

Supplier Quick Guide: How to create an ASN

INNIO SupplyOn Implementation

DIGITAL TRANSFORMATION. DELIVERED.

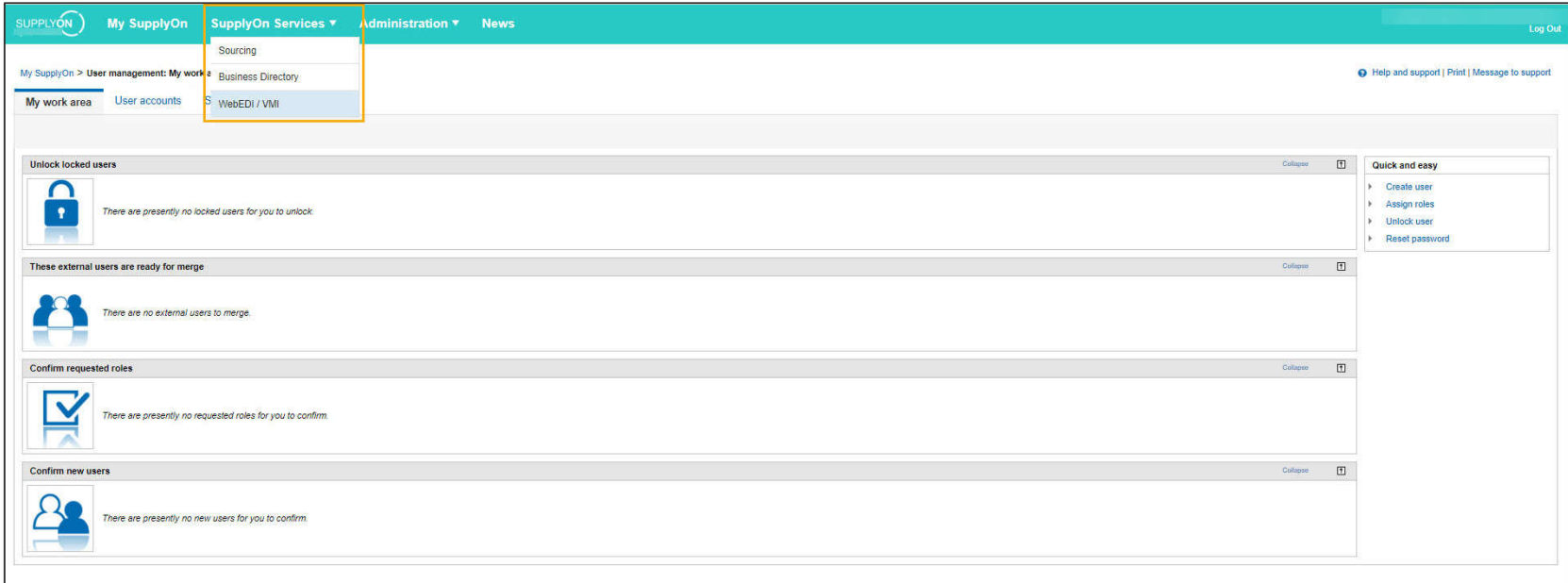
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Agenda – How to create an ASN

- › Step 1: Selection of services - How to open WebEDI and the ASN Overview
- › Step 2: Due Deliveries screen
- › Step 3: How to open the ASN creation screen
- › Step 4: Creating an ASN
- › Step 5: Enter Additional Data
- › Step 6: Enter Packing Data
- › Step 7: Completing the ASN
- › Step 8: Validate & Save as draft
- › Step 9: Print Documents & Send
- › Step 10: Successfully sent ASN
- › *Optional: How to add additional Pickup Locations (= Control Points)*

Step 1: Selection of services - How to open WebEDI



› Hover your mouse over “SupplyOn Services” and click at “WebEDI / VMI” in the drop down menu

Step 1: Selection of services - How to open the ASN Overview

My SupplyOn > Logistics & Finance

INNO_ACC_

Processes	Alerts				Summary
	New Messages	Exceptions	(High)	Medium	
Logistics					
Demand Processes					
Delivery Instructions		>0	0	0	0
Delivery Forecast					
JIT Call-off					
Kanban					
Orders ▾	41	>74	0	>74	0
Scheduling Agreement					
VMI Materials ▾		>0	0	0	0
Due Deliveries		>0	0	0	0
Shipping Processes					
ASN (New) ▾		>29	>4	>25	0
Stock Movement					
Stock Movement					

