




# Click Guide

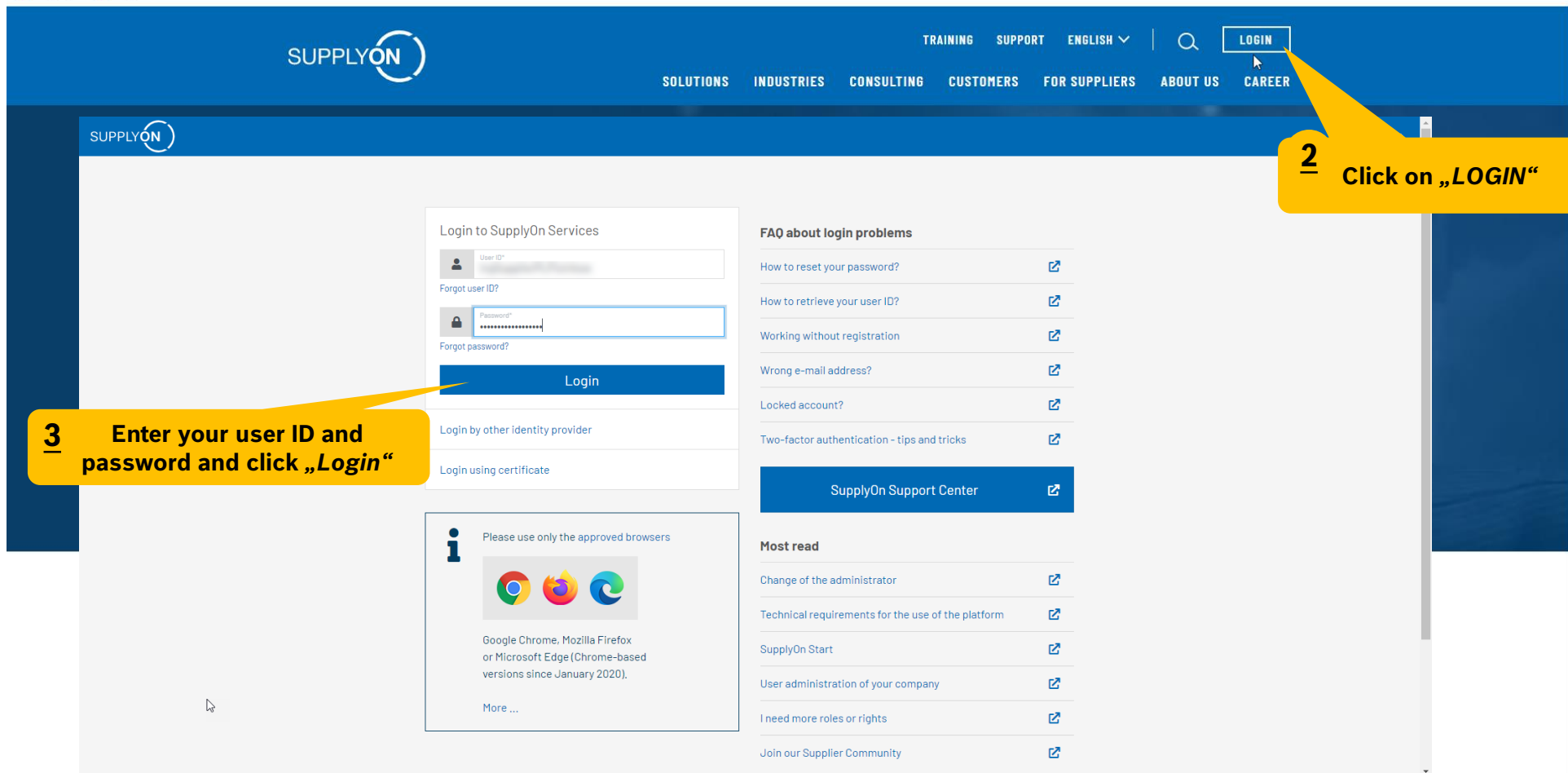
No\_ASN\_No\_Material\_Interconti\_EN

# Content




General steps .....	Slide 3-4
Create FPA.....	Slide 5-12
Create ASN.....	Slide 14-18

