


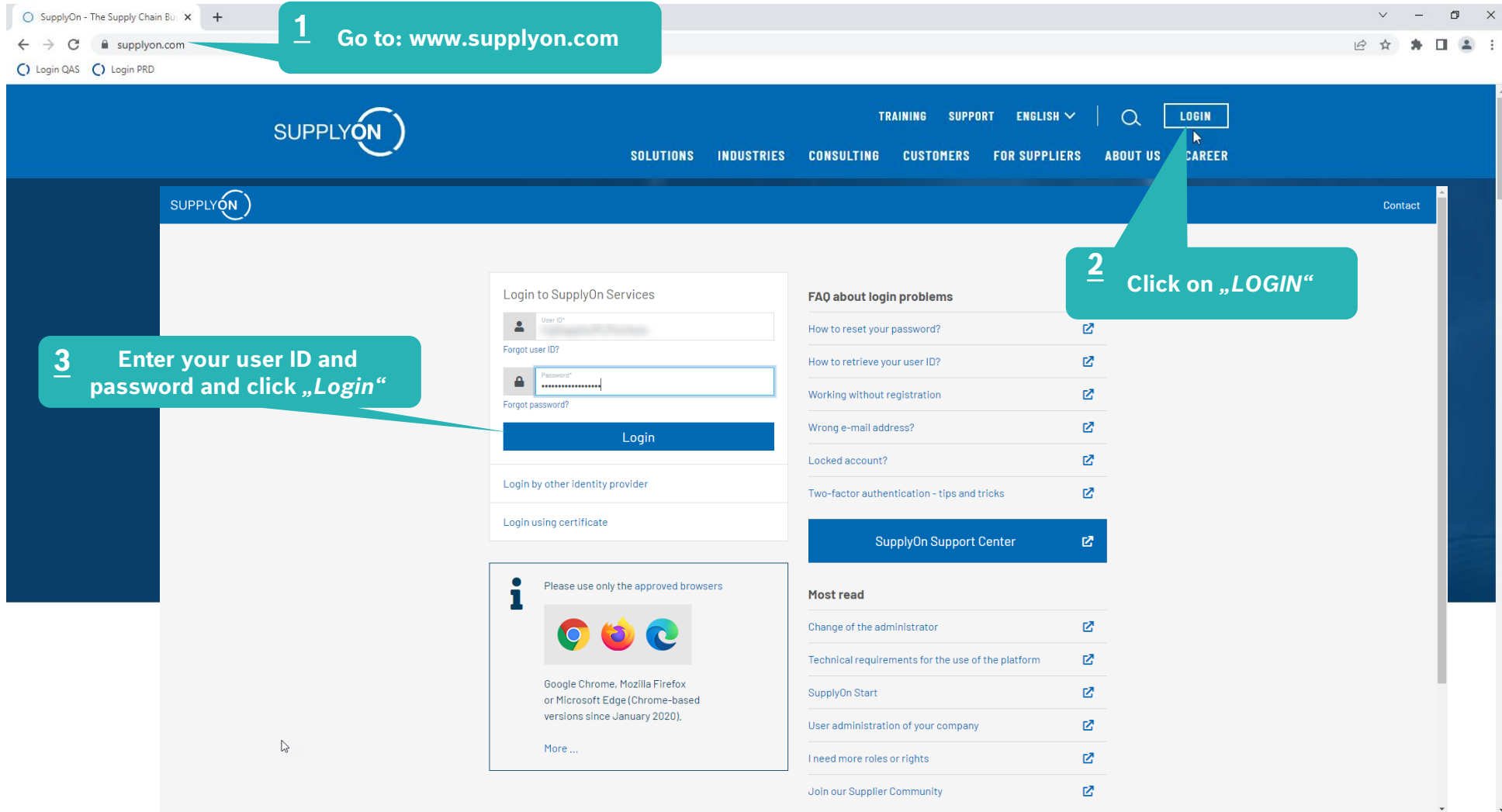


Click Guide

WEB_ASN_PACK_1_EN

Login

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






The screenshot shows the SupplyOn login page. A teal callout box with the number '1' points to the browser address bar, which contains 'supplyon.com'. A second teal callout box with the number '2' points to the 'LOGIN' button in the top navigation bar. A third teal callout box with the number '3' points to the 'Login' button in the main login form. The login form includes fields for 'User ID' and 'Password', with 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 of the form is a 'FAQ about login problems' section with links for various issues like password reset, user ID retrieval, and account locking. At the bottom of the form area, there is a message about approved browsers (Chrome, Firefox, Edge) and a 'Most read' section with links to administrator changes, technical requirements, and user administration.

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

2 Click on „LOGIN“

1 Go to: www.supplyon.com

Supply Chain Collaboration

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

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

SupplyOn > Home | Last refresh 2 minutes ago | Edit dashboard

trg Supplier DE Mönchengladbach
trg Supplier DE Mönchengladbach

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 Collabo... →
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 ▾
- Planning ▾
- Delivery ▾
- Monitoring ▾
- Invoicing ▾

Data Reconciler

Settings & Master Data

Help for this page

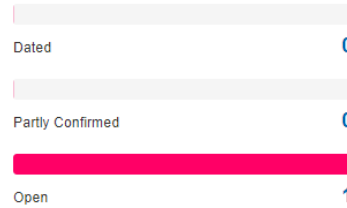
Feedback



Confirmable Orders →

1
Total Confirmable Orders

Order Status

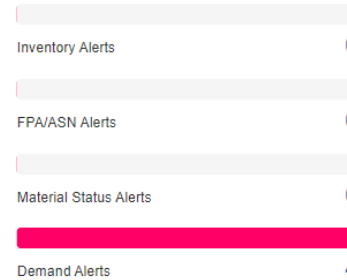


[Confirm Orders](#)

Alerts →

4
Total New Alerts

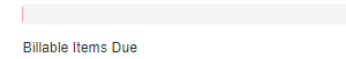
Type



