

Supply Chain Collaboration Supplier Training

SupplyOn – The Supply Chain Business Network

SupplyOn Consulting | August 2023

Your Supply Chain

Efficient. Resilient. Transparent. Sustainable.

Agenda

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SupplyOn Background

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SupplyOn at a glance

The open supply chain business network for the manufacturing industry

Our roots



Founded in
2000



Industrial
shareholders



Purpose
driven



Our company



450+
employees



6
locations



3
brands



Our business



Cloud-based **Supply Chain
Collaboration** platform



Focus on **Manufacturing
industry**

Our network



200+ **buyside
customers**



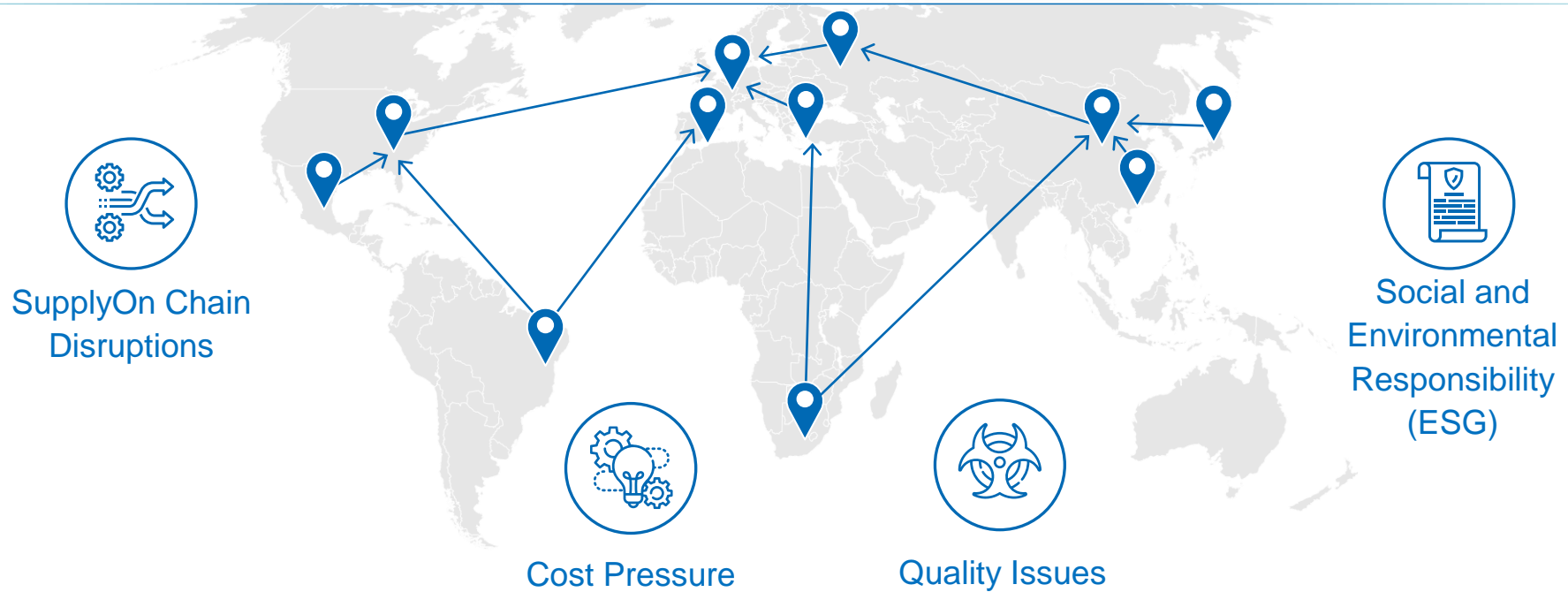
Global Network of **140.000+
active Business Partners**

What drives us

Our mission and vision

Empower manufacturing companies

to drive **EFFICIENT, RESILIENT, TRANSPARENT** and **SUSTAINABLE** supply chains through multi-tier collaboration solutions in the best enabled open ecosystem.



Market focus: manufacturing industry

The global industry network shares challenges, processes and business partners



Supply chain solutions

Industry leading solutions for collaboration and visibility



SUPPLY CHAIN VISIBILITY & ANALYTICS



SUPPLIER MANAGEMENT

Master Data & Information Management | Lifecycle Management | Performance Management & Development | Risk Management



SUPPLIER QUALITY MANAGEMENT

Technical Feasibility | APQP | Quality Monitoring | Complaint / Non-Conformity Management (8D, 9S) | Concessions / Derogation



SOURCE-TO-CONTRACT

Sourcing | Auctions | Contract Management | Technical Review APQP | Source-to-APQP Buy-Sell Management



PROCURE-TO-PAY (focus indirect materials)

Catalogs | Channel & Requisition Management | Smart Buying | Tactical Sourcing | Order & Delivery Management (ASN/FPA/GR/EoSP)



SUPPLY CHAIN COLLABORATION

Capacity Management | Forecast Collaboration | Operational Procurement (Call-Off, PO, JIT/JIS, ...) | Kanban | VMI | Delivery Mgmt. (ASN, FPA, Goods Receipts) | Parts Quality integration (NoE, Concession) | Parts Documentation Management (Paperless Goods Receipts) | Transport integration | Manufacturing Visibility integration



FINANCE PROCESSES

P2P | Invoicing | Invoice and Payment Status & Collaboration



TRANSPORT & EMPTIES MANAGEMENT

Planning | Order | Execution | Empties Mgmt. | Freight Cost Mgmt. | Dock/Slot Mgmt. | Transport Visibility, T&T, Control Tower



MANUFACTURING VISIBILITY

Capacity Management | Parts Traceability | Production Progress & ETA Monitoring



ESG – ENVIRONMENTAL, SOCIAL and GOVERNANCE

Purchasing Compliance | Supply Chain Responsibility | Carbon Footprint | Product Passport

source



plan



procure



make



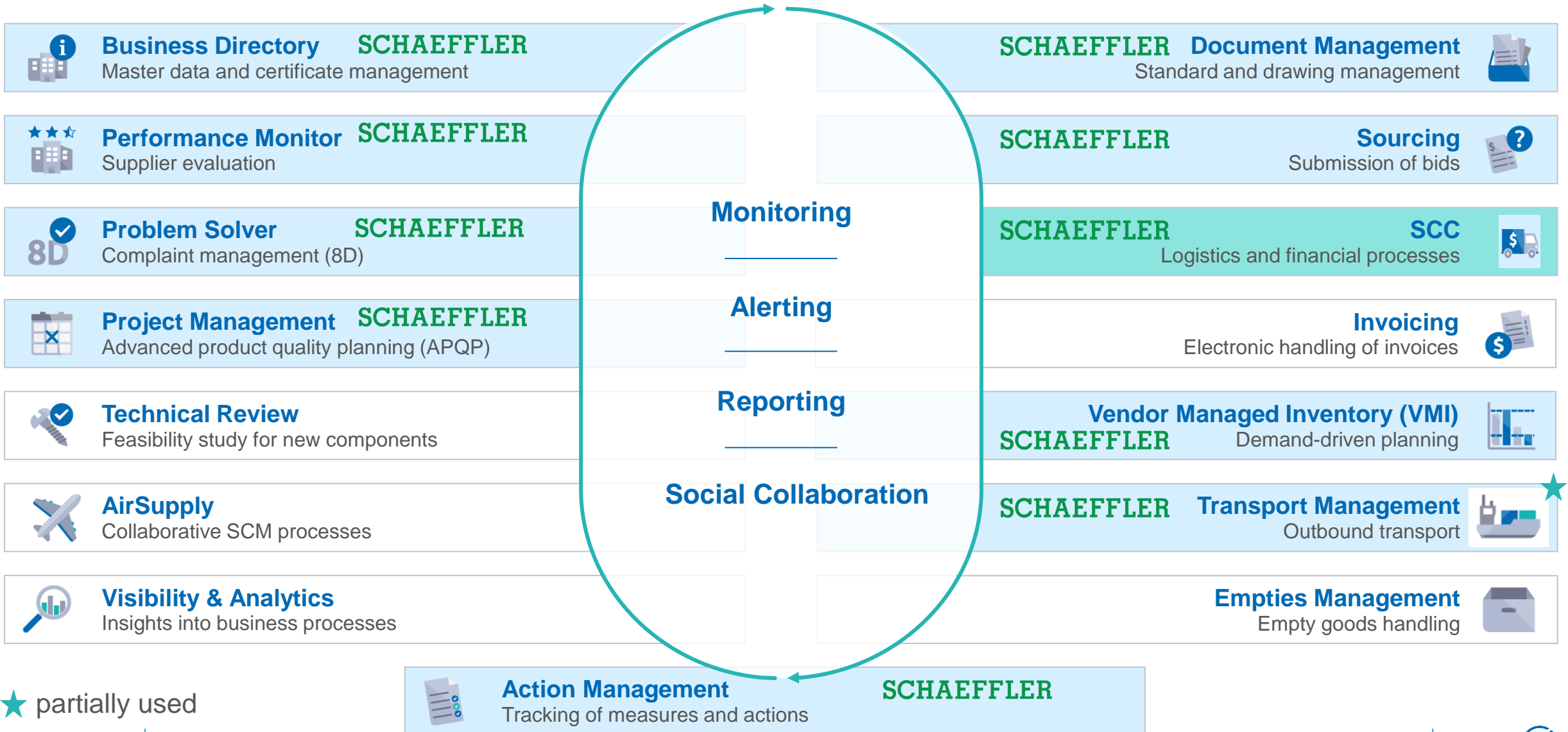
deliver



invoice

SupplyOn services at a glance

SupplyOn Solutions used by Schaeffler

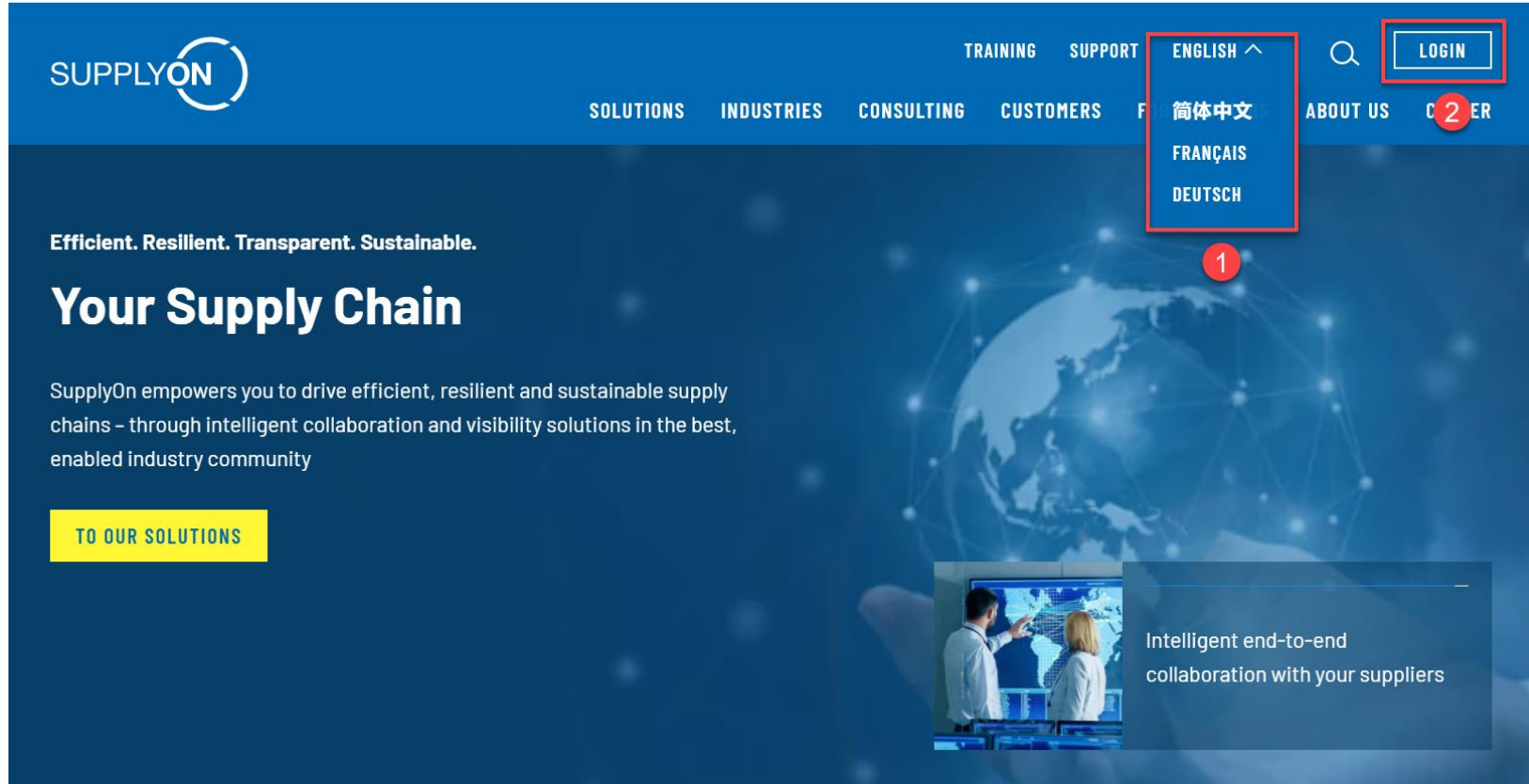


Log In

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SupplyOn Login Page



Go to www.supplyon.com

1. Select desired language
2. Click on login

Login to SupplyOn

SUPPLYON Contact

Login to SupplyOn Services

User ID*

Forgot user ID?

Password*

Forgot password?

Login

Login by other identity provider

Login using certificate

FAQ about login problems

How to reset your password? [↗](#)

How to retrieve your user ID? [↗](#)

Working without registration [↗](#)

Wrong e-mail address? [↗](#)

Locked account? [↗](#)

Two-factor authentication - tips and tricks [↗](#)

SupplyOn Support Center [↗](#)

Most read

Change of the administrator [↗](#)

Technical requirements for the use of the platform [↗](#)

SupplyOn Start [↗](#)

- Login URL :
`https://platform.application.prd.supplyon.com/logon/logonServlet`
- Enter the username and password:
 - Each company has at least one administrator.
 - The first administrator is created at registration.
 - Administrator can create numerous users.
 - Administrator can delete, lock/unlock account, change the password and change the role for all users.

General Settings

Working with Supply Chain Collaboration for the first time

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System Administration Type 1

Standard User Administration

The screenshot shows the SUPPLYON user administration interface. The top navigation bar includes 'SUPPLYON', 'My SupplyOn', 'SupplyOn Services', 'Customer Application', 'Administration', and 'News'. A dropdown menu is open under 'Administration', showing options: 'My User Account', 'My Substitutes', 'User Management', 'Customer Responsible', and 'My user administrators'. The 'User Management' option is highlighted. Below the navigation, there are several user cards. Each card displays a user's profile picture, name, and areas of responsibility. A toggle switch is present at the top right of each card. At the bottom of each card are 'Edit' and 'More' buttons. Red callouts with numbers 1 through 6 point to specific elements: 1 points to the 'Administration' menu, 2 points to the 'User Management' option in the dropdown, 3 points to the 'create user' button, 4 points to a toggle switch, 5 points to the 'Edit' button, and 6 points to the 'More' button.

