

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 .
Reference	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	<u>1.4</u>
Does the system create label numbers automatically?	Yes, they need to be set- up once.	Company Administrator	<u>4</u>
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	<u>3</u>
Is there a way to avoid re-entering the package details again and again?	Yes, create packing instructions once	You	<u>5</u>



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:.

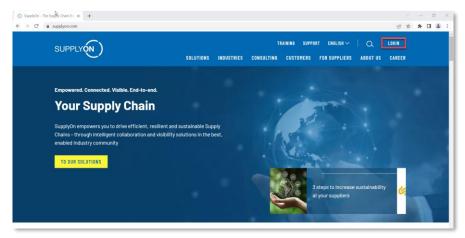


Figure 2 SupplyOn home page with Login button

1.4 Roles and Rights

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

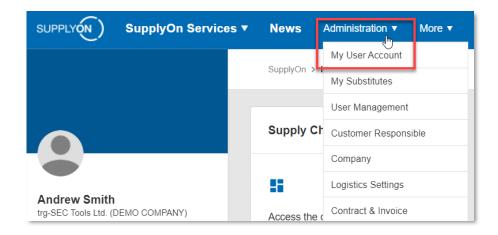


Figure 3 Administration drop-down menu



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.

ly master data	My roles	My service settings	My user administrators
Contact data			
User ID*:	trg-sectoo	ls-smith	
First name*:	Andrew		
Last name*:	Smith		
Salutation*:	Mr.		*
E-mail*:	demo-sce	nario@supplyon.com	
Phone*:	555 - 837	543	
Language*:	English		*
Two-factor authentication:	🗆 Enabl	ing 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	Services ▼	News	Administration v
My SupplyOn > My u	user: My roles			
My master data	My roles	My service set	tings	My user administrators
Expand the groups for	a more precise ro	les assignment.		
AirSupply related	roles (not assigned	ed)		
Company Adminis	stration (partially	assigned)		
Contract and Invo	ice (not assigned)		
Management Coc	kpit (not assigned)		
Manufacturing Vis	sibility (not assign	ed)		
Quality Manageme	ent (not assigned)	l.		
Sourcing and Eng	ineering (partially	vassigned)		
Supply Chain Coll	aboration (partia	lly assigned)		
User Management	t (partially assigne	d)		



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.

l ote íou can open a list o dministrators .	f your c	ompany a	Idmins	by	clicking	on	Admin	istratic	on > I	My use
	▼ News	Administration	More 🔻							
	SupplyOn >	My User Account								
	Supply Of 7	My Substitutes								
	Supply C	h Customer Respon	sible	Bus						
		Company								
	5	Logistics Settings		₽						
Andrew Smith trg-SEC Tools Ltd. (DEMO COMPANY)	Access the	Contract & Invoice		Find						
	processes		ators	com						

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
- WebEDISellerReleases: Access to delivery instructions

2 Working in SupplyOn Supply Chain Collaboration

2.1 Dashboard

or

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.



SUPPLY SupplyOn Services -	News Administration • More •		
	SupplyOn > Home	C	Last refresh 1 minute ago 🛛 🔧 Edit dashboard
	Supply Chain Collaboration 🗦	Business Directory →	• Tips & tricks • Click on the SupplyOn logo to return to this home page.
Adam Smith trg-SEC Tools Ltd.	Access the demand and delivery processes including E-Invoicing.	Find and edit the master data of your company.	 Under the entry "Nore" you will find supplementary and helpful sections.
Weip for this pageFeedback	Open	Open	

Figure 6 Access to Supply Chain Collaboration.

2. The Supply Chain Collaboration Dashboard is displayed.

ply Chain Collaboration	Search Select Process		ital Na		
Dashboard	Delivery Instructions \rightarrow	Advance Shipping Notice \rightarrow	Alerts	→	Cumulative quantities in the delivery instruction process
Demand • • • • • • • • • • • • • • • • • • •	6 Current new Derivery Instructions	1788 219 V3N Circuiton Due Perinding ASN	0 Total New Alerts		The customer cumulative quantity (CRC) is greater than the suppler cumulative quantity (CSQ). As suppler, you can adjust the CSQ, as customer the CRQ.
Delivery ~ Monitoring ~		0 F9A."Seet" for ASN (Transport Management)	Туре		
Involcing ~		Due Deliveries	Inventory Alerts	0	
Issue Center		Overdae 1788	Moterial Status /Verts	0	
Settings & Master Data Help for this page		Create ASN V	Demand Aleris	0	
Fredback					
Help for this page		Dua Tontos			

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.

low may I help you? lease select a journey	On > Supply Chain Collaboration	> Dashboard C Last refresh 3 minutes	ago 🧳 Alerts 🌂 Edit dashboard	
1 →	2h Intel Present	Search e.g. for Order No.	. Malassal No	
Getting started with Supply Chain Collaboration 0%	n →	Scheduling Agre 🔶	Delivery Instruct>	
2 Working with ASNs	i 155 i to United and the states	0 0 Scheduling Universit Agreements to Scheduling to confirmation status	18 Current new Dathery Instructions	
	•	1m1 0		
technology by userlane.com	advant 1	Party continued 0		

3 Creating Advance Shipping Note (ASN)

SUPPLYÓN

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**.

Delivery Instructions \rightarrow	Advance Shipping Not \rightarrow	Alerts	\rightarrow
O Current new Delivery Instructions	1787 219 ASN Creation Due Pending ASN	1 Total New Alerts	
	0	Туре	
	FPA "Sent" for ASN (Transport Management) Due Deliveries	Inventory Alerts	0
	Overdue 1787	FPA/ASN Alerts	0
	Dire Torlay	Material Status Alerts	0
	Create ASN 🗸	Demand Alerts	1

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.

