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SUPPLYON

Supplier quick start guide

Transmission of ASN with Schaeffler GTL

With SupplyOn WebEDI

> Schaeffler Technologies AG & Co. KG makes it possible to optimize your logistics processes with SupplyOn WebEDI. This is possible by creating a transparent and structural process starting with exchanging information over ASN.
>
> In this guide, you will be guided to complete successful ASN.

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1. Sign on to SupplyOn WebEDI

Please sign on to SupplyOn Platform with your Account

http://www.supplyon.com

1.1. Logistics Settings

These settings are needed to reduce the manual effort during the ASN-process.

Click **Administration** and **Logistics Settings** to make the initial settings for the ASN process	SUPPLYON My SupplyOn SupplyOn Services ▼ Administration ▼ News My User Account My Substitutes My SupplyOn > Logistics & Finance Customer Responsible INA_Lieferant_jgr362 Company Logistics Settings Processes Contract & Invoice Logistics My user administrators
(1) Click on the **Control Point Name** (2) Click on **Change Details** (3) Tick **ASN number** and **Label number** and (4) define a **Start Number**. (5) Define the paper-size for the label. Yes = A5; No = A4. (6) Do not forget to **save**. *Hint!* *If you cannot access the* ***Logistic Settings*** *please request the "Control Point Admin" Role.*	**Search** Results from 1 to 1 of 1 Control Point ID ... **1** ... Control Point Name 10009880 ... trg-inasellers01 **Details of Control Point trg-inasellers01** ℹ Control point trg-inasellers01 successfully changed. CP Details	Seller Articles	Default Settings Logistics & Finance	User Activation	Network Links **Change Details** **2** **Control Point Data** Control Point ID ... 10009880 Control Point Name * ... trg-inasellers01 Control Point Short Name * ... (KS GLEITLAGER) DUNS+4 ... 99-951-1102- EDI Partner ... Grand_Toy Timezone ... (GMT+01:00) Europe/Berlin **Further Logistic Data** FPA number ☐ Auto assign Start Number: -- ASN number **3** ☑ Auto assign Start Number: 1 **4** Label number ☑ Auto assign Start Number: 1 FPA number (SLOPE) ☐ Auto assign Start Number: -- Invoice number ☐ Auto assign Start Number: -- **Additional Data** WebEDI: Time horizon planned delivery Measure of weight (Legacy ASN) Measure of length (Legacy ASN) Attribute 4 Attribute 5 Label DIN A6 Paper Attribute 7 Format for DELFOR-IMO msg. ... None ▼ Attribute 9 ... ○ yes ● no Digital signature ... ○ yes ● no One delivery note per dispatch ... ○ yes ● no Label DIN A5 Paper **5** ... ● yes ○ no Role of Control Point ... Seller Mandatory ... are marked with * Save **6** Cancel

1.2. Changing the GTL size for Single Packs

If you want to print a small GTL for Single Packs (KLT) with half A5, please follow the instruction below.

The small label for KLT will be defined once in the material master data. This set up needs to be done only once per material number.

Choose **WebEDI** and click on **Material Master Data** (1).	
Choose the corresponding **material number** (2) to change the label-size.	
Tick the check-box for **Small KLT Label (3).** Don't forget to **Save**.	

1.3. The SupplyOn-menu: WebEDI

Choose the Service "**WebEDI/VMI**"	
Check your new demand messages: **Delivery Instructions Orders** *Hint!* *New messages are displayed as a number. Here 31 new delivery instructions.* *You can also enter via the link in your E-mail notification to go directly to the new message.*	

2. Transport selection

In this chapter it is described on how to choose the delivery to be shipped.

Click on **ASN (new)** and **Create ASN** to start the ASN process	Shipping Processes FPA (Transport Management) ▼ ASN (Transport Management) ▼ ASN (New) ▼ — Create ASN ASN ▼ — ASN Overview (all) — ASN Overview (pending) Stock Movement

