

# Supplier Training Material - SupplyOn

How to create Forwarder Pickup Advice (FPA) and Advance Shipping Notice (ASN)



**INNIO Jenbacher**

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# Agenda 1/2

## How to create FPA and ASN

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# Agenda 2/2

## How to create FPA and ASN in the two-step process

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# General Information



# General Information

## Description FPA and ASN

- **Step 1: Shipping notification with the Forwarder Pickup Advice (FPA)**

**How?** In order to organize the collection of your goods via CEVA Logistics, a Forwarder Pickup Advice is required.

- **When?** At least 2 or 8 working days before the planned pick-up date, depending on the means of transport

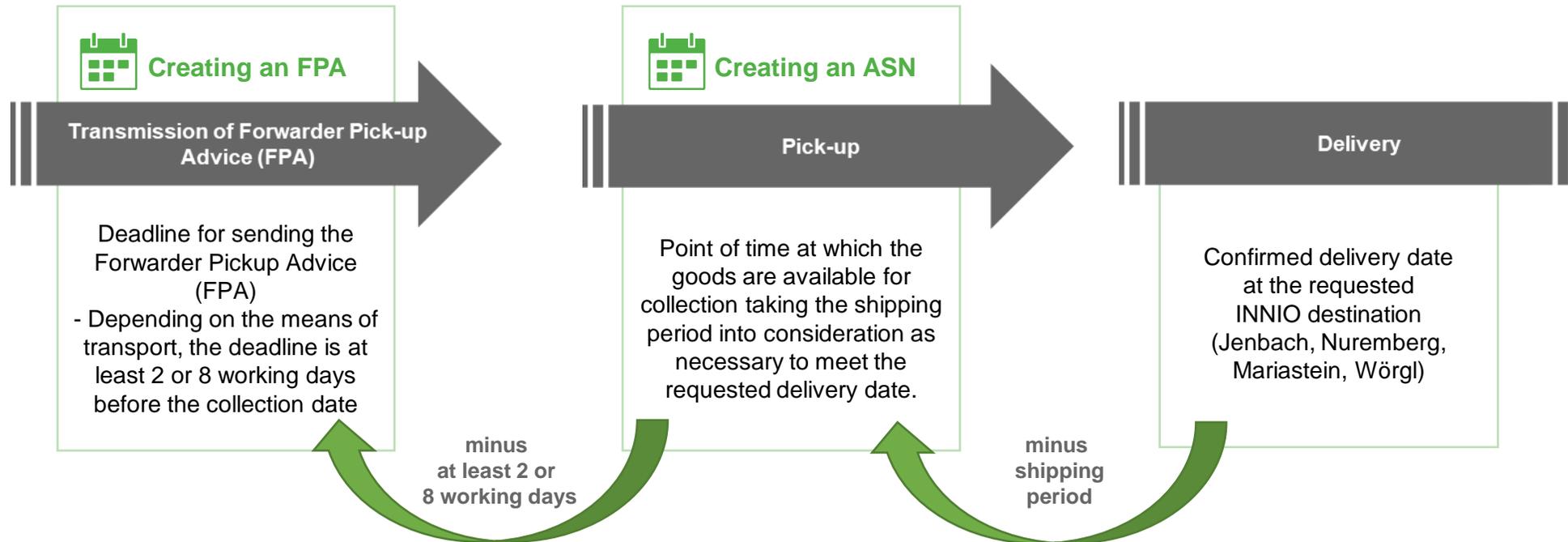
- **Step 2: Shipping confirmation and completion with the Advance Shipping Notice (ASN)**

**How?** Provided there are no changes, the Advance Shipping Notice is automatically generated from the FPA data and can be sent without further input. If the actual quantity shipped differs from the FPA, it can be corrected in the ASN. The remaining quantity is thereby "released" again and is available for the next shipping notification.

- **When?** At the time of goods collection

# General Information

## Due Date Calculation



# Create FPA

Create Forwarder Pick-up Advice



# Create FPA (Forwarder Pickup Advice)

## Step 1: Navigate to the Dashboard

The screenshot displays the SupplyOn user interface. At the top, the navigation bar includes the 'SUPPLYON' logo, a 'SupplyOn Services' dropdown menu, and links for 'News', 'Administration', and 'More'. The user's name 'Birgit Beiskammer' and company 'INNIO Waukesha Gas Engines Inc' are shown in the top right. A dropdown menu under 'SupplyOn Services' is open, with 'Supply Chain Collaboration' highlighted and marked with a green circle '1'. Below the navigation bar, the main content area features two dashboard cards: 'Business Directory' and 'Supply Chain Collabor...'. The 'Supply Chain Collabor...' card is highlighted with a green circle '2'. A notification banner on the right indicates 'No further notifications'.

