bosch Security ...				28.04.22 08:00		✓	265735	Delivery Inst...	ASN	Success	Sent	16.03.22		16.03.22 20:26
Bosch Security ...				31.05.22 00:00		✓	265728	Order	ASN	Success	Sent	16.03.22		16.03.22 20:09
Bosch Security ...				15.06.22 08:00		✓	265651	Delivery Inst...	ASN	Success	Sent	16.03.22		16.03.22 18:00
Bosch Security ...				22.06.22 08:00		✓	265676	Delivery Inst...	ASN	Success	Sent	16.03.22		16.03.22 17:49
Bosch Security ...				28.04.22 08:00		✓	265643	Delivery Inst...	ASN	Success	Sent	16.03.22		16.03.22 15:13
Bosch Security ...				28.04.22 08:00		✓	265634	Delivery Inst...	Sent	Success				16.03.22 13:04

Buttons: Back, Create FPA (via Due Del. - grouped), Upload, Delete FPA, **Cancel FPA**, Download, FPA Details / Edit

Company Name	Plant Name (Cu...)	Plant Name (...)	Unloading Point ...	Delivery Date/Time	Materi...	FPA No.	Source	FPA Status	TM Status
			P7114	26.05.22 08:00	✓	263239	Delivery Inst...	Sent	Success
			P3680	15.11.21 08:00	✓	254340	Order	Sent	Success
			P7114	01.06.22 08:00	✓	263477	Delivery Inst...	Sent	Success
			P7114	14.06.22 08:00	✓	263937	Delivery Inst...	Sent	Success
			P7114	21.04.22 08:00	✓	264329	Delivery Inst...	Cancelled	Success
			P7114	21.04.22 08:00	✓	264363	Delivery Inst...	ASN	Success
			P7114	19.05.22 08:00	✓	263451	Delivery Inst...	Sent	Success

Buttons: Back, Create FPA (via Due Del. - grouped), Upload, Delete FPA, **Cancel FPA**, Download, FPA Details / Edit

48 matches of 75 entries: Select all matches | Clear selection | Entries per page: 50

Afterwards a new FPA can be created for the original demand.

Cancellation is not possible any more upon carrier assignment (carrier name filled in the “Carrier Name” column):

Company Name	Plant Name (Cu...)	Plant Name (...)	Unloading Point ...	Delivery Date/Time	Materi...	FPA No.	Source	FPA Status	TM Status	Carrier Name	Change Timestamp
			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 15:13

In that case please contact Bosch in order to handle the FPA cancellation.



### 4.1.16 Status Information, Carrier Information, Error Handling

#### 4.1.16.1 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.

Status can be checked by adding the column "TM Status". To add a column, click on the drop down of one of the headers and insert the column. Please refresh the page some seconds after sending the FPA by clicking "FPA" in the upper left-hand corner to check the TM Status.

The screenshot shows the 'FPA Overview' page in the SUPPLYON system. A table lists various FPA entries with columns for Company Name, Plant Name, Unloading Point, Delivery Date/Time, Ship-from Location, Material, FPA No., Source, FPA Status, TM Status, ASN Status, ASN Date, and Carrier Name. A dropdown menu is open over the 'FPA No.' header, showing options to add columns like 'TM Status'. Below the table, there are buttons for 'Back', 'Create FPA (via Due Del. - grouped)', 'Upload', 'Delete FPA', 'Cancel FPA', 'Download', and 'FPA Details / Edit'. The bottom of the page shows '48 matches of 75 entries' and a 'First' button.

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.

Documents attached to a TM Status "Error" Message need to be resent.

The screenshot shows the 'FPA Overview' page in the SUPPLYON system. A table lists various FPA entries with columns for Company Name, Plant Name, Unloading Point, Delivery Date/Time, Material, FPA No., Source, FPA Status, and TM Status. The 'FPA Status' and 'TM Status' columns are highlighted in red. Below the table, there are buttons for 'Back', 'Create FPA (via Due Del. - grouped)', 'Upload', 'Delete FPA', 'Cancel FPA', 'Download', and 'FPA Details / Edit'. The bottom of the page shows '48 matches of 75 entries' and a 'First' button.

After cancelling an FPA the status is switched to cancelled, which will also cancel it in the TM.

### 4.1.16.2 Carrier Information

Once the transport was organized and the carrier has confirmed it, the information will be replicated to the FPA overview and will also be available upon ASN creation.

My SupplyOn > Supply Chain Collaboration > FPA Overview

Quick Search | Advanced Search | Add line | Delete line | My Search Profiles | Manage View

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 15:13	
			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	
			P7114	21.04.22 08:00	✓	264329	Delivery Inst...	Cancelled	Success		09.03.22 15:41	
			P7114	21.04.22 08:00	✓	264363	Delivery Inst...	ASN	Success		09.03.22 18:59	
			P7114	19.05.22 08:00	✓	263451	Delivery Inst...	Sent	Success		23.02.22 15:15	

48 matches of 75 entries: Select all matches | Clear selection | Entries per page: 50 | Page 1 of 1

### 4.1.16.3 Error Handling

After sending the FPA, the TM Status needs to change to “Success”. The TM Status “Success” in combination with FPA Status “Sent” means that this FPA was successfully sent **and received** by the customer’s TMS. If status does not change automatically to “Success”, please refresh page by clicking on “FPA” Tab.

My SupplyOn > Supply Chain Collaboration > FPA Overview

Quick Search | Advanced Search | Add line | Delete line | My Search Profiles | Manage View

Company Nam...	Plant Name (Cu...	Plant Name (...	Unloading Point ...	Delivery Date/Time	Materi...	FPA No.	Source	FPA Stat...	TM Status	Carrier Name	Change Timestamp	At
				26.05.22 08:00	✓	263239	Delivery Inst...	Sent	Success	DHL	18.02.22 21:19	
				15.11.21 08:00	✓	254340	Order	Sent	Success	DHL Express / Ne...	10.11.21 15:13	
				01.06.22 08:00	✓	263477	Delivery Inst...	Sent	Success	Test Carrier	23.02.22 17:59	
				14.06.22 08:00	✓	263937	Delivery Inst...	Sent	Success	carrier name	02.03.22 21:33	
				16.06.22 08:00	✓	263876	Delivery Inst...	Sent	Success		01.03.22 22:52	
				30.06.22 08:00	✓	263963	Delivery Inst...	Sent	Success		01.03.22 20:44	
				26.07.22 08:00	✓	DNI263...	Delivery Inst...	Sent	Success		28.02.22 18:15	

37 matches of 75 entries: Select all matches | Clear selection | Entries per page: 50 | Page 1 of 1

If the TM Status changes to “None” in combination with FPA Status “Pending”, wait some minutes until the sending process is triggered. If this status does not change, there might have been a timeout or problem during sending the message and the message was not sent.

My SupplyOn > Logistics & Finance > FPA Overview

Contact | Help for this page | Print

Quick Search  Advanced Search   Add line | Delete line

My Search Profiles

FPA FPA Position(s)

Default View  Reset all Filters

Company Nam...	Plant Name (Cu...	Plant Name (...	Unloading Point ...	Delivery Date/Time	Materi...	FPA No.	Source	FPA Stat...	TM Status	Carrier Name	Change Timestamp	At
				14.03.22 08:00	✓	261176	Delivery Inst...	Pending	None		28.01.22 22:10	
				21.03.22 08:00	✓	262190	Delivery Inst...	Pending	None		04.02.22 14:38	
				14.04.22 08:00	✓	263944	Order	Pending	None		08.03.22 19:11	
				28.03.22 08:00	✓	262755	Delivery Inst...	Pending	None		11.02.22 22:15	
				21.06.22 08:00	✓	264418	Delivery Inst...	Pending	None		09.03.22 23:54	
				23.03.22 08:00	✓	261825	Delivery Inst...	Pending	None		01.02.22 19:06	

6 matches of 75 entries:   Entries per page 50 Page 1 of 1

If the TM Status changes to “Error” in combination with FPA Status “Error”, the message could not be sent at all.

