

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>

The screenshot shows the SupplyOn website interface. At the top, there is a navigation bar with the SupplyOn logo, 'Support', 'English', 'Search', and 'Login' buttons. Below this is a horizontal menu with categories: SOLUTIONS, INDUSTRIES, CONSULTING, CUSTOMERS, TRAINING, FOR SUPPLIERS, and ABOUT US.

The main content area features a large graphic on the left with the text 'YOU | SUPPLYON DIGITAL TRANSFORMATION. DELIVERED.' and four key areas: DIGITIZE (We digitize your supply chain & procurement management), ARTIFICIAL INTELLIGENCE (We deliver artificial intelligence for your supply chain & production management), INNOVATE (We turn your idea into mass production), and SCALE (We enable to scale up innovative service like predictive maintenance). To the right of this graphic is a dark blue box with the text 'Join our webinar series on Artificial Intelligence: APPLIED AI FOR SMART SUPPLY CHAINS' and a 'Find out more' link.

Below the graphic is a login section. It starts with a green banner that says 'All services are available.' followed by a 'Login to SupplyOn Services' heading. There are two input fields: 'User ID*' and 'Password*'. Below each field is a link for 'Forgot user ID?' and 'Forgot password?' respectively. A blue 'Login' button is positioned below the password field. At the bottom of the login section is a link for 'Login using certificate'.

To the right of the login section is a 'FAQ about login problems' section with a list of questions, each with a dropdown arrow: 'Forgotten password?', 'Forgotten user ID?', 'Locked account?', and 'Wrong email address'. Below this is a 'Further topics of interest' section with a list of topics, each with a dropdown arrow: 'Working without registration', 'I need more roles or rights', and 'User administrator of your company'.

1.1. Logistics Settings

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

<p>Click Administration and Logistics Settings to make the initial settings for the ASN process</p>	
<p>(1) Click on the Control Point Name</p> <p>(2) Click on Change Details</p> <p>(3) Tick ASN number and Label number and</p> <p>(4) define a Start Number.</p> <p>(5) Define the paper-size for the label. Yes = A5; No = A4.</p> <p>(6) Do not forget to save.</p> <p><i>Hint!</i></p> <p><i>If you cannot access the Logistic Settings please request the "Control Point Admin" Role.</i></p>	

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.

<p>Choose WebEDI and click on Material Master Data (1).</p>																																														
<p>Choose the corresponding material number (2) to change the label-size.</p>	<table border="1"> <thead> <tr> <th>Deletio...</th> <th>Material</th> <th>Material Desc.</th> <th>Plant Buyer</th> <th>...</th> <th>Sig...</th> <th>...</th> <th>Rnd. ...</th> <th>Min. D...</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>---</td> <td>Boise X-9 Multi-Use Co...</td> <td>0264 FAT STRATFORD</td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> </tr> <tr> <td><input type="checkbox"/></td> <td>001175408000002</td> <td>ZM190#E</td> <td>0264 FAT STRATFORD</td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> </tr> <tr> <td><input type="checkbox"/></td> <td>0065649840000</td> <td>DR.GE40-DO-0031</td> <td>0264 FAT STRATFORD</td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> </tr> <tr> <td><input type="checkbox"/></td> <td>019006900000002</td> <td>51408#E</td> <td>0264 FAT STRATFORD</td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>1</td> </tr> </tbody> </table>	Deletio...	Material	Material Desc.	Plant Buyer	...	Sig...	...	Rnd. ...	Min. D...	<input type="checkbox"/>	---	Boise X-9 Multi-Use Co...	0264 FAT STRATFORD		0	0	0	1	<input type="checkbox"/>	001175408000002	ZM190#E	0264 FAT STRATFORD		0	0	0	1	<input type="checkbox"/>	0065649840000	DR.GE40-DO-0031	0264 FAT STRATFORD		0	0	0	1	<input type="checkbox"/>	019006900000002	51408#E	0264 FAT STRATFORD		0	0	0	1
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<p>Tick the check-box for Small KLT Label (3). Don't forget to Save.</p>	<p>Other Parameters</p> <p>Averaging Period: 28 Day(s)</p> <p>Transportation Time: 48 hour(s)</p> <p>Comment:</p> <p>Small KLT Label: <input checked="" type="checkbox"/></p>																																													

