

# Supply Chain Collaboration Supplier Training

SupplyOn – The Supply Chain Business Network

SupplyOn Consulting | August 2023

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## Your Supply Chain

Efficient. Resilient. Transparent. Sustainable.

# Agenda

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# SupplyOn Background

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Your Supply Chain

Efficient. Resilient. Transparent. Sustainable.

# SupplyOn at a glance

The open supply chain business network for the manufacturing industry

## Our roots



Founded in  
2000



Industrial  
shareholders



Purpose  
driven



## Our company



450+  
employees



6  
locations



3  
brands



## Our business



Cloud-based **Supply Chain  
Collaboration** platform



Focus on **Manufacturing**  
industry

## Our network



200+ buy-side  
customers



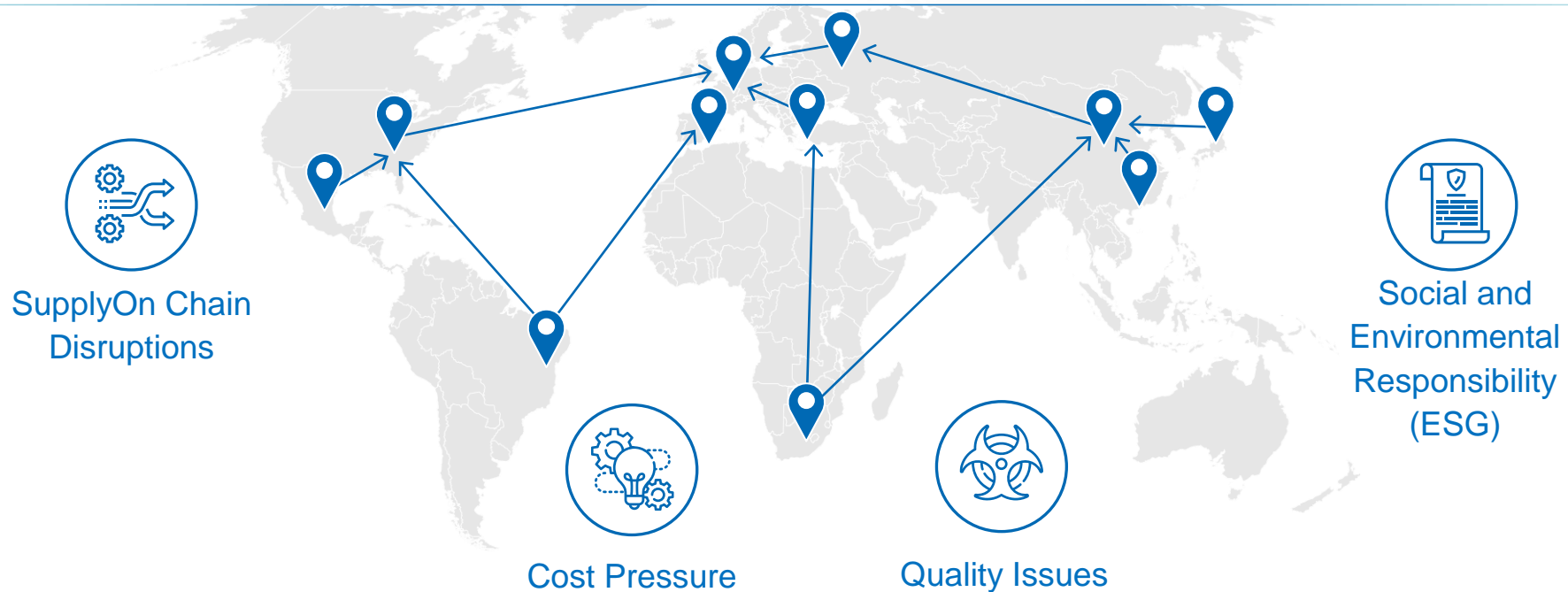
Global Network of **140.000+**  
active Business Partners

# What drives us

## Our mission and vision

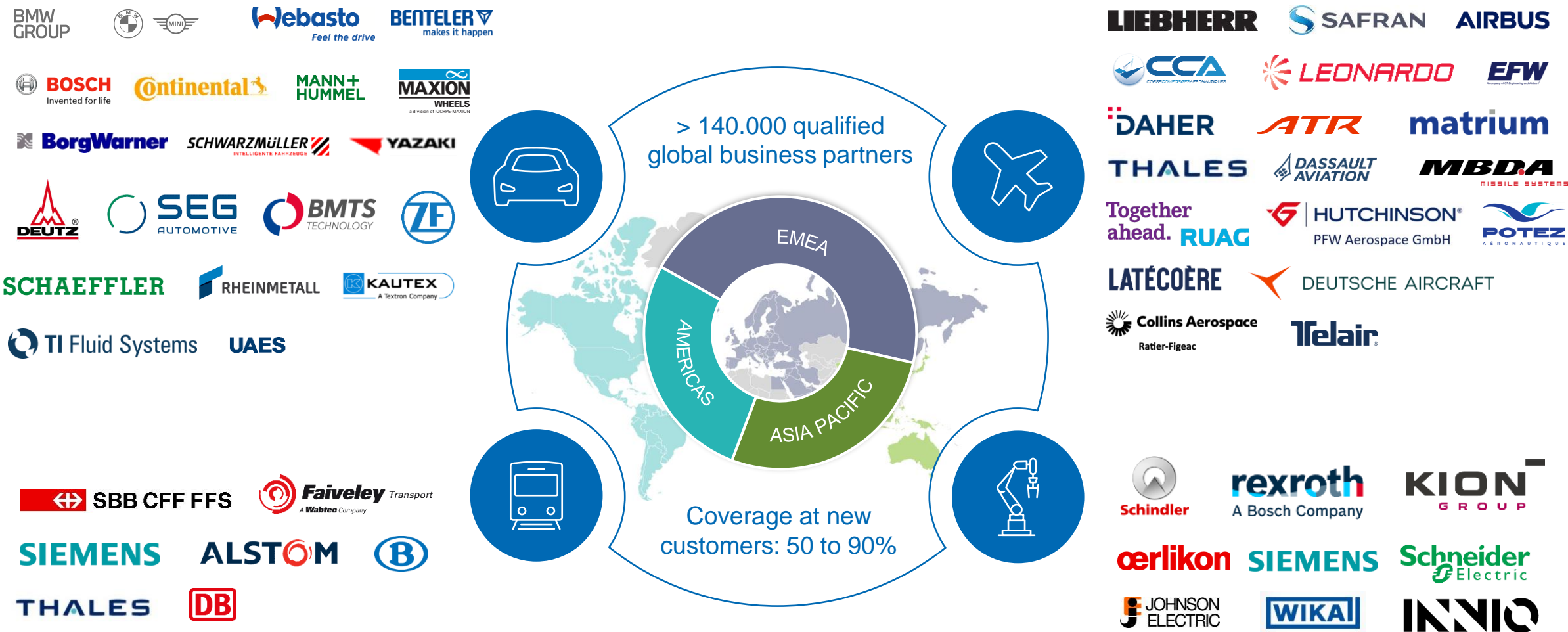
Empower manufacturing companies

to drive **EFFICIENT, RESILIENT, TRANSPARENT** and **SUSTAINABLE** supply chains through multi-tier collaboration solutions in the best enabled open ecosystem.



# Market focus: manufacturing industry

The global industry network shares challenges, processes and business partners





# Supply chain solutions

Industry leading solutions for collaboration and visibility



## SUPPLY CHAIN VISIBILITY & ANALYTICS



### SUPPLIER MANAGEMENT

Master Data & Information Management | Lifecycle Management | Performance Management & Development | Risk Management



### SUPPLIER QUALITY MANAGEMENT

Technical Feasibility | APQP | Quality Monitoring | Complaint / Non-Conformity Management (8D, 9S) | Concessions / Derogation



### SOURCE-TO-CONTRACT

Sourcing | Auctions | Contract Management | Technical Review APQP | Source-to-APQP Buy-Sell Management



### PROCURE-TO-PAY (focus indirect materials)

Catalogs | Channel & Requisition Management | Smart Buying | Tactical Sourcing | Order & Delivery Management (ASN/FPA/GR/EoSP)



### SUPPLY CHAIN COLLABORATION

Capacity Management | Forecast Collaboration | Operational Procurement (Call-Off, PO, JIT/JIS, ...) | Kanban | VMI | Delivery Mgmt. (ASN, FPA, Goods Receipts) | Parts Quality integration (NoE, Concession) | Parts Documentation Management (Paperless Goods Receipts) | Transport integration | Manufacturing Visibility integration



### FINANCE PROCESSES

P2P | Invoicing | Invoice and Payment Status & Collaboration



### TRANSPORT & EMPTIES MANAGEMENT

Planning | Order | Execution | Empties Mgmt. | Freight Cost Mgmt. | Dock/Slot Mgmt. | Transport Visibility, T&T, Control Tower



### MANUFACTURING VISIBILITY

Capacity Management | Parts Traceability | Production Progress & ETA Monitoring



### ESG – ENVIRONMENTAL, SOCIAL and GOVERNANCE

Purchasing Compliance | Supply Chain Responsibility | Carbon Footprint | Product Passport

source

>

plan

>

procure

>

make

>

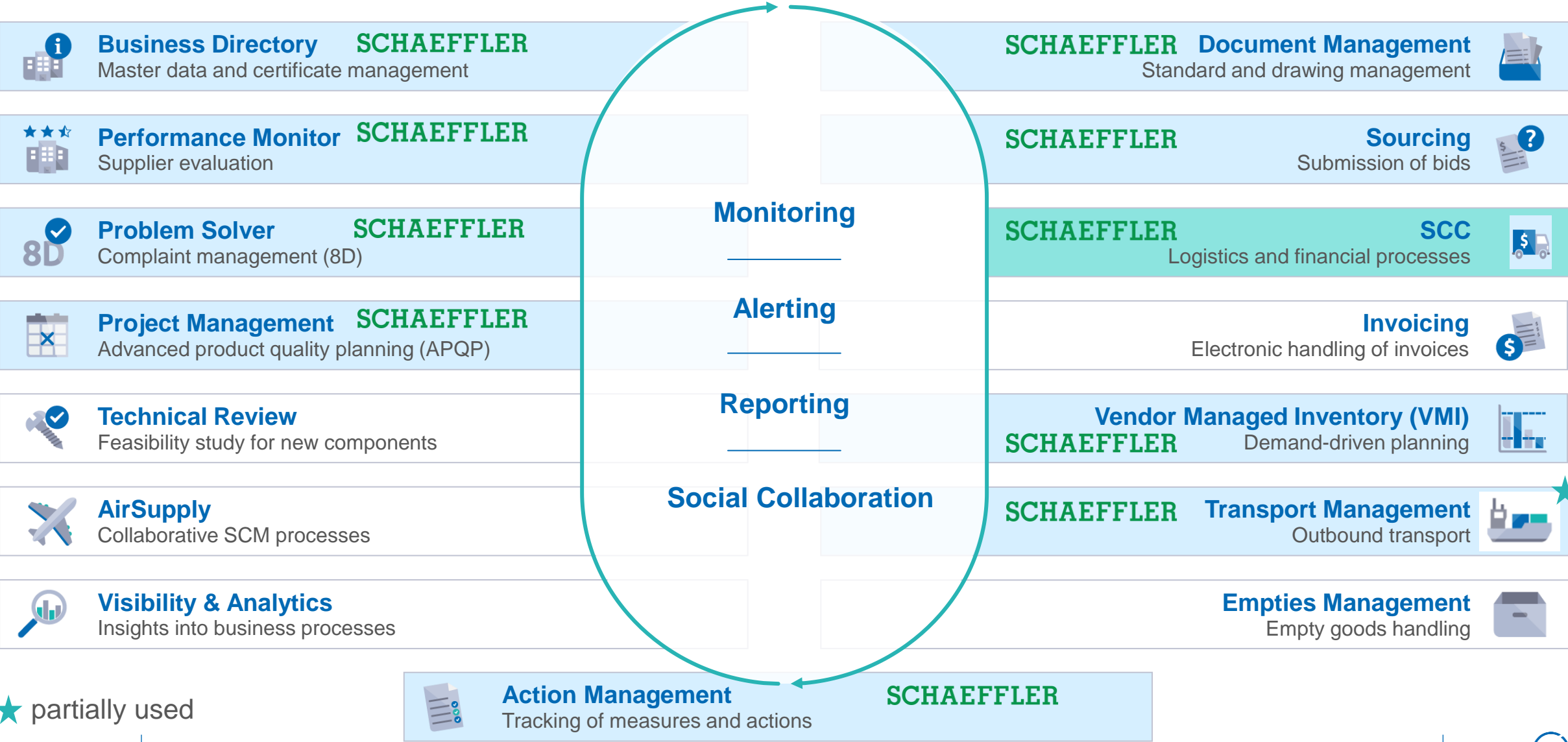
deliver

>

invoice

# SupplyOn services at a glance

## SupplyOn Solutions used by Schaeffler





A faint, light blue world map is visible in the background, overlaid with a complex network of white lines and dots, suggesting a global supply chain or data network.

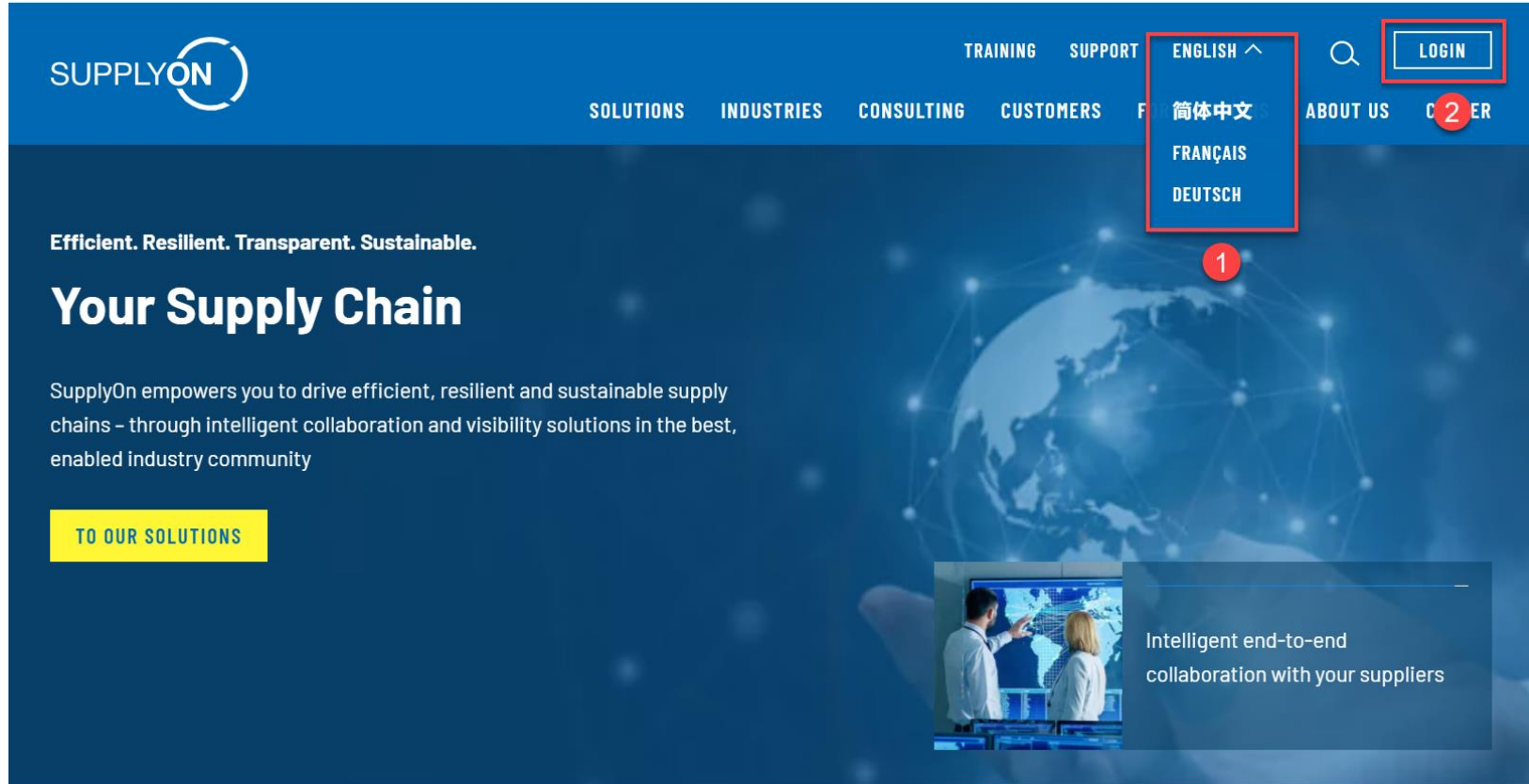
# Log In

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## Your Supply Chain

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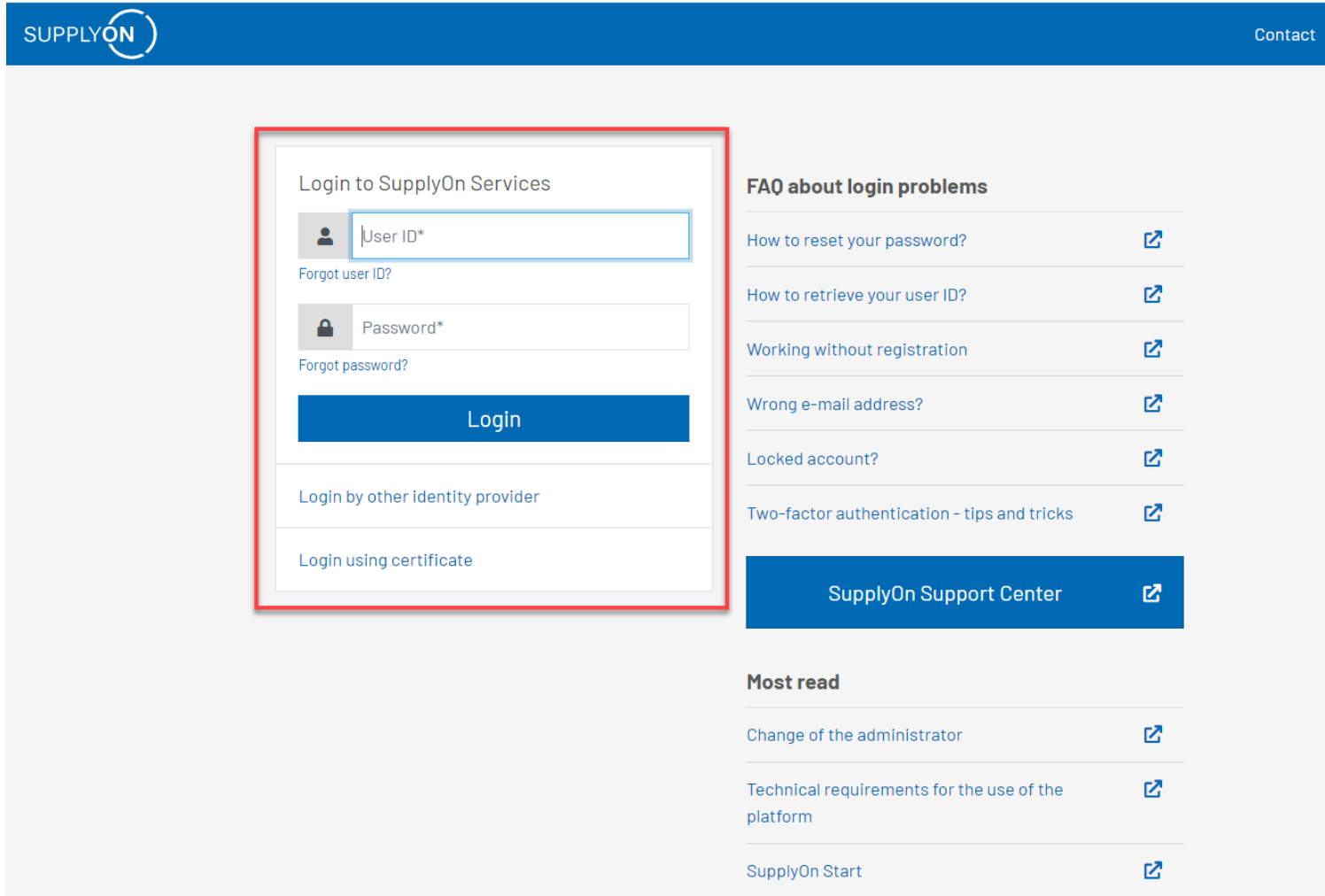
# SupplyOn Login Page