Type of Due Delivery	✓ not equal to		Celete i	0.0								Ay Search Profiles	
		 Extra Shipment 	Add line Delete I								Ē		inage View-
	on ASN Creation Due E 👻 days in the future	e (incl pa 👻 -1	Man and I weight in	02									
Search Reset													
Due Deliveries (g	rouped)												
Default View	Manage View *												Reset all Filter
Org. Code (Custo.	Customer	Site code (Ship-to)	Ship-to site	Unloading Point	Currency	Earliest ASN C	ASN required	Available for Extra Shipment	With Material Refe.	Incoterm Code	Transport Mod	de	
BMW	BMW AG Werk Leipzig	070	BMW WERK LEIP	51543			20	0	*	EXW			
BMW	BMW AG Werk Leipzig	070	BMW WERK LEIP	51N46			11	0	*	EXW			
BMW	BMW AG Werk Leipzig	070	BMW WERK LEIP	51C30			22	0	~	EXW			
BWW	BMW AG Werk Leipzig	070	BMW WERK LEIP	51S37			28	0	*	EXW			
BMW	BMW Werk 0	015	BMWV_015	18017			4	0	*				
BMW	BMW AG Werk Regensburg	060	BMW WERK REG	69 53			11	0	~	EXW			
BMW	BMW AG Werk Leipzig	070	BMW WERK LEIP	51G22			11	0	~	EXW			
BMW	BMW AG Werk Leipzig	070	BMW WERK LEIP	51C30			16	0	~	EXW			
BMW	BMW AG Werk Leipzig	070	BMW WERK LEIP	51C15			564	0	*	EXW			
BMW	BMW AG Werk Leipzig	070	BMW WERK LEIP	1N46			29	0	~	EXW			
BMW	BMW AG Werk Leipzig	070	BMW WERK LEIP	51843			45	0	~	EXW			
BMW	BMW AG Werk Leipzig	070	BMW WERK LEIP	51C28			245	0	~	EXW			
BMW	BMW SLP, S.A. de C.V.	LY78	BMW México	30TAW			31	0	*	EXW			
BMW	Rolls Royce Motor Cars	LG00	Goodwood	OSWH			87	0	*	EXW			
BMW	BMW AG Werk Leipzig	070	BMW WERK LEIP	28004			53	0	*	EXW			
BMW	BMW AG Werk Dingotting	020	BMW WERK DING.	22V1A			18	0	4	EXW			
BWW	BMW AG Work Dingolfing	020	BMW WERK DING	22VZ3			106	0	4	EXW			
BMW	BMW (UK) Manufacturing LTD	080	BMW MC OXFORD	810VS			21	0	*	EXW			
	EMW (UK) Manufacturing LTD	080	BMW MC OXFORD	81RAK			143	0	*	EXW			
BMW	BMW Manufacturing Co., LLC		BMW MC	25			322	0	~				

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	51843			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	22VZ3			106
BMW MC OXFORD	810VS			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.

Dov	wnload 🔹 🖍 Create AS	N 2 Deliver	ed outside SupplyOn 1 rows	selected		5 applied	search criteria 😣	Q Search	EQ. Advance	ad search	View
	Ship-to site	Site code (sh	Unloading point (ship-to)	Material (Cu	Material Descr	Delivery date	Delivery date (Pickup date	Pickup date (u	Earliest A	Earlie
	Ŧ	Ŧ	Ŧ	Ŧ	Ŧ	Ŧ	Ŧ	Ŧ	Ŧ	Ŧ	$\overline{\tau}$
2	1_015	015	18017	263547101	ZB SITZ 1SR FS	2019/10/11, 00:00	2019/10/11, 00:00	2019/10/09, 00:00	2019/10/09, 00:00		
	EMW_015	015	18017	263547301	ZB SITZ 1SR FS	2019/10/11, 00:00	2019/10/11, 00:00	2019/10/09, 00:00	2019/10/09, 00:00		
ב	BMW_015	015	18017	263546801	ZB SITZ 1SR BF	2019/10/11, 00:00	2019/10/11, 00:00	2019/10/09, 00:00	2019/10/09, 00:00		
3	BMW_015	015	18017	263547501	ZB SITZ 1SR FS	2019/10/11.00.00	2019/10/11, 00:00	2019/10/09. 00:00	2019/10/09, 00:00		

Figure 10 Open a Delivery Instruction



The first screen of the ASN creation steps is shown.

		iboration > Creat	ASN														Interactive 1		Contact 😧 Hel;	for this page P
N No.		10522 RMW Werk 0					IN Date		18.01.24	3						FPA Status:		New		
Select A SN		-	Additional Data	Enter Packing data	Comple	ete ASN	ip-to-Location		0107 BMIT /10	W. 1.8 Unterschleißheim						Unloading Pol	ni (anip-iv).	18017		
Default View	í .	✓ Man	ige View •																	Reset all Filters
Line Del.	I. Note No.	Del. Note Pos.	Material (Customer) 263547101	ASN Creation Due 08.10.19.00.00	Proposed	Delivery	UoM W 3 PCE	arn Pack		Packing Profile <manual data="" entry=""></manual>	Batch Number	Eng	Order No. F3FY5NJ	Order Pos. 00002	Amount SP	Oty. per	Pack.Mat.N	lo. (Cust.)	Amount of HU	Single Pack

Figure 11 Create ASN

The **ASN No.** is pre-filled in this example. Please see <u>chapter 4</u> how to define this.

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

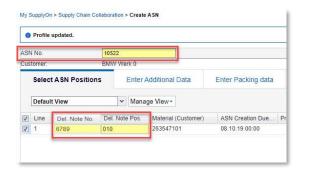


Figure 12 Create ASN with Delivery note Number and Position

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 <u>chapter 3</u>. Now define the packaging material **Details**.

•	Profile	updated.									
٩S	N No.		10522				ASN	Date		-	18.01.24
Cu	stomer:		BMW Werk 0			101	Ship-	to-Loca	tion:	0	15 / BMW AG \
	Selec	t ASN Position	s Enter	Additional Data	Enter Packing data	Comple	te ASN				
	Defaul	lt View	✓ Mana	age View≁							
1	Line	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due	Proposed	Delivery	UoM	Warn	Pack	Pack.Mat
	1	6789	010	263547101	08.10.19 00:00	3	3	PCE			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 <u>chapter 4</u>.
- 4. Save you entries and close this sub-screen.

