


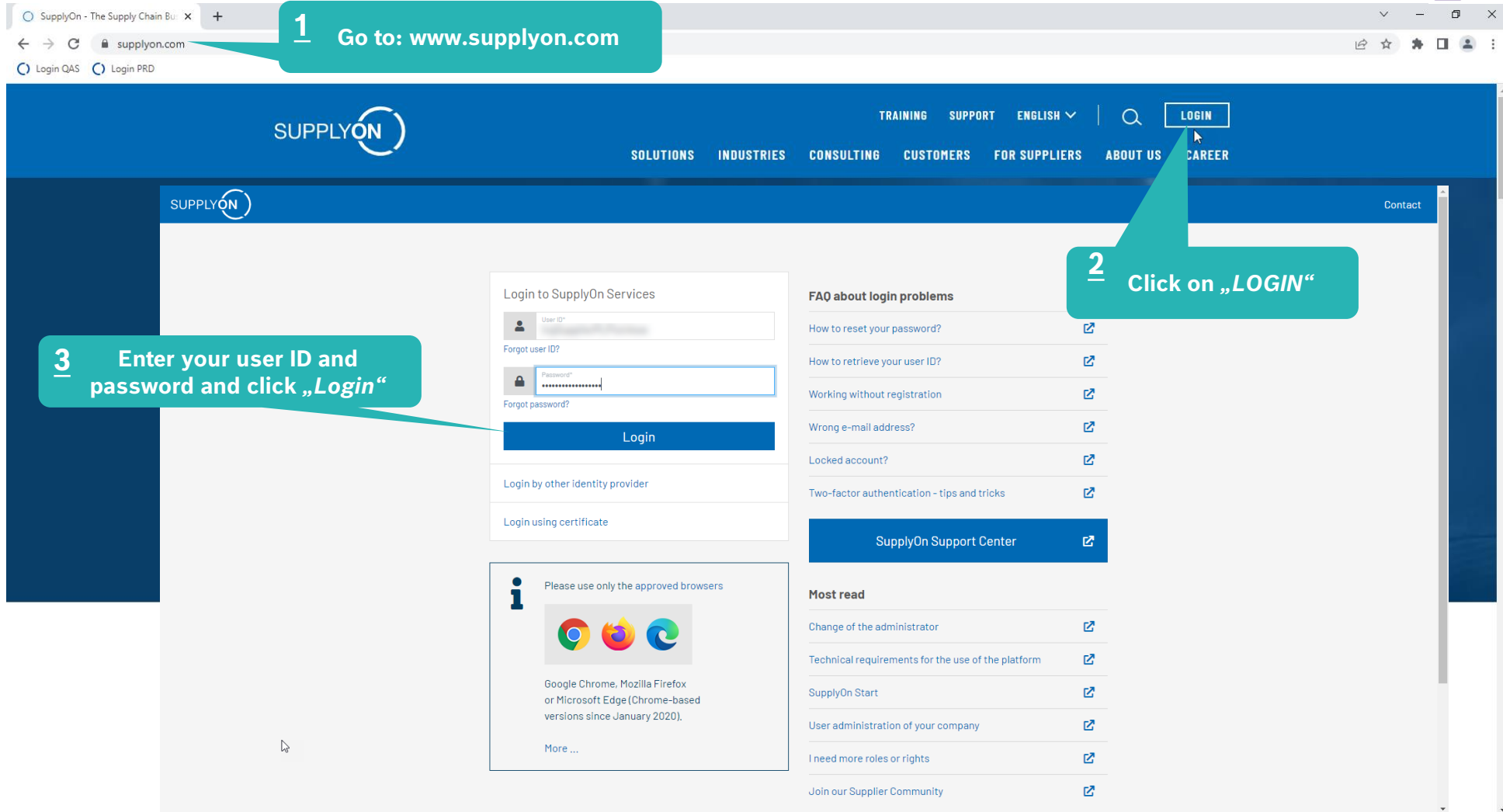


Click Guide

Web_ASN_No_Pack_EN




Login

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



The screenshot shows the SupplyOn login page. A browser window at the top shows the address bar with 'supplyon.com'. A teal callout box with the number '1' points to the address bar, containing the text 'Go to: www.supplyon.com'. The page header is blue with the SupplyOn logo and navigation links: TRAINING, SUPPORT, ENGLISH, LOGIN, SOLUTIONS, INDUSTRIES, CONSULTING, CUSTOMERS, FOR SUPPLIERS, ABOUT US, CAREER. The main content area has a white background. A teal callout box with the number '2' points to the 'LOGIN' button in the top right navigation bar, containing the text 'Click on „LOGIN“'. In the center, there is a login form titled 'Login to SupplyOn Services' with fields for 'User ID' and 'Password', a 'Login' button, and links for 'Forgot user ID?' and 'Forgot password?'. Below the form are links for 'Login by other identity provider' and 'Login using certificate'. A teal callout box with the number '3' points to the 'Login' button, containing the text 'Enter your user ID and password and click „Login“'. To the right of the form is a 'FAQ about login problems' section with links for 'How to reset your password?', 'How to retrieve your user ID?', 'Working without registration', 'Wrong e-mail address?', 'Locked account?', and 'Two-factor authentication - tips and tricks'. Below the FAQ is a 'SupplyOn Support Center' button. At the bottom of the form area is a message: 'Please use only the approved browsers' with icons for Google Chrome, Mozilla Firefox, and Microsoft Edge, and the text 'Google Chrome, Mozilla Firefox or Microsoft Edge (Chrome-based versions since January 2020). More ...'. To the right of the form area is a 'Most read' section with links for 'Change of the administrator', 'Technical requirements for the use of the platform', 'SupplyOn Start', 'User administration of your company', 'I need more roles or rights', and 'Join our Supplier Community'.

Supply Chain Collaboration

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



trg Supplier PL Piotrkow
trg Supplier PL Piotrkow

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

 **No substitute user administrator**

Please assign a user.

 **Tips & tricks**

- Click on the SupplyOn logo to return to this home page.
