

# Guide for the SupplyOn Service Supply Chain Collaboration

## Working with Delivery Instructions

February 2024



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# 1 About this manual

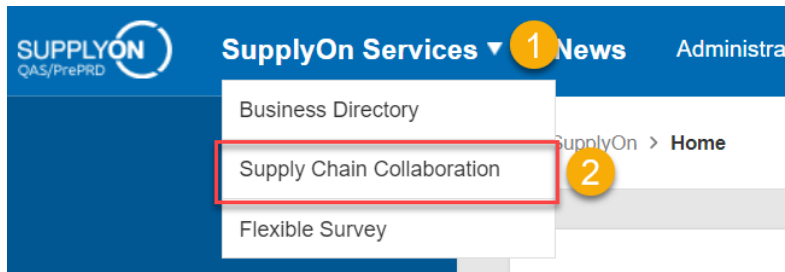
The content of this manual explains how to work with delivery instructions sent by BMW from their ERP system to SupplyOn.

## 1.1 Typographical and Graphical Conventions

The following typographical conventions are used throughout this manual:

| Example            | Meaning  |
|--------------------|--|
| <b>Screen Text</b> | Text visible in the user interface becomes <b>bold</b> . |
| <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  | Task  | Responsible                        | See Section         |
|---|---|------------------------------------|---------------------|
| How to read or print a Delivery Instruction?                  | Check if you have a user account for SupplyOn                           | Contact your Company Administrator | <a href="#">2.2</a> |
| Where is the card Delivery Instructions in the dashboard?     | You need the corresponding role for working with Delivery Instructions  | Contact your Company Administrator | <a href="#">1.4</a> |
| How to find the due deliveries for creating a delivery note ? | Adjust the cumulative Quantity in each Delivery Instruction <b>once</b> | You                                | <a href="#">2.3</a> |

## 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>:

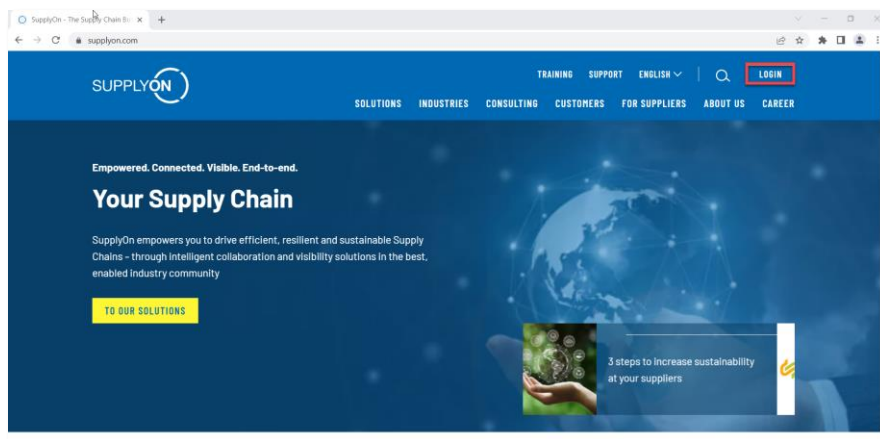


Figure 2 SupplyOn home page with Login button

## 1.4 Roles and Rights

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

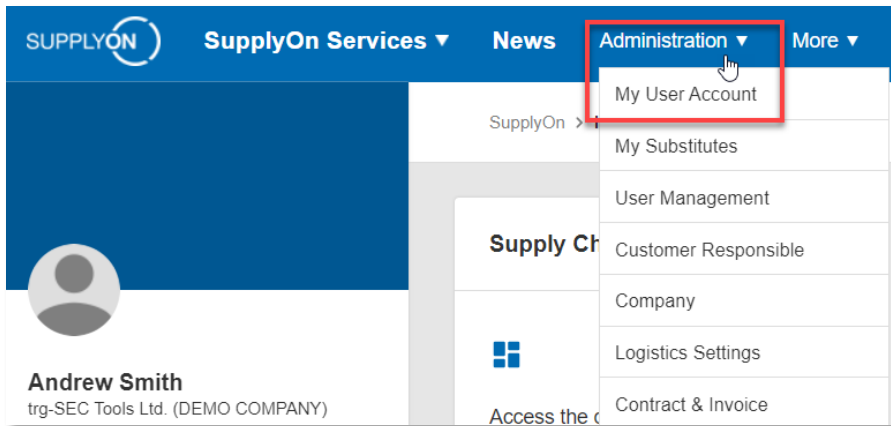


Figure 3 Administration drop-down menu

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.

