

Guideline for SupplyOn Service WebEDI

Forwarder Pickup Advice based on Voucher Process (FPA)



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1 Creating a Forwarder Pickup Advice (FPA)

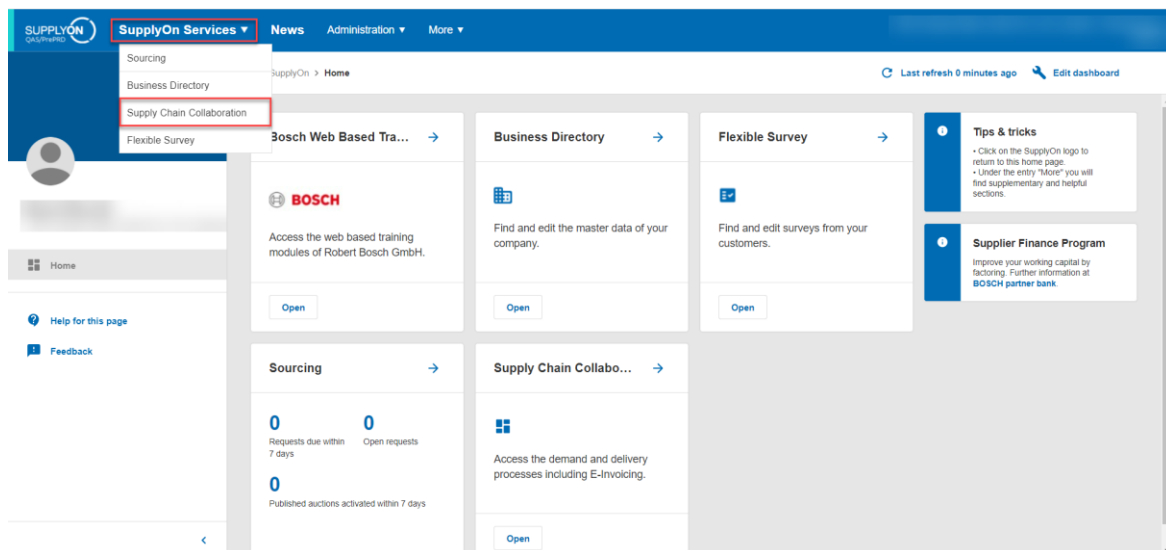
To notify the customer that your goods are ready for pickup and start the transport planning, create a forwarder pickup advice based on a voucher sent by the customer. For these vouchers, there is no demand that needs to be treated.

1.1 Starting FPA Process

Enter www.supplyon.com in your browser and click on “Login” and log in with your account credentials.

- › Enter your User-ID.
- › Enter your password.
- › Click the button “Login”.

Go to “SupplyOn Services” and navigate to “Supply Chain Collaboration”.



In Supply Chain Collaboration you can see a dashboard with all processes that are activated for your company.

Scroll to the panel “Forwarder Pickup Advice” and click on the number “Pending FPA” to start the FPA creation process based on voucher.

The screenshot shows the SupplyOn dashboard with a navigation menu on the left. The main content area has a 'Logistics & Finance' section. Under 'Forwarder Pickup Advice', there are two metrics: 'FPA Creation Due' (0) and 'Pending FPA' (6). The 'Pending FPA' value is highlighted with a red box. Below these metrics are 'Due Deliveries' for 'Overdue', 'Due Today', and 'Due Next 7 Days', all showing 0. A 'Create FPA' button is visible. Other panels include 'Advance Shipping Notice' (ASN Creation Due: 0, Pending ASN: 0), 'VMI (IPR)' (Projected Stock: 0, Actual Stock: 0), and 'Kanban' (Delivery Status: 0 Open, 0 Partially Delivered, 0 Kanban Card Printed). A 'Confirmable Scheduling Agreements' panel shows 0 total agreements.

You are directed to all open FPAs.

The screenshot shows the 'FPA Overview' screen. It features a search bar at the top and a table of FPA entries. The table has columns for Company Name, Plant Name (Customer), Plant Name (Supplier), Unloading Point, Delivery Date/Time, Ship-from Location, Material, FPA No., Source, FPA Stat., TM Status, ASN Status, ASN Date, Carrier Name, and Change Timestamp. The 'FPA No.' and 'FPA Stat.' columns are highlighted with a red box. The table contains 6 entries, all with 'Pending' status. Below the table are buttons for 'Back', 'Create FPA (via Due Del. - grouped)', 'Upload', 'Delete FPA', 'Cancel FPA', 'Download', and 'FPA Details / Edit'. At the bottom, it shows '6 matches of 10 entries' and 'Page 1 of 1'.

The FPA creation screen displays all vouchers sorted by the customer ship-to locations. Select the plant that is planned as delivery location and click on the blue marked FPA number.

Quick Search Add line | Delete line

Hide Search Area
My Search Profiles

FPA Reset all Filters

Default View

Company Name	Plant Name (Cus.)	Plant Name (...)	Unloading Point (...)	Delivery Date/Time	Ship-from Location	Material	FPA No.	Source	FPA Stat...	TM Status	ASN Status	ASN Date	Carrier Name	Change Timestan
Bosch Resroth ...	DC-7201-HorP	DC-7201-HorP	7201	03.11.21 00.00	I.T. GODDEERS NV	✘	0000000161		Pending	None				29.10.21 13.34
Bosch Resroth ...	DC-7201-HorP	DC-7201-HorP	7201	02.11.21 00.00	I.T. GODDEERS NV	✘	0000000149		Pending	None				27.10.21 11.23
Bosch Resroth ...	DC-7201-HorP	DC-7201-HorP	7201	29.10.21 00.00	I.T. GODDEERS NV	✘	0000000155		Pending	None				25.10.21 09.43
Bosch Resroth ...	DC-7201-HorP	DC-7201-HorP	7201	22.10.21 00.00	I.T. GODDEERS NV	✘	0000000141		Pending	None				25.10.21 09.15
Bosch Resroth ...	DC-7201-HorP	DC-7201-HorP	7201	28.10.21 00.00	I.T. GODDEERS NV	✘	0000000152		Pending	None				25.10.21 09.14
Bosch Resroth ...	DC-7201-HorP	DC-7201-HorP	7201	21.10.21 00.00	I.T. GODDEERS NV	✘	0000000121		Pending	None				19.10.21 11.20

6 matches of 10 entries. Entries per page: 50 Page 1 of 1

The FPA creation screen will open with some data prefilled by the imported voucher.

