

# Supplier quick start guide

## Transmission of ASN with Schaeffler GTL for EDC Kitzingen

With SupplyOn WebEDI

Schaeffler Technologies AG & Co. KG makes it possible to optimize your logistics and financial processes with SupplyOn WebEDI. This is possible by creating a transparent and structural process starting with exchanging information over ASN up to payment.

In this guide, you will be guided to complete successful the ASN for EDC Kitzingen.

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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 for you during the ASN-process.

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

## 1.2. The SupplyOn-menu: WebEDI

<p>Choose the Service "WebEDI/VMI"</p>	<p>The screenshot shows the SupplyOn interface. At the top, there is a blue navigation bar with 'SUPPLYON', 'My SupplyOn', 'SupplyOn Services', and 'Administration'. A dropdown menu is open under 'SupplyOn Services', showing 'Sourcing', 'Business Directory', and 'WebEDI / VMI' (highlighted with a red box). Below the navigation bar, the breadcrumb 'My SupplyOn &gt; Logistics &amp; Finance' is visible, followed by the user ID 'INA_Lieferant_jgr362'.</p>																																		
<p>Check your new demand messages: <b>Delivery Instructions Orders</b></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 table lists various processes and their corresponding message counts. 'Delivery Instructions' has 31 messages, and 'Orders' has 180 messages. Both rows are highlighted with red boxes.</p> <table border="1"> <thead> <tr> <th>Processes</th> <th>Alerts</th> </tr> <tr> <th></th> <th>New Messages</th> </tr> </thead> <tbody> <tr> <td>Logistics</td> <td></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		New Messages	Logistics		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	
Processes	Alerts																																		
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ASN (Transport Management)																																			
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ASN																																			

## 1.3. Purchase Orders

<p>To open and read new Orders by your customer:</p> <p>(1) Click on <b>Orders</b></p>	
<p>Purchase Orders can be grouped by</p> <p>(1) <b>Unloading Point</b>, by</p> <p>(2) <b>Article Number</b> or by</p> <p>(3) <b>Purchase Order List</b></p> <p>(4) Pay special attention to the column <b>status</b>, <b>new</b> orders are dedicated as new (and are not read yet).</p> <p>(5) Open an order by clicking on it</p> <p><i>Hint!</i></p> <p><i>The Orders list has information about order header, with customer plant, Order date and status etc.</i></p>	

Check the purchase Order

(1) Print or

(2) Download the purchase Order as a CSV

*Hint!*

*You can upload this CSV-file to your ERP-system to import the Order-Data directly.*

My SupplyOn > Logistics & Finance > Orders > Order details

Order: 0034636632 - Customer: Schaeffler Technologies GmbH & Co., Customer Plant Code: 0061

Line items	Header Details	Parties	Attachments		
LI	Material Number	Material Description	Unloading Point	Net value	First Delivery Date
00010	---	Drahterodiermaschinen	Werkzeugbau	140,00 EUR	04.04.19
00020	---	Flachschiefen Linie 1	Werkzeugbau	132,00 EUR	04.04.19
00030	---	Drahterodiermaschinen	Werkzeugbau	360,00 EUR	04.04.19
00040	---	Flachschiefen Linie 1	Werkzeugbau	108,00 EUR	04.04.19
00050	---	Drahterodiermaschinen	Werkzeugbau	192,00 EUR	04.04.19
00060	---	Flachschiefmachines PV 2	Werkzeugbau	20,00 EUR	04.04.19
00070	---	Drahterodiermaschinen	Werkzeugbau	104,00 EUR	04.04.19
00080	---	Starthohnun erodieren	Werkzeugbau	14,32 EUR	04.04.19

Pos. 00010: --- - Drahterodiermaschinen

Supplier Material Number: --- Net Value: 140,00 EUR  
 Unloading Point: Werkzeugbau Price Unit: 1  
 Ordered Quantity: 3,5 HUR Action code: Added  
 Price per price unit: 40,00 EUR

Line Item Details

Warehouse: 4039

Free Text: F03 Als Lieferant der Schaeffler Gruppe verpflichten Sie sich, bei der Lieferung Ihrer Produkte bzw. bei der Erbringung Ihrer Leistungen unsere Webseite im Internet unter "www.schaeffler.com" in der Rubrik "Lieferanten". Dies ist ein maschinell erstelltes Schriftstück, und hat ohne Gültigkeit. Bitte teilen Sie uns bei jeder Lieferung von zeichnungsgebundenen \* Teilen und Komponenten auf den Lieferschein die Zeichnungen mit 2 ST

Links: [https://platform.application.qas.supplyon.com/dms/faces/index.jspx?\\_afcdmsedi1=bt:dv,leadingBold:like,0034636632](https://platform.application.qas.supplyon.com/dms/faces/index.jspx?_afcdmsedi1=bt:dv,leadingBold:like,0034636632)

Schedule Lines

Buyer Information						
Commit	Requ.	Del. Date	Requ. Qty.	Cum. Dev.	PSID	Del.
Fix		04.04.19	3,5	0		
Total planned			3,5			
Total shipped						

Supplier Response

No Response  
 Confirm as-is  
 Respond with changes  
 Decline Order Line

Supplier Reference: \_\_\_\_\_  
 Supplier Material Number: ---  
 Supplier Material Description: \_\_\_\_\_  
 Price per price unit: 40  
 Price unit: 1

Hint: Only needed if you receive ORDERS. If not, continue with 2.0.

## 1.4. Order confirmation

Orders sent by EDC Kitzingen need to be confirmed.

- (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. or Price** In all 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.

Processes

Alerts

New Messages

Logistics

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

Grouped by Unloading Point | Grouped by Material Number | **Orders**

Default View | Manage...

Plant Customer	Response Status	Status	Unloading Point	Order Number
3001 KIH, Kitzingen	Open	new	---	0021349246
3001 KIH, Kitzingen	Open	new	---	0020788596
3001 KIH, Kitzingen	Open	new	---	0021349100
3001 KIH, Kitzingen	Not needed	new	---	0021375058

My SupplyOn > Logistics & Finance > Orders > Order details

Order: 0021349246 - Customer: Schaeffler Technologies GmbH & Co., Customer Plant Code: 3001

Line items	Header Details	Parties
LI	Material Number	Material Description
00010	076980790000010	F-585362.LR#N132
00020	089964519000011	LR201-2RSR#N50&gt;A

Pos. 00010: 076980790000010 - F-585362.LR#N132

Ordered Quantity: 132 PCE Action code: Added

Line Item Details

Free Text: F03 Index-Dokument: ECV MP000475857 000 Version 00 Begleiddokument(e): EDP F-585362 A00 Version 00 Als Lieferant der Schaeffler.com in der Rubrik "Lieferanten". Dies ist ein maschinell erstelltes Schriftstück, und hat ohne Unterschrift Gültigkeit. Bitte teil

caption not set (1): 84821010

caption not set (2): CH

caption not set (3): VERMUTED

Links: https://platform.application.qas.supplyon.com/dms/faces/index.jspx?\_afcdmsedi=1-bt.dv;leadingBold;like:0021349246

Schedule Lines

Buyer Information					
Commit	Requ. Del. Date	Requ. Qty.	Cum. Dev.	PSID	
Fix	21.02.18	132	0		
Total planned		132			
Total shipped					

Supplier Response

No Response

Confirm as-is

Respond with changes

Decline Order Line

Supplier Reference: 12345

Supplier Material Number: ---

Supplier Material Description:

Price per price unit: 12,2

Price unit: 1

Back | Set all to - | Apply supplier reference | **Save & Send** | Transfer Data to start Invoice Creation | Print - | Download -

### 1.5. Order confirmation of more-positional ORDERS

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 the input field containing '123456' and buttons for 'Send Confirmation' and 'Cancel'. At the bottom of the interface, there are buttons for 'Upload', 'Details', 'Confirm selected', 'History', 'Download', and 'Print'.