invoicing →

0
Total Billable Items

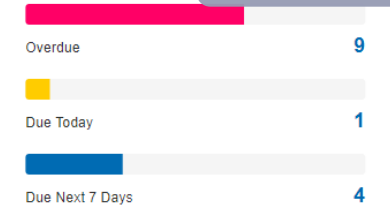
Billable Item Status



Forwarder Pickup Advice →

14 FPA Creation Due
0 Pending FPA

Due Deliveries



[Create FPA](#)

FPA overview (All)

Advance Shipping Notice →

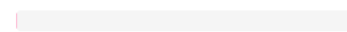
0 ASN Creation Due
0 Pending ASN

0
FPA "Sent" for ASN (Transport Management)

VMI (IPR)

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

Material Situation at the end of today

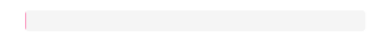


5 Click „Create FPA“ to start transport assignment

Confirmable Scheduling ... →

0
Total Confirmable Scheduling Agreements

Contract Status



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

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	Transport
<input type="checkbox"/>	BOSCH	trg Robert Bosch Automotive Steerin	trg4320	trgAS-4320-SgmP	trg4320	DEM	0	0	1	✓	FCA	Road Trar
<input type="checkbox"/>	BOSCH	trg Robert Bosch Automotive Steerin	trg4320		0E808		29	0	2	✓	FCA	Road Trar

"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 (...	Required Qty.	Pickup Date
<input checked="" type="checkbox"/>	4532000799	Zahnriemen	trg4320		RB Automot...	0E808	2400	2023/03/08,
<input type="checkbox"/>	4532000799	Zahnriemen	trg4320		RB Automot...	0E808	2400	2023/03/09,
<input type="checkbox"/>	4532000798	Zahnriemen	trg4320		RB Automot...	0E808	1200	2023/03/10,
<input type="checkbox"/>	4532000799	Zahnriemen	trg4320		RB Automot...	0E808	1200	2023/03/10,
<input type="checkbox"/>	4532000799	Zahnriemen	trg4320		RB Automot...	0E808	2400	2023/03/14,
<input type="checkbox"/>	4532000798	Zahnriemen	trg4320		RB Automot...	0E808	1200	2023/03/16,
<input type="checkbox"/>	4532000799	Zahnriemen	trg4320		RB Automot...	0E808	4800	2023/03/16,
<input type="checkbox"/>	4532000799	Zahnriemen	trg4320		RB Automot...	0E808	1200	2023/03/17,