1.2 Filling the voucher FPA with information

Mandatory fields are marked yellow.

The FPA number on the upper part must not be changed! This is an internal ID from your customer. Also, the FPA date is prefilled by import and does not need to be adapted.

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My SupplyOn
SupplyOn-Services ▾
Verwaltung ▾
News

My SupplyOn > Logistics & Finance > Create FPA Interactive Tours Contact | Help for this page | Print

FPA No.	000000161	FPA date	26.10.21	FPA Status:	Pending
Company Name (Customer)	Bosch Rexroth AG - Brunnenghaus Hyd	Ship-to-Location	7201 / Schaefflin Logistics GmbH	Unloading Point (Consignee)	7201

Manage attachments
Complete FPA

General

<p>Ship-from Location: 1</p> <p>Ship-from Address: BE - 8800 Rosslare - Moorseilsesteemweg</p> <p>Pickup Date: 28.10.21</p> <p style="font-size: xx-small;">Time from 08:00 to 17:00</p> <p>Incoterms Code: </p> <p>Incoterms Text: </p> <p>Transport Type: </p> <p>Carrier: EUROLOG AG</p> <p>Free Text (for Carrier): </p> <p>TO Number: SON0000253697</p>	<p>Ship-to: Schaefflin Logistics GmbH</p> <p>Ship-to address: DE - 72186 Empfingen - Max-Eyth-Str.</p> <p>Delivery Date: 03.11.21</p> <p style="font-size: xx-small;">Time from 00:00 to </p> <p>Carrier Name: </p> <p>Driver Contact: </p> <p>Free Text (from TMS): </p> <p>Free Text (from Carrier): </p> <p>Load number: </p> <p>Volume (total Delivery): 1,92 m³</p> <p>Loading Length (total Delivery): LM</p> <p>Hazard. Goods: No</p> <p>Gross Weight (total Delivery): 80 kg</p> <p>Net Weight (total Delivery): kg</p>
---	--

Default View
Manage View
Reset all Filters

The transportation dates are also prefilled by voucher data.

To make sure, that the pickup date and time are correct, check the marked values and adjust the date and time if needed.

My SupplyOn > Logistics & Finance > Create FPA

FPA No. 000000151 FPA date 26.10.21 Company Name (Customer) Bosch Rexroth AG - Brueninghaus Hyd Ship-to-Location 7201 / Schaefflin Logistics GmbH Unloading Point (Consignee) 7201 FPA Status: Pending

Manage attachments Complete FPA

General

Ship-from Location: [dropdown] Ship-to: Schaefflin Logistics GmbH
 Ship-from Address: BE - 8800 Roselare - Moorselesteemweg Ship-to address: DE - 72186 Empfingen - Max-Eyth-Str.
 Pickup Date: 28.10.21 Delivery Date: 03.11.21
 Time from 08:00 to 17:00 Time from 00:00 to [dropdown]
 Incoterms Code: [dropdown] Carrier Name: [dropdown]
 Incoterms Text: [dropdown] Driver Contact: [dropdown]
 Transport Type: [dropdown] Free Text (from TMS): [text]
 Carrier: EURO.LOG AG Free Text (from Carrier): [text]
 Free Text (for Carrier): [text] Load number: [text]
 TO Number: SCH0000253697 Volume (total Delivery): 1,92 m³
 Loading Length (total Delivery): LM
 Hazard Goods: No
 Gross Weight (total Delivery): 80 kg
 Net Weight (total Delivery): kg

Default View Manage View Reset all Filters

In case there is some special requirement for the delivery time frame, e.g. delivery before 9 AM or 12 PM, adjust the delivery time.

To also fill information about the handling units that need to be transported, start the creation by clicking on “Add HU Line”.

My SupplyOn > Supply Chain Collaboration > Create FPA

FPA No. 000005484 FPA date 25.06.22 Customer Bosch Rexroth AG - Werk Lohr a. Main Ship-to-Location 7080 / Bosch Rexroth AG (LoP1) Unloading Point (Ship-to) 8050 Am Schlosteck, 3 Marktheidenfeld FPA Status: Pending

Manage attachments Complete FPA

General

Ship-from Location: [dropdown] Ship-to: Bosch Rexroth AG (LoP1)
 Ship-from Address: DE - 78559 Gaspshem - Zeppelinst. 2 Ship-to address: DE - 97528 Marktheidenfeld - Am Schlosteck, 3
 Pickup Date: 27.06.22 Delivery Date: 09.08.22
 Time from 08:00 to 17:00 Time from 00:00 to 23:59
 Incoterms Code: FCA - Free Carrier Carrier Name: [dropdown]
 Incoterms Text: Free Frachtführer Driver Contact: [dropdown]
 Carrier: [Enter Carrier Address] Free Text (from TMS): [text]
 Free Text (for Carrier): [text] Free Text (from Carrier): [text]
 TO Number: SCH0000273374 Load number: [text]
 Volume (total Delivery): 0,1664 m³
 Loading Length (total Delivery): LM
 Hazard Goods: No
 Gross Weight (total Delivery): 3000 kg
 Net Weight (total Delivery): kg

Line	Amount o...	Pack Type	HU	Total weight of HU position(kg)	Length per HU(cm)	Width per HU(cm)	Height per HU(cm)	Hazard...	Stacking F...	Total volum...	Delivery Note Number HU	Bulky Goods
1		2	Drum	3 000	250	40	8		1	0,1664	12345	

Add HU line Delete HU line Edit Pack Material (Single and Aux. Pack)

Print Send

https://webedi.application.qas.supplyon.com/scm/app?stn=ee05d13b988855d333664867cfd5425d#

In case the Incoterms Code is missing, please always select FCA – Free Carrier as the Incoterm. If you do not fill out the incoterm the FPA cannot be send.

The following line will appear for entering the Handling Unit Details. Also in this screen, every yellow field is mandatory.

