




Click Guide

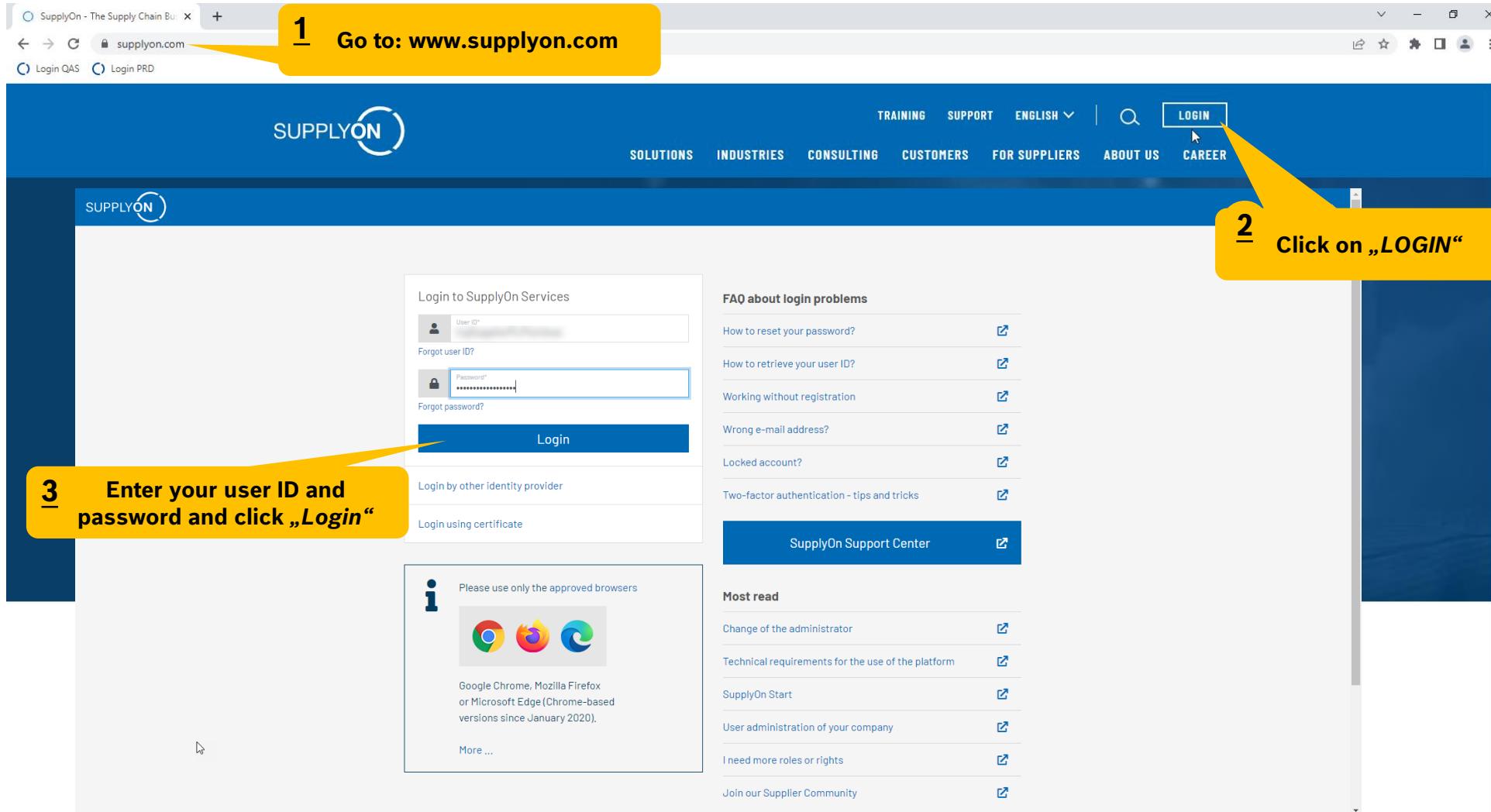
No_ASN_No_Material_Interconti_EN

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






1 **Go to: www.supplyon.com**

2 **Click on „LOGIN“**

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

Supply Chain Collaboration

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



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trg Supplier CN Changzhou - Changzhou trgSupplier [Log Out](#)

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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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

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

First Previous | Page of 1 | Next Last

Conditional Step: Upload a Document

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



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Log Out

My SupplyOn > Supply Chain Collaboration > C

[Interactive Tours](#)

