

Guide for the SupplyOn Service Supply Chain Collaboration

Creating Advance Shipping Notes

February 2024



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1 About this manual

The content of this manual explains how to create Advance Shipping Notes for the demands sent by BMW from their ERP system to SupplyOn.

1.1 Typographical and Graphical Conventions

The following typographical conventions are used throughout this manual:

| Example | Meaning |
|--------------------|--|
| Screen Text | Text visible in the user interface becomes bold . |
| <i>Reference</i> | References are displayed in <i>italics</i> . |

The graphical convention is used throughout the manual:

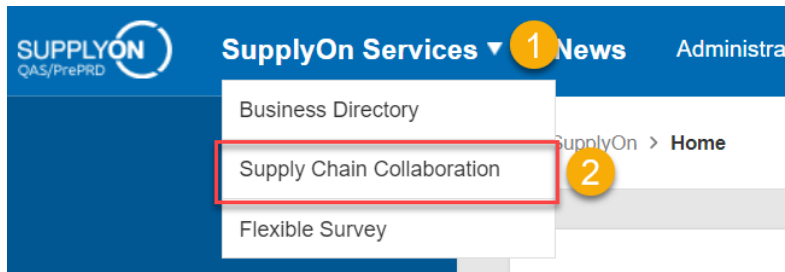


Figure 1 Red borders are used to indicate special areas. Orange numbered circles are used to indicate steps. These are not part of the User Interface.

1.2 Checklist before you start working with SupplyOn

| Question | Answer | Responsible | See Section |
|--|---|-----------------------|---------------------|
| How to create a ASN in SupplyOn? | Check if you have a user account for SupplyOn and get in touch with your Company Administrator | Company Administrator | 1.4 |
| Does the system create label numbers automatically? | Yes, they need to be set-up once. | Company Administrator | 4 |
| Where do I get the numbers for packing data from? | Please get in touch with your BMW contact person | You | |
| Where do I get the partner number for forwarder from? | Please get in touch with your BMW contact person | You | |
| BMW didn't accept my ASN. What have I done wrong? | Check if the ASN contains: - only one material number per delivery note number - the line item number 010 | You | 3 |
| Is there a way to avoid re-entering the package details again and again? | Yes, create packing instructions once | You | 5 |

1.3 How to access to your SupplyOn account

To work with SupplyOn your company administrator needs to set-up an account and initial password for you. The administrator will assign the appropriate roles to you (**See Section 1.4**).

Open your internet browser and log in to SupplyOn via <https://www.supplyon.com>.

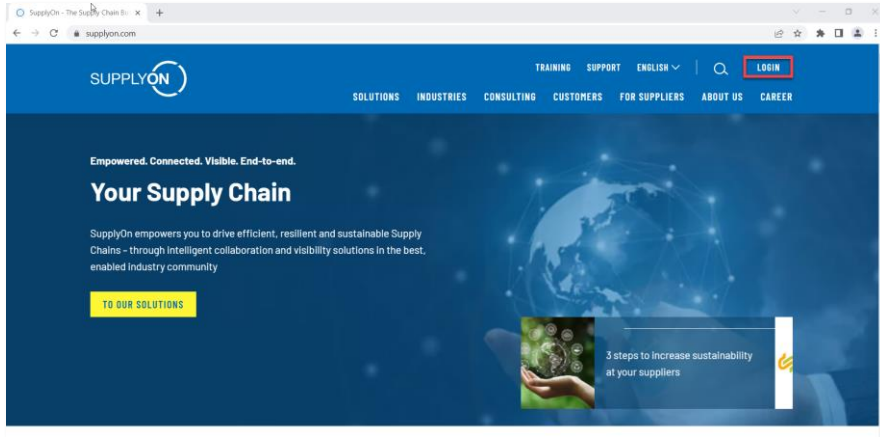


Figure 2 SupplyOn home page with Login button

1.4 Roles and Rights

Basic information about your user account, its roles and rights are visible under **Administration > My User Account**.

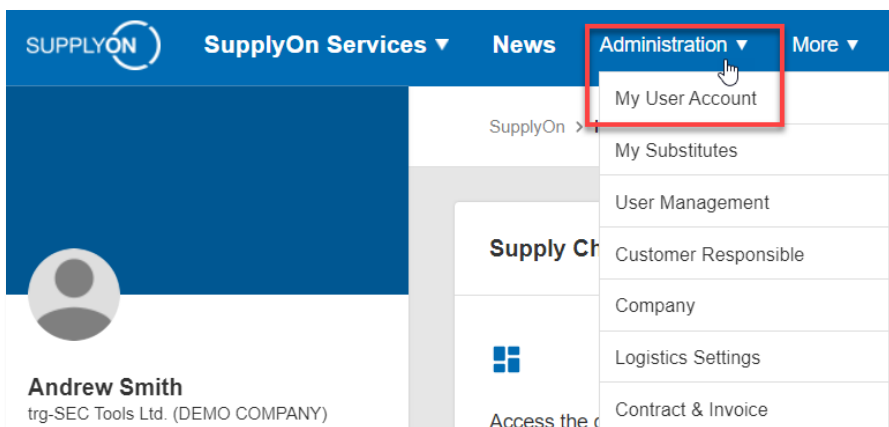


Figure 3 Administration drop-down menu

Once you click on **My User Account** you will see basic information like your username, e-mail address, etc. You can correct the data if something is outdated.

My SupplyOn > My user: My master data

My master data | My roles | My service settings | My user administrators

Contact data

User ID*: trg-sectools-smith

First name*: Andrew

Last name*: Smith

Salutation*: Mr.

E-mail*: demo-scenario@supplyon.com

Phone*: 555 - 837543

Language*: English

Two-factor authentication: Enabling for user

[Change Password](#)

Figure 4 My User Account overview

Under the tab **My roles** you can see which actions your user is authorized to perform.

SUPPLYON QAS/PrePRD | SupplyOn Services | News | Administration

My SupplyOn > My user: My roles

My master data | **My roles** | My service settings | My user administrators

Expand the groups for a more precise roles assignment.

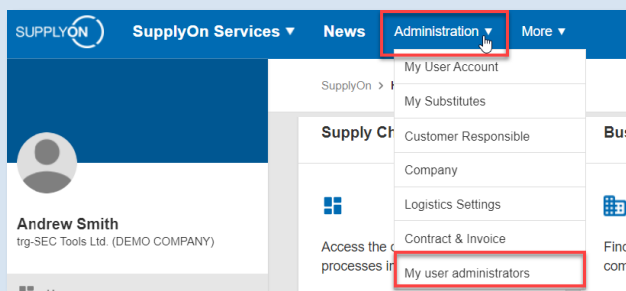
- AirSupply related roles (not assigned)
- Company Administration (partially assigned)
- Contract and Invoice (not assigned)
- Management Cockpit (not assigned)
- Manufacturing Visibility (not assigned)
- Quality Management (not assigned)
- Sourcing and Engineering (partially assigned)
- Supply Chain Collaboration (partially assigned)
- User Management (partially assigned)

Figure 5 My roles.

Your areas of responsibility and your roles will be unlocked by your user administrator. Only the administrator can create users or manage roles and rights.

Note

You can open a list of your company admins by clicking on **Administration > My user administrators**.



To be able to follow the steps and actions in this guide, at least the following roles are required:

- **WebEDISellerAdmin:** Access to Supply Chain Collaboration
or
- **WebEDISellerReleases:** Access to delivery instructions

2 Working in SupplyOn Supply Chain Collaboration

2.1 Dashboard

Supply Chain Collaboration is the SupplyOn service, which enables you to process Delivery Instructions and other tasks like creating an Advance Shipping Note (ASN) efficiently and easily.

1. Login to SupplyOn. In the Dashboard, click on the arrow in the Supply Chain Collaboration tile.

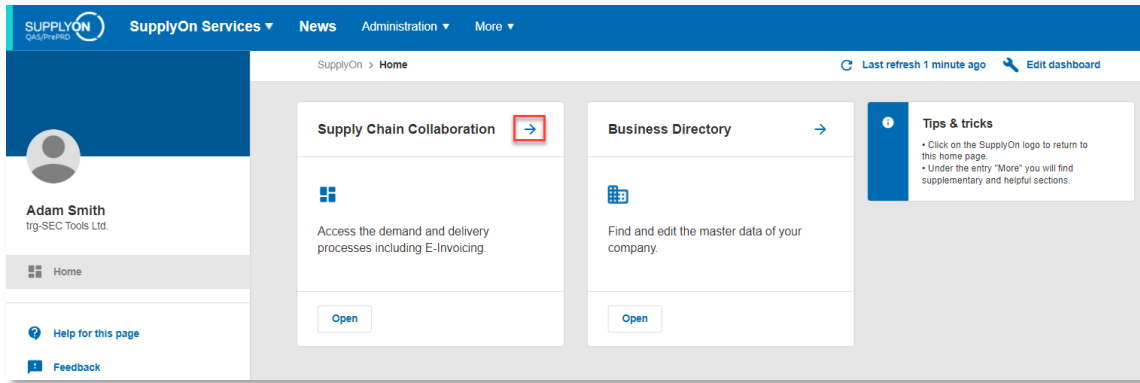


Figure 6 Access to Supply Chain Collaboration.