My SupplyOn > Supply Chain Collaboration > Create FPA

FPA No: 0000056484 FPA date: 25.06.22 FPA Status: Pending

Customer: Bosch Rexroth AG, Werk Lohr a. Main Ship-to-Location: 7080 / Bosch Rexroth AG (LoP1) Unloading Point (Ship-to): 8050 Am Schlosfeld, 3 Marktheidenf

Complete FPA

Pickup Date: 27.06.22 Time: 08:00 to 17:00 Delivery Date: 09.09.22 Time: 00:00 to 23:59

Incoterms Code: FCA - Free Carrier Carrier: [Free Frachtführer] [Enter Carrier Address]

TO Number: SON0000273374

Line	Amount	Pack Type HU	Total weight of HU position(kg)	Length per HU(cm)	Width per HU(cm)	Height per HU(cm)	Hazard	Stacking F	Total volum.	Delivery Note Number HU	Bulky Goods
11		Euro-pallet	3 000	120	80	14		1	1,4784	12345	<input type="checkbox"/>

1 entry: Select all matches Clear selection Entries per page: 20

Enter the amount of Handling Units, the weight and measures and choose the type of packaging. Moreover, make sure that your delivery note number is filled in the field "Delivery Note Number HU".

If you have multiple delivery note numbers inside one HU, you can note them down and split them by the following delimiters: semicolon ";", comma ",", and slash "/"

A valid delivery note number can look like this: **12345;45678;9101112** or **12345,45678,9101112** or **12345/45678/9101112**

In case you want to ship multiple Handling Unit types, add one more line and adjust the details.

Weight and volume will automatically be aggregated to the header.

In case you want to transport long goods, please mark the checkbox "Bulky Goods". This is relevant for choosing the correct carrier afterwards. The checkbox relates to the respective HU. In case all Handling Units Lines are long goods, every HU line need to be marked as "Bulky Goods".

My SupplyOn > Supply Chain Collaboration > Create FPA

FPA No: 0000056484 FPA date: 25.06.22 FPA Status: Pending

Customer: Bosch Rexroth AG, Werk Lohr a. Main Ship-to-Location: 7080 / Bosch Rexroth AG (LoP1) Unloading Point (Ship-to): 8050 Am Schlosfeld, 3 Marktheidenf

Complete FPA

Pickup Date: 27.06.22 Time: 08:00 to 17:00 Delivery Date: 09.09.22 Time: 00:00 to 23:59

Incoterms Code: FCA - Free Carrier Carrier: [Free Frachtführer] [Enter Carrier Address]

TO Number: SON0000273374

Line	Amount	Pack Type HU	Total weight of HU position(kg)	Length per HU(cm)	Width per HU(cm)	Height per HU(cm)	Hazard	Stacking F	Total volum.	Delivery Note Number HU	Bulky Goods
2		Drum	3 000	260	40	8		1	0,2912	12345	<input type="checkbox"/>

1 entry: Select all matches Clear selection Entries per page: 20

Before sending the voucher, the Incoterm Code “**FCA**” needs to be selected:

Company Name (Customer): Bosch Rexroth AG - Brueninghaus Hyd		Ship-to-Location: 7201 / Schaefflin Logistics GmbH		Unloading Point (Consignee): 7201	
Manage attachments		Complete FPA			
General					
Ship-from Location:	I.T. GODDEERIS NV		Ship-to:	Schaefflin Logistics GmbH	
Ship-from Address:	BE - 8800 Roeselare - Moorselesteenweg		Ship-to address:	DE - 72199 Empfingen - Max-Eyth-Str.	
Pickup Date:	24.11.21		Delivery Date:	25.11.21	
Time from:	18:00		Time from:	08:00	
Time to:	20:00		Time to:	10:00	
Incoterms Code:	FCA - Free Carrier		Carrier Name:	DSV Stuttgart GmbH & Co. KG..	
Incoterms Text:	FCA		Driver Contact:		
Carrier:	EURO-LOG AG		Free Text (from TMS):		
Free Text (for Carrier):	abc		Free Text (from Carrier):		
TO Number:	SON0000253697		Load number:	3226	
			Volume (total Delivery):	4.224 m³	
			Loading Length (total Delivery):	4.8 LM	
			Hazard. Goods:	No	
			Gross Weight (total Delivery):	1500 kg	
			Net Weight (total Delivery):	kg	

Important: If other incoterms are selected by mistake (e.g. DPU) this can lead to problems during the electronic order processing within the carrier ERP system. Please contact your specific Bosch contact in such cases to double check if the transport data was processed successfully.

1.2.1 Consolidation of Handling Units

It is possible to consolidate multiple handling units in just one line. The pre-condition of doing so is, that all the handling units have similar weights and measurements, so a linear break down of weights for every handling unit can be realized.

Example:

- Number of Handling Units: 10 Parcels
- Total Weight of all Handling Units: 100 KG
- Length x Width x Height per HU: 30x30x30
- Linear breakdown of a single Handling Unit: 10 KG

Line	Amount of HUs	Pack. Type HU	Total weight of HU position(kg)	Length per HU(cm)	Width per HU(cm)	Height per HU(cm)	Hazard	Stacking F...	Total volum...	Delivery Note Number HU	Bulky Goods
1	10	Parcel	100	30	30	30			1	0.27/12345	

In case of CEP: If you consolidate the Handling Units into one line, you will receive a label for every single handling unit with the average weight per handling unit

In the mentioned example that would mean 10 handling units with a total weight of 100 KG → 10 labels with a partial weight of 10 KG

1.3 Optional Step: Attachments

In case the customer requires the provision of specific files with the transport, please navigate to the tab “Attachments”.

My SupplyOn > Logistics & Finance > Create FPA

FPA No. 000000161 FPA date 26.10.21 Company Name (Customer) Bosch Rexroth AG - Brueninghaus Hyd Ship-to-Location 7201 / Schaeffelin Logistics GmbH Unloading Point (Consignee) 7201 FPA Status Pending

Manage attachments Complete FPA

Drop Files here

Upload Delete Download

0 entries Select all matches Clear selection Entries per page 20 Page 1 of 1 Print Send

Afterwards, start the upload process and select a file.

My SupplyOn > Logistics & Finance > Create FPA

FPA No. 000000161 FPA date 26.10.21 Company Name (Customer) Bosch Rexroth AG - Brueninghaus Hyd Ship-to-Location 7201 / Schaeffelin Logistics GmbH Unloading Point (Consignee) 7201 FPA Status Pending

Manage attachments Complete FPA

Upload document

Select document for upload: Browse

Supported file extensions: .jpg, .pdf, .jpeg, .tst, .tif, .xml, .png, .gif, .bmp
Maximum file size: 1024 KB

Upload Cancel

Upload Delete Download

0 entries Select all matches Clear selection Entries per page 20 Page 1 of 1 Print Send

The uploaded files are listed and can be removed if wrongly uploaded.

1.4 Finalizing the FPA

In the next step complete the FPA and check prefilled values.

With a click on “Validate” you check if you have entered all mandatory data (fields marked in yellow – it is not possible to send the FPA without having filled all mandatory fields).

Finally send the FPA.

SUPPLYON My SupplyOn SupplyOn-Services Verwaltung News I.T. Goddeeris NV - last last Abmelden

My SupplyOn > Logistics & Finance > Create FPA Interactive Tours Contact | Help for this page | Print

FPA No. 000000161 FPA date 26.10.21
 Company Name (Customer) Bosch Rexroth AG - Brueninghaus Hyd Ship-to-Location 7201 / Schaefflein Logistics GmbH Unloading Point (Consignee) 7201 FPA Status Pending

Manage attachments Complete FPA

Default View Manage View Reset all Filters

Line	Filename	Size	Virus Scan Status	Status	Date	Transmission Date	Encrypted	Owner
Drop Files here								

Upload Delete Download

0 entries Select all matches Clear selection Entries per page 20 First Previous Page 1 of 1 Next Last

Close Save Draft Validate Print Send

1.5 Status information

After sending the FPA, the customer is organizing the transport of this material in the customer's transport management system. After selection of a carrier in the transport management system, you are also able to see this information in the FPA Overview.

Please refresh the page some seconds after sending the FPA by clicking "FPA" in the upper left-hand corner to check the TM Status and the carrier information.

FPA										FPA Stat...	TM Status
Company Name...	Plant Name (Cus...	Plant Name (...)	Unloading Point (...)	Delivery Date/Time	Ship-from Location	Materi...	FPA No.	Source			
<input type="checkbox"/>	Bosch Rexroth ...	DC-7201-HorP	DC-7201-HorP	7201	29.10.21 00:00-...	I.T. GODDEERIS NV	✘	0000000151		Sent	Success
<input type="checkbox"/>	Bosch Rexroth ...	DC-7201-HorP	DC-7201-HorP	7201	29.10.21 23:59-...	I.T. GODDEERIS NV	✘	0000000122		Error	Error
<input type="checkbox"/>	Bosch Rexroth ...	DC-7201-HorP	DC-7201-HorP	7201	22.10.21 00:00-...	I.T. GODDEERIS NV	✘	0000000112		Sent	Success
<input type="checkbox"/>	Bosch Rexroth ...	DC-7201-HorP	DC-7201-HorP	7201	22.10.21 00:00-...	I.T. GODDEERIS NV	✘	0000000111		Sent	Success

The TM Status "Sent/Success" means that this FPA was successfully sent.

If the status is not "Sent/Success", but "Pending/None" or "Error/Error" please see chapter Error Handling.

On the FPA overview page, also ASN status and date information can be seen after it has been sent.

1.6 Print CEP-Label

After sending the FPA, please check the transmission status information and the Carrier information.

In case of CEP-Carrier (e.g. DHL Express, UPS, TNT,...), please print CEP-Label from the Print Section as shown in the screenshot.

All other print documents (e.g. Package Label, Despatch List etc.) are not needed for the DC Voucher process!

Carrier Name: [Redacted]
 Driver Contact: [Redacted]
 Free Text (from TMS):
 Free Text (from Carrier):
 Load number: 163418
 Volume (total Delivery): 0,18 m³
 Loading Length (total Delivery): 0,19 LM
 Hazard. Goods: No
 Gross Weight (total Delivery): 18 kg
 Net Weight (total Delivery): kg

dth HU(...)	Height HU(cm)	Hazard. Goods	Stacking F...	Volume HU Pos.(m³)	HU Pack.Mat.No. (Supp.)	HU Pack.Mat.Des
90	40		1	0,18		

20 | First Previous | Page

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

Print selection | **Print** | Send

The Labels can look for example like this – example DHL Express/TNT

EXPRESS WORLDWIDE <small>© 2012-2019 DHL. All rights reserved. *Toll-free central label*</small>		ECX	DHL		TNT	INT/ROAD	C 2
From:	[Redacted]	Origin:	BRN		Con No. 970014301		
To:	[Redacted]	Contact:	/		Service Economy Express (ND)		
DE-ZQL-ZQL			1 of 1		Option PR		
Ref No. 11			Customer Reference 000000748 202201171		Origin ZBN Pickup Date 18 JAN 2022		
SAMPLE			S/R Account No 70324498		Routing BO2 ITZ DNG		
WAYBILL 12 6114 2956			Sender Address [Redacted]		Sort		
Barcode (2L)DE72186+51000000			Delivery Address		Postcode/Cluster Code 1E		
Barcode (J) JD01 1100 0036 5709 4210			Bosch Rexroth AG Werk Nürnberg		Destination Depot NBE-20		
Barcode 1100970014301010105034090441			Dieselstr., 10 NUERNBERG DE				

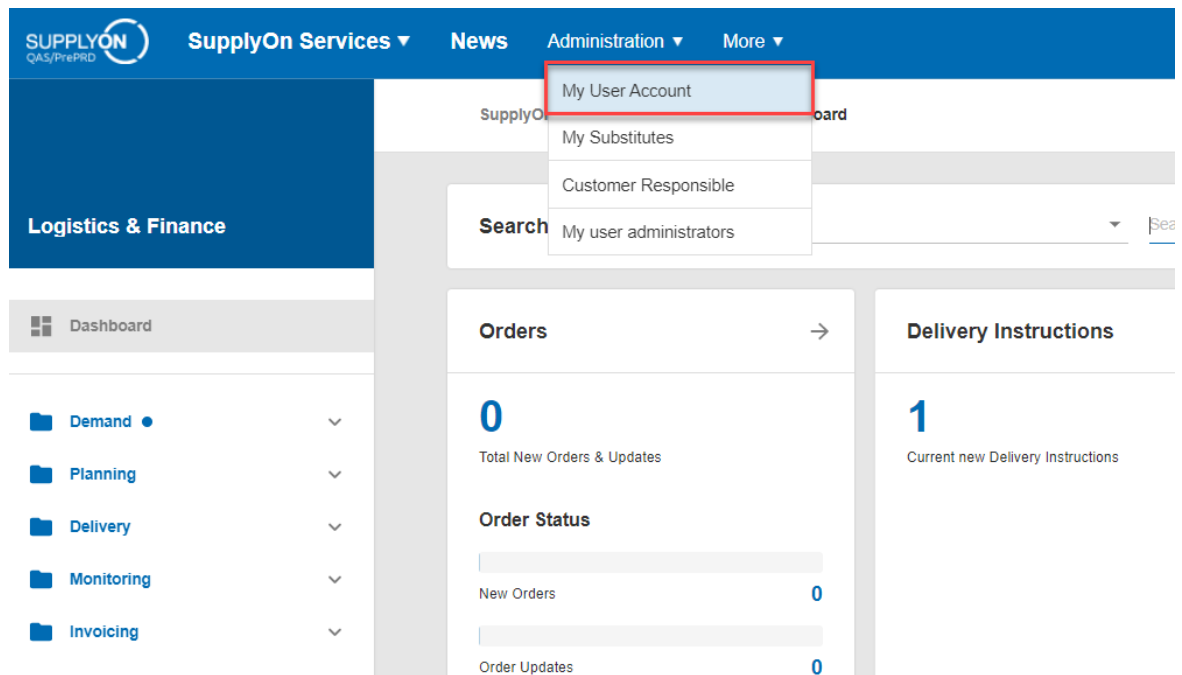
Print these labels and place them on the handling Units.

It can happen that there is an error label sent back from the carrier.

In this case make sure, your user has a correct name, surname and telephone number. These values are necessary for the CEP process and the generation of the label. In case there is an error label generated, Bosch needs to process this voucher manually.

You can check your user credentials here:

Navigate to your User Account by clicking on “Administration” and “My User Account”.



Make sure the fields first name, last name and telephone number are filled with meaningful data in order to be added to the next FPA successfully. It's important information that is needed especially for CEP Carriers

Save Discard changes

Contact data

User ID*:	bosch-qas-l.T	Mobile phone:	<input type="text"/>
First name*:	<input type="text"/>	Street:	<input type="text"/>
Last name*:	<input type="text"/>	City:	<input type="text"/>
Salutation*:	<input type="text"/>	Zip code:	<input type="text"/>
E-mail*:	<input type="text"/>	State/province:	<input type="text"/>
Phone*:	<input type="text"/>	Country*:	Germany <input type="text"/>
Language*:	English <input type="text"/>		

[Change Password](#)

Additional information

Fax:	<input type="text"/>	Function:	<input type="text"/>
Postbox:	<input type="text"/>	Department:	<input type="text"/>
Postbox location :	<input type="text"/>	Position:	<input type="text"/>
Postbox postal code:	<input type="text"/>		
Time zone*:	(GMT+01:00) Europe/Berlin <input type="text"/>		

In the next FPA you can check whether the data is added with a click on the ship from Location on the "Complete FPA" screen.

FPA No.	CK00001650	FPA date
Company Name (Customer):	Bosch Rexroth AG, Werk Schweinfurt	Ship-to-Location:
Manage attachments	Complete FPA	
General		
Ship-from Location:		
Ship-from Address:		
Pickup	Date:	20.01.22
	Time	from: 08:00 to: 17:00
Incoterms Code:	FCA - Free Carrier	
Incoterms Text:	fca	
Carrier:	EURO-LOG AG	
Free Text (for Carrier):		
TO Number:	SON0000260461	

Address Details for I.T. GODDEERIS NV, Roeselare, BE

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: +49	Fax:
E-mail:	@supplyon.com
Close	

2 Error Handling

2.1 General Error Handling Process

After sending the FPA, the TM Status needs to change to “Success”. The TM Status “Success” in Combination with FPA Status “Sent” means that this FPA was successfully sent **and received** by the customer’s TMS. If status does not change automatically to “Success”, please refresh page by clicking on “FPA” Tab (marked red).

FPA											
Default View Manage View											
Company Name...	Plant Name (Cus...	Plant Name (...	Unloading Point (...	Delivery Date/Time	Ship-from Location	Materi...	FPA No.	Source	FPA Stat...	TM Status	
Bosch Rexroth ...	DC-7201-HorP	DC-7201-HorP	7201	29.10.21 00:00-...		×	0000000151		Sent	Success	
Bosch Rexroth ...	DC-7201-HorP	DC-7201-HorP	7201	29.10.21 23:59-...		×	0000000122		Error	Error	
Bosch Rexroth ...	DC-7201-HorP	DC-7201-HorP	7201	22.10.21 00:00-...		×	0000000112		Sent	Success	
Bosch Rexroth ...	DC-7201-HorP	DC-7201-HorP	7201	22.10.21 00:00-...		×	0000000111		Sent	Success	

If the TM Status changes to “None” in combination with FPA Status “Pending”, wait some minutes until the sending process is triggered. If this status does not change, there might have been a timeout or problem during sending the message and the message was not sent.

FPA											
Default View Manage View											
Company Name...	Plant Name (Cus...	Plant Name (...	Unloading Point (...	Delivery Date/Time	Ship-from Location	Materi...	FPA No.	Source	FPA Stat...	TM Status	
Bosch Rexroth ...	DC-7201-HorP	DC-7201-HorP	7201	29.10.21 00:00-...		×	0000000151		Sent	Success	
Bosch Rexroth ...	DC-7201-HorP	DC-7201-HorP	7201	29.10.21 23:59-...		×	0000000122		Error	Error	
Bosch Rexroth ...	DC-7201-HorP	DC-7201-HorP	7201	22.10.21 00:00-...		×	0000000112		Sent	Success	
Bosch Rexroth ...	DC-7201-HorP	DC-7201-HorP	7201	22.10.21 00:00-...		×	0000000111		Sent	Success	

If the TM Status changes to “Error” in combination with FPA Status “Error”, the message could not be sent at all.

FPA											
Default View Manage View											
Company Name...	Plant Name (Cus...	Plant Name (...	Unloading Point (...	Delivery Date/Time	Ship-from Location	Materi...	FPA No.	Source	FPA Stat...	TM Status	
Bosch Rexroth ...	DC-7201-HorP	DC-7201-HorP	7201	29.10.21 00:00-...		×	0000000151		Sent	Success	
Bosch Rexroth ...	DC-7201-HorP	DC-7201-HorP	7201	29.10.21 23:59-...		×	0000000122		Error	Error	
Bosch Rexroth ...	DC-7201-HorP	DC-7201-HorP	7201	22.10.21 00:00-...		×	0000000112		Sent	Success	
Bosch Rexroth ...	DC-7201-HorP	DC-7201-HorP	7201	22.10.21 00:00-...		×	0000000111		Sent	Success	

If the status “Pending/None” or “Error/Error” is depicted as shown in the example above, please continue as follows:

If the error occurs before sending the ASN, please contact SupplyOn Customer Support.

If it occurs after sending the FPA, please read the Error Message and try to correct the root cause. (FPAs in status “Error” can be opened, edited and sent again)

230622	Delivery Inst...	Sent	Success	
230567	Order	Sent	Success	
230439	Order	Sent	Success	
230033	Order	Pending	None	
230191	JIT Call-off	ASN	Success	Sent
230128	Order	Sent	Success	
230090	Order	ASN	Error	Sent
230077	Deliver Inst	Pending	None	

Errors can be opened by clicking on the red “Error” Status.

In case SupplyOn WebEDI is not available, please contact SupplyOn support.

2.2 Error Label in case of CEP Process

In case there is no label generated because of missing information, an error label like below will be given back as CEP Label.

ERROR ERR000041

Transport Number	0000000748
2022-01-17	08:11 h

Error Description:

LPM-Error: [Reason:cvc-complex-type.2.4.a: Invalid content was found starting with element 'CONSIGNMENT'. One of '{GROUPCODE, SENDER}' is expected. Line:10 Lineposition:18 Sourcetext:] (LPMCarrierProduct: TNT_Routing, ErrorSource: Client, ProcessingId: bfc732d81df9497e819326a5e7dff084)

The FPA will remain in the status open.

If such error labels occur and you are not able to send out the FPA successfully after doing some adjustments on the FPA, please get in contact with your respective plant contact.

2.3 ASN

If you already used the ASN process via SupplyOn in the past, the ASN creation will slightly change after the Voucher process is activated. The following part down below will describe how to create ASNs in combination with the Voucher Process.

2.3.1 Create ASN based on FPA

If ASNs should be created based on Vouchers that were send out, please proceed as follows:

Click on “Create ASN” → “Create ASN based on FPA” in your SupplyOn dashboard:

The dashboard displays several key metrics:

- Forwarder Pickup Advice:** 0 FPA Creation Due, 186 Pending FPA. Due Deliveries: 0 Overdue, 0 Due Today, 0 Due Next 7 Days.
- Advance Shipping Notice:** 4 ASN Creation Due, 21 Pending ASN. Due Deliveries: 98 (2 Overdue).
- VMI (IPR):** 1 Projected Stock Inventory Alerts, 0 Actual Stock Inventory Alerts. Material Situation at the end of today: 1 Below Zero, 0 Below Min Limit, 0 Above Max Limit.
- Kanban:** 0 Kanban Cards.

Buttons for "Create FPA", "Create ASN", "Create ASN based on FPA", and "Create ASN (Transportmanagement Bypass)" are visible.

A screen of all sent Vouchers will be shown. In this screen, a specific Voucher can be selected, based on which an ASN should be created. Please select it in the overview and proceed with "Create ASN":

The FPA Overview screen displays a table of vouchers with the following columns: Company Name, Plant Name (Cu), Plant Name (), Unloading Point, Delivery Date/Time, Ship-from Location, Mater., FPA No., Source, FPA Status, TM Status, ASN Status, and ASN Date.

Company Name	Plant Name (Cu)	Plant Name ()	Unloading Point	Delivery Date/Time	Ship-from Location	Mater.	FPA No.	Source	FPA Status	TM Status	ASN Status	ASN Date
Bosch Rexroth ...	DC-708A-AIP	DC-708A-AIP	0050 Rexrothstr...	12.05.22 00:00:...		✗	0000001654		Sent	Success		
Bosch Rexroth ...	DC-708A-AIP	DC-708A-AIP	0050 Rexrothstr...	24.02.22 00:00:...		✗	CK00000610		Sent	Success		
Bosch Rexroth ...	DC-708A-AIP	DC-708A-AIP	0050 Rexrothstr...	17.05.22 00:00:...		✗	0000001655		Sent	Success		
Bosch Rexroth ...	DC-7080-LoP1	DC-7080-LoP1	8050 Bürgermei...	06.05.22 00:00:...		✗	0000001706		Sent	Success		
Bosch Rexroth ...	DC-7080-LoP1	DC-7080-LoP1	8050 Bürgermei...	07.04.22 00:00:...		✗	0000001411		Sent	Success		
Bosch Rexroth ...	DC-7080-LoP1	DC-7080-LoP1	0050 Carl-Zeiss...	15.03.22 00:00:...		✗	CK00002001		Sent	Success		
Bosch Rexroth ...	DC-708A-AIP	DC-708A-AIP	0050 Rexrothstr...	18.02.22 00:00:...		✗	0000000628		Sent	Success		
Bosch Rexroth ...	DC-708A-AIP	DC-708A-AIP	0050 Rexrothstr...	18.02.22 00:00:...		✗	0000000767		Sent	Success		
Bosch Rexroth ...	DC-7920-HoP2	DC-7920-HoP2	0011 Berliner Str.	02.05.22 00:00:...		✗	0000001650		Sent	Success		

Buttons for "Back" and "Create ASN" are visible at the bottom of the table.

In the ASN, all needed *due deliveries* can be added to the ASN. Please click on "Add New Line" → "Complete Due Del. List" to add the respective due deliveries.

My SupplyOn > Logistics & Finance > Create ASN Interactive Tours Contact | Help for this page | Print

ASN No: 000001654 ASN Date: 24.02.22 FPA No.: 000001654 FPA Status: New

Company Name (Customer): Bosch Rexroth AG, Werk Lohr a. Main Ship-to-Location: 708A / Bosch Rexroth AG Unloading Point (Consignee): 0050 Rexrothstraße, 1 Haßfurt-Augsf

Select ASN Positions Complete ASN

Default View Manage View- Reset all Filters

Line	Del. Note No.	Del. Note Pos.	Material No. (Customer)	ASN Creation Due...	Proposed...	Delivery...	UoM	Warn...	Pack...	Packing Profile	Batch Number	Eng...	Order No.	Order Pos.
<input checked="" type="checkbox"/>														

Extra Shipment
 Due Del. in Status "FPA exists"
 Due Del. in Status ASN Required
 Complete Due Del. List

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

0 entries: Select all matches Clear selection Entries per page 20 First Previous Page 1 of 1 Next Last

Close Save Draft Validate Print- Send

<https://webedi.application.qas.supplyon.com/scm/app?stn=6be7ada7a171f1723367b7d141f...>

Select the due deliveries by activating the check box. Afterwards click on "Add to ASN".

Due Deliveries Schedule Lines

Default View Manage View- Reset all Filters

Material No. (Customer)	Material Descr. (Custo...	Plant Code (Consi...	Plant Name (Consi...	Consignee	Unloading Point (Consi...	Delivery Date	Pickup Date	FPA Creation Due D...	ASN Creation Due...	Req...
<input type="checkbox"/>	R000855213	KOLBEN M7-22 S10L...	708A	DC-708A-AIP	Bosch Rexroth AG	0050				
<input type="checkbox"/>	R001416824	KOLBEN MHSVD-1X-	708A	DC-708A-AIP	Bosch Rexroth AG	0050				
<input checked="" type="checkbox"/>	R000821639	DROSSELBOLZEN 5,...	708A	DC-708A-AIP	Bosch Rexroth AG	0050				
<input type="checkbox"/>	R000805583	DROSSELBOLZEN 5,...	708A	DC-708A-AIP	Bosch Rexroth AG	0050				
<input type="checkbox"/>	R001410592	KOLBEN M7-22 S11L...	708A	DC-708A-AIP	Bosch Rexroth AG	0050				
<input type="checkbox"/>	R000819180	DROSSELBOLZEN 5,...	708A	DC-708A-AIP	Bosch Rexroth AG	0050				
<input type="checkbox"/>	R000812779	DROSSELBOLZEN 5,...	708A	DC-708A-AIP	Bosch Rexroth AG	0050				
<input type="checkbox"/>	R000632048	VENTILSITZ 3-M6X,7...	708A	DC-708A-AIP	Bosch Rexroth AG	0050				
<input type="checkbox"/>	R000819180	DROSSELBOLZEN 5,...	708A	DC-708A-AIP	Bosch Rexroth AG	0050	04.11.21	01.11.21 08.00	29.10.21 23.00	01.11.21 08.00
<input type="checkbox"/>	R000855213	KOLBEN M7-22 S10L...	708A	DC-708A-AIP	Bosch Rexroth AG	0050	09.11.21	05.11.21 08.00	04.11.21 22.00	05.11.21 08.00

Back Add to ASN Delivered outside SupplyOn

159 matches of 176 entries: Select all matches Clear selection Entries per page 50 First Previous Page 1 of 4 Next Last

A new line will appear in the ASN. For the newly added ASN positions the Delivery note number needs to be entered.

My SupplyOn > Logistics & Finance > Create ASN Interactive Tours Contact | Help for this page | Print

Data was saved successfully

ASN No: 000001654 ASN Date: 24.02.22 FPA No.: 000001654 FPA Status: Pending

Company Name (Customer): Bosch Rexroth AG, Werk Lohr a. Main Ship-to-Location: 708A / Bosch Rexroth AG Unloading Point (Consignee): 0050 Rexrothstraße, 1 Haßfurt-Augsf

Select ASN Positions Complete ASN

Default View Manage View- Reset all Filters

Line	Del. Note No.	Del. Note Pos.	Material No. (Customer)	ASN Creation Due...	Proposed...	Delivery...	UoM	Warn...	Pack...	Packing Profile	Batch Number	Eng...	Order No.	Order Pos.
<input checked="" type="checkbox"/>	1	12243234	010	R001416824	0	0	EA			<manual data entry>		E	5500264292	00010

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

1 entry: Select all matches Clear selection Entries per page 20 First Previous Page 1 of 1 Next Last

Close Save Draft Validate Print- Send

<https://webedi.application.qas.supplyon.com/scm/app?stn=6be7ada7a171f1723367b7d1416f72e...>

Important: The delivery note number of ASN positions need to be equal to the delivery note numbers, that were entered for the vouchers in the first place (in the Voucher: Delivery Note Number HU)

After filling out the ASN positions, go to "Complete ASN" and re-check the Delivery Note Number of the Voucher. If the entries are matching, send out the ASN by clicking on "Send".

Data was saved successfully

ASN No: 000001654 ASN Date: 24.02.22 FPA No.: 000001654 FPA Status: Pending

Company Name (Customer): Bosch Rexroth AG, Werk Lohr a. Main Ship-to-Location: 708A / Bosch Rexroth AG Unloading Point (Consignee): 0050 Rexrothstraße, 1 Haßfurt-Augsf

Select ASN Positions **Complete ASN**

Transport type: [dropdown] Gross weight (total Delivery): 100 kg
 Means of Transport: [dropdown] Net Weight (total Delivery): 0 kg
 Tracking ID: [input] Cost of Transportation: [input]
 Reference ID for Means of Transport: [input]
 Carrier: EURO-LOG AG
 Free Text (for Carrier): [input]
 TO Number: SON000263186
 Waybill Number: [input]

Delivery Note Numbers Voucher = Delivery Note Numbers ASN

Line	Amount of...	Pack Type HU	Total weight of...	Length per...	Width per H...	Height per ...	Hazard. Goods	Total volum...	Delivery Note Number HU
1	10	Parcel	100	0,3	0,3	0,3		0,27	12243234

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

Buttons: Close Save Draft Validate Print Send

After sending the ASN, the overview will show up again. In the overview, the successfully sent out ASN can be seen:

ASN was successfully sent

Quick Search Advanced Search Add line | Delete line My Search Profiles Manage View

ASN No.	ASN Status	Delivery Date/Time	Org. Name (Cus...)	Plant Name (Cust...)	Plant Name (Consi...)	Unloading Point (Co...)	FPA No.	FPA ...	Carrier Name	Material-based...	Change Timestamp
000001654	Sent	12.05.22 00.00	Bosch Rexroth...	DC-708A-AIP	DC-708A-AIP	0050 Rexrothstraße...	000000...	ASN	UPS Express / N...	✓	24.02.22 11:20
12345	Pending	10.02.22 00.00	Bosch Rexroth...	DC-708A-AIP	DC-708A-AIP	0050	CK000...	ASN	Schenker Deutsc...	✓	09.02.22 14:13
CK00000635	Pending	10.02.22 00.00	Bosch Rexroth...	DC-708A-AIP	DC-708A-AIP	0050	000000...	ASN	TNT Holdings (D...	✓	09.02.22 13:07
0000001549	Sent	10.02.22 00.00	Bosch Rexroth...	DC-708A-AIP	DC-708A-AIP	0050 Rexrothstraße...	000000...	ASN	UPS Express / N...	✓	07.02.22 16:44
0000001594	Sent	10.02.22 00.00	Bosch Rexroth...	DC-708A-AIP	DC-708A-AIP	0005 Am Eitzberg, 1...	000000...	ASN	UPS Express / N...	✓	03.02.22 14:41
0000001573	Sent	25.02.22 00.00	Bosch Rexroth...	DC-7080-LoP1	DC-7080-LoP1	8001 Bürgermeister...	000000...	ASN	UPS Express / N...	✓	03.02.22 13:47
0000001545	Pending	19.04.22 00.00	Bosch Rexroth...	DC-7920-HoP2	DC-7920-HoP2	P841 Bexbacherstr...	000000...	ASN	UPS Express / N...	✓	02.02.22 13:42
0000000469	Sent	04.02.22 00.00	Bosch Rexroth...	DC-708A-AIP	DC-708A-AIP	0050 Rexrothstraße...	000000...	ASN	TNT Holdings (D...	✓	28.01.22 15:53
0000001076	Sent	02.03.22 00.00	Bosch Rexroth...	DC-708A-AIP	DC-708A-AIP	0050 Rexrothstraße...	000000...	ASN	UPS Express / N...	✓	

Buttons: Back Create ASN Copy ASN Upload Delete ASN Request ASN Withdrawal Download ASN Details / Edit Show related ASN Position(s) Create Invoice Print

35 matches of 35 entries: Select all matches Clear selection Entries per page: 50 Page 1 of 1

2.3.2 Create ASN (Transportmanagement Bypass)

If you do not want to create ASNs based on sent out vouchers, you can also proceed with the “Bypass” option. For that, click on “Create ASN” → “Create ASN (Transportmanagement Bypass)”.

The screenshot shows the SupplyOn dashboard with a sidebar on the left and a main content area. The sidebar includes 'Logistics & Finance' and a 'Dashboard' menu. The main content area has four panels: 'Forwarder Pickup Advice', 'Advance Shipping Notice', 'VMI (IPR)', and 'Kanban'. A 'Create ASN' dropdown menu is open over the 'Advance Shipping Notice' panel, with 'Create ASN (Transportmanagement Bypass)' highlighted in a red box.

The following procedure is similar than the ASN creation based on the voucher. With a few exceptions:

The ASN No. is not the pre-filled Voucher number, but can be defined by the supplier himself. Also, the pre-filled HU lines in the “Complete ASN” screen are not available, since there is no technical connection between the Voucher and the ASN.

The screenshot shows the 'Create ASN' screen with a table containing one entry. The table has columns for Line, Del. Note No., Del. Note Pos., Material No. (Customer), ASN Creation Due..., Proposed..., Delivery..., UoM, Warn..., Pack..., Packing Profile, Batch Number, Eng..., Order No., and Order Pos.

Line	Del. Note No.	Del. Note Pos.	Material No. (Customer)	ASN Creation Due...	Proposed...	Delivery...	UoM	Warn...	Pack...	Packing Profile	Batch Number	Eng...	Order No.	Order Pos.
1	010		R900855213	05.11.21 08:00	242	242	EA			<manual data entry>		E	5500224002	0010

Buttons at the bottom include 'Add New Line', 'Copy Line', 'Delete Line', 'Calculate Packing', 'Create One-Level Packing', 'Close', 'Save Draft', 'Validate', 'Print', and 'Send'.

2.4 Support contact details

SupplyOn Support Telephone numbers Europe:

(DE) in German, English 00:00-24:00 (24/7)

Landline: 0800 78775966 (free of charge)

Mobile: +49 811 99997-0 (charges of local mobile network operator apply)

(EU without DE) In German, English 00:00-24:00 (24/7)

In French, Spanish, Portuguese, Italian 06:00-20:00 CET/CEST (Monday-Friday)

Landline: + 800 78775966 (free of charge)

Mobile: + 49 811 99997-0 (charges of local mobile network operator apply)

E-Mail: customer-support@supplyon.com

Telephone numbers from Asia

E-Mail-Adresse: Asia-Support@supplyon.com

From China:

- In Chinese/Mandarin 07:00 – 20:00 CNST (Monday-Saturday)
In English 20:00 – 07:00 CNST (Monday-Sunday)
- [4001.203.357](tel:4001.203.357) (free of charge, but local network provider charges may apply)

From Japan:

- In Japanese: 08:00 – 17:00 JST (Monday-Friday)
In English: 17:00 – 08:00 JST (Monday-Sunday)
- [0120.778166](tel:0120.778166) (free of charge)

From Korea:

- In Korean: 08:00 – 17:00 KST (Monday-Friday)
In English: 17:00 – 08:00 KST (Monday-Sunday)
- [080.648.0880](tel:080.648.0880) (free of charge)

3 Roles and Rights

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

For using the WebEDI FPA process the following roles are available in the **Logistics and Finances** area:

- **TOMSSellerASNWrite**
- **TOMSSellerFPAWrite**
- **WebEDISellerASN**
- **WebEDISellerASN_TMS**
- **WebEDISellerAdmin**

1. Log-on to → **SupplyOn**.
2. On the main menu, point to **Administration**, and then click **User Management**.
3. **Click the User Accounts tab.**
4. Select a user.
5. Click the **Roles** tab.

<input checked="" type="checkbox"/> TOMSSellerASNWrite	assigned
<input type="checkbox"/> TOMSSellerFPAASNRead	assigned
<input checked="" type="checkbox"/> TOMSSellerFPAWrite	assigned
<input type="checkbox"/> VMISellerAdmin	not assigned
<input type="checkbox"/> VMISellerRead	not assigned
<input type="checkbox"/> VMISellerStd	not assigned
<input checked="" type="checkbox"/> WebEDISellerASN	assigned
<input type="checkbox"/> WebEDISellerASNNewRead	assigned
<input checked="" type="checkbox"/> WebEDISellerASN_TMS	assigned
<input type="checkbox"/> WebEDISellerASN_TMSRead	assigned
<input checked="" type="checkbox"/> WebEDISellerAdmin	assigned