

Schneider Electric

Training documentation for suppliers

Packing Process Guide



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1 The Packing Process

The packing process in the Supply Chain Collaboration (SCC) portal works automatically if you as a supplier enter and maintain information to your material.

In the material master data, you can enter the transportation time. In the package process master data, you can add information about the weights and measures of your material and your packing material. After that you can create your packing instructions. In the next chapters each step will be explained.

1.1 Videos to the packing process

For a video introduction to the packing process please go to the SupplyOn Support Center: <https://service.supplyon.com/>

The packing process is explained in three steps:

1. Create material master data for packing instructions
2. Create packaging material for packing instructions
3. Create packing instructions

1.2 Intended Audience

The suppliers of Schneider Electric.

1.3 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:



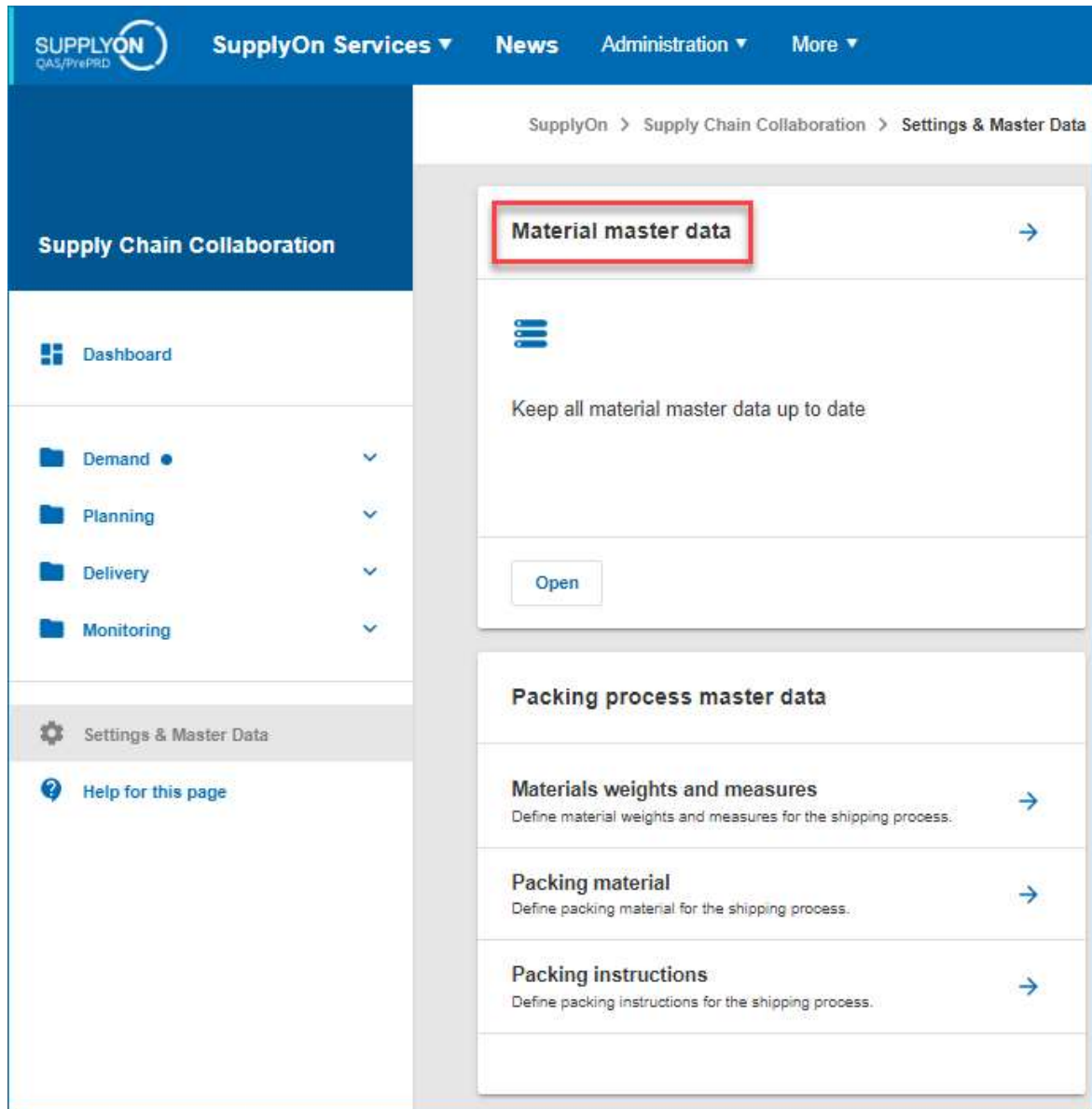
Further Logistic Data		
FPA number	<input type="checkbox"/> Auto assign	Start Number: --
ASN number	<input checked="" type="checkbox"/> Auto assign	Start Number: 78
Label number	<input type="checkbox"/> Auto assign	Start Number: --
FPA number (SLOPE)	<input type="checkbox"/> Auto assign	Start Number: --
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 and are not part of the UI.

1.4 Abbreviations

Abbreviation	Meaning
ASN	Advanced Shipping Notice
CSV	Comma-separated values
SE	Schneider Electric
SO	SupplyOn

2 Material Master Data



The **Material Master Data** contains basis information about product related material, for example material number, material description and transportation time.

It is important to maintain this data as it is the basis for other instances such as the **Packing process master data**.

2.1 Master Data Table

SupplyOn > Supply Chain Collaboration > Material Master Data

Material

View/Edit **1** Download Upload View History **2** **3**

Material ID	Material Number (Customer)	Material Description (Customer)	Unit of Measure	Organization code (Customer)	Customer site	Material Number (Supplier)
24164615	00000000002800102	ASSEMBLYPCBASXPSV24VDC	PC	SEFLX	SEMB PEL	SEA3H-2800102
24164617	00000000002800283	ASSYPCBASXPS-AK24VAC/DCFI...	PC	SEFLX	SEMB PEL	SEA3H-2800283
24164619	00000000002800285	ASSYPCBASXPS-AK110VAC/24V...	PC	SEFLX	SEMB PEL	SEA3H-2800285
24164621	00000000002800287	ASSYPCBASXPS-AK120VAC/24V...	PC	SEFLX	SEMB PEL	SEA3H-2800287
24164625	00000000002800288	ASSYPCBASXPS-AK120VAC/24V...	PC	SEFLX	SEMB PEL	SEA3H-2800288
24164629	00000000002800289	ASSYPCBASXPS-AK230VAC/24V...	PC	SEFLX	SEMB PEL	SEA3H-2800289
24164635	00000000002800290	ASSYPCBASXPS-AK230VAC/24V...	PC	SEFLX	SEMB PEL	SEA3H-2800290
24164639	00000000002800359	PCBASXPSAFL24VAC/DCFEEDCL...	PC	SEFLX	SEMB PEL	SEA3H-2800359
24164643	00000000002800393	ASSEMBLYPCBASXPSTA24VAC/...	PC	SEFLX	SEMB PEL	SEA3H-2800393
24164647	00000000002800412	ASSYPCBASXPSAR24VAC/DCPIN...	PC	SEFLX	SEMB PEL	SEA3H-2800412
24164651	00000000002800419	ASSEMBLYPCBASXPSM24VDC/...	PC	SEFLX	SEMB PEL	SEA3H-2800419
24164653	00000000002800420	ASSEMBLEDPCBASXPSCM24VD...	PC	SEFLX	SEMB PEL	SEA3H-2800420

Back Rows per page: Auto 13-24 of 207

In this view, the following columns are displayed:

1. **Material ID:** A consecutive number assigned by the system
2. **Customer material information**
 - Material number (customer): This number corresponds with the customers ERP-system
 - Material description (customer): This description is used in the customers ERP-system
 - Unit of Measure: Here pieces (PC)
 - Organization code (customer)
 - Customer site
3. **Material number (supplier):** This number can be entered by you as a supplier

In this view the columns are set to show the customer material number and description as well as the supplier material number.

