

# **Click Guide**

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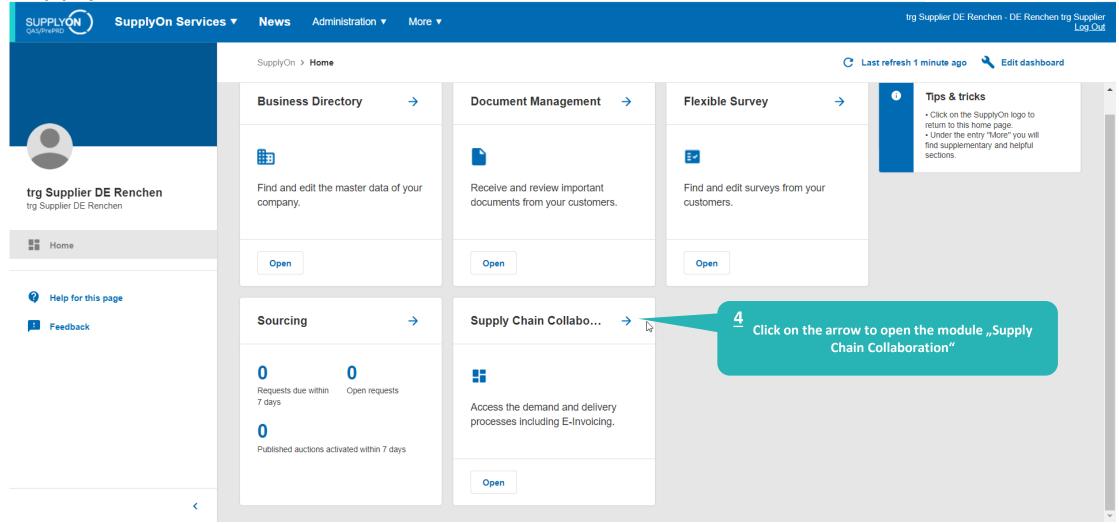


		Main Step
Login		Optional/Conditional Step
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O SupplyOn - The Supply Chain BU $\times$ + $\leftarrow \rightarrow C$ = supplyon com		~ – Ø ×
← → C ■ supplyon.com O Login QAS O Login PRD		论 ☆ 🏞 🖬 🚨 :
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SUPPLY ON	TRAINING SUPPORT ENGLISH V 🛛 🔍 🗌 LOGIN	
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SUPPLYON	2 Click on 1000/1/	
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and click "Login"	How to reset your password?	
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Forgot password?	Working without registration	
Login	Wrong e-mail address?	
Login by other identity provider	Two-factor authentication - tips and tricks	
Login using certificate		
	SupplyOn Support Center	
Please use only the approved browsers	Most read	
	Change of the administrator	
	Technical requirements for the use of the platform	
Google Chrome, Mozilla Firefox	SupplyOn Start	
or Microsoft Edge (Chrome-based versions since January 2020).	User administration of your company	
Nore	I need more roles or rights	
In	Join our Supplier Community	
C.		BOSCH

