

Supplier Manual of WebEDI and DMS in SupplyOn

Anwenderdokumentation für Lieferanten - Logistikprozesse und Dokumentenaustausch



Author: SupplyOn

Contents

1.	SupplyOn sign in; <i>SupplyOn Anmelden</i>	1
2.	Initial Setup; <i>Benutzerverwaltung</i>	2
3.	Email Notification; <i>Email Benachrichtigung</i>	4
3.1	WebEDI - New Orders/Schedules; Bestellungen/Lieferabrufe	4
3.2	DMS - New Document available; Neues Dokument verfügbar	5
4.	Purchase Orders; <i>Bestellungen</i>	6
4.1	Check and Reply Purchase Orders, Prüfen und beantworten von Bestellungen	6
4.2	View Purchase Order as PDF Version; Bestellung als PDF Datei abrufen	12
4.3	Download Purchase Orders; Herunterladen der Bestellung	14
5.	Delivery Instructions (Schedule Agreement), <i>Lieferabrufe (Zeitplan Vereinbarung)</i>	16
5.1	Check Delivery Instructions; Prüfen eines Lieferabrufes	16
5.2	Download Delivery Instructions, Herunterladen eines Lieferabrufes	21
6.	DMS - Document Management System	23
6.1	Check and Reply Customer Documents; Prüfen und beantworten von Kunden-Dokumenten	23
6.2	Accepted with Agreement; Akzeptiert mit Nebenabrede	28
7.	SupplyOn Customer Support; <i>SupplyOn Kundenbetreuung</i>	33
7.1	Telephone - Your Contact Persons at SupplyOn; Ihre Ansprechpartner bei SupplyOn	33
7.2	E-mail addresses; E-Mail-Adressen	33

1. SupplyOn sign in; *SupplyOn Anmelden*

(1) Key in SupplyOn's address:
www.supplyon.com

(2) Click on Login

(3) Fill in Username and Password

(4) Confirm with login

(1) *Tippen Sie die SupplyOn Adresse ein:*

www.supplyon.com

(2) *Klicken Sie „Login“*

(3) *Tragen Sie Benutzername & Kennwort ein*

(4) *Bestätigen Sie mit Login*

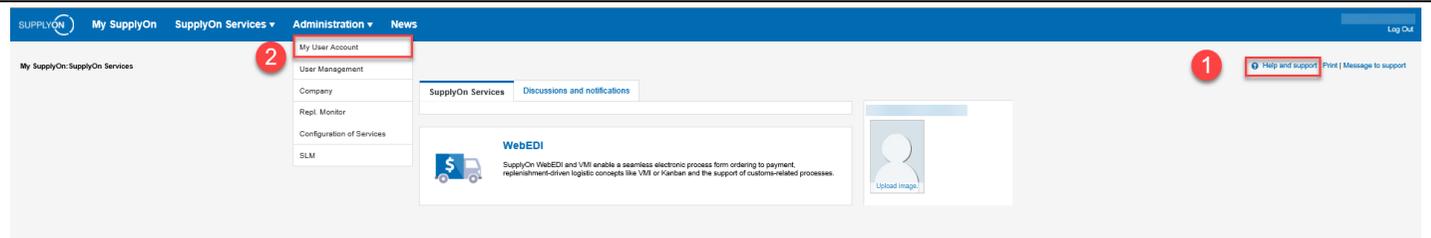
2. Initial Setup; *Benutzerverwaltung*

(1) Helpful: The Customer Support available 24x7 (free call)

(2) In the first page of SupplyOn, mouse over the link of "Administration", click "My User Account"

(1) *Hilfreich: Der Customer Support ist 24/7 jederzeit für Sie kostenlos erreichbar*

(2) *Auf der Startseite von SupplyOn, ist der Reiter „Verwaltung“, klicken Sie da auf „Mein Benutzerkonto“*



(1) In this user data setting page, please make sure your email is setup correctly, this email is used for receiving passwords, receiving RFQ notification etc.

(2) Please set the language to English/German.

(3) Save after change

(1) Bitte überprüfen Sie Ihre Emailadresse in der Benutzerverwaltung, diese ist wichtig für einen möglichen Passwort-Reset und für automatisierte RFQ Benachrichtigungen etc.

(2) Bitte setzen Sie Ihre Spracheinstellung auf Englisch/Deutsch

(3) Speichern Sie Ihr Eingabe

My SupplyOn > User management: User accounts > My master data of Johannes Grochtmann

You have generated the messages.

My master data | Roles | Service settings | Substitutes | Enable support | Privacy settings

You are currently modifying: Grochtmann, Johannes (trg-Schaeffler buyer (TRAINING COMPANY))

3 Save Discard changes Back

Contact data

User ID*: trg-buy-jgr-Schaeffler

First name*: JGR

Last name*: Schaeffler

Salutation*: Mr.

E-mail*: jgr@supplyon.com **1**

Phone*: 123

Language*: English **2**

Password: *

Change user ID

Mobile phone: *

Street: *

City: *

Zip code: *

State/province: *

Country*: Germany

Additional information

Fax: *

Postbox: *

Postbox location: *

Postbox postal code: *

Time zone*: (GMT+01:00) Europe/Berlin

Function: *

Department: *

Last status

Save Discard changes Back

3. Email Notification; *Email Benachrichtigung*

3.1 WebEDI - New Orders/Schedules; *Bestellungen/Lieferabrufe*

- (1) You will receive email notification about the incoming new Order/Schedules message. Please make sure your email is setup correctly in the user setting as in Chapter 2
- (2) Click Link to open this message
- (3) Please refer to Chapter 4 (Order) or Chapter 5 (Delivery Schedules) for following steps.

- (1) *Sie erhalten eine Emailbenachrichtigung über neue Bestellung/Lieferabruf. Bitte stellen Sie sicher das Ihre Emailadresse korrekt ist (siehe Kapitel 2)*
- (2) *Mit dem beinhalteten Link gelangen Sie direkt zur Nachricht*
- (3) *Sie können direkt im Kapitel 4 (Bestellung) oder Kapitel 5 (Lieferabruf) weitermachen*

New Message from Buyer GmbH & Co. KG: Purchase order
 WebEDIadmin@Supplyon.com
 Sent: 2012/8/21 (周二) 18:50
 To: Gu Qinghua

Dear Gu Qinghua,

there is a new message for you.

Please use the following link to log on to SupplyOn WebEDI: <https://iam.application.qas.supplyon.com/logon/logonServlet?redirectURL=https://webedi.application.qas.supplyon.com&language=EN>

This message has been sent automatically. Answers to the sender can not be read and answered.

For questions please refer to our Customer Support.

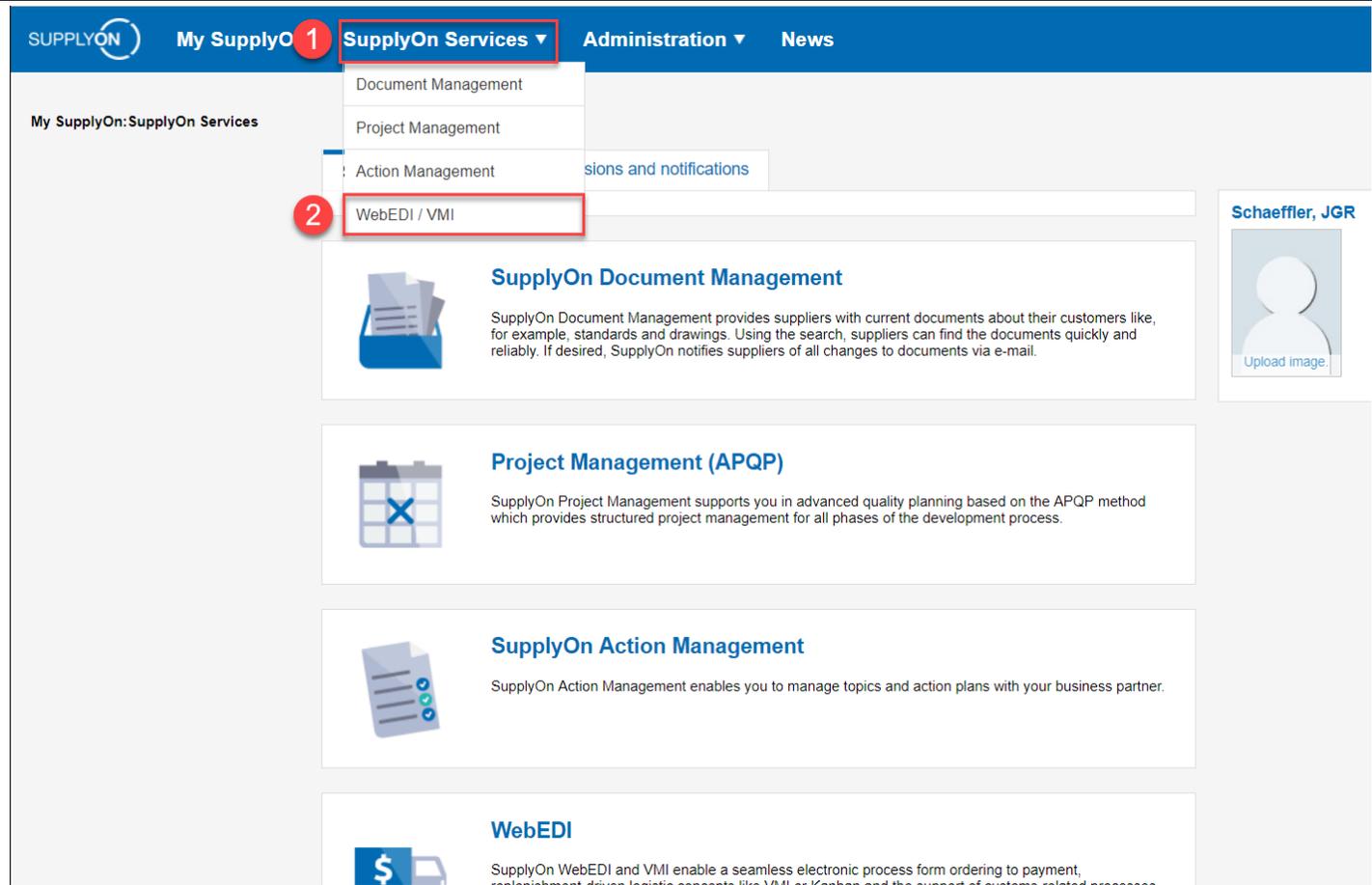
Phone (toll-free):
 Germany: 0800. 78 77 59 66
 International: +800. 78 77 59 66
 USA/Canada: 1866. 78 77 59 66
 Mexico: 01800.123 32 31
 China: 10800. 7490127 or 10800. 4900114
 email: customer-support@SupplyOn.com