Standard User Administration

1. Click on “Administration”
2. From the drop-down menu, choose the option “User Management”
3. Create new user account for your colleagues
4. Activate or deactivate users
5. Change password, user account information, etc.
6. Click on “More” to switch to the Advanced User Interface

System Administration Type 2

Advanced User Settings

My SupplyOn > User management: User accounts

Help and support | Print | Message to support

My work area | **User accounts** | Service settings

Name, user ID, e-mail Search Reset search

All users Locked users Active users

Advanced Search

User ID	Name	Department	Status	E-mail	Company	D-U-N-S No.	Roles
<input checked="" type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Unlock user Reset password Lock users Delete user Assign roles Download CSV

94 Entries Select all | Deselect all Rows per page 10 First Previous | Page 1 of 10 | Next Last

- Advanced User Settings
 1. Click on “Create new user” to add a user
 2. Select a user from the existing users list to edit its configuration
 3. After selecting a user, you can delete or lock/unlock users, change password, etc.
- Please make sure that colleagues who use the Supply Chain Collaboration module have been assigned the “Order Fulfillment – Finance Processes” roles.

Logistics Settings

The screenshot illustrates the navigation process in the SUPPLYON system. It starts with the 'Administration' menu where 'Logistics Settings' is highlighted (Step 1). This leads to a search results page for 'Organization trg-inasellers01', where a 'CPs' icon is clicked (Step 2). Finally, the 'Search Control Points of Organization trg-inasellers01' page is shown, where the 'Control Point Name' 'trg-inasellers01' is highlighted (Step 3).

Type	ID	Organization name	CPs	State	MP Status	D-U-N-S No.	City	Country
	2030052	trg-inasellers01		active	Seller	99-951-1102	Adorf	Germany
	2000239	trg-inasellers01		active	Seller	99-951-1102	Adorf	Germany

Control Point ID	Control Point Name	DUNS Suffix	Control Point Short Name	Plant Calendar
10009880	trg-inasellers01		(KS GLEITLAGER)	Edit

- Verify that you have a connection with your customer.
- If there is no CP (Control Point) information after clicking on “Logistics Settings”, please approach your buyer-industry contact person for support setting the corresponding Network Link (NWL) connection or you will not be able to receive information related to order/delivery instructions.
- Click on the steps 1, 2, 3 as shown in the picture and continue with the ASN/Label number settings (See next page).

Logistics Settings

Auto assign ASN/label number

My SupplyOn > Spin Help and support | Print | Message to support

Data Administration **Details of Control Point trg-inasellers01** Back to Search Result

Organization
▫ Maintenance

Supply Chain Directory
▫ Maintenance

CP Details **User Activation** Network Links

Change Details **4**

Control Point Data

Control Point ID	Further Logistic Data	
Control Point Name *	FPA number	<input type="checkbox"/> Auto assign Start Number: --
Control Point Short Name *	ASN number	<input checked="" type="checkbox"/> Auto assign Start Number: 200 5
DUNS+4	Label number	<input checked="" type="checkbox"/> Auto assign Start Number: 1
EDI Partner	FPA number (SLOPE)	<input type="checkbox"/> Auto assign Start Number: --
Timezone	Invoice number	<input type="checkbox"/> Auto assign Start Number: --
Address	Additional Data	
	SCC: Time horizon planned delivery	<input type="text"/>
	Measure of weight (Legacy ASN)	<input type="text"/>
	Measure of length (Legacy ASN)	<input type="text"/>
	E-mail notification Carrier/Hub	<input type="text"/>
	TMS HUB (HUB) / TMS CARRIER (CARRIER)	<input type="text"/>
	Label DIN A6 Paper	<input type="text"/>
	Maximum invoice amount	<input type="text"/>
	Format for DELFOR-IMO msg.	None ▾
	Attribute 9	<input type="radio"/> yes <input checked="" type="radio"/> no
	Digital signature	<input type="radio"/> yes <input checked="" type="radio"/> no
	One delivery note per dispatch	<input type="radio"/> yes <input checked="" type="radio"/> no
	Label DIN A5 Paper	<input type="radio"/> yes <input checked="" type="radio"/> no
	Role of Control Point	Seller

Mandatory fields are marked with *

Save **6** **Cancel**

- Click on “Change Details” to set the ASN and label number (Steps 4 and 5).
- Click on save to keep settings.

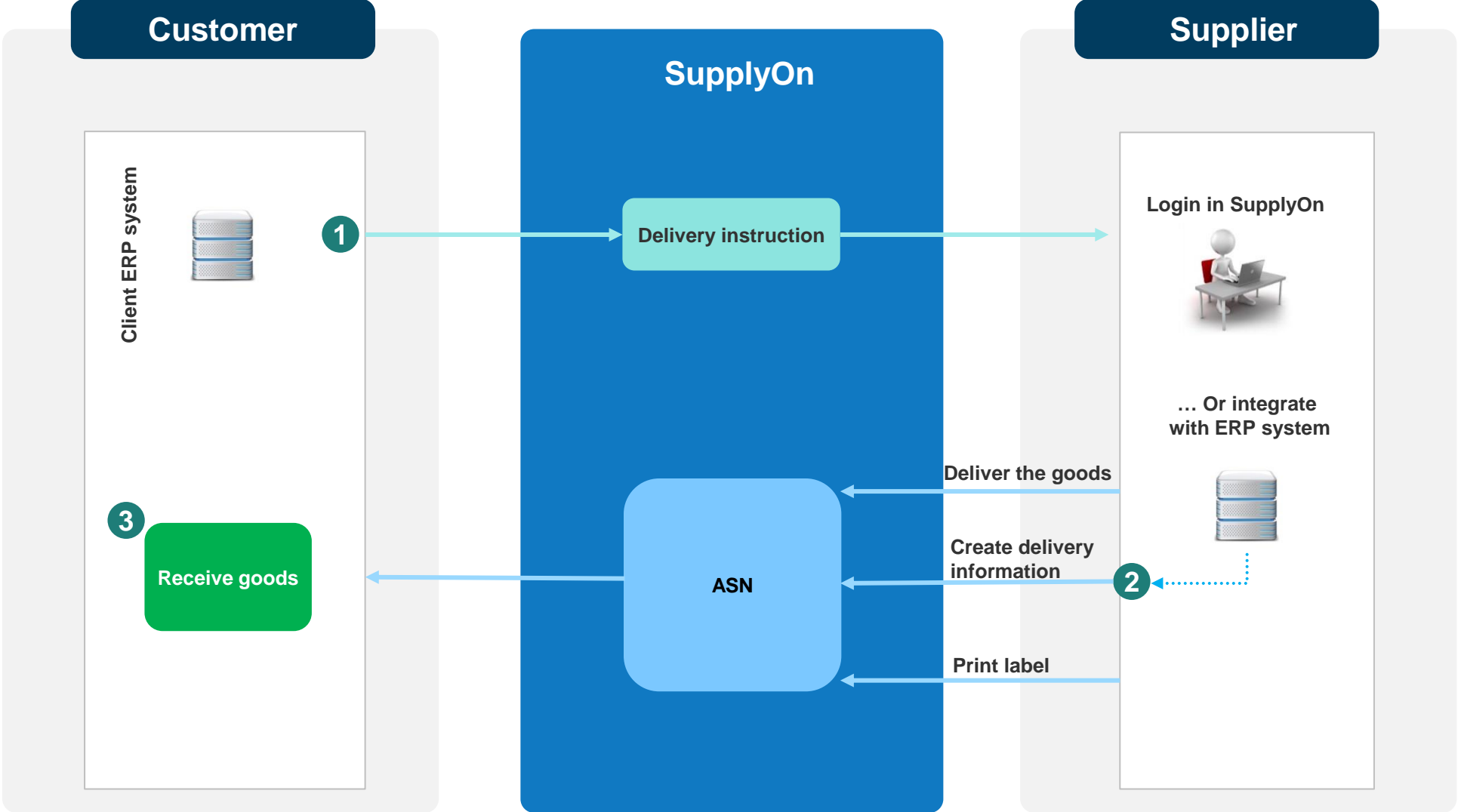
Supply Chain Collaboration Overview

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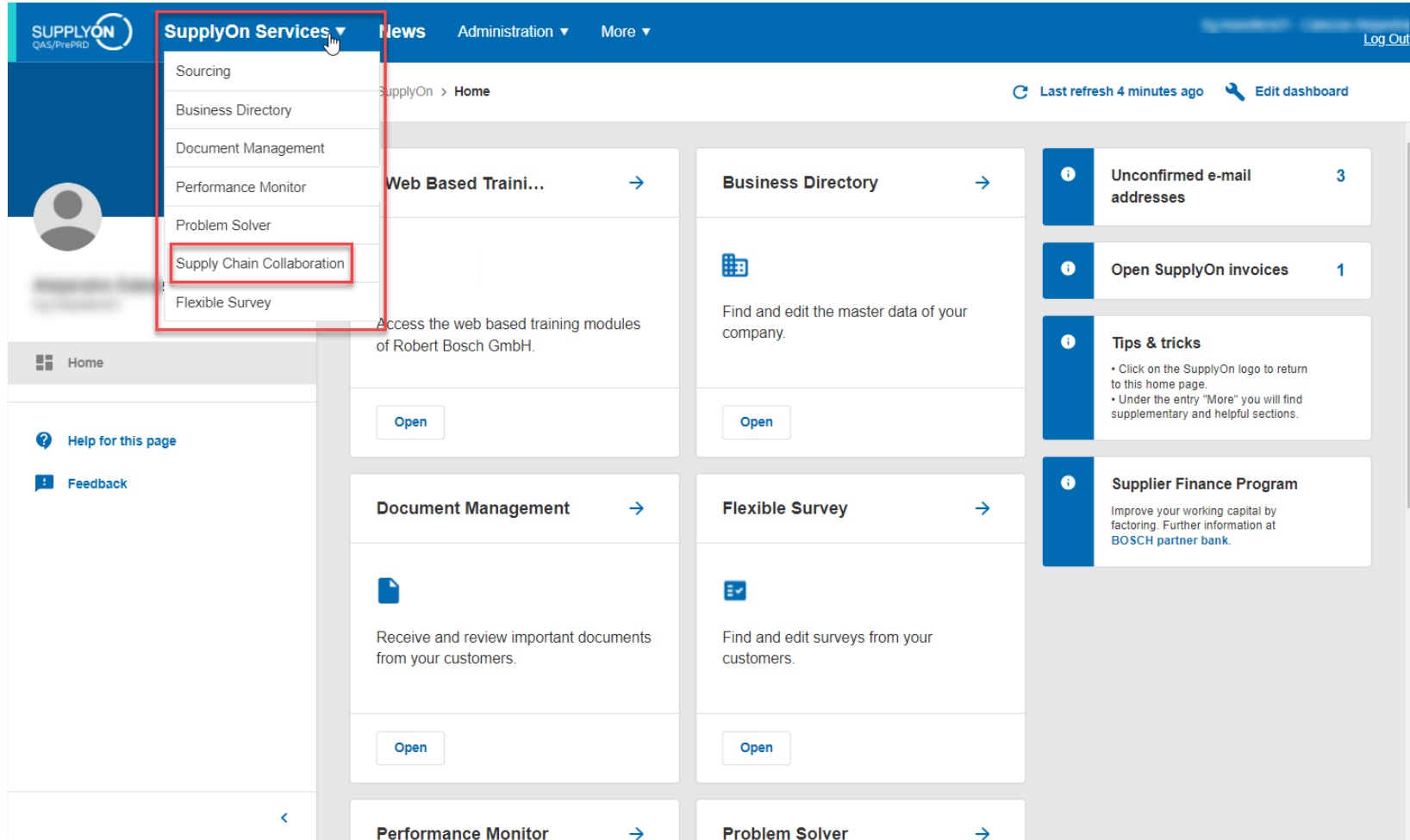
Supply Chain Collaboration

Process Overview



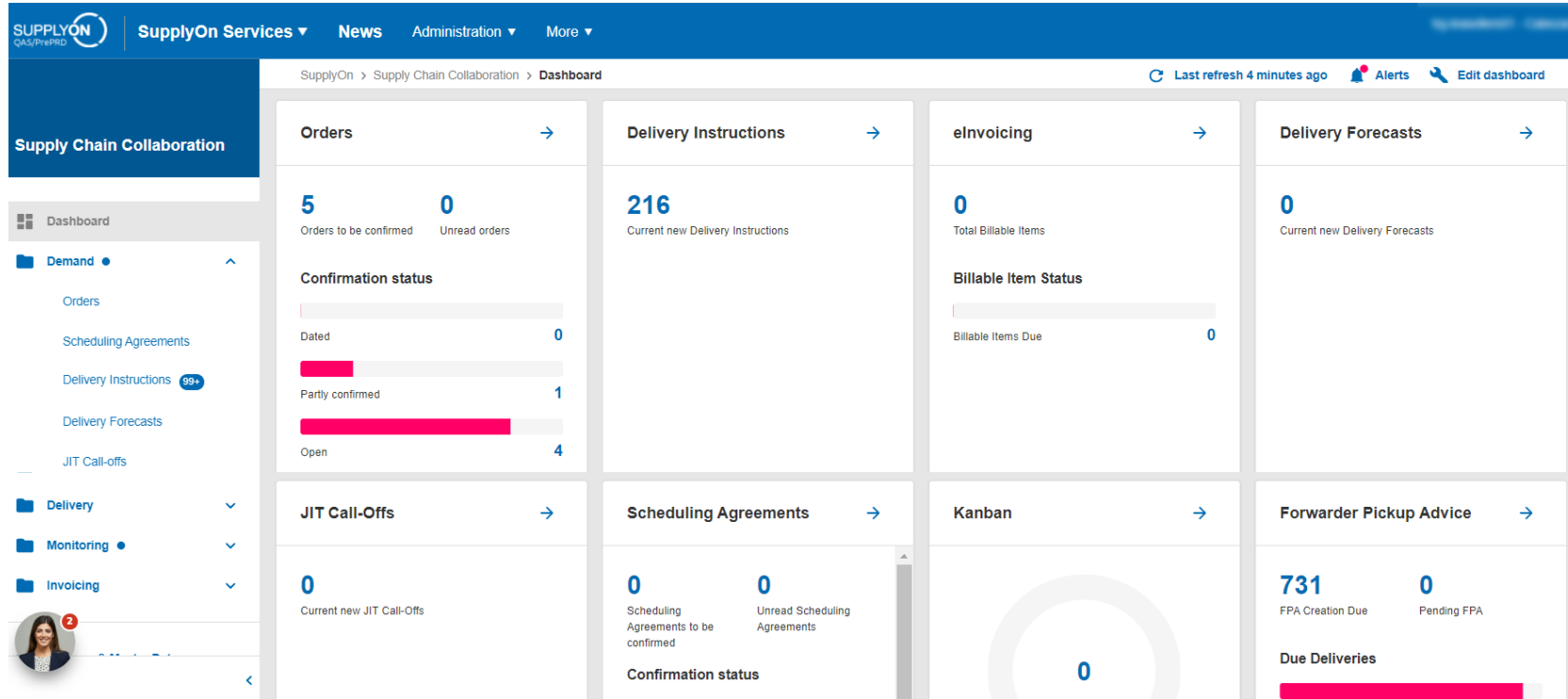
Supply Chain Collaboration

Access to the dashboard



- Hover your mouse over SupplyOn Services to open the drop-down menu
- Click on Supply Chain Collaboration

Supply Chain Collaboration Dashboard



- The SCC Dashboard is shown
- Note: Depending on your roles, you may see different tiles than the ones showed in the image.