2.2 View/Edit Material

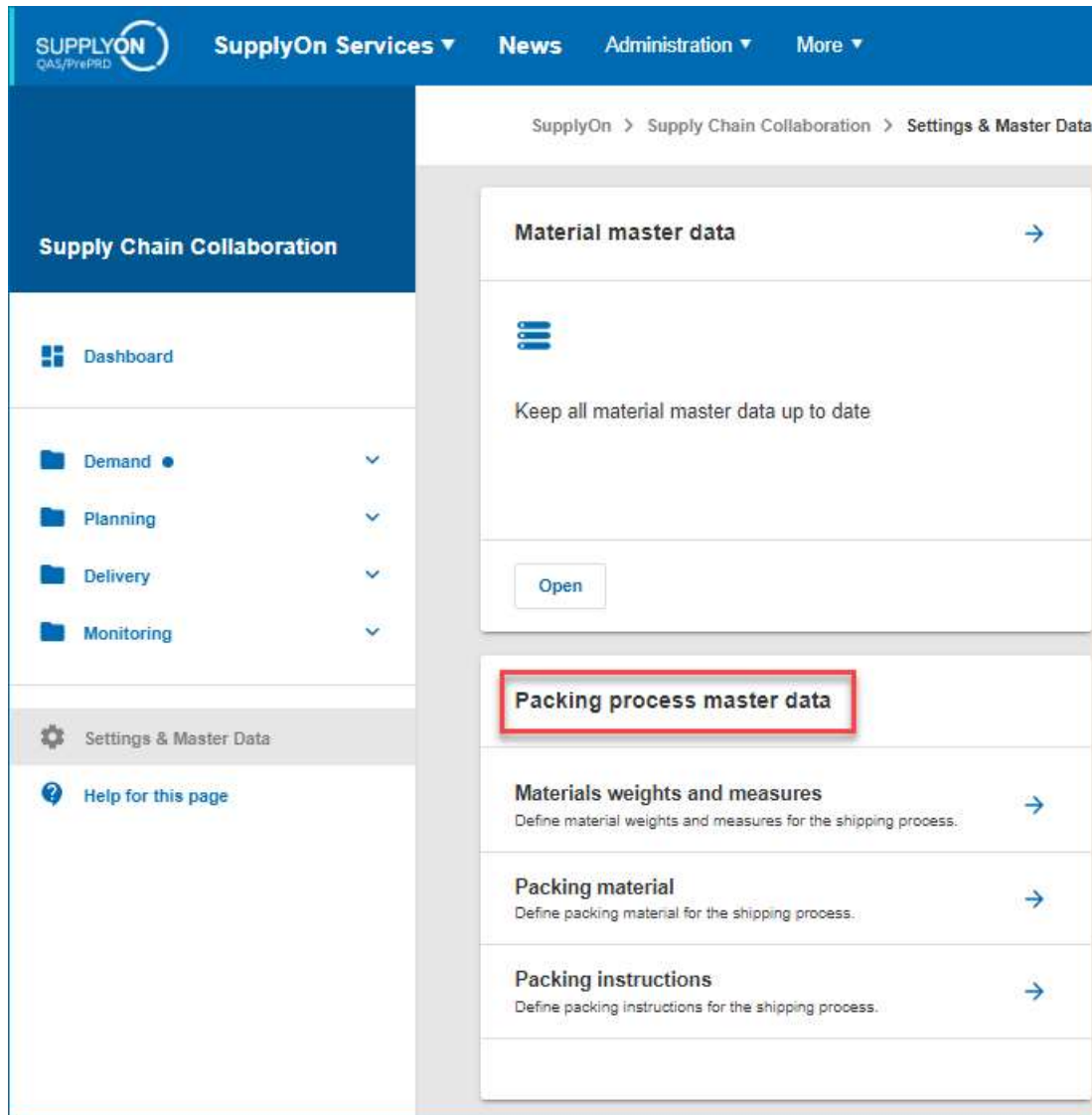
In the master datatable all material is displayed. If you select a material the button **View/Edit Details** becomes active (blue). You can view one material at a time.

In the detailed view there are different sections for Organization Data, Material Data and so on. Some data is provided by the customer through the demand messages and cannot be edited. Some data can be added or edited. For the packing process it is important to enter the **Transportation Time**.

2.3 Transportation time

Select the **Shipping Process**. Here the transportation time is set. You can enter the number of days that you usually need for the shipping of your material. See other ASN guide for how to upload transportation time to multiple materials using a CSV file.

3 Packing Process Master data



The **Packing process master data** is divided into three steps. In each step the data must be maintained by you as a supplier:

1. Materials weights and measures
2. Packing material
3. Packing instructions

3.1 User Roles

You will need certain user roles to enter and maintain the data in the packing process.

My SupplyOn > My user: My Areas of Responsibility Help and support | Print | Message to support

[My master data](#) |
 My Areas of Responsibility |
 [My service settings](#) |
 [My user administrators](#) |
 [My substitutes](#) |
 [Enable support](#) |
 [Privacy settings](#)

Expand the areas of responsibility for a more precise roles assignment. Expand all | Collapse all

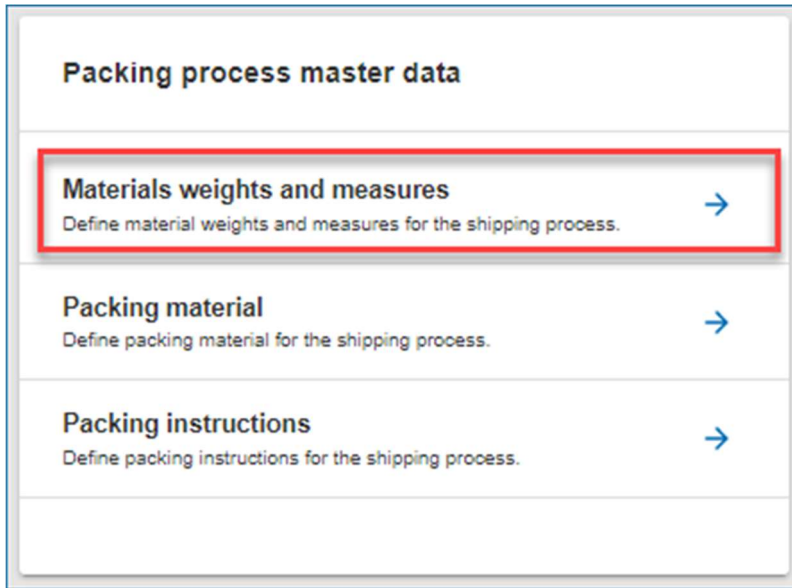
- Company Administration** (assigned): Company master data, users and permissions. Expand
- Order Fulfillment, Finance Processes** (assigned): Supply Chain Management. Expand
- Shipping, Goods Receipts, Warehouse Management** (assigned): Shipping, goods receipts, warehouse management. Collapse