Optional/Conditional Step

Further details/information

## Supply Chain Collaboration





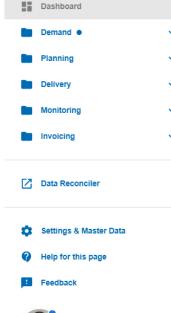
### **Create FPA**

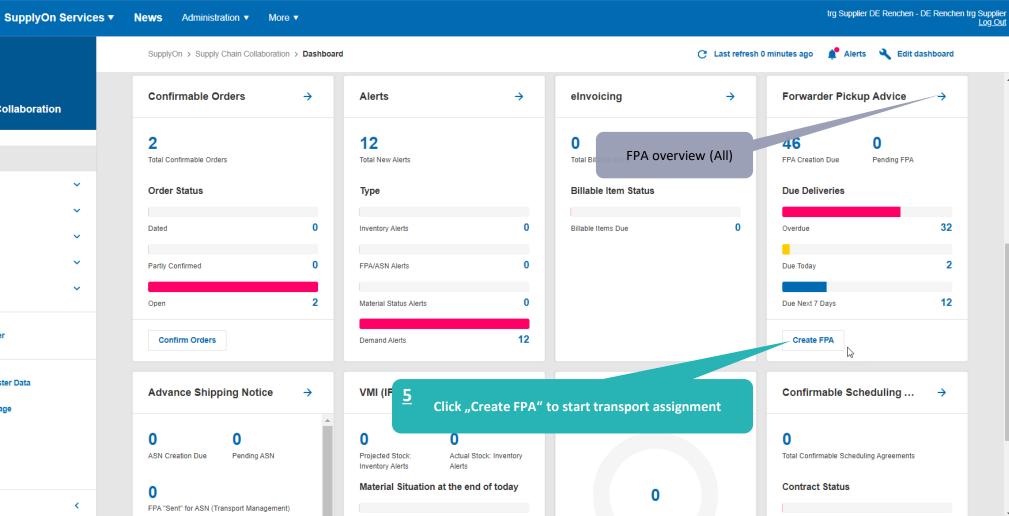
Main Step

**Optional/Conditional Step** 

Further details/information







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### Select plant and create FPA





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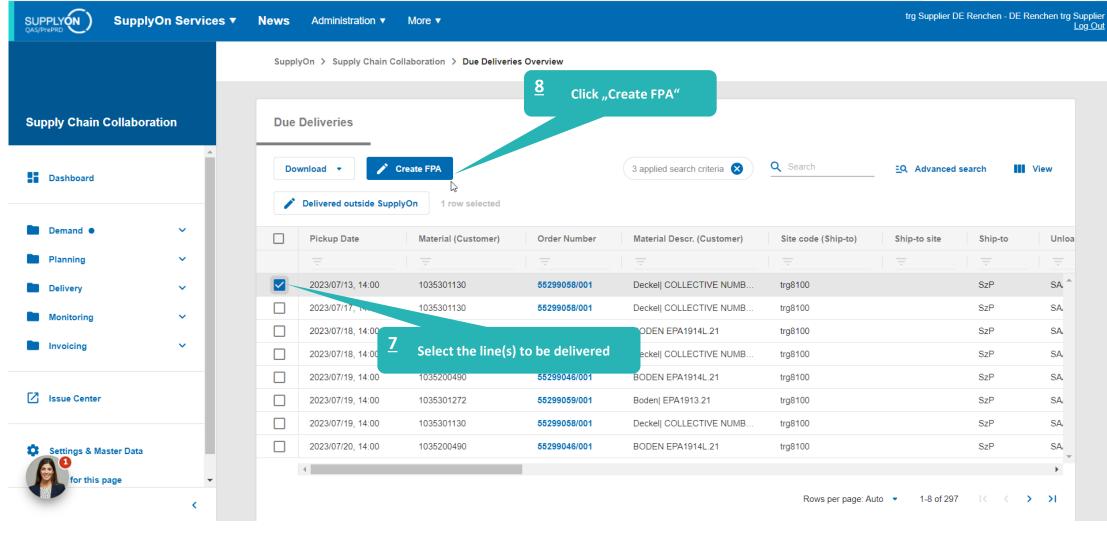
Main Step

**Optional/Conditional Step** 

### Optional/Conditional Step

Further details/information

### Select Due Deliveries Line(s)





### **Overview FPA Positions**



Optional/Conditional Step

Further details/information

trg Supplier DE Renchen - DE Renchen trg Supplier Log Out

No.	315891							FPA date		02.0	.23 📴			FPA Status:	Ne	N		
tomer:	trg Robe	ert Bosch Elektronik	GmbH, W					Ship-to-Locat	tion:	trg81	0 / SzP			Unloading Poin	t (Ship-to): SA	A09		
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Default View		✓ Manage View																Reset all Filte
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More v