Go to [www.supplyon.com](https://www.supplyon.com)

1. Select desired language
2. Click on login

# Login to SupplyOn



**SUPPLYON** [Contact](#)

Login to SupplyOn Services

[Forgot user ID?](#)

[Forgot password?](#)

**Login**

[Login by other identity provider](#)

[Login using certificate](#)

**FAQ about login problems**

[How to reset your password?](#)

[How to retrieve your user ID?](#)

[Working without registration](#)

[Wrong e-mail address?](#)

[Locked account?](#)

[Two-factor authentication - tips and tricks](#)

**SupplyOn Support Center**

**Most read**

[Change of the administrator](#)

[Technical requirements for the use of the platform](#)

[SupplyOn Start](#)

- Login URL :  
<https://platform.application.prd.supplyon.com/logon/logonServlet>
- Enter the username and password:
  - Each company has at least one administrator.
  - The first administrator is created at registration.
  - Administrator can create numerous users.
  - Administrator can delete, lock/unlock account, change the password and change the role for all users.



# General Settings

## Working with Supply Chain Collaboration for the first time

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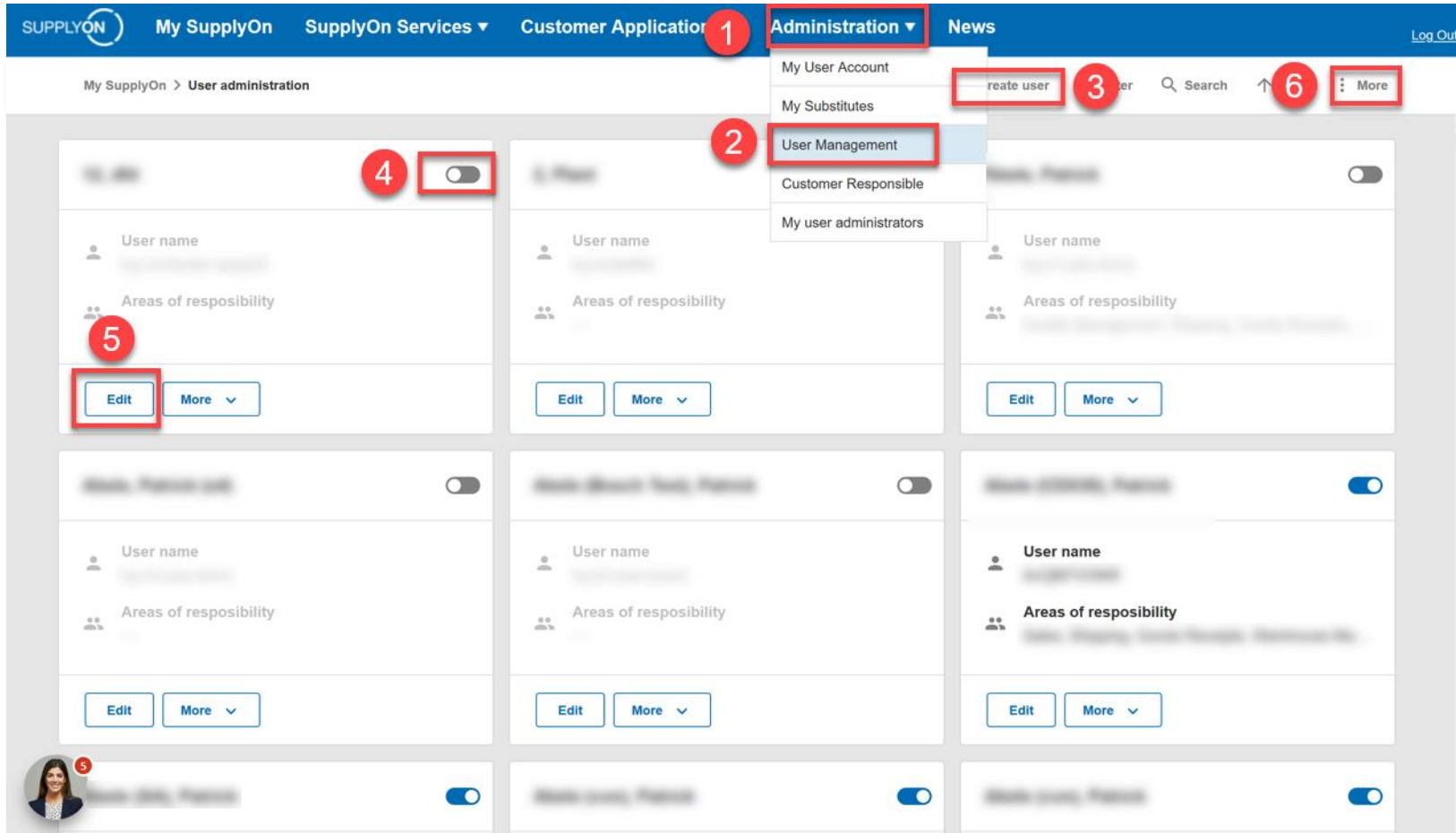
Your Supply Chain

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# System Administration Type 1

## Standard User Administration



### Standard User Administration

1. Click on “Administration”
2. From the drop-down menu, choose the option “User Management”
3. Create new user account for your colleagues
4. Activate or deactivate users
5. Change password, user account information, etc.
6. Click on “More” to switch to the Advanced User Interface

# System Administration Type 2

## Advanced User Settings

My SupplyOn > User management: User accounts [Help and support](#) | [Print](#) | [Message to support](#)

My work area **User accounts** Service settings

Name, user ID, e-mail

☒ All users ☐ Locked users ☐ Active users

Advanced Search

User ID	Name	Department	Status	E-mail	Company	D-U-N-S No.	Roles
<input checked="" type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

94 Entries [Select all](#) | [Deselect all](#) Rows per page 10 First Previous | Page 1 of 10 | Next Last

- Advanced User Settings
  1. Click on “Create new user” to add a user
  2. Select a user from the existing users list to edit its configuration
  3. After selecting a user, you can delete or lock/unlock users, change password, etc.
- Please make sure that colleagues who use the Supply Chain Collaboration module have been assigned the “Order Fulfillment – Finance Processes” roles.

# Logistics Settings

The first screenshot shows the SupplyOn navigation menu with 'Logistics Settings' highlighted and marked with a red circle and the number 1. The second screenshot shows the 'Search Result' table with two entries for 'trg-inasellers01' and a red circle with the number 2 pointing to the 'CPs' column icon. The third screenshot shows the 'Search Control Points of Organization trg-inasellers01' form with the 'Control Point Name' field containing 'trg-inasellers01' and marked with a red circle and the number 3.

**Search Result**  
Results from 1 to 2 of 2

Type	ID	Organization name	CPs	State	MP Status	D-U-N-S No.	City	Country
	2030052	trg-inasellers01		active	Seller	99-951-1102	Adorf	Germany
	2000239	trg-inasellers01		active	Seller	99-951-1102	Adorf	Germany

**Search Control Points of Organization trg-inasellers01**

Here you can search for your existing control points or create new ones. [Create New Control Point](#)

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: 99-951-1102

[Search](#)

Results from 1 to 1 of 1

Control Point ID	Control Point Name	DUNS Suffix	Control Point Short Name	Plant Calendar
10009880	trg-inasellers01		(KS GLEITLAGER)	<a href="#">Edit</a>

- Verify that you have a connection with your customer.
- If there is no CP (Control Point) information after clicking on “Logistics Settings”, please approach your buyer-industry contact person for support setting the corresponding Network Link (NWL) connection or you will not be able to receive information related to order/delivery instructions.
- Click on the steps 1, 2, 3 as shown in the picture and continue with the ASN/Label number settings (See next page).

# Logistics Settings

## Auto assign ASN/label number

My SupplyOn > Spin

Help and support | Print | Message to support

**Data Administration**

Organization

- Maintenance

Supply Chain Directory

- Maintenance

**Details of Control Point trg-inasellers01**

Back to Search Result

CP Details | User Activation | Network Links

**Change Details** 4

**Control Point Data**

Control Point ID

Control Point Name \*

Control Point Short Name \*

DUNS+4

EDI Partner

Timezone

**Address**

**Further Logistic Data**

FPA number	<input type="checkbox"/> Auto assign	Start Number: --
ASN number	<input checked="" type="checkbox"/> Auto assign	Start Number: 200
Label number	<input checked="" type="checkbox"/> Auto assign	Start Number: 1
FPA number (SLOPE)	<input type="checkbox"/> Auto assign	Start Number: --
Invoice number	<input type="checkbox"/> Auto assign	Start Number: --

**Additional Data**

SCC: Time horizon planned delivery

Measure of weight (Legacy ASN)

Measure of length (Legacy ASN)

E-mail notification Carrier/Hub

TMS HUB (HUB) / TMS CARRIER (CARRIER)

Label DIN A6 Paper

Maximum invoice amount

Format for DELFOR-IMO msg.

Attribute 9

Digital signature

One delivery note per dispatch

Label DIN A5 Paper

Role of Control Point

Seller

Mandatory fields are marked with \*

Save 6 Cancel

- Click on “Change Details” to set the ASN and label number (Steps 4 and 5).
- Click on save to keep settings.



# Supply Chain Collaboration Overview

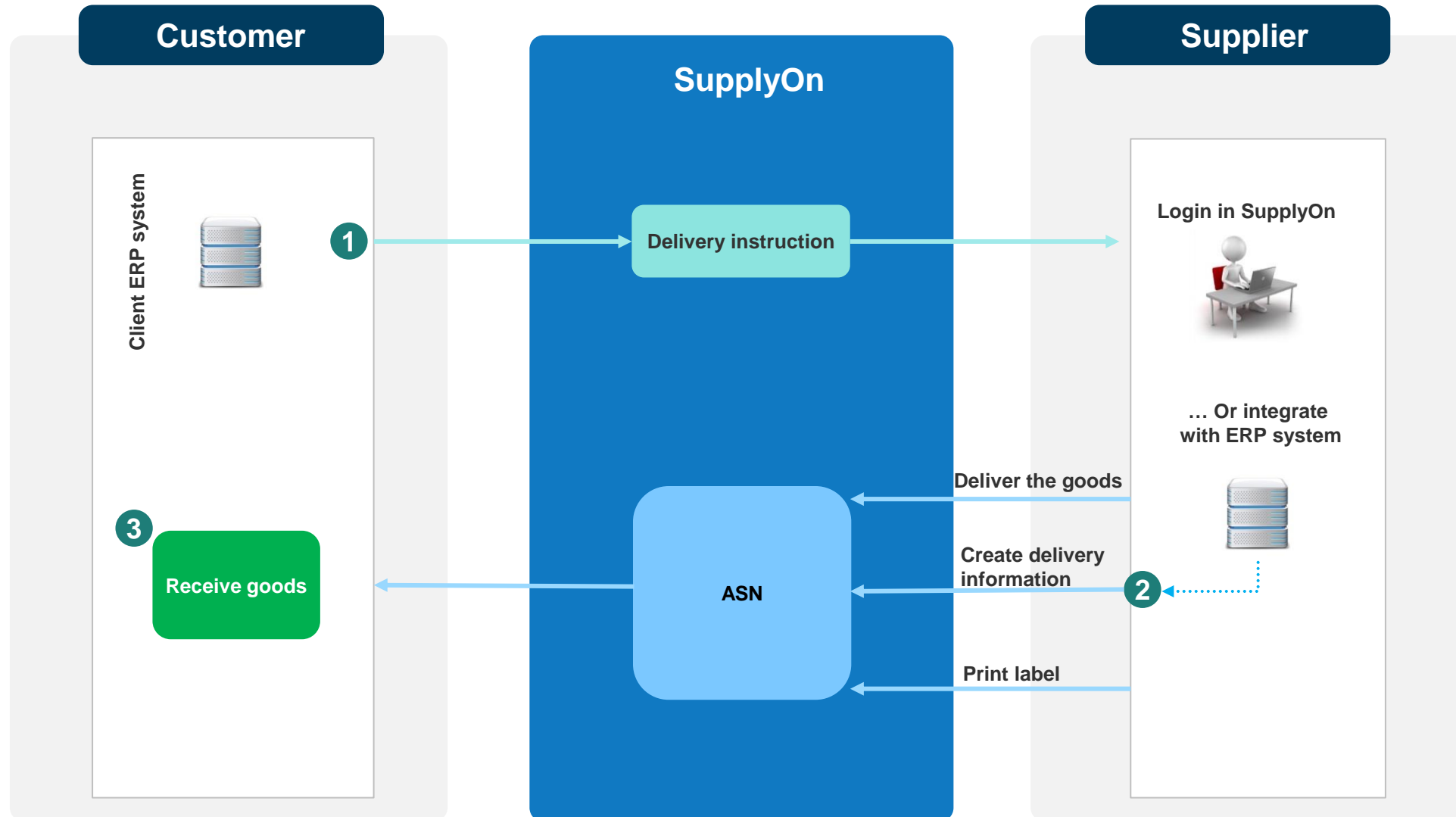
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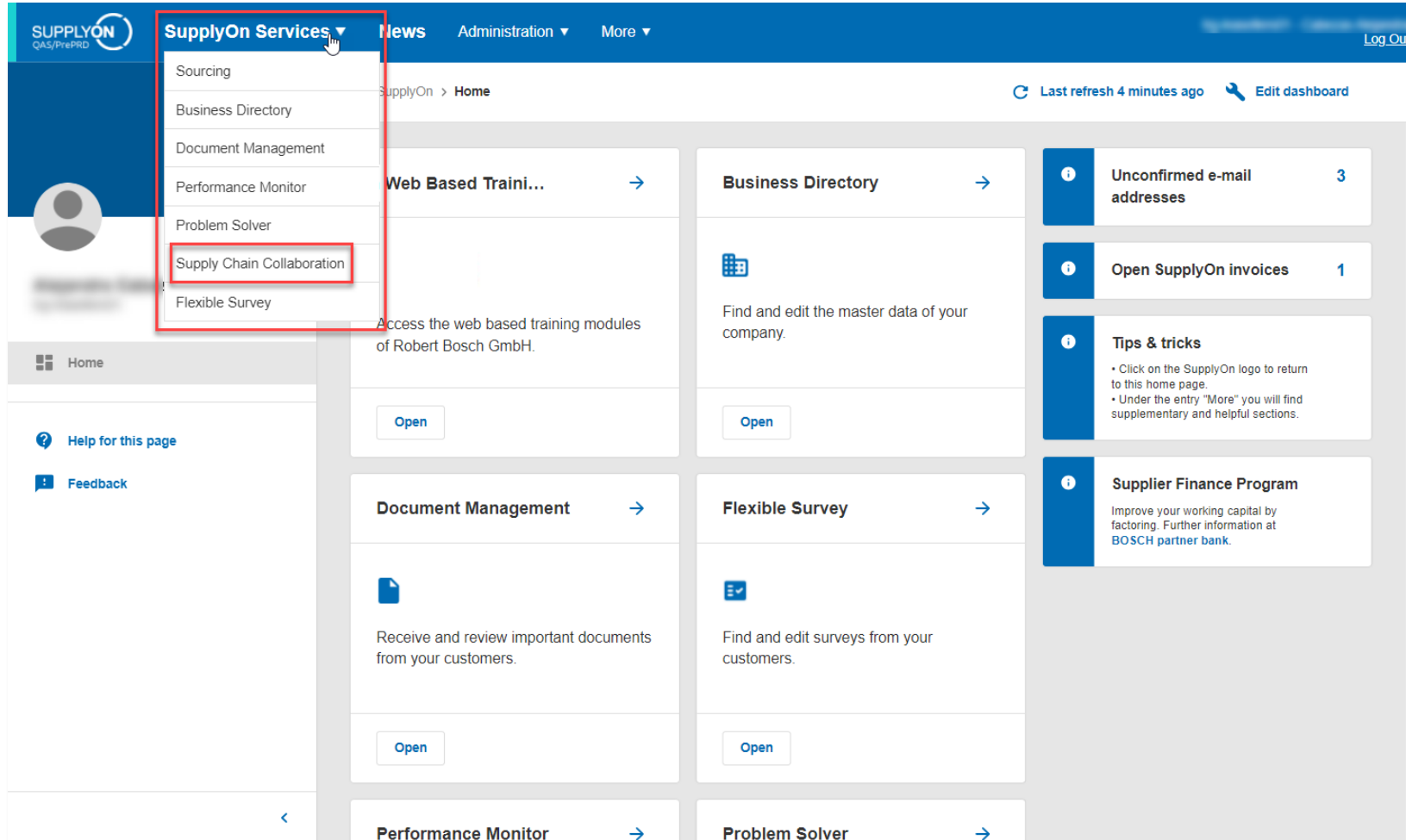
# Supply Chain Collaboration

