


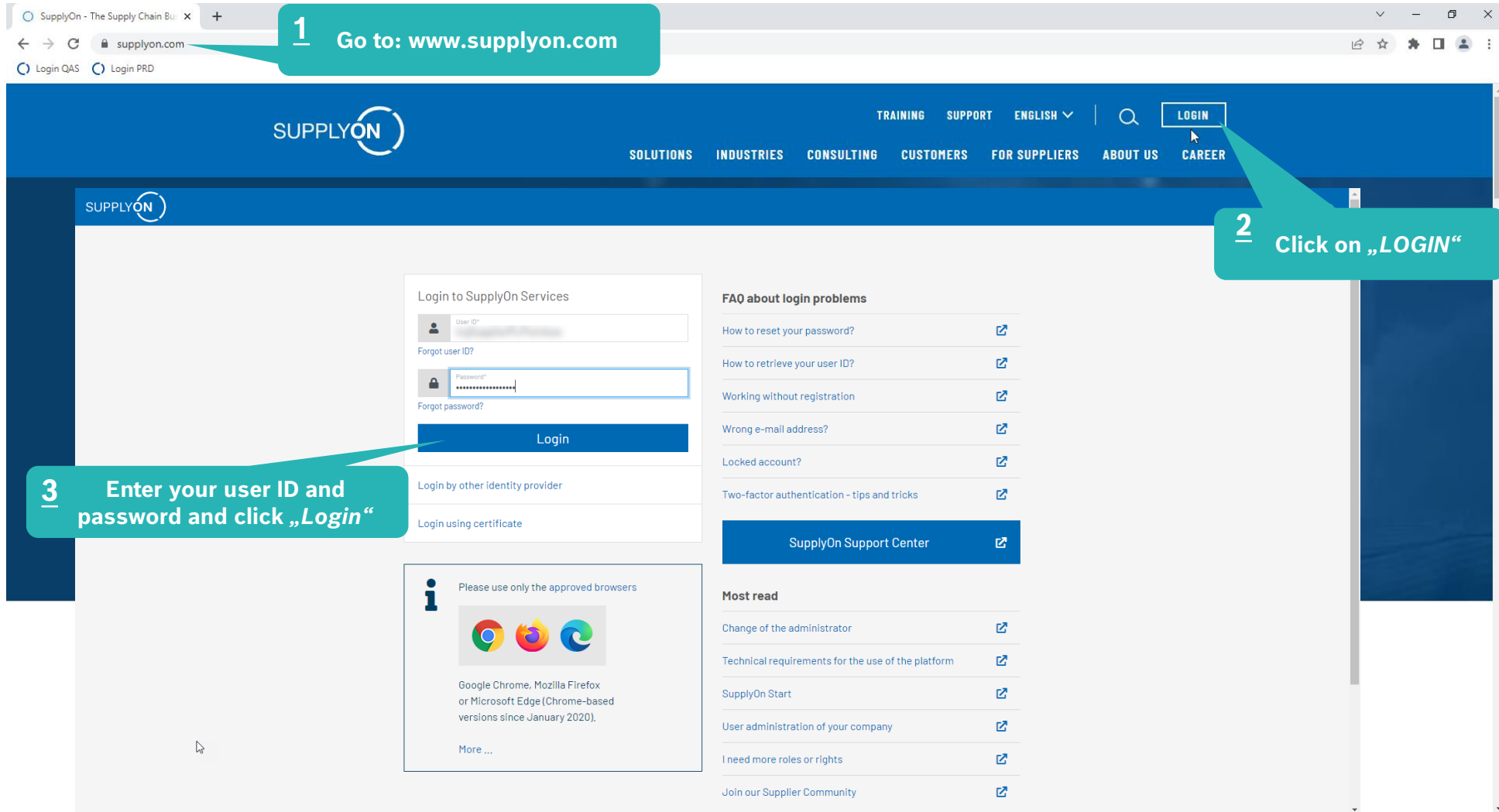


# Click Guide

No\_ASN\_No\_Material\_EN

# Login

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






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

2 Click on „LOGIN“

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


The screenshot shows the SupplyOn website's login interface. At the top, there is a navigation bar with the SupplyOn logo and various menu items including TRAINING, SUPPORT, ENGLISH, LOGIN, SOLUTIONS, INDUSTRIES, CONSULTING, CUSTOMERS, FOR SUPPLIERS, ABOUT US, and CAREER. The main content area features a login form with fields for 'User ID' and 'Password', a 'Login' button, and links for 'Forgot user ID?' and 'Forgot password?'. Below the form are options for 'Login by other identity provider' and 'Login using certificate'. To the right, there is an 'FAQ about login problems' section with links to various troubleshooting topics like 'How to reset your password?' and 'Working without registration'. At the bottom, there is a 'Most read' section with links to 'Change of the administrator' and 'Technical requirements for the use of the platform'. A callout box at the bottom left provides information about approved browsers: Google Chrome, Mozilla Firefox, and Microsoft Edge (Chrome-based versions since January 2020).

# Supply Chain Collaboration

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

SUPPLYON QAS/PrePRD **SupplyOn Services** ▾ **News** Administration ▾ More ▾ trg Supplier DE Himmelkron - DE Himmelkron trg Supplier [Log Out](#)

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

  
**trg Supplier DE Himmelkron**  
trg Supplier DE Himmelkron

Home

Help for this page

Feedback

**Business Directory** →  
Find and edit the master data of your company.  
[Open](#)

**Document Management** →  
Receive and review important documents from your customers.  
[Open](#)

**Flexible Survey** →  
Find and edit surveys from your customers.  
[Open](#)

**Sourcing** →  
0 Requests due within 7 days  
0 Open requests  
0 Published auctions activated within 7 days