# Login

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



# Supply Chain Collaboration

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



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SupplyOn > Home

 Last refresh 0 minutes ago  Edit dashboard



**trgSupplier Changzhou**  
trg Supplier CN Changzhou

 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



## 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
- Issue Center
- Settings & Master Data
- Help for this page

SupplyOn > Supply Chain Collaboration > Dashboard

Last refresh FPA overview (All) Edit dashboard

### JIT Call-Offs

0 Current new JIT Call-Offs

### Alerts

6 Total New Alerts

Type

Inventory Alerts	0
FPA/ASN Alerts	0
Material Status Alerts	0
Demand Alerts	6

### eInvoicing

0 Total Billable Items

Billable Item Status

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

### Forwarder Pickup Ad...

4 FPA Creation Due 4 Pending FPA

Due Deliveries

Overdue	19
Due Today	0
Due Next 7 Days	3

Create FPA

### Advance Shipping No...

0 ASN Creation Due 0 Pending ASN

### VMI

5

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

**Click „Create FPA“ to start transport assignment**

# Select plant and create FPA

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



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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

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

Transport Mode ▾ equal to ▾ Sea Transport ▾ [Add line](#) | [Delete line](#)

[Hide Search Area](#)

My Search Profiles

Default View ▾

## Due Deliveries (grouped)

Default View ▾

[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 e
<input checked="" type="checkbox"/>	BOSCH	trg Bosch Car Multim. Portugal, S.A	trg8150		0BG01		-	-

**6**

Select the plant to be delivered

**7**




Click "Create FPA"

1 match of 2 entries: [Select all matches](#) | [Clear selection](#)

Entries per page 50 ▾

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# Conditional Step: Upload a Document

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



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My SupplyOn > Supply Chain Collaboration > C

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Data saved in session

**10** Go to: „Manage Documents“

FPA No. 359294 FPA date 23-7-10 FPA Status: New  
Customer: trg Bosch Car Multim. Portugal, S.A Ship-to-Location: trg8150 / Bosch Car Multimedia Portugal, S.A. Unloading Point (Ship-to): OBG01