2.1. Planned delivery

Enter the period of the purchase order (1) and click on **Search** (2) to find open demands. *Hint!* *If you cannot find open demands, increase the* **days in the future** *to 300. If you are still not able to find the open demand, confirm open-order or check your delivery instructions.*	Quick Search Advanced Search Open demands based on ASN Creation Due D ⌄ days in the future (incl. pa ⌄ 30 Add line | Delete line Search (2)
(3) Choose your **Unloading Point** and click on the **ASN required**. Here 7.	Due Deliveries (grouped) Default View ⌄ Manage... ⌄ Company Name (Customer) Plant Code (Consignee) ASN required Unloading Point (Consignee) ○ SCHAEFFLER CANADA INC. 0264 2 801 Ontario Street Back Create ASN Show Due Deliveries Show Extra Shipments
(4) Tick the open demand and (5) **Create ASN** for these demands.	Due Deliveries Schedule Lines Default View ⌄ Manage... ⌄ Company Name (Customer) Plant Code (Consi... Unloading Point (Consignee) Material No. (Cust... Material Descr. (Cust... Delivery Date ▲ ☑ SCHAEFFLER CANADA INC. 0264 801 Ontario Street 0065649840000 DR.GE40-DO-0031 22.08.18 ☐ SCHAEFFLER CANADA INC. 0264 801 Ontario Street 0065649840000 DR.GE40-DO-0031 19.09.18 Back Create ASN

2.2. Extra shipment

(1) Click on the number in **Available for Extra Shipment**, to create a shipping notification. *Hint!* *Extra shipments are used to create an ASN without an open demand.*	

3. Create a shipping notification (ASN)

After selection of the delivery the notification will be created, as well as the associated labels.

3.1. Enter of despatch data

(1) **ASN No**. is automatically filled. If not, check 1.1. (2) Fill in the **Del. Note No**. - max. 10 digits - use the same Del. Note No. for your Invoice The Del. Note Pos. is prefilled (if you need to change it, only numeric and 3 digit values are allowed) (3) Enter the **Batch No**. (4) Enter the **Delivery Quantity** (prefilled by the propose quantity) (5) **Calculate Packing**.	
Check that the **Pack. Data Status** is green. The material is packed according to the **Packing Profile**	
If the automated packing is not working and the **Packing Profile** is *<manual data entry>*, please contact Schaeffler. In this case there is no packing instruction displayed	

3.2. Despatch Advice without package information

If you screen does not show (1) Assign Pack. Material to HU your ASN-profile does not uses packaging information. In this case you do not need to calculate packaging as displayed in 3.1 section (5).	

3.3. Enter Additional Data

Here you enter the country of origin for each material.

(1) Click on **Enter Additional Data** and (2) enter the **Country of Origin** for each line. *Hint!* *Currently it is not possible to copy the country of origin. We are working on it.*	

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3.4. Check Handling Units

(1) Click on "Assign Pack. Material to HU" (2) Here, all packaging information is filled automatically due to the automatically packaging.	

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3.5. Complete ASN

(1) Click on **Complete ASN** (2) Select the planned **Delivery Date** *Hint!* *The planned Delivery Time is not important to Schaeffler and can be ignored.*	
(3) Click on **Save Draft** when you need some time to attach the labels (see 3.5) to the delivery. (4) **Validate** to check if everything is entered correctly.	

Please check the shipping notification if your data are correct and complete before you send it. Print the documents (see 3.5), which are necessary for Schaeffler (if you did not do that before).

Please send the shipping notification after the labels are attached to the palettes and when the shipping is <u>actually</u> on the way to Schaeffler.

3.6. Print labels (GTL)

With every delivery, Schaeffler expects each loading unit (Handling Unit and Single Pack) to be marked with the respective Global Transport Label (GTL).
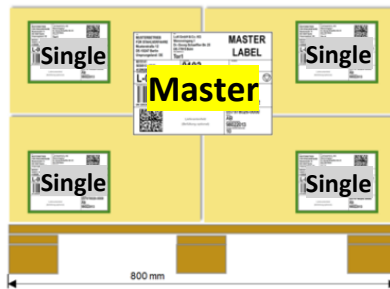
(1) Click on **Print** and (2) **Handling Unit Label** for Handling Units like palettes or **Package Label** for Single Packs like KLT.	
Selection of the handling. Pay attention to the alignment of the print-out on the paper, so that the label is printed completely.	