## Process Overview



# Supply Chain Collaboration

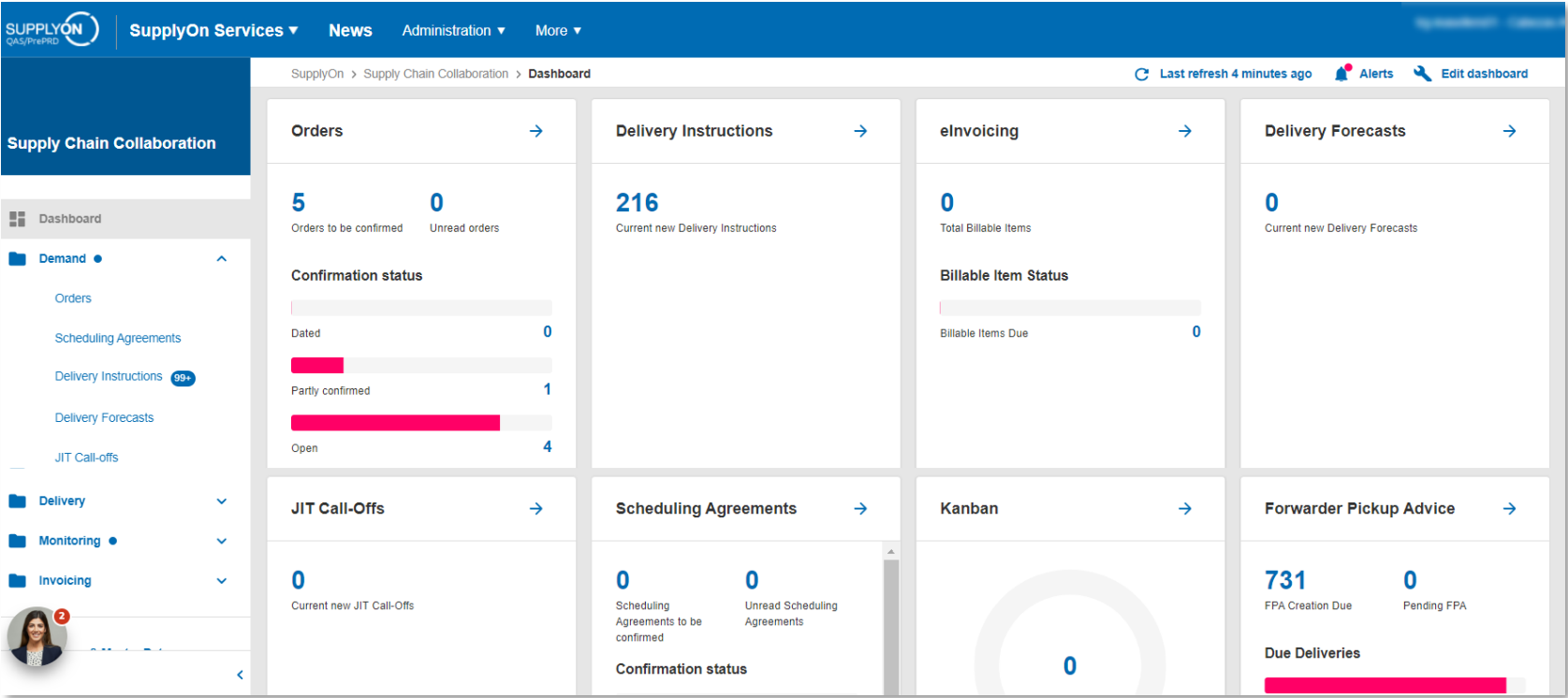
## Access to the dashboard



- Hover your mouse over SupplyOn Services to open the drop-down menu
- Click on Supply Chain Collaboration

# Supply Chain Collaboration

## Dashboard



- The SCC Dashboard is shown
- Note: Depending on your roles, you may see different tiles than the ones showed in the image.



# Order Overview and Confirmation

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# Orders

## Access to the Orders Overview

The screenshot shows the SupplyOn dashboard interface. The top navigation bar includes the SupplyOn logo, 'SupplyOn Services', 'News', 'Administration', and 'More'. The left sidebar, titled 'Supply Chain Collaboration', contains a 'Demand' section with 'Orders' highlighted by a red box, and a 'Planning' section. The main dashboard area has a search bar and three tiles: 'Orders', 'Delivery Instructions', and 'eInvoicing'. The 'Orders' tile is highlighted with a red box and an arrow pointing to it. It displays '5 Orders to be confirmed' and '0 Unread orders'. Below this, a 'Confirmation status' section shows a bar chart with 'Dated' (0), 'Partly confirmed' (1), and 'Open' (4). The 'Delivery Instructions' tile shows '216 Current new Delivery Instructions'. The 'eInvoicing' tile shows '0 Total Billable Items' and '0 Billable Items Due'.

Confirmation status	Count
Dated	0
Partly confirmed	1
Open	4

1. Click on “Order” in the Navigation Bar on the left side of the dashboard to see all orders.
2. Alternatively, click on the arrow in the “Orders” tile in the dashboard to see all orders.
3. Click on any of the options within the Orders tile (Dated, Partly confirmed, Open, Unread orders or Orders to be confirmed) to see a prefiltered overview of the orders.

# Orders

## Order Overview

The screenshot shows the 'Order Overview' page. At the top, there are tabs for 'Orders' and 'Order line items'. Below the tabs are buttons for 'Edit confirmations', 'Download', and 'More'. A table lists order line items with columns: Order, Customer, Confirmation, Order date, and Order status. A red box labeled '1' highlights the 'Read' column header, which has a dropdown menu with options: 'Select All', 'Read', 'Unread', and 'Reset Filter'. A red box labeled '2' highlights the search bar at the top right, which contains a search icon, a text input field, and buttons for 'Advanced search' and 'View'. A red box labeled '3' highlights the 'Save' and 'Apply' buttons at the bottom right of the search panel. The search panel also includes a 'Your search profiles' section with a '+ Create profile' button, a 'Search criteria' section with a 'Full text search' input, and a 'Name of search profile' field with a dropdown menu.

Order	Customer	Confirmation	Order date	Order status
0031423761TAS5	Schaeffler Romania S.R.L	Not required	2020/07/02	Completely confirmed
0031423761TAS2	Schaeffler Romania S.R.L	Required	2020/07/02	Partially confirmed
0031423761TAS1	Schaeffler Romania S.R.L	Not required	2020/07/02	Completely confirmed
0031423761TAS	Schaeffler Romania S.R.L	Required	2020/07/02	Initial
0031423765TAB	Schaeffler Romania S.R.L	Not required	2020/07/02	Completely confirmed
0031423769TA	Schaeffler Romania S.R.L	Required	2020/07/02	Initial
0031423769T	Schaeffler Romania S.R.L	Required	2020/07/02	Initial
0031423768TTA	Schaeffler Romania S.R.L	Not required	2020/07/02	Completely confirmed
0031423765	Schaeffler Romania S.R.L	Required	2020/07/02	Updated

- Each column provides relevant information on each order.
- Filter any column
  1. Click on the filter icon and check the boxes with the desired options.
- Search for an item
  2. Search an item by using “Quick Search” or by clicking on “Advanced Search” for a more detailed search
  3. Choose your search criteria and save it as a Search Profile for your next login.

# Orders

## Create a customized view

The screenshot shows the 'Orders' application interface. At the top, there are tabs for 'Orders' and 'Order line items'. Below the tabs, there are buttons for 'Edit confirmations', 'Download', and 'More'. A search bar and 'Advanced search' link are also present. The main table displays order line items with columns: Order, Read, Order status, Confirmation, and Confirmation status. A red arrow labeled '1' points to the 'Order status' column header, indicating it is being dragged. In the top right corner, a 'View' button is highlighted with a red circle labeled '2'. On the right side, a sidebar titled 'Your profiles for the table view' is open. It contains a 'Default Profile' section with a 'Filter columns' search bar. Below this, a list of columns (Order, Read, Order status, Site code (Customer)) is shown with pin icons. A red circle labeled '3' points to the pin icon for 'Order status'. At the bottom of the sidebar, there are 'More' and 'Save' buttons, with the 'Save' button highlighted by a red box.

	Order	Read	Order status	Confirmation	Confirmation status
<input type="checkbox"/>	4521278910	Read	Completely confirmed	Not required	Done
<input type="checkbox"/>	4521278909	Read	Completely confirmed	Not required	Done
<input type="checkbox"/>	4521278908	Read	Completely confirmed	Not required	Done
<input type="checkbox"/>	5520000084	Read	Updated	Not required	Not requested
<input type="checkbox"/>	4620003880	Read	Updated	Not required	Not requested
<input type="checkbox"/>	4521278893J...	Read	Initial	Required	Open
<input type="checkbox"/>	4522619572J...	Read	Initial	Not required	Not requested
<input type="checkbox"/>	4620003778	Read	Updated	Not required	Not requested
<input type="checkbox"/>	5520000081	Read	Initial	Not required	Not requested

Customize your view:

1. Rearrange columns by clicking on one of them, dragging and then dropping it to the new desired position.
2. Create customized views with additional columns by clicking on the view option. These views can also be saved as default for your next login by clicking on “Create profile” and then on “Save”. Click “Columns”.
3. Click on the pin icon to freeze a column and keep it visible when you scroll.



# Orders

## Details Overview

Orders

Order line items

Edit confirmations

Download

More

1 applied search criterion

Search

Advanced search

View

	Order	Read	Customer	Confirmation
<input type="checkbox"/>	...			
<input type="checkbox"/>	0031423761TAS5	Read	Schaeffler Romania S.R.L	Not required
<input type="checkbox"/>	0031423761TAS2	Read	Schaeffler Romania S.R.L	Required
<input type="checkbox"/>	0031423761TAS1	Read	Schaeffler Romania S.R.L	Not required
<input type="checkbox"/>	0031423761TAS	Read	Schaeffler Romania S.R.L	Not required
<input type="checkbox"/>	0031423765TAB	Read	Schaeffler Romania S.R.L	Not required
<input type="checkbox"/>	0031423769TA	Read	Schaeffler Romania S.R.L	Required
<input type="checkbox"/>	0031423769T	Read	Schaeffler Romania S.R.L	Required
<input type="checkbox"/>	0031423768TTA	Read	Schaeffler Romania S.R.L	Not required
<input type="checkbox"/>	0031423765	Read	Schaeffler Romania S.R.L	Required

Rows per page: Auto

1-9 of 9

0031423765

49c84151-c...

1 / 8

75%

Order Change

07.09.23

Page 1

Customer

Name and Address

Schaeffler Kysuce, spol. s r.o.  
Dr. G. Schaefflera 1  
024 01 Kysucké Nové Město  
SK

References

Partner No.:  
Site code (Customer): 0097  
Organization: INA

Contact Information

Ship-to

Name and Address

Schaeffler Kysuce, spol. s r.o.  
Ul. Dr. G. Schaefflera 1  
024 01 Kysucké Nové Město  
SK

References

Partner No.: 0097  
Warehouse: various  
Unloading PL: 01\_ASC\_1  
Consumption PL: various

Contact Information

Supplier

Name and Address

References

Contact Information

View details

View history

Close

- Click on the order number you are interested in.
- A preview of the order as a pdf document will appear.
- Click on „View details“ to access the Details Overview.
- Access the Order Details, look at the status in the column “Result of response”:
  - “Changed”: Means that you have confirmed the order, and the confirmed information has changed. If the delivery instruction status is not finished, it means the ASN has not been created yet.
  - “No response”: Means supplier has not given a response yet.
  - “!” means the order information has updated by the buyer, to see detailed information click on the “!”.

My SupplyOn > Supply Chain Collaboration > Orders > Order details

Contact | Help for this page | Print

Order: 4507460541 - Customer: Siemens Shanghai (ARE 5531), Customer Plant Code: 300\_05S1

View Buyers Order Changes

Line items	Header Details	Parties	Attachments										
LI	Material Number	Material Description	Unloading Point	Net value	First Delivery Date	UoM	Qty.	Respond...	Response...	Respond...	Delivery St...	Responded by	Invoice Status
000010	A7E0016134680	SHUTTER GUIDE ...	Shanghai	35.96 CNY	20-6-1	PCE	2	✓	20-7-17	changed	Open	onboarding-g...	—
000020	A7E0016136940	METAL WIRE SCR...	Shanghai	1,293.00 CNY	20-6-1	PCE	50	!		no respo...	Open		—
000030	A7E0016134680	SHUTTER GUIDE ...	Shanghai	107.88 CNY	20-6-1	PCE	6	!		no respo...	Open		—

Pos. 000030: A7E0016134680 - SHUTTER GUIDE 1250A

Unloading Point: Shanghai

Price Unit:

Ordered Quantity: 6 PCE

Action code:

Price per price unit: 17.98 CNY

Net Value: 107.88 CNY

Previous order timestamp: 21-1-6 18:35:00

First Delivery Date: 20-5-20

Changed

# Orders

## Identifying order updates

Orders Order line items

Edit confirmations Download More

1 applied search criterion Search Advanced search View

	Order	History available	Read	Customer	Confir
<input type="checkbox"/>	0031423761TAS5	No	Read	Schaeffler Romania S.R.L.	
<input type="checkbox"/>	0031423761TAS2	No	Read	Schaeffler Romania S.R.L.	
<input type="checkbox"/>	0031423761TAS1	No	Read	Schaeffler Romania S.R.L.	
<input type="checkbox"/>	0031423761TAS	No	Read	Schaeffler Romania S.R.L.	
<input type="checkbox"/>	0031423765TAB	No	Read	Schaeffler Romania S.R.L.	
<input type="checkbox"/>	0031423769TA	No	Read	Schaeffler Romania S.R.L.	
<input type="checkbox"/>	0031423769T	No	Read	Schaeffler Romania S.R.L.	
<input type="checkbox"/>	0031423768TTA	No	Read	Schaeffler Romania S.R.L.	
<input type="checkbox"/>	0031423765	Yes	Read	Schaeffler Romania S.R.L.	

Rows per page: Auto 1-9 of 9

Order Change 07.09.23 Page 1

**Customer**

Name and Address	References	Contact Information
Schaeffler Kysuce, spol. s r.o. Dr. G. Schaefflera 1 024 01 Kysucké Nové Mesto SK	Partner No.: Site code (Customer): 0097 Organization: INA	

**Ship-to**

Name and Address	References	Contact Information
Schaeffler Kysuce, spol. s r.o. Ul. Dr. G. Schaefflera 1 024 01 Kysucké Nové Mesto SK 05	Partner No.: 0097 Warehouse: various Unloading Pt.: 01_ASC_1 Consumption Pt.: various	

**Supplier**

View details View history 3 use

- Another way to identify order updates is by using the column „History available“:

1. If the status is shown as „Yes“, it means that the order has been modified
2. Click on the order number to see more details.
3. In the preview that appears, click on „View history“
4. The number of versions available for this order is shown
5. Click on any of the listed versions of the order to see detailed information on the modifications made on each update

My SupplyOn > Supply Chain Collaboration > Orders > Order history

Order History

Order Customer INA Group 0097 Schaeffler Kysuce, spol. s r.o.

Order Number 0031423765

Order Date 02.07.20

Pos.	Change Date	Material	Description	Requested Del. Date	Order Qty.	Comment
00010		2063675620000	ZYLINDER PZRW 90 20 50 32-NR.D46497000-F	27.12.21	1	
1	12.11.21 11:30:00	A 2007020051	A 2007020051 Descr. Cust	02.07.20	100	Item added
2	12.11.21 11:30:00	A 2007020051	A 2007020051 Descr. Cust	02.07.20	76	Item added
3	12.11.21 11:30:00	A 2007020051	A 2007020051 Descr. Cust	02.07.20	74	Item added

All Versions:  
12.11.21 11:30:00 (Original)  
12.11.21 11:30:00

Back Print

# Order Confirmation

## Confirm without changes

Orders Order line items

**Edit confirmations** 2 load More 1 row selected 1 applied search criterion Search Advanced search View

	Order number	Line item	Material number	Confirmation	Confirmation status	Customer	Requested qty.	Requested del
<input checked="" type="checkbox"/> 1	4590705286	00010	000000000002098612	Required	No response		500 PCE	2022/02/15
<input type="checkbox"/>	4590705285	00010	000000000002098612	Not required	Confirmed as requested		400 PCE	2022/07/27

	Confirmation status	Customer	Requested qty.	Requested price per unit	Confirmed price unit	Supplier reference	Requested pickup dat
<input checked="" type="checkbox"/>	Confirmed (draft)		500 PCE	5.00 EUR / 1 PCE	1.00 PCE	123456 Item 01	
<input type="checkbox"/>	Confirmed as requested		400 PCE	5.00 EUR / 1 PCE	1.00 PCE	26072022	

Cancel **Send confirmations** 4 Rows per page: Auto 1-11 of 151

If the information in the Purchase Order is correct (Delivery date, quantity price, etc.) and no further modifications are necessary, proceed to order confirmation following the next steps:

1. Choose the order you wish to confirm.
2. Click on “Edit confirmations”
3. Type in the Supplier Reference (If required by customer)
4. Click on “Send confirmations”

# Order Confirmation

## Confirm multiple line items at once

Orders Order line items

Edit confirmations 2 download More 3 0 items selected View

	Order number	Customer	Requested price per unit	Confirmed price unit	Supplier reference	Requested pickup date
<input type="checkbox"/>	4590705267		33.98 EUR / 1 PCE	1.00 PCE	2906202220	
<input type="checkbox"/>	4590705267		33.98 EUR / 1 PCE	1.00 PCE	2906202220	
<input type="checkbox"/>	4590704962		5 PCE 554.80 EUR / 1 PCE			
<input checked="" type="checkbox"/>	4590704955		5 PCE 554.80 EUR / 1 PCE	1.00 PCE		
<input checked="" type="checkbox"/>	4590704955		5 PCE 554.80 EUR / 1 PCE	1.00 PCE		

Set supplier reference 4

Reset to requested values

Decline

Upload confirmations >

1

5

Set supplier reference

'Supplier reference' will be set for 2 selected line items

Supplier reference

12345

5 / 20

Cancel Apply 6

<input checked="" type="checkbox"/>	4590704955		5 PCE 554.80 EUR / 1 PCE	1.00 PCE	12345	
<input checked="" type="checkbox"/>	4590704955		5 PCE 554.80 EUR / 1 PCE	1.00 PCE	12345	

Cancel Send confirmations 7

Rows per page: Auto 12-22 of 151

If you want to confirm multiple line items at once, follow the next steps:

1. Choose the orders you wish to confirm.
2. Click on “Edit confirmations”
3. Click on “More”
4. Select “Set supplier reference”
5. Type in the Supplier Reference (If required by customer)
6. Click on “Apply”
7. Click on “Send confirmations”

# Order Confirmation

## Confirm with changes (Change Delivery Date)

The screenshot displays the 'Orders' section with a table of 'Order line items'. The table has columns: Order number, Line item, Confirmation, Confirmed date, Customer, Confirmation status, and Requested date. The first row is selected, and the 'Confirmed date' field is highlighted in yellow. A modal window titled 'Orders' is open, showing the same table with the first row selected. A calendar icon is visible next to the 'Confirmed date' field in the modal. A calendar popup is shown, allowing the user to select a new date. The 'Send confirmations' button is highlighted in green.