- Open “SupplyOn Services” → “Supply Chain Collaboration” (SCC) (1) or open the dashboard via the links in the box (2)

# Create FPA (Forwarder Pickup Advice)

## Step 2: Create FPA 1/3

The screenshot displays the SupplyOn dashboard interface. The top navigation bar includes 'My SupplyOn', 'SupplyOn Services', 'Administration', and 'News'. The main content area is titled 'Logistics & Finance' and contains several widgets. The 'Forwarder Pickup Advice' widget shows 443 FPA Creation Due and 5 Pending FPA. Below this, a 'Due Deliveries' bar chart shows 435 Overdue, 0 Due Today, and 8 Due Next 7 Days. A 'Create FPA' button is highlighted with a red box. Other widgets include 'Advance Shipping Notice' (15 ASN Creation Due, 42 Pending ASN), 'VMI (IPR)' (0 Projected Stock, 0 Actual Stock), and 'Kanban' (0 Open, 0 Partially Delivered, 0 Kanban Card Printed). A 'Confirmable Scheduling Agreements' widget is also visible at the bottom.

- Navigate in the Dashboard to create the forwarder pickup advice for your due deliveries → click on “Create FPA”

# Create FPA (Forwarder Pickup Advice)

## Step 2: Create FPA 2/3

My SupplyOn > Logistics & Finance > Due Deliveries (grouped)

Quick Search | Advanced Search

Open demands based on Pickup Date: days in the future (incl. pa) 30

Search | Reset

My Search Profiles: Default View | Manage View

Due Deliveries (grouped)

Default View | Manage View

Org. Code (Customer)	Company Name (Customer)	Plant Code (Consignee)	Plant Name (Consignee)	Unloading Point (Consignee)	Currency	FPA required	FPA exists	Available for Extra Shipment	With Material Reference
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	--	EUR	17	0	28	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	JENBACH_AT	EUR	8	0	60	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	--	EUR	6	0	28	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	Bangalore GX (HC) IN	EUR	2	0	7	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	Bangalore GX (HC) IN	EUR	8	0	11	✓
✓ INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	JENBACH_AT	EUR	3	0	6	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	NU_Woergl	EUR	1	0	2	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	NU_Woergl	EUR	1	0	2	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	CSW_NUREMBERG	EUR	2	0	8	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	CSW_NUREMBERG	EUR	1	0	2	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	JENBACH_AT	EUR	56	0	119	✓
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	JENBACH_AT	EUR	2	0	6	✓

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

102 matches of 102 entries: Select all matches | Clear selection

Entries per page: 50

Page 2 of 3 | First | Previous | Next | Last

- The column “FPA required” (1) shows the due deliveries per Unloading Point (Ship-to location)
- To continue, please click on the respective number in this column (2)

# Create FPA (Forwarder Pickup Advice)

## Step 2: Create FPA 3/3

SUPPLYON My SupplyOn SupplyOn Services Administration News 98 INNIO TRG Acceptance - Trainings User Log Out

My SupplyOn > Logistics & Finance > Create FPA: Select Due Deliveries for INNIO - 101 - INNIO Jenbacher - JENBACH\_AT - EUR

Quick Search Advanced Search

Open demands based on Pickup Date days in the future (incl. pa) 30 Delete line  
 Due Delivery Status equal to FPA required Delete line  
 With Material Reference equal to True Add line | Delete line