1.3. The SupplyOn-menu: WebEDI

<p>Choose the Service "WebEDI/VMI"</p>	<p>The screenshot shows the SupplyOn navigation bar with 'SupplyOn Services' expanded. The 'WebEDI / VMI' option is highlighted with a red rectangular box. Other options include Sourcing and Business Directory.</p>																																
<p>Check your new demand messages: Delivery Instructions Orders</p> <p><i>Hint!</i> <i>New messages are displayed as a number.</i> <i>Here 31 new delivery instructions.</i> <i>You can also enter via the link in your E-mail notification to go directly to the new message.</i></p>	<p>The screenshot shows a table with two columns: 'Processes' and 'Alerts'. The 'Alerts' column is titled 'New Messages'. The following table represents the data shown in the screenshot:</p> <table border="1"> <thead> <tr> <th>Processes</th> <th>Alerts</th> </tr> </thead> <tbody> <tr> <td>Logistics</td> <td>New Messages</td> </tr> <tr> <td>Demand Processes</td> <td></td> </tr> <tr> <td>Delivery Instructions</td> <td>31</td> </tr> <tr> <td>Delivery Forecast</td> <td></td> </tr> <tr> <td>JIT Call-off</td> <td></td> </tr> <tr> <td>Kanban</td> <td></td> </tr> <tr> <td>Orders</td> <td>180</td> </tr> <tr> <td>Scheduling Agreement</td> <td></td> </tr> <tr> <td>VMI Materials</td> <td></td> </tr> <tr> <td>Due Deliveries</td> <td></td> </tr> <tr> <td>Shipping Processes</td> <td></td> </tr> <tr> <td>FPA (Transport Management)</td> <td></td> </tr> <tr> <td>ASN (Transport Management)</td> <td></td> </tr> <tr> <td>ASN (New)</td> <td></td> </tr> <tr> <td>ASN</td> <td></td> </tr> </tbody> </table>	Processes	Alerts	Logistics	New Messages	Demand Processes		Delivery Instructions	31	Delivery Forecast		JIT Call-off		Kanban		Orders	180	Scheduling Agreement		VMI Materials		Due Deliveries		Shipping Processes		FPA (Transport Management)		ASN (Transport Management)		ASN (New)		ASN	
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2. Transport selection

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

<p>Click on ASN (new) and Create ASN to start the ASN process</p>	
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2.1. Planned delivery

<p>Enter the period of the purchase order (1) and click on Search (2) to find open demands.</p> <p><i>Hint!</i> 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.</p>																			
<p>(3) Choose your Unloading Point and click on the ASN required. Here 7.</p>	<table border="1"> <thead> <tr> <th>Company Name (Customer)</th> <th>Plant Code (Consignee)</th> <th>ASN required</th> <th>Unloading Point (Consignee)</th> </tr> </thead> <tbody> <tr> <td>SCHAEFFLER CANADA INC.</td> <td>0264</td> <td>2</td> <td>801 Ontario Street</td> </tr> </tbody> </table>	Company Name (Customer)	Plant Code (Consignee)	ASN required	Unloading Point (Consignee)	SCHAEFFLER CANADA INC.	0264	2	801 Ontario Street										
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<p>(4) Tick the open demand and (5) Create ASN for these demands.</p>	<table border="1"> <thead> <tr> <th>Company Name (Customer)</th> <th>Plant Code (Consignee)</th> <th>Unloading Point (Consignee)</th> <th>Material No. (Customer)</th> <th>Material Descr. (Customer)</th> <th>Delivery Date</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> SCHAEFFLER CANADA INC.</td> <td>0264</td> <td>801 Ontario Street</td> <td>0055649840000</td> <td>DR.GE40-DO-0031</td> <td>22.08.18</td> </tr> <tr> <td><input type="checkbox"/> SCHAEFFLER CANADA INC.</td> <td>0264</td> <td>801 Ontario Street</td> <td>0055649840000</td> <td>DR.GE40-DO-0031</td> <td>19.09.18</td> </tr> </tbody> </table>	Company Name (Customer)	Plant Code (Consignee)	Unloading Point (Consignee)	Material No. (Customer)	Material Descr. (Customer)	Delivery Date	<input checked="" type="checkbox"/> SCHAEFFLER CANADA INC.	0264	801 Ontario Street	0055649840000	DR.GE40-DO-0031	22.08.18	<input type="checkbox"/> SCHAEFFLER CANADA INC.	0264	801 Ontario Street	0055649840000	DR.GE40-DO-0031	19.09.18
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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.