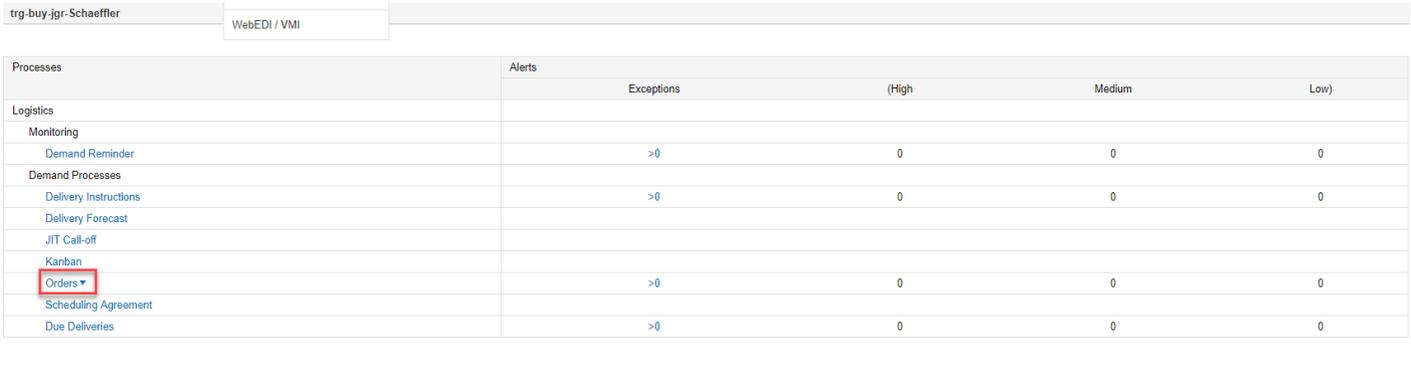
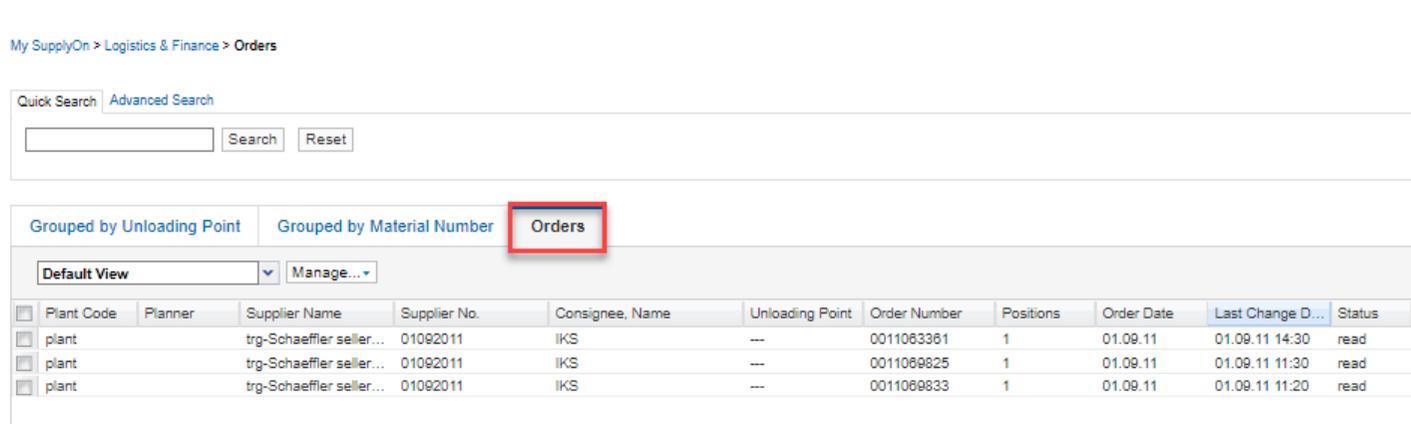
3.2 DMS - New Document available; *Neues Dokument verfügbar*

<p>(1) You will receive email notification about the incoming new Document message. Please make sure your email is setup correctly in the user setting as in Chapter 2</p> <p>(2) Click Document Link to open this message</p> <p>(3) Please refer to Chapter 7 for following steps.</p>		<p>New change notices or documents available</p> <p>SupplyOn Document Management <DocumentManagement@Mail.SupplyC...> Sent: 2012/8/30 (周四) 13:04 To: Gu Qinghua</p> <hr/> <p>Dear Mr. qinghua,</p> <p>The company trg-CAL Tech Corp. (TRAINING COMPANY) (Phoenix) has received ch</p> <table border="1" data-bbox="1406 671 2116 810"> <thead> <tr> <th>Type</th> <th>Name/no.</th> <th>Version</th> <th>Release date</th> <th>Status</th> <th>Due</th> </tr> </thead> <tbody> <tr> <td>Drawing</td> <td>Screw drawing</td> <td>01</td> <td>8/29/2012</td> <td>Published</td> <td></td> </tr> <tr> <td>Drawing</td> <td>Screw 1</td> <td>02</td> <td></td> <td>Published</td> <td></td> </tr> </tbody> </table> <p>This e-mail was also sent to the following recipients: qinghua gu, Markus Mandt, Ralph Schermann, Ralph Schermann, Stefan S1 Wiesi, Daqmar Weber, Qinghua Gu, Mari Weber, Florian Rotter, Daqmar Weber, Daqmar Weber, Peter Haag ia (suppl.), Qing Haag ko (suppl.), Bernhard Siggas, Gerhard Hartmann, Ralph Schermann, Andreas Weber, Daqmar Webers121, C. W. Makasy, hokus pokus.</p> <p>Best regards Your SupplyOn Team</p>	Type	Name/no.	Version	Release date	Status	Due	Drawing	Screw drawing	01	8/29/2012	Published		Drawing	Screw 1	02		Published	
Type	Name/no.	Version	Release date	Status	Due															
Drawing	Screw drawing	01	8/29/2012	Published																
Drawing	Screw 1	02		Published																
<p>(1) <i>Sie erhalten eine Emailbenachrichtigung über neu hinterlegte Dokumente. Bitte stellen Sie sicher das Ihre Emailadresse korrekt ist (siehe Kapitel 2)</i></p> <p>(2) <i>Mit dem beinhalteten Link gelangen Sie direkt zum Dokument</i></p> <p>(3) <i>Sie können direkt im Kapitel 7 weitermachen</i></p>																				

4. Purchase Orders; *Bestellungen*

4.1 Check and Reply Purchase Orders, *Prüfen und beantworten von Bestellungen*

<p>(1) Click My SupplyOn to the main screen</p> <p>(2) Click Enter WebEDI/VMI</p>	 <p>The screenshot shows the SUPPLYON My SupplyOn Services interface. The top navigation bar includes 'SUPPLYON My SupplyOn', 'SupplyOn Services', 'Administration', and 'News'. A dropdown menu is open under 'SupplyOn Services', listing 'Document Management', 'Project Management', 'Action Management', and 'WebEDI / VMI'. The 'WebEDI / VMI' option is highlighted with a red box and a red circle containing the number '2'. Below the menu, there are four main service tiles: 'SupplyOn Document Management', 'Project Management (APQP)', 'SupplyOn Action Management', and 'WebEDI'. Each tile includes an icon and a brief description of the service. On the right side, there is a user profile for 'Schaeffler, JGR' with an 'Upload image' button.</p>
<p>(1) <i>Klicken Sie auf My SupplyOn um auf die Hauptübersicht zu gelangen</i></p> <p>(2) <i>Klicken Sie auf WebEDI/VMI</i></p>	

<p>(1) Click Orders</p> <hr/> <p>(1) <i>Klicken Sie auf Bestellungen</i></p>	 <p>trg-buy-jgr-Schaeffler WebEDI / VMI</p> <table border="1"> <thead> <tr> <th rowspan="2">Processes</th> <th colspan="4">Alerts</th> </tr> <tr> <th>Exceptions</th> <th>(High)</th> <th>Medium</th> <th>Low)</th> </tr> </thead> <tbody> <tr> <td>Logistics</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Monitoring</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> Demand Reminder</td> <td>>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Demand Processes</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> Delivery Instructions</td> <td>>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td> Delivery Forecast</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> JIT Call-off</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Kanban</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> Orders ▼</td> <td>>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td> Scheduling Agreement</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> Due Deliveries</td> <td>>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Processes	Alerts				Exceptions	(High)	Medium	Low)	Logistics					Monitoring					Demand Reminder	>0	0	0	0	Demand Processes					Delivery Instructions	>0	0	0	0	Delivery Forecast					JIT Call-off					Kanban					Orders ▼	>0	0	0	0	Scheduling Agreement					Due Deliveries	>0	0	0	0
Processes	Alerts																																																																
	Exceptions	(High)	Medium	Low)																																																													
Logistics																																																																	
Monitoring																																																																	
Demand Reminder	>0	0	0	0																																																													
Demand Processes																																																																	
Delivery Instructions	>0	0	0	0																																																													
Delivery Forecast																																																																	
JIT Call-off																																																																	
Kanban																																																																	
Orders ▼	>0	0	0	0																																																													
Scheduling Agreement																																																																	
Due Deliveries	>0	0	0	0																																																													
<p>(1) Purchase Orders can be grouped by Unloading Point, by Article Number or by plain Purchase Order List</p> <hr/> <p>(1) <i>Bestellungen können nach Abladestelle, nach Artikelnummer und Lieferplan sortiert werden</i></p>	 <p>My SupplyOn > Logistics & Finance > Orders</p> <p>Quick Search Advanced Search</p> <p>Search Reset</p> <p>Grouped by Unloading Point Grouped by Material Number Orders</p> <p>Default View Manage...</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Plant Code</th> <th>Planner</th> <th>Supplier Name</th> <th>Supplier No.</th> <th>Consignee, Name</th> <th>Unloading Point</th> <th>Order Number</th> <th>Positions</th> <th>Order Date</th> <th>Last Change D...</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>plant</td> <td></td> <td>trg-Schaeffler seller...</td> <td>01092011</td> <td>IKS</td> <td>---</td> <td>0011063361</td> <td>1</td> <td>01.09.11</td> <td>01.09.11 14:30</td> <td>read</td> </tr> <tr> <td><input type="checkbox"/></td> <td>plant</td> <td></td> <td>trg-Schaeffler seller...</td> <td>01092011</td> <td>IKS</td> <td>---</td> <td>0011069825</td> <td>1</td> <td>01.09.11</td> <td>01.09.11 11:30</td> <td>read</td> </tr> <tr> <td><input type="checkbox"/></td> <td>plant</td> <td></td> <td>trg-Schaeffler seller...</td> <td>01092011</td> <td>IKS</td> <td>---</td> <td>0011069833</td> <td>1</td> <td>01.09.11</td> <td>01.09.11 11:20</td> <td>read</td> </tr> </tbody> </table>	<input type="checkbox"/>	Plant Code	Planner	Supplier Name	Supplier No.	Consignee, Name	Unloading Point	Order Number	Positions	Order Date	Last Change D...	Status	<input type="checkbox"/>	plant		trg-Schaeffler seller...	01092011	IKS	---	0011063361	1	01.09.11	01.09.11 14:30	read	<input type="checkbox"/>	plant		trg-Schaeffler seller...	01092011	IKS	---	0011069825	1	01.09.11	01.09.11 11:30	read	<input type="checkbox"/>	plant		trg-Schaeffler seller...	01092011	IKS	---	0011069833	1	01.09.11	01.09.11 11:20	read																
<input type="checkbox"/>	Plant Code	Planner	Supplier Name	Supplier No.	Consignee, Name	Unloading Point	Order Number	Positions	Order Date	Last Change D...	Status																																																						
<input type="checkbox"/>	plant		trg-Schaeffler seller...	01092011	IKS	---	0011063361	1	01.09.11	01.09.11 14:30	read																																																						
<input type="checkbox"/>	plant		trg-Schaeffler seller...	01092011	IKS	---	0011069825	1	01.09.11	01.09.11 11:30	read																																																						
<input type="checkbox"/>	plant		trg-Schaeffler seller...	01092011	IKS	---	0011069833	1	01.09.11	01.09.11 11:20	read																																																						

- (1) The Orders list has information about order header, with customer plant, Order date and status etc.
- (2) Pay special attention to the column status, new orders are dedicated as not read.

My SupplyOn > Logistics & Finance > Orders

Quick Search [Advanced Search](#)

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

Default View

<input type="checkbox"/>	Plant Code	Planner	Supplier Name	Supplier No.	Consignee, Name	Unloading Point	Order Number	Positions	Order Date	Last Change D...	Status	History
<input type="checkbox"/>	plant		trg-Schaeffler seller...	01092011	IKS	---	0011063361	1	01.09.11	01.09.11 14:30	read	
<input type="checkbox"/>	plant		trg-Schaeffler seller...	01092011	IKS	---	0011069825	1	01.09.11	01.09.11 11:30	read	
<input type="checkbox"/>	plant		trg-Schaeffler seller...	01092011	IKS	---	0011069833	1	01.09.11	01.09.11 11:20	read	

- (1) Die Bestellungenübersicht bietet Ihnen Informationen wie Kundenstandort, Bestelldatum und Status etc.
- (2) Neue Bestellungen werden als ungelesen gekennzeichnet

For most columns, you can do sorting and filtering by clicking on the small triangle.