**Supply Chain Collabo...** → **4** Click on the arrow to open the module „Supply Chain Collaboration“  
Access the demand and delivery processes including E-Invoicing.  
[Open](#)

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

# Create FPA

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

## Supply Chain Collaboration

- Dashboard
- Demand
- Planning
- Delivery
- Monitoring
- Invoicing

Data Reconciler

- Settings & Master Data
- Help for this page
- Feedback



SupplyOn > Supply Chain Collaboration > Dashboard

Last refresh 0 minutes ago Alerts Edit dashboard

### Confirmable Orders

1 Total Confirmable Orders

**Order Status**

Dated	0
Partly Confirmed	0
Open	1

[Confirm Orders](#)

### Alerts

1 Total New Alerts

**Type**

Inventory Alerts	0
FPA/ASN Alerts	0
Material Status Alerts	0
Demand Alerts	1

### invoicing

0 Total Billable Items

**Billable Item Status**

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

### Forwarder Pickup Advice

0 FPA Creation Due

**Due Deliveries**

Overdue	0
Due Today	0
Due Next 7 Days	0

[Create FPA](#)

### Advance Shipping Notice

0 ASN Creation Due	0 Pending ASN
--------------------	---------------

0 FPA "Sent" for ASN (Transport Management)

### VMI (Inventory)

0 Projected Stock: Inventory Alerts	0 Actual Stock: Inventory Alerts
-------------------------------------	----------------------------------

**Material Situation at the end of today**

0

### Confirmable Scheduling ...

0 Total Confirmable Scheduling Agreements

**Contract Status**

FPA overview (All)

5 Click „Create FPA“ to start transport assignment



# Select plant and create FPA

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

My SupplyOn > Supply Chain Collaboration > Due Deliveries (grouped)

Make sure the filter „Advanced Search“ is set correctly

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

Quick Search  Advanced Search

[Hide Search Area](#)

Open demands based on Pickup Date ▾ days in the future (incl. pa) ▾ 30 [Add line](#) | [Delete line](#)

My Search Profiles

▾  ▾

## Due Deliveries (grouped)

▾  ▾

[Reset all Filters](#)

