

Schneider Electric

Training documentation for suppliers

Advanced Shipping Notice (ASN)



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1 About this manual

This handout shall help suppliers of Schneider Electric (SE) to understand newly introduced supplier portal, SSP SCM 2.0, in regards to Advanced Shipping Notices (ASN).

1.1 Intended Audience

Suppliers of Schneider Electric

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 .
<i>Reference</i>	References are displayed in <i>italics</i> .

The graphical convention is used throughout the manual:

Further Logistic Data		
FPA number	<input type="checkbox"/> Auto assign	Start Number: --
ASN number	<input checked="" type="checkbox"/> Auto assign	Start Number: 76
Label number	<input type="checkbox"/> Auto assign	Start Number: --
FPA number (SLOPE)	<input type="checkbox"/> Auto assign	Start Number: --
Invoice number	<input type="checkbox"/> Auto assign	Start Number: --

Figure: Red borders are used to indicate special areas. Red numbers are used to indicate steps. Those are not part of the UI.

1.3 Abbreviation

Abbreviation	Meaning
ASN	Advanced Shipping Notice
CSV	Comma-separated values
DESADV	Despatch Advice
EDI	Electronic data interchange
ERP	Enterprise resource planning
GR	Goods Receipt
PO	Purchase Order
SE	Schneider Electric
SO	SupplyOn

2 Introduction

The electronic ASN process via SupplyOn is efficient, transparent and quick. It replaces the traditional, at times paper-intensive transactions. There data had to be manually entered at numerous places and the current processing status of the individual transactions was not always identifiable. With SupplyOn WebEDI that process is supported in one central system, to which all parties involved have access.

How do you benefit from the new ASN process via SupplyOn WebEDI?

- All processes run via a central cockpit, offering a complete overview at any time as well as a single view on the specific status of any process individually
- Clear overview about received purchase orders and due deliveries
- Simple creation of ASN via the user interface or via an xls upload functionality

You as a supplier and your customer Schneider Electric will collaborate along the purchasing and shipping process according to these steps:

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

Step 2 – The supplier confirms the PO in SupplyOn WebEDI

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

Step 7 – ASN position set to **received** based on Goods receipt booking of SE

3 Setup in SupplyOn WebEDI

3.1 Roles and Rights

In order to use the ASN process in SupplyOn WebEDI you need a user account with appropriate roles and rights.

You can check the current setup of your user account via **Administration > My User Account** directly on the SupplyOn platform.

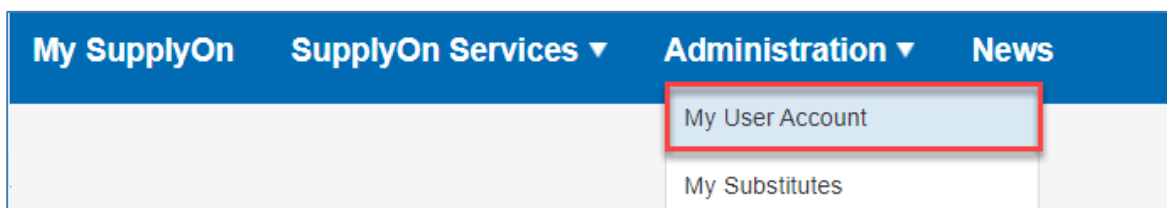


Figure 1: Selection of My User Account

First you can check basic information like your language settings, your phone number or your mail address. If needed, the existing information can be adapted in this section.

Figure 2: My User Account overview

Under the tab **My Areas of Responsibility** you can see for which processes in SupplyOn WebEDI your user account is enabled.

Figure 3: Areas of responsibility

Which areas of responsibility you get activated and which user roles you receive is in responsibility of your internal administrator. Only your internal administrator is capable of creating users or assign additional roles and rights.

To be able to commit the actions of this guide, at least the following roles in the areas of responsibility (marked in grey) are required:

Order Fulfillment, Finance Processes:

WebEDISellerPO:

- ✓ Access to purchase orders.

WebEDISellerPO_OR:

- ✓ Access purchase orders and order confirmations.

WebEDISellerDTM:

- ✓ Access to DTM UI for configuration of upload and download profiles.

Shipping, Goods Receipts, Warehouse Management

WebEDISellerASN:

- ✓ Recording delivery and transportation data.

WebEDISellerDTM:

- ✓ Access to DTM UI for configuration of upload and download profiles.

At least one of the supplier users should have the following

Supply Chain Administration

WebEDISellerAdmin

- ✓ Extensive authorities over SupplyOn WebEDI and various, unlocked applications

Note

By clicking on **Administration > My user administrators** you can figure out your responsible CompanyAdmins.

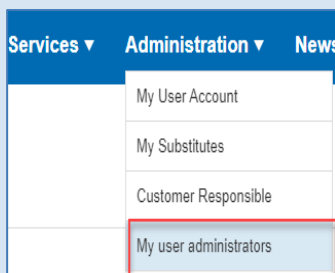


Figure 4 : My user administrators

3.2 Dashboard

WebEDI / VMI is the SupplyOn service, which enables you to process Advanced Shipping Notifications, orders and other services efficiently and easily.

1. Open **WebEDI / VMI**



Figure 5 : Access WebEDI / VMI

2. The **Logistic & Finance** Dashboard is displayed

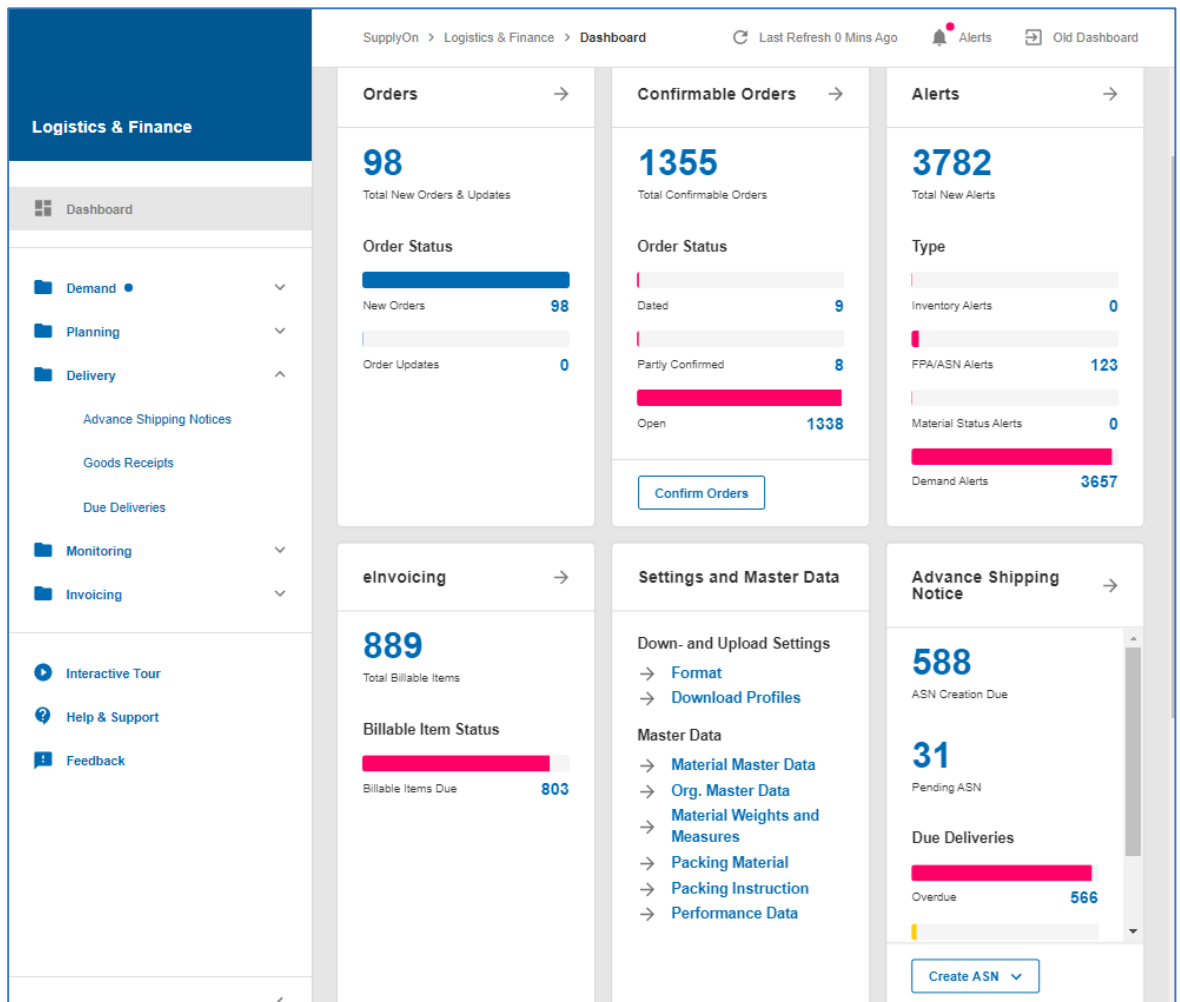


Figure 6 : Logistic & Finance Dashboard

The Dashboard shows at a glance all relevant information for you and is the central entry point for all processes you need to work with. Open tasks for you are displayed in the according tile of a

process. The tiles of the different processes are only displayed if the related user rights have been assigned to your account.

Note

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

The dedicated tile for the ASN process contains the following information:

1. The aggregated number of due deliveries for which an ASN must be created
2. In the upper 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
3. The number of ASN, where the creation has been already started but not yet completed

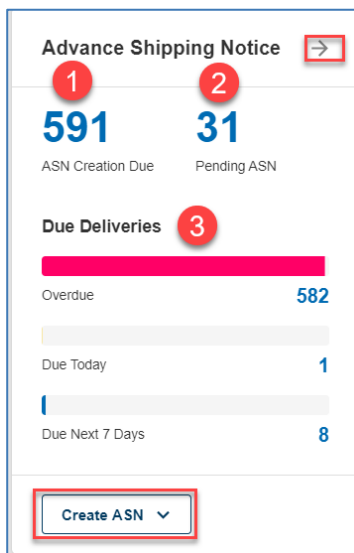


Figure 7 : Details of the ASN tile

The categories shown serve as links to a screen, where the creation of an ASN can be started. The button **Create ASN** or the arrow in the upper right corner can also be used to start the creation of an ASN.

For a detailed explanation how to start the creation of an ASN please see the chapter 4.

3.3 Automatic assignment of the ASN number

During the creation of an ASN, an ASN number need to be specified. In addition to a manual assignment, it is possible to set-up an automatic assignment.

The automatic assignment can be configured in the profile of the supplier Control Point. To be able to set-up the configuration a user account with the role **ControlPointAdmin** is needed.

To start the process, select **Administration > Logistics Settings**.

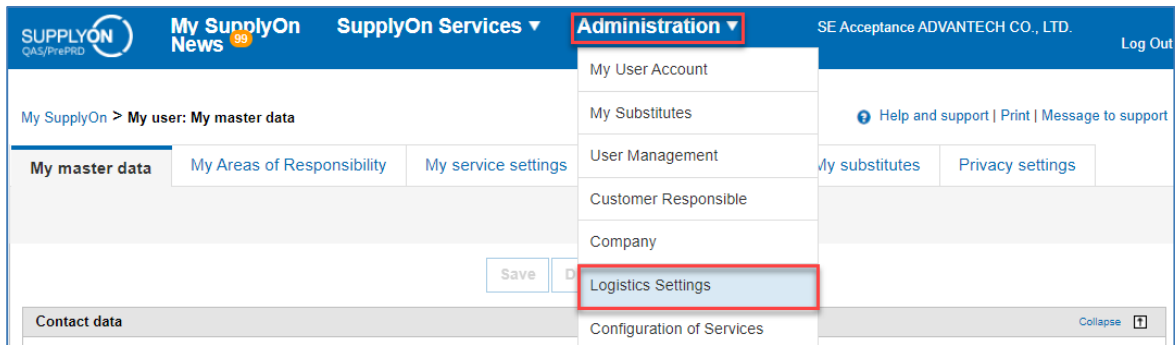


Figure 8: Selection of Logistics Settings

Select the Supplier Control Point, you want to maintain.