Packing Material Details (Single and Aux	xiliary Packs)								
	Delivery Qty.: 3		Note Pos010 pletely packed: ✓						
Default View	Manage View-		2						Reset all Filter
Pack.Mat.No. (Cust.)	Pack Mat Descr. (Cust.)	Amount of Pack Mat. Oty. per Pack.	One Level Pack. Label Ident	Label No. From Gross Weight(Pack Mat No. (Supplier)	Tare per Pack (kg)	Loading Type	Del. Note.	Del. Note
Box		1	3 VI S		30	30	Irside	Int_6789	010
							1		
		-							
		U							
(4)		(3)							
	-								
Save and Close Add New Lin	ne (Copy Line) Delete Line Ge	enerate Label Numbers							
1 entry: Select all matches Cle	ear selection		Entries per page	10 🛩				Page 1 of	I ment to

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.

ASN	No.		10522				ASN	Date		1
Cus	tomer:		BMW Werk 0				Ship-	to-Locati	on:	01
	Select	ASN Position	s Enter	Additional Data	Enter Packing data	Comple	te ASN			
	Default	View	✓ Mana	ge View▼						
1	Line 🔺	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due	Proposed	Delivery	UoM	Warn	Pack
V	1	6789	010	263547101	08.10.19 00:00	3	3	PCE		

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.

-	a saved in session								
SN No.		10522					ASN Date		18.01.24
Custome	r:	BMW Werk 0					Ship-to-Loca	tion:	015 / BM
Sel	ect ASN Positions	Enter Additio	nal Data	Enter	Packing data	Complete ASN	i i		
Def	ault View	✓ Manage	View •						
Line	Material (Customer)	Material (Supplier)	Delivery Q	UoM	UN Danger Code	Security F	Dutiable G	Country of C	Drigin
Line 🔺		263547101		3 PCE		N		Georgia	V R
1	263547101	20354/101		JIOL			السيا ليتنا	Coorgie	

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.

O Data saved in session												ctive Tours	Contact O Help for th	
ASN No.	10522			ASN Date	18.01.24	3					FPA Status:	New		
Customer:	BMW Werk 0			Ship-to-Location:	015 / BMW	AG W. 1.8 Untersch	leißheim				Unloading Point (Ship-I	o): 18017		
Select ASN Positions	Enter Additional Data	Enter Packing data	Complete ASN											
Handling Units						HU Functions	Not assigned Packing M	Material / Single Pack	8					
Default View	Manage Viewr					Create HU Copy HU	Default View	v 1	Aanage View •					
HU Pack.Mat.No. (Cust.)	HU Pack Mat De HU Gross V	Length HU(m) Width I	HU. Height HU	m) Tare Label No.	HU	Delete HU	Pack Mat. Details	One Level Pack.	Del. Note No. Int_6789	Del Note	Material (Customer) 263547101	Pack Mat No. (Cu. Box	Pack.Mat.Descr {	Label Ident
* 0 entries:	Entries per page 20	-1			•									
Assigned Pack, Material / S	ngle Packs for selected HU Line	×		Page 1 of 1 Prot		SP Functions								
Default View	ngle Packs for selected HU Line			Page 1 of 1 Prove										

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.

Data saved in session											
	1										
ASN No.	10522			ASN Date	18.01.24				FPA Status:	New	
Dustomer	BMW Werk 0			Ship-to-Location:	015 / BMW AG W. 1	8 Unterschleißheim			Unloading Point (Ship-to):	18017	
Select ASN Positions	Enter Additional Da	ta Enter Packing	data Complete ASN								
General											
Ship-from Location:	BMW Demo002	~				Ship-to:	BMW AG W. 1.8 Unte	schleiß 🛩			
Ship-from Address:	DE - City 2 - Stree	# 2				Ship-to address:	DE - 85716 Unterschle Carl von Linde Sit. 128	Eheim -			
Pickup Date/Time	15 01 24 14 37				2	Delivery Date/Time	26.01.24 14:37	(C			
Incoterms Code:	FCA - Free Carri	x v 🦉			0	Fixed Delivery Date:	12				
Incoterms Text:	FCA					Volume (total Delivery):		0 m*			
Transport Type:	Road Transport	×				Loading Length (total Delivery):		LM			
Tracking ID	-					Hazardous goods:		Na			
Reference ID for Means of T	ansport.					Gross Weight (total Delivery)		330 kg			
Camer.	(Enter Canter Ade	ress]				Net Weight (total Delivery):		o kg			
Waybill Number:						Cost of Transportation:					
Equipment Type:	() () () () () () () () () ()	~				Transportation Cost Currency:					
Equipment Number											
	20										
Close Save Draft V	alidate										Print- Send

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.

New address			
Name:		4 Partner Number:	
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:			
	A	-	
	5 Save	Close	

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.

				Interactive	Tours	Contact 9 Help for this page Pri
8.01.24	3			FPA Status	New	
	G W. 1.8 Unterschleißheim			Unloading Point (Ship-to)	18017	
	Ship-to:	BMW AG W. 1.8 Unit	rschiell. 🗸			
	Ship-to address:	DE - 85716 Unterschil Garl-von-Linde-Str. 12	eiGheim - B			
	Delivery Date/Time:	26.01.24 14:37	2			
	Fixed Delivery Date:					
	Volume (total Delivery).		0 m*			
	Loading Length (total Delivery):		LM			
	Hazardous goods:		No			
	Gross Weight (total Delivery):		330 kg			
	Net Weight (total Delivery):		o kg			
	Cost of Transportation:					
	Transportation Cost Currency:					
						E A1
					1	Handling Unit Label
						Patkage Label
						Shipping Order
						Delivery Note
						E Despatch List
						EDI Document
						Transport Data Sheet
						Delivery Slip Supplier
						Kanban Card
						Kanban Card

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 <u>chapter 3.</u> Now define the packaging material **Details.**

ASI	N No.		10526			ASN Date		29.01.24	0	1	
Cue	stomer:		BMW Werk 0			Ship-to-Location	1:	015 / BMV	VAG W.	1.8 Unters	schleißheim
	Select	ASN Position	s Enter A	dditional Data	Enter Packing data	Comple	ete ASN				
	Default	View	✓ Man	age View▼							
V	Line 🔺	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due	Proposed	Delivery	UoM	Warn	Pack	Pack.Mat

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 <u>chapter 4</u>.
- 3. Save you entries and close this sub-screen.