Für die meisten Spalten können Sie Filteroptionen definieren, klicken Sie hierzu auf das kleine Dreieck

My SupplyOn > Logistics & Finance > Orders

Quick Search [Advanced Search](#)

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

Default View

<input type="checkbox"/>	Plant Code	Planner	Supplier Name	Supplier No.	Consignee, Name	Unloading Point	Order Number	Positions	Order Date	Last Change D...	Status	History	Respond-by date	Confirme...
<input type="checkbox"/>	plant		trg-Schaeffler seller...	01092011	IKS	---	0011063361	1	01.09.11	01.09.11 14:30	read	Sort Ascending	Yes	Yes
<input type="checkbox"/>	plant		trg-Schaeffler seller...	01092011	IKS	---	0011069825	1	01.09.11	01.09.11 11:30	read	Sort Descending	Yes	Yes
<input type="checkbox"/>	plant		trg-Schaeffler seller...	01092011	IKS	---	0011069833	1	01.09.11	01.09.11 11:20	read	Columns	No	No

Filters: read new

<p>(1) Click and open a Purchase Order</p>																																																	
<p>(1) Klicken und öffnen Sie eine Bestellung</p>	<table border="1"> <thead> <tr> <th>Plant Code</th> <th>Planner</th> <th>Supplier Name</th> <th>Supplier No.</th> <th>Consignee Name</th> <th>Unloading Point</th> <th>Order Number</th> <th>Positions</th> <th>Order Date</th> <th>Last Change D...</th> <th>Status</th> <th>History</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>plant</td> <td></td> <td>trg-Schaeffler seller...</td> <td>01092011</td> <td>IKS</td> <td>---</td> <td>0011063361</td> <td>1</td> <td>01.09.11</td> <td>01.09.11 14:30</td> <td>read</td> <td></td> </tr> <tr> <td>plant</td> <td></td> <td>trg-Schaeffler seller...</td> <td>01092011</td> <td>IKS</td> <td>---</td> <td>0011069825</td> <td>1</td> <td>01.09.11</td> <td>01.09.11 11:30</td> <td>read</td> <td></td> </tr> <tr> <td>plant</td> <td></td> <td>trg-Schaeffler seller...</td> <td>01092011</td> <td>IKS</td> <td>---</td> <td>0011069833</td> <td>1</td> <td>01.09.11</td> <td>01.09.11 11:20</td> <td>read</td> <td></td> </tr> </tbody> </table>	Plant Code	Planner	Supplier Name	Supplier No.	Consignee Name	Unloading Point	Order Number	Positions	Order Date	Last Change D...	Status	History	plant		trg-Schaeffler seller...	01092011	IKS	---	0011063361	1	01.09.11	01.09.11 14:30	read		plant		trg-Schaeffler seller...	01092011	IKS	---	0011069825	1	01.09.11	01.09.11 11:30	read		plant		trg-Schaeffler seller...	01092011	IKS	---	0011069833	1	01.09.11	01.09.11 11:20	read	
Plant Code	Planner	Supplier Name	Supplier No.	Consignee Name	Unloading Point	Order Number	Positions	Order Date	Last Change D...	Status	History																																						
plant		trg-Schaeffler seller...	01092011	IKS	---	0011063361	1	01.09.11	01.09.11 14:30	read																																							
plant		trg-Schaeffler seller...	01092011	IKS	---	0011069825	1	01.09.11	01.09.11 11:30	read																																							
plant		trg-Schaeffler seller...	01092011	IKS	---	0011069833	1	01.09.11	01.09.11 11:20	read																																							
<p>Please check the purchase order</p>																																																	
<p>Bitte prüfen Sie die Bestellung</p>																																																	

You have following options to confirm:

- (1) 'Confirm as is'
- (2) 'Respond with changes'
 - i. Click 'split delivery' link
 - ii. Input actual supply dates and supply quantities you can afford
- (3) Click 'save & send' button

Sie haben folgende Bestätigungsmöglichkeiten:

- (1) 'Wie gefordert'
- (2) 'mit Änderungen'
 - i. 'Einteilung splitten'
 - ii. Details ändern
- (3) Klicken Sie speichern & versenden

My SupplyOn > Logistics & Finance > Orders > Order details

Order: 0011063361 - Customer: Irg-Schaeffler buyer (TRAINING COMPANY), Customer Plant Code: plant

Line Items	Header Details	Parties
LI	Material Number	Material Description
00010	050137573000015	F-347186.04.VSHR.NAWO
Pos. 00010: 050137573000015 - F-347186.04.VSHR.NAWO	Unloading Point	Net value
Supplier Material Number: ---	---	27.004,18 EUR
Unloading Point: ---	---	02.11.11
Ordered Quantity: 20.100 PCE	---	PCE
Price per price unit: 138,86 EUR	---	20.100
Response-by date: X	---	13.09.11
Response Date: 13.09.11	---	changed
Response Result: changed	---	Open
Delivery Status: Open	---	Previous LI

Line Item Details

Free Text: F03 Dokument EDP_F-347186.04_(A00) Version AA-Dies ist ein elektronisch freigegebenes Schriftstück und hat ohne * Unterschrift Gültigkeit. Als Lieferant der Schaeffler Gruppe verpflichten Sie sich, bei der Lieferung Ihrer Produkte bzw. bei der Erbringung Ihrer Leistungen unsere Versand- und Transportvorschriften sowie unseren Gruppenstandard S132035 (toffe) einzuhalten. Sie finden diese Themen auf unserer Website im Internet unter "www.schaeffler.com" in der Rubrik "Lieferanten". Bitte teilen Sie uns bei jeder Lieferung von zeichnungsgebundenen * Teilen und Komponenten auf Lieferscheinen die Zeichnungsversion (Index-Dokument) mit. gez. I.A. Catrin Reinhardt gez. I.V. Karl-Heinz Feltes

caption not set (1): 84790080

Links: <https://platform.application.prd.supplyon.com/dms/fooes/index.js?fordmsed1=stcdv/leadingBold.ike:0011063361>

Buyer Information			Supplier Information		
Committ	Requ. Del. Date	Requ. Qty.	Cum. Dev.	PSID	Last Resp.
	02.11.11	20100	0	02.11.11	13.09.11
Total planned		20100			Split Delivery
Total shipped		20100			

Supplier Response

No Response

Confirm as-is

Respond with changes

Decline Order Line

Supplier Reference: p45070

Supplier Material Number: ---

Supplier Material Description: ---

Price per price unit: 138,86

Price unit: 100

(1) After successful confirmation, the response status of this PO displays 'Done'.

(2) You can make new confirmation on confirmed PO before ASN is sent for this PO. You can refer to steps of new confirmation before in this chapter.

(1) *Nach erfolgreicher Bestätigung sehen Sie Statusänderung in der Übersicht*

(2) *Sie können Änderungen vornehmen solange Sie das zugehörige Lieferavis noch nicht versendet haben*

My SupplyOn > Logistics & Finance > Orders

Quick Search [Advanced Search](#)

Search Reset

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

Default View Manage... ▾

<input type="checkbox"/>	Plant Code	Supplier Name	Supplier No.	Consignee, Name	Order Number	Positions	Order Date	Last Change D...	Status	Response Status	History
<input type="checkbox"/>	plant	trg-Schaeffler seller...	01092011	IKS	0011063361	1	01.09.11	01.09.11 14:30	read	Done	
<input type="checkbox"/>	plant	trg-Schaeffler seller...	01092011	IKS	0011069825	1	01.09.11	01.09.11 11:30	read	Done	
<input type="checkbox"/>	plant	trg-Schaeffler seller...	01092011	IKS	0011069833	1	01.09.11	01.09.11 11:20	read	Open	

(1) All to this purchase order referencing documents are shown here at this place

(2) Select one data set and click the attachment link

The screenshot shows the 'Document Management: All documents' page in My SupplyOn. At the top, there is a search bar and a 'Create document/process' button. Below is an 'Advanced Search' section with a table of documents. The table has columns for Type, Name/No., Version, Title, Status, Release date, Delivery date, and Responses. Two documents are listed: 'Demo_PO_10254216' (General type) and 'Demo Schaeffler Drawing Document' (Drawing type). The first document is selected, and its details are shown in a sidebar. The 'Document details' section includes fields for Type, Document name/number, Version, Status, Release Date, Delivery date, Last modified, Company, and Contact. The 'Title' field is highlighted with a red box and contains 'Demo_PO_10254216'. Below the details, there is an 'Attachments' section with a link to 'Demo PO.pdf (46 B)'. On the right side, there are 'Response options' (Confirmation required, No response required, Subscription allowed) and 'E-mail notification settings' (Supplier notification, Remind supplier, Response notification).

Type	Name/No.	Version	Title	Status	Release date	Delivery date	Sort	Responses
General	Demo_PO_10254216	001	Demo_PO_10254216	Published		9/20/2012 7:35 AM CEST		1 Responses
Drawing	S100025	001	Demo Schaeffler Drawing Document	Published	9/9/2011	9/9/2011 9:52 AM CEST		1 Responses

Document details

Type: General
 Document name/number: Demo_PO_10254216
 Version: 001
 Status: Published
 Release Date:
 Delivery date: Sep 20, 2012 7:35:33 AM
 Last modified: Sep 20, 2012 7:35:33 AM
 Company: trg-Schaeffler buyer (TRAINING COMPANY)
 Contact: Schaeffler, Training Buyer 01
 Additional Contact:
Title: Demo_PO_10254216
 Description: this PO is transferred from Schaeffler SAP system
 Material number: -
 Attachments: Demo PO.pdf (46 B)
 Details

(1) Alle zu dieser Bestellung zugehörigen Dokumente werden hier angezeigt

(2) Öffnen Sie einen Datensatz und klicken Sie auf den Link bei Dateianhänge.

4.3 Download Purchase Orders; *Herunterladen der Bestellung*

<p>(1) Select the POs to download</p> <p>(2) Click download → All</p>	
<p>(1) Wählen Sie alle Bestellungen aus die Sie runterladen möchten</p> <p>(2) Klicken Sie Download → Alle</p>	
<p>(1) Save the Download-file local</p> <p>(2) Use data import to display the csv file in the proper format in Excel.</p>	

- (1) Speichern Sie die Datei lokal ab
- (2) Nutzen Sie die import Funktion um die CSV in Excel zu öffnen

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Fixed Width.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.

Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 65001 : Unicode (UTF-8)

Preview of file C:\Users\gqi139\Desktop\eb_SupplyOn_20120903_100347.csv

```

1 Buyer i.d.;Supplier i.d.;Document no;Transmission date;Order Type;Buyer
2 0815;999022001;000100002;16.08.2012;SUBC;BFAG;Demo Buyer;IT01;Tor NADKop
3 0815;999022001;000100002;16.08.2012;SUBC;BFAG;Demo Buyer;IT01;Tor NADKop
4 0815;999022001;000100002;16.08.2012;SUBC;BFAG;Demo Buyer;IT01;Tor NADKop
5 0815;999022001;000100002;16.08.2012;SUBC;BFAG;Demo Buyer;IT01;Tor NADKop
                    
```

Buttons: Cancel, < Back, **Next >**, Finish

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab

Semicolon

Comma

Space

Other: []

Treat consecutive delimiters as one

Text qualifier: []

Data preview

Buyer i.d.	Supplier i.d.	Document no	Transmission date	Order Type	Buyer No
0815	999022001	000100002	16.08.2012	SUBC	BFAG
0815	999022001	000100002	16.08.2012	SUBC	BFAG
0815	999022001	000100002	16.08.2012	SUBC	BFAG
0815	999022001	000100002	16.08.2012	SUBC	BFAG