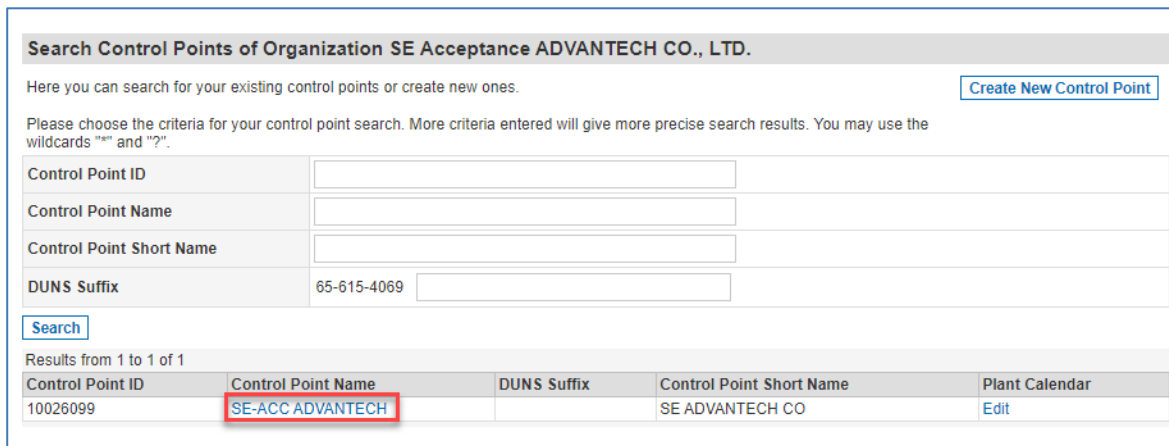


Figure 9: Selection of supplier Control Point

Press the button **Change Details** in the tab **CP Details**.

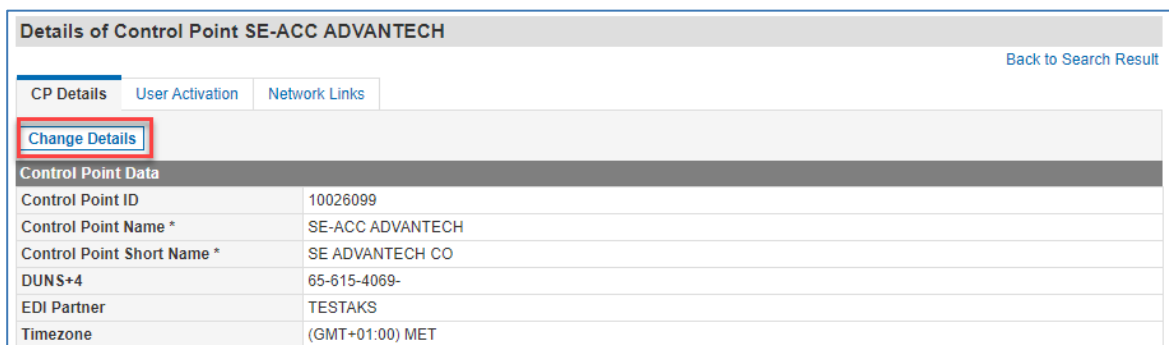


Figure 10: Selection of supplier Control Point

Tick the box **Auto assign** (1) in the line **ASN number** and enter the Start Number, that should be used for the automatic assignment of the ASN numbers.

Further Logistic Data		
FPA number	<input type="checkbox"/> Auto assign	Start Number: --
ASN number	<input checked="" type="checkbox"/> Auto assign	Start Number: 76
Label number	<input type="checkbox"/> Auto assign	Start Number: --
FPA number (SLOPE)	<input type="checkbox"/> Auto assign	Start Number: --
Invoice number	<input type="checkbox"/> Auto assign	Start Number: --

Figure 11: Defining the Start Number for the automatic assignment of the ASN number

Confirm the changes by clicking the **Save** button.

Maintain Control Point SE-ACC ADVANTECH [Back to Search Result](#)

CP Details | User Activation | Network Links

Maintain your control point.

Save | Reset | Cancel

Figure 12: Save the adapted Control Point profile

Now the ASN number will be automatically assigned, when creating an ASN.

3.4 Definition of specific transport times per material

In the ASN process there are three important dates: Delivery Date, Pick-up date and ASN Creation date. The expected delivery date is taken from the related order. The pick-up and creation date of the ASN is calculated based on defined **transport times**.

For the ASN process with Schneider Electric the transport times for every material are set to zero days by default. This means that all three data are equal. However, you can adjust the expected transport time for each material. This is described in this chapter.

To specify the transport time, open the **Material Master Data** in the **Settings and Master Data** tile of the **Logistic & Finance Dashboard**.

Figure 13: Selection of Material Master Data

In the **Material Master Data** screen, select all materials for which you want to enter a specific Transport Time (1) and click on the **Download Material XLS** button (2).

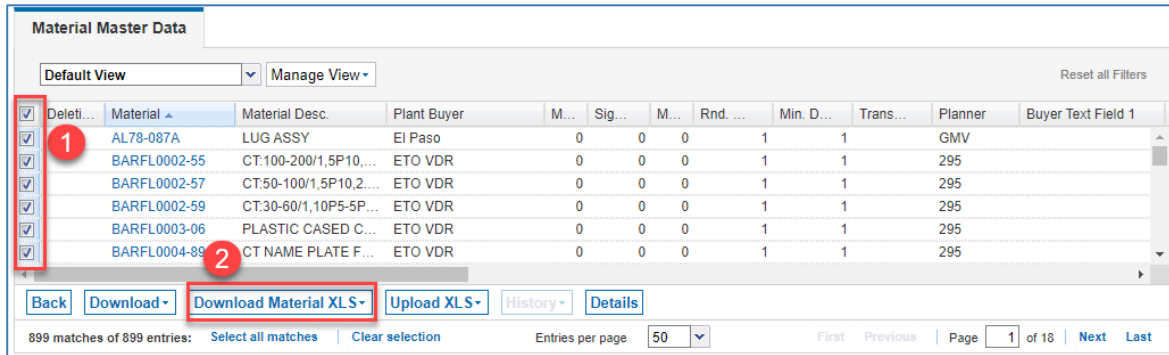


Figure 14: Download of the Material Master data

Enter in column H of the XLS file the specific transport time in days for each material

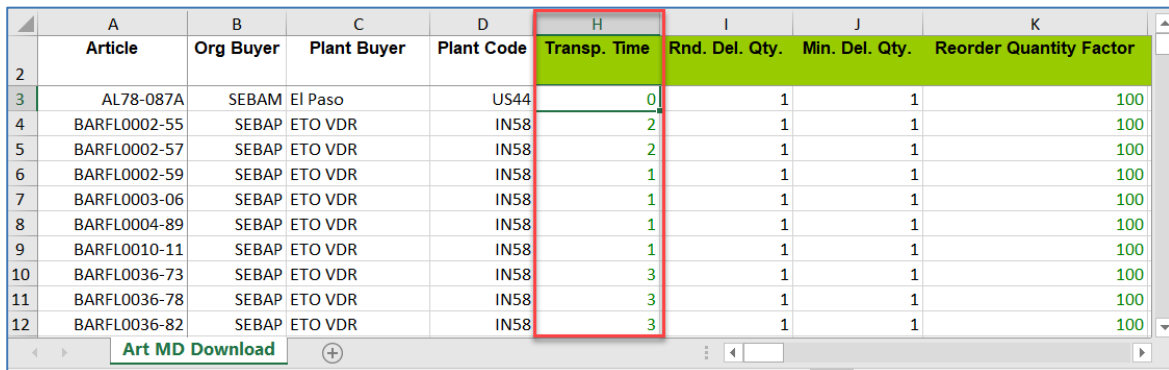


Figure 15: Material Master Data XLS file

Upload the edited XLS file again in the **Material Master Data** Screen

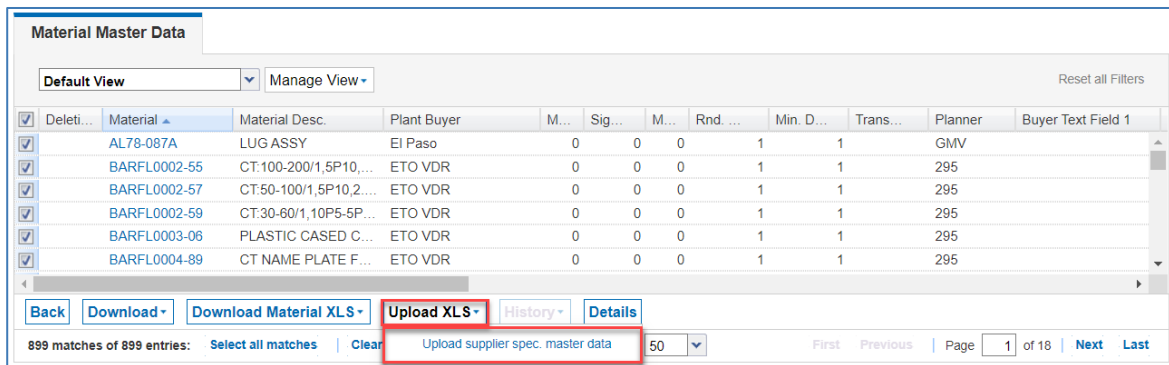


Figure 16: Upload of the edited XLS file

After you have modified the master data, Pickup and ASN Creation Due Date will adapt accordingly.

Plant Nam...	Plant C...	Unloadi...	Material No. ...	Material Descr. ...	Delivery Date	Pickup Date	ASN Creation Due Date	Required ...	Due Delivery S
Ei Paso	US44	US44	80121-300-01	NEUTRAL BAR	2020/11/12 12:00 am	2020/11/10 12:00 am	2020/11/10 12:00 am	3 000	FPA not req
Ei Paso	US44	US44	80121-300-01	NEUTRAL BAR	2020/11/12 12:00 am	2020/11/10 12:00 am	2020/11/10 12:00 am	3 000	FPA not req
Ei Paso	US44	US44	80121-300-01	NEUTRAL BAR	2020/11/12 12:00 am	2020/11/10 12:00 am	2020/11/10 12:00 am	3 000	FPA not req

Figure 17: Adapted dates in the Due Deliveries screen

3.5 Creating default views

In SupplyOn WebEDI it is possible to customise the various screens according to the user's needs to display only relevant data. This is applicable e.g. for the Advance Ship Notices overview screen, but also for several other screens.

You are able to:

1. Show and hide columns in tables. Click on the arrow next to a random column and select **Columns**. Tick/untick the box in front of the column, that should be added/removed.
2. Re-arrange the order of columns. To do so, left-click and hold the desired column and draw it to the new spot.
3. Filter the displayed content in the table. Click on the arrow next to a random column and select **Filters**. Enter the search criterium and confirm with enter.
4. Save your personalized view. Therefore, type in a fitting name and then click on **Create new** in the drop-down menu for **Manage view**. After that, you will be able to select the saved view from the drop-down menu as **Default View** for your next login.
5. Define your created personalized view as default, that is directly applied if you enter the table next time. Therefore, select **Manage view** > **Set as default**.

ASN No.	ASN Status	Delive	Plant Name (Cus...)	Plant Name (C...	Plant Name (Consi...	Unloadin...	Material-based...	Change Timestamp
456987	Pending	2020/...	der Electr...	Paso	US44	✓	2020/9/30 10:00 am	
Test3	Pending	2020/...	der Electr...	ros FRD5	FRD5	✓	2020/9/30 8:51 am	
Test1	Pending	2020/...	der Electr...	riers FR3N	FR3N	✓	2020/9/9 9:54 am	
3	Pending	2020/8/14 1:51 am	Schneider Electr...	riers FR3N	FR3N	✓	2020/9/7 4:10 pm	
2	Pending	2020/8/10 7:54 am	Schneider Electr...	J VirtualFact SG05	SG10	✓	2020/8/11 7:53 pm	
Test2	Pending		Schneider Electr...	J VirtualFact SG05	SG10	✓	2020/8/18 2:13 pm	
TestLM1	Pending		Schneider Electr...	Agriers FR3N	FR3N	✓	2020/9/9 9:49 am	
			Schneider Electr...	Carros FRD5	FRD5	✓	2020/9/28 9:59 am	

Figure 18 : ASN Overview screen

3.6 Creating Search Profiles

Next to the customization of tables, as described in the previous chapter, it is also possible to define search profiles to get only specific content displayed in the ASN overview table.