Packing Material Details (Single and A	Material (Custom							
Default View	Delivery Qty.: 3 Manage View +	Packed Quantity	r: 3 Completely packed: •					Reset all Filters
Pack Mat.No. (Cust.)	Pack Mat Descr. (Cust.)	Amount of Pack Qty. p	er Pack One Level Pack	Label Ident S	Label No. From	Gross Weigh	Pack.Mat.No. (Supplier)	Tare per Pack (kg) L
			0					
Save and Close	ine Copy Line Delete Line	ienerate Label Numbers	2					
1 entry: Select all matches 0	Clear selection		Entries per page 10	×			First Previous	Page 1 of 1 Next Last

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.

ASN	No.		10526			ASN Date		29.01.24	-	1	
Cus	tomer:		BMW Werk 0			Ship-to-Location	: (015 / BM	WAG W.	1.8 Unters	chleif.
	Select	ASN Position	s Enter	Additional Data	Enter Packing data	Comple	te ASN				
	Default	View	✓ Ma	nage View ⊸							
	Line 🔺	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due	Proposed	Delivery	UoM	Warn	Pack	Pac
	1	7890	010	263547301	08.10.19 00:00	3	3	PCE		•	Deta

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.

ASN No.		10526				ASN Date		29.01.24	
Customer: E		BMW Werk 0				015 / BMW AG W. 1.8 L			
Sel	ect ASN Positions	Enter Addi	tional Data		Enter Packing data	Com	plete ASN		
1	ault View		ie View ▼						
Line 🔺	Material (Customer)	Material (Suppl	Delivery	UoM	UN Danger Code	Security	Dutiable	Country of O	-
Line -				PCE		N		Georgia	~ A

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.

wy suppryon a suppry chain co	Ilaboration > Create ASN							Interact	ive Tours	Contact	Help for t	his page
ASN No.	10526	ASM	I Date	29.01.24				FPA Stat	JS:	New		
Customer:	BMW Werk 0	Ship	o-to-Location:	015 / BMW AG W. 1	8 Unterschleißheim			Unloadin	g Point (Ship-to):	18017	1	
Select ASN Positions	Enter Additional Data	Enter Packing data	Complete ASN									
Handling Units			- 1	HU Eunctions	Not assigned Packing	Material / Single Pac	ks					
Default View	✓ Manage View •		4	Create HU Copy HU	Def View	▼ M	lanage View -					
HU Pack Mat.No. (Cu	HU Pack.Mat HU Gross L	ength HU Width Height	HU Tare L	Delete HU	Pack. Mat. Details	Pack Mat.No. (Cu.	Del. Note No.	Del. No	Amount of P	Qty. p	per Pack.	One Le
					Edit Details.	Box	Int_7890	010		3	1	1
¢			,									
	es per page 20 💌	First Previous Page 1	of 1 Next Last	SP Functions								
Assigned Pack. Material / Si	ingle Packs for selected HU Line	First Previous Page 1] of 1 Next Last	SP Functions								
		First Previous Page 1	of 1 Next Last									
Assigned Pack. Material / Si Default View	ingle Packs for selected HU Line		of 1 Hert Last	<< Assign Remove >>								
Assigned Pack. Material / Si Default View	ingle Packs for selected HU Line Manage View •			<< Assign Remove >>								

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 <u>chapter 4.</u>
- 6. Select the inner packing, like in this example the 3 boxes and
- 7. Assign them to the just created pallet.

My SupplyOn > Supply Chain Co	liaboration > Create ASN							Interac	tive Tours	Contact O Help fo	r this page Pri
ASN No.	10526		ASN Date	29.01.24				FPA Star	US:	New	
Customer:	BMW Werk 0		Ship-to-Location:	015 / BMW AG W. 1	8 Unterschleißheim			Unloadir	g Point (Ship-to):	18017	
Select ASN Positions	Enter Additional Data	Enter Packing data	Complete ASN								
Handling Units				HU Functions	Not assigned Packing	Material / Single Pac	ks				
Def View	Manage View -			Create HU Copy HU	Def View	► N	lanage View •				
HU Pack Mat No. (F	U Pac HU Gross Length	Wid Height HU	Tare Label No. HU	Delete HU 6	Pack. Mat. Details	Pack.Mat.No. (Cu.	Del. Note No.	Del No.	Amount of P	Qty. per Pack.	One Lev
Pallett	25		25 2039		Edit Details.	Box	Int_7890	010		3 1	
	s per page 20 🗸	First Previous Page	1 or 1 Next Last	SD Eurotions							
Assigned Pack. Material / Si	ngle Packs for selected HU Line 203	39	2	<< Assign							
Default View	✓ Manage View •			Remove >>	-1						
Pack. Mat. Details	One Level Pack. Del. Note No.	Del. Note Material (C	Customer) Material de Pa	Split							
Close Save Draft V	alidate									Prin	nt - Send

Figure 24 Enter Packing data with with created HU



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

ASN No.	10526		A	SN Date	29.01.24	
Customer:	BMW Werk 0		SI	nip-to-Location:	015 / BMW AG W. 1	.8 Unterschleißheim
Select ASN Position	is Enter Ad	dditional Data	Enter Packing data	Complete ASN		
Handling Units				HU Functions	Not assigned Packing Materi	
Def View	✓ Ma	anage View -			Create HU	Def View
Der view		nuge view -			Copy HU	Der view
HU Pack.Mat.No. (Pallett	HU Pac HU Gr	ross Length	Wid Height HU	Tare Label No. HU 25 2039	Delete HU	Pack. Mat. Details Pack
	tries per page 20	~	First Previous Page	1 of 1 Next Last	SP Functions	
		elected HU Line 203	39		<< Assign	
1 entry: Ent Assigned Pack. Material /	Single Packs for se				- A Solgi	
	-	anage View -			Domovo	
Assigned Pack. Material /	-	anage View -	Del. Note Material (Cusi	omer) Material de Pa	Remove >>	
Assigned Pack. Material /	▼ Ma		Del. Note Material (Cust 010 263547301	omer) Material de Pa ZB SITZ 1 Bo	Remove >> Split	

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.