Manage Documents

Complete FPA

Transport References

Upload and Assign

Upload and Assign Document

Document

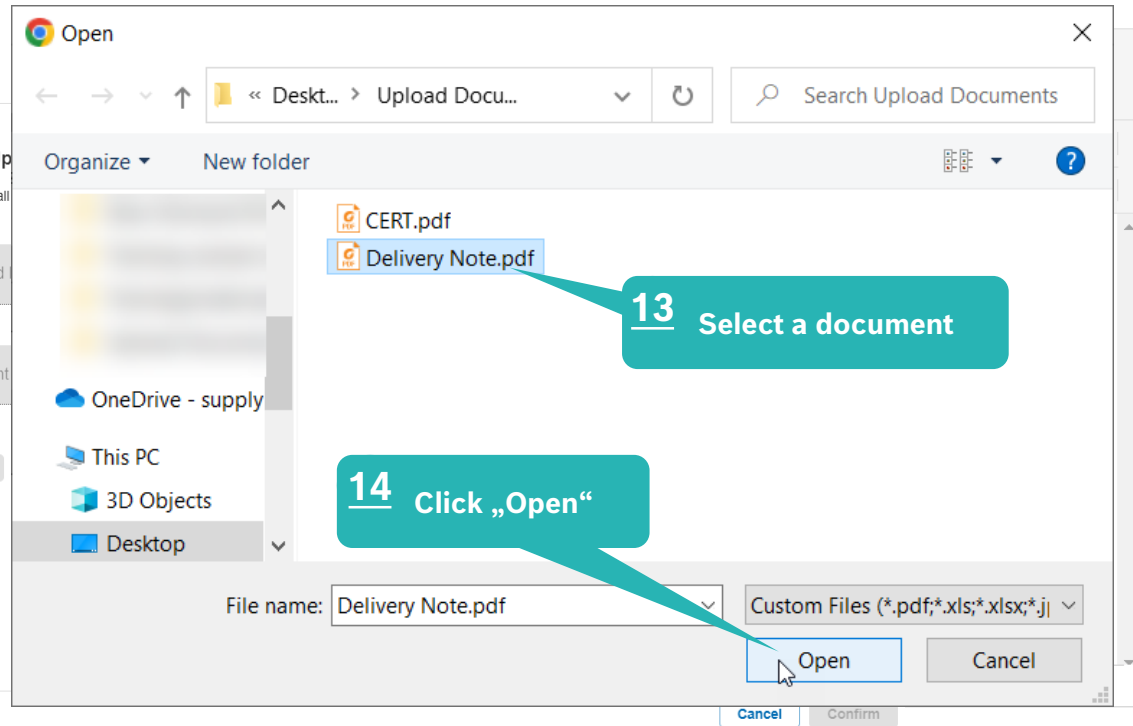
1. Upload Documents

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

**11** Click „Upload and Assign“

Drag and Drop or Browse\*

**12** Click Browse to open your explorer






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

Internal | GS/PSD33 | 2023-02-28

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# Conditional Step: Classify a Document

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



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My SupplyOn > Supply Chain Collaboration > Create FPA

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Data saved in session

## Upload and Assign Document

\* Marked fields are mandatory

### 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: TXT, PDF, ZIP, XML, XLS, XLSX, JPG, JPEG

Delivery Note.pdf (35.9 kB) [Assign Document](#) 

**16** “Confirm” to upload the document

[Cancel](#)

[Confirm](#)

### Assign Uploaded Documents

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

Uploaded Documents \*  
Delivery Note.pdf

Document Type \*  
DN, Delivery note

**15** Choose the document type from the drop-down menu

[Assign](#)

**17** Click “Assign”



# Check the data

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



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My SupplyOn > Supply Chain Collaboration > Create FPA

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FPA No.	359294	FPA date	23-7-10	FPA Status:	New
Customer:	trg Bosch Car Multim. Portugal, S.A	Ship-to-Location:	trg8150 / Bosch Car Multimedia Portugal, S.A.	Unloading Point (Ship-to):	0BG01

Manage Documents

**Complete FPA**

Transport References

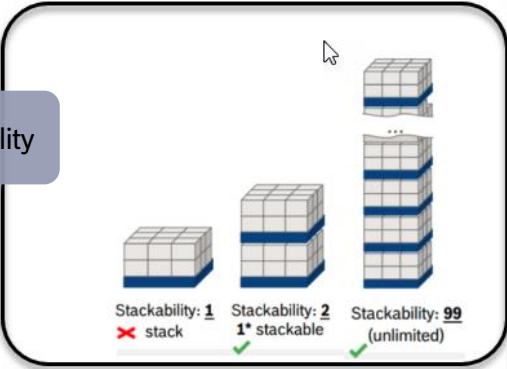
Ship-from Address:	CN - 213022 Changzhou - Training street 1	Ship-to address:	PT - 4705-820 Braga - Rua Max Grundig, nº 35 - Lomar
Pickup Date:	23-7-11	Delivery Date:	23-7-12
Pickup Time:	from: 8:00 am to: 5:00 pm	Delivery Time:	from: 8:00 am to: 5:00 pm
Incoterms Code:	FCA - Free Carrier	Incoterms Text:	Free Carrier
Transport Type:	Sea Transport	Means of Transport:	
Reference ID for Means of Transport:		Carrier:	[Enter Carrier Address]
Free Text (for Carrier):		TO Number:	
Equipment Type:		Equipment Number:	
Transport Number:			

