Handout for the SupplyOn Service Logistics & Finance

Advance Shipping Notice (ASN)

Table of Contents

1 About this Manual

The content of this manual shows the creation of an Advance Shipping Notice (ASN) step by step. It explains the different scenarios related to packing rules.

1.1 Abbreviations

Abbreviation	Meaning
ASN	Advance Shipping Notice
CSV	Comma Separated Value
HU	Handling Unit (packing material like pallet)
XML	Extensible Markup Language

2 How to access SupplyOn

To work with SupplyOn, your company administrator needs to setup an account and initial password for you. The administrator will assign the appropriate roles to you (see chapter 8, Roles and Rights).

Log in to SupplyOn
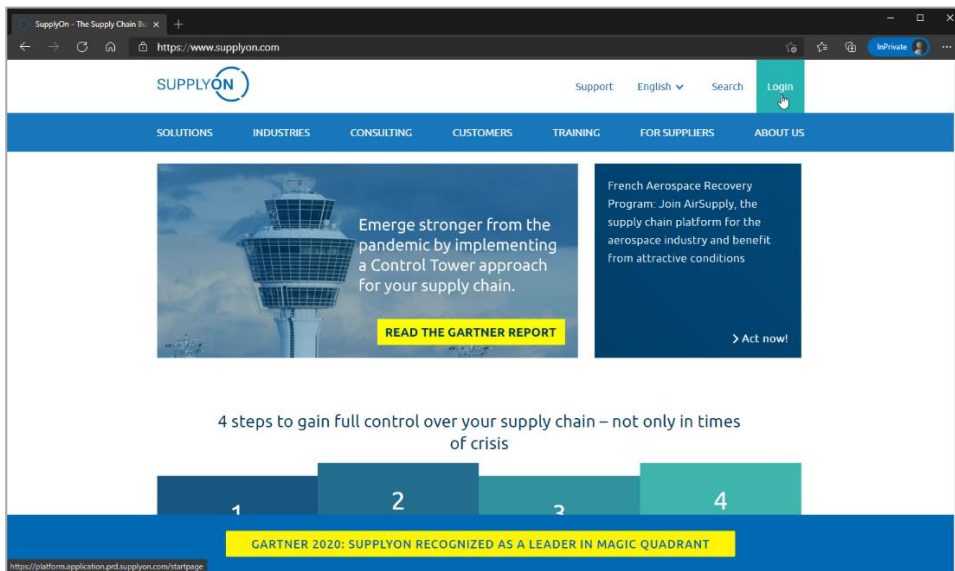
1. Open an internet-browser and log in to SupplyOn.

Figure: **SupplyOn home page with Login button**

Depending on your roles, you may see different tiles than used in this screenshot.

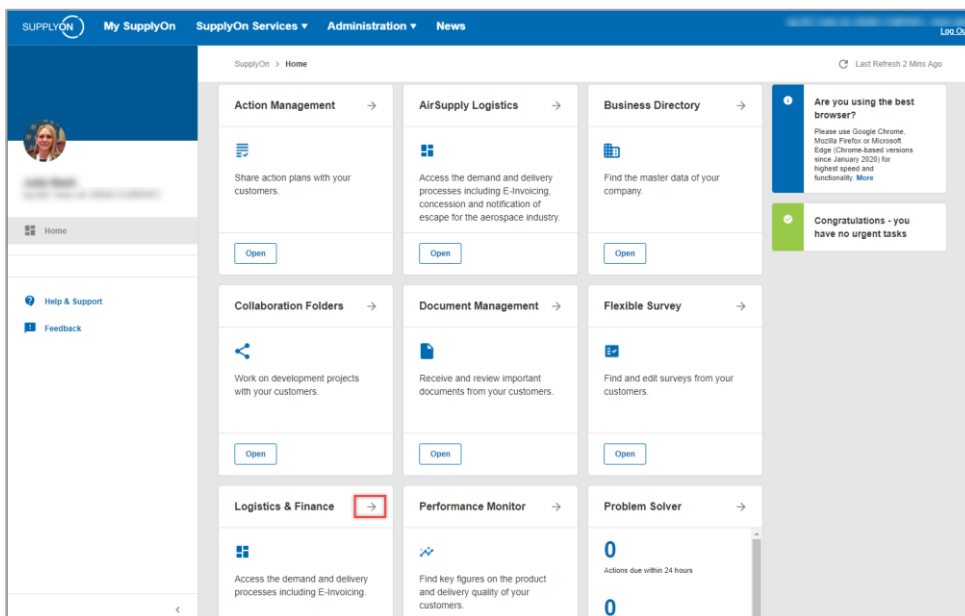2. Click the tile Logistics & Finance

Figure: **Home** screen with **tiles** per application and actual **notifications**

3 How to work with the Dashboard

After login the **Dashboard** is displayed.

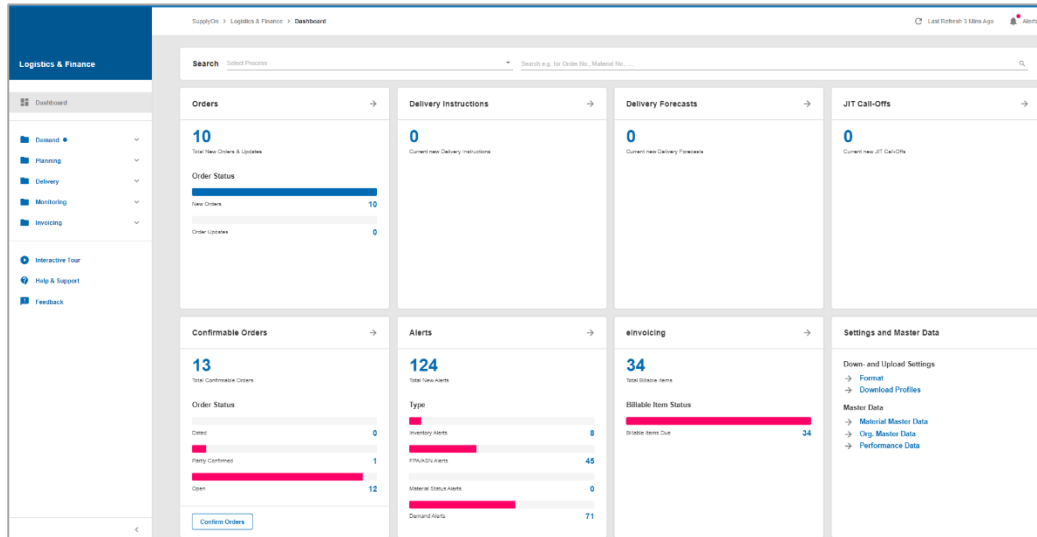Depending on your roles, you may see different tiles than used in the following screenshots.

Figure: **Dashboard**

3.1 What can I see in the Advance Shipping Notice tile?

The pre-requisite for an Advance Shipping Notice is a demand. A demand can be the following:

✓   A delivery instruction

✓   An Order, which usually needs to be confirmed before delivery

✓   A VMI demand

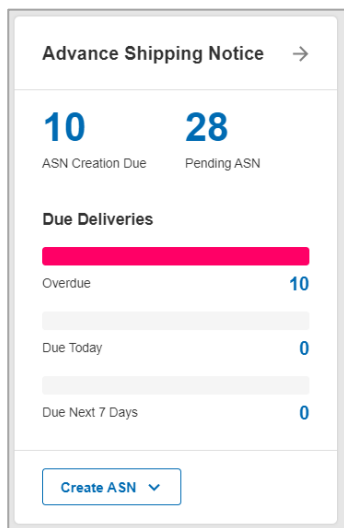All different demands are summarized as **Due Deliveries** on this tile. They are sorted by status.