Summary

- Alert Overview
- Logistics & Finance Master Data
- Material Master Data
- Org. Master Data
- Custom user settings
- DTM Profiles

› To create an ASN hover over „ASN (New)“ and click on „Create ASN“ in the dropdown menu

- „ASN Overview (all)“ shows you all created ASNs
- „ASN Overview (pending)“ displays all ASNs that were started and saved but not sent

Step 2: Due Deliveries screen

My SupplyOn > Logistics & Finance > Create ASN: Select Ship-To

Quick Search | Advanced Search

Open demands based on ASN Creation Due C days in the future (incl. pa) 30 Add line | Delete line

Search | Reset

My Search Profiles
Default View | Manage...

Due Deliveries (grouped)

Default View | Manage... (3)

Reset all Filters

Org. Code (Customer)	Company Name (Customer)	Plant Code (Consignee)	Plant Name (Consignee)	Org. Code (Customer)	Insee	ASN required	Available for Extra Shipment	With Material Reference
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	INNIO Jenbacher	0	2	2	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	INNIO Jenbacher	0	1	1	✓
INNIO	INNIO Jenbacher GmbH & Co OG	111	INNIO Jenbacher	INNIO Jenbacher	0	1	1	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	INNIO Jenbacher	0	4	4	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	INNIO Jenbacher	0	23	23	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	INNIO Jenbacher	0	1	1	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	INNIO Jenbacher	0	5	5	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	INNIO Jenbacher	0	1	1	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	INNIO Jenbacher	0	12	12	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	INNIO Jenbacher	0	3	3	✓
INNIO	INNIO Waukesha Gas Engines Inc.	909	INNIO Waukesha	INNIO Waukesha	0	1	1	✓
INNIO	INNIO Jenbacher GmbH & Co OG	111	INNIO Jenbacher	INNIO Jenbacher	0	2	2	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	INNIO Jenbacher	0	1	1	✓
INNIO	Distributed Power Canada Company	809	Distributed Power	Distributed Power	0	2	2	✓

Back | Create ASN | Show Due Deliveries | Show Extra Shipments

67 matches of 67 entries: Entries per page 50

First | Previous | Page 1 of 2 | Next | Last

> In the „Due Deliveries“ screen you can configure your own personal view by managing the columns:

- You can show and hide columns by setting the corresponding ticks (1)
- You can reorganize the columns by drag and drop (2)
- You can save your configured overview for the next log-in (3)

Step 3: How to open the ASN creation screen

My SupplyOn > Logistics & Finance > Create ASN: Select Ship-To

Quick Search | Advanced Search

Open demands based on ASN Creation Due to: days in the future (incl. past) 30 Delete line

Due Del. ASN Status: equal to ASN required Add line | Delete line

Search | Reset

My Search Profiles Hide Search Area

Default View | Manage... | Reset all Filters

Org. Code (Customer)	Company Name (Customer)	Plant Code (Consignee)	Plant Name (Consignee)	Unloading Point (Consignee)	ASN required	Average of Extra Shipment	With Material Reference
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	JENBACH_AT	3	0	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	JENBACH_AT	3	0	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	NU_Woergl	1	0	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	NU_Woergl	1	0	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	CSW_NUREMBERG	6	0	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	CSW_NUREMBERG	1	0	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	CSW_NUREMBERG	5	0	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	JENBACH_AT	1	0	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	CSW_NUREMBERG	8	0	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	JENBACH_AT	56	0	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	CSW_NUREMBERG	8	0	✓
INNIO	INNIO Waukesha Gas Engines Inc	949	INNIO Waukesha	INNIO Waukesha Servi	8	0	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	JENBACH_AT	8	0	✓

Back | Create ASN | Due Deliveries | Show Extra Shipments

40 matches of 67 entries | Entries per page: 50 | Page 1 of 1 | First | Previous | Next | Last

> In the column „ASN required“ (1) you find requested ASNs sorted by Unloading Points

> In order to continue

- please click on the number in the respective column (2),
- Or select your clients unloading point and use the button „Create ASN“ (3)

Step 4: Creating an ASN

My SupplyOn > Logistics & Finance > Create ASN: Select Due Deliveries for INNIO - 949 - INNIO Waukesha - INNIO Waukesha Servi

