

# **Click Guide**

WEB\_ASN\_PACK\_2\_EN



				Main Step
Login				Optional/Conditional Step
Login				Further details/information
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$\leftrightarrow \rightarrow c$ a supplyon.com $\frac{1}{2}$ Go to: www.sup	pplyon.com			ie 🛧 🏚 🖬 😩 :
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SUFFLICE	SOLUTIONS INDUSTRIES	CONSULTING CUSTOMERS FOR SUPPLIE	RS ABOUT US CAREER	
SUPPLYON			2	Contact
			-	Click on <i>"LOGIN"</i>
	Login to SupplyOn Services	FAQ about login problems	_	
	User ID*	How to reset your password?	Z	
	Forgot user ID?	How to retrieve your user ID?	Z	
<b>3</b> Enter your user ID and password and click <i>"Login"</i>	A Password*	Working without registration		
pubblicit and block "Login	Forgot password?	Wrong e-mail address?		
	Login	Locked account?		
	Login by other identity provider	Two-factor authentication - tips and tricks	Ľ	
	Login using certificate			
		SupplyOn Support Center	2	
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	versions since January 2020).	User administration of your company	ß	
G	More	I need more roles or rights	ß	
		Join our Supplier Community	ß	
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# Internal | GS/PSD33 | 2023-02-28

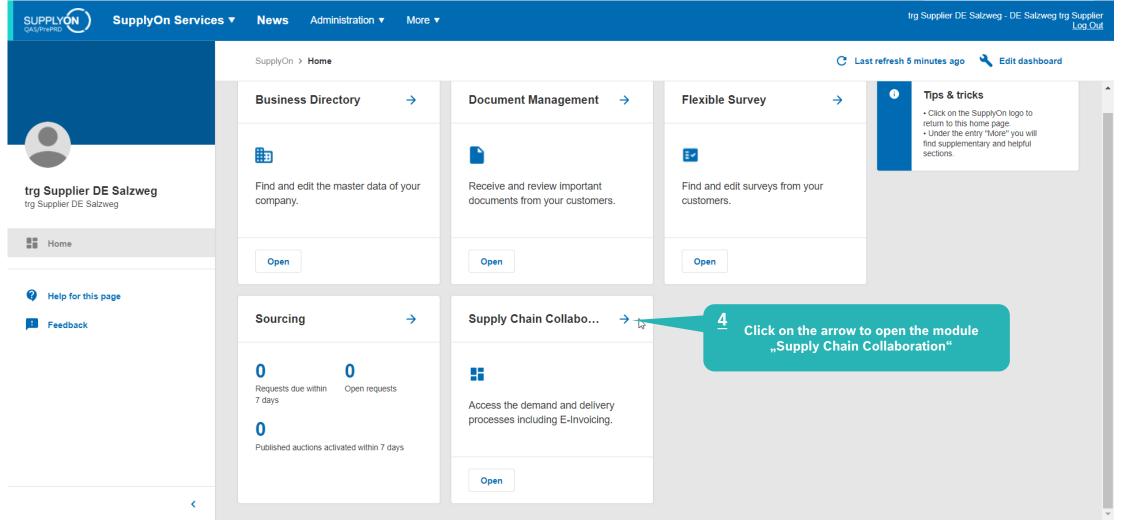
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Optional/Conditional Step

