ENNOVI User Guide for the SupplyOn Service Supply Chain Collaboration

Purchase Orders and ASN

June 2024

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1 About this manual

This manual has the purpose to explain the workflow process associated with Purchase Orders and Advance Shipping Notices (ASN) within the SupplyOn platform. ENNOVI, the buyer, regularly sends Purchase Orders from its ERP system to SupplyOn. In response, the seller (Supplier) is expected to respond by either confirming the order as-is, confirming with changes or declining it.

Additionally, once the seller sends the requested material, an ASN is sent to the buyer to notify the future delivery of the goods.

Throughout this manual, the definitions *buyer* and *seller* will be used to refer to ENNOVI and suppliers, respectively.

1.1 Definitions

- **Buyer:** ENNOVI and all related legal entities.
- **Seller:** Suppliers and all companies with whom ENNOVI conducts business transactions.

1.2 Typographical and Graphical Conventions

The following typographical conventions are used throughout this manual:

Example	Meaning
Screen Text	Text visible in the user interface becomes **bold**.

The graphical convention is used throughout the manual:

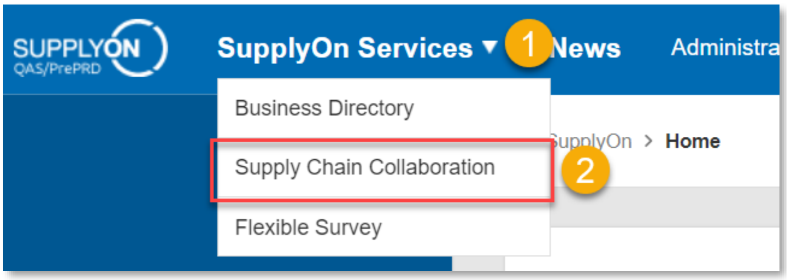


Figure 1 Red borders are used to indicate special areas. Yellow numbered circles are used to indicate steps. These are not part of the User Interface.

1.3 Abbreviations

Abbreviation	Meaning
ASN	Advance Shipping Notice
CSV	Comma-Sepparated Values
ERP	Enterprise-Resource-Planning
UI	User Interface
XLSX	Excel file

2 Setup in SupplyOn Supply Chain Collaboration

2.1 How to access to your SupplyOn account

To work with SupplyOn your company administrator needs to set-up an account and initial password for you. The administrator will assign the appropriate roles to you (See Section 2.2).

As soon as your buyer creates or changes an order in his ERP system and sends it to SupplyOn successfully, the SupplyOn application sends an e-mail notification to the e-mail address stored in your user account. You can log in to SupplyOn via the e-mail notification you received by clicking on the **View Details** button (the link will direct you to the SupplyOn portal and will show the order details).

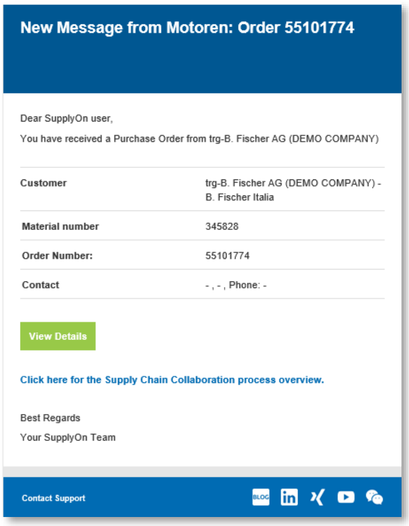


Figure 2 Automatically generated E-mail notification.

Alternatively, you can open your internet browser and log in to SupplyOn via https://www.supplyon.com:.

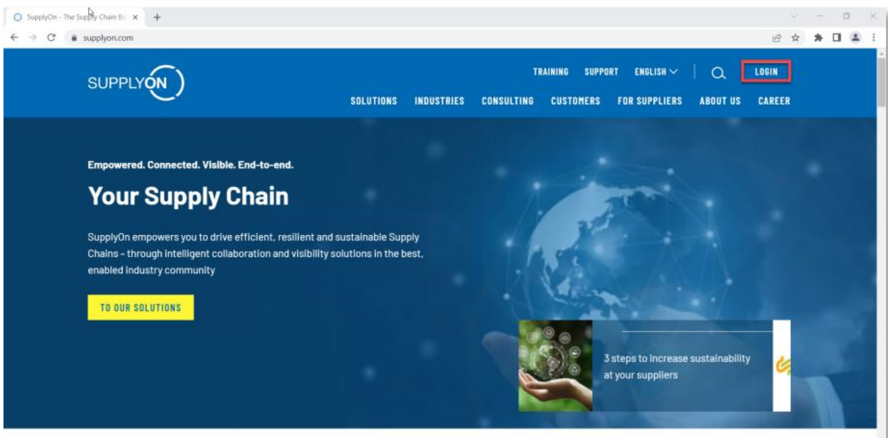


Figure 3 SupplyOn home page with Login button.

2.2 Roles and Rights

Basic information about your user account, its roles and rights are visible under **Administration > My User Account**.

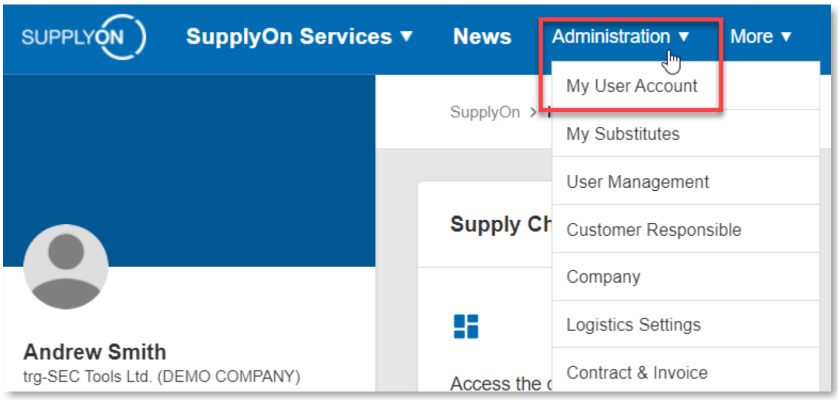


Figure 4 Administration drop-down menu.

Once you click on **My User Account** you will see basic information like your username, e-mail address, etc. You can correct the data if something is outdated.

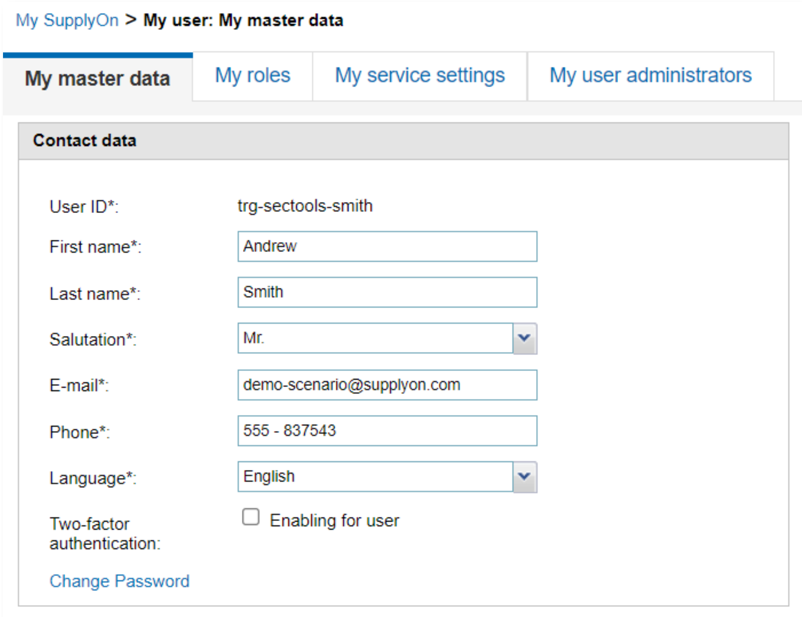


Figure 5 My User Account overview.

Under the tab **My roles** you can see which actions your user is authorized to perform.

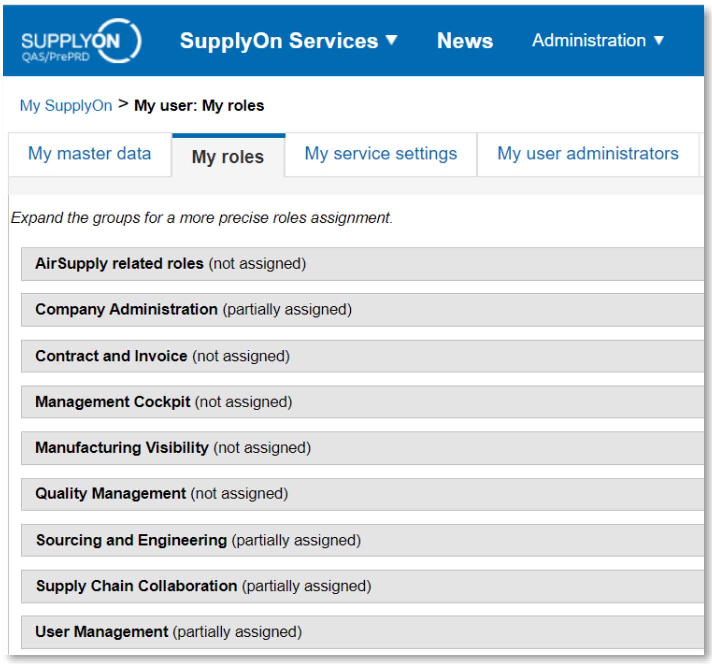
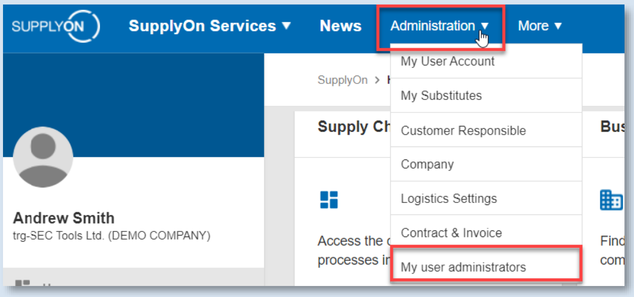


Figure 6 My roles.

Your areas of responsibility and your roles will be unlocked by your user administrator. Only the administrator can create users or manage roles and rights.

Note

You can open a list of your company admins by clicking on **Administration > My user administrators**.



To be able to follow the steps and actions in this guide, at least the following Supply Chain Collaboration roles are required:

- **WebEDISellerPO:** Access to purchase orders.
- **WebEDISellerPO_OR:** Access purchase orders and order confirmations.
- **WebEDISellerASNNewRead:** Read access to due deliveries and ASN (Standalone). Execute print function for ASN (Standalone) process.
- **WebEDISellerASN**: Recording delivery and transportation data.
- **PackageDataSellerRead:** View the package related supplier master data for articles, packing material and packing instructions. View the package related customer article master data and the customer packing material.
- **PackageDataSellerWrite**: Change the package related article supplier master data, packing material and packing instructions. View package related customer article master data and packing material.

2.3 E-mail notifications

To adjust your settings for e-mail notifications, go to **Supply Chain Collaboration**.

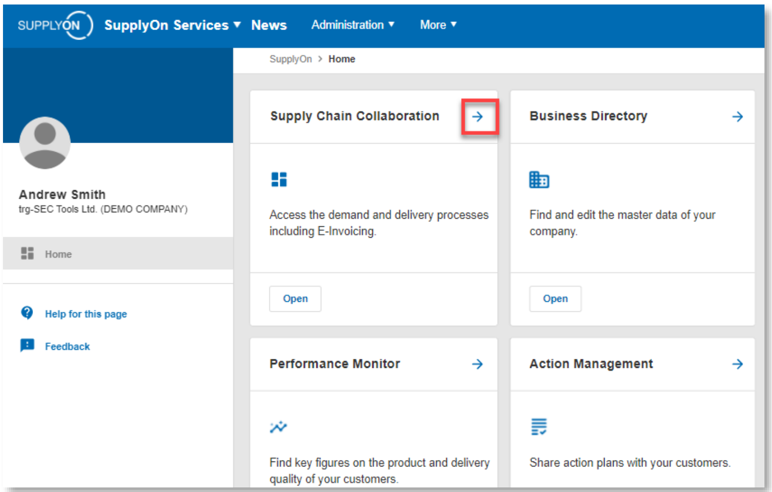


Figure 7 Access to the Supply Chain Collaboration overview.

Click on **Settings & Master Data.**

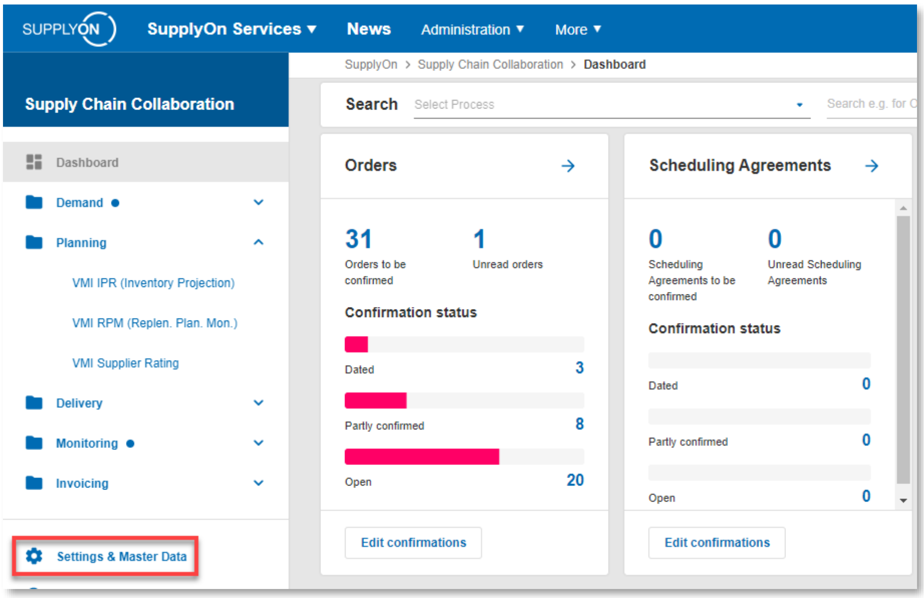


Figure 8 Access to Settings & Master Data.

Click on **Email notifications.**

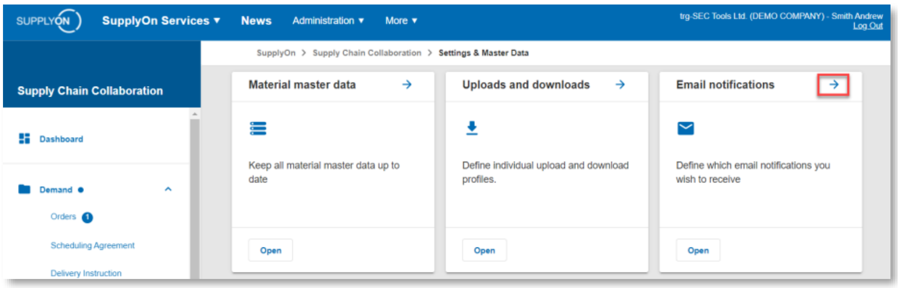


Figure 9 Access to Email notifications.

Turn on or off the listed notifications according to your preferences.

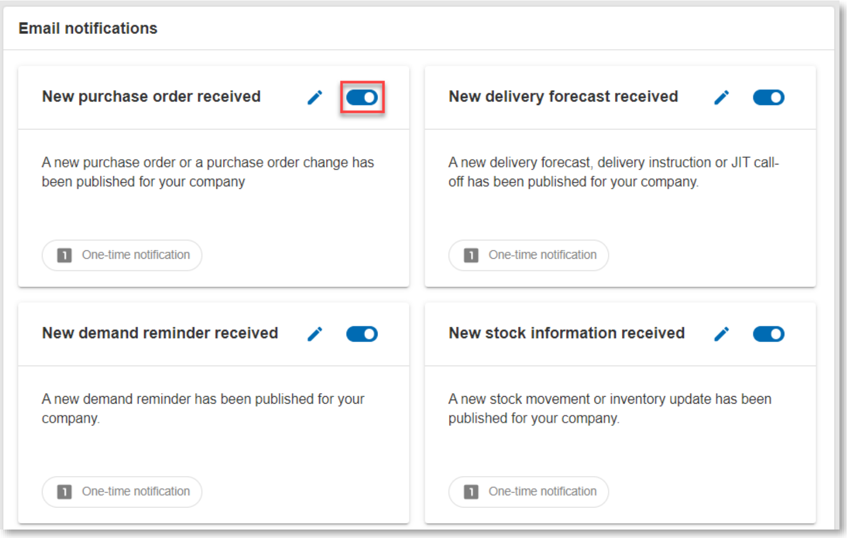


Figure 10 Turning on or off notifications.

Click on the Edit button to adjust details.

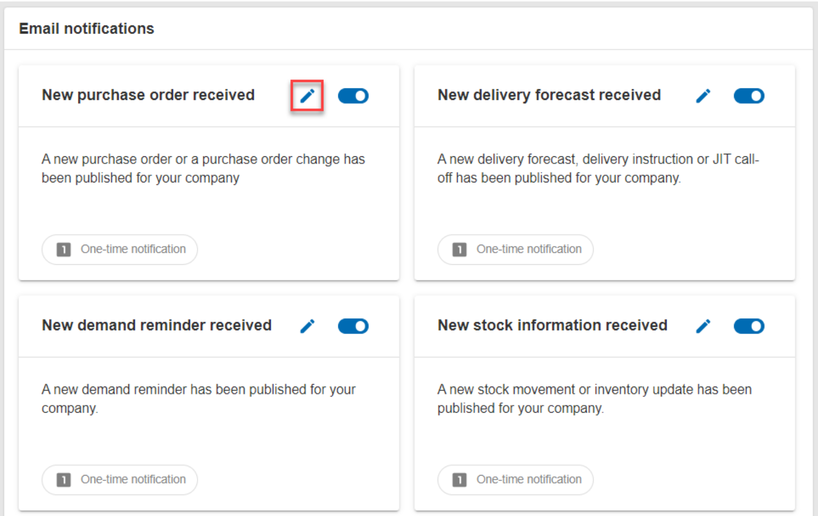


Figure 11 Edit button.

Set notification frequency as follows:

The default setting is "One-time notification". Select "Immediately" as frequency to receive a notification for each new event.

Select the filter criterion for which you want to receive a notification (It can be set either as a supplier or customer) and then select the sites. No filters are set by default, so initially you will be receiving notifications for all sites.