To set up a search profile select **Advanced Search** above the ASN overview table. You can select the search criteria from the available dropdowns. To apply further criteria to your search click **Add line** (1).

The defined search can be saved as personalized search profile. Enter a name of your choice and confirm with **Create New** (2). The search profiles can be also updated or deleted (3).

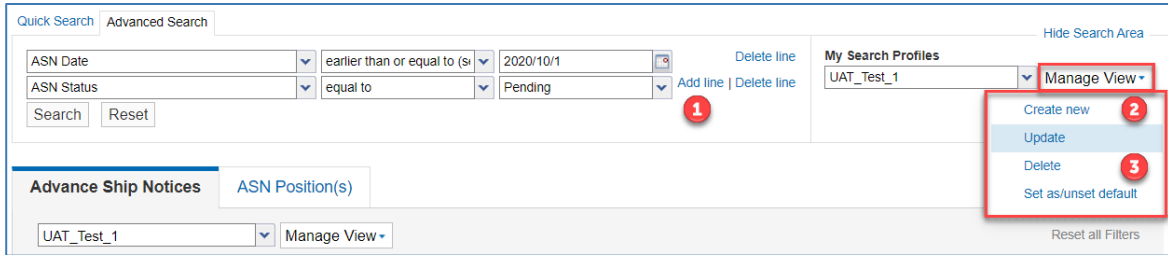


Figure 19: Create search profile

3.7 Creating customized Alerts

General speaking, in the dashboard you receive an overview of all alerts generated by the system. For the ASN process, due and already overdue deliveries are highlighted in the corresponding tile.

To create a customized alert, click on the arrow at the **Alerts** tile.

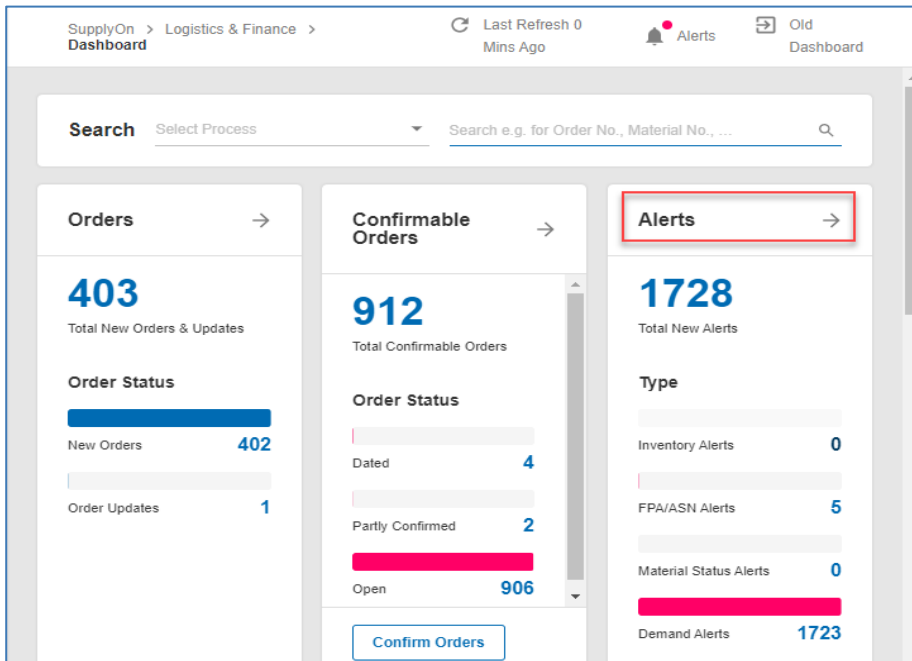


Figure 20: Access to alerts screen

To define your personalized alert, enter your desired criteria for the search function under **Advanced Search**.

In order to save your chosen search criteria, type in a fitting name on the right-hand side of the page, in the field **My Search Profiles**. Save it by selecting **Create new** from the drop-down menu for **Manage View** (as described in the previous chapter).

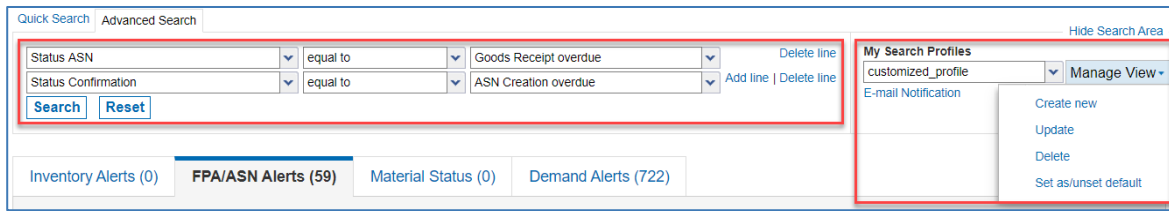


Figure 21: Alerts screen

In the different tabs you can see the result of your filters (**FPA/ASN Alerts** and **Demand Alerts** are relevant in the context of the ASN process).

Based on your defined search profile you can set up an E-mail notification to get regularly informed about important events.

Click on **E-Mail Notification** underneath the recently-created view, to define the notifications for your customized search.

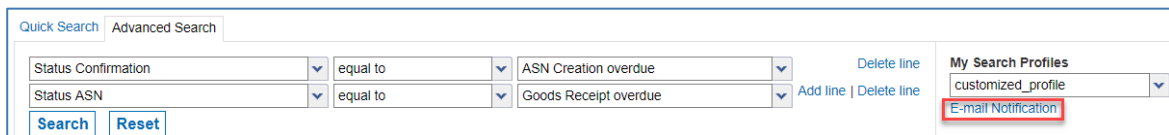


Figure 22: Selection of Email Notification

After choosing **Active** and clicking on **Save**, the e-mail function is activated according to your chosen criteria.

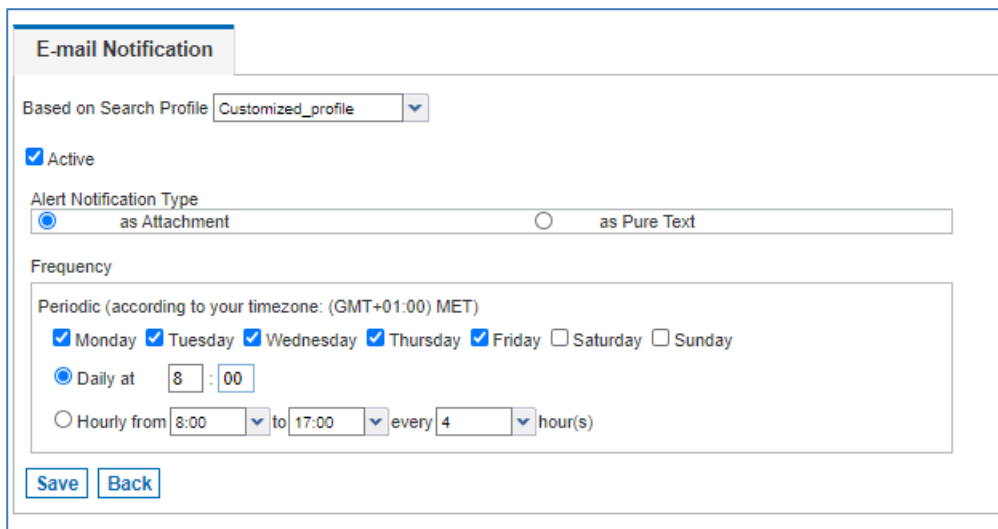


Figure 23: Setting up a mail notification for a specific alert

The mail you will receive looks as follows, e.g.:

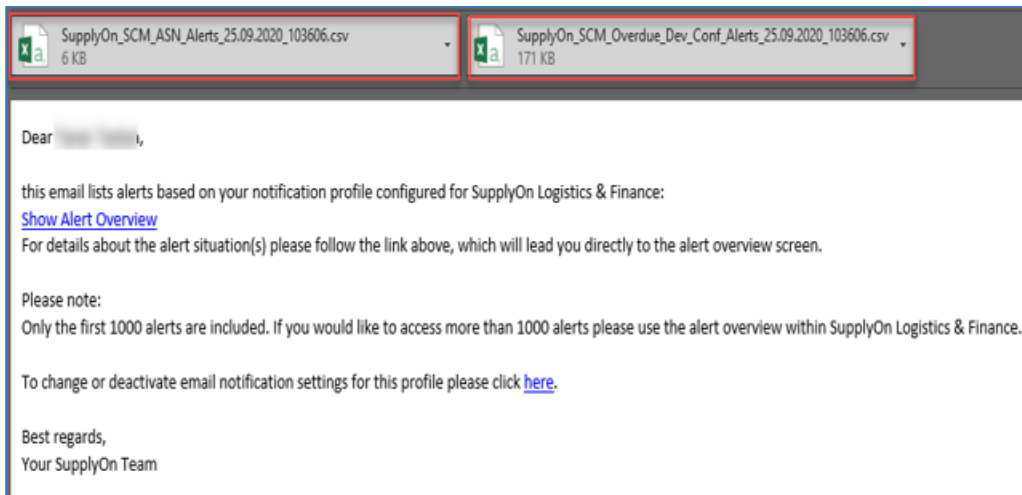


Figure 24: Example for alert-mail

3.8 Creation of an ASN upload profile

The creation and sending of an ASN in SupplyOn WebEDI can either be done via the user interface or via an xls/csv upload. For the upload an xls/csv template is required, which needs to have a certain structure. The following chapter shows how you can define your own template.

Note

For the upload of ASNs a standard template (**ASN upload**) is already defined, which can be used without further preparation. This chapter is only relevant if you want to define your own structure, for example to submit additional information which are not included in the standard.

To specify your customized upload format, open the **Download Profiles** in the **Settings and Master Data** tile of the **Logistic & Finance Dashboard**.

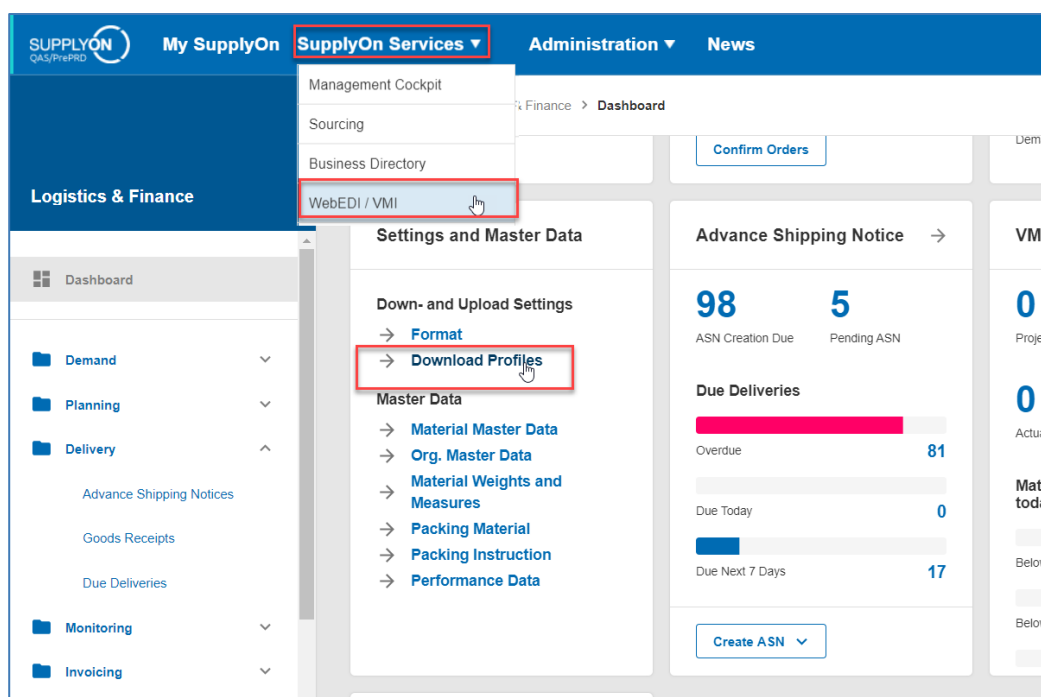


Figure 25: Settings and Master Data tile

You are automatically directed to the tab **DTM Profiles**, where you can create a customized ASN upload profile with the following steps:

1. Select **FPA/ASN** in the **Process** dropdown
2. Select the existing **ASN upload** profile as template
3. Press **Duplicate**
4. Define a name for the profile (e.g. customized ASN upload)
5. Confirm with **Save**

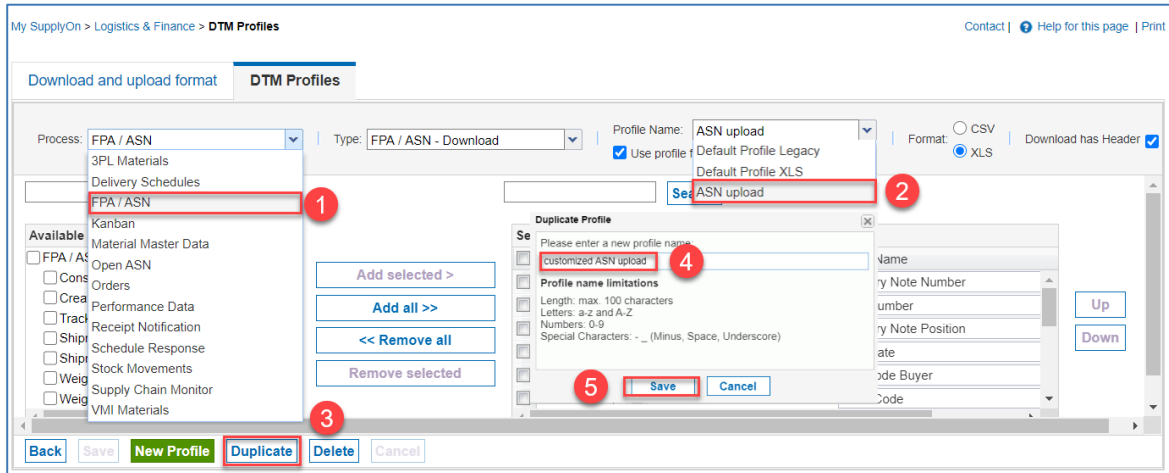


Figure 26: Creation of upload profile for the ASN process

Define which ASN fields should be included in your customized Profile:

1. Search for the ASN field in the **Available Fields** section and tick the box
2. **Add selected** field to the **Selected Fields** section
3. Rename the Field Name, if needed
4. **Save** your changes

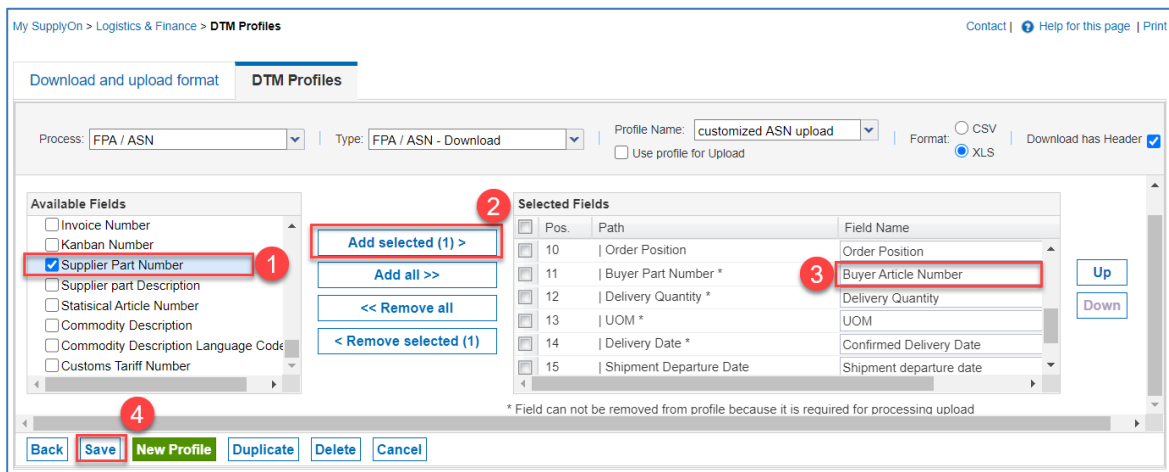


Figure 27: Specification of upload profile for the ASN process

Note

The fields that are already available in the standard template (**ASN upload**) are the minimum information needed and should not be removed.

4 Creation of an ASN

The creation of ASN in SupplyOn WebEDI is possible in two different ways. Either all required information can be entered via the user interface or an upload can be performed using an xls file. Both ways are explained in the following chapters.

4.1 Creation on an ASN via the user interface

4.1.1 Selection of due deliveries

ASNs are created on the basis of due deliveries. Due Deliveries are confirmed order items that are still open for delivery (PO quantity - in transit quantity - delivered quantity)

To start the process, click on the Button **Create ASN** in the **Advanced Shipping Notice** tile.

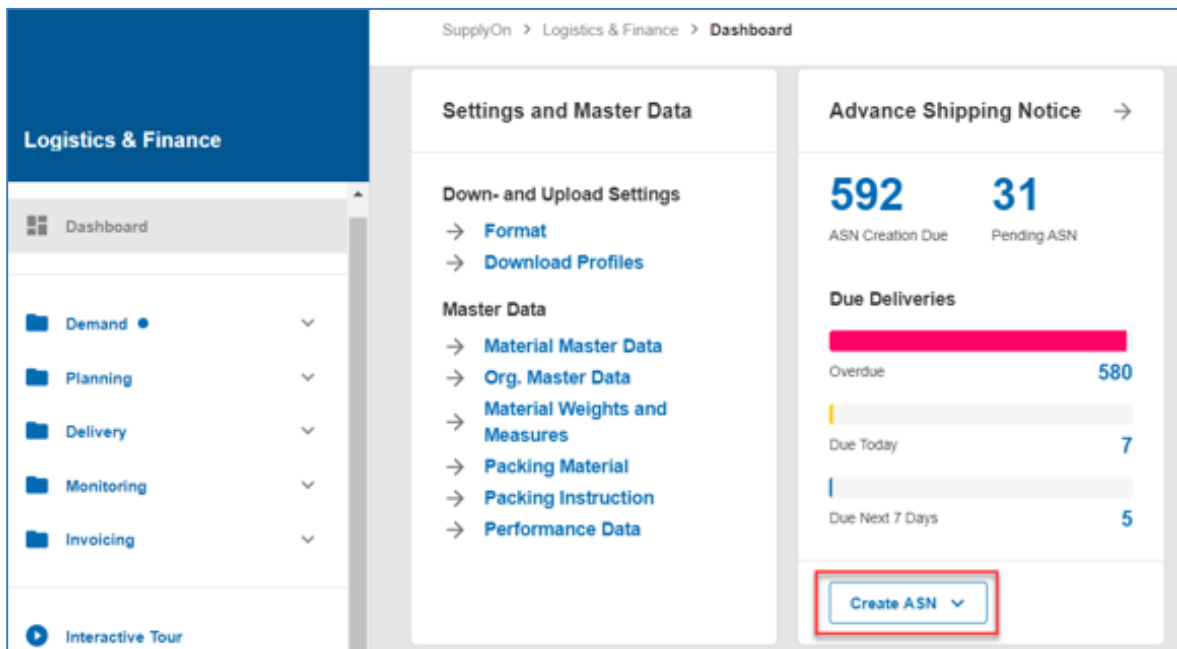


Figure 28: Access to ASN process

You will automatically be directed to the **Due Deliveries (grouped)** screen, where all due deliveries are grouped by the Unloading Point.

If you click the number in the column **ASN required** you can create an ASN for one single due delivery of the corresponding unloading point.

Figure 29: Overview about Unloading points with due deliveries

You are automatically directed to the screen **Due Deliveries Schedule Lines**, where you need to select one or more due deliveries, for which you want to create the ASN.

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 confirm with **Create ASN**.

Figure 30: Due deliveries schedule lines of one selected unloading point

You get directed to the details screen of the ASN, where you can fill in all needed information. All further steps are described in the next chapter.

4.1.2 Filling the details of an ASN

To finally start the creation of an ASN select a due delivery as described in the previous chapter.

In the details of one single ASN you have three main tabs where you need/can enter data.

- Tab **Select ASN Positions** (+ link to the detail screen **Packing Material Details**)
- Tab **Enter Additional Data**
- Tab **Complete ASN**

In the tab **Select ASN Positions** it is mandatory to enter the ASN No. (1), the already prefilled ASN Date (2) and the Delivery Quantity (3).

By clicking the button **Details** (4) you are automatically directed to another screen, where you can specify the Packing Material Details.

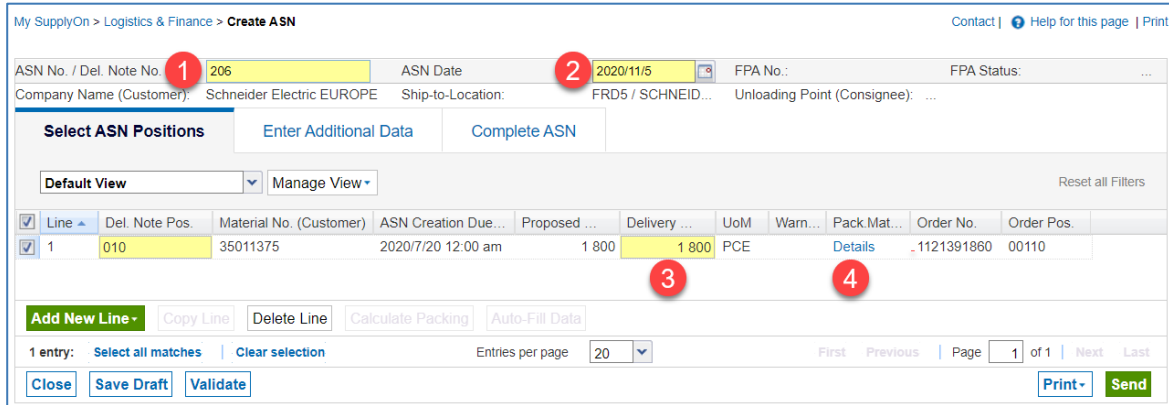


Figure 31: Select ASN Positions

In the detail screen **Packing Material Details** you can specify the Amount of Packing Materials, the Quantity per Pack and the Packing Type (1).

With **Add New Line** you can add an additional line to differentiate the packing materials (2).

The column Packing Type is not included in the Default View. For the usage with SE, the column must be added and saved as a separate view (3).

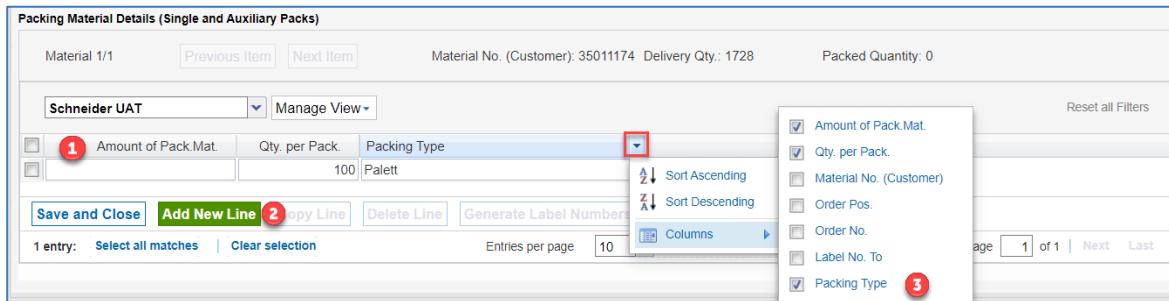


Figure 32: Packing Material Details

In the tab **Enter Additional Data** you can specify the Invoice No.(1) and the Invoice Date (2).