Quick Search | Advanced Search

Open demands based on ASN Creation Due to: days in the future (incl. past) 30

Due Del. ASN Status: equal to ASN required

My Search Profiles

Plant Name (Const...)	Plant Code (Const...)	Unloading ...	Material No. (Cust...)	Material Descr. (Cust...)	Delivery Date	Pickup Date	ASN Creation Due D...	Required ...	Due Delivery Status	Type of Due Delivery	Inco term...	Hazard...	Order Number	Order ...	Quantity i...	Due Delivery from
INNIO Waukesha	949	INNIO Wa...	740787A 101	Cable Harness HARN...	15.05.19 00.00	13.05.19 07.00	13.05.19 06.00	20	FPA not required	Regular Demand			200100	1	0	Order
INNIO Waukesha	949	INNIO Wa...	740787A 101	Cable Harness HARN...	21.05.19 00.00	17.05.19 07.00	17.05.19 06.00	5	FPA not required	Regular Demand			200103	1	0	Order
INNIO Waukesha	949	INNIO Wa...	740787A 101	Cable Harness HARN...	23.05.19 00.00	21.05.19 07.00	21.05.19 06.00	6	FPA not required	Regular Demand			200104	1	0	Order
INNIO Waukesha	949	INNIO Wa...	741306 101	Cable Harness	31.05.19 00.00	29.05.19 07.00	29.05.19 06.00	5	FPA not required	Regular Demand			200104	2	0	Order
INNIO Waukesha	949	INNIO Wa...	740787A 101	Cable Harness HARN...	20.08.19 00.00	16.08.19 07.00	14.08.19 07.00	5	FPA not required	Regular Demand			200085-7357	1	0	Order
INNIO Waukesha	949	INNIO Wa...	741306 101	Cable Harness	20.08.19 00.00	16.08.19 07.00	14.08.19 07.00	7	FPA not required	Regular Demand			200085-7357	2	0	Order
INNIO Waukesha	949	INNIO Wa...	741308 101	Cable Rolls.Small	20.08.19 00.00	16.08.19 07.00	14.08.19 07.00	20	FPA not required	Regular Demand			200085-7357	3	0	Order
INNIO Waukesha	949	INNIO Wa...	741310 101	Cable Rolls.Large	20.08.19 00.00	16.08.19 07.00	14.08.19 07.00	15	FPA not required	Regular Demand			200085-7357	4	0	Order

Back Create ASN

8 matches of 1348 entries: Select all matches Clear selection

Entries per page 10

Page 1 of 1

- > Select all positions you wish to create an ASN for (1)
- > **IMPORTANT:** Pre-condition to create an ASN is a confirmed Purchase Order (PO)
- > You can also check positions from different Orders to create a single ASN for multiple PO lines
- > Click on “Create ASN” to continue (2)

Step 4: Creating an ASN

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

ASN No. / Del. Note No. **306** ASN Date **05.08.19** FPA No.: FPA Status: New

Company Name (Customer): INNIO Waukesha Gas Engines Inc Ship-to-Location: 949 / Innio Waukesha Gas Engines Inc Unloading Point (Consignee): INNIO Waukesha Servi

Select ASN Positions **1** Packing data

Default View Reset all Filters

Line	Del. Note Pos.	Material No. (Customer)	ASN Creation Due...	Proposed ...	Delivery ...	UoM	Warn...	Order No.	Order Pos.	Amount SP	Qty. per ...	Pack.Mat.No. (Cust.)	Amount of HU	Single Pack ...	HU Pack.Mat.No. ...
<input checked="" type="checkbox"/>	10	740787A 101	14.08.19 07:00	5	5	EA		200085-73...	1	5	1	COPACK	0		
<input checked="" type="checkbox"/>	20	741306 101	14.08.19 07:00	7	7	EA		200085-73...	2	7	1	COPACK	0		
<input checked="" type="checkbox"/>	30	741308 101	14.08.19 07:00	20	20	EA		200085-73...	3	20	1	COPACK	0		
<input checked="" type="checkbox"/>	40	741310 101	14.08.19 07:00	15	15	EA		200085-73...	4	15	1	COPACK	0		

4 entries: Entries per page: 20 First Previous Page 1 of 1 Next Last

- › The previously checked positions are now displayed
- › **Yellow fields are always mandatory!** Please check the pre-filled values
- › By modifying the displayed quantity in the field “Delivery Quantity”, you can create a partial shipment. The remaining quantity will stay open and can be registered for transport with a new ASN
- › Continue your ASN in the next tab “Enter additional Data” (1)