Order number	Line item	Confirmation	Confirmed date	Customer	Confirmation status	Requested date
R87-0087483...	1	Required	2023/05/31		Confirmed (draft)	2023/05/25
R87-0087483...	2	Required			No response	2023/05/25
R87-0087483...	3	Required	2023/05/25		Confirmed with changes	2023/05/25

If you wish to modify the delivery date on an order, follow the next steps:

1. Choose the orders you wish to confirm.
2. Click on “Edit confirmations”
3. The editable fields will appear in yellow, look for the column “Confirmed date” and click on it.
4. Click on the calendar icon.
5. Select the desired delivery date.
6. Click on “Send confirmations”



# Order Confirmation

## Confirm with changes (Change quantity or split delivery)

Orders Order line items

Edit confirmations Download More 3 rows selected View

	Order number	Line item	Material number	Customer	Requested qty.	Confirmed qty.	Confirmed price unit	Confirmation	Confirmed date	Confirmation
✓	4590705285	00010			400 PCE	400 PCE	1.00 PCE	Not required	2022/07/27	Confirme

Cancel Send confirmations Rows per page: Auto 1-3 of 3

Orders Order line items

Edit confirmations Download More 1 row selected View

	Order number	Line item	Material number	Customer	Requested qty.	Confirmed qty.	Confirmed price unit	Confirmation	Confirmed date	Confirmation status	Requeste
✓	4590705285	00010			400 PCE	400 PCE	1.00 PCE	Not required	2022/07/27	Confirmed (draft)	2022/0

Line item 00010

Split delivery

Cancel Send confirmations Rows per page: Auto 1-3 of 3

Schedule lines

	ID	Requ. pickup date	Requ. del. date	Conf. date	Requ. qty.	Conf. qty.	Commitment level	Comment
***			2022/07/27	2022/07/27	400	400		
***								

Close

Cancel Send confirmations Rows per page: Auto 1-3 of 3

- If you wish to modify the quantity and/or price of an order:

1. Overwrite the fields highlighted in yellow with the desired data.

- If the ordered quantity can not be delivered in a single batch, split the delivery following the next steps:

2. Choose the order you want to split and click on the arrow.

3. Click on “Split delivery”.

4. Fill in the information regarding quantity, price and delivery date.

5. Click on “Close”

6. Click on “Send confirmations”.

# Order download

## Download as CSV file

The screenshot shows the SAP Orders interface. The 'Download' button is highlighted with a red box and a red circle with the number 2. The 'Download' dropdown menu is open, showing options like 'Download PDF document', 'Download orders', 'Download confirmations', 'Download confirmation template', 'Download attachments', and 'Download data and attachments'. The 'Download orders' option is highlighted with a red box and a red circle with the number 3. The 'Default Profile CSV' option is highlighted with a red box and a red circle with the number 4. The first row of the table is selected, indicated by a red box and a red circle with the number 1. The table has columns: Order, Confirmation, Order date, Order status, Customer site, Order type, and Material. The first row is: 0031423761TAS5, Required, 2020/07/02, Completely confirmed, SAP, Purchase order, A 20070200.

To download an order:

1. Select the order you wish to download.
2. Click on “Download”.
3. A drop-down menu will be displayed, choose “Download orders”.
4. Click on Default Profile CSV

The screenshot shows the downloaded CSV file in Excel. The file name is 'eb\_SupplyOn\_20230606\_105124.csv'. The table has columns: Buyer i.d., Supplier i.c, Document, Transmission date, Order Cat, Buyer No., Buyer Organization, Buyer plan, Unloading Point, warehouse, Point of C, and Order No. The first row is: ---, 7703, 272567, 12.11.2021, NB, INA, INA Group, 97, 01\_ASC\_1, WH 1000, PoC 1000, 003142376.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Buyer i.d.	Supplier i.c	Document	Transmission date	Order Cat	Buyer No.	Buyer Organization	Buyer plan	Unloading Point	warehouse	Point of C	Order No.
2	---	7703	272567	12.11.2021	NB	INA	INA Group	97	01_ASC_1	WH 1000	PoC 1000	003142376
3	---	7703	272567	12.11.2021	NB	INA	INA Group	97	01_ASC_1	WH 1000	PoC 1000	003142376
4	---	7703	272567	12.11.2021	NB	INA	INA Group	97	01_ASC_1	WH 1000	PoC 1000	003142376
5	---	7703	272567	12.11.2021	NB	INA	INA Group	97	01_ASC_1	WH 1000	PoC 1000	003142376

# Order download

## Download template configuration

Orders Order line items

Edit confirmations Download More 1 row selected 1 applied search criterion Search Advanced search View

Download PDF document  
Download orders  
Download confirmations  
Download confirmation template  
Download attachments  
Download data and attachments

Order	Confirmation	Order date	Order status	Customer site	Order type	Material
0031423761TAS5	Default Profile CSV	2020/07/02	Completely confirmed	0097 ISB BRASSOW	Purchase order	A 20070200
0031423761TAS2	Required	2020/07/02	Partially confirmed	0097 ISB BRASSOW	Purchase order	A 20070200
0031423761TAS1	Not required	2020/07/02	Completely confirmed	0097 ISB BRASSOW	Purchase order	A 20070200
0031423761TAS	Required	2020/07/02	Initial	0097 ISB BRASSOW	Purchase order	A 20070200
0031423765TAB	Not required	2020/07/02	Completely confirmed	0097 ISB BRASSOW	Purchase order	A 20070200

The downloaded template can be customized:

- Click on “Configure downloads”.
- In the “Available Fields” section you will see a list of data that can be added to the default download file.
- “Selected Fields” refers to the data that appears in the file when downloaded.

Upload and download format Upload and download profiles

Process: Orders Type: Documents - Download Profile Name: Default Profile CSV Format: CSV Download has Header Use profile for Orders All Download Download of profile description

Search Search

Available Fields 6

- Orders - Documents - Download
- Order Date
- Customer Transmission Date
- Expiry Date
- Value of Goods
- Agio/Disagio
- Net Value
- Tax
- Monetary Limit
- ValueOfGoodsCurrency
- Agio/Disagio Currency
- Tax Currency
- Monetary Limit Currency
- Project Number
- Billing Unit
- Conf. Msg. No.
- Status
- Update Note

Add selected > Add all >> << Remove all Remove selected

Selected Fields 7

Pos.	Path	Field Name
1	Customer address   Partner No	Buyer i.d.
2	Supplier address   Partner No	Supplier i.d.
3	Document no	Document no
4	Transmission date	Transmission date
5	Order Category	Order Category
6	Customer address   Org ID	Buyer No.
7	Customer address   Address 2	Buyer Organization
8	Customer address   Plant code	Buyer plant i.d.
9	Order position   Ship-to (Consignee) a...	Unloading Point
10	Order position   Ship-to (Consignee) a...	warehouse
11	Order position   Ship-to (Consignee) a...	Point of Consumption
12	Order No.	Order No.
13	Order position   Order Item	Order Item
14	Order position   Buyer Article   Buyer A...	Buyer Article Number
15	Order position   Supplier Article Number	Supplier Article Number

Up Down

\* Dependent on customer settings field might not be included in Download!

Back Save New Profile Duplicate Delete Cancel

# Delivery Instructions

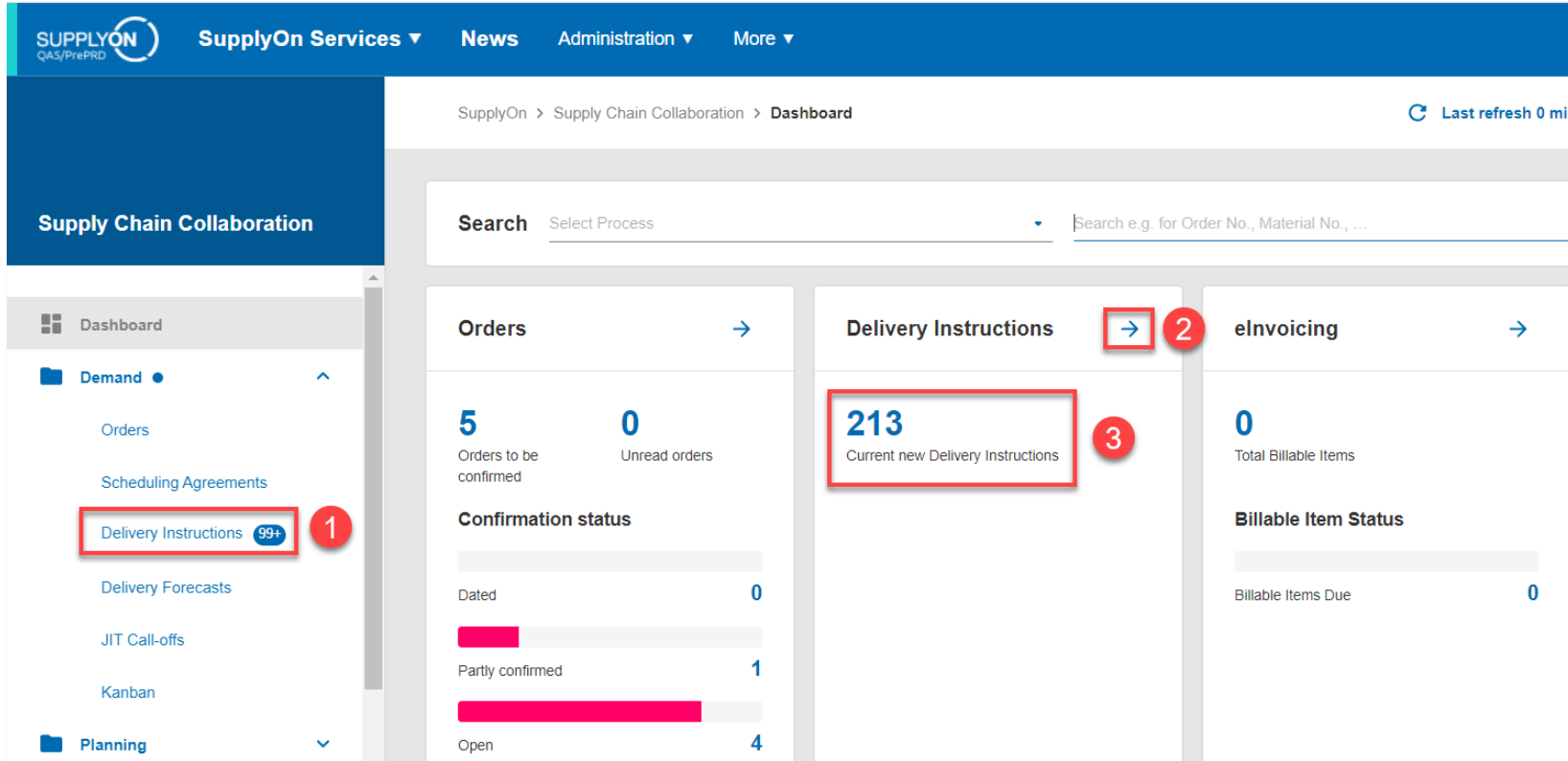
---

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# Delivery Instructions

## Access to the Delivery Instructions Overview



1. Choose the option “Delivery Instructions” on the navigation bar to access to all Delivery Instructions (Both read and unread)
2. Alternatively, you can also click on the arrow in the Delivery Instructions tile located in the dashboard
3. Click on “Current new Delivery Instructions” to access new (unread) Delivery Instructions only



# Delivery Instructions

## Overview configuration

My SupplyOn > Supply Chain Collaboration > Delivery Instruction

Contact | Help for this page | Print

Quick Search | Advanced Search

Search | Reset

Add line | Line

My Search Profiles | Manage View

Grouped by Unloading Point | Grouped by Material Number | Delivery Instruction

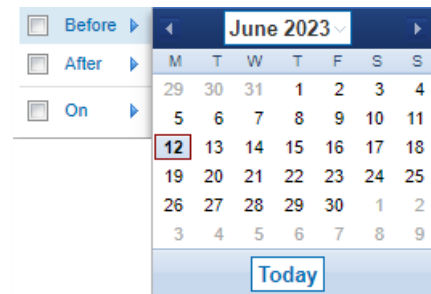
Default View | Manage View

Customer	Ship-to	Site code (Custo...	Unloading Point	Material	Material Description	Transmission Date
LuK Savaria Kft.	Schaeffler Savaria Kft.	0139	Jávor utca 25	0930718330000	DR S130190-3,35-R 15 S	28.04.23
LuK Savaria Kft.	Schaeffler Savaria Kft.	0139	Jávor utca 25	0940199590000	DR S130190-3,5-R 15	28.04.23
LuK Savaria Kft.	Schaeffler Savaria Kft.	0139	Jávor utca 25	0941975710000	DR S130190-3,4-R 15 KD	28.04.23
LuK Savaria Kft.	Schaeffler Savaria Kft.	0139	Jávor utca 25	0930717360000	DR S130190-3,9-R 15 S	28.04.23
LuK Savaria Kft.	Schaeffler Savaria Kft.	0139	Jávor utca 25	0928708300000	DR S130190-3,35-R 15 KD	28.04.23
LuK Savaria Kft.	Schaeffler Savaria Kft.	0139	Jávor utca 25	0944991870000	DR S130190-4,45-R 15 S	28.04.23
LuK Savaria Kft.	Schaeffler Savaria Kft.	0139	Jávor utca 25	0940272770000	DR S130190-3,65-R 15 S	28.04.23
LuK Savaria Kft.	Schaeffler Savaria Kft.	0139	Kassai u. 73	2900454100000	L-0M161-0195-00 Bogenfeder	28.04.23
LuK Savaria Kft.	Schaeffler Savaria Kft.	0139	Kassai u. 73	0936157280000	DR S130190-4,25-R 15 S	28.04.23
LuK Savaria Kft.	Schaeffler Savaria Kft.	0139	Kassai u. 73	2120350530000	L-08160-0564-03 Druckfeder	28.04.23
LuK Savaria Kft.	Schaeffler Savaria Kft.	0139	Kassai u. 73	2106166440000	L-08160-0G35-03 Druckfe...	28.04.23
LuK Savaria Kft.	Schaeffler Savaria Kft.	0139	Kassai u. 73	0834653400000	L-08160-0564-01 Druckfeder	28.04.23
LuK Savaria Kft.	Schaeffler Savaria Kft.	0139	Kassai u. 73	0834658390000	L-08160-0564-02 Druckfeder	28.04.23

Details | Demand History | Download | Print

230 matches of 3776 entries: Select all matches | Clear selection

Entries per page: 50



To configure your view:

1. Click on the arrow in any column
2. Choose the option "Columns"
3. A list with options is shown, select the options you want to include in your view as columns
4. Click on "Filters" to see a drop-down menu with filter options (In this example an option with dates is provided for the column "Transmission Date")
5. Use the options "Quick Search" or "Advanced Search" to search information by unloading point, material number, etc.
6. Use these options to create customized filters to quickly find Delivery Instructions.

# Delivery Instruction Details

My SupplyOn > Supply Chain Collaboration > Delivery Instruction

Contact | Help for this page | Print

Quick Search | Advanced Search

Hide Search Area

Status: [dropdown] equal to [dropdown] read [dropdown] Add line | Delete line

My Search Profiles [dropdown] Manage View [dropdown]

Search [button] Reset [button]

Grouped by Unloading Point | Grouped by Material Number | **Delivery Instruction**

Default View [dropdown] Manage View [dropdown] Reset all Filters [button]

Customer	Ship-to	Site code (Custo...	Unloading Point	Ship-from	Material	Material Descr
[checkbox] 1						

Details [button] Demand History [button] Download [button] Print [button]

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

Contact |

Delivery Instruction Details | Partner Information | Additional Information

Material-related Information

Document No.: 90910	Transmission Date: 28.04.23 22:54	Validity Period: -
Material (Customer): 0928708300000	Material (Supplier):	Planner: 245
Material description (Customer): DR S130190-3,35-R 15 KD	Message Number: 90910	
Engineering Change Level:	UoM: KGM	Supply Model: Scheduling release order
Inco-terms: DAP siehe Anlieferadresse	Order Number: 0005330019	Order Position: 10
Production Release: 26.05.23	Delivery Instruction Number: 173	Date: 28.04.23
Material Release: 23.06.23	Delivery Instruction Number Old: 172	Date: 28.04.23
Additional Information: --- Zielmenge/Target QTY 9.600,000 2021-07-07 - 9999-12-31		
Transport Mode:		

Additional Reference Data

Deliverynote Number: 770325	Date: 09.02.23	Quantity: 986
Current cumulated quantity received: 7.294	Start date of current cumulated quantity: 31.12.22	Last cumulated quantity before resetting:

Cumulative quantities

Customer:	7.294
Supplier:	7.924 Save
Quantity from ASNs in draft status:	0
Status:	ok

Cumulative quantities

Customer:	7.294
Supplier:	5.320 Save
Quantity from ASNs in draft status:	0
Status:	not ok

To review the delivery instruction details:

1. Choose the desired Delivery Instruction
2. Click on “Details”
3. All relevant information regarding materials is shown in the section “Material-related” information
4. If the supplier quantity equals the buyer quantity, then the ASN status is “ok”.
5. If the supplier quantity is different than the buyer quantity, then the ASN status will be shown as “not ok”, in that case you can not find the demand during ASN creation, there you need to change the supplier cumulative quantities, so they are equal to buyer cumulative quantity.