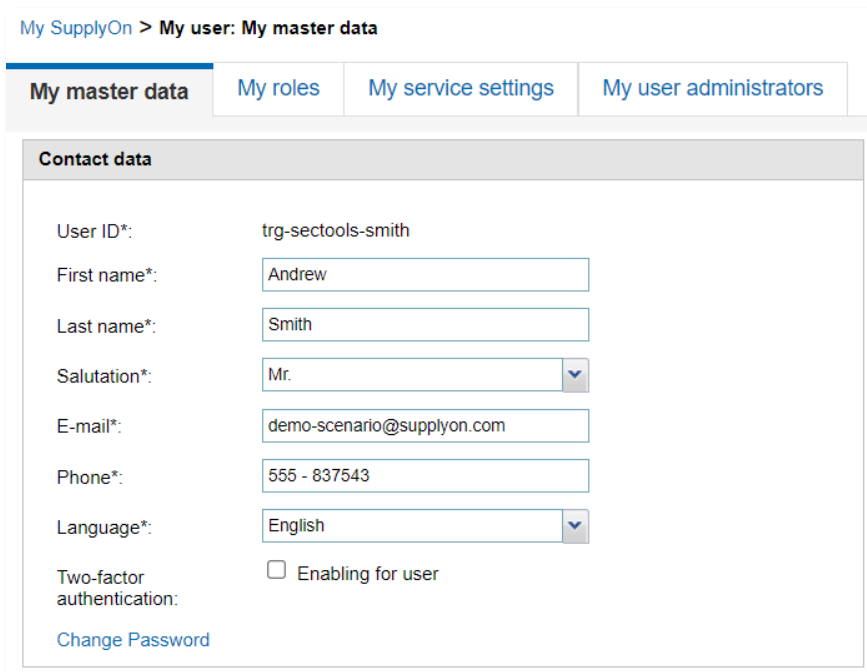


Figure 4 My User Account overview

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

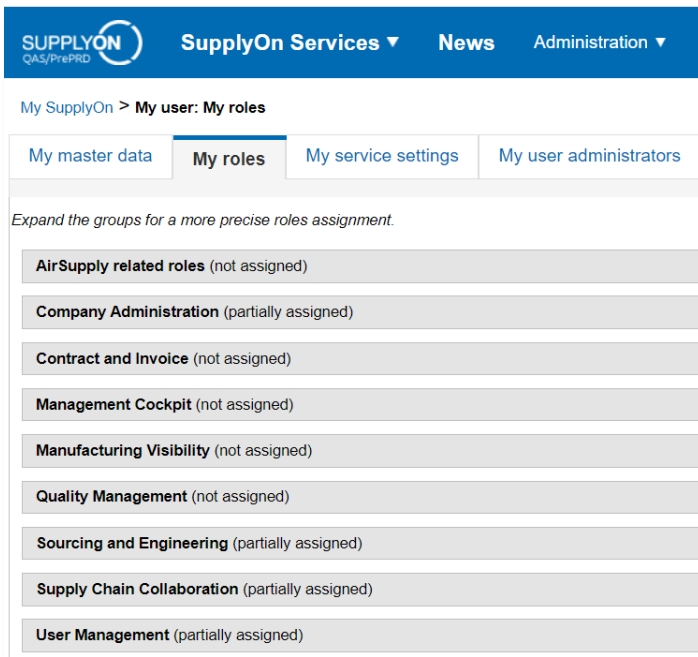
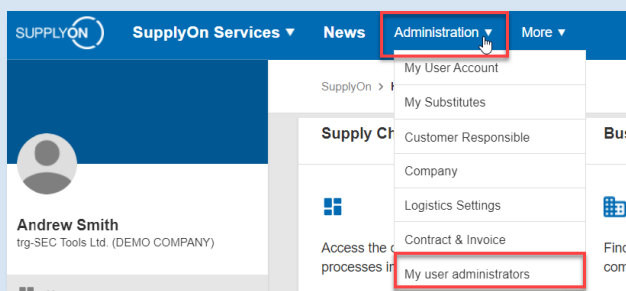


Figure 5 My roles.

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.

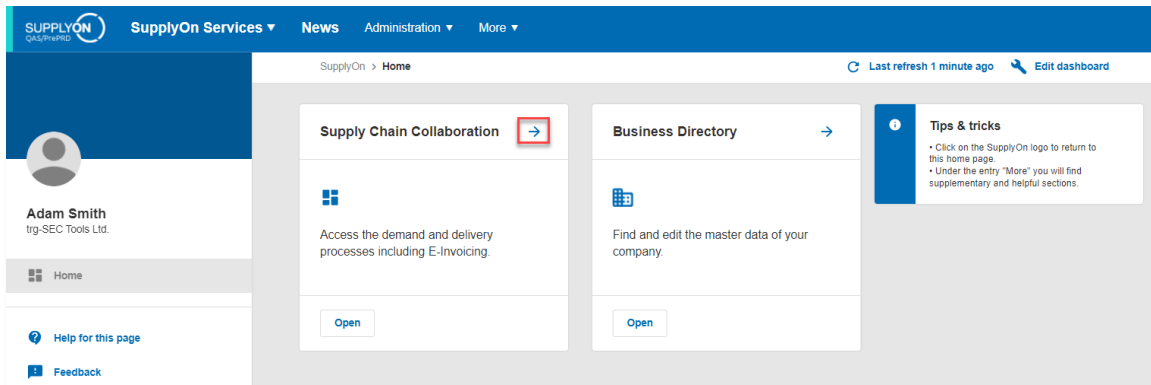


Figure 6 Access to Supply Chain Collaboration.