Figure: **Dashboard / tile / Advance Shipping Notice**

4 Creating an Advance Shipping Notice (ASN)

To notify the customer of your goods delivery, create an Advance Shipping Notice.

There are different ways of starting the process.

1. Click into one of the status lines, for example **Overdue**
2. Open the **Drop Down** next to **Create ASN** and select **Create ASN**
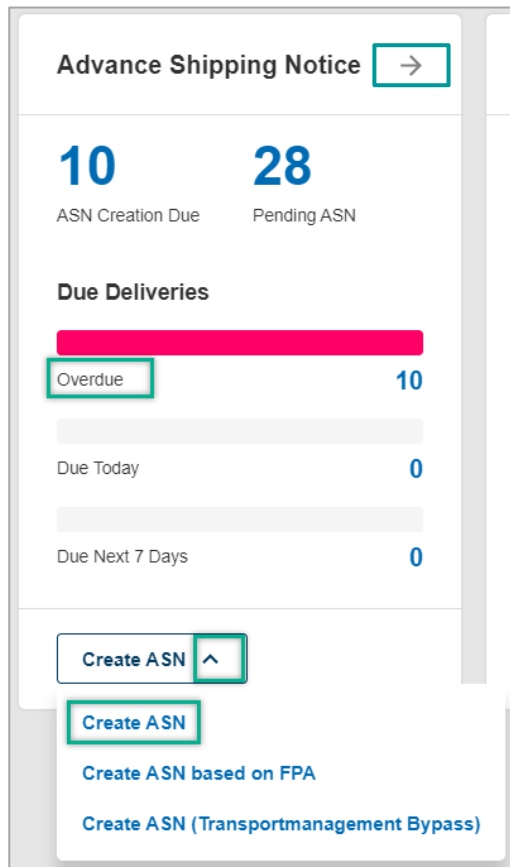3. → A click here opens the overview of all ASNs

Figure: **Dashboard / tile / Advance Shipping Notice / Create ASN**

The ASN creation screen displays all actual demands sorted by the customer ship-to locations.

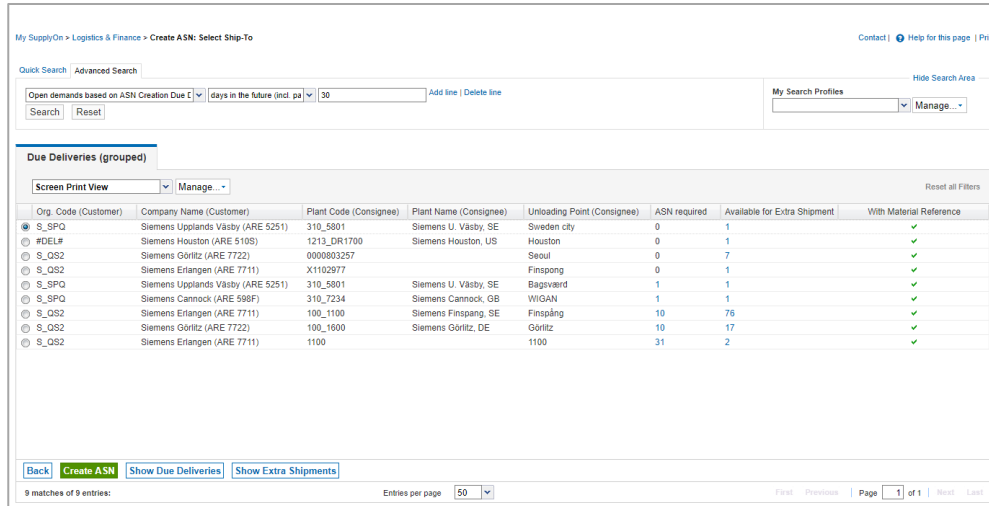You are in the due deliveries overview. All demands ready for shipment within the next 30 days are displayed.

Figure: **Create ASN: Select Ship-to**

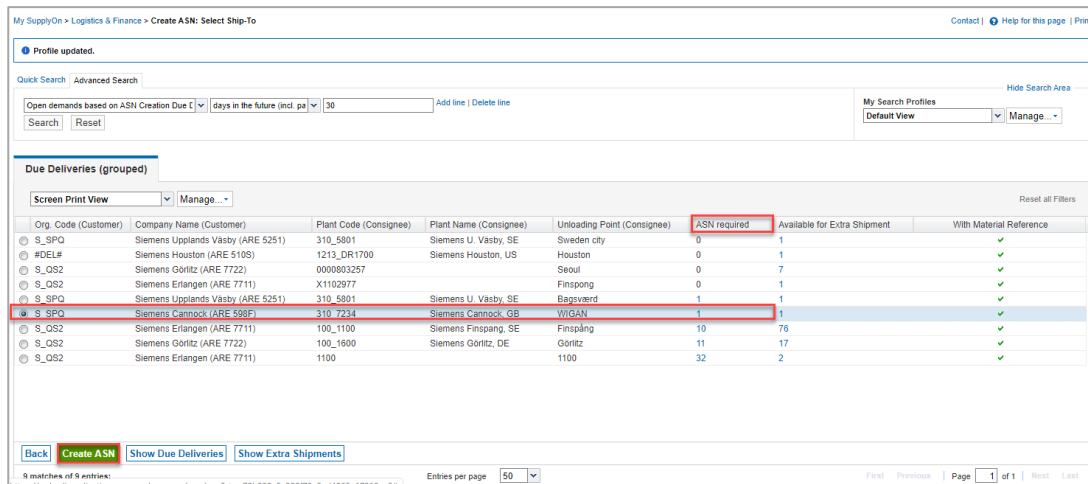4. Select a line where an ASN is required and

5. Click **Create ASN**

Figure: **Create ASN: Select Ship-To and select an ASN-required entry**

You get into the ASN form – **Select ASN Positions** tab.

NOTE: Customers may be using different ASN profiles. These mainly differ in the level of information required in regard of the material packing:

☐ No packing

☐ One-level packing

☐ Two-level packing

All three scenarios are explained in the following chapters. Based on the applied customer ASN profile, your ASN form looks like one of the forms described in the following scenarios (explained within 4.1-4.3).

In the media library you can find a number of video tutorials on how to create ASNs with and without packing details. In order to find the appropriate tutorial, please enter the free text search key **ASN (new)**.

4.1 Creating an ASN with no packing details

1. In the **Select ASN Positions** tab all mandatory fields (marked in yellow) are prefilled.
Change entries if required, e.g. the quantity in case of partial deliveries.

Figure: **Create ASN: Select ASN Positions** tab

2. If you would like to upload an attachment, open the tab **Manage attachments** and

3. Click **Upload**. Note: This feature is not available for all Siemens companies (customers).

Figure: **Create ASN: Manage attachments** tab

4. As the customer does not expect any packing details, click on **Complete ASN**.
Here you see that some fields are pre-filled, some fields need to be filled by you. This could be different per customer location.

5. In this example, inform your customer about the Transport Type.

6. You have to always fill the **Delivery Date/Time.**

Figure: **Create ASN:** Fill mandatory fields

7. By clicking on **Print**, the application validates and saves the ASN automatically. Alternatively, you can validate manually by clicking the **Validate** button.

8. Within **Print,** you have a selection of print options.

Figure: **Create ASN: Print** the **Delivery Note**

Note: Labels will not be available for print as no packing details have been entered. In this example, you can print a **Delivery Note** and put it on top of your packed goods.