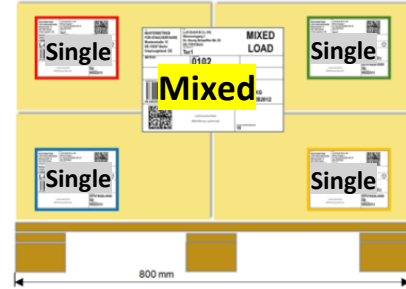|	
Print the Master-Label/s with a click on "Handling Unit Label" and put it on the pallet/s. (Mixed Load will be used for pallets with more than one material number) *Hint!* *The size of the paper (A4 or A5) is explained in chapter 1.1.*	 **Every pallet gets one Master/Mixed-Label!** Label example:
Print the Single labels with click on "packaging label" and put these on the KLTs	 **Every KLT gets its own single label!** Label example:

3.7. Attach labels according to the despatch list

The despatch list indicates, according the label number, on how to pack the Singlepacks on the Handling Unit. So, the correct Singlepacks are packed on the correct Handling Unit. The correct assignment is important, because the goods receipt at Schaeffler is based on the correct assignment.

As before, click on Print and on (1) **Despatch List.**	
The (2) **Singlepack-Labelnumber (Label No. from Label No. to)** is allocated to the (3) **Handling Unit Labelnumer (TP-Unit)**	
On the Singlepack Label the **Labelnumber** (2) can be found under the barcode: **17827**. On the Handling Unit the **Labelnumber** (2) can be found under the barcode: **17971**.	

From:
trg-inasellers01

trg-inasellers01
123456 trg-inasellers01
Ursprungsland: DE

To:
Schaeffler Group USA Inc. - Fort Mi

308 Springhill Farm Road
297159784 Fort Mill
Unloading Point:
308 Springhill Farm

MASTER LABEL

00286925
0005121654 / 10
L456

Storage Location:
0300

Kanban ID:

Storing Position:

Material Description:
F-558189.25-0071.STAT.NWFK

Licence Plate (6J):

UN999511102000017971

Quantity:
2880
Gross:
18.00 KG
Production- or Delivery Date:
20SEP2018

Material-No.:
0757476850000
Index:
00
Supplier Batch:

Number of Packages:
144

3.8. Send shipping notification (ASN)

After attaching the labels the ASN creation process is completed and the ASN can be sent. Click on **Send** (1). After that the ASN is sent.

Hint!

It is not possible to change the ASN after message is sent.

Ship-to: Schaeffler AT Canada
Ship-to address: CA - N5A 6T2 Stratford
Delivery Date/Time: 27.08.18 02:41

Delay Reason:
Carrier Name:
Load number:
Volume (total Delivery): 400 cm³
Loading Length (total Delivery): LM
Hazard. Goods: No
Gross Weight (total Delivery): 0,02 kg
Net Weight (total Delivery): 0 kg

Reset all Filters

dth HU(cm)	Height HU(cm)	Hazard. Goods	HU Pack.Mat.No. (Sup...	HU Pack.Mat.Descr. (Su...
4,1	9,3	☐		

20   First   Previous | Page 1 of 1 | Nex

Print   Send

4. Further Information

Further exceptions are described in this chapter.

4.1. Create mixed pallets

Mixed pallets or mixed handling units represent outer packages (e.g., pallets) loaded with at least two different materials. The materials are packed in individual packages (reusable packaging or carton boxes) and then packed together on a pallet as a mixed pallet. In this case, a MIXED label will be printed for the palette, see 3.2.4. The case of mixed pallets is common practice for traded goods.

1. Make a selection of all due deliveries and 2. Create ASN. Select at least 2 different materials here.	
1. Click on Details. 2. Delete the check mark in the field "one level packaging". 3. Save and close. Repeat this process for all lines	