2. The Supply Chain Collaboration Dashboard is displayed.

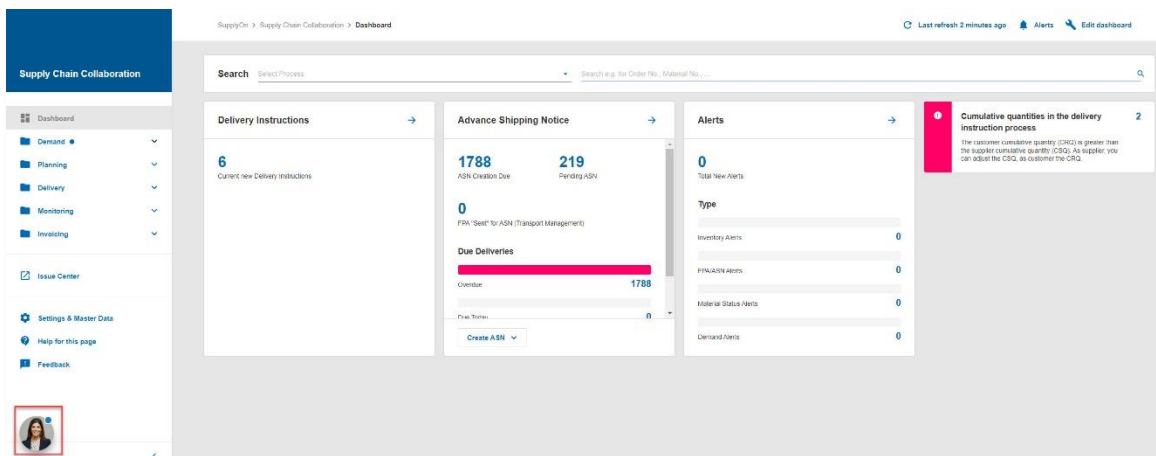


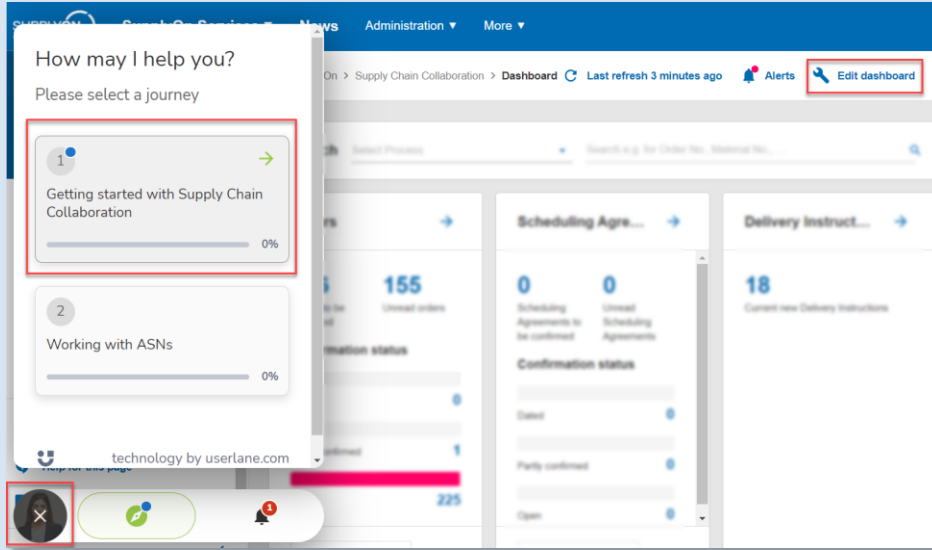
Figure 7 Supply Chain Collaboration Dashboard.

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.

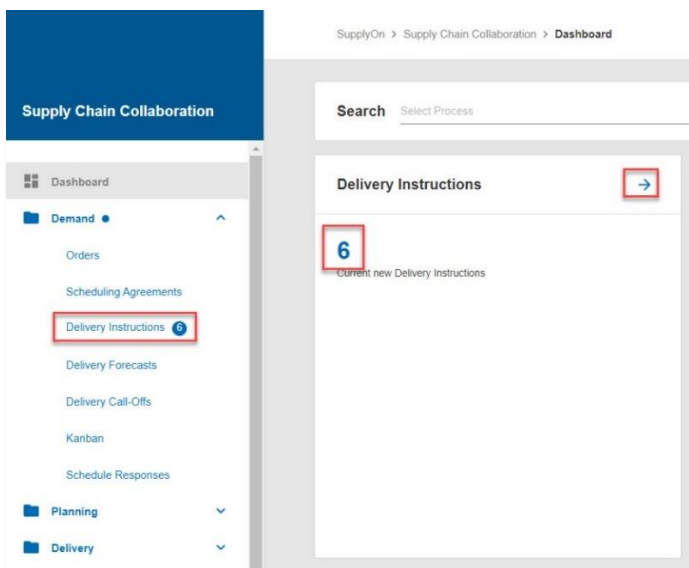
Click on **Edit dashboard** to reorganize or delete cards.



## 2.2 Working with Delivery Instructions

There are two ways to access the Orders overview:

1. Via the menu on the left of the Dashboard: **Demand > Devery Instructions**
2. Via the **Delivery Instructions** card of the Dashboard: Click on the **arrow** or related **number** of unread messages.



**Figure 8** Access to Delivery Instruction overview.



By clicking on the **arrow**, the Delivery Instructions Overview is opened.