My SupplyOn > Logistics & Finance > FPA Overview

Contact | Help for this page | Print

Quick Search  Advanced Search   Add line | Delete line

My Search Profiles

FPA FPA Position(s)

Default View  Reset all Filters

Company Nam...	Plant Name (Cu...	Plant Name (...	Unloading Point ...	Delivery Date/Time	Materi...	FPA No.	Source	FPA Stat...	TM Status	Carrier Name	Change Timestamp	At
				06.12.21 08:00-...	✓	253545...	Delivery Inst...	Error	Error		10.11.21 15:45	
				18.03.22 08:00	✓	262122	Delivery Inst...	Error	Error		03.02.22 20:38	
				21.03.22 08:00	✓	261132	Delivery Inst...	Error	Error		28.01.22 13:16	
				21.03.22 08:00	✓	261136	Delivery Inst...	Error	Error		28.01.22 16:20	
				22.03.22 08:00	✓	262422	Delivery Inst...	Error	Error		07.02.22 22:15	
				22.03.22 08:00	✓	262425	Delivery Inst...	Error	Error		07.02.22 22:21	
				24.03.22 08:00	✓	262610	Delivery Inst...	Error	Error		09.02.22 21:54	

16 matches of 75 entries:   Entries per page 50 Page 1 of 1

My SupplyOn > Supply Chain Collaboration > FPA Overview

If the status “Pending/None” or “Error/Error” is depicted as shown in the example above, please continue as follows:

If the error occurs before sending the ASN, please contact SupplyOn Customer Support.

If it occurs after sending the FPA, please read the Error Message and try to correct the root cause. (FPAs in status “Error” can be opened, edited and sent again).

Forwarder pickup Advice (FPAs)

Order ID	Order Type	Status	ASN	ASN Status
230622	Delivery Inst...	Sent	Success	
230567	Order	Sent	Success	
230439	Order	Sent	Success	
230033	Order	Pending	None	
230191	JIT Call-off	ASN	Success	Sent
230128	Order	Sent	Success	
230090	Order	ASN	Error	Sent
230072	Delivery Inst	Pending	None	

Errors can be opened by clicking on the red “Error” Status.

In case Supply Chain Collaboration is not available, please contact SupplyOn support.

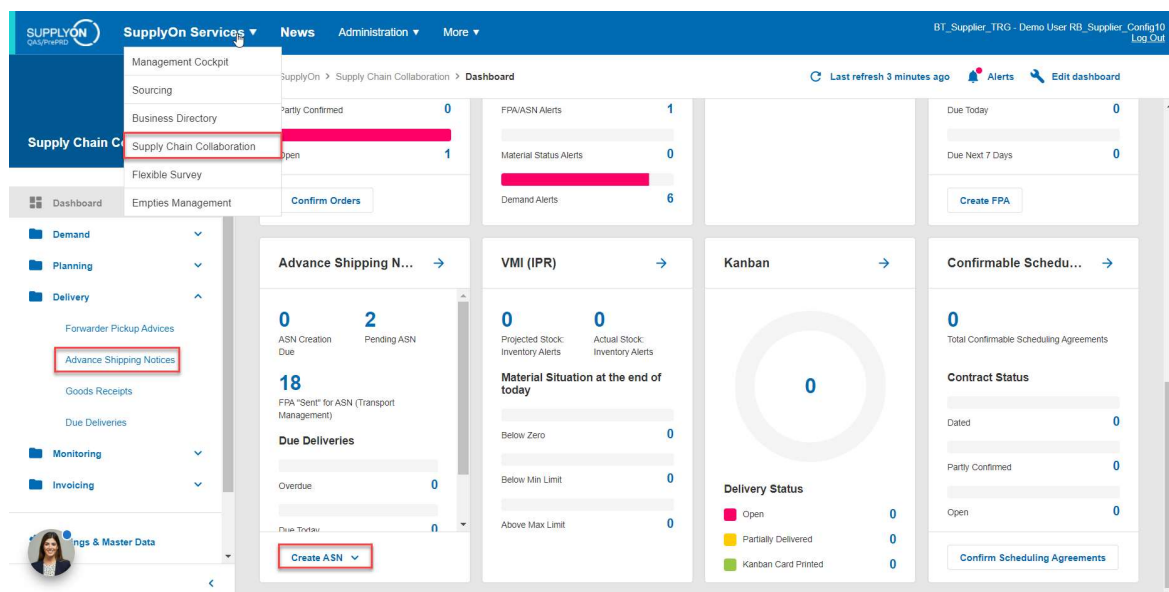
## 4.2 Advanced Shipping Notice (ASNs)

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

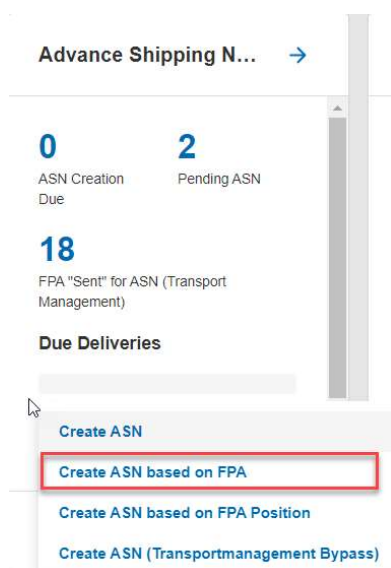
Chapters starting with “Optional” are maybe not applicable to your ASN.

### 4.2.1 ASN based on FPA

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”.



The link menu on the left leads to the ASN overview. For creating an ASN you need to go to “Create ASN” button in the respective dashboard tile. You have several possibilities to create an ASN, based on the FPA all available data will be prefilled.



You are sent to the FPA overview where you pick the FPA the ASN is supposed to be based on:

My SupplyOn > Supply Chain Collaboration > FPA Overview

Quick Search:  Advanced Search

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

My Search Profiles:  Manage View

Customer	Customer site	Ship-to site	Unloading Point	Ship-To Address	Delivery Date/Time	Ship-from Location	Materi...	FPA No.	Source	FPA Status	TM Status	ASN Status	ASN Date	Carrier N
Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P047D	BOSCH SECURIT...	22-11-18 12:00 ...	RB_Supplier_C10	✓	310030	Order	Sent	Success			
Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P0474	Bosch Security Sy...	22-11-15 12:00 ...	RB_Supplier_C10	✓	310017	Order	Sent	Success			
Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P0474	Bosch Security Sy...	22-11-15 12:00 ...	RB_Supplier_C10	✓	309992	Order	Sent	Success			
Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P0474	Bosch Security Sy...	22-11-14 12:00 ...	RB_Supplier_C10	✓	309937	Order	Sent	Success			
Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P0474	Bosch Security Sy...	22-11-10 12:00 ...	RB_Supplier_C10	✓	309694	Order	Sent	Success			
Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P0474	Bosch Security Sy...	22-11-10 12:00 ...	RB_Supplier_C10	✓	309656	Order	Sent	Success			
Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P047D	BOSCH SECURIT...	22-11-12 12:00 ...	RB_Supplier_C10	✓	309620	Order	Sent	Success			
Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P0474	Bosch Security Sy...	22-11-9 8:00 am...	RB_Supplier_C10	✓	309575	Order	Sent	Success			
Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P0474	Bosch Security Sy...	22-11-8 8:00 am...	RB_Supplier_C10	✓	309545	Order	Sent	Success			
Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P047D	BOSCH SECURIT...	22-11-8 12:00 ...	RB_Supplier_C10	✓	309494	Order	Sent	Success			
Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P047D	BOSCH SECURIT...	22-11-8 12:00 a...	RB_Supplier_C10	✓	309470	Order	Sent	Success			
Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P047D	BOSCH SECURIT...	22-11-3 12:00 a...	RB_Supplier_C10	✓	309320	Order	Sent	Success			
Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P047D	BOSCH SECURIT...	22-11-4 12:00 a...	RB_Supplier_C10	✓	308649	Order	Sent	Success			
Bosch Security ...	BT-0474-Gre	BT-0474-Gre	P047D	BOSCH SECURIT...	22-10-6 12:00 a...	RB_Supplier_C10	✓	297084	Order	Sent	Success			