**Note:** When Schaeffler resets buyer cumulative quantity, supplier must adjust supplier cumulative quantity, but please do not fully reset if there is something “In transit” status.

# Delivery Instruction Details

Delivery Instruction Schedule Lines

Default View Manage View

Delivery Date ▲	Pickup Date	Dispatch Qty.	cum. Quantity	Difference	Commit	Delivered Qty
13.03.23		850	7.948	0	Fix	0
20.03.23		850	8.798	0	Fix	0
27.03.23		850	9.648	0	Fix	0
03.04.23		850	10.498	0	Fix	0
24.04.23		850	11.348	0	Fix	0
24.04.23		850	12.198	0	Fix	0
22.05.23		1.700	13.898	0	Fix	0
12.06.23		1.700	15.598	0	Fix	0
19.06.23		1.700	17.298	0	Fix	0
03.07.23		850	18.148	0	Forecast	0
10.07.23		0	18.148	-850	Forecast	0
17.07.23		1.700	19.848	850	Forecast	0
31.07.23		850	20.698	0	Forecast	0
14.08.23		850	21.548	0	Forecast	0
21.08.23		2.550	24.098	850	Forecast	0
11.09.23		850	24.948	-850	Forecast	0
25.09.23		1.700	26.648	0	Forecast	0
09.10.23		1.700	28.348	0	Forecast	0
16.10.23		850	29.198	-850	Forecast	0
30.10.23		850	30.048	850	Forecast	0
06.11.23		850	30.898	0	Forecast	0

Back

Demand History Download Print

Columns: ☒ Delivery Date ☒ Pickup Date ☒ Dispatch Qty. ☒ cum. Quantity ☒ Difference ☒ Commit ☐ Latest Delivery Date ☐ Schedule Line ID ☐ Warehouse Rec. auth. ☐ SCC Coded ☐ Planning Strategy (Code) ☐ Planning Strategy ☒ Delivered Qty

## Delivery Instruction Schedule Lines section:

- Delivery instructions are divided into “Fix” and “Forecast”, as shown in the column “Commit”
- The “Delivery Date” column shows the information from buyer’s SAP system and refers to the date in which the supplier needs to deliver goods.
- If the current view does not show the information you need, customize your view by selecting the columns you want to see
- Click on “Demand History” to view the history sent by customer. Click on “Download” to download the information in CVS/XLSX format or click on “Print” to download a PDF file.

Download information as CSV/XLSX file

[Contact](#) | [Help for this page](#) | [Print](#)

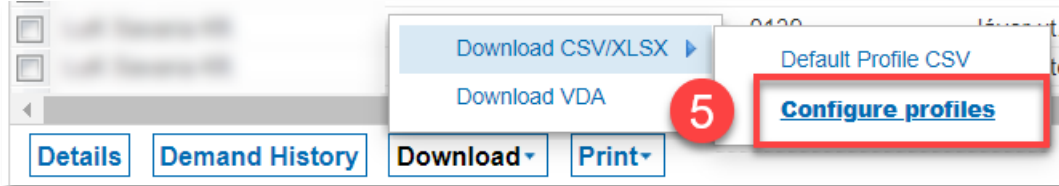
To download all the information of a Delivery Instruction, go to the Delivery Instruction Overview:

1. Select the desired Delivery Instruction
2. Click on “Download” and then on “Download CVS/XLSX”
3. The information is downloaded in an Excel file.

A	B	C	D	E	F	G
Buyer i.d.	Supplier i.d	transmissio	transmissio	Message d	Buyer Orga	Org. Name
80	285565	22044	22045	28.09.2021	INA	INA Group

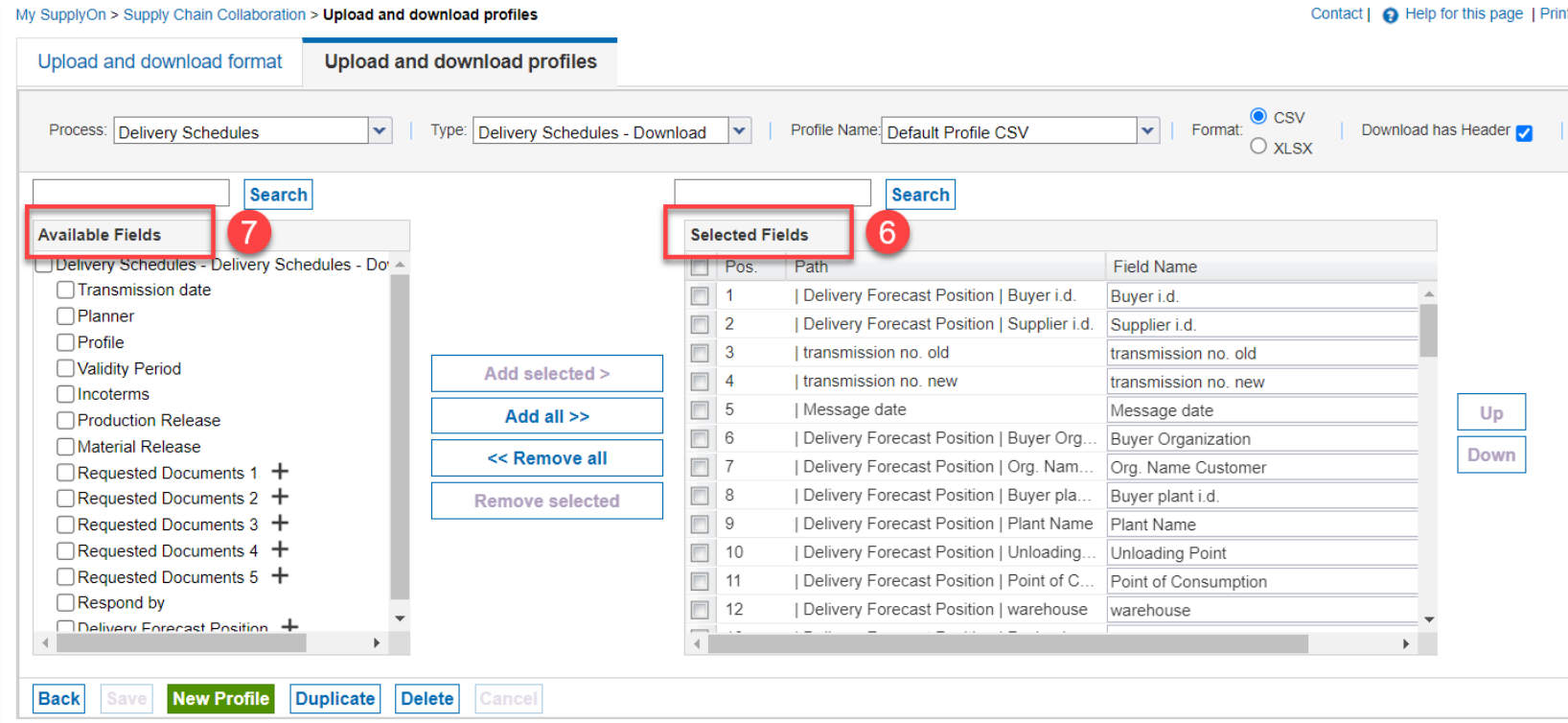
# Delivery Instructions

## Download template configuration



To customize download data:

5. Click on “Configure profiles”
6. “Selected Fields” refers to the data already contained in the current download file
7. “Available Fields” refers to the data that can be added to the download file





# How to create an ASN (Advance Shipping Notice)

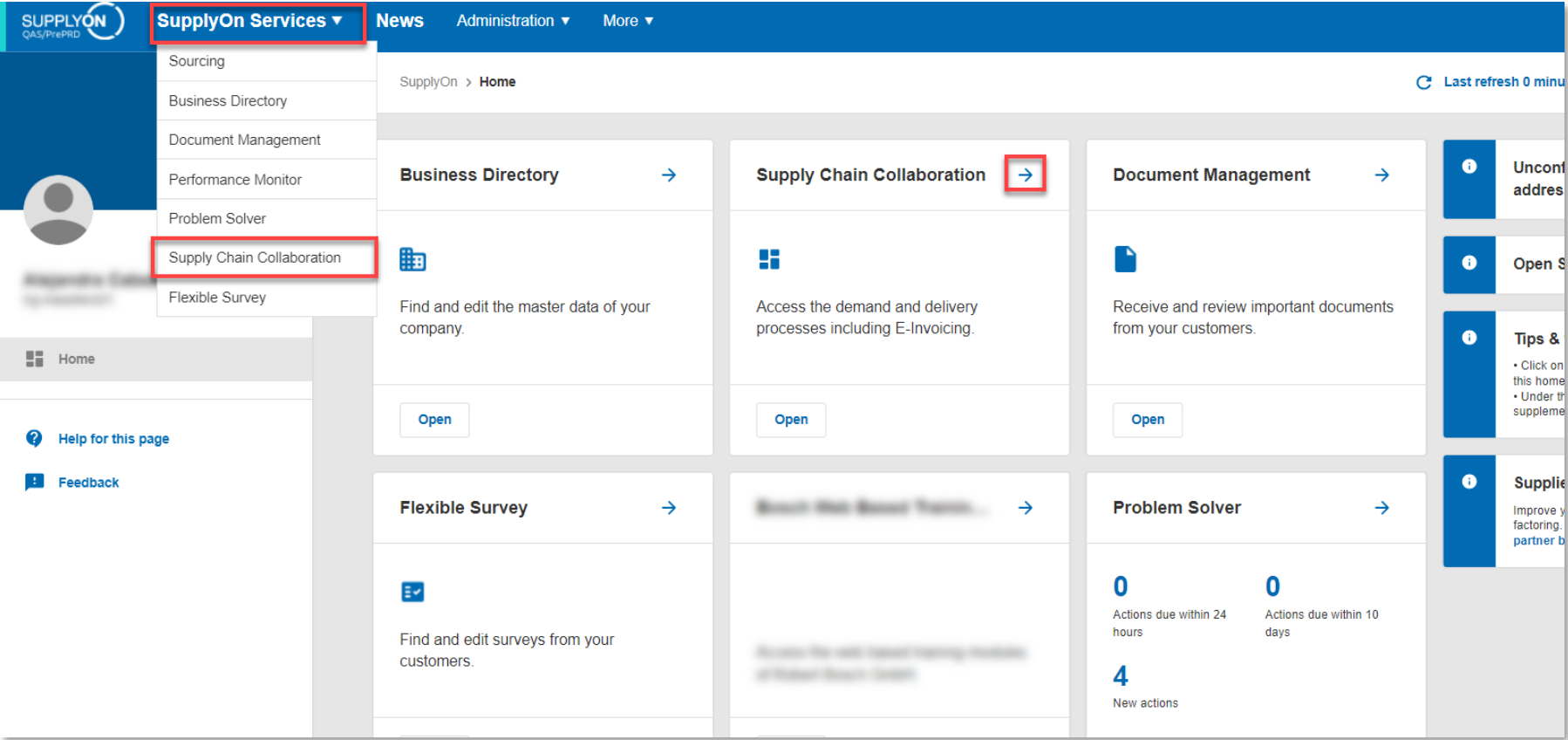
---

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# Create ASN (Advance Shipping Notice)

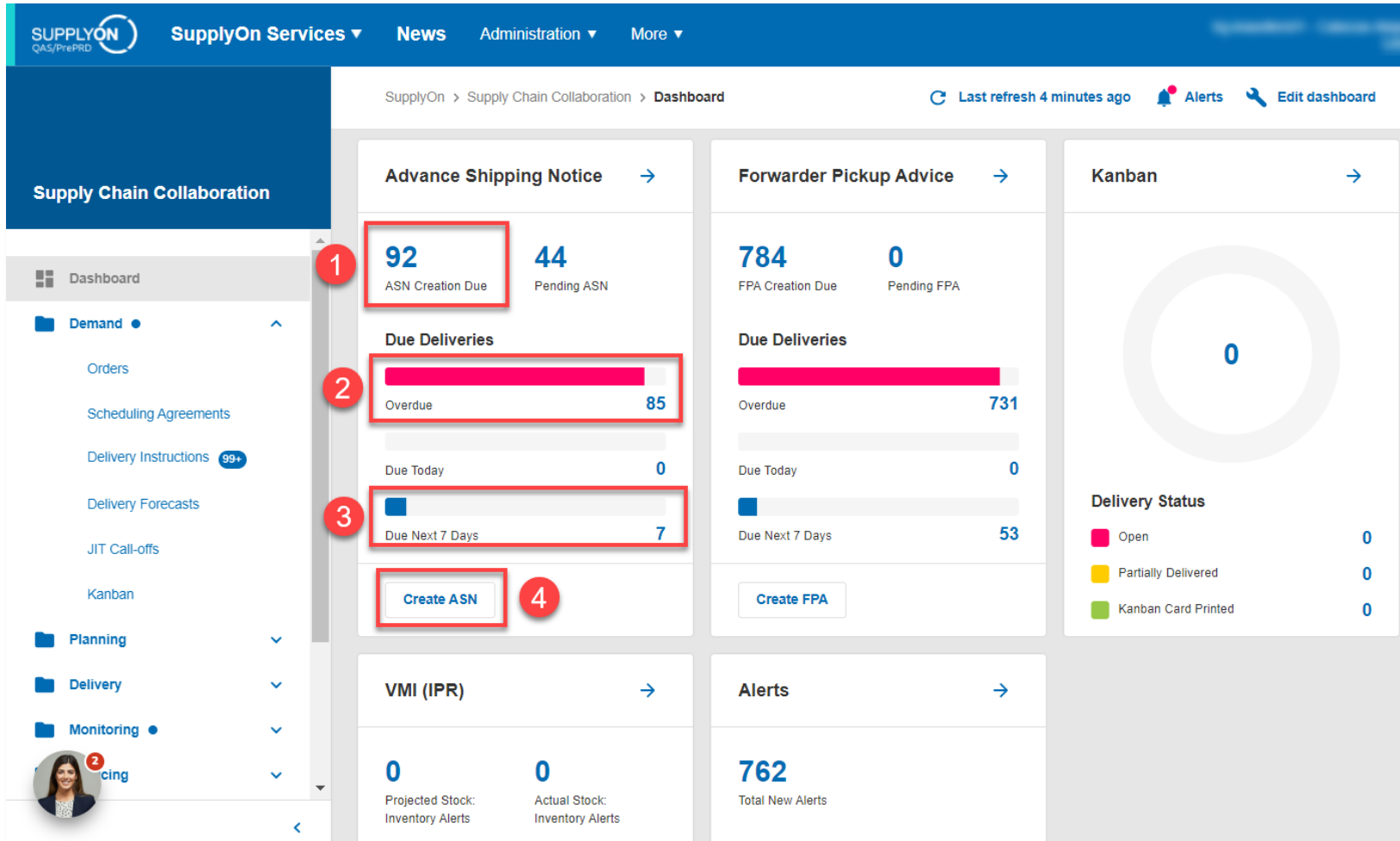
## Access to the ASN Overview



Access the Supply Chain Collaboration dashboard by either clicking on SupplyOn Services > Supply Chain Collaboration or by clicking on the arrow in the Supply Chain Collaboration tile in the dashboard

# Create ASN (Advance Shipping Notice)

## Access to the ASN Overview



Go to the Advance Shipping Notice (ASN) tile:

1. Total number of ASNs that are due to be created, click on this number to access the ASN interface.
2. Number of ASNs that are overdue.
3. Number of ASNs which will be due in 7 days
4. Click to create ASN

# Create an ASN

## ASN selection according to unloading point

The screenshot shows the 'Due Deliveries (grouped)' page in the SupplyOn system. The interface includes a top navigation bar, a search section, and a table of delivery data. Red boxes and numbers highlight key features:

- 1:** Points to the 'Default View' dropdown in the table header.
- 2:** Points to the search filters, specifically 'Open demands based on ASN Creation Due C' and 'days in the future (incl. pa)'.
- 3:** Points to the 'My Search Profiles' section, showing 'Default View' and 'Manage View' options.
- 4:** Points to the checkbox in the first column of the table, used for selecting entries.
- 5:** Points to the 'ASN required' column, specifically the value '3' in the fifth row.

Org. Code (Custo...)	Customer	Site code (Ship-to)	Ship-to site	Unloading Point (Ship-to)	Currency	ASN required	Available for Extra Shipment	With Material Refe...	Incoterm Code
INA						0	1	✓	EXW
INA						0	1	✓	DDU
INA						0	1	✓	EXW
INA						0	1	✓	EXW
<input checked="" type="checkbox"/> INA					EUR	3	3	✓	DDP
INA						12	28	✓	EXW
INA						2	1	✓	DAP
INA						13	1	✓	FCA
INA						67	9	✓	DDP

Go to ASN overview:

1. These columns show that you need to create an ASN for each Customer Site.
2. You can add search parameters (By clicking on “Add line”), for example, if you need to create an ASN before the due date in the future 7 days you can set the search parameters to “Open demands based on ASN creation due days” in the future 7 days to locate information quickly.
3. Search parameters can be saved as Search Profiles for your future logins.
4. Select corresponding factory/unloading point, click on “Create ASN”. By doing it this way, you will create an ASN for the selected unloading point containing all required ASN (Not recommend in this way, if required ASN quantity is too large, it becomes rather error prone).
5. In the column “ASN required” click on the number (In this case, on 3) to create ASN (Recommended way).



# Create an ASN

## ASN creation according to actual business requirements

The screenshot shows the 'Due Deliveries' table with the following columns: Ship-to site, Site code (S...), Unloading Point (Ship-to), Material (Cu...), Material Descr. ..., Delivery Date, Pickup Date, and Earliest A... The first row is selected, and the 'Create ASN' button is highlighted with a red box and a red circle with the number 2. A red circle with the number 1 is next to the checkbox in the first row.