- Under the entry "More" you will find supplementary and helpful sections.

Sourcing →

0

Requests due within 7 days

0

Open requests

0

Published auctions activated within 7 days

Supply Chain Collaboration →






Access the demand and delivery processes including E-Invoicing.

Open

4

Click on the arrow to open the module „Supply Chain Collaboration“

Create FPA

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

Supply Chain Collaboration

- Dashboard
- Demand
 - Orders 1
 - Scheduling Agreements
 - Delivery Instructions 5
 - Delivery Forecasts
 - JIT Call-offs
 - Kanban
 - Schedule Responses
- 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

10 Total New Alerts

Type

Inventory Alerts	0
FPA/ASN Alerts	0
Material Status Alerts	0
Demand Alerts	10

eInvoicing

0 Total Billable Items

Billable Item Status

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

Forwarder Pickup Advice

16 FPA Creation Due 1 Pending FPA

Due Deliveries

Overdue	11
Due Today	2
Due Next 7 Days	3

[Create FPA](#)

Advance Shipping Notice

0 ASN Creation Due 0 Pending ASN

0 FPA "Sent" for ASN (Transport Management)

Due Deliveries

Overdue	0
Due Today	0

[Create ASN](#)

VMI (IPR)

0 Projected Stock: Inventory Alerts Actual Stock: Inventory Alerts

Material Situation at the end of today

Below Zero	0
Below Min Limit	0
Above Max Limit	0

Delivery Status

Open	0
Partially Delivered	0
Kanban Card Printed	0

Confirmable Scheduling Agreements

0 Total Confirmable Scheduling Agreements

Contract Status




Dated	0
Partly Confirmed	0
Open	0

[Confirm Scheduling Agreements](#)

5 Click „Create FPA“ to start transport assignment

FPA overview (All)

Select plant and create FPA

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



SupplyOn Services ▾

News

Administration ▾

More ▾

trg Supplier PL Piotrkow - PL Piotrkow trg Supplier
Log Out

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

Default View ▾

Due Deliveries (grouped)

Default View ▾

[Reset all Filters](#)

<input type="checkbox"/>	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
<input type="checkbox"/>	BOSCH	trg Robert Bosch GmbH, Werk Reutlin	trg0800	trgAE-0800-RtP1	trg0800	DEM	0	0	1	✓	FCA
<input type="checkbox"/>	BOSCH	trg Robert Bosch GmbH, Werk Reutlin	trg0800		AEA37		24	3	4	✓	FCA

"DEM" indicates the dummy demands. Select this line/click on the blue number to create an FPA with a dummy material.