9. **Send** the ASN to your customer.

Figure: **Create ASN: Send** an ASN

4.2 Creating an ASN with one-level packing details

Based on the available use cases, the customer only requires the details of the outer packaging. This can be e.g. a lattice box or a small carton that you ship. You will be able to print a label for the goods.

1. Mandatory fields are marked in yellow. Fill in the **Net weight of the Material** within the **Select ASN Positions** tab**.**

2. To define the packaging details, click **Details** within the column **Pack. Mat. Details.**

Figure: **Create ASN: Select ASN Positions** tab
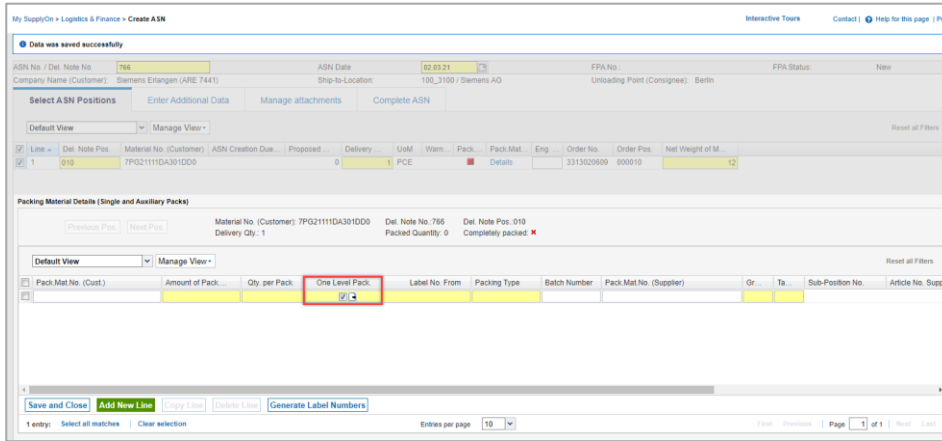
3. Fill in all packaging details.

Figure: **Create ASN: Packing Material Details (Single and Auxiliary Packs)**

NOTE: In order to be able to print the handling unit label, the tick on the column **One-level Pack** is needed.

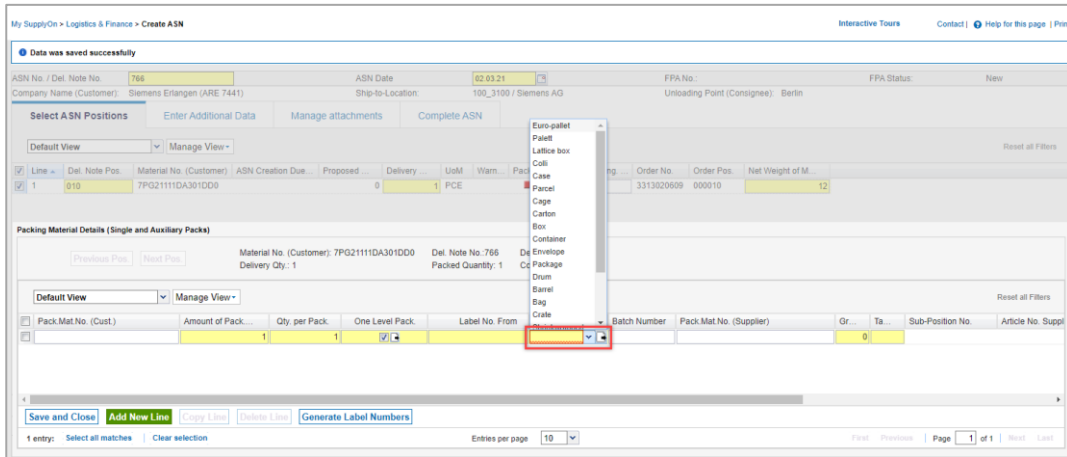4. As soon as you click into the column **Packing Type,** a drop down opens.

Figure: **Create ASN: Packing Material Details (Single and Auxiliary Packs) –** select packing material

5. Select the related packing material

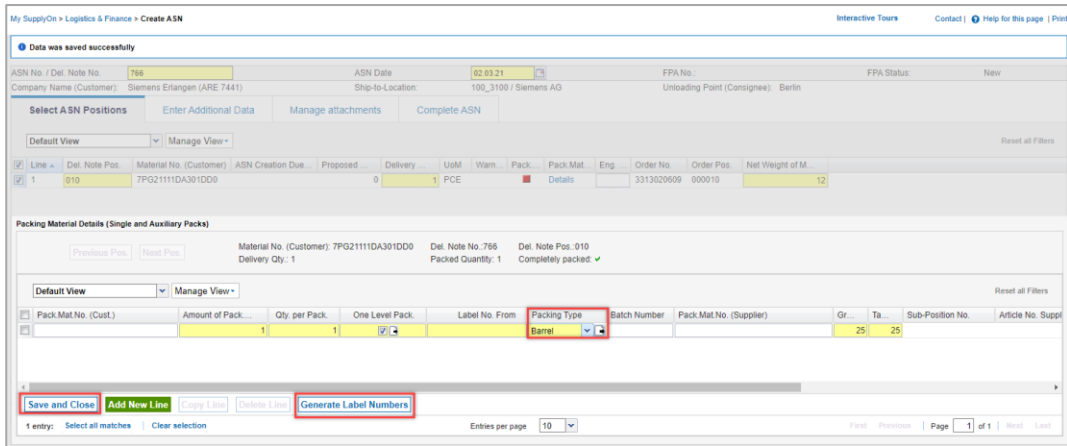6. Click **Generate Label Numbers**

7. Click **Save and Close.**

Figure: **Create ASN: Packing Material Details (Single and Auxiliary Packs)**

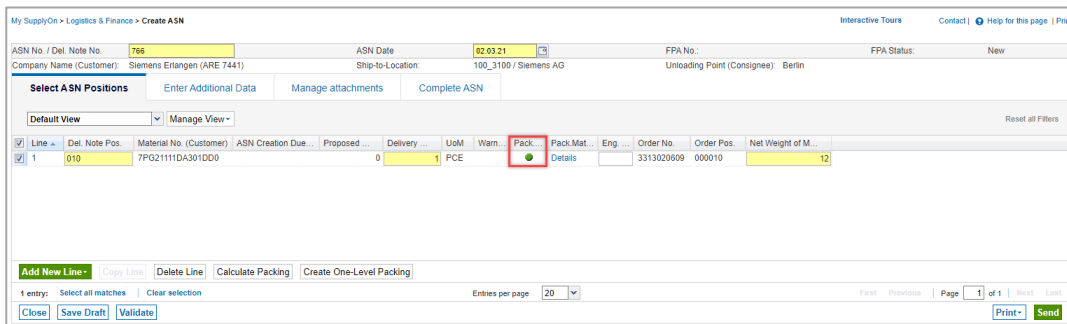If all packing details are entered correctly, the status is shown in green.

Figure: **Create ASN: Select SSN Positions** tab **–** column **Packing Data Status** is green

Note: For the one-level and two-level packing profiles, it is recommended to maintain packing master data. That way, the packing details are filled in automatically when clicking on **Calculate Packing**. Steps 2-7 of this chapter are no longer required then. The media library provides a video tutorial on Packing Master Data for WebEDI. Please enter the free text search key **Packing Master Data** in order to find the right tutorial.