With **Confirm as-is** and **Respond with changes**



When you want to confirm many positions **as-is** and single positions with changes (**Respond with changes**) follow these steps:

- (1) Tick **Confirm as-is**
- (2) Enter a Supplier Reference (e.g. your work order number)
- (3) Click on **Apply supplier reference**

**Hint:**

*By doing this, all positions have a supplier reference and you do not have to do it for every single position.*

My SupplyOn > Logistics & Finance > Orders > Order details

Order: 0034592225 - Customer: Schaeffler Technologies GmbH & Co., Customer Plant Code: 0061

Line items	Header Details	Parties	Attachments
LI	Material Number	Material Description	Unloading Point
00010	---	Drahterodiermaschinen	Werkzeugbau
00020	---	Drahterodieren Außenform+B...	Werkzeugbau
00030	---	Startbohrung erodieren	Werkzeugbau
00040	---	Drahterodiermaschinen PV3	Werkzeugbau
00050	---	Flachschiefen Linie 1	Werkzeugbau
00060	---	Drahterodiermaschinen PV3	Werkzeugbau
00070	---	Startbohrung erodieren	Werkzeugbau
00080	---	Drahterodiermaschinen PV3	Werkzeugbau

Pos. 00010: --- Drahterodiermaschinen

Supplier Material Number: --- Net Value: ---  
 Unloading Point: Werkzeugbau Price Unit: ---  
 Ordered Quantity: 10,5 HUR Action code: ---  
 Price per price unit: 40,00 EUR

Line Item Details

Warehouse: ---  
 Free Text: ---

**Supplier Reference**  
 Supplier reference number for all positions:

Schedule Lines

Buyer Information				
Commit	Requ. Del. Date	Requ. Qty.	Cum. Dev.	PS
Fix	28.03.19	10,5	0	
Total planned		10,5		
Total shipped				

Supplier Response

No Response  
 Confirm as-is  
 Respond with changes  
 Decline Order Line

Supplier Reference:   
 Supplier Material Number: ---  
 Supplier Material Description: ---  
 Price per price unit: 40  
 Price unit: 1

(4) Respond with changes as described in 1.3

(5) Send & Save to send the confirmation of all positions

Order: 0034592225 - Customer: Schaeffler Technologies GmbH & Co., Customer Plant Code: 0061

Line items	Header Details	Parties	Attachments
LI	Material Number	Material Description	Unloading Point
00010	---	Drahterodiermaschinen	Werkzeugbau
00020	---	Drahterodieren Außenform+B...	Werkzeugbau
00030	---	Startbohrung erodieren	Werkzeugbau
00040	---	Drahterodiermaschinen PV3	Werkzeugbau
00050	---	Flachschiefen Linie 1	Werkzeugbau
00060	---	Drahterodiermaschinen PV3	Werkzeugbau
00070	---	Startbohrung erodieren	Werkzeugbau
00080	---	Drahterodiermaschinen PV3	Werkzeugbau

Pos. 00020: --- Drahterodieren Außenform+B... 12,15

Supplier Material Number: --- Net Value: 184,00 EUR  
 Unloading Point: Werkzeugbau Price Unit: 1  
 Ordered Quantity: 4,6 HUR Action code: Added  
 Price per price unit: 40,00 EUR

Line Item Details

Warehouse: 4039  
 Free Text: F03 T-22-310398-441 SCHNEIDBUCHSE 71772403000002377009-0060 Drahterodieren Außenform-Bohr. 12,15 x Länge mit Aufmaß 1 ST  
 Links: [https://platform.application.qas.supplyon.com/dms/faces/index.jspx?\\_afw=1&\\_afw=2&\\_afw=3&\\_afw=4&\\_afw=5&\\_afw=6&\\_afw=7&\\_afw=8&\\_afw=9&\\_afw=10&\\_afw=11&\\_afw=12&\\_afw=13&\\_afw=14&\\_afw=15&\\_afw=16&\\_afw=17&\\_afw=18&\\_afw=19&\\_afw=20&\\_afw=21&\\_afw=22&\\_afw=23&\\_afw=24&\\_afw=25&\\_afw=26&\\_afw=27&\\_afw=28&\\_afw=29&\\_afw=30&\\_afw=31&\\_afw=32&\\_afw=33&\\_afw=34&\\_afw=35&\\_afw=36&\\_afw=37&\\_afw=38&\\_afw=39&\\_afw=40&\\_afw=41&\\_afw=42&\\_afw=43&\\_afw=44&\\_afw=45&\\_afw=46&\\_afw=47&\\_afw=48&\\_afw=49&\\_afw=50&\\_afw=51&\\_afw=52&\\_afw=53&\\_afw=54&\\_afw=55&\\_afw=56&\\_afw=57&\\_afw=58&\\_afw=59&\\_afw=60&\\_afw=61&\\_afw=62&\\_afw=63&\\_afw=64&\\_afw=65&\\_afw=66&\\_afw=67&\\_afw=68&\\_afw=69&\\_afw=70&\\_afw=71&\\_afw=72&\\_afw=73&\\_afw=74&\\_afw=75&\\_afw=76&\\_afw=77&\\_afw=78&\\_afw=79&\\_afw=80&\\_afw=81&\\_afw=82&\\_afw=83&\\_afw=84&\\_afw=85&\\_afw=86&\\_afw=87&\\_afw=88&\\_afw=89&\\_afw=90&\\_afw=91&\\_afw=92&\\_afw=93&\\_afw=94&\\_afw=95&\\_afw=96&\\_afw=97&\\_afw=98&\\_afw=99&\\_afw=100](https://platform.application.qas.supplyon.com/dms/faces/index.jspx?_afw=1&_afw=2&_afw=3&_afw=4&_afw=5&_afw=6&_afw=7&_afw=8&_afw=9&_afw=10&_afw=11&_afw=12&_afw=13&_afw=14&_afw=15&_afw=16&_afw=17&_afw=18&_afw=19&_afw=20&_afw=21&_afw=22&_afw=23&_afw=24&_afw=25&_afw=26&_afw=27&_afw=28&_afw=29&_afw=30&_afw=31&_afw=32&_afw=33&_afw=34&_afw=35&_afw=36&_afw=37&_afw=38&_afw=39&_afw=40&_afw=41&_afw=42&_afw=43&_afw=44&_afw=45&_afw=46&_afw=47&_afw=48&_afw=49&_afw=50&_afw=51&_afw=52&_afw=53&_afw=54&_afw=55&_afw=56&_afw=57&_afw=58&_afw=59&_afw=60&_afw=61&_afw=62&_afw=63&_afw=64&_afw=65&_afw=66&_afw=67&_afw=68&_afw=69&_afw=70&_afw=71&_afw=72&_afw=73&_afw=74&_afw=75&_afw=76&_afw=77&_afw=78&_afw=79&_afw=80&_afw=81&_afw=82&_afw=83&_afw=84&_afw=85&_afw=86&_afw=87&_afw=88&_afw=89&_afw=90&_afw=91&_afw=92&_afw=93&_afw=94&_afw=95&_afw=96&_afw=97&_afw=98&_afw=99&_afw=100)