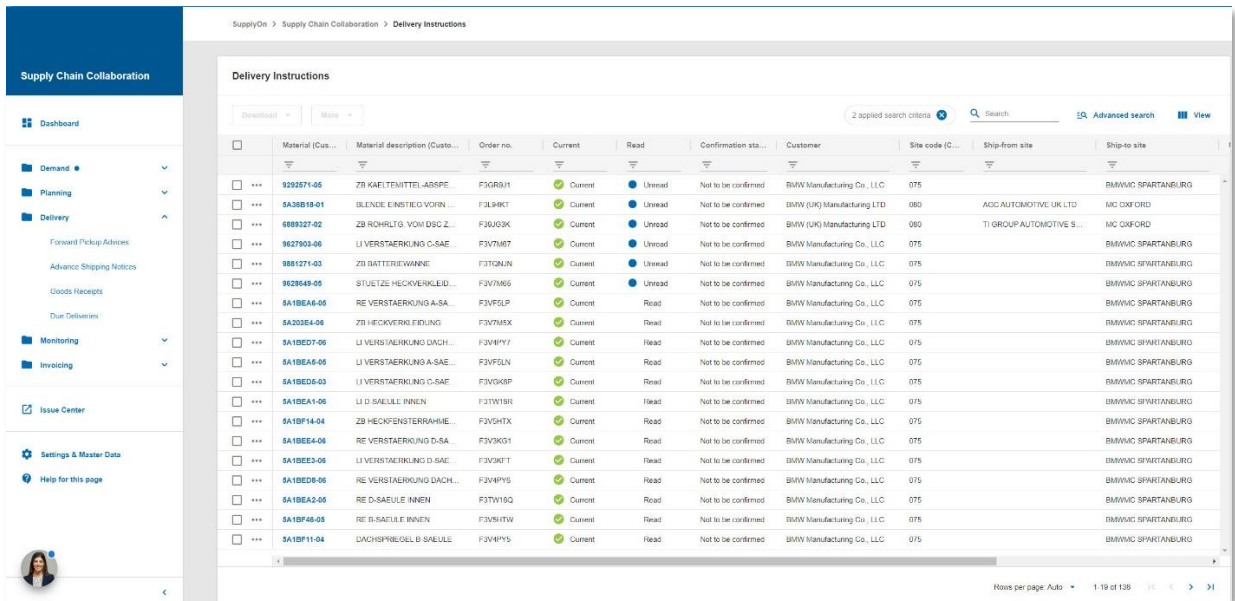


Figure 9 Delivery Instruction overview.

There are different ways to open a Delivery Instruction and review it.

To open one by one just click the Material.

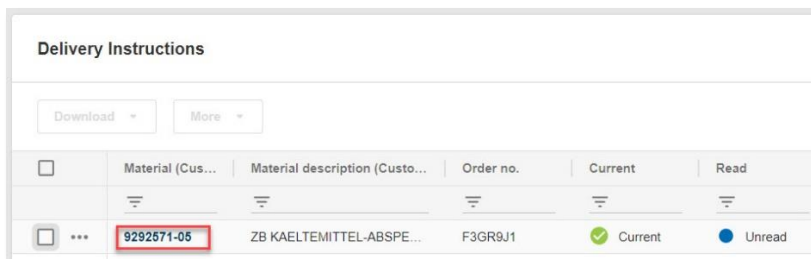


Figure 10 Open a Delivery Instruction

To download one Delivery Instruction,

1. select the line,
2. open the Download **dropdown** and move the mouse over **Download PDF document**
3. and select **Details**.

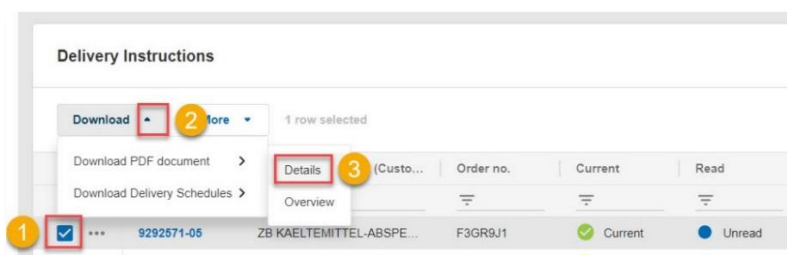


Figure 11 Print a Delivery Instruction

Alternatively, you can use the three-dot menu.

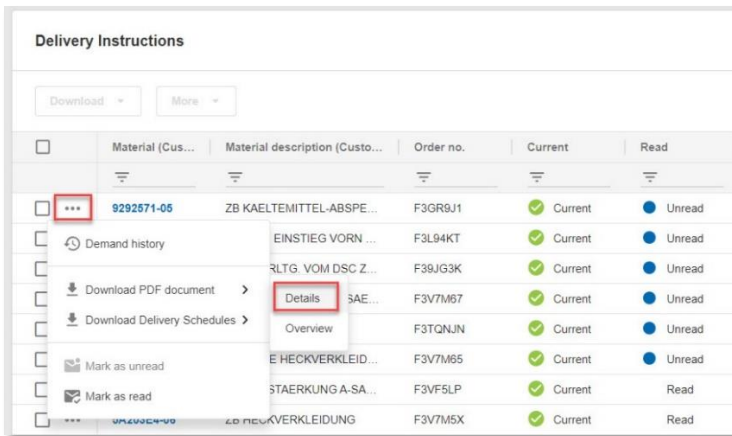


Figure 12 Single-row action: Print a Delivery Instruction

The fastest way is to select more than one line and download them all in one step.