Buttons: Cancel, < Back, **Next >**, **Finish**

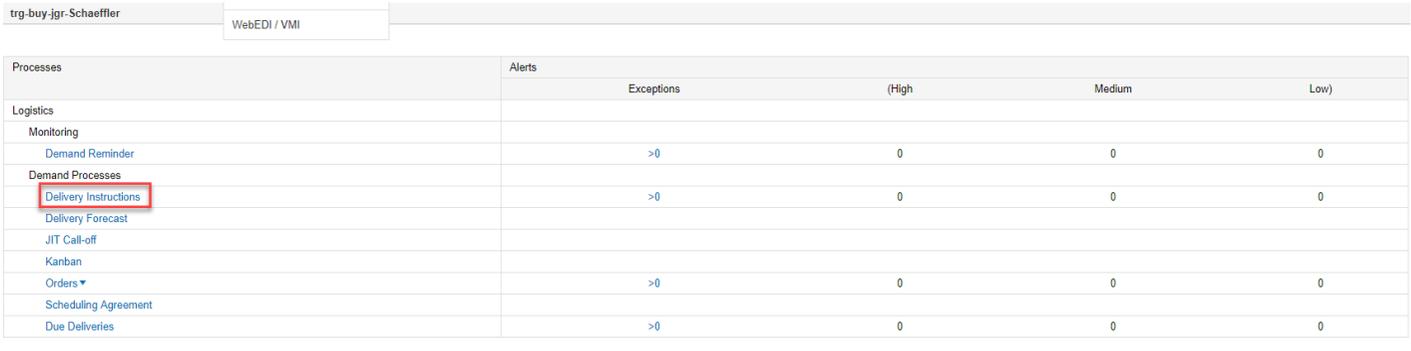
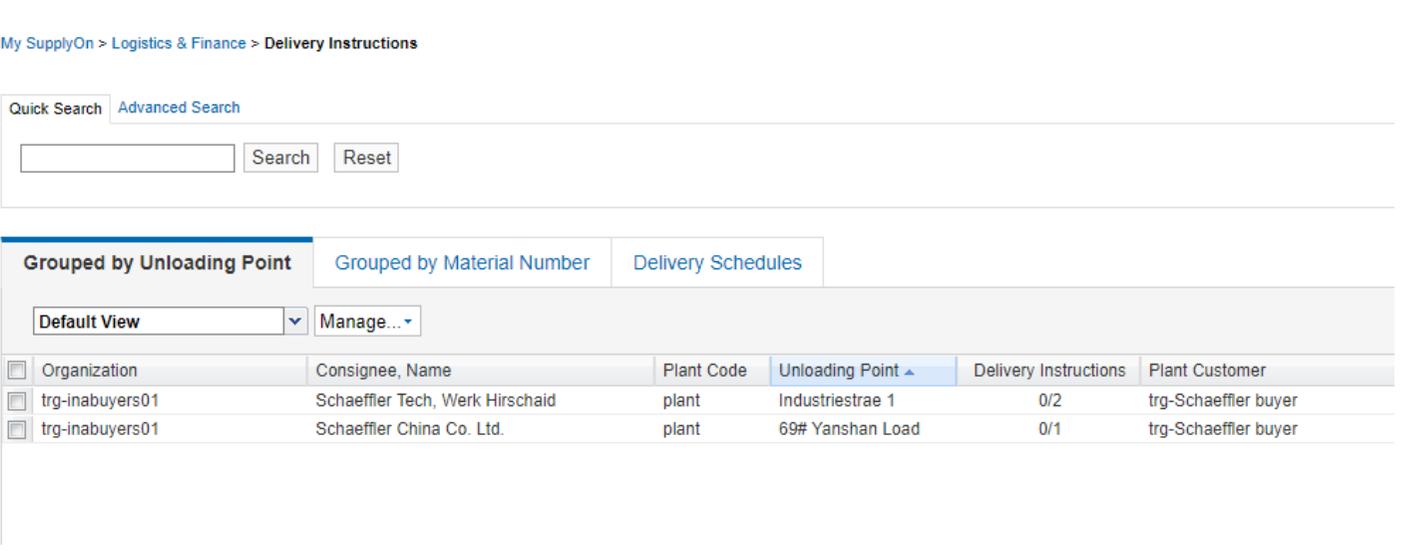
eb_SupplyOn_20120903_100347.csv - Microsoft Excel

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	
1	Buyer i.d.	Supplier i.	Document	Transmiss	Order Typ	Buyer No.	Buyer Org	Buyer plat	Unloading	warehouse	Point of C	Order No.	Order Iter	Buyer Arti	Supplier #	Article De	Engineeri	Delivery c	Quantity	Unit of me	usage	Price per i	Price unit	Currency
2	815	9.99E+08	100002	16.08.2011	SUBC	BFAG	Demo Buy	IT01	Tor NADK	high rack	: hall G	ev1	1	4638	52773001	Textmark	9-四月	13.10.2011	5000	PCE	S	15.99	1	EUR
3	815	9.99E+08	100002	16.08.2011	SUBC	BFAG	Demo Buy	IT01	Tor NADK	high rack	: hall G	ev1	1	4638	52773001	Textmark	9-四月	14.10.2011	5000	PCE	S	15.99	1	EUR
4	815	9.99E+08	100002	16.08.2011	SUBC	BFAG	Demo Buy	IT01	Tor NADK	high rack	: hall G	ev1	2	4151	52773001	Post-it inc	9-四月	13.10.2011	50000	PCE	S	15	1	EUR
5	815	9.99E+08	100002	16.08.2011	SUBC	BFAG	Demo Buy	IT01	Tor NADK	high rack	: hall G	ev1	2	4151	52773001	Post-it inc	9-四月	14.10.2011	50000	PCE	S	15	1	EUR
6	815	9.99E+08	100002	16.08.2011	SUBC	BFAG	Demo Buy	IT01	Tor NADK	high rack	: hall G	ev1	3	01UQ2010	52773001	LEVELLINC	9-四月	13.10.2011	60	PCE	S	15	1	EUR
7	815	9.99E+08	100002	16.08.2011	SUBC	BFAG	Demo Buy	IT01	Tor NADK	high rack	: hall G	ev1	3	01UQ2010	52773001	LEVELLINC	9-四月	14.10.2011	40	PCE	S	15	1	EUR
8	815	9.99E+08	100002	16.08.2011	SUBC	BFAG	Demo Buy	IT01	Tor NADK	high rack	: hall G	ev2	1	4638	52773001	Textmark	9-四月	13.10.2011	5000	PCE	S	15.99	1	EUR
9	815	9.99E+08	100002	16.08.2011	SUBC	BFAG	Demo Buy	IT01	Tor NADK	high rack	: hall G	ev2	1	4638	52773001	Textmark	9-四月	14.10.2011	5000	PCE	S	15.99	1	EUR
10	815	9.99E+08	100002	16.08.2011	SUBC	BFAG	Demo Buy	IT01	Tor NADK	high rack	: hall G	ev2	2	4151	52773001	Post-it inc	9-四月	13.10.2011	50000	PCE	S	15	1	EUR
11	815	9.99E+08	100002	16.08.2011	SUBC	BFAG	Demo Buy	IT01	Tor NADK	high rack	: hall G	ev2	2	4151	52773001	Post-it inc	9-四月	14.10.2011	50000	PCE	S	15	1	EUR
12	815	9.99E+08	100002	21.08.2011	SUBC	BFAG	Demo Buy	IT01	Tor NADK	high rack	: hall G	ev3	1	4638	52773001	Textmark	9-四月	13.10.2011	10000	PCE	S	5600	1	EUR
13	815	9.99E+08	100002	21.08.2011	SUBC	BFAG	Demo Buy	IT01	Tor NADK	high rack	: hall G	ev3	2	4151	52773001	Post-it inc	9-四月	13.10.2011	100000	PCE	S	5.85	1	EUR

5. Delivery Instructions (Schedule Agreement), *Lieferabrufe (Zeitplan Vereinbarung)*

5.1 Check Delivery Instructions; *Prüfen eines Lieferabrufes*

<p>(1) Click My SupplyOn to get to the main screen</p> <p>(2) Click Enter WebEDI/VMI</p>	
<p>(1) <i>Klicken Sie auf My SupplyOn um auf die Hauptübersicht zu gelangen</i></p> <p>(2) <i>Klicken Sie auf WebEDI/VMI</i></p>	

<p>(1) Click Delivery Instructions</p> <hr/> <p>(1) <i>Klicken Sie auf Lieferabruf</i></p>	 <p>trg-buy-jgr-Schaeffler WebEDI / VMI</p> <table border="1"> <thead> <tr> <th>Processes</th> <th>Alerts</th> <th>Exceptions</th> <th>(High)</th> <th>Medium</th> <th>Low)</th> </tr> </thead> <tbody> <tr> <td colspan="6">Logistics</td> </tr> <tr> <td colspan="6">Monitoring</td> </tr> <tr> <td>Demand Reminder</td> <td></td> <td>>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td colspan="6">Demand Processes</td> </tr> <tr> <td>Delivery Instructions</td> <td></td> <td>>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Delivery Forecast</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>JIT Call-off</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Kanban</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Orders ▼</td> <td></td> <td>>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Scheduling Agreement</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Due Deliveries</td> <td></td> <td>>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Processes	Alerts	Exceptions	(High)	Medium	Low)	Logistics						Monitoring						Demand Reminder		>0	0	0	0	Demand Processes						Delivery Instructions		>0	0	0	0	Delivery Forecast						JIT Call-off						Kanban						Orders ▼		>0	0	0	0	Scheduling Agreement						Due Deliveries		>0	0	0	0
Processes	Alerts	Exceptions	(High)	Medium	Low)																																																																				
Logistics																																																																									
Monitoring																																																																									
Demand Reminder		>0	0	0	0																																																																				
Demand Processes																																																																									
Delivery Instructions		>0	0	0	0																																																																				
Delivery Forecast																																																																									
JIT Call-off																																																																									
Kanban																																																																									
Orders ▼		>0	0	0	0																																																																				
Scheduling Agreement																																																																									
Due Deliveries		>0	0	0	0																																																																				
<p>(1) Delivery Instructions can be grouped by Unloading Point, by Article Number or by plain Purchase Order List</p> <hr/> <p>(1) <i>Lieferabrufe können nach Abladestelle, nach Artikelnummer und Lieferplan sortiert werden</i></p>	 <p>My SupplyOn > Logistics & Finance > Delivery Instructions</p> <p>Quick Search Advanced Search</p> <p><input type="text"/> Search Reset</p> <p> <input checked="" type="radio"/> Grouped by Unloading Point <input type="radio"/> Grouped by Material Number <input type="radio"/> Delivery Schedules </p> <p>Default View Manage...</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Organization</th> <th>Consignee, Name</th> <th>Plant Code</th> <th>Unloading Point ▲</th> <th>Delivery Instructions</th> <th>Plant Customer</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>trg-inabuyers01</td> <td>Schaeffler Tech, Werk Hirschaid</td> <td>plant</td> <td>Industriestrae 1</td> <td>0/2</td> <td>trg-Schaeffler buyer</td> </tr> <tr> <td><input type="checkbox"/></td> <td>trg-inabuyers01</td> <td>Schaeffler China Co. Ltd.</td> <td>plant</td> <td>69# Yanshan Load</td> <td>0/1</td> <td>trg-Schaeffler buyer</td> </tr> </tbody> </table>	<input type="checkbox"/>	Organization	Consignee, Name	Plant Code	Unloading Point ▲	Delivery Instructions	Plant Customer	<input type="checkbox"/>	trg-inabuyers01	Schaeffler Tech, Werk Hirschaid	plant	Industriestrae 1	0/2	trg-Schaeffler buyer	<input type="checkbox"/>	trg-inabuyers01	Schaeffler China Co. Ltd.	plant	69# Yanshan Load	0/1	trg-Schaeffler buyer																																																			
<input type="checkbox"/>	Organization	Consignee, Name	Plant Code	Unloading Point ▲	Delivery Instructions	Plant Customer																																																																			
<input type="checkbox"/>	trg-inabuyers01	Schaeffler Tech, Werk Hirschaid	plant	Industriestrae 1	0/2	trg-Schaeffler buyer																																																																			
<input type="checkbox"/>	trg-inabuyers01	Schaeffler China Co. Ltd.	plant	69# Yanshan Load	0/1	trg-Schaeffler buyer																																																																			

(1) The Delivery Instruction list has information about order header, with customer plant, Order date and status, etc.

(2) Pay special attention to the column status, new call offs are dedicated as new. Old call offs are marked as read.

(1) Die Lieferabrufübersicht bietet Ihnen Informationen wie Kundenstandort, Bestelldatum und Status etc.

(2) Neue Lieferabrufe werden als ungelesen gekennzeichnet

For most columns, you can do sorting and filtering by clicking on the small triangle.

Für die meisten Spalten können Sie Filteroptionen definieren, klicken Sie hierzu auf das kleine Dreieck

My SupplyOn > Logistics & Finance > Delivery Schedules

Quick Search [Advanced Search](#)

Search Reset

Grouped by Unloading Point Grouped by Material Number **Delivery Schedules**

Default View Manage...

Supplier Name	Organization	Consignee, Name	Plant Code	Unloading Point	Material Number	Material Description	Status
trg-Schaeffler Sell 1	trg-inabuyers01	Schaeffler Tech, Werk Hirs...	plant	Industriestrae 1	0577825550000	F-347555.01-0021.KOL	read
trg-Schaeffler Sell 1	trg-inabuyers01	Schaeffler Tech, Werk Hirs...	plant	Industriestrae 1	0577825550000	F-347555.01-0021.KOL	read

My SupplyOn > Logistics & Finance > Delivery Schedules

Quick Search [Advanced Search](#)

Search Reset

Grouped by Unloading Point Grouped by Material Number **Delivery Schedules**

Default View Manage...