Back | **Create ASN**

18 matches of 23 entries | Entries per page: 50 | Page 1 of 1

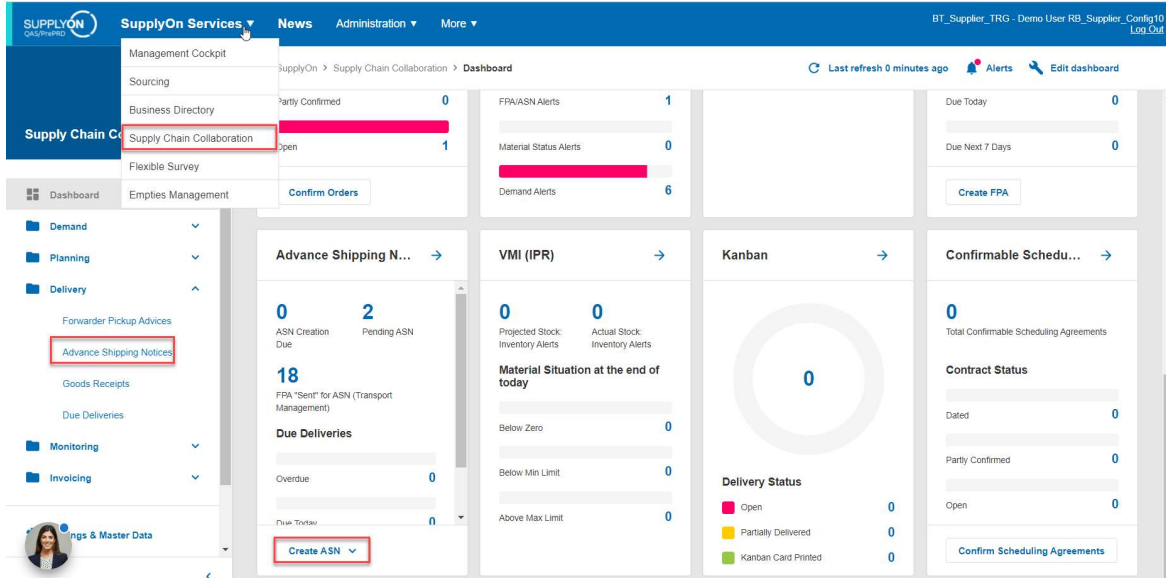
Click the green button "Create ASN".



### 4.2.2 ASN via bypass TM

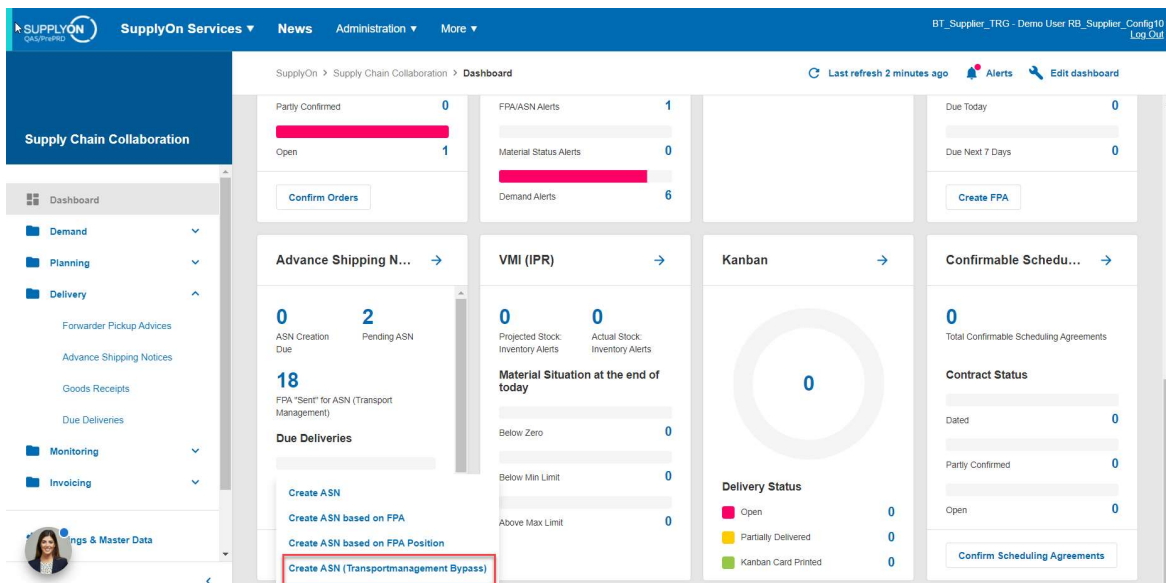
**Please be aware that you are sending an ASN without FPA in this case. Make sure, that it is fine to exclude the FPA Process! This needs to be clarified with your customer.**

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.

### 4.2.3 ASN process

After opting for either ASN based on FPA or ASN bypass you are directed to "Select ASN Positions". All mandatory fields are marked yellow.

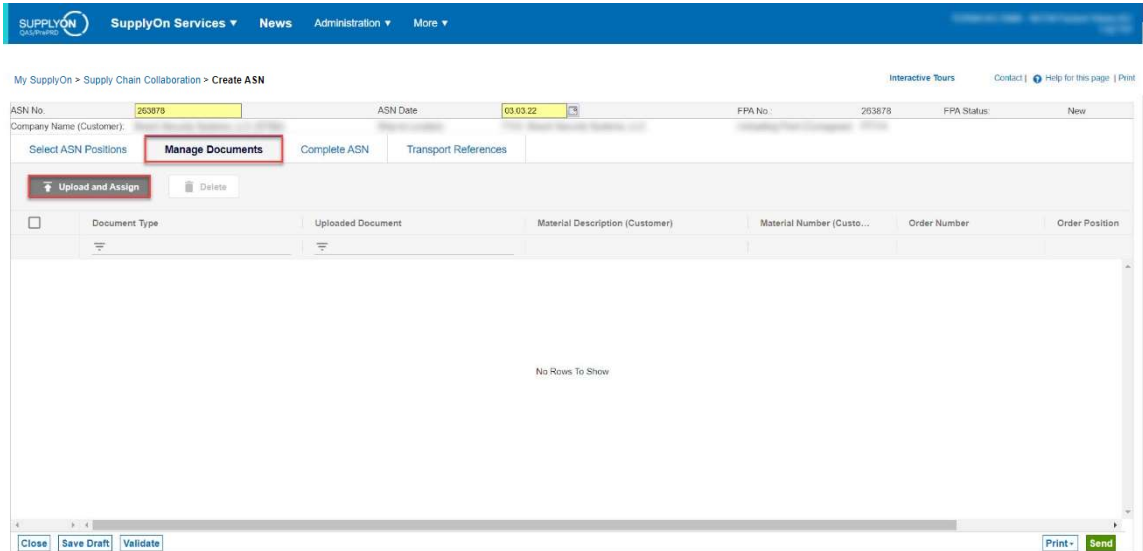
When the ASN is based on the FPA all available information is prefilled by the information from the FPA. However, you can insert deviating information wherever necessary.

It is possible to adjust the material, in that case the handling units need to be adjusted, as well.