Order Overview and Confirmation

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Orders

Access to the Orders Overview

The screenshot displays the SupplyOn dashboard interface. At the top, the navigation bar includes the SupplyOn logo, 'SupplyOn Services', 'News', 'Administration', and 'More'. Below this, the breadcrumb path reads 'SupplyOn > Supply Chain Collaboration > Dashboard'. A search bar is present with the placeholder text 'Search e.g. for Order No., Material No., ...'. The left sidebar, titled 'Supply Chain Collaboration', contains a 'Demand' section with 'Orders' highlighted by a red box. The main dashboard area features three tiles: 'Orders', 'Delivery Instructions', and 'eInvoicing'. The 'Orders' tile is highlighted with a red box around its right-pointing arrow. It displays '5 Orders to be confirmed' and '0 Unread orders'. Below this, a 'Confirmation status' section shows a bar chart with three categories: 'Dated' (0), 'Partly confirmed' (1), and 'Open' (4). The 'Delivery Instructions' tile shows '216 Current new Delivery Instructions'. The 'eInvoicing' tile shows '0 Total Billable Items' and '0 Billable Items Due'.

1. Click on “Order” in the Navigation Bar on the left side of the dashboard to see all orders.
2. Alternatively, click on the arrow in the “Orders” tile in the dashboard to see all orders.
3. Click on any of the options within the Orders tile (Dated, Partly confirmed, Open, Unread orders or Orders to be confirmed) to see a prefiltered overview of the orders.

Orders

Order Overview

The screenshot displays the 'Order Overview' interface. At the top, there are buttons for 'Edit confirmations', 'Download', and 'More'. Below this is a table of order line items with columns for 'Order', 'Read', 'Customer', 'Confirmation', 'Order date', and 'Order status'. A red box labeled '1' highlights the filter icon in the 'Read' column header. To the right, a search panel is open, featuring a search bar and 'Advanced search' button, highlighted with a red box and number '2'. At the bottom of the search panel, 'Save' and 'Apply' buttons are highlighted with a red box and number '3'. The table contains several rows of order data, including order numbers like '0031423761TAS5' and '0031423765', customer names like 'Schaeffler Romania S.R.L.', and various confirmation statuses.

Order	Read	Customer	Confirmation	Order date	Order status
0031423761TAS5		Schaeffler Romania S.R.L.	Not required	2020/07/02	Completely confirmed
0031423761TAS2		Schaeffler Romania S.R.L.	Required	2020/07/02	Partially confirmed
0031423761TAS1		Schaeffler Romania S.R.L.	Not required	2020/07/02	Completely confirmed
0031423761TAS		Schaeffler Romania S.R.L.	Required	2020/07/02	Initial
0031423765TAB		Schaeffler Romania S.R.L.	Not required	2020/07/02	Completely confirmed
0031423769TA		Schaeffler Romania S.R.L.	Required	2020/07/02	Initial
0031423769T	Read	Schaeffler Romania S.R.L.	Required	2020/07/02	Initial
0031423768TTA	Read	Schaeffler Romania S.R.L.	Not required	2020/07/02	Completely confirmed
0031423765	Read	Schaeffler Romania S.R.L.	Required	2020/07/02	Updated

- Each column provides relevant information on each order.
- Filter any column
 1. Click on the filter icon and check the boxes with the desired options.
- Search for an item
 2. Search an item by using “Quick Search” or by clicking on “Advanced Search” for a more detailed search
 3. Choose your search criteria and save it as a Search Profile for your next login.

Orders

Create a customized view

The screenshot displays the 'Orders' application interface. The main table shows order line items with columns for Order, Read, Order status, Confirmation, and Confirmation status. A red arrow points to the 'Order status' column header, and a red circle with the number '1' is placed over it. In the top right corner, a red box with the number '2' highlights the 'View' button. On the right side, a sidebar titled 'Your profiles for the table view' is open, showing a 'Default Profile' section with a red box and the number '3' around the '+ Create profile' button. Below this, a list of columns is shown with pin icons, and a red box highlights the 'Save' button at the bottom of the sidebar.

Order	Read	Order status	Confirmation	Confirmation status
4521278910	Read	Completely confirmed	Not required	Done
4521278909	Read	Completely confirmed	Not required	Done
4521278908	Read	Completely confirmed	Not required	Done
5520000084	Read	Updated	Not required	Not requested
4620003880	Read	Updated	Not required	Not requested
4521278893J...	Read	Initial	Required	Open
4522619572J...	Read	Initial	Not required	Not requested
4620003778	Read	Updated	Not required	Not requested
5520000081	Read	Initial	Not required	Not requested

Customize your view:

1. Rearrange columns by clicking on one of them, dragging and then dropping it to the new desired position.
2. Create customized views with additional columns by clicking on the view option. These views can also be saved as default for your next login by clicking on “Create profile” and then on “Save”. Click “Columns”.
3. Click on the pin icon to freeze a column and keep it visible when you scroll.

Orders

Details Overview

Orders **Order line items**

Edit confirmations Download More

1 applied search criterion Search Advanced search View

Order	Read	Customer	Confirmation
0031423761TAS5	Read	Schaeffler Romania S.R.L.	Not required
0031423761TAS2	Read	Schaeffler Romania S.R.L.	Required
0031423761TAS1	Read	Schaeffler Romania S.R.L.	Not required
0031423761TAS	Read	Schaeffler Romania S.R.L.	Not required
0031423765TAB	Read	Schaeffler Romania S.R.L.	Not required
0031423769TA	Read	Schaeffler Romania S.R.L.	Required
0031423769T	Read	Schaeffler Romania S.R.L.	Required
0031423768TTA	Read	Schaeffler Romania S.R.L.	Not required
0031423765	Read	Schaeffler Romania S.R.L.	Required

0031423765

Order Change 07.09.23 Page 1

Customer

Name and Address: Schaeffler Kysuce, spol. s r.o., Dr. G.Schaefflera 1, 024 01 Kysucké Nové Mesto SK

References: Partner No.: --, Site code (Customer): 0097, Organization: INA

Contact Information

Ship-to

Name and Address: Schaeffler Kysuce, spol. s r.o., Ul. Dr. G. Schaefflera 1, 024 01 Kysucké Nové Mesto SK

References: Partner No.: 0097, Warehouse: various, Unloading PT.: 01_ASC_1, Consumption PT.: various

Contact Information

Supplier

Name and Address

References

Contact Information

View details View history Close

- Click on the order number you are interested in.
- A preview of the order as a pdf document will appear.
- Click on „View details“ to access the Details Overview.
- Access the Order Details, look at the status in the column “Result of response”:
 1. “Changed”: Means that you have confirmed the order, and the confirmed information has changed. If the delivery instruction status is not finished, it means the ASN has not been created yet.
 2. “No response”: Means supplier has not given a response yet.
 3. “!” means the order information has updated by the buyer, to see detailed information click on the “!”.

My SupplyOn > Supply Chain Collaboration > Orders > Order details

Contact | Help for this page | Print

Order: 4507460541 - Customer: Siemens Shanghai (ARE 5531), Customer Plant Code: 300_05S1

View Buyers Order Changes

Line items	Header Details	Parties	Attachments										
LI	Material Number	Material Description	Unloading Point	Net value	First Delivery Date	UoM	Qty.	Respond...	Response...	Response...	Delivery St...	Responded by	Invoice Status
000010	A7E0016134680	SHUTTER GUIDE ...	Shanghai	35.96 CNY	20-6-1	PCE	2	✓	20-7-17	changed	Open	onboarding-g...	—
000020	A7E0016136940	METAL WIRE SCR...	Shanghai	1,293.00 CNY	20-6-1	PCE	50	!		no respo...	Open		—
000030	A7E0016134680	SHUTTER GUIDE ...	Shanghai	107.88 CNY	20-6-1	PCE	6	!		no respo...	Open		—

Pos. 000030: A7E0016134680 - SHUTTER GUIDE 1250A

Unloading Point: Shanghai Price Unit:

Ordered Quantity: 6 PCE Action code: Changed

Price per price unit: 17.98 CNY

Net Value: 107.88 CNY

Orders

Identifying order updates

The screenshot shows the SAP Orders interface. On the left, a table lists order line items. The item 0031423765 is highlighted with a red box and a red circle labeled '2'. Its 'History available' column is marked 'Yes' with a red box and a red circle labeled '1'. On the right, a detailed view of order 0031423765 is shown. A red box highlights the 'View history' button, with a red circle labeled '3' next to it.

Order	History available	Read	Customer
0031423761TAS5	No	Read	Schaeffler Romania S.R.L.
0031423761TAS2	No	Read	Schaeffler Romania S.R.L.
0031423761TAS1	No	Read	Schaeffler Romania S.R.L.
0031423761TAS	No	Read	Schaeffler Romania S.R.L.
0031423765TAB	No	Read	Schaeffler Romania S.R.L.
0031423769TA	No	Read	Schaeffler Romania S.R.L.
0031423769T	No	Read	Schaeffler Romania S.R.L.
0031423768TTA	No	Read	Schaeffler Romania S.R.L.
0031423765	Yes	Read	Schaeffler Romania S.R.L.

- Another way to identify order updates is by using the column „History available“:

1. If the status is shown as „Yes“, it means that the order has been modified
2. Click on the order number to see more details.
3. In the preview that appears, click on „View history“
4. The number of versions available for this order is shown
5. Click on any of the listed versions of the order to see detailed information on the modifications made on each update

The screenshot shows the SAP Order History interface. A table lists the order versions. The 'Number of versions: 2' is highlighted with a red box and a red circle labeled '4'. The 'All Versions' section is highlighted with a red box and a red circle labeled '5', showing two versions: '12.11.21 11:30:00 (Original)' and '12.11.21 11:30:00'.

Pos.	Change Date	Material	Description	Requested Del. Date	Order Qty.	Comment
00010		2063675620000	ZYLINDER PZRW 90 20 50 32-NR.D46497000-F	27.12.21	1	
1	12.11.21 11:30:00	A 2007020051	A 2007020051 Descr. Cust	02.07.20	100	Item added
2	12.11.21 11:30:00	A 2007020051	A 2007020051 Descr. Cust	02.07.20	76	Item added
3	12.11.21 11:30:00	A 2007020051	A 2007020051 Descr. Cust	02.07.20	74	Item added

Order Confirmation

Confirm without changes

	Order number	Line item	Material number	Confirmation	Confirmation status	Customer	Requested qty.	Requested det
<input checked="" type="checkbox"/>	4590705286	00010	000000000002098612	Required	No response		500 PCE	2022/02/15
<input type="checkbox"/>	4590705285	00010	000000000002098612	Not required	Confirmed as requested		400 PCE	2022/07/27

	Confirmation status	Customer	Requested qty.	Requested price per unit	Confirmed price unit	Supplier reference	Requested pickup dat
<input checked="" type="checkbox"/>	Confirmed (draft)		500 PCE	5.00 EUR / 1 PCE	1.00 PCE	123456 item 01	
<input type="checkbox"/>	Confirmed as requested		400 PCE	5.00 EUR / 1 PCE	1.00 PCE	26072022	

If the information in the Purchase Order is correct (Delivery date, quantity price, etc.) and no further modifications are necessary, proceed to order confirmation following the next steps:

1. Choose the order you wish to confirm.
2. Click on “Edit confirmations”
3. Type in the Supplier Reference (If required by customer)
4. Click on “Send confirmations”

Order Confirmation

Confirm multiple line items at once

	Order number	Customer	Requested price per unit	Confirmed price unit	Supplier reference	Requested pickup date
<input type="checkbox"/>	4590705267		33.98 EUR / 1 PCE	1.00 PCE	2906202220	
<input type="checkbox"/>	4590705267		33.98 EUR / 1 PCE	1.00 PCE	2906202220	
<input type="checkbox"/>	4590704962		5 PCE 554.80 EUR / 1 PCE			
<input checked="" type="checkbox"/>	4590704955		5 PCE 554.80 EUR / 1 PCE	1.00 PCE		
<input checked="" type="checkbox"/>	4590704955		5 PCE 554.80 EUR / 1 PCE	1.00 PCE		

Set supplier reference

'Supplier reference' will be set for 2 selected line items

Supplier reference
12345

5 / 20

Cancel Apply

<input checked="" type="checkbox"/>	4590704955		5 PCE 554.80 EUR / 1 PCE	1.00 PCE	12345	
<input checked="" type="checkbox"/>	4590704955		5 PCE 554.80 EUR / 1 PCE	1.00 PCE	12345	

Cancel Send confirmations

Rows per page: Auto 12-22 of 151

If you want to confirm multiple line items at once, follow the next steps:

1. Choose the orders you wish to confirm.
2. Click on “Edit confirmations”
3. Click on “More”
4. Select “Set supplier reference”
5. Type in the Supplier Reference (If required by customer)
6. Click on “Apply”
7. Click on “Send confirmations”

Order Confirmation

Confirm with changes (Change Delivery Date)

The screenshot displays the 'Orders' interface with a table of order line items. The table has columns for Order number, Line item, Confirmation, Confirmed date, Customer, Confirmation status, and Requested pi... The first row is selected, and the 'Confirmed date' field is highlighted in yellow. A calendar widget is open, showing the date 2023/05/31 selected. The 'Send confirmations' button is highlighted in green.

Order number	Line item	Confirmation	Confirmed date	Customer	Confirmation status	Requested pi...	Requestec
R87-0087483...	1	Required	2023/05/31		Confirmed (draft)		2023/05/...
R87-0087483...	2	Required			No response		2023/05/...
R87-0087483...	3	Required	2023/05/25		Confirmed with changes		2023/05/...

If you wish to modify the delivery date on an order, follow the next steps:

1. Choose the orders you wish to confirm.
2. Click on “Edit confirmations”
3. The editable fields will appear in yellow, look for the column “Confirmed date” and click on it.
4. Click on the calendar icon.
5. Select the desired delivery date.
6. Click on “Send confirmations”

Order Confirmation

Confirm with changes (Change quantity or split delivery)

Orders Order line items

Edit confirmations Download More 3 rows selected View

	Order number	Line item	Material number	Customer	Requested qty.	Confirmed qty.	Confirmed price unit	Confirmation	Confirmed date	Confirmation
<input checked="" type="checkbox"/>	4590705285	00010			400 PCE	400 PCE	1.00 PCE	Not required	2022/07/27	Confirme

Cancel Send confirmations Rows per page: Auto 1-3 of 3

Orders Order line items

Edit confirmations Download More 1 row selected View

	Order number	Line item	Material number	Customer	Requested qty.	Confirmed qty.	Confirmed price unit	Confirmation	Confirmed date	Confirmation status	Requeste
<input checked="" type="checkbox"/>	4590705285	00010			400 PCE	400 PCE	1.00 PCE	Not required	2022/07/27	Confirmed (draft)	2022/0

Line item 00010

Split delivery

Cancel Send confirmations Rows per page: Auto 1-3 of 3

Schedule lines

	ID	Requ. pickup date	Requ. del. date	Conf. date	Requ. qty.	Conf. qty.	Commitment level	Comment
...			2022/07/27	2022/07/27	400	400		
...								

Close

Cancel Send confirmations Rows per page: Auto 1-3 of 3

- If you wish to modify the quantity and/or price of an order:

1. Overwrite the fields highlighted in yellow with the desired data.

- If the ordered quantity can not be delivered in a single batch, split the delivery following the next steps:

2. Choose the order you want to split and click on the arrow.

3. Click on “Split delivery”.

4. Fill in the information regarding quantity, price and delivery date.

5. Click on “Close”

6. Click on “Send confirmations”.

Order download

Download as CSV file

The screenshot shows the SAP Orders interface with the 'Order line items' tab selected. A table of order line items is displayed. The first row is selected, and the 'Download' button is clicked, opening a dropdown menu. The 'Download orders' option is selected, opening a sub-menu where 'Default Profile CSV' is highlighted. Red circles and numbers 1 through 4 indicate the steps: 1. Select the order, 2. Click on 'Download', 3. A drop-down menu will be displayed, choose 'Download orders', 4. Click on Default Profile CSV.