## Further details/information

# **Supply Chain Collaboration**





# **Create FPA**

SupplyOn Services **v** 

News

Main Step

Alerts

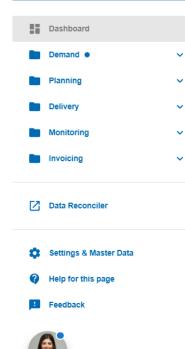
Optional/Conditional Step

Further details/information

trg Supplier DE Salzweg - DE Salzweg trg Supplier Log Out

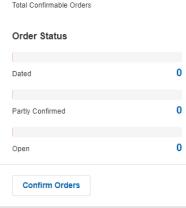
Ledit dashboard





Confirmable Orders → Alerts

More v



Administration

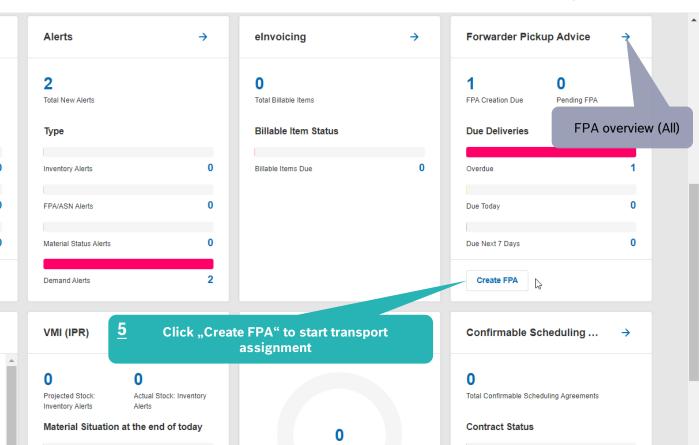
SupplyOn > Supply Chain Collaboration > Dashboard

Advance Shipping Notice

 0
 0

 ASN Creation Due
 Pending ASN

 0
 FPA "Sent" for ASN (Transport Management)



C Last refresh 0 minutes ago

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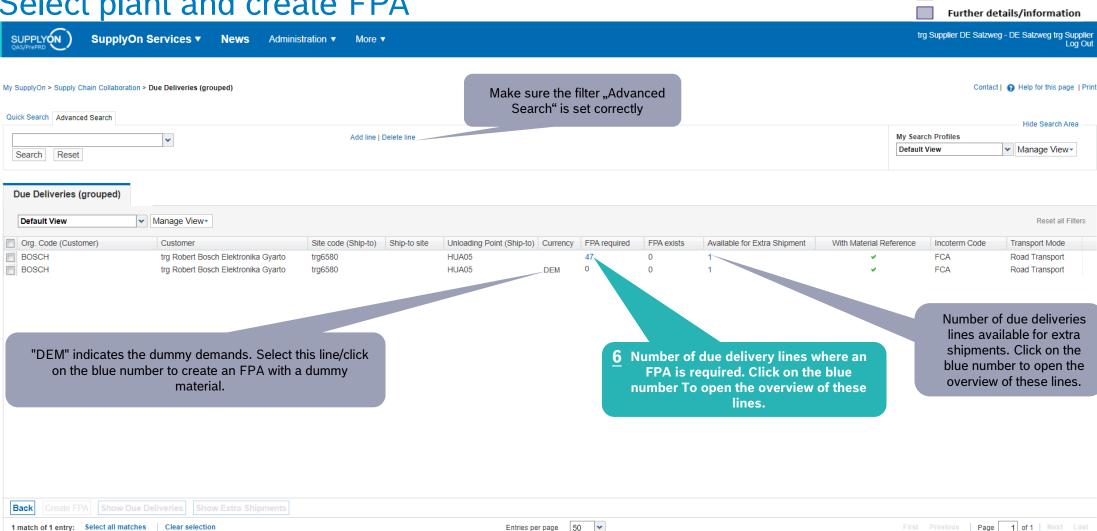
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# Select plant and create FPA



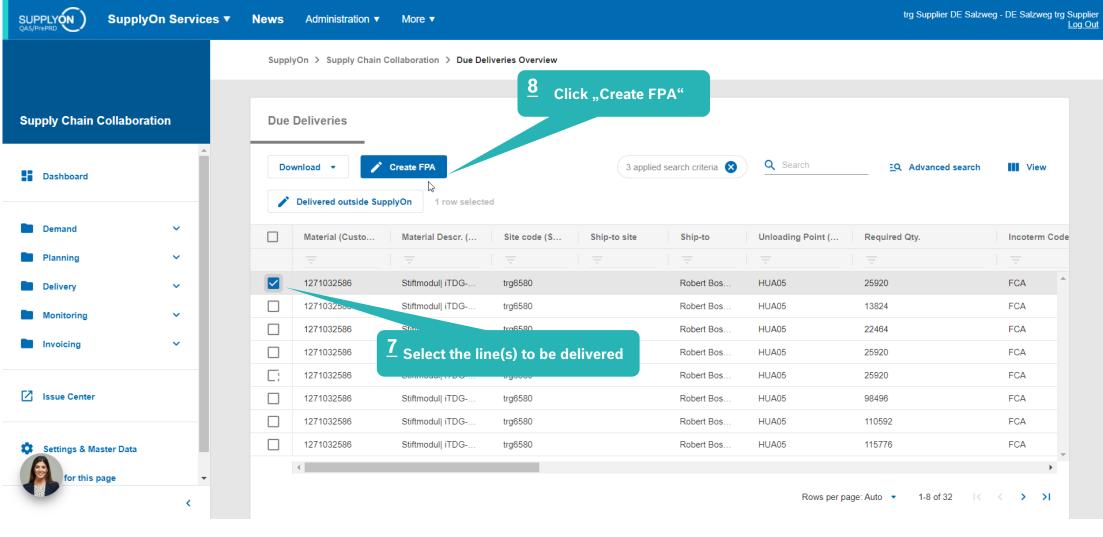
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Main Step