Please pay attention to

- physical pick-up address and delivery address
- Incoterms
- Transport type

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

Check the stackability



Line	Amount of HUs	Pack. Type HU	Total weight of HU position(kg)	Length per HU(cm)	Width ...	Height...	Hazard...	Stacking F...	Total volum...	Load Length HU...	Delivery Note Num...
1	10	Euro-pallet	2 500	120	80	90		1	8.64		1216546




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

Stacking factor:

- \*) .1 — non-stackable
- \*) .2—only could be stackable for another one layer, namely 1+1=2
- \*) .3—only could be stackable for another two layers, namely 1+2=3
- \*) .99—could be stackable for as many layers as it can hold



# Enter Container Data and send FPA

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



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My SupplyOn > Supply Chain Collaboration > Create FPA

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**1** Data saved in session

after „Validate“ , here probably will pop out the reminder:  
the red one is necessary to make a change or fulfill;  
the black one just need to check and ensure data accuracy, if  
no problem you can just ignore and click send.

FPA No.	359294	
Customer:	trg Bosch Car Multim. Portugal, S.A	
<a href="#">Manage Documents</a>	<a href="#">Complete FPA</a>	<a href="#">Transport References</a>

FPA Status: New  
Unloading Point (Ship-to): OBG01

## General

TO Number: SON0000359294  
Carrier Name:  
Load Number:  
Carrier Address: [Enter Carrier Address]  
Loading Length:

Please note that in all cases you can choose  
only 1 container / 1 FPA!

## Sea

HBL Number:  
ShippingLine:  
Container pre-booking number:  
Container Booking Conf. No.:  
Solas VGM (kg):  
VGM Method:

**29** Enter the container data

If container type is not known in case  
of LCL shipment please choose.  
„No equipment ordered“

Sea Container Type:  
Sea Container ID:  
Sea Container Seal Number:  
VGM Creator:

- No equipment ordered
- 20ft GP ISO:22G0
- 20ft RF ISO:22R1
- 40ft GP ISO:42G0
- 40ft HC ISO:45G0
- 40ft RF ISO:42R1
- 45ft HC ISO:L5G1
- 53ft HC (No ISO-Code)
- No equipment ordered
- Container (Other)
- Not loaded on site

## Transport Order Status

Default View

**20** Validate




Status Code	Status Date Time	Status Time Zone	Source
-------------	------------------	------------------	--------

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

**21** Send

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

# FPA Overview

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



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My SupplyOn > Supply Chain Collaboration > FPA Overview

Contact |  Help for this page | Print

 Selected FPAs were successfully deleted!

Once the FPA is successfully sent, the Transport Labels will be generated (this could take few minutes). After this icon appears labels could then be printed.

Quick Search  Advanced Search

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

[Hide Search Area](#)

My Search Profiles











[Manage View](#)

FPA  FPA Position(s)

Click on the FPA number and open the print screen in order to print the Transport Labels

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	FPA Status	TM Status	ASN Status	Attachment St...	ASN Date
<input type="checkbox"/>	trg Bosch Car ...	trg CM-Braga 81...		0BG01	Bosch Car Multim...	23-7-12 8:00 am...	trg Supplier Chan...	✘	359294		Sent	Success		 	
<input type="checkbox"/>	trg Bosch Car ...	trg CM-Braga 81...		0BG01	Bosch Car Multim...	23-7-10 8:00 am...	trg Supplier Chan...	✘	359120		Sent	Success		 	
<input type="checkbox"/>	trg Bosch Car ...	trg CM-Braga 81...		0BG01	Bosch Car Multim...	23-7-10 8:00 am...	trg Supplier Chan...	✘	359027		Sent	Success		 	
<input type="checkbox"/>	trg Bosch Car ...	trg CM-Braga 81...		0BG01	Bosch Car Multim...	23-8-31 8:00 am...	trg Supplier Chan...	✘	358984		Sent	Success		 	
<input type="checkbox"/>	trg Bosch Car ...	trg CM-Braga 81...		0BG01	Bosch Car Multim...	23-7-7 8:00 am...	trg Supplier Chan...	✘	358924		ASN	Success	Sent	 	23-7-3