2. The Supply Chain Collaboration Dashboard is displayed.

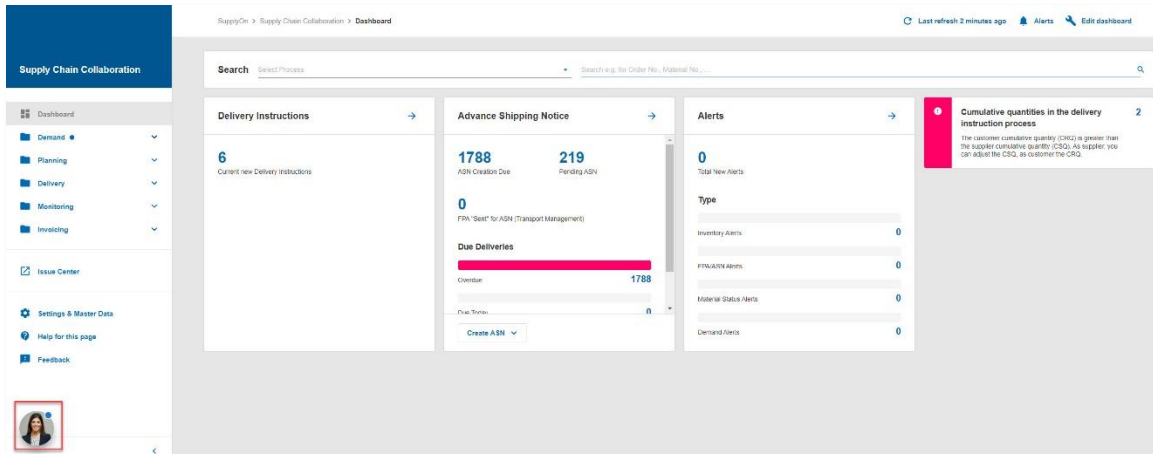


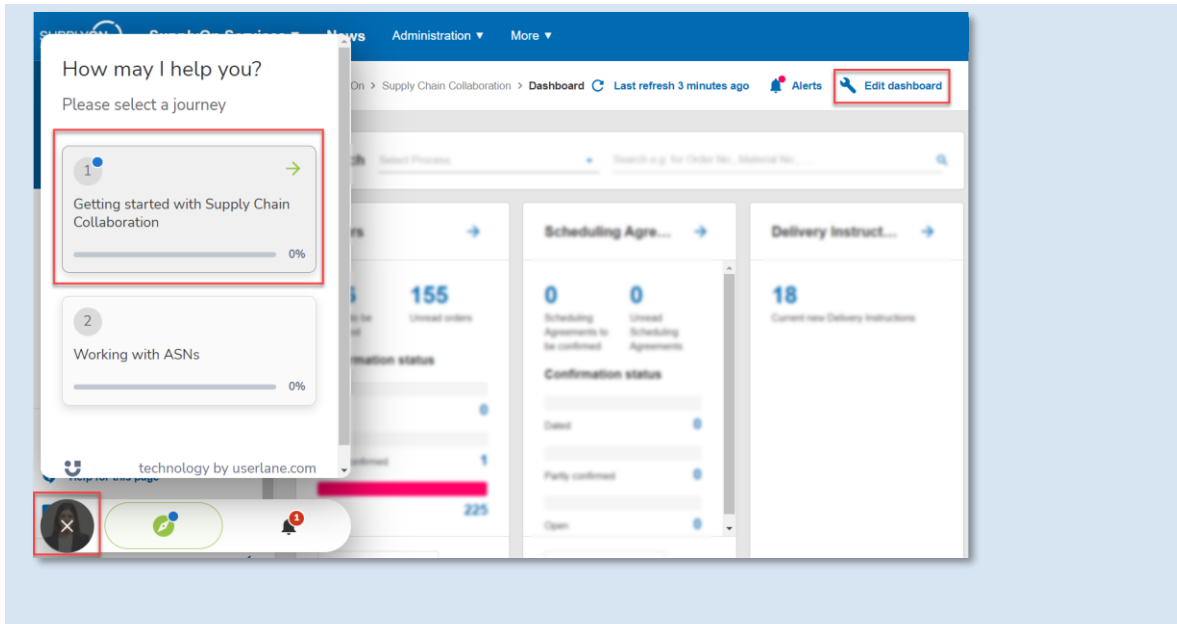
Figure 7 Supply Chain Collaboration Dashboard.

The **Dashboard** shows all relevant information for you and is the central point of orientation for your processes. Here you see metrics regarding your open tasks. The cards are only displayed if the related user roles have been assigned.

Note

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

Click on **Edit dashboard** to reorganize or delete cards.



3 Creating Advance Shipping Note (ASN)

Your customer BMW has sent to you demands. These are displayed in the Delivery Instructions card (see separate guide). These demand messages are needed for the Advance Shipping Note (ASN) creation. For that a one-time synchronisation of the cumulated quantities is needed (see separate guide). To start the creation of an ASN click on the number for the **Due Deliveries**.

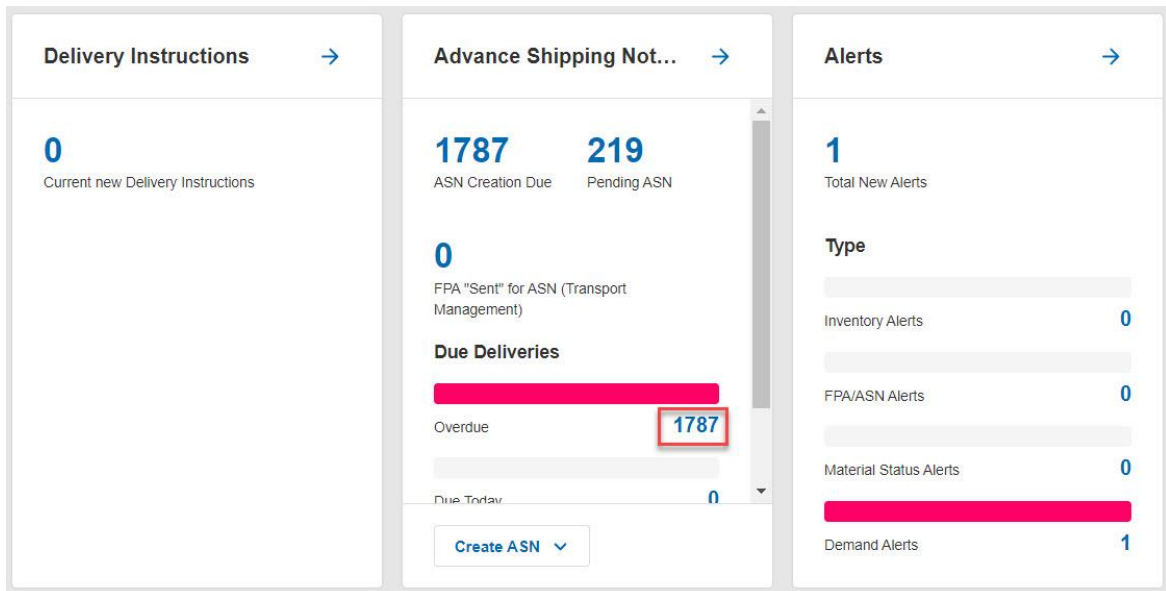


Figure 8 Advance Shipping Note card in the Dashboard

You see the **Due Deliveries (grouped)** screen. Decide for which Customer **Ship-to-site** and **Unloading Point** you want to create an ASN for.

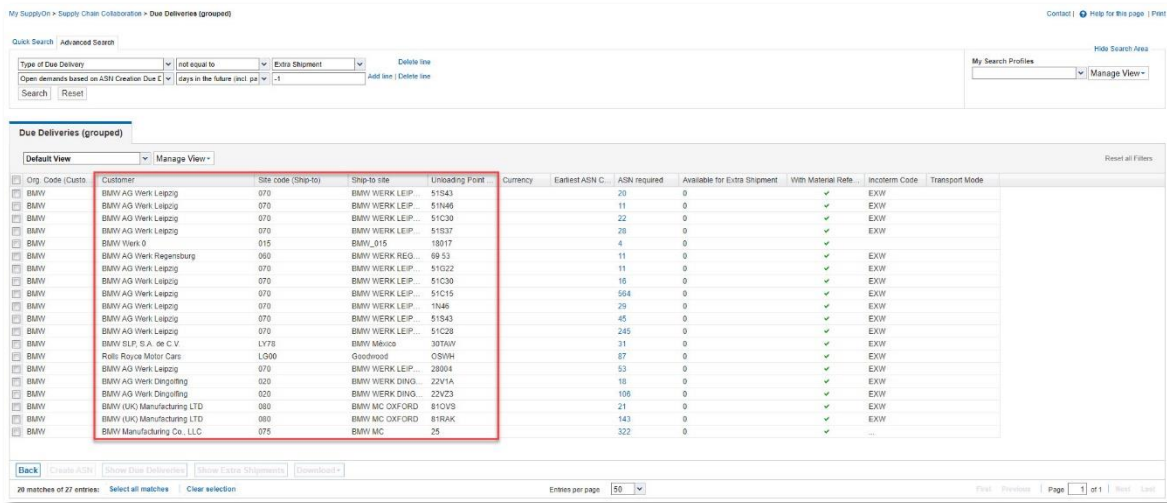


Figure 9 Due Deliveries (grouped) overview

To start an ASN, decide for which customer site you want to create the note and click in the column **ASN required** on the hyperlink. (The numbers indicate you how many different material numbers you ship to this BWM site.)

| Ship-to site | Unloading Point (Shi... | Currency | Earliest ASN Crea... | ASN required |
|--------------------|-------------------------|----------|----------------------|--------------|
| BMW WERK LEIPZIG | 51S43 | | | 20 |
| BMW WERK LEIPZIG | 51N46 | | | 11 |
| BMW WERK LEIPZIG | 51C30 | | | 22 |
| BMW WERK LEIPZIG | 51S37 | | | 28 |
| BMW_015 | 18017 | | | 4 |
| BMW WERK REGENS... | 69 53 | | | 11 |
| BMW WERK LEIPZIG | 51G22 | | | 11 |
| BMW WERK LEIPZIG | 51C30 | | | 16 |
| BMW WERK LEIPZIG | 51C15 | | | 564 |
| BMW WERK LEIPZIG | 1N46 | | | 29 |
| BMW WERK LEIPZIG | 51S43 | | | 45 |
| BMW WERK LEIPZIG | 51C28 | | | 245 |
| BMW México | 30TAW | | | 31 |
| Goodwood | OSWH | | | 87 |
| BMW WERK LEIPZIG | 28004 | | | 53 |
| BMW WERK DINGOL... | 22V1A | | | 18 |
| BMW WERK DINGOL... | 22V23 | | | 106 |
| BMW MC OXFORD | 81OVS | | | 21 |
| BMW MC OXFORD | 81RAK | | | 143 |
| BMW MC | 25 | | | 322 |

Figure 10 Due Deliveries (grouped) overview with ASN required hyperlinks

1. Select the line with the material number you want to ship and click 2. **Create ASN.**

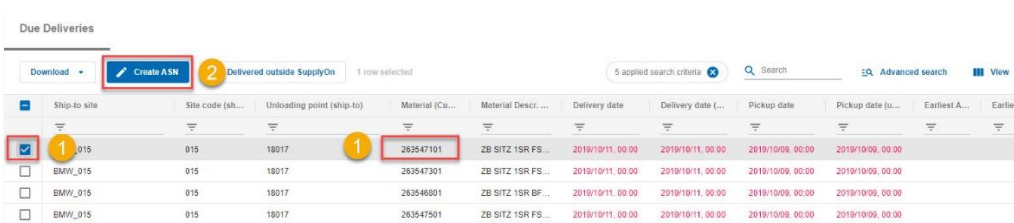


Figure 10 Open a Delivery Instruction

The first screen of the ASN creation steps is shown.

Note Fields in yellow are mandatory.

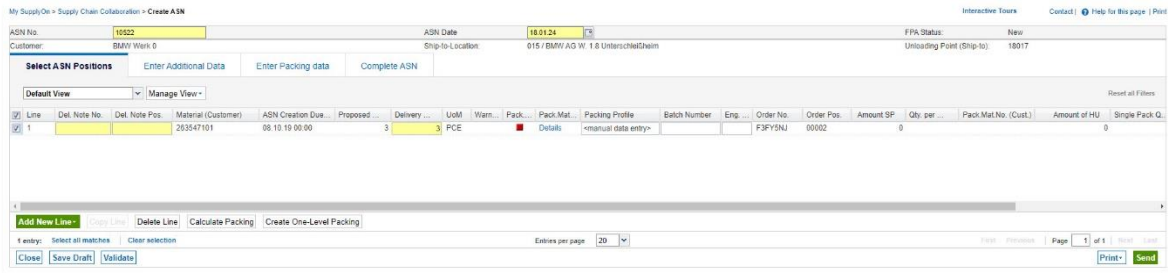


Figure 11 Create ASN

The **ASN No.** is pre-filled in this example. Please see [chapter 4](#) how to define this.

Enter your internal delivery note number and the delivery note position.