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

Data saved in session

8 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

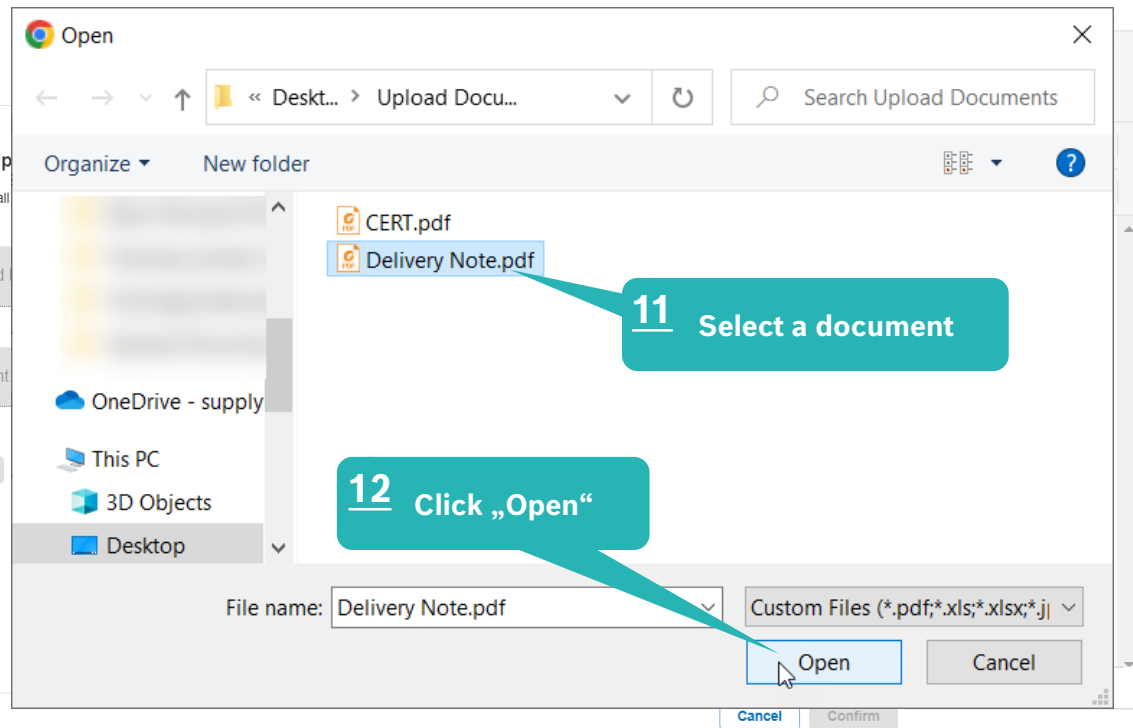
1. Upload Documents

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

9 Click „Upload and Assign“

Drag and Drop or Browse*

10 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

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 (86.7 kB) Assigned ✕

Assign Uploaded Documents

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

Uploaded Documents *
delivery note.pdf ✓ ▾

Document Type *
DN1, Delivery note 1 ✓ ▾

13 Choose the document type from the drop-down menu

14 "Confirm" to upload the document

[Cancel](#) [Confirm](#)

Check the data

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



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Log Out

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

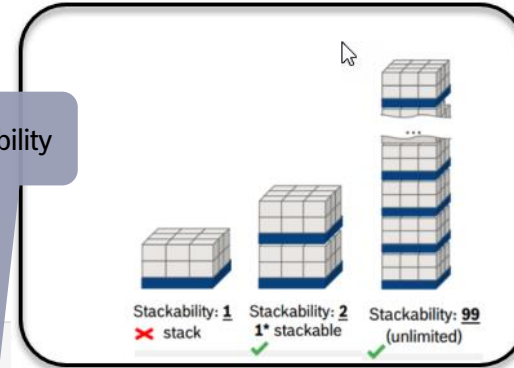
Transport References

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	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:	[Enter Carrier Address]	Load weight (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:			

Please pay attention to

- physical pick-up address and delivery address; In case of P2D and P2P the Port needs to be selected!
- Incoterms
- Transport type

Check the stackability



15 Enter amount of handling units, weight and measurements

Line	Amount of HUs	Pack. Type HU	Total weight of HU	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




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Enter Container Data and send FPA

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



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Log Out

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.

Customer: trg Bosch Car Multim. Portugal, S.A

[Manage Documents](#) [Complete FPA](#) [Transport References](#)

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:

16 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

17 Validate




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

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

18 Send

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

FPA Overview

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



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Log Out

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](#)

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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:	[Enter Carrier Address]		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 ▾




<input type="checkbox"/>	Line ▲	Amount o...	Pack. Type HU	Total we...	Length...	Wi...
<input type="checkbox"/>	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

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 web application interface. The top navigation bar includes the SupplyOn logo, '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 dashboard area is titled 'SupplyOn > Supply Chain Collaboration > Dashboard'. It features several key metrics and sections:

- Material Status Alerts:** 0
- Demand Alerts:** 6
- Due Next 7 Days:** 3
- 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 with a purple background and white text says: "Go to Supply Chain Collaboration".

A callout box with a teal background and white text says: "22 Click 'Create ASN based on FPA' to start the ASN creation".

A dropdown menu is open, showing the following options:

- Create ASN
- Create ASN based on FPA
- Create ASN based on FPA Position
- Create ASN (Transportmanagement Bypass)

Conditional Step: Select FPA and create ASN

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



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Log Out

My SupplyOn > Supply Chain Collaboration > FPA Overview

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

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

Quick Search Advanced Search

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

[Hide Search Area](#)

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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Log Out

My SupplyOn > Supply Chain Collaboration > Create ASN

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

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

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:

Container Booking Conf. No.:

Solas VGM (kg):

VGM Method:

Sea Container Type: No equipment ordered

Sea Container ID:

Sea Container Seal Number:

VGM Creator:

25 Key in HBL number if its blank

27 Click „Send“

Transport Order Status

Default View ▾ Manage View ▾

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

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 **Advanced Search**

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

Hide Search Area

My Search Profiles

[Manage View](#)

Advance Ship Notices

ASN Position(s)

Default View

[Manage 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

[Back](#) [Create ASN](#) [Copy ASN](#) [Upload](#) [Delete ASN](#) [Request ASN Withdrawal](#) [Download](#) [ASN Details / Edit](#) [Show related ASN Position\(s\)](#) [Create Invoice](#) [Print](#)

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

Entries per page

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Thank You