

Handout for the SupplyOn Service Logistics & Finance

Advance Shipping Notice (ASN)



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1 About this Manual

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

1.1 Abbreviations

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



2 How to access SupplyOn

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

Log in to SupplyOn

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

SupplyOn - The Supply Chain	nBu × +											
\rightarrow C a	https://www.sup	plyon.com						វ័ត	£≞	œ (InPrivate	9
	SUPPLY	\mathbf{D}			Suppo	rt English 🗸	Search	Login				
	SOLUTIONS	INDUSTRIES	CONSULTING	CUSTOMERS	TRAINING	FOR SUPPL	IERS	ABOUT US	ŝ			
			pandemic a Control for your s	tronger from t c by implement Tower approa supply chain.	he :ing ch	French Aerospac Program: Join A supply chain pla aerospace indus from attractive i	rSupply, form for try and b ondition	the the enefit s				
	4	steps to gain		over your sup		- not only in		Act now!				
				of crisis								
		1	2		2		4					

Figure: SupplyOn home page with Login button

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

2. Click the tile Logistics & Finance

SUPPLYON My SupplyOn Sup	plyOn Services 🔻 Administratio	on - News		Log Out
	SupplyOn > Home			C Last Refresh 2 Mins Ago
	Action Management \rightarrow	AirSupply Logistics \rightarrow	Business Directory \rightarrow	Are you using the best browser?
	Share action plans with your customers.	Access the demand and delivery processes including E-Invoicing, concession and notification of	Find the master data of your company.	Please use Google Chrome, Mootin Frefor of Microsoft Edge (Chrome-based versions since January 2020) for highest speed and functionality, More
Home	Open	escape for the aerospace industry.	Open	Congratulations - you have no urgent tasks
 Help & Support Feedback 	Collaboration Folders \rightarrow	Document Management $ ightarrow$	Flexible Survey $ ightarrow$	
	Work on development projects with your customers.	Receive and review important documents from your customers.	Find and edit surveys from your customers.	
	Open	Open	Open	
	Logistics & Finance $ ightarrow$	Performance Monitor \rightarrow	Problem Solver \rightarrow	
< .	Access the demand and delivery processes including E-Invoicing.	Find key figures on the product and delivery quality of your customers.	O Actions due within 24 hours O	

Figure: Home screen with tiles per application and actual notifications



3 How to work with the Dashboard

After login the **Dashboard** is displayed.

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

	SupplyOn > Logitiles & Finance > Dashbo						C Last Refresh 3 Mins Age	• ***
ogistics & Finance	Search Select Process		♥ Search	h e.g. for Order No., Maleria	al No.,			٩
Doshboard	Orders	÷	Delivery Instructions	÷	Delivery Forecasts	÷	JIT Call-Offs	
Domend • · · · · · · · · · · · · · · · · · ·	10 Total New Crolere & Updates		O Current new Delivery Instructions		O Current new Delivery Foresaels		O Current new JIT Call/Offe	
Delivery V	Order Status	10						
Invoicing ~	Order Updates	0						
Holp & Support								
	Confirmable Orders	÷	Alerts	÷	einvolcing	÷	Settings and Master Data	
	13 Total Canfinnable Disters		124 Total New Alerts		34 Total Dilable Items		Down- and Upload Settings	
	Order Status	0	Type		Billable Item Status Dilable Items Due	34	Master Data → Material Master Data → Org. Master Data	
	Party Continued	1	FPAINDN AIR15	45			→ Performance Data	
	Confirm Orders	12	Material Status Alerts Domand Alerts	0				

Figure: Dashboard

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

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

- A delivery instruction
- An Order, which usually needs to be confirmed before delivery
- A VMI demand

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

Advance Shipp	bing Notice $ ightarrow$
10 ASN Creation Due	28 Pending ASN
Due Deliveries	
Overdue	10
Due Today	0
Due Next 7 Days	0
Create ASN 🗸	

Figure: Dashboard / tile / Advance Shipping Notice



4 Creating an Advance Shipping Notice (ASN)

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

There are different ways of starting the process.

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

Advance Ship	ping Notice >
10 ASN Creation Due	28 Pending ASN
Due Deliveries	
Overdue	10
Due Today	0
Due Next 7 Days	0
Create ASN 🔨	
Create ASN	
Create ASN bas Create ASN (Tra	ed on FPA Insportmanagement Bypass)

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

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

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



uick Search Advanced Sea Open demands based on A Search Reset	SN Creation Due [♥ days in the future (inc	L pa 🗸 30	Add line Delete line			My Search Profiles	Hide Search Area
Due Deliveries (grou Screen Print View	ped)						Reset all Filter
Org. Code (Customer)	Company Name (Customer)	Plant Code (Consignee)	Plant Name (Consignee)	Unloading Point (Consignee)	ASN required	Available for Extra Shipment	With Material Reference
S_SPQ	Upplands Väsby (ARE 5251)	310_5801	Siemens U. Väsby, SE	Sweden city	0	1	¥
) #DEL#	Houston (ARE 510S)	1213_DR1700	Siemens Houston, US	Houston	0	1	~
) S_QS2	Görlitz (ARE 7722)	0000803257		Seoul	0	7	¥
) S_QS2	Erlangen (ARE 7711)	X1102977		Finspong	0	1	~
) S_SPQ	Upplands Väsby (ARE 5251)	310_5801	Siemens U. Väsby, SE	Bagsværd	1	1	~
S_SPQ	Cannock (ARE 598F)	310_7234	Siemens Cannock, GB	WIGAN	1	1	×
S_QS2	Erlangen (ARE 7711)	100_1100	Siemens Finspang, SE	Finspång	10	76	~
S_QS2	; Görlitz (ARE 7722)	100_1600	Siemens Görlitz, DE	Görlitz	10	17	~
S_QS2	Erlangen (ARE 7711)	1100		1100	31	2	~

Figure: Create ASN: Select Ship-to

4. Select a line where an ASN is required and

5. Click Create ASN

Profile updated.								
uck Search Advanced Sea	rch							
Autoriced Set								Hide Search Area
Open demands based on A	SN Creation Due E 👻 days in the future (incl. p	pa 🕶 30	Add line Delete line				My Search Pr	
Search Reset							Default View	v v Manage▼
Due Deliveries (grou	ped)							
(8.00								
Screen Print View	✓ Manage▼							Reset all Filte
		Direct On the (Oversidence)	Direct Name (Oracles a)	University Delet (Oversity of	1011-1-1-1	Australia das Catas d		With Material Reference
Org. Code (Customer)	Company Name (Customer) Upplands Väsby (ARE 5251)	Plant Code (Consignee)	Plant Name (Consignee)	Unloading Point (Consignee)	ASN required	Available for Extra S	nipment	with Material Reference
S_SPQ		310_5801	U. Väsby, SE Houston, US	Sweden city Houston	0	1		~
#DEL#	Houston (ARE 510S)	1213_DR1700	Houston, US	Seoul	0	7		
S_QS2	Görlitz (ARE 7722)	0000803257			0	1		
S_QS2	Erlangen (ARE 7711)	X1102977		Finspong	0	1		
	Upplands Väsby (ARE 5251)	310_5801	U. Väsby, SE	Bagsværd	1			~
S SPQ	Cannock (ARE 598F)	310 7234	Cannock, GB	WIGAN	1	1		v
	Erlangen (ARE 7711)	100_1100 100_1600	Finspang, SE	Finspång	10	76		v
S_QS2			Görlitz, DE	Görlitz	11	17		~
S_QS2 S_QS2 S_QS2	Görlitz (ARE 7722) Erlangen (ARE 7711)	1100		1100	32	2		~

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

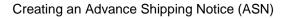
You get into the ASN form - Select ASN Positions tab.

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

- No packing
- One-level packing
- □ Two-level packing

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

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





4.1 Creating an ASN with no packing details

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

SN No. / Del. Note No.	152		ASN Date	2019-10-09		FPA No.:		FPA St	tatus:	Pending
ompany Name (Custor	er):	Cannock (ARE 598F)	Ship-to-Location:	310_7234 / Elec	trium Sales Ltd	Unloading Point	(Consignee): WIGAN			
Select ASN Posi	tions	Manage attachments	Complete ASN							
Video View	~	Manage								Reset all Fil
Line Del. Note	Pos.	Material No. (Customer)	ASN Creation Due Date	Proposed Quantity	Delivery Quantity Uo	Warning	Pack.Mat. Details	Batch No.	Order No.	Order Pos.
1 010		GB6:99169	2017-08-21 01:00	5 000	5 000 PC	E	Details		4508681830	000010

Figure: Create ASN: Select ASN Positions tab

- 2. If you would like to upload an attachment, open the tab Manage attachments and
- 3. Click Upload. Note: This feature is not available for all Siemens companies (customers).

My SupplyOn > Logistics & Finance	e > Create ASN					Contact O Help for this page Print
ASN No. / Del. Note No.	152	ASN Date	2019-10-09	FPA No.:	FPA Status:	Pending
Company Name (Customer):	Cannock (ARE 598	IF) Ship-to-Location:	310_7234 / Electrium Sales Ltd	Unloading Point (Consignee): WIGAN		
Select ASN Positions	Manage attachm	ents Complete ASN				
Default View	▼ Manage*					Reset all Filters
E Line Filename	Siz	virus Scan Status	Status	Date Transmission Date	Encrypted	Owner
Upload Del	lete Download					
0 entries: Select all matches	s Clear selection		Entries per page 20 💌			Page 1 of 1 Next Last
Close Save Draft Va	lidate					Print* Send



- As the customer does not expect any packing details, click on Complete ASN. Here you see that some fields are pre-filled, some fields need to be filled by you. This could be different per customer location.
- 5. In this example, inform your customer about the Transport Type.



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

Data saved in session							
SN No. / Del. Note No.	618	ASN Date	09.10.19		FPA No.:	FPA Status:	New
Company Name (Customer):	Chippenham (ARE 479P)	Ship-to-Location:	310_7312 /	Mobility Limited	Unloading Point (Consignee): Chippenham		
Select ASN Positions	Manage attachments	Complete ASN					
General							
Ship-from Location:		×		Ship-to:	Siemens Mobility Limited		
Ship-from Address:	DE - 10115 Berlin - Selle	erstreet 1		Ship-to address:	GB - SN15 1GE Chippenham - Langley Park, Pew Hill		
Pickup Date/Time:	09.10.19 16:27	3		Delivery Date/Time:	Cangley Park, Pew Hat		
Incoterms Code:	EXW - Ex Works	~		Load number:			
Incoterms Text:	supplier site			Volume (total Delivery):	0 m³		
Transport Type:		×		Loading Length (total Delivery):	LM		
Means of Transport:		~		Hazard. Goods:			
Tracking ID:				Gross Weight (total Delivery):	0 kg		
Carrier:	[Enter Carrier Address]			Net Weight (total Delivery):	0 kg		
Free Text (for Carrier):							

Figure: Create ASN: Fill mandatory fields

- 7. By clicking on **Print**, the application validates and saves the ASN automatically. Alternatively, you can validate manually by clicking the **Validate** button.
- 8. Within **Print**, you have a selection of print options.

Data was successfully validation	ated								
ASN No. / Del. Note No.	618		ASN Date		09.10.19		FPA No.:	FPA Status:	New
Company Name (Customer):		Chippenham (ARE 479P)	Ship-to-Lo	cation:	310_7312	Mobility Limited	Unloading Point (Consignee): Chippen	ham	
Select ASN Positions	м	anage attachments	Complete ASN						
General									
Ship-from Location:			~			Ship-to:	Siemens Mobility Limited		
Ship-from Address:		DE - 10115 Berlin - Sellers	treet 1			Ship-to address:	GB - SN15 1GE Chippenham - Langley Park, Pew Hill		
Pickup Date/Time:		09.10.19 16:27				Delivery Date/Time:	11.10.19 15:27	9	
Incoterms Code:		EXW - Ex Works	*			Load number:		7	
Incoterms Text:		supplier site				Volume (total Delivery):		0 m²	
Transport Type:		Road Transport	~			Loading Length (total Delivery):		LM	
Means of Transport:			~			Hazard. Goods:			
Tracking ID:						Gross Weight (total Delivery):		0 kg	
Carrier:		[Enter Carrier Address]				Net Weight (total Delivery):		o kg	
Free Text (for Carrier):									Handling Unit Label
									Package Label
									Shipping order
									Delivery Note
									Despatch List
									EDI Document
									Delivery Slip Suppli

Figure: Create ASN: Print the Delivery Note

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



	18	ASN Date	09.10.19		FPA No.:	FPA Status:	New
ompany Name (Customer):	Chippenham (ARE 479P)	Ship-to-Location:	310_7312	Mobility Limited	Unloading Point (Consignee): Chippenham		
Select ASN Positions	Manage attachments	Complete ASN					
ieneral							
Ship-from Location:		¥		Ship-to:	Siemens Mobility Limited		
Ship-from Address:	DE - 10115 Berlin - Selle	street 1		Ship-to address:	GB - SN15 1GE Chippenham - Langley Park, Pew Hill		
Pickup Date/Time:	09.10.19 16:27			Delivery Date/Time:	11.10.19 15:27		
Incoterms Code:	EXW - Ex Works	¥		Load number:			
Incoterms Text:	supplier site			Volume (total Delivery):	0 m³		
Transport Type:	Road Transport	¥		Loading Length (total Delivery):	LM		
Means of Transport:		~		Hazard. Goods:			
Tracking ID:				Gross Weight (total Delivery):	0 kg		
Carrier:	[Enter Carrier Address]			Net Weight (total Delivery):	0 kg		
Free Text (for Carrier):							

9. Send the ASN to your customer.

Figure: Create ASN: Send an ASN

4.2 Creating an ASN with one-level packing details

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

- 1. Mandatory fields are marked in yellow. Fill in the **Net weight of the Material** within the **Select ASN Positions** tab.
- 2. To define the packaging details, click **Details** within the column **Pack. Mat. Details.**

sitions	Erlangen (ARE 7441) Enter Additional Data	Ship-to-I Manage attachments	ocation Complete At	100_3100 /	8	Unloading Point (Consignee) Berlin		
sitions	Enter Additional Data	Manage attachments						
			Complete A	SN				
	Manage View -							Reset all Filters
te Pos. N	taterial No. (Customer) ASN	Creation Due Proposed	Delivery UoM	Warn Pack	Pack Mat. Eng. 0	Order No. Order Pos. Net Weight of M	6	
7	PG21111DA301DD0	1	1 PCE		Details 3	3313020609 000010	12	
	Delete Line Calculate	Packing Create One-Level Pa	cking					
					20 ¥			Page 1 of 1 Heret Law
		7PG21111DA301DD0	7PG21111DA391DD9 1	7P021111DA391009 1 1 PCE	7P221111DA301D00 1 1 PCE	7PQ2111DA391009 1 1 PCE Datate 3	7PC21111DA391DD9 1 3 PCE S Dotatis 331300809 600810	7P021111DA391D09 100010 12

Figure: Create ASN: Select ASN Positions tab



3. Fill in all packaging details.

Data was saved successfully										
	66	ASN Date	02.03.21	3	FPA No.:		F	PA Status:		New
mpany Name (Customer):	Erlangen (ARE 7441)	Ship-to-Location:	100_3100 /		Unloading	Point (Consignee): Berlin				
Select ASN Positions	Enter Additional Data	Manage attachments Con	nplete ASN							
Default View	✓ Manage View・									Reset all Filter
Line . Del. Note Pos.	Material No. (Customer) ASN Creativ	ion Due Proposed Delivery	UoM Warn Pa	ck Pack.Mat E	ing Order No. Or	der Pos. Net Weight of M				
1 010	7PG21111DA301DD0	0	1 PCE	Details	3313020609 00	0010 12				
Default View	V Manage View									Reset all Filter
Pack Mat No. (Cust.)	Amount of Pack	One Level Pack	Label No. From	Packing Type	Batch Number Pack	And No. (Docentine)		-		
							Gr	Ta Su	b-Position No.	Article No. St

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

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

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

y SupplyOn > Logistics & Finance > Create ASN					Interactive T	fours (Contact 😝 Help for this page P
Data was saved successfully							
SN No. / Del. Note No. 766 ASN Date ompany Name (Customer): 1 Erlangen (ARE 7441) Ship-to-Location: Select ASN Positions Enter Additional Data Manage attachments C(02.03.21 100_3100 / omplete ASN		FPA Unio	No.: ading Point (Consignee): Berlin	FPA	A Status:	New
Default View V Manage View 2 Line - Del. Note Pos Manage View 2 Line - Del. Note Pos Manage View 2 1 010 7FG211110A301DD0 0	UoM Warn Pac	Case Parcel Cage Carton	0rder No. 3313020609	Order Pos. Net Weight of M 000010 12			Reset all Filters
Packing Material Dealins (Single and Auxiliary Packs) Previous Peer, Previous Pee		Box Container Envelope Package Drum Barrel Bag					Reset all Filters
Pack.Mat.No. (Cust) Amount of Pack Qty. per Pack. One Level Pack. I U	Label No. From	Crate	Batch Number	Pack.Mat.No. (Supplier)	Gr Ta	Sub-Pos	sition No. Article No. Supp
Save and Close Add New Line Copy Line Cop							
1 entry: Select all matches Clear selection	Entries per page	10 🗸				Previous Pr	age 1 of 1 Next Last

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



- 5. Select the related packing material
- 6. Click Generate Label Numbers
- 7. Click Save and Close.

											Contact Help for this page
O Data was saved successfully											
SN No. / Del. Note No. 76			ASN Date		02.03.21			FPA No.:		FPA Status:	New
Company Name (Customer):	Erlangen (ARE 7441)		Ship-to-Location:		100_3100 /			Unloading Point (C	Consignee): Berlin		
Select ASN Positions	Enter Additional Da	ata Manage at	tachments Co	omplete AS	iN						
Default View	✓ Manage View •										Reset all Filters
Line A Del. Note Pos.	Material No. (Customer) AS	SN Creation Due Pro	posed Delivery	UoM	Warn Paci	Pack.Mat	Eng Or	rder No. Order Pos	Net Weight of M		
1 010 7	7PG21111DA301DD0		0	1 PCE		Details	33	313020609 000010			
		/laterial No. (Customer): 7 Delivery Qty.: 1	PG21111DA301DD0	Del. Note N Packed Qu		I. Note Pos.:010 mpletely packed					
Default View	▼ Manage View •						_				Reset all Filters
Pack.Mat.No. (Cust.)	Manage View Amount of Pack	Qty. per Pack.	One Level Pack.	Lab		Packing Type	Batch Nu	umber Pack.Mat.No.	(Supplier)		Reset all Filters ub-Position No. Article No. Sup
		Qty. per Pack.	One Level Pack.	Lab			Batch Nu	amber Pack.Mat.No.	(Supplier)	Gr Ta St 25 25	

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

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

y SupplyOn > Logistics & Finance >	- Create ASN								Interactive Tours	Contact O Help for this page P
SN No. / Del. Note No. 76	56	ASN D	te	02.03.21		FPA 1	No.:		FPA Status:	New
ompany Name (Customer):	Erlangen (ARE 7441)	Ship-to-	Location:	100_3100 /		Unioa	ading Point (Co	nsignee): Berlin		
Select ASN Positions	Enter Additional Da	ata Manage attachments	Complete A	SN						
Default View	✓ Manage View •									Reset all Filters
Line Del. Note Pos.	Material No. (Customer) As	IN Creation Due Proposed	Delivery UoM	Warn Pack	Pack.Mat	Eng Order No.	Order Pos.	Net Weight of M		
1 010	7PG21111DA301DD0	0	1 PCE		Details	3313020609	000010	12		
Add New Line - Copy Lin	Delete Line Calcula	te Packing Create One-Level P	acking							
1 entry: Select all matches	Clear selection			Entries per page	20 👻					Page 1 of 1 Next Las

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

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

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

SN No. / Del. Note No. 7	66		ASN Date	02.03.21	FPA	No.:	FPA	Status:	Pending
ompany Name (Customer):	Erlangen (ARE 7441)		Ship-to-Location:	100_3100 /		ading Point (Consignee):			r onong
Select ASN Positions	Enter Additional Da	a Man	age attachments Complete						
Default View	✓ Manage View -								Reset all Fit
ine Material No. (Custome	r) Delivery Quant	ty UoM	UN Danger Code	Dutiable Goods	Country of Origin	Free Text	Invoice No.	Invoice Date	
1 7PG21111DA301DD0		1 PCE		E .					

Figure: Create ASN: Enter Additional Data tab



- 9. If you want to upload an attachment, open the tab **Manage attachments.** Depending on the customer relationship, this feature may be available or not. In case it is not supported, the screen is hidden.
- 10. Either drag and drop files or click Upload.

My SupplyOn > Logistics & Finance > C	Create ASN					Interactive Tours	Contact 😝 Help for this page Print
ASN No. / Del. Note No. 766		ASN Date	02.03.21	F	FPA No.:	FPA Status:	Pending
Company Name (Customer):	Erlangen (ARE 7441)	Shin-to-Location:	100_3100/	L. L	Unloading Point (Consignee): Berlin		
Select ASN Positions	Enter Additional Data	Manage attachments Comp	lete ASN				
Default View	✓ Manage View・						Reset all Filters
E Line Filename	Size	Virus Scan Status	Status	Date	Transmission Date	Encrypted	Owner
Upload			Drop Files				
0 entries: Select all matches	Clear selection		Entries per page	20 -			us Page 1 of 1 Next Last
Close Save Draft Valida	te						Print- Send

Figure: Create ASN: Manage attachments tab

11. Click Complete ASN.

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

- 12. In this example inform, your customer about the Transport Type,
- 13. the Load number
- 14. and the Delivery Date/Time.

My SupplyOn > Logistics & Finance >	Create ASN						Interactive Tours	Contact O Help for this page Pri
ASN No. / Del. Note No. 764	6	ASN Date	02.03.21		FPA No.:		FPA Status:	Pending
Company Name (Customer):	Erlangen (ARE 7441)	Ship-to-Loc	ation: 100_3100	/	Unloading P	Point (Consignee): Berlin		
Select ASN Positions	Enter Additional Data	Manage attachments	Complete ASN					
General								
Ship-from Location:		*		5	Ship-to:	Siemens AG		
Ship-from Address:	DE - 10115 Berlin - Selle	erstreet 1		s	Ship-to address:	DE - 13629 Berlin - Rohrdamm 7		
Pickup Date/Time:	02.03.21 16:06	3			Delivery Date/Time:	3		
Incoterms Code:	EXW - Ex Works	¥			.oad number:			
Incoterms Text:	EU				/olume (total Delivery):	0	n*	
Transport Type:		*		L	.oading Length (total Delivery):	L	м	
Means of Transport:		*		E.	Hazard. Goods:	No		
Tracking ID:				0	Bross Weight (total Delivery):	25	¢9	
Carrier:	[Enter Carrier Address]				Vet Weight (total Delivery):	12	kg	
Free Text (for Carrier):				c	Cost of Transportation:			
Close Save Draft Valid	ate							Print+ Send

Figure: Create ASN: Complete ASN - Fill mandatory fields



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

/ly SupplyOn > Logistics & Finance	> Cre	ate ASN						Interactive Tours	Contact O Help for this page Prin
O Data was successfully valid	lated								
ASN No. / Del. Note No.	766		ASN Date	02.03	21 🖸	FPA No		FPA Status:	Pending
Company Name (Customer):		Erlangen (ARE 7441)	Ship-to-Locat	tion: 100_3	100 /	Unloadi	ing Point (Consignee): Berlin		
Select ASN Positions		Enter Additional Data	Manage attachments	Complete ASN					
General									
Ship-from Location:			×			Ship-to:	Siemens AG		
Ship-from Address:		DE - 10115 Berlin - Seller	street 1			Ship-to address:	DE - 13629 Berlin - Rohrdamm 7		
Pickup Date/Time:		02.03.21 16:06	3			Delivery Date/Time:	05.03.21 16:06		
Incoterms Code:		EXW - Ex Works	~			Load number:	20210303		
Incoterms Text:		EU				Volume (total Delivery):	0	m ³	
Transport Type:		Road Transport	*			Loading Length (total Delivery):	1	.M	
Means of Transport:			*			Hazard. Goods:	No		
Tracking ID:						Gross Weight (total Delivery):	25	kg	
Carrier:		[Enter Carrier Address]				Net Weight (total Delivery):	12	kg	
Free Text (for Carrier):						Cost of Transportation:			
Close Save Draft Val	lidate								Print* Send

Figure: Create ASN: Complete ASN – Validate

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

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

My SupplyOn > Logistics & Finar	nce > C	reate ASN							Interactive Tours	Contact O Help for this page Prin
O Data was successfully val	lidated									
ASN No. / Del. Note No.	766		ASN Date		2.03.21	-	EPA No.		FPA Status:	Pending
Company Name (Customer):		Erlangen (ARE 7441)	Ship-to-Loca	tion: 10	0_3100 /		Unload	ding Point (Consignee): Berlin		
Select ASN Positions		Enter Additional Data	Manage attachments	Complete AS	N					
General										
Ship-from Location:			~			\$	Ship-to:	Siemens AG		
Ship-from Address:		DE - 10115 Berlin - Selle	erstreet 1			\$	Ship-to address:	DE - 13629 Berlin - Rohrdar	mm 7	
Pickup Date/Time:		02.03.21 16:06	3			(Delivery Date/Time:	05.03.21 16:06		
Incoterms Code:		EXW - Ex Works	*			ı	.oad number:	202	10303	
Incoterms Text:		EU				1	/olume (total Delivery):		0 m ²	
Transport Type:		Road Transport	¥			L	oading Length (total Delivery):		LM	
Means of Transport:			*			E F	lazard. Goods:		No	
Tracking ID:						0	Bross Weight (total Delivery):		25 kg	
Carrier:		[Enter Carrier Address]					let Weight (total Delivery):		12 kg	
Free Text (for Carrier):						0	Cost of Transportation:			-
										E AI
										Handling Unit Label
										Package Label
										Shipping order
										Delivery Note
										Despatch List
										EDI Document
										Delivery Slip Supplier
		_								Print selection
Close Save Draft V	/alida	ie i								Print* Send

Figure: Create ASN: Print the Handling Unit Label

17. Send the ASN to the customer

My SupplyOn > Logistics & Finan	ice > Ci	reate ASN							Interactive Tours	Contact O Help for this page Print
Data was successfully val	lidated									
ASN No. / Del. Note No.	766		ASN Date		02.03.21		FPA No.:		FPA Status:	Pending
Company Name (Customer):		Erlangen (ARE 7441)	Ship-to-Locatio	on:	100_3100 /		Unloading	Point (Consignee): Berlin		
Select ASN Positions		Enter Additional Data	Manage attachments	Complete	ASN					
General										
Ship-from Location:			*			Ship-to:		Siemens AG		
Ship-from Address:		DE - 10115 Berlin - Seller	street 1			Ship-to ad	dress:	DE - 13629 Berlin - Rohrdamm 7		
Pickup Date/Time:		02.03.21 16:06				Delivery D	ate/Time:	05.03.21 16:06		
Incoterms Code:		EXW - Ex Works	*			Load num	ber:	20210303		
Incoterms Text:		EU				Volume (to	tal Delivery):	0	m²	
Transport Type:		Road Transport	~			Loading L	ength (total Delivery):	L	м	
Means of Transport:			~			Hazard. G	oods:	No		
Tracking ID:						Gross We	ght (total Delivery):	25	g	
Carrier:		[Enter Carrier Address]				Net Weigh	t (total Delivery):	12	kg.	
Free Text (for Carrier):						Cost of Tra	ansportation:			
Charles David IV	/alidat	-								Print- Send
Close Save Draft V	/alidat	e								Print* Send

Figure: Create ASN: Complete ASN - Send



4.3 Creating an ASN with two-level packing details

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

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

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

1. To define the inner packing details, click Details within the column Pack. Mat. Details.

y SupplyOn > Logistics & Finan	nce > Create ASN									Interactive Tours	Contact 👩	Help for this page Pr
Data saved in session												
SN No. / Del. Note No.	769			ASN Date	03.0	3.21	FF	A No.:		FPA Status:		New
ompany Name (Customer):	1.0			Ship-to-Location:	100	1000 /	Ur	loading Point (C	onsignee): Berl	in		
Select ASN Position	s Enter Additio	nal Data	Enter Packing data	Manage attach	ments	Complete ASN						
Default View	✓ Manage Vie	w •										Reset all Filters
Line Line Del. Note Pos.	Material No. (Custome	ar) ASN Creation	Due Proposed I	Delivery UoM	Warn Pad	Pack.Mat. Detail	Eng. Change	Order No.	Order Pos.			
7 1 010			100,	100 PCE		Details		3010494797	000010			
Add New Line Copy		Calculate Packin	g Create One-Level Pa	cking								
				F	Entries per page	20 🗸					Page 1	of 1 Next Las
1 entry: Select all matche	Clear selection											of 1 Mext Case

Figure: Create ASN: Select ASN Positions tab

2. Fill in all packing material details.

My SupplyOn > Logistics & Finance > Create ASN				Interactive Tours	Contact
Data saved in session					
ASN No. / Del. Note No. 769	ASN Date 03.0		FPA No.:	FPA Status:	New
Company Name (Customer):	Ship-to-Location: 100_	1000 /	Unloading Point (Consignee): Berlin		
Select ASN Positions Enter Additional Data Enter Packing data	Manage attachments	Complete ASN			
Default View View ·					Reset all Filters
Line Del. Note Pos. Material No. (Customer) ASN Creation Due Proposed	Delivery UoM Warn Pack	k Pack.Mat. Details En	g. Change Order No. Order Pos.		
1 010 100	100 PCE	Details	3010494797 000010		
Packing Material Details (Single and Auxiliary Packs)					
Previous Pos. Next Pos. Delivery Qty: 100 Packed	No.:769 Del. Note Pos.:010 Quantity: 0 Completely packed: ×				
Default View View ·					Reset all Filters
Amount of Pack Qty. per Pack. Sub-Position No. Packing Type Article	No. Supplier Country of Origin Uol	M (Del. Qty. Supp Delivery Q	ty. Supp. Batch Number Export Control C	as Export List No.	Commodity Descri Statistical
4					,
Save and Close Add New Line Copy Line Delete Line Generate Label Nu					

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



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

N No / Del: Nole No. 769 ASN Dale 038321 PR. No: FPA Blaks: New mpany Name (Cuttomer) Select ASN Positions Enter Additional Data Enter Packing data Manage attachments Complete ASN Default View W Manage View Links for Cuttomer) ASN CPC Case Part No: FPA Blaks: New Manage Attachments Complete ASN Default View W Manage View - I 2010 PCC A Delivery Other Decision 3010494797 000010 Default Stage and Auxiliary Packa Part Material Environment AsN CPC Case Part Asta Part Part Asta Part Part Asta Part Part Part Asta Part Part Asta Part Part Part Part Asta Part Part Part Part Part Part Part Pa	ly SupplyOn > Logistics & Finance	e > Create ASN								Interactive Tours	Contact 🕤 Help for this	page P
Select A SN Positions Enter Additional Data Enter Packing data Manage attachments Complete ASN Default View Manage View Manage View Manage attachments Complete ASN Reset at Fig. Line Dot. Note Pos. Material Enter Packing data Manage attachments Complete ASN View Manage View Manage View Manage Attachments Complete ASN View Manage View Manage View Manage Attachments Complete ASN View Material No. Coutomy / ANN Crip Cost Default View Default Default Signed and Auxiliary Packa Total Note Pos. Prestruct Pier Note Pos. Default Signed and Auxiliary Packa Prestruct Pier Note Pos. Manage View Manage View Default Signed and Auxiliary Packa Default Signed and Auxiliary Packa Default Signed and Auxiliary Packa Prestruct Pier Note Pos. Material Envicop Packade Quantity 500 Default Signed and Auxiliary Packade Quantity 500 Default Signed Ax Down Packade Quantity 500 Completely packad X Down Signed Ax Down Signed Ax Distruct Pier Note Pos. Autice No Supplier Country of Ongo View Ot Supp. Eatch Number Expot Control Class. Ex	Data saved in session											
Select A SN Positions Enter Additional Data Enter Packing data Manage attachments Complete ASN edualt View	SN No. / Del. Note No.	769		ASN Dat	le	03.03.21		FPA No.:		FPA Status:	New	
	ompany Name (Customer):			Ship-to-I	Location:	100_1000 /		Unloading Point (C	onsignee): Berlin			
Default View Manage View Peets Line box Del Note Pos Caller box 1 010 Del Note Pos 1 010 Pos 1 Pos Pos 1 Pos <td>Select ASN Positions</td> <td>Enter Additional</td> <td>Data Enter Pac</td> <td>king data Man</td> <td>age attachments</td> <td>Complete</td> <td>SN</td> <td></td> <td></td> <td></td> <td></td> <td></td>	Select ASN Positions	Enter Additional	Data Enter Pac	king data Man	age attachments	Complete	SN					
Case	Default View	Manage View -	Palett	1							Reset a	ill Filters
Person Person Person Person Person Person Person Sacking Material Details (Single and Auxiliary Packa) Bork Contained Person Person Previous Pois Material Creation Person Person Person Person Previous Pois Material Creation Person Person Person Person Previous Pois Material Creation Person Person Person Determine Person Person Person Person <td>Line - Del. Note Pos.</td> <td>Material No. (Customer)</td> <td></td> <td>ad Delivery</td> <td>UoM Warn</td> <td>Pack Pack.Ma</td> <td>Details Eng</td> <td>Change Order No.</td> <td>Order Pos.</td> <td></td> <td></td> <td></td>	Line - Del. Note Pos.	Material No. (Customer)		ad Delivery	UoM Warn	Pack Pack.Ma	Details Eng	Change Order No.	Order Pos.			
Code Code Code Code Code Code Code Code	1 010			0 1	00 PCE A	Details		3010494797	000010			
Acking Material Dealin (Single and Auxiliary Packs) Provide Packs Provi			Cage									
Contained years (soughe aim Aukaning years) Contained years) Contained years Containe years Contained years Contained years Contained yea												
Produce Pers. Delevery Personal Persona	acking Material Details (Single	e and Auxiliary Packs)										
Detault View Manage View Article No Suppler Country of Origin UoM (Del Chy Supp. Delivery City, Supp. Batch Number Export Centrol Class. Export List No. Commodity Descri Stat												
Ordault View Manage View Bag Reset at FB Amount of Pack Oty per Pack. Sub-Pontion No. Cate Article No. Suppler Country of Origin UdM (Del. Ohy, Supp. Delivery Ohy, Supp. Batch Number Export List No. Commonly Descri				acked Quantity, 500	Completely pace	Neu. A						
Amount of Pack Oty. per Pack. Sub-Position No. Childhousened - Article No. Supplier Country of Origin UoM (Del. Oty. Supp Delivery Oty. Supp Batch Number Export Control Clas Export List No. Commodity Descri Stat	Default View	Manage View •	Bag								Reset all	Filters
5 20 VIC	Amount of Pack	Qty. per Pack. Sub-Posit		+ Article No. Supplier	Country of Origin	UoM (Del. Qty. S	pp Delivery Qt	Supp. Batch Numbe	Export Control	Clas Export List No.	Commodity Descri S	statistics
	5	20										
			ion No. Shrinkuranned		Country of Origin	UoM (Del. Qty. S	upp Delivery Qt	Supp. Batch Numbe	Export Control	Clas Export List No.	Commodity Descri	9
	Save and Close Add	New Line Comultine										
Company Class International Control of Company Company Company	Jave and Close Add	Copy Line										
Save and Close Add New Line Copy Line Delete Line Generate Label Numbers Sete Lil matches Clear selection Entries per page 10 V First Produces Page 1 of 1 Not 1												

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

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

My SupplyOn > Logistics & Finance > Create ASN						Interactive Tours	Contact 🕤 Help for t	his page Prin
Data saved in session								
ASN No. / Del. Note No. 769 Company Name (Customer):	ASN Date Ship-to-Location:	03.03.21	FPA		insignee); Berlin	FPA Status:	New	
Select ASN Positions Enter Additional Data Enter Packing data	Manage attachments	Complete ASN	Uni	outing Form (or	nogree). Denn			
Default View View ·							Res	et all Filters
Line Del. Note Pos. Material No. (Customer) ASN Creation Due Proposed 0 1 010	UoM Warn 100 PCE	Pack Pack Mat. Details	Eng. Change	Order No. 3010494797	Order Pos. 000010			
Packing Material Details (Single and Auxiliary Packs)								
Provious Pos Next Pos Delivery Oty: 100 Packed Qu								
Default View View							Reset	all Filters
Amount of Pack Oty. per Pack. Sub-Position No. Packing Type Article No. 5 20 Box	o. Supplier Country of Origin	UoM (Del. Qty. Supp Deli	ivery Qty. Supp.	Batch Number	Export Control C	las Export List No.	Commodity Descri	Statistical
80. 80.								
4							_	Þ
Save and Close Add New Line Copy Line Delete Line Generate Label Non teny Seted all matches Clare relation	ibers Entries per	page 10 V	_			First Previous	Page 1 of 1 No	

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

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

My SupplyOn > Logistics & Financ	ce > Create ASN							Intera	ctive Tours	Contact O Help for this page Prin
ASN No. / Del. Note No.	769		ASN Date	03.03.21		FPA No.:			FPA Status:	New
Company Name (Customer):			Ship-to-Location:	100_1000 /		Jnloading Point	(Consignee): I	Berlin		
Select ASN Positions	Enter Additional	Data Enter Packing data	Manage attachments	Complete	ASN					
Default View	✓ Manage View •									Reset all Filters
Line A Del. Note Pos.	Material No. (Customer)	ASN Creation Due Proposed	Delivery UoM Warn	Pack. Data Sta	us Pack.Ma	Details Eng. Change	Order No.	Order Pos.		
☑ 1 010			0 100 PCE	٠	Details		3010494797	000010		
Add New Line - Copy	Line Delete Line Calc	ulate Packing Create One-Leve	I Packing							
1 entry: Select all matches			Entries per	page 20 🛩						Page 1 of 1 Next Last
	alidate		Energy ber	halle 50						Print- Send

Figure: Create ASN: Select ASN Positions tab



6. Clicking on Enter Additional Data, you will see whether you need to fill in anything here.

y SupplyOn > Logistics & Finance >	Create ASN								Interactive Tours	Contact O Help for this page P
SN No. / Del. Note No. 76	9			ASN Date		03.03.21		FPA No.:	FPA Status:	New
ompany Name (Customer):				Ship-to-Locatio	n:	100_1000 /		Unloading Point (Consignee): Ber	in	
Select ASN Positions	Enter Additional D	ata En	ter Packing data	Manage a	ttachments	Complet	e ASN			
Default View	✓ Manage View	•								Reset all Filters
Line 🔺 Material No. (Customer) Delivery Quantity	UoM	UN Danger Code		Country of Orig	pin	Free Text	Invoice No.	Invoice E	Date
1	100	PCE								
1 entry:				Entries per page	20 👻					Page 1 of 1 Next La

Figure: Create ASN: Enter Additional Data tab

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

My SupplyOn > Legistics & Finance > Create ASN							Interactive Tour	8 Contact	O Help for this page Prin
ASN No. / Del. Note No. 769	ASN Date	03.03.21			FPA No.:		FPA	Status:	New
Company Name (Customer):	Ship-to-Location:	100_1000			Unloading I	Point (Consignee): B	erlin		
Select ASN Positions Enter Additional Data Enter Packing data	Manage attachments	Comple	te ASN						
Handling Units		HU Functions	Not as	signed Packing	Material / Sing	gle Packs			
Default View V Manage View V	_	Create HU Copy HU	De	fault View		✓ Manage View	*		
HU Pack.Mat Pack. Type HU HU Gross Length H Width Heigh	nt HU Tare Lab	Delete HU		ick. Mat. Details It Details.	Del. Note 010	Material No. (Cu	Amount of Pack	Qty. per Pack.	Packing Type
0 entries: Entries per page 20 V Fent Previous Page Assigned Pack, Material : Single Packs for selected HU Line	1 of 1 Next Last	SP Functions							
Assigned Pack, material / single Packs for selected Ho Line		<< Assign							
Default View View Manage View -		Remove >>							
Pack. Mat. Details Del. Note Material No. (Cus Amount of Pack Qty. per	Pack. Packing Type	Split							
Close Save Draft Validate									Print- Send

Figure: Create ASN: Assign Pack. Material to HU tab

7. Start with creating the Handling Unit.

My SupplyOn > Logistics & Finance > Create ASN						Interactive Tours	Contact	• Help for this page Prin
ASN No. / Del. Note No. 769	ASN Date	03.03.21			FPA No.:	FPA S	tatus:	New
Company Name (Customer):	Ship-to-Location:	100_1000 /			Unloading Point (Consignee): B	erlin		
Select ASN Positions Enter Additional Data Enter Packing data	Manage attachments	Comple	te ASN					
Handling Units		HU Functions	Not a	signed Packing N	Material / Single Packs			
Default View V Manage View V		Create HU Copy HU	D	efault View	✓ Manage View			
HU Pack Mat Pack. Type HU HU Gross Length H Width Height H	U Tare Lab	Delete HU	P	ack. Mat. Details	Del. Note Material No. (Cu	Amount of Pack	Qty. per Pack.	Packing Type
		Deleterite	E 6	dit Details.	010	5	2	0 Box
0 entries: Entries per page 20 Y Find Process Page Assigned Pack, Material / Single Packs for selected HU Line	1 of 1 Next Last	SP Functions						
		<< Assign						
Default View View ·		Remove >>						
Pack. Mat. Details Del. Note Material No. (Cus Amount of Pack Qty. per Pac	ck. Packing Type	Split						
Close Save Draft Validate								Print- Send

Figure: Create ASN: Enter Packing data – Create HU



- 8. Fill in the mandatory fields .
- 9. Clicking into the column **Pack. Type HU** opens a drop down.

N No. / Del. Note No.	769			ASN Date	03.03.21	3	FPA No.:	FPA State	IS: New
mpany Name (Custo				Ship-to-Location:	100_1000 /		Unloading Point (Consignee):		
Select ASN Posi	itions Ent	er Additional Data	Enter Packing data	Manage attachments	Complet	te ASN			
andling Units					HU Functions	Not assigned Pac	king Material / Single Packs		
Default View		Manage View •			Create HU Copy HU	Default View	✓ Manage Vi	ew •	
HU Pack.Mat	Pack. Type HU	HU Gross Length	H Width Height H	U Tare Lab	Delete HU	Pack. Mat. De	tails Del. Note Material No. (Cu.	Amount of Pack 0	ity. per Pack. Packing Type
890123		26	120 80	25 26 118	Delete Ho	Edit Details.	010	5	20 Box
1 entry:	Enurine	20 V r selected HU Line 118	First Previous Page	1 of 1 Next Last	SP Functions				
	Drum Barrel	Manage View -			<< Assign Remove >>				
Pack. Mat. Details	Bag	aterial No. (Cus Amou	int of Pack Qty. per Pac	k. Packing Type	Split				
	Crate Shrinkwranned	,			-p ^m				

Figure: Create ASN: Enter Packing data - packing type handling unit drop down menu

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

There can be different scenarios:

- ✓ All boxes fit on one pallet (continue with step 11.)
- ✓ The Packing Material (boxes) needs to be split as they do not fit on one pallet.

For splitting, select the line, click **Split** and define the number of **Single packs which should be separated.**

My SupplyOn > Logistics & Finance > Create ASN				Interactive To	ura Contact O Help for this page Print
ASN No. / Del. Note No. 769	ASN Date	03.03.21	FPA No.:	FI	PA Status: New
Company Name (Customer):	Ship-to-Location:	100_1000 /	Unloading Po	int (Consignee): Berlin	
Select ASN Positions Enter Additional Data Enter Packing data	Manage attachments	Complete A	SN		
Handling Units		HU Functions	Not assigned Packing Material / Single	e Packs	
Default View View		Create HU Copy HU	Default View	Manage View -	
	IU Tare Lab	Delete HU		Material No. (Cu Amount of Pack	Qty. per Pack. Packing Type
890123 Euro-pallet 26 120 80	25 26 118		Edit Details. 010		5 20 Box
Close Save Draft Validate					Print- Send

Figure: Create ASN: Enter Packing data - split packing material



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

My SupplyOn > Logistics & Finance > C	reate ASN							Interactive Tours	Contact \varTheta Help for this page Prin
ASN No. / Del. Note No. 769			ASN Date	03.03.21			FPA No.:	FPA Statu	s: New
Company Name (Customer):			Ship-to-Location:	100_1000 /			Unloading Point (Consignee): Be	rin	
Select ASN Positions	Enter Additional Data	Enter Packing data	Manage attachmen	ts Complet	te ASN				
Handling Units				HU Functions	Not as:	signed Packing	Material / Single Packs		
Default View	✓ Manage View •			Create HU	De	fault View	✓ Manage View		
HU Pack.Mat Pack. Type	HU HU Gross Len	gth H Width Height H	IU Tare Lab	Copy HU		ick. Mat. Details	Del. Note Material No. (Cu	Amount of Pack 0	y. per Pack. Packing Type
890123 Euro-pallet	26	120 80	25 26 118	Delete HU		lit Details.	010	5	20 Box
1 entry: Entries per p	nge 20 ¥	First Previous Page	1 of 1 Next Last						
Assigned Pack. Material / Single	acks for selected HU Line 1	18		SP Functions	-				
Default View	▼ Manage View▼		L	<< Assign Remove >>					
Pack. Mat. Details Del. Note	Material No. (Cus A	mount of Pack Qty. per Pa	ck. Packing Type	Split					
Close Save Draft Valida	0								Print* Send

Figure: Create ASN: Enter Packing data – assign packing material to HU

The 5 boxes are assigned to the pallet.

My SupplyOn > Logistics & Finance > Create ASN							Interac	tive Tours	Contact	Help for this page P
ASN No. / Del. Note No. 769 Company Name (Customer):	ASN Date Ship-to-Location:	03.03.21 100_1000 /			FPA No.: Unloading F	Point (Consignee):	Berlin	FPA Stat	us:	New
Select ASN Positions Enter Additional Data Enter Packing dat Handling Units	ta Manage attachments	Complet HU Functions		ianed Packina I	Material / Sinr	ile Dacks				
Default View V Manage View •	eight HU Tare Lab	Create HU Copy HU	Def	ault View	Del. Note	✓ Manage Vie		ack (Thy ner Pack	Packing Type
890123 Euro-pallet 26 120 80	25 26 118	Delete HU							ary, per r den.	reading type
Entries per page 20 First Previous Page	ge 1 of 1 Next Last									
Assigned Pack. Material / Single Packs for selected HU Line 118		SP Functions << Assign								
Default View Manage View Pack. Mat. Details Del. Note Material No. (Cus. Amount of Pack Qty. p	per Pack. Packing Type	Remove >>								
Edit Details Dec. Note: Material No. (Cds Pendult of Pack dty: Edit Details 010 5	20 Box	Split								
Close Save Draft Validate										Print- Send

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

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



- 13. If you want to upload an attachment, open the tab **Manage attachments**. Depending on the customer relationship, this feature may be available or not. In case it is not supported, the screen is hidden.
- 14. Either drag and drop files or click Upload.

My SupplyOn > Logistics & Finan	tce > Create ASN					Inter	active Tours	Contact 😝 Help for	this page Print
Data saved in session									
ASN No. / Del. Note No.	769	ASN Date	03.03.21	3	FPA No.:		FPA Status:	New	
Company Name (Customer):		Ship-to-Lo	cation: 100_1000	1	Unloading Point (Consignee):	Berlin			
Select ASN Positions	Enter Additional Data	Enter Packing data Manage	e attachments Cor	nplete ASN					
Default View	✓ Manage View •							Re	set all Filters
E Line Filename	Size	Virus Scan Status	Status	Date	Transmission Date	Encrypted	Owner		
		[Drop Files	here					
Upload 0 entries: Select all match Close Save Draft V			Entries per page 2	0 🗸			First Previous	Page 1 of 1	

Figure: Create ASN: Manage attachments tab

15. Click Complete ASN.

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

- 16. In this example inform your customer about the Transport Type
- 17. and the **Delivery Date/Time.**

My SupplyOn > Logistics & Finance	ce > Create ASN						Interactive Tours	Contact \varTheta Help for this page Pr
Data saved in session								
ASN No. / Del. Note No.	769			ASN Date	03.03.21	FPA No.:	FPA Status:	New
Company Name (Customer):				Ship-to-Location:	100_1000 /	Unloading Point (Consignee): Berlin		
Select ASN Positions	Enter Additio	nal Data	Enter Packing data	Manage attachments	Complete ASN			
General								
Ship-from Location:			~		Ship-to:	Siemens AG		
Ship-from Address:	DE - 101	5 Berlin - Selle	istreet 1		Ship-to address:	DE - 10553 Berlin - Sickingenstraße 14-17		
Pickup Date/Time:	03.03.21	10:25	3		Delivery Date/Time:	Sickingenstrate 14-17		
Incoterms Code:	FCA - Fr	e Carrier	~		Load number:			
Incoterms Text:	Tuchenb	ch			Volume (total Delivery):	240 000 m		
Transport Type:			~		Hazard. Goods:	No		
Means of Transport:			~		Gross Weight (total Delivery):	26 kg	l.	
Tracking ID:					Net Weight (total Delivery):	0 kg	l.	
Carrier:	[Enter Ca	rier Address]			Cost of Transportation:			
Free Text (for Carrier):								
Close Save Draft Va	alidate							Print- Send

Figure: Create ASN: Complete ASN - Fill mandatory fields

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

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



ly SupplyOn > Logistics & Finance	> Create ASN						Interactive Tours	Contact Help for this page Pr
Data saved in session								
SN No. / Del. Note No.	769		ASN Date	03.03.21		FPA No.:	FPA Status:	New
Company Name (Customer):			Ship-to-Location:	100_1000 /		Unloading Point (Consignee): Berlin		
Select ASN Positions	Enter Additional Data	Enter Packing data	Manage attachments	Complete AS	N			
General								
Ship-from Location:		~		Ship-to:		Siemens AG		
Ship-from Address:	DE - 10115 Berlin - Seller	street 1		Ship-to addre	155:	DE - 10553 Berlin - Sickingenstraße 14-17		
Pickup Date/Time:	03.03.21 10.25	3		Delivery Date	a/Time:	05.03.21 10.25		
Incoterms Code:	FCA - Free Carrier	*		Load number	r.			
Incoterms Text:	Tuchenbach			Volume (tota	Delivery):	240 000	mª	
Transport Type:	Road Transport	*		Hazard. Goo	ds:	No		
Means of Transport:		*		Gross Weigh	t (total Delivery):	26	kg	
Tracking ID:				Net Weight (total Delivery):	0	kg	
Carrier:	[Enter Carrier Address]			Cost of Trans	portation:			
Free Text (for Carrier):								E AL
								Handling Unit Label
								Package Label
								Shipping order
								Delivery Note
								Despatch List
								EDI Document
								Delivery Sip Supplier
								Print selection
Close Save Draft Val	lidate							Print- Send

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

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

19. Send the ASN to the customer.

Data saved in session SN No. / Del. Note No. 769 ompany Name (Customer):							
ompany Name (Customer):			ASN Date	03.03.21	FPA No.:	FPA Status:	New
			Ship-to-Location:	100_1000 /	Unloading Point (Consignee): Berlin		
Select ASN Positions Er	ter Additional Data	Enter Packing data	Manage attachments	Complete ASN			
Seneral							
Ship-from Location:		*		Ship-to:	Siemens AG		
Ship-from Address:	DE - 10115 Berlin - Sellerstre	et 1		Ship-to address:	DE - 10553 Berlin - Sickingenstraße 14-17		
Pickup Date/Time:	03.03.21 10:25	3		Delivery Date/Time:	05.03.21 10:25		
Incoterms Code:	FCA - Free Carrier	*		Load number:			
Incoterms Text:	Tuchenbach			Volume (total Delivery):	240 000 m	•	
Transport Type:	Road Transport	~		Hazard. Goods:	No		
Means of Transport:		~		Gross Weight (total Delivery):	26 kg		
Tracking ID:				Net Weight (total Delivery):	0 kg		
Carrier:	[Enter Carrier Address]			Cost of Transportation:			
Free Text (for Carrier):							

Figure: Create ASN: Complete ASN - Send

5 How to download an ASN template and upload ASNs

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

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

service.supplyon.com/asn/



6 Configure my view

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

							Interactive Tours	Contact	
N No. / Del. Note No. 766	ASN Date	03.03.21		F	PA No.:		FPA Status:		Pending
mpany Name (Customer):	Ship-to-Location:	100_1000 /		U	Unloading Point	t (Consignee): Berlin			
Select ASN Positions Enter Additional Data Enter Packing data	Manage attachments	Complete	ASN						
andling Units		HU Functions	Not assig	gned Packing N	Material / Sing	le Packs			
Default View Manage View-		Create HU	Defa	ult View		✓ Manage View -	1		
HU Pack.Mat Pack. Type HU HU Gross Length H Width Height I	HU Tare Lab	Copy HU		k. Mat. Details	Del. Note		-	Qty. per Pack.	Packing Type
no rack.mat rack. type no no dross Dengin n vvidin Reight t	HU Iare Lau	Delete HU	E Fac		010	Material No. (Cus	Amount of Pack	city, per Pack.	Packing Type
			E Edit		020				
entries: Entries per page 20 V First Provident Page	1 of 1 Next Last								
	1 of 1 Next Last	SP Functions							
signed Pack. Material / Single Packs for selected HU Line	1 of 1 Next Last	<< Assign							
signed Pack. Material / Single Packs for selected HU Line Default View V Manage View		<< Assign Remove >>							
igned Pack. Material / Single Packs for selected HU Line Default View Manage View -	1 of 1 Next Last	<< Assign							
signed Pack. Material / Single Packs for selected HU Line Default View V Manage View ·		<< Assign Remove >>							
signed Pack. Material / Single Packs for selected HU Line Default View V Manage View V		<< Assign Remove >>							
signed Pack. Material / Single Packs for selected HU Line Default View V Manage View ·		<< Assign Remove >>							
signed Pack. Material / Single Packs for selected HU Line Default View V Manage View		<< Assign Remove >>							

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

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



7 How to create a process-based alert

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

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

- 1. Click Alerts and select the entry Demand Alerts
- 2. Or click on the entry Demand Alerts in the tile Alerts

		SupplyOn > Logistics & Finance	:e → Dashbo	pard				C Last Refresh 0 Mins Ago
Logistics & Finance		Confirmable Orders	÷	Alerts	÷	elnvoicing	\rightarrow	Settings an Inventory Alerts (3)
Dashboard		25 Total Confirmable Orders		140 Total New Alerts		32 Total Billable Items		FPA/ASN Alerts Image: Constraint of the second secon
Demand •	~	Order Status		Туре		Billable Item Status	_	Master Data All Alerts → Material Master Data
Planning	~	Dated	3	Inventory Alerts	8	Billable Items Due	32	→ Org. Master Data
Delivery	~	Partly Confirmed	2	FPA/ASN Alerts	45			→ Performance Data
Monitoring Demand Reminders	^	Open	20	Material Status Alerts	0			
Invoicing	~	Confirm Orders		Demand Alerts	87			
 Interactive Tour Help & Support 		Forwarder Pickup Advice	÷	Advance Shipping Notice	÷	VMI (IPR)	÷	Kanban →
E Feedback		O FPA Creation Due	Â	10 ASN Creation Due	Í	3 Projected Stock: Inventory Alerts	Î	
	<	0		28		2		

Figure: Dashboard with tiles like Alerts and Alerts button on the top

The result of all Demand Alerts is displayed.

										Hide Se	earch Are
nactive date		 equal to 	(selection of da	te 🛩			Add line Delete line		My Search Profiles Default View	✓ Manaq	
Search F	Reset								E-mail Notification	✓ Manag	je view
ventory Ale	erts (26) F	PA/ASN Alerts (45)	Material S	Status (0)	Demand Ale	rts (87)					
Default View	N	✓ Manage View	•							Res	et all Fill
Buyer	Plant Code.	Plant Buyer	Planner	Order Number	r Order	Document Typ	e Material	Material Desc.	Status	Flag De	ev
S_TRG	100_1000			5500001000	00010	ASN	A02C0001001-1		Due Delivery overdue: ASN Creation	on overdue	
S_TRG	100_1000			5500001001	00020	ASN	A02C0001002-2		Due Delivery overdue: ASN Creation	on overdue	
S_TRG	100_1000		Purchaser	4560521688	00010	ASN	A01C0001632-1	Training-Article-1632-1	Due Delivery overdue: ASN Creation	on overdue	
S_TRG	100_1000		Purchaser	4560521651	00010	ASN	A01C0001632-1	Training-Article-1632-1	Due Delivery overdue: ASN Creation	on overdue	
S_TRG	100_1000		Andreas S	4560520008	000020	ASN	A2V00001151689	RUNDSTAB-3	Due Delivery overdue: ASN Creation	on overdue	
S_TRG	100_1000		Purchaser	4560521297	00020	ASN	A02C0001632-2	Training-Article-1632-2	Due Delivery overdue: ASN Creation	on overdue	
S_TRG	100_1000		Purchaser	4560521297	00010	ASN	A01C0001632-1	Training-Article-1632-1	Due Delivery overdue: ASN Creation	on overdue	
			Purchases			ASN	A01C00010	Training-Article-1632-1	Dust	on overdue	
S_TRG	100_1000			4560520008	000010				Jue Delivery overdue: ASN Created	n	
S_TRG	100_1000	Siemens Training,	Purchaser	4560521916	00010	ASN	A01C0001632-1	Training-Article-1632-1	Due Delivery overdue: ASN Creation	on overdue	
S_TRG	100_1000	Siemens Training,	Purchaser	4560521670	00020	ASN	A02C0001632-2	Training-Article-1632-2	Due Delivery overdue: ASN Creation	on overdue	
S_TRG	100 1000	Siemens Training,	Purchaser	4560521297	00020	Order	A02C0001632-2	Training-Article-1632-2	Status Confirmation: Confirmed wit	h Deviat	

Figure: Alerts Overview



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

- 3. Add a line,
- 4. select Status Confirmation
- 5. with the criteria ASN Creation overdue
- 6. Click **Search** to test your profile

			1.10					Delete line			My Search Profiles		
	nactive date			to (selection of da				Add line Delete line				Manage Vie	ew -
E	Status Confirm		✓ equal	to	 ASN Creation 	n overdue	×	Add line Delete line			E-mail Notification		
	Search	Reset											
Ir	nventory Ale	erts (0) FP/	VASN Alerts (0)	Material Sta	itus (0) Den	and Alert	s (16)						
	Default View	w	✓ Manage Viev	w.•								Reset all F	Filte
3	Buyer	Plant Code	Plant Buyer	Planner	Order Number	Order	Document Type	Material	Material Desc.	Status		Flag Dev	
1	S_TRG	100_1000			5500001000	00010	ASN	A02C0001001-1		Due Deliv	ery overdue: ASN Creation overdue		
	S_TRG	100_1000			5500001001	00020	ASN	A02C0001002-2		Due Deliv	ery overdue: ASN Creation overdue		
	S_TRG	100_1000		Purchaser	4560521688	00010	ASN	A01C0001632-1	Training-Article-1632-1	Due Deliv	rery overdue: ASN Creation overdue		
	S_TRG	100_1000		Purchaser	4560521651	00010	ASN	A01C0001632-1	Training-Article-1632-1	Due Deliv	ery overdue: ASN Creation overdue		
1	S_TRG	100_1000		Andreas S	4560520008	000020	ASN	A2V00001151689	RUNDSTAB-3	Due Deliv	ery overdue: ASN Creation overdue		
1	S_TRG	100_1000		Purchaser	4560521297	00020	ASN	A02C0001632-2	Training-Article-1632-2	Due Deliv	ery overdue: ASN Creation overdue		
1	S_TRG	100_1000		Purchaser	4560521297	00010	ASN	A01C0001632-1	Training-Article-1632-1	Due Deliv	ery overdue: ASN Creation overdue		
	S_TRG	100_1000		Purchaser	4561321238	00010	ASN	A01C0001632-1	Training-Article-1632-1	Due Deliv	ery overdue: ASN Creation overdue		
	S_TRG	100_1000		Purchaser	5560001637	00010	ASN	A01C0001637-1	Training-Article-1637-1	Due Deliv	ery overdue: ASN Creation overdue		
	S_TRG	100_1000		Purchaser	4560521299	00020	ASN	A02C0001632-2	Training-Article-1632-2	Due Deliv	ery overdue: ASN Creation overdue		
	S_TRG	100_1000		Purchaser	4560521299	00010	ASN	A01C0001632-1	Training-Article-1632-1	Due Deliv	ery overdue: ASN Creation overdue		
1	S_TRG	100_1000		Purchaser	4560521716	00020	ASN	A02C0001632-2	Training-Article-1632-2	Due Deliv	ery overdue: ASN Creation overdue		
1	S_TRG	100_1000		Purchaser	4560521716	00010	ASN	A01C0001632-1	Training-Article-1632-1	Due Deliv	ery overdue: ASN Creation overdue		
	S_TRG	100_1000		Andreas S	4560520008	000010	ASN	A2V00001151688	RUNDSTAB-2	Due Deliv	ery overdue: ASN Creation overdue		
3	S_TRG	100_1000		Purchaser	4560521916	00010	ASN	A01C0001632-1	Training-Article-1632-1	Due Deliv	ery overdue: ASN Creation overdue		
	S_TRG	100_1000		Purchaser	4560521670	00020	ASN	A02C0001632-2	Training-Article-1632-2	Due Deliv	ery overdue: ASN Creation overdue		

Figure: Alerts Overview with Search criteria

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

- 7. Give it a name
- 8. open the drop-down menu next to Manage View
- 9. and select Create new

/ly SupplyOn > Log		Alert Overview								Contact	😝 Help for this page P
Quick Search Ad Inactive date Status Confirma Search R	lion	▼ (ei	qual to (selection of date	a v ASN Creation	overdue	A	Delete line Id line Delete line		Co	Search Profiles	Hide Search Area Manage Viev Create new Update
Inventory Ale		AVASN Alerts (0		us (0) Dem	and Alert	; (16)					Delete Set as/unset default Reset all Filters
Buyer	Plant Code		Planner	Order Number	Order	Document Type	Material	Material Desc.	Status		Flag Dev Der
S_TRG	100 1000			5500001000	00010	ASN	A02C0001001-1		Due Delivery	overdue: ASN Creation ove	rdue

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

10. Click E-mail Notifications

Conf Overdue	~	Manage View
E-mail Notification		

Figure: Alerts Overview with Search Profile

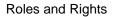


The just created Search Profile is already pre-selected.

- 11. Set the tick at Active
- 12. and define the Frequency for the future E-Mail notification
- 13. Save your entries

My SupplyOn > Logistics & Finance > Alert Overview > Email Notification
E-mail Notification
Based on Search Profile Conf Overdue
✓ Active
Alert Notification Type
Frequency
Periodic (according to your timezone: (GMT+01:00) Europe/Berlin) Monday Tuesday Vednesday Friday Saturday Sunday Daily at 08:00
O Hourly from 8:00 v to 17:00 v every 4 v hour(s)
Save Back

Figure: E-mail Notification settings for defined Search Profile





8 Roles and Rights

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

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

Areas of responsibility			
	Name 🔨	Description	More information
	Company Administration	Company master data, users and permis	More information
	Order Fulfillment, Finance Processes	Supply Chain Management.	More information
	Quality Management	Supplier Quality Management (QM).	More information
	Sales	Sourcing to Contract, Progress to Order	More information
	Shipping, Goods Receipts, Warehouse	Shipping, goods receipts, warehouse ma	More information
	Supply Chain Administration	Demand, logistics and finance processes.	More information

Figure: User Management with Edit User and Areas of responsibility

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



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