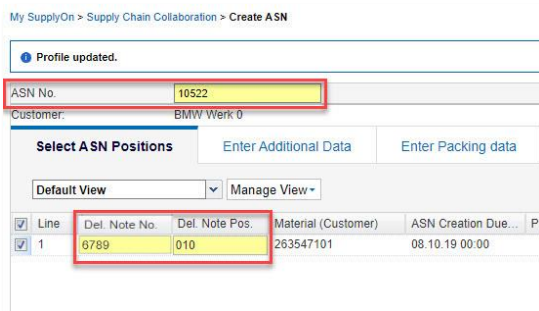


Figure 12 Create ASN with Delivery note Number and Position

Note

Your customer accepts only **one** Delivery Note No. **per position**.

You need to enter always **010** into the **Del. Note Pos.** field. Otherwise, the ASN message will not be received correctly at the BMW site.

You have agreed with your customer in advance whether you will pack and dispatch your goods once or whether you will pack and dispatch your goods in inner and outer packaging.

3.1 Create ASN with one level packing

You have entered the details for the delivery note and position already as shown in [chapter 3](#). Now define the packaging material **Details**.

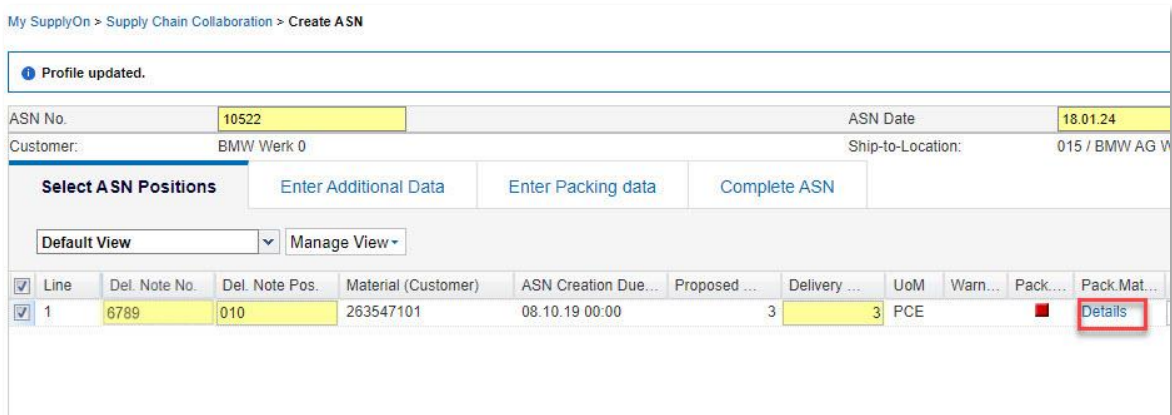


Figure 13 Create ASN with Pack.Mat. Details button

1. Fill all mandatory fields except the **Label No. From**,
2. set the tick at **One Level Pack**. The SupplyOn application knows now that you will enter only one level packaging.
3. Let the SupplyOn system generate unique **label numbers** for the three boxes. How to set this in the system see [chapter 4](#).
4. **Save** you entries and **close** this sub-screen.

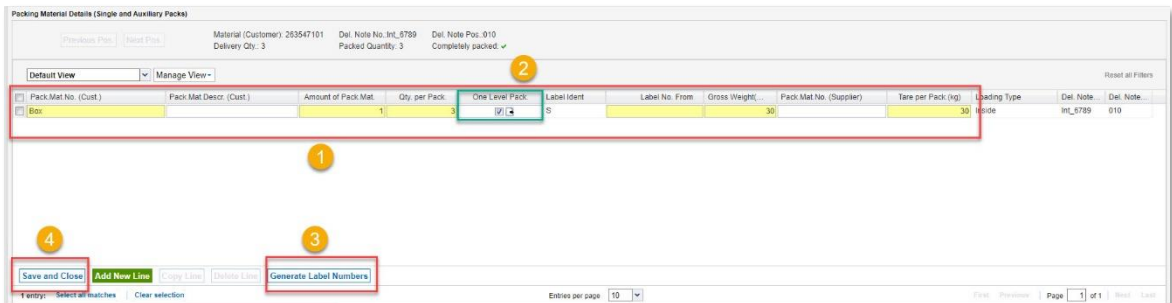


Figure 14 Packing Materials details

The button within in the column **Pack....** changed from a red square to a **green circle**. This indicates that you entered the packaging details correct and completely.

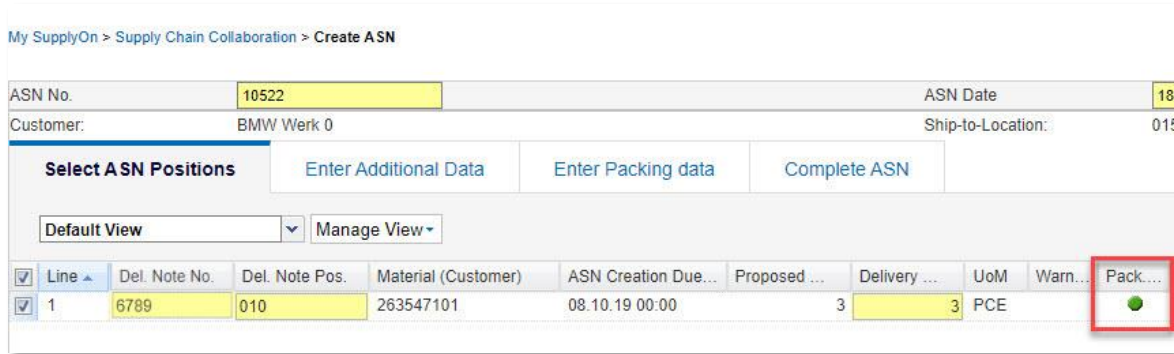


Figure 15 Create ASN with packaging information

Check in the next section called **Enter Additional Data**, if you have to, or if you want to give your customer more information. The **Country of Origin** is the only mandatory field here. With a click into the field, the drop down opens. Or start typing then the selection will be displayed.

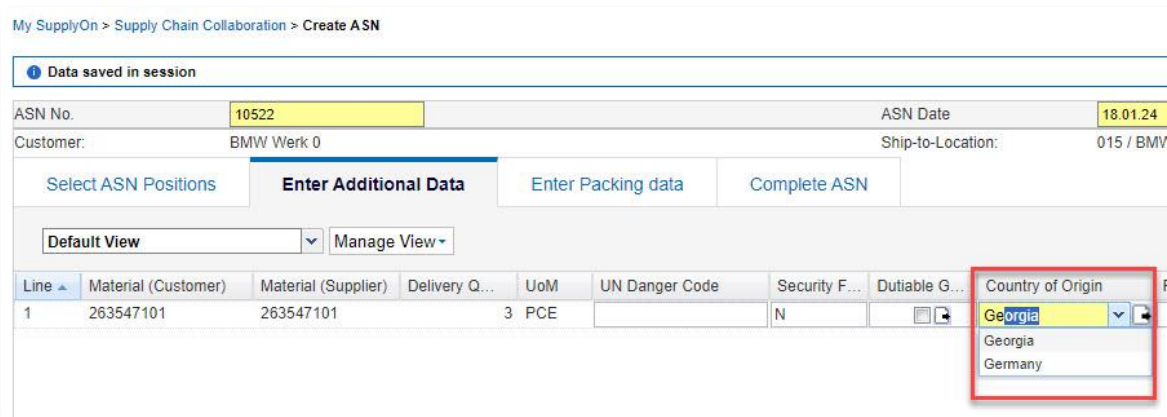


Figure 16 Create ASN and the tab enter Additional Information

There is no need to enter anything in the tab **Enter Packing data**. All data already entered in the sub-screen Packing Material details (see Figure 14) are taken over.

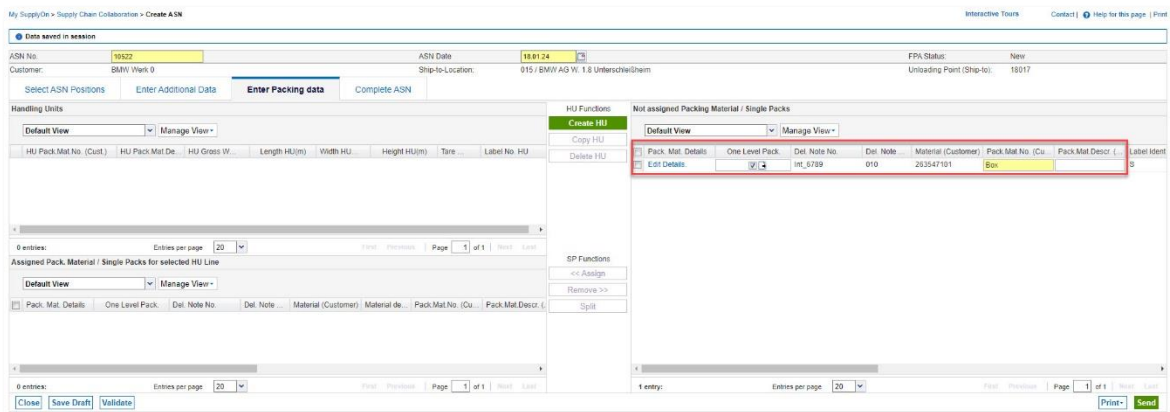


Figure 17 Enter Packing data with details taken automatically over

Within the last tab **Complete ASN**

1. define your incoterms,
2. the delivery date,
3. and the carrier.

Figure 18 Complete ASN with mandatory fields to fill

Note

Your customer BMW needs to communicate the **Partner Number** to you.

4. Fill the partner number field
5. and **Save** your entries.

Figure 18 Complete ASN with forwarder details

6. Ensure that you print the labels by a click on Print.
7. As this example shows a one level packing, the **Package Label** need to be printed.

Note

Please print additionally all the labels shown in the green box: the **Shipping Order**, **Delivery Note** and **Despatch List**. These are required by your customer BMW.

8. Finally send the ASN to your customer.

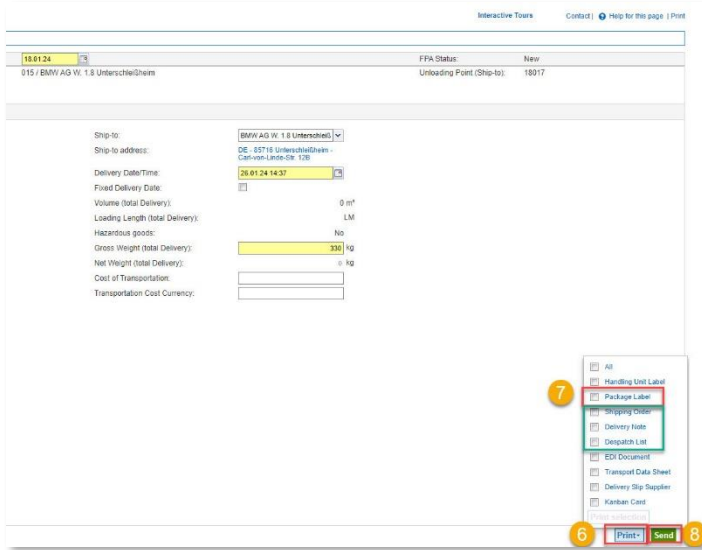


Figure 18 Complete ASN by printing label

3.2 Create ASN with two level packing

You have started the ASN creation process as explained in [chapter 3](#).

The details for the delivery note number and deliver note position is entered. Please follow the instructions in [chapter 3](#). Now define the packaging material **Details**.