Role	Status	Description
<input type="checkbox"/> EMSStandard	not assigned	Access Empties Management Solution (EMS). Create empties orders, complaints and stocktaking statements. View and confirm account balances. Create FOC claims and access billing module.
<input checked="" type="checkbox"/> PackageDataSellerRead	assigned	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.
<input checked="" type="checkbox"/> PackageDataSellerWrite	assigned	Change the package related article supplier master data, packing material and packing instructions. View package related customer article master data and packing material.
<input checked="" type="checkbox"/> SupplyChainMonitorSellerRead	assigned	Display supply chain monitor articles.

- **The PackageDataSellerRead:** Allows you to view the data in the packing process.
- **The PackageDataSellerWrite:** Allows you to edit the data in the packing process.

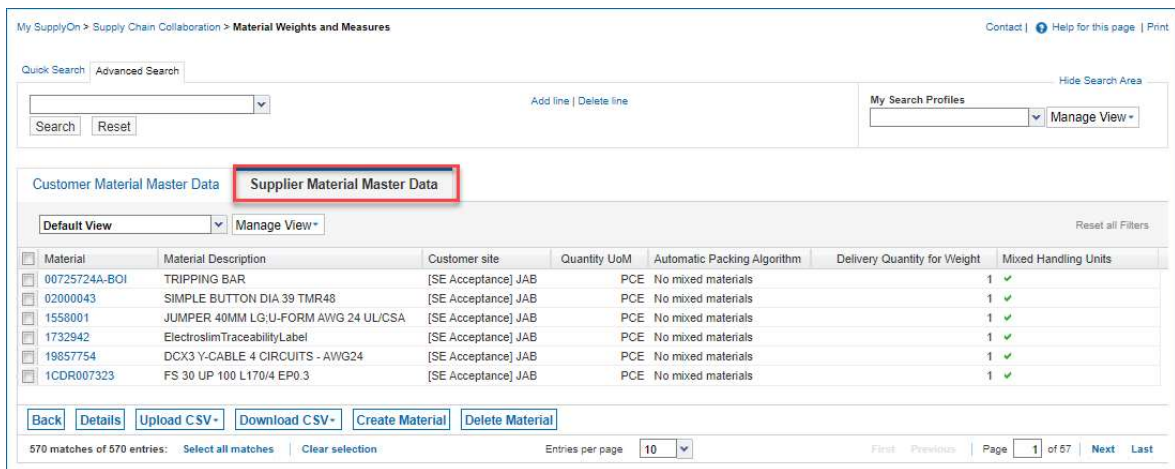
In Administration > **My User Account** you can see if these roles are assigned to you. If not please apply for them by contacting your user administrator.

4 Materials Weights and Measures



Here you can define material weights and measures for the shipping process.

4.1 Supplier Material Master Data



When you click on **Materials weights and Measures** the tab with your supplier material master data opens.

My SupplyOn > Supply Chain Collaboration > Material Weights and Measures Contact | Help for this page | Print

Quick Search Advanced Search Add line | Delete line

Search Reset My Search Profiles Manage View

Customer Material Master Data **Supplier Material Master Data**

Default View Manage View Reset all Filters

Material	Material Description	Customer site	Quantity UoM	Automatic Packing Algorithm	Delivery Quantity for Weight	Mixed Handling Units
00725724A-BO1	TRIPPING BAR	[SE Acceptance] JAB	PCE	No mixed materials	1	✓
02000043	SIMPLE BUTTON DIA.39 TMR48	[SE Acceptance] JAB	PCE	No mixed materials	1	✓
1558001	JUMPER 40MM LG;U-FORM AWG 24 UL/CSA	[SE Acceptance] JAB	PCE	No mixed materials	1	✓
1732942	ElectroslimTraceabilityLabel	[SE Acceptance] JAB	PCE	No mixed materials	1	✓
19857754	DCX3 Y-CABLE 4 CIRCUITS - AWG24	[SE Acceptance] JAB	PCE	No mixed materials	1	✓
1CDR007323	FS 30 UP 100 L170/4 EP0.3	[SE Acceptance] JAB	PCE	No mixed materials	1	✓

Back Details Upload CSV Download CSV Create Material Delete Material

570 matches of 570 entries: Select all matches Clear selection Entries per page 10 First Previous Page 1 of 57 Next Last

In this view the supplier material numbers are displayed in the first column (1). In the second you see the material description (2). These values are transferred from your customer's demand messages.

If you want to view or edit the values on this tab, you can click on the material number or you can select the material and click on the button **Details**.

4.2 Create material manually

You can create your material new.

Customer Material Master Data **Supplier Material Master Data**

Default View Manage View Reset all Filters

Material (Customer)	Material Description	Customer site	Quantity UoM	Automatic Packing Algorithm
02000043	SIMPLE BUTTON DIA 39 TMR48	[SE Acceptance] JAB	PCE	No mixed materials
02000053A01	EBERLE TRIMMING POTENTIOMETER	JABIL CIRCUIT [2]	PCE	No mixed materials
1234-001	Cable	JABIL CIRCUIT [2]	piece	No mixed materials
1558001	JUMPER 40MM LG;U-FORM AWG 24 UL/CSA	[SE Acceptance] JAB	PCE	No mixed materials
1732942	ElectroslimTraceabilityLabel	[SE Acceptance] JAB	PCE	No mixed materials
19857754	DCX3 Y-CABLE 4 CIRCUITS - AWG24	[SE Acceptance] JAB	PCE	No mixed materials
1CDR007323	FS 30 UP 100 L170/4 EP0.3	[SE Acceptance] JAB	PCE	No mixed materials

Back Details Upload CSV Download CSV **Create Material** Delete Material

572 matches of 572 entries: Select all matches Clear selection Entries per page 10 First Previous Page 1 of 58 Next Last

By clicking on the button Create Material a new window opens: **Supplier site-specific material master data**.

Packing details

Weight UoM:

Net Weight: kg

Gross weight: kg

Delivery Quantity for Weight:

Mixed Handling Units:

The weight data is used to calculate the gross weight in the transport notification later and should be filled out.

The **Delivery Quantity for Weight** is marked yellow and cannot be empty. The delivery quantity is the basic value for the packing process and is usually 1 (one).

Save after changes.

4.3 Referenced Customer Materials

Referenced Customer Materials (Number of items: 0)

Material ID	Material Number	Material Description	Site Name	Mixed Handling Units	Automatic Packing Algo...	Company Name	Goods Descripti
<input type="button" value="Assign Material"/> <input type="button" value="Remove Material"/>							
<input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Undo"/>							

Now assign the customer material that matches your own material master data.