8. By clicking on **Enter Additional Data** you will see whether you need to fill in anything here.
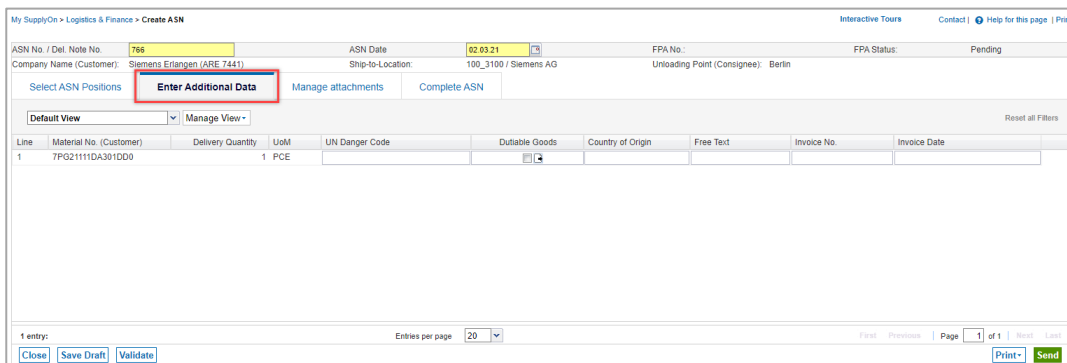

Figure: **Create ASN: Enter Additional Data** tab

9. If you want to upload an attachment, open the tab **Manage attachments.** Depending on the customer relationship, this feature may be available or not. In case it is not supported, the screen is hidden.

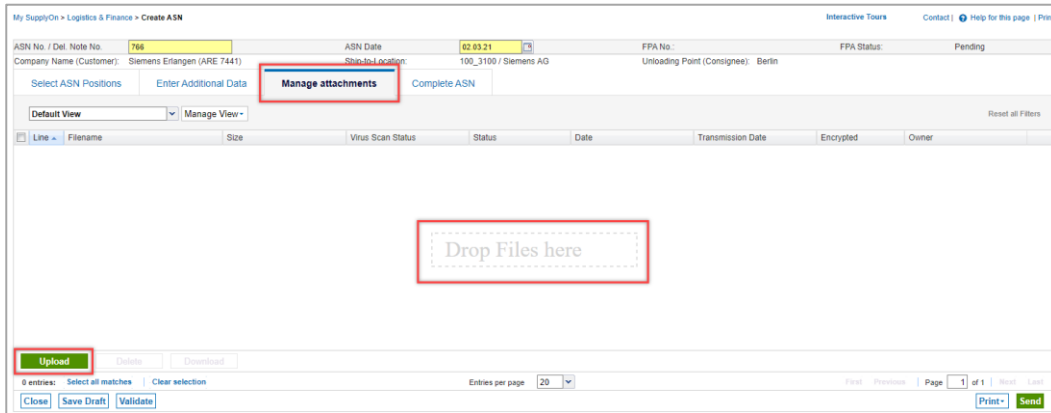10. Either **drag and drop** files or click **Upload.**

Figure: **Create ASN: Manage attachments** tab

11. Click **Complete ASN**.

Here you see that some fields are pre-filled, some fields need to be filled by you. This could be different per customer location.

12. In this example inform, your customer about the **Transport Type,**

13. the **Load number**

14. and the **Delivery Date/Time.**
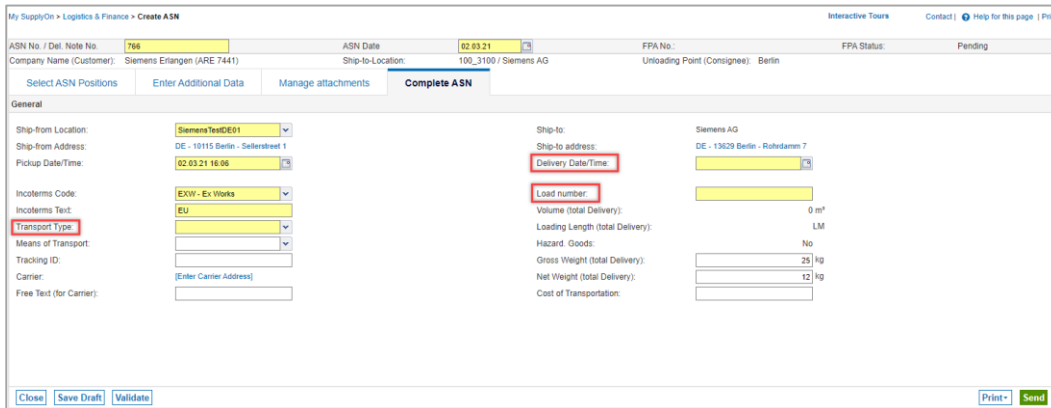
Figure: **Create ASN: Complete ASN -** Fill mandatory fields

15. Click **Validate** to check that you have entered all mandatory information.

Figure: **Create ASN: Complete ASN – Validate**

16. By clicking on **Print** you have a selection of print options.

In the one-level packaging scenario you can print a handling unit label and all other documents except for the Package Label.

Figure: **Create ASN: Print** the **Handling Unit Label**

17. **Send** the ASN to the customer

Figure: **Create ASN: Complete ASN - Send**

4.3 Creating an ASN with two-level packing details

The customer requires the details of the inner and outer packaging. Therefore, you should define both packaging details. The two-level packaging could be a box that you pack your goods in, and then a Euro pallet that you place your boxes on.

For two-level packaging, labels are printed for the inner and outer packaging.

In the **Select ASN Positions** tab all mandatory fields (marked in yellow) are prefilled.

1. To define the inner packing details, click **Details** within the column **Pack. Mat. Details.**
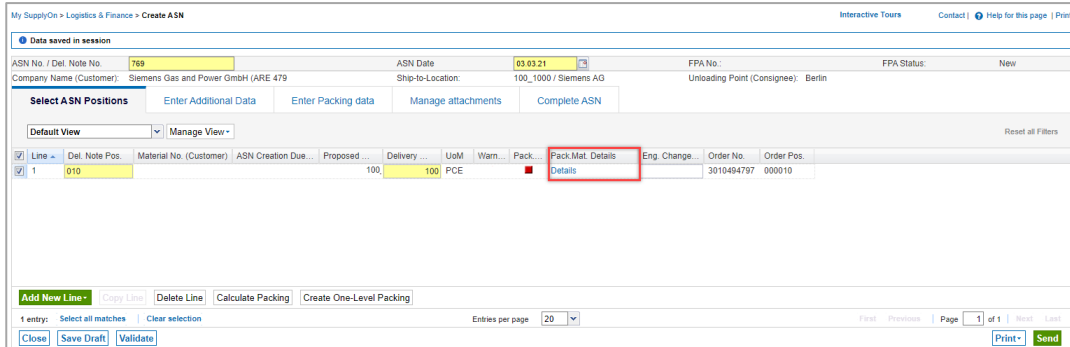
Figure: **Create ASN: Select ASN Positions** tab