	Ship-to site	Site code (S...)	Unloading Point (Ship-to)	Material (Cu...)	Material Descr. ...	Delivery Date	Pickup Date	Earliest A...
<input checked="" type="checkbox"/>		0200	TOR 1-6	00040188902...		2023/04/24, 00:00	2023/04/21, 02:00	
<input type="checkbox"/>		0200	TOR 1-6	00040188902...		2023/04/24, 00:00	2023/04/21, 02:00	
<input type="checkbox"/>		0200	TOR 1-6	00040188903...		2023/04/24, 00:00	2023/04/21, 02:00	

The screenshot shows the 'Due Deliveries' table with the following columns: Ship-to site, Site code (S...), Unloading Point (Ship-to), Material (Cu...), Material Descr. ..., and Delivery Date. The first row is selected, and the 'Create ASN' button is highlighted with a red box and a red circle with the number 2. A red circle with the number 1 is next to the checkbox in the first row. A red circle with the number 3 is next to the search bar, and a red circle with the number 4 is next to the 'Advanced search' button.

	Ship-to site	Site code (S...)	Unloading Point (Ship-to)	Material (Cu...)	Material Descr. ...	Delivery Date
<input checked="" type="checkbox"/>		0200	TOR 1-6	00040188902...	KUG6,35-G10/0#S	2023/04/24, 00:00
<input type="checkbox"/>		0200	TOR 1-6	00040188902...	KUG6,35-G10/-2...	2023/04/24, 00:00
<input type="checkbox"/>		0200	TOR 1-6	00040188903...	KUG6,35-G10/+...	2023/04/24, 00:00

- Create an ASN:
  1. Choose an item in the Due Deliveries overview
  2. Click on “Create ASN” (You can choose multiple or single items to create an ASN according to actual business requirements)
- Search information:
  1. Use the search bar to quickly search information
  2. Use the Advanced Search to create customized Search Profiles with detailed information. These profiles can be saved for your next login.

# Simple ASN (Without GTL)

---

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# Create simple ASN

## Select ASN Positions

My SupplyOn > Supply Chain Collaboration > Create ASN

Interactive Tours   Contact | Help for this page | Print

ASN No. 176   ASN Date 19.06.23   FPA Status: Pending

Customer: (0007 Werk Hirschaid) Schaeffler T   Ship-to-Location: 0007 / Schaeffler Tech. AG & Co. KG.   Unloading Point (Ship-to): Siemensstr. 10

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

Default View   Manage View   Reset all Filters

Line	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due Date	Proposed Quantity	Delivery Quantity	UoM	Warning	Batch Number	Eng. Change Level	Order No.	Order Pos.
1	10	010	0736901630000	19.05.23 02:00	2 956	2 956	PCE		1111	AG	0005319978	10

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

All mandatory fields are highlighted in yellow:

1. Click on the tab “Select ASN Positions”
2. Choose the ASN creation date
3. The ASN number can be customized or automatically assigned according to Logistics Settings. See [Logistic Settings](#) section for details.
4. Delivery notification number, customized according to customer requirements (For example: DN number or invoice number, please confirm with customer)

# Create simple ASN

## Select ASN Positions

My SupplyOn > Supply Chain Collaboration > Create ASN

Interactive Tours | Contact | Help for this page | Print

ASN No. 176 ASN Date 19.06.23 FPA Status: Pending

Customer: (0007 Werk Hirschaid) Schaeffler T Ship-to-Location: 0007 / Schaeffler Tech. AG & Co. KG. Unloading Point (Ship-to): Siemensstr. 10

Select ASN Positions Enter Additional Data Complete ASN

Default View Manage View Reset all Filters

Line	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due Date	Proposed Quantity	Delivery Quantity	UoM	Warning	Batch Number	Eng. Change Level	Order No.	Order Pos.
1	10	010	0736901630000	19.05.23 02:00	2 956	2 956	PCE		1111	AG	0005319978	10

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

5. The Delivery Note Position is automatically filled in sequence by the system (010, 020, etc.)
6. Filled according to the actual delivery quantity
7. If the delivery quantity is not shipped according to the requested quantity, a red triangle will appear as a warning
8. Enter the product batch number

# Create simple ASN

## Enter Additional Data

My SupplyOn > Supply Chain Collaboration > Create ASN

Interactive Tours | Contact | Help for this page | Print

ASN No.	176	ASN Date	19.06.23	FPA Status:	Pending
Customer:	(0007 Werk Hirschaid) Schaeffler T	Ship-to-Location:	0007 / Schaeffler Tech. AG & Co. KG.	Unloading Point (Ship-to):	Siemensstr. 10

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

Default View | Manage View | Reset all Filters

Line	Material (Customer)	Material (Suppl...	Delivery ...	UoM	UN Danger Code	Security...	Country of Origin	Application Key	Storage Location	Point of Consumption	Price	Price Unit	Currency
1	0736901630000		2 956	PCE		N			0099				

Country of Origin dropdown menu:

- Afghanistan
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarktica
- Antigua and Barbu...
- Argentina
- Armenia
- Aruba
- Australia
- Australian External...
- Austria
- Azerbaijan

1 entry: Entries per page 20

First Previous | Page 1 of 1 | Next Last

Close Save Draft Validate Print Send

- All mandatory fields are highlighted in yellow
- Go to the tab “Enter Additional Data”
- Choose the country of origin



# Create simple ASN

## Complete ASN

My SupplyOn > Supply Chain Collaboration > Create ASN Interactive Tours Contact | Help for this page | Print

ASN No.	176	ASN Date	19.06.23	FPA Status:	Pending
Customer:	(0007 Werk Hirschaid) Schaeffler T	Ship-to-Location:	0007 / Schaeffler Tech. AG & Co. KG.	Unloading Point (Ship-to):	Siemensstr. 10

[Select ASN Positions](#) [Enter Additional Data](#) **Complete ASN**

**General**

Ship-from Location:	trg-inasellers01	Ship-to:	Schaeffler Tech. AG & Co. KG.
Ship-from Address:	DE - 123456 trg-inasellers01 - trg-inasellers01	Ship-to address:	DE - 96129 Strullendorf - Siemensstr. 10
Incoterms Code:	DAP - Delivered At Place	Delivery Date/Time:	21.06.23 14:49
Incoterms Text:	Strullendorf	Delay Reason:	
Transport Type:		Load number:	
Carrier:	[Enter Carrier Address]	Volume (total Delivery):	
TO Number:		Loading Length (total Delivery):	
Equipment Type:		Hazard. Goods:	
Equipment Number:		Gross Weight (total Delivery):	
		Net Weight (total Delivery):	
		Cost of Transportation:	

[Close](#) [Save Draft](#) **Validate** [Print](#) **Send**

All mandatory fields are highlighted in yellow:

1. Select the delivery date (Please confirm the delivery date with the factory in advance)
2. Choose the ASN creation date
3. Before sending the ASN please click on “Validate” to verify that the ASN is correct. If the ASN is not filled as required, an error message will appear (See example on next page).
4. After the verification is done, click on “Send”

# Create simple ASN

## Validate ASN

My SupplyOn > Supply Chain Collaboration > Create ASN Interactive Tours Contact | Help for this page | Print

⚠ Delivery Date/Time: Value not set

⚠ Delivery Date/Time: Delivery date/time should be after Pickup date/time

ℹ Delivery Date/Time: Should be in the future

ASN No.	176	ASN Date	19.06.23	FPA Status:	Pending
Customer:	(0007 Werk Hirschaid) Schaeffler T	Ship-to-Location:	0007 / Schaeffler Tech. AG & Co. KG.	Unloading Point (Ship-to):	Siemensstr. 10

Select ASN Positions

Enter Additional Data

Complete ASN

General

Ship-from Location:

trg-inasellers01

Ship-from Address:

DE - 123456 trg-inasellers01 - trg-inasellers01

Incoterms Code:

DAP - Delivered At Place

Incoterms Text:

Strullendorf

Transport Type:

Carrier:

[Enter Carrier Address]

TO Number:

Equipment Type:

Equipment Number:

Ship-to:

Schaeffler Tech. AG & Co. KG.

Ship-to address:

DE - 96129 Strullendorf - Siemensstr. 10

Delivery Date/Time:

Delay Reason:

Load number:

Volume (total Delivery):

0 cm³

Loading Length (total Delivery):

LM

Hazard. Goods:

Gross Weight (total Delivery):

0 kg

Net Weight (total Delivery):

0 kg

Cost of Transportation:

Close

Save Draft

Validate

Print

Send

- ASN send/validate process usually fail because the mandatory fields are not filled in, or because the specified data is not in accordance with the configuration requirements
- Please check the issued warning for details to modify the information and re-verify.
- In this example, the error warning indicates that the delivery date was not specified.

# Create simple ASN

## Print label

My SupplyOn > Supply Chain Collaboration > Create ASN

Interactive Tours Contact | Help for this page | Print

Data was successfully validated

ASN No. 176 ASN Date 19.06.23 FPA Status: Pending

Customer: (0007 Work Hirschfeld) Schaeffler T. Ship-to Location: 0007 / Schaeffler Tech. AG & Co. KG. Unloading Point (Ship-to): Siemensstr. 10

SO\_DELIVERY\_NOTE 1 / 1 88% + -

Delivery Note

Ship-from		Ship-to		Forwarder	
trg-inasellers01		Schaeffler Tech. AG & Co. KG.			
trg-inasellers01		Siemensstr. 10			
123456 trg-inasellers01		96129 Strullendorf			
Germany		Germany			

Supplier Address		Customer		ASN no.		Arrival Date	
GKN Sinter Metals GmbH		Schaeffler Tech. AG & Co. KG		176		2023-06-22 08:33	
Am Fliegerhorst 9		Industriestr. 1-3		FPA No.		FPA Date	
99947 Bad Langensalza		91074 Herzogenaurach		2023-06-19		00:00	
Germany		Germany		Invoice Number		Invoice Date	

Mode of Shipment	Package Type	Quantity	Freight terms	Gross Weight	Overall weight kg	Net Weight	Unloading Point
			Strullendorf				Siemensstr. 10

Pos.	Material (Customer)	Material Description	Quantity	UoM	Ship-to Comment
	Material (Supplier)	Customs Tariff No.			Order No. / Pos. (Barcode)
	Batch Number	UN Danger Code			Order No. / Pos.
	Engineering Change Level				
010	0736901630000	F-446405.11-0028.HEBSK.SLSH	2956	PCE	
1111	AG				
Customer Package No.		Supplier Package No.	Kanban	Cons. Date	Quantity
					Filling qty.

Barcode: 000531997810

Close Save Draft Validate

Ship-to: Schaeffler Tech. AG & Co. KG.

Ship-to address: DE - 96129 Strullendorf - Siemensstr. 10

Delivery Date/Time: 22.06.23 08:33

Delay Reason:

Load number:

Volume (total Delivery): 0 cm³

Loading Length (total Delivery): LM

Hazard. Goods:

Gross Weight (total Delivery): 0 kg

Net Weight (total Delivery):

Cost of Transportation:

Print selection

Print

After the ASN has been successfully sent, the corresponding label is generated according to the requirements of each customer/plant to be attached to the goods for delivery. To print the label, follow the next steps:

1. Click on "Print"
2. Select the type of label you require
3. Click on "Print selection"
4. Label is shown as PDF

# Long ASN (GTL)

---

Your Supply Chain

Efficient. Resilient. Transparent. Sustainable.

# Create long ASN

## Select ASN positions

My SupplyOn > Supply Chain Collaboration > Create ASN

Interactive Tours | Contact | Help for this page | Print

ASN No. 180 ASN Date 20.06.23 FPA Status: New

Customer: Schaeffler Technologies GmbH & Co. Ship-to-Location: Unloading Point (Ship-to): TOR 1-6

Select ASN Positions | Enter Additional Data | Enter Packing data | Manage attachments | Complete ASN

Default View | Manage View

Line	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due...	Proposed ...	Delivery ...	UoM	Warning	Pack. Data Status	Pack. Mat...	Packing Profile	Batch Number	Eng. ...	Order No.
1	202306	010	000401889020030	21.04.23 02:00	64 000	64 000	PCE			Details	<manual data entry>	HHH109	AD	0005341970

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

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

Close | Save Draft | Validate | Print | Send

All mandatory fields are highlighted in yellow (Note: Mandatory fields may slightly differ from the ones specified in this documentations due to customer's configurations requirements):

1. The ASN number can be customized or automatically assigned according to Logistics Settings. See [Logistic Settings](#) section for details.
2. Choose the ASN creation date
3. Delivery notification number, customized according to customer requirements (For example: DN number or invoice number, please confirm with customer)
4. The Delivery Note Position is automatically filled in sequence by the system (010, 020, etc.)



# Create long ASN

## Select ASN Positions

My SupplyOn > Supply Chain Collaboration > Create ASN

Interactive Tours | Contact | Help for this page | Print

ASN No. 180 1 ASN Date 20.06.23 2 FPA Status: New

Customer: Schaeffler Technologies GmbH & Co. Ship-to-Location: Unloading Point (Ship-to): TOR 1-6

Select ASN Positions | Enter Additional Data | Enter Packing data | Manage attachments | Complete ASN

Default View | Manage View | Reset all Filters

Line	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due...	Proposed ...	Delivery ...	UoM	Warning	Pack. Data Status	Pack.Mat...	Packing Profile	Batch Number	Eng. ...	Order No.
1	202306 <span>3</span>	010 <span>4</span>	000401889020030	21.04.23 02:00	64 000	64 000 <span>5</span>	PCE	<span>6</span>	● <span>7</span>	Details <span>8</span>	<manual data entry>	HHH109 <span>9</span>	AD	0005341970

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

5. Filled according to the actual delivery quantity
6. If the delivery quantity is not shipped according to the requested quantity, a red triangle will appear as a warning
7. If the packaging information is correct, it will show a green circle in the column "Pack. Data Status"
8. Click on "Details" to see package material detail
9. Enter the product batch number

# Create long ASN

## Select ASN Positions

My SupplyOn > Supply Chain Collaboration > Create ASN

Interactive Tours Contact | Help for this page | Print

ASN No. 180 ASN Date 20.06.23 FPA Status: New

Customer: Schaeffler Technologies GmbH & Co. Ship-to-Location: Unloading Point (Ship-to): TOR 1-6

Select ASN Positions Enter Additional Data Enter Packing data Manage attachments Complete ASN

Default View Manage View

Line	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due...	Proposed ...	Delivery ...	UoM	Warning	Pack. Data Status	Pack.Mat...	Packing Profile	Batch Number	Eng. ...	Order No.
1	202306	010	000401889020030	21.04.23 02:00	64 000	64 000	PCE			Details	<manual data entry>	HHH1109	AD	0005341970



Packing Material Details (Single and Auxiliary Packs)

Previous Pos. Next Pos. Material (Customer): 000401889020030 Del. Note No.: 202306 Del. Note Pos.: 010

Delivery Qty.: 64000 Packed Quantity: 64000 Completely packed: ☒

Default View Manage View

Pack. Mat. No. (Cust.)	Pack. Mat. Descr. (Cust.)	Amount of Pack...	Qty. per Pack	One Level Pack.	Label Ident	Label No. From	Batch Number	Pack. Mat. No. (Supplier)
0509238110000	D2-LIEFERANT Palette 1200X800	100	640	<input type="checkbox"/>	S	28797		

Save and Close Add New Line Copy Line Delete Line Generate Label Numbers

1 entry Select all matches Clear selection Entries per page 10



My SupplyOn > Supply Chain Collaboration > Create ASN

Interactive Tours Contact | Help for this page | Print

ASN No. 180 ASN Date 20.06.23 FPA Status: New

Customer: Schaeffler Technologies GmbH & Co. Ship-to-Location: Unloading Point (Ship-to): TOR 1

Select ASN Positions Enter Additional Data Enter Packing data Manage attachments Complete ASN

Default View Manage View

Line	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due...	Proposed ...	Delivery ...	UoM	Warning	Pack. Data Status	Pack. Mat...	Packing Profile	Batch Number	Eng.
1	202306	010	000401889020030	21.04.23 02:00	64 000	64 000	PCE			Details	<manual data entry>	HHH1109	AD

1. Click on "Details" to review the package material details
2. Fill in package material number and package material description according to factory regulation,
3. Fill in the amount of packages
4. Fill in the quantity per package
5. Tick this box in case the package is one level
6. Label number can be customized but can not be repeated. Add a label number manually or click on "Generate Label Number" to get one assigned by the system.

# Create long ASN

## Select ASN Positions

My SupplyOn > Supply Chain Collaboration > Create ASN

ASN No. 180 ASN Date 20.06.23 FPA Status: New  
Customer: Schaeffler Technologies GmbH & Co. Ship-to-Location: Unloading Point (Ship-to): TOR 1-6

Select ASN Positions Enter Additional Data Enter Packing data Manage attachments Complete ASN

Default View Manage View

Line	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due...	Proposed ...	Delivery ...	UoM	Warning	Pack. Data Status	Pack. Mat...	Packing Profile	Batch Number	Eng ...	Order No.
1	202306	010	000401889020030	21.04.23 02:00	64 000	64 000	PCE			Details	<manual data entry>	HHH1109	AD	0005341970



Packing Material Details (Single and Auxiliary Packs)

Material (Customer): 000401889020030 Del. Note No.: 202306 Del. Note Pos.: 010  
Delivery Qty.: 64000 Packed Quantity: 64000 Completely packed: ✓

Default View Manage View

Pack. Mat. No. (Cust.)	Pack. Mat. Descr. (Cust.)	Amount of Pack...	Qty. per Pack	One Level Pack.	Label Ident	Label No. From	Batch Number	Pack. Mat. No. (Supplier)
0509238110000	D2-LIEFERANT Palette 1200X800	100	640		S	28797		

Save and Close Add New Line Copy Line Delete Line Generate Label Numbers

1 entry Select all matches Clear selection Entries per page 10



My SupplyOn > Supply Chain Collaboration > Create ASN

ASN No. 180 ASN Date 20.06.23 FPA Status: New  
Customer: Schaeffler Technologies GmbH & Co. Ship-to-Location: Unloading Point (Ship-to): TOR 1-6

Select ASN Positions Enter Additional Data Enter Packing data Manage attachments Complete ASN

Default View Manage View

Line	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due...	Proposed ...	Delivery ...	UoM	Warning	Pack. Data Status	Pack. Mat...	Packing Profile	Batch Number	Eng.
1	202306	010	000401889020030	21.04.23 02:00	64 000	64 000	PCE			Details	<manual data entry>	HHH1109	AD

- Click on “Add new line” in case there are multiple positions that need to be allocated
- The quantity per package and the amount of package should match the delivery quantity. If this is filled in correctly the message “Completely packed” will appear next to a green ✓
- Click on “Save and close”
- The column “Pack. Data Status” on the Select ASN Positions tab will show a green circle if everything is correct.