Company Name (Customer)	Plant Code (Consignee)	ASN required	Available for Extra Shipment
SCHAEFFLER CANADA INC.	0264	2	1

Buttons: [Back](#) [Create ASN](#) [Show Due Deliveries](#) [Show Extra Shipments](#)

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

<p>(1) ASN No. is automatically filled. If not, check 1.1.</p> <p>(2) Fill in the Del. Note No.</p> <ul style="list-style-type: none"> - max. 10 digits - use the same Del. Note No. for your Invoice <p>The Del. Note Pos. is prefilled (if you need to change it, only numeric and 3 digit values are allowed)</p> <p>(3) Enter the Batch No.</p> <p>(4) Enter the Delivery Quantity (prefilled by the propose quantity)</p> <p>(5) Calculate Packing.</p>	<p>My SupplyOn > Logistics & Finance > Create ASN</p> <p>ASN No. 1 ASN Date 23.08.18</p> <p>Company Name (Customer) SCHAEFFLER CANADA INC. Ship-to-Location: 0264 / Schaeffler AT Canada</p> <p>Select ASN Positions Enter Additional Data Assign Pack: Material to HU Complete ASN</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Del. Note No.</th> <th>Del. Note Pos.</th> <th>Material No. (Customer)</th> <th>ASN Creation Due...</th> <th>Proposed...</th> <th>Delivery Quantity</th> <th>UoM</th> <th>Pack. Data Status</th> <th>Packing Profile</th> <th>Batch No.</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>010</td> <td>0065649840000</td> <td>20.08.18 05.00</td> <td>14.400</td> <td>14.400</td> <td>PCE</td> <td></td> <td>P-DY-VERP Dummy</td> <td>ABC</td> </tr> </tbody> </table> <p>Add New Line Copy Line Delete Line Calculate Packing Auto-Fill Data</p> <p>1 entry: Select all matches Clear selection</p>	Line	Del. Note No.	Del. Note Pos.	Material No. (Customer)	ASN Creation Due...	Proposed...	Delivery Quantity	UoM	Pack. Data Status	Packing Profile	Batch No.	1	1	010	0065649840000	20.08.18 05.00	14.400	14.400	PCE		P-DY-VERP Dummy	ABC
Line	Del. Note No.	Del. Note Pos.	Material No. (Customer)	ASN Creation Due...	Proposed...	Delivery Quantity	UoM	Pack. Data Status	Packing Profile	Batch No.													
1	1	010	0065649840000	20.08.18 05.00	14.400	14.400	PCE		P-DY-VERP Dummy	ABC													
<p>Check that the Pack. Data Status is green.</p> <p>The material is packed according to the Packing Profile</p>	<p>My SupplyOn > Logistics & Finance > Create ASN</p> <p>Packageings are successfully calculated.</p> <p>ASN No. 1 ASN Date 23.08.18</p> <p>Company Name (Customer) SCHAEFFLER CANADA INC. Ship-to-Location: 0264 / Schaeffler AT Canada</p> <p>Select ASN Positions Enter Additional Data Assign Pack: Material to HU Complete ASN</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Del. Note No.</th> <th>Del. Note Pos.</th> <th>Material No. (Customer)</th> <th>ASN Creation Due...</th> <th>Proposed...</th> <th>Delivery Quantity</th> <th>UoM</th> <th>Pack. Data Status</th> <th>Packing Profile</th> <th>Batch No.</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>010</td> <td>0065649840000</td> <td>20.08.18 05.00</td> <td>14.400</td> <td>14.400</td> <td>PCE</td> <td>●</td> <td>P-DY-VERP Dummy</td> <td>ABC</td> </tr> </tbody> </table>	Line	Del. Note No.	Del. Note Pos.	Material No. (Customer)	ASN Creation Due...	Proposed...	Delivery Quantity	UoM	Pack. Data Status	Packing Profile	Batch No.	1	1	010	0065649840000	20.08.18 05.00	14.400	14.400	PCE	●	P-DY-VERP Dummy	ABC
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<p>If the automated packing is not working and the Packing Profile is <i><manual data entry></i>, please contact Schaeffler. In this case there is no packing instruction displayed</p>	<p>My SupplyOn > Logistics & Finance > Create ASN</p> <p>No Packaging instructions provided. Calculation not possible.</p> <p>ASN No. 1 ASN Date 23.08.18</p> <p>Company Name (Customer) SCHAEFFLER CANADA INC. Ship-to-Location: 0264 / Schaeffler AT Canada</p> <p>Select ASN Positions Enter Additional Data Assign Pack: Material to HU Complete ASN</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Del. Note No.</th> <th>Del. Note Pos.</th> <th>Material No. (Customer)</th> <th>ASN Creation Due...</th> <th>Proposed...</th> <th>Delivery Quantity</th> <th>UoM</th> <th>Pack. Data Status</th> <th>Packing Profile</th> <th>Batch No.</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>010</td> <td>0065649840000</td> <td>20.08.18 05.00</td> <td>14.400</td> <td>14.400</td> <td>PCE</td> <td>●</td> <td><manual data entry></td> <td>ABC</td> </tr> </tbody> </table>	Line	Del. Note No.	Del. Note Pos.	Material No. (Customer)	ASN Creation Due...	Proposed...	Delivery Quantity	UoM	Pack. Data Status	Packing Profile	Batch No.	1	1	010	0065649840000	20.08.18 05.00	14.400	14.400	PCE	●	<manual data entry>	ABC
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1	1	010	0065649840000	20.08.18 05.00	14.400	14.400	PCE	●	<manual data entry>	ABC													