<input checked="" type="checkbox"/>	Org. Code (Customer)	Customer	Site code (Ship-to)	Ship-to site	Unloading Point (Ship-to)	Currency	FPA required	FPA exists	Availat
<input checked="" type="checkbox"/>	BOSCH	trg Bosch Automotive Aftermarket	trgK250	trgAA-K250-Karlsruhe	trgK250	DEM	-	-	-

**6**  
Select the plant to be delivered

**7**  
Click "Create FPA"

Entries per page  ▾

[First](#) [Previous](#) | Page  of 1 | [Next](#) [Last](#)

https://webedi.application.qas.supplyon.com/scm/app?stn=f262f9437f18f907e2891b1db2a89a11#

# Check the data and validate FPA

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



Data saved in session

FPA No.	315789	FPA date	02.03.23	FPA Status:	New
Customer:	trg Bosch Automotive Aftermarket	Ship-to-Location:	trgK250 / R. Bosch GmbH, ADC-Karlsruhe	Unloading Point (Ship-to):	trgK250

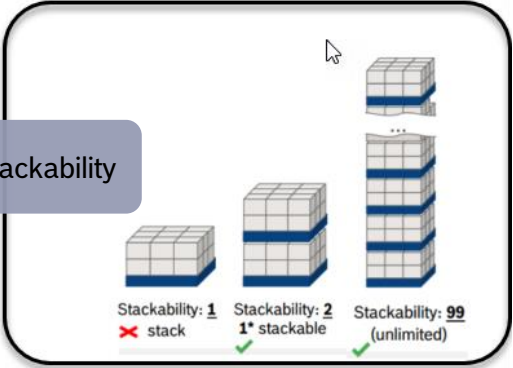
- [Manage Documents](#) **Complete FPA** [Transport References](#)

General

Ship-from Location:	trg Supplier DE Himmelkron	Ship-to:	R. Bosch GmbH, ADC-Karlsruhe
Ship-from Address:	DE - 95052 Himmelkron - Training street 1	Ship-to address:	DE - 76227 Karlsruhe - Auf der Breit4
Pickup Date:	03.03.23	Delivery Date:	06.03.23
Time from:	08:00	Time to:	17:00
Incoterms Code:	FCA - Free Carrier	Carrier Name:	
Incoterms Text:	Incoterms Text	Driver Contact:	
Transport Type:	Road Transport	Free Text (from Carrier):	
Means of Transport:		Load number:	
Reference ID for Means of Transport:		Volume (total Delivery):	
Carrier:		Hazard. Goods:	
Free Text (for Carrier):		Gross Weight (total Delivery):	
TO Number:		Net Weight (total Delivery):	
Transport Number:			

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

Check the stackability



Enter Delivery Note Number

**9** „Validate“ the data

Default View Manage View

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 Factor	Delivery Note Num...	Total volume of HU po...	Load Length HU Pos.(LM)
1	10	Euro-pallet	2 500	120	80	80	<input type="checkbox"/>	99	DN13042023	7,68	

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

# Conditional Step: Upload a Document

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

My SupplyOn > Supply Chain Collaboration > Create FPA

Interactive Tours

Contact |  Help for this page | Print

Data saved in session

FPA No. 315789 FPA date 02.03.23 FPA Status: New  
Customer: trg Bosch Automotive Aftermarket Ship-to-Location: trgK250 / R. Bosch GmbH, ADC-Karlsruhe Unloading Point (Ship-to): trgK250

Manage Documents Complete FPA Transport References

Upload and Assign Delete

<input type="checkbox"/>	Document Type	Uploaded Document	Material Description (Custo...	Material
--------------------------	---------------	-------------------	--------------------------------	----------