My SupplyOn > Supply Chain Col	liaboration > Create As	514								interactive lours	Contact O Help for this pa	die 1 euro
Data saved in session												Ŷ
ASN No.	10325				ASN Date	29.01	24 3			FPA Status.	New	
Customer:	BMW Werk 0				Ship-to-Location:	015/E	WWAGW. 1.8 Unterschleißheim			Unloading Point (Ship-to):	18017	
Select ASN Positions	Enter Addi	tional Data	Enter Par	king data	Complete ASN							
General												
Ship-from Location:	BMW	Demo002	~				Ship-to:	BMW AG W. 1.6 Untersci	hleiß 🗸			
Ship-from Address:	DE - C	ity 2 - Street 2					Ship-to address:	DE - 85716 Unterschleißh Carl-von-Linde-Str. 128	eim -			
Pickup Date/Time:	29.01	24 12:24	13			9	Delivery Date/Time.	31.01.24 12:24	3			
Incoterms Code:	FCA-	Free Carrier	-	8		-	Fixed Delivery Date:					
Incoterms Text:	FCA			2			Volume (total Delivery):		0 m ³			
Transport Type:	Road	Transport	~				Loading Length (total Delivery):		LM			
Tracking ID:							Hazardous goods		No			
Reference ID for Means of T	ransport						Gross Weight (total Delivery)		40 kg			
Carrier:	Enter	Carrier Address]	10				Net Weight (total Delivery):		o kg			
Waybill Number:							Cost of Transportation:					
Equipment Type:			~				Transportation Cost Currency:					
Equipment Number:												
Close Save Draft Va	alidate										Print *	Send

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.

Name:	Partner Number:	
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:		

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.

Ship-to:	BMW AG W. 1.8 Untersch	nieiß 🗸				
Ship-to address:	DE - 85716 Unterschleißh Carl-von-Linde-Str. 12B	eim -				
Delivery Date/Time:	31.01.24 12:24	3				
Fixed Delivery Date:						
Volume (total Delivery):		0	m ^s			
Loading Length (total Delivery):			LM			
Hazardous goods:		No	6		-	All
Gross Weight (total Delivery):		40	kg			Handling Unit Label
Net Weight (total Delivery):		0	kg	14		Package Label
Cost of Transportation:						Shipping Order
Transportation Cost Currency:						Delivery Note
						Despatch List
						EDI Document
						Transport Data Sheet
						Delivery Slip Supplier
						Kanban Card
					Pri	nt selection
						Print - Send

15. Finally send the ASN to your customer.

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.

SupplyOn Services 🔻	News	Administration 🔽 🚺 re 🔻	
	2	My User Account	
	SupplyOn	User Management	shboard
		Customer Responsible	
ollaboration	Search	Company	
		Logistics Settings 2	
	Deliver	Contract & Invoice	

Figure 21 Menu of Company Administrator with related roles

18. Click on the Control Point Name,

Search Control Points of Organiza	tion BMW Demo002	
Here you can search for your existing control p	oints or create new ones.	
Please choose the criteria for your control poin	t search. More criteria entered will gi	ve more precise search results. You may use the wildcar
Control Point ID		
Control Point Name		
Control Point Short Name		
DUNS Suffix		99-901-5604
Search		
Results from 1 to 5 of 5		
Control Point ID	Control Point	Name
10010149	BMW Demo00	2 3
10017264	SUP1 San Luis	
10022836	Test_WL	
10023669	BMW DemoWi	L
10023670	20002223	

Figure 22 Company Administrator has an overview with all Control Points



19. Click Change Details.

Details of (Control Point E	BMW Demo002	
CP Details	User Activation	Network Links	
Change Deta	ils 4		

Figure 23 Company Administrator can change Control Point settings

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

Further Logistic Data	
FPA number	Auto assign Start Number:
ASN number	Auto assign Start Number: 10000
Label number	Auto assign Start Number: 2001
FPA number (SLOPE)	Auto assign Start Number
Invoice number	Auto assign Start Number:

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

21. Save your settings.

-		are marked with
Save	Reset	Cancel

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.

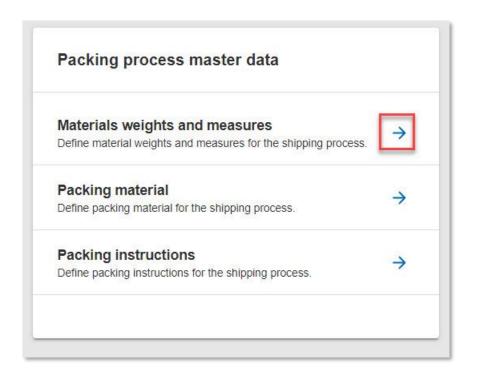


	SupplyOn > Supply Chain Collaboration > Dashboard
Supply Chain Collaboration	Search Select Process
Dashboard	Delivery Instructions →
Demand 🗸	
Planning 🗸 🗸	0
Delivery 🗸	Current new Delivery Instructions
Monitoring 🗸	
Invoicing V	
Issue Center	
Settings & Master Data	
Help for this page	
Feedback	

Figure 24 SCC Dashboard with Navigation Drawer

5.1 Creating materials weights and measures

Start with the creation of material master data.



SUPPLY

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.

Search Reset	*	Add line Delete	line
Customer Material Master Data	Supplier Mat	erial Master Data	
Default View	Manage View-		
Material (Customer)		Material Description	Customer site
0453029-00 RWA		XB 3458 CH HARDENER	BMW Demo002
1019267-01		1019267-01	BMW Demo002
1019267-01		1019267-01	Test_WL
1019268-01		1019268-01	Test_WL
1019269-01			Test_WL
10849/10850 7444472-30		C91 STACK SCHWELLER HINTEN AUS H LF	BMW Demo002
10856/10857 7444516-24		C95 STACK SCHWELLER HINTEN INN HY LF	BMW Demo002
10862/10863 7444523-24		C92 STACK LI C-SAEULE UNTEN INN H LF	BMW Demo002
10870/10871 7444524-24		C93 STACK RE C-SAEULE UNTEN INN H LF	BMW Demo002
10880/10881 7444476-24		C96 STACK A-SAEULE OBEN INNEN HYB LF	BMW Demo002

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.