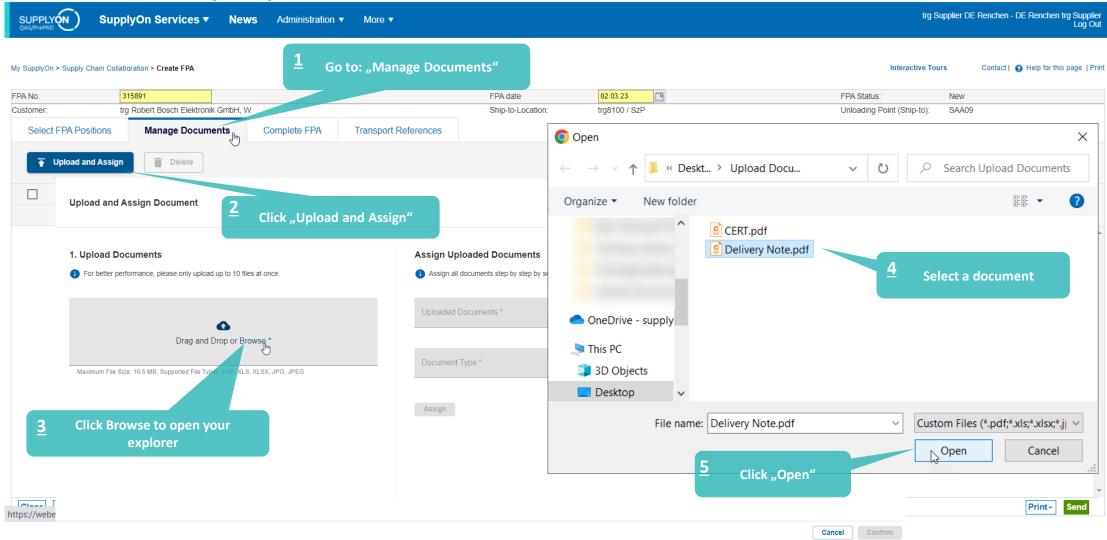
Optional/Conditional Step

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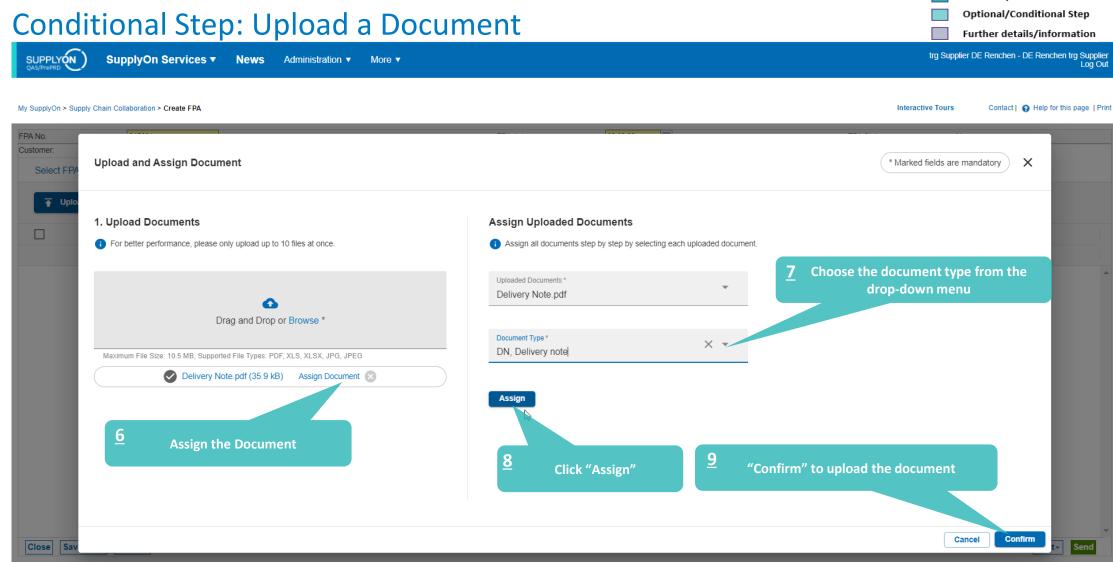
BOSCH

Further details/information

# Conditional Step: Upload a Document



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Main Step

Optional/Conditional Step

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Further details/information

# Enter Handling Units Data and validate FPA

More v

SupplyOn Services 

News

Administration

A No.	315891				FPA date	0	2.03.23			FPA Status:	New	
stomer:	trg Robert Bo	osch Elektronik GmbH, W	l		Ship-to-Location	n: trç	98100 / SzP			Unloading Point (Ship-to):	SAA09	
Select FPA Positions	Mana	age Documents	Complete FPA	Transport References								
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Ship-from Location:		trg Supplier DE Renchen	¥			Ship-to:		SzP				
Ship-from Address:		DE - 77871 Renchen - Tra street 1	ining			Ship-to addres	SS:	DE - 38228 F.Kennedy-S	Salzgitter - John- Str. 43-53 -Sz101-SA	1		à m
Pickup Dat	e:	03.03.23				Delivery	Date:	06.03.23				
Tim	e from:	08:00 to: 17:00					Time	from: 08:00	to: 17:00			
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Optional/Conditional Step

trg Supplier DE Renchen - DE Renchen trg Supplier Log Out

Further details/information

# Print the Transport Data Sheet and send FPA

SupplyOn Services Vews Administration More V

My SupplyOn > Supply Chain Collaboration > Create FPA

Interactive Tours Contact |

Contact | 👩 Help for this page | Print

Data was saved successi	ully											
PA No.	315891				FPA date	02.03.2	3		FPA S	Status:	Pending	
ustomer:	trg Robert B	osch Elektronik Gmb	oH, W		Ship-to-Location:	trg8100	/ SzP		Unioa	iding Point (Ship	-to): SAA09	
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### **FPA Overview**