Search Reset

My Search Profiles  
 Default View Manage View

Hide Search Area

Due Deliveries Schedule Lines

Default View Manage View

Material No. (Customer)	Material Descr. (Custo...	Plant Code (Consi...	Plant Name (Consi...	Consignee	Unloading Point (Consi...	Delivery Date	Pickup Date	FPA Creation Due D...	ASN Creation Due D...	Required...	FPA Quantity	Incolerm...	Due Delivery ...	FPA Number	Type of Due Delivery	Order Number	Order Position
<input checked="" type="checkbox"/>	376489	O-ring..165.x.2.rubber	101	INNIO Jenbacher	INNIO Jenbache...	JENBACH_AT	14.01.19 00:00	11.01.19 00:00	09.01.19 14:00	09.01.19 00:00	1 000	0 FCA	FPA required	Regular Demand	1832311	3	
<input checked="" type="checkbox"/>	56712	O-ring..183.7.x.3.5.rub...	101	INNIO Jenbacher	INNIO Jenbache...	JENBACH_AT	15.01.19 00:00	11.01.19 00:00	09.01.19 14:00	09.01.19 00:00	200	0 FCA	FPA required	Regular Demand	1832419	1	
<input checked="" type="checkbox"/>	3764	O-ring	101	INNIO Jenbacher	INNIO Jenbache...	JENBACH_AT	15.01.19 00:00	11.01.19 00:00	09.01.19 14:00	09.01.19 00:00	100	0 FCA	FPA required	Regular Demand	1832419	3	
<input checked="" type="checkbox"/>	57377	O-ring..91.6.x.3.5.rubber	101	INNIO Jenbacher	INNIO Jenbache...	JENBACH_AT	15.01.19 00:00	11.01.19 00:00	09.01.19 14:00	09.01.19 00:00	200	0 FCA	FPA required	Regular Demand	1832419	2	
<input checked="" type="checkbox"/>	203122	Gasket	101	INNIO Jenbacher	INNIO Jenbache...	JENBACH_AT	28.03.19 00:00	26.03.19 00:00	22.03.19 14:00	22.03.19 00:00	100	0 FCA	FPA required	Regular Demand	1832667	1	
<input checked="" type="checkbox"/>	54987	O-ring..329.8.x.3.5.rub...	101	INNIO Jenbacher	INNIO Jenbache...	JENBACH_AT	04.04.19 00:00	02.04.19 00:00	29.03.19 14:00	28.03.19 23:00	10	0 FCA	FPA required	Regular Demand	1832822	1	
<input checked="" type="checkbox"/>	05863	O-ring..116.8.x.5.3.rub...	101	INNIO Jenbacher	INNIO Jenbache...	JENBACH_AT	25.04.19 00:00	23.04.19 00:00	19.04.19 14:00	19.04.19 00:00	50	0 FCA	FPA required	Regular Demand	1832828	1	
<input checked="" type="checkbox"/>	05863	O-ring..116.8.x.5.3.rub...	101	INNIO Jenbacher	INNIO Jenbache...	JENBACH_AT	09.05.19 00:00	07.05.19 00:00	03.05.19 14:00	03.05.19 00:00	50	0 FCA	FPA required	Regular Demand	1832829	1	

Back Create FPA

8 matches of 3566 entries: Select all matches Clear selection

Entries per page 50

First Previous Page 1 of 1 Next Last

https://webedi.application.qas.supplyon.com/scm/app?stn=2e1ed3f5f242f32c9b54fafce2499590#

- Select all positions you want to create an FPA for (1) – You can tick positions from different orders to create a single FPA for multiple PO lines
- **Important:** Pre-condition to create a FPA is a confirmed Purchase Order (PO) → PO Response Status „Done“
- Click on “Create FPA” to continue (2)

# Create FPA (Forwarder Pickup Advice)

## Step 3: Select FPA positions 1/2

SUPPLYON My SupplyOn SupplyOn Services Administration News 99 INNIO TRG Acceptance - Trainings User Log Out

My SupplyOn > Logistics & Finance > Create FPA 1 Interactive Tours Contact Help for this page Print

FPA No. 229032 FPA date 14.01.21 FPA Status: New

Company Name (Customer): INNIO Jenbacher GmbH & Co OG Ship-to-Location: 101 / INNIO Jenbacher GmbH & Co OG Unloading Point (Consignee): JENBACH\_AT

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

Default View Manage View Reset all Filters

Line	Material No. (Customer)	Material No. (Supplier)	Pickup Date	FPA Creation Due Date	FPA Quantity	Proposed Quantity	Delivery Quantity	JoM	Warning	Amount SP	Amount of HU	Order No.	Order Pos.	Del. Note Pos.
<input checked="" type="checkbox"/>	1	474858 --	29.01.21 08:