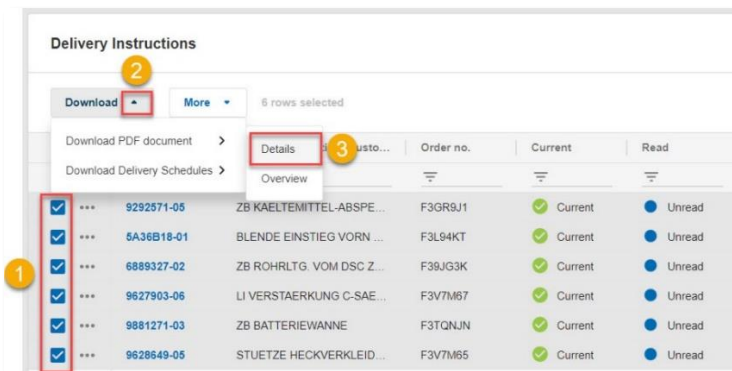


Figure 13 Multi-row action: Print a Delivery Instruction

**Note**

As it is not necessary to confirm the delivery instructions, it is recommended to align the download of the delivery instructions with BMW's rolling planning cycle.

By clicking on the **Material** number,

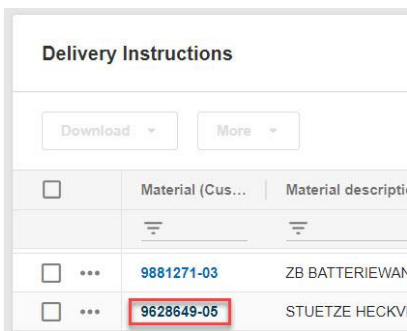


Figure 14 Single-row action: Open Delivery Instruction Details

the **Delivery Instruction Details** are shown.

My SupplyOn > Supply Chain Collaboration > Delivery Schedules > Delivery Instruction Details

Contract | Help for this page | Print

**Delivery Instruction Details** Partner Information Additional Information

Material-related Information

|                                  |                               |                                  |                |                  |          |
|----------------------------------|-------------------------------|----------------------------------|----------------|------------------|----------|
| Document No.:                    | 00009                         | Transmission Date:               | 03.02.23 19:04 | Validity Period: | -        |
| Material (Customer):             | 9628649-05                    | Material (Supplier):             |                | Planner:         |          |
| Material description (Customer): | STUETZL HECKVERKLEIDUNG UNTEN | Message Number:                  | 10             |                  |          |
| Engineering Change Level:        |                               | UoM:                             | EA             | Supply Model:    |          |
| Incoterms:                       | FCA Free Carrier              | Order Number:                    | F3V7M65        | Order Position:  |          |
| Production Release:              |                               | Delivery Instruction Number:     | 10             | Date:            | 23.02.23 |
| Material Release:                |                               | Delivery Instruction Number Old: | 9              | Date:            | 22.02.23 |
| Transport Mode:                  |                               |                                  |                |                  |          |

Additional Reference Data

|                                      |   |   |  |   |  |
|--------------------------------------|---|---|--|---|--|
| Deliverynote Number:                 | 0 | Date:                                     |  | Quantity:                                 |  |
| Current cumulated quantity received: | 0 | Start date of current cumulated quantity: |  | List cumulated quantity before resetting: |  |

Cumulative quantities

|  |    |
|--|----|
| Cumulative received quantity (cumulative quantity customer): | 0  |
| Cumulative shipped quantity (cumulative quantity supplier):  | 0  |
| Quantity from ASN's in draft status:                         | 0  |
| Status:  | ok |

Delivery Instruction Schedule Lines

Default View Manage View

| Delivery Date | Pickup Date | Dispatch Qty | cum. Quantity | Difference | Commit | Shipped Qty |
|---------------|-------------|--------------|---------------|------------|--------|-------------|
| 01.03.23      |             | 30           | 30            | Fix        |        | 0           |
| 17.03.23      |             | 189          | 219           | Fix        |        | 0           |
| 24.03.23      |             | 114          | 333           | Fix        |        | 0           |
| 18.07.23      |             | 96           | 432           | Fix        |        | 0           |
| 06.12.23      |             | 51           | 483           | Fix        |        | 0           |
| 05.04.24      |             | 14           | 497           | Fix        |        | 0           |
| 10.04.24      |             | 3            | 500           | Fix        |        | 0           |

Back Demand History Download Print

Figure 15 Delivery Instruction Details screen

In the upper section you find details like the **Order Number**.

**Delivery Instruction Details** Partner Information Additional Information

Material-related Information

|                                  |                               |                                  |                |
|----------------------------------|-------------------------------|----------------------------------|----------------|
| Document No.:                    | 00009                         | Transmission Date:               | 03.02.23 19:04 |
| Material (Customer):             | 9628649-05                    | Material (Supplier):             |                |
| Material description (Customer): | STUETZE HECKVERKLEIDUNG UNTEN | Message Number:                  | 10             |
| Engineering Change Level:        |                               | UoM:                             | EA             |
| Incoterms:                       | FCA Free Carrier              | Order Number:                    | F3V7M65        |
| Production Release:              |                               | Delivery Instruction Number:     | 10             |
| Material Release:                |                               | Delivery Instruction Number Old: | 9              |
| Transport Mode:                  |                               |                                  |                |

Figure 16 Delivery Instruction Details screen with Order Number

In the lower section you find the **Schedule Lines** containing the **Delivery Dates** and **Dispatch QTY**.