3.2. Despatch Advice without package information

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

Line	Del. Note No.	Del. Note Pos.	Material No. (Customer)	ASN Creation Due...	Proposed ..	Delivery Quantity	UoM	Pack. Data Status	Packing Profile	Batch No.
1	1	010	0065649840000	20.08.18 05.00		14 400	PCE		P-DY-VERP Dummy	ABC

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.

Line	Material No. (Customer)	Material No. (Supplier)	Delivery Quantity	UoM	Country of Origin	UN Danger Code
1	0065649840000		14 400	PCE	United States	

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.

My SupplyOn > Logistics & Finance > Create ASN

Data saved in session

ASN No. 1 ASN Date 23.08.18
 Company Name (Customer): SCHAEFFLER CANADA INC. Ship-to-Location: 0264 / Schaeffler AT Canada

Select ASN Positions Enter Additional Data **Assign Pack. Material to HU** Complete ASN

Handling Units

Default View Manage...

HU Pack.Mat.No. (Cust.)	HU Pack.Mat.De...	HU Gross W...	Length HU(cm)	Width HU...	Height HU(cm)	Label No. HU
0024391400000	Palette	21,29	120	80	34,4	18052

1 entry: Entries per page 20 Page 1 of 1

Assigned Pack. Material / Single Packs for selected HU Line

Default View Manage...

Material No. (Customer)	Amount of Pa...	Pack.Mat.No. (Cu...	Pack.Mat.De...	Qty. per Pa...	Label No. From	Label No. To	Del. ...
0065649840000	90	0107674870000					1
0065649840000	3	092225010000			18 053	18055	1

2 entries: Entries per page 20 Page 1 of 1

HU Functions: Create HU, Delete HU

SP Functions: << Assign, Remove >>, Split

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 actually 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).

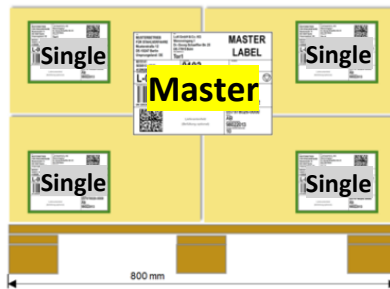
<p>(1) Click on Print and</p> <p>(2) Handling Unit Label for Handling Units like palettes or Package Label for Single Packs like KLT.</p>	
<p>Selection of the handling. Pay attention to the alignment of the print-out on the paper, so that the label is printed completely.</p>	

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)

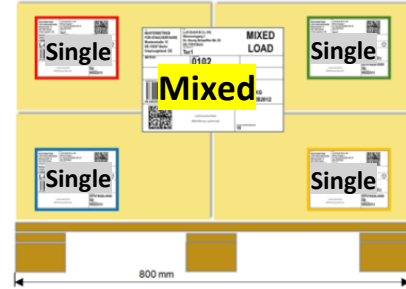
Hint!