**Optional/Conditional Step** 

# Select Due Deliveries Line(s)



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Main Step

**Optional/Conditional Step** 

Further details/information

# **Select FPA Positions**

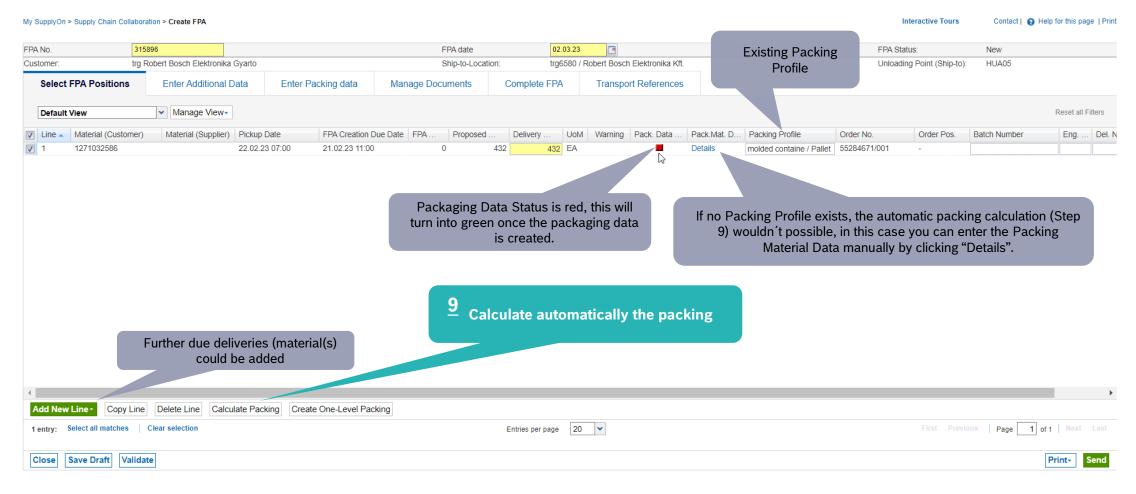


SupplyOn Services Vews Administration More V

Optional/Conditional Step

Further details/information

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# **Optional: Enter Packing Material Details Manually**

Optional/Conditional Step
 Further details/information
 trg Supplier DE Salzweg - DE Salzweg trg Supplier
 Log Out

SupplyOn Services Vews Administration More V

y SupplyOn > Supply Chain Co	llaboration > Create FI													Interactive Tours	Conta	ct   😝 Help fo	for this page
PA No.	315896					FPA date		02.03.23					FPA S	tatus:	New		
ustomer:	trg Robert Bosch El	tronika Gyarto				Ship-to-Loca	ation:	trg6580 / F	Robert Bosch Elekti	onika Kft.			Unioa	ding Point (Ship-to	): HUA05		
Select FPA Position	Enter Ado	tional Data	Enter P	acking data	Manage D	Documents	Complete	e FPA	Transport Ref	erences							
Default View	✓ Manage	View•														F	Reset all Filt
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Optional/Conditional Step