SupplyOn Services 

News Administration

More v

FPA Details / Edit

Main Step

Optional/Conditional Step

Further details/information

trg Supplier DE Renchen - DE Renchen trg Supplier Log Out

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trg Robert Bosc	trgAE-8100-SzP	SAA09	SzP, John-F.Kenn	06.03.23 08:00	trg Supplier DE R	~	315891	Delivery Inst	Sent	Success			<u></u>	
trg Robert Bosc	trgAE-8100-SzP	trg8100	Bosch SzP, Sz101	19.04.23 00:00	trg Supplier DE R	~	35 21	Order	Sent	Success	*******		<u></u>	
trg Robert Bosc	trgAE-8100-SzP	SAA09	SzP, John-F.Kenn	13.03.23 08:00	trg Supplier DE R	×	316276	Delivery Inst	Sent	Success				
trg Robert Bosc	trgAE-8100-SzP	SAA09	SzP, John-F.Kenn	15.03.23 08:00	trg Supplier DE R	×	316426	Delivery Inst	Sent	Success				
ing Robert Bosc	trgAE-8100-SzP	SAA09	SzP, John-F.Kenn	20.03.23 08:00	trg Supplier DE R	×	316620	Delivery Inst	Sent	Success			· · · · · · · · · · · · · · · · · · ·	
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Cancel FPA

Reopen FPA

Download-

Delete FPA

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Create FPA (via Due Del. - grouped)

Back

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Upload FPA+

Upload ASN based on FPA -



### **Print the Transport Labels**



#### My SupplyOn > Supply Chain Collaboration > Display FPA Interactive Tours Contact | • Help for this page | Print FPA No. 315891 FPA date 02.03.23 🗉 Q 2 Jmof 10 - + trg Robert Bosch Elektronik GmbH, W Ship-to-Location trg8100 / SzP Customer 3 0 2 50 2 100 2 Select FPA Positions Transport References Manage Documents Complete FPA ✓ Manage View Default View buro-V Material (Customer) Material (Supplier) Pickup Date FPA Creation Due Date FPA . Proposed Delivery UoM Warning Pack. Data Packing Profile Line 🔺 0 2 537 EA 1035301130 15.02.23 14:00 14.02.23 11:00 2 537 <manual data entry> 20 1.00.00 ..... 📄 All 23 Handling Unit Label Package Label Shipping Order Delivery Note Despatch List Transport Data Sheet Delivery Slip Supplier Kanban Card Transport-/CEP-Label First Previous | Pag Print selection 20 1 entry: Entries per page × Print-Close

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### Main Step

Optional/Conditional Step

Further details/information

trg Supplier DE Renchen - DE Renchen trg Supplier Log Out



## CHECKLIST

### FPA

 $\checkmark$ 

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 from your ERP system after the collection is physically done to notify the pick-up.

### FPA Update (Conditional Step)

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



# Reopen FPA

More **v** 

#### My SupplyOn > Supply Chain Collaboration > FPA Overview

### Contact | 😧 Help for this page | Print

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**Optional/Conditional Step** 