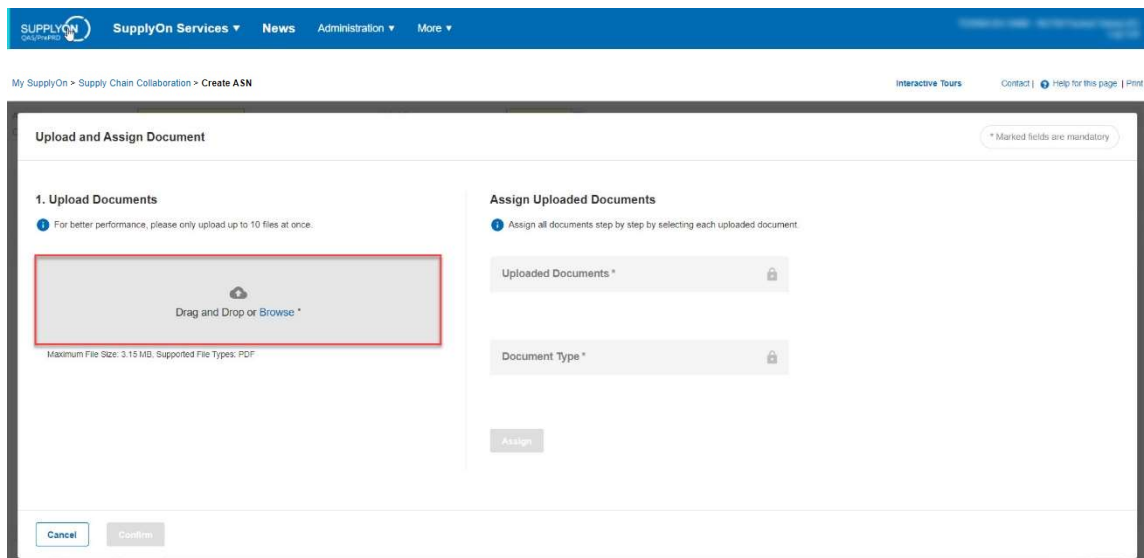


### 4.2.4 Optional: Attachments

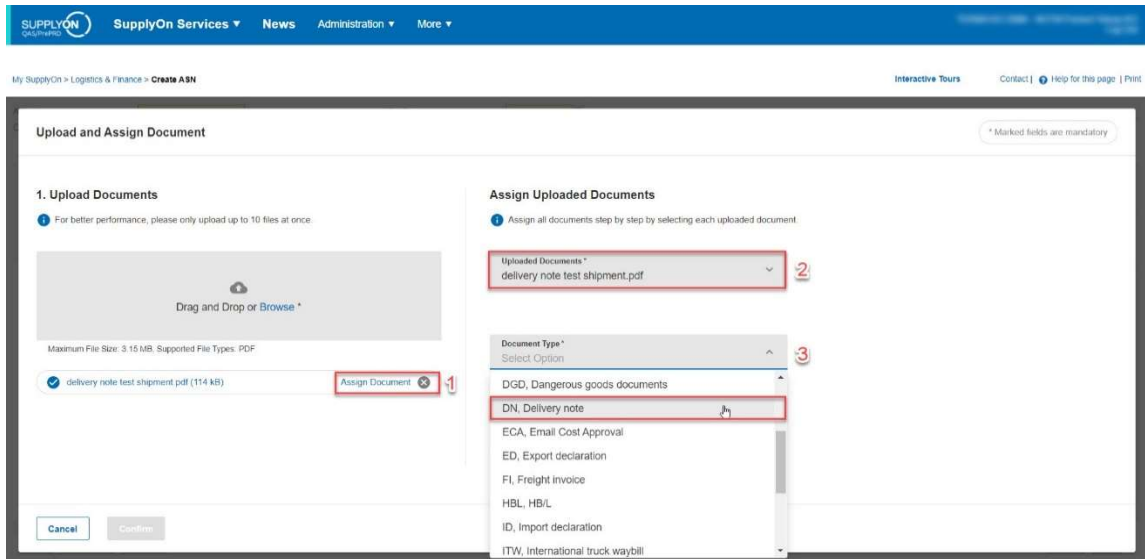
Here you can upload documentation for the transport. Where documents were provided during FPA creation, they are also visible in the ASN. If you want to add more documents or edit an existing one, click on "Upload and Assign".



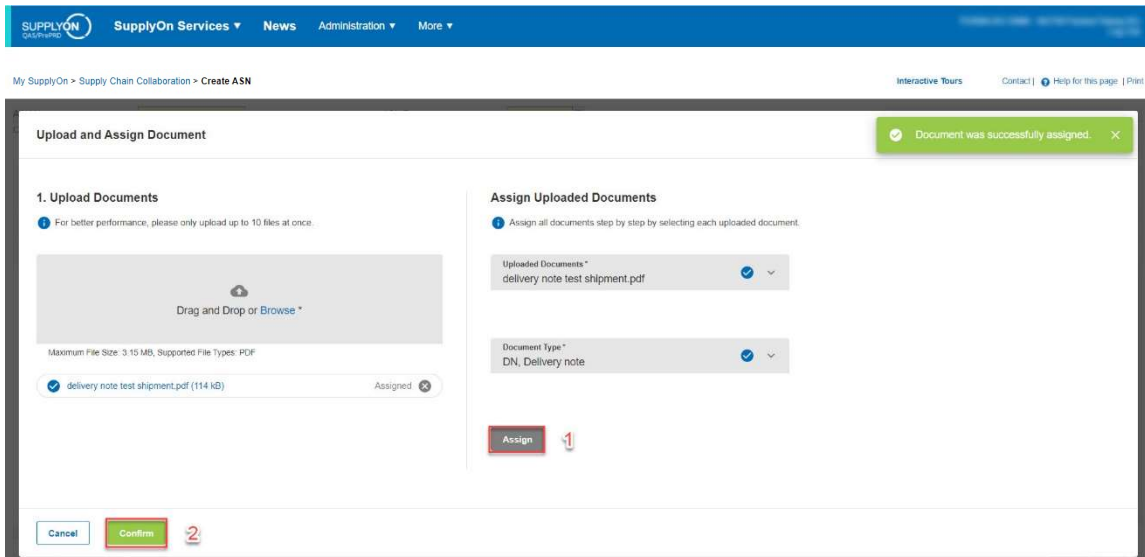
Drag and Drop or Browse for one or several files you would like to add.



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.

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

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

Upload and Assign | Delete

<input type="checkbox"/>	Document Type	Uploaded Document	Material Description (Customer)	Material Number (Custo...)	Order Number	Order Position
<input type="checkbox"/>	General Documents					

Close Save Draft Validate Print- Send

It is also possible to upload several documents, even after the ASN has already been sent. In this case the document information is updated. Refer to the Attachments FPA chapter for the general steps, which are the same.

The alternative to the depicted process is an upload without document classification. All other steps are the same, except for the updating logic.

## 4.2.5 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 15:55 Delivery Date/Time: 16.06.22 06:00

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

Incoterms Text: Free Carrier Hazard Goods: No

Transport Type: Sea Transport

Tracking ID:

Carrier: [Enter Carrier Address]

TO Number: SON0000263878

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	0,6	1

Add HU line | Delete HU line | Edit Pack: Material (Single and Aux. 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 the delivery date and time.

Further information: If you already provide within today the waybill number and the tracking ID in the ASN, then add this information also in the complete ASN screen.

### 4.2.6 Optional: Transport References

Depending on the Transport Type chosen in the “Complete ASN” screen there are differing information input options in the “Transport References” screen. Fill in the existing and/or necessary information.

The screenshot shows the 'Create ASN' interface with the following details:

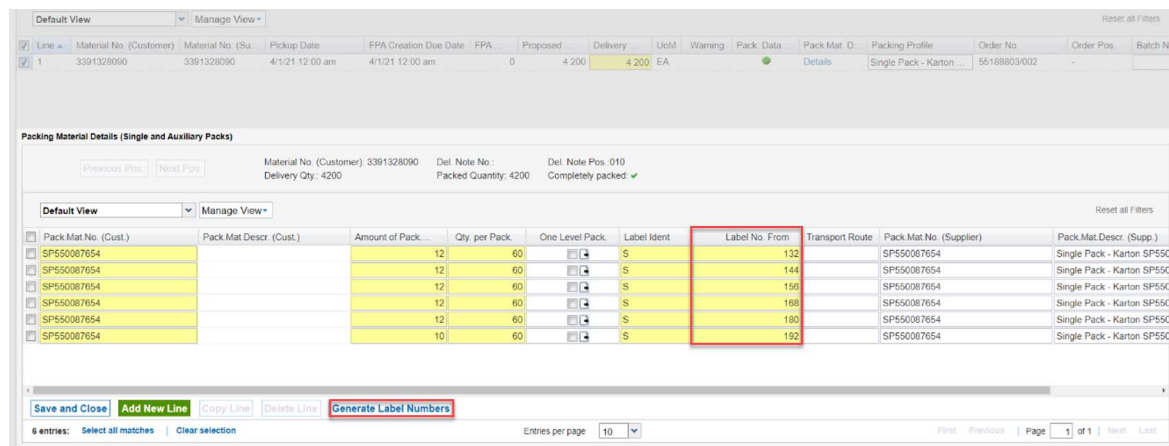
- Navigation:** My SupplyOn > Supply Chain Collaboration > Create ASN
- Header:** Data saved in session
- Form Fields:**
  - ASN No: 264363
  - ASN Date: 09.03.22
  - FPA No: 264353
  - FPA Status: New
  - Company Name (Customer): [Redacted]
  - Ship-to-Location: [Redacted]
  - Unloading Point (Consignee): [Redacted]
- Tab:** (D) Transport References
- (D) General:**
  - TO Number: SON0010264363
  - Carrier Name: pre-filled by TM (highlighted in red)
  - Transport Type: Sea Transport
  - Transport Service Level: [Redacted]
- (D) Sea:**
  - Container Booking Conf. No.: CEGN20220302
  - Planned Date of Container Provision: [Redacted]
  - Sea: VGM (kg): [Redacted]
  - Container Number: [Redacted]
  - Container Seal Number: [Redacted]
  - VGM Method: [Redacted]
  - VGM Creator: [Redacted]
- Transport Order Status:** Default View | Manage View
- Buttons:** Close, Save Draft, Validate, Print, Save

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

### 4.2.7 Packaging Data

Packaging Data will be prefilled by FPA entries. Single pack and Handling Unit information can be adjusted with the actually picked up Packages. You can check the single pack information by clicking on “Details” in the ASN Positions Screen.

There is one more mandatory information that needs to be entered: The “Label Number From”-Field needs to be filled! This can also be done by clicking on the Button “Generate Label Numbers”.