Upload and Assign Document

1. Upload Documents

2 Click „Upload and Assign“

Drag and Drop or Browse\*

Maximum File Size: 10.5 MB, Supported File Types: PDF, XLS, XLSX, JPG, JPEG

3 Click Browse to open your explorer

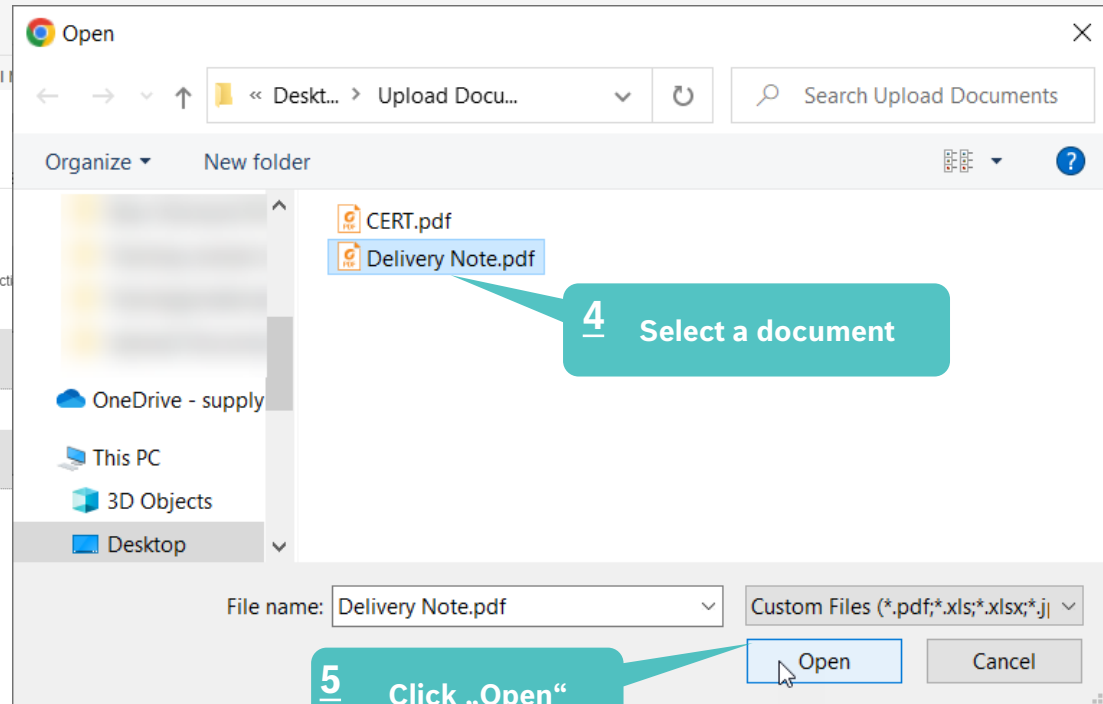
Assign Uploaded Documents

Assign all documents step by step by select

Uploaded Documents \*

Document Type \*




Assign



4 Select a document

5 Click „Open“

# Conditional Step: Classify a Document

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

[Interactive Tours](#)

My SupplyOn > Supply Chain Collaboration > Create FPA

## Upload and Assign Document

\* Marked fields are mandatory

### 1. Upload Documents

**i** For better performance, please only upload up to 10 files at once.

Drag and Drop or Browse \*

Maximum File Size: 10.5 MB, Supported File Types: PDF, XLS, XLSX, JPG, JPEG

SON0023216256.pdf (421 kB) Assigned

### Assign Uploaded Documents

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

Uploaded Documents\*  
SON0023216256.pdf

Document Type\*  
DN1, Delivery note 1

6 Assign the Document




7 Choose the document type from the drop-down menu

8 "Confirm" to upload the document

Cancel Confirm



# Print the Transport Label and send FPA

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

My SupplyOn > Supply Chain Collaboration > Create FPA

Interactive Tours Contact | Help for this page | Print

FPA No. 315789 FPA date 02.03.23 Shipping Notification Status: New  
Customer: trg Bosch Automotive Aftermarket Ship-to-Location: trgK250 / R. Bosch GmbH, ADC-Karlsruhe Unloading Point (Ship-to): trgK250