6 Number of due delivery lines where an FPA is required. Click on the blue number To open the overview of these lines.

Number of due deliveries lines available for extra shipments. Click on the blue number to open the overview of these lines.

Entries:

Entries per page

First Previous | Page of 1 | Next Last

Select Due Deliveries Line(s)

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



Supply Chain Collaboration

Dashboard

Demand ▾

Planning ▾

Delivery ▾

Monitoring ▾

Invoicing ▾


Issue Center

Settings & Master Data

 for this page

Due Deliveries

Download ▾

 Create FPA

4 applied search criteria 

 Search

 Advanced search

 View

 Delivered outside SupplyOn 1 row selected

<input type="checkbox"/>	Material (Custo...	Material Descr. (...	Site code (S...	Ship-to site	Ship-to	Unloading Point (...	Order Number	Delivery Date	Pickup
<input checked="" type="checkbox"/>	1270031014	Steel substrate C...	trg0800		RtP1	AEA37	55293751/001	2023/03/14, 00:00	202
<input type="checkbox"/>	1270031014	Steel substrate C...	trg0800		RtP1	AEA37	55293751/001	2023/04/04, 00:00	202
<input type="checkbox"/>	1270031014	Steel substrate C...	trg0800		RtP1	AEA37	55293751/001	2023/04/18, 00:00	202
<input type="checkbox"/>	1270031014	Steel substrate C...	trg0800		RtP1	AEA37	55293751/001	2023/05/02, 00:00	202
<input type="checkbox"/>	1270031014	Steel substrate C...	trg0800		RtP1	AEA37	55293751/001	2023/05/26, 00:00	202
<input type="checkbox"/>	1270031014	Steel substrate C...	trg0800		RtP1	AEA37	55293751/001	2023/06/05, 00:00	202
<input type="checkbox"/>	1270031014	Steel substrate C...	trg0800		RtP1	AEA37	55293751/001	2023/07/03, 00:00	202
<input type="checkbox"/>	1270031037	STEEL SUBSTRA...	trg0800		RtP1	AEA37	55296465/001	2023/07/17, 00:00	202

8 Click „Create FPA“

7 Select the line(s) to be delivered

Overview FPA Positions

- 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.	315714	FPA date	01.03.23	FPA Status:	New
Customer:	trg Robert Bosch GmbH, Werk Reutlin	Ship-to-Location:	trg0800 / RTP1	Unloading Point (Ship-to):	AEA37

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

Default View | Manage View

Reset all Filters

Line	Material (Customer)	Material (Supplier)	Pickup Date	FPA Creation Due Date	FPA ...	Proposed ...	Delivery ...	UoM	Warning	Pack. Data ...	Packing Profile	Order No.	Order Pos.	Batch Number	Eng. ...	Del. Note No.
1	1270031014		04.01.23 00:00	03.01.23 11:00	0	16 308	16 308	EA		■	<manual data entry>	55293751/001	-			

You can add further Materials (due deliveries)

Add New Line | Copy Line | Delete Line | Calculate Packing | Create One-Level Packing

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

1 Go to: „Manage Documents“

Data saved in session


FPA No. 315678 FPA date 28.02.23 FPA Status: New
Customer: trg Robert Bosch GmbH, Werk Reutlin Ship-to-Location: trg0800 / Rtp1 Unloading Point (Ship-to): AEA37

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

Upload and Assign

Document Type

1. Upload Documents

 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

Assign Up

Uploaded

Document

Assign

Close Save Draft Validate

2 Click „Upload and Assign“

3 Click Browse to open your explorer

4 Select a document

5 Click „Open“

Open

File name: Delivery Note.pdf Custom Files (*.pdf;*.xls;*.xlsx;*.j|

Cancel Confirm

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 ✕

6 Assign the Document

8 "Confirm" to upload the document

CancelConfirm

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

7 Choose the document type from the drop-down menu

Check the data and validate FPA

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



Data saved in session

FPA No. 315678 FPA date 28.02.23 FPA Status: New
Customer: trg Robert Bosch GmbH, Werk Reutlin Ship-to-Location: trg0800 / RIP1 Unloading Point (Ship-to): AEA37