Order	Confirmation	Order date	Order status	Customer site	Order type	Material
0031423761TAS5	Required	2020/07/02	Completely confirmed		Purchase order	A 20070200
0031423761TAS2	Required	2020/07/02	Partially confirmed		Purchase order	A 20070200
0031423761TAS1	Not required	2020/07/02	Completely confirmed		Purchase order	A 20070200
0031423761TAS	Required	2020/07/02	Initial		Purchase order	A 20070200
0031423765TAB	Not required	2020/07/02	Completely confirmed		Purchase order	A 20070200

To download an order:

1. Select the order you wish to download.
2. Click on “Download”.
3. A drop-down menu will be displayed, choose “Download orders”.
4. Click on Default Profile CSV

The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Buyer i.d.	Supplier i.c	Document	Transmission date	Order Cate	Buyer No.	Buyer Organization	Buyer plan	Unloading Point	warehouse	Point of Cr	Order No.
2	---	7703	272567	12.11.2021	NB	INA	INA Group	97	01_ASC_1	WH 1000	PoC 1000	003142376
3	---	7703	272567	12.11.2021	NB	INA	INA Group	97	01_ASC_1	WH 1000	PoC 1000	003142376
4	---	7703	272567	12.11.2021	NB	INA	INA Group	97	01_ASC_1	WH 1000	PoC 1000	003142376
5	---	7703	272567	12.11.2021	NB	INA	INA Group	97	01_ASC_1	WH 1000	PoC 1000	003142376

The file name in the title bar is 'eb_SupplyOn_20230606_105124.csv'.

Order download

Download template configuration

The screenshot shows the SAP Orders interface. At the top, there are buttons for 'Edit confirmations', 'Download', and 'More'. Below these is a table of order line items. The 'Download' menu is open, showing options like 'Download PDF document', 'Download orders', 'Download confirmations', 'Download confirmation template', 'Download attachments', and 'Download data and attachments'. The 'Configure downloads' option is highlighted with a red box and a red circle containing the number 5.

Order	Confirmation	Order date	Order status	Customer site	Order type	Material
0031423761TAS5	Required	2020/07/02	Completely confirmed	0097 ISB BRASSOW	Purchase order	A 20070200
0031423761TAS2	Required	2020/07/02	Partially confirmed	0097 ISB BRASSOW	Purchase order	A 20070200
0031423761TAS1	Not required	2020/07/02	Completely confirmed	0097 ISB BRASSOW	Purchase order	A 20070200
0031423761TAS	Required	2020/07/02	Initial	0097 ISB BRASSOW	Purchase order	A 20070200
0031423765TAB	Not required	2020/07/02	Completely confirmed	0097 ISB BRASSOW	Purchase order	A 20070200

The downloaded template can be customized:

5. Click on “Configure downloads”.
6. In the “Available Fields” section you will see a list of data that can be added to the default download file.
7. “Selected Fields” refers to the data that appears in the file when downloaded.

The screenshot shows the SAP 'Upload and download profiles' configuration screen. At the top, there are dropdowns for 'Process' (Orders), 'Type' (Documents - Download), and 'Profile Name' (Default Profile CSV). There are also radio buttons for 'Format' (CSV, XLSX) and a checkbox for 'Download has Header'. Below this are two search boxes. The 'Available Fields' section is highlighted with a red box and a red circle containing the number 6. The 'Selected Fields' section is also highlighted with a red box and a red circle containing the number 7. The 'Selected Fields' table lists 15 fields with their positions and paths.

Pos.	Path	Field Name
1	Customer address Partner No	Buyer i.d.
2	Supplier address Partner No	Supplier i.d.
3	Document no	Document no
4	Transmission date	Transmission date
5	Order Category	Order Category
6	Customer address Org ID	Buyer No.
7	Customer address Address 2	Buyer Organization
8	Customer address Plant code	Buyer plant i.d.
9	Order position Ship-to (Consignee) a...	Unloading Point
10	Order position Ship-to (Consignee) a...	warehouse
11	Order position Ship-to (Consignee) a...	Point of Consumption
12	Order No.	Order No.
13	Order position Order Item	Order Item
14	Order position Buyer Article Buyer A...	Buyer Article Number
15	Order position Supplier Article Number	Supplier Article Number

Delivery Instructions

Your Supply Chain

Efficient. Resilient. Transparent. Sustainable.

Delivery Instructions

Access to the Delivery Instructions Overview

SupplyOn > Supply Chain Collaboration > Dashboard

Search Select Process | Search e.g. for Order No., Material No., ...

Supply Chain Collaboration

- Dashboard
- Demand
 - Orders
 - Scheduling Agreements
 - Delivery Instructions 99+** 1
 - Delivery Forecasts
 - JIT Call-offs
 - Kanban
- Planning

Orders →

5 Orders to be confirmed | 0 Unread orders

Delivery Instructions → 2

213 Current new Delivery Instructions 3

eInvoicing →

0 Total Billable Items

Billable Item Status

0 Billable Items Due

Confirmation status

Dated	0
Partly confirmed	1
Open	4

1. Choose the option “Delivery Instructions” on the navigation bar to access to all Delivery Instructions (Both read and unread)
2. Alternatively, you can also click on the arrow in the Delivery Instructions tile located in the dashboard
3. Click on “Current new Delivery Instructions” to access new (unread) Delivery Instructions only

Delivery Instructions

Overview configuration

Download

2 applied search criteria

Search

Advanced search

View

	Material (Cus...	Material description (Custo...	Order no.	Current	Read	Confirmation sta...	Site code (C...	Supp
<input type="checkbox"/>	0005187346	Current	Unread	Not to be confirmed	0007	
<input type="checkbox"/>	0005180366	Current	Unread	Not to be confirmed	0007	
<input type="checkbox"/>	0005331570	Current	Unread	Not to be confirmed	0007	
<input type="checkbox"/>	0005257976	Current	Unread	Not to be confirmed	0007	
<input type="checkbox"/>	0005311016	Current	Unread	Not to be confirmed	0007	
<input type="checkbox"/>	0005180367	Current	Unread	Not to be confirmed	0007	
<input type="checkbox"/>	0005311016	Current	Unread	Not to be confirmed	0007	
<input type="checkbox"/>	0005311016	Current	Unread	Not to be confirmed	0007	
<input type="checkbox"/>	0005311016	Current	Unread	Not to be confirmed	0007	
<input type="checkbox"/>	0005311016	Current	Unread	Not to be confirmed	0007	
<input type="checkbox"/>	0005311016	Current	Unread	Not to be confirmed	0007	
<input type="checkbox"/>	0005311016	Current	Unread	Not to be confirmed	0007	
<input type="checkbox"/>	0005311016	Current	Unread	Not to be confirmed	0007	
<input type="checkbox"/>	0005311016	Current	Unread	Not to be confirmed	0007	
<input type="checkbox"/>	0005311016	Current	Unread	Not to be confirmed	0007	
<input type="checkbox"/>	0005332900	Current	Unread	Not to be confirmed	0007	
<input type="checkbox"/>	0005196843	Current	Unread	Not to be confirmed	0007	

Rows per page: Auto

1-17 of 306

More

Save

Your profiles for the table view

Default Profile

+ Create profile

Default Profile

Filter columns

- id
- Material (Customer)
- Material description (Customer)
- Material (Supplier)
- Order no.
- Order line item
- Current
- Read
- Confirmation status
- Confirmation no.
- Customer group
- Customer

To configure your view:

1. Click on the “View” button
2. Click on “Create profile”.
3. You can click on the “eye” icon to make the desired column visible / invisible.
4. You can use the “pin” icon to pin the column to the left.
5. It is possible to change the order of the columns by holding and dragging the “=” icon of the column
6. Optional: Scroll down in the View pane, give the view profile a unique name and click on the save button to save and access your profile later

Delivery Instruction Details

Delivery Instruction Schedule Lines

Default View Manage View

Delivery Date	Pickup Date	Dispatch Qty.	cum. Quantity	Difference	Commit	Shipped...
26.09.23		14.640	80.520	0	Fix	0
24.10.23		7.320	87.840	0	Fix	0
31.10.23		29.280	117.120	0	Fix	0
19.02.24		14.640	131.760	0	Fix	0
18.03.24		14.640	146.400	7.320	Forecast	0
15.04.24		7.320	153.720	0	Forecast	0
13.05.24		7.320	161.040	0	Forecast	0
10.06.24		0	161.040	-7.320	Forecast	0
08.07.24		7.320	168.360	0	Forecast	0
02.09.24		7.320	175.680	0	Forecast	0
28.10.24		7.320	183.000	0	Forecast	0
25.11.24		7.320	190.320	7.320	Forecast	0
01.01.25		0	190.320	-7.320	Forecast	0
01.03.25		7.320	197.640	7.320	Forecast	0

Columns menu:

- Delivery Date
- Pickup Date
- Dispatch Qty.
- cum. Quantity
- Difference
- Commit
- Latest Delivery Date
- Schedule Line ID
- Warehouse Rec. auth.
- SCC Coded
- Planning Strategy (Code)
- Planning Strategy
- Shipped Qty.

Buttons: Back, Demand History, Download, Print

Delivery Instruction Schedule Lines section:

5. The “Delivery Date” column shows the information from buyer’s SAP system and refers to the date in which the supplier needs to deliver goods.
6. If the current view does not show the information you need, customize your view by selecting the columns you want to see
7. Delivery instructions are divided into “Fix” and “Forecast”, as shown in the column “Commit”
8. Click on “Demand History” to view the history sent by customer. Click on “Download” to download the information in CVS/XLSX format or click on “Print” to download a PDF file.

Delivery Instructions

Download information as CSV/XLSX file

Delivery Instructions

Download 2 More 2 rows selected 2 applied search criteria Search Advanced search View

Download PDF document >
Download Delivery Schedules >

1

Default Profile CSV 3
Configure downloads

Ship-to site	Site code (Cust...)	Supplier	Unloading point	Ship-from site	Material (Customer)	Schedule type	Order no.
...
...
...

To download all the information of a Delivery Instruction, go to the Delivery Instructions Overview:

1. Select the desired Delivery Instruction
2. Click on “Download” and then on “Download Delivery Schedules”
3. Select “Default Profile CSV”.
4. The information is downloaded in an Excel file.



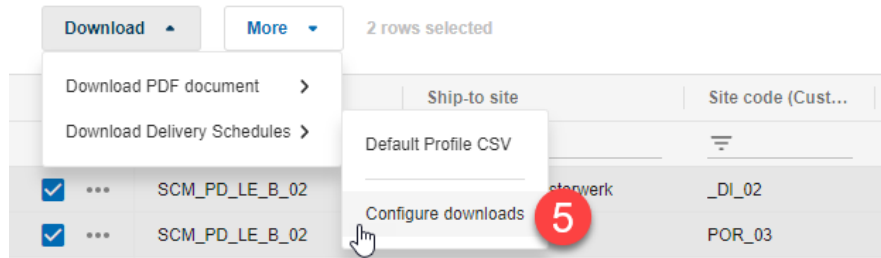
4

A	B	C	D	E	F	G
Buyer i.d.	Supplier i.d	transmissio	transmissio	Message da	Buyer Orga	Org. Name
80	285565	22044	22045	28.09.2021	INA	INA Group

Delivery Instructions

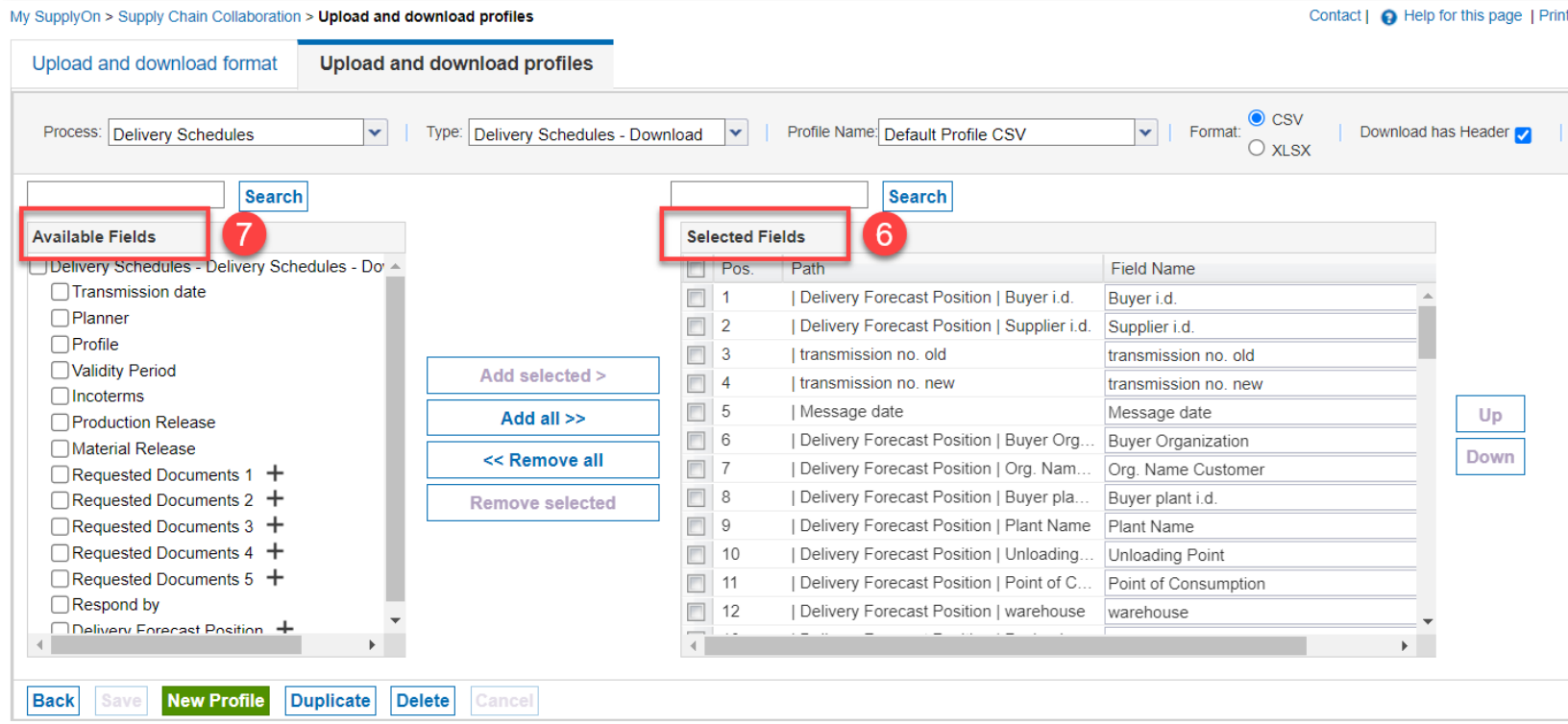
Download template configuration

Delivery Instructions



To customize download data:

5. Click on “Configure profiles”
6. “Selected Fields” refers to the data already contained in the current download file
7. “Available Fields” refers to the data that can be added to the download file