Step 5: Enter Additional Data

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

Data saved in session

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

Company Name (Customer): INNIO Waukesha Gas Engines Inc Ship-to-Location: 949 / Innio Waukesha Gas Engines Inc Unloading Point (Consignee): INNIO Waukesha Servi

Select ASN Positions **Enter Additional Data** **4** Complete ASN

Default View Manage... **2** **3** Reset all Filters

Line	Material No. (Customer)	Material No. (Supplier)	Delivery Quantity	UoM	Order No.	UN Danger Code	Security Flag	Country of Origin	Free Text
1	740787A 101		5	EA	200085-7357		N		
2	741306 101		7	EA	200085-7357		N		
3	741308 101		20	EA	200085-7357		N		
4	741310 101				200085-7357		N		

Columns menu:

- Material No. (Supplier)
- Material Descr. (Customer)
- Pickup Date
- Delivery Date
- FPA Creation Due Date
- Proposed Quantity
- Material Descr. (Supplier)
- Delivery Quantity
- UoM
- UN Danger Code
- Order No.
- Order Pos
- Security Flag
- Export Control Classification No.
- Free Text

4 entries: First Previous Page 1 of 1 Next Last

- › Here you can also configure your view by adding new columns (1)
- › If the product is considered “Dangerous”, you can set the “Security Flag” to “Y” and enter the “UN Danger Code” in the respective fields (2)
- › You can add additional information in the field “Free Text” (3)
- › Continue with the tab “Enter Packing data” (4)

Step 6: Enter Packing Data

My SupplyOn > Logistics & Finance > Create ASN

ASN No. / Del. Note No. 306 ASN Date 05.08.19 FPA No.: FPA Status: New

Company Name (Customer): INNIO Waukesha Gas Engines Inc. Ship-to-Location: 949 / Innio Waukesha Gas Engines Inc. Unloading Point (Consignee): INNIO Waukesha Servi

Select ASN Positions Enter Additional Data **Enter Packing data** Complete ASN

Handling Units

Default View Manage...

HU Pack.Mat...	HU Gross W...	Length HU(cm)	Width HU...	Height HU(cm)	Stacki...	Label No. HU
Box	150	50	50	20	0	1 209

1 entry: Entries per page 20 First Previous Page 1 of 1 Next Last

Assigned ASN Positions for selected HU line

Default View Manage...

Del. Note Pos.	Material No. (Customer)	Order No.	Order Pos.	Delivery Quantity
10	740787A 101	200085-7357	1	5
20	741306 101	200085-7357	2	7
30	741308 101	200085-7357	3	20
40	741310 101	200085-7357	4	15

Functions

<< Assign

Remove >>

Split

Close Save Draft Validate Print Send

- > You can generate a “Handling Unit” (short HU) with the button “Create HU” (1)
- > A new HU will appear in the section “Handling Units” (2)
- > Define your HU and set its general properties (e.g. size, gross weight). The mandatory entry “Stacking factor” describes the stackability of each HU. The number equals the maximum stacking levels (1 = not stackable, n = n level of stackability, etc.)
Please note, you can **not use the pre-filled number “0” as “Stacking Factor” (3)**

Step 6: Enter Packing Data

My SupplyOn > Logistics & Finance > Create ASN

ASN No. / Del. Note No. 306 ASN Date 05.09.19 FPA No.: FPA Status: New
Company Name (Customer): INNIO Waukesha Gas Engines Inc Ship-to-Location: 949 / Innio Waukesha Gas Engines Inc Unloading Point (Consignee): INNIO Waukesha Servi

Select ASN Positions Enter Additional Data **Enter Packing data** Complete ASN

Handling Units

Default View Manage...

HU Pack. Mat. No.	HU Gross W. (cm)	Length HU (cm)	Width HU (cm)	Height HU (cm)	Stacki. No.	Label No. HU
Crate	400	150	75	50	2	212
Box	150	50	50	20	1	209

2 entries: Entries per page 20 Page 1 of 1 Next Last

Assigned ASN Positions for selected HU line

Default View Manage...

Del. Note Pos.	Material No. (Customer)	Order No.	Order Pos.	Delivery Quantity
10	740787A 101	200085-7357	1	5
20	741306 101	200085-7357	2	7

Close Save Draft Validate

Print Send

Not assigned ASN Positions

Default View Manage...