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

Ship-from Location:	trg Supplier PL Piotrkow	Ship-to:	RIP1
Ship-from Address:	PL - 97-300 Piotrkow Trybunalski - Training street 1	Ship-to address:	DE - 72770 Reutlingen - Aucherstrasse 9
Pickup Date:	01.03.23	Delivery Date:	06.03.23
Time from:	08:00	Time to:	17:00
Incoterms Code:	FCA - Free Carrier	Carrier Name:	
Incoterms Text:	Free Carrier	Driver Contact:	
Transport Type:	Road Transport	Free Text (from Carrier):	
Means of Transport:		Load number:	
Reference ID for Means of Transport:		Volume (total Delivery):	8,64 m³
Carrier:	[Enter Carrier Address]	Loading Length (total Delivery):	LM
Free Text (for Carrier):		Hazard. Goods:	No
TO Number:	SON0000315678	Gross Weight (total Delivery):	2200 kg
Equipment Type:		Net Weight (total Delivery):	0 kg
Equipment Number:			
Transport Number:			

Check the stackability

Stackability: 1 ✗ stack
Stackability: 2 ✓ 1* stackable
Stackability: 99 ✓ (unlimited)

9 Enter amount of handling units, weight and measurements

10 „Validate“ the data

Amount of ...	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	Total volume ...	Load Length HU ...
10	Euro-pallet	2 200	120	80	90		99	8,64	

Close Save Draft **Validate**

Print Send



Print the Transport Label and send FPA

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



Data saved in session

FPA No. 315680 FPA date 28.02.23 Shipping Notification Status: New
Customer: trg Robert Bosch GmbH, Werk Reutlin Ship-to-Location: trg0800 / RIP1 Unloading Point (Ship-to): AEA37

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

General

Ship-from Location: **trg Supplier PL Piotrkow** Ship-to: **RIP1**
Ship-from Address: **PL - 97-300 Piotrkow Trybunalski - Training street 1** Ship-to address: **DE - 72770 Reutlingen - Auchtlerstrasse 9**
Pickup Date: **01.03.23** Delivery Date: **08.03.23**
Time from: 08:00 to: 17:00 Time from: 08:00 to: 17:00
Incoterms Code: **FCA - Free Carrier** Carrier Name:
Incoterms Text: **Free Carrier** Driver Contact:
Transport Type: **Road Transport** Free Text (from Carrier):
Means of Transport: Load number: -1
Reference ID for Means of Transport:
Carrier: [Enter Carrier Address]
Free Text (for Carrier):
TO Number: SON0000406763
Transport Number: Gross Weight (total Delivery):
Net Weight (total Delivery):

11 Print the Transport Label and „Send“ the FPA

Default View Manage View ▾

Line	Amount HU	Pack. Type HU	Weight HU Pos. (kg)	Length HU(cm)	Width HU(cm)	Height HU(c...	Hazard. Goods	Stacking Factor	Volume HU Pos. (m³)	Load Length HU Pos. (LM)	Delivery note number HU	UN Danger Code
1	10	Euro-pallet	2 200	120	80	90		1	8,64			

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

These labels should be placed on the Handling units.

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

Close Save Draft Validate

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.