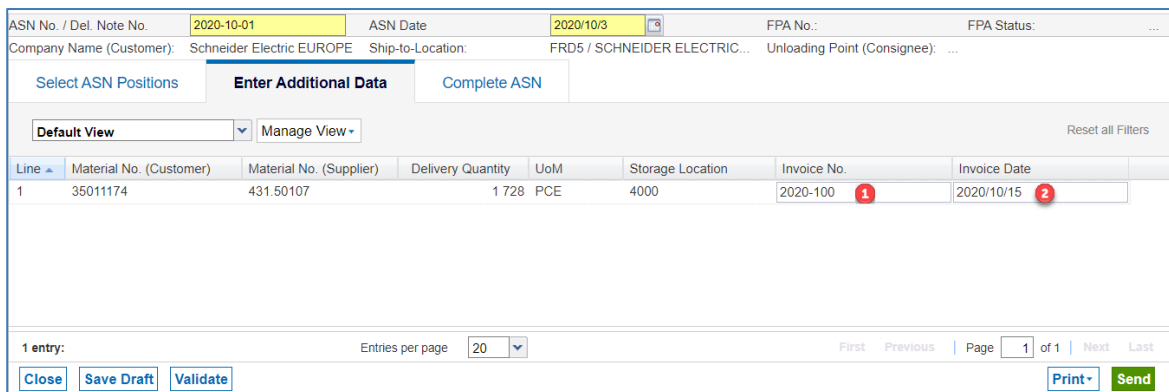


Figure 33: Enter Additional Data

In the tab “Complete ASN” you need to select the Ship-from Location (1) and to specify the Delivery Date and Time (2).

Additionally, you can enter the Tracking ID, the Carrier Name and the carrier’s address, if needed.

Figure 34: Complete ASN

Note

If you have selected more than one due delivery for the creation of the ASN, it can happen that a pop-up appears, when you enter the **Complete ASN** tab.

In this case the selected due deliveries have different ship-to addresses. You must then select from the drop-down menu the ship-to address to which all goods should be delivered.

Figure 35: Specification of ship-to address

4.1.3 Validation and sending of an ASN

After entering everything you can validate the provided information, before the ASN is sent (1).

The screenshot shows the 'Create ASN' interface with a success message 'Data was successfully validated'. The form contains the following data:

- ASN No. / Del. Note No.: 2020-10-03
- ASN Date: 2020/10/3
- FPA No.: [empty]
- FPA Status: [empty]
- Company Name (Customer): Schneider Electric EURO...
- Ship-to-Location: FRD5 / SCHNEID...
- Unloading Point (Consignee): [empty]

Navigation tabs: Select ASN Positions, Enter Additional Data, Complete ASN.

General section:

- Ship-from Location: ADVANTECH CO., LTD.
- Ship-from Address: TW - 11491 Taipei City - 1, Alley 20, Lane 26, Jui Kua
- Ship-to: SCHNEIDER ELECTRIC FRANCE
- Ship-to address: FR - 06516 CARROS, 1ERE AVENUE 2621M - ZI CARROS
- Delivery Date/Time: 2020/10/15 4:03 am
- Carrier Name: DHL
- Volume (total Delivery): [empty]
- Hazard. Goods: [empty]

Buttons: Close, Save Draft, Validate (1), Print (2), Send.

Print selection menu (2):

- All
- Handling Unit Label
- Package Label
- Shipping order
- Delivery Note
- Despatch List
- EDI Document
- Delivery Slip Supplier

Figure 36: Validate and Print ASN

It is also possible to print different documents (e.g. Delivery Note) (2), based on the created ASN.

The screenshot shows a printed 'Delivery Note' document with the following details:

- Delivery Note Number: 2020-10-03
- Date: 03-OCT-2020
- Ship from Address: ADVANTECH CO., LTD., 1, Alley 20, Lane 26, Jui Kua, 11491 Taipei City, Taiwan
- Ship to Address: SCHNEIDER ELECTRIC FRANCE, Horizon Manuf., 1ERE AVENUE 2621M - ZI CARROS, 06516 CARROS CEDEX, France
- Pickup-Date: 03-OCT-2020
- Arrival-Date: 15-OCT-2020

Barcode: 2020-10-03

#	Schneider Part Number	Vendor Mtl Number	Quantity	UOM	PO Number	Line Item	Pkg Type	Std Pkg Qty	No. of Pkg	Invoice No.
01	35011174	431.50107	1728	PCE	1121639245TTA	00030		100		2020-100

Figure 37: Print out of Delivery Note

Press the **Send** button to finally submit the ASN to the customer ERP.

ASN No. / Del. Note No.	2020-10-03	ASN Date	2020/10/3	FPA No.:	FPA Status:
Company Name (Customer):	Schneider Electric E...	Ship-to-Location:	FRD5 / SCHN...	Unloading Point (Consignee):	...
Select ASN Positions Enter Additional Data Complete ASN					
General					
Ship-from Location:	ADVANTECH CO., LTD.	Ship-to:	SCHNEIDER ELECTRIC FRANCE		
Ship-from Address:	TW - 11491 Taipei City - 1, Alley 20, Lane 26, Jui Kua	Ship-to address:	FR - 06516 CARROS CEDEX - 1ERE AVENUE 2621M - ZI CARROS		
Tracking ID:	2020-20-100	Delivery Date/Time:	2020/10/15 4:03 am		
Carrier:	[Enter Carrier Address]	Carrier Name:	DHL		
TO Number:		Volume (total Delivery):	0 m³		
		Hazard. Goods:	No		
Close Save Draft Validate Print Send					

Figure 38: Send ASN

4.2 Creation of an ASN via xlsx upload

Next to the creation of an ASN via the user interface, as described in the previous chapter, it is also possible to create an ASN via a xlsx upload. In the first step, an xlsx upload template must be filled with the required data of the ASN. This template can be downloaded in the Due Deliveries screen with most information already prefilled.

4.2.1 Download Minimal ASN

In the following chapter it is explained how to download Due Deliveries and how to complete the downloaded file to use it for the upload.

Start the ASN creation process as described previously via the **Logistics and Finance Dashboard**. Click on **Create ASN** and **select Create ASN**.

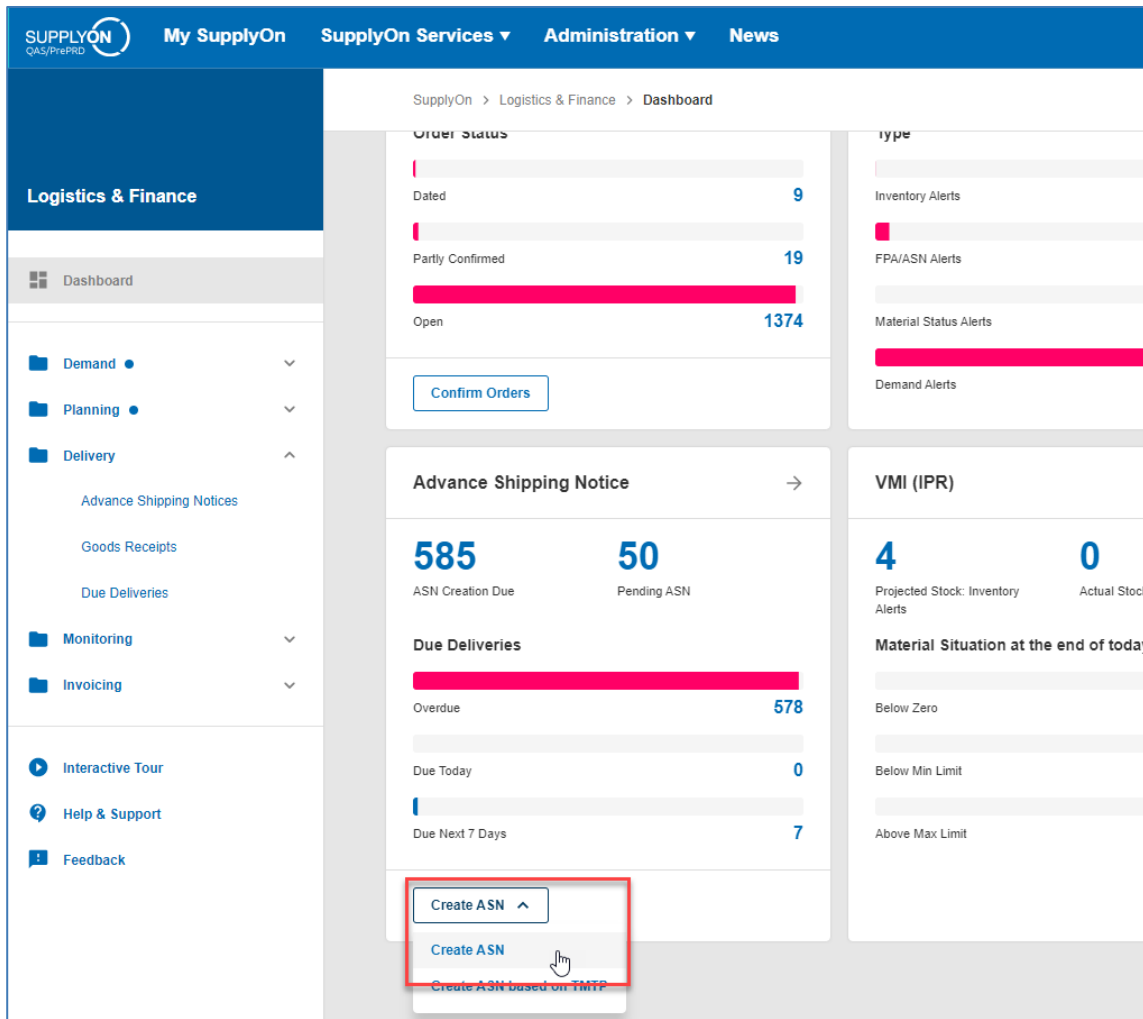


Figure 39: Opening of the ASN module

You are directed to the **Due Delivery (grouped)** screen where the ASN creation process usually starts. Select one or lines. Initiate the download by clicking **Download > Download Minimal ASN CSV/XLSX > Default Profile XLSX**.

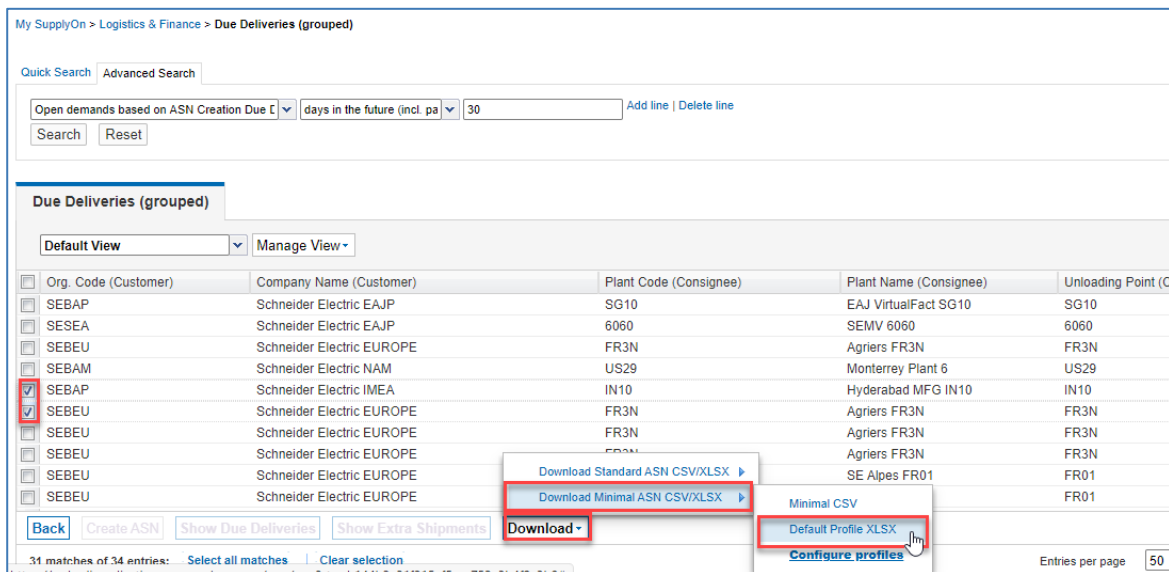


Figure 40: Download of the Minimal ASN download for selected order positions

The downloaded file is prefilled with most information required for the ASN creation based on the available Order information.

Complete as many fields as possible but at least add **Shipment departure** and **arrival date**, check and correct the **Delivery Quantity** and **Despatch Number** if necessary. One **Despatch Number** can be used for several lines to combine more than one position in one shipment.