Supplier Name	Organization	Consignee, Name	Plant Code	Unloading Point	Material Number	Material Description	Status
trg-Schaeffler Sell 1	trg-inabuyers01	Schaeffler Tech, Werk Hirs...	plant	Industriestrae 1	0577825550000	F-347555.01-0021.KOL	read
trg-Schaeffler Sell 1	trg-inabuyers01	Schaeffler Tech, Werk Hirs...	plant	Industriestrae 1	0577825550000	F-347555.01-0021.KOL	read

Sort Ascending
Sort Descending
Columns
Filters

(1) Click and open a Delivery Instruction

(1) *Klicken und öffnen Sie einen Lieferabruf*

My SupplyOn > Logistics & Finance > Delivery Schedules

Quick Search [Advanced Search](#)

Search

[Grouped by Unloading Point](#) [Grouped by Material Number](#) **Delivery Schedules**

Default View

<input type="checkbox"/>	Supplier Name	Organization	Consignee, Name	Plant Code	Unloading Point	Material Number	Material Description	Status
<input checked="" type="checkbox"/>	trg-Schaeffler Sell1	trg-inabuyers01	Schaeffler Tech, Werk Hirs...	plant	Industriestrae 1	0577825550000	F-347555.01-0021.KOL	read
<input type="checkbox"/>	trg-Schaeffler Sell1	trg-inabuyers01	Schaeffler Tech, Werk Hirs...	plant	Industriestrae 1	0577825550000	F-347555.01-0021.KOL	read

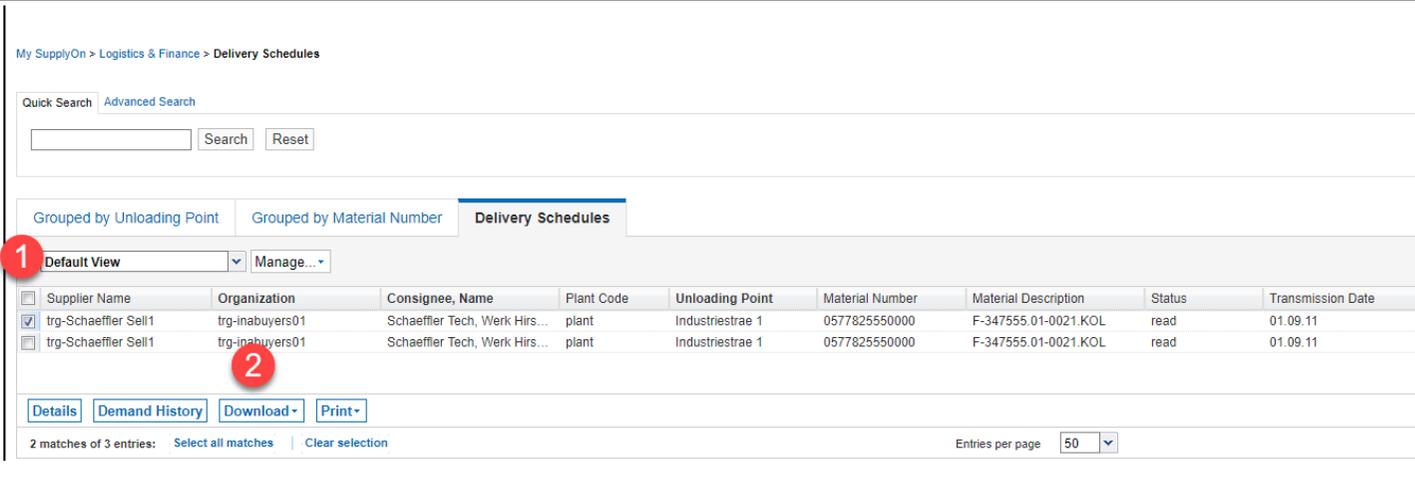
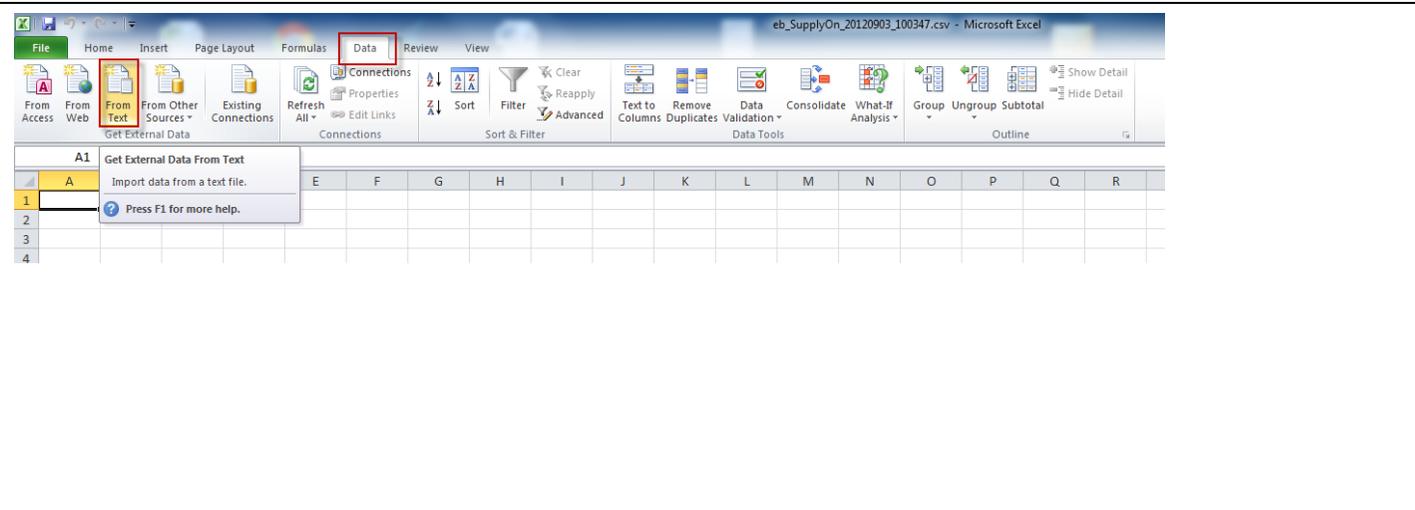
(1) Information about the related delivery instructions e.g. delivery location, delivery date, quantity, forecast, etc.

My SupplyOn > Logistics & Finance > Delivery Schedules > Delivery Instruction Details

Delivery Instruction Details		Partner Information	Additional Information		
Material Related Information					
Document No.:	14599	Transmission Date:	01.09.11 13:15		
Buyer Material Number:	0577825550000	Supplier Material Number:			
Material Description:	F-347555.01-0021.KOL	Message Number:	14599		
Engineering Change Level:	AB	UoM:	PCE		
Incoterms:	EXWEXW	Order Number:	0005073521		
Production Release:	29.09.11	Delivery Instruction Number:	58		
Material Release:	29.10.11	Delivery Instruction Number Old:	57		
Additional Information:	Index-Dokument: EDP F-347555.01-0021 A00 Version AB Zielmenge/Target QTY 2.470.000.000 2011-01-01 - 2011-12-31				
Additional Reference Data					
Deliverynote Number:	10094855	Date:	30.08.11		
Cum. Quantity received:	1.210.184	Start Date of cum. Qty. Received:			
			Quantity: 6.776		
			Zero Position cum Qty:		
Cumulative quantities					
Buyer:	1.210.184				
Supplier:	2492542				
Pending ASN Quantity:	0				
Status:	ok				
Delivery Instruction Schedule Lines					
Default View Manage...					
Delivery Date	Dispatch Qty.	cum. Quantity	Difference	Commit	Delivered Qty
26.08.11	18.634	1.228.818	13.552	Fix	18.634
29.08.11	0	1.228.818	-8.470	Fix	0
30.08.11	0	1.228.818	-5.082	Fix	0
31.08.11	0	1.228.818	-15.246	Fix	0
01.09.11	5.082	1.233.900	-5.082	Fix	5.082
02.09.11	11.858	1.245.758	3.388	Fix	11.858
05.09.11	11.858	1.257.616	1.694	Fix	11.858
06.09.11	25.410	1.283.026	16.940	Fix	25.410
07.09.11	11.858	1.294.884	-5.082	Fix	11.858
08.09.11	13.552	1.308.436	-1.694	Fix	13.552
09.09.11	13.552	1.321.988	-1.694	Fix	13.552
12.09.11	11.858	1.333.846	-3.388	Fix	11.858
13.09.11	13.552	1.347.398	-1.694	Fix	13.552
14.09.11	8.470	1.355.868	8.470	Fix	8.470

(1) Informationen über die entsprechenden Lieferinstruktionen z.B. Lieferadresse, Liefertermin, Menge, (Bedarfs-)Vorhersage etc.

5.2 Download Delivery Instructions, *Herunterladen eines Lieferabrufes*

<p>(1) Select the Delivery Instructions to download</p> <p>(2) Click download CSV</p> <hr/> <p>(1) <i>Wählen Sie alle Lieferabrufe aus die Sie runterladen möchten</i></p> <p>(2) <i>Klicken Sie Download → CSV</i></p>	 <p>My SupplyOn > Logistics & Finance > Delivery Schedules</p> <p>Quick Search Advanced Search</p> <p><input type="text"/> Search Reset</p> <p>Grouped by Unloading Point Grouped by Material Number Delivery Schedules</p> <p>1 Default View Manage...</p> <table border="1"> <thead> <tr> <th>Supplier Name</th> <th>Organization</th> <th>Consignee, Name</th> <th>Plant Code</th> <th>Unloading Point</th> <th>Material Number</th> <th>Material Description</th> <th>Status</th> <th>Transmission Date</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>trg-Schaeffler Sell1</td> <td>trg-inabuyers01</td> <td>Schaeffler Tech, Werk Hirs...</td> <td>plant</td> <td>Industriestrae 1</td> <td>0577825550000</td> <td>F-347555.01-0021.KOL</td> <td>read</td> <td>01.09.11</td> </tr> <tr> <td><input type="checkbox"/></td> <td>trg-Schaeffler Sell1</td> <td>trg-inabuyers01</td> <td>Schaeffler Tech, Werk Hirs...</td> <td>plant</td> <td>Industriestrae 1</td> <td>0577825550000</td> <td>F-347555.01-0021.KOL</td> <td>read</td> <td>01.09.11</td> </tr> </tbody> </table> <p>Details Demand History Download Print</p> <p>2 matches of 3 entries: Select all matches Clear selection Entries per page 50</p>	Supplier Name	Organization	Consignee, Name	Plant Code	Unloading Point	Material Number	Material Description	Status	Transmission Date	<input checked="" type="checkbox"/>	trg-Schaeffler Sell1	trg-inabuyers01	Schaeffler Tech, Werk Hirs...	plant	Industriestrae 1	0577825550000	F-347555.01-0021.KOL	read	01.09.11	<input type="checkbox"/>	trg-Schaeffler Sell1	trg-inabuyers01	Schaeffler Tech, Werk Hirs...	plant	Industriestrae 1	0577825550000	F-347555.01-0021.KOL	read	01.09.11
Supplier Name	Organization	Consignee, Name	Plant Code	Unloading Point	Material Number	Material Description	Status	Transmission Date																						
<input checked="" type="checkbox"/>	trg-Schaeffler Sell1	trg-inabuyers01	Schaeffler Tech, Werk Hirs...	plant	Industriestrae 1	0577825550000	F-347555.01-0021.KOL	read	01.09.11																					
<input type="checkbox"/>	trg-Schaeffler Sell1	trg-inabuyers01	Schaeffler Tech, Werk Hirs...	plant	Industriestrae 1	0577825550000	F-347555.01-0021.KOL	read	01.09.11																					
<p>(1) Save the Download-file local</p> <p>(2) Use data import to display the csv file in the proper format in Excel.</p> <hr/> <p>(1) <i>Speichern Sie die Datei lokal ab</i></p> <p>(2) <i>Nutzen Sie die import Funktion um die CSV in Excel zu öffnen</i></p>	 <p>eb_SupplyOn_20120903_100347.csv - Microsoft Excel</p> <p>File Home Insert Page Layout Formulas Data Review View</p> <p>From Access From Web From Text From Other Sources Existing Connections Refresh All</p> <p>Get External Data</p> <p>Connections Properties Edit Links</p> <p>Sort & Filter Sort Filter Reapply Advanced</p> <p>Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal</p> <p>A1 Get External Data From Text</p> <p>A Import data from a text file.</p> <p>1 Press F1 for more help.</p> <p>2</p> <p>3</p> <p>4</p>																													

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Fixed Width.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type
Choose the file type that best describes your data:
 Delimited - Characters such as commas or tabs separate each field.
 Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 65001 : Unicode (UTF-8)