2. Fill in all packing material details.
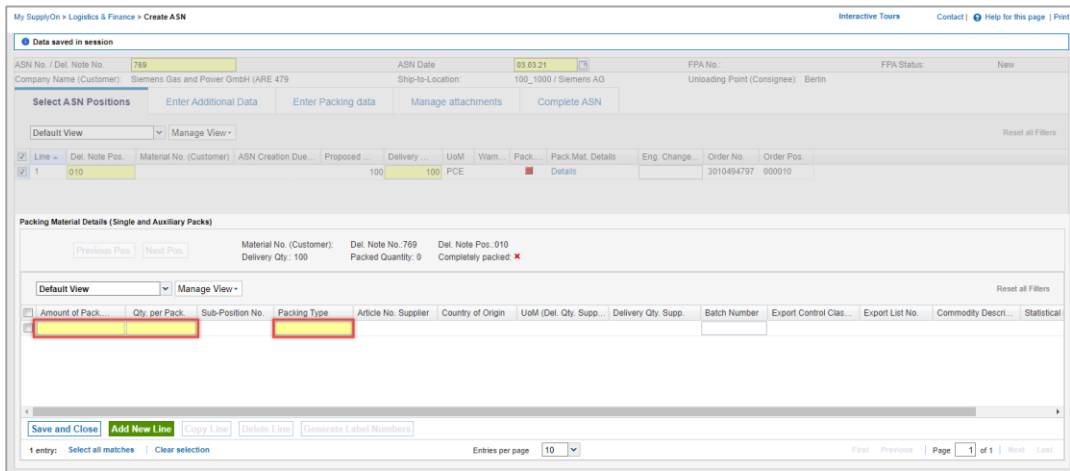
Figure: **Create ASN: Packing Material Details (Single and Auxiliary Packs)**

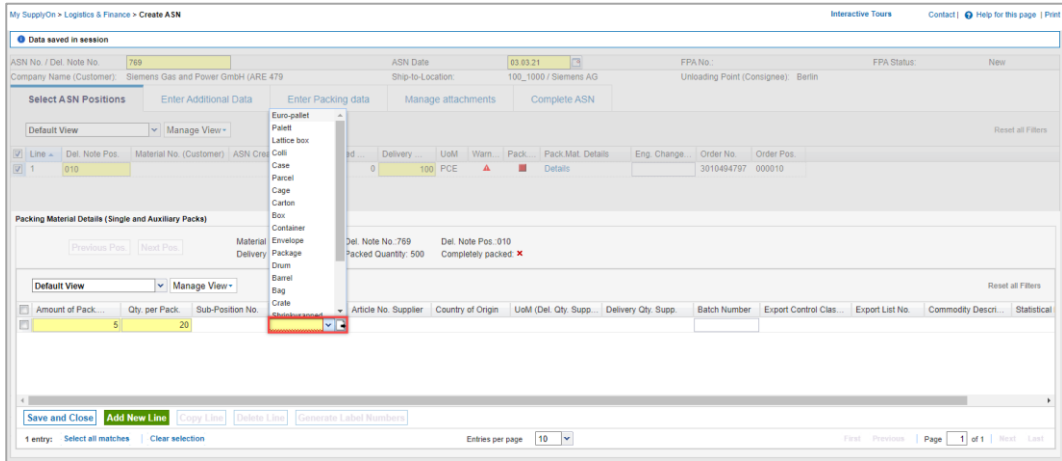3. As soon as you click into the column **Packing Type,** a drop down opens.

Figure: **Create ASN: Packing Material Details (Single and Auxiliary Packs) –** select packing material

4. Select the related packing material
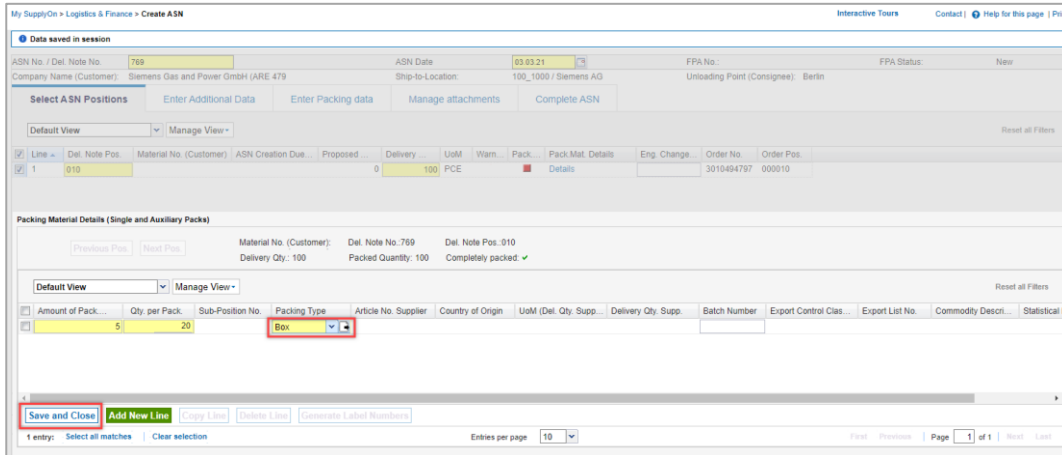
5. Click **Save and Close.**

Figure: **Create ASN: Packing Material Details (Single and Auxiliary Packs)**

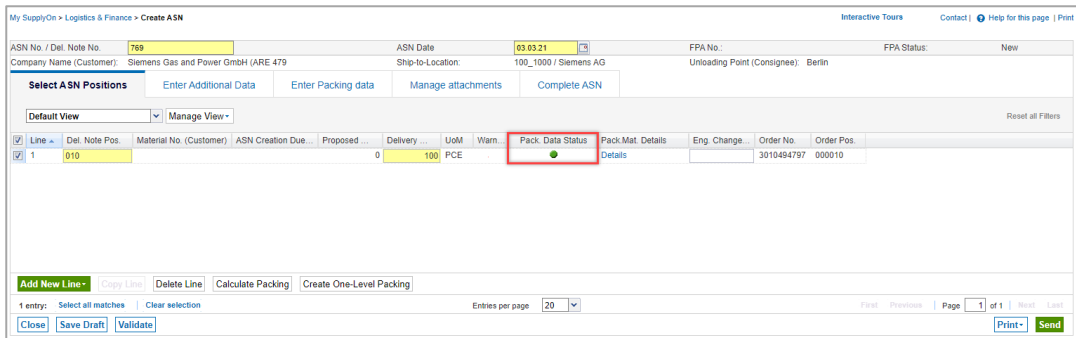If all inner packing details are entered correctly, the status is shown in green.

Figure: **Create ASN: Select ASN Positions** tab

6. Clicking on **Enter Additional Data,** you will see whether you need to fill in anything here.
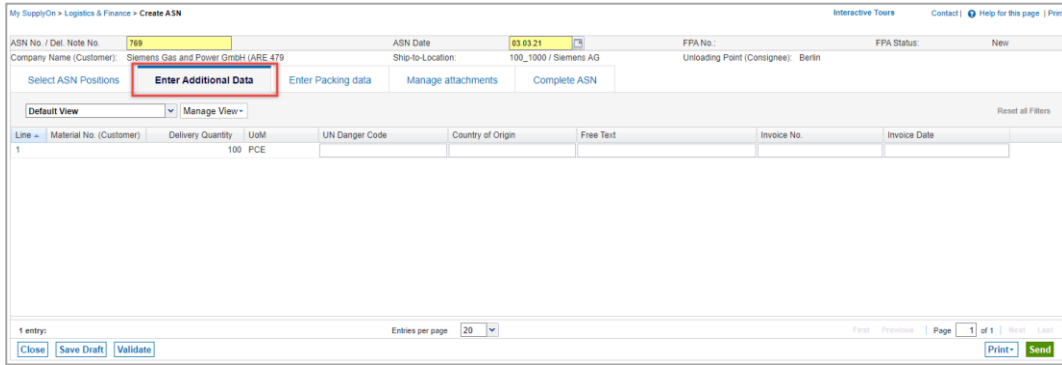
Figure: **Create ASN: Enter Additional Data** tab