Schedule Lines

Buyer Information					Supplier Information		
Commit	Requ. Del. Date	Requ. Qty.	Cum. Dev.	PSID	Del. Date	Del. Qty.	Last I
Fix	28.03.19	4,6	0		28.04.19	4,6	
Total planned		4,6					
Total shipped							

Supplier Response

No Response  
 Confirm as-is  
 Respond with changes  
 Decline Order Line

Supplier Reference:   
 Supplier Material Number: ---  
 Supplier Material Description: ---  
 Price per price unit: 40  
 Price unit: 1

## 2. Transport selection for ASN

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

<p>Click on <b>ASN (new)</b> and <b>Create ASN</b> 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 <b>Search</b> (2) to find open demands.</p> <p><i>Hint!</i> If you cannot find open demands, increase the <b>days in the future</b> to 300. If you are still not able to find the open demand, check 1.3, confirm the open-order or check your delivery instructions.</p>													
<p>(3) Choose your <b>Unloading Point</b> and click on the <b>ASN required</b>. Here 7.</p>	<table border="1"> <thead> <tr> <th>Company Name (Customer)</th> <th>Plant Name (Consignee)</th> <th>Unloading Point (Consignee)</th> <th>ASN required</th> </tr> </thead> <tbody> <tr> <td>Schaeffler Technologies GmbH &amp; Co.</td> <td>3001 KIH, Kitzingen</td> <td>Test ConneKT 9999</td> <td>1</td> </tr> <tr> <td>Schaeffler Technologies GmbH &amp; Co.</td> <td>3001 KIH, Kitzingen</td> <td>Test ConneKT 62</td> <td>7</td> </tr> </tbody> </table>	Company Name (Customer)	Plant Name (Consignee)	Unloading Point (Consignee)	ASN required	Schaeffler Technologies GmbH & Co.	3001 KIH, Kitzingen	Test ConneKT 9999	1	Schaeffler Technologies GmbH & Co.	3001 KIH, Kitzingen	Test ConneKT 62	7
Company Name (Customer)	Plant Name (Consignee)	Unloading Point (Consignee)	ASN required										
Schaeffler Technologies GmbH & Co.	3001 KIH, Kitzingen	Test ConneKT 9999	1										
Schaeffler Technologies GmbH & Co.	3001 KIH, Kitzingen	Test ConneKT 62	7										

(4) Tick the open demand and

(5) Create ASN for these demands.

Plant Name (Consi...)	Plant Code (Consi...)	Unloading ...	Material No. (Cust...)	Material Descr (Cust...)	Delivery Date	Pickup Date	ASN Creation Due D...	Required ...
<input checked="" type="checkbox"/> 3001 KIH, Kitzingen	3001	Test Conn...	002144190000002	CSCU090-2RS-HLE#E	07.09.18 00:00	05.09.18 00:00	06.09.18 00:00	3
<input checked="" type="checkbox"/> 3001 KIH, Kitzingen	3001	Test Conn...	012144190000002	CSCU090-2RS-HLE#E	07.09.18 00:00	05.09.18 00:00	06.09.18 00:00	3
<input checked="" type="checkbox"/> 3001 KIH, Kitzingen	3001	Test Conn...	002144190000002	CSCU090-2RS-HLE#E	01.02.19 00:00	30.01.19 00:00	31.01.19 00:00	10
<input type="checkbox"/> 3001 KIH, Kitzingen	3001	Test Conn...	013937026400110	608-2Z-L091-HLN-R6...	29.03.19 00:00	27.03.19 00:00	28.03.19 00:00	8 000
<input type="checkbox"/> 3001 KIH, Kitzingen	3001	Test Conn...	063937026400110	608-2Z-L091-HLN-R6...	29.03.19 00:00	27.03.19 00:00	28.03.19 00:00	5 000
<input type="checkbox"/> 3001 KIH, Kitzingen	3001	Test Conn...	013937026400110	608-2Z-L091-HLN-R6...	29.03.19 00:00	27.03.19 00:00	28.03.19 00:00	5 000
<input type="checkbox"/> 3001 KIH, Kitzingen	3001	Test Conn...	013937026400110	608-2Z-L091-HLN-R6...	29.03.19 00:00	27.03.19 00:00	28.03.19 00:00	8 000

Please follow the instructions of chapter **Fehler! Verweisquelle konnte nicht gefunden werden.** and chapter 4.2 for further help, if you have problems with how to find certain due deliveries in the list, or no due deliveries is shown in the system,.

## 2.2. Extra shipment

Extra shipments are not allowed anymore for EDC-Kitzingen. Please only use planned deliveries (see 2.1)

Company Name (Customer)	Plant Name (Consignee)	Unloading Point (Consignee)	ASN required	Available for Extra Shipment
<input checked="" type="radio"/> Schaeffler Technologies GmbH & Co.	3001 KIH, Kitzingen	Test ConneKT 9999	1	2
<input type="radio"/> Schaeffler Technologies GmbH & Co.	3001 KIH, Kitzingen	Test ConneKT 62	7	17

## 3. Create a shipping notification (ASN)

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

### 3.1. Select ASN Positions

Here you enter the all the basic information for the ASN-positions.

(1) **ASN No.** is automatically filled. If not, check 1.1.

(2) Fill in the **Del. Note No.**

- same for all lines
- 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.**

#### Hint!

*In order to reduce the manual effort, we introduced the "Copy-To-All" Function for the delivery note number and the batch number.*

(1) Click on the Arrow

(2) Click on Copy to all

Check that the **Pack. Data Status** is green.