As this value of the supplier defined label no. for the pallets has no expression in the upload file, but it is an mandatory ASN input we have currently two options to fill the Label No. From field in the ASN in single pack level:

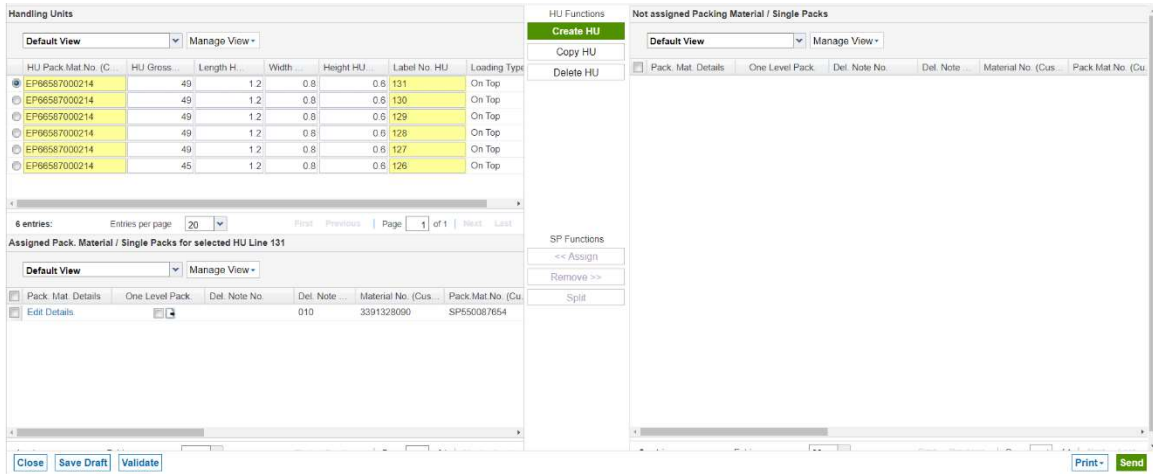
**Option 1:** Let SupplyOn fill this number based on Supplier control point setting "Auto assign Label No. based on defined start number" for each create ASN in SupplyOn.

Further Logistic Data		
FPA number	<input type="checkbox"/> Auto assign	Start Number: --
ASN number	<input type="checkbox"/> Auto assign	Start Number: --
Label number	<input checked="" type="checkbox"/> Auto assign	Start Number: 108000001
FPA number (SLOPE)	<input type="checkbox"/> Auto assign	Start Number: --
Invoice number	<input type="checkbox"/> Auto assign	Start Number: --

These impacts, that the package and transport label print need to be done out of SupplyOn Supply Chain Collaboration, to hold label no. on label and label no. in ASN consistent.

You can check the Handling Unit information either in the Tab “Assign SP to HU” or on the “Complete ASN”-Tab.

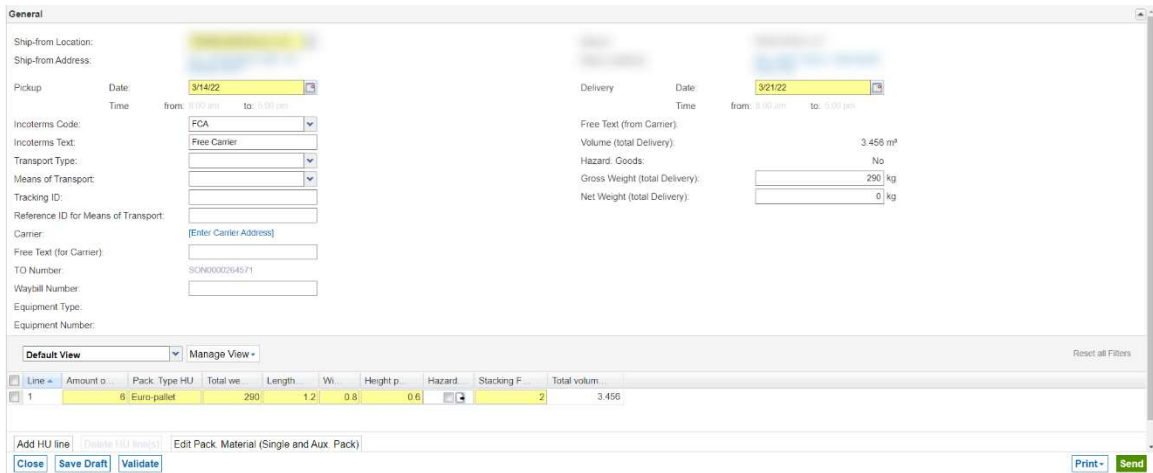
**Option 2: Fill in manually**



HU Pack. Mat No (C)	HU Gross	Length H.	Width	Height HU	Label No. HU	Loading Type
EP66567000214	49	1.2	0.8	0.6	131	On Top
EP66567000214	49	1.2	0.8	0.6	130	On Top
EP66567000214	49	1.2	0.8	0.6	129	On Top
EP66567000214	49	1.2	0.8	0.6	128	On Top
EP66567000214	49	1.2	0.8	0.6	127	On Top
EP66567000214	45	1.2	0.8	0.6	126	On Top

Pack. Mat. Details	One Level Pack.	Del. Note No.	Del. Note	Material No. (Cus.)	Pack.Mat.No. (Cu)
<a href="#">Edit Details</a>	<input type="checkbox"/>	010		3391328090	SP550087654

Please make sure there is no position left on the right-hand side (Not assigned Packing Material / Single Packs).  
All positions must be allocated to handling units.



Line	Amount o	Pack. Type HU	Total we	Length	Wi	Height p	Hazard	Stacking F	Total volum
1	6	Euro-pallet	290	1.2	0.8	0.6		2	3.496

For packing master data, refer to [Packing Master Data](#).



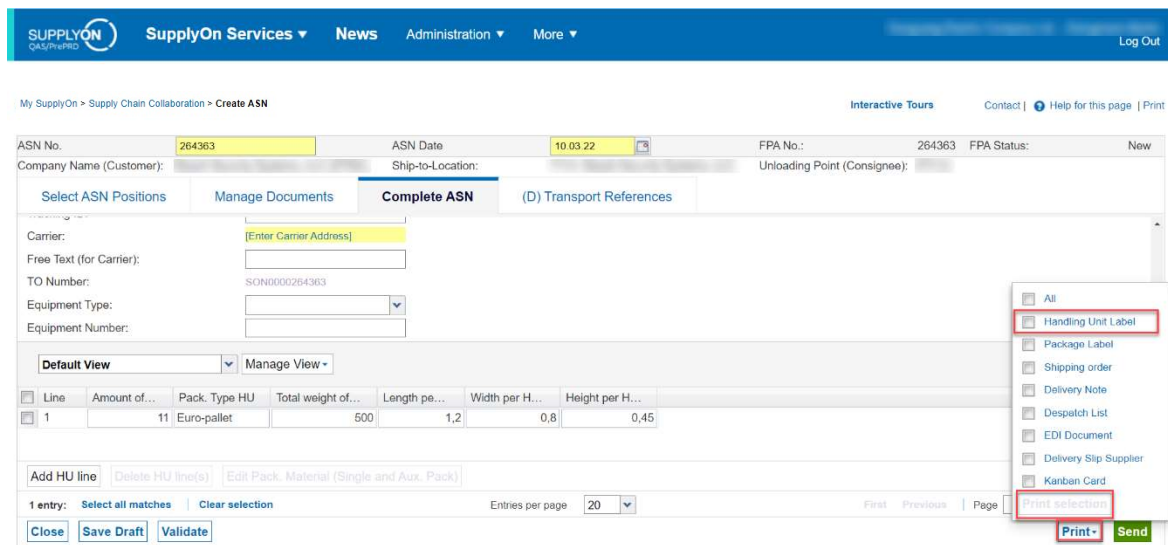
### 4.2.8 Optional: Labels

Please follow your usual process for ASN and print the labels if you are intended to do so.

If you want to print out Labels that can be put on the Handling Units, click on the Button on the lower right side to "Print" documents.

Afterwards the menu opens with all the potential options to print.

Select the respective documents that you want to download and print out and click on "Print Selection". In this example, we want to print the Handling Unit Label.

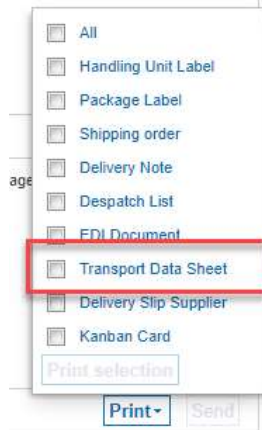


The label might be customer-specific and therefore look different.