The FPA is sent successfully




[Back](#) [Create FPA \(via Due Del. - grouped\)](#) [Copy FPA](#) [Upload FPA](#) [Upload ASN based on FPA](#) [Delete FPA](#) [Cancel FPA](#) [Reopen FPA](#) [Download](#) [FPA Details / Edit](#)

5 matches of 5 entries: [Select all matches](#) | [Clear selection](#)

Entries per page

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# Print the Transport Labels

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



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Log Out

My SupplyOn > Supply Chain Collaboration > Display FPA

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

FPA No.	359294	FPA date	23-7-10
Customer:	trg Bosch Car Multim. Portugal, S.A	Ship-to-Location:	trg8150 / Bosch Car Multimedia Portugal, S.A.

**Manage Documents** | **Complete FPA** | Transport References

Pickup	Date:	23-7-11	Delivery	Date:	23-7-12
	Time	from: 8:00 am to: 5:00 pm		Time	from: 8:00 am to: 5:00 pm
Incoterms Code:	FCA - Free Carrier		Carrier Name:		
Incoterms Text:	Free Carrier		Driver Contact:		
Transport Type:	Sea Transport		Free Text (from Carrier):		
Means of Transport:			Load number:		
Reference ID for Means of Transport:			Volume (total Delivery):		
Carrier:	<a href="#">[Enter Carrier Address]</a>		Loading Length (total Delivery):		
Free Text (for Carrier):			Hazard. Goods:		
TO Number:	SON0000359294		Gross Weight (total Delivery):		
Equipment Type:			Net Weight (total Delivery):		
Equipment Number:					
Transport Number:					

Default View ▾ | Manage View ▾

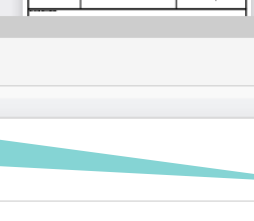


Line	Amount o...	Pack. Type HU	Total we...	Length...	Wi...
1	10	Euro-pallet	2 500	120	80

Click on *Print*, select *Transport-/CEP-Label* and *Print selection*.  
The printed labels could be taped on the corresponding handling units

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

FPA Status: Sent

2 of 10



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

[Print selection](#)