# Create long ASN

## Enter Additional Data

My SupplyOn > Supply Chain Collaboration > Create ASN Interactive Tours Contact | Help for this page | Print

ASN No.	180	ASN Date	20.06.23	FPA Status:	New
Customer:	Schaeffler Technologies GmbH & Co.	Ship-to-Location:		Unloading Point (Ship-to):	TOR 1-6

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

Default View Manage View Reset all Filters

Line	Material (Customer)	Material (Suppl...	Delivery ...	UoM	UN Danger Code	Security...	Country of Origin	Free Text	Application Key	Storage Location	Point of Consumption	Price
1	000401889020030		64 000	PCE		N				0319		

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

Close Save Draft Validate Print Send

- All mandatory fields are highlighted in yellow
- Go to the tab “Enter Additional Data”
- Choose the country of origin

# Create long ASN

## Enter Packing Data

My SupplyOn > Supply Chain Collaboration > Create ASN

ASN No. 180 ASN Date 20.06.23 FPA Status: New  
Customer: Schaeffler Technologies GmbH & Co. Ship-to-Location: Unloading Point (Ship-to): TOR 1-6

Select ASN Positions Enter Additional Data **1** Enter Packing data Manage attachments Complete ASN

Handling Units

Default View Manage View

HU Pack.Mat.No. (Cu...	HU Pack.Mat...	HU Gross...	Length HU...	Width ...	Height HU...	Label No. HU
<b>4</b> 0509238110000	D...FERA...		80	60	12,7	17162

HU Functions

**3** Create HU Copy HU Delete HU **2**

Not assigned Packing Material / Single Packs

Default View Manage View

Pack. Mat. Details	One Level Pack.	Del. Note No.	Del. Note ...	Material (Customer)
<input checked="" type="checkbox"/> Edit Details	<input type="checkbox"/>	202306	010	000401889020030

Assigned Pack. Material / Single Packs for selected HU Line 17162 **6**

Default View Manage View

Pack. Mat. Details	One Level Pack.	Del. Note No.	Del. Note ...	Material (Customer)	Material de...	Pa
<input type="checkbox"/> Edit Details	<input type="checkbox"/>	202306	010	000401889020030	KUG6,35-...	050

SP Functions

**5** << Assign Remove >> Split

Close Save Draft Validate

For Handling Unit creation, proceed as follows:

1. Click on "Enter Packaging Data",
2. Tick the boxes of the packages to edit information
3. Click on "Create HU"
4. Select the Handling Unit package material number (customer) according to the material requirements
5. Click on "Assign"
6. All packages will automatically appear listed in the "Assigned Pack. Material/Single Packs for selected HU Line XXXX" section



# Create long ASN

## Complete ASN

My SupplyOn > Supply Chain Collaboration > Create ASN

Interactive Tours    Contact | Help for this page | Print

ASN No. 180    ASN Date 20.06.23    FPA Status: New

Customer: Schaeffler Technologies GmbH & Co.    Ship-to-Location:    Unloading Point (Ship-to): TOR 1-6

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

**General**

Ship-from Location: trg-inasellers01  
Ship-from Address: DE - 123456 trg-inasellers01 - trg-inasellers01  
Incoterms Code: DDP - Delivered Duty Paid  
Incoterms Text: see delivery address  
Means of Transport:  
Carrier: [Enter Carrier Address]  
Free Text (for Carrier):  
TO Number:

Ship-to:  
Ship-to address:  
Delivery Date/Time: 22.06.23 09:00  
Delay Reason:  
Carrier Name:  
Load number:  
Volume (total Delivery):  
Loading Length (total Delivery):  
Hazard. Goods:  
Gross Weight (total Delivery):  
Net Weight (total Delivery):  
Cost of Transportation:

June 2023

M	T	W	T	F	S	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

09:00  
OK

Default View    Manage View    Reset all Filters

Line	HU Pack.Mat.No./C...	HU Pack.Mat.Descr...	Amount of...	Pack. Type HU	Total weight of...	Length pe...	Width per H...	Height per H...	Hazard. Goods	HU Pack.Mat.No.	HU Pack. Ma
1	05...311000	D2-LIEFERANT Pal...	1		656,5	80	60	12,7			

Close    Save Draft    Validate    Print    Send

1. Click on the “Complete ASN” tab
  2. Fill in Delivery Date/Time (Please be sure to fill in a date in the future)
  3. If this ASN does not need to be send now, it can be saved as a draft. Drafts can be found in the ASN overview with the status "Pending".
  4. Click on “Validate” to check if the ASN is correct. Please note that this process can not validate the business data with your customer to determine if it is wrong or correct.
  5. If you need to print labels or delivery notices, please click on “Print” .
  6. After successfully validating the, click on “Sends”
- Please note that once sent, the supplier will not be able to modify/delete this ASN.

# Create long ASN

## Validate failure case

My SupplyOn > Supply Chain Collaboration > Create ASN

Interactive Tours Contact | Help for this page | Print

▲ Delivery Date/Time: Value not set  
▲ Delivery Date/Time: Delivery date/time should be after Pick-up date/time

ASN No.: 302 ASN Date: 21-10-19 FPA No.: FPA Status: New

Company Name (Customer): INA USA Cooperation 0065 IFV, Fort Ship-to Location: 0065 / Schaeffler Group USA Inc. - Fort MI Unloading Point (Consignee): 308 Springhill 001

Select ASN Positions Enter Additional Data Enter Packing data Complete ASN

General

Ship-from Location: lrg-inasellers01 Ship-to: Schaeffler Group USA Inc. - Fort MI  
Ship-from Address: DE - 123456 lrg-inasellers01 - lrg-inasellers01 Ship-to address: US - 297159784 Fort Mill - 308 Springhill 001 Road  
Incoterms Code: FOB - Free On Board Delivery Date/Time:   
Incoterms Text: Supplier Delay Reason:   
Means of Transport: Carrier Name:   
Carrier: [Enter Carrier Address] Load number:   
Free Text (for Carrier): Volume (total Delivery): 1 390 400 cm³  
TO Number: Loading Length (total Delivery): LM  
Hazard. Goods: No  
Gross Weight (total Delivery): 306 kg  
Net Weight (total Delivery): 0 kg  
Cost of Transportation:

Default View Manage View Reset all Filters

Line	HU Pack.Mat.No. (Cust.)	HU Pack.Mat.Descr. (Cust.)	Amount of HUs	Pack. Type HU	Total weight of H...	Length per H...	Width per HU(c...	Height per HU(...	Hazard. Goods	HU Pack.Mat.No. (Su...	HU Pack.Mat.Descr. (S...
1	0110230310000	Pallet	9		306	119.5	80.8	16			

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

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

- ASN send/validate process usually fail because the mandatory fields are not filled in, or because the specified data is not in accordance with the configuration requirements
- Please check the issued warning for details to modify the information and re-verify.
- In this example, the error warning indicates that the delivery date was not specified.

# Create long ASN

## Complete ASN – Print Label

My SupplyOn > Supply Chain Collaboration > Create ASN

Interactive Tours | Contact | Help for this page | Print

Data saved in session

ASN No.: 162 | ASN Date: 14.06.23 | FPA Status: New

Customer: INA USA Cooperation 0065 IFV, Fort | Ship-to-Location: 0065 / SCPM CN TestBuyer | Unloading Point (Ship-to): ULP-1022

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

**General**

Ship-from Location: CZ Test Supplier | Ship-to: SCPM CN TestBuyer

Ship-from Address: DE - 70469 Stuttgart - Leitzstraße 45 | Ship-to address: DE - 85399 Hallbergmoos - Am Soldnermoos 17

Incoterms Code: EXW - Ex Works | Delivery Date/Time: 15.06.23 14:46

Incoterms Text: Hallbergmoos | Delay Reason: -

Means of Transport: | Carrier Name: CA Test Carrier

Carrier: | Load number: -1

Free Text (for Carrier): | Volume (total Delivery): 18 000 cm³

TO Number: | Loading Length (total Delivery): LM

Hazard. Goods: No

Gross Weight (total Delivery): 2 kg

Net Weight (total Delivery): 0 kg

Cost of Transportation:

Default View | Manage View

Line	HU Pack.Mat.No. (C...	HU Pack.Mat.Descr....	Amount of...	Pack. Type HU	Total weight of...	Length pe...	Width per H...	Height per H...	Hazard. Goods	HU
1	KLT1022	KLTr 1022	1	2	40	30	15			

Close | Save Draft | Validate

Print selection | Print | Send

File Name	File Type	Modified	Size	Ratio	Packed	CRC
INA_GTL_HU_A5_EN_20211019_185824.pdf	Foxit PDF Reader D...	19.10.2021 18:58:24	71,060	24%	53,897	64F9E061
INA_GTL_SP_A5_EN_20211019_185825.pdf	Foxit PDF Reader D...	19.10.2021 18:58:24	66,664	28%	47,859	4D8560B8
SO_DELIVERY_NOTE_20211019_185824.pdf	Foxit PDF Reader D...	19.10.2021 18:58:24	41,669	51%	20,495	C81FE5A5

- After successfully sending the ASN, print the corresponding customer/plant label according to the requirements and paste it on the goods for delivery
- 1. Click on “Print”.
- 2. Click the boxes for “Handling Unit Label”, “Packing Label” and “Delivery Note”.
- 3. Print the overview.
- If you have chosen “One level package”, the package label can not be print, but you can print the HU label
- When printing a single file, it will automatically be displayed as a PDF file
- When printing multiple files at the same time, they will be saved as a zip file, containing all PDF documents

# ASN Overview

## Check ASN status

My SupplyOn > Supply Chain Collaboration > ASN Overview

Contact | Help for this page | Print

Quick Search Advanced Search

Add line | Delete line

Hide Search Area

My Search Profiles

Manage View

Advance Ship Notices

ASN Position(s)

Default View

Manage View

Reset all Filters

<input type="checkbox"/>	ASN No.	ASN Status	Delivery Date/Time	Customer	Customer site	Ship-to site	Unloading Point (Sh...	FPA No.	FPA ...	Carrier Name	Mat
<input type="checkbox"/>	91	Pending	20.05.23 02:00	Schaeffler AG	Schaeffler AG	Schaeffler AG	Schaeffler AG				✓
<input type="checkbox"/>	136	Pending	14.06.23 11:04	Schaeffler AG	Schaeffler AG	Schaeffler AG	Schaeffler AG				✓
<input type="checkbox"/>	144	Pending	07.06.23 10:41	Schaeffler AG	Schaeffler AG	Schaeffler AG	Schaeffler AG				✓
<input type="checkbox"/>	118	Pending	17.05.23 13:16	Schaeffler AG	Schaeffler AG	Schaeffler AG	Schaeffler AG				✓
<input type="checkbox"/>	138	Pending	30.06.23 11:10	Schaeffler AG	Schaeffler AG	Schaeffler AG	Schaeffler AG				✓
<input type="checkbox"/>	61	Pending	16.06.23 07:20	Schaeffler AG	Schaeffler AG	Schaeffler AG	Schaeffler AG				✓
<input type="checkbox"/>	27	Pending	06.05.23 13:43	Schaeffler AG	Schaeffler AG	Schaeffler AG	Schaeffler AG				✓
<input type="checkbox"/>	89	Pending	20.04.23 02:00	Schaeffler AG	Schaeffler AG	Schaeffler AG	Schaeffler AG				✓
<input type="checkbox"/>	131	Sent	26.05.23 09:02	Schaeffler AG	Schaeffler AG	Schaeffler AG	Schaeffler AG				✓
<input type="checkbox"/>	103	Pending		Schaeffler AG	Schaeffler AG	Schaeffler AG	Schaeffler AG				✓
<input type="checkbox"/>	126	Pending		Schaeffler AG	Schaeffler AG	Schaeffler AG	Schaeffler AG				✓

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

394 matches of 394 entries: Select all matches Clear selection

Entries per page 50

First Previous Page 1 of 8 Next Last

- After ASN has been successfully sent, you will be automatically redirected to the ASN overview interface. Here you can review the created ASN.
- For previously created ASNs, if it was saved as a draft but has not been sent yet, ASN status will appear as pending. Only after completing and sending the ASN will the status appear as “Sent”
- Only created ASN will be sent to customer internal system.
- Note: Suppliers can not delete ASNs, they can only be deleted or created by customer. Please reach out to your designated contact person at Schaeffler for support
- Pending/Locked ASNs can be deleted.



# How to deal with frequently raised issues

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# Create ASN for a separate PO

## Access the Orders Overview

The screenshot displays the SupplyOn dashboard. The top navigation bar includes 'SupplyOn Services', 'News', 'Administration', and 'More'. The left sidebar shows 'Supply Chain Collaboration' with a sub-menu containing 'Dashboard', 'Demand', 'Orders' (highlighted with a red box), 'Scheduling Agreements', 'Delivery Instructions', 'Delivery Forecasts', 'JIT Call-offs', 'Kanban', and 'Planning'. The main content area shows the 'Orders' overview with a red arrow pointing to the 'Orders' tile. The 'Orders' tile displays statistics: 5 Orders to be confirmed, 0 Unread orders, and 213 Current new orders. Below these are confirmation status bars for 'Dated' (0), 'Partly confirmed' (1), and 'Open' (4). A red arrow points from the 'Orders' tile to the 'Order line items' table. The table has columns for 'Order', 'Read', and 'Customer'. The second row, '0031423761TAS2', is highlighted with a red box. To the right, a detailed view of this order is shown, including a 'Customer' section with 'Name and Address', 'References', and 'Contact Information'. The 'Material Planner' section is also visible. At the bottom of the detailed view, a red box highlights the 'View details' button.

SupplyOn Services News Administration More

SupplyOn Supply Chain Collaboration Dashboard

Supply Chain Collaboration

Dashboard

Demand

Orders

Scheduling Agreements

Delivery Instructions 99+

Delivery Forecasts

JIT Call-offs

Kanban

Planning

Orders

5 Orders to be confirmed

0 Unread orders

213 Current new orders

Confirmation status

Dated 0

Partly confirmed 1

Open 4

Order line items

Edit confirmations Download 1 applied search criterion Search Advanced search View

Order	Read	Customer
0031423761TAS5	Read	Schaeffler Romania S.R.L.
0031423761TAS2	Read	Schaeffler Romania S.R.L.
0031423761TAS1	Read	Schaeffler Romania S.R.L.
0031423761TAS	Read	Schaeffler Romania S.R.L.
0031423765TAB	Read	Schaeffler Romania S.R.L.
0031423769TA	Read	Schaeffler Romania S.R.L.

0031423761TAS2

Order

Customer

Name and Address References Contact Information

Schaeffler Kysuce, spol. s r.o.  
Dr. G. Schaeffler 1  
024 01 Kysucké Nové Mesto  
SK

Partner No.: ---  
Site code (Customer): 0097  
Organization: INA

Material Planner

Name and Address References Contact Information

Vorname Nachname Partner No.: ASC1

View details View history Close

- In the Supply Chain Collaboration dashboard click on the arrow in the “Orders” tile or click on “Orders” in the navigation bar
- After accessing the orders overview, simply click on any order number to view a preview of the order as a PDF document.
- Click on “View details” to access the order details

# Create ASN for a separate PO

## Method 1

My SupplyOn > Supply Chain Collaboration > Orders > Order details

Order: 0031423761TAS2 - Customer: Schaeffler Romania S.R.L, Site code (Customer): 0097

View order changes by customer

Line items	Header Details	Parties	Attachments									
LI	Material	Material Description	Unloading Point	Net value	First Delivery Date	UoM	Qty.	Respond-by date	Response Date	Response Result	Delivery Status	Responded by
1	A 2007020051	A 2007020051 Descr. Cust	01_ASC_1	1,000,00 EUR	27.04.23	PCE	100	02.07.20 10:30	06.04.23	changed	Open	XiaoWei Zhang@...
2	A 2007020051	A 2007020051 Descr. Cust	01_ASC_1	1,000,00 EUR	28.04.23	PCE	76	02.07.20 10:30	06.04.23	changed	Open	XiaoWei Zhang@...
3	A 2007020051	A 2007020051 Descr. Cust	01_ASC_1	1,000,00 EUR	02.07.20	PCE	74	02.07.20 10:30		no response	Open	

Pos. 1: A 2007020051 - A 2007020051 Descr. Cust

Change Level: 12/02 Price p.U. w. ICMS: 10,00 EUR Action code: 1

Material (Supplier): 001SA Qty in Price unit: 100 PCE

Material description (Supplier): A 2007020051 Descr. S Net Value: 1,000,00 EUR

Unloading Point: 01\_ASC\_1 Price Unit: 1

Ordered Quantity: 100 PCE Last Change: 02.07.20

Line Item Details

Warehouse: WH 1000 Country of Origin: DE

Place of Consumption: PoC 1000 Customs Tariff Number: 202007020021

Delivery Instruction Code: to be shipped completely Customs Commodity Desc.: Detailed Article Description

Pos-Type: 1 UN Danger Code: 1203

Terms of Delivery: EXW IPI: 19,00

Location for TOD: München Surtax: 15,00 %

Free Text: General Information 1  
General Information 2  
General Information 3  
General Information 4

Back Set all to Apply supplier reference Save & send Create FPA/ASN Print Download

- If an order has been sent by the customer and it needs to be responded, it must be confirmed before creating an ASN.

1. If supplier confirms the order by changing the delivery quantity, the ASN information must match this quantity as well. E.g.: If the total order quantity is 76 but only 36 pieces were confirmed, delivery quantity can be up to 36 pieces at most. See [How to create an ASN](#).

2. If the status on the column "Response Result" appears as "changed", it means that the order has been confirmed, but the actual delivery quantities need to be checked on the schedule line.