Delivery Instruction Schedule Lines

Default View Manage View

| Delivery Date | Pickup Date | Dispatch Qty | cum. Quantity | Difference | Commit | Shipped Qty |
|---------------|-------------|--------------|---------------|------------|--------|-------------|
| Backorder     | Backorder   | 1 920        |               | Backorder  |        | 0           |
| 13.05.23      |             | 0            |               | Production |        | 0           |
| 20.11.23      |             | 240          | 3 840         | Fix        |        | 0           |
| 05.02.24      |             | 43           | 3 883         | Fix        |        | 0           |

Figure 17 Delivery Instruction Details screen with Schedule Lines

Perform the tasks needed within your company to ensure the in-time and in-quantity delivery.

## 2.3 Adjust the cumulated quantities

As already shown on the dashboard, there are 2 Delivery Instructions in this example for which the cumulative quantity has not been adjusted.

### Note

This task only needs to be carried out **once** and should be done right at the beginning. It is important for the correct display of the Due Deliveries. These are required for the creation of the delivery note (see separate guide).

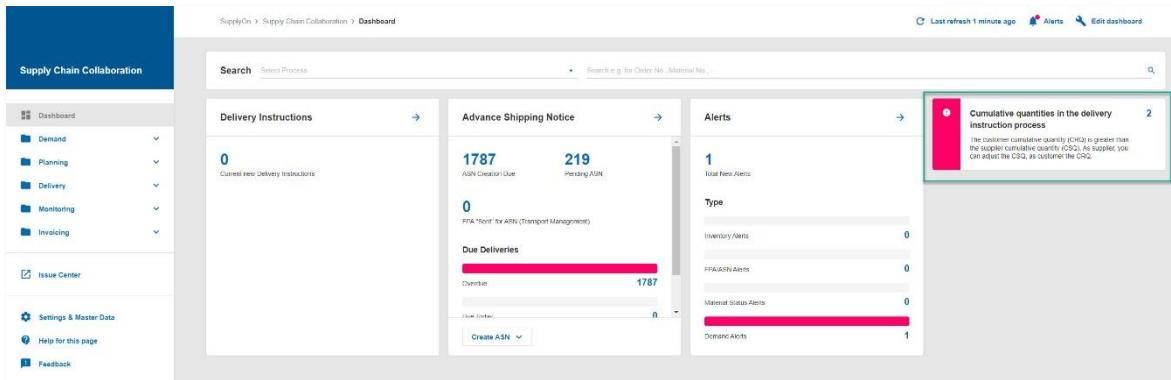
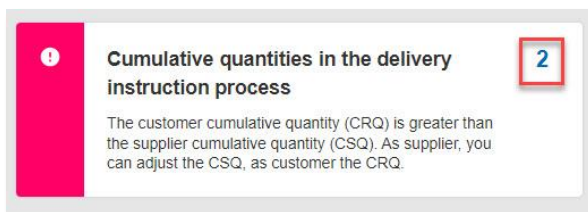


Figure 18 Delivery Instruction Details screen

By clicking on the number,



the relevant Delivery Instruction opens. Here you can see, that the **Current cumulated quantity received** is 1680. In the field **Cumulative shipped quantity** the system displays 240. Please enter here 1680 and click **Save**.



Figure 19 Delivery Instruction Details screen with Cumulative Quantities

The result is immediately displayed. The Status changed from **not ok** to **ok**.

| Additional Reference Data                                    |                                   |   |          |
|--|-----------------------------------|---|----------|
| Deliverynote Number:   | 2200995                           | Date:                                     | 08.07.22 |
| Current cumulated quantity received:                         | 1.680                             | Start date of current cumulated quantity: | 31.12.21 |
| Cumulative quantities  |                                   |   |          |
| Cumulative received quantity (cumulative quantity customer): | 1.680                             |   |          |
| Cumulative shipped quantity (cumulative quantity supplier):  | 1.680                             | <input type="button" value="Save"/>       |          |
| Quantity from ASNs in draft status:                          | 0                                 |   |          |
| Status:  | <input type="button" value="ok"/> |   |          |

Figure 20 Delivery Instruction Details screen with Cumulative Quantities and Status: ok

## 2.4 Mark as unread

Delivery Instructions will be marked as **Read** once you click on them. To set them back to **Unread**, click on the three dots next to the demand you want to change and then on **Mark as unread**.