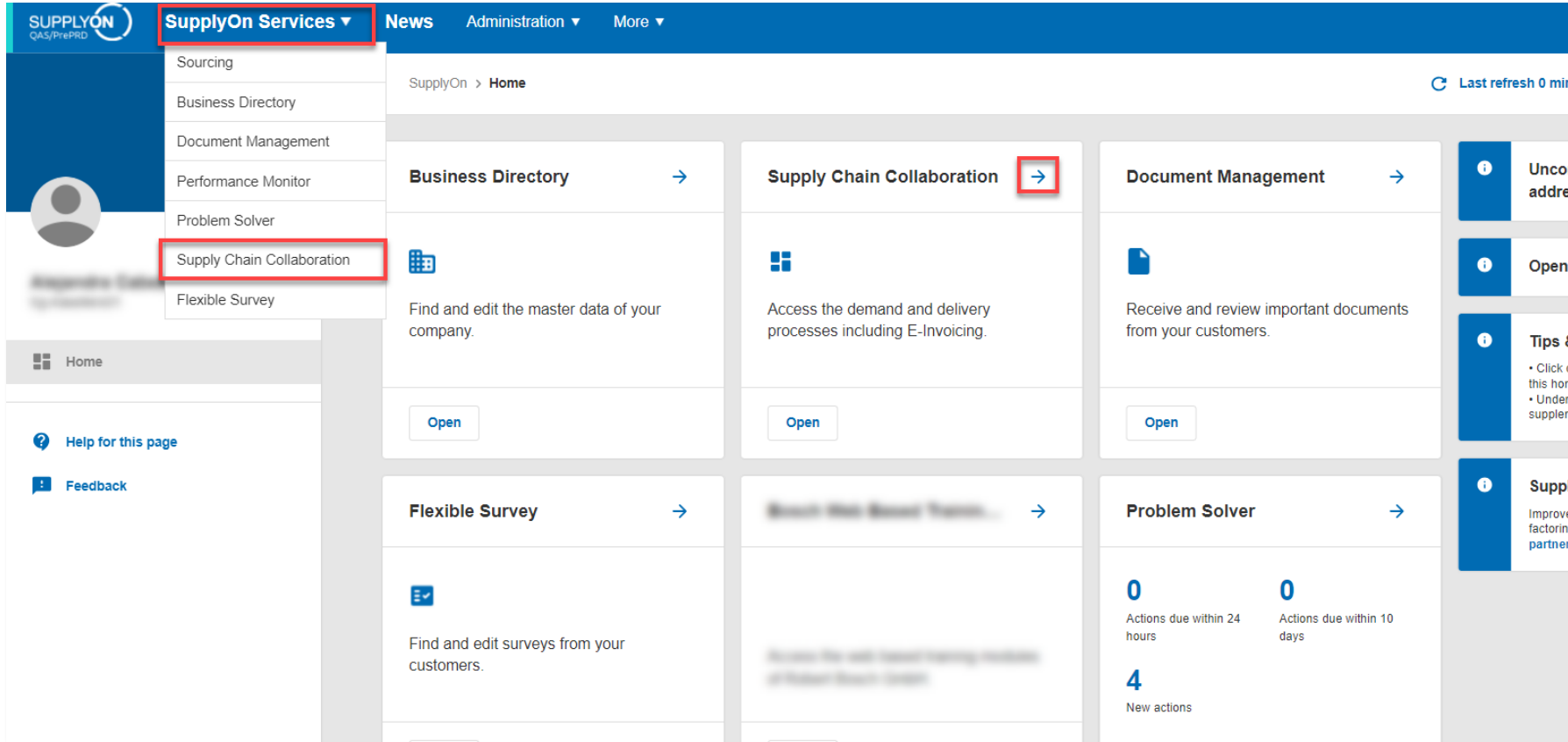
How to create an ASN (Advance Shipping Notice)

Your Supply Chain

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Create ASN (Advance Shipping Notice)

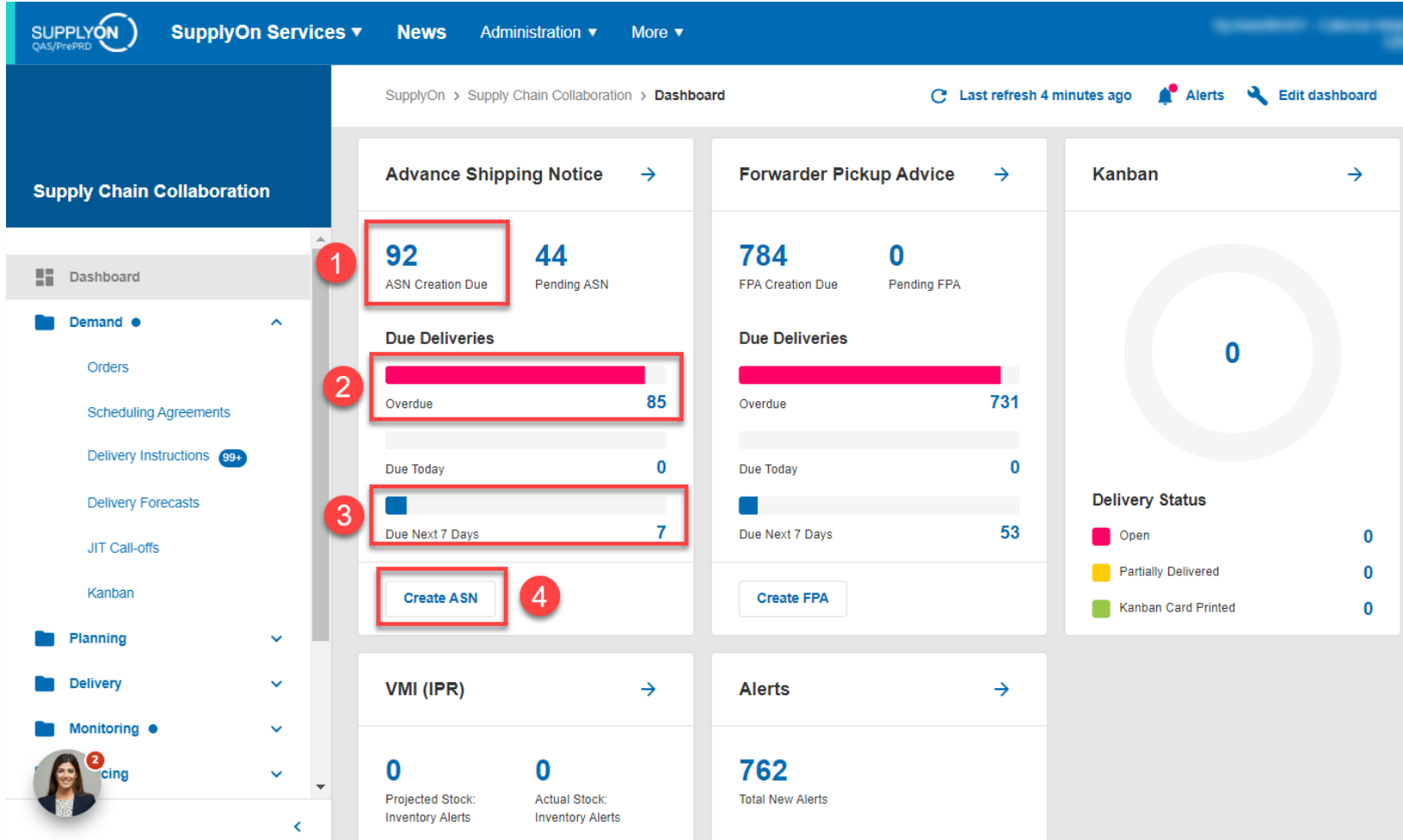
Access to the ASN Overview



Access the Supply Chain Collaboration dashboard by either clicking on SupplyOn Services > Supply Chain Collaboration or by clicking on the arrow in the Supply Chain Collaboration tile in the dashboard

Create ASN (Advance Shipping Notice)

Access to the ASN Overview



Go to the Advance Shipping Notice (ASN) tile:

1. Total number of ASNs that are due to be created, click on this number to access the ASN interface.
2. Number of ASNs that are overdue.
3. Number of ASNs which will be due in 7 days
4. Click to create ASN

Create an ASN

ASN selection according to unloading point

The screenshot shows the 'Due Deliveries (grouped)' page in the SupplyOn system. The interface includes a search bar at the top with a 'Quick Search' section (callout 2) and a 'My Search Profiles' section (callout 3). Below the search bar is a table of delivery items. The table has columns for 'Org. Code (Custo...)', 'Customer', 'Site code (Ship-to)', 'Ship-to site', 'Unloading Point (Ship-to)', 'Currency', 'ASN required', 'Available for Extra Shipment', 'With Material Refe...', and 'Incoterm Code'. The 'Unloading Point (Ship-to)' column is highlighted with a red box (callout 1). In the table, the 'ASN required' column for the selected row contains the number '3', which is also highlighted with a red box (callout 5). The 'Org. Code (Custo...)' column for the selected row contains 'INA', which is highlighted with a red box (callout 4). At the bottom of the table, there are buttons for 'Back', 'Create ASN', 'Show Due Deliveries', 'Show Extra Shipments', and 'Download'. The 'Create ASN' button is highlighted with a green background. The page footer shows '9 matches of 9 entries', 'Select all matches', 'Clear selection', 'Entries per page: 50', and 'Page 1 of 1'.

Go to ASN overview:

1. These columns show that you need to create an ASN for each Customer Site.
2. You can add search parameters (By clicking on “Add line”), for example, if you need to create an ASN before the due date in the future 7 days you can set the search parameters to “Open demands based on ASN creation due days” in the future 7 days to locate information quickly.
3. Search parameters can be saved as Search Profiles for your future logins.
4. Select corresponding factory/unloading point, click on “Create ASN”. By doing it this way, you will create an ASN for the selected unloading point containing all required ASN (Not recommend in this way, if required ASN quantity is too large, it becomes rather error prone).
5. In the column “ASN required” click on the number (In this case, on 3) to create ASN (Recommended way).

Create an ASN

ASN creation according to actual business requirements

Due Deliveries

Download 2 selected

4 applied search criteria Search Advanced search View

	Ship-to site	Site code (S...	Unloading Point (Ship-to)	Material (Cu...	Material Descr. ...	Delivery Date	Pickup Date	Earliest A...	A
<input checked="" type="checkbox"/>		0200	TOR 1-6	00040188902...		2023/04/24, 00:00	2023/04/21, 02:00		
<input type="checkbox"/>		0200	TOR 1-6	00040188902...		2023/04/24, 00:00	2023/04/21, 02:00		
<input type="checkbox"/>		0200	TOR 1-6	00040188903...		2023/04/24, 00:00	2023/04/21, 02:00		

Rows per page: Auto 1-3 of 3

Due Deliveries

Download

4 applied search criteria Search Advanced search View

	Ship-to site	Site code (S...	Unloading Point (Ship-to)	Material (Cu...	Material Descr. ...	Delivery Date
<input type="checkbox"/>		0200	TOR 1-6	00040188902...	KUG6,35-G10#S	2023/04/24, 00:00
<input type="checkbox"/>		0200	TOR 1-6	00040188902...	KUG6,35-G10/-2...	2023/04/24, 00:00
<input type="checkbox"/>		0200	TOR 1-6	00040188903...	KUG6,35-G10/+...	2023/04/24, 00:00

Your search profiles

+ Create profile

Search criteria

Full text search
00040188902

Criterion	Oper...	Value
Due Del. A...	one of	(1) Requi...
Consider o...	Oper...	Value 30
Consider o...	Oper...	Value 0
Group ID a...	Oper...	Value 20149583#0200#0027325

+ Add criterion

Name of search profile*
Search profile 1

Mandatory for saving 16 / 30

More Save Apply

Rows per page: Auto 1-3 of 3

- Create an ASN:
 1. Choose an item in the Due Deliveries overview
 2. Click on “Create ASN” (You can choose multiple or single items to create an ASN according to actual business requirements)
- Search information:
 1. Use the search bar to quickly search information
 2. Use the Advanced Search to create customized Search Profiles with detailed information. These profiles can be saved for your next login.

Simple ASN (Without GTL)

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Create simple ASN

Select ASN Positions

My SupplyOn > Supply Chain Collaboration > Create ASN Interactive Tours | Contact | Help for this page | Print

ASN No. 3 ASN Date 2 FPA Status: Pending

Customer: (0007 Werk Hirschaid) Schaeffler T Ship-to-Location: 0007 / Schaeffler Tech. AG & Co. KG. Unloading Point (Ship-to): Siemensstr. 10

Select ASN Positions 1 Enter Additional Data Complete ASN

Default View Manage View Reset all Filters

Line	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due Date	Proposed Quantity	Delivery Quantity	UoM	Warning	Batch Number	Eng. Change Level	Order No.	Order Pos.
<input checked="" type="checkbox"/>	<input type="text" value="10"/> 4	<input type="text" value="010"/> 5	0736901630000	19.05.23 02:00	2 956	<input type="text" value="2 956"/> 6	PCE	<input type="text" value=""/> 7	<input type="text" value="1111"/> 8	AG	0005319978	10

Add New Line Copy Line Delete Line Calculate Packing Create One-Level Packing

1 entry: Select all matches Clear selection Entries per page 20 First Previous Page 1 of 1 Next Last

Close Save Draft Validate Print Send

All mandatory fields are highlighted in yellow:

1. Click on the tab “Select ASN Positions”
2. Choose the ASN creation date
3. The ASN number can be customized or automatically assigned according to Logistics Settings. See [Logistic Settings](#) section for details.
4. Delivery notification number, customized according to customer requirements (For example: DN number or invoice number, please confirm with customer)

Create simple ASN

Select ASN Positions

My SupplyOn > Supply Chain Collaboration > Create ASN Interactive Tours | Contact | Help for this page | Print

ASN No. 176 3 ASN Date 19.06.23 2 FPA Status: Pending

Customer: (0007 Werk Hirschaid) Schaeffler T Ship-to-Location: 0007 / Schaeffler Tech. AG & Co. KG. Unloading Point (Ship-to): Siemensstr. 10

1 Select ASN Positions 1 Enter Additional Data 1 Complete ASN

Default View 1 Manage View Reset all Filters

Line	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due Date	Proposed Quantity	Delivery Quantity	UoM	Warning	Batch Number	Eng. Change Level	Order No.	Order Pos.
<input checked="" type="checkbox"/>	10 4	010 5	0736901630000	19.05.23 02:00	2 956	2 956 6	PCE	7	1111 8	AG	0005319978	10

Add New Line Copy Line Delete Line Calculate Packing Create One-Level Packing

1 entry: Select all matches Clear selection Entries per page 20 First Previous | Page 1 of 1 | Next Last

Close Save Draft Validate Print Send

- The Delivery Note Position is automatically filled in sequence by the system (010, 020, etc.)
- Filled according to the actual delivery quantity
- If the delivery quantity is not shipped according to the requested quantity, a red triangle will appear as a warning
- Enter the product batch number

Create simple ASN

Enter Additional Data

My SupplyOn > Supply Chain Collaboration > Create ASN Interactive Tours | Contact | Help for this page | Print

ASN No.	176	ASN Date	19.06.23	FPA Status:	Pending
Customer:	(0007 Werk Hirschaid) Schaeffler T	Ship-to-Location:	0007 / Schaeffler Tech. AG & Co. KG.	Unloading Point (Ship-to):	Siemensstr. 10

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

Default View | Manage View | Reset all Filters

Line	Material (Customer)	Material (Suppl...)	Delivery ...	UoM	UN Danger Code	Security...	Country of Origin	Application Key	Storage Location	Point of Consumption	Price	Price Unit	Currency
1	0736901630000		2 956	PCE		N			0099				

Country of Origin dropdown menu:

- Afghanistan
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarktica
- Antigua and Barbu...
- Argentina
- Armenia
- Aruba
- Australia
- Australian External...
- Austria
- Azerbaijan