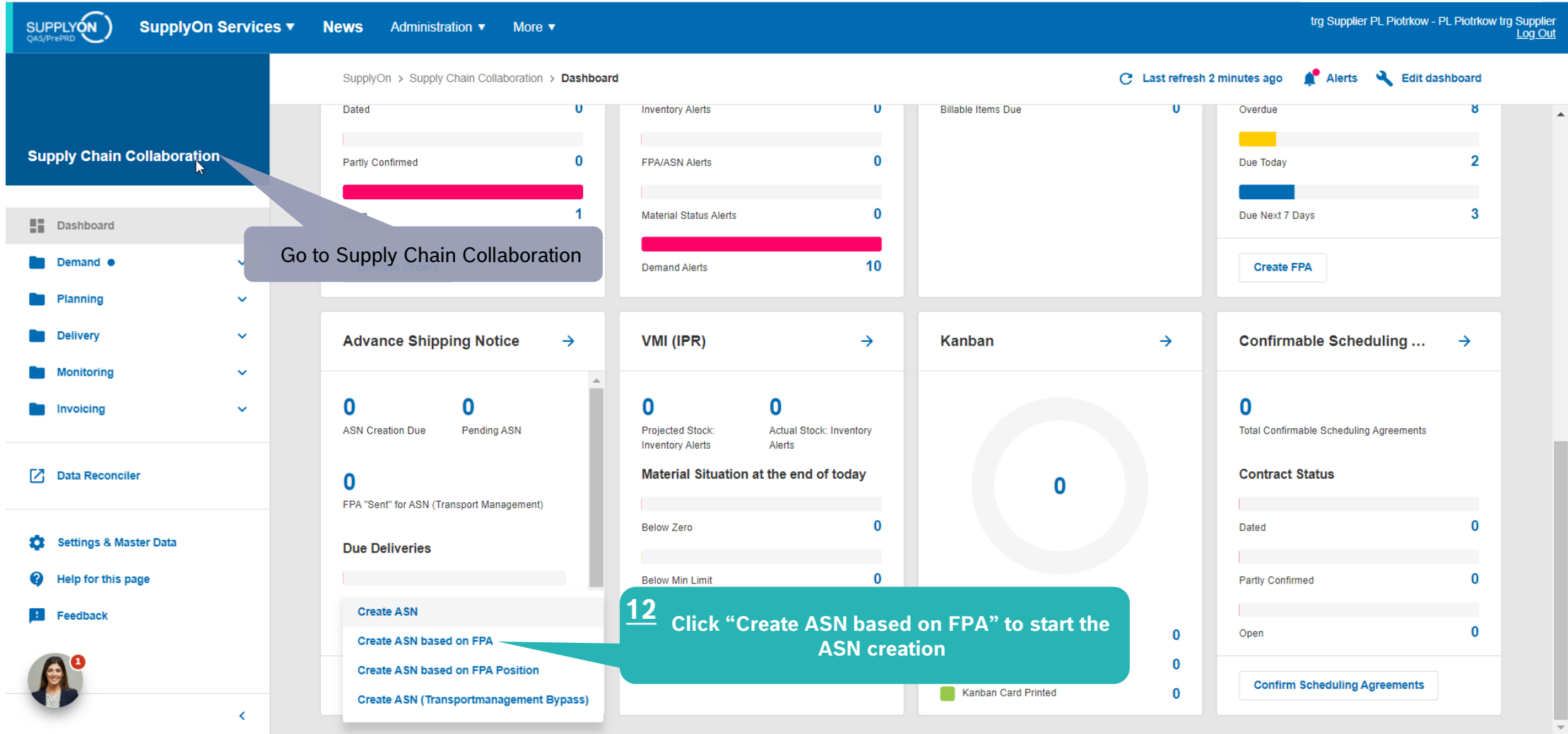
ASN



ASN must be sent via SupplyOn after the collection is physically done to notify the pick-up.

Create ASN

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



The screenshot shows the SupplyOn dashboard for a user named 'trg Supplier PL Piotrkow'. The dashboard is divided into several sections:

- Top Navigation:** 'SUPPLYON QAS/PrePRD', 'SupplyOn Services', 'News', 'Administration', and 'More'.
- Left Sidebar:** 'Supply Chain Collaboration' (highlighted), 'Dashboard', 'Demand', 'Planning', 'Delivery', 'Monitoring', 'Invoicing', 'Data Reconciler', 'Settings & Master Data', 'Help for this page', and 'Feedback'.
- Main Dashboard:**
 - Summary Cards:** Dated (0), Inventory Alerts (0), Billable Items Due (0), Overdue (8), Partly Confirmed (0), FPA/ASN Alerts (0), Demand Alerts (10), Material Status Alerts (0).
 - Advance Shipping Notice:** ASN Creation Due (0), Pending ASN (0), FPA "Sent" for ASN (0).
 - VMI (IPR):** Projected Stock: Inventory Alerts (0), Actual Stock: Inventory Alerts (0), Material Situation at the end of today (0).
 - Kanban:** Kanban Card Printed (0).
 - Confirmable Scheduling:** Total Confirmable Scheduling Agreements (0), Contract Status (0).
- Annotations:**
 - A callout box points to 'Supply Chain Collaboration' in the sidebar: "Go to Supply Chain Collaboration".
 - A callout box points to the 'Create ASN based on FPA' option in the 'Advance Shipping Notice' section: "12 Click 'Create ASN based on FPA' to start the ASN creation".