Preview of file C:\Users\lgd139\Desktop\eb_SupplyOn_20120903_100347.csv

```

1 Buyer i.d.;Supplier i.d.;Document no.;Transmission date;Order Type;Buyer
2 0815;999022001;000100002;16.08.2012;SUBC;BFAG;Demo Buyer;IT01;Tor NADKop
3 0815;999022001;000100002;16.08.2012;SUBC;BFAG;Demo Buyer;IT01;Tor NADKop
4 0815;999022001;000100002;16.08.2012;SUBC;BFAG;Demo Buyer;IT01;Tor NADKop
5 0815;999022001;000100002;16.08.2012;SUBC;BFAG;Demo Buyer;IT01;Tor NADKop
                    
```

Buttons: Cancel, < Back, **Next >**, Finish

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters
 Tab
 Semicolon
 Comma
 Space
 Other:

Treat consecutive delimiters as one
Text qualifier:

Data preview

Buyer i.d.	Supplier i.d.	Document no	Transmission date	Order Type	Buyer No
0815	999022001	000100002	16.08.2012	SUBC	BFAG
0815	999022001	000100002	16.08.2012	SUBC	BFAG
0815	999022001	000100002	16.08.2012	SUBC	BFAG
0815	999022001	000100002	16.08.2012	SUBC	BFAG

Buttons: Cancel, < Back, Next >, **Finish**

Microsoft Excel - eb_SupplyOn_20120903_100347.csv

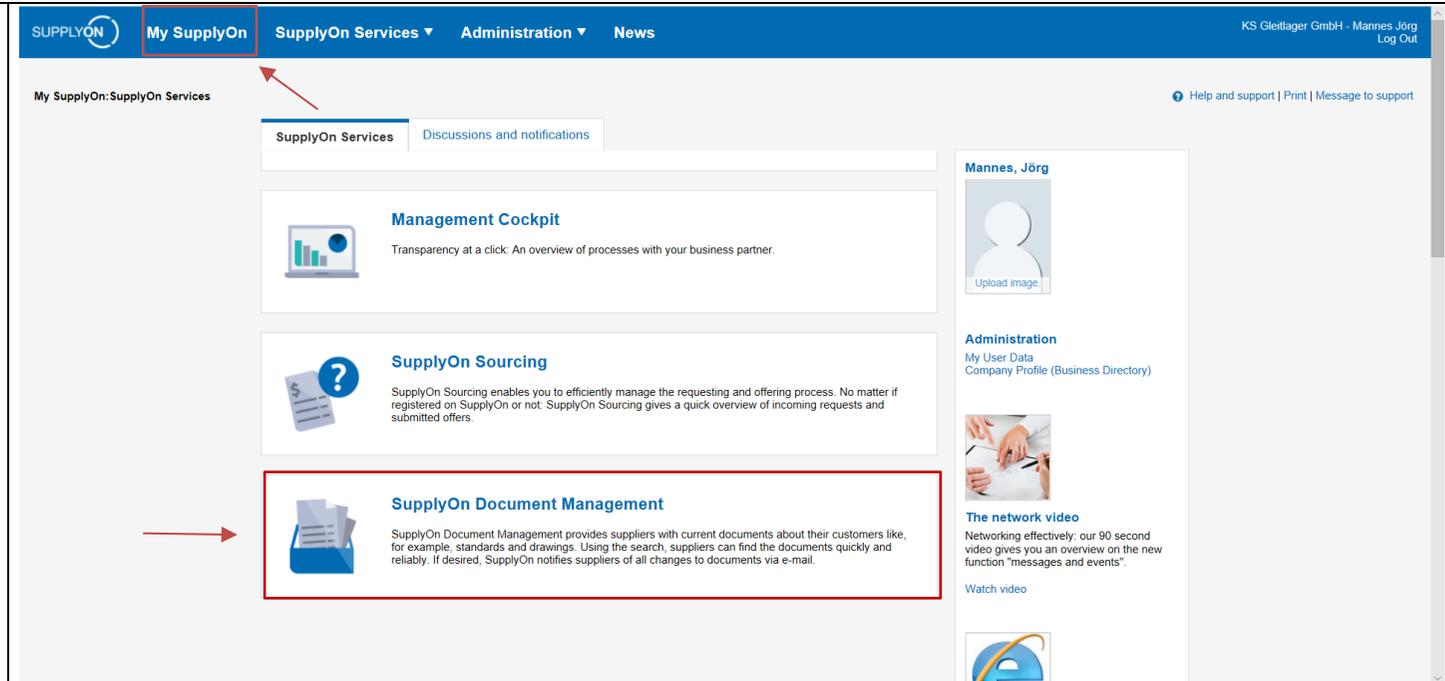
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	
1	Buyer i.d.	Supplier i.	Document	Transmiss	Order Typ	Buyer No.	Buyer Org	Buyer plat	Unloading	warehouse	Point of C	Order No.	Order Iter	Buyer Arti	Supplier #	Article De	Engineeri	Delivery c	Quantity	Unit of me	usage	Price per i	Price unit	Currency
2	815	9.99E+08	100002	16.08.2011	SUBC	BFAG	Demo Buy	IT01	Tor NADK	high rack	: hall G	ev1	1	4638	52773001	Textmark	9-四月	13.10.2011	5000	PCE	S	15.99	1	EUR
3	815	9.99E+08	100002	16.08.2011	SUBC	BFAG	Demo Buy	IT01	Tor NADK	high rack	: hall G	ev1	1	4638	52773001	Textmark	9-四月	14.10.2011	5000	PCE	S	15.99	1	EUR
4	815	9.99E+08	100002	16.08.2011	SUBC	BFAG	Demo Buy	IT01	Tor NADK	high rack	: hall G	ev1	2	4151	52773001	Post-it inc	9-四月	13.10.2011	50000	PCE	S	15	1	EUR
5	815	9.99E+08	100002	16.08.2011	SUBC	BFAG	Demo Buy	IT01	Tor NADK	high rack	: hall G	ev1	2	4151	52773001	Post-it inc	9-四月	14.10.2011	50000	PCE	S	15	1	EUR
6	815	9.99E+08	100002	16.08.2011	SUBC	BFAG	Demo Buy	IT01	Tor NADK	high rack	: hall G	ev1	3	01UQ2010	52773001	LEVELLINC	9-四月	13.10.2011	60	PCE	S	15	1	EUR
7	815	9.99E+08	100002	16.08.2011	SUBC	BFAG	Demo Buy	IT01	Tor NADK	high rack	: hall G	ev1	3	01UQ2010	52773001	LEVELLINC	9-四月	14.10.2011	40	PCE	S	15	1	EUR
8	815	9.99E+08	100002	16.08.2011	SUBC	BFAG	Demo Buy	IT01	Tor NADK	high rack	: hall G	ev2	1	4638	52773001	Textmark	9-四月	13.10.2011	5000	PCE	S	15.99	1	EUR
9	815	9.99E+08	100002	16.08.2011	SUBC	BFAG	Demo Buy	IT01	Tor NADK	high rack	: hall G	ev2	1	4638	52773001	Textmark	9-四月	14.10.2011	5000	PCE	S	15.99	1	EUR
10	815	9.99E+08	100002	16.08.2011	SUBC	BFAG	Demo Buy	IT01	Tor NADK	high rack	: hall G	ev2	2	4151	52773001	Post-it inc	9-四月	13.10.2011	50000	PCE	S	15	1	EUR
11	815	9.99E+08	100002	16.08.2011	SUBC	BFAG	Demo Buy	IT01	Tor NADK	high rack	: hall G	ev2	2	4151	52773001	Post-it inc	9-四月	14.10.2011	50000	PCE	S	15	1	EUR
12	815	9.99E+08	100002	21.08.2011	SUBC	BFAG	Demo Buy	IT01	Tor NADK	high rack	: hall G	ev3	1	4638	52773001	Textmark	9-四月	13.10.2011	10000	PCE	S	5600	1	EUR
13	815	9.99E+08	100002	21.08.2011	SUBC	BFAG	Demo Buy	IT01	Tor NADK	high rack	: hall G	ev3	2	4151	52773001	Post-it inc	9-四月	13.10.2011	100000	PCE	S	5.85	1	EUR

6. DMS - Document Management System

6.1 Check and Reply Customer Documents; *Prüfen und beantworten von Kunden-Dokumenten*

The purpose of SupplyOn Document Management is the electronic exchange of documents (e.g. standards, drawings, packaging data sheets etc.). With SupplyOn Document Management suppliers always work on the basis of up-to-date documents from Schaeffler. The electronic process ensures that suppliers are immediately informed about document changes and enabled to efficiently manage the documents of Schaeffler.

Zweck von SupplyOn Document Management ist ein elektronischer Austausch von Dokumenten (z.B. Normen, Zeichnungen, Verpackungsdatenblätter etc.). Mit SupplyOn Document Management arbeiten Lieferanten immer auf Basis von aktuellen Dokumenten von Schaeffler. Der elektronische Prozess stellt sicher, dass Lieferanten sofort über Dokumentenänderungen informiert werden und in der Lage sind, die Dokumente von Schaeffler effizient zu managen.

<p>(1) Click "My SupplyOn" to get to the main screen.</p> <p>(2) Click "Document Management" to enter the application.</p>	
<p>(1) <i>Klicken Sie auf „My SupplyOn“ um auf die Hauptübersicht zu gelangen.</i></p> <p>(2) <i>Klicken Sie auf „Document Management“ um die Anwendung zu öffnen.</i></p>	

(1) All open documents are in the "Open/new" tab. These documents have to be confirmed.

(2) Click the document link to open details.

(1) *Neue Dokumente finden Sie im Reiter „Offen/neu“. Bitte bestätigen Sie diese Dokumente.*

(2) *Klicken Sie auf den Link um Details zu erhalten.*

My SupplyOn > Document Management: Open/new documents Help and support | Print | Message to support

You will find all documents assigned to you here. Download attachments as a ZIP file using the download function. Click on a document name to download single attachments directly in the document details. Act as substitute

Open/new Responded Subscribed All Sent documents

Document details, material number, process

Hierarchical view

Advanced Search Table profiles: SupplyOn default

Type	Name/no.	Version	Title	Status	Sent by	Release date	Date of receipt	Sort	Due date	Response status
<input type="checkbox"/> General	Service_Level_Report_01_2009 (de)	1	Testdokument JMA	Open	Schaeffler Technologies GmbH...	10/10/2017	10/10/2017 11:41 AM CEST			Open
<input type="checkbox"/> Standard	STD-03090470.WST001	01	ZFN 9010 BEIBLATT/SUPPLEMENT 1	Published	ZF Friedrichshafen AG	3/1/2014	8/9/2014 3:08 PM CEST			Open
<input type="checkbox"/> Standard	STD-03090469.WST001	01	ZFN 9010	Published	ZF Friedrichshafen AG	3/1/2014	8/9/2014 2:57 PM CEST			Open
<input type="checkbox"/> Standard	STD-00217575.WST001	03	ZFN 9004-3	Published	ZF Friedrichshafen AG	9/1/2011	8/9/2014 2:52 PM CEST			Open
<input type="checkbox"/> Standard	STD-00217537.WST001	03	ZFN 9004-2	Published	ZF Friedrichshafen AG	9/1/2011	8/9/2014 2:48 PM CEST			Open
<input type="checkbox"/> Standard	STD-00001171.WST001	05	ZFN 9004-1	Published	ZF Friedrichshafen AG	6/1/2011	8/9/2014 2:43 PM CEST			Open
<input type="checkbox"/> Standard	STD-00001166.WST001	05	ZFN 9003	Published	ZF Friedrichshafen AG	9/1/2011	8/9/2014 2:37 PM CEST			Open
<input type="checkbox"/> Standard	STD-00001044.WST001	02	ZFN 5008-1	Published	ZF Friedrichshafen AG	9/1/2012	8/9/2014 2:35 PM CEST			Open
<input type="checkbox"/> Standard	STD-00000967.WST001	04	ZFN 222	Published	ZF Friedrichshafen AG	5/1/2012	8/9/2014 2:34 PM CEST			Open
<input type="checkbox"/> Standard	STD-00000936.WST001	02	ZFN 2011-2	Published	ZF Friedrichshafen AG	3/1/2011	8/9/2014 2:32 PM CEST			Open

440 Documents Select all | Deselect all Rows per page 10

(1) The documents can be viewed in the "Attachments" filed. There is also other information about this document in this document details page.