Click on **Assign Material**. The application opens in a new view.

My SupplyOn > Supply Chain Collaboration > Material Weights and Measures

Quick Search:

My Search Profiles:

Customer Material Master Data

Default View | Manage View

Material (Customer)	Material Description	Customer site	Quantity UoM	Automatic Packing Algorithm	Delivery Quantity for We...	Mixed Handling Units
00725724A-BOI	TRIPPING BAR	STL 3010	PCE	No mixed materials	1	✓
ST002-P3134	Tripping Bar (T5), 721640AA	SEMB PEL	PC	No mixed materials	1	✓

2 matches of 20411 entries. Entries per page: 10

In the **Customer Material Master Data** you can

1. Search for the material
2. Select the material
3. Click on the button select.

When you click on the button **Select** you will automatically get back to your supplier material.

Referenced Customer Materials (Number of items: 1)

Material ID	Material Number	Material Description	Site Name	Mixed Handling Units	Automatic Packing Algo...	Company Name	Goods Descripti
24228195	00725724A-BOI	TRIPPING BAR	STL 3010	✓	No mixed materials	Schneider Electric EAJP	

Assign Material Remove Material

Back Save Undo

The selected customer material is now referenced in your supplier material.

Save after changes.

4.4 Create material via file

You can choose to create multiple materials at once using the download and upload functions.

My SupplyOn > Supply Chain Collaboration > Material Weights and Measures

Quick Search Advanced Search

Search Reset

Add line | Delete line

My Search Profiles Manage View

Customer Material Master Data Supplier Material Master Data

Default View Manage View

Material (ref)	Material Description	Customer site	Quantity UoM	Automatic Packing Algorithm
JAB123	TRIPPING BAR BLACK	[SE Acceptance] JAB	MTR	No mixed materials
JAB99-123	Tripping bar black	[SE Acceptance] JAB	PCE	No mixed materials

Back Details Upload CSV- Download CSV- Create Material Delete Material

2 matches of 573 entries: Select all matches Clear selection

Entries per page 10

Page 1 of 1

1. Choose at least one material for your file template.
2. Click on the button Download CSV.

Material Assignments

Materials

Back Details Upload CSV- Download CSV- Create Material Delete Material

Click on **Materials**.

Article ID	Article Nu	Article De	Customer Site ID	Company	Company	Goods De	Quantity	Length Uo	Weight Uo	Length	Width	Height	Automatic	Net weigh	Gross wei	Delivery C	Mixed Handling Units
24251774	JAB123	TRIPPING [SE Accep	10026108	2363531	[SE Accep	Assembly	MTR	MTR	KGM					1		1	1
24310630	JAB99-123	Tripping b [SE Accep	10026108	2363531	[SE Accep	Assembly	PCE	MTR	KGM	1.04	0.7		1	Mai 25	Mai 25	1	1

Packing_Master_Data_Articles_Su

Open the CSV file in your downloads.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T		
Article ID	Article Nu	Article De	Customer	Site ID	Company	Company	Goods De	Quantity	Length	Uo	Weight	Uc	Length	Width	Height	Automatic	Net weigh	Gross wei	Delivery C	Mixed Handling	Units
2	24251774	JAB123	TRIPPING	[SE Accept	10026108	2363531	[SE Accept	Assembly	MTR	MTR	KGM		2	0.5	1.5		1	6.25	6.25	1	1
3	24310630	JAB99-123	Tripping b	[SE Accept	10026108	2363531	[SE Accept	Assembly	PCE	MTR	KGM		1	0.4	0.7		1	6.50	6.50	1	1
4	24251775	JAB99-124	TRIPPING	[SE Accept	10026108	2363531	[SE Accept	Assembly	MTR	MTR	KGM		3	1.8	1.6		1	6.75	6.75	1	1
5	24310631	JAB99-125	Tripping b	[SE Accept	10026108	2363531	[SE Accept	Assembly	PCE	MTR	KGM		1	0.4	0.7		1	7.00	7.00	1	1
6	24251776	JAB99-126	TRIPPING	[SE Accept	10026108	2363531	[SE Accept	Assembly	MTR	MTR	KGM		3	1.8	1.6		1	6.75	6.75	1	1
7	24310632	JAB99-127	Tripping b	[SE Accept	10026108	2363531	[SE Accept	Assembly	PCE	MTR	KGM		1	0.4	0.7		1	7.00	7.00	1	1
8	24369488	JAB99-128	TRIPPING	[SE Accept	10026108	2363531	[SE Accept	Assembly	MTR	MTR	KGM		2	1.8	1.6		1	6.75	6.75	1	1
9	24428344	JAB99-129	Tripping b	[SE Accept	10026108	2363531	[SE Accept	Assembly	PCE	MTR	KGM		1	0.4	0.7		1	7.00	7.00	1	1
10	24487200	JAB99-130	TRIPPING	[SE Accept	10026108	2363531	[SE Accept	Assembly	MTR	MTR	KGM		3	1.8	1.6		1	6.75	6.75	1	1
11	24546056	JAB99-131	Tripping b	[SE Accept	10026108	2363531	[SE Accept	Assembly	PCE	MTR	KGM		1	0.4	0.7		1	7.00	7.00	1	1
12	24604912	JAB99-132	TRIPPING	[SE Accept	10026108	2363531	[SE Accept	Assembly	MTR	MTR	KGM		3	1.8	1.6		1	6.75	6.75	1	1

Add new material lines.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S			
1																					
2	777251779	JAB123	TRIPPING	[SE Accept	10026108	2363531	[SE Accept	Assembly	MTR	MTR	KGM		2	1	1	1	1	1	1	1	1
3	777251780	JAB99-123	Tripping b	[SE Accept	10026108	2363531	[SE Accept	Assembly	PCE	MTR	KGM		1	1	1	1	1	1	1	1	1
4	777251781	JAB99-124	TRIPPING	[SE Accept	10026108	2363531	[SE Accept	Assembly	MTR	MTR	KGM		3	1	1	1	1	1	1	1	1
5	777251782	JAB99-125	Tripping b	[SE Accept	10026108	2363531	[SE Accept	Assembly	PCE	MTR	KGM		1	1	1	1	1	1	1	1	1
6	777251783	JAB99-126	TRIPPING	[SE Accept	10026108	2363531	[SE Accept	Assembly	MTR	MTR	KGM		3	1	1	1	1	1	1	1	1
7	777251784	JAB99-127	Tripping b	[SE Accept	10026108	2363531	[SE Accept	Assembly	PCE	MTR	KGM		1	1	1	1	1	1	1	1	1
8	777251785	JAB99-128	TRIPPING	[SE Accept	10026108	2363531	[SE Accept	Assembly	MTR	MTR	KGM		2	1	1	1	1	1	1	1	1
9	777251786	JAB99-129	Tripping b	[SE Accept	10026108	2363531	[SE Accept	Assembly	PCE	MTR	KGM		1	1	1	1	1	1	1	1	1
10	777251787	JAB99-130	TRIPPING	[SE Accept	10026108	2363531	[SE Accept	Assembly	MTR	MTR	KGM		3	1	1	1	1	1	1	1	1
11	777251788	JAB99-131	Tripping b	[SE Accept	10026108	2363531	[SE Accept	Assembly	PCE	MTR	KGM		1	1	1	1	1	1	1	1	1
12	777251789	JAB99-132	TRIPPING	[SE Accept	10026108	2363531	[SE Accept	Assembly	MTR	MTR	KGM		3	1	1	1	1	1	1	1	1
13	777251790	JAB99-133	Tripping b	[SE Accept	10026108	2363531	[SE Accept	Assembly	PCE	MTR	KGM		1	1	1	1	1	1	1	1	1
14	777251791	JAB99-134	TRIPPING	[SE Accept	10026108	2363531	[SE Accept	Assembly	MTR	MTR	KGM		2	1	1	1	1	1	1	1	1

IMPORTANT: Remove the parameter names in the first line.