8 Click „Create FPA“

7 Select the line(s) to be delivered

Rows per page: Auto ▾ 1-8 of 95

Select FPA Positions

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



SupplyOn Services ▾

News

Administration ▾

More ▾

trg Supplier DE Mönchengladbach - DE Mönchengladbach trg Supplier Log Out

My SupplyOn > Supply Chain Collaboration > Create FPA

[Interactive Tours](#)

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

FPA No. 315739 FPA date 01.03.23 FPA Status: New
Customer: trg Robert Bosch Automotive Steerin Ship-to-Location: trg4320 / RB Automotive Steering GmbH Unloading Point (Ship-to): 0E808

Select FPA Positions

[Enter Additional Data](#)

[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 ...	Pack.Mat. Details	Packing Profile	Order No.	Order Pos.	Batch Number	Eng. ...
1	4532000798	4532000798	02.02.23 09:00	01.02.23 11:00	0	1 200	1 200	EA			Details	VDA RL KLT4170 400...	55589976/001	-		

Packaging Data Status is red, this will turn into green once the packaging data is created.

9 Click „Details“ to create the packaging

Further due deliveries (material(s) could be added

[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](#)

Internal | GS/PSD33 | 2023-02-28

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Enter Packing Material Details

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



SupplyOn Services ▾

News

Administration ▾

More ▾

trg Supplier DE Mönchengladbach - DE Mönchengladbach trg Supplier Log Out

My SupplyOn > Supply Chain Collaboration > Create FPA

Interactive Tours

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Successfully saved.

FPA No. 315739 FPA date 01.03.23 FPA Status: New
Customer: trg Robert Bosch Automotive Steerin Ship-to-Location: trg4320 / RB Automotive Steering GmbH Unloading Point (Ship-to): 0E808

Select FPA Positions Enter Additional Data 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 Status	Pack.Mat. Details	Packing Profile	Order No.	Order Pos.	Batch Number	En
1	4532000798	4532000798	02.02.23 09:00	01.02.23 11:00		0							589976/001	-		

11 Enter the amount of packing material, and click the check box „One Level Pack“. The quantity per packing will be calculated automatically

Packing Material Details (Single and Auxiliary Packs)

Previous Pos. Next Pos. Material (Customer): 4532000798 Del. Note No.: Del. Note Pos.: 010 Delivery Qty.: 1200 Packed Quantity: 1200 Completely pack

Default View Manage View Reset all Filters

Pack.Mat.No. (Cust.)	Pack.Mat.Descr. (Cust.)	Amount of Pack...	Qty. per Pack.	One Level Pack.	Label Ident	Label No. From	Pack.Mat.No. (Supplier)	Pack.Mat.Descr. (Supp.)	Loading Type
Box		50	24	<input checked="" type="checkbox"/>	S	3001482			Inside

13 „Save and Close“

10 Enter the packing material

12 Generate the Label Numbers

Label N° could be either generated automatically (step 12) or entered manually

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



Optimal Step: Enter Additional Data

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



My SupplyOn > Supply Chain Collaboration > Create FPA

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

Go to "Enter Additional Data" to add further information regarding the material if needed.

Successfully saved.