Manage Documents Complete FPA Transport References

## General

Ship-from Location: trg Supplier DE Himmelkron  
Ship-from Address: DE - 95502 Himmelkron - Training street 1  
Pickup Date: 03.03.23  
Time from: 08:00 to: 17:00  
Incoterms Code: FCA - Free Carrier  
Incoterms Text: Incoterms Text  
Transport Type: Road Transport  
Means of Transport:  
Reference ID for Means of Transport:  
Carrier: [Enter Carrier Address]  
Free Text (for Carrier):  
TO Number: SON0000406753  
Equipment Type:  
Equipment Number:  
Transport Number:

Ship-to: R. Bosch GmbH, ADC-Karlsr  
Ship-to address: DE - 76227 Karlsruhe - Auf der Breit4  
Delivery Date: 06.03.23  
Time from: 08:00 to: 17:00  
Carrier Name:  
Driver Contact:  
Free Text (from Carrier):  
Load number:  
Volume (total Delivery): 8,64 m³

11

Print the Transport Label and „Send“ the FPA

Standard Manage View

Line	Amount HU	Pack. Type HU	Weight HU Pos.(kg)	Length HU(cm)	Width HU(cm)	Height HU(cm)	Hazard. Goods	Stacking Factor	Delivery note numb...
1	10	Euro-pallet	2 500	120	80	90		99	

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

Close Save Draft Validate

- All
- Transport Label
- Package Label
- Shipping Order
- Shipping Order 2
- Delivery Note
- Despatch List
- Transport Data Sheet
- Transport Data Sheet 2
- Delivery Slip Supplier
- Kanban Card
- 

These labels should be placed on the Handling units.

Print Send



## CHECKLIST

**FPA**






The FPA is sent successfully, a transport order (TO) is generated automatically in the transport management system and the pick-up is planned.