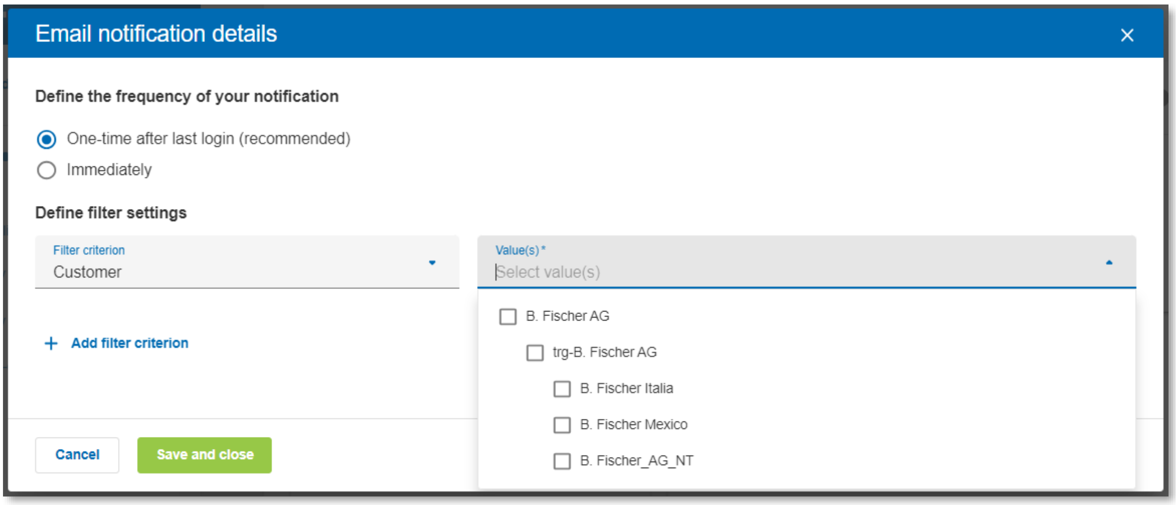


Figure 12 Notifications frequency.

Click on **Save and close**. You will now receive notifications in your e-mail account according to your notification settings.

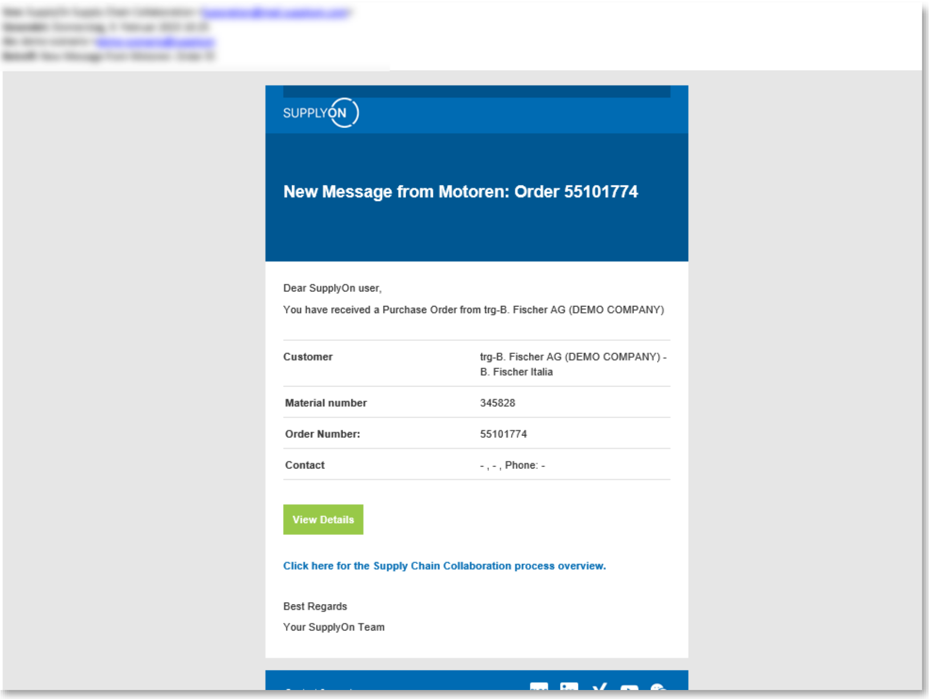


Figure 13 E-mail notification for a submitted Purchase Order.

3 Purchase Orders

3.1 Dashboard

Supply Chain Collaboration is the SupplyOn service where you can process Purchase Orders and other tasks (ASN, eInvoicing, etc.) efficiently and easily.

1. After logging in to SupplyOn, access the Supply Chain Collaboration Dashboard by clicking on the arrow located in its respective tile.

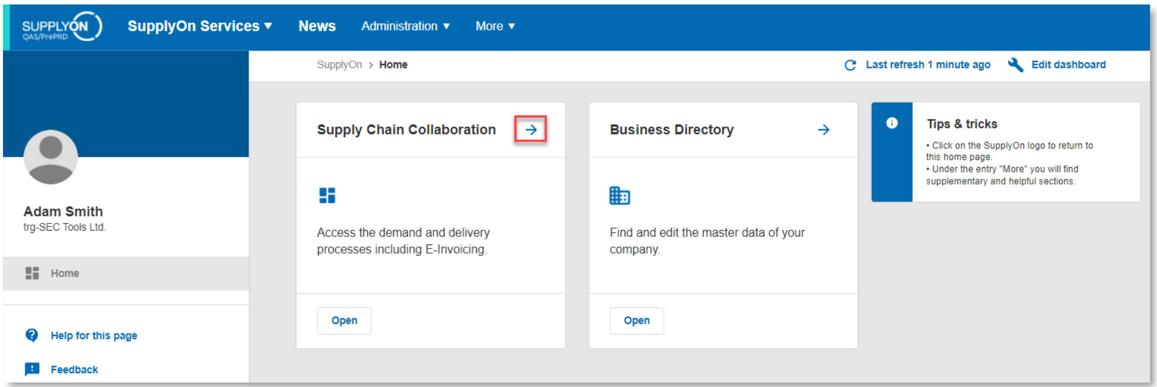


Figure 14 Access to Supply Chain Collaboration.

2. The Supply Chain Collaboration Dashboard is displayed.

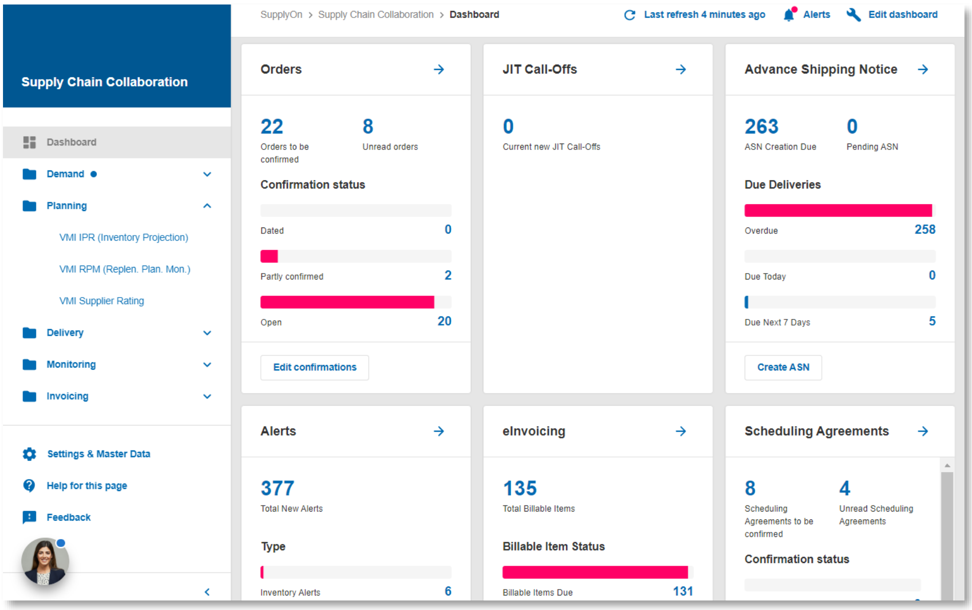


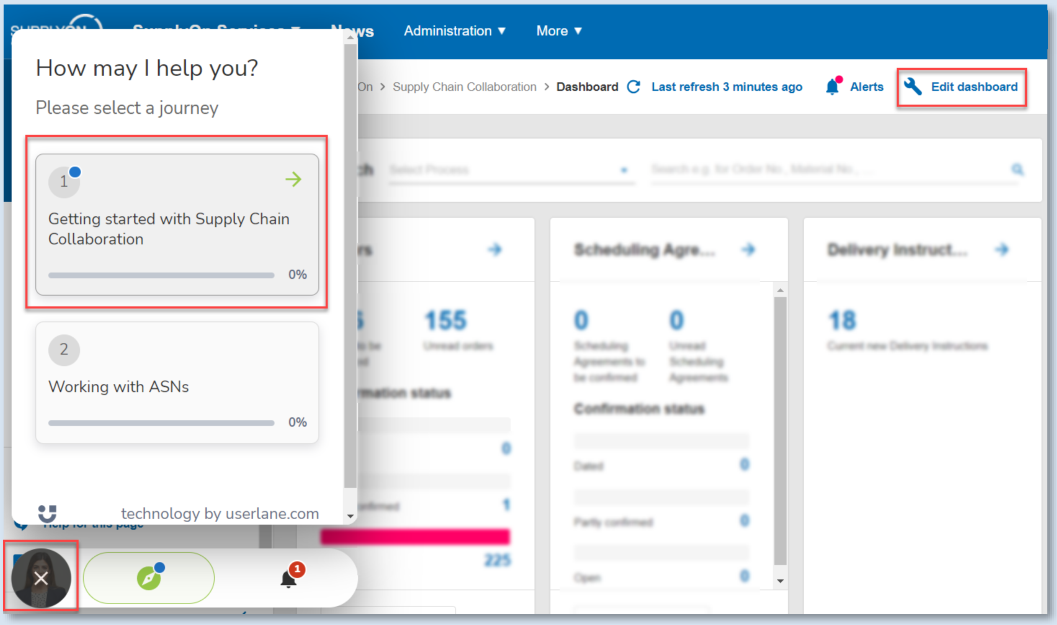
Figure 15 Supply Chain Collaboration Dashboard.

The Dashboard shows relevant information and metrics regarding the processes between ENNOVI and the seller. The options shown in the dashboard may vary depending on the roles that have been assigned to your user.

Note

By clicking on **Interactive Tour** on the lower left side of the dashboard, you will be guided through the User Interface. At initial login this will be opened automatically as a pop up.

Click on **Edit dashboard** to reorganize or delete tiles.



3.2 The orders tile

The orders tile gives you an overview of all the Purchase Orders that have been received and are still pending to be confirmed.

- **Dated**: These are orders that have been updated by the buyer and need to be confirmed again by the seller.
- **Partially confirmed**: These orders have not yet been fully confirmed.
- **Open**: These orders have not yet been confirmed.

By clicking in any of the options listed above you will access a prefiltered overview of all the Purchase Orders received.

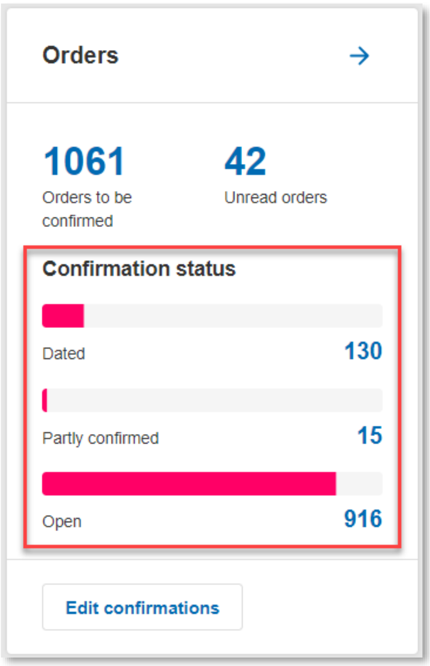


Figure 16 Orders tile.

3.3 The Orders Overview

There are two ways to access the Orders overview:

1. Via the menu on the left of the Dashboard: **Demand** > **Orders**.
2. Via the **Orders** tile of the Dashboard: Click on the arrow in the corresponding tile.

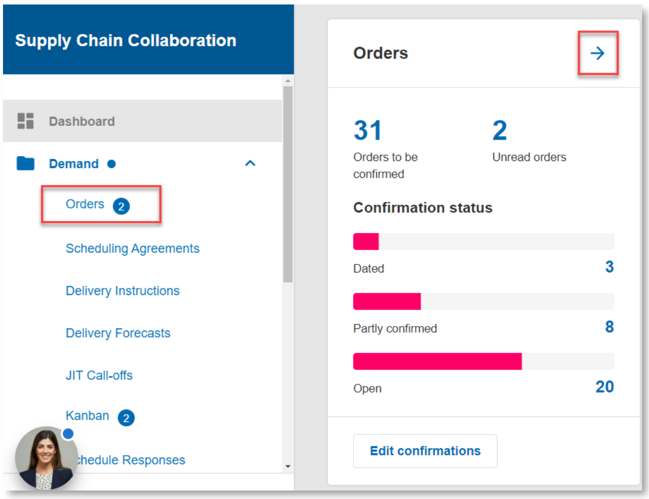


Figure 17 Access to Orders overview.

You will be directed to the Orders Overview, where you will see all orders from your customers.

If you are only interested in new Orders, you can filter for those by selecting the column **Read** and then selecting **Unread** (See Figure 17).

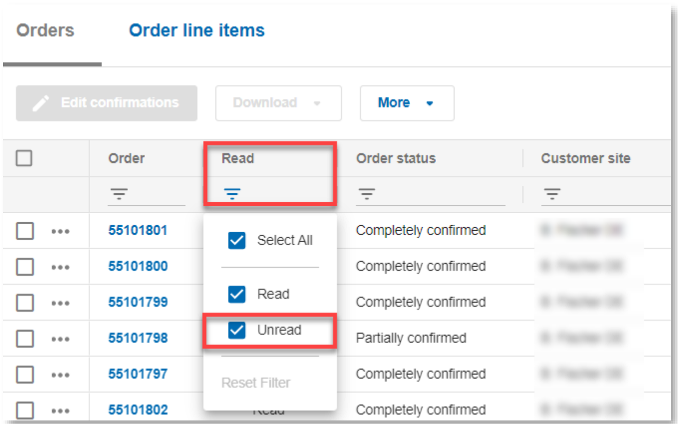


Figure 18 Orders Overview with filter for the Read column.

Orders will be marked as **Read** once you click on them. To set them back to **Unread**, click on the three dots next to the checkbox and then on **Mark as unread**.

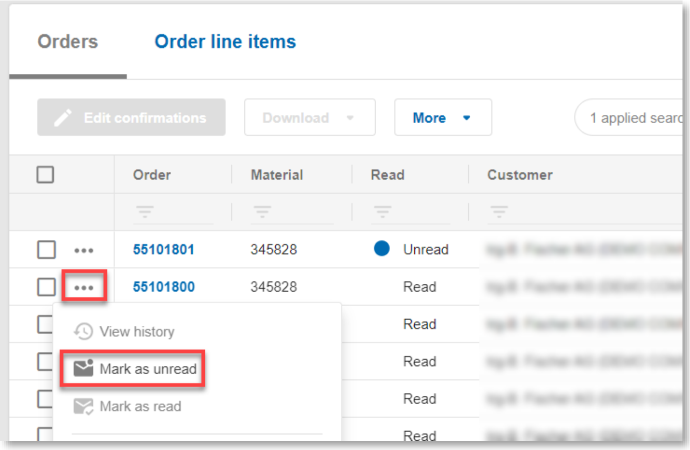


Figure 19 Single-row action: Mark as unread.

Order updates can be identified by looking into the column **History available** and observing the status indicated as "Yes".

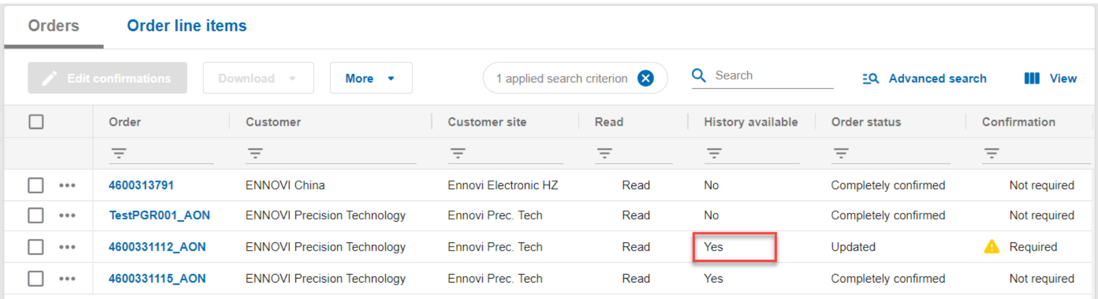


Figure 20 History available.

To go into the details of what has been changed:

1. Click on the three dots next to the order you are interested in and then click on **View history.**

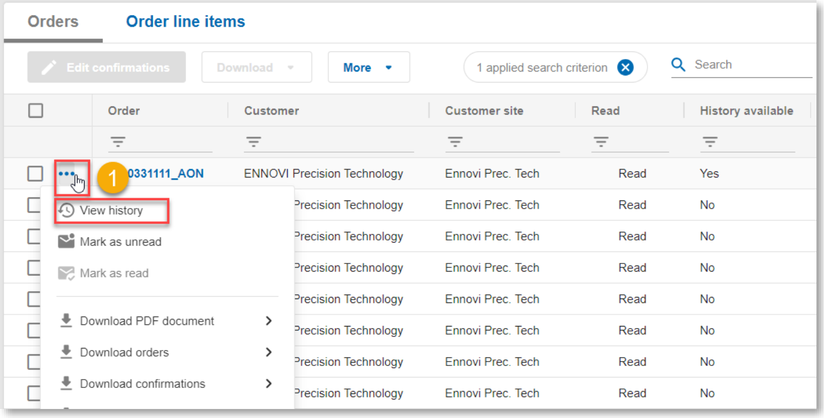


Figure 21 Drop-down menu with View History option.

2. In the **Order history** overview, you will see information about the number of versions there are for the selected order.
3. Click on any of the listed versions of the order to see detailed information on the modifications made on each update.

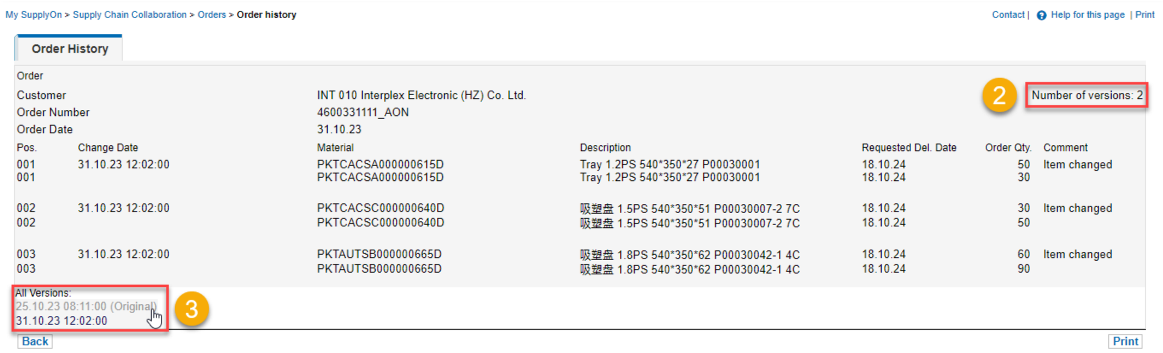


Figure 22 Order history overview.