### 4.2.9 Print Transport Data / Pickup Sheet

Furthermore, it is mandatory to print out the Transport Data Sheet. Therefore if you have not yet done so in the FPA, please click on the “Print” – Button on the lower right side.



This is an example document that you will receive as Transport Data Sheet.

Transport Data Sheet		Date	19.05.2022	Page	1
Supplier Address Supplier No.		TO Number			
Consignor		<b>Waybill</b>			
ASN no. FPA No.		Abholdatum / Pickup Date 19.05.2022			
Buyer		Forwarder Forwarder No.			
Unloading Point WZ/THH		Free Text (for Carrier)			
Delivery Notes in this Consignment					
Handling Unit Data					
Packaging Type Number	Packaging Type Description	Quantity			
Volume: m³		Weight: kg			
Incoterms Code		Receipt of acknowledgment by consignee: Freight received completely and in good condition			
Receipt of confirmation by driver: The above freight has been taken over in complete and good condition		Company stamp			
Date	Time	Signature	For Consignor		
The general German forwarder Conditions apply (ADSp)		Content of shipment		exchanged	
		Euro-Flat-Pal	Euro-Grid-Pal		
		Euro-Flat-Pal	Euro-Grid-Pal		

This printed document needs to be handed over to the driver.

### 4.2.10 Finalizing ASN

If you are done with all your entries and you want to finish the ASN, click on “Validate” Button to check whether all necessary entries were made.

My SupplyOn > Supply Chain Collaboration > Create ASN

ASNs: 264363 ASN Date: 10.03.22 FPA No.: 264363 FPA Status: New

Company Name (Customer):

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

Carrier: [Enter Carrier Address]  
 Free Text (for Carrier):  
 TO Number: SON000264363  
 Equipment Type:  
 Equipment Number:

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	11	Euro-pallet	600	1,2	0,8	0,45

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

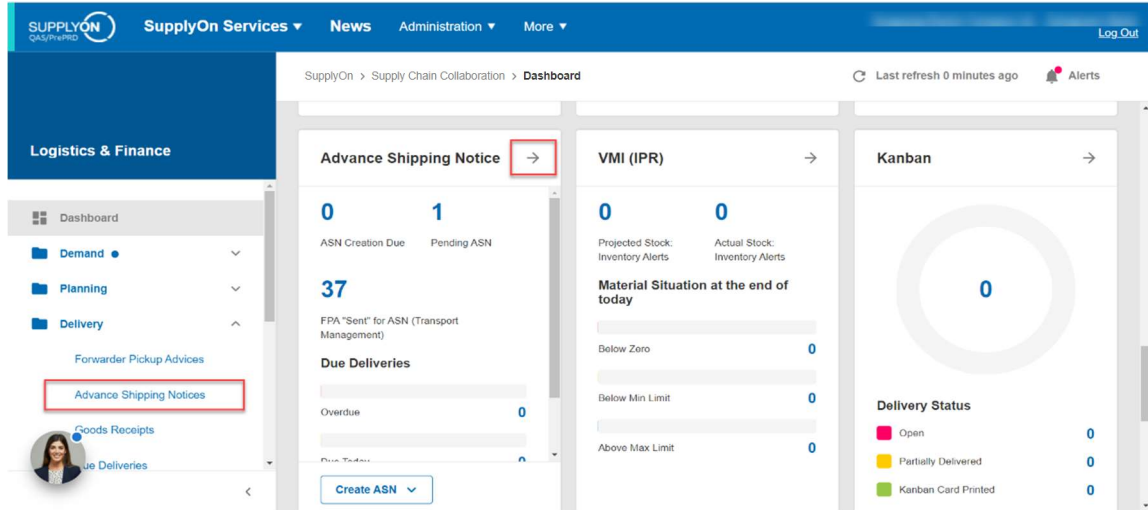
1 entry: Select all matches | Clear selection | Entries per page: 20 | Page 1 of 1 | First | Previous | Next | Last

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

As last step, click on the green button on the lower right-hand side to “Send” the ASN to the Transport Management System and to your customer.

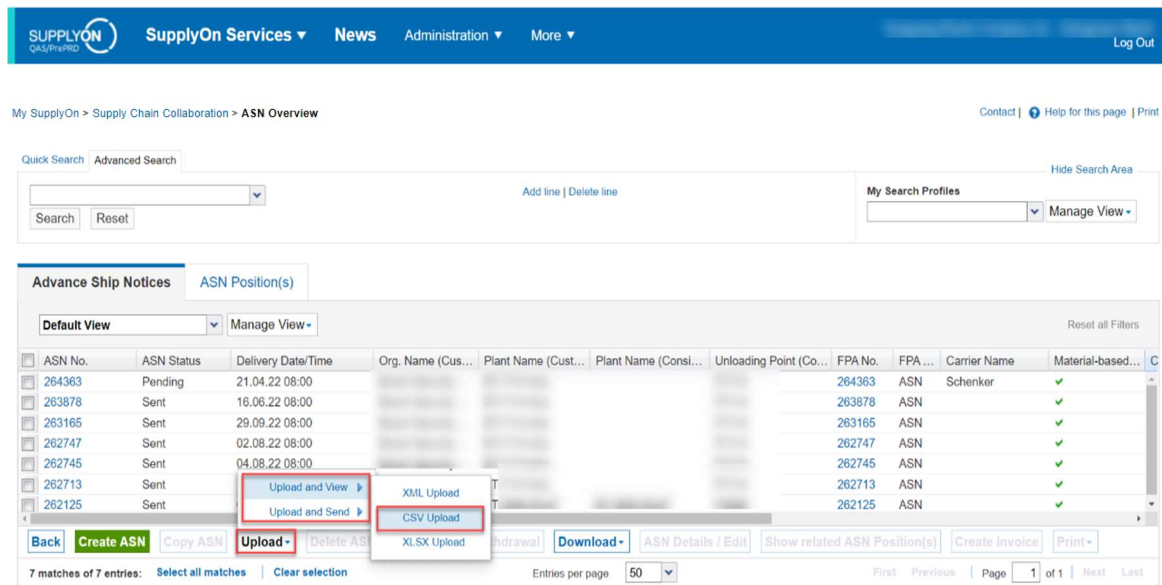
### 4.2.11 ASN Upload

Navigate to the ASN overview from the SupplyOn “Supply Chain Collaboration” page by clicking onto the respective section within the left navigation bar.



You are directed to the ASN Overview. From there, you can click on the button “Upload”.

It is possible to upload and view or to upload and send directly.

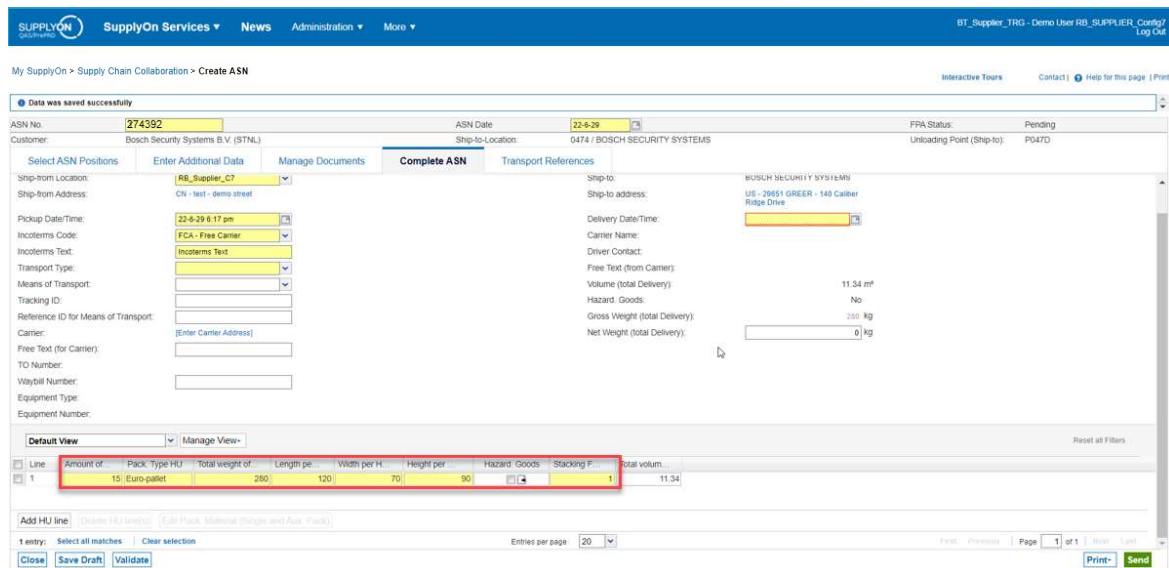


Please always use the existing template and add the column FPA reference number. In column 134 there is the FPA Reference required – therefore search for your FPA number and enter it here, to correctly reference the respective FPA.