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



## CHECKLIST

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### FPA






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

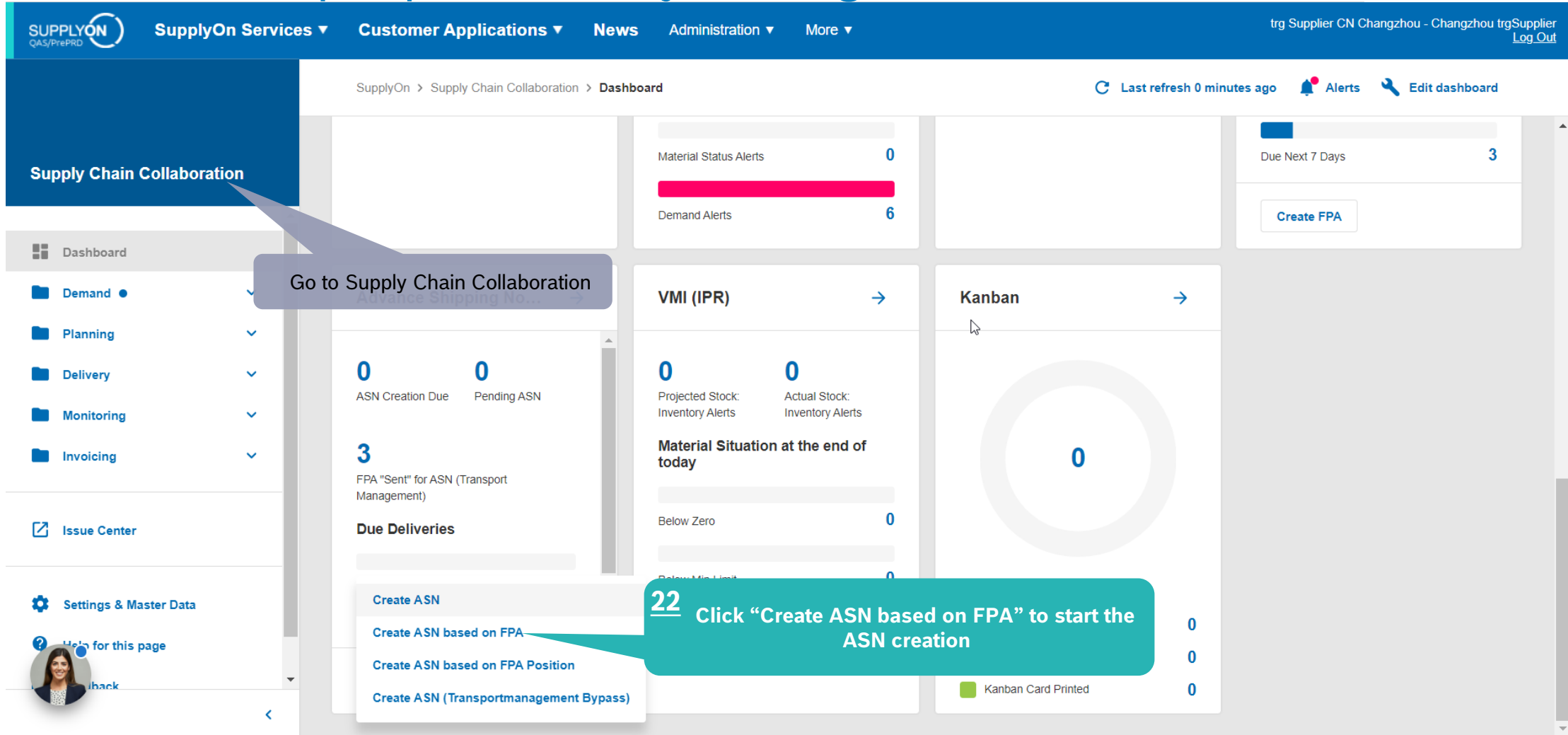
### FPA Update (Conditional Step)



ASN is not required, but If your FPA data has changed (weight, volume...) please enter SupplyOn again and update the FPA by sending ASN 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 interface. The top navigation bar includes 'SUPPLYON QAS/PrePRD', 'SupplyOn Services', 'Customer Applications', 'News', 'Administration', and 'More'. The user is logged in as 'trg Supplier CN Changzhou - Changzhou trgSupplier' with a 'Log Out' link.




The main content area is titled 'SupplyOn > Supply Chain Collaboration > Dashboard'. It features several widgets:

- Material Status Alerts:** 0 alerts.
- Demand Alerts:** 6 alerts.
- Due Next 7 Days:** 3 alerts.
- ASN Creation Due:** 0.
- Pending ASN:** 0.
- FPA "Sent" for ASN (Transport Management):** 3.
- Due Deliveries:** 0.
- 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 Card Printed:** 0.

A callout box points to the 'Supply Chain Collaboration' menu item in the left sidebar, with the text: "Go to Supply Chain Collaboration".

A second callout box points to the 'Create ASN based on FPA' option in a dropdown menu, with the text: "22 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



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My SupplyOn > Supply Chain Collaboration > FPA Overview

Contact |  Help for this page | Print

Make sure the filter „Advanced Search“ is set correctly or cleared before creating ASN

Quick Search  Advanced Search

[Hide Search Area](#)