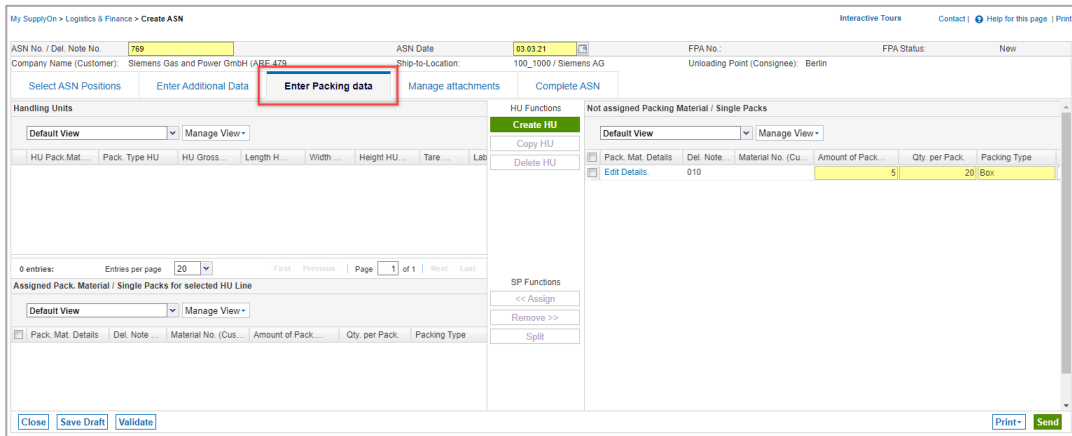As the customer wants to know the details of the inner and outer packing, the tab **Enter Packing data** is displayed.

Figure: **Create ASN: Assign Pack. Material to HU** tab
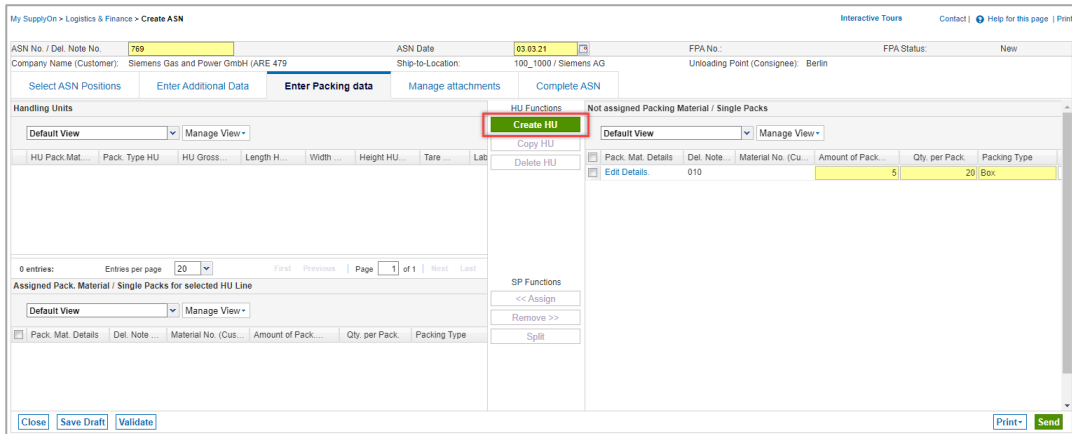
7. Start with creating the Handling Unit.

Figure: **Create ASN: Enter Packing data** – **Create HU**

8. Fill in the mandatory fields .

9. Clicking into the column **Pack. Type HU** opens a drop down.
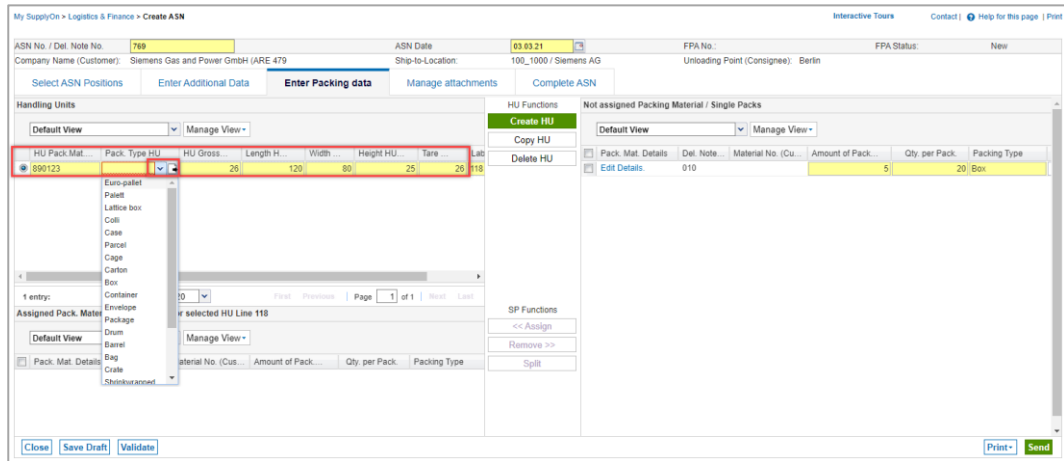
Figure: **Create ASN: Enter Packing data** – packing type handling unit drop down menu

10. In the next step assign the box(es) to the pallet(s).

There can be different scenarios:

✓ All boxes fit on one pallet (continue with step 11.)

✓ The Packing Material (boxes) needs to be split as they do not fit on one pallet.

For splitting, select the line, click **Split** and define the number of **Single packs which should be separated.**
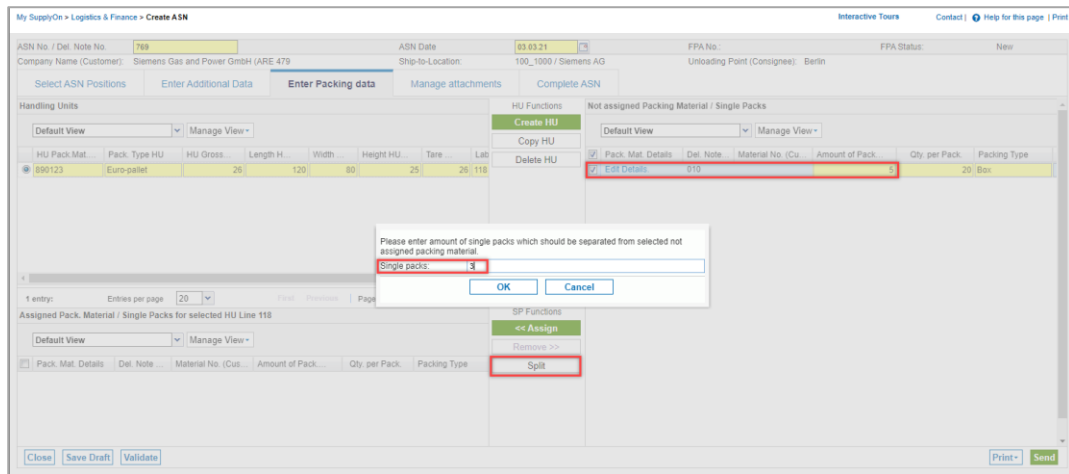
Figure: **Create ASN: Enter Packing data** – split packing material