My SupplyOn > Logistics & Finance > Create ASN

ASN No. 1 ASN Date 01.07.18  
Company Name (Customer): Schaeffler Technologies GmbH & Co. Ship-to-Location: 3001 / Schaeffler Technologies AG & Co. KG

Select ASN Positions | Enter Additional Data | Enter Packing data | Complete ASN

Line	Del. Note No.	Del. Note Pos.	Material No. (Customer)	ASN Creation Due.	Proposed	Delivery	UoM	Warn.	Pack.	Packing Profile	Batch No.
1	L123	010	002144190000002	06.09.18 00.00	3	3	PCE			Lieferanteneigenes ...	ABC
2	L123	020	002144190000002	31.01.19 00.00	10	10	PCE			Lieferanteneigenes ...	123
3	L123	030	012144190000002	06.09.18 00.00	3	3	PCE			Lieferanteneigenes ...	XYZ

Buttons: Add New Line, Delete Line, Calculate Packing, Auto-Fill Data

3 entries: Select all matches | Clear selection | Entries per page: 20

Buttons: Close, Save Draft, Validate

My SupplyOn > Logistics & Finance > Create ASN

ASN No. 87 ASN Date  
Company Name (Customer): Schaeffler Technologies GmbH & Co. Ship-to-Location:

Select ASN Positions | Enter Additional Data | Enter Packing data

Line	Del. Note No.	Del. Note Pos.	Material No. (Customer)	ASN Creation Due.	Prop
1	L123	010	016719158003002	12.12.18 00.00	
2	020		019099240003010	05.12.18 00.00	
3	030		019118570000010	05.12.18 00.00	

Copy this value to all lines  
Applies to all editable fields for this column on this page. (undefined)

Buttons: Copy value, Cancel

My SupplyOn > Logistics & Finance > Create ASN

ASN No. 1 ASN Date 01.07.18  
Company Name (Customer): Schaeffler Technologies GmbH & Co. Ship-to-Location: 3001 / Schaeffler Technologies AG & Co. KG

Select ASN Positions | Enter Additional Data | Enter Packing data | Complete ASN

Line	Del. Note No.	Del. Note Pos.	Material No. (Customer)	ASN Creation Due.	Proposed	Delivery	UoM	Pack. Data Status	Packing Profile	Batch No.
1	L123	010	002144190000002	06.09.18 00.00	3	3	PCE	●	Lieferanteneigenes Packmittel INA	ABC
2	L123	020	002144190000002	31.01.19 00.00	10	10	PCE	●	Lieferanteneigenes Packmittel INA	123
3	L123	030	012144190000002	06.09.18 00.00	3	3	PCE	●	Lieferanteneigenes Packmittel INA	XYZ

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 check the dropdown menu for the *Packing Profile (1)*. If you still cannot find a packing profile, it means that there is no packing profile defined. In this case please contact Schaeffler.

My SupplyOn > Logistics & Finance > Create ASN

ASN No. 1009 ASN Date 13.07.18  
 Company Name (Customer): Schaeffler Technologies GmbH & Co. Ship-to-Location: 3001 / Schaeffler Technologies AG & Co. KG

Select ASN Positions Enter Additional Data Enter Packing data Complete ASN

Default View Manage...

Line	Del. Note No.	Del. Note Pos.	Material No. (Customer)	ASN Creation Due...	Proposed ...	Delivery ...	UoM	Warn...	Pack...	Packing Profile	Batch No.
1	L456	010	01393702640011039...	28.03.19 00:00	5 000	5 000	PCE			<manual data entry>	ABC
2	L456	020	01393702640011039...	28.03.19 00:00	8 000	8 000	PCE			<manual data entry>	123

My SupplyOn > Logistik und Finanzen > Lieferavis erstellen Kontakt | Hilfe für diese Seite | Drucken

Daten wurden erfolgreich gespeichert

Lieferavis Nr. 121 Lieferavis Datum 14.08.18  
 Org.-Name (Kunde): Schaeffler Technologies AG & Co. KG Empfangsort: 3001 / Schaeffler Technologies AG & Co. KG Transportavis Nr.: Abladestelle (WE): CONEKT 62 Lieferavis Status: PENDING

Lieferavis Positionen auswählen Zusatzinformationen erfassen Verpackungsdaten eingeben Lieferavis abschließen

Default View Verwalten...

Zeile	Lieferant	Lieferart	Material (Kunde)	Fälligkeit Liefer...	Vorgesch...	Lieferm...	ME	Warn...	Versp...	Verpackungsrichtsch...	Chargenr.	Bestellr.	Bestellpos.	Anzahl P...
1	8354362-71	010	08539470000010		0	500	PCE			lieferanteneigener PE-Beutel	18354365	0005258453	10	
2	8354362-71	020	08484681000010		0	18 500	PCE			lieferanteneigener PE-Beutel	18354368	0005258488	10	
3	8354362-71	030	08505450000010	31.05.18 00:00	12 000	1 000	PCE			lieferanteneigener PE-Beutel	18354362	0005258491	10	
4	8354362-71	040	08420694900010		0	4 000	PCE			<manual data e...	18354370	0021799719	00010	
5	8354362-71	050	08197972000010		0	8 500	PCE			lieferanteneige... 1000 per SP	18354364	0021999134	00010	
6	8354362-71	060	00565280100010		0	10 000	PCE				18354369	0021999759	00010	
7	8354362-71	070	00565280300010		0	1 000	PCE				18354371	002244693	00010	
8	8354362-71	080	08542694900010	19.07.18 00:00	6 000	4 000	PCE				18354366	0022742925	00010	

Neue Zeile hinzufügen Zeile löschen Verpackung berechnen Auto-Füllen Funktion

If you encounter the following Error-Message:

▲ This shipment contains more than 9999 Single packs. Please reduce the total amount of single packs

Packings are successfully calculated

ASN No. 3 ASN Date  
 Company Name (Customer): Schaeffler Technologies GmbH & Co. Ship-to-Location:

Select ASN Positions Enter Additional Data Enter Packing data Complete ASN

Default View Manage...

Line	Del. Note No.	Del. Note Pos.	Material No. (Customer)	ASN Creation Due...	Proposed ...	Delivery ...
1	L456	010	01393702640011039...	28.03.19 00:00	5 000	5 000
2	L456	020	013937026400110	28.03.19 00:00	8 000	8 000

Please continue with 4.1.

## 3.2. 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!*  
 Also here you can use the "Copy-To-All" Function, to copy the Country of Origin to all lines that are having the same **country of origin**.

**Data saved in session**

ASN No. 1 ASN Date 01.07.18

Company Name (Customer): Schaeffler Technologies GmbH & Co. Ship-to-Location: 3001 / Schaeffler Technologies AG & Co. KG

Select ASN Positions **1 Enter Additional Data** Enter Packing data Complete ASN

Default View Manage...

Line	Material No. (Customer)	Material No. (Supplier)	Delivery Quantity	UoM	UN Danger Code	Security Flag	Country of Origin
1	002144190000002	JU 090 CPO	3	PCE		N	Germany
2	002144190000002	JU 090 CPO	10	PCE		N	Germany
3	012144190000002	JU 090 CPO	3	PCE		N	Germany

## 3.3. Enter Packing data

Depending on how to pack the single-packs (KLT, cartons...) on the palette(s), different use cases are discussed. 3.3.1 explains **Mixed Palettes** (>2 Materials on one palette), 3.3.2 **Master Palettes** (1 Material on one palette) and 3.3.3 **Mixed and Master Palettes** in one ASN.

(1) Click on **Packing data**

(2) **Create HU**

(3) Choose the correct palette

Repeat this process for as palettes many as necessary for this delivery.

*Hint!*

If you have created to many HU's you can delete these with clicking on **Delete HU**.

*Hint!*

Also here you can use the "Copy-To-All" Function, to copy the HU-Number to the Handling Units.

(4) Remove all ticks from **One Level Pack**.

*Hint!*

The label **S** means: Single-pack contains material; **Z** means: Auxiliary package like a lid of plastic bag.