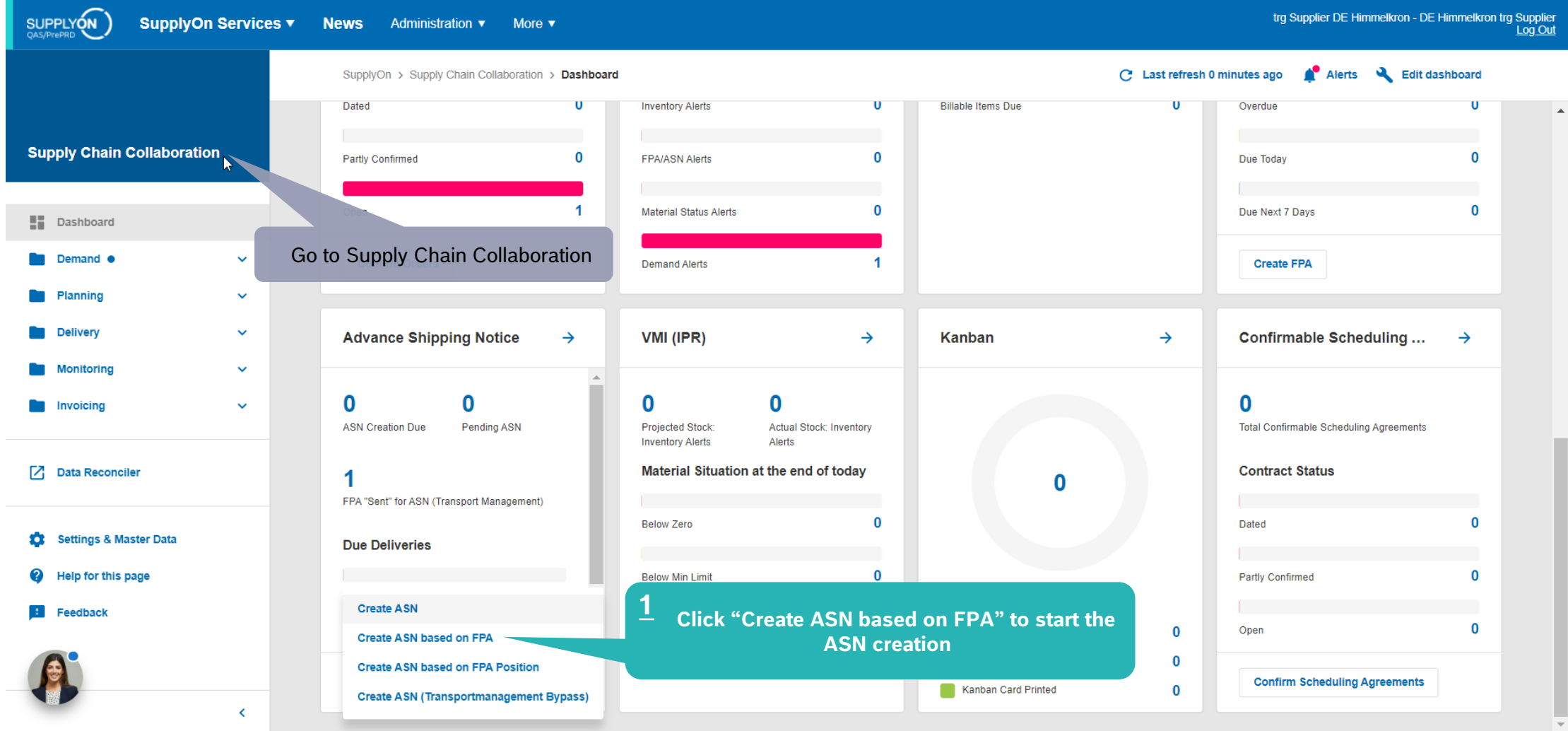
**FPA Update (Conditional Step)**



If your FPA data has changed (weight, volume...) please enter SupplyOn again and update the FPA as shown in the following slides

# Conditional Step: Update FPA by sending an ASN

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



The screenshot shows the SupplyOn dashboard with a navigation menu on the left and a main content area. The 'Supply Chain Collaboration' menu item is highlighted with a callout: 'Go to Supply Chain Collaboration'. In the 'Advance Shipping Notice' widget, the 'Create ASN based on FPA' option is highlighted with a callout: '1 Click "Create ASN based on FPA" to start the ASN creation'. The dashboard includes various widgets for alerts, inventory, and scheduling.

**SupplyOn** QAS/PrePRD | **SupplyOn Services** | **News** | **Administration** | **More**

trg Supplier DE Himmelkron - DE Himmelkron trg Supplier [Log Out](#)

SupplyOn > Supply Chain Collaboration > **Dashboard** | Last refresh 0 minutes ago | Alerts | Edit dashboard

**Supply Chain Collaboration**

- Dashboard
- Demand
- Planning
- Delivery
- Monitoring
- Invoicing
- Data Reconciler
- Settings & Master Data
- Help for this page
- Feedback

**Alerts Summary:**

- Dated: 0
- Partly Confirmed: 0
- Inventory Alerts: 0
- FPA/ASN Alerts: 0
- Material Status Alerts: 0
- Demand Alerts: 1
- Billable Items Due: 0
- Overdue: 0
- Due Today: 0
- Due Next 7 Days: 0

**Advance Shipping Notice**

- ASN Creation Due: 0
- Pending ASN: 0
- 1 FPA "Sent" for ASN (Transport Management)
- Due Deliveries: 0

**VMI (IPR)**

- Projected Stock: Inventory Alerts: 0
- Actual Stock: Inventory Alerts: 0
- Material Situation at the end of today: 0
- Below Zero: 0
- Below Min. Limit: 0

**Kanban**

- Kanban Card Printed: 0

**Confirmable Scheduling ...**

- Total Confirmable Scheduling Agreements: 0
- Contract Status: 0
- Dated: 0
- Partly Confirmed: 0
- Open: 0