Further details/information

# **Optinal Step: Enter Additional Data**

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	olyOn > Supply Chain Col	aboration > Create FPA				to "Enter Additiona r information regar if neede	ding the mate						Interactive Tours	Conta	ct   🧕 Help for this page   Prir
FPA No		315900				FPA date		02.03.2	3			EDA	Status:	New	
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	elect FPA Positions	Enter Addition	/	Enter Pa	acking data	Manage Documents		-		rt References			addinig i anni (arnip ta).	1107100	
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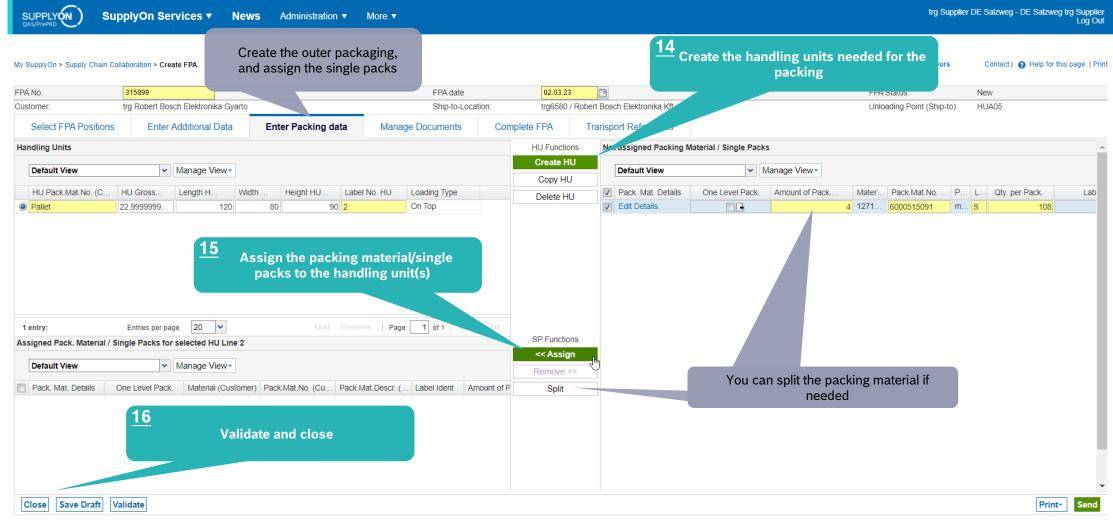
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# Optional: Enter Packing Material Details Manually

Main Step Optional/Conditional Step

Further details/information



## Internal | GS/PSD33 | 2023-02-28



Optional/Conditional Step

Further details/information

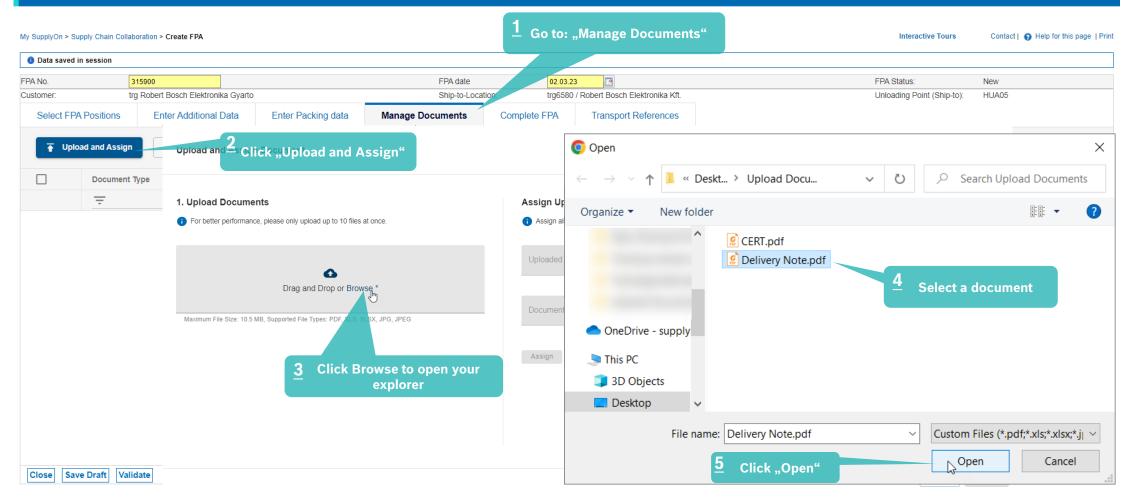
# Conditional Step: Upload a Document

SupplyOn Services 

Ne

▼ News Administration ▼ More ▼

trg Supplier DE Salzweg - DE Salzweg trg Supplier Log Out



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# Conditional Step: Classify a Document