3.4 View configuration

To facilitate your work in SupplyOn, you have the option of customizing your view. Rearrange columns by clicking and dragging them to the new desired position.

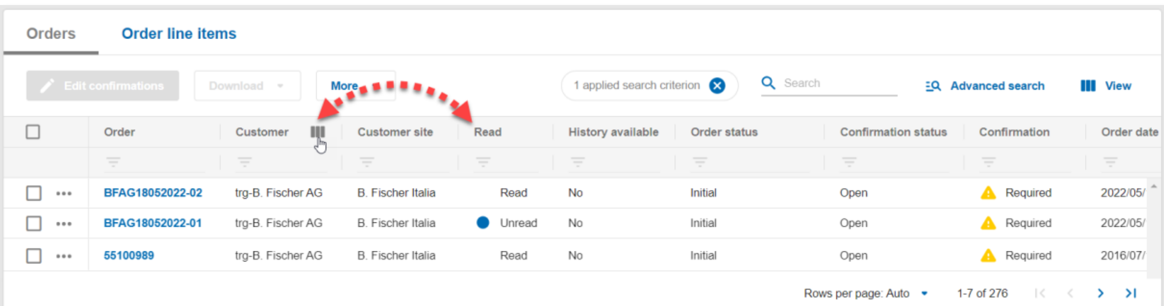


Figure 23 Columns rearrangement.

To add new columns, click on the **View** icon in the upper right corner of the table.

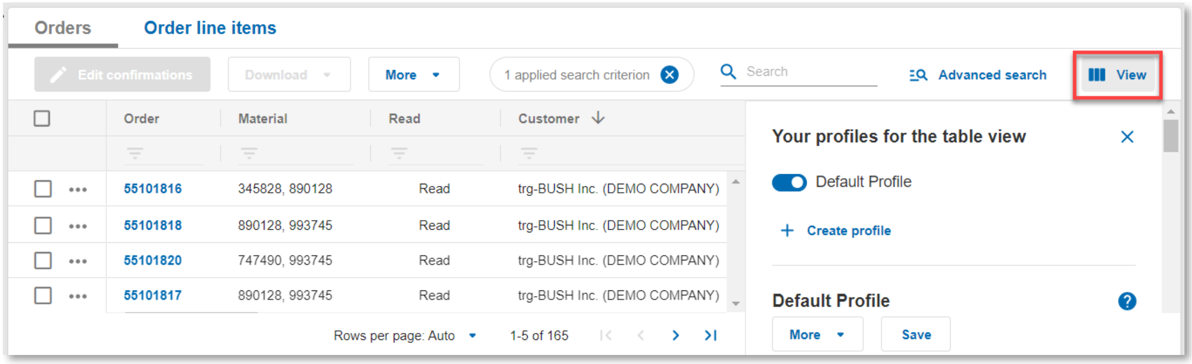


Figure 24 Accessing the view settings.

A list will appear with all the columns available. You can rearrange the columns by dragging them up and down the list according to your preferences. You can also click on the "eye" icon to show or hide a column in your view (See Figure 24).

Click on the pin icon to freeze columns while scrolling. Click on **Save** to keep your settings (See Figure 25).

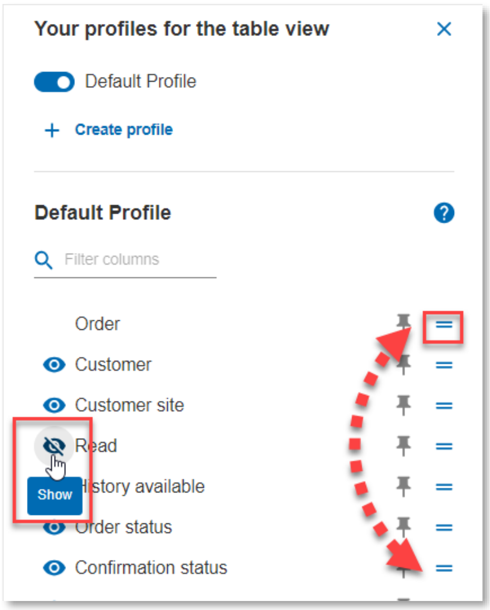


Figure 25 Setting your view.

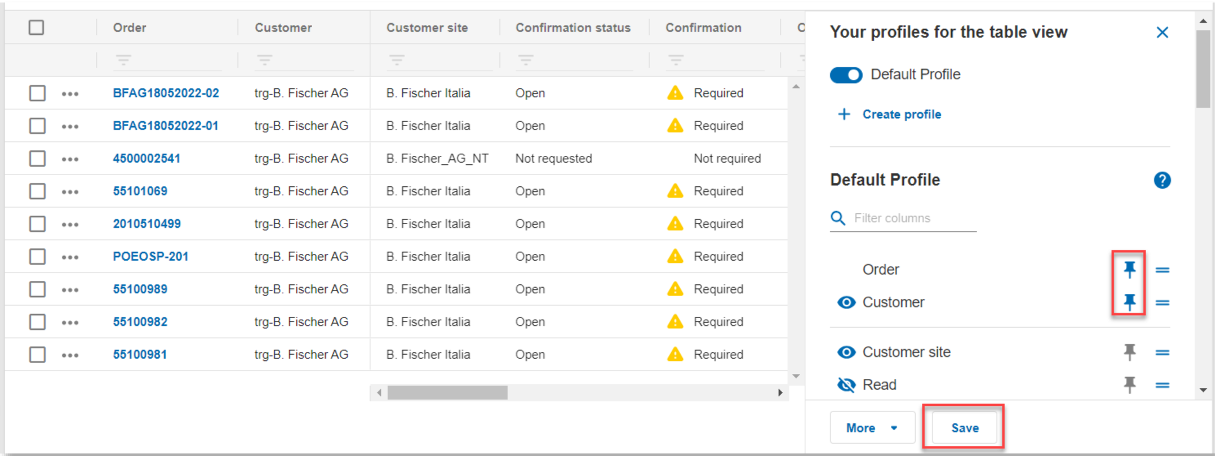


Figure 26 Freezing columns and saving settings.

Click on **Create profile** to create an additional view. Choose your desired setting (Columns order, show or hide columns) and then type in the name for your view. Click on **Save** to keep your customized view.

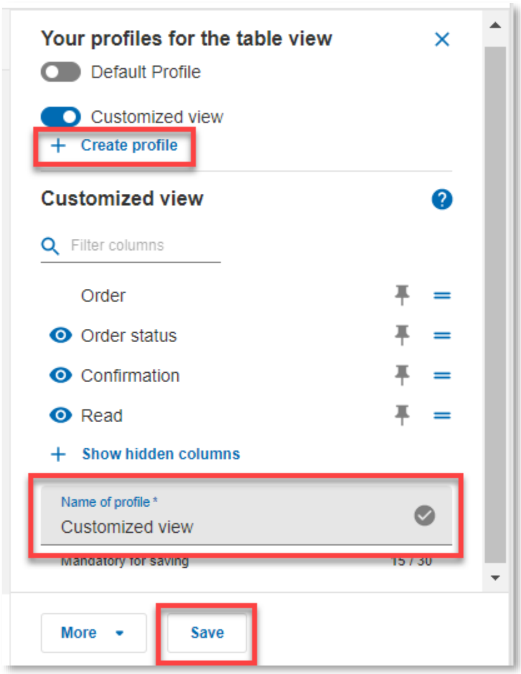


Figure 27 Creating a customized view.

3.5 Review Order line items

To see the details of an order, click on **Order line items**.

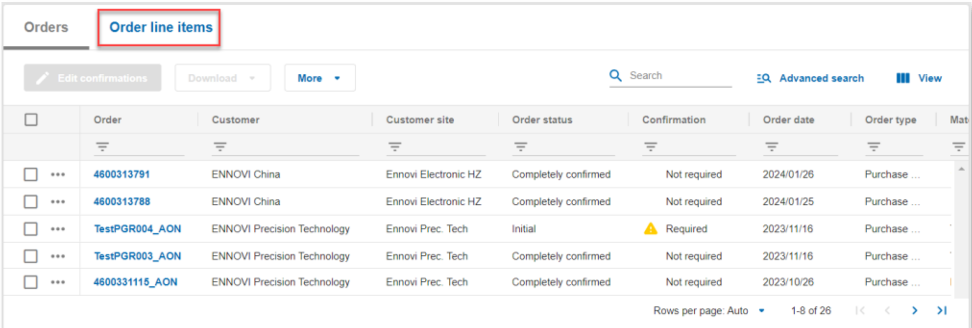


Figure 28 Order lines items overview.

The order items are listed in rows. Each column shows information about the line item in each Purchase Order e.g., Material Number, Requested Delivery Date, Supplier Reference, etc. You can see more details by customizing your view (See section 3.3).

You can also download the Orders and your confirmation as a PDF file by clicking on **Download > Download PDF document**:

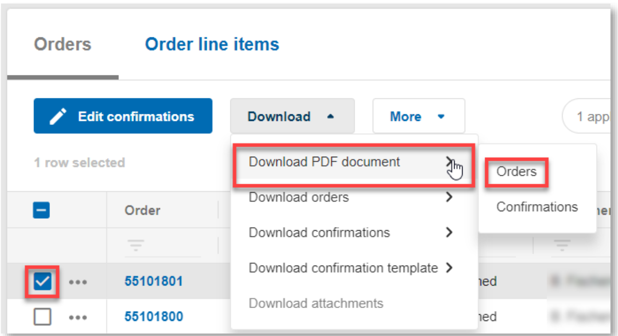


Figure 29 Downloading Purchase Order.

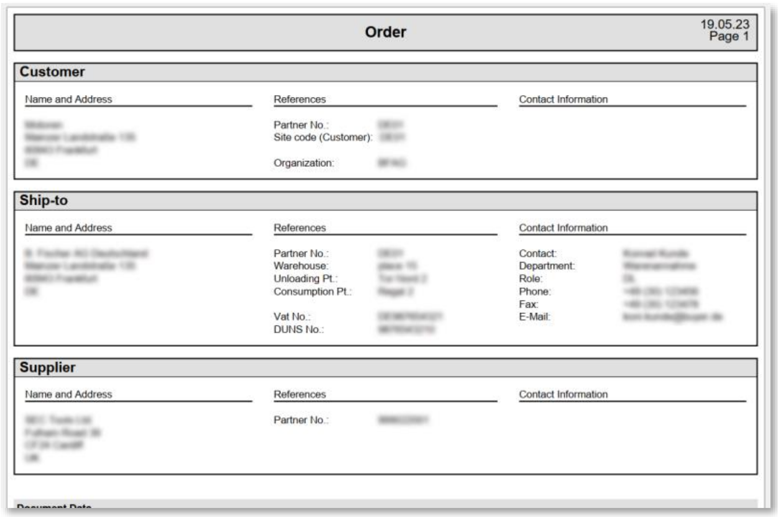


Figure 30 Downloaded Purchase order as a PDF file.

3.6 Confirming a Purchase Order

3.6.1 Confirming a PO

1. Select the order you wish to confirm; you can select one or multiple orders at once.
2. Click on **Edit Confirmations**

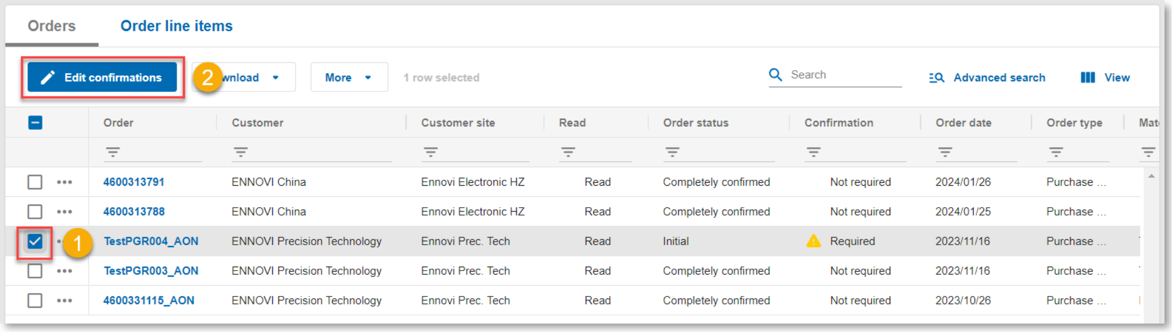


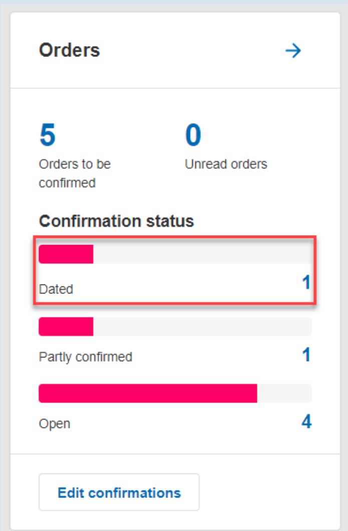
Figure 31 Step 1 and 2.

3. You will be directed to the Order Line Items Overview, where all items in the selected Order are listed. You can confirm all listed items at once or select only a few of them.
4. Verify that the delivery date and quantity are correct. If necessary, adjust them by overwriting the yellow fields.

Note

Some Purchase Orders can include a limit on the allowed delivery quantity variations (either above or under the initially required quantity) set by ENNOVI. Any modifications exceeding these limits will require approval from ENNOVI for the Purchase Order to proceed and will appear with the customer approval status “Waiting for approval". If ENNOVI accepts the changed terms, an updated order with the new agreed delivery quantities or date will be sent which will also need to be confirmed by seller again. In case the changes are not accepted, the Purchase Order line will appear with the customer approval status “Rejected”.

Purchase Orders that have been updated by the customer appear with the confirmation status “Dated”, you can access them directly by clicking on the option *Dated* in the Orders tile located in the dashboard.



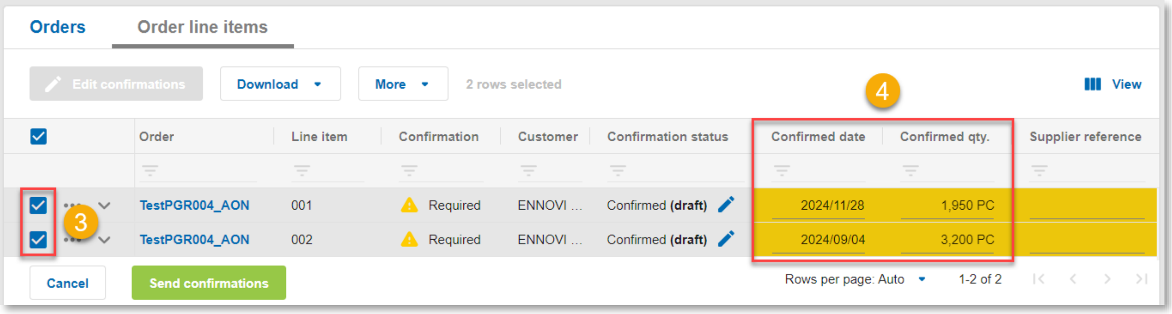


Figure 32 Step 3 and 4.

5. Fill in the supplier reference for each of the line items. Alternatively, you can also fill in the supplier reference for all your line items by clicking on **More** and then on **Set supplier reference.**

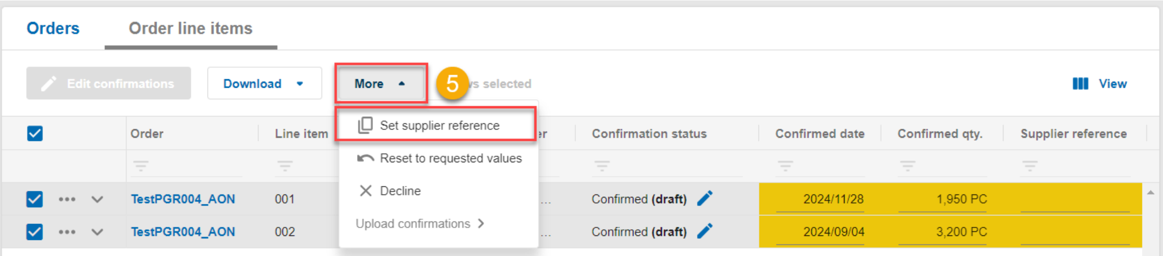


Figure 33 Step 5.

6. Type in the supplier reference and then click on **Apply.**
7. Click on **Send confirmations.**

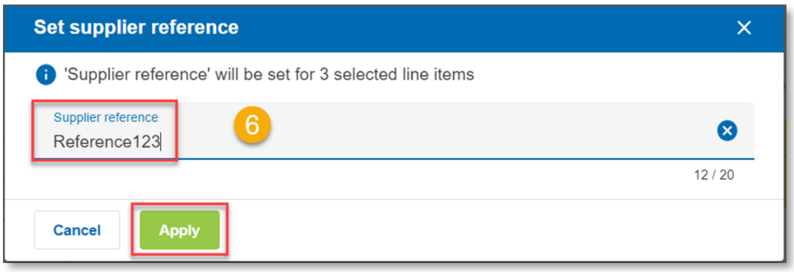


Figure 34 Step 6.

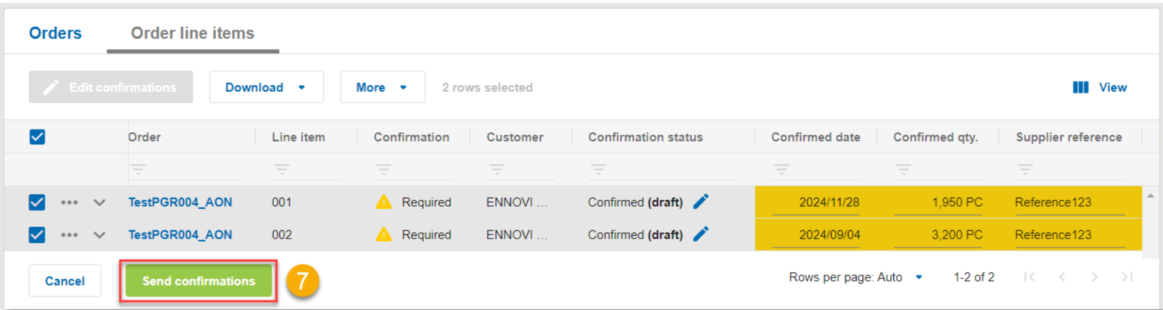


Figure 35 Step 7.