Del. Note Pos.	Material No. (Customer)	Order No.	Order Pos.	Delivery Quantity
30	741308 101	200085-7357	3	20
40	741310 101	200085-7357	4	15

Functions

<< Assign

Remove >>

Split

- › Now, you can assign ASN Positions to your defined Handling Units
- › Select the HU in your “Handling Units” section (1), mark the material from the “Not assigned ASN Positions” (2) and click on “<<Assign” (3). *If preferred, you can always use the drag & drop function (4)*

Step 6: Enter Packing Data

My SupplyOn > Logistics & Finance > Create ASN

ASN No. / Del. Note No. 306 ASN Date 05.06.19 FPA No. FPA Status: New
Company Name (Customer): INNIO Waukesha Gas Engines Inc. Ship-to-Location: 949 / Innio Waukesha Gas Engines Inc. Unloading Point (Consignee): INNIO Waukesha Servi

Select ASN Positions Enter Additional Data **Enter Packing data** Complete ASN 3

Handling Units

HU Pack Mat...	HU Gross W...	Length HU(cm)	Width HU...	Height HU(cm)	Stacki...	Label No. HU
Crate	400	150	75	50	2	212
Box	150	50	50	20	1	209

2 entries: Entries per page 20 First Previous Page 1 of 1 Next Last

Assigned ASN Positions for selected HU line

Del. Note Pos.	Material No. (Customer)	Order No.	Order Pos.	Delivery Quantity
10	740787A 101	200085-7357	1	5
20	741306 101	200085-7357	2	7

2

Not assigned ASN Positions

Del. Note Pos.	Material No. (Customer)	Order No.	Order Pos.	Delivery Quantity
30	741308 101	200085-7357	3	20
40	741310 101	200085-7357	4	15

1

Functions

<< Assign
Remove >>
Split

1

Close Save Draft Validate Print Send

- > If your material needs to be packed into different HU's, please use the "Split"-functionality (1)
- > The packed positions for each HU are listed below in "Assigned ASN Positions for selected HU line" (2)
- > Continue with the tab "Complete ASN" (3) once all required positions are assigned to a Handling Unit

Step 7: Completing the ASN

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

ASN No. / Del. Note No. **306** ASN Date **05.08.19** FPA No.: FPA Status: Pending

Company Name (Customer): INNIO Waukesha Gas Engines Inc Ship-to-Location: 949 / Innio Waukesha Gas Engines Inc Unloading Point (Consignee): INNIO Waukesha Servi

Select ASN Positions Enter Additional Data Enter Packing data **Complete ASN**

General

Ship-from Location: Test Supplier	Ship-to: Innio Waukesha Gas Engines Inc
Ship-from Address: DE - 85399 Halbergmoos - Ludwigsitz, 49	Ship-to address: US - 53188 Waukesha - -
Pickup Date/Time: 05.08.19 15:42 1 !	Delivery Date/Time: 14.08.19 08:42
Incoterms Code:	Load number:
Incoterms Text: INNIO Waukesha Services	Volume (total Delivery): 612 500 cm³
Tracking ID:	Loading Length (total Delivery): LM
Carrier: [Enter Carrier Address]	Hazard Goods: No
Free Text (for Carrier):	Gross Weight (total Delivery): 550 kg 2
TO Number:	Net Weight (total Delivery): 0 kg

- › The field “Ship-from Location” is prefilled. To request pick ups from different locations you can add new pickup locations. Please see the following slides “Optional: How to add additional Pickup Locations (Control Points)” to add new pickup locations.
- › “Pickup Date/Time” (1) **!** is prefilled with the current date/time. Please fill in the earliest Pickup Date/Time for your goods! It is recommended to create your ASN 2 days prior to your Pick-up date
- › The field “Delivery Date/Time” can be untended if your transports are managed via Ceva Control Tower. You can enter the approximate Delivery Date based on the regular transport time
- › The field “Gross Weight (total Delivery)” (2) automatically calculates the total weight of all Handling Units

Step 8: Validate & Save as draft

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

Data was successfully validated 4

ASN No. / Del. Note No. ASN Date FPA No.: FPA Status: Pending

Company Name (Customer): INNIO Waukesha Gas Engines Inc Ship-to-Location: 949 / Innio Waukesha Gas Engines Inc Unloading Point (Consignee): INNIO Waukesha Servi