FPA No. 315739 FPA date 01.03.23 FPA Status: New
Customer: trg Robert Bosch Automotive Steerin Ship-to-Location: trg4320 / RB Automotive Steering GmbH Unloading Point (Ship-to): 0E808

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

Default View Manage View Reset all Filters

Line	Material (Customer)	Material (Supplier)	Delivery Q...	UoM	UN Danger Code	RoHS Compliance	Country of Origin	Software Revision	Hardware Revision	Material Number (M...	Manufacturer DUNS...	Free Text	Customs Docume...
1	4532000798	4532000798	1 200	EA									

1 entry: 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“

2 Click „Upload and Assign“

3 Click Browse to open your explorer

4 Select a document

5 Click „Open“

FPA No. [] FPA date: 28.02.23 FPA Status: New

Customer: trg Robert Bosch Automotive Steering Ship-to-Location: trg4320 / RB Automotive Steering GmbH Unloading Point (Ship-to): 0E808

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

Upload and Assign Delete

Document Type	Uploaded Document	Material Description (Custom)	Material No.
Upload and Assign Document			

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

Close Save

Assign Uploaded Documents

Assign all documents step by step

Uploaded Documents *

Document Type *

Assign

Open

« Desk... > Upload Docu... Search Upload Documents

Organize New folder

- CERT.pdf
- Delivery Note.pdf**

OneDrive - supply

This PC

3D Objects

Desktop

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

Open Cancel

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



Successfully saved.

FPA No. 315739 FPA date 01.03.23 FPA Status: New
Customer: trg Robert Bosch Automotive Steerin Ship-to-Location: trg4320 / RB Automotive Steering GmbH Unloading Point (Ship-to): 0E808

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

Pickup Date: 02.03.23 Time from: 08:00 to: 17:00
Incoterms Code: FCA - Free Carrier
Incoterms Text: Free Carrier
Transport Type: Road Transport
Means of Transport:
Reference ID for Means of Transport:
Carrier: [Enter Carrier Address]
Free Text (for Carrier):
TO Number: SON0000315739
Equipment Type:
Equipment Number:
Transport Number:

Delivery Date: 03.03.23 Time from: 08:00 to: 17:00
Carrier Name:
Driver Contact:
Free Text (from Carrier):
Load number:
Volume (total Delivery): 8,64 m³
Loading Length (total Delivery): LM
Hazard. Goods: No
Gross Weight (total Delivery): 1250 kg
Net Weight (total Delivery): 1200 kg

Check the stackability

13 Enter amount of handling units, weight and measurements

Line	HU Pack.Mat.No. (...)	HU Pack.Mat.Descr. (...)	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. ...	Stacking Factor	Total volume ...	Load Length HU ...
1			10	Euro-pallet	1 250	120	80	90		99	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 Page 1 of 1 | Next Last
Close Save Draft **Validate** Print Send

14 „Validate“ the data

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. 315739 FPA date 2023.03.01 Shipping Notification Status: New
Customer: trg Robert Bosch Automotive Steerin Ship-to-Location: trg4320 / RB Automotive Steering GmbH Unloading Point (Ship-to): 0E808

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

General

Ship-from Location: trg Supplier DE Mönchenglad
Ship-from Address: DE - 41066 Mönchengladbach - Training street 1
Pickup Date: 2023.03.02 Time from: 8:00 to: 17:00
Incoterms Code: FCA - Free Carrier
Incoterms Text: Free Carrier
Transport Type: Road Transport
Means of Transport:
Reference ID for Means of Transport:
Carrier: [Enter Carrier Address]
Free Text (for Carrier):
TO Number: SON0000406796
Transport Number:

Ship-to: RB Automotive Steering GmbH
Ship-to address: DE - 73431 Aalen - Daimlerstrasse 15
Delivery Date: 2023.03.03 Time from: 8:00 to: 17:00
Carrier Name:
Driver Contact:
Free Text (from Carrier):
Load number:
Volume (total Delivery): 7,68 m³
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(cm)	Hazard. Goods	Stacking Factor	Volume HU Pos.(m³)	Load Length HU Pos.(LM)	Delivery note number HU	UN Danger
1	10	Euro-pallet	1 250	120	80	80		99	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

These labels should be placed on the Handling units.