The size of the paper (A4 or A5) is explained in chapter 1.1.

MASTER-Label



MIXED-Label



Every pallet gets one Master/Mixed-Label!

Label example:

From: trg-inasellers01	To: INA Kysuce, spol. s r.o.	MASTER LABEL
DE: trg-inasellers01	SK-02021 Kysucké Nové Město	
Country of Orig.: DE	Ul. Dr. G. Schaeffle	
00031176	0104	
905087534 / 10		
F-805368.04-0057.FL.RDL-M..		
UN6951110200000294	2310	
	1 KG	
	24MAY2016	
	073594091-0000	
	AC	
	A23	
	116	

Print the Single labels with click on “packaging label” and put these on the KLTs

A5



slim



Every KLT gets its own single label!

Label example:

From: trg-inasellers01	To: INA Kysuce, spol. s r.o.		Quantity: 10
DE: trg-inasellers01	SK-02021 Kysucké Nové Město		073594091-0000
Country of Orig.: DE	Ul. Dr. G. Schaeffle		24MAY2016
00031176	0104	Storage Position:	
905087534 / 10			
F-805368.04-0057.FL.RDL-M24A..			
UN6951110200000509			

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.

<p>As before, click on Print and on (1) Despatch List.</p>																																											
<p>The (2) Singlepack-Labelnumber (Label No. from Label No. to) is allocated to the (3) Handling Unit Labelnumer (TP-Unit)</p>	<table border="1"> <thead> <tr> <th>No.</th> <th>Buyer Package No Supplier Package No</th> <th>Own- rCode</th> <th>Amount Packig</th> <th>Label No. from Label No. to</th> <th>LI</th> <th>Quantity per pkg</th> <th>Tare g/Pack in kg</th> <th>Buyer ID No. Karban</th> <th>Prod. Date Cons Date</th> <th>Batch No.</th> <th>VK</th> <th>Hg Gr</th> <th>TP-Unit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0502044830000</td> <td>A</td> <td>144</td> <td>17827 17970</td> <td>S</td> <td>20</td> <td>1,08</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>17971</td> </tr> <tr> <td>2</td> <td>0502044830000</td> <td>A</td> <td>144</td> <td>17683 17826</td> <td>S</td> <td>20</td> <td>1,08</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>17972</td> </tr> </tbody> </table>	No.	Buyer Package No Supplier Package No	Own- rCode	Amount Packig	Label No. from Label No. to	LI	Quantity per pkg	Tare g/Pack in kg	Buyer ID No. Karban	Prod. Date Cons Date	Batch No.	VK	Hg Gr	TP-Unit	1	0502044830000	A	144	17827 17970	S	20	1,08						17971	2	0502044830000	A	144	17683 17826	S	20	1,08						17972
No.	Buyer Package No Supplier Package No	Own- rCode	Amount Packig	Label No. from Label No. to	LI	Quantity per pkg	Tare g/Pack in kg	Buyer ID No. Karban	Prod. Date Cons Date	Batch No.	VK	Hg Gr	TP-Unit																														
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<p>On the Singlepack Label the Labelnumber (2) can be found under the barcode: 17827.</p> <p>On the Handling Unit the Labelnumber (2) can be found under the barcode: 17971.</p>	<table border="1"> <tr> <td>From: trg-inasellers01 trg-inasellers01 123456 trg-inasellers01 Ursprungsland: DE</td> <td>To: Schaeffler Group USA Inc. - Fort Mi 308 Springhill Farm Road 297159784 Fort Mill 308 Springhill Farm</td> <td></td> <td>Quantity: 20 Gross: 20 Production- or Delivery Date: 20SEP2018</td> </tr> <tr> <td>00286925 0005121654 / 10 L456</td> <td>Storage Location: 0300</td> <td>Karban ID: Storing Position:</td> <td>Material-No.: 0757476850000 Index: 00 Supplier Batch:</td> </tr> <tr> <td colspan="3">Material Description: F-558189.25-0071.STAT.NWFK</td> <td>Consumption Date:</td> </tr> <tr> <td colspan="2">Licence Plate (LJ): UN999511102000017827</td> <td colspan="2"></td> </tr> </table>	From: trg-inasellers01 trg-inasellers01 123456 trg-inasellers01 Ursprungsland: DE	To: Schaeffler Group USA Inc. - Fort Mi 308 Springhill Farm Road 297159784 Fort Mill 308 Springhill Farm		Quantity: 20 Gross: 20 Production- or Delivery Date: 20SEP2018	00286925 0005121654 / 10 L456	Storage Location: 0300	Karban ID: Storing Position:	Material-No.: 0757476850000 Index: 00 Supplier Batch:	Material Description: F-558189.25-0071.STAT.NWFK			Consumption Date:	Licence Plate (LJ): UN999511102000017827																													
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From: trg-inasellers01		To: Schaeffler Group USA Inc. - Fort Mi	MASTER LABEL
trg-inasellers01 123456 trg-inasellers01 Ursprungsland: DE		308 Springhill Farm Road 297159784 Fort Mill Unloading Point: 308 Springhill Farm	
00286925 0005121654 / 10 L456	Storage Location: 0300	Karben ID: Storing Position:	
Material Description: F-558189.25-0071.STAT.NWFK			
Licence Plate (S/L): 		Quantity: 2880 Gross: 18.00 KG Production- or Delivery Date: 20SEP2018	
UN9995111020000 17971		Material No.: 0757476850000 Invoic: 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 - NSA 6T2 Stratford			
Delivery Date/Time:	27.08.18 02:41			
Delay Reason:				
Carrier Name:				
Load number:				
Volume (total Delivery):	400 cm ³			
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	<input type="checkbox"/>		
<div style="display: flex; justify-content: space-between; align-items: center;"> 20 First Previous Page 1 of 1 Next 1 </div> <div style="display: flex; justify-content: flex-end; margin-top: 5px;"> Print Send </div>				