The order confirmation has been successfully transmitted when following notification appears:

Figure 36 Successful order confirmation.

3.6.2 Splitting an order line item

You can split line items into two or more deliveries by clicking on the arrow next to them.

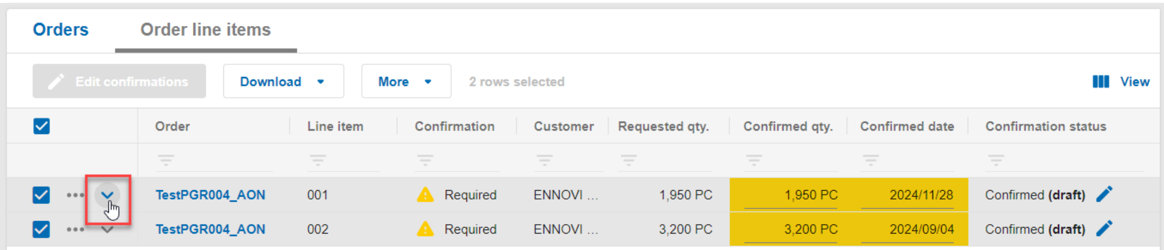


Figure 37 Order line items overview.

An additional section related to the selected line item will be displayed, click on **Split delivery.**

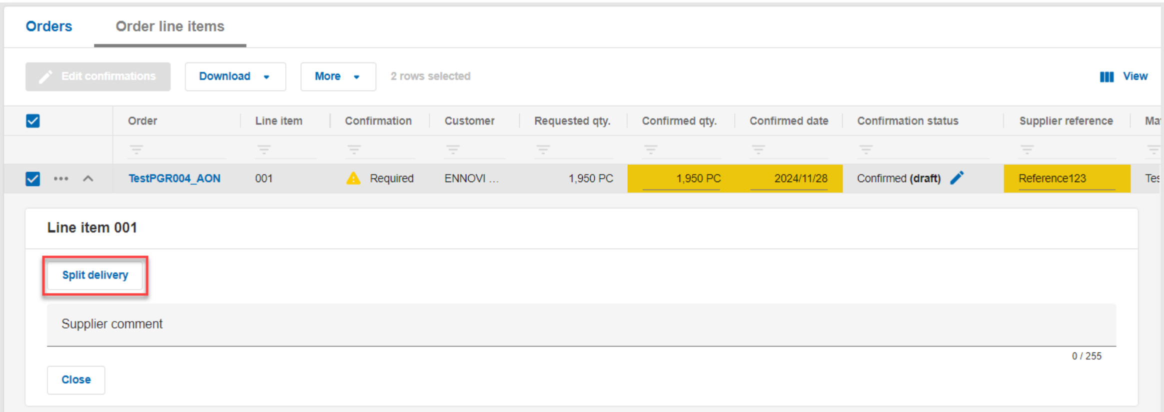


Figure 38 Split delivery button.

An additional line item will be added to the originally selected line item. Confirm the delivery date and quantity for the split line items. Click on **Send confirmations** to send the information to the customer. The customer will review the information and send an updated version of the Purchase Order (This will be shown with the confirmation status “Dated”).

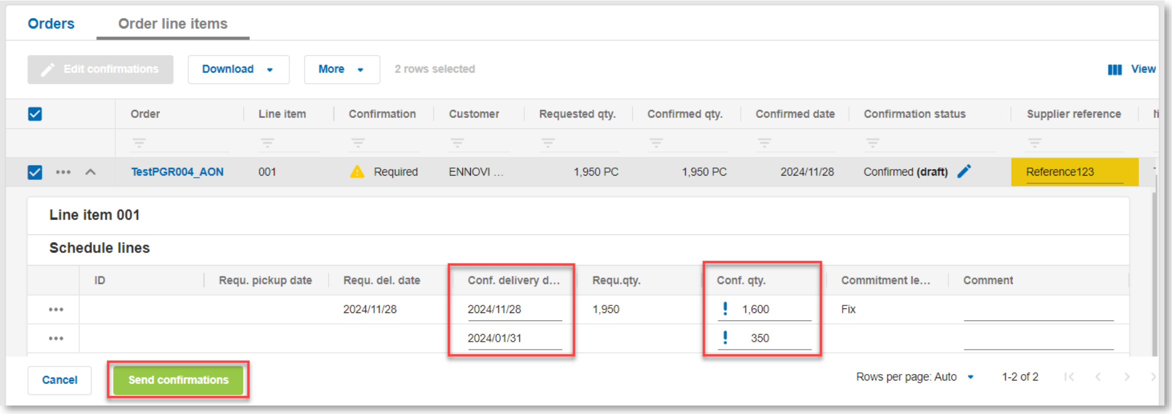
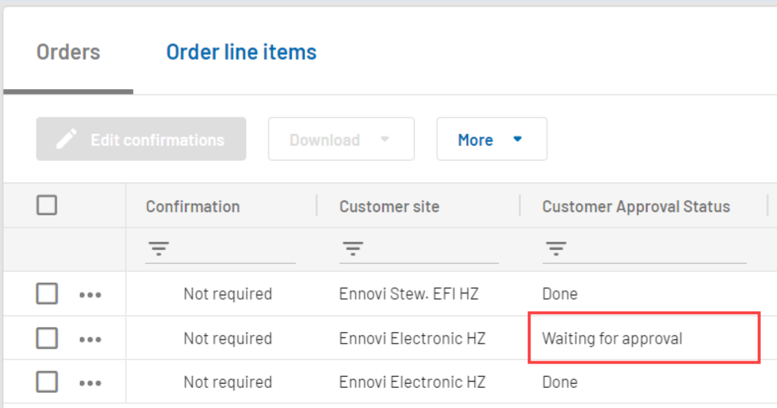


Figure 39 Delivery date and quantity configuration.

Note

Splitting orders is subject to customer's approval. Once an order has been split it will be sent to the customer for approval, this will appear with the status "Waiting for approval" under the column "Customer Approval Status".



3.6.3 Declining an order line item

To decline an order line item (usually done if there is a disagreement with the price data in a PO) select the item by ticking the corresponding box and then click on **Edit confirmations.**

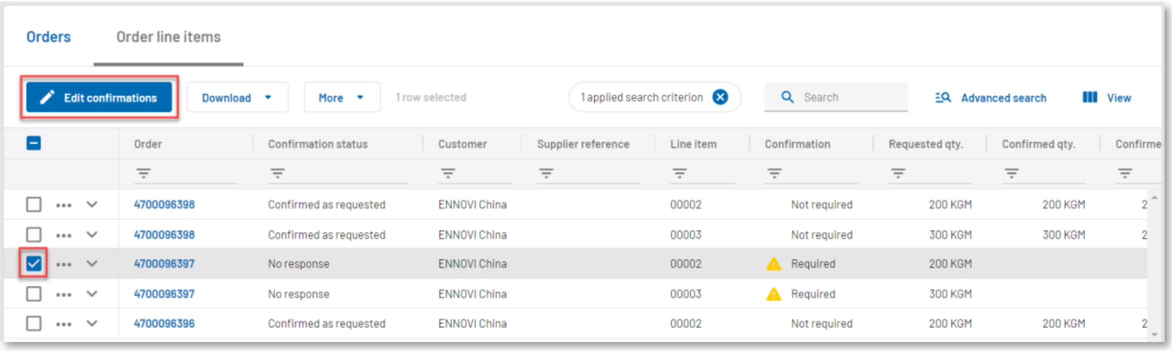


Figure 40 Declining an order line item - item selection.

Add the supplier reference and then click on the three dots next to the order to display an additional menu. From the menu select the option **Decline**.

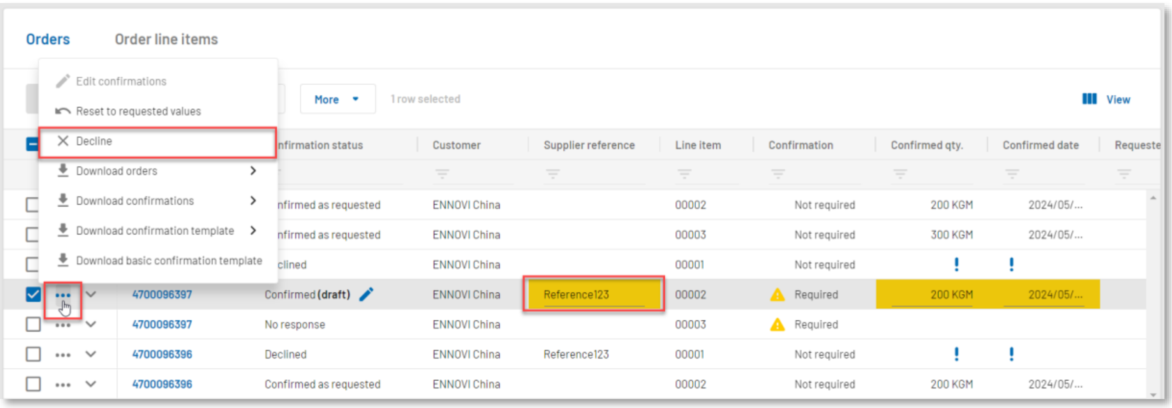


Figure 41 Declining an order line item – Supplier reference and decline button.

A pop-up window will appear, click on **Confirm**.

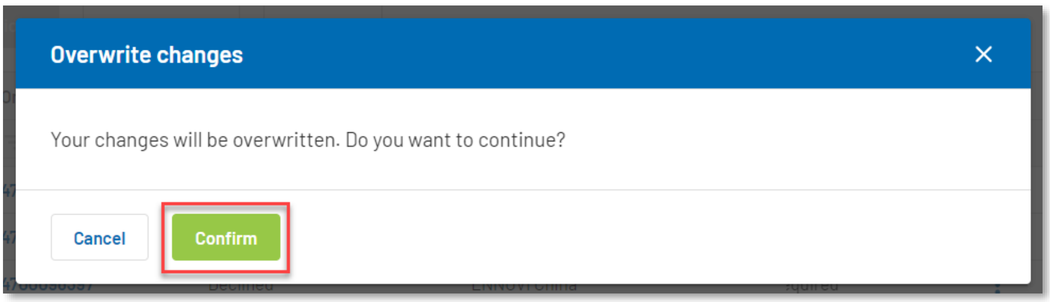


Figure 42 Overwrite changes pop-up window.

After confirming the changes, the columns “Confirmed quantity” and “Confirmed date” will appear with an exclamation mark, indicating that the information currently displayed deviates from the original customer request. Click on **Send confirmations** to notify the buyer that the order has been declined.

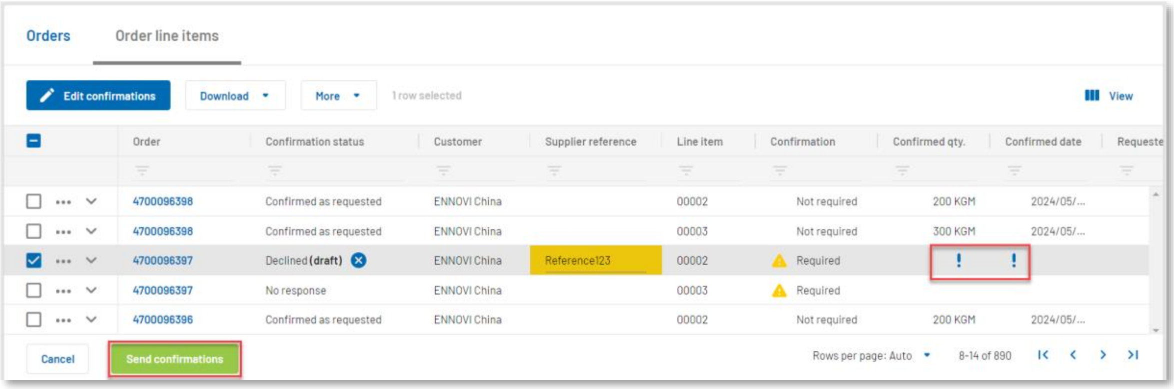


Figure 43 Send confirmations button.

The order will appear with the status “Declined” in the “Confirmation status” column.

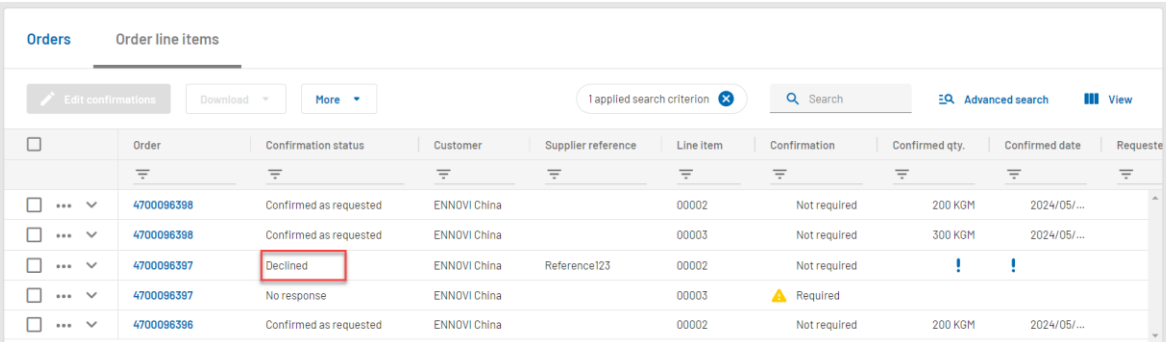


Figure 44 Declined order.

4 How to download a confirmation template and upload order confirmations

Instead of confirming the orders one by one you can use the down- and upload function to confirm multiple orders in one step.

There are two types of file formats which can be used:

- ✓ Microsoft Excel XLSX
- ✓ CSV format.

In this guide we explain how to work with MS Excel.

4.1 How can I use the Excel order template?

If you want to confirm by using an Excel file:

1. Open the Dashboard and go the Orders Overview
2. Select the orders you want to confirm by ticking the box on the left.
3. Click on **Download > Download confirmation template > Standard confirmation template (.xlsx)**

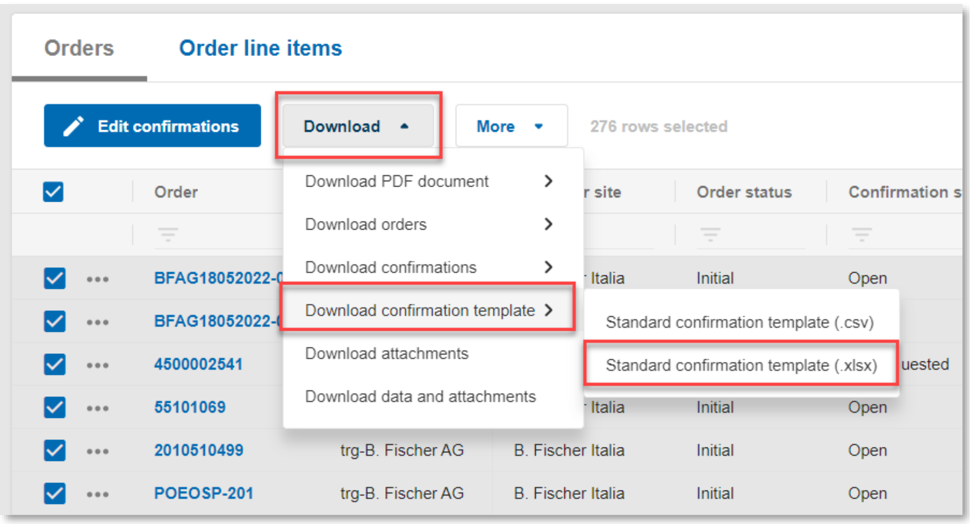


Figure 45 Downloading confirmation templates.

4. Open the **XLSX** files.
5. Check the **Order Number(s)**
6. Review relevant inputs in each column such as **Delivery date(s)** and **Delivery quantity.** Adjust them if necessary.

7. Enter the **Supplier Reference** in the column **Internal Supplier Number**.
8. **Save** your XSLX file.

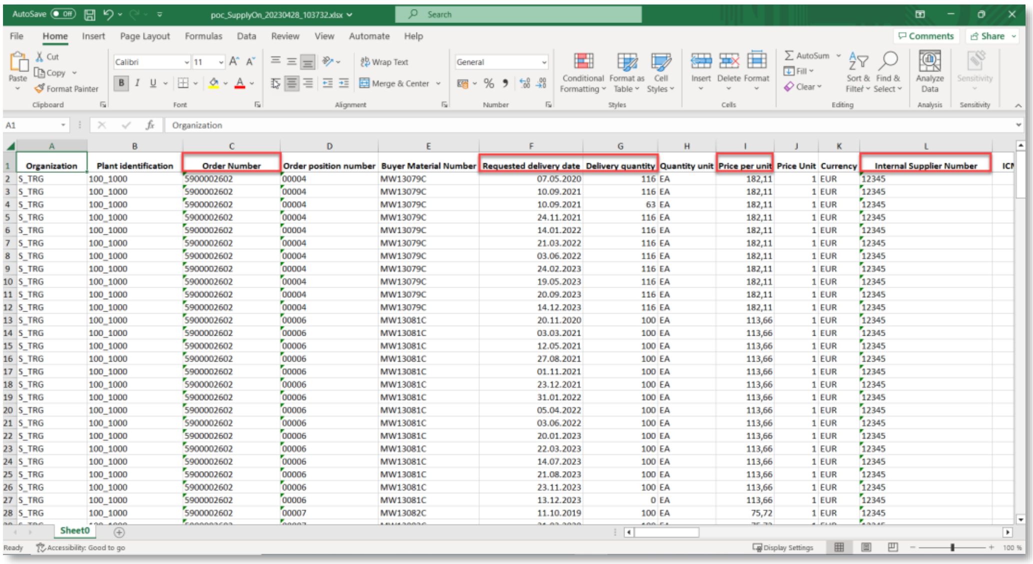


Figure 46 MS Excel Confirmation Template.

9. Go back into the SupplyOn platform.
10. Click **More > Upload Confirmations (.xlsx)**

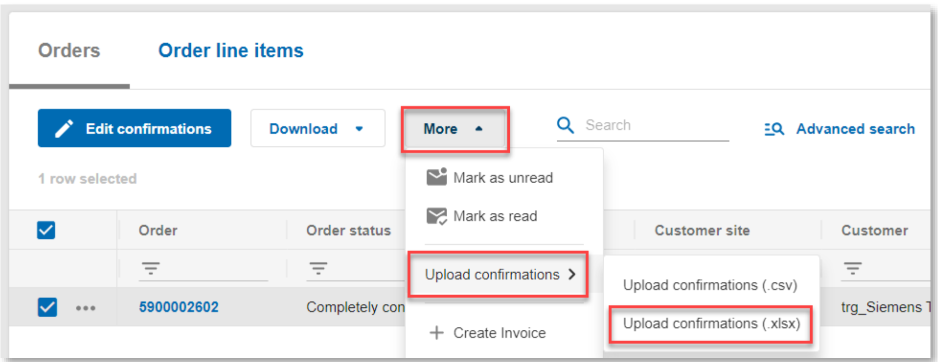


Figure 47 Uploading order confirmations.