| Delivery Instructions                   |                                  |                                     |           |   |                               |
|---|----------------------------------|-------------------------------------|-----------|---|-------------------------------|
| <input type="button" value="Download"/> |                                  | <input type="button" value="More"/> |           |   |                               |
| <input type="checkbox"/>                | Material (Cus...                 | Material description (Custo...      | Order no. | Current                                     | Read                          |
| <input type="checkbox"/>                | 5A1BEA6-05                       | RE VERSTAERKUNG A-SA...             | F3VF5LP   | <input checked="" type="checkbox"/> Current | <input type="checkbox"/> Read |
| <input type="checkbox"/>                | <input type="button" value="⋮"/> |                                     |           |   |                               |
| <input type="checkbox"/>                | <input type="button" value="🕒"/> | VERKLEIDUNG                         | F3V7M5X   | <input checked="" type="checkbox"/> Current | <input type="checkbox"/> Read |
| <input type="checkbox"/>                | <input type="button" value="📄"/> | TAERKUNG DACH...                    | F3V4PY7   | <input checked="" type="checkbox"/> Current | <input type="checkbox"/> Read |
| <input type="checkbox"/>                | <input type="button" value="📄"/> | TAERKUNG A-SAE...                   | F3VF5LN   | <input checked="" type="checkbox"/> Current | <input type="checkbox"/> Read |
| <input type="checkbox"/>                | <input type="button" value="📄"/> | TAERKUNG C-SAE...                   | F3VGK6P   | <input checked="" type="checkbox"/> Current | <input type="checkbox"/> Read |
| <input type="checkbox"/>                | <input type="button" value="✉"/> | ULE INNEN                           | F3TW16R   | <input checked="" type="checkbox"/> Current | <input type="checkbox"/> Read |
| <input type="checkbox"/>                | <input type="button" value="✉"/> | KFENSTERRAHME...                    | F3V5HTX   | <input checked="" type="checkbox"/> Current | <input type="checkbox"/> Read |
| <input type="checkbox"/>                | <input type="button" value="⋮"/> | RE VERSTAERKUNG D-SA...             | F3V3KG1   | <input checked="" type="checkbox"/> Current | <input type="checkbox"/> Read |

Figure 21 Single-row action: Mark as unread.

This can also be performed with more than one Delivery Instruction at the same time.

| Delivery Instructions                   |            |   |           |   |                               |
|---|------------|---|-----------|---|-------------------------------|
| <input type="button" value="Download"/> |            | <input type="button" value="More"/> 2 rows selected |           |   |                               |
| <input type="checkbox"/>                | Material   | Material description (Custo...                      | Order no. | Current                                     | Read                          |
| <input checked="" type="checkbox"/>     | 9292571-05 | ZB KAELEMITTEL-ABSPE...                             | F3GR9J1   | <input checked="" type="checkbox"/> Current | <input type="checkbox"/> Read |
| <input checked="" type="checkbox"/>     | 5A36B18-01 | BLLENDE EINSTIEG VORN ...                           | F3L94KT   | <input checked="" type="checkbox"/> Current | <input type="checkbox"/> Read |
| <input checked="" type="checkbox"/>     | 6889327-02 | ZB ROHRLTG. VOM DSC Z...                            | F39JG3K   | <input checked="" type="checkbox"/> Current | <input type="checkbox"/> Read |
| <input checked="" type="checkbox"/>     | 9627903-06 | LI VERSTAERKUNG C-SAE...                            | F3V7M67   | <input checked="" type="checkbox"/> Current | <input type="checkbox"/> Read |
| <input checked="" type="checkbox"/>     | 9881271-03 | ZB BATTERIEWANNE                                    | F3TQNJN   | <input checked="" type="checkbox"/> Current | <input type="checkbox"/> Read |
| <input checked="" type="checkbox"/>     | 9628649-05 | STUETZE HECKVERKLEID...                             | F3V7M65   | <input checked="" type="checkbox"/> Current | <input type="checkbox"/> Read |

Figure 22 Multi-row action: Mark as unread.

Demand updates can be identified by clicking on **Demand history**.

The screenshot shows a table titled 'Delivery Instructions' with columns: Material (Cus...), Material description (Custo...), Order no., Current, and Read. A context menu is open over the first row (Material: 5A1BEA6-05), with 'Demand history' highlighted in a red box. Other menu items include 'Download PDF document', 'Download Delivery Schedules', 'Mark as unread', and 'Mark as read'.

|                          | Material (Cus...) | Material description (Custo...) | Order no. | Current | Read |
|--------------------------|-------------------|---------------------------------|-----------|---------|------|
| <input type="checkbox"/> | 5A1BEA6-05        | RE VERSTAERKUNG A-SA...         | F3VF5LP   | Current | Read |
| <input type="checkbox"/> |                   | VERKLEIDUNG                     | F3V7M5X   | Current | Read |
| <input type="checkbox"/> |                   | TAERKUNG DACH...                | F3V4PY7   | Current | Read |
| <input type="checkbox"/> |                   | TAERKUNG A-SAE...               | F3VF5LN   | Current | Read |
| <input type="checkbox"/> |                   | TAERKUNG C-SAE...               | F3VGK6P   | Current | Read |
| <input type="checkbox"/> |                   | ULE INNEN                       | F3TW16R   | Current | Read |
| <input type="checkbox"/> |                   | FENSTERRAHME...                 | F3V5HTX   | Current | Read |
| <input type="checkbox"/> | 5A1BEA6-05        | RE VERSTAERKUNG D-SA...         | F3V3KG1   | Current | Read |

Figure 23 Demand history

## 2.5 Setting my view

To facilitate your work in SupplyOn, you have the option of setting up personal views.

You can personalize your view with the options below:

1. Rearrange columns in current view

Click and hold the column while dragging it to the new desired position. By releasing the click the column will be re-arranged to the new position.