DW	DX	DY	DZ	EA	EB	EC	ED
Statistical Article Number	Export Classification Number	Export List Number	Tracking ID	Invoice Number	Invoice Date	Consignee Plant Code	FPA Reference
						0110	

In addition to the current packaging information, also the measurements and weight of the handling unit needs to be given as a mandatory information.

You can use “Upload and View” and edit the remaining missing information in the UI on the page “Complete ASN”.



Moreover, there needs to be given the label number from as mandatory entry.

As this value of the supplier defined label no. for the pallets has no expression in the upload file, but it is a mandatory ASN input we have currently two options to fill the Label No. From field in the ASN in single pack level:

**Option 1:** Let SupplyOn fill this number based on Supplier control point setting "Auto assign Label No. based on defined start number" for each create ASN in SupplyOn.

Further Logistic Data	
FPA number	<input type="checkbox"/> Auto assign Start Number: --
ASN number	<input type="checkbox"/> Auto assign Start Number: --
Label number	<input checked="" type="checkbox"/> Auto assign Start Number: 108000001
FPA number (SLOPE)	<input type="checkbox"/> Auto assign Start Number: --
Invoice number	<input type="checkbox"/> Auto assign Start Number: --

These impacts, that the package and transport label print need to be done out of SupplyOn Supply Chain Collaboration, to hold label no. on label and label no. in ASN consistent.

**Option 2:** Misuse [column 24] Pack. Mat. No. (supplier) and upload here the first (lowest) label no value of an ascending label no design for all pallets of this delivery note item.

Than adjust in the Supply Chain Collaboration Frontend in the ASN draft:

(1) cut Pack. Mat. No. (supplier) and put in the field label No. From manually.

(2) select the column

(3) click "Generate Label Numbers" button to let SupplyOn recalculate the label Numbers based on the new Label No. From input.

## Advanced Shipping Notice (ASNs)

**Packing Material Details (Single and Auxiliary Packs)**

Material (Customer): 09864780637XR Del. Note No. DNJU01 Del. Note Pos.: 010  
 Delivery City: Z280 Packed Quantity: Z280 Completely packed: ✓

Previous Pos. Next Pos.

New View Manage View- Reset all Filters

Pack Mat No. (Cust.)	Pack.Ma...	Amount of P...	Qty. per Pack	One Level Pack	Additio...	Smallest...	Label...	Label No. From	Pack Mat No. (Supplier)	Net Weight per Pack(kg)	Net Weight(kg)	Tare per Pack.(kg)	Tare weight(kg)	Gro
HHHHHHHHHH		19	120				S	220613001	220613001			20		

Save and Close Add New Line Copy Line Delete Line Generate Label Numbers

1 entry: Select all matches Clear selection Entries per page 10 First Previous Page 1 of 1 Next Last

Attention: If you upload the ASN based on FPA, your manual entries on the complete FPA screen get lost. You would need to enter it another time. Recommendation therefore is to work with the FPA upload and then manual ASN creation.

If you are done with the manual entries, click on “Send” to inform your customer.

SUPPLYON SupplyOn Services News Administration More

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

ASN No. 2524 ASN Date 28.07.22 FPA Status: Pending

Customer: [Customer Name]

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

Incoterms Code: FCA - Free Carrier  
 Incoterms Text: Free Carrier  
 Transport Type: Road Transport  
 Means of Transport:  
 Tracking ID:  
 Reference ID for Means of Transport:  
 Carrier: [Enter Carrier Address]  
 Free Text (for Carrier):  
 TO Number: SON000276260  
 Waybill Number:  
 Equipment Type:  
 Equipment Number:

Delivery Date/Time: 28.07.22 08:00  
 Carrier Name:  
 Driver Contact:  
 Free Text (from Carrier):  
 Volume (total Delivery): 1,68 m³  
 Hazard. Goods: No  
 Gross Weight (total Delivery): 4000 kg  
 Net Weight (total Delivery): 0 kg

Line	Amount of...	Pack. Type HU	Total weight of...	Length pe...	Width per H...	Height per ...	Hazard. Goods	Stacking F...	Total volum...
1	7	Lattice box	4 000	120	80	25		1	1,68

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

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

Close Save Draft Validate Print **Send**

### 4.2.12 Status Information, Carrier Information, Error Handling

After sending the ASN, the TM Status needs to change to “Success”. The TM Status “Success” in Combination with ASN Status “Sent” means that this ASN was successfully sent **and received** by the customer’s TMS. If status does not change automatically to “Success”, please refresh page by clicking on “ASN” Tab (marked red).

My SupplyOn > Supply Chain Collaboration > ASN Overview

Quick Search | Advanced Search | Add line | Delete line | My Search Profiles | Hide Search Area

Advance Ship Notices | ASN Position(s)

ASN No.	ASN Status	TM Status	Delivery Date/Time	Org. Name (Cus...)	Plant Name (Cust...)	Plant Name (Consi...)	Unloading Point (Co...)	FPA No.
262745	Sent	Success	04.08.22 08:00				P7114	262745
262713	Sent	Success	16.08.22 08:00				P7114	262713
262125	Sent	Success	07.02.22 08:00				P3680	262125

8 matches of 8 entries: Select all matches | Clear selection | Entries per page: 50 | Page 1 of 1

If the TM Status changes to “None” in combination with ASN Status “Pending”, wait some minutes until the sending process is triggered. If this status does not change, there might have been a timeout or problem during sending the message and the message was not sent.

My SupplyOn > Supply Chain Collaboration > ASN Overview

Quick Search | Advanced Search | Add line | Delete line | My Search Profiles | Hide Search Area

Advance Ship Notices | ASN Position(s)

ASN No.	ASN Status	TM Status	Delivery Date/Time	Org. Name (Cus...)	Plant Name (Cust...)	Plant Name (Consi...)	Unloading Point (Co...)	FPA No.
264249	Pending	None	20.04.22 08:00					264249
264363	Pending	None	21.04.22 08:00					264363

2 matches of 8 entries: Select all matches | Clear selection | Entries per page: 50 | Page 1 of 1

As long as the ASN has not been successfully sent you are able to delete it and create a new one.



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

Quick Search  Advanced Search Hide Search Area

Add line | Delete line My Search Profiles  Manage View

---

**Advance Ship Notices** ASN Position(s)

Default View  Reset all Filters

<input checked="" type="checkbox"/>	ASN No.	ASN Status	TM Status	Delivery Date/Time	Org. Name (Cus...	Plant Name (Cust...	Plant Name (Consi...	Unloading Point (Co...	FPA No.
<input checked="" type="checkbox"/>	263250		Error	6/2/22 8:00 am					263250

1 match of 4 entries: [Select all matches](#) | [Clear selection](#) Entries per page 50 First Previous | Page 1 of 1 | Next Last

If the TM Status changes to “Error” in combination with ASN Status “Error”, the message could not be sent at all.

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

Quick Search  Advanced Search Hide Search Area

Add line | Delete line My Search Profiles  Manage View

---

**Advance Ship Notices** ASN Position(s)

Default View  Reset all Filters

<input type="checkbox"/>	ASN No.	ASN Status	TM Status	Delivery Date/Time	Org. Name (Cus...	Plant Name (Cust...	Plant Name (Consi...	Unloading Point (Co...	FPA No.
<input type="checkbox"/>	263250	Sent	Error	6/2/22 8:00 am					263250

1 match of 4 entries: [Select all matches](#) | [Clear selection](#) Entries per page 50 First Previous | Page 1 of 1 | Next Last

If the status “Pending/None” or “Error/Error” is depicted as shown in the example above, please contact SupplyOn support.

In the ASN you will also receive every feedback that was provided by the Carrier.

The Pickup and Delivery Time will be adjusted by the information from the TMS/Carrier.

My SupplyOn > Logistics & Finance > Create ASN Interactive Tours | Contact | Help for this page | Print

ASN No: 263997 ASN Date: 11.03.22 FPA No.: 263997 FPA Status: New

Company Name (Customer):

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

**General**

Ship-from Location: Ship-from Address: Pickup Date/Time: 11.03.22 23:20 Delivery Date/Time: 16.06.22 09:00

Incoterms Code: FCA - Free Carrier Free Text (from Carrier): Volume (total Delivery): 0 m³

Incoterms Text: Free Carrier Hazard. Goods: No

Transport Type: Sea Transport Tracking ID: [Enter Carrier Address]

Carrier: Free Text (for Carrier): Pick up gate 13 TO Number: SON0000263997

Equipment Type: CN Equipment Number:

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		12   Palett				

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

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

Close | Save Draft | Validate | Print- | Send

You can check the statuses and transport references in the Tab “Transport References”.