Save your file.

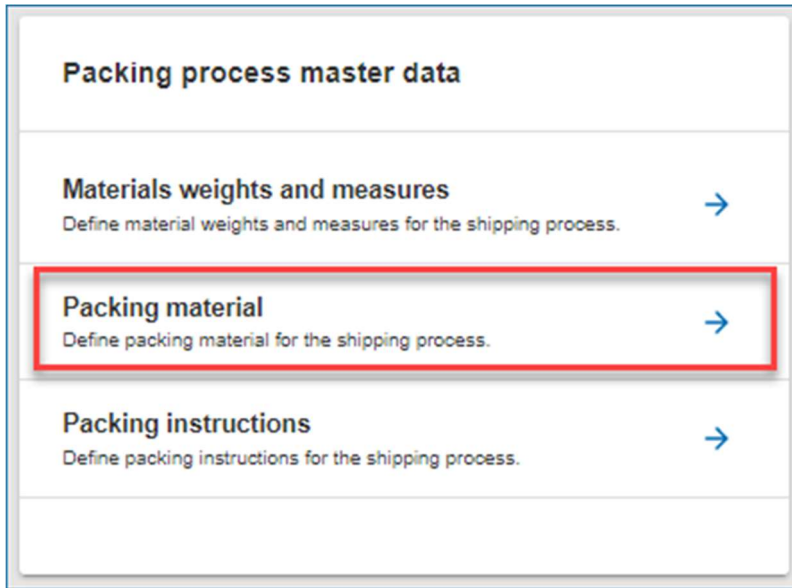


Upload your file by selecting **Materials**.

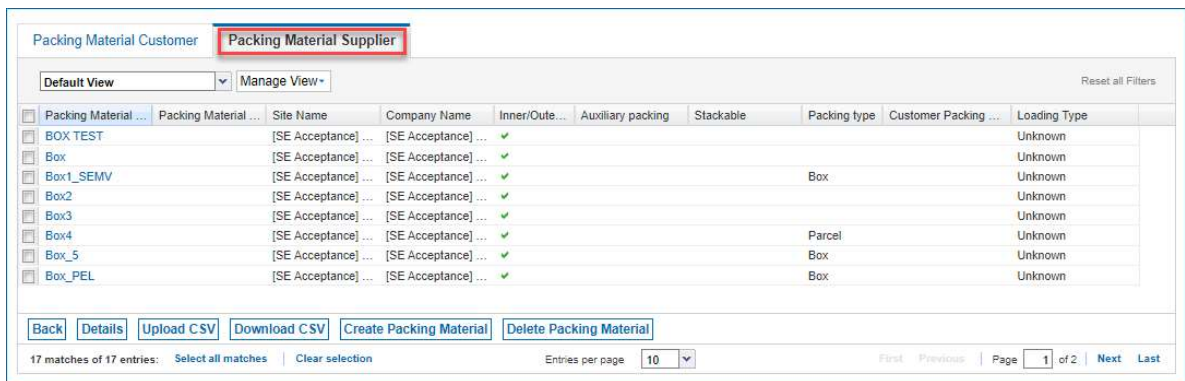
After a successful upload our materials are created.

You can assign the materials to the customer materials in the same way by choosing **Material Assignments** by download and upload.

5 Packing Material



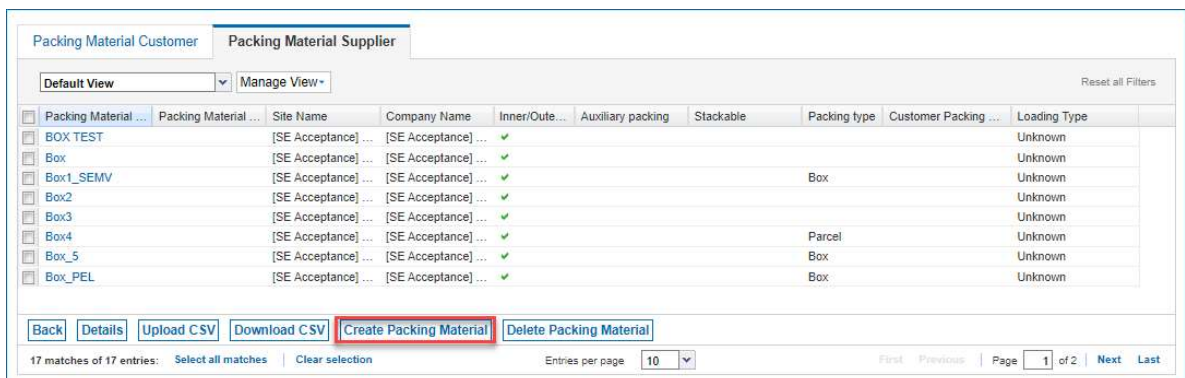
Here you can define packing material for the shipping process.



When you click on **Packing Material** the tab with your Packing Material Supplier opens.

5.1 Create packing material manually

You can create your packing material new.



By clicking on the button **Create Packing Material** a new window opens: **Supplier site-specific packing data.**

My SupplyOn > Supply Chain Collaboration > Packing Material > Packing Material Details Contact | Help for this page | Print

Supplier site-specific packing data

Organization Details

Site ID / Name: 10028108/[SE Acceptance] JAB Company ID / Name: 2383531 / [SE Acceptance] JABIL CIRCUIT

General

Supplier Packing Number: [Yellow field] Packing Material ID: 0

Customer Packing Number: [Field] Length Unit of Measure: Meter

Packing Material Description: [Field] Weight Unit of Measure: Kilogram

Packing Type: [Field] Volume Unit of Measurement: Cubic meters

Usage: Inner / Outer packing Auxiliary packing Loading type: Unknown

Measure

Volume: [Field] m³ Length: [Field] m

Tare weight: [Field] kg Width: [Field] m

Folded Height: [Field] m Height: [Field] m

Box related information

Maximum payload volume: [Field] m³ Maximum Payload Weight: [Field] kg

Stackable: Maximum Top Load Weight: [Field] kg

Maximum Stacking Factor: [Field] 1 Maximum Load Height: [Field] m

[Back](#) [Save](#) [Undo](#)

Fill in all required fields, marked in yellow, and enter any other helpful information about the material.

Please note that the packing material is created specifically for each plant. You select the plant in the dropdown in the **Organization Details** (yellow marked).