Select ASN Positions Enter Additional Data Enter Packing data **Complete ASN**

General

Ship-from Location: <input type="text" value="Test Supplier"/>	Ship-to: Innio Waukesha Gas Engines Inc
Ship-from Address: DE - 65399 Halberghoos - Ludwigstr. 49	Ship-to address: US - 53188 Waukesha - -
Pickup Date/Time: <input type="text" value="05.08.19 15:42"/>	Delivery Date/Time: <input type="text" value="14.08.19 08:42"/>
IncoTerms Code:	Load number:
IncoTerms Text: INNIO Waukesha Services	Volume (total Delivery): 612.500 cm³
Tracking ID: <input type="text"/>	Loading Length (total Delivery): LM
Carrier: <input type="text" value="Enter Carrier Address"/>	Hazard. Goods: No
Free Text (for Carrier): <input type="text"/> 1	Gross Weight (total Delivery): <input type="text" value="550"/> kg
TO Number:	Net Weight (total Delivery): 0 kg

2 3

- › **Please note:** the field “Free Text (for Carrier)” will not be transmitted (1)
- › With “Save Draft” (2) you can finish your document at a later time. It will be listed under “ASN Overview (pending)” as seen in Step 1
- › You can always check your entries for completeness with the button “Validate” (3)
- › If all mandatory fields are filled out, the positive notification appears after validation (4)

Step 9: Print Documents & Send

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

ASN No. / Del. Note No.	306	ASN Date	05.08.19	FPA No.:		FPA Status:	Pending
Company Name (Customer):	INNIO Waukesha Gas Engines Inc.		Ship-to-Location:	949 / Innio Waukesha Gas Engines Inc.		Unloading Point (Consignee): INNIO Waukesha Servi	

Select ASN Positions | Enter Additional Data | Enter Packing data | **Complete ASN**

General

Ship-from Location:	Test Supplier	Ship-to:	Innio Waukesha Gas Engines Inc.
Ship-from Address:	DE - 85399 Hallbergmoos - Ludwigstr. 49	Ship-to address:	US - 53188 Waukesha - -
Pickup Date/Time:	05.08.19 15:42	Delivery Date/Time:	14.08.19 08:42
Incoterms Code:		Load number:	
Incoterms Text:	INNIO Waukesha Services	Volume (total Delivery):	612 500 cm ³
Tracking ID:		Loading Length (total Delivery):	LM
Carrier:	[Enter Carrier Address]	Hazard. Goods:	No
Free Text (for Carrier):		Gross Weight (total Delivery):	550 kg
TO Number:		Net Weight (total Delivery):	0 kg

Close | Save Draft | Validate

2

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

1 | Print | Send | 3

- › If you are required to add physically documents to your delivery, you can print them directly from the application with the “Print” button (1)
- › In the dropdown menu (2) you can open and pre-view print-outs
- › Transmit the ASN with the button “Send” (3)

Step 10: Successfully sent ASN

My SupplyOn > Logistics & Finance > ASN Overview Contact | Help for this page | Print

ASN was successfully sent 1

Quick Search | Advanced Search Hide Search Area

Add line | Delete line

My Search Profiles

Advance Ship Notices ASN Position(s)