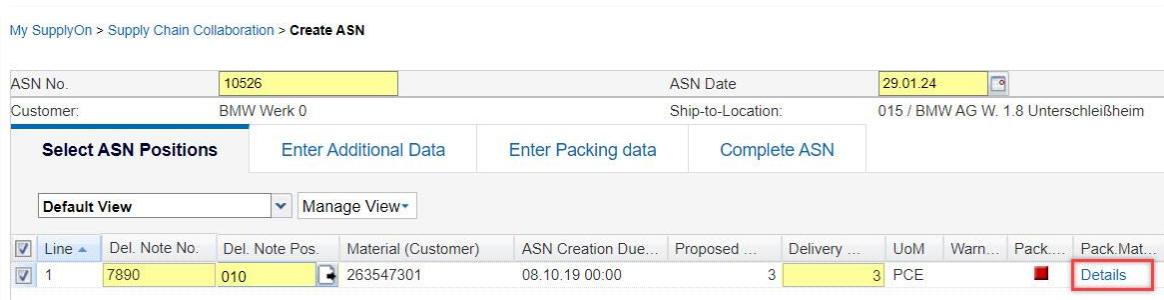


Figure 19 Create ASN with Pack.Mat. Details button

1. Fill all mandatory fields except the **Label No. From**.
2. With a click on **Generate Label Numbers**, the SupplyOn system generates unique label numbers for the three boxes. How to set this in the system see [chapter 4](#).
3. **Save** you entries and **close** this sub-screen.



Figure 20 Packing Materials details

The button within in the column **Pack....** changed from a red square to a **green circle**. This indicates that you entered the packaging details correct and completely.

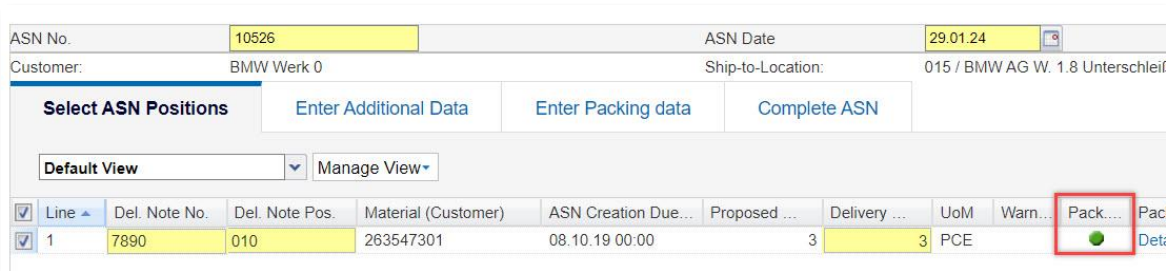


Figure 21 Create ASN with packaging information

Check in the next section called **Enter Additional Data**, if you have to, or if you want to give your customer more information. The **Country of Origin** is the only mandatory field here. With a click into the field, the drop down opens. Or start typing then the selection will be displayed.

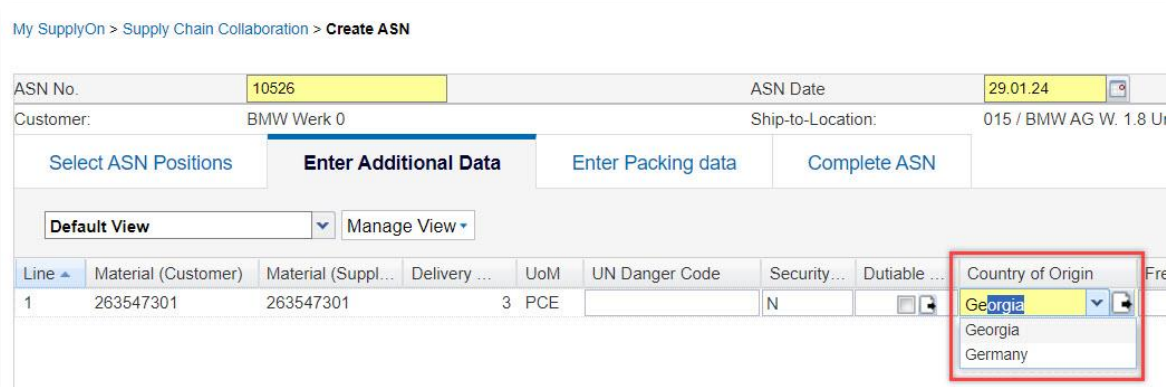


Figure 22 Create ASN and the tab enter Additional Information

As this example involves two level packing, you must enter the details for the outer packing in the **Enter Packing data** tab. The details of the inner packing were created in step 1, 2 and 3 and are adopted.

4. Create the HU (handling unit) like a pallet with a click on **Create HU**.

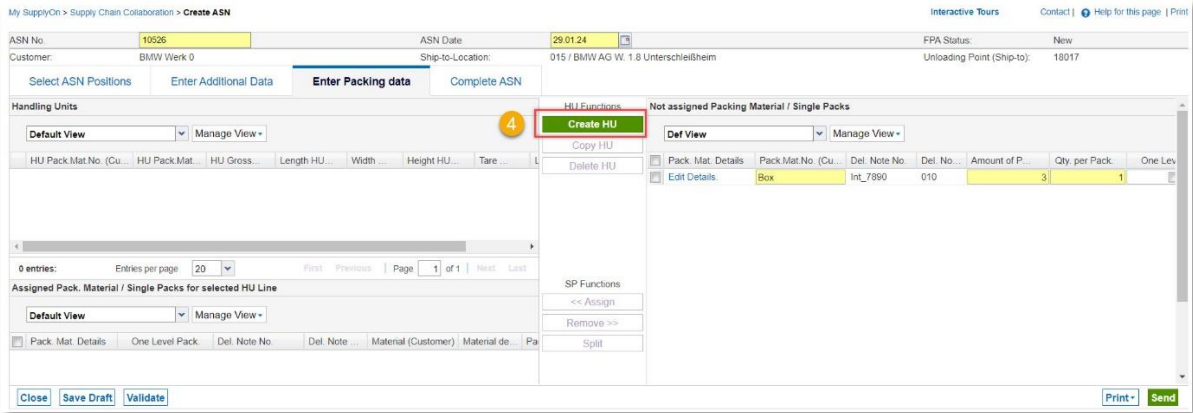


Figure 23 Enter Packing data with automatic transfer of details for inner packing

5. Fill the mandatory fields. The label number is created automatically if you have set it as described in [chapter 4](#).
6. Select the inner packing, like in this example the 3 boxes and
7. **Assign** them to the just created pallet.

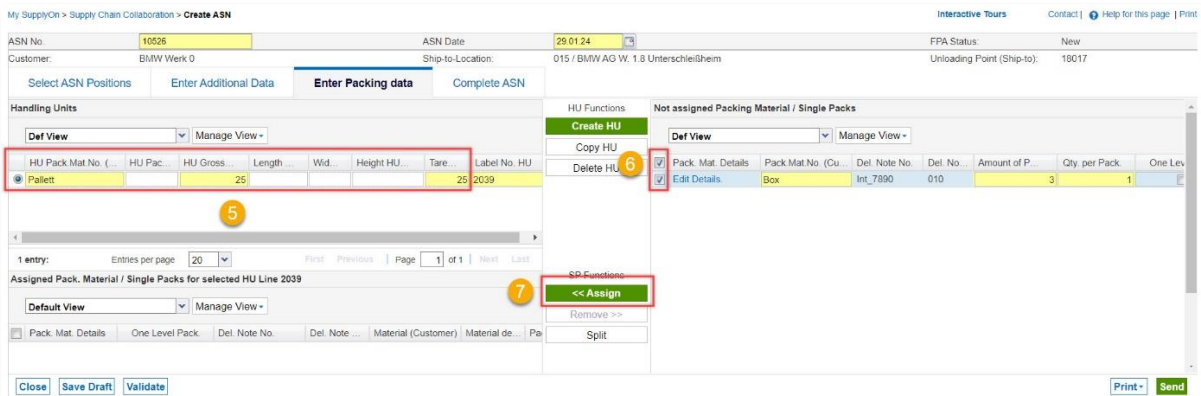


Figure 24 Enter Packing data with with created HU

In the screenshot you can see that the boxes are assigned to the pallet.

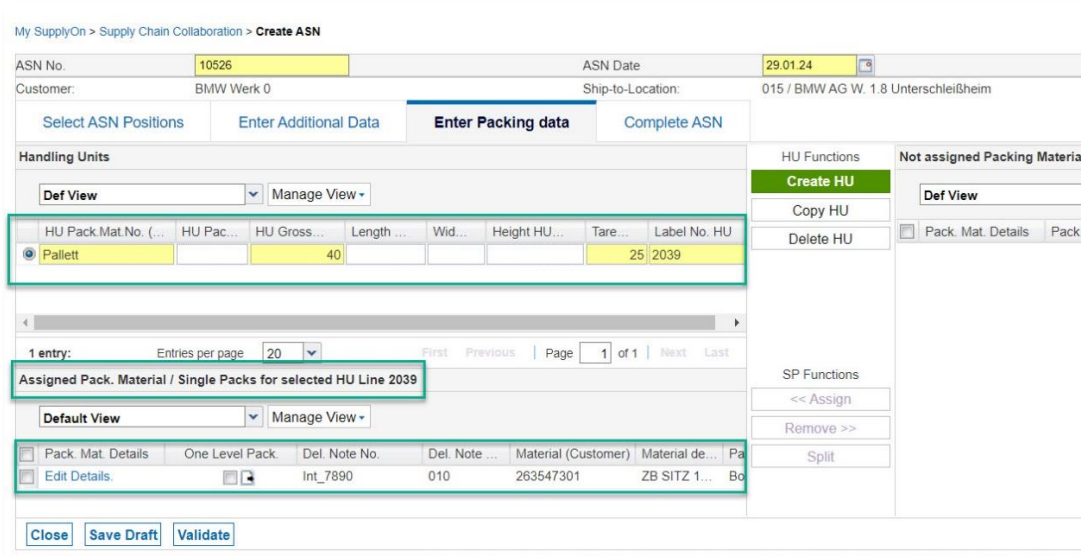


Figure 25 Enter Packing data with assigned inner and outer packing

Within the last tab **Complete ASN**

8. define your incoterms,
9. the delivery date,
10. and the carrier.

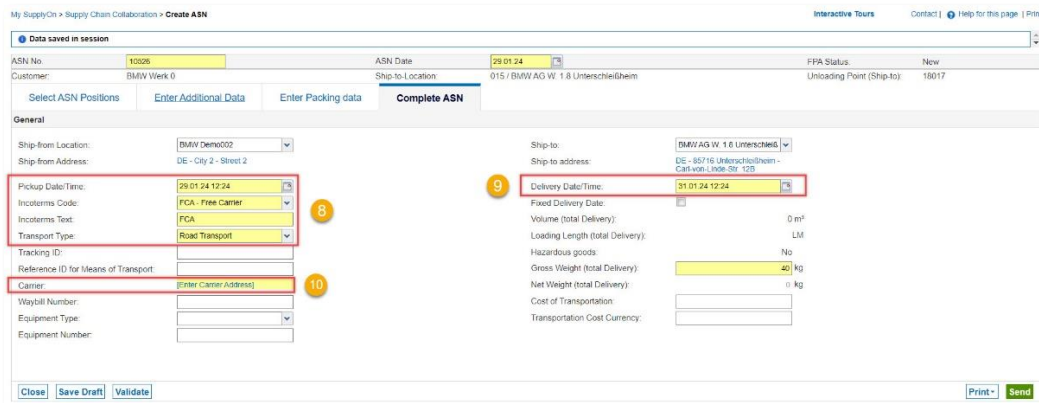


Figure 26 Complete ASN with mandatory fields to fill

Note

Your customer BMW needs to communicate the **Partner Number** to you.