4. Further Information

Further exceptions are described in this chapter.

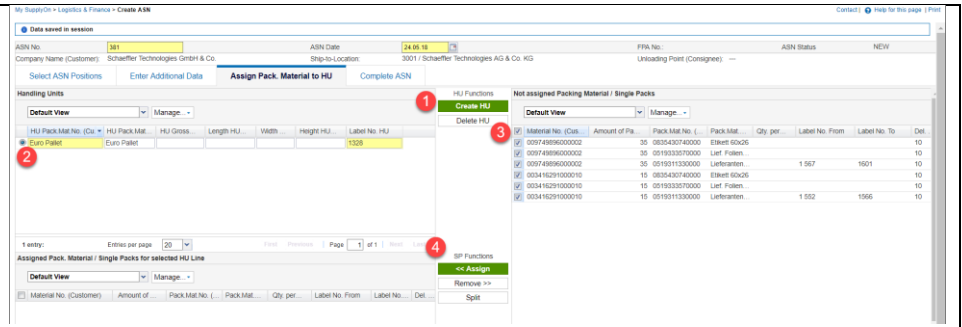
4.1. Create mixed pallets

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.

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

Assign packaging to a HU.

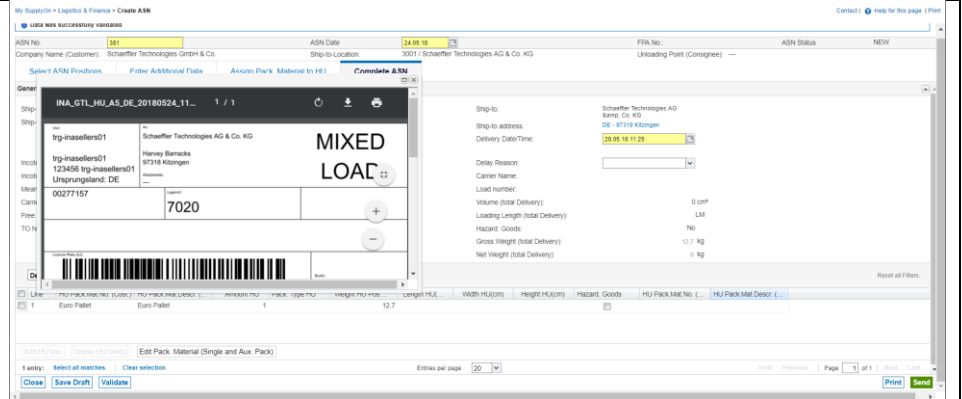
1. Create HU. 2. Select HU. 3. Select packaging for the HU 4. and assign.