1 entry: Entries per page 20 | Page 1 of 1 | First Previous | Next Last

Close | Save Draft | Validate | Print | Send

- All mandatory fields are highlighted in yellow
- Go to the tab “Enter Additional Data”
- Choose the country of origin

Create simple ASN

Complete ASN

My SupplyOn > Supply Chain Collaboration > Create ASN

[Interactive Tours](#)

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

ASN No.	176	ASN Date	19.06.23	FPA Status:	Pending
Customer:	(0007 Werk Hirschaid) Schaeffler T	Ship-to-Location:	0007 / Schaeffler Tech. AG & Co. KG.	Unloading Point (Ship-to):	Siemensstr. 10

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

General

Ship-from Location:	trg-inasellers01	Ship-to:	Schaeffler Tech. AG & Co. KG.
Ship-from Address:	DE - 123456 trg-inasellers01 - trg-inasellers01	Ship-to address:	DE - 96129 Strullendorf - Siemensstr. 10
Incoterms Code:	DAP - Delivered At Place	Delivery Date/Time:	21.06.23 14:49
Incoterms Text:	Strullendorf	Delay Reason:	
Transport Type:		Load number:	
Carrier:	[Enter Carrier Address]	Volume (total Delivery):	
TO Number:		Loading Length (total Delivery):	
Equipment Type:		Hazard. Goods:	
Equipment Number:		Gross Weight (total Delivery):	
		Net Weight (total Delivery):	
		Cost of Transportation:	

Calendar: June 2023

M	T	W	T	F	S	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Buttons: Close | Save Draft | **Validate** | Print | **Send**

All mandatory fields are highlighted in yellow:

1. Select the delivery date (Please confirm the delivery date with the factory in advance)
2. Choose the ASN creation date
3. Before sending the ASN please click on "Validate" to verify that the ASN is correct. If the ASN is not filled as required, an error message will appear (See example on next page).
4. After the verification is done, click on "Send"

Create simple ASN

Validate ASN

My SupplyOn > Supply Chain Collaboration > Create ASN Interactive Tours | Contact | Help for this page | Print

▲ Delivery Date/Time: Value not set

▲ Delivery Date/Time: Delivery date/time should be after Pickup date/time

ℹ Delivery Date/Time: Should be in the future

ASN No.	176	ASN Date	19.06.23	FPA Status:	Pending
Customer:	(0007 Werk Hirschaid) Schaeffler T	Ship-to-Location:	0007 / Schaeffler Tech. AG & Co. KG.	Unloading Point (Ship-to):	Siemensstr. 10

[Select ASN Positions](#) | [Enter Additional Data](#) | **Complete ASN**

General

Ship-from Location:	trg-inasellers01	Ship-to:	Schaeffler Tech. AG & Co. KG.
Ship-from Address:	DE - 123456 trg-inasellers01 - trg-inasellers01	Ship-to address:	DE - 96129 Strullendorf - Siemensstr. 10
Incoterms Code:	DAP - Delivered At Place	Delivery Date/Time:	<div style="border: 2px solid red; background-color: yellow; padding: 2px;">[Empty field]</div>
Incoterms Text:	Strullendorf	Delay Reason:	[Dropdown]
Transport Type:	[Dropdown]	Load number:	[Text]
Carrier:	[Enter Carrier Address]	Volume (total Delivery):	0 cm³
TO Number:	[Text]	Loading Length (total Delivery):	LM
Equipment Type:	[Dropdown]	Hazard. Goods:	[Text]
Equipment Number:	[Text]	Gross Weight (total Delivery):	0 kg
		Net Weight (total Delivery):	0 kg
		Cost of Transportation:	[Text]

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

- ASN send/validate process usually fail because the mandatory fields are not filled in, or because the specified data is not in accordance with the configuration requirements
- Please check the issued warning for details to modify the information and re-verify.
- In this example, the error warning indicates that the delivery date was not specified.

Create simple ASN

Print label

My SupplyOn > Supply Chain Collaboration > Create ASN

Interactive Tours Contact | Help for this page | Print

Data was successfully validated

ASN No.	176	ASN Date	19.06.23	FPA Status:	Pending
Customer:	(0007 Work Hirschaid) Schaeffler T	Ship-to Location:	0007 / Schaeffler Tech. AG & Co. KG.	Unloading Point (Ship-to):	Siemensstr. 10

SO_DELIVERY_NOTE 1 / 1 | 88%

Delivery Note

Ship-from	Ship-to	Forwarder
trg-inasellers01	Schaeffler Tech. AG & Co. KG.	
trg-inasellers01 123456 trg-inasellers01 Germany	Siemensstr. 10 96129 Strullendorf Germany	

Supplier Address	Customer	ASN no.	Arrival Date
GKN Sinter Metals GmbH Am Fliegerhorst 9 99947 Bad Langensalza Germany	Schaeffler Tech. AG & Co. KG Industriestr. 1-3 91074 Herzogenaurach Germany	176	2023-06-22 08:33

Mode of Shipment	Package Type	Quantity	Freight terms	Gross Weight	Overall weight kg	Net Weight	Unloading Point
			Strullendorf				Siemensstr. 10

Pos.	Material (Customer)	Material Description	Quantity	UoM	Ship-to Comment
	Material (Supplier)	Customs Tariff No.			Order No. / Pos. (Barcode)
	Batch Number	UN Danger Code			Order No. / Pos.
010	0736901630000	F-446405.11-0028.HEBSK.SLSH	2956	PCE	
	1111 AG				

Customer Package No. Supplier Package No. Kanban Cons. Date Quantity Filling qty

0005319979/10

Close Save Draft Validate

Ship-to: Schaeffler Tech. AG & Co. KG.
Ship-to address: DE - 96129 Strullendorf - Siemensstr. 10
Delivery Date/Time: 22.06.23 08:33
Delay Reason:
Load number:
Volume (total Delivery): 0 cm³
Loading Length (total Delivery): LM
Hazard. Goods:
Gross Weight (total Delivery): 0 kg
Net Weight (total Delivery): 0 kg
Cost of Transportation:

- All
- Handling Unit Label
- Package Label
- Shipping Order
- Delivery Note
- Despatch List
- EDI Document
- Delivery Slip Supplier
- Kanban Card

Print selection Print

After the ASN has been successfully sent, the corresponding label is generated according to the requirements of each customer/plant to be attached to the goods for delivery. To print the label, follow the next steps:

1. Click on “Print”
2. Select the type of label you require
3. Click on “Print selection”
4. Label is shown as PDF

Long ASN (GTL)

Your Supply Chain

Efficient. Resilient. Transparent. Sustainable.

Create long ASN

Select ASN positions

My SupplyOn > Supply Chain Collaboration > Create ASN

Interactive Tours | Contact | Help for this page | Print

ASN No. 180 ASN Date 20.06.23 FPA Status: New
Customer: Schaeffler Technologies GmbH & Co. Ship-to-Location: Unloading Point (Ship-to): TOR 1-6

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

Default View | Manage View | Reset all Filters

Line	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due...	Proposed ...	Delivery ...	UoM	Warning	Pack. Data Status	Pack.Mat...	Packing Profile	Batch Number	Eng. ...	Order No.
1	202306	010	000401889020030	21.04.23 02:00	64 000	64 000	PCE			Details	<manual data entry>	HHH109	AD	0005341970

1 entry: Select all matches | Clear selection | Entries per page 20 | Page 1 of 1 | Next | Last

Close | Save Draft | Validate | Print | Send

All mandatory fields are highlighted in yellow (Note: Mandatory fields may slightly differ from the ones specified in this documentations due to customer's configurations requirements):

1. The ASN number can be customized or automatically assigned according to Logistics Settings. See [Logistic Settings](#) section for details.
2. Choose the ASN creation date
3. Delivery notification number, customized according to customer requirements (For example: DN number or invoice number, please confirm with customer)
4. The Delivery Note Position is automatically filled in sequence by the system (010, 020, etc.)

Create long ASN

Select ASN Positions

My SupplyOn > Supply Chain Collaboration > Create ASN Interactive Tours | Contact | Help for this page | Print

ASN No. 1 ASN Date 2 FPA Status: New

Customer: Schaeffler Technologies GmbH & Co. Ship-to-Location: Unloading Point (Ship-to): TOR 1-6

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

Default View | Manage View | Reset all Filters

Line	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due...	Proposed ...	Delivery ...	UoM	Warning	Pack. Data Status	Pack. Mat...	Packing Profile	Batch Number	Eng. ...	Order No.	C
<input checked="" type="checkbox"/>	<input type="text" value="202306"/> 3	<input type="text" value="010"/> 4	000401889020030	21.04.23 02:00	64 000	<input type="text" value="64 000"/> 5	PCE	<input type="text"/>	<input checked="" type="radio"/> 6	<input type="text" value="Details"/> 7	<manual data entry>	<input type="text" value="HHH109"/> 9	AD	0005341970	1

1 entry: Entries per page: 20 | Page 1 of 1 |

5. Filled according to the actual delivery quantity
6. If the delivery quantity is not shipped according to the requested quantity, a red triangle will appear as a warning
7. If the packaging information is correct, it will show a green circle in the column "Pack. Data Status"
8. Click on "Details" to see package material detail
9. Enter the product batch number

Create long ASN

Select ASN Positions

My SupplyOn > Supply Chain Collaboration > Create ASN

Interactive Tours Contact | Help for this page | Print

ASN No. 180 ASN Date 20.06.23 FPA Status: New
 Customer: Schaeffler Technologies GmbH & Co. Ship-to-Location: Unloading Point (Ship-to): TOR 1-6

Select ASN Positions Enter Additional Data Enter Packing data Manage attachments Complete ASN

Default View Manage View Reset all Filters

Line	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due...	Proposed ...	Delivery ...	UoM	Warning	Pack. Data Status	Pack. Mat...	Packing Profile	Batch Number	Eng ...	Order No.
1	202306	010	000401889020030	21.04.23 02:00	64 000	64 000	PCE		●	Details	<manual data entry>	HHH1109	AD	0005341970



Packing Material Details (Single and Auxiliary Packs)

Material (Customer): 000401889020030 Del. Note No.: 202306 Del. Note Pos.: 010
 Delivery Qty.: 64000 Packed Quantity: 64000 Completely packed:

Default View Manage View Reset all Filters

Pack. Mat. No. (Cust.)	Pack. Mat. Descr. (Cust.)	Amount of Pack...	Qty. per Pack	One Level Pack.	Label Ident	Label No. From	Batch Number	Pack. Mat. No. (Supplier)
0509238110000	D2-LIEFERANT Palette 1200X800	100	640	<input type="checkbox"/>	S	28797		

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

1 ent Select all matches Clear selection Entries per page 10



My SupplyOn > Supply Chain Collaboration > Create ASN

Interactive Tours Contact | Help for this page | Print

ASN No. 180 ASN Date 20.06.23 FPA Status: New
 Customer: Schaeffler Technologies GmbH & Co. Ship-to-Location: Unloading Point (Ship-to): TOR 1-6

Select ASN Positions Enter Additional Data Enter Packing data Manage attachments Complete ASN

Default View Manage View Reset all Filters

Line	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due...	Proposed ...	Delivery ...	UoM	Warning	Pack. Data Status	Pack. Mat...	Packing Profile	Batch Number	Eng.
1	202306	010	000401889020030	21.04.23 02:00	64 000	64 000	PCE		●	Details	<manual data entry>	HHH1109	AD

1. Click on “Details” to review the package material details
2. Fill in package material number and package material description according to factory regulation,
3. Fill in the amount of packages
4. Fill in the quantity per package
5. Tick this box in case the package is one level
6. Label number can be customized but can not be repeated. Add a label number manually or click on “Generate Label Number” to get one assigned by the system.

Create long ASN

Select ASN Positions

My SupplyOn > Supply Chain Collaboration > Create ASN

Interactive Tours Contact | Help for this page | Print

ASN No. 180 ASN Date 20.06.23 FPA Status: New

Customer: Schaeffler Technologies GmbH & Co. Ship-to-Location: Unloading Point (Ship-to): TOR 1-6

Select ASN Positions Enter Additional Data Enter Packing data Manage attachments Complete ASN

Default View Manage View Reset all Filters

Line	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due...	Proposed ...	Delivery ...	UoM	Warning	Pack. Data Status	Pack. Mat...	Packing Profile	Batch Number	Eng ...	Order No.
1	202306	010	000401889020030	21.04.23 02:00	64 000	64 000	PCE		●	Details	<manual data entry>	HHH1109	AD	0005341970



Packing Material Details (Single and Auxiliary Packs)

Material (Customer): 000401889020030 Del. Note No.: 202306 Del. Note Pos.: 010

Delivery Qty.: 64000 Packed Quantity: 64000 Completely packed: 8

Default View Manage View Reset all Filters

Pack. Mat. No. (Cust.)	Pack. Mat. Descr. (Cust.)	Amount of Pack...	Qty. per Pack	One Level Pack.	Label Ident	Label No. From	Batch Number	Pack. Mat. No. (Supplier)
0509238110000	D2-LIEFERANT Palette 1200X800	100	640	<input type="checkbox"/>	S	28797		

Save and Close Add New Line Copy Line Delete Line Generate Label Numbers 6

1 ent Select all matches Clear selection Entries per page: 10



My SupplyOn > Supply Chain Collaboration > Create ASN

Interactive Tours Contact | Help for this page | Print

ASN No. 180 ASN Date 20.06.23 FPA Status: New

Customer: Schaeffler Technologies GmbH & Co. Ship-to-Location: Unloading Point (Ship-to): TOR 1-6

Select ASN Positions Enter Additional Data Enter Packing data Manage attachments Complete ASN

Default View Manage View Reset all Filters

Line	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due...	Proposed ...	Delivery ...	UoM	Warning	Pack. Data Status	Pack. Mat...	Packing Profile	Batch Number	Eng.
1	202306	010	000401889020030	21.04.23 02:00	64 000	64 000	PCE		●	Details	<manual data entry>	HHH1109	AD

7. Click on “Add new line” in case there are multiple positions that need to be allocated
8. The quantity per package and the amount of package should match the delivery quantity. If this is filled in correctly the message “Completely packed” will appear next to a green ✓
9. Click on “Save and close”
10. The column “Pack. Data Status” on the Select ASN Positions tab will show a green circle if everything is correct.