11. Fill the partner number field
12. and **Save** your entries.

Address Details for DHL.

Name: Partner Number: 11

Street: Street 2:

City: Postal Code:

Country: Region code:

State Name:

Dock: Dock Address Text:

Warehouse: Warehouse Address Text:

Contact Details

Name:

Department:

Phone: Fax:

E-mail:

12 Save Close

Figure 27 Complete ASN with forwarder details

13. Ensure that you print the labels by a click on **Print**.
14. As this example shows a two level packing, the **Handling Unit Label** and **Package Label** need to be printed.

Note

Please print additionally all the labels shown in the green box: the **Shipping Order**, **Delivery Note** and **Despatch List**. These are required by your customer BMW.

15. Finally send the ASN to your customer.

Ship-to:

Ship-to address:

Delivery Date/Time:

Fixed Delivery Date:

Volume (total Delivery): m³

Loading Length (total Delivery): LM

Hazardous goods:

Gross Weight (total Delivery): kg

Net Weight (total Delivery): kg

Cost of Transportation:

Transportation Cost Currency:

14

- All
- Handling Unit Label
- Package Label
- Shipping Order
- Delivery Note
- Despatch List
- EDI Document
- Transport Data Sheet
- Delivery Slip Supplier
- Kanban Card

13 Print Send 15

Figure 18 Complete ASN by printing label

4 One-Off definition of automatic ASN and Label number assignment

To simplify ASN creation, the company administrator requires the **ControlPointAdmin** role in addition to the **Company Administrator** role.

The steps described need to be carried out once per **Control Point**.

16. Open the drop down of the Administrator menu,
17. Click Logistics Settings.

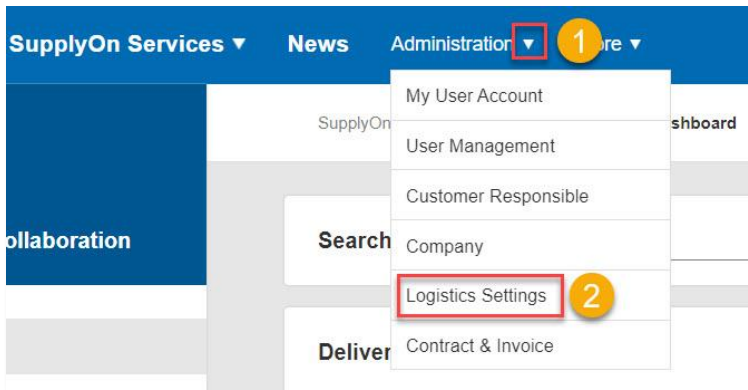


Figure 21 Menu of Company Administrator with related roles

18. Click on the **Control Point Name**,

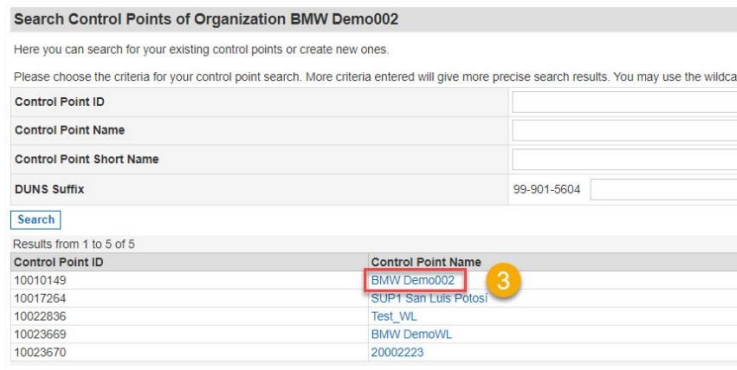


Figure 22 Company Administrator has an overview with all Control Points

19. Click Change Details.

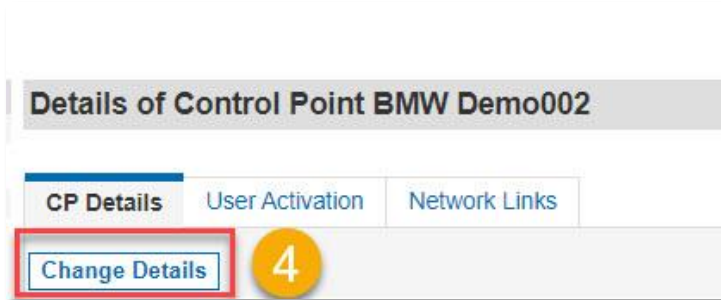


Figure 23 Company Administrator can change Control Point settings

20. Set the ticks as shown in the screen, and define the **Start Number**.



Figure 23 Company Administrator can define the auto assign of ASN and label number

21. Save your settings.



Figure 24 Company Administrator saves the settings

5 Creating packing process master data

To avoid the manual entry of package details during ASN creation, the user with the role **PackageDataSellerWrite** can set up packing instructions.

A packing instruction defines which material must be packed with which packing materials and how. Therefore, you need material master data and packing materials for a packing instruction.

Open the **Supply Chain Collaboration Dashboard** and start with a click on **Settings & Master Data**.

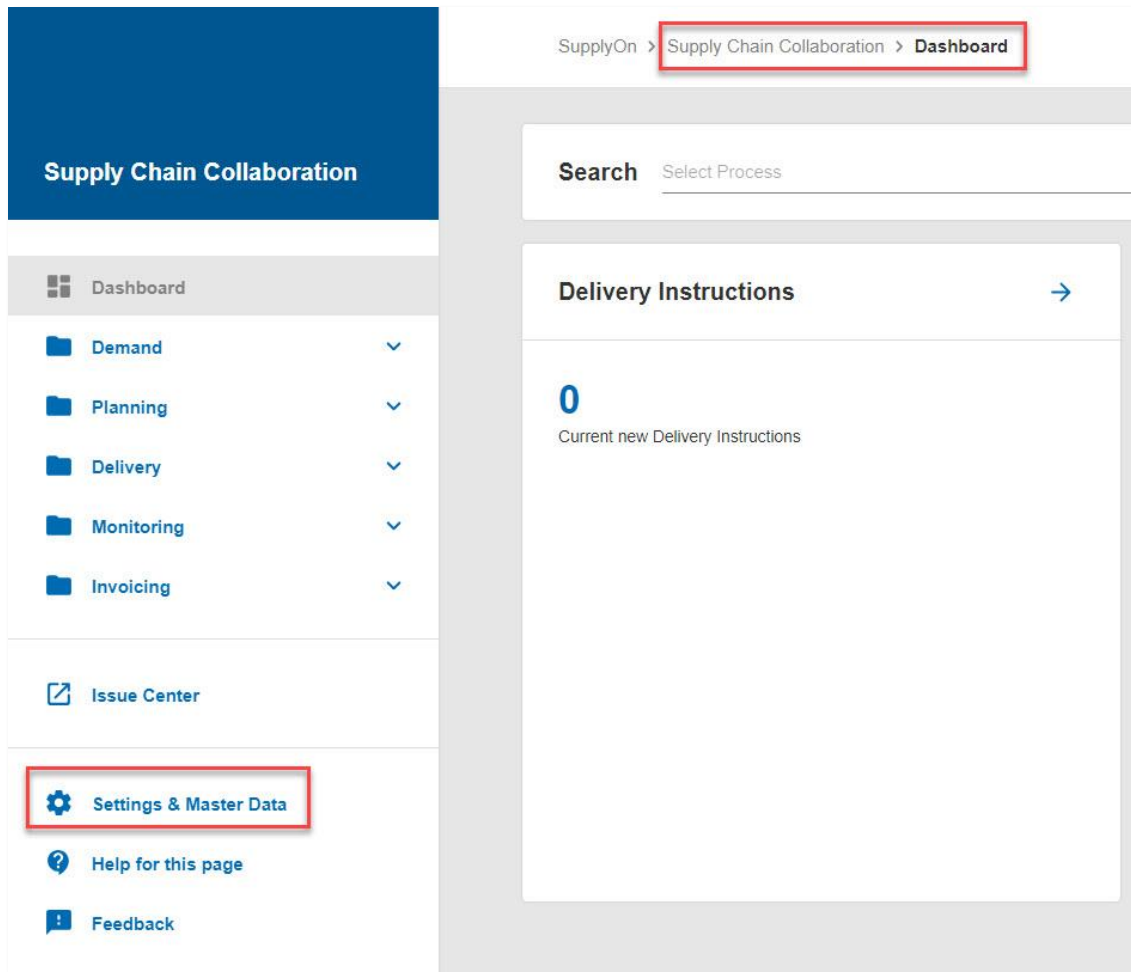


Figure 24 SCC Dashboard with Navigation Drawer

5.1 Creating materials weights and measures

Start with the creation of material master data.

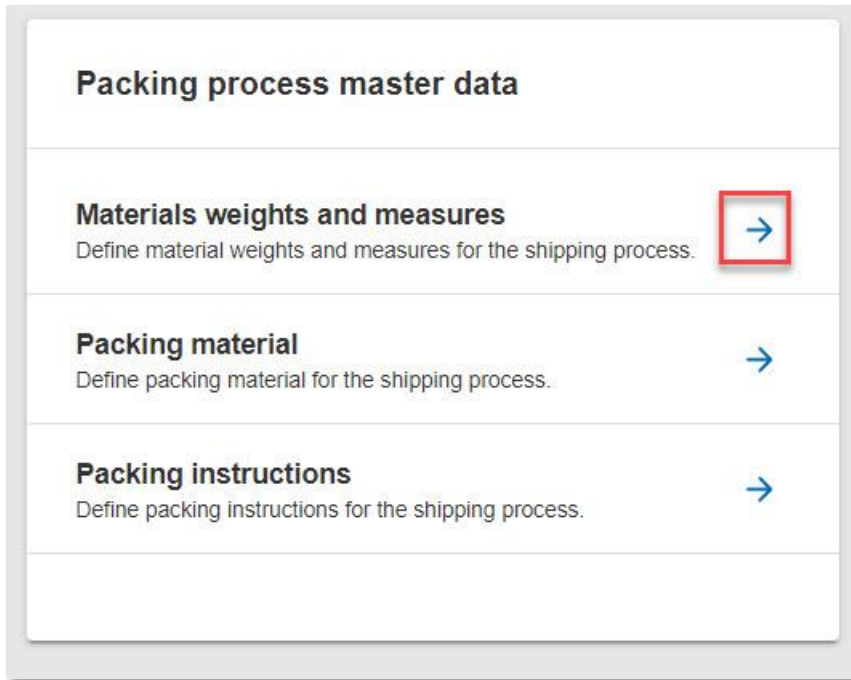


Figure 25 Start Materials weights and measures data entry

You can create the material master data individually or upload multiple material master data via a CSV file.