A	B	C	D	E	F	G	H	I	J
Org Code Buyer	Plant Code	Order Number	Order Position	Buyer Part Number	Delivery Quantity	Shipment departure date	Shipment arrival date	Despatch Number	Invoice Number
SEBEU	FRSN	1121060926	00010	S1875519	1500			123	
SEBEU	FRSN	1121063275	00010	HRB73505	112			123	
SEBEU	FRSN	1121132315	00010	EAV27939	398			123	
SEBEU	FRSN	1121133430	00010	NHA41941	182			123	
SEBEU	FRSN	1121134220	00010	HRB73505	112			123	
SEBEU	FRSN	1121134222	00010	HRB73505	112			123	

Figure 41: Example of ASN upload template

Note

This file format can also be used in case you are creating an Upload file directly out of your ERP System. Available columns of the downloaded file need to be at least included in your own generated upload file.

4.2.2 Upload of the prepared template

Once the upload template is created, the actual upload is done in the ASN Overview screen.

Open the ASN module by clicking on the arrow in the **Advance Shipping Notice** tile in the **Logistics and Finance** dashboard.

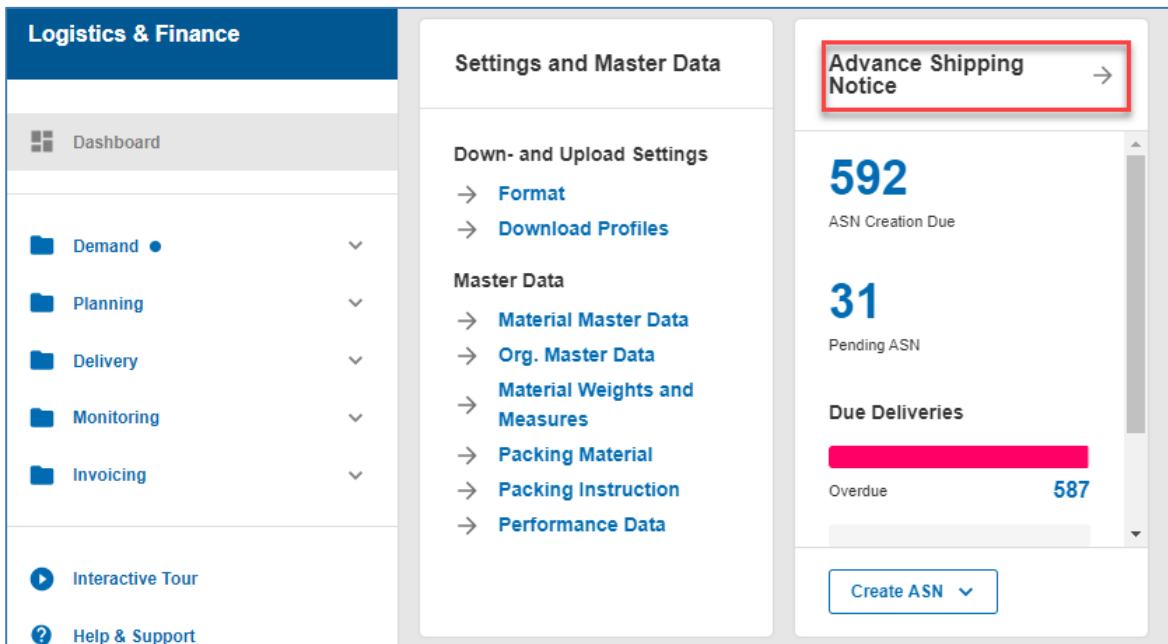


Figure 42: Start ASN Upload

You are directed to the **ASN overview** screen Here, you can either **Upload and Send** the XLSX file in one shot or **Upload and View** the XLSX file and the ASN will be uploaded in status pending to make last changes via the UI. Select **XLSX Upload**.

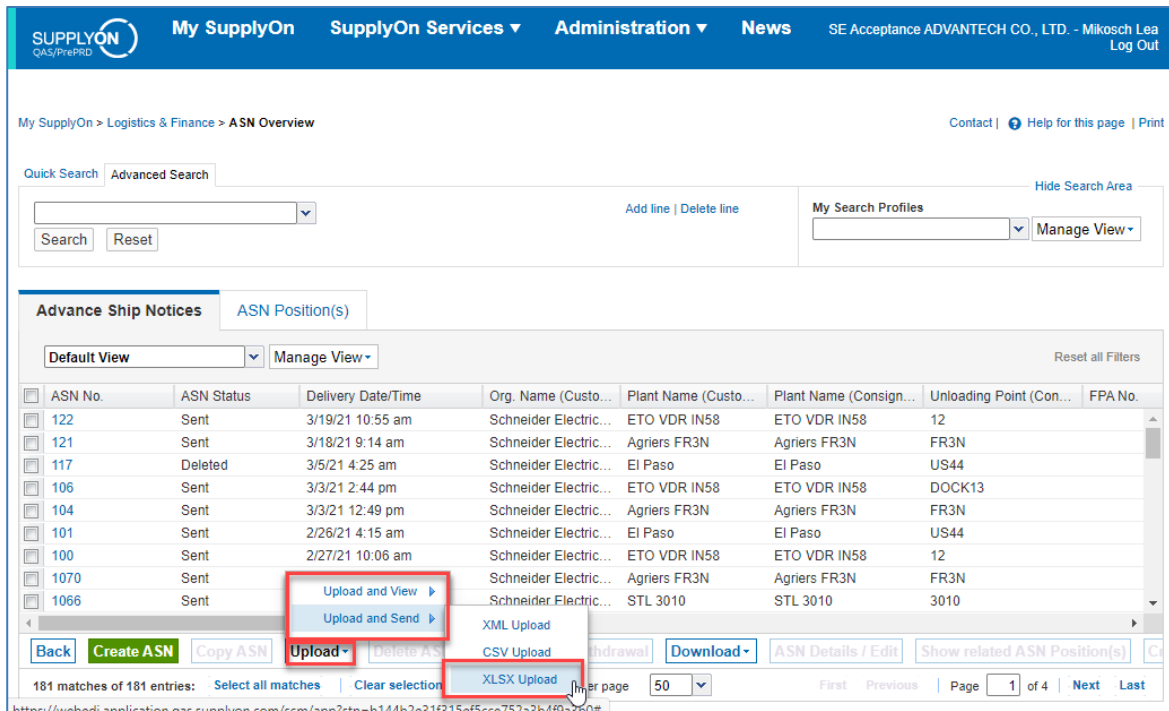


Figure 43: Upload of the completed ASN upload file

A window appears in which you must select the **minimum upload**, **choose file** which you have stored on your local device and start the **upload**.

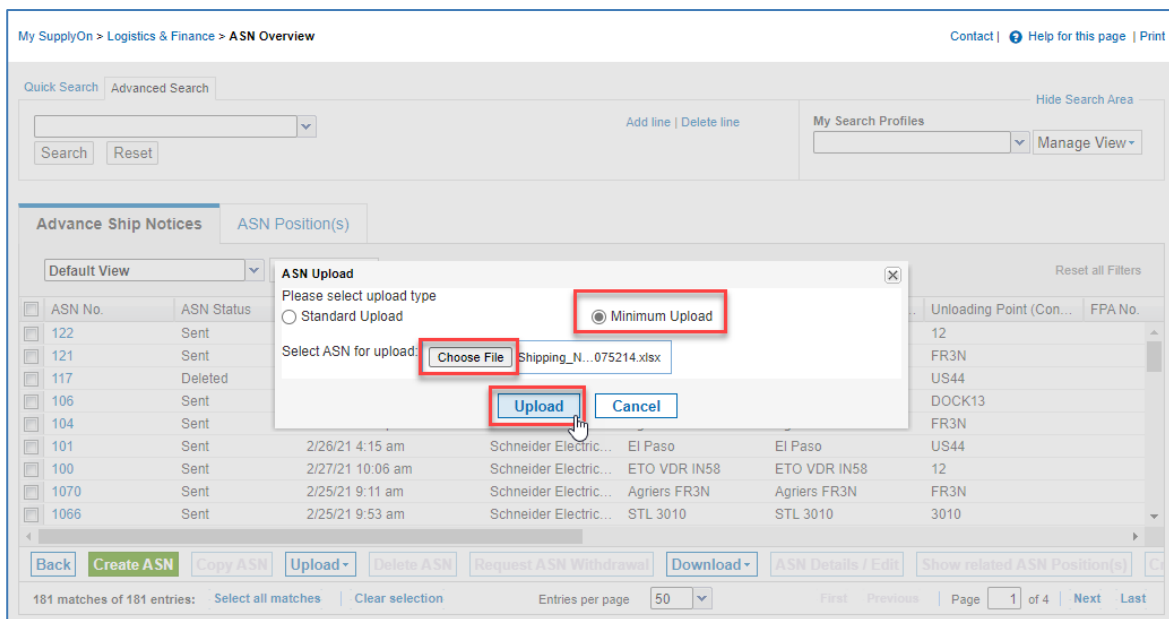


Figure 44: Start Minimum Upload

Note

By default the Standard Upload is selected. Upload with the downloaded template will only be possible by selecting Minimum Upload.

In case **Upload and Send XLSX** was chosen but the data couldn't be sent successfully the ASN will be saved in status pending.

In this case you need to access the uploaded ASN, validate the ASN and adapt the information, before you are able to finally send it via the user interface.

4.3 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 **Logistics and Finance** dashboard.

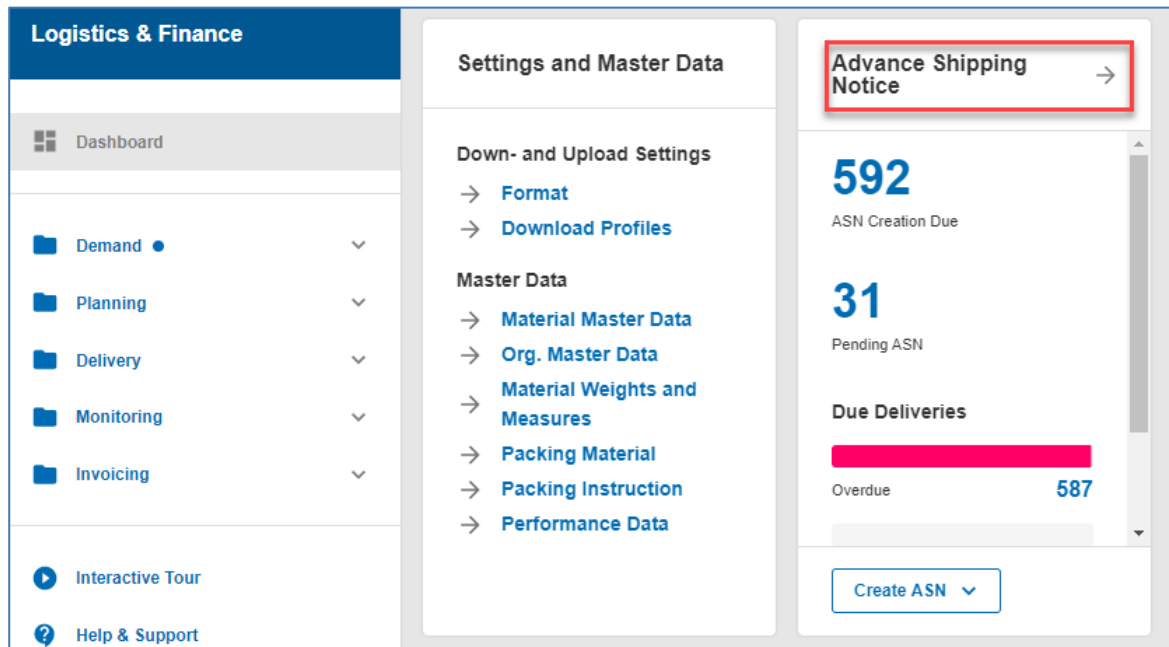


Figure 45: Opening the ASN overview

You are automatically directed to the **Advance Ship notices** tab, where you have an overview about all created ASNs so far.