Further details/information

Main Step

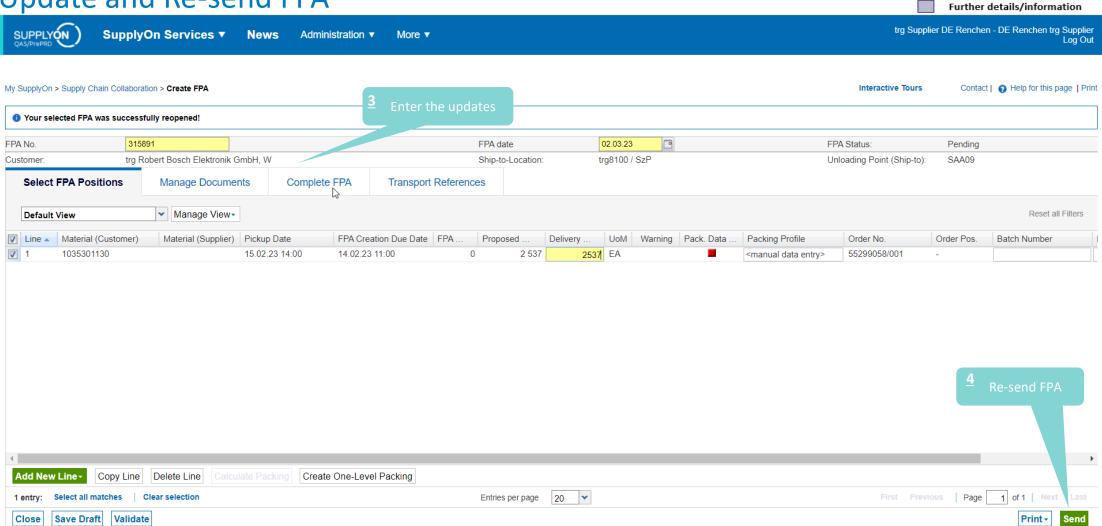
#### Quick Search Advanced Search

	Hide Search Area
Add line   Delete line	My Search Profiles

FPA	FPA Po	sition(s) <b>1</b> Select the	FPA to												
Def	fault View	be upd	-												Reset all Filters
Cu	stomer	Customer site	Unloading P	Ship-To Address	Delivery Date/Time	Ship-from Location	Materi	FPA No.	Source	FPA Stat	TM Status	ASN Status	ASN Date	Attachment Status	Carrier Name
trg	Robert Bosc.	trgAE-8100-SzP	SAA09	SzP, John-F.Kenn	06.03.23 08:00	trg Supplier DE R	~	315891	Delivery Inst	Sent	Success			<b>C</b>	
trg	Robert Bosc.	trgAE-8100-SzP	trg8100	Bosch SzP, Sz101	19.04.23 00:00	trg Supplier DE R	×	353421	Order	Sent	Success				
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trg	Robert Bosc.	trgAE-8100-SzP	SAA09	SzP, John-F.Kenn	15.03.23 08:00	trg Supplier DE R	×	316426	Delivery Inst	Sent	Success				
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trg	Robert Bosc.	trgAE-8100-SzP	SAA09	SzP, John-F.Kenn	31.03.23 08:00	trg Supplier DE R	~	335552	Delivery Inst	Sent	2 Reoper	n FPA			
Back	Create F	PA (via Due Del ç	grouped) Upl	load FPA▼ Upload	ASN based on FPA	Delete FPA	Cancel FP	A Reop	파 FPA Down	nload• FF	PA Details / E	dit			
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## Update and Re-send FPA



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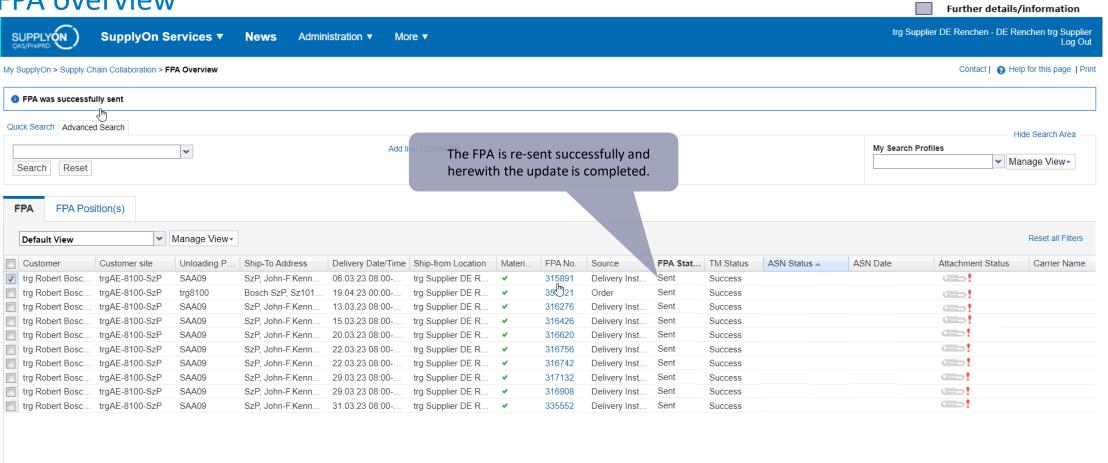
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Main Step

**Optional/Conditional Step** 

### **FPA overview**





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Main Step

**Optional/Conditional Step** 



# **Thank You**