Pack. Mat. Details	One Level Pack	Label Ident	Amount of Pack...	Qty. per Pack	Del. Note No.	Del. Note ...	Material No. (Cus...
<input type="checkbox"/> Edit Details.	<input type="checkbox"/>	Z	3		L123	010	002144190000002
<input type="checkbox"/> Edit Details.	<input type="checkbox"/>	Z	10		L123	020	002144190000002
<input type="checkbox"/> Edit Details.	<input type="checkbox"/>	Z	3		L123	030	012144190000002
<input type="checkbox"/> Edit Details.	<input type="checkbox"/>	Z	3		L123	010	002144190000002
<input type="checkbox"/> Edit Details.	<input type="checkbox"/>	Z	10		L123	020	002144190000002
<input type="checkbox"/> Edit Details.	<input type="checkbox"/>	Z	3		L123	030	012144190000002
<input type="checkbox"/> Edit Details.	<input type="checkbox"/>	S	3	1	L123	010	002144190000002
<input type="checkbox"/> Edit Details.	<input checked="" type="checkbox"/>	S	10	1	L123	020	002144190000002
<input type="checkbox"/> Edit Details.	<input checked="" type="checkbox"/>	S	3	1	L123	030	012144190000002

**Check that all Label Idents are marked as yellow fields!**

Not assigned Packing Material / Single Packs

Pack. Mat. Details	One Level Pack.	Label Ident	Amount of Pack...	Qty. per Pack.	Del. Note No.	Del. Note ...	Material No. (Cus...
<input type="checkbox"/>	<input type="checkbox"/>	Z		3	L123	010	002144190000002
<input type="checkbox"/>	<input type="checkbox"/>	Z		10	L123	020	002144190000002
<input type="checkbox"/>	<input type="checkbox"/>	Z		3	L123	030	012144190000002
<input type="checkbox"/>	<input type="checkbox"/>	Z		3	L123	010	002144190000002
<input type="checkbox"/>	<input type="checkbox"/>	Z		10	L123	020	002144190000002
<input type="checkbox"/>	<input type="checkbox"/>	Z		3	L123	030	012144190000002
<input type="checkbox"/>	<input type="checkbox"/>	S		3	L123	010	002144190000002
<input type="checkbox"/>	<input type="checkbox"/>	S		10	L123	020	002144190000002
<input type="checkbox"/>	<input type="checkbox"/>	S		3	L123	030	012144190000002

**Hint!**

You can also print your internal package number on the label.

- (1) Click on a dropdown
- (2) choose columns
- (3) tick **Free Text**.
- (4) Enter the **Free Text**
- (5) The information is displayed on the Label.

My SupplyOn > Logistics & Finance > Create ASN

ASN No. 88 ASN Date 01.05.19  
 Company Name (Customer): Schaeffler Technologies GmbH & Co. Ship-to-Location: 3001

Select ASN Positions Enter Additional Data Enter Packing data Complete

Handling Units

HU Pack.Mat.No. (C...	HU Pack. Mat.	HU Gross...	Length H...	Width ...	Height HU...	Lab
0110230310000	SGP2 Palette		119,5	80,8	16	997

Columns menu:

- HU Pack.Mat.Descr. (Cust.)
- HU Pack.Mat.No. (Supp.)
- HU Pack.Mat.Descr. (Supp.)
- Pack. Type HU
- HU Gross Weight(kg)
- Length HU(cm)
- Width HU(cm)
- Height HU(cm)
- Tare Weight of HU(kg)
- Label Type
- Free Text
- Loading Type

Assigned Pack. Material / Single Packs for selected HU Line 0074

Pack. Mat. Details	One Level Pack.	Amount of Pack...	Qty. per ...	Label No. ...	Del. Note No.
<input type="checkbox"/>	<input type="checkbox"/>	1	915	9972	123

My SupplyOn > Logistics & Finance > Create ASN

Data was successfully validated

ASN No. 88 ASN Date 01.05.19  
 Company Name (Customer): Schaeffler Technologies GmbH & Co. Ship-to-Location: 3001 / Schaeffler Tec

Select ASN Positions Enter Additional Data Enter Packing data Complete ASN

Handling Units

HU Pack.Mat.No. (C...	HU Pack. Mat.	Free Text	HU Gross...	Length H...	Width ...
0110230310000	SGP2	1234	18	119,5	80

INA\_GTL\_HU\_A5\_DE\_20190501\_12... 1 / 1

trg-inasellers01 Schaeffler Technologies AG & Co. KG  
 123456 trg-inasellers01 97318 Kitzingen  
 Ursprungsland: DE Abstreifen: ConneKT 62

00290879 7020  
 0022570486 / 00010 123

EGB8040-E40-Z#K5N

UN999511102000009971

915  
 18,00 KG  
 03MAY2

070906130000011  
 00  
 134  
 1



## 3.3.1. Mixed Palettes

>2 materials on one palette.

<p>(1) Tick all Single-Pack lines</p> <p>(2) <b>Assign</b> all Single-Packs to the Palette (HU)</p>	
<p><i>Hint!</i></p> <p>It is also possible to assign Single Pack-line with <b>Drag and Drop</b></p> <p>(1) Click on the SP-line</p> <p>(2) Drop it on the respective HU-line</p>	
<p>All Single-Packs are assigned to the palette (HU)</p> <p><i>Hint!</i></p> <p>If you have made a mistake in the assignment of Single-packs to a Handling Unit you can remove these packs from the HU.</p>	

Continue with 3.4 to Complete ASN.

## 3.3.2. Master Palette

Only one material per palette.

- (1) Create a HU for each material
- (2) Tick the matching lines according to material-number.
- (3) Assign each the matching material-number to each palette

*Hint!*

*Drag the column Material No. in the front or work by the quantities to distinguish the materials easily.*

ASPN No. 1, ASN Date 04.07.18, FPA No. 3001 / Schaeffler Technologies AG & Co. KG, Unloading Plant (Crossreg): Test Connect B2

Company Name (Customer): Schaeffler Technologies GmbH & Co. KG

Select ASN Positions | Enter Additional Data | **Enter Packing data** | Complete ASN

Handling Units: **Create HU** | Delete HU

HU Pack Mat No. (Cont.)	HU Pack Mat De.	HU Gross W.	Length HU(cm)	Width HU.	Height HU(cm)	Label No. HU
0110230310000	SGP2 Palette	119.5	119.5	80.8	16	11073
0110230310000	SGP2 Palette	119.5	119.5	80.8	16	11072
0110230310000	SGP2 Palette	119.5	119.5	80.8	16	11071

Not assigned Packing Material / Single Packs

Pack. Mat. Details	Material No. (Cont.)	One Level Pack.	Label Ident	Amount of Pack.
002144190000002	002144190000002	2		3
002144190000002	002144190000002	2		10
012144190000002	012144190000002	2		3
002144190000002	002144190000002	2		3
002144190000002	002144190000002	2		10
012144190000002	012144190000002	2		3
002144190000002	002144190000002	2		3
002144190000002	002144190000002	2		10
012144190000002	012144190000002	2		3

3 Buttons: Entries per page: 20

Assigned Pack. Material / Single Packs for selected HU Line

View: Pack. Mat. Details | One Level Pack. | Amount of Pack. | Qty per | Label No. | Del. Note No. | Del. Note | Material no. (Cont.) | F

Functions: << Assign, Remove >>, Split

- (4) Continue as (1-3) to assign further materials to the HU.