Assign packaging to a HU. 1. Create HU. 2. Select HU. 3. Select packaging for the HU 4. and assign.	
As described above: Complete shipping notification (ASN), print label and send. On the label must be: "MIXED LOAD". For deliveries of merchandise-goods to Schaeffler-EDZ there is no Single-Label necessary.	
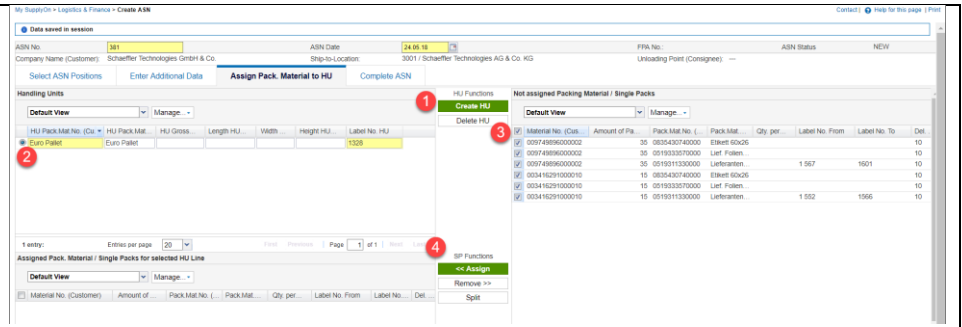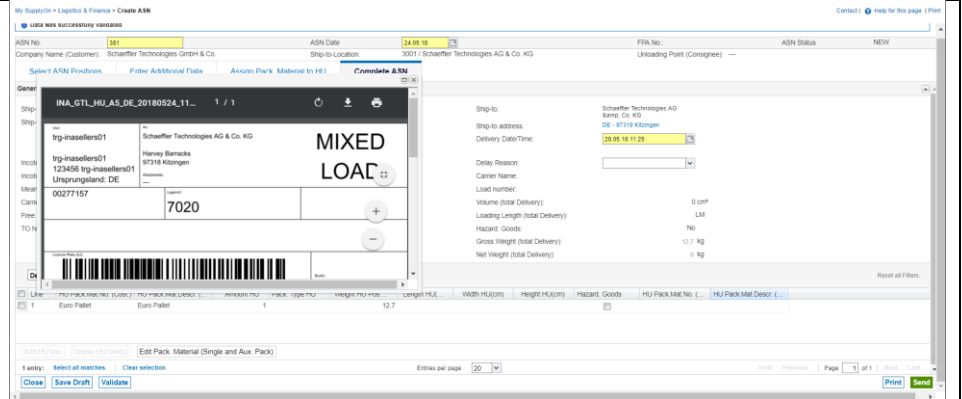
4.2. Enter empty packing material

In this case empty Packs are sent back. Also this information needs to be displayed in the ASN. Follow the steps in 3.1.

Click on the **Details** (1).	
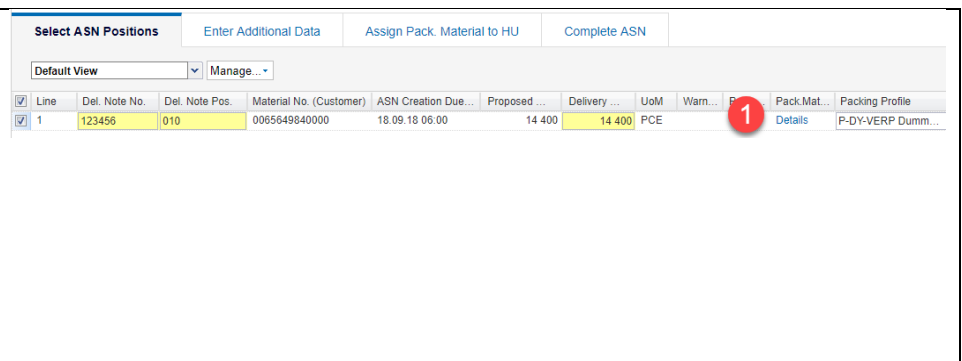
Click the Checkbox for the first **Pack Mat. No.** (2) and click on **Copy Line** (3) to duplicate the packaging material.	
Change the **Label Ident** from S to Z (4). By doing this, the package is defined as an empty pack. Change the **Amount of Pack Mat.** according to the amount sent (5).	

4.3. Filter the correct demand in SupplyOn WebEDI-Portal

To find a specific due delivery it is possible to search for it in the **Create ASN** screen:

For example it is possible to search via the **Order Number.**	

4.4. Order confirmation

Single ORDERS need to be confirmed. In order to do so, please follow the steps below:

(1) Click on the new messages (or enter via the link in your E-mail),

(2) Double-click on ORDERS with the Response Status **Open.**

(3) Check if all information are correct.

(4) **Confirm as**-is or

(5) **Respond with changes** of **Del. Date** or **Del. Qty.** In both Cases enter a **Supplier Reference** and

(6) **Save and Send.**

Hint!
Step 6 is optional only if you want to change delivery date or quantity. If there are other irregularities, please contact your Schaeffler-purchaser.