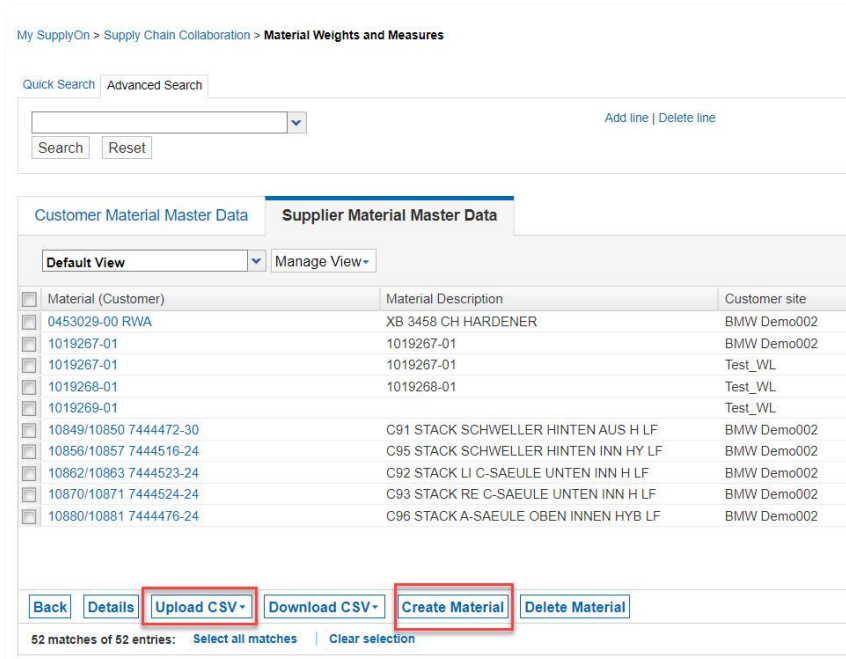


Figure 25 Create Material Master Data manually or via upload

For the purpose of documentation, the manual process is used.

Check the customer’s material information and make a note of the relevant customer material number. The material master data is automatically created by the demand message (Delivery Instructions) from your customer BMW.

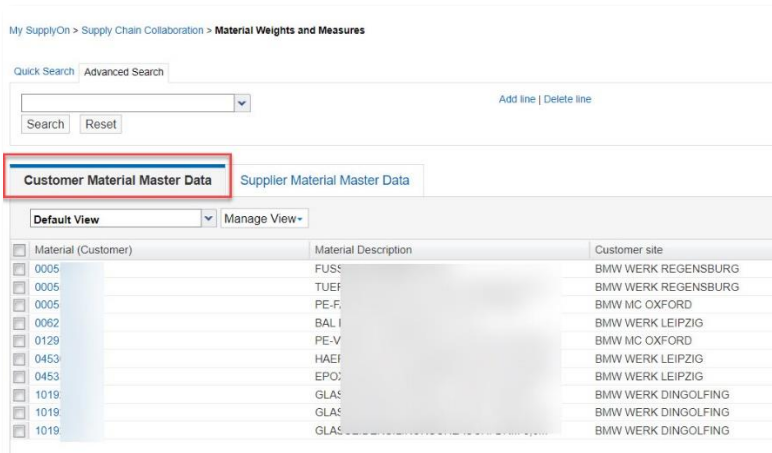


Figure 26 Customer Material Master Data overview screen

If you assign your material number to the customer material number, a material is created that you can use for the packing instruction.

1. Open the supplier material master data overview screen
2. And start creating a new material.

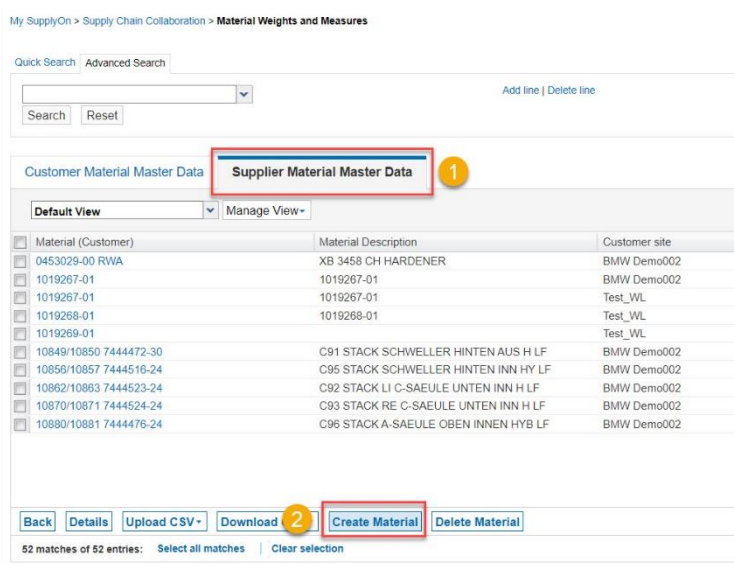


Figure 27 Supplier Material Master Data overview screen

22. Fill in all required fields, marked in yellow, and enter any other helpful information about the material. The weight data is used to calculate the gross weight in the ASN later.
23. To ensure that the article data can be correctly applied in the delivery process, assign your material number to that of your customer BMW.

My SupplyOn > Supply Chain Collaboration > Material Weights and Measures > Material Details

Supplier site-specific material master data

Organization details

Supplier Site ID/Name: 16022336/Test_LVL Supplier Company ID/Name: 2631815 / BMW Demo002

Material Details

Material (Supplier): 3779955-51 Material ID:

Material description (Supplier): Tragrahmen Quantity UoM:

Goods Description:

Packing details

Weight UoM: Kilogram Length UoM: Meter

Net Weight: 25 kg Length: m

Gross weight: 25 kg Width: m

Delivery Quantity for Weight: 1 Height: m

Mixed Handling Units: Automatic Packing Algorithm: No mixed materials

Referenced Customer Materials (Number of Items: 0)

| Material ID | Material Number | Material Description | Site Name | Mixed Handling Units | Automatic Packing Algo. | Company Name | Goods Description | Quantity UoM | Price | Price Unit | Currency | Tax |
|-------------|-----------------|----------------------|-----------|----------------------|-------------------------|--------------|-------------------|--------------|-------|------------|----------|-----|
|-------------|-----------------|----------------------|-----------|----------------------|-------------------------|--------------|-------------------|--------------|-------|------------|----------|-----|

Assign Material: Material

Buttons: Back Save Undo

Figure 28 Material Details screen

24. Open the **Quick Search**, enter the related material description and search for it.
25. With the click on **Select**, you assign the customer material number to your own material number (see figure 30 green boxes).

My SupplyOn > Supply Chain Collaboration > Material Weights and Measures

Quick Search Advanced

Tragrahmen Search Reset

Customer Material Master Data

Default View Manage View

| Material (Customer) | Material Description | Customer site |
|---------------------|-----------------------|------------------|
| 9-15 | TRAGRAHMEN HECKKLAPPE | BMW WERK LEIPZIG |

Select Details Cancel

1 match of 688 entries:

Figure 29 Customer Material Master Data

26. Ensure to save your data entry.

My SupplyOn > Supply Chain Collaboration > Material Weights and Measures > Material Details

Supplier site-specific material master data

Organization details

Supplier Site ID/Name: 10022836/Test_WL

Material Details

Material (Supplier): 3779988-51

Material description (Supplier): Tragrahmen

Goods Description:

Packing details

Weight UoM: Kilogram

Net Weight: 25 kg

Gross weight: 25 kg

Delivery Quantity for Weight: 1

Mixed Handling Units:

Referenced Customer Materials (Number of items: 1)

| <input type="checkbox"/> | Material ID | Material Number | Material Description | Site Name | Mixed Handling Units |
|--------------------------|-------------|-----------------|----------------------|------------------|----------------------|
| <input type="checkbox"/> | 24113194 | 7397889-15 | TRAGRAHMEN HECKK... | BMW WERK LEIPZIG | ✓ |

Assign Material Remove Material

Back Save 7

Figure 30 Completed Material Details screen

You have created a material and assigned it to the customer's material.

5.2 Creating packing material

In this step the packing material is created.

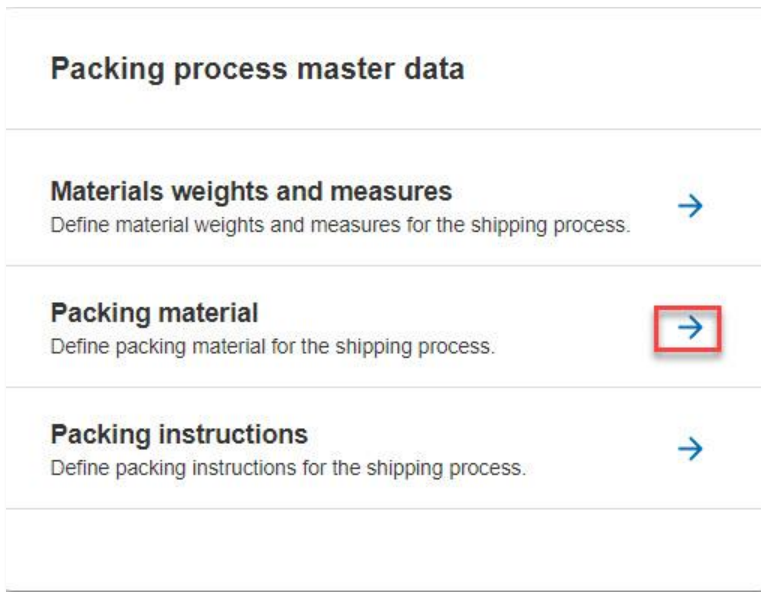


Figure 31 Packing process master data

You can create the packing materials individually or upload multiple material master data via a CSV file. (See figure 32 and red boxes.) For the purpose of documentation, the manual process is used.

In this example you can see that different packing materials have already been created.