Reset all Filters

ASN No.	ASN Status	Delivery Date/Time	Org. Name (Custo...)	Plant Name (Custo...)	Plant Name (Consign...)	Unloading Point (Con...)	FPA No.	FPA ST...	Carrier Name	Material-based ...	Change Timestamp	Attachment Status	Size of attachments	Number of attachm...
306	Sent	14.08.19 08:42	INNIO Waukesha ...	INNIO Waukesha ...	INNIO Waukesha ...	INNIO Waukesha Servi				✓	05.08.19 16:42		0	0
303	Pending		INNIO Waukesha ...	INNIO Waukesha ...	INNIO Waukesha ...	INNIO Waukesha Servi				✓	05.08.19 15:06		0	0
123	Sent	10.08.19 13:12	INNIO Jenbacher ...	INNIO Jenbacher ...	INNIO Jenbacher ...	JENBACH_AT				✓	05.08.19 13:15		0	0
2897357	Pending		INNIO Waukesha ...	INNIO Waukesha ...	INNIO Waukesha ...	INNIO Waukesha Servi				✓	01.08.19 14:10		0	0
288	Sent	08.08.19 08:35	INNIO Jenbacher ...	INNIO Jenbacher ...	INNIO Jenbacher ...	JENBACH_AT				✓	01.08.19 08:38		0	0
241123	Pending	31.07.19 10:43	INNIO Jenbacher ...	INNIO Jenbacher ...	INNIO Jenbacher ...	JENBACH_AT				✓	01.08.19 08:20		0	0
286	Sent	14.08.19 06:58	INNIO Jenbacher ...	INNIO Jenbacher ...	INNIO Jenbacher ...	JENBACH_AT				✓	01.08.19 06:59		0	0
285	Sent	14.08.19 06:55	INNIO Jenbacher ...	INNIO Jenbacher ...	INNIO Jenbacher ...	CSW_NUREMBERG				✓	01.08.19 06:56		0	0
284	Pending		INNIO Waukesha ...	INNIO Waukesha ...	INNIO Waukesha ...	INNIO Waukesha Servi				✓	31.07.19 16:48		0	0
283	Sent	07.08.19 14:21	INNIO Jenbacher ...	INNIO Jenbacher ...	INNIO Jenbacher ...	JENBACH_AT				✓	31.07.19 14:22		0	0
282	Sent	07.08.19 13:56	INNIO Jenbacher ...	INNIO Jenbacher ...	INNIO Jenbacher ...	JENBACH_AT				✓	31.07.19 13:58		0	0
281	Sent	07.08.19 13:50	INNIO Jenbacher ...	INNIO Jenbacher ...	INNIO Jenbacher ...	JENBACH_AT				✓	31.07.19 13:53		0	0
280	Sent	15.08.19 13:22	INNIO Jenbacher ...	INNIO Jenbacher ...	INNIO Jenbacher ...	JENBACH_AT				✓	31.07.19 13:23		0	0
279	Sent	07.08.19 13:08	INNIO Jenbacher ...	INNIO Jenbacher ...	INNIO Jenbacher ...	JENBACH_AT				✓	31.07.19 13:21		0	0
259	Sent	01.08.19 10:02	INNIO Jenbacher ...	INNIO Jenbacher ...	INNIO Jenbacher ...	NU_Woergl				✓	30.07.19 10:10		0	0
257	Sent	01.08.19 09:41	INNIO Jenbacher ...	INNIO Jenbacher ...	INNIO Jenbacher ...	JENBACH_AT				✓	30.07.19 09:47		0	0

87 matches of 87 entries: Entries per page: 50 First Previous Page 1 of 2 Next Last

- > The ASN was successfully sent to your customer (1)
- > You will be redirected to the “Advance Ship Notices”-Screen. All sent and pending ASNs are displayed there
- > A sent ASN can no longer be changed. If there is a postponement of the pick-up date etc., please contact Ceva directly

Agenda – Optional: How to add additional Pickup Locations (= Control Points)

- › Step 1: Navigate to your Pickup Locations (= Control Points)
- › Step 2: Create a new Control Point
- › Step 3: Fill out the required information
- › Step 4: You have successfully created a new Pickup Location

Step 1: Navigate to your Pickup Locations (= Control Points)

The screenshot displays the SupplyOn web application interface. At the top, there is a teal navigation bar with the 'SUPPLYON' logo on the left and 'My SupplyOn', 'SupplyOn Services', 'Administration', and 'News' (with a notification badge) in the center. On the right side of the bar, it shows 'INNIO TRG Acceptance -' and a 'Log Out' link. Below the navigation bar, the breadcrumb trail reads 'My SupplyOn > My user: My master data'. A secondary navigation bar contains tabs for 'My master data', 'My roles', 'My service settings', and 'My substitute'. A dropdown menu is open under the 'Administration' tab, listing options: 'My User Account', 'My Substitutes', 'Customer Responsible', 'Company' (highlighted with a mouse cursor), 'Logistics Settings', and 'Contract & Invoice'. Below the menu, there are 'Save' and 'Discard changes' buttons. The main content area is titled 'Contact data' and features a large, blurred profile picture on the left. To the right of the picture are input fields for 'User ID*', 'First name*', 'Last name*', 'Salutation*', 'E-mail*', 'Phone*', and 'Language*'. Further right are fields for 'Mobile phone:', 'Street:', 'City:', 'Zip code:', 'State/province:', and 'Country*' (set to 'Germany'). A 'Change Password' link is located at the bottom left of the contact data section.