(1) *Nutzen Sie den Link bei „Anhänge“, um das (die) Dokument(e) zu öffnen. Die Detailansicht enthält außerdem weitere Informationen über das Dokument.*

My SupplyOn > Document Management: Open/new documents > [Service_Level_Report_01_2009 \(de\)](#) (1): Document details Help and support | Print | Message to support

Document

Document details History and references

Response attachment

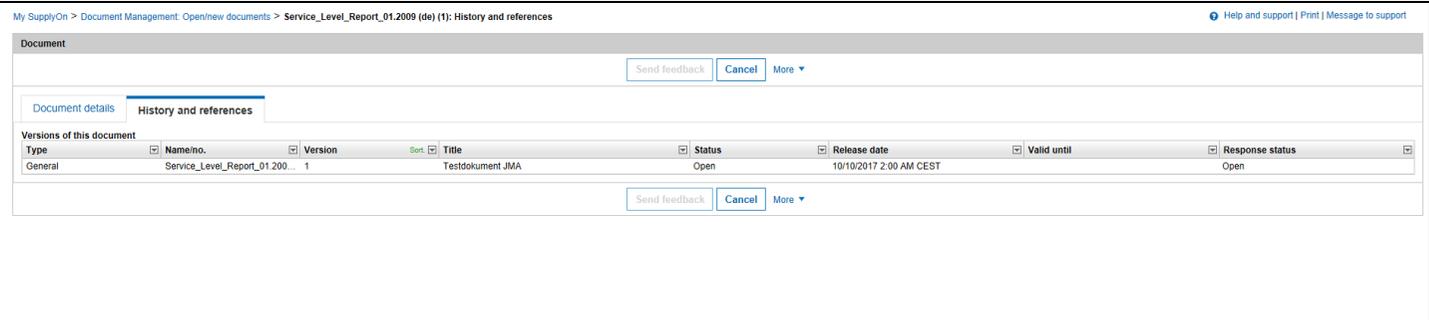
Response from: KS Gleitlager GmbH
 Status: Open
 Attachments: No attachments were uploaded.
 |
CTRL key for multiple upload.

Document details

Type*: General Delivery date: Oct 10, 2017 11:41:21 AM
 Document name/number*: [Service_Level_Report_01_2009 \(de\)](#)
 Version: 1 Company: Schaeffler Technologies GmbH & Co. KG
 Status: Open Contact: Mannes, Jörg
 Release Date: 10/10/2017 Additional Contact:
 Accepted by Schaeffler*: NO
 Title: Testdokument JMA
 Description:

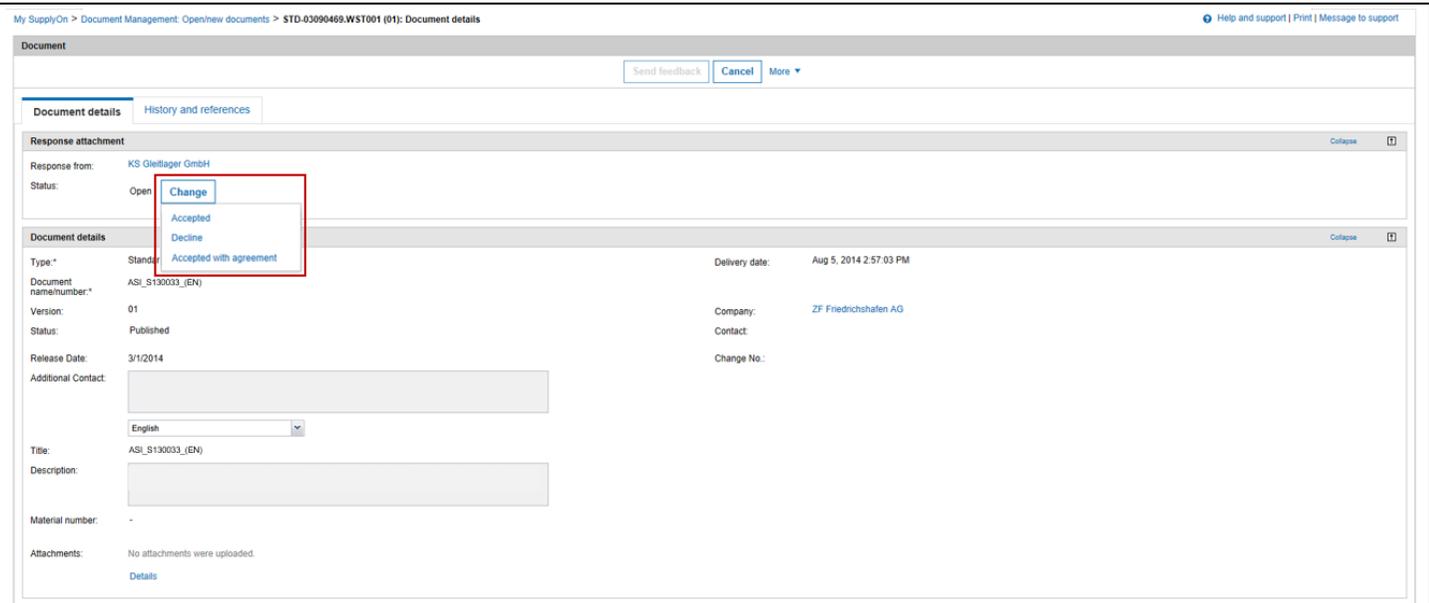
Attachments: [Service_Level_Report_01_2009 \(de\).pdf \(488 KB\)](#)

(1) Document history is displayed in the “History and references” tab.



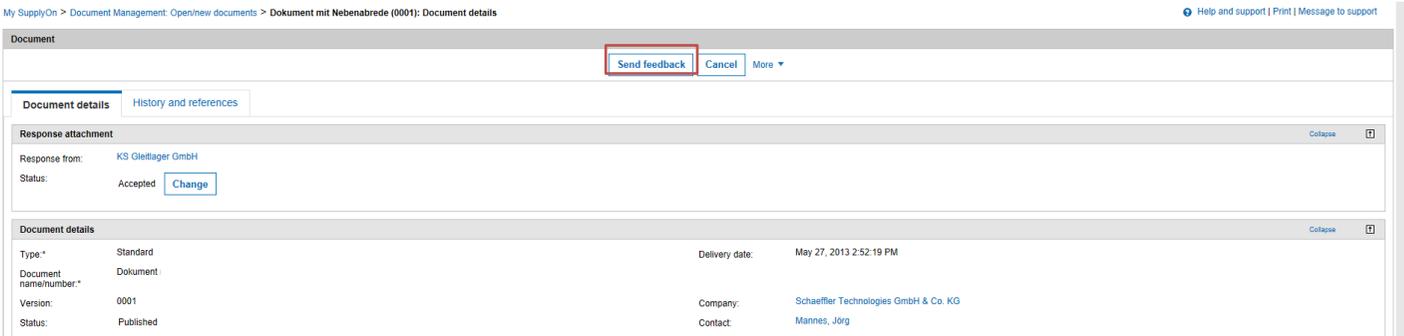
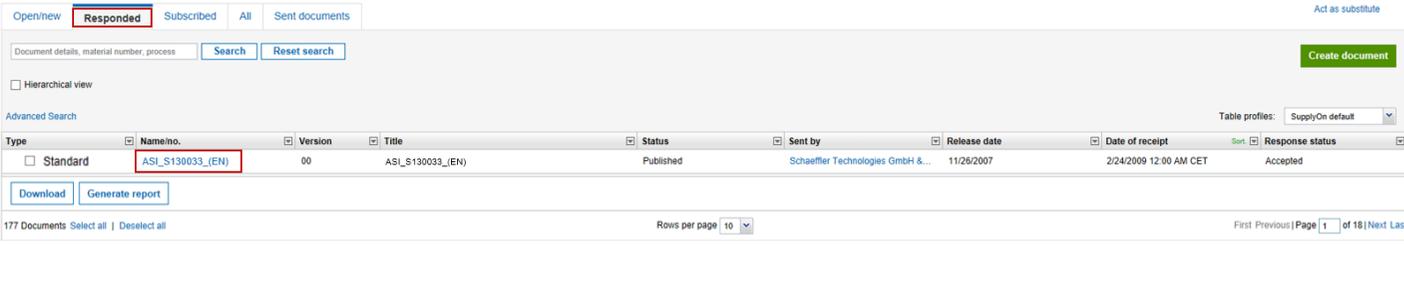
(1) Im nächsten Reiter „Historie und Referenzen“ können Sie die referenzierende Dokumenten-historie aufrufen.

(1) In the “Document details” tab you can define the response “Status” by clicking “Change”. You can select “Accepted”, “Decline” or “Accepted with agreement”.



Attention:
Accepted documents cannot be declined after sending feedback. Declined documents can be accepted after sending feedback. In case you wish to “**Accept with agreement**” your contact person evaluates your request for “Accepted with agreement”, and in case of a positive result enables you to upload your file attachment in SupplyOn Document Management as response. Please see chapter 6.2

(1) Innerhalb des „Document details“ Reiter können Sie mit einem Klick auf „Ändern“ den „Status“ der Rückantwort definieren. Sie können „Akzeptiert“, „Ablehnen“ oder

<p>„Akzeptiert mit Nebenabrede“ wählen.</p> <p><i>Achtung:</i> Akzeptierte Dokumente können nach dem <u>Senden</u> nicht mehr abgelehnt werden. Abgelehnte Dokumente können nach dem Senden noch akzeptiert werden. Im Fall, dass Sie „Akzeptiert mit Nebenabrede“ wünschen, prüft Ihr Ansprechpartner die mögliche Akzeptanz einer „Nebenabrede“ und eröffnet Ihnen im positiven Fall die Möglichkeit Ihre „Nebenabrede“ im SupplyOn Document Management als Dateianhang hochzuladen. Bitte sehen Sie hierzu Kapitel 6.2</p>																			
<p>(1) Please click “Send feedback” after the document status change.</p> <hr/> <p>(1) Bitte klicken Sie „Send feedback“, um Ihre Antwort nach der Statusänderung zu senden.</p>	 <p>My SupplyOn > Document Management: Open/new documents > Dokument mit Nebenabrede (0001): Document details</p> <p>Document details History and references</p> <p>Response attachment</p> <p>Response from: KS Glettlager GmbH Status: Accepted Change</p> <p>Document details</p> <p>Type: Standard Delivery date: May 27, 2013 2:52:19 PM Document name/number: Dokument Version: 0001 Company: Schaeffler Technologies GmbH & Co. KG Status: Published Contact: Mannes, Jörg</p>																		
<p>(1) Confirmed documents are displayed in the tab “Responded”.</p> <hr/> <p>(1) Beantwortete Dokumente finden Sie im Reiter „Beantwortet“.</p>	 <p>Open/new Responded Subscribed All Sent documents</p> <p>Document details, material number, process Search Reset search</p> <p>Advanced Search</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Name/no.</th> <th>Version</th> <th>Title</th> <th>Status</th> <th>Sent by</th> <th>Release date</th> <th>Date of receipt</th> <th>Response status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Standard</td> <td>ASL_S130033_EN</td> <td>00</td> <td>ASL_S130033_EN</td> <td>Published</td> <td>Schaeffler Technologies GmbH &...</td> <td>11/29/2007</td> <td>2/24/2009 12:00 AM CET</td> <td>Accepted</td> </tr> </tbody> </table> <p>177 Documents Select all Deselect all Rows per page: 10 Page 1 of 18 Next Last</p>	Type	Name/no.	Version	Title	Status	Sent by	Release date	Date of receipt	Response status	<input type="checkbox"/> Standard	ASL_S130033_EN	00	ASL_S130033_EN	Published	Schaeffler Technologies GmbH &...	11/29/2007	2/24/2009 12:00 AM CET	Accepted
Type	Name/no.	Version	Title	Status	Sent by	Release date	Date of receipt	Response status											
<input type="checkbox"/> Standard	ASL_S130033_EN	00	ASL_S130033_EN	Published	Schaeffler Technologies GmbH &...	11/29/2007	2/24/2009 12:00 AM CET	Accepted											

6.2 Accepted with Agreement; *Akzeptiert mit Nebenabrede*

- (1) All open documents are in the "Open/new" tab. These documents have to be confirmed.
- (2) Click the document link to open details.