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

My Search Profiles

FPA

Default 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	FPA Status	ASN Status	ASN Date	Carrier Name
<input checked="" type="checkbox"/>	trg Bosch Car ...	trg CM-Braga 81...		0BG01	Bosch Car Multim...	23-7-12 8:00 am...	trg Supplier Chan...	✘	359294		Sent			
<input checked="" type="checkbox"/>	trg Bosch Car ...	trg CM-Braga 81...		0BG01	Bosch Car Multim...	23-7-10 8:00 am...	trg Supplier Chan...	✘	359120		Sent			
<input checked="" type="checkbox"/>	trg Bosch Car ...	trg CM-Braga 81...		0BG01	Bosch Car Multim...	23-7-10 8:00 am...	trg Supplier Chan...	✘	359027		Sent			
<input checked="" type="checkbox"/>	trg Bosch Car ...	trg CM-Braga 81...		0BG01	Bosch Car Multim...	23-8-31 8:00 am...	trg Supplier Chan...	✘	358984		Sent			

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

**24** Click „Create ASN“

4 matches of 5 entries:

Entries per page

Page  of 1

# Conditional Step: Complete ASN

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



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My SupplyOn > Supply Chain Collaboration > Create ASN

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**Data was saved successfully**

ASN No.	359294	ASN Date	23-7-10	FPA Status:	Pending
FPA No.:	359120	FPA ID:	359120		
Ship-from Address:	CN - 213022 Changzhou - Training street 1	Ship-to address:	PT - 4705-820 Braga - Rua Max Grundig, n° 35 - Lomar		
Pickup Date:	23-7-11	Delivery Date:	23-7-12		
Time from:	8:00 am	Time to:	5:00 pm		
Incoterms Code:	FCA - Free Carrier	Carrier Name:			
Incoterms Text:	Free Carrier	Driver Contact:			
Transport Type:	Sea 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:	SON0000359294	Gross Weight (total Delivery):	2500 kg		
Equipment Type:		Net Weight (total Delivery):			
Equipment Number:					
Transport Number:					

Check all information of Complete ASN page

Default View Manage View Reset all Filters

Line	Amount of...	Pack. Type HU	Total weight of...	Length per...	Width per H...	Height per H...	Hazard. Goods	Stacking F...	Total volum...
1	10	Palett	2 500	120	80	90	<input type="checkbox"/>	1	8.64

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



# Conditional Step: Update, validate and send the ASN



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My SupplyOn > Supply Chain Collaboration > Create ASN

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ASN No.:	359294	ASN Date:	23-7-10	FPA Status:	New
FPA No.:	359027	FPA ID:	359027		
Customer:	trg Bosch Car Multim. Portugal, S.A	Ship-to-Location:	trg8150 / Bosch Car Multimedia Portugal, S.A.	Unloading Point (Ship-to):	0BG01

[Manage Documents](#) [Complete ASN](#) **Transport References**

## General

TO Number:	SON0000359027	Carrier Name:	
Load Number:			

## Sea

HBL Number:	HBL123456		
ShippingLine:			
Container pre-booking number:		Sea Container Type:	No equipment ordered
Container Booking Conf. No.:		Sea Container ID:	
Solas VGM (kg):		VGM Method:	
		Sea Container Seal Number:	
		VGM Creator:	

25 Key in HBL number if its blank

27 Click „Send“

## Transport Order Status

Default View ▾ Manage View ▾ [Reset all Filters](#)

<a href="#">Close</a>	<a href="#">Save Draft</a>	<a href="#">Validate</a>	<a href="#">Print</a>	<a href="#">Send</a>
-----------------------	----------------------------	--------------------------	-----------------------	----------------------

26 „Validate“ the data

# ASN overview

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

My SupplyOn > Supply Chain Collaboration > ASN Overview

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

**ASN was successfully sent** The ASN is sent successfully

Quick 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...	Requested Docu...	Attachments	Size of attach...	Number of atta...
315900	Sent	06.03.23 08:00	trg Robert Bosc...	trgAE-6580-HtvP		HUA05	315900	ASN		✓	02.03.2...		0	0	

The FP Status is now changed to ASN, and herewith the ASN process is completed

1 match of 1 entry: [Select all matches](#) | [Clear selection](#) Entries per page: 50  First Previous Page 1 of 1 Next Last





# Thank You