Search Reset	~	Add line Delete line
Customer Material Maste		
Default View	✓ Manage View	
Material (Customer)	Material Description	Customer site
0005	FUS	BMW WERK REGENSBURG
0005	TUEF	BMW WERK REGENSBURG
	PE-F.	BMW MC OXFORD
0005		BMW WERK LEIPZIG
0005	BALI	BIMW WERK LEIPZIG
	BAL I PE-V	BMW WERK LEIPZIG BMW MC OXFORD
0062		
0062	PE-V	BMW MC OXFORD
0062 0129 0453	PE-V HAEF	BMW MC OXFORD BMW WERK LEIPZIG
0062 0129 0453 0453	PE-V HAEF EPO;	BMW MC OXFORD BMW WERK LEIPZIG BMW WERK LEIPZIG

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.

00	Search Reset	¥	Add line Delete	line
C	Customer Material Master Data	Supplier Mat	erial Master Data	
	Default View	Manage View-		
1	Material (Customer)		Material Description	Customer site
	0453029-00 RWA		XB 3458 CH HARDENER	BMW Demo002
	1019267-01		1019267-01	BMW Demo002
1	1019267-01		1019267-01	Test_WL
i	1019268-01		1019268-01	Test_WL
	1019269-01			Test_WL
	10849/10850 7444472-30		C91 STACK SCHWELLER HINTEN AUS H LF	BMW Demo002
	10856/10857 7444516-24		C95 STACK SCHWELLER HINTEN INN HY LF	BMW Demo002
	10862/10863 7444523-24		C92 STACK LI C-SAEULE UNTEN INN H LF	BMW Demo002
nî	10870/10871 7444524-24		C93 STACK RE C-SAEULE UNTEN INN H LF	BMW Demo002
	10880/10881 7444476-24		C96 STACK A-SAEULE OBEN INNEN HYB LF	BMW Demo002

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 Collabor	ration > Material Weights	and Measures > Material De	tails									Contact O Help	o for this page Prin
Supplier site-specific material	master data												
Organization details													
Supplier Site ID/Name	10022836/Tes	4_WL	¥			Supplier Company Id	d/Name	203181	5 / BMW Demo002				
Material Details													
Material (Supplier)	3779988-51		3			Material ID:							
Material description (Supplier)	Tragrahmen		- 0			Quantity UoM							
Goods Description:													
Packing details													
Weight UoM:	Kilogram		×			Length UoM		Meter		~			
Net Weight:			25 kg			Length:				m			
Gross weight			25 kg 3			Width:				m			
Delivery Quantity for Weight:			1			Height:				m			
Mixed Handling Units:						Automatic Packing A	Vgorithm:	No mo	ced materials	*			
Referenced Customer Materials	(Number of items: 0)												
Material ID N	Aaterial Number	Material Description	Site Name	Mixed Handling Units	Automatic Packing Algo	Company Name	Goods Desc	nption	Quantity UoM	Price	Price Unit	Currency	Tax
Assign Material 14 e M	aterial												,
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 > Quick Search Advanced 5 Tragrahmen Search	Material Weights and Measures	
L	Manage View+	
Material (Customer)	Material Description	Customer site
Image: 0.00 (0.	TRAGRAHMEN HECKKLAPPE	BMW WERK LEIPZIG
6		
Select Details Cancel 1 match of 688 entries:		

Figure 29 Customer Material Master Data



26. Ensure to save your data entry.

puppiner ente epecinie mai	terial master data			
Organization details				
Supplier Site ID/Name	10022836/Te	est_WL		
Material Details				
Material (Supplier)	3779988-51	1	1	
Material description (Supplie	r) Tragrahmer	n		
Goods Description:				
Packing details	L			
Weight UoM:	Kilogram	~		
Net Weight:		25	kg	
Gross weight:		25	kg	
Delivery Quantity for Weight:		(1		
Mixed Handling Units:	 ✓ 			
Referenced Customer Mate	rials (Number of items:	1)		
Material ID	Material Number	Material Description	Site Name	Mixed Handling Units
	7397889-15	TRAODALIMENTICOVIC	BMW WERK LEIPZIG	~

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.

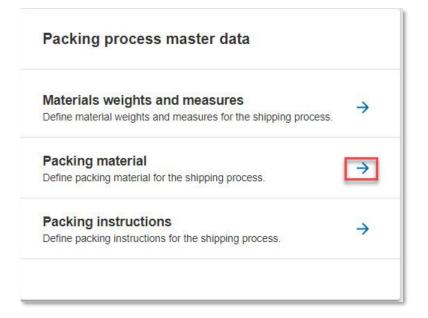


Figure 31 Packing process master data

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.

earch Reset	v	Add	line Delete line
Packing Material Customer	Packing Material Supplier		
Default View	✓ Manage View		
Packing Material Number	Packing Material Description	Site Name	Company Name
2630916VPK	2630916VPK	BMW Demo002	BMW Demo002
3100062	Euro-Palette	BMW Demo002	BMW Demo002
3101208	Deckel für LE	BMW Demo002	BMW Demo002
3102012	Standard-Gittercontainer-klappb	BMW Demo002	BMW Demo002
3104147	KLT	BMW Demo002	BMW Demo002
3106147	KLT6147	BMW Demo002	BMW Demo002
6200741	FFG I01 Hybridstack Stufe 4 Gr	BMW Demo002	BMW Demo002
6204725	FFG I01 Hybridstack Stufe 4 Gr	BMW Demo002	BMW Demo002
6208460	SFFG Abdeckhutze Stack Step	BMW Demo002	BMW Demo002
6208461	SFFG Abdeckhutze Stack Step	BMW Demo002	BMW Demo002