My SupplyOn > Supply Chain Collaboration > Create FPA

Interactive Tours

Upload and Assign Document \* Marked fields are mandatory  $\times$ Assign Uploaded Documents 1. Upload Documents Choose the document type from For better performance, please only upload up to 10 files at once. Assign all documents step by step by selecting each uploaded document. the drop-down menu Uploaded Documents \* Ø SON0023216256.pdf Δ Drag and Drop or Browse \* Document Type \* Maximum File Size: 10.5 MB, Supported File Types: PDF, XLS, XLSX, JPG, JPEG DN1, Delivery note 1 SON0023216256.pdf (421 kB) Assigned 🗙 <u>6</u> **Assign the Document** 8 "Confirm" to upload the document Cancel

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**Optional/Conditional Step** 

Further details/information

trg Supplier DE Salzweg - DE Salzweg trg Supplier Log Out

### My SupplyOn > Supply Chain Collaboration > Create FPA Interactive Tours Contact | 😱 Help for this page | Print Data saved in session FPA No. 315900 FPA date 02.03.23 FPA Status: New 0 trg6580 / Robert Bosch Elektronika Kft. trg Robert Bosch Elektronika Gyarto Customer Ship-to-Location Unloading Point (Ship-to): HUA05 Select FPA Positions Transport References Enter Additional Data Enter Packing data Manage Documents Complete FPA ut 1 - 6580 street 1 Date: 03.03.23 Delivery Date: 06.03.23 Pickup to: 17:00 Time from: Time from: 08:00 to: 17:00 50 Incoterms Code: FCA - Free Carrier Carrier Name Incoterms Text: Free Carrier Driver Contact: Check the stackability Transport Type: Road Transport × Free Text (from Carrier): Means of Transport: Load number: 0,3552 m<sup>4</sup> Reference ID for Means of Transport: Volume (total Delivery): Loading Length (total Delivery): Carrier: [Enter Carrier Address] LM Free Text (for Carrier); Hazard, Goods: No TO Number: SON0000315900 Gross Weight (total Delivery): 53,82 kg Stackability: 1 Stackability: 2 Stackability: 99 10,8 kg Net Weight (total Delivery): Equipment Type: 1\* stackable × stack (unlimited) Equipment Number: Transport Number: Manage View Default View Reset all Filters Line Pack. Type HU Total weight of HU position(kg) Length per HU(cm) Height per HU(cm) Hazard Load Length HU Amount of HUs Width per HU(cm) Stacking Factor Total volume 17 **1** 0.3552 "Validate" the data 1 Palett 53,82 120 80 37 6 Add HU line Edit Pack. Material (Single and Aux. Pack) Select all matche Clear selection 20 × Page 1 of 1 1 entry: Entries per page

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Save Draft

Close

Validate

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More v

Administration



Send

Print-

Check the data and validate FPA

News

SupplyOn Services **v** 



Optional/Conditional Step

Further details/information

# Print the Transport Label and send FPA

trg Supplier HU Sarvar - HU Sarvar trg Supplier SupplyOn Services 
News
Administration
More Log Out My SupplyOn > Supply Chain Collaboration > Create FPA Interactive Tours Contact | O Help for this page | Print FPA No. 315900 FPA date 02.03.23 Shipping Notification Status: New trg6580 / Robert Bosch Elektronika Kft. Customer: trg Robert Bosch Elektronika Gyarto Ship-to-Location Unloading Point (Ship-to): HUA05 Select FPA Positions Enter Additional Data Enter Packing data Manage Documents Complete FPA Transport References General Ship-from Location trg Supplier HU Sarvar × Ship-to: Robert Bosch Elektronika Kft. 🗸 Ship-from Address HU - 9600 Sarvar - Training street Ship-to address HU - 3000 Hatvan - Robert Bosch ut 1 - 6580 Pickup Date: 6 03.03.23 Delivery Date 06.03.23 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: Free Text (from Carrier) Transport Type: Road Transport Means of Transport: Load number 0.3552 m<sup>3</sup> Reference ID for Means of Transport Volume (total Delivery) Carrier: [Enter Carrier Address] Print the Transport Label and "Send" the FPA Free Text (for Carrier) TO Number Net Weight (total Delivery): Transport Number Manage View Default View Handling Unit Label 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 o 0,3552 1 1 Pallet 53.82 120 80 37 ✓ Transport Label Package Label Shipping Order Add HU line Delete HU line(s) Edit Pack. Material (Single and Aux. Pack) Shipping Order 2 Entries per page 20 💌 First Previous Page 1 entry: Select all matches Clear selection Delivery Note Despatch List These labels should be placed Transport Data Sheet on the Handling units. Transport Data Sheet 2 Delivery Slip Supplier Kanban Card Print selection Close Save Draft Validate Print-