11. Click in the box to browse a file or drag and drop your chosen document.

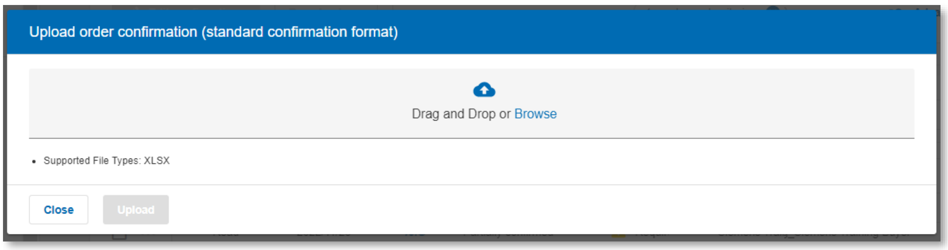


Figure 48 Choosing file to upload.

12. Open the folder **Downloads** (or the location where you have saved the confirmation template), select the **XLSX** file and click **Open.**

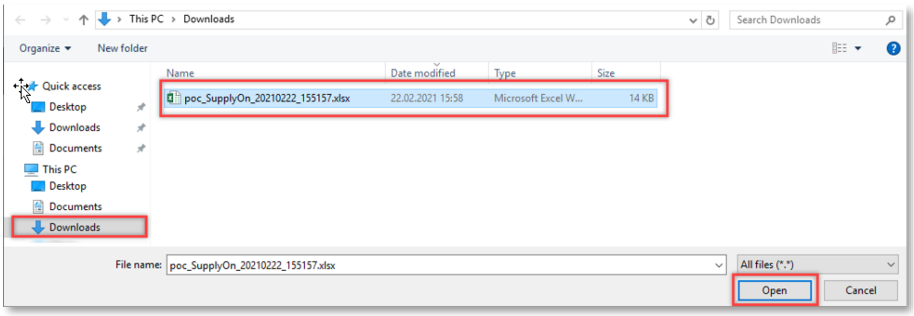


Figure 49 Selecting file.

13. **Upload** the confirmation template.

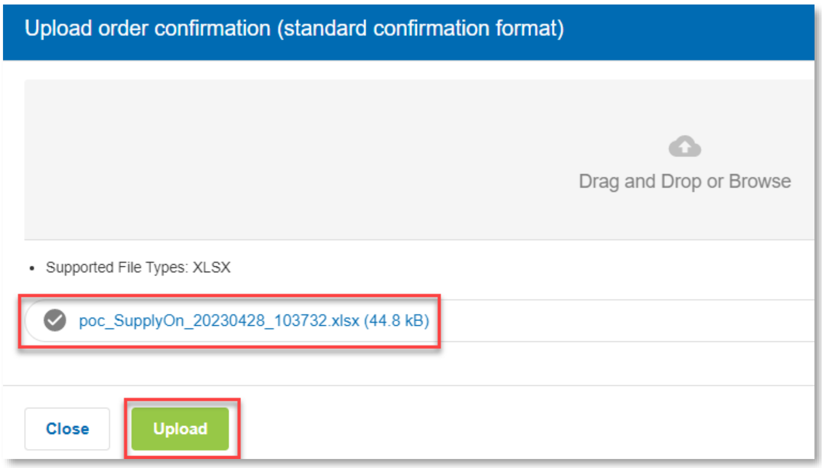


Figure 50 Uploading template.

This way you can confirm many orders in one step.

4.2 Configuring Download Templates

You can also configure the download template with relevant information according to your needs via the Download Template Manager.

This can be done as follows:

1. In the orders overview, select any order.
2. Click on **Download > Download orders > Configure downloads**

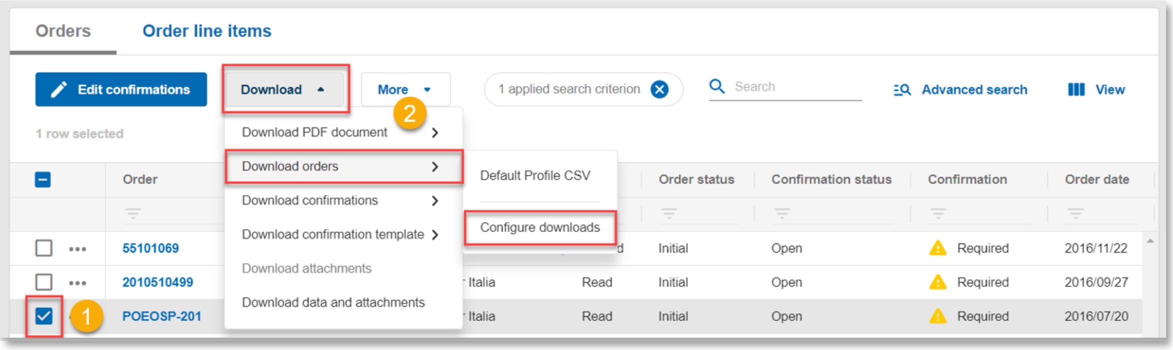


Figure 51 Steps 1 and 2.

3. You are directed to the Upload and download profiles overview; in the **Available Fields** section you will find a list of options that can be added to the download template.
4. In the **Selected Fields** section, you will see all current content in your selected Download Profile
5. Add or remove items to modify the download template.
6. Use the functionality buttons to save your changes to the current profile or to create a New Profile
7. Click on **Download of profile description** to download an excel file with a detailed description of every field in your download template.

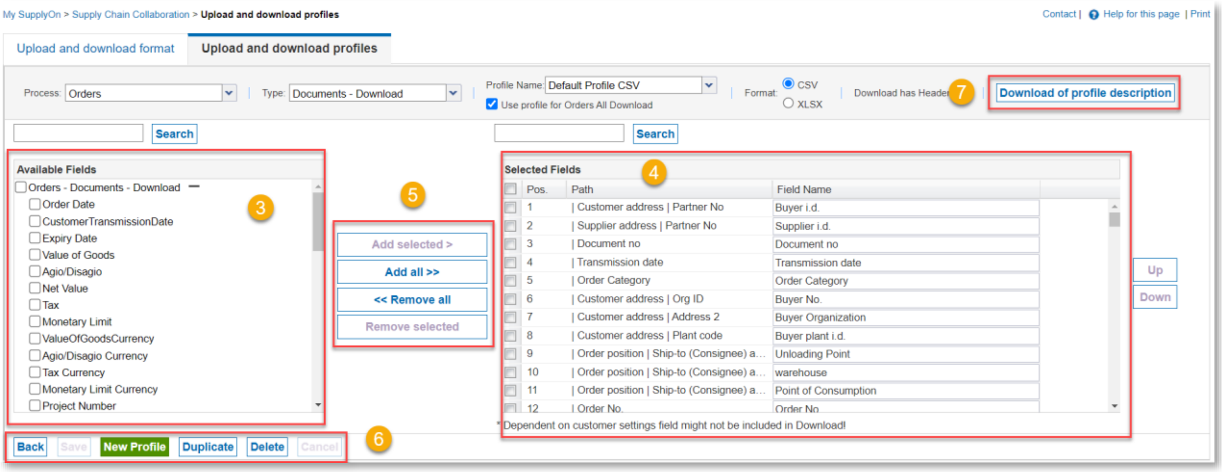
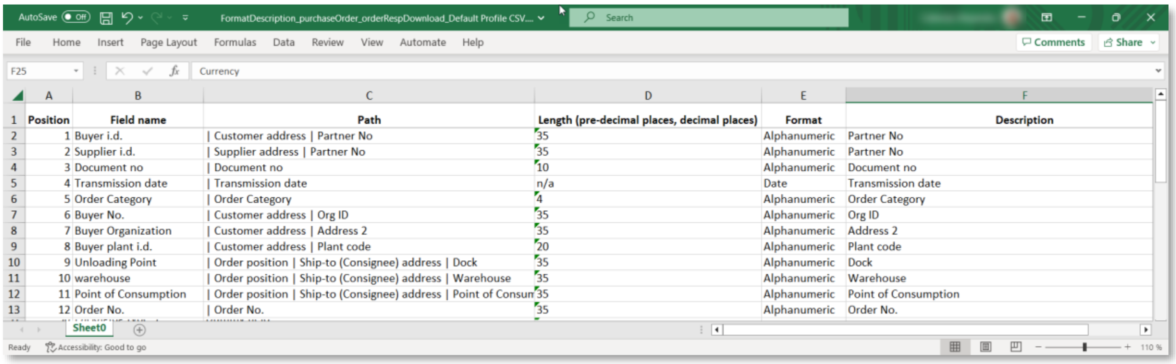


Figure 52 Steps 3 to 7.



Position	Field name	Path	Length (pre-decimal places, decimal places)	Format	Description
1	Buyer i.d.	| Customer address | Partner No	35	Alphanumeric	Partner No
2	Supplier i.d.	| Supplier address | Partner No	35	Alphanumeric	Partner No
3	Document no	| Document no	10	Alphanumeric	Document no
4	Transmission date	| Transmission date	n/a	Date	Transmission date
5	Order Category	| Order Category	4	Alphanumeric	Order Category
6	Buyer No.	| Customer address | Org ID	35	Alphanumeric	Org ID
7	Buyer Organization	| Customer address | Address 2	35	Alphanumeric	Address 2
8	Buyer plant i.d.	| Customer address | Plant code	20	Alphanumeric	Plant code
9	Unloading Point	| Order position | Ship-to (Consignee) address | Dock	35	Alphanumeric	Dock
10	warehouse	| Order position | Ship-to (Consignee) address | Warehouse	35	Alphanumeric	Warehouse
11	Point of Consumption	| Order position | Ship-to (Consignee) address | Point of Consun	35	Alphanumeric	Point of Consumption
12	Order No.	| Order No.	35	Alphanumeric	Order No.

Figure 53 Downloaded profile description.

5 Advance Shipping Notice (ASN)

The electronic ASN process via SupplyOn is efficient, transparent, and quick. It replaces the traditional, at times paper-intensive transactions where data had to be manually entered at numerous places. With SupplyOn that process is supported in one central system, to which all parties involved have access.

ENNOVI, along with its suppliers, will collaborate along the purchasing and shipping process according to these steps:

Step 1 – ENNOVI sends out a new Purchase Order (PO) from their ERP to SupplyOn.

Step 2 – The supplier confirms the PO in SupplyOn Supply Chain Collaboration.

Step 3 – The Supplier picks and packs the goods.

Step 4 – If the goods are ready to be shipped, the supplier creates the ASN.

Step 5 – The supplier can print labels.

Step 6 – The entered data gets validated and the ASN is sent to the customer.

5.1 Dashboard

Supply Chain Collaboration is the SupplyOn service where you can work with Advance Shipping Notices (ASN) as well as with other processes (Purchase Orders, eInvoicing, etc.) efficiently and easily.

1. After logging in to SupplyOn, access the Supply Chain Collaboration Dashboard by clicking on the arrow located in its respective tile.

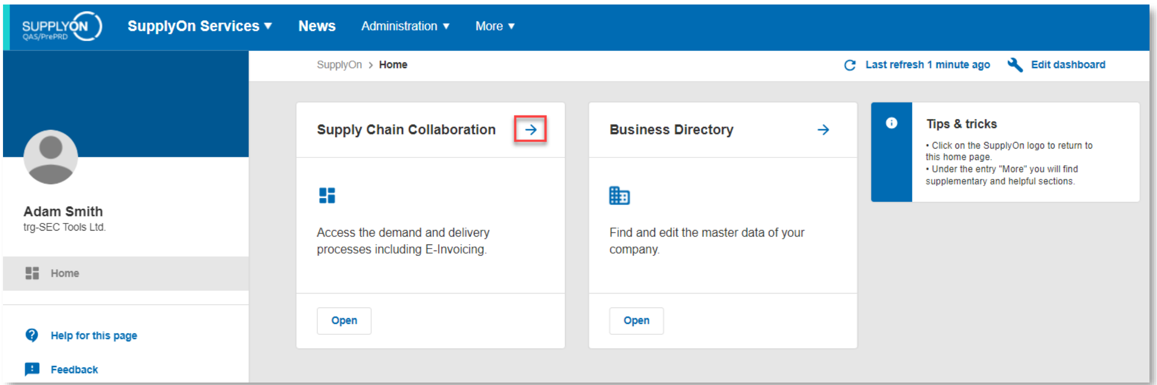


Figure 54 Access to Supply Chain Collaboration.

2. The Supply Chain Collaboration Dashboard is displayed.

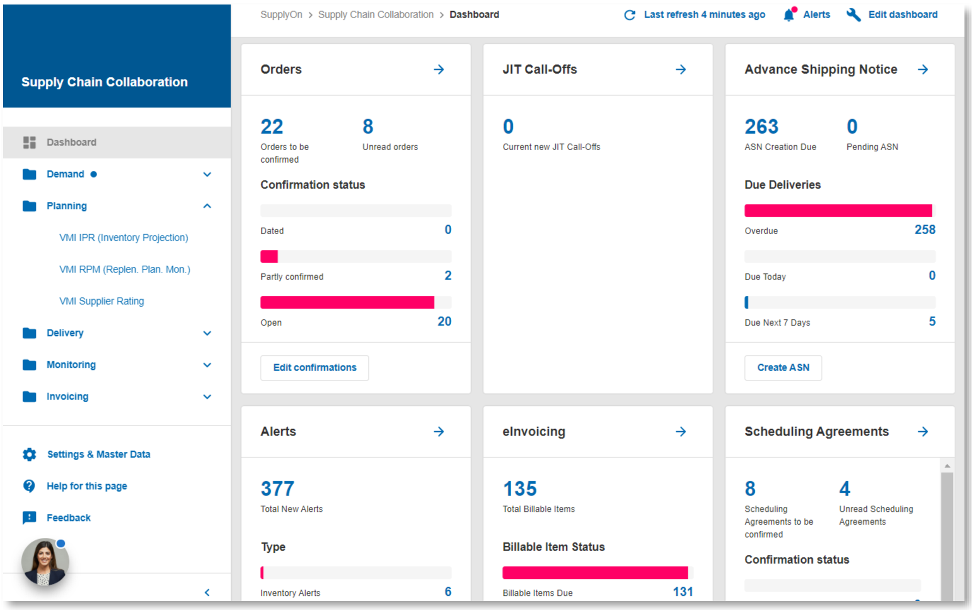


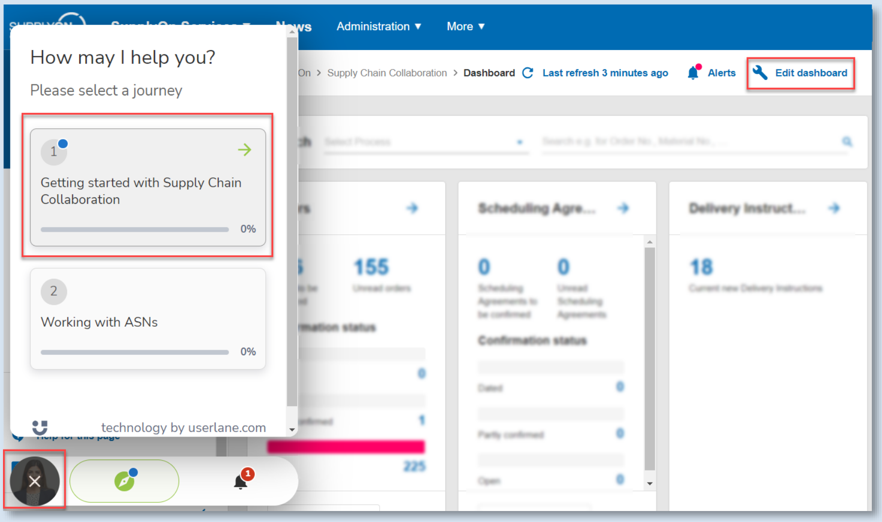
Figure 55 Supply Chain Collaboration Dashboard.

The Dashboard shows relevant information and metrics regarding the processes between ENNOVI and the seller. The options shown in the dashboard may vary depending on the roles that have been assigned to your user.

Note

By clicking on **Interactive Tour** on the lower left side of the dashboard, you will be guided through the User Interface. At initial login this will be opened automatically as a pop up.

Click on **Edit dashboard** to reorganize or delete tiles.



5.2 Label number prefix configuration

At the end of the ASN creation process you have the option to print labels. With ENNOVI, labels numbers must include a predefined prefix, so that the combination “prefix + label No.” is unique in ENNOVI globally. The following section explains how to set this prefix.

In the Supply Chain Collaboration Dashboard click on the option **Settings & Master Data**, located in the navigation bar on the left-hand side.

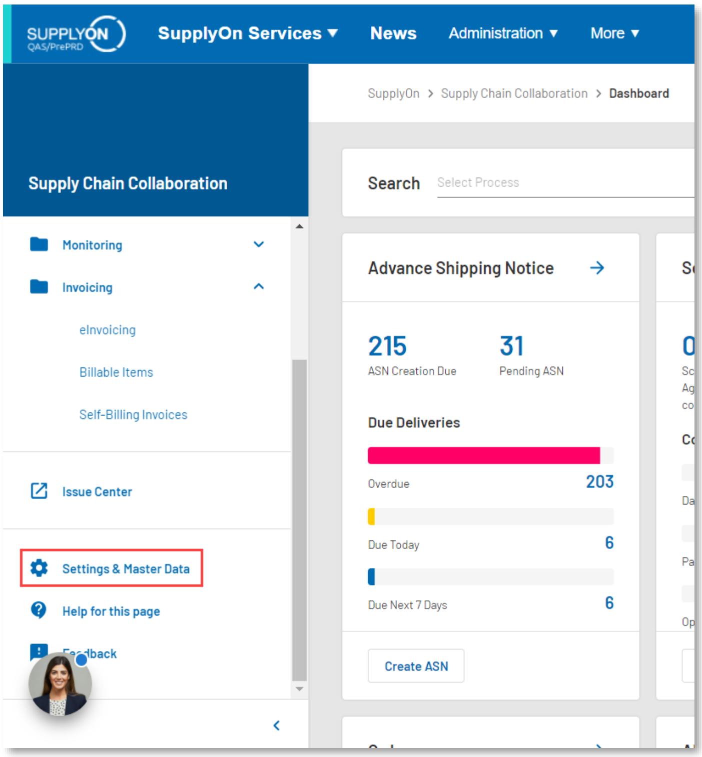


Figure 56 Settings & Master Data button.

Click on in the arrow within the **Company settings** tile.