- All
- Handling Unit Label
- 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
-

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

SUPPLYON QAS/PrePRD SupplyOn Services News Administration More

trg Supplier DE Mönchengladbach - DE Mönchengladbach 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

16 Click "Create ASN based on FPA" to start the ASN creation

Go to Supply Chain Collaboration

Category	Value
Dated	0
Partly Confirmed	0
Inventory Alerts	0
FPA/ASN Alerts	0
Material Status Alerts	0
Demand Alerts	4
Billable Items Due	0
Overdue	9
Due Today	0
Due Next 7 Days	6

Advance Shipping Notice →

1 FPA "Sent" for ASN (Transport Management)

Due Deliveries

Category	Value
Overdue	0
Due Today	0

VMI (IPR) →

0 Projected Stock: Inventory Alerts

0 Actual Stock: Inventory Alerts

Material Situation at the end of today

Category	Value
Below Zero	0
Below Min Limit	0

Kanban →

0 Kanban Card Printed

Confirmable Scheduling ... →

0 Total Confirmable Scheduling Agreements

Contract Status

Category	Value
Dated	0
Partly Confirmed	0
Open	0

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

FPA Status [Delete line](#)

TM Status [Add line](#) | [Delete line](#)

[Hide Search Area](#)

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 Ti...	Attachment S
<input checked="" type="checkbox"/>	trg Robert Bosc...	trgAS-4320-Sgmp		0E808	RB Automotive St...	03.03.23 08:00-...	trg Supplier DE M...	✓	315739	Delivery Inst...	Sent	Success				02.03.23 ...	

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




18 Click „Create ASN“

1 match of 1 entry:

Entries per page

Page of 1

Enter the Delivery Note Number

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

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.	315739	ASN Date	02.03.23	FPA Status:	New
FPA No.:	315739	FPA ID:	315739		
Customer:	trg Robert Bosch Automotive Steerin	Ship-to-Location:	trg4320 / RB Automotive Steering GmbH	Unloading Point (Ship-to):	0E808

Select ASN Positions

[Enter Additional Data](#)

[Manage Documents](#)

[Complete ASN](#)

[Transport References](#)

Default View

[Manage View](#)

[Reset all Filters](#)

<input checked="" type="checkbox"/>	Line	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due...	Proposed ...	Delivery ...	UoM	Warn...	Pack...	Pack.Mat...	Packing Profile	Batch Number	Eng. ...	Order No.	Order Pos.
<input checked="" type="checkbox"/>	1	Example152	010	4532000798	02.02.23 09:00	1 200	1 200	EA			Details	<manual data entry>			55589976/...	-

19 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

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

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

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

Validate and send the ASN

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



Data saved in session

ASN No.	315739	ASN Date	02.03.23	FPA Status:	New
FPA No.:	315739	FPA ID:	315739		
Customer:	trg Robert Bosch Automotive Steerin	Ship-to-Location:	trg4320 / RB Automotive Steering GmbH	Unloading Point (Ship-to):	0E808

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

Incoterms Code:	FCA - Free Carrier	Delivery Date/Time:	03.03.23 08:00
Incoterms Text:	Free Carrier	Carrier Name:	
Transport Type:	Road Transport	Driver Contact:	
Means of Transport:		Free Text (from Carrier):	
Tracking ID:		Load number:	-1
Reference ID for Means of Transport:		Volume (total Delivery):	8,64 m³
Carrier:	[Enter Carrier Address]	Hazard. Goods:	No
Free Text (for Carrier):		Gross Weight (total Delivery):	1250 kg
TO Number:	SON0000315739	Net Weight (total Delivery):	1200 kg
Waybill Number:			
Equipment Type:			
Equipment Number:			
Transport Number:			

21 „Send“ ASN and herewith the process is completed

Default View Manage View

Line	HU Pack.Mat.No. (C...	HU Pack.Mat.Descr....	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	1 250	120	80	90		99	8,64

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

1 entry: Select all matches Clear selection

20 „Validate“ the data

Entries per page 20

First Previous Page 1 of 1 Next Last

Close Save Draft **Validate**

Print- Send



Thank You