General

General

Supplier Packing Number: JAB108-101 Packing Material ID: 0

Customer Packing Number: SE99-01 Length Unit of Measure: Meter

Packing Material Description: KLT Plastic Box (basic) Weight Unit of Measure: Kilogram

Packing Type: Box Volume Unit of Measurement: Cubic meters

Usage: Inner / Outer packing Auxiliary packing Loading type: Unknown

In the general information you fill out **Supplier Packing Number** with a packing material number. This field is mandatory.

Fill out the rest of the general information:

- Customer Packing number (if available)
- Packing Material Description
- Packing type (select)
- Usage.

Please note: You can only determine whether the packing is inner, outer or auxiliary packing when you first create the packing material.

Measure

Measure

Volume: [Field] m³ Length: [Field] 0.20 m

Tare weight: [Field] 0.5 kg Width: [Field] 0.20 m

Folded Height: [Field] m Height: [Field] 0.14 m

In the measure information you fill out:

- Volume or Length/Width/Height
- Tare weight
- Folded height (if possible)

Please note: The weight data is used to calculate the gross weight in the transport notification later.

Box related information

Box related information	
Maximum payload volume: <input type="text"/> m ³	Maximum Payload Weight: <input type="text"/> kg
Stackable: <input checked="" type="checkbox"/>	Maximum Top Load Weight: <input type="text"/> kg
Maximum Stacking Factor: <input type="text"/> 3	Maximum Load Height: <input type="text"/> m

In the box related information, you can set your packing material to be stackable. In this case the box is set to be stacked three times.

Save your data. The KLT box is created.

5.2 Create packing material via file

You can choose to create multiple packing materials at once using the download and upload functions.

My SupplyOn > Supply Chain Collaboration > Packing Material

Quick Search: JAB108* Search Reset

Packing Material Customer | Packing Material Supplier

Packing Material	Packing Material	Site Name	Company Name	Inner/Oute...	Auxiliary packing	Stackable	Packing type	Customer Packing ...	Loading Type
<input checked="" type="checkbox"/>	JAB108-101	KLT Plastic Box (...	[SE Acceptance] ...	[SE Acceptance] ...	✓	✓	Box	SE99-01	Unknown

Buttons: Back, Details, Upload CSV, Download CSV, Create Packing Material, Delete Packing Material

1 match of 18 entries: Select all matches Clear selection Entries per page: 10 Page 1 of 1

1. Choose at least one packing material for your file template.
2. Click on the button Download CSV.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
1	Packing M	Packing Mate	Customer	Site Name	Site ID	Company	Company	Packing M	Inner/Out	Auxiliary	Length un	Weight Ur	Volume U	Length	Width	Height	Packing ty	Stackable	Net weigh	Loading Th	
2	10484	JAB108-101	SE99-01	[SE Accept]	10026108	2363531	[SE Accept]	KLT Plastik	1	0	MTR	KGM	MTQ	0.3	0.2	0.14	BX		1	0.5	1

Open the CSV file in your downloads.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
1	Packing M	Packing Mate	Customer	Site Name	Site ID	Company	Company	Packing M	Inner/Out	Auxiliary	Length un	Weight Ur	Volume U	Length	Width	Height	Packing ty	Stackable	Net weigh	Loading Th	
2	10484	JAB108-101	SE99-01	[SE Accept]	10026108	2363531	[SE Accept]	KLT Plastik	1	0	MTR	KGM	MTQ	0.3	0.2	0.14	BX		1	0.5	1
3	10485	JAB108-102	SE99-01	[SE Accept]	10026108	2363531	[SE Accept]	KLT Plastik	1	0	MTR	KGM	MTQ	0.4	0.2	0.14	BX		1	0.5	1
4	10486	JAB108-103	SE99-01	[SE Accept]	10026108	2363531	[SE Accept]	KLT Plastik	1	0	MTR	KGM	MTQ	0.5	0.2	0.14	BX		1	0.5	1
5	10487	JAB108-104	SE99-01	[SE Accept]	10026108	2363531	[SE Accept]	KLT Plastik	1	0	MTR	KGM	MTQ	0.6	0.2	0.14	BX		1	0.5	1
6	10488	JAB108-105	SE99-01	[SE Accept]	10026108	2363531	[SE Accept]	KLT Plastik	1	0	MTR	KGM	MTQ	0.7	0.2	0.14	BX		1	0.5	1
7	10489	JAB108-106	SE99-01	[SE Accept]	10026108	2363531	[SE Accept]	KLT Plastik	1	0	MTR	KGM	MTQ	0.8	0.2	0.14	BX		1	0.5	1
8	10490	JAB108-107	SE99-01	[SE Accept]	10026108	2363531	[SE Accept]	KLT Plastik	1	0	MTR	KGM	MTQ	0.9	0.2	0.14	BX		1	0.5	1
9	10491	JAB108-108	SE99-01	[SE Accept]	10026108	2363531	[SE Accept]	KLT Plastik	1	0	MTR	KGM	MTQ	1.0	0.2	0.14	BX		1	0.5	1

Add new packing material lines.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1																				
2	10484	JAB108-101	SE99-01	[SE Accep	10026108	2363531	[SE Accep	KLT Plastic	1	0	MTR	KGM	MTQ	0.3	0.2	0.14	BX		1	0.5
3	10485	JAB108-102	SE99-01	[SE Accep	10026108	2363531	[SE Accep	KLT Plastic	1	0	MTR	KGM	MTQ	0.4	0.2	0.14	BX		1	0.5
4	10486	JAB108-103	SE99-01	[SE Accep	10026108	2363531	[SE Accep	KLT Plastic	1	0	MTR	KGM	MTQ	0.5	0.2	0.14	BX		1	0.5
5	10487	JAB108-104	SE99-01	[SE Accep	10026108	2363531	[SE Accep	KLT Plastic	1	0	MTR	KGM	MTQ	0.6	0.2	0.14	BX		1	0.5
6	10488	JAB108-105	SE99-01	[SE Accep	10026108	2363531	[SE Accep	KLT Plastic	1	0	MTR	KGM	MTQ	0.7	0.2	0.14	BX		1	0.5
7	10489	JAB108-106	SE99-01	[SE Accep	10026108	2363531	[SE Accep	KLT Plastic	1	0	MTR	KGM	MTQ	0.8	0.2	0.14	BX		1	0.5
8	10490	JAB108-107	SE99-01	[SE Accep	10026108	2363531	[SE Accep	KLT Plastic	1	0	MTR	KGM	MTQ	0.9	0.2	0.14	BX		1	0.5
9	10491	JAB108-108	SE99-01	[SE Accep	10026108	2363531	[SE Accep	KLT Plastic	1	0	MTR	KGM	MTQ	1.0	0.2	0.14	BX		1	0.5

IMPORTANT: Remove the parameter names in the first line.

Save and upload your CSV file.