Create long ASN

Enter Additional Data

My SupplyOn > Supply Chain Collaboration > Create ASN Interactive Tours | Contact | Help for this page | Print

ASN No.	180	ASN Date	20.06.23	FPA Status:	New
Customer:	Schaeffler Technologies GmbH & Co.	Ship-to-Location:		Unloading Point (Ship-to):	TOR 1-6

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

Default View | Manage View | Reset all Filters

Line	Material (Customer)	Material (Suppl...)	Delivery ...	UoM	UN Danger Code	Security...	Country of Origin	Free Text	Application Key	Storage Location	Point of Consumption	Price
1	000401889020030		64 000	PCE		N				0319		

1 entry: Entries per page 20 | Page 1 of 1 | First Previous | Next Last

Close | Save Draft | Validate | Print | Send

- All mandatory fields are highlighted in yellow
- Go to the tab “Enter Additional Data”
- Choose the country of origin

Create long ASN

Enter Packing Data

My SupplyOn > Supply Chain Collaboration > Create ASN Interactive Tours Contact |

ASN No. 180 ASN Date 20.06.23 FPA Status: New
Customer: Schaeffler Technologies GmbH & Co. Ship-to-Location: Unloading Point (Ship-to): TOR 1-6

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

Handling Units **3** **Create HU** Not assigned Packing Material / Single Packs

HU Pack.Mat.No. (Customer)	HU Pack.Mat.No. (Manufacturer)	HU Gross...	Length HU...	Width ...	Height HU...	Label No. HU	SP Functions
4 0509238110000	D...FERA...		80	60	12,7	17162	<input checked="" type="checkbox"/> Pack. Mat. Details <input checked="" type="checkbox"/> Edit Details

Assigned Pack. Material / Single Packs for selected HU Line 17162 **6**

5 **<< Assign**

Pack. Mat. Details	One Level Pack.	Del. Note No.	Del. Note ...	Material (Customer)	Material de...	Pa
<input type="checkbox"/>	<input type="checkbox"/>	202306	010	000401889020030	KUG6,35-...	050

Close Save Draft Validate

For Handling Unit creation, proceed as follows:

1. Click on "Enter Packaging Data",
2. Tick the boxes of the packages to edit information
3. Click on "Create HU"
4. Select the Handling Unit package material number (customer) according to the material requirements
5. Click on "Assign"
6. All packages will automatically appear listed in the "Assigned Pack. Material/Single Packs for selected HU Line XXXX" section

Create long ASN

Complete ASN

My SupplyOn > Supply Chain Collaboration > Create ASN Interactive Tours | Contact | Help for this page | Print

ASN No. 180 ASN Date 20.06.23 FPA Status: New

Customer: Schaeffler Technologies GmbH & Co. Ship-to-Location: Unloading Point (Ship-to): TOR 1-6

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

General

Ship-from Location: trg-inasellers01
Ship-from Address: DE - 123456 trg-inasellers01 - trg-inasellers01
Incoterms Code: DDP - Delivered Duty Paid
Incoterms Text: see delivery adress
Means of Transport:
Carrier: [Enter Carrier Address]
Free Text (for Carrier):
TO Number:

Ship-to:
Ship-to address:
Delivery Date/Time: 22.06.23 09:00
Delay Reason:
Carrier Name:
Load number:
Volume (total Delivery):
Loading Length (total Delivery):
Hazard. Goods:
Gross Weight (total Delivery):
Net Weight (total Delivery):
Cost of Transportation:

June 2023
M T W T F S S
29 30 31 1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 1 2
3 4 5 6 7 8 9
09 : 00
OK

Default View | Manage View | Reset all Filters

Line	HU Pack.Mat.No. (C...	HU Pack.Mat.Descr...	Amount of...	Pack. Type HU	Total weight of...	Length pe...	Width per H...	Height per H...	Hazard. Goods	HU Pack.Mat.No.	HU Pack. Me
1	05 311000	D2-LIEFERANT Pal...	1		656,5	80	60	12,7			

Close | Save Draft | Validate | Print | Send

1. Click on the “Complete ASN” tab
 2. Fill in Delivery Date/Time (Please be sure to fill in a date in the future)
 3. If this ASN does not need to be send now, it can be saved as a draft. Drafts can be found in the ASN overview with the status "Pending".
 4. Click on “Validate“ to check if the ASN is correct. Please note that this process can not validate the business data with your customer to determine if it is wrong or correct.
 5. If you need to print labels or delivery notices, please click on “Print” .
 6. After successfully validating the, click on “Sends”
- Please note that once sent, the supplier will not be able to modify/delete this ASN.

Create long ASN

Validate failure case

The screenshot shows the 'Create ASN' page in the SUPPLYON system. A red box highlights a warning message at the top: 'Delivery Date/Time: Value not set' and 'Delivery Date/Time: Delivery date/time should be after Pickin date/time'. The form fields include:

- ASN No.: 302
- ASN Date: 21-10-19
- Company Name (Customer): INA USA Cooperation 0065 IFV, Fort
- Ship-to-Location: 0065 / Schaeffler Group USA Inc. - Fort MI
- Ship-to Address: US - 297159784 Fort Mill - 308 Springhill 001 Road
- Delivery Date/Time: 21-10-19

The 'General' section also shows 'Ship-from Location' as 'Irg-inasellers01' and 'Incoterms Code' as 'FOB - Free On Board'. Below the form is a table with one entry:

Line	HU Pack.Mat.No. (Cust.)	HU Pack.Mat.Descr. (Cust.)	Amount of HUs	Pack. Type HU	Total weight of H...	Length per H...	Width per HU(c...	Height per HU(...	Hazard. Goods	HU Pack.Mat.No. (Su...	HU Pack.Mat.Descr. (S...
1	0110230310000	Pallet	9		306	119.5	80.8	16			

At the bottom, there are buttons for 'Close', 'Save Draft', 'Validate', 'Print', and 'Send'.

- ASN send/validate process usually fail because the mandatory fields are not filled in, or because the specified data is not in accordance with the configuration requirements
- Please check the issued warning for details to modify the information and re-verify.
- In this example, the error warning indicates that the delivery date was not specified.

Create long ASN

Complete ASN – Print Label

My SupplyOn > Supply Chain Collaboration > Create ASN Interactive Tours | Contact | Help for this page | Print

Data saved in session

ASN No.: 162 | ASN Date: 14.06.23 | FPA Status: New
 Customer: INA USA Cooperation 0065 IFV, Fort | Ship-to-Location: 0065 / SCPM CN TestBuyer | Unloading Point (Ship-to): ULP-1022

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

General

Ship-from Location: CZ Test Supplier | Ship-to: SCPM CN TestBuyer
 Ship-from Address: DE - 70469 Stuttgart - Leitzstraße 45 | Ship-to address: DE - 85399 Hallbergmoos - Am Söldnermoos 17
 Incoterms Code: EXW - Ex Works | Delivery Date/Time: 15.06.23 14:46
 Incoterms Text: Hallbergmoos | Delay Reason: -
 Means of Transport: | Carrier Name: |
 Carrier: CA Test Carrier | Load number: -1
 Free Text (for Carrier): | Volume (total Delivery): 18 000 cm³
 TO Number: | Loading Length (total Delivery): LM
 Hazard. Goods: No
 Gross Weight (total Delivery): 2 kg
 Net Weight (total Delivery): 0 kg
 Cost of Transportation:

Default View | Manage View

Line	HU Pack.Mat.No. (C...	HU Pack.Mat.Descr....	Amount of...	Pack. Type HU	Total weight of...	Length pe...	Width per H...	Height per H...	Hazard. Goods	HU
1	KLT1022	KLTr 1022	1	2	40	30	15			

Close | Save Draft | Validate

Print selection

- All
- Handling Unit Label
- Package Label
- SP-Label KLT A5
- Shipping Order
- Delivery Note
- Despatch List
- EDI Document
- Delivery Slip Supplier
- Kanban Card

Print* | Send

- After successfully sending the ASN, print the corresponding customer/plant label according to the requirements and paste it on the goods for delivery
- 1. Click on “Print”.
- 2. Click the boxes for “Handling Unit Label”, “Packing Label” and “Delivery Note”.
- 3. Print the overview.
- If you have chosen “One level package”, the package label can not be print, but you can print the HU label
- When printing a single file, it will automatically be displayed as a PDF file
- When printing multiple files at the same time, they will be saved as a zip file, containing all PDF documents

File Name	File Type	Modified	Size	Ratio	Packed	CRC
INA_GTL_HU_A5_EN_20211019_185824.pdf	Foxit PDF Reader D...	19.10.2021 18:58:24	71,060	24%	53,897	64F9E061
INA_GTL_SP_A5_EN_20211019_185825.pdf	Foxit PDF Reader D...	19.10.2021 18:58:24	66,664	28%	47,859	4DB560B8
SO_DELIVERY_NOTE_20211019_185824.pdf	Foxit PDF Reader D...	19.10.2021 18:58:24	41,669	51%	20,495	C81FE5A5

ASN Overview

Check ASN status

My SupplyOn > Supply Chain Collaboration > ASN Overview

Contact | Help for this page | Print

Quick Search Advanced Search

Add line | Delete line

Hide Search Area

Search Reset

My Search Profiles

Manage View

Advance Ship Notices

ASN Position(s)

Default View

Manage View

Reset all Filters

ASN No.	ASN Status	Delivery Date/Time	Customer	Customer site	Ship-to site	Unloading Point (Sh...	FPA No.	FPA ...	Carrier Name	Mat
91	Pending	20.05.23 02:00								
136	Pending	14.06.23 11:04								
144	Pending	07.06.23 10:41								
118	Pending	17.05.23 13:16								
138	Pending	30.06.23 11:10								
61	Pending	16.06.23 07:20								
27	Pending	06.05.23 13:43								
89	Pending	20.04.23 02:00								
131	Sent	26.05.23 09:02								
103	Pending									
126	Pending									

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

394 matches of 394 entries: Select all matches Clear selection

Entries per page 50

First Previous Page 1 of 8 Next Last

- After ASN has been successfully sent, you will be automatically redirected to the ASN overview interface. Here you can review the created ASN.
- For previously created ASNs, if it was saved as a draft but has not been sent yet, ASN status will appear as pending. Only after completing and sending the ASN will the status appear as “Sent”
- Only created ASN will be sent to customer internal system.
- Note: Suppliers can not delete ASNs, they can only be deleted or created by customer. Please reach out to your designated contact person at Schaeffler for support
- Pending/Locked ASNs can be deleted.

How to deal with frequently raised issues

Your Supply Chain

Efficient. Resilient. Transparent. Sustainable.

Create ASN for a separate PO

Access the Orders Overview

The screenshot shows the SupplyOn dashboard with the 'Orders' tile highlighted. A red arrow points from the 'Orders' tile to the 'Order line items' table. The table lists several orders, with '0031423761TAS2' highlighted. A red box around the 'View details' button in the order details panel indicates the next step.

Order	Read	Customer
0031423761TAS5	Read	Schaeffler Romania S.R.L.
0031423761TAS2	Read	Schaeffler Romania S.R.L.
0031423761TAS1	Read	Schaeffler Romania S.R.L.
0031423761TAS	Read	Schaeffler Romania S.R.L.
0031423765TAB	Read	Schaeffler Romania S.R.L.
0031423769TA	Read	Schaeffler Romania S.R.L.

Order details for 0031423761TAS2:

Customer

Name and Address	References	Contact Information
Schaeffler Kysuce, spol. s r.o. Dr. G. Schaefflera 1 024 01 Kysucké Nové Mesto SK	Partner No.: --- Site code (Customer): 0097 Organization: INA	

Material Planner

Name and Address	References	Contact Information
Vorname Nachname	Partner No.: ASC1	

Buttons: View details, View history, Close

- In the Supply Chain Collaboration dashboard click on the arrow in the “Orders” tile or click on “Orders” in the navigation bar
- After accessing the orders overview, simply click on any order number to view a preview of the order as a PDF document.
- Click on “View details” to access the order details

Create ASN for a separate PO

Method 1

My SupplyOn > Supply Chain Collaboration > Orders > Order details

Order: 0031423761TAS2 - Customer: Schaeffler Romania S.R.L, Site code (Customer): 0097

Line items	Header Details	Parties	Attachments									
LI	Material	Material Description	Unloading Point	Net value	First Delivery Date	UoM	Qty.	Respond-by date	Response Date	Response Result	Delivery Status	Responded by
1	A 2007020051	A 2007020051 Descr. Cust	01_ASC_1	1,000,00 EUR	27.04.23	PCE	100	02.07.20 10:30	06.04.23	changed	Open	XiaoWei Zhang@...
2	A 2007020051	A 2007020051 Descr. Cust	01_ASC_1	1,000,00 EUR	28.04.23	PCE	76	02.07.20 10:30	06.04.23	changed	Open	XiaoWei Zhang@...
3	A 2007020051	A 2007020051 Descr. Cust	01_ASC_1	1,000,00 EUR	02.07.20	PCE	74	02.07.20 10:30		no response	Open	

Pos. 1: A 2007020051 - A 2007020051 Descr. Cust

Change Level: 12/02 Price p.U. w. ICMS: 10,00 EUR Action code: 1

Material (Supplier): 001SA Qty in Price unit: 100 PCE

Material description (Supplier): A 2007020051 Descr. S Net Value: 1,000,00 EUR

Unloading Point: 01_ASC_1 Price Unit: 1

Ordered Quantity: 100 PCE Last Change: 02.07.20

Line Item Details

Warehouse: WH 1000 Country of Origin: DE

Place of Consumption: PoC 1000 Customs Tariff Number: 202007020021

Delivery Instruction Code: to be shipped completely Customs Commodity Desc.: Detailed Article Description

Pos-Type: 1 UN Danger Code: 1203

Terms of Delivery: EXW IPI: 19,00

Location for TOD: München Surtax: 15,00 %

Free Text: General Information 1
General Information 2
General Information 3
General Information 4

Buttons: Back, Set all to, Apply supplier reference, Save & send, **Create FPA/ASN**, Print, Download

• If an order has been sent by the customer and it needs to be responded, it must be confirmed before creating an ASN.

1. If supplier confirms the order by changing the delivery quantity, the ASN information must match this quantity as well. E.g.: If the total order quantity is 76 but only 36 pieces were confirmed, delivery quantity can be up to 36 pieces at most. See [How to create an ASN](#).

2. If the status on the column "Response Result" appears as "changed", it means that the order has been confirmed, but the actual delivery quantities need to be checked on the schedule line.

My SupplyOn > Supply Chain Collaboration > Create ASN

ASN No. 252 ASN Date 07.09.23

Customer: Schaeffler Romania S.R.L Ship-to-Location: 0097 / Schaeffler Ky

Select ASN Positions Enter Additional Data Enter Packing data Manage attachments Complete

Default View Manage View

Line	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due...	Proposed ...	Delivery ...	UoM	Warn...
1		010	A 2007020051	26.04.23 18:00	100	100	PCE	
2		020	A 2007020051	28.04.23 18:00	36	36	PCE	
3		030	A 2007020051	27.04.23 18:00	40	40	PCE	

Create ASN for a separate PO

Method 1

My SupplyOn > Supply Chain Collaboration > Orders > Order details

Order: 0031423761TAS2 - Customer: Schaeffler Romania S.R.L, Site code (Customer): 0097

Line items	Header Details	Parties	Attachments									
LI	Material	Material Description	Unloading Point	Net value	First Delivery Date	UoM	Qty.	Respond-by date	Response Date	Response Result	Delivery Status	Responded by
1	A 2007020051	A 2007020051 Descr. Cust	01_ASC_1	1,000,00 EUR	27.04.23	PCE	100	02.07.20 10:30	06.04.23	changed	Open	XiaoWei Zhang@...
2	A 2007020051	A 2007020051 Descr. Cust	01_ASC_1	1,000,00 EUR	28.04.23	PCE	76	02.07.20 10:30	06.04.23	changed	Open	XiaoWei Zhang@...
3	A 2007020051	A 2007020051 Descr. Cust	01_ASC_1	1,000,00 EUR	02.07.20	PCE	74	02.07.20 10:30		no response	Open	

Pos. 1: A 2007020051 - A 2007020051 Descr. Cust

Change Level: 12/02 Price p.U. w. ICMS: 10,00 EUR Action code: 1

Material (Supplier): 001SA Qty in Price unit: 100 PCE

Material description (Supplier): A 2007020051 Descr. S Net Value: 1,000,00 EUR

Unloading Point: 01_ASC_1 Price Unit: 1

Ordered Quantity: 100 PCE Last Change: 02.07.20

Line Item Details

Warehouse: WH 1000 Country of Origin: DE

Place of Consumption: PoC 1000 Customs Tariff Number: 202007020021

Delivery Instruction Code: to be shipped completely Customs Commodity Desc.: Detailed Article Description

Pos-Type: 1 UN Danger Code: 1203

Terms of Delivery: EXW IPI: 19,00

Location for TOD: München Surtax: 15,00 %

Free Text: General Information 1
General Information 2
General Information 3
General Information 4

Buttons: Back, Set all to, Apply supplier reference, Save & send, **Create FPA/ASN**, Print, Download

3. If the status in the column “Delivery Status” is not “Delivery”, it means an ASN has not been created for this order yet. If the status appears as “Sent” it means the ASN has been created.
4. Click on “Crate FPA/ASN” to create an ASN, see the [Create ASN \(Advanced Shipping Notice\)](#) chapter for more details.
5. The delivery quantities are equal to the order.