**Buttons:** Create FPA, Confirm Scheduling Agreements

**Callouts:**

- Go to Supply Chain Collaboration
- 1 Click "Create ASN based on FPA" to start the ASN creation

# Conditional Step: Select FPA and create ASN

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



My SupplyOn > Supply Chain Collaboration > FPA Overview

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

Quick Search | **Advanced Search**

Hide Search Area

FPA Status ▾ equal to ▾ Sent ▾ [Delete line](#)  
TM Status ▾ equal to ▾ Success ▾ [Add line](#) | [Delete line](#)

My Search Profiles  
 ▾

**FPA** | FPA Position(s)

Default View ▾

[Reset all Filters](#)

<input checked="" type="checkbox"/>	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 Name	Change Timestamp ▾	At
<input checked="" type="checkbox"/>	trg Bosch Auto...	trgAA-K250-Karl...	trgAA-K250-...	trgK250	R. Bosch GmbH, ...	06.03.23 08:00-...	trg Supplier DE Hi...	✖	315789		Sent	Success				02.03.23 13:25	

**2** Select the FPA which you need to update

**3** Click „Create ASN“




https://webedi.application.qas.supplyon.com/scm/app?stn=f262f9437f18f907e2891b1db2a89a11#

Entries per page 50 ▾

Page 1 of 1



# Conditional Step: Update, validate, and send the ASN

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



SupplyOn Services ▾

News

Administration ▾

More ▾

trg Supplier DE Himmelkron - DE Himmelkron trg Supplier Log Out

My SupplyOn > Supply Chain Collaboration > Create ASN

[Interactive Tours](#)

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

ASN No.:	315789	ASN Date:	02.03.23	FPA Status:	New
FPA No.:	315789	FPA ID:	315789		
Customer:	trg Bosch Automotive Aftermarket	Ship-to-Location:	trgK250 / R. Bosch GmbH, ADC-Karlsruhe	Unloading Point (Ship-to):	trgK250

[Manage Documents](#)

**Complete ASN**

[Transport References](#)

## General

Ship-from Location:

Ship-from Address:

Incoterms Code:

Incoterms Text:

Transport Type:

Means of Transport:

Reference ID for Means of Transport:

Carrier:

Free Text (for Carrier):

TO Number:

Waybill Number:

Transport Number:

Ship-to:

Ship-to address:

Delivery Date/Time:

Carrier Name:

Driver Contact:

Free Text (from Carrier):

Load number:

Volume (total Delivery):

Hazard. Goods:

Gross Weight (total Delivery):

Net Weight (total Delivery):

**4** Update the entries you if you need to change

**6** „Send“ ASN

[Reset all Filters](#)

Line	Amount of ...	Pack. Type HU	Total weight of ...	Length per ...	Width per HU...	Height per HU...	Hazard. Goods	Stacking F...	Total volume ...	Delivery Note Numb...
1	10	Euro-pallet	2 500	120	80	80	<input type="checkbox"/>	99	7,68	DN13042023

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

**5** „Validate“ the data

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

Entries per page

First Previous Page  of 1 Next Last

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

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

# ASN overview

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



My SupplyOn > Supply Chain Collaboration > ASN Overview

ASN is sent successfully

Contact | Help for this page | Print

ASN was successfully sent

Quick Search | Advanced Search

Add line | Delete line

Hide Search Area

My Search Profiles

Advance Ship Notices

ASN Position(s)

Default View

Reset all Filters

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...	Attachments	Size of attach...	N
315789	Sent	06.03.23 08:00	trg Bosch Autom...	trgAA-K250-Karls...	trgAA-K250-Karlsru...	trgK250	315789	ASN		✖	02.03.23 13:46			0	0

The FPA status changed into ASN and herewith is the FPA update is completed

1 match of 1 entry:

Entries per page

First Previous | Page  of 1 | Next Last



# Thank You