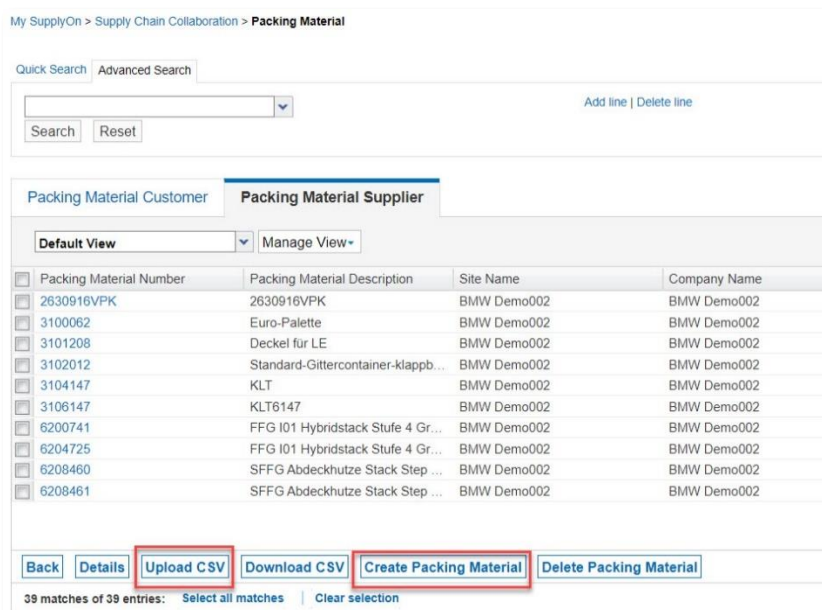


Figure 32 Create Packing Material manually or via upload

1. Create a new packing material.

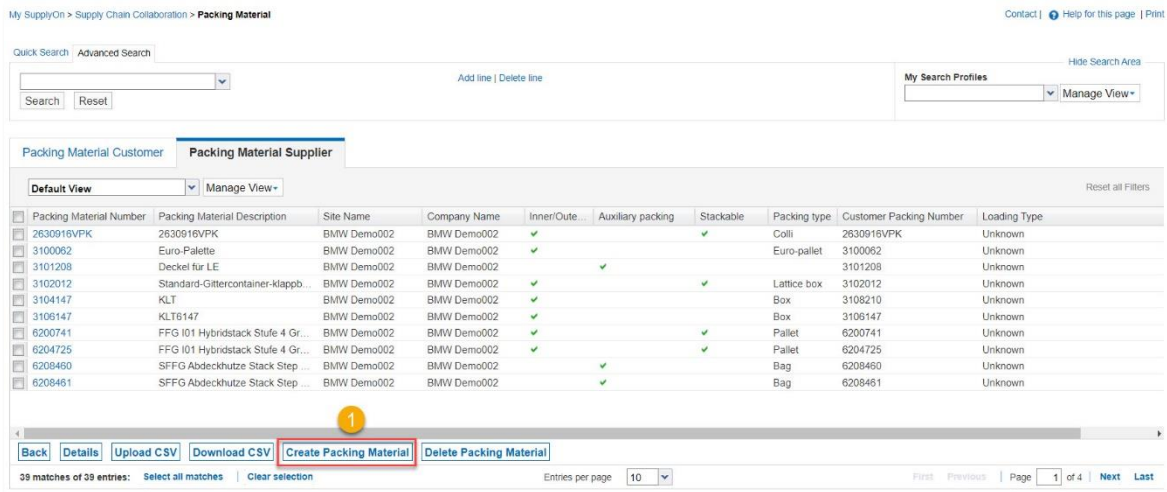


Figure 33 Packing material overview screen

- Fill in all required fields, marked in yellow, and enter any other helpful information about the material. The weight data is used to calculate the gross weight in the ASN later. If possible, enable stackability and set the number of stacks.

Note

You can only determine whether the packing is inner, outer or auxiliary packing when you first create the packing material (see figure 34 green box around Usage).

28. Save your entries.

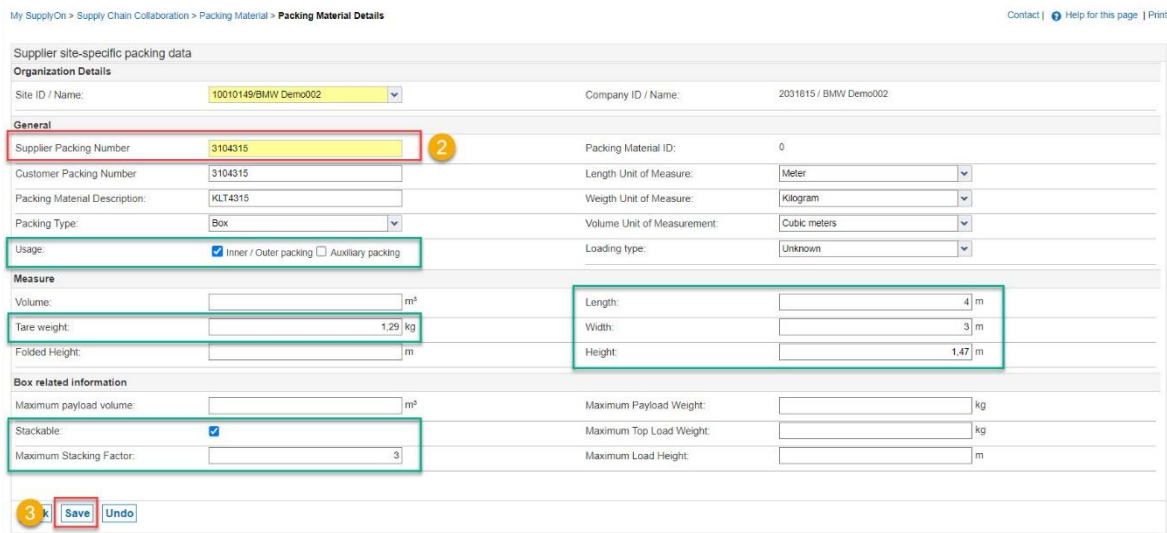


Figure 34 Packing Material Details

Repeat this step as often as necessary to create your required packaging material.

5.3 Creating packing instructions

The material master data and the packing materials are created. Now a one level or a two level packing instruction can be created.

5.3.1 One level packing instruction

In a one level packing instruction it is specified which material must be packed with which packing material.



Figure 34 Graphic for one level packing instruction

1. Create a packing instruction.

My SupplyOn > Supply Chain Collaboration > Packing Instructions

Quick Search | Advanced Search

Search | Reset | Add line | Delete line

Packing Instruction Customer | **Packing Instruction Supplier** | Packing Instruction Assignments

Default View | Manage View

| Packing Instruction Number | Packing Instruction Description | Supplier site | Supplier |
|--|---|---------------|-------------|
| <input type="checkbox"/> EPAL_3137554_BMW070 | Euro-Palette 3100062 mit KLTs 3104... Glaseinleger SM6-1600 | BMW Demo002 | BMW Demo002 |
| <input type="checkbox"/> KLT_3137621_BMW070 | KLT for Glaseinleger SM7-2800 | BMW Demo002 | BMW Demo002 |
| <input type="checkbox"/> EPAL_3137621_BMW070 | Euro Pallet 3100062 with KLTs 3104... Glaseinleger SM7-2800 | BMW Demo002 | BMW Demo002 |
| <input type="checkbox"/> Packing_KLT&BOX_V1.0 | | BMW Demo002 | BMW Demo002 |
| <input type="checkbox"/> DEMO_BBA_Ins_V1 | | BMW Demo002 | BMW Demo002 |
| <input type="checkbox"/> DEMO_OUT_V1 | DEMO_OUT_V1 | BMW Demo002 | BMW Demo002 |
| <input type="checkbox"/> SCH_3137490_BMW070 | SCH001 für Glaseinleger SM3-2800 | BMW Demo002 | BMW Demo002 |
| <input type="checkbox"/> SP_7331415-07_BMW_070 | KLT | BMW Demo002 | BMW Demo002 |
| <input type="checkbox"/> PACKINS23091301KAN | | BMW Demo002 | BMW Demo002 |
| <input type="checkbox"/> KLT_for Training | | BMW DemoWL | BMW Demo002 |

1

Back | Details | Upload CSV | Download CSV | **Create Instruction** | Delete Instruction

96 matches of 96 entries: | Select all matches | Clear selection

Figure 35 Packing Instruction Supplier tab

2. Fill in the **Packing Instruction Number**.
3. Select the already created packing material.

Note

Later in the ASN process the Packing Instruction Details will be displayed.

My SupplyOn > Supply Chain Collaboration > Packing Instructions > Packing Instruction Details

Supplier site-specific packing instructions

Organization details

Supplier site ID / Name: 10022836/Test_WL

Opposite site ID / Name: All

General

Packing Instruction Number: KLT 3104315

Packing Instruction Details: KLT 3104315

Used Packing Material Number: Select Packing Material

Linked Demand Type / Order Number / Position: None

Included Materials (0 items) | Included Sub Packing Instructions (0 items) | Included

Included Materials (0 items)

| Material ID | Material Number | Material Description | Maximum number ... | Maxi |
|-------------|-----------------|----------------------|--------------------|------|
|-------------|-----------------|----------------------|--------------------|------|

Figure 35 Packing Instruction Details

4. If needed use the **Quick Search** and select the result.

My SupplyOn > Supply Chain Collaboration > Packing Material

Quick Search | Advanced Search

3104315 | Search | Reset

Packing Material Supplier

Default View | Manage View

| Packing Material Number | Customer Packing Number | Packing Material Description |
|-------------------------|-------------------------|------------------------------|
| 3104315 | 3104315 | KLT4315 |

Select | Cancel

1 match of 32 entries:

Figure 36 Packing Material search result

5. Decide which material will be packed in this box.

My SupplyOn > Supply Chain Collaboration > Packing Instructions > Packing Instruction Details

Supplier site-specific packing instructions

Organization details

Supplier site ID / Name: 10022836/Test_WL Supplier Company ID / Name: 2031815 / BMW Demo002
 Opposite site ID / Name: All Opposite Company ID / Name:

General

Packing Instruction Number: KLT 3104315 Packing Instruction ID: 0
 Packing Instruction Details: KLT 3104315 Priority:
 Used Packing Material Number: 3104315 Change Used Packing Material ID / Description: 12128 / KLT4315
 Linked Demand Type / Order Number / Position: None

Included Materials (0 items) | Included Sub Packing Instructions (0 items) | Included Auxiliary Packing (0 items) | Specific Settings | Pick Up and Delivery Location for Packing Instruction

Included Materials (0 items)

| Material ID | Material Number | Material Description | Maximum number ... | Maximum amount ... | Overall maximum ... | Delivery Base Am... |
|---------------------------------|-----------------|----------------------|--------------------|--------------------|---------------------|---------------------|
| Assign Materials 5 ve Materials | | | | | | |

Back Save Undo Changes

Figure 37 Packing Instructions Details with assigned packing material

6. If needed use the **Quick Search** and select the material.

My SupplyOn > Supply Chain Collaboration > Material Weights and Measures

Quick Search | Advanced Search

Tragrahmen Search Reset

Supplier Material Master Data

Default View Manage View

| Material (Customer) | Material Description |
|---------------------|----------------------|
| 3779988-51 | Tragrahmen |

Select 6 s Cancel

1 match of 53 entries:

Figure 38 Material weights and Measures

7. Enter how much of this material will fit on one box.

My SupplyOn > Supply Chain Collaboration > Packing Instructions > Packing Instruction Details

Supplier site-specific packing instructions

Organization details

Supplier site ID / Name: 10022836 / Test_WL Supplier Company ID / Name: 2031815 / BMW Demo002

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

General

Packing Instruction Number: KLT 3104315 Packing Instruction ID: 146482

Packing Instruction Details: KLT 3104315 Priority:

Used Packing Material Number: 3104315 Change Used Packing Material ID / Description: 12128 / KLT4315

Linked Demand Type / Order Number / Position: None

Included Materials (1 items) Included Sub Packing Instructions (0 items) Included Auxiliary Packing (0 items) Specific Settings Pick Up and Delivery Location for Packing Instruction

| Material ID | Material Number | Material Description | Maximum number ... | Maximum amount ... | Overall maximum ... | De ... | Base Am ... |
|--------------------------|-----------------|----------------------|--------------------|--------------------|---------------------|--------|-------------|
| <input type="checkbox"/> | 24405405 | 3779988-51 | Tragrahmen | | 45 | | |

Assign Materials Remove Materials

Back Save 7 Changes

Figure 39 Packing Instructions Details with assigned packing material and material

With this you have determined the packing material and the amount of material that can be packed with the packing material. The one level packing instruction is defined.

5.3.2 Two level packing instruction

In a two level packing instruction, an outer packing is defined with which the individual packs defined by the one level packing instruction are to be packed. Therefore, for a two level packing instruction, use the one level packing instructions that have already been created.