11. Assign the 5 boxes to one pallet. This can be done by drag and drop or by
    selecting the line of the material

12. and clicking **Assign**
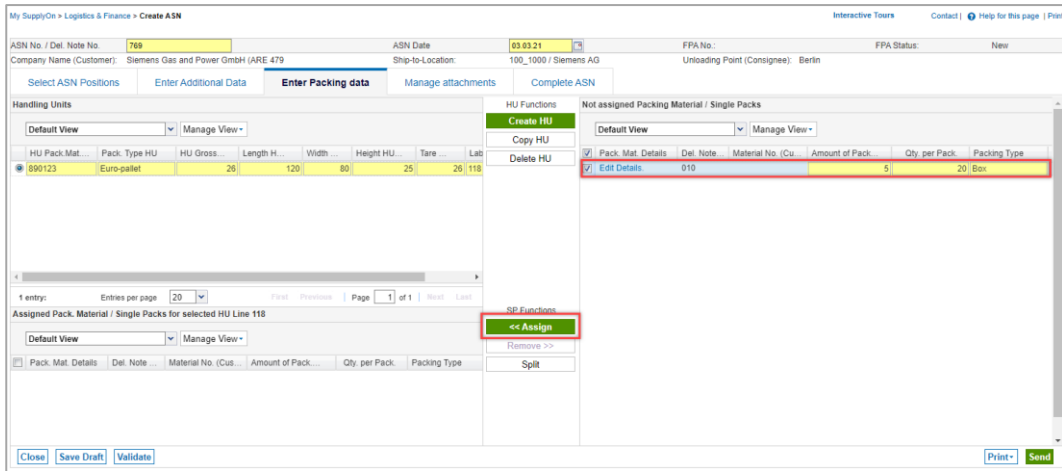
Figure: **Create ASN: Enter Packing data** – assign packing material to HU
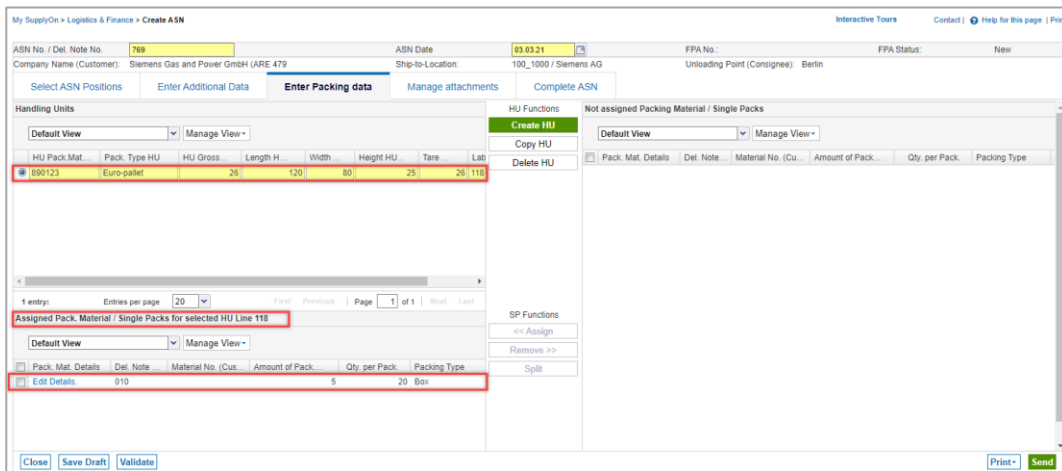
The 5 boxes are assigned to the pallet.

Figure: **Create ASN: Enter Packing data** – assigned packing material to selected handling unit

Note: For the one-level and two-level packing profiles, it is recommended to maintain packing master data. That way, the packing details are filled in automatically when clicking on Calculate Packing. Steps 1-5 and 7-12 are no longer required then. The media library provides a video tutorial on Packing Master Data for WebEDI. Please enter the free text search key **Packing Master Data** in order to find the right tutorial.

13. If you want to upload an attachment, open the tab **Manage attachments**. Depending on the customer relationship, this feature may be available or not. In case it is not supported, the screen is hidden.

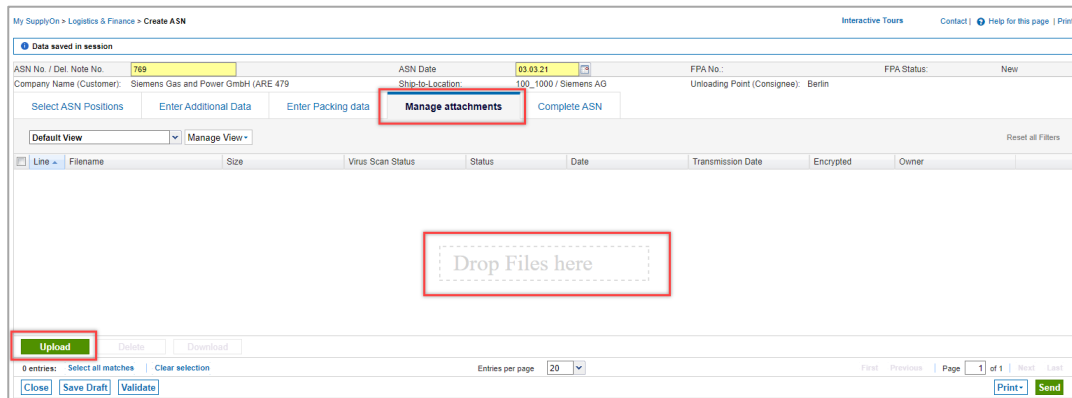14. Either **drag and drop** files or click **Upload.**

Figure: **Create ASN: Manage attachments** tab

15. Click **Complete ASN**.

Here you see that some fields are pre-filled, some fields need to be filled by you. This could be different per customer location.

16. In this example inform your customer about the **Transport Type**

17. and the **Delivery Date/Time.**
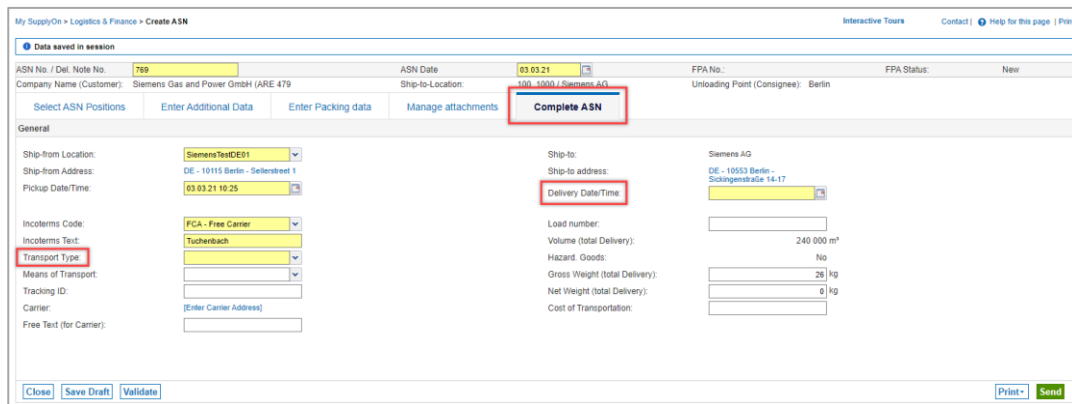
Figure: **Create ASN: Complete ASN -** Fill mandatory fields

18. By clicking on **Print** you have a selection of print options.

In our example of the two-level packaging scenario, you can print 5 package labels and one handling unit label. All other documents are also available for print.

Figure: **Create ASN: Print** the **Handling Unit and Package Label**

By clicking on **Print**, the application validates and saves the ASN automatically. Alternatively, you can validate it manually by clicking the **Validate** button.

19. **Send** the ASN to the customer.

Figure: **Create ASN: Complete ASN - Send**

5 How to download an ASN template and upload ASNs

SupplyOn offers the option of uploading one or more ASNs conveniently via data upload in CSV or XML format. The prerequisite is that the CSV or XML file meets certain content and formal requirements.