Figure 32 Create Packing Material manually or via upload



1. Create a new packing material.

earch Reset	×		Add line Del	lete line				My Search Pr	ofiles Manage View*
acking Material Custo	mer Packing Material Supp	blier							
Default View	Manage View-								Reset all Filter
Packing Material Number	Packing Material Description	Site Name	Company Name	Inner/Oute	Auxiliary packing	Stackable	Packing type	Customer Packing Number	Loading Type
2630916VPK	2630916VPK	BMW Demo002	BMW Demo002	~		~	Colli	2630916VPK	Unknown
3100062	Euro-Palette	BMW Demo002	BMW Demo002	~			Euro-pallet	3100062	Unknown
3101208	Deckel für LE	BMW Demo002	BMW Demo002		~			3101208	Unknown
3102012	Standard-Gittercontainer-klappb	BMW Demo002	BMW Demo002	~		~	Lattice box	3102012	Unknown
3104147	KLT	BMW Demo002	BMW Demo002	~			Box	3108210	Unknown
3106147	KLT6147	BMW Demo002	BMW Demo002	~			Box	3106147	Unknown
5200741	FFG I01 Hybridstack Stufe 4 Gr	BMW Demo002	BMW Demo002	~		~	Pallet	6200741	Unknown
3204725	FFG I01 Hybridstack Stufe 4 Gr	BMW Demo002	BMW Demo002	~		~	Pallet	6204725	Unknown
5208460	SFFG Abdeckhutze Stack Step	BMW Demo002	BMW Demo002		~		Bag	6208460	Unknown
5208461	SFFG Abdeckhutze Stack Step	BMW Demo002	BMW Demo002		~		Bag	6208461	Unknown

Figure 33 Packing material overview screen

27. 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.

Supplier site-specific packing d Organization Details	ata				
Site ID / Name:	10010149/BMW Demo002	Company ID / Name:	2031815 / BMW Demo002		
Sile ID / Name.		Company ID / Name.	20310137 2010002		
General					
Supplier Packing Number	3104315	Packing Material ID:	0		
Customer Packing Number	3104315	Length Unit of Measure:	Meter	*	
Packing Material Description:	KLT4315	Weigth Unit of Measure:	Kilogram	~	
Packing Type:	Box	Volume Unit of Measurement:	Cubic meters	*	
Jsage.	Inner / Outer packing 🗌 Auxiliary packing	Loading type:	Unknown	~	
Measure					
Volume:	m ³	Length:		4 m	
fare weight:	1,29 kg	Width:		3 m	
Folded Height:	m	Height:		1,47 m	
Box related information		-			
Maximum payload volume:	m ³	Maximum Payload Weight:		kg	
Stackable.		Maximum Top Load Weight:		kg	
Maximum Stacking Factor:	3	Maximum Load Height:		m	
Maximum payload volume: Stackable: Maximum Stacking Factor:		Maximum Top Load Weight:		kg	

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.

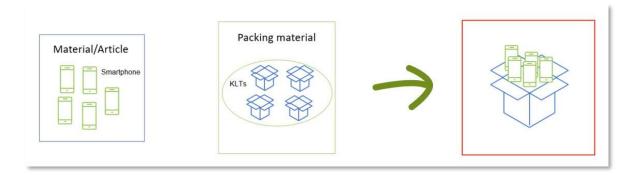


Figure 34 Graphic for one level packing instruction

1. Create a packing instruction.

	Search Reset	v	Add line Delete line	
F	Packing Instruction Customer	Packing Instruction Supplier	Packing Instruction Assignments	
	Default View	Manage View -		
	Packing Instruction Number	Packing Instruction Description	Supplier site	Supplier
	EPAL_3137554_BMW070	Euro-Palette 3100062 mit KLTs 3104 Glaseinleger SM6-1600	BMW Demo002	BMW Demo002
	KLT_3137621_BMW070	KLT for Glaseinleger SM7-2800	BMW Demo002	BMW Demo002
	EPAL_3137621_BMW070	Euro Pallet 3100062 with KLTs 3104 Glaseinleger SM7-2800	BMW Demo002	BMW Demo002
	Packing_KLT&BOX_V1.0		BMW Demo002	BMW Demo002
2	DEMO_BBA_Ins_V1		BMW Demo002	BMW Demo002
	DEMO_OUT_V1	DEMO_OUT_V1	BMW Demo002	BMW Demo002
	SCH_3137490_BMW070	SCH001 für Glaseinleger SM3-2800	BMW Demo002	BMW Demo002
	SP_7331415-07_BMW_070	KLT	BMW Demo002	BMW Demo002
	PACKINS23091301KAN		BMW Demo002	BMW Demo002
	KLT_for Training		BMW DemoWL	BMW Demo002

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.

Supplier site-specific packing instru	ctions			
Organization details				
Supplier site ID / Name	10022836/Test_WL	~		
Opposite site ID / Name:	All	~		
General			2	
Packing Instruction Number:	KLT 3104315			
Packing Instruction Details:	KLT 3104315		2	
Used Packing Material Number:	Select Packing Mat	erial	3	
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 nun	ber Maxii

Figure 35 Packing Instruction Details

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

Quick Search	dvanced Search			
3104315	S	earch	Reset	
Packing Ma	aterial Supplier	L		
Default Vie	w	Ma	nage View -	
Packing Ma	iterial Number		Customer Packing Number	Packing Material Description
3104315			3104315	KLT4315
Select	4 Cancel			

Figure 36 Packing Material search result



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

rganization details	ons				
Supplier site ID / Name	10022836/Test_WL		Su	oplier Company ID / Name	2031815 / BMW Demo002
Opposite site ID / Name:	All		Op	posite Company Id / Name:	
ieneral					
Packing Instruction Number:	KLT 3104315		Pa	cking Instruction ID:	0
Packing Instruction Details:	KLT 3104315		Pri	ority:	-
Jsed Packing Material Number:	3104315 Change		Us	ed Packing Material ID / Description:	12128 / KLT4315
inked 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 Local	ion for Packing Instruction
ncluded Materials (0 items)					
Material ID	Material Number Material Description M	laximum number Maximum amount Overall maximum	Delivery Base Am		

Figure 37 Packing Instructions Details with assigned packing material

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

ick Search Advanced Search	
Tragrahmen Searc	h Reset
Supplier Material Master Data	-
Default View 🗸	Manage View~
Material (Customer)	Material Description
3779988-51	Tragrahmen

Figure 38 Material weights and Measures



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

Supplier site-specific packing instru	ctions				
Organization details					
Supplier site ID / Name	10022836 / Test_WL		Suppl	ier Company ID / Name	2031815 / BMW Demo002
Opposite site ID / Name:	All		Oppo	site Company Id / Name:	
Seneral					
Packing Instruction Number:	KLT 3104315		Packi	ng Instruction ID:	146482
Packing Instruction Details:	KLT 3104315		Priorit	у:	
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 Loca	tion for Packing Instructio
ncluded Materials (1 items)					
Material ID	Material Number Material Description Maximum	n number Maximum amount Overall maximum .	. De Base Am		
24405405	3779988-51 Tragrahmen	45			

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.