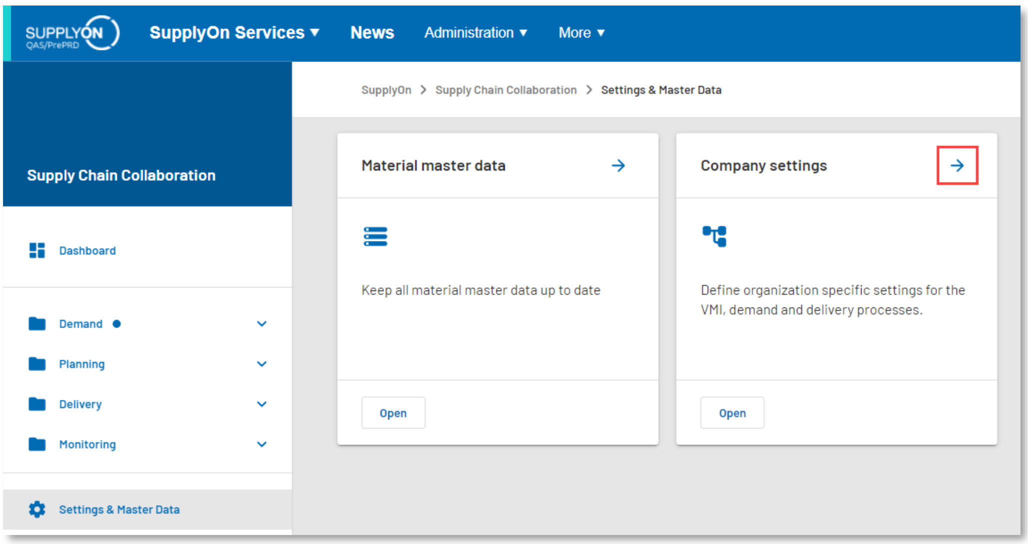


Figure 57 Settings & Master Data.

You will now see a view containing different details regarding the company's organizational data. Scroll down until you see the section *Shipping Process,* where you will find the option *Labelnumber.* Type in the label number prefix that was previously agreed with ENNOVI and click on **Save**.

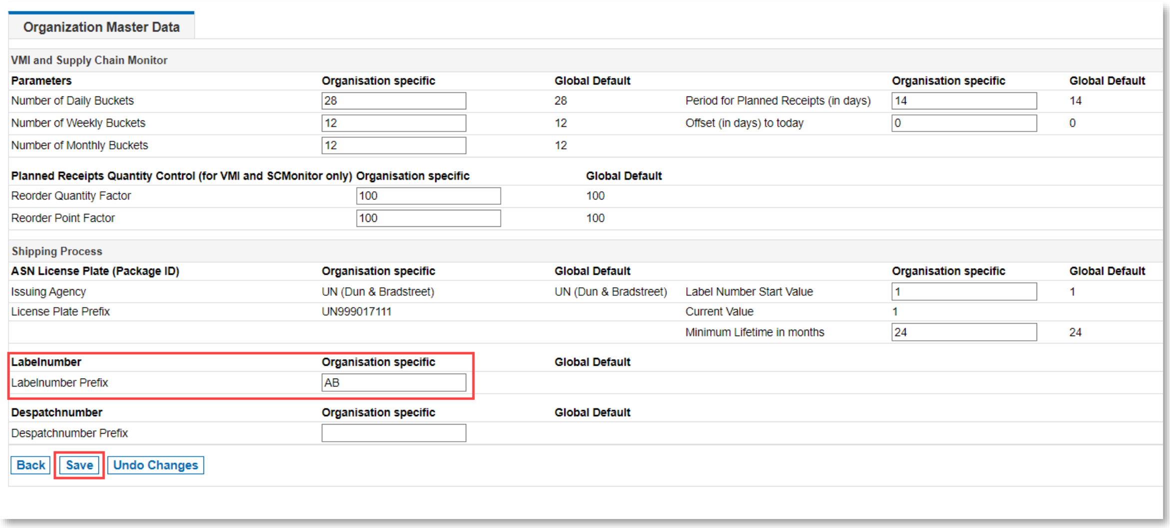


Figure 58 Label number prefix.

5.3 The ASN tile

The Advance Shipping Notice tile contains the following information:

1. The aggregated number of due deliveries for which an ASN must be created.
2. The number of ASN, where the creation has been already started but not yet completed.
3. In the middle part of the tile a more detailed classification of the due deliveries is available.
   - Due Deliveries, where the ASN creation is already overdue.
   - Due Deliveries, where the ASN need to be created on the same day.
   - Due Deliveries where the ASN need to be created within the next seven days.

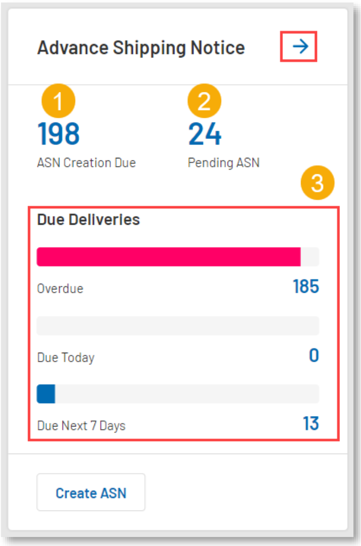


Figure 59 Advance Shipping Notice tile.

By clicking on any of the above-mentioned categories you can access a prefiltered ASN overview where you can then create ASNs. The button **Create ASN** or the arrow in the upper right corner can also be used access the ASN overview.

5.4 ASN Overview

The following chapter explains the ASN overview screen which shows all ASNs created so far. In addition, existing ASNs can be also downloaded or edited if applicable.

Open the ASN module by clicking on the arrow in the **Advance Shipping Notice** tile in the **Supply Chain Collaboration** dashboard.

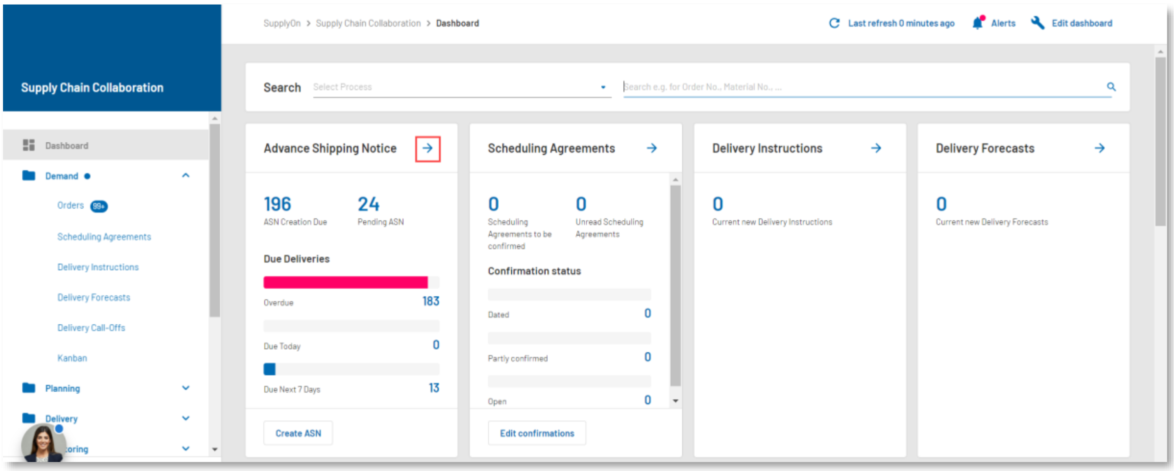


Figure 60 Supply Chain Collaboration dashboard.

You are automatically directed to the **ASN Overview**, where you have an overview about all created ASNs so far.

1. The ASNs in the collaboration with ENNOVI can have one of the following status:

- **Sent**: The ASN has been filled and sent to the customer.
- **Pending**: The creation of the ASN has been already started but is not yet completed.
- **Deleted**: The ASN has been deleted by ENNOVI.
- **Withdrawal requested**: The ASN has been sent but a deletion request has been sent to to ENNOVI (ASNs can only be deleted by the buyer).

2. Click on the arrow that appears while hovering over any of the column headers, then click on **Columns** to access to a list with all the available columns. Select the columns you want to see to customize your view.

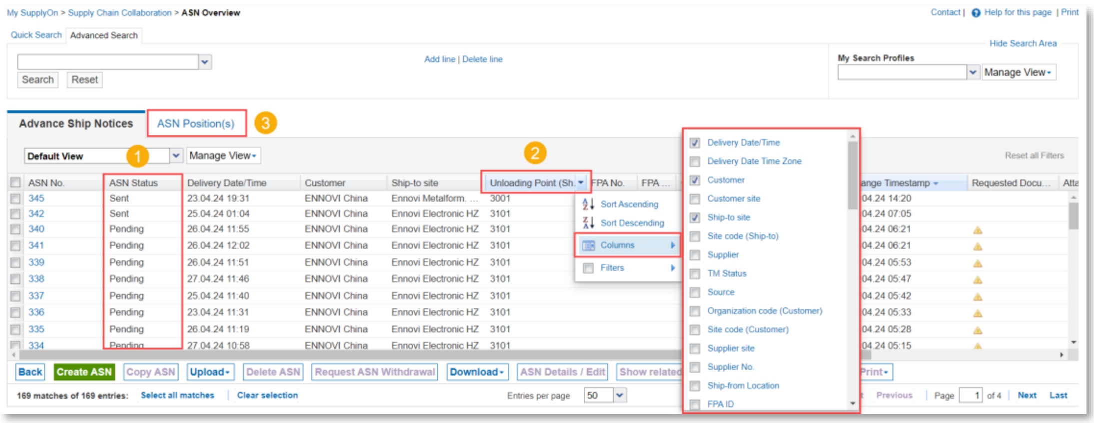


Figure 61 ASN Overview.

3. Go to the tab **ASN Positions** to access an Overview which provides an overview about all single positions, of the already created ASNs.
4. The column **Quantity Check** shows the delivery status of each ASN. After a successful submission, the ASN position is **In Transit**. Once the customer books the goods receipt it is set to **Complete**.

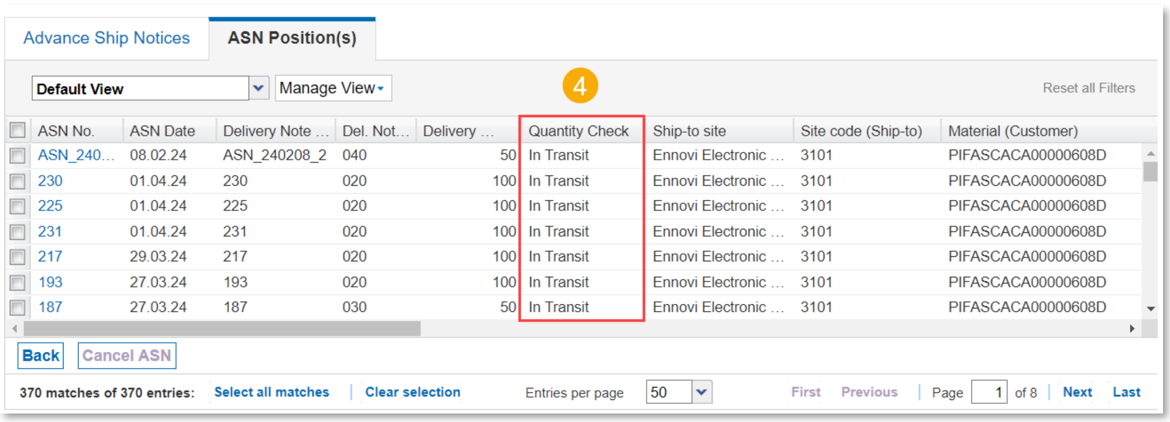


Figure 62 ASN Positions tab.

5.5 ASN creation from the ASN tile

ASNs are created based on due deliveries. Due Deliveries are confirmed order items that are still open for delivery. To start the process, go to the Supply Chain Collaboration Dashboard and click on **Create ASN** in the **Advance Shipping Notice** tile**.**

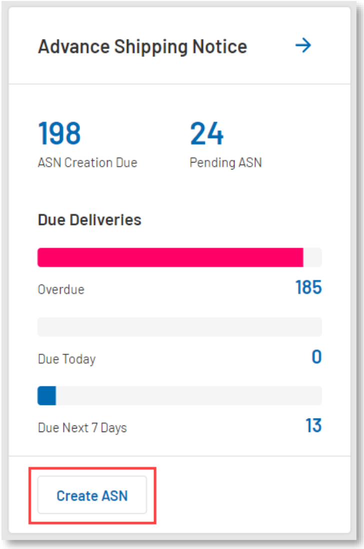


Figure 63 Create ASN button.

You will automatically be directed to the **Due Deliveries (grouped)** overview. The column "ASN required" provides information about the amount of ASNs that can be created for a specific loading point. In the column "ASN required" click on the number corresponding to the loading point you wish to generate ASNs for.

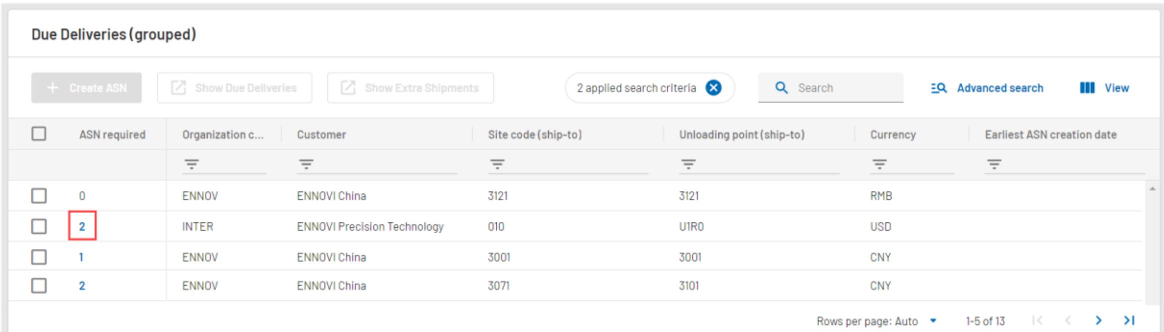


Figure 64 Due Deliveries (grouped) overview.

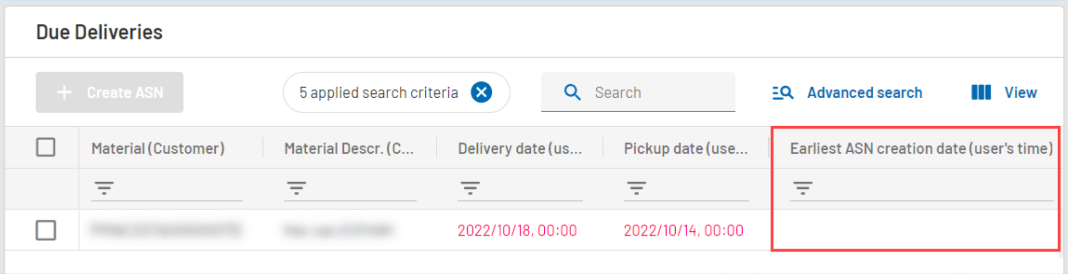
You are automatically directed to the **Due Deliveries** Overview**,** where you need to select one or more due deliveries, for which you want to create the ASN. Go to Section 5.6 for steps on how to personalize your view.

The pick-up and creation date of the ASN is calculated based on defined transport times. Due Deliveries where the calculated ASN Creation Date has already been exceeded are marked in red.

Select at least one line and click on **Create ASN**.

Note

Please be aware of the “Earliest ASN Creation” information: Do not create an ASN before this date, if information is available.



If the “Packing Profile” column shows a legend different than “<manual data entry>” then the packaging information has been already pre-specified. To continue you only need to click on the button **Calculate Packing**.

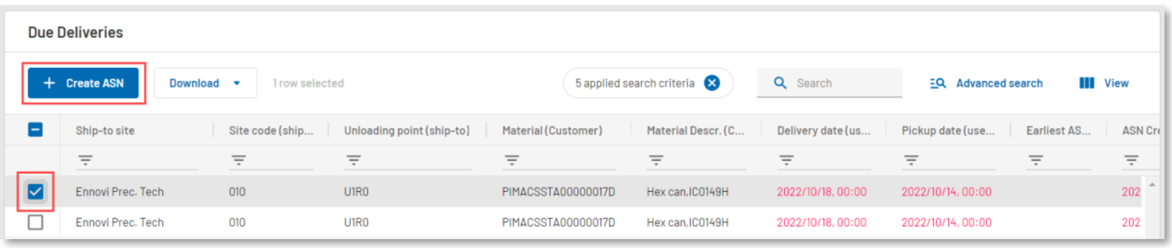


Figure 65 Due Deliveries overview with create ASN button.

You get directed to an overview showing details on the ASN that is being created. The following section explains in detail the information contained in each of the tabs, as well as the next steps required to create an ASN. Go to section 5.6 for information on how to personalize your view in the ASN Overview.

5.5.1 Select ASN Positions Tab

In the tab **Select ASN Positions** you get an overview of the line items contained in the ASN as well as the delivery quantities and packaging information. All fields highlighted and yellow are mandatory and need to be filled before sending the ASN.

1. If the column “Pack. Data. Status” shows red squares, it means the packaging information needs to be specified.
2. If the column “Packing Profile” shows the legend <manual data entry> then the information must be entered manually.
3. Click on **Details** to enter the packaging information of each line item manually.

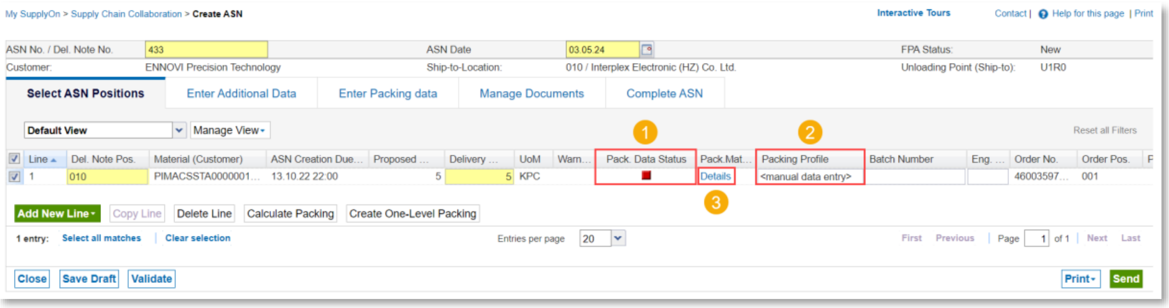
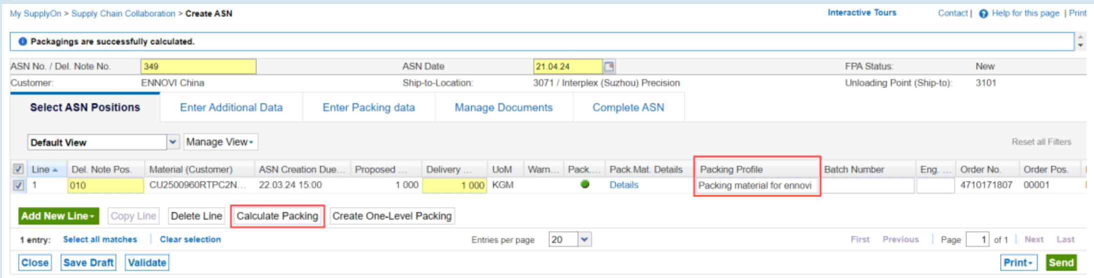


Figure 66 Create ASN with packaging information.