When you want to confirm more than one ORDER at once follow these steps:

Go to the ORDER-Overview as above

(1) Tick the ORDERS you like to confirm

(2) Click on **Confirm selected**

(3) Enter your **supplier reference number**

(4) **Send confirmation**

Hint!
Ensure, that you have read the ORDER and agree on the terms.

4.5. Find the correct delivery request in the SupplyOn WebEDI Portal:

Please follow the following instruction if you cannot create a new shipping notification in the SupplyOn WebEDI-Portal, although in the system are open scheduling agreements available.

Step 1:

Step 2:

Step 3:

Please save you settings now with a click on "Save".

4.6. Show and hide of specific shipping notification fields

During the creation of the shipping notification it is possible to show or hide certain fields and to save the new settings as standard.

Step 1:

Choose a field that you want to show, for example packaging material details.

Step 2:

Name the new view (in this example "INA") and choose "Manage"→ "Create new"

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Step 3:

Establish the view as standard with a click on "Manage"→ "Set as/unset default"
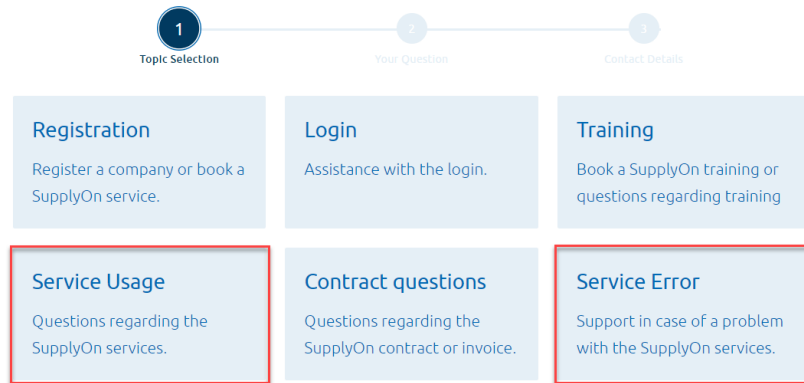
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5. Customer-Support-Hotline – Call us or send us an E-Mail

For questions about the use of SupplyOn you can contact our Support via the form below or use the free hotline directly.

Our Support team will be glad to help you!

Just send us an online request in three simple steps and we will respond as quickly as possible. In which concerns can we support you?

1 — Topic Selection   2 — Your Question   3 — Contact Details

Registration	Login	Training
Register a company or book a SupplyOn service.	Assistance with the login.	Book a SupplyOn training or questions regarding training
Service Usage	Contract questions	Service Error
Questions regarding the SupplyOn services.	Questions regarding the SupplyOn contract or invoice.	Support in case of a problem with the SupplyOn services.

> Additional contact information

Click either on **Service Usage** if you have question regarding the process or **Service Error** if face an error on how to create the ASN.

Here you can fill in your information, describe your problem and attach screenshots to explain the issue you are facing.

To decrease the time to solve the issue, please provide the following information: (if available)

- **Your DUNS-number**
- **Your supplier-number**
- **The ASN-number (if you have save the ASN)**

Your Question

Are you using Air Supply? *   ○ Yes   ● No

Please enter the application name *

With which customer do you use SupplyOn? *

What is the priority of your request? *
Low

Support Center *

Please explain your concern or problem *

0/1500

Attachments - max 2 MB each

⬇ No file selected.

⬇ No file selected.

Please note: * = mandatory

CONTINUE

Our experts will help you 7 days a week around the clock in eight different languages:

Telephone (Toll free)

Germany:	0800.78 77 59 66
International:	+800.78 77 59 66
USA / Canada:	1.866. 787.7596
China (North):	10800. 7490127
China (South):	10800. 4900114
Mexico:	01.800.123.3231
E-Mail:	Customer-Support@SupplyOn.com

*Hint: You can find a video tutorial to create a shipping notification on the help page –Video on the **Schaeffler Supplier Info Portal***

https://cms.application.prd.supplyon.com/en/info-portal/schaeffler-introduction?bcid=163&rtid=1

We are constantly working to improve our click-guides for you. Therefore you can find our latest version on ***Schaeffler Supplier Info Portal.***