The ASNs in the collaboration with Schneider Electric can have one of the following status:

1. **Sent:** The ASN has been completely filled and sent to the customer
2. **Pending:** The creation of the ASN has been already started, but is not yet completed.
 - ➔ ASN created via the upload functionality receive this status, if a mandatory information is missing in the upload template
3. **Deleted:** The ASN has been deleted by your Customer
 - ➔ As supplier you can just delete an ASN in Status Pending

Additionally, you are able to:

- Create ASNs via the UI (Press the button Create ASN to start the process)
- Copy existing ASNs (ASN data of an partial shipment can be copied to a new ASN for remaining qty)
- Create ASNs via Upload (Possibility to upload an ASN as XML, CSV or XLSX)
- Delete ASNs (only possible for status pending)
- Request ASN Withdrawal (not needed for SE process)
- Download Existing ASNs (Available formats: XML, CSV or XLSX)
- View or edit existing ASNs

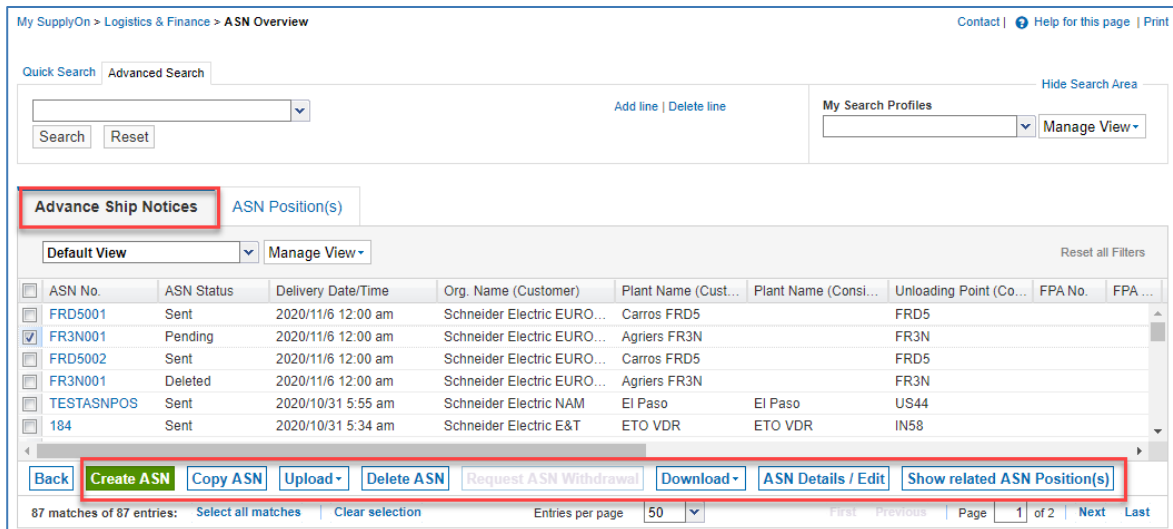


Figure 46: Advance Ship Notices tab in the ASN overview

Next to the **Advance Ship notices** tab, the ASN overview contains also the **ASN Position(s)** tab, which provides an overview about all single positions, of the already created ASNs.

In the column **Quantity Check** you can check the delivery status. After a successful submission, the ASN position is **In Transit**. Once the customer booked the goods receipt it is set to **Complete**.

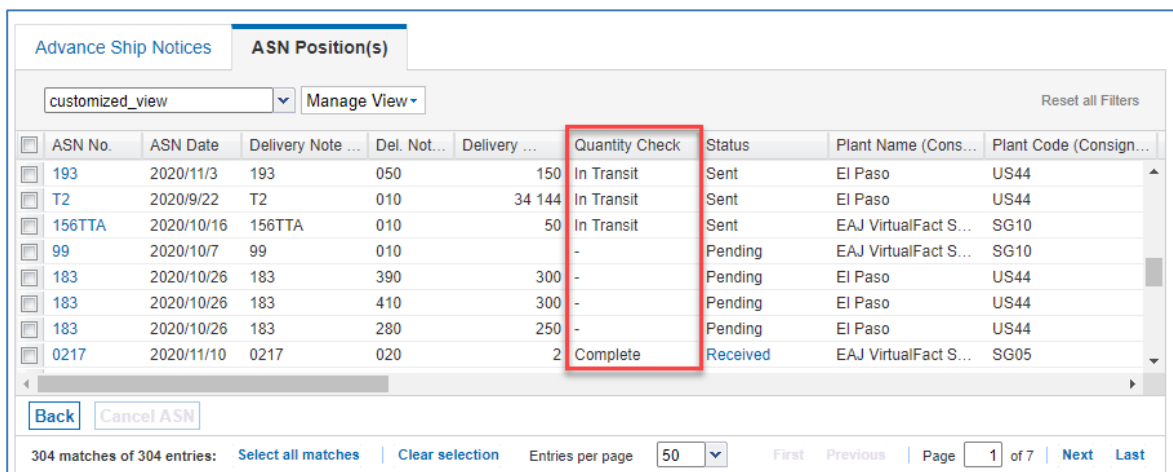


Figure 47: ASN Position(s)

By applying filters or customizing the table as described in the chapters *Automatic assignment of the ASN number*

During the creation of an ASN, an ASN number need to be specified. In addition to a manual assignment, it is possible to set-up an automatic assignment.

The automatic assignment can be configured in the profile of the supplier Control Point. To be able to set-up the configuration a user account with the role **ControlPointAdmin** is needed.

To start the process, select **Administration > Logistics Settings**.

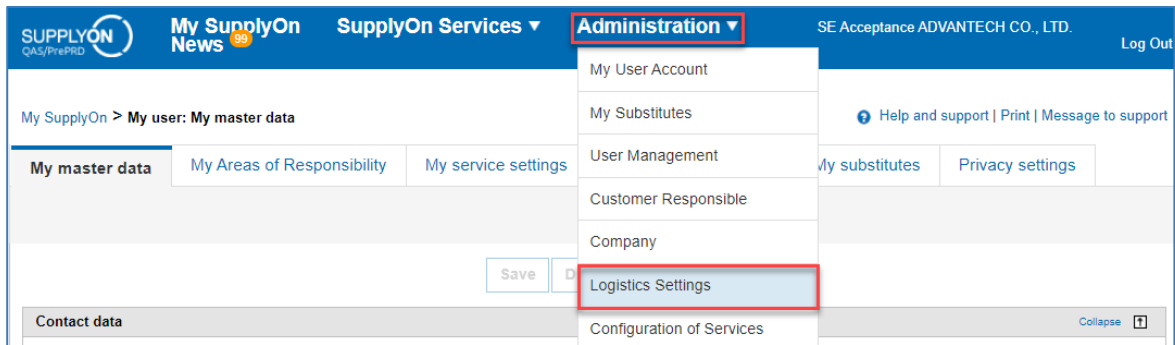


Figure 8: Selection of Logistics Settings

Select the Supplier Control Point, you want to maintain.

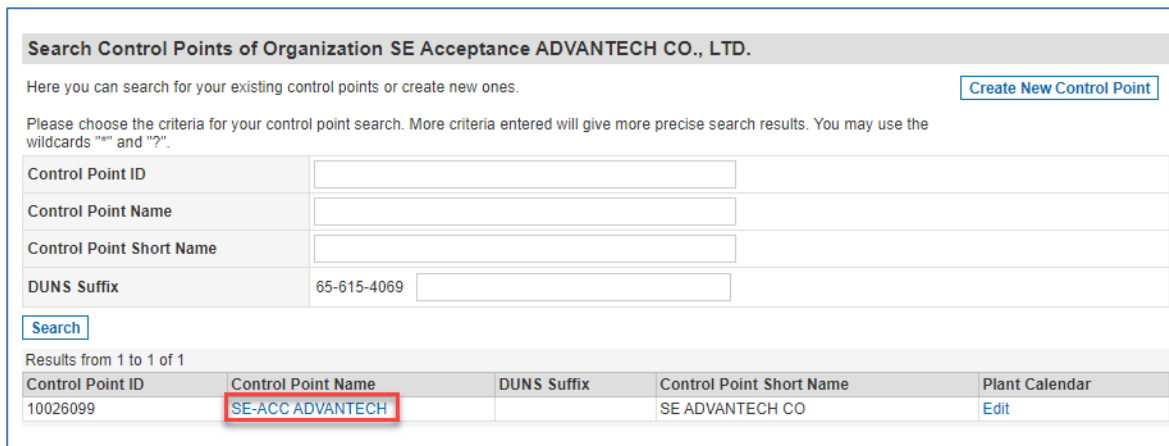


Figure 9: Selection of supplier Control Point

Press the button **Change Details** in the tab **CP Details**.

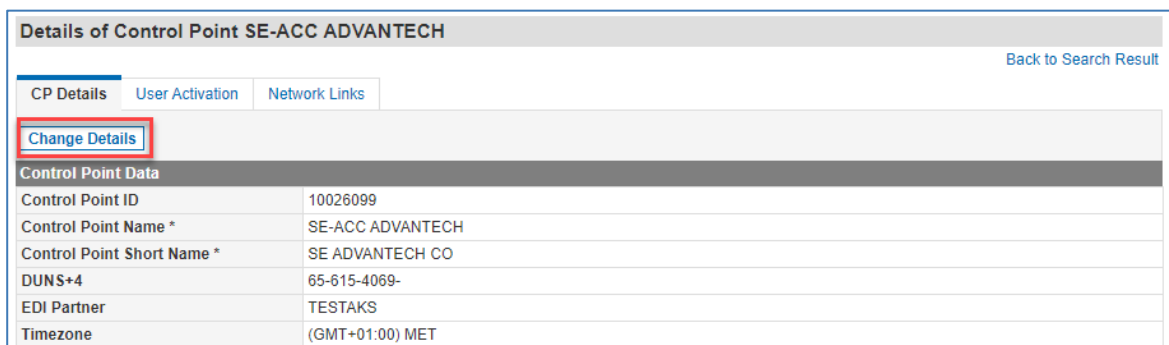


Figure 10: Selection of supplier Control Point

Tick the box **Auto assign** (1) in the line **ASN number** and enter the Start Number, that should be used for the automatic assignment of the ASN numbers.

Further Logistic Data		
FPA number	<input type="checkbox"/> Auto assign	Start Number: --
ASN number	<input checked="" type="checkbox"/> Auto assign	Start Number: 76
Label number	<input type="checkbox"/> Auto assign	Start Number: --
FPA number (SLOPE)	<input type="checkbox"/> Auto assign	Start Number: --
Invoice number	<input type="checkbox"/> Auto assign	Start Number: --

Figure 11: Defining the Start Number for the automatic assignment of the ASN number

Confirm the changes by clicking the **Save** button.

Maintain Control Point SE-ACC ADVANTECH [Back to Search Result](#)

CP Details | User Activation | Network Links

Maintain your control point.

Save | Reset | Cancel

Figure 12: Save the adapted Control Point profile

Now the ASN number will be automatically assigned, when creating an ASN.

4.4 Definition of specific transport times per material

In the ASN process there are three important dates: Delivery Date, Pick-up date and ASN Creation date. The expected delivery date is taken from the related order. The pick-up and creation date of the ASN is calculated based on defined **transport times**.

For the ASN process with Schneider Electric the transport times for every material are set to zero days by default. This means that all three data are equal. However, you can adjust the expected transport time for each material. This is described in this chapter.

To specify the transport time, open the **Material Master Data** in the **Settings and Master Data** tile of the **Logistic & Finance Dashboard**.

The screenshot shows the SupplyOn interface for Logistics & Finance. On the left is a navigation menu with 'Logistics & Finance' and 'Dashboard'. The main area contains three tiles: 'eInvoicing' (showing 937 Total Billable Items and 906 Billable Items Due), 'Settings and Master Data' (with a red box around 'Material Master Data'), and 'Advance Shipping Notice' (showing 490 ASN Creation Due and 35 Pending ASN). A 'Create ASN' button is visible at the bottom right.

Figure 13: Selection of Material Master Data

In the **Material Master Data** screen, select all materials for which you want to enter a specific Transport Time (1) and click on the **Download Material XLS** button (2).