Select FPA and create ASN

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



SupplyOn Services ▾

News

Administration ▾

More ▾

trg Supplier PL Piotrkow - PL Piotrkow trg Supplier
Log Out

My SupplyOn > Supply Chain Collaboration > FPA Overview

Contact | Help for this page | Print

Quick Search | Advanced Search

Add line | Delete line

Search | Reset

My Search Profiles Manage View ▾

FPA FPA Position(s)

Default View ▾ | Manage View ▾

Reset all Filters

<input type="checkbox"/>	Customer	Customer site	Ship-to site	Unloading Point ...	Ship-To Address	Delivery Date/Time	Ship-from Location	Materi...	FPA No.	Source	TM Status	ASN Status	ASN Date	Carrier Name	Change Timestamp ▾	FPA Status	At
<input checked="" type="checkbox"/>	trg Robert Bosc...	trgAE-0800-RTP1		AEA37	RTP1, Auchtterstra...	06.03.23 08:00-...	trg Supplier PL Pi...	✓	315680	Delivery Inst...	Success				28.02.23 21:08	Sent	

13 Select the FPA for which you want to create an ASN

14 Click „Create ASN“




Back | Create ASN

4 matches of 4 entries:

Entries per page 50 ▾

Page 1 of 1

Enter the Delivery Note Number

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



SupplyOn Services ▾

News

Administration ▾

More ▾

trg Supplier PL Piotrkow - PL Piotrkow trg Supplier
Log Out

My SupplyOn > Supply Chain Collaboration > Create ASN

[Interactive Tours](#)

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

Go to „Manage Documents“ if you need to upload a document (same steps as in the FPA)

ASN No.	315680	ASN Date	28.02.23	FPA Status:	New
FPA No.:	315680	FPA ID:	315680		
Customer:	trg Robert Bosch GmbH, Werk Reutlin	Ship-to-Location:	trg0800 / RtP1	Unloading Point (Ship-to):	AEA37

Select ASN Positions

Manage Documents

Complete ASN

Transport References

Default View

Manage View

Reset all Filters

Line	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due...	Proposed ...	Delivery ...	UoM	Warn...	Pack...	Packing Profile	Batch Number	Eng. ...	Order No.	Order Pos.
1	Example1254	010	1270031014	04.01.23 00:00	16 308	16 308	EA			<manual data entry>			55293751/...	-

15 Enter the delivery note number

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

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](#)

Validate and send the ASN

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



Data was successfully validated

ASN No.	315680	ASN Date	28.02.23	FPA Status:	New
FPA No.:	315680	FPA ID:	315680		
Customer:	trg Robert Bosch GmbH, Werk Reutlin	Ship-to-Location:	trg0800 / RtP1	Unloading Point (Ship-to):	AEA37

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

General

Ship-from Location:

Ship-from Address:

Incoterms Code:

Incoterms Text:

Transport Type:

Means of Transport:

Tracking ID:

Reference ID for Means of Transport:

Carrier:

Free Text (for Carrier):

TO Number:

Waybill Number:

Equipment Type:

Equipment 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):

16 „Validate“ the data

17 „Send“ ASN and herewith the process is completed

Default View ▾ Manage View ▾

Line	HU Pack.Mat.No. (C...	HU Pack.Mat.De...	Amount of...	Pack. Type HU	Total weight of...	Length pe...	Width per H...	Height per ...	Hazard. Goods	Stacking F...	Total volum...
1			10	Euro-pallet	2 200	120	80	90	<input type="checkbox"/>	99	8,64



Thank You