Note

If the “Packing Profile” column shows a legend different than “<manual data entry>” then the packaging information has been already pre-specified. To continue you only need to click on the button **Calculate Packing**.



4. A window will open with the **Packaging Material Details (Single and Auxiliary Packs)** overview. Fill in the packaging information for the selected line item If the net weight needs to be shown on the delivery note, please complete the columns "Tare per Pack (kg)" and "Gross Weight (kg)".

5. Click on **Generate Label Numbers** to automatically fill the column “Label No. From”.

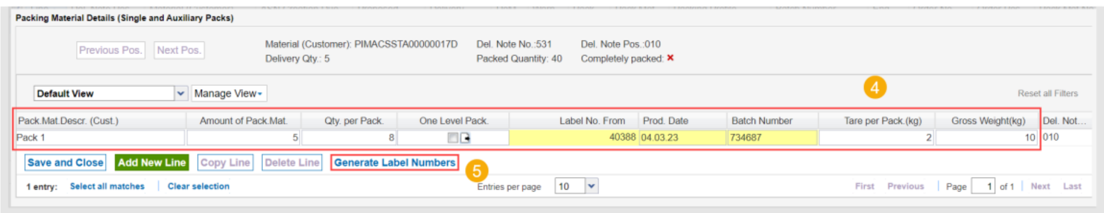


Figure 67 Packaging Material Details (Single and Auxiliary Packs) window.

6. After the information has been completed, click on **Save and Close**.

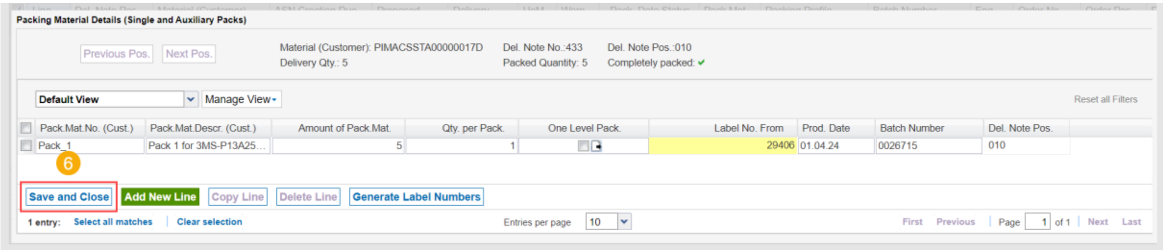


Figure 68 Packaging Material Details (Single and Auxiliary Packs) window with Save and Close step.

7. Repeat the process for all the line items selected in the ASN until the column "Pack. Data Status" shows green circles indicating that the information has been completed.

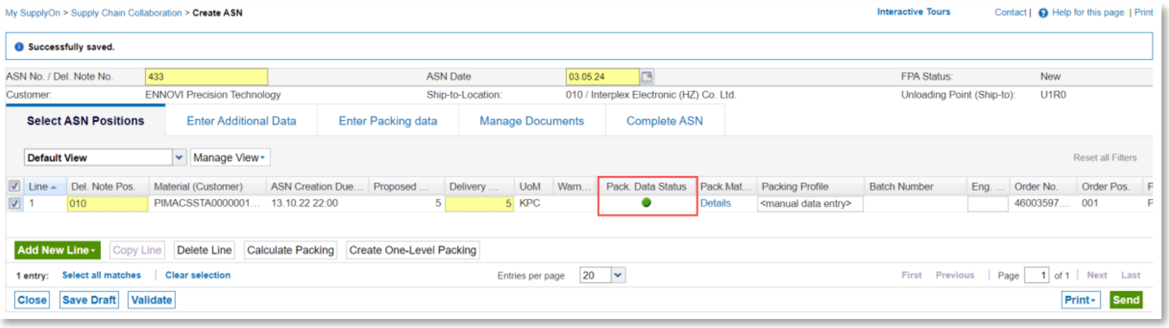


Figure 69 Pack. Data Status column showing complete information.

5.5.2 Enter Additional Data Tab

8. Go to the tab **Enter Additional Data**
9. Click on the arrow that appears while hovering over any of the column headers and select the option **Columns.** Select the columns you want to see in your current view. For your work along with ENNOVI the following columns are relevant: *Parent Mat. No., Short Material No., Material Type* and *Item Category.*

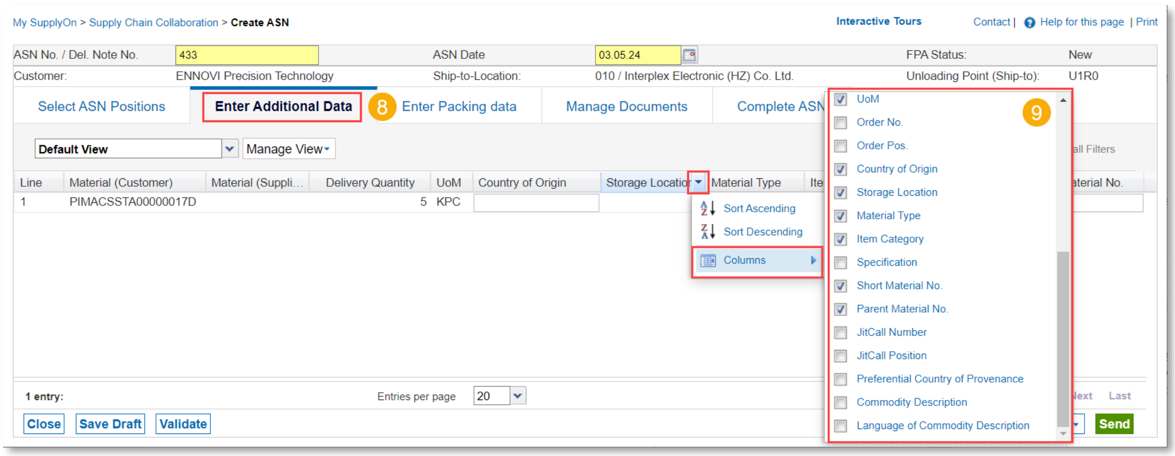


Figure 70 View configuration - Columns selection.

10. To save your current view first assign a name to it by overwriting the current view name. By clicking on the arrow you can see a drop-down list showing all the saved view profiles available.
11. Click on **Manage View > Create new** to create a new view profile with the previously assigned name.
12. Click on **Set as/unset default** to assign the current view as default for your future log ins.
13. Add the *Parent Material No.,* this only applies for some materials and must be pre agreed with ENNOVI.

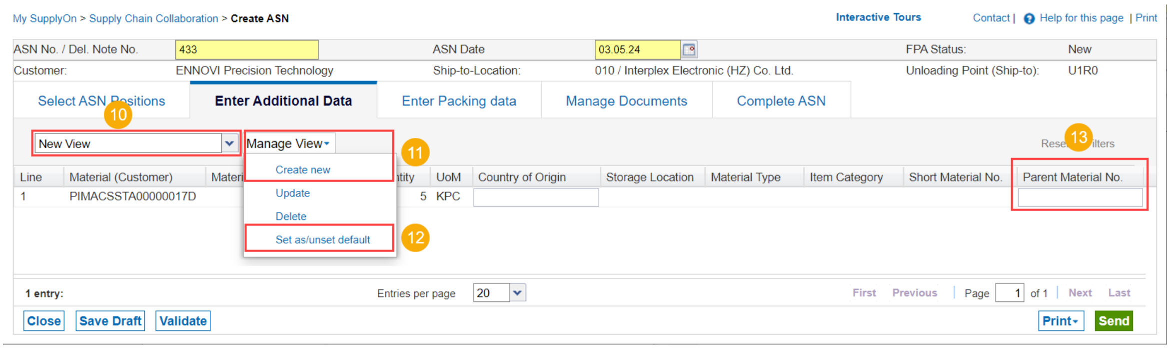


Figure 71 Creating a new view profile.

5.5.3 Enter Packing Data Tab

The *Enter Packing Data* tab allows you to generate packing information for your delivery by creating Handling Units and assigning material to each of this units (if applicable).

14. Go to the **Enter Packing data** tab. This tab contains three main sections which will be explained in the steps 15-17.

> **Note**
>
> If you already have a Packing Profile available, you can skip these steps after the system performs the automatic packing calculation, unless you want to make manual adjustments.

15. The section **Handling Units** contains information on all the Handling Units created (For example pallets or a box containing a specific amount of smaller packages).

16. The section **Not assigned Packing Material / Single Packs** contains a list of all the packed materials that will be delivered in this ASN. These packages can be either assigned to one or more Handling Units or can be set as *One Level Pack* (One level packs do not require handling units to be delivered).

17. The section **Assigned Pack. Material / Single Packs for selected HU Line** shows the list of packages that have been assigned to their respective Handling Units.

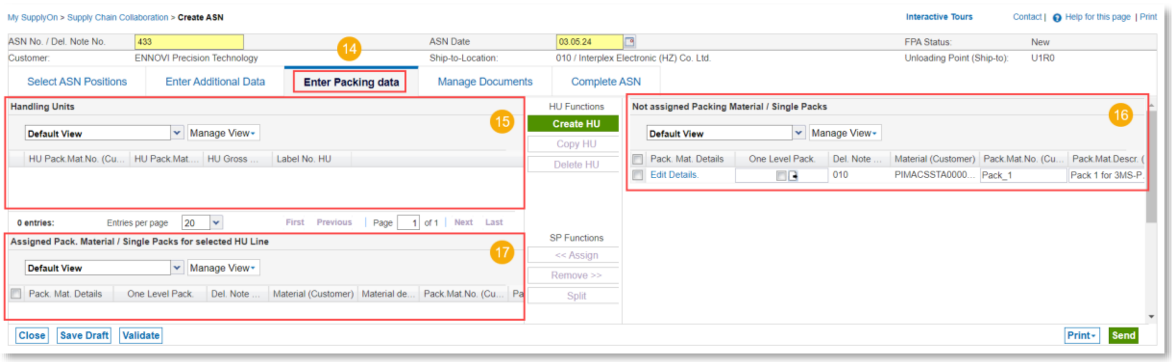


Figure 72 Enter Packing data tab.

18. To create a handling unit click on **Create HU**.
19. Fill in the information regarding the Handling Unit being used, such as material description, gross weight, etc.
20. Select the packages you want to assign to the Handling Unit.
21. Click on **Assign**.

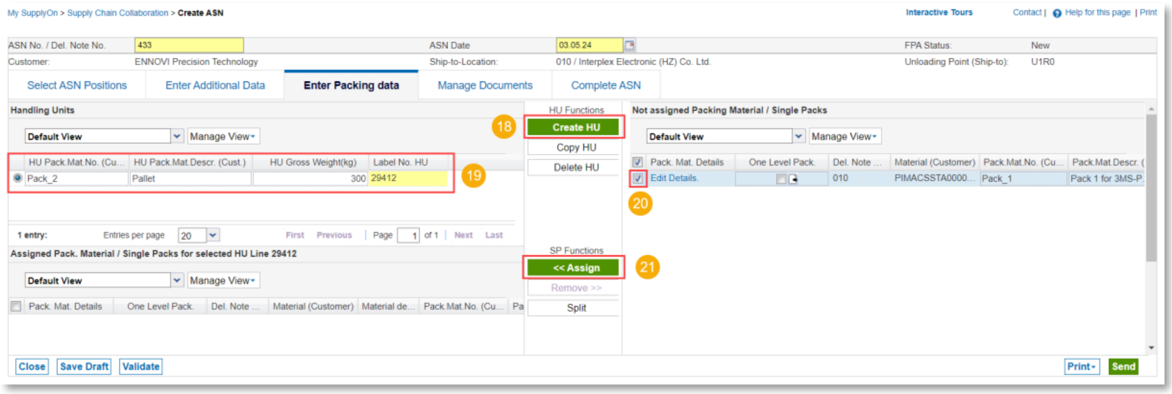
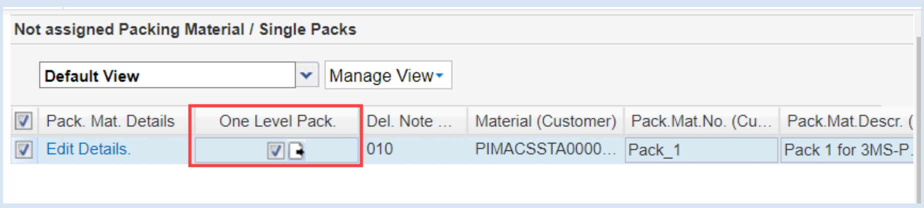


Figure 73 Handling Unit creation.

Note

If your package does not require a handling unit simply tick the box *One Level Pack* in the section *Not assigned Packing Material / Single Packs.*



22. The material will now be assigned to the handling unit and will appear in the section *Assigned Pack. Material / Single Packs for selected HU Line.*

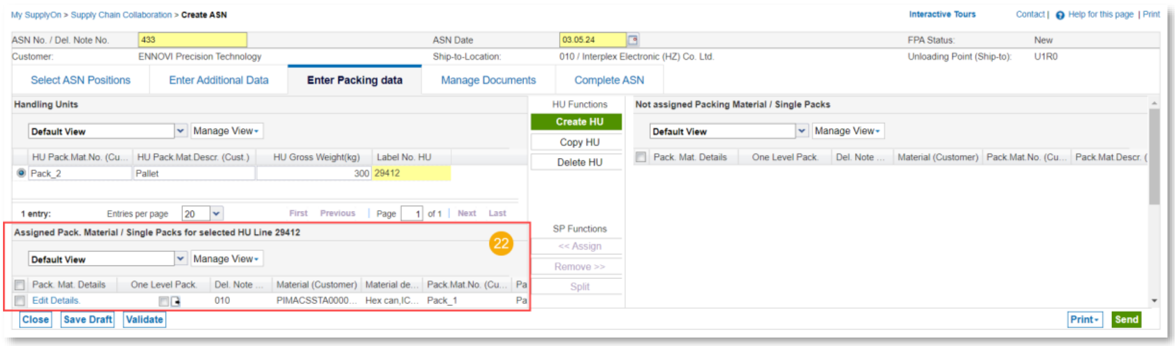


Figure 74 Materials assigned to handling unit.

23. Click on **Edit Details**.

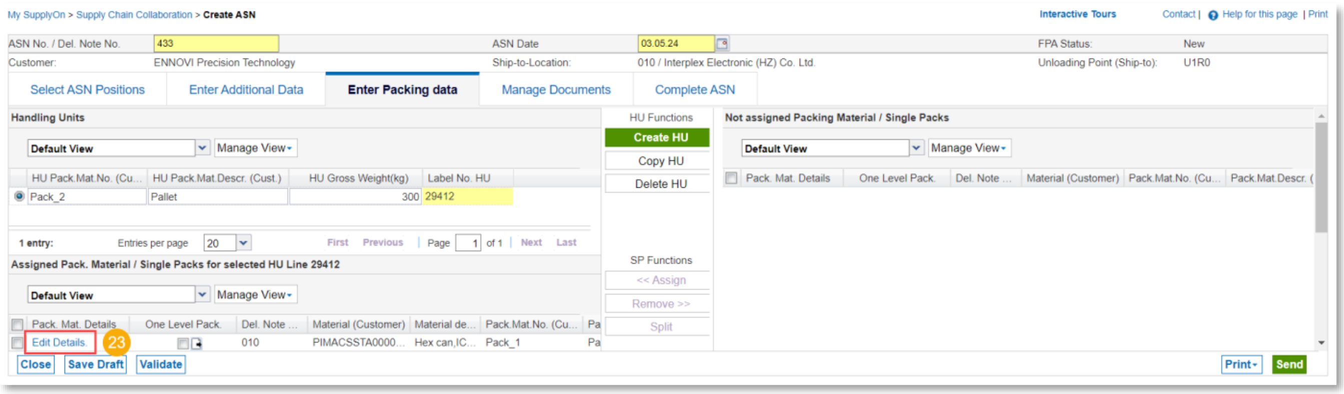


Figure 75 Edit Details button.

24. Verify that all the packing data is complete, fill in or edit information if necessary.
25. Click on Save and **Close**.

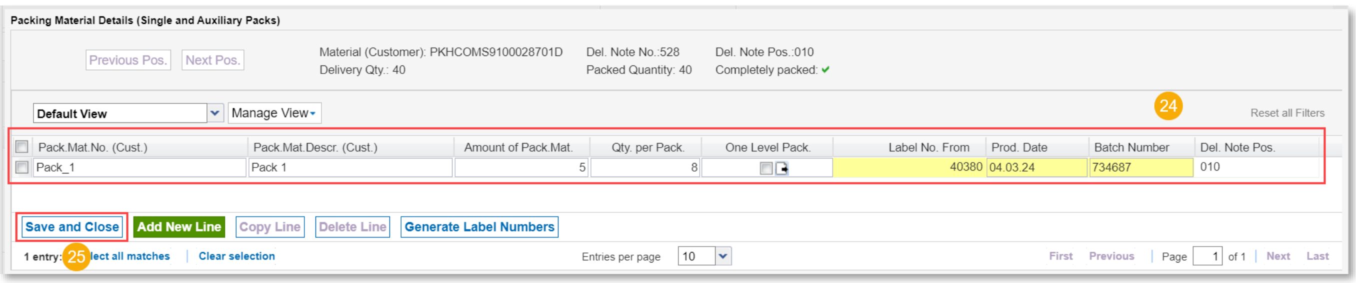


Figure 76 Edit Details and Save and Close button.

5.5.4 Manage Documents Tab

The tab **Manage Documents** allows you to upload and assign documents that will be send to the buyer along with the ASN if required. This process can also be done after the ASN has been sent.

26. Go to the tab **Manage Documents**.
27. Click on **Upload and Assign**

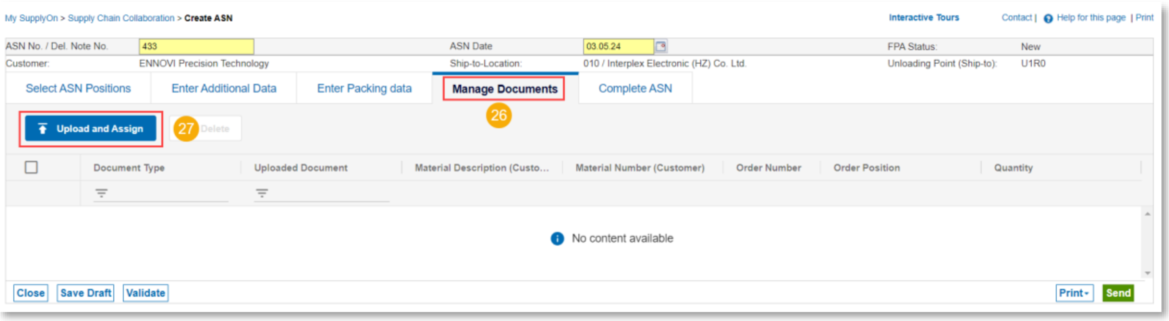


Figure 77 Manage Documents tab.