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# CHECKLIST

# FPA

 $\checkmark$ 

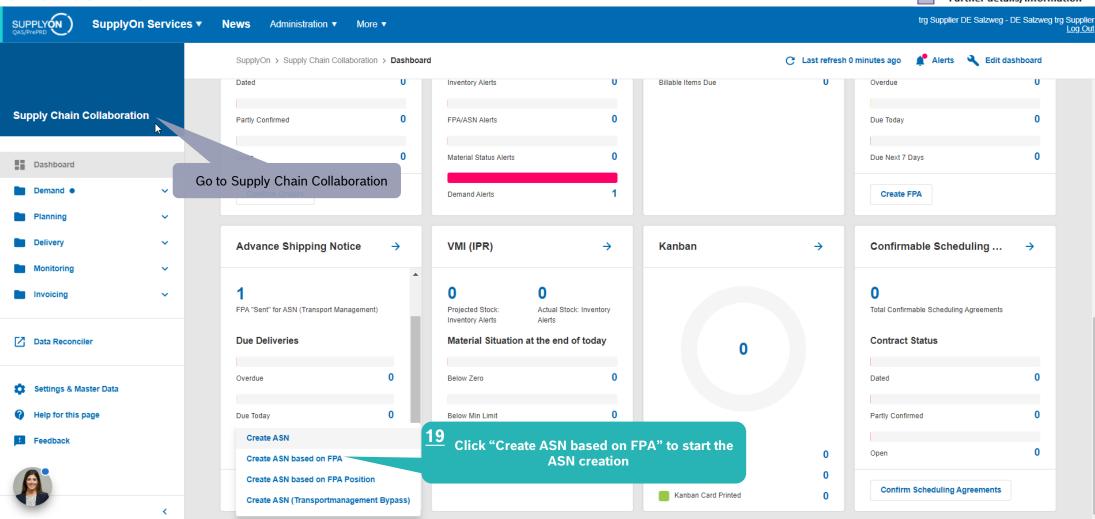
The FPA is sent successfully, a transport order (TO) is generated automatically in the transport management system and the pickup is planned.

# ASN

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



# **Create ASN**



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Main Step

Optional/Conditional Step

Further details/information

# Select FPA and create ASN

SupplyOn Services 

News Administration 

More

Optional/Conditional Step

Main Step

Further details/information

trg Supplier DE Salzweg - DE Salzweg trg Supplier Log Out

## My SupplyOn > Supply Chain Collaboration > FPA Overview

Contact | 😜 Help for this page | Print

# Ouick Search Advanced Search FPA Status equal to Success Add line | Delete line Search Reset Hide Search Area

FP/	A FPA Pos	sition(s)															
D	efault View	~	Manage View-													Res	set all Filters
	ustomer	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 St
v tr	Robert Bosc	trgAE-6580-HtvP		HUA05	Robert Bosch Elek	06.03.23 08:00	trg Supplier DE Sa	×	315900	Delivery Inst	Sent	Success				02.03.23	
4		<u>20</u> se	lect the FPA cro	A for which y eate an ASN Click "Cre													þ
Bac	k Create AS	5N															
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# Optional/Conditional Step