For further information and format descriptions please visit our web page:

service.supplyon.com/asn/

6 Configure my view

To facilitate your work in SupplyOn, you have the option of setting up personal views. This example shows the **Enter Packing data** screen. Here you have, for example, the possibility to setup 3 different views.

Figure: **Create ASN: Enter Packing data** tab with **Default View and Manage View**

For details how to configure a screen please open the media library and search for the relevant tutorial for configuring my view. For this purpose, please enter the free text search key **how to configure my view**.

7 How to create a process-based alert

SupplyOn supports you in complying with the logistics KPIs. As explained here, you can see your current to-dos in the dashboard, on the ASN tile. Additionally, you can set up an individual email alert for specific situations. To do this, you first define a search profile and then set the frequency of alert emails.

You are already logged into SupplyOn and the dashboard is displayed. There are two ways to open the Alert Overview screen:

1. Click **Alerts** and select the entry **Demand Alerts**
2. Or click on the entry **Demand Alerts** in the tile **Alerts**
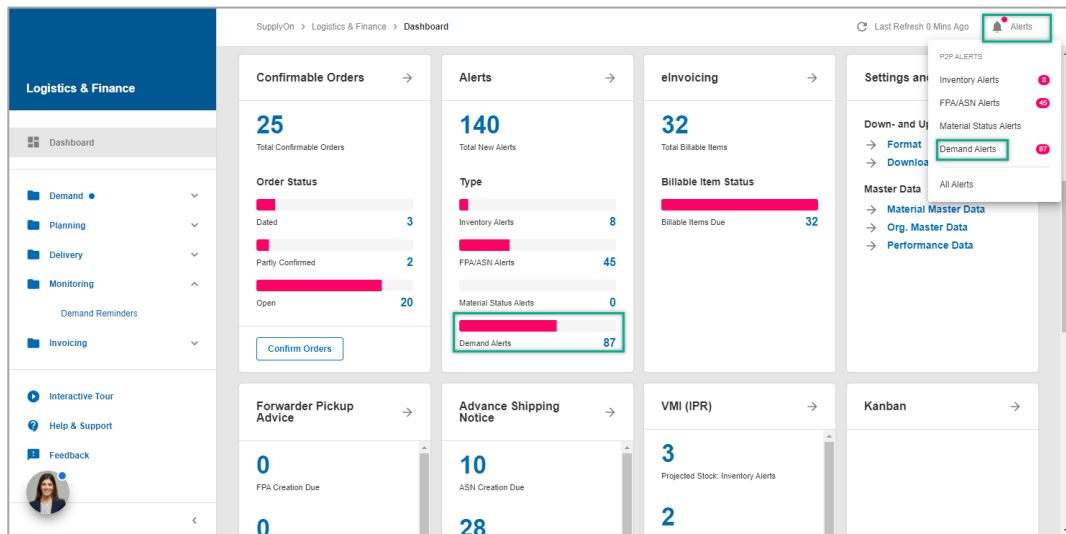
Figure: **Dashboard** with **tiles** like **Alerts** and **Alerts button on the top**

The result of all Demand Alerts is displayed.

Figure: **Alerts Overview**

Define a search profile to ensure in-time delivery. The Advanced search is displayed. Define that you only want to see alerts for ASNs not yet created.

3. **Add** a **line,**

4. select **Status Confirmation**

5. with the criteria **ASN Creation overdue**
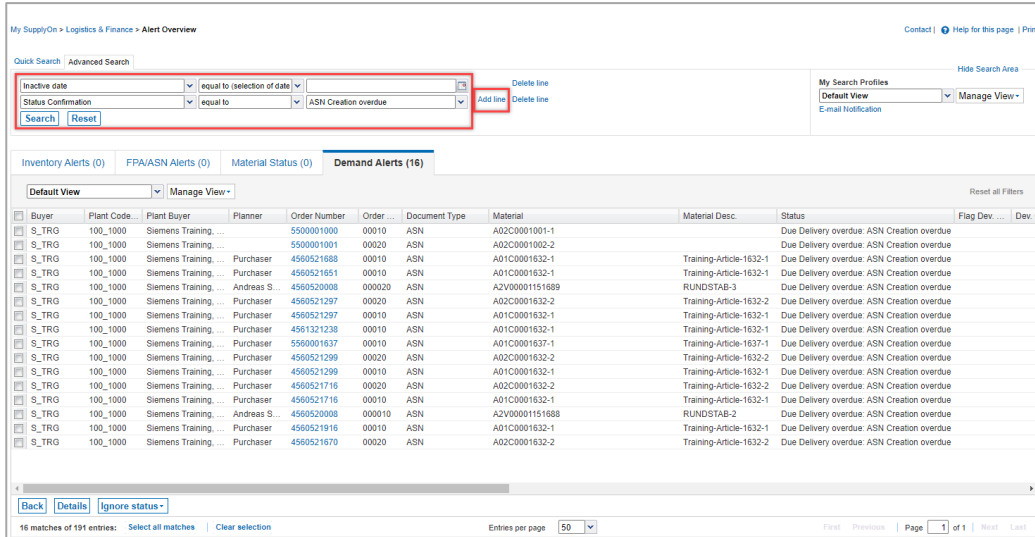
6. Click **Search** to test your profile

Figure: **Alerts Overview with Search criteria**

Save the search profile to be able to reuse it at any time.

7. Give it a name

8. open the **drop-down** menu next to **Manage View**
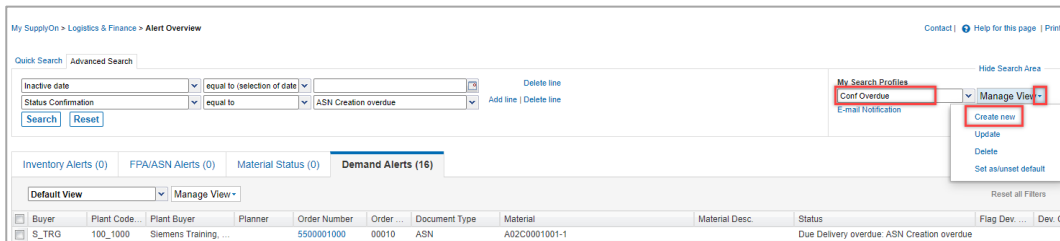
9. and select **Create new**

Figure: **Alerts Overview** with defined **Search criteria** and **Search Profile** name

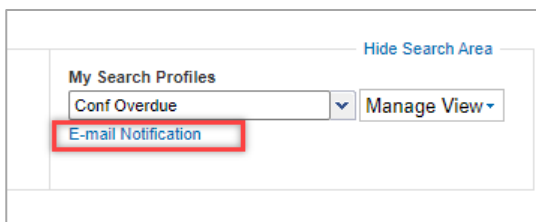10. Click **E-mail Notifications**

Figure: **Alerts Overview with Search Profile**

The just created Search Profile is already pre-selected.

11. Set the tick at **Active**

12. and define the **Frequency** for the future E-Mail notification

13. **Save** your entries

Figure: **E-mail Notification settings** for defined **Search Profile**

8 Roles and Rights

The SupplyOn Company Admin is authorized to create new users or to assign roles to already existing users.

For using the WebEDI ASN process the following area of responsibility is needed:
Shipping, Goods receipts, Warehouse Management.

Figure: **User Management** with **Edit User** and **Areas of responsibility**

After clicking **More information,** the following help page is displayed. Here you can see the tasks the user can fulfill with this responsibility.

Figure: **Help page** with explanation **for Shipping, goods receipts, warehouse management** responsibility