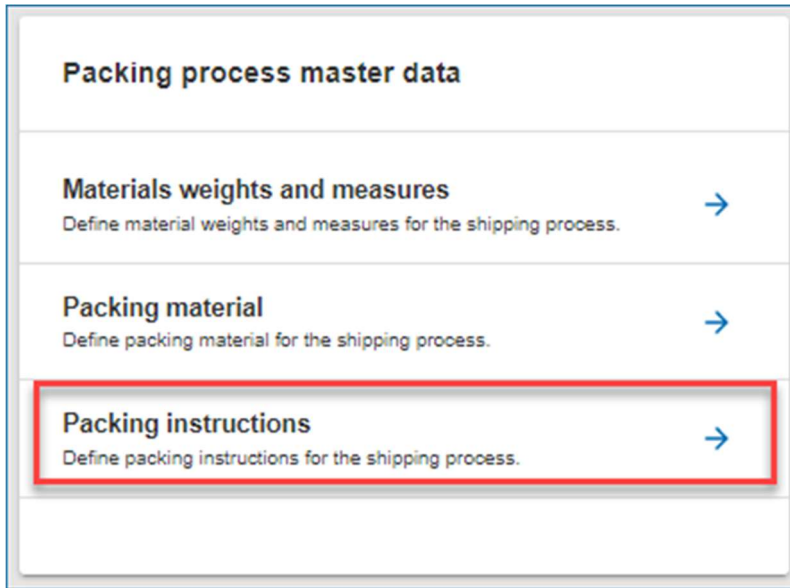
Packing Material Customer		Packing Material Supplier	
Packing Material ...	Packing Material ...	Site Name	Company Name
JAB108-101	KLT Plastic Box (...)	[SE Acceptance] ...	[SE Acceptance] ...
JAB108-102	KLT Plastic Box (...)	[SE Acceptance] ...	[SE Acceptance] ...
JAB108-103	KLT Plastic Box (...)	[SE Acceptance] ...	[SE Acceptance] ...
JAB108-104	KLT Plastic Box (...)	[SE Acceptance] ...	[SE Acceptance] ...
JAB108-105	KLT Plastic Box (...)	[SE Acceptance] ...	[SE Acceptance] ...
JAB108-106	KLT Plastic Box (...)	[SE Acceptance] ...	[SE Acceptance] ...
JAB108-107	KLT Plastic Box (...)	[SE Acceptance] ...	[SE Acceptance] ...
JAB108-108	KLT Plastic Box (...)	[SE Acceptance] ...	[SE Acceptance] ...

[Back](#)
[Details](#)
[Upload CSV](#)
[Download CSV](#)
[Create Packing Material](#)
[Delete Packing Material](#)

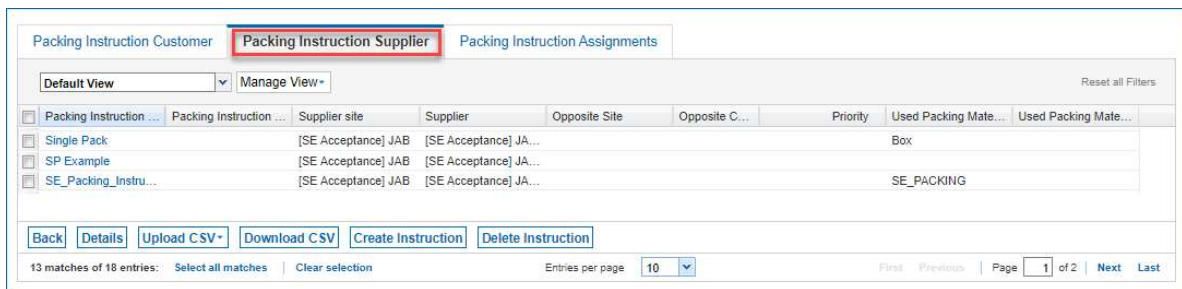
8 matches of 25 entries: [Select all matches](#) | [Clear selection](#) Entries per page: 10 Page 1 of 1

After a successful upload, your packing materials are created.

6 Packing Instructions

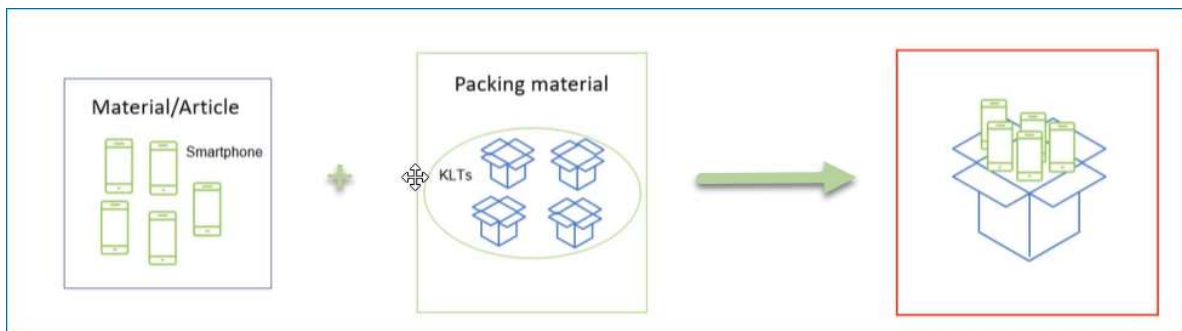


Here you can define packing instructions for the shipping process.



When you click on **Packing Instructions** the tab with your **Packing Instruction Supplier** opens.

6.1 Create a one-level packing instruction



In a one-level packing instruction, you are specifying which material must be packed with which packing material.

Packing Instruction Customer		Packing Instruction Supplier		Packing Instruction Assignments					
Default View		Manage View		Reset all Filters					
<input type="checkbox"/>	Packing Instruction ...	Packing Instruction ...	Supplier site	Supplier	Opposite Site	Opposite C...	Priority	Used Packing Mate...	Used Packing Mate...
<input type="checkbox"/>	Single Pack		[SE Acceptance] JAB	[SE Acceptance] JA...				Box	
<input type="checkbox"/>	SP Example		[SE Acceptance] JAB	[SE Acceptance] JA...					
<input type="checkbox"/>	SE_Packing_Instru...		[SE Acceptance] JAB	[SE Acceptance] JA...				SE_PACKING	

[Back](#) [Details](#) [Upload CSV](#) [Download CSV](#) [Create Instruction](#) [Delete Instruction](#)

13 matches of 18 entries: [Select all matches](#) | [Clear selection](#) Entries per page: 10 | [First](#) | [Previous](#) | Page 1 of 2 | [Next](#) | [Last](#)

Click on the button **Create Instruction**.

My SupplyOn > Supply Chain Collaboration > Packing Instructions > Packing Instruction Details Contact | Help for this page | Print

Supplier site-specific packing instructions

Organization details

Supplier site ID / Name: 10026108/[SE Acceptance] JAB Supplier Company ID / Name: 2363531 / [SE Acceptance] JABIL CIRCUIT

Opposite site ID / Name: All Opposite Company Id / Name:

General

Packing Instruction Number:

Packing Instruction ID: 0

Packing Instruction Details:

Priority:

Used Packing Material Number: [Select Packing Material](#) Used Packing Material ID / Description:

Linked Demand Type / Order Number / Position: None

[Included Materials \(0 items\)](#) | [Included Sub Packing Instructions \(0 items\)](#) | [Included Auxiliary Packing \(0 items\)](#) | [Specific Settings](#)

[Pick Up and Delivery Location for Packing Instruction](#)

Included Materials (0 items)

<input type="checkbox"/>	Material ID	Material Number	Material Description	Maximum number ...	Maximum amount ...	Overall maximum ...	Delivery Base Am...