ASPN No. 1, ASN Date 04.07.18, FPA No. 3001 / Schaeffler Technologies AG & Co. KG, Unloading Plant (Crossreg): Test Connect B2

Company Name (Customer): Schaeffler Technologies GmbH & Co. KG

Select ASN Positions | Enter Additional Data | **Enter Packing data** | Complete ASN

Handling Units: **Create HU** | Delete HU

HU Pack Mat No. (Cont.)	HU Pack Mat De.	HU Gross W.	Length HU(cm)	Width HU.	Height HU(cm)	Label No. HU
0110230310000	SGP2 Palette	119.5	119.5	80.8	16	11073
0110230310000	SGP2 Palette	119.5	119.5	80.8	16	11072
0110230310000	SGP2 Palette	119.5	119.5	80.8	16	11071

Not assigned Packing Material / Single Packs

Pack. Mat. Details	Material No. (Cont.)	One Level Pack.	Label Ident	Amount of Pack.	Qty. per Pack.
002144190000002	002144190000002	2		10	
012144190000002	012144190000002	2		3	
002144190000002	002144190000002	2		10	
012144190000002	012144190000002	2		3	
002144190000002	002144190000002	2		10	1
012144190000002	012144190000002	2		3	1

4 Button: Assign

*Hint!*

*It is also possible to assign Single Pack-line with **Drag and Drop***

- (1) Click on the SP-line
- (2) Drop it on the respective HU-line

Select ASN Positions | Enter Additional Data | **Enter Packing data** | Complete ASN

Handling Units: **Create HU** | Delete HU

HU Pack Mat No. (Cont.)	HU Pack Mat De.	HU Gross W.	Length HU.	Width HU.	Height HU(cm)	Label No. HU
0110230310000	SGP2 Palette	119.5	119.5	80.8	16	11073
0110230310000	SGP2 Palette	119.5	119.5	80.8	16	11072
0110230310000	SGP2 Palette	119.5	119.5	80.8	16	11071
1 selected row						10157
						10156

Not assigned Packing Material / Single Packs

Pack. Mat. Details	Material No. (Cont.)	One Level Pack.	Del. Note No.
002144190000002	002144190000002	2	L123

1 Button: Assign

2 Button: Assign

(5) Check that all materials are assigned correctly by clicking on all HU lines.

**Hint!**

*If you have made a mistake in the assignment of Single-packs to a Handling Unit you can remove these packs from the HU.*

Select ASN Positions
Enter Additional Data
Enter Packing data
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
0110230310000	SGP2 Palette	18.612	119,5	80,8	16	11073
0110230310000	SGP2 Palette	20,04	119,5	80,8	16	11072
0110230310000	SGP2 Palette	18.612	119,5	80,8	16	11071

3 entries: Entries per page 20 First Previous Page 1 of 1 Next Last

Assigned Pack. Material / Single Packs for selected HU Line

My View Manage...

<input checked="" type="checkbox"/>	Pack. Mat. Details	One Level Pack	Amount of Pack...	Qty. per ...	Label No. ...	Del. Note No. ...	Del. Note ...	Material No. (Cus...	P
<input checked="" type="checkbox"/>	Edit Details.	<input type="checkbox"/>	3		L123	010	002144190000002	0	
<input checked="" type="checkbox"/>	Edit Details.	<input type="checkbox"/>	3		L123	010	002144190000002	0	
<input checked="" type="checkbox"/>	Edit Details.	<input type="checkbox"/>	3	1	11055 L123	010	002144190000002	0	

Continue with 3.4 to Complete ASN

## 3.3.3.Mixed and Master Palette

*Master Palette (one material per palette) and Mixed Palette (>2 materials per palette) in one ASN. This process is needed when you want to split one material to two palettes.*

- (1) Create a HU for each material
- (2) Tick the matching lines according to material-number for the first Master Palette.
- (3) Assign each the matching material-number to each palette

*Hint!  
Drag the column Material No. in the front or work by the quantities to distinguish the materials easily.*

The screenshot shows the 'Enter Packing data' screen in SAP. A table lists HU Pack Mat No. (Cust.), HU Pack Mat De., HU Gross W., Length HU(cm), Width HU, Height HU(cm), and Label No. HU. Three rows are visible, all with 'SGP2 Palette' as the material description. Red circle 1 points to the first row. To the right, a 'HU Functions' panel has 'Create HU' highlighted with a red circle 2. Below the table, a 'Pack. Mat. Details' section shows a list of materials with checkboxes. Red circle 3 points to the 'Assign' button.

- Split Single-packs to create the 2<sup>nd</sup> Master palette.
- (4) Click on **Edit Details**
- (5) Tick the Single-pack lines

The screenshot shows the 'Packing Material Details (Single and Auxiliary Packs)' screen. At the top, 'HU Functions' has 'Edit Details' highlighted with a red circle 4. Below, a table lists 'Pack. Mat. No. (Cust.)', 'Pack. Mat. Descr. (Cust.)', 'Amount of Pack...', 'Qty. per Pack.', 'One Level Pack.', 'Label Ident.', 'Label No. From', and 'Loading Type'. Three rows are visible. Red circle 5 points to the first row in this table. At the bottom, there are buttons for 'Save and Close', 'Add New Line', 'Copy Line', 'Delete Line', and 'Generate Label Numbers'.

- Split Single-packs
- (6) **Copy Lines**
- (7) Change the **Amount of Pack** according on how you want to split these packs to the palettes

This screenshot is similar to the previous one, showing the 'Packing Material Details' table. A red box highlights the 'Amount of Pack...' column, with a red circle 7 pointing to it. At the bottom, a red circle 6 points to the 'Copy Line' button.

Single-packs are split as in (7) and can be assigned the Master-HU.

(8) Choose the second palette the Single-packs for the master-palette and repeat (1)-(3).

The screenshot shows the SAP 'Assign' transaction for handling units. The left pane displays a table of handling units with columns: HU Pack Mat No. (Cont.), HU Pack Mat De., HU Gross W., Length H(U)M, Width H(U), Height H(U)M, and Label No. HU. The right pane shows 'Not assigned Packing Material / Single Packs' with columns: Pack. Mat. Details, Material No. (Cont.), One Level Pack., Label Ident., and Amount of Pack. A red circle with the number 8 highlights the 'Assign' button in the 'SP Functions' area.

Assign the remaining Single-packs for the Mixed Palette.

(9) Repeat (1)-(3)

The screenshot shows the 'Enter Packing Costs' step of an ASN transaction. The left pane displays a table of handling units with columns: HU Pack Mat No. (Cont.), HU Pack Mat De., HU Gross W., Length H(U)M, Width H(U), Height H(U)M, and Label No. HU. The right pane shows 'Not assigned Packing Material / Single Packs' with columns: Pack. Mat. Details, Material No. (Cont.), One Level Pack., Label Ident., Amount of Pack., and Qty per Pack. A red circle with the number 9 highlights the 'Assign' button in the 'SP Functions' area.