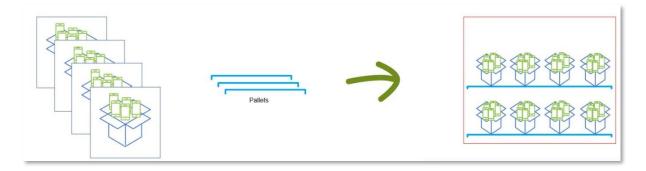


Figure 40 Graphic for two level packing instruction



1. Create a two-level packing instruction.

	Search Reset	v	Add line Delete line	
F	acking Instruction Customer	Packing Instruction Supplier	Packing Instruction Assignments	
	Default View 🗸	Manage View -		
E)	Packing Instruction Number	Packing Instruction Description	Supplier site	Supplier
	EPAL_3137554_BMW070	Euro-Palette 3100062 mit KLTs 3104 Glaseinleger SM6-1600	BMW Demo002	BMW Demo002
	KLT_3137621_BMW070	KLT for Glaseinleger SM7-2800	BMW Demo002	BMW Demo002
	EPAL_3137621_BMW070	Euro Pallet 3100062 with KLTs 3104 Glaseinleger SM7-2800	BMW Demo002	BMW Demo002
m	Packing_KLT&BOX_V1.0		BMW Demo002	BMW Demo002
	DEMO_BBA_Ins_V1		BMW Demo002	BMW Demo002
5	DEMO_OUT_V1	DEMO_OUT_V1	BMW Demo002	BMW Demo002
1	SCH_3137490_BMW070	SCH001 für Glaseinleger SM3-2800	BMW Demo002	BMW Demo002
	SP_7331415-07_BMW_070	KLT	BMW Demo002	BMW Demo002
	PACKINS23091301KAN		BMW Demo002	BMW Demo002
	KLT_for Training		BMW DemoWL	BMW Demo002

Figure 41 Packing Instructions

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

Supplier site-specific packing instru	ctions		
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:	Select Packing Mat	erial	
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 nu

Figure 42 Packing Instruction Details



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

acking Material Supplier		
Default View	✓ Manage View ✓	
Packing Material Number	Customer Packing Number	Packing Material Description
3100062 3	3100062	Euro-Palette
LE1	PAL103	Pallet
PAL_3104150	3104150	Palette_3104150
PAL_744498		
Palette für Keks Dosen		
Pallet KAN SU	3100062	Pallet KAN
Pallet Supplier	Pallet Buyer	Pallet
Test_001_HU	3100062	Palette

Figure 43 Packing Material Supplier

31. Use the previously created one level packing instruction.

Supplier site-specific packing instru	ictions		
Organization details			
Supplier site ID / Name	10022836/Test_WL	V	
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 ite	Included Sub	Packing Instruction	s (0 items)
Included Materials (0 items)			
Material ID	Material Number	Material Description	Maximum num

Figure 44 Packing Instruction Details with assigned packing material



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

Packing Instruction Description contains KLT 31 Add 5 elete line Packing Instruction Supplier Default View Manage View • Packing Instruction Number Packing Instruction Description Supplier site KLT 3104315 Test_WL 	Supplier site
Packing Instruction Supplier Default View Manage View Packing Instruction Number Packing Instruction Description Supplier site	
Default View Manage View Packing Instruction Number Packing Instruction Description Supplier site 	
Default View Manage View Packing Instruction Number Packing Instruction Description Supplier site 	
Default View Manage View • Packing Instruction Number Packing Instruction Description Supplier site 	
Default View Manage View Packing Instruction Number Packing Instruction Description Supplier site 	
Packing Instruction Number Packing Instruction Description Supplier site	
Packing Instruction Number Packing Instruction Description Supplier site	
KLT 3104315 KLT 3104315 Test_WL	
	Test_WL
Select [5] Download CSV Cancel	

Figure 45 Packing Instruction Supplier

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

My SupplyOn > Supply Chain Collaboration >	Packing Instructions > Packing Instruction Details					
Supplier site-specific packing instru-	ctions					
Organization details						
Supplier site ID / Name	10022836 / Test_WL			Supplie	r Company ID / Name	2031815 / BMW Demo002
Opposite site ID / Name:	All			Opposit	le Company Id / Name:	
General						
Packing Instruction Number:	Europal_KLT4315			Packing	Instruction ID:	146487
Packing Instruction Details:	Europal_KLT4315			Priority		
Used Packing Material Number:	3100062 Change			Used P	acking Material ID / Description:	4736 / Euro-Palette
Linked Demand Type / Order Number / Position:	None					
Included Materials (0 items)	Included Sub Packing Instructions	(1 items) Included Auxiliary F	acking (0 items)	Specific Settings	Pick Up and Delivery Loc	ation for Packing Instruction
Included Sub Packing Instructions (1 i	tems)					
Sub Packing Instruction ID	Sub Packing Instr Sub Packing Instr	Maximum number Maximumnt .	Overall maximum amou	int in packing instruction	Empties fill up	
146482	KLT 3104315 KLT 3104315	0	9		No fill up	
					-	
Assign Sub Packing Instructions	Remove Sub Packing Instructions					
Back Save 6 Changes						

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 <u>here</u>.

✓ 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 <u>SO</u> 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