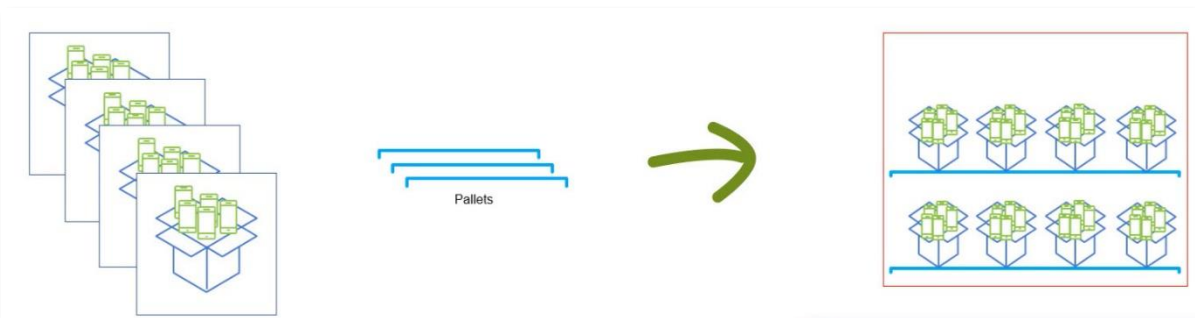


Figure 40 Graphic for two level packing instruction

1. Create a two-level packing instruction.

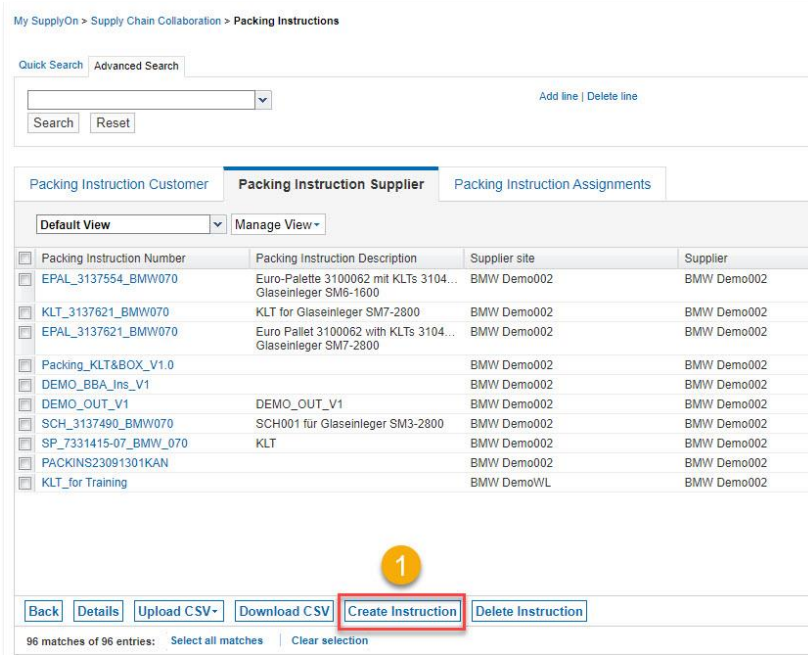


Figure 41 Packing Instructions

29. Assign a name or number to the packing instruction. Select the already created outer packing, for example a pallet.

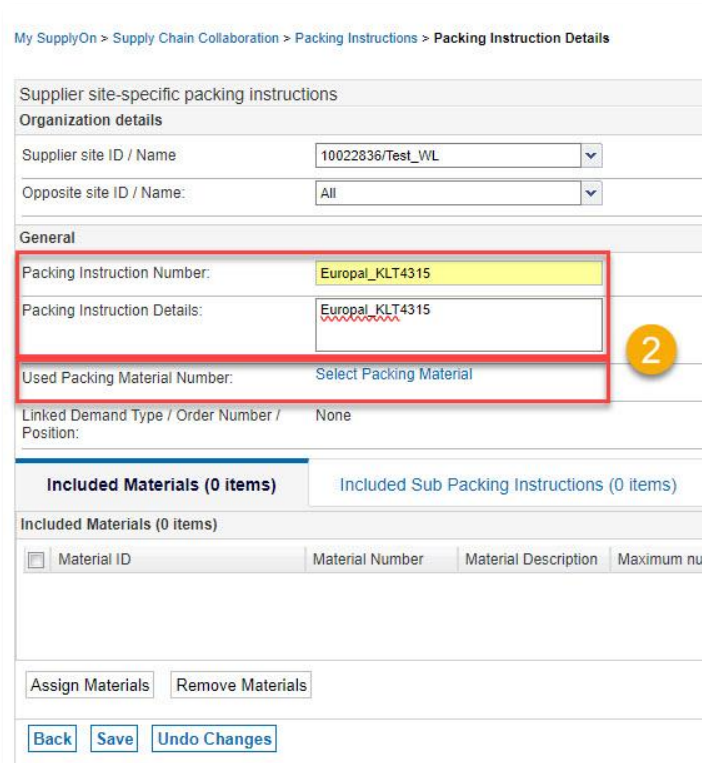


Figure 42 Packing Instruction Details

30. If needed use the **Quick Search** and select the result.

My SupplyOn

Quick Search Advanced Search

Pal Search Reset

Packing Material Supplier

Default View Manage View

| Packing Material Number | Customer Packing Number | Packing Material Description |
|-------------------------|-------------------------|------------------------------|
| 3100062 | 3100062 | Euro-Palette |
| LE1 | PAL103 | Pallet |
| PAL_3104150 | 3104150 | Palette_3104150 |
| PAL_7444498 | | |
| Palette für Keksdosen | | |
| Pallet KAN SU | 3100062 | Pallet KAN |
| Pallet Supplier | Pallet Buyer | Pallet |
| Test_001_HU | 3100062 | Palette |

Select Cancel

Figure 43 Packing Material Supplier

31. Use the previously created one level packing instruction.

My SupplyOn > Supply Chain Collaboration > Packing Instructions > Packing Instruction Details

Supplier site-specific packing instructions

Organization details

Supplier site ID / Name: 10022836/Test_WL

Opposite site ID / Name: All

General

Packing Instruction Number: Europal_KLT4315

Packing Instruction Details: Europal_KLT4315

Used Packing Material Number: 3100062 Change

Linked Demand Type / Order Number / Position: None

Included Materials (0 items) Included Sub Packing Instructions (0 items)

Included Materials (0 items)

| Material ID | Material Number | Material Description | Maximum num |
|-------------|-----------------|----------------------|-------------|
|-------------|-----------------|----------------------|-------------|

Assign Materials Remove Materials

Back Save Undo Changes

Figure 44 Packing Instruction Details with assigned packing material

32. Search for the already created instruction and assign it.

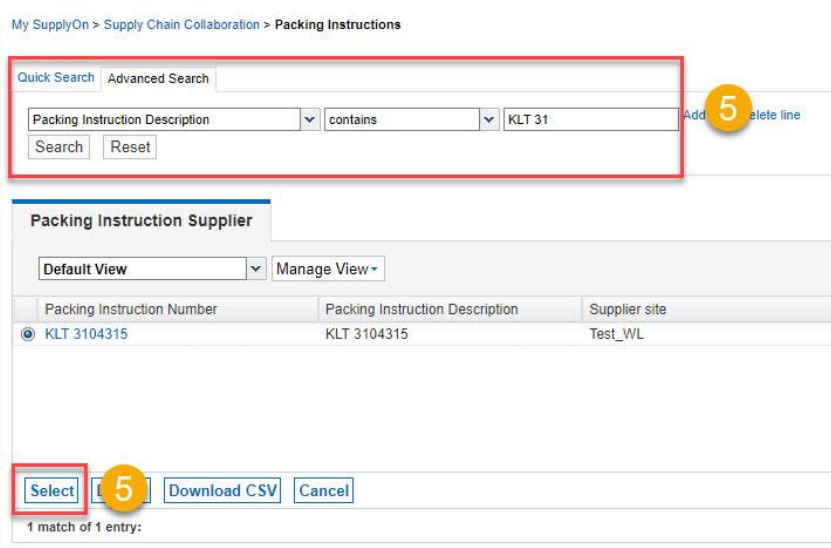


Figure 45 Packing Instruction Supplier

33. Define how many boxes fit on one pallet and save your entries.

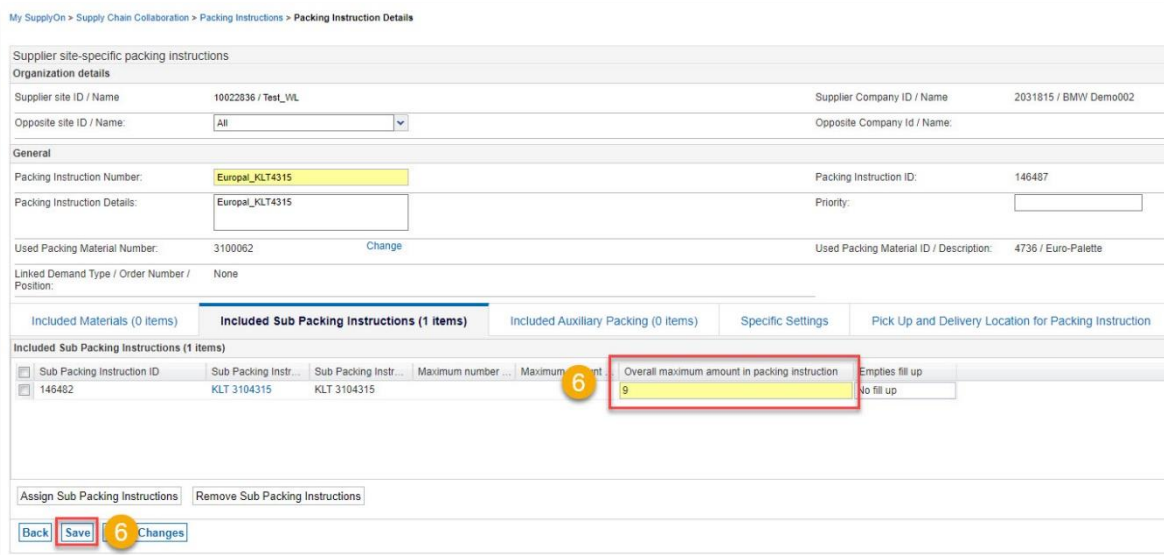


Figure 46 Packing Instruction Details with assigned one level packing instruction

With this you have determined a two level packing instruction.

6 FAQs and SupplyOn Contact

✓ **Forgot password?**

You can get a new password at any time.
Therefore you need your user ID and your e-mail address.
You get an e-mail including a link you must click within the next 24 hours.
Subsequently you get directed to a website to specify your new password.
You can start the process [here](#).

✓ **Forgot User ID?**

You can get notified about your user ID at any time.
Therefore, you need your first and last name and your e-mail address.
You will receive an e-mail with your current user ID.

Important:

The e-mail address, first and last name must be stored at SupplyOn.
Your spam filter must not block the e-mail.

Get your user ID [here](#).

✓ **“I need more roles or rights!”**

There is at least one user administrator for each company using the SupplyOn services.
Only this administrator can create users or manage roles and rights.
You can find a list of the user administrators of SupplyOn in your company in the menu "administration", option "My user administrators".

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

Detailed information regarding the SO applications and navigation on the UI is provided on the [SO media library](#).

E-mail address for productive issues: <https://contact.supplyon.com/en/>

- Worldwide support in 9 languages (English, German, French, Spanish, Portuguese, Italian, Chinese, Japanese and Korean)
- 365 days/24 hours available