Continue with 3.4 to Complete ASN

## 3.4. Complete ASN

<p>(1) Click on <b>Complete ASN</b></p> <p>(2) Select the planned <b>Delivery Date</b></p> <p><i>Hint!</i></p> <p><i>The planned Delivery Time is not important to Schaeffler and can be ignored.</i></p>																	
<p>(3) Click on <b>Save Draft</b> when you need some time to attach the labels (see 3.5) to the delivery.</p> <p>(4) <b>Validate</b> to check if everything is entered correctly.</p>	<table border="1"> <thead> <tr> <th>Line</th> <th>HU Pack Mat. No. (Cust.)</th> <th>HU Pack Mat. Descr. (Cust.)</th> <th>Amount HU</th> <th>Pack. Type HU</th> <th>Weight HU Pos. (kg)</th> <th>Length HU(cm)</th> <th>Width HU(cm)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0110230310000</td> <td>SGP2 Palette</td> <td>3</td> <td></td> <td>56,652</td> <td>119,5</td> <td>80,8</td> </tr> </tbody> </table>	Line	HU Pack Mat. No. (Cust.)	HU Pack Mat. Descr. (Cust.)	Amount HU	Pack. Type HU	Weight HU Pos. (kg)	Length HU(cm)	Width HU(cm)	1	0110230310000	SGP2 Palette	3		56,652	119,5	80,8
Line	HU Pack Mat. No. (Cust.)	HU Pack Mat. Descr. (Cust.)	Amount HU	Pack. Type HU	Weight HU Pos. (kg)	Length HU(cm)	Width HU(cm)										
1	0110230310000	SGP2 Palette	3		56,652	119,5	80,8										

**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.**

## 3.5. Printing the labels

With every delivery, Schaeffler expects each loading unit (pallet) marked with the respective Global Transport Label (GTL).

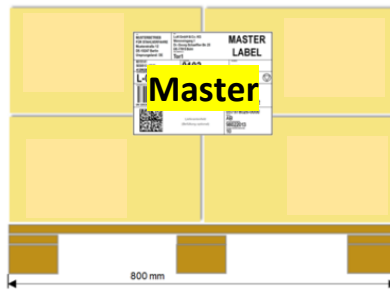
<p>(1) Click on <b>Print</b> and (2) <b>Handling Unit Label</b></p>	
<p>Selection of the handling. Pay attention to the alignment of the print-out on the paper, so that the label is printed completely.</p> <p>Print the label <b>TWICE!</b></p>	

Put the **TWO** Handling Unit Labels on the pallet/s. One on the side (as displayed) and one on the top.

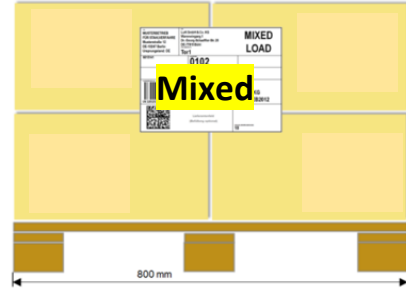
**Hint!**

There is no GTL for the Single-pack (Carton or KLT) needed.

**MASTER-Label**



**MIXED-Label**



**Every pallet gets two Master/Mixed-Label!**

Label example:

Von: trg-inasellers01 trg-inasellers01 123456 trg-inasellers01 Ursprungsland: DE		An: Schaeffler Technologies AG & Co. KG ConneKT 62 97318 Kitzingen Abladestelle: Test ConneKT 62		<b>MASTER LABEL</b>
00353364 0022739825 / 00010 L123		Lagerort: 7020		
Materialbezeichnung: <b>CSCU090-2RS-HLE#E</b>				
Licence Plate (5U):  UN999511102000011074			Menge: 3 Brutto: 18,61 KG Produktions- oder Lieferdatum: 03JUL2018	
			Material-Nr.: 002144190000002 Index: AA Lieferantencharge: ABC Anzahl Unterpäckstücke: 3	
Von: trg-inasellers01 trg-inasellers01 123456 trg-inasellers01 Ursprungsland: DE		An: Schaeffler Technologies AG & Co. KG ConneKT 62 97318 Kitzingen Abladestelle: Test ConneKT 62		<b>MIXED LOAD</b>
00353364		Lagerort: 7020		
Licence Plate (5U):  UN999511102000011072				
			Brutto: 20,65 KG Produktions- oder Lieferdatum: 03JUL2018	
			Anzahl Unterpäckstücke: 6	



Meaning of additional printable forms:

- Handling Unit Label (GTL Label for loading unit) → for pallets.
- Packaging label (GTL Label for single packaging) → for KLTs.
- Shipping order → an order to the forwarder
- Despatch list → a view of all packaging materials / loading units.
- DFÜ-consignment note → a consignment note for this delivery.

If you want to create these documents in the SupplyOn WebEDI you can create the delivery notification before you send the goods, print the document and save the delivery notification until the actual pick up of the materials.

### 3.6. Sent ASN

After attaching the labels the ASN creation process is completed and the ASN can be sent.

(1) Click on **send**. After that the delivery is closed.

*Hint!*

*The ASN is sent now and you cannot change or delete it. Any request for deletion need to be reported to Schaeffler.*

The screenshot shows the 'Complete ASN' interface with the following details:

- Ship-to: Schaeffler Technologies AG
- Ship-to address: Kamp, C&F KG, DE - 97118 Kitzingen
- Delivery Date/Time: 04.07.18 09:27
- Carrier Name: (empty)
- Load number: (empty)
- Volume (total Delivery): 309 000 cm<sup>3</sup>
- Loading Length (total Delivery): LM
- Hazard. Goods: No
- Gross Weight (total Delivery): 38.04 kg
- Net Weight (total Delivery): kg

Pack. Type	HU	Weight HU Pos. (kg)	Length HU (cm)	Width	Height HU (cm)	Hazard. Goods	HU Pack. Mat. No. (Su...	HU Pack. Mat. Descr. (Su...
2		38.04	119.5	8...	16			

At the bottom right, there is a 'Send' button with a red circle containing the number '1' next to it.

## 3.7. Check sent or saved ASN

It is possible to reopen sent or saved ASN. Here you can finalize the ASN or print the ASN again.

Click on the corresponding ASN number.

*Hint!*

**Pending** = open ASN that can be modified

**Sent** = sent ASN to Schaeffler that cannot be modified

Quick Search
Advanced Search

Search
Reset

---

**Advance Ship Notices**
ASN Position(s)

Default View
▼
Manage...
▼

	ASN No.	ASN Status	Delivery Date/Time	
<input type="checkbox"/>	1	Pending	03.07.18 13:24	S
<input type="checkbox"/>	1000006	Pending	03.07.18 14:37	S
<input type="checkbox"/>	1000000	Sent	02.07.18 09:56	S
<input type="checkbox"/>	200068	Sent	29.06.18 18:18	S
<input type="checkbox"/>	200067	Pending	29.06.18 13:23	S

## 4. Further Information

Further exceptions are described in this chapter.

### 4.1. Error-Message

The current process is due to ERP-restrictions on Schaeffler-side limited to 9.999 Single-packs per ASN and 1.000 Single-packs per Handling Unit. If the problem below occurs, please contact your Schaeffler purchaser to adjust the packing instruction.