Further details/information

# Enter the Delivery Note Number

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SupplyOn > Supply (	Chain Collaboratio	on > Create ASN				to uploa	e Docum d a docu is in the l	ment (sa					Interac	ctive Tours	Contact	😝 Help for this page
SN No.	31590	0			ASN Date		02.03.	23 💽					FPA Status:		New	
A No.:	31590	0			FPA ID:		31590	0								
stomer:	trg Rol	bert Bosch Elektronika Gyarto			Ship-to-Lo	ocation:	trg658	0 / Robert Bos	ch Elektronika Kft.				Unloading Po	oint (Ship-to):	HUA05	
Select ASN Po	ositions	Enter Additional Data	Enter Packing data	Manag	ge Documents	Con	nplete ASN	Trans	port References							
Default View		✓ Manage View•														Reset all Filte
Line 🔺 Del. No	ote No. Del. N	Note Pos. Material (Customer)	ASN Creation Due	Proposed	Delivery	UoM Wa	arn Pack	. Pack.Mat	Packing Profile	Batch Number	Eng	Order No.	Order Pos.			
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Add New Line - entry: Select all	Copy Line				&	Entri	es per page [	20 🗸							115   Page	1 of 1 Next La

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# Validate and send the ASN

Optional/Conditional Step

Further details/information

Contact | 😧 Help for this page | Print

trg Supplier DE Salzweg - DE Salzweg trg Supplier Log Out

Interactive Tours

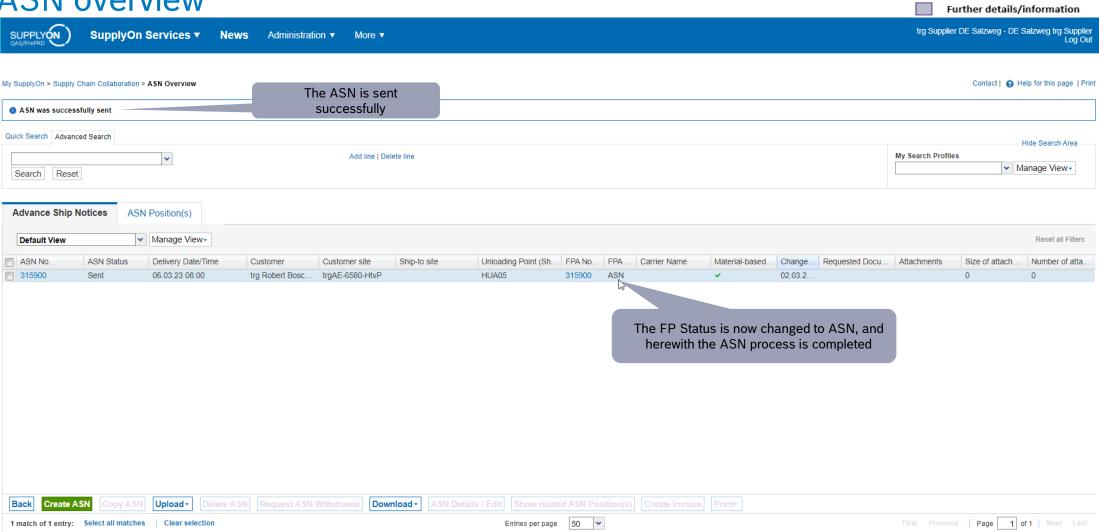
### My SupplyOn > Supply Chain Collaboration > Create ASN

N No.	315900		ASN Date	02.03.23				FPA Status:	Pending
stomer: ti	g Robert Bosch Elektronika (	Gyarto	Ship-to-Loca	tion: trg6580	Robert Bosch Elektronika Kft.	_		Unloading Point (Ship-to):	HUA05
Select ASN Positions	Enter Additional Da	ta Enter Packing data	Manage Documents	Complete ASN	Transport References				
hip-from Location:	trg Supplier DE S	Salzweg 🗸		Sh	ip-to:	Robert Bosch Elek	tronika Kft.		
hip-from Address:	DE - 94121 Salzw street 1	veg - Training		Sh	ip-to address:	HU - 3000 Hatvan út 1 - 6580	- Robert Bosch		
coterms Code:	FCA - Free Carrie	er 🗸		De	livery Date/Time:	06.03.23 08:00	•		
coterms Text:	Free Carrier			Ca	rrier Name:				
ansport Type:	Road Transport	~		Dri	ver Contact:				
eans of Transport:				Fre	e Text (from Carrier):				
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arrier:	[Enter Carrier Add	Iress]		Ha	zard. Goods:		No	24 Send	
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O Number:	SON0000315900			Ne	t Weight (total Delivery):		10,8 kg		he process is
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# **ASN overview**



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Main Step

**Optional/Conditional Step** 



# **Thank You**