[Assign Materials](#) | [Remove Materials](#)

[Back](#) [Save](#) [Undo Changes](#)

Please note that the packing instruction is created specifically for each plant.

Supplier site-specific packing instructions

Organization details

Supplier site ID / Name: 10026108/[SE Acceptance] JAB

Opposite site ID / Name: All

You select the plant in the dropdown in the **Organization Details**.

General

General

Packing Instruction Number: JAB108-11-KLT101

Packing Instruction ID: 0

Packing Instruction Details: 1-level for KLT101

Priority:

Used Packing Material Number: [Select Packing Material](#) Used Packing Material ID / Description:

Linked Demand Type / Order Number / Position: None

Enter a **Packing Instruction Number** and further details to describe your instruction.

Click on the link **Select Packing Material**.

Packing Material Supplier

Default View Manage View- Reset all Filters

Packing Material Number	Customer Packing Number	Packing Material Description	Site Name	Company Name	Inner/
JAB108-101	SE99-01	KLT Plastic Box (basic)	[SE Acceptance] JAB	[SE Acceptance] JABIL CIRCUIT	✓
JAB108-102	SE99-01	KLT Plastic Box (basic)	[SE Acceptance] JAB	[SE Acceptance] JABIL CIRCUIT	✓
JAB108-103	SE99-01	KLT Plastic Box (basic)	[SE Acceptance] JAB	[SE Acceptance] JABIL CIRCUIT	✓
JAB108-104	SE99-01	KLT Plastic Box (basic)	[SE Acceptance] JAB	[SE Acceptance] JABIL CIRCUIT	✓
JAB108-105	SE99-01	KLT Plastic Box (basic)	[SE Acceptance] JAB	[SE Acceptance] JABIL CIRCUIT	✓
JAB108-106	SE99-01	KLT Plastic Box (basic)	[SE Acceptance] JAB	[SE Acceptance] JABIL CIRCUIT	✓
JAB108-107	SE99-01	KLT Plastic Box (basic)	[SE Acceptance] JAB	[SE Acceptance] JABIL CIRCUIT	✓
JAB108-108	SE99-01	KLT Plastic Box (basic)	[SE Acceptance] JAB	[SE Acceptance] JABIL CIRCUIT	✓

Select Details Cancel

8 matches of 25 entries: Entries per page 10 First Previous Page 1 of 1 Next Last

1. Select a packing material
2. Click on the **Select** button.

General

Packing Instruction Number: JAB108-11-KLT101 Packing Instruction ID: 0

Packing Instruction Details: 1-level for KLT101 Priority:

Used Packing Material Number: JAB108-101 Change Used Packing Material ID / Description: 10484 / KLT Plastic Box (basic)

Linked Demand Type / Order Number / Position: None

Your chosen packing material is visible in the general information.

Save your data and go to the next step.

Assign Materials

Included Materials (0 items) Included Sub Packing Instructions (0 items) Included Auxiliary Packing (0 items) Specific Settings

Pick Up and Delivery Location for Packing Instruction

Included Materials (0 items)

Material ID	Material Number	Material Description	Maximum number ...	Maximum amount ...	Overall maximum ...	Delivery Base Am...
-------------	-----------------	----------------------	--------------------	--------------------	---------------------	---------------------

Assign Materials Remove Materials

Back Save Undo Changes

In the tab **Included Materials** you click on the button **Assign Materials**.

Supplier Material Master Data

Default View Manage View- Reset all Filters

Material (Customer)	Material Description	Customer site	Quantity UoM	Automatic Packing Algorithm	Delivery Quantity for We...	Mixed Handling Units
JAB99-123	Tripping bar black	[SE Acceptance] JAB	PCE	No mixed materials	1	✓
JAB99-124	TRIPPING BAR BLACK	[SE Acceptance] JAB	MTR	No mixed materials	1	✓
JAB99-125	Tripping bar black	[SE Acceptance] JAB	PCE	No mixed materials	1	✓
JAB99-126	TRIPPING BAR BLACK	[SE Acceptance] JAB	MTR	No mixed materials	1	✓
JAB99-127	Tripping bar black	[SE Acceptance] JAB	PCE	No mixed materials	1	✓
JAB99-128	TRIPPING BAR BLACK	[SE Acceptance] JAB	MTR	No mixed materials	1	✓
JAB99-129	Tripping bar black	[SE Acceptance] JAB	PCE	No mixed materials	1	✓
JAB99-130	TRIPPING BAR BLACK	[SE Acceptance] JAB	MTR	No mixed materials	1	✓
JAB99-131	Tripping bar black	[SE Acceptance] JAB	PCE	No mixed materials	1	✓
JAB99-132	TRIPPING BAR BLACK	[SE Acceptance] JAB	MTR	No mixed materials	1	✓

Select Details Cancel

12 matches of 584 entries: Entries per page 10 First Previous Page 1 of 2 Next Last

A new window **Supplier Material Master Data** is opened.

Supplier Material Master Data

Default View Manage View+ Reset all Filters

Material (Customer)	Material Description	Customer site	Quantity UoM	Automatic Packing Algorithm	Delivery Quantity for We...	Mixed Handling Units
JAB99-123	Tripping bar black	[SE Acceptance] JAB	PCE	No mixed materials	1	✓
JAB99-124	TRIPPING BAR BLACK	[SE Acceptance] JAB	MTR	No mixed materials	1	✓
JAB99-125	Tripping bar black	[SE Acceptance] JAB	PCE	No mixed materials	1	✓
JAB99-126	TRIPPING BAR BLACK	[SE Acceptance] JAB	MTR	No mixed materials	1	✓
JAB99-127	Tripping bar black	[SE Acceptance] JAB	PCE	No mixed materials	1	✓
JAB99-128	TRIPPING BAR BLACK	[SE Acceptance] JAB	MTR	No mixed materials	1	✓

Select Details Cancel

12 matches of 584 entries: Entries per page 10 First Previous Page 1 of 2 Next Last

1. Select the material that you want to assign to the KLT-box in the packing instruction.
2. Click on the **Select** button.

Included Materials (1 items) Included Sub Packing Instructions (0 items) Included Auxiliary Packing (0 items) Specific Settings

Pick Up and Delivery Location for Packing Instruction

Included Materials (1 items)	Material ID	Material Number	Material Description	Maximum number ...	Maximum amo...	Overall maximum amount in packing instruction	Delivery Base Amount
<input type="checkbox"/>	24310632	JAB99-125	Tripping bar black			48	

Back Save Undo Changes

In the packing instruction window the material will be visible.

Here you enter the maximum amount of this material for the packing instruction. This field is mandatory as it is needed for the automated packing calculation in the ASN.

Save your changes.

You can add multiple materials to your packing materials.

7 Support

If you have further questions or experience difficulties during the packing process, you can find support directly in the portal.



Go directly to the SupplyOn Support Center from your user account. Click on **More** and **Support Center**.



Here you will find a number of articles and videos to the packing process and other shipment topics.