As described above: Complete shipping notification (ASN), print label and send.

On the label must be: "MIXED LOAD".

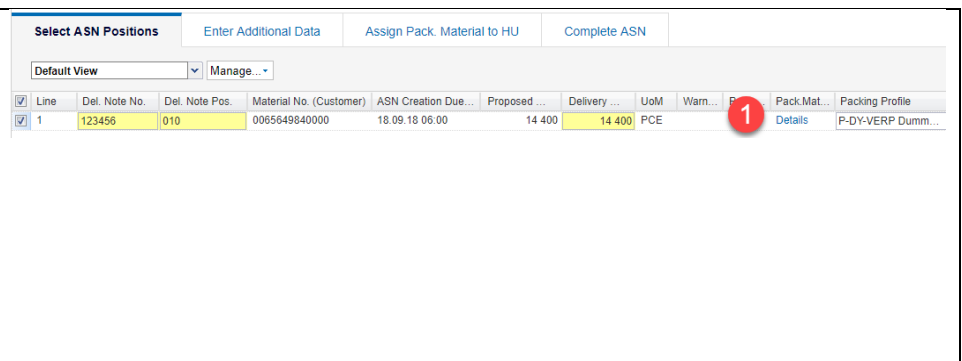
For deliveries of merchandise-goods to Schaeffler-EDZ there is no Single-Label necessary.



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.

Packing Material Details (Single and Auxiliary Packs)

Material 1/1 Previous Item Next Item Material No. (Customer): 0065649840000 Delivery Qty.: 14400 Packed Quantity: 14400

Consumption Date: Manage...

<input checked="" type="checkbox"/>	Pack.Mat.No. (Cust.)	Pack.Mat.Descr. (Cust.)	Amount of Pack.Mat.	Qty. per Pack.	One Level Pack.	Label Ident	Label No. From
<input checked="" type="checkbox"/>	0922225010000	P-DY-VERP Dummy	3	4800	<input type="checkbox"/>	S	18055

Save and Close Add New Line Copy Line Delete Line Generate Label Numbers

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).

Packing Material Details (Single and Auxiliary Packs)

Material 1/1 Previous Item Next Item Material No. (Customer): 0065649840000 Delivery Qty.: 14400 Packed Quantity: 14400

Consumption Date: Manage...

<input checked="" type="checkbox"/>	Pack.Mat.No. (Cust.)	Pack.Mat.Descr. (Cust.)	Amount of Pack.Mat.	Qty. per Pack.	One Level Pack.	Label Ident	Label No. From
<input checked="" type="checkbox"/>	0922225010000	P-DY-VERP Dummy	3	4800	<input type="checkbox"/>	S	18055
<input checked="" type="checkbox"/>	0922225010000	P-DY-VERP Dummy	1		<input type="checkbox"/>	Z	

S
Z

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**.

My SupplyOn > Logistics & Finance > Create ASN: Select Due Deliveries for INA Holding

Quick Search Advanced Search

Search Reset

Due Deliveries Schedule Lines

Default View ▼ Manage... ▼

<input type="checkbox"/>	Plant Name (Consi...	Order Number	Plant Code (Consi...	Unloading ...
<input type="checkbox"/>	0264 FAT STRATF...	8001097838	0264	Corp2
<input type="checkbox"/>	0264 FAT STRATF...	8001097838	0264	Corp2

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.

The screenshot displays the SupplyOn interface for order confirmation. It includes a navigation menu on the left, a main table of orders, and a detailed view of a specific order. Red circles 1 through 6 indicate the steps described in the text:

- 1:** Clicking on the 'Orders' link in the navigation menu.
- 2:** Double-clicking on an order with a response status of 'Open' in the main table.
- 3:** Viewing the order details, including the 'Line Items' table and 'Supplier Response' options.
- 4:** Selecting the 'Respond with changes' option in the 'Supplier Response' section.
- 5:** Viewing the 'Schedule Lines' table, which shows the required quantity and delivery date.
- 6:** Clicking the 'Save & Send' button at the bottom of the order details page.

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.

The screenshot shows a table with columns: Org. Bu..., Plant Customer, Plant Code, Planner, and Consignee, Name. The first three rows are checked. A dialog box titled 'Supplier Reference' is open, with a text input field containing '123456' and two buttons: 'Send Confirmation' and 'Cancel'. The 'Confirm selected' button is visible at the bottom of the table.