28. Upload the documents you want to send by selecting them from your files or by drag-and-drop.
29. Choose the uploaded document you want to assign.
30. From the drop-down list select the type of document you will be assigned your uploaded document to.
31. Once all the documents have been assigned click on **Complete**.

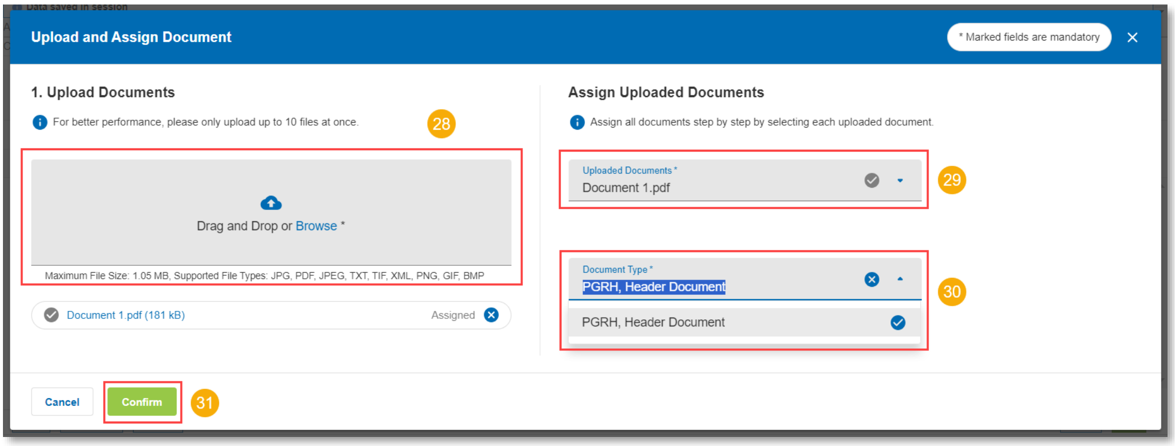


Figure 78 Upload and Assign Document.

32. The document will appear in the Manage Documents tab view.

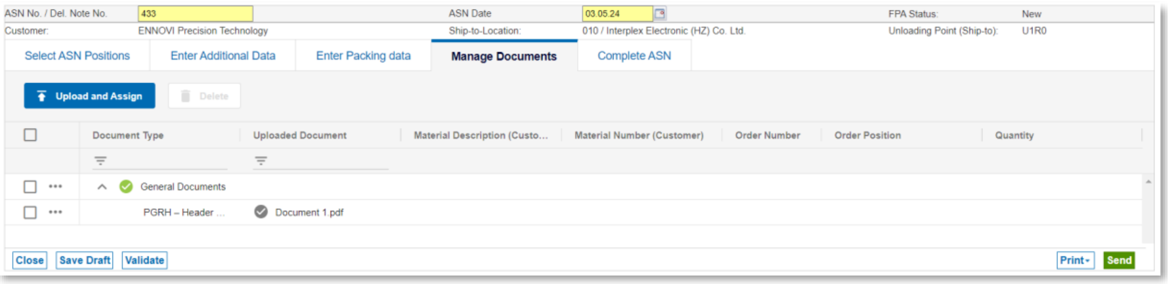


Figure 79 Manage Documents tab with assigned documents.

5.5.5 Complete ASN Tab

33. Go to the tab **Complete ASN** and fill in the required fields highlighted in yellow.

> **Note**
>
> Please select the correct Ship-from Location from the drop-down list.

34. Click on **Validate**.

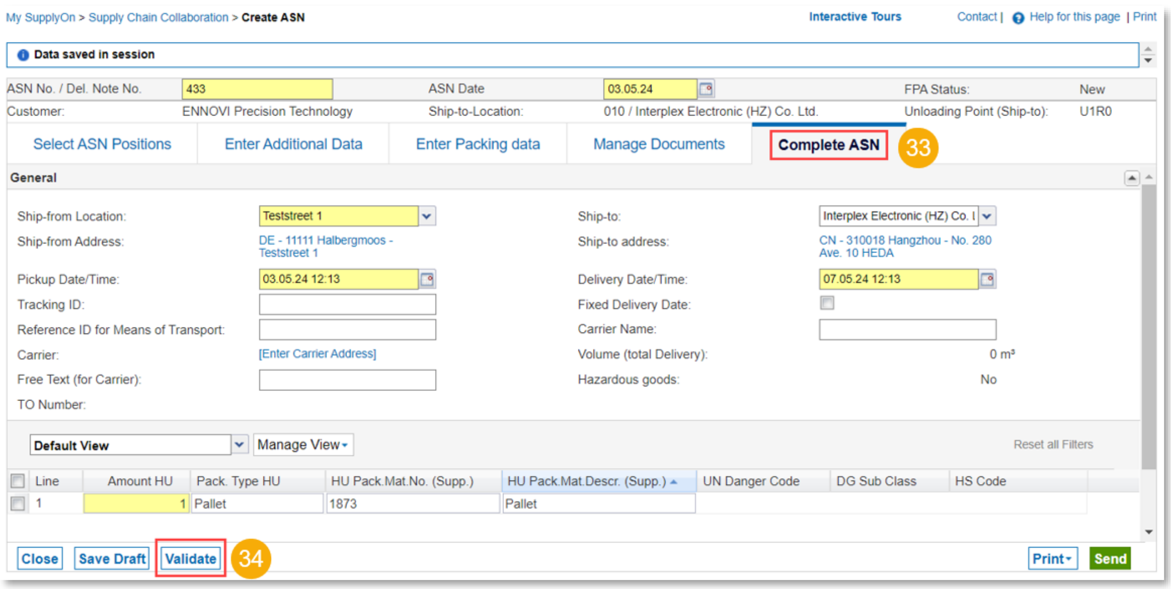


Figure 80 Complete ASN tab with validate button.

35. A message will appear in the upper section indicating that the information has been completed correctly.

36. Click on **Print** to select the documents you want to print, such as Delivery Note, Handling Unit Label, Package label or 金属标签_杭州工厂 (slim label). Click on **Print selection** to download the documents.
37. Click on **Send.**

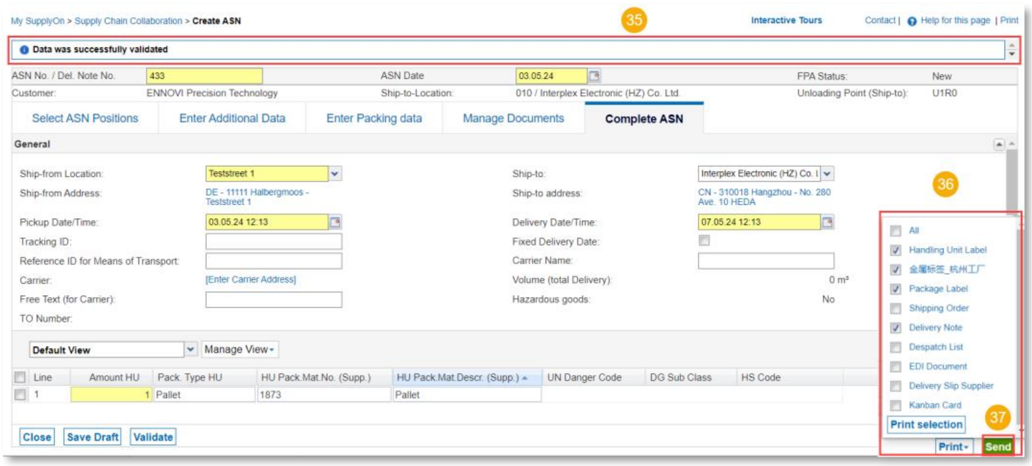
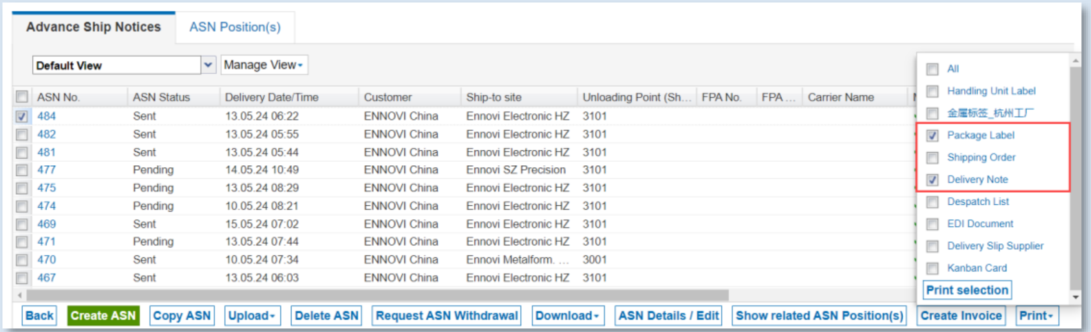


Figure 81 Successfully validated data message with send button.

Note

If your package does not require a handling unit, the documents to be printed will only include the package label and the delivery note.



38. After sending the ASN you will be directed to the ASN Overview with a message confirming that the ASN was successfully sent.

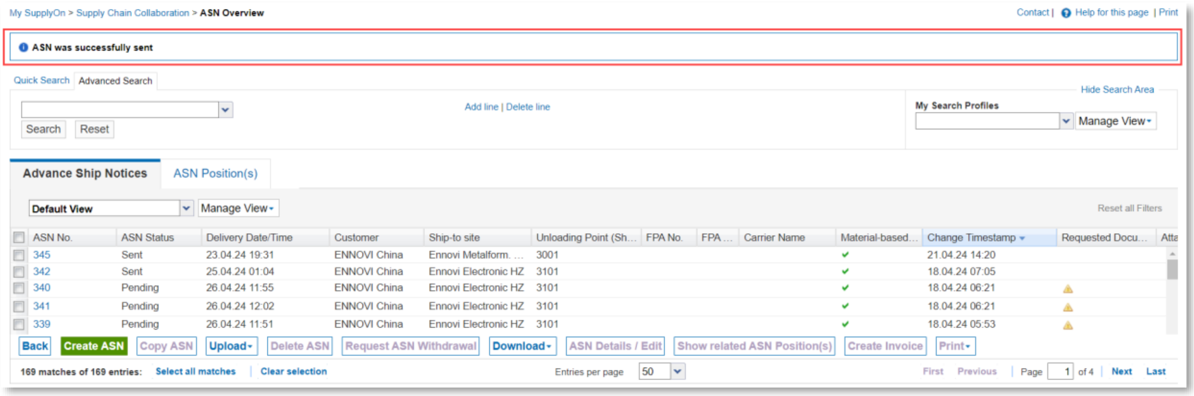


Figure 82 ASN Overview with successfully sent ASN message.

5.6 View configuration

To facilitate your work in SupplyOn, you have the option of customizing your view.

1. Rearrange columns by clicking and dragging them to the new desired position.
2. Click on the **View** icon in the upper right corner of the table to add or hide columns.
3. Click on the pin icon to freeze a column while scrolling.
4. Rearrange the columns by dragging them up and down the list according to your preferences.
5. Click on the "eye" icon to show or hide a column.
6. Click on **Save** to keep your settings.

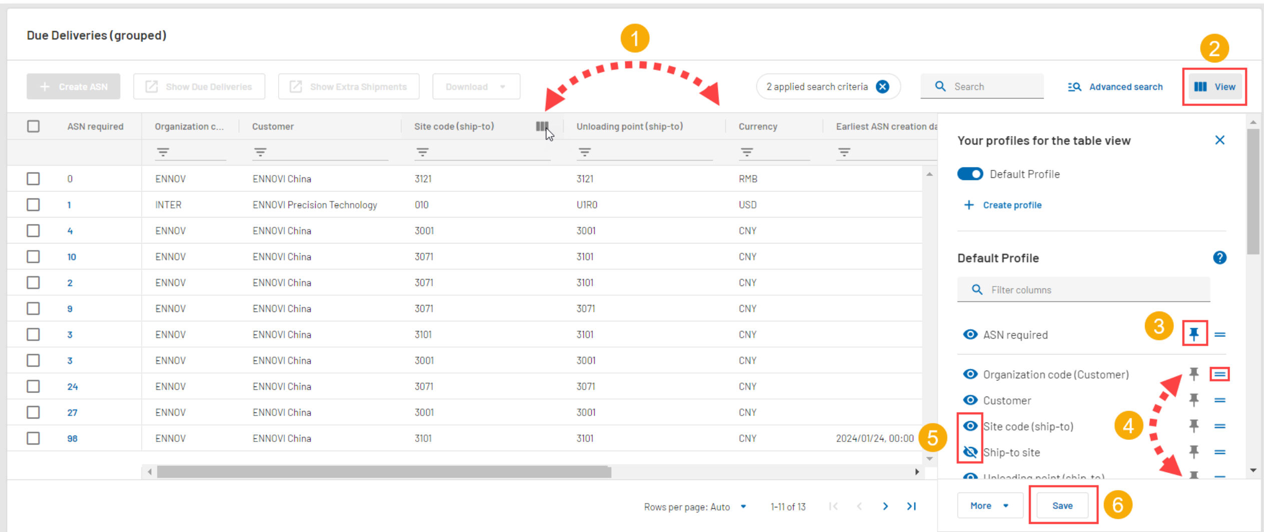


Figure 83 View configuration.

5.7 ASN creation from the Orders Overview

Additionally, you can also create an ASN directly from the Orders Overview after confirming an order.

1. Use the "Order Status" and "Delivery Status" columns to identify orders eligible for creating an ASN. Refer to section 5.6 for instructions on how to configure your view in case one of these columns is not visible.
2. The orders eligible for ASN creation should have the status “Completely confirmed” in the “Order Status” column and “Not shipped” in the "Delivery Status” column.
3. After identifying your order, select it by ticking the box on the left row and click on the three dots to display a drop-down menu.
4. Click on **Create FPA / ASN**.

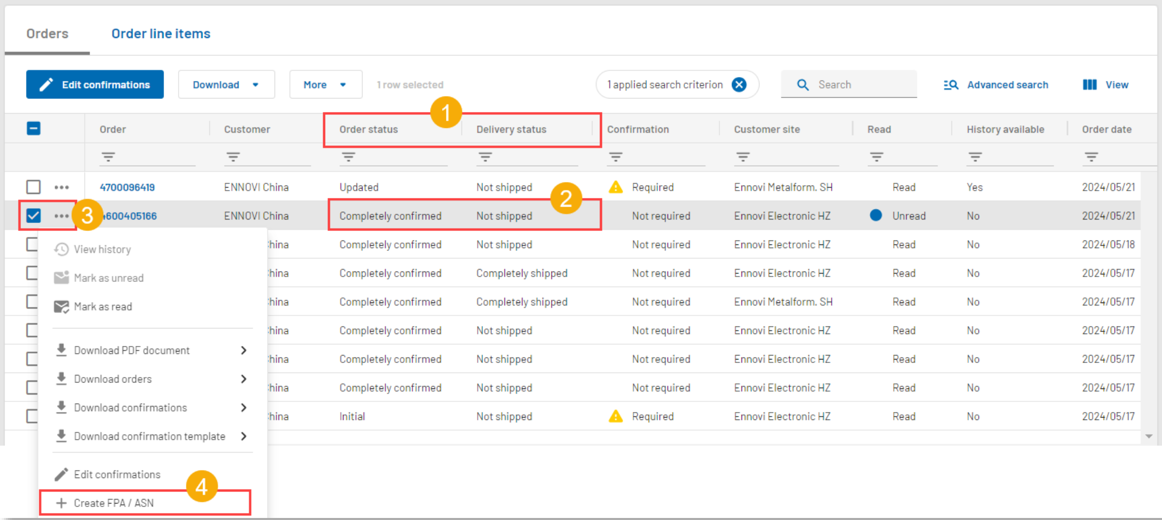


Figure 84 AS creation from confirmed order.

5. Afterwards you will be directed to the ASN creation overview. Continue by following the ASN creation steps indicated in section 5.5.1, section 5.5.2, section 5.5.3, section 5.5.4 and section 5.5.5.

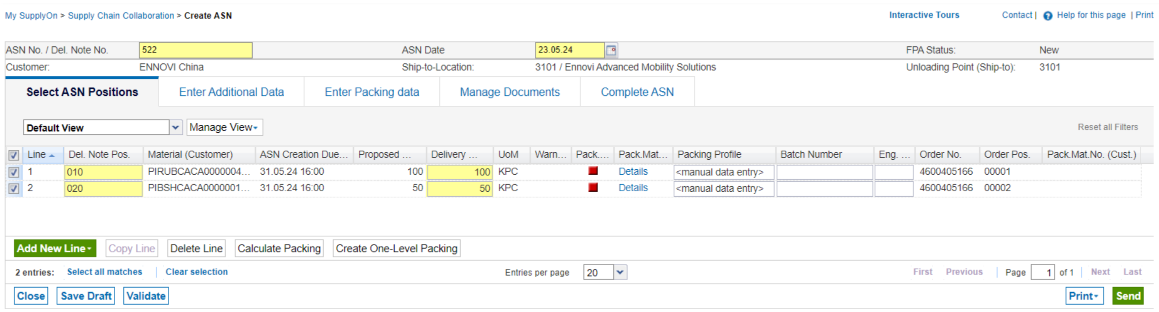


Figure 85 ASN Creation Overview.

6 FAQs and SupplyOn Contact

✓ **Forgot password?**

You can get a new password at any time.
Therefore you need your user ID and your e-mail address.
You get an e-mail including a link you must click within the next 24 hours.
Subsequently you get directed to a website to specify your new password.
You can start the process here.

✓ **Forgot User ID?**

You can get notified about your user ID at any time.
Therefore, you need your first and last name and your e-mail address.
You will receive an e-mail with your current user ID.

Important:
The e-mail address, first and last name must be stored at SupplyOn.
Your spam filter must not block the e-mail.

Get your user ID here.

✓ **"I need more roles or rights!"**

There is at least one user administrator for each company using the SupplyOn services.
Only this administrator can create users or manage roles and rights.
You can find a list of the user administrators of SupplyOn in your company in the menu "administration", option "My user administrators".

Further frequently asked questions can be read here.

Detailed information regarding the SO applications and navigation on the UI is provided on the SO media library.

E-mail address for productive issues: https://contact.supplyon.com/en/

- Worldwide support in 9 languages (English, German, French, Spanish, Portuguese, Italian, Chinese, Japanese and Korean)
- 365 days/24 hours available