- (1) *Neue Dokumente finden Sie im Ordner „Offen/neu“. Bitte bestätigen Sie diese Dokumente.*
- (2) *Klicken Sie auf den Link um Details zu erhalten.*

Open/new Responded Subscribed All Sent documents Act as substitute

Document details, material number, process

Hierarchical view

Advanced Search Table profiles: SupplyOn default

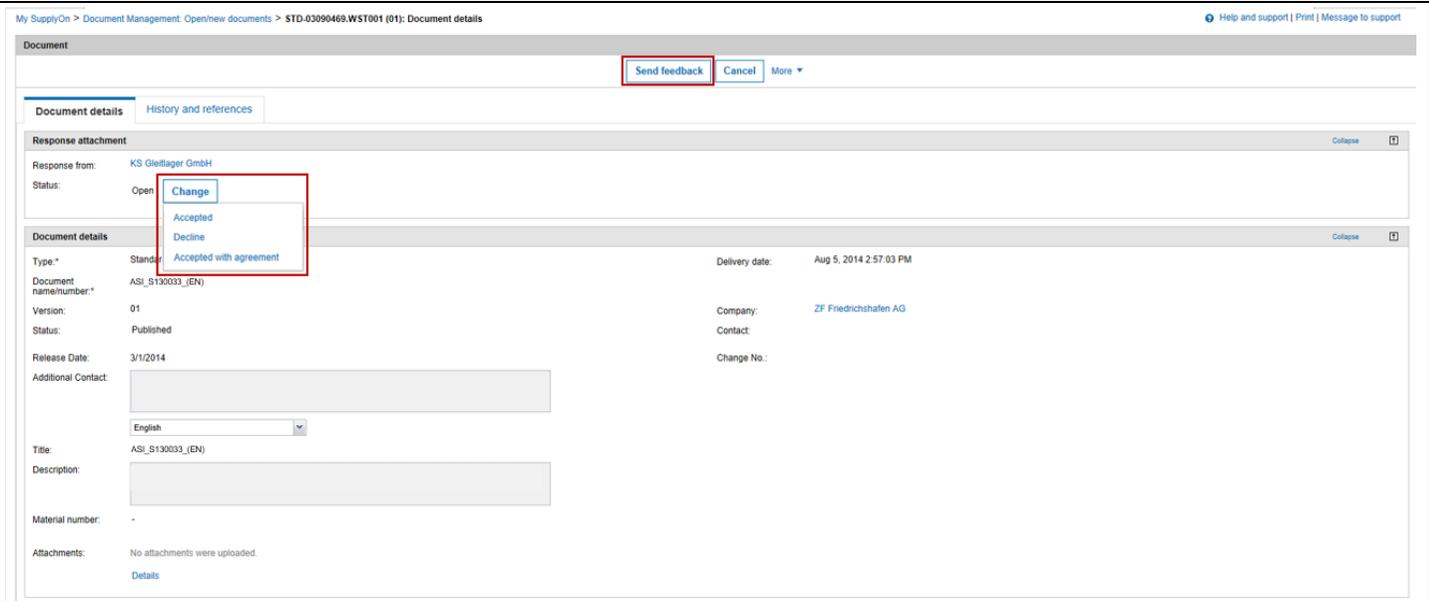
Type	Name/no.	Version	Title	Status	Sent by	Release date	Date of receipt	Due date	Response status
<input type="checkbox"/> General	Service_Level_Report_01.2009 (de)	1	Testdokument JMA	Open	Schaeffler Technologies GmbH...	10/10/2017	10/10/2017 11:41 AM CEST		Open
<input type="checkbox"/> Standard	ASI_S130033_(EN)	01	ASI_S130033_(EN)	Published	ZF Friedrichshafen AG	3/1/2014	8/5/2014 3:08 PM CEST		Open

440 Documents Rows per page 10 First Previous | Page 1 of 44 | Next Last

(1) Please check the requirements.

(2) In the “Document details” tab you can define the response “Status” by clicking “Change”. You can select “Accepted”, “Decline” or “Accepted with agreement”.

(3) Please click “Send feedback” after the document status change.



(1) Bitte überprüfen Sie die Norm.

(2) Innerhalb des „Document details“ Reiter können Sie mit einem Klick auf „Ändern“ den „Status“ der Rückantwort definieren. Sie können „Akzeptiert“, „Ablehnen“ oder „Akzeptiert mit Nebenabrede“ wählen.

(3) Bitte klicken Sie „Send feedback“, um Ihre Antwort nach der Statusänderung zu senden.

(1) By sending feedback, Schaeffler receives your message and checks if **“Accepted with agreement”** is general acceptable.

(2) If it is acceptable, Schaeffler creates a new “General” document (Container) with the request to send this “Agreement” → **Open/New Inbox**

Attention:

Norm and Container can be distinguished by the field **“Type”**: the norm has the type **“Standard”**, the Container **“General”**.

The naming is structured as follows:

Standard:

Normtype_Norm_(Language), e.g.
ASI_S130033_(EN)

General:

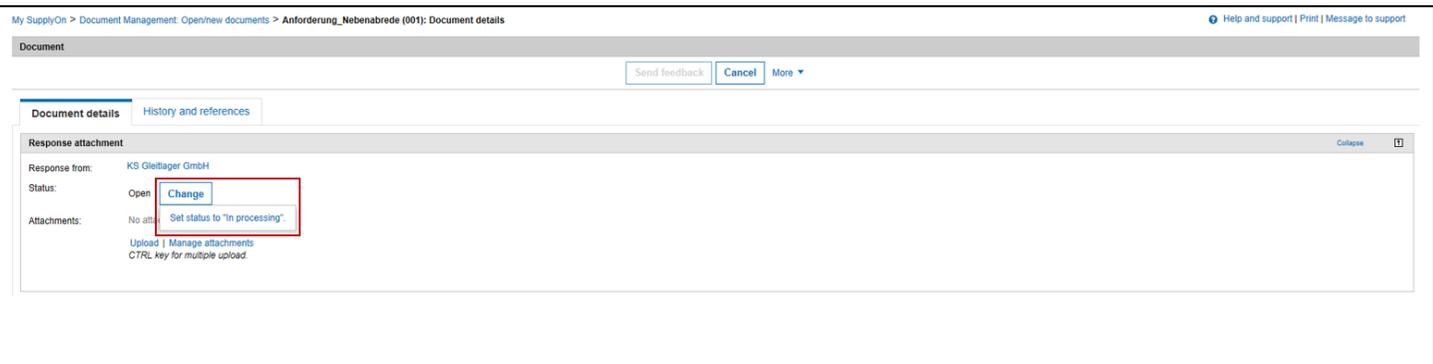
Normtype_Norm_Language_Version_DUNS, e.g.
ASI_S13003_EN_AB_123456

(1) *Schaeffler erhält Ihre Nachricht und prüft, ob „Akzeptieren mit Nebenabrede“ allgemein möglich ist.*

(2) *Ist dies zulässig, generiert Schaeffler ein neues Dokument vom Typ „Allgemein“ (Container)*

Type	Name/no.	Version	Title	Status	Sent by	Release date	Date of receipt	Due date	Response status
<input type="checkbox"/> General	ASI_S13003_EN_AB_123456	1	ASI_S13003_EN_AB_123456	Open	Schaeffler Technologies GmbH...	10/10/2017	10/10/2017 11:41 AM CEST		Open
<input type="checkbox"/> Standard	ASI_S130033_(EN)	01	ASI_S13003_(EN)	Published	ZF Friedrichshafen AG	3/1/2014	8/5/2014 3:08 PM CEST		Open

<p>mit der Aufforderung die Nebenabrede zu senden → Offen/neu</p> <p>Achtung: Norm und Container lassen sich anhand des Feldes „Dokumententyp“ unterscheiden: die ursprüngliche Norm hat den Typ „Normen“, der Container hingegen „Allgemein“.</p> <p>Die Benennung ist wie folgt: Normen: Normentyp_Norm_(Sprache), z.B. ASI_S130033_(DE)</p> <p>Allgemein: Normentyp_Norm_Sprache_Version_DUNS, z.B. ASI_S13003_DE_AB_123456</p>	
---	--

<p>(1) Click on “Change” and select “in processing”.</p> <hr/> <p>(1) Ändern Sie den Status mit einem Klick auf „Ändern“ und wählen Sie „In Bearbeitung“.</p>	 <p>My SupplyOn > Document Management: Open/new documents > Anforderung_Nebenabrede (001): Document details</p> <p>Document</p> <p>Send feedback Cancel More ▾</p> <p>Document details History and references</p> <p>Response attachment Collapse [↑]</p> <p>Response from: KS Gleiflager GmbH</p> <p>Status: Open Change</p> <p>Attachments: No attachments Set status to "in processing"</p> <p>Upload Manage attachments CTRL key for multiple upload</p>
---	--

- (1) Click "Upload" in order to upload your document (**Accepted with agreement**).
- (2) Please click "Send feedback" after the document status change.

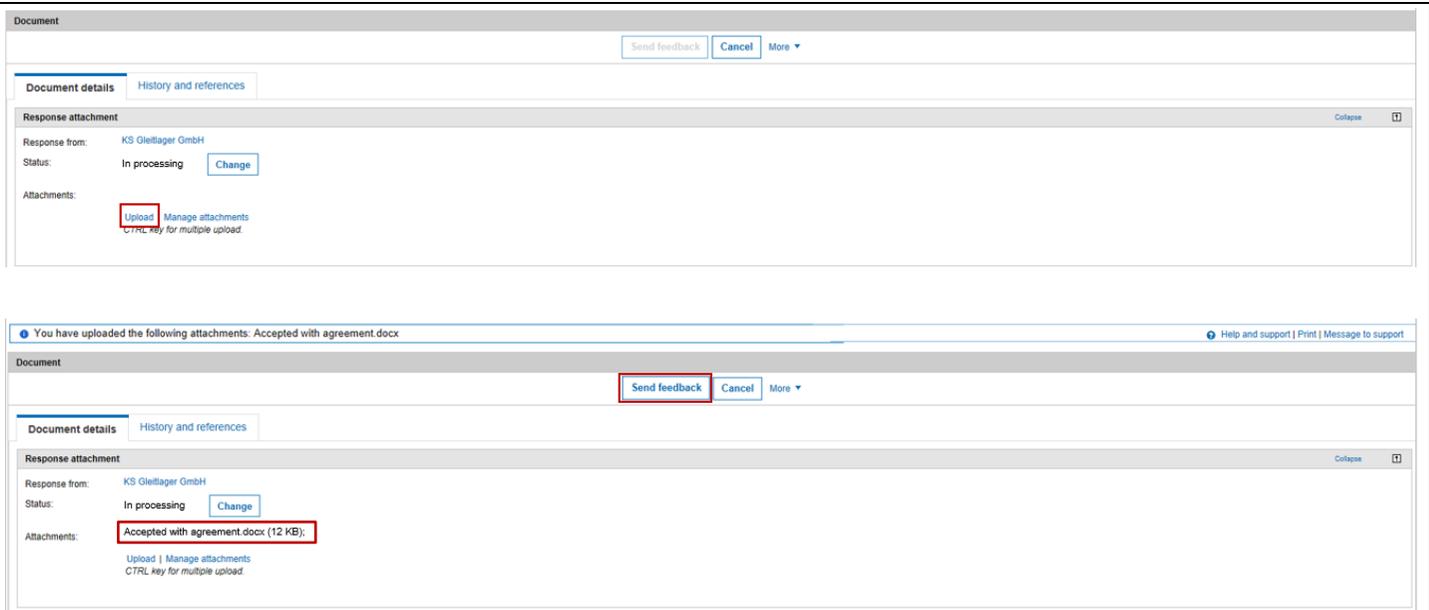
Attention:

Please be aware that the upload can be done more than once but Schaeffler receives only the 1st version!

- (1) *Klicken Sie „Upload“, um Ihr Dokument hochzuladen (Akzeptiert mit Nebenabrede).*
- (2) *Bitte klicken Sie „Send feedback“, um Ihre Antwort nach der Statusänderung zu senden.*

Achtung:

Der Upload ist mehrfach möglich, aber Schaeffler erhält ausschließlich die 1. Version!



7. SupplyOn Customer Support; *SupplyOn Kundenbetreuung*

7.1 Telephone - Your Contact Persons at SupplyOn; *Ihre Ansprechpartner bei SupplyOn*

free of charge and around the clock; **kostenfrei und rund um die Uhr**

- from Germany: 0800.78775966
- from the USA and Canada: 1.866.787.7596
- from Mexico: 01.800.123.3231
- from China*: 4001.203.357 - available from 07:00am to 08:00pm CNST
- from Japan: 0120.778166 - available from 08:00am to 05:00pm JST
- from Korea: 080.648.0880 - available from 08:00am to 05:00pm KST
- from all other countries: +800.78775966

Note: If you have any dial-in problems, please call +49.811.99997-0 (* toll-free but local access fees may apply)

7.2 E-mail addresses; *E-Mail-Adressen*

Questions regarding your registration; *Anfragen zur Registration*: Registration@SupplyOn.com

Questions on the use of our services; *Anfragen zu unseren Anwendungen*: Customer-Support@SupplyOn.com