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

[My SupplyOn](#) > [Logistics & Finance](#) > [Delivery Instruction](#) > [Delivery Instruction Details](#)

The screenshot displays the 'Delivery Instruction Details' page. Under 'Material Related Information', the 'Cum. Quantity received' is 7.250. Under 'Additional Reference Data', the 'Supplier' field contains 7.250. A callout bubble states: 'To ensure that a new ASN can be created, reset this number to the same amount as displayed in the Buyer quantity field, in this case 7.250.'

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.

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:

TEST SYSTEM (QAS): trg-inasellers01 - Sarkanj, Marko

My SupplyOn > Logistics & Finance > Create ASN

ASN No. 130 ASN Date 24.05.16

Company Name (Customer): INA Kysuce, a.s. 0045 IWK, Kysucke a.s. Ship-to-Location: 0045

Select ASN Positions Enter Additional Data Assign Pack. Material to HU Complete ASN

SupplyOn Def. View Manage...

Line	Del. Note No.	Del. Note Pos.	Material No. (Customer)	ASN Creation Due	Proposed Qu...	Deliv...
1	10	010	0735940910000			

Columns menu options:

- Packing Profile
- Batch No.
- Order No.
- Order Pos.
- Amount SP
- Qty. per Pack.
- Pack.Mat.No. (Cust.)
- Gross Weight of Single Pack(kg)
- Amount of HU
- Single Pack Qty. per HU
- HU Pack.Mat.No. (Cust.)
- Net Weight of Material(kg)
- Packing Profile SP
- Autom. Pack. Algorithm
- Packing Profile HU
- Demand Type
- Kanban No.
- Eng. Change Level
- Incoterms Code
- Incoterms Text
- Mixed HUs allowed

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

Step 2:

My SupplyOn > Logistics & Finance > Create ASN

ASN No. 130 ASN Date 24.05.16

Company Name (Customer): INA Kysuce, a.s. 0045 IWK, Kysucke a.s. Ship-to-Location: 0045 / INA Kysuce, spol. s r.o.

Select ASN Positions Enter Additional Data Assign Pack. Material to HU Complete ASN

INA Manage...

Line	Del. Note No.	D...	(Customer)	ASN Creation Due ...	Proposed Qu...	Delivery Qu...	UoM	Warni...
1	10	010	0000		0	2 310	PCE	▲

Manage... menu options:

- Create new
- Update
- Delete
- Set as/unset default

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

Step 3:

ASN No. 130 ASN Date 24.05.16

Company Name (Customer): INA Kysuce, a.s. 0045 IWK, Kysucke a.s. Ship-to-Location: 0045 / INA Kysuce, spol.

Select ASN Positions Enter Additional Data Assign Pack. Material to HU Complete ASN

INA Manage...

Line	Del. Note No.	D	(Customer)	ASN Creation Due ...	Proposed Qu...	Delivery Qu...	UoM
1	10	01	000		0	2 310	PCE

Create new
Update
Delete
Set as/unset default

Establish the view as standard with a click on “Manage” → “Set as/unset default”

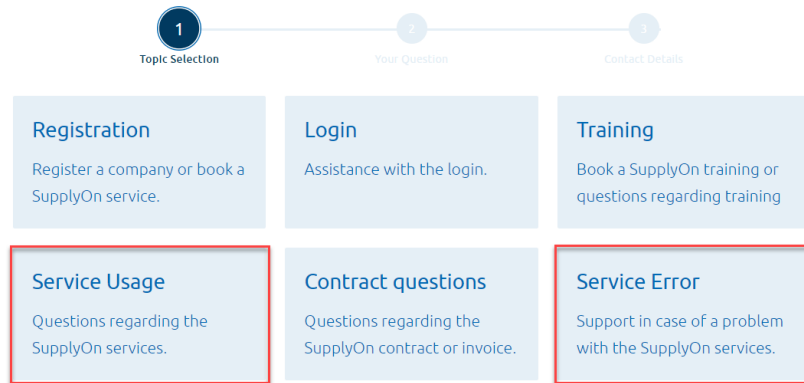
5. Customer-Support-Hotline – Call us or send us an E-Mail

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

<https://contact.supplyon.com/en/>

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?



[> 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 *

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**.