In the following a workaround is displayed in order to send the ASN. Therefore the quantity per Single-pack is increased in order to reduce the number of Single-packs below the mentioned thresholds. The amount of pack material on Single-Pack-level is of lower significance for Schaeffler. Therefore you can adjust these fields to send the ASN.

We are currently working on diminishing these inconveniences for you.

<p>Error message</p> <p>Enter all data and enter <b>Additional Data</b> go to <b>Enter Packing Data</b></p>																																																		
<p>(1) Create the HUs and (2) remove the tick for <b>One Level Pack</b> as displayed beforehand.</p>																																																		
<p>Check the Amount of Pack and identify the line that contains of more than 1.000 Single-packs. (3) Click on <b>Edit Details</b></p>	<table border="1"> <thead> <tr> <th>Pack. Mat. Details</th> <th>One Level Pack</th> <th>Material No. (Cus...)</th> <th>Label Ident</th> <th>Amount of Pack Mat.</th> <th>Qty. per Pack.</th> <th>Pack Mat. No. (Cu...)</th> </tr> </thead> <tbody> <tr> <td><a href="#">Edit Details.</a></td> <td><input type="checkbox"/></td> <td>01393702640011...</td> <td>Z</td> <td>50</td> <td></td> <td>0712374700000</td> </tr> <tr> <td><a href="#">Edit Details.</a></td> <td><input type="checkbox"/></td> <td>013937026400110</td> <td>Z</td> <td>8000</td> <td></td> <td>0712374700000</td> </tr> <tr> <td><a href="#">Edit Details.</a></td> <td><input type="checkbox"/></td> <td>01393702640011...</td> <td>Z</td> <td>50</td> <td></td> <td>0836252320000</td> </tr> <tr> <td><a href="#">Edit Details.</a></td> <td><input checked="" type="checkbox"/></td> <td>01393702640011...</td> <td>S</td> <td>50</td> <td>100</td> <td>0775816790000</td> </tr> <tr> <td><a href="#">Edit Details.</a></td> <td><input type="checkbox"/></td> <td>013937026400110</td> <td>Z</td> <td>8000</td> <td></td> <td>0836252320000</td> </tr> <tr> <td><a href="#">Edit Details.</a></td> <td><input checked="" type="checkbox"/></td> <td>013937026400110</td> <td>S</td> <td>8000</td> <td>1</td> <td>0775816790000</td> </tr> </tbody> </table>	Pack. Mat. Details	One Level Pack	Material No. (Cus...)	Label Ident	Amount of Pack Mat.	Qty. per Pack.	Pack Mat. No. (Cu...)	<a href="#">Edit Details.</a>	<input type="checkbox"/>	01393702640011...	Z	50		0712374700000	<a href="#">Edit Details.</a>	<input type="checkbox"/>	013937026400110	Z	8000		0712374700000	<a href="#">Edit Details.</a>	<input type="checkbox"/>	01393702640011...	Z	50		0836252320000	<a href="#">Edit Details.</a>	<input checked="" type="checkbox"/>	01393702640011...	S	50	100	0775816790000	<a href="#">Edit Details.</a>	<input type="checkbox"/>	013937026400110	Z	8000		0836252320000	<a href="#">Edit Details.</a>	<input checked="" type="checkbox"/>	013937026400110	S	8000	1	0775816790000
Pack. Mat. Details	One Level Pack	Material No. (Cus...)	Label Ident	Amount of Pack Mat.	Qty. per Pack.	Pack Mat. No. (Cu...)																																												
<a href="#">Edit Details.</a>	<input type="checkbox"/>	01393702640011...	Z	50		0712374700000																																												
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<a href="#">Edit Details.</a>	<input type="checkbox"/>	013937026400110	Z	8000		0836252320000																																												
<a href="#">Edit Details.</a>	<input checked="" type="checkbox"/>	013937026400110	S	8000	1	0775816790000																																												

(4) Increase the **Qty. per Pack** and reduce **Amount of Pack Mat.** for all lines in order to fulfill the criteria.

(5) **Generate Label Numbers**

(6) **Generate Label Numbers** also for the other positions.

*Hint!*

*Make sure that a green tick indicates that the position is **Completely packed**.*

**Packing Material Details (Single and Auxiliary Packs)**

ASN Position 2/2    Previous Pos. **6**    Material No. (Customer): 013937029400110    Del. Note No.: L456    Del. Note Pos.: 020  
 Delivery Qty.: 8000    Packed Quantity: 8000    **Completely packed** ✓

Default View    Manage...

Pack. Mat. No. (Cust.)	Pack. Mat. Descr. (Cust.)	Amount of Pack...	Qty. per Pack.	One Level Pack.	Label Ident.	Label No. From
0712374700000	label 42x28	100	100		Z	
0836252320000	print format 42x28	100	100		Z	
0775016790000	P-17-FS048 Box 92X92X75-FAG-VP	100	80		S	17111

Save and Close    **Add New Line**    Copy Line    Delete Line    **Generate Label Numbers** **5**

3 entries:    Select all matches    Clear selection    Entries per page: 10

(7) Enter a **Label No. HU**

Continue according to your palette-case.

ASN No.: **3**    ASN Date: **01.07.18**

Company Name (Customer): Schaeffler Technologies GmbH & Co.    Ship-to-Location: 3001 / Schaeffler Technolog

Select ASN Positions    Enter Additional Data    **Enter Packing data**    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
01102230310000	SGP2 Palette	42,15	119,5	80,8	16	99999 <b>7</b>

1 entry:    Entries per page: 20    Page: 1 of 1    Next    Last



## 4.3. 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	0000		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”

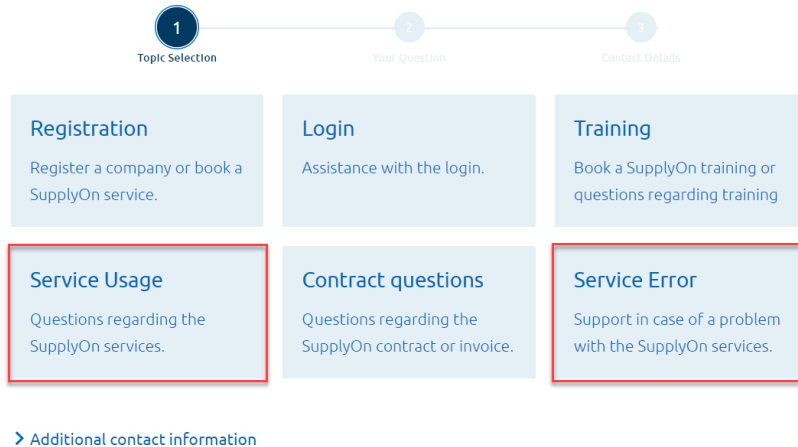
## 5. Customer-Support-Hotline – Call us or send us an E-Mail

For questions about the use of SupplyOn you can contact our Support via the form below or use the free hotline directly. Please use the code-word: **EDZ** or **EDC** to be routed to our Support Expert for the displayed process.

<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?



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](mailto: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**.

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