

Click Guideline for SupplyOn Service WebEDI for Stabilus Suppliers

ASN Process – LIGHT

06.03.2023

V 3.0



# Creating an Advanced Shipping Notification (ASN)

Enter www.supplyon.com in your browser and click on “Login” and log in with your account credentials.

* Enter your User-ID. (1)
* Enter your password. (2)
* Click the button “Login”. (3)

Graphical user interface, application

Description automatically generated

Go to “SupplyOn Services” (1) and navigate to “Supply Chain Collaboration” (2).

Graphical user interface, application

Description automatically generated

Scroll down to the panel “Advanced Shipping Notice” and click “Create ASN”.

Graphical user interface, application

Description automatically generated

You will be directed to all open Due Deliveries. Click on the number (1) for the respective Customer site, where an ASN is required.

Graphical user interface, application, table

Description automatically generated

Select one or multiple positions and click on “Create ASN”.

Graphical user interface, application, table

Description automatically generated

All mandatory fields are marked in yellow. Fill in ASN Number (1), Delivery Note Number (2) and check Delivery Quantity (3). Go to “Complete ASN” (4).

Graphical user interface, text, application, email

Description automatically generated

**The delivery note number is limited to 16 digits and has to be exactly identic in the**

* delivery note
* advanced shipment notification (ASN)
* VDA master label
* invoice

The supplier has to ensure 100% that the delivery note number transmitted to Stabilus also in the ASN booking on the SupplyOn portal, is exactly the same typographically and syntactically so that a systemic match is possible.

It is important that this clearly defined delivery note number always looks the same in every communication between the supplier and Stabilus.

Enter the Delivery Date (1) and click on “Send” (2).

Graphical user interface, text, application, email

Description automatically generated