My SupplyOn > Supply Chain Collaboration > Create ASN

ASN No. 252 ASN Date 07.09.23

Customer: Schaeffler Romania S.R.L Ship-to-Location: 0097 / Schaeffler Ky

Select ASN Positions Enter Additional Data Enter Packing data Manage attachments Complete

Default View Manage View

Line	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due...	Proposed ...	Delivery ...	UoM	Warn...
1		010	A 2007020051	26.04.23 18:00	100	100	PCE	
2		020	A 2007020051	28.04.23 18:00	36	36	PCE	
3		030	A 2007020051	27.04.23 18:00	40	40	PCE	

Create ASN for a separate PO

Method 2

My SupplyOn > Supply Chain Collaboration > Due Deliveries (grouped)

1 Quick Search 3 Advanced Search

2 0028804555 Search Reset

Due Deliveries (grouped)

Default View Quick Search Advanced Search Hide Search Area

Org. Code (Customer) 0028804555 Search Reset My Search Profiles

INA

Due Deliveries (grouped)

Default View Manage View 4 5 Reset all Filters

Org. Code (Customer)	Company Name (Customer)	Plant Code (Consignee)	Plant Name (Consignee)	Unloading Point (Customer)	Currency	ASN required	Available for Extra Shipment	With Material Reference
INA	Schaeffler Romania S.R.L.	0097	0097 ISB BRASSOW	---	EUR	1	1	✓

Quick Search Advanced Search Hide Search Area

Due Del. ASN Status equal to ASN required Add line Delete line Search Reset My Search Profiles Manage View

Due Deliveries Schedule Lines

Default View Manage View Reset all Filters

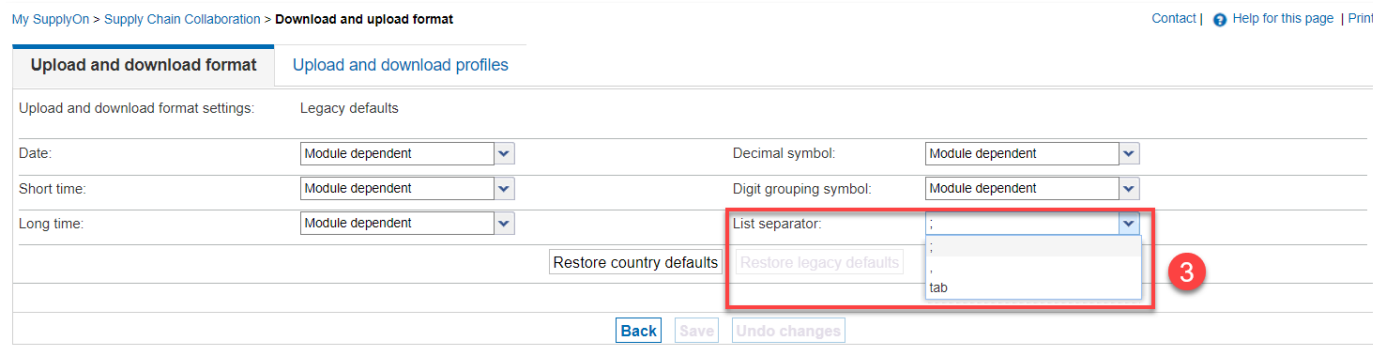
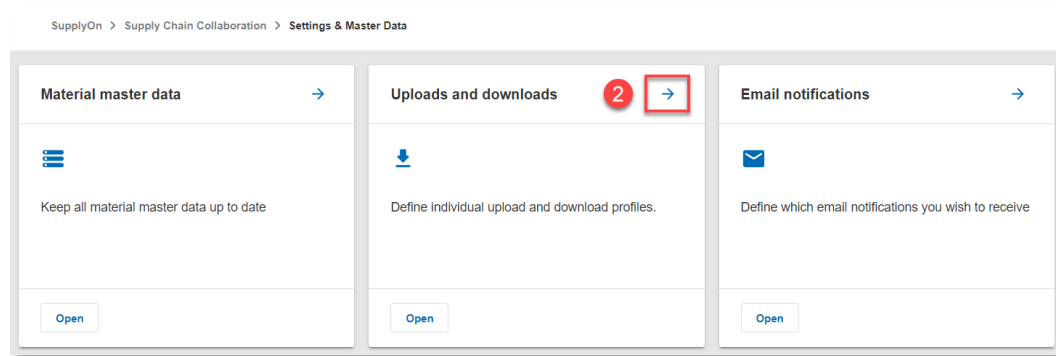
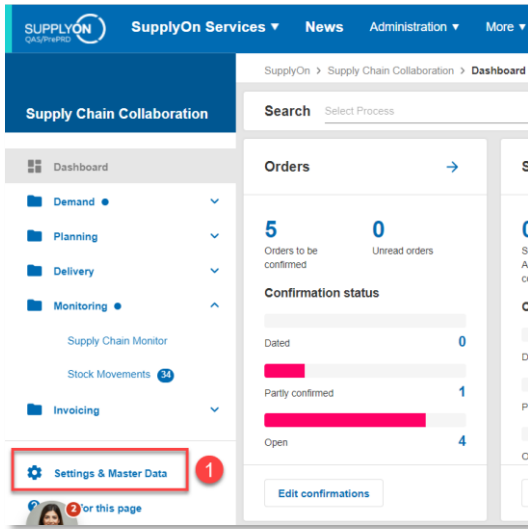
Plant Name (Consignee)	Plant Code (Consignee)	Material No. (Customer)	Material Descr. (Customer)	Order Number	Delivery Date	Pickup Date	ASN Created	Required Quantity	Due Delivery Status
0097 ISB BRASSOW	0097	0007693040000	FSTP N153796-24X5...	0028804555	21-6-9 12:00 am	21-6-7 12:00 am	21-6-8 12:00 am	20	FPA not required

8 Back Create ASN Delivered outside SupplyOn

1. Click on “Quick search”
2. Enter PO number for which an ASN need to be created.
3. Click on “Search”
4. Search result.
5. Click ASN required number to create an ASN.
6. Corresponding order ASN.
7. ASN delivery number = Required quantity in this order
8. Create ASN, for more details please see [Create ASN \(Advances Shipping Notice\)](#) chapter.

How to fix comma/semicolon in the downloaded Excel file

Settings and master data



1. In the Supply Chain Collaboration interface, click on “Setting & Master Data” in the navigation bar
2. The “Setting & Master Data” interface is shown, click on the arrow in the “Uploads and downloads” tile
3. If the downloaded file shows different punctuation marks than the ones required, go to the List separator option and switch it from “,” to “;”.

Registration and support service

Your Supply Chain

Efficient. Resilient. Transparent. Sustainable.

How to activate a SupplyOn Service to Customer

- More details: [SupplyOn - Supplier portal of Schaeffler](#)

Step 1

Once, Schaeffler actively invites your company to register as a supplier with SupplyOn

Step 2

You will receive an email describing how to proceed
How to activate a SupplyOn connection to Schaeffler depends on, if...

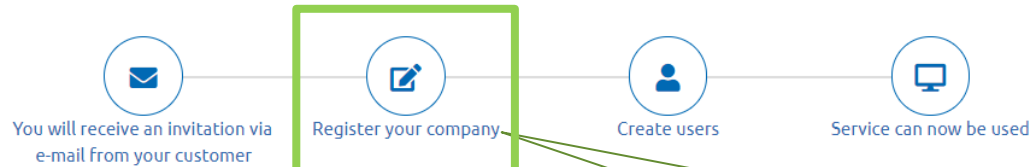
your company is not registered yet

your company is already registered

Step 3.a

Registration Process

This process will take approx. 5 minutes and may differ in individual cases:

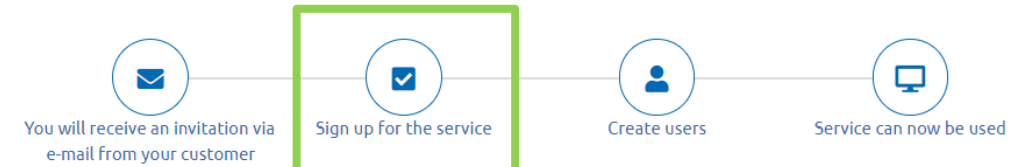


will be shown in detail on next slides

Step 3.b

Steps to add a service

It only takes a minute to add a service. The process can differ in individual cases.



please keep in mind: Booked service can be used worldwide by all of your locations with Customer Group, unlimited number of users can be registered, no transaction costs

Supplier Price Model



Service with each customer

- With each customer for each connect model (eg : SCC)
- Your company (including subsidiaries, brother companies, etc.) can use the service with all customer factories.
- User number has no limitation.

Each connection
45 Dollar/month



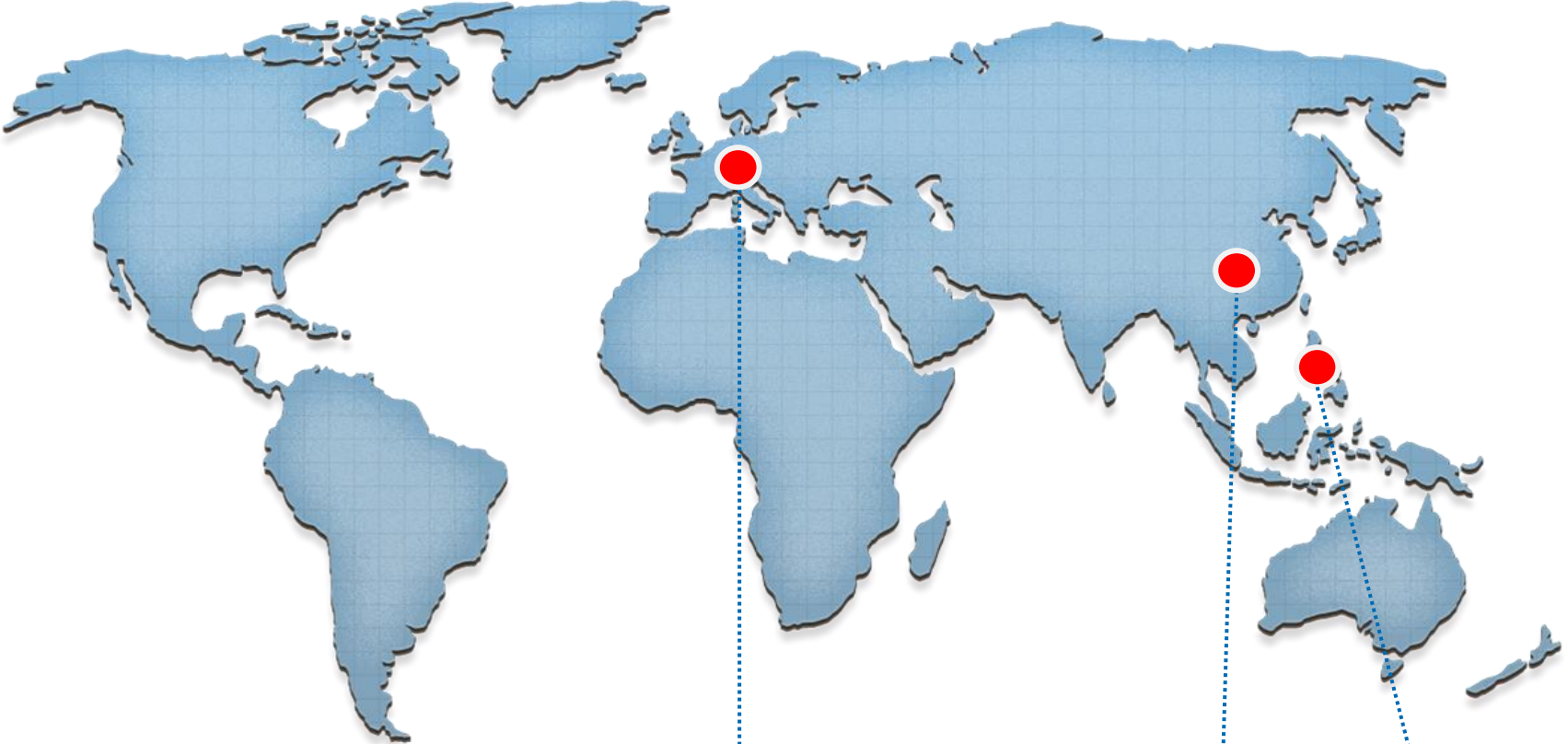
Fixed fee

Beside module service:

- All of service module has no limitation on SupplyOn.
- Can attend supplier conference.

820
Dollar/month

SupplyOn Customer Service Support



Germany customer service

-● English
-● German
-● Spanish
-● French
-● Portuguese
-● Italian

Chengdu customer service

-● Mandarin

Manila customer service

-● Japanese
-● Korean

SupplyOn connection way



Online support

- Click “support” , view support way.
- Simply three steps, you can submit online problem.
- **Media Library:** <https://service.supplyon.com/ml/>
- **Help page:** <https://help.application.prd.supplyon.com/en>
- **Contact form:** <https://contact.supplyon.com/en/>

SUPPLYON Support English Search Login

SOLUTIONS INDUSTRIES CONSULTING CUSTOMERS TRAINING FOR SUPPLIERS ABOUT US

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 Your Question CONTACT DETAILS

Registration
Register a company or book a SupplyOn service.

Login
Assistance with the login.

Training
Book a SupplyOn training or questions regarding training

Service Usage
Questions about the use and handling of SupplyOn Services.

Contract questions
Questions regarding the SupplyOn contract or invoice.

Service Error
Support in case of a problem with the SupplyOn services.

> Additional contact information

FAQ

Your Supply Chain

Efficient. Resilient. Transparent. Sustainable.

Problem Classification and Support



Questions ask to customer / plant

- Please contact plant if you don't receive demand from your customer .
- If you have question to the transmission data in delivery instruction or order
- Write ASN package information
- Write ASN label number
- Delete ASN



Questions ask to SupplyOn customer service

- Your administration account is locked.
- You forgot password of administration account
- You don't know how to pay annual fee for SupplyOn
- You have issues about SupplyOn system operation
- Plant has confirmed to sent the demand data, but you haven't received delivery instruction or order yet.

ASN question answer

No.	Reason why ASN could not be created	Action ideas
1	The order quantity filled in SupplyOn were not correct.	<u>Plant MRP</u> need correct quantity.
2	Supplier has no idea why DUNS number is so important in Schaeffler process and how to apply for free DUNS Number.	<u>Schaeffler</u> needs support to instruct the method.
3	The packaging data (eg. quantity/pallet) in PDS seemed wrong	<u>Plant Packaging Engineer</u> needs to be trained how to maintain packaging data in SYO or in ZPDS .
4	No idea where supplier can find the latest ASN training manual in English and in Chinese	Schaeffler or SupplyOn upload on company website. Or SLE sends it to supplier.
5	ASN can not be created for single PO.	<u>SupplyOn</u> clarifies

SupplyOn AG
Ludwigstraße 49
85399 Hallbergmoos

Find out more:

