

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.

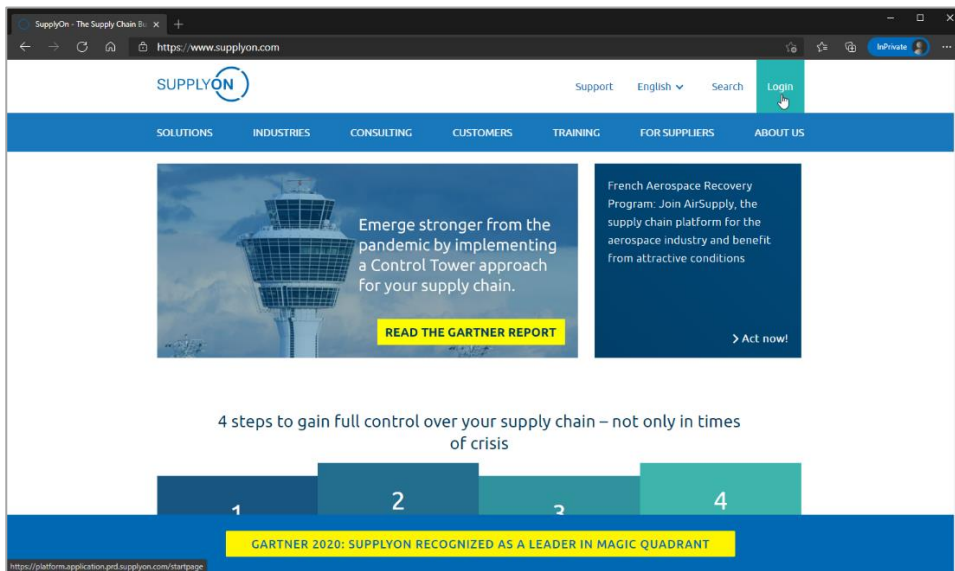


Figure: SupplyOn home page with Login button

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

2. Click the tile Logistics & Finance

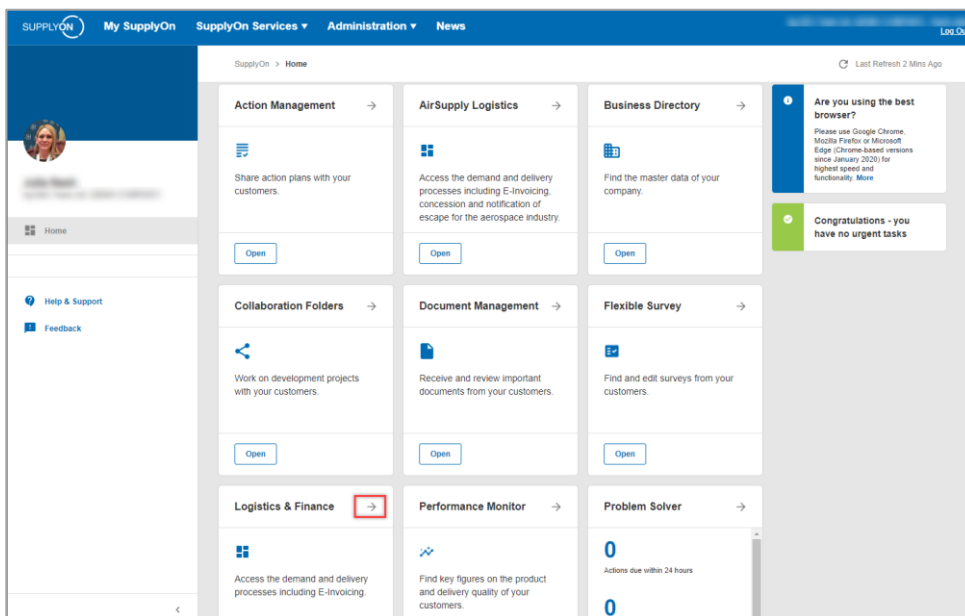


Figure: Home screen with tiles per application and actual notifications

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.

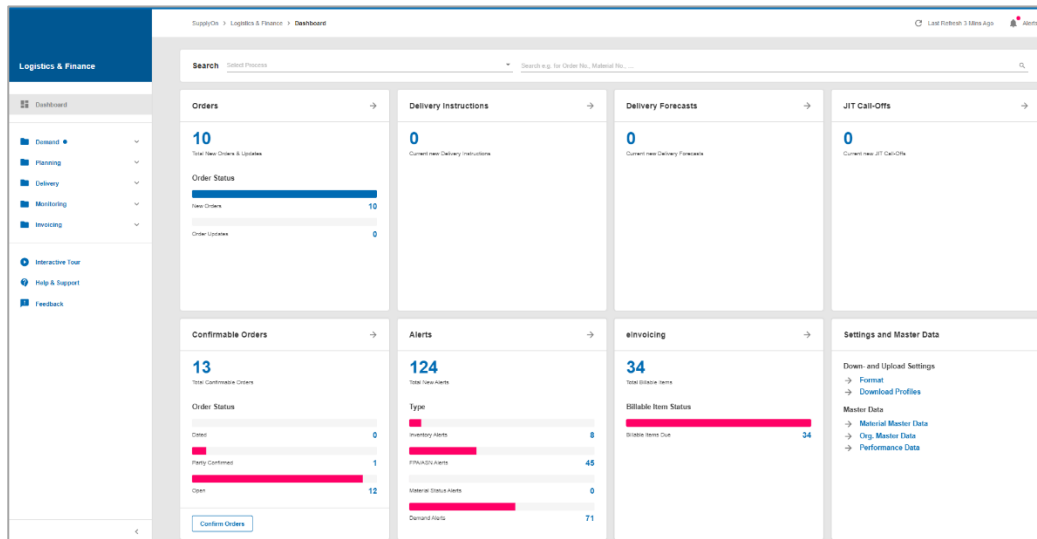


Figure: **Dashboard**

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.

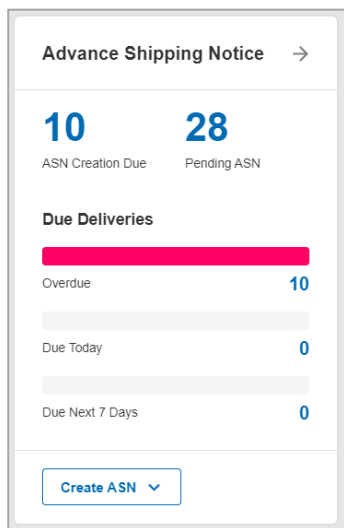


Figure: **Dashboard / tile / Advance Shipping Notice**

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. → A click here opens the overview of all ASNs

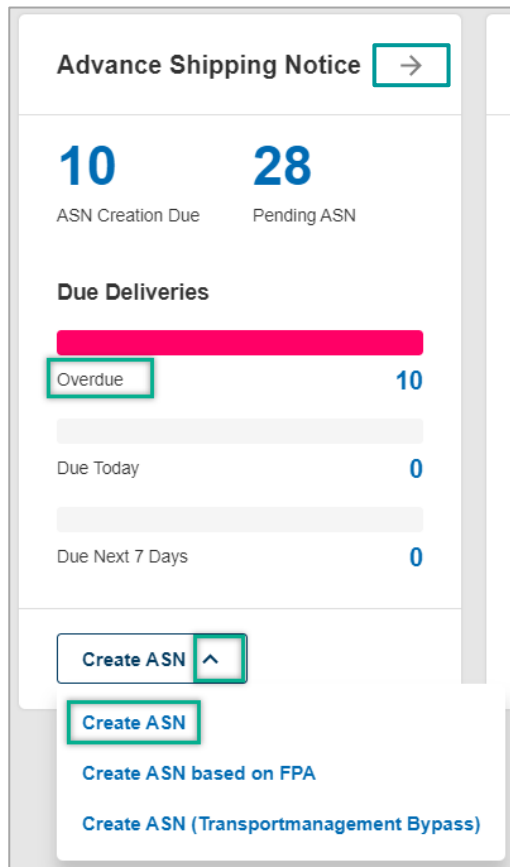


Figure: Dashboard / tile / Advance Shipping Notice / Create ASN

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.

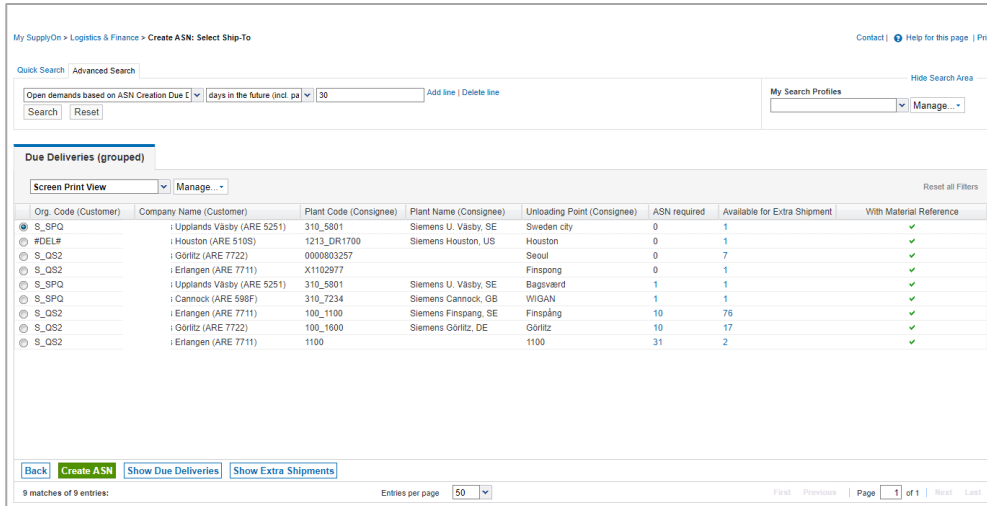


Figure: Create ASN: Select Ship-to

4. Select a line where an ASN is required and
5. Click **Create ASN**

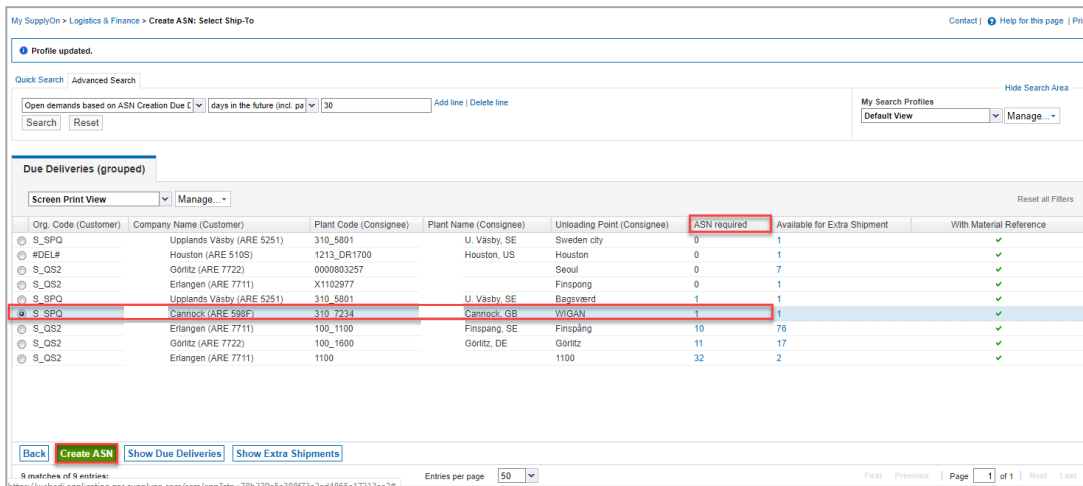


Figure: Create ASN: Select Ship-To and select an ASN-required entry

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 [media library](#) 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.

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).

Figure: Create ASN: Manage attachments tab

4. 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**.

The screenshot shows the 'Create ASN' form with the following data:

- ASN 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
- Ship-from Location:
- Ship-from Address: DE - 10115 Berlin - Sellersstreet 1
- Ship-to: Siemens Mobility Limited
- Ship-to address: GB - SN15 1GE Chippenham - Langley Park, Pev Hill
- Pickup Date/Time: 09.10.19 16:27
- Delivery Date/Time:
- Incoterms Code: EXW - Ex Works
- Incoterms Text: supplier site
- Transport Type:
- Means of Transport:
- Tracking ID:
- Carrier: [Enter Carrier Address]
- Free Text (for Carrier):
- Load number:
- Volume (total Delivery): 0 m³
- Loading Length (total Delivery): LM
- Hazard. Goods:
- Gross Weight (total Delivery): 0 kg
- Net Weight (total Delivery): 0 kg

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.

The screenshot shows the 'Create ASN' form after validation. The 'Data was successfully validated' message is displayed at the top. The 'Print' button is highlighted, and a dropdown menu is open showing the following options:

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

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.

9. Send the ASN to your customer.

My SupplyOn > Logistics & Finance > Create ASN

Contact | Help for this page | Print

Data was successfully validated

ASN 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: DE - 10115 Berlin - Sellenstreet 1 Ship-to: Siemens Mobility Limited

Ship-from Address: DE - 10115 Berlin - Sellenstreet 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):

Close Save Draft Validate Print Send

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**.

My SupplyOn > Logistics & Finance > Create ASN

Interactive Tools Contact | Help for this page | Print

ASN No. / Del. Note No. 766 ASN Date 02.03.21 FPA No.: FPA Status: New

Company Name (Customer): Erlangen (ARE 7441) Ship-to-Location: 100_3100 / Unloading Point (Consignee): Berlin

Select ASN Positions Enter Additional Data Manage attachments Complete ASN

Default View Manage View Reset all Filters

Line	Del. Note Pos.	Material No. (Customer)	ASN Creation Due	Proposed	Delivery	UoM	Warn.	Pack.	Pack. Mat. Details	Eng.	Order No.	Order Pos.	Net Weight of M.
1	010	7PG2111DA301D09		1	1	PCE			Details		331302959	000010	12

Add New Line Copy Line Delete Line Calculate Packing Create One-Level Packing

1 entry: Select all matches Clear selection Entries per page 20 Page 1 of 1 Print Send

Close Save Draft Validate Print Send

Figure: Create ASN: Select ASN Positions tab

3. Fill in all packaging details.

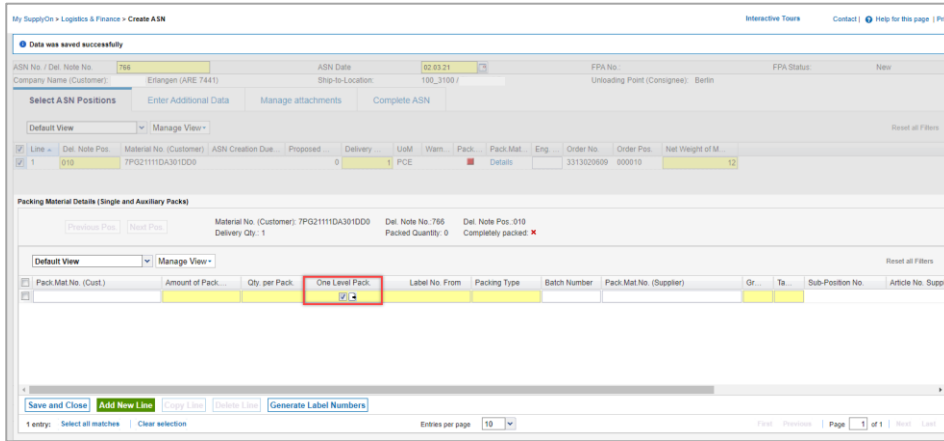


Figure: Create ASN: Packing Material Details (Single and Auxiliary Packs)

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.

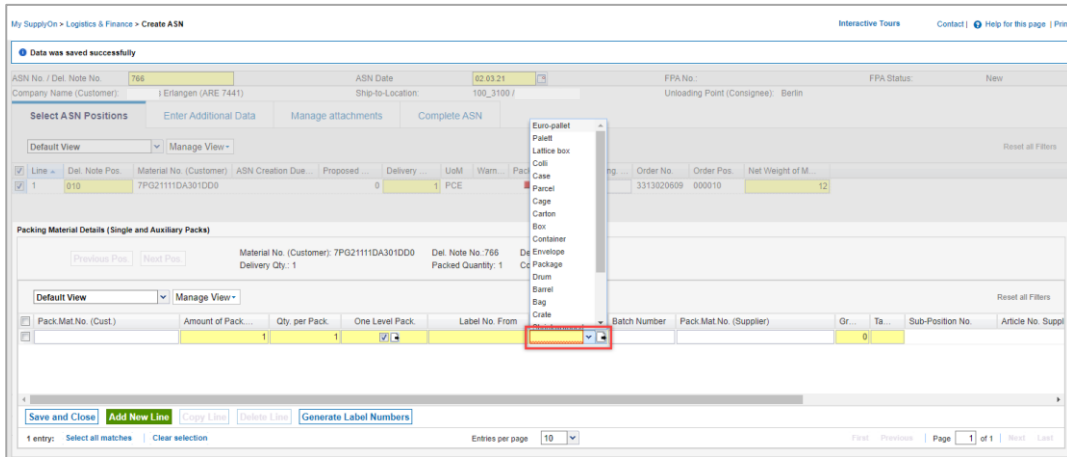


Figure: Create ASN: Packing Material Details (Single and Auxiliary Packs) – select packing material

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

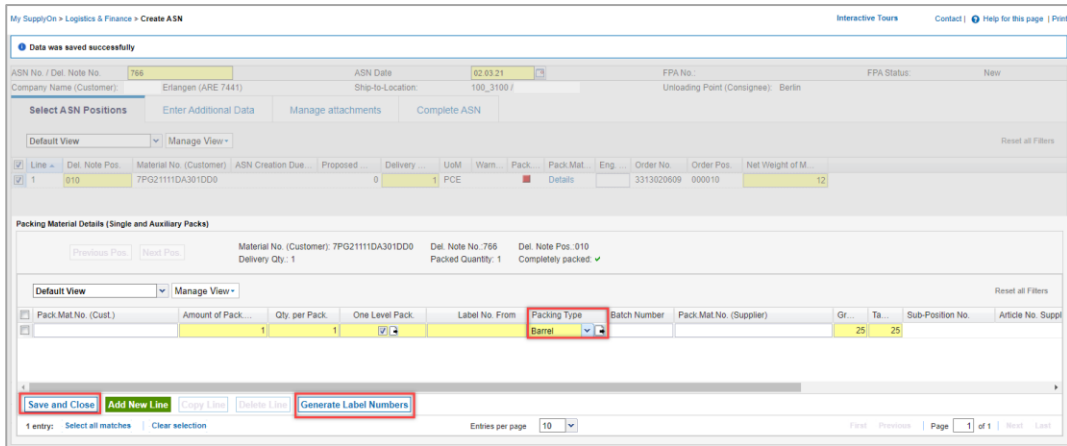


Figure: Create ASN: Packing Material Details (Single and Auxiliary Packs)

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

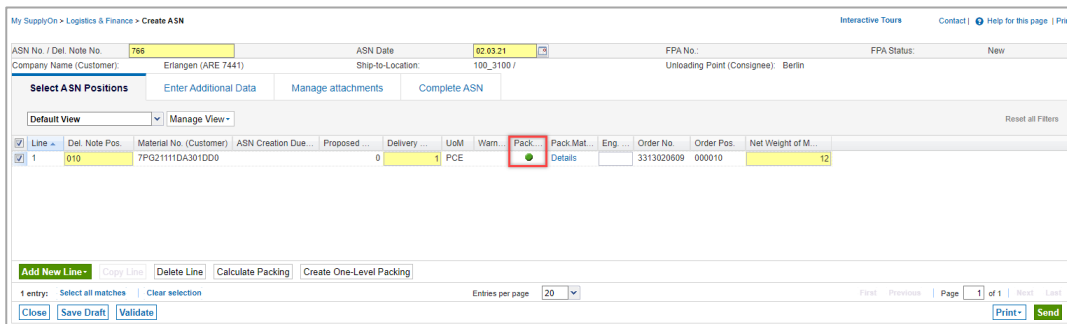


Figure: Create ASN: Select SSN Positions tab – column Packing Data Status is green

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 [media library](#) 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.

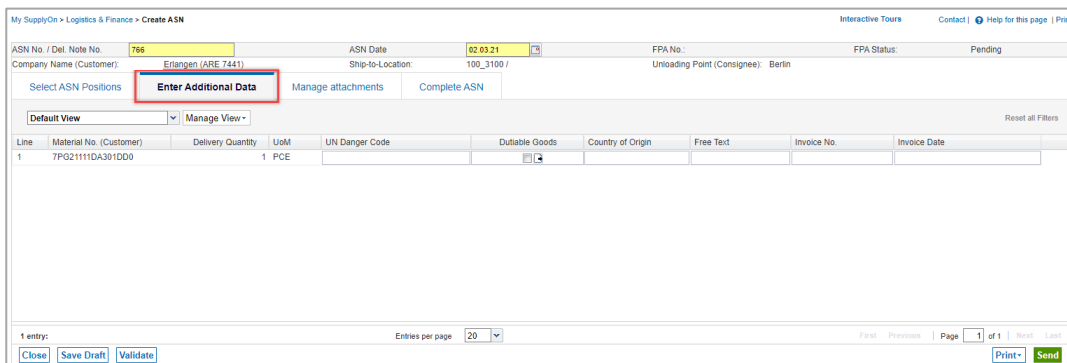


Figure: Create ASN: Enter Additional Data tab

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**.

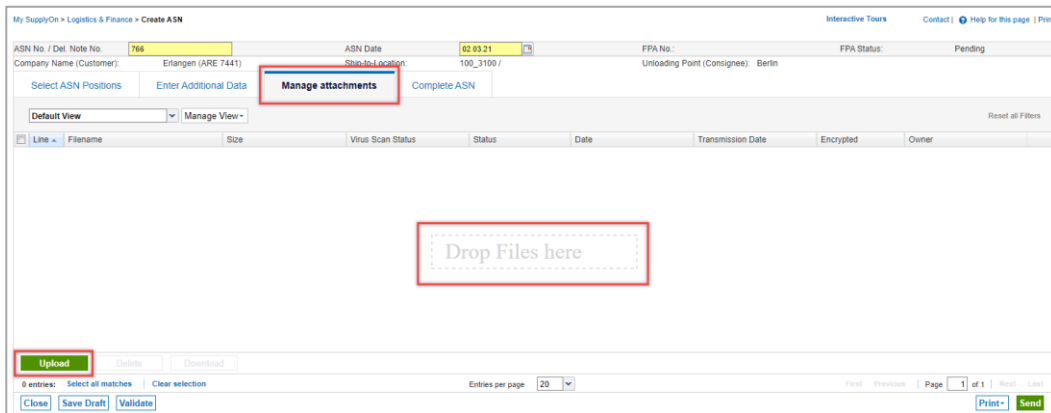


Figure: Create ASN: Manage attachments tab

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**.

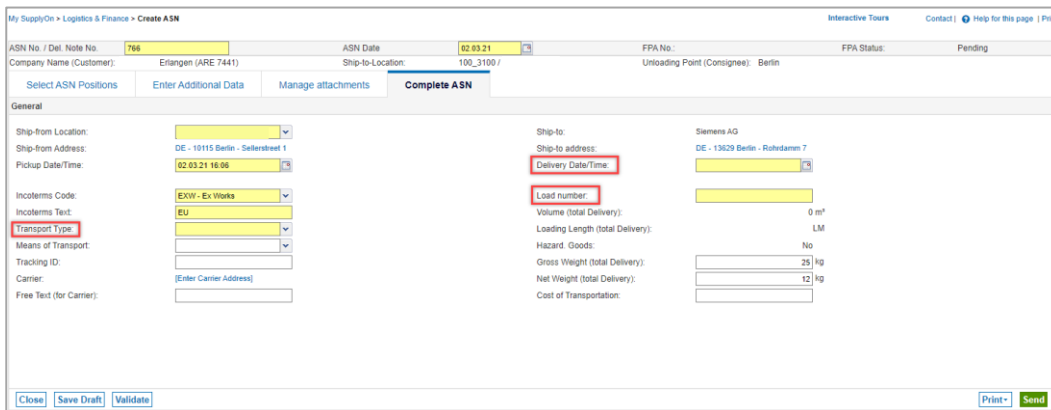


Figure: Create ASN: Complete ASN - Fill mandatory fields

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

The screenshot shows the 'Create ASN' form in the 'Complete ASN' tab. At the top, a message states 'Data was successfully validated'. The form contains various fields for shipping information, including ship-to location, dates, and weights. At the bottom left, the 'Validate' button is highlighted with a red box.

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.

This screenshot is identical to the previous one but shows the 'Print' dropdown menu open on the right side. The 'Handling Unit Label' option is selected and highlighted with a red box. Other options include Package Label, Shipping order, Delivery Note, Dispatch List, EDI Document, and Delivery Slip Supplier.

Figure: Create ASN: Print the Handling Unit Label

17. **Send** the ASN to the customer

This screenshot is identical to the previous ones but shows the 'Send' button at the bottom right highlighted with a red box.

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**.

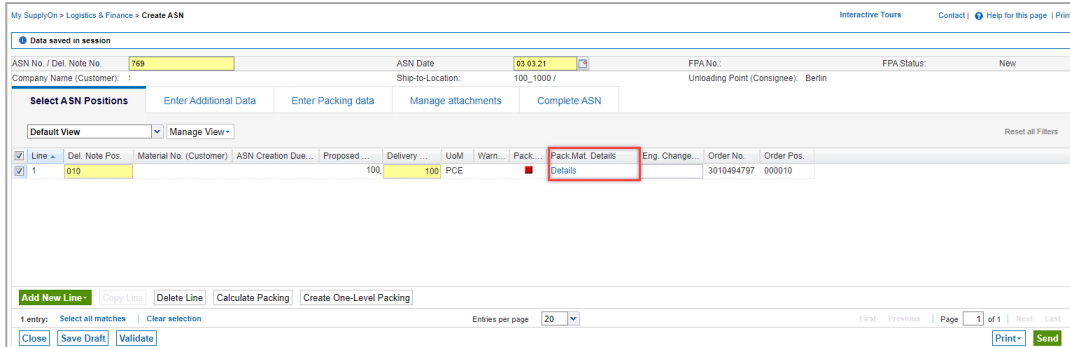


Figure: Create ASN: Select ASN Positions tab

2. Fill in all packing material details.

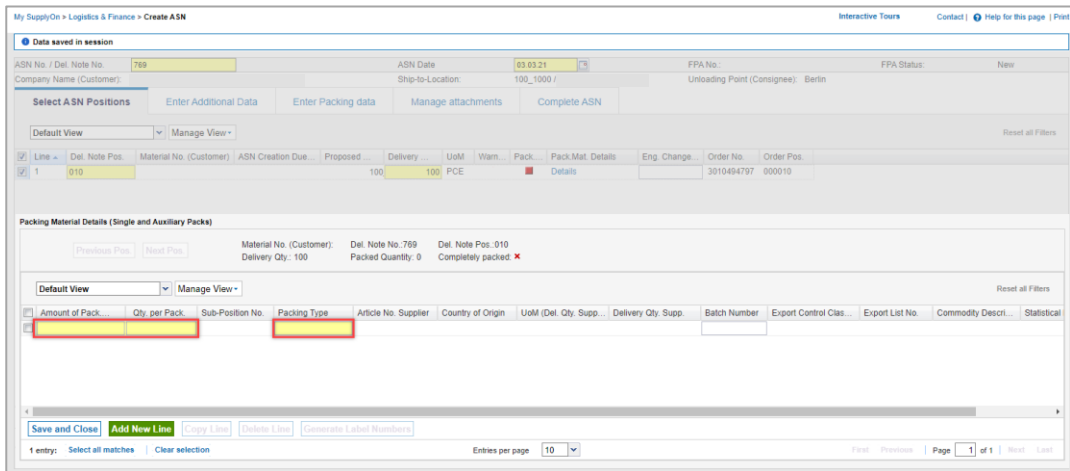


Figure: Create ASN: Packing Material Details (Single and Auxiliary Packs)

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

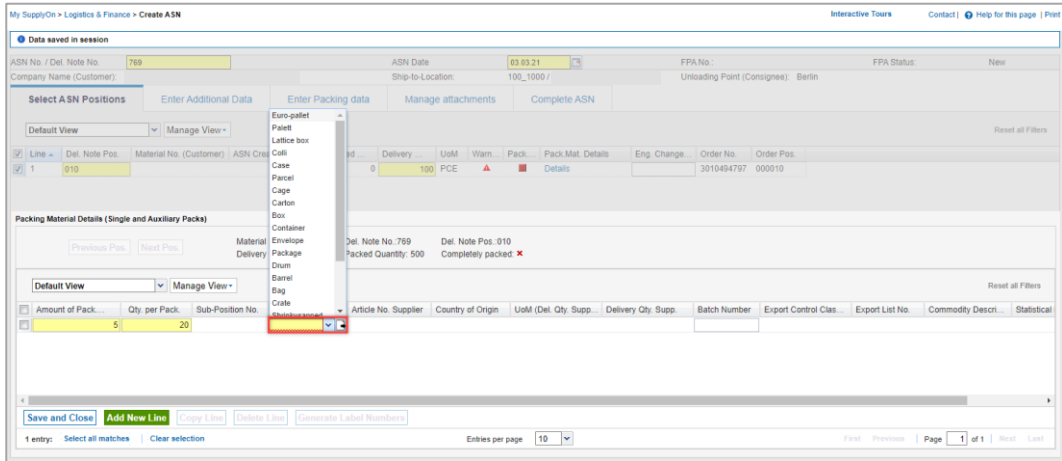


Figure: Create ASN: Packing Material Details (Single and Auxiliary Packs) – select packing material

- Select the related packing material
- Click **Save and Close**.

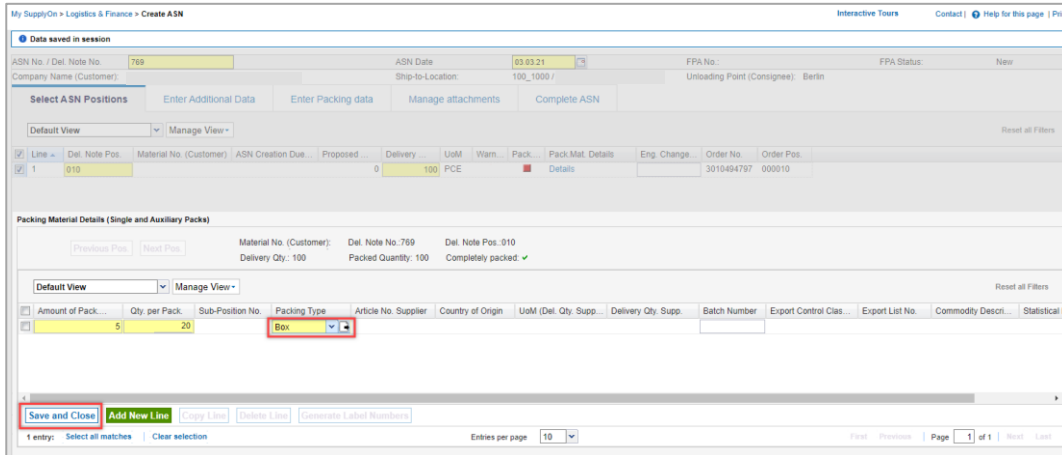


Figure: Create ASN: Packing Material Details (Single and Auxiliary Packs)

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

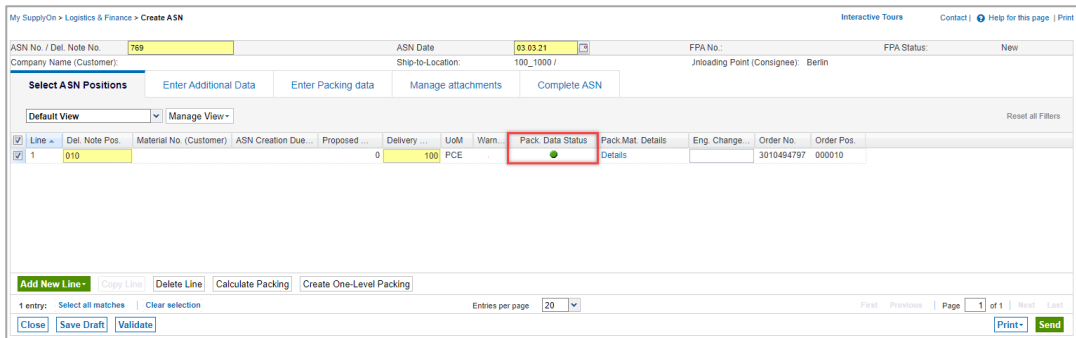


Figure: Create ASN: Select ASN Positions tab

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

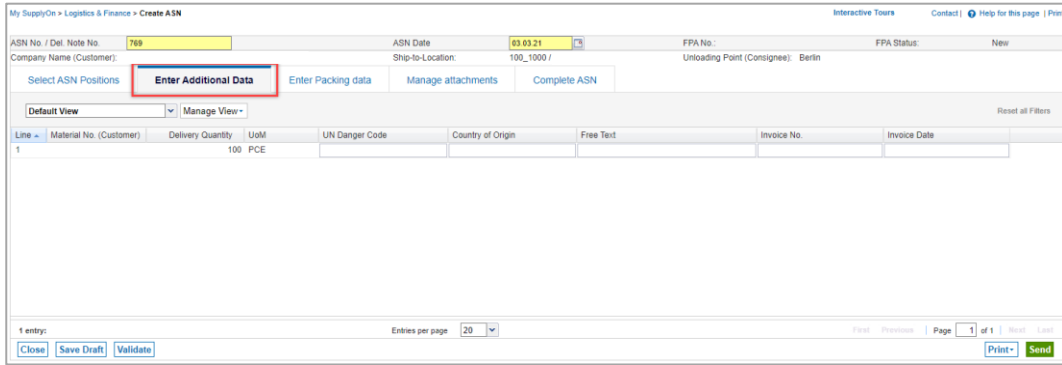


Figure: Create ASN: Enter Additional Data tab

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

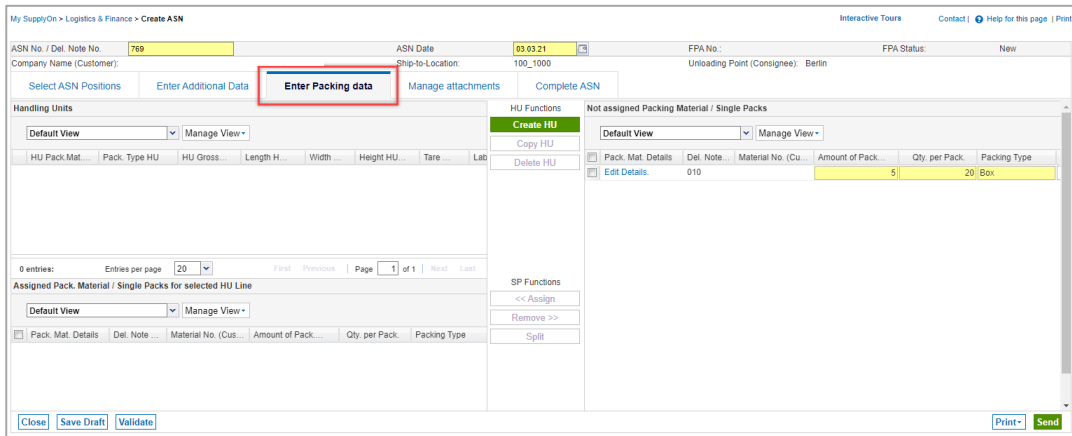


Figure: Create ASN: Assign Pack. Material to HU tab

7. Start with creating the Handling Unit.

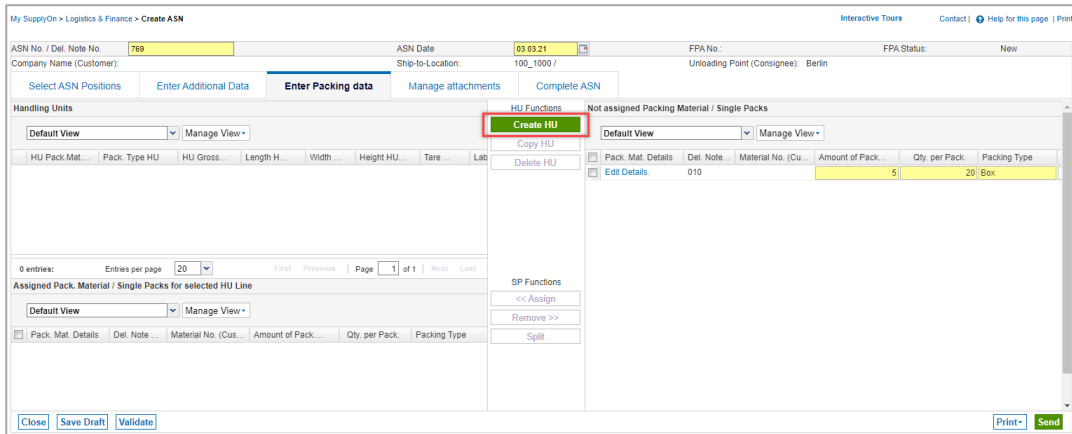


Figure: Create ASN: Enter Packing data – Create HU

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

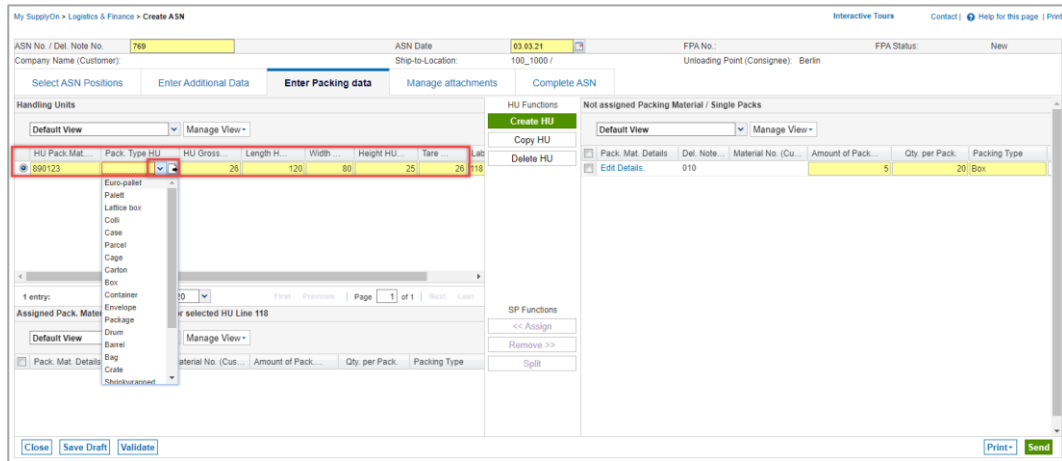


Figure: **Create ASN: Enter Packing data** – packing type handling unit drop down menu

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**.

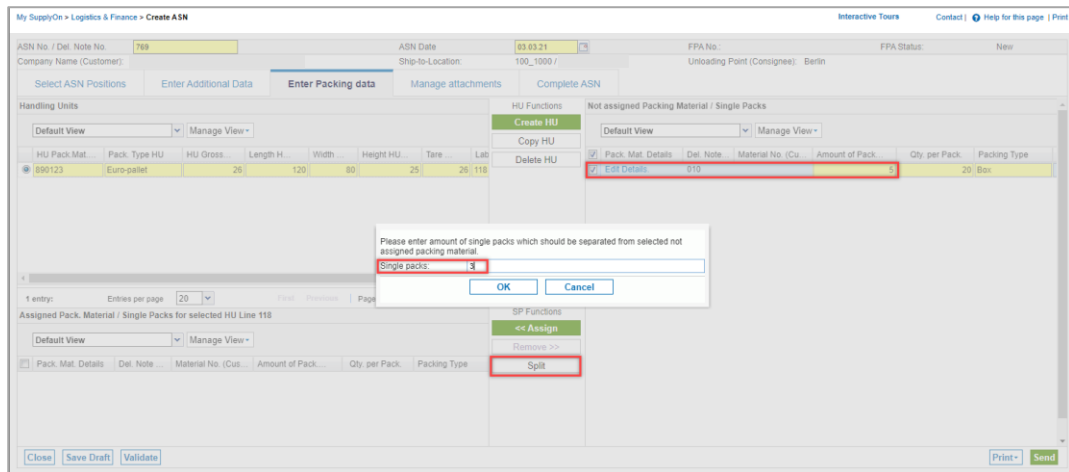


Figure: **Create ASN: Enter Packing data** – split packing material

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**

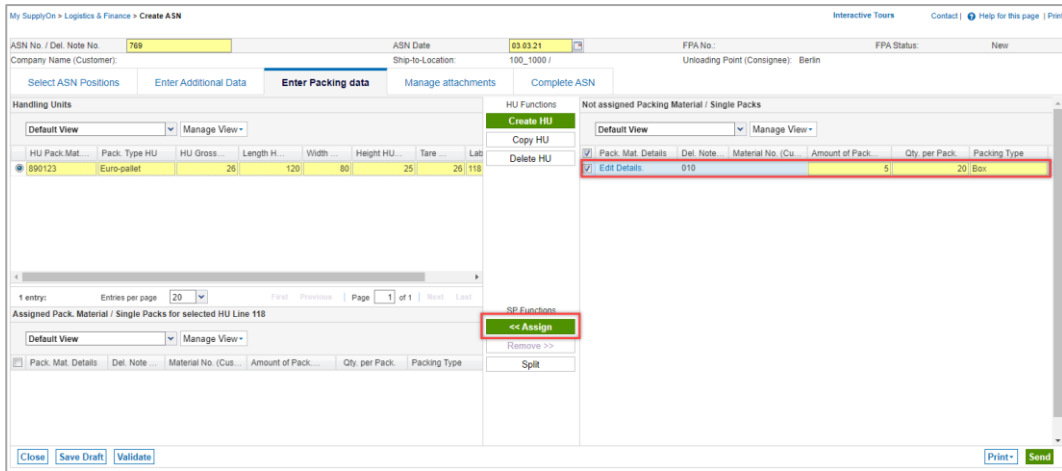


Figure: **Create ASN: Enter Packing data** – assign packing material to HU

The 5 boxes are assigned to the pallet.

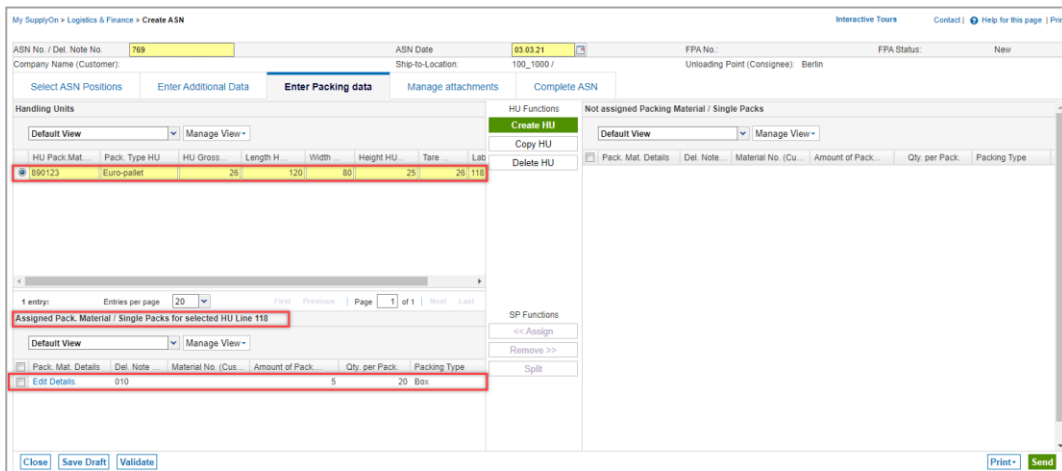


Figure: **Create ASN: Enter Packing data** – assigned packing material to selected handling unit

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 [media library](#) 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**.

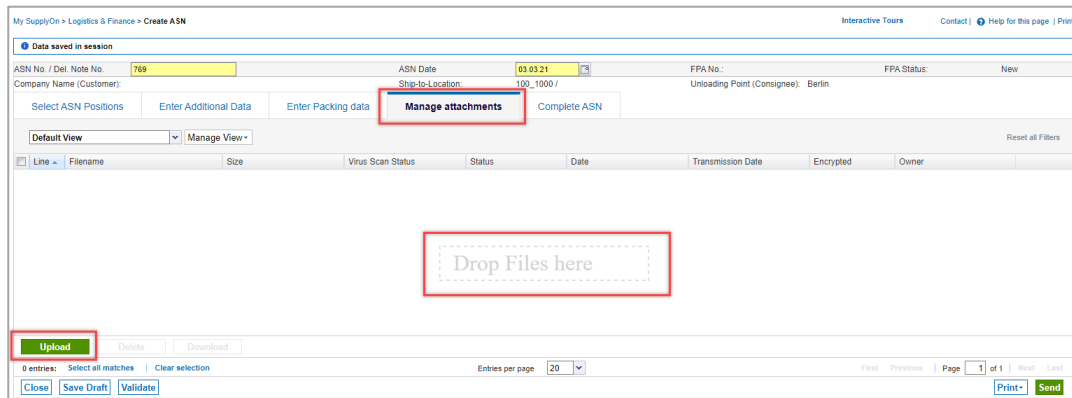


Figure: Create ASN: Manage attachments tab

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**.

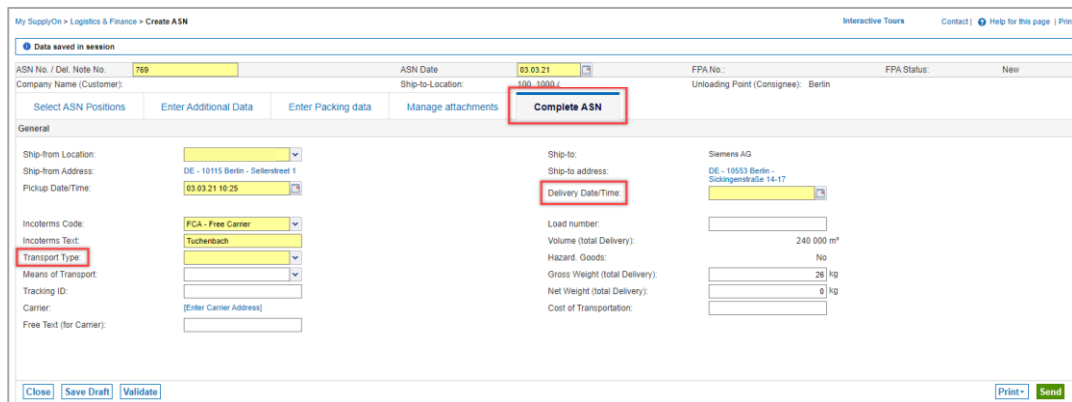


Figure: Create ASN: Complete ASN - Fill mandatory fields

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.

The screenshot shows the 'Create ASN' form with the following data:

- ASN No. / Del. Note No.: 769
- ASN Date: 03.03.21
- FPA No.: 100_1000 /
- FPA Status: New
- Company Name (Customer): DE - 10115 Berlin - Sellenstreet 1
- Ship-to-Location: 100_1000 /
- Unloading Point (Consignee): Berlin

General information:

- Ship-from Location: [Dropdown]
- Ship-from Address: DE - 10115 Berlin - Sellenstreet 1
- Pickup Date/Time: 03.03.21 10:25
- Ship-to: Siemens AG
- Ship-to address: DE - 10553 Berlin - Siedingenerstraße 14-17
- Delivery Date/Time: 05.03.21 10:25
- IncoTerms Code: FCA - Free Carrier
- IncoTerms Text: Tuchenbach
- Transport Type: Road Transport
- Means of Transport: [Dropdown]
- Tracking ID: [Text]
- Carrier: [Enter Carrier Address]
- Free Text (for Carrier): [Text]

Delivery details:

- Load number: [Text]
- Volume (total Delivery): 240 000 m³
- Hazard. Goods: No
- Gross Weight (total Delivery): 26 kg
- Net Weight (total Delivery): 0 kg
- Cost of Transportation: [Text]

Buttons: Close, Save Draft, Validate, Print (highlighted), 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.

This screenshot is identical to the previous one, showing the 'Complete ASN' form. The 'Send' button in the bottom right corner is highlighted in red.

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.

The screenshot displays the 'Enter Packing data' tab within the 'Create ASN' interface. The top navigation bar includes 'My SupplyOn > Logistics & Finance > Create ASN' and utility links for 'Interactive Tours', 'Contact', and 'Help for this page | Print'. The main header contains fields for 'ASN No. / Del. Note No.' (768), 'ASN Date' (03.03.21), 'Company Name (Customer)', 'Ship-to-Location' (100_1000 /), 'FFA No.', 'FFA Status' (Pending), and 'Unloading Point (Consignee)' (Berlin). Below the header are tabs for 'Select ASN Positions', 'Enter Additional Data', 'Enter Packing data' (active), 'Manage attachments', and 'Complete ASN'. The interface is divided into three main sections, each with a 'Default View' and 'Manage View' dropdown menu highlighted in red:

- Handling Units:** A table with columns: HU Pack.Mat..., Pack. Type HU, HU Gross..., Length H..., Width..., Height HU..., Tare..., Lab. Below the table are 'HU Functions' (Create HU, Copy HU, Delete HU) and 'SP Functions' (<< Assign, Remove >>, Split).
- Assigned Pack. Material / Single Packs for selected HU Line:** A table with columns: Pack. Mat. Details, Del. Note..., Material No. (Cus...), Amount of Pack..., Qty. per Pack., Packing Type.
- Not assigned Packing Material / Single Packs:** A table with columns: Pack. Mat. Details, Del. Note..., Material No. (Cus...), Amount of Pack..., Qty. per Pack., Packing Type.

At the bottom of the screen are buttons for 'Close', 'Save Draft', 'Validate', 'Print', and 'Send'.

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

For details how to configure a screen please open the [media library](#) 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 [here](#), 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**

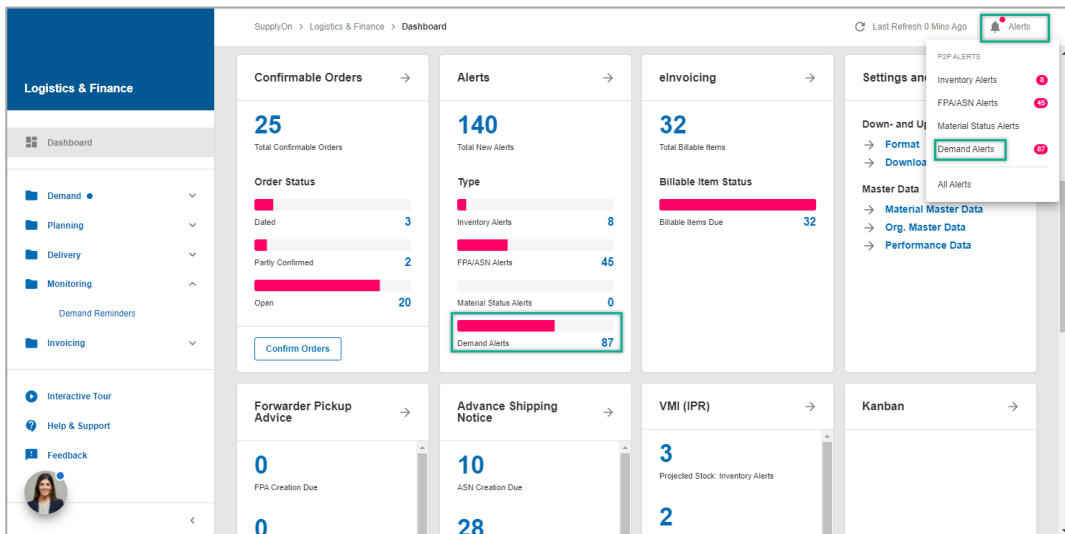


Figure: Dashboard with tiles like Alerts and Alerts button on the top

The result of all Demand Alerts is displayed.

The screenshot shows the Alerts Overview screen with a table of Demand Alerts. The table has columns for Buyer, Plant Code, Planner, Order Number, Document Type, Material, Material Desc., Status, and Flag Dev. The table is filtered to show 87 matches of 191 entries.

Buyer	Plant Code	Planner	Order Number	Document Type	Material	Material Desc.	Status	Flag Dev	Dev. C
S_TRG	100_1000		5500001000	00010	ASN	A02C0001001-1	Due Delivery overdue: ASN Creation overdue		
S_TRG	100_1000		5500001001	00020	ASN	A02C0001002-2	Due Delivery overdue: ASN Creation overdue		
S_TRG	100_1000	Purchaser	4560521688	00010	ASN	A01C0001632-1	Due Delivery overdue: ASN Creation overdue		
S_TRG	100_1000	Purchaser	4560521651	00010	ASN	A01C0001632-1	Due Delivery overdue: ASN Creation overdue		
S_TRG	100_1000	Andreas S.	4560520008	000020	ASN	A2V00001151689	Due Delivery overdue: ASN Creation overdue		
S_TRG	100_1000	Purchaser	4560521297	00020	ASN	A02C0001632-2	Due Delivery overdue: ASN Creation overdue		
S_TRG	100_1000	Purchaser	4560521297	00010	ASN	A01C0001632-1	Due Delivery overdue: ASN Creation overdue		
S_TRG	100_1000	Purchaser	4560521297	00010	ASN	A01C0001632-1	Due Delivery overdue: ASN Creation overdue		
S_TRG	100_1000		4560520008	000020	ASN	A01C0001632-1	Due Delivery overdue: ASN Creation overdue		
S_TRG	100_1000	Siemens Training...	4560521916	00010	ASN	A01C0001632-1	Due Delivery overdue: ASN Creation overdue		
S_TRG	100_1000	Siemens Training...	4560521670	00020	ASN	A02C0001632-2	Due Delivery overdue: ASN Creation overdue		
S_TRG	100_1000	Siemens Training...	4560521297	00020	Order	A02C0001632-2	Status Confirmation: Confirmed with Devist...		

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

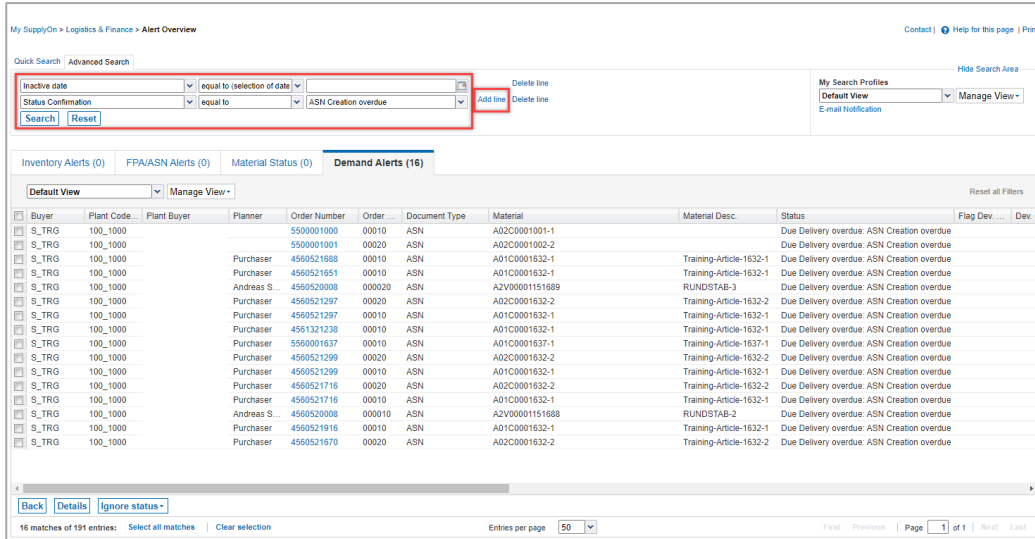


Figure: Alerts Overview with Search criteria

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**

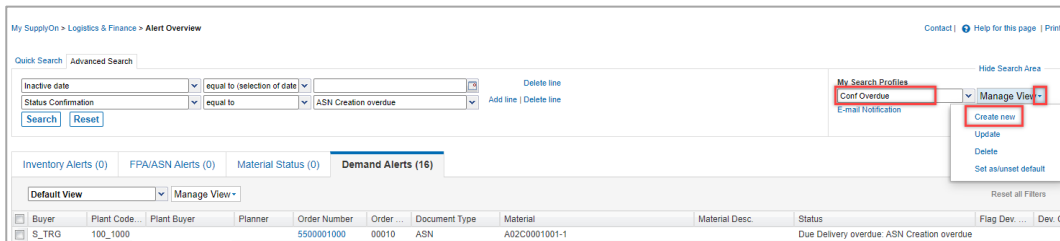


Figure: Alerts Overview with defined Search criteria and Search Profile name

10. Click **E-mail Notifications**

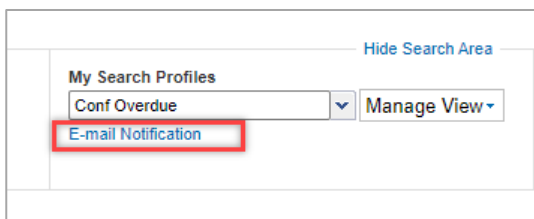


Figure: Alerts Overview with Search Profile

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
 as Attachment as Pure Text

Frequency
Periodic (according to your timezone: (GMT+01:00) Europe/Berlin)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Daily at 08 : 00

Hourly from 8:00 to 17:00 every 4 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
<input type="checkbox"/>	Company Administration	Company master data, users and permis...	More information
<input type="checkbox"/>	Order Fulfillment, Finance Processes	Supply Chain Management.	More information
<input type="checkbox"/>	Quality Management	Supplier Quality Management (QM).	More information
<input type="checkbox"/>	Sales	Sourcing to Contract, Progress to Order ...	More information
<input checked="" type="checkbox"/>	Shipping, Goods Receipts, Warehouse ...	Shipping, goods receipts, warehouse ma...	More information
<input type="checkbox"/>	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.

Shipping, goods receipts, warehouse management

Logistics & Finance

- Displaying demand and logistics data
- **Creating FPAs and ASNs**
- Editing planned receipts
- Editing stock movements
- Creating goods receipts
- Managing master data

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