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

ASN No: 263997 ASN Date: 11.03.22 FPA No.: 263997 FPA Status: New

Company Name (Customer):

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

**(D) General**

(D) TO Number: SON0000263997 (D) Transport Type: Sea Transport (D) Transport Service Level:

**(D) Sea**

(D) Container Booking Conf. No.: Cont Book Ref HL12345 (D) Container Number: HLCL1234587

(D) Planned Date of Container Provision: (D) Container Seal Number: (D) VGM Method: (D) VGM Creator:

**Transport Order Status**

Default View | Manage View | Reset all Filters

Close | Save Draft | Validate | Print- | Send

### 4.3 Partial Shipments

In case a shipment does not correspond to the respective due delivery there is the possibility to create notifications only for a part of it. Depending on the time frame there is either the possibility to create an FPA followed by an ASN and then another FPA and ASN or create two FPAs and combine them in one ASN.

#### 4.3.1 Partial Shipments with Separate ASNs

Go to the create FPA section and pick a due delivery line (refer to [FPA process](#)). Alter the prefilled mandatory amount to a lower quantity:

My SupplyOn > Supply Chain Collaboration > Create FPA

FPA No: 265676 FPA date: 16.03.22

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

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

BT | Manage View

Line	Del. Note No.	Del. Note Pos.	Material No. (Customer)	Material No. (Su...)	Pickup Date	FPA Creation Due Date	FPA ...	Proposed ...	Delivery ...	UoM	Warning	Order No.	Order Pos.
1		010			24.12.21 00:00	24.12.21 00:00	0	178	100	EA		1960071/080	-

Buttons: Add New Line, Copy Line, Delete Line, Calculate Packing, Create One-Level Packing

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

Proceed with the usual FPA process and send it. Then create an ASN based on the respective FPA (refer to [Advanced Shipping Notice \(ASNs\)](#)):

My SupplyOn > Supply Chain Collaboration > Create ASN

ASN No: 265676 ASN Date: 16.03.22

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

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

Default View | Manage View

Line	Del. Note No.	Del. Note Pos.	Material No. (Customer)	ASN Creation Due...	Proposed ...	Delivery ...	UoM	Warn...	Order No.	Order Pos.
1	Del No	010		24.12.21 00:00	178	100	EA		1960071/...	-

Buttons: Add New Line, Copy Line, Delete Line, Calculate Packing, Create One-Level Packing

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

As soon as an ASN has been successfully created for this particular FPA the original Due Deliveries is altered offering the possibility to send an FPA for the open amount:

My SupplyOn > Supply Chain Collaboration > Create ASN

Interactive Tours | Contact | Help for this page | Print

ASN No: 285681 | ASN Date: 16.03.22 | FPA No.: 285681 | FPA Status: New

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

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

Default View | Manage View | Reset all Filters

Line	Del. Note No.	Del. Note Pos.	Material No. (Customer)	ASN Creation Date	Proposed	Delivery	UoM	Warn	Order No.	Order Pos.
1		010		24.12.21 00:00	76	76	EA		19600071/...	

[Add New Line](#) | [Copy Line](#) | [Delete Line](#) | [Calculate Packing](#) | [Create One-Level Packing](#)

1 entry: [Select all matches](#) | [Clear selection](#) | Entries per page: 20 | Page 1 of 1 | [Next](#) | [Last](#)

[Close](#) | [Save Draft](#) | [Validate](#) | [Print](#) | [Send](#)

Proceed with finalizing the FPA information and sending it and upon pickup creating the ASN.

### 4.3.2 Partial Shipments combining two FPAs into one ASN

Start by creating an FPA with a lower amount than stated in the due delivery information as in the previous chapter. When the rest of the goods are scheduled create another FPA with the rest of the information. If an ASN was created for the first FPA the amount will be automatically reduced in the second FPA, if not it has to be reduced manually.

When the pickup of the goods of two separate FPAs are ready in time to be shipped together you can combine them in one ASN. For that pick the two FPAs upon "Create ASN based on FPA" at the same time and proceed as described under [ASN based on FPA](#).

## 5 Support (FAQ)

### 5.1 Support Contact

#### SupplyOn General Support Telephone numbers Europe:

##### (DE)

in German, English 00:00-24:00 (24/7)  
Landline: 0800 78775966 (free of charge)  
Mobile: +49 811 99997-0 (charges of local mobile network operator apply)

##### (EU without DE)

In German, English 00:00-24:00 (24/7)  
In French, Spanish, Portuguese, Italian 06:00-20:00 CET/CEST (Monday-Friday)  
Landline: + 800 78775966 (free of charge)  
Mobile: + 49 811 99997-0 (charges of local mobile network operator apply)  
E-Mail: [customer-support@supplyon.com](mailto:customer-support@supplyon.com)

#### Telephone numbers from Asia

E-Mail: [Asia-Support@supplyon.com](mailto:Asia-Support@supplyon.com)

##### From China:

In Chinese/Mandarin 07:00 – 20:00 CNST (Monday-Saturday)  
In English 20:00 – 07:00 CNST (Monday-Sunday)  
4001.203.357 (free of charge, but local network provider charges may apply)

##### From Japan:

In Japanese: 08:00 – 17:00 JST (Monday-Friday)  
In English: 17:00 – 08:00 JST (Monday-Sunday)  
0120.778166 (free of charge)

##### From Korea:

In Korean: 08:00 – 17:00 KST (Monday-Friday)  
In English: 17:00 – 08:00 KST (Monday-Sunday)  
080.648.0880 (free of charge)

#### For the technical and detailed support from Europe:

[TMC\\_EU@bosch.com](mailto:TMC_EU@bosch.com)

Telephone: +36(1)879 - 8500

## 5.2 FAQ

1. Why can “Supply Chain Collaboration” not be chosen in the Navigation Bar?

You might not have the correct role. Check the roles assigned to the respective user.

2. When is a delivery due?

FPA creation due date is defined by customer

3. Why do Due Deliveries not appear?

Purchase Orders are not confirmed or demands not existent. Check the respective Purchase Order and whether it was confirmed already. If not, do so to trigger the DD generation

The other option might be that the user has not the correct rights to view due deliveries; Check the roles assigned to the respective user

4. Why do Due Delivery lines for already delivered goods reappear?

Buyer information resend and inaccurately set [initial cumulative quantity](#) ; Check and rectify the initial cumulative quantity.

5. Why is combining of multiple Due Deliveries not possible?

The due deliveries can only be combined in case of same transport mode, incoterm, customer plant and currency Create separate FPAs for these cases.

6. What to do when the “Ship-from-Address” is not matching with actual pick up location?

This Information is taken from the original demand; Solution is to [create sister CP](#).

7. Deleting an FPA is not possible?

Status of FPA is already Sent/Successful and a carrier was assigned; Then deleting is not possible anymore; Refer to the customer contact and discuss intended changes.

8. How can a delivery can be split into partial deliveries?

See chapter [“Multiple FPAs per due delivery”](#) for details

9. Can I change the UOM from CMT to MTR?

No, it is not possible to change – there is a standard used per customer.

10. How can I search for all existing FPA numbers for one Material/Demand?

Go to “FPA Positions” Tab in FPA Overview and search for the respective demand or Material

11. How can I set a pickup time window?

Enter the potential time window for pickup in the field “Free Text for Carrier”

12. How can I place an attachment after sending FPA?

Go into the sent FPA, add the attachments in “Manage Attachments” and click on “Save Documents” to send the document and update the shipment.

13. How can I check the carrier?

Check in the [FPA Overview](#)

14. When will the carrier come?

The initially stated pick up time window will be overwritten by the TM information as soon as the carrier has confirmed the transport.

15. How can I check carriers' comments?

Check in the [FPA Overview](#).

16. Why is ASN creation not possible?

There is an FPA required before ASN creation; Create an FPA for the respective due delivery or use the bypass if aligned with customer.

17. When is the ASN need to be created?

After FPA creation, ideally with physical pickup.

18. Can I create an ASN for an FPA on Error?

No, the ASN can only be created in case the FPA was successfully sent. If it is aligned with the customer you can use the ASN based on [TM Bypass option](#).

19. How is the VGM entered?

Check in [ASN References chapter](#). This information needs to be filled either by the Carrier or by you. Weight, creator and method needs to be entered.