The screenshot shows the 'Delivery Instructions' table with a search bar and '2 applied search criteria'. A red dashed arrow points from the 'Order no.' column header to the 'Current' column header, indicating a drag-and-drop action for column rearrangement.

|                          | Material (Cus...) | Material description (Custo...) | Order no. | Current | Read | Confirmation sta... | Customer                   | Site code (C... | Ship-from site |
|--------------------------|-------------------|---------------------------------|-----------|---------|------|---------------------|----------------------------|-----------------|----------------|
| <input type="checkbox"/> | 9292571-05        | ZB KAEITEMITTEL-ABSPE...        | F3GR8J1   | Current | Read | Not to be confirmed | BMW Manufacturing Co., LLC | 075             |                |
| <input type="checkbox"/> | 5A1BED7-06        | LI VERSTAERKUNG DACH...         | F3V4PY7   | Current | Read | Not to be confirmed | BMW Manufacturing Co., LLC | 075             |                |
| <input type="checkbox"/> | 5A1BEA5-05        | LI VERSTAERKUNG A-SAE...        | F3VF5LN   | Current | Read | Not to be confirmed | BMW Manufacturing Co., LLC | 075             |                |

Figure 24 Columns rearrangement.

## 2. Create a customized view

To add new columns, click on the **View** icon in the upper right corner of the table.

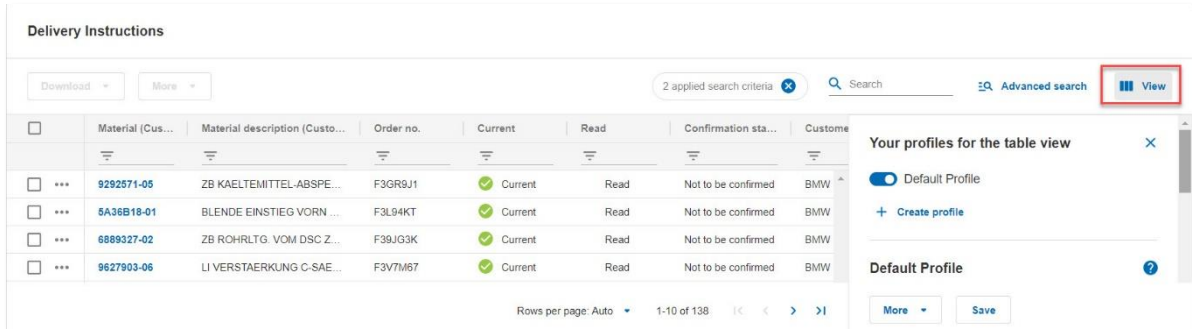


Figure 25 Accessing the view settings.

A list will appear with all the columns available. You can rearrange the columns by dragging up and down the list according to your preferences. You can also click on the “eye” icon to show or hide a column in your view (See Figure 26).

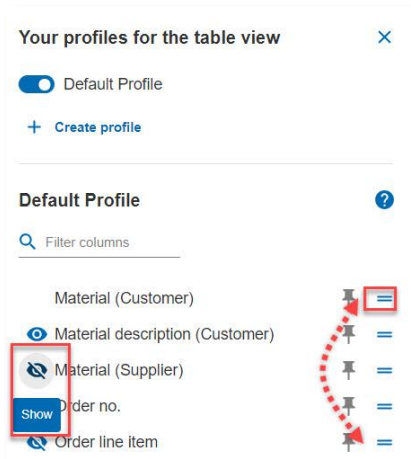


Figure 26 Setting your view



Click on the pin icon to freeze columns while scrolling. Click on **Save** to keep your settings (See Figure 27).

| Order no.   | Material (Cus...) | Material description (Custo...) | Current | Read | Confirmation sta... | Custom... |
|-------------|-------------------|---------------------------------|---------|------|---------------------|-----------|
| *** F3GRJ1  | 9292671-05        | ZB KAELEMITTEL-ABSPE...         | Current | Read | Not to be confirmed | BMW       |
| *** F3L94KT | 5A36918-01        | BLENDE EINSTIEG VORN...         | Current | Read | Not to be confirmed | BMW       |
| *** F3JG3K  | 6889327-02        | ZB ROHRLTG. VOM DSC Z...        | Current | Read | Not to be confirmed | BMW       |
| *** F3V7M67 | 9827903-06        | LI VERSTAERKUNG C-SAE...        | Current | Read | Not to be confirmed | BMW       |
| *** F3TQJN  | 9881271-03        | ZB BATTERIEWANNE                | Current | Read | Not to be confirmed | BMW       |
| *** F3V7M65 | 9828649-05        | STUETZE HECKVERKLEID...         | Current | Read | Not to be confirmed | BMW       |
| *** F3VF5LP | 5A1BEA6-05        | RE VERSTAERKUNG A-SA...         | Current | Read | Not to be confirmed | BMW       |
| *** F3V7M5X | 5A203E4-06        | ZB HECKVERKLEIDUNG              | Current | Read | Not to be confirmed | BMW       |
| *** F3V4PY7 | 5A1BED7-06        | LI VERSTAERKUNG DACH...         | Current | Read | Not to be confirmed | BMW       |
| *** F3VF5LN | 5A1BEA5-05        | LI VERSTAERKUNG A-SAE...        | Current | Read | Not to be confirmed | BMW       |

Figure 27 Freezing columns and saving settings.

Click on **Create profile** to create an additional view. Choose your desired setting (Columns order, show or hide columns) and then type in the name for your view. Click on **Save** to keep your customized view.

Figure 28 Creating a customized view.



### 3 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