- › In general, each site is represented by one Control Point in the SupplyOn application
- › Hover your mouse over “Administration” and click at “Company” in the drop down menu
- › If you do not have the required permissions to access/create Control Points, please contact the Company Administrator of your company





Step 1: Navigate to your Pickup Locations (= Control Points)

My SupplyOn > Spin

Help and support | Print | Message to support

Data Administration
Organization
Maintenance
Supply Chain Directory
Maintenance

Search Result
Results from 1 to 2 of 2

Type	ID	Organization name	CPs	State	MP Status	D-U-N-S No.	City	Country
	2011723	INNIO TRG Acceptance CG		active	Seller	99-90 1-5935	Hallbergmoos	Germany
	2356487	INNIO TRG Acceptance		active	Seller	99-90 1-5935	Hallbergmoos	Germany

- > You are automatically guided into your site overview: Your Corporate group is always located on the structure's top, over your business units, and has no assigned plants
- > Select the line with the small box symbol, this represents your company division (1) and add a new Pickup Location to your company by clicking on the symbol in the column "CPs" (2)

Step 2: Create a new Control Point

My SupplyOn > Spin

Organization
Maintenance
Supply Chain Directory
Maintenance

Search Control Points of Organization INNIO TRG Acceptance

Return to search result

Create New Control Point

Here you can search for your existing control points or create new ones.

Please choose the criteria for your control point search. More criteria entered will give more precise search results. You may use the wildcards "*" and "?".

Control Point ID
Control Point Name
Control Point Short Name
DUNS Suffix 99-901-5935

Search

Results from 1 to 6 of 6

Control Point ID	Control Point Name	DUNS Suffix	Control Point Short Name	Plant Calendar
10022843	INNIO Acceptance		INNIO ACCEPTANC	Edit
10023470	INNIO Acc_pickup2		INNIO-ACC_PICK2	Edit
10023492	INNIO TRG ACC 4		DEMO	Edit
10023493	INNIO TRG Acc. Lager		EXT. WAREHOUSE	Edit
10023597	Quickguide ASN		Quickguide ASN	Edit

- › In this screen you can see all already existing sites/Pickup Locations that are set up for your company
- › Click on the button “Create New Control Point” to add a new site incl. address to the already existing ones
- › In the following example we will create the pickup address “Warehouse 5”

Step 3: Fill out the required information

My SupplyOn > Spin

Organization: INNIO TRG Acceptance

CP Details | Seller Articles | Default Settings Logistics & Finance | User Activation | Network Links

Create your new control point!

Save | Reset | Cancel

Control Point Data	
Control Point Name *	Warehouse 5
Control Point Short Name	
DUNS Suffix	
Timezone *	(GMT+01:00) Europe/Berlin

Address	
Name *	Warehouse 5
Name annex 1	
Name annex 2	
Name annex 3	
Street *	Ludwigstr. 40
Zip	
City *	Hallbergmoos
Country *	Germany
Region	---

- › **Mandatory fields are marked with a star***
- › Enter the Name and address of your site in the respective fields.
- › Activate the “Auto Assign” function in the section “Further Logistics Data” for an automatic pre-filling of the ASN No. in your documents
- › Finish your Control Point creation via “Save”

Step 4: You have successfully created a new Pickup Location

The screenshot shows the 'Create ASN' interface in the SupplyOn system. The top navigation bar includes 'SUPPLYON', 'My SupplyOn', 'SupplyOn Services', 'Administration', and 'News'. The main header indicates the user is logged in as 'INNIO THG Acceptance' and provides a 'Log Out' link. The breadcrumb trail shows 'My SupplyOn > Logistics & Finance > Create ASN'. The page contains several tabs: 'Select ASN Positions', 'Enter Additional Data', 'Enter Packing data', and 'Complete ASN'. The 'Complete ASN' tab is active, displaying a form with the following fields:

Field	Value
ASN No. / Del. Note No.	2897357
ASN Date	01.08.19
FPA No.	
FPA Status	Pending
Company Name (Customer)	INNIO Waukesha Gas Engines Inc.
Ship-to-Location	949 / Innio Waukesha Gas Engines Inc.
Unloading Point (Consignee)	INNIO Waukesha Servi

The 'General' section includes the following fields:

Field	Value
Ship-from Location	Warehouse 5
Ship-from Address	
Pickup Date/Time	
IncoTerms Code	
IncoTerms Text	
Tracking ID	
Carrier	[Enter Carrier Address]
Free Text (for Carrier)	
TO Number	
Ship-to	Innio Waukesha Gas Engines Inc.
Ship-to address	US - 53188 Waukesha - -
Delivery Date/Time	14.08.19 01:55
Load number	
Volume (total Delivery)	1 000 cm³
Loading Length (total Delivery)	LM
Hazard Goods	No
Gross Weight (total Delivery)	500 kg
Net Weight (total Delivery)	0 kg

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

- › Going back into the ASN creation screen, you can now select “Warehouse 5” as new Pickup Location (Ship-from Location) in your ASN



Any Questions

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