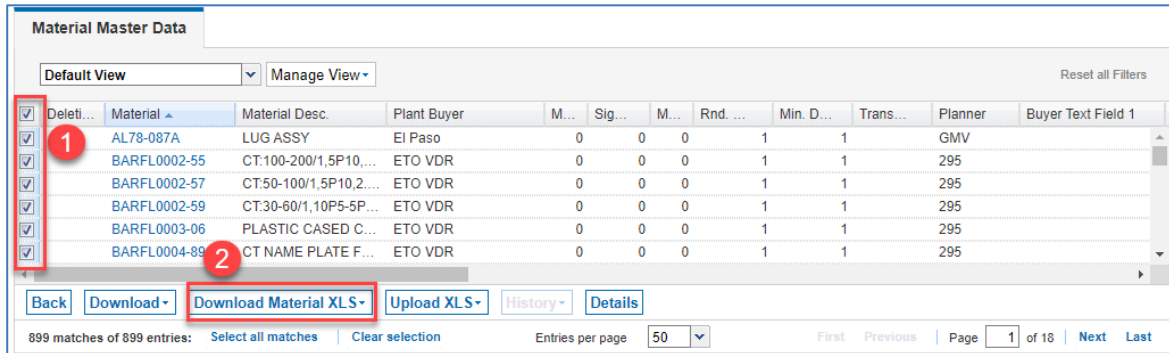


Figure 14: Download of the Material Master data

Enter in column H of the XLS file the specific transport time in days for each material

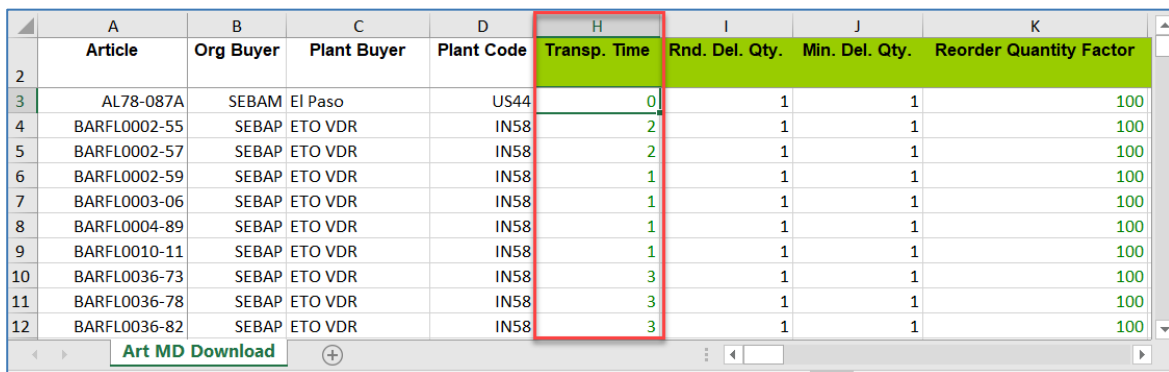


Figure 15: Material Master Data XLS file

Upload the edited XLS file again in the **Material Master Data** Screen

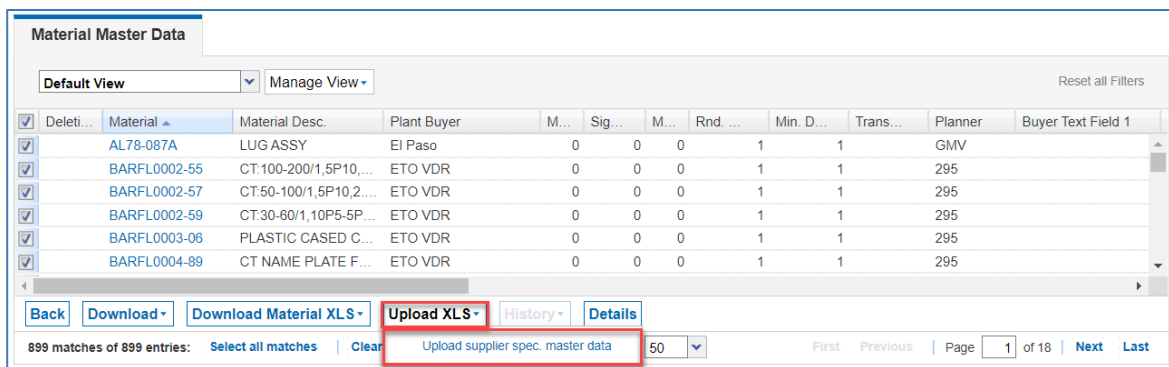


Figure 16: Upload of the edited XLS file

After you have modified the master data, Pickup and ASN Creation Due Date will adapt accordingly.

Plant Nam...	Plant C...	Unloadi...	Material No. ...	Material Descr. ...	Delivery Date	Pickup Date	ASN Creation Due Date	Required ...	Due Delivery S
El Paso	US44	US44	80121-300-01	NEUTRAL BAR	2020/11/12 12:00 am	2020/11/10 12:00 am	2020/11/10 12:00 am	3 000	FPA not req
El Paso	US44	US44	80121-300-01	NEUTRAL BAR	2020/11/12 12:00 am	2020/11/10 12:00 am	2020/11/10 12:00 am	3 000	FPA not req
El Paso	US44	US44	80121-300-01	NEUTRAL BAR	2020/11/12 12:00 am	2020/11/10 12:00 am	2020/11/10 12:00 am	3 000	FPA not req

Figure 17: Adapted dates in the Due Deliveries screen

Creating default views and *Creating Search Profiles*, you can filter the results according to your needs.

4.5 Possible errors when creating an ASN

This chapter describes errors that can occur when using the ASN process with Schneider Electric.

Wrong structure of the ASN number:

For the ASN number it is just allowed to use capital letters and numbers. Otherwise you will receive an error message.

My SupplyOn > Logistics & Finance > Create ASN

▲ ASN No.: Please use only capital letters and numbers for this field

ASN No. / Del. Note No. abc-123 ASN Date 2020/11/6 FPA No.: FPA Status:

Company Name (Customer): Schneider Electric NAM Ship-to-Location: US44 / EL PA... Unloading Point (Consignee): ...

Line	Del. Note Pos.	Material No. (Customer)	ASN Creation Due Date	Proposed Quantity	Delivery Quantity
1	010	80274-028-04	2020/3/2 12:00 am	80	80

Figure 48: Error message for wrong structure of the ASN number

Delivery Date in the past:

The specified Delivery Date in the tab **Complete ASN** needs to be in the future. Otherwise you will receive an error message, when validating or sending the ASN.

My SupplyOn > Logistics & Finance > Create ASN Contact | Help for this page | Print

Delivery Date/Time: Should be in the future

ASN No. / Del. Note No. ASN Date FPA No.: FPA Status:

Company Name (Customer): Schneider Electric NAM Ship-to-Location: US44 / EL PA... Unloading Point (Consignee): ...

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

General

Ship-from Location: Ship-to: EL PASO PLANT

Ship-from Address: TW - 11491 Taipei City - 1, Alley 20, Lane 26, Jui Kua Ship-to address: US - 799128020 EL PASO - NORTHWESTERN DRIVE

Pickup Date/Time: **Delivery Date/Time:**

Tracking ID: Carrier Name:

Carrier: Volume (total Delivery): 0 m³

Figure 49: Error message for wrong structure of the ASN number

Missing Delivery note position, when adding an additional line

After you initially started the creation of an ASN as described in the chapters 4.1.1 and 4.1.2 it is still possible to add additional due deliveries to an ASN. This is possible via the button **Add New Line** and the selection of **Due Del. In Status ASN Required (1)**.

After the selection of a due Delivery in a separate screen, an additional line is added to your ASN. You need to add the Delivery Note Position manually, otherwise an error message is displayed when sending the ASN (2).

Del. Note Pos.: Value not set 2

ASN No. / Del. Note No. ASN Date FPA No.: FPA Status:

Company Name (Customer): Schneider Electric NAM Ship-to-Location: US44 / El Paso P... Unloading Point (Consignee): ...

Select ASN Positions | Enter Additional Data | Complete ASN

Default View Manage View Reset all Filters

Line	Del. Note Pos.	Material No. (Customer)	ASN Creation Due...	Proposed ...	Delivery ...	UoM	Warn...	Pack.Mat...	Order No.	Or
1	010	80274-028-04	2020/3/2 12:00 am	80	80	PCE		Details	1104086843	00
2		80292-030-17	2020/3/2 12:00 am	50	50	PCE		Details	1104085860	00

Extra Shipment
Due Del. In Status ASN Required 1
 Complete Due Del. List

2 entries: Entries per page First Previous | Page of 1 Next Last

Figure 50: Error message, if the Delivery Note Position is missing

Notification after entering a deviating delivery quantity

If you enter a delivery quantity, which is outside the tolerance for the demand quantity defined in the order (1) a notification is displayed in the top of the screen (2). Please check if the delivery quantity is really correct. However, it is possible to send the ASN to the customer.

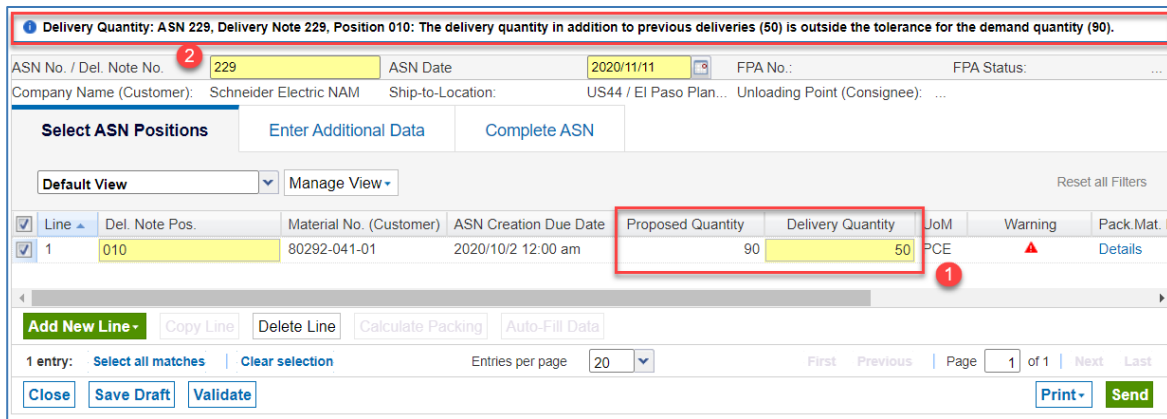


Figure 51: Notification, when entering a deviating Delivery Quantity

ASN Status Pending when using the Upload and Send functionality

If you use the **Upload and Send** function when uploading an ASN, the ASN is normally sent directly to the customer. However, if mandatory information is missing or incorrect in the upload file, the ASN will not be sent to the customer, but only created in the status **Pending**.

In this case you must correct the information in the ASN via the user interface and send it to the customer. To do this, select the ASN in status Pending (in the screen **ASN Overview** where you started the upload) and confirm with **ASN Details / Edit**.

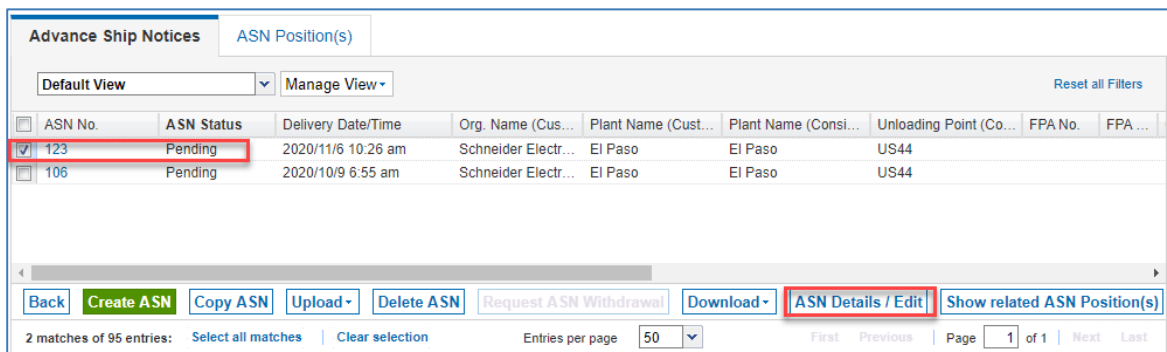


Figure 52: ASN in status Pending, due to missing/wrong information in the upload file

It is therefore generally recommended to check the status of your ASN when using the **Upload and Send** functionality for the upload.

5 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 have to 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 have to be stored at SupplyOn.
Your spam filter must not block the e-mail.

Get your user ID [here](#).

Further frequently asked questions can be read [here](#).

Detailed information regarding the SupplyOn 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