My SupplyOn > Supply Chain Collaboration > Create ASN

ASN No. 252 ASN Date 07.09.23

Customer: Schaeffler Romania S.R.L Ship-to-Location: 0097 / Schaeffler Ky

Select ASN Positions Enter Additional Data Enter Packing data Manage attachments Complete

Default View Manage View

Line	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due...	Proposed ...	Delivery ...	UoM	Warn...
1		010	A 2007020051	26.04.23 18:00	100	100	PCE	
2		020	A 2007020051	28.04.23 18:00	36	36	PCE	
3		030	A 2007020051	27.04.23 18:00	40	40	PCE	

# Create ASN for a separate PO

## Method 1

My SupplyOn > Supply Chain Collaboration > Orders > Order details

Order: 0031423761TAS2 - Customer: Schaeffler Romania S.R.L, Site code (Customer): 0097

View order changes by customer

Line items	Header Details	Parties	Attachments
LI	Material	Material Description	Unloading Point
1	A 2007020051	A 2007020051 Descr. Cust	01_ASC_1
2	A 2007020051	A 2007020051 Descr. Cust	01_ASC_1
3	A 2007020051	A 2007020051 Descr. Cust	01_ASC_1

Pos. 1: A 2007020051 - A 2007020051 Descr. Cust

Change Level:	12/02	Price p.U. w. ICMS:	10,00 EUR	Action code:	1
Material (Supplier):	001SA	Qty in Price unit:	100 PCE		
Material description (Supplier):	A 2007020051 Descr. S	Net Value:	1.000,00 EUR		
Unloading Point:	01_ASC_1	Price Unit:	1		
Ordered Quantity:	100 PCE	Last Change:	02.07.20		

Line Item Details

Warehouse:	WH 1000	Country of Origin:	DE
Place of Consumption:	PoC 1000	Customs Tariff Number:	202007020021
Delivery Instruction Code:	to be shipped completely	Customs Commodity Desc.:	Detailed Article Description
Pos-Type:	1	UN Danger Code:	1203
Terms of Delivery:	EXW	IPI:	19,00
Location for TOD:	München	Surtax:	15,00 %

Free Text:

General Information 1  
General Information 2  
General Information 3  
General Information 4

Back Set all to Apply supplier reference Save & send Create FPA/ASN Print Download

3. If the status in the column “Delivery Status” is not “Delivery”, it means an ASN has not been created for this order yet. If the status appears as “Sent” it means the ASN has been created.
4. Click on “Crate FPA/ASN” to create an ASN, see the [Create ASN \(Advanced Shipping Notice\)](#) chapter for more details.
5. The delivery quantities are equal to the order.

My SupplyOn > Supply Chain Collaboration > Create ASN

ASN No. 252 ASN Date 07.09.23

Customer: Schaeffler Romania S.R.L Ship-to-Location: 0097 / Schaeffler Ky

Select ASN Positions Enter Additional Data Enter Packing data Manage attachments Complete

Default View Manage View

Line	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due...	Proposed ...	Delivery ...	UoM	Warn...
1		010	A 2007020051	26.04.23 18:00	100	100	PCE	
2		020	A 2007020051	28.04.23 18:00	36	36	PCE	
3		030	A 2007020051	27.04.23 18:00	40	40	PCE	

# Create ASN for a separate PO

## Method 2

My SupplyOn > Supply Chain Collaboration > Due Deliveries (grouped)

Quick Search Advanced Search

0028804555 Search Reset

Due Deliveries (grouped)

Default View Quick Search Advanced Search

Org. Code (Customer) 0028804555 Search Reset

INA

Due Deliveries (grouped)

Default View Manage View

Org. Code (Customer) Company Name (Customer) Plant Code (Consignee) Plant Name (Consignee) Unloading Point (Customer) Currency ASN required Available for Extra Shipment With Material Reference

INA Schaeffler Romania S.R.L. 0097 0097 ISB BRASSOW --- EUR 1 1 ✓

Quick Search Advanced Search

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

Search Reset

My Search Profiles Manage View

Due Deliveries Schedule Lines

Default View Manage View

Plant Name (Consignee) Plant Code (Consignee) Unloading Point (Customer) Material No. (Customer) Material Description (Customer) Order Number Delivery Date Pickup Date ASN Creation Date Required Quantity Due Delivery Status

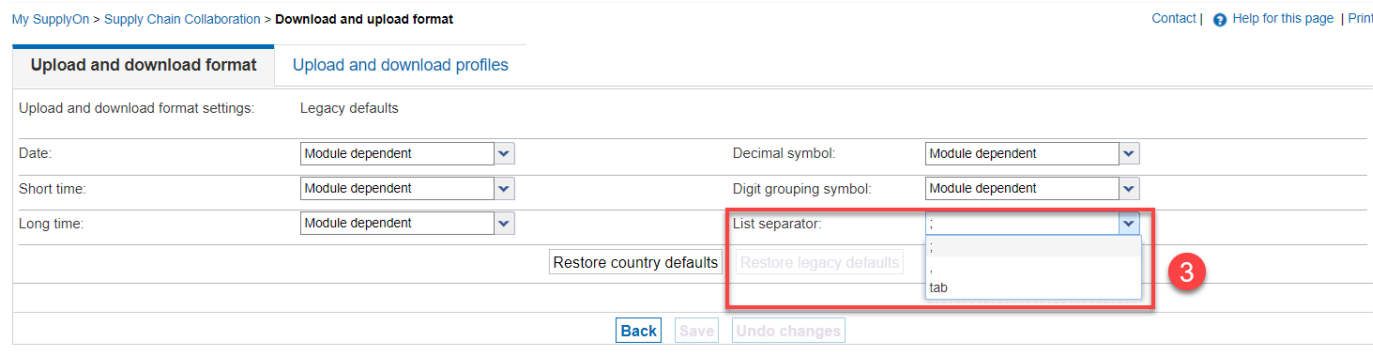
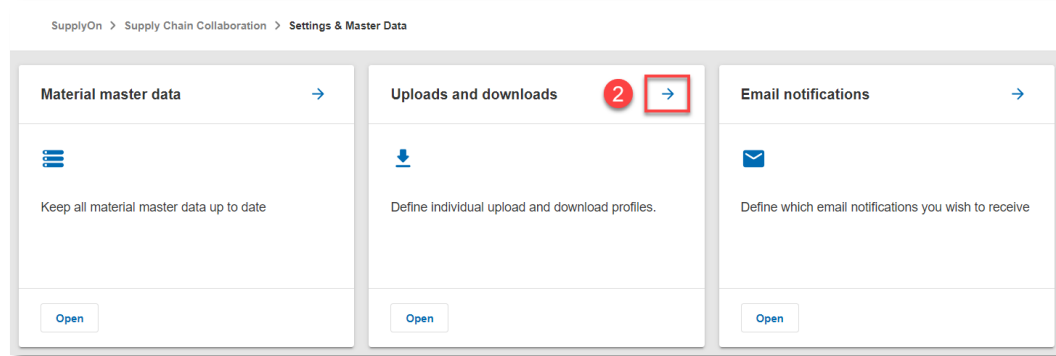
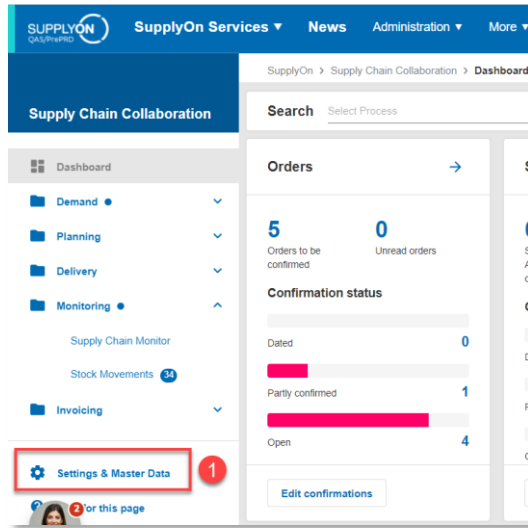
0097 ISB BRASSOW 0097 0007693040000 FSTP N153796-24X5... 0028804555 21-6-9 12:00 am 21-6-7 12:00 am 21-6-8 12:00 am 20 FPA not required

Back Create ASN Delivered outside SupplyOn

1. Click on “Quick search”
2. Enter PO number for which an ASN need to be created.
3. Click on “Search”
4. Search result.
5. Click ASN required number to create an ASN.
6. Corresponding order ASN.
7. ASN delivery number = Required quantity in this order
8. Create ASN, for more details please see [Create ASN \(Advances Shipping Notice\)](#) chapter.

# How to fix comma/semicolon in the downloaded Excel file

## Settings and master data



1. In the Supply Chain Collaboration interface, click on “Setting & Master Data” in the navigation bar
2. The “Setting & Master Data” interface is shown, click on the arrow in the “Uploads and downloads” tile
3. If the downloaded file shows different punctuation marks than the ones required, go to the List separator option and switch it from “,” to “;”.



# Registration and support service

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# How to activate a SupplyOn Service to Customer

- More details: [SupplyOn - Supplier portal of Schaeffler](#)

## Step 1

Once, Schaeffler actively invites your company to register as a supplier with SupplyOn

## Step 2

You will receive an email describing how to proceed

How to activate a SupplyOn connection to Schaeffler depends on, if...

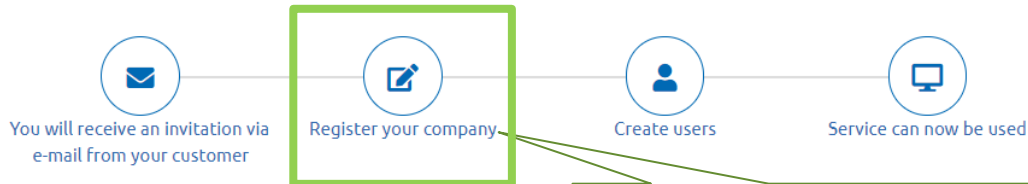
your company is not registered yet

your company is already registered

### Step 3.a

#### Registration Process

This process will take approx. 5 minutes and may differ in individual cases:



will be shown in detail on next slides

### Step 3.b

#### Steps to add a service

It only takes a minute to add a service. The process can differ in individual cases.



please keep in mind: Booked service can be used worldwide by all of your locations with Customer Group, unlimited number of users can be registered, no transaction costs

# Supplier Price Model



## Service with each customer

- With each customer for each connect model (eg : SCC)
- Your company (including subsidiaries, brother companies, etc.) can use the service with all customer factories.
- User number has no limitation.



## Fixed fee

### Beside module service:

- All of service module has no limitation on SupplyOn.
- Can attend supplier conference.



# SupplyOn Customer Service Support



Germany customer service

- .....● English
- .....● German
- .....● Spanish
- .....● French
- .....● Portuguese
- .....● Italian

Chengdu customer service

- .....● Mandarin

Manila customer service

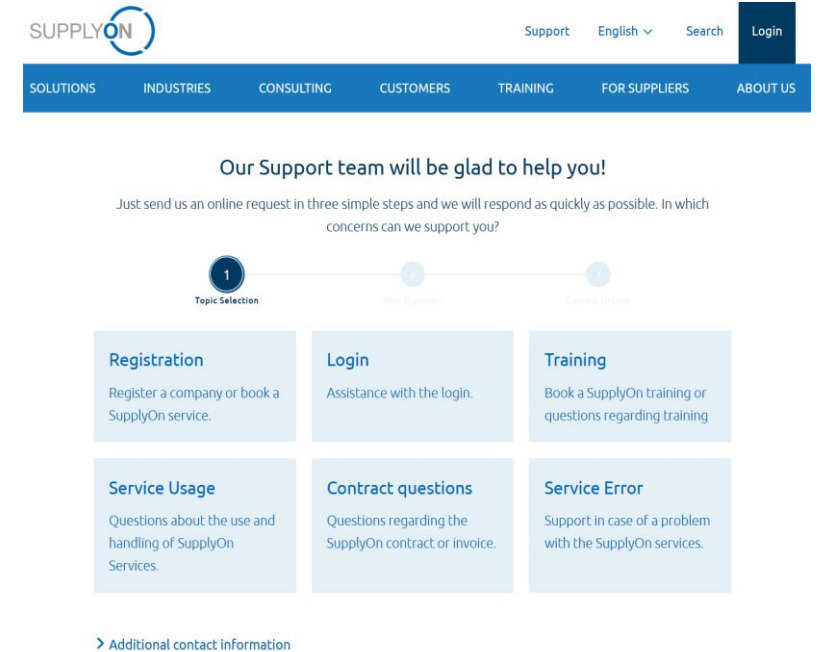
- .....● Japanese
- .....● Korean

# SupplyOn connection way



## Online support

- Click “support” , view support way.
- Simply three steps, you can submit online problem.
- **Media Library:** <https://service.supplyon.com/ml/>
- **Help page:** <https://help.application.prd.supplyon.com/en>
- **Contact form:** <https://contact.supplyon.com/en/>





# FAQ

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## Your Supply Chain

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# Problem Classification and Support



## Questions ask to customer / plant

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- Please contact plant if you don't receive demand from your customer .
- If you have question to the transmission data in delivery instruction or order
- Write ASN package information
- Write ASN label number
- Delete ASN



## Questions ask to SupplyOn customer service

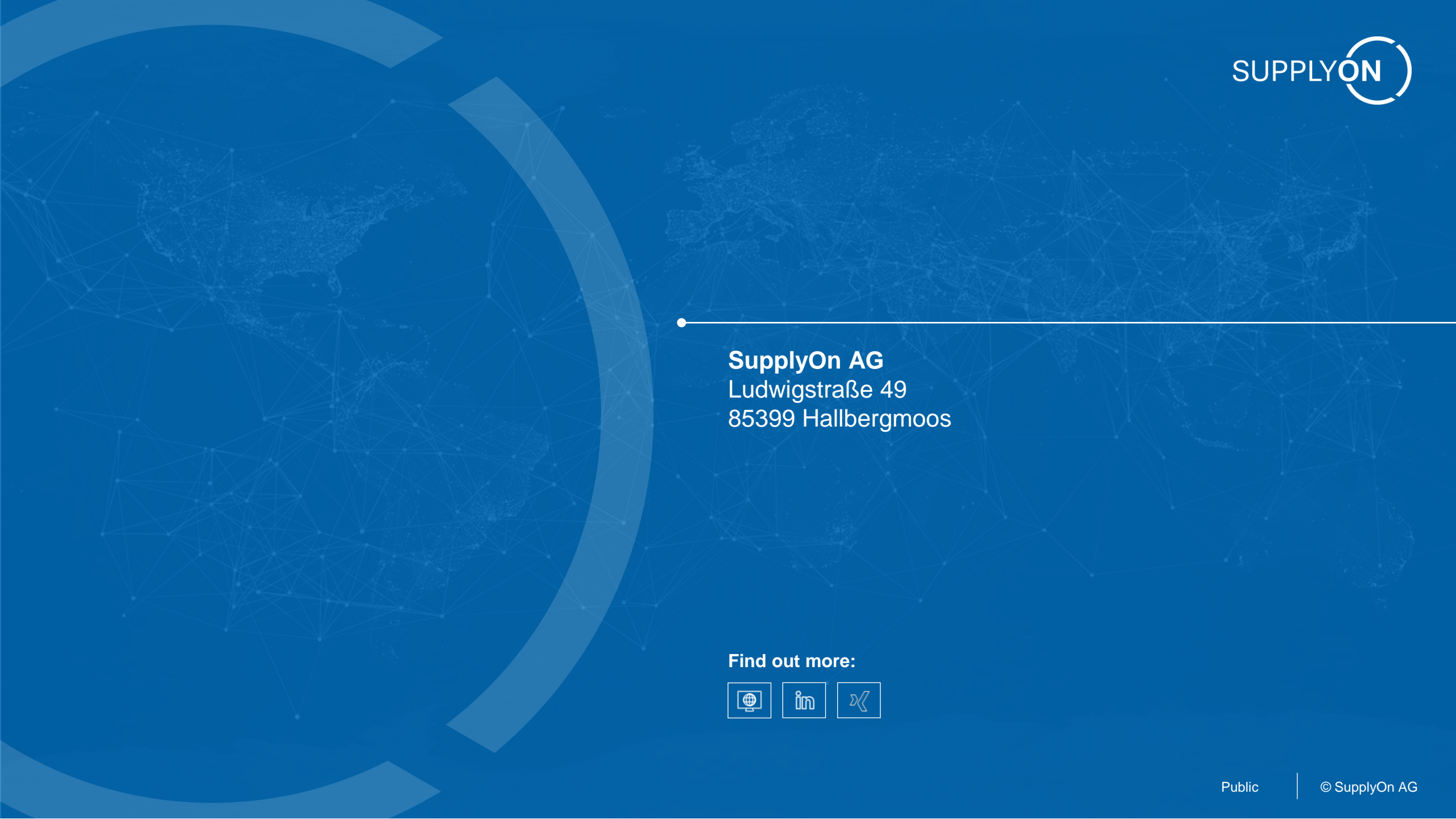
---

- Your administration account is locked.
- You forgot password of administration account
- You don't know how to pay annual fee for SupplyOn
- You have issues about SupplyOn system operation
- Plant has confirmed to sent the demand data, but you haven't received delivery instruction or order yet.

# ASN question answer

No.	Reason why ASN could not be created	Action ideas
1	The order quantity filled in SupplyOn were not correct.	<u>Plant MRP</u> need correct quantity.
2	Supplier has no idea why DUNS number is so important in Schaeffler process and how to apply for free DUNS Number.	<u>Schaeffler</u> needs support to instruct the method.
3	The packaging data (eg. quantity/pallet) in PDS seemed wrong	<u>Plant Packaging Engineer</u> needs to be trained how to maintain packaging data in SYO or in ZPDS .
4	No idea where supplier can find the latest ASN training manual in English and in Chinese	Schaeffler or SupplyOn upload on company website. Or SLE sends it to supplier.
5	ASN can not be created for single PO.	<u>SupplyOn</u> clarifies



The background is a solid blue color with a subtle, light-blue geometric pattern of interconnected dots and lines, resembling a network or a stylized world map. A large, semi-transparent circular graphic is on the left side.

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**SupplyOn AG**  
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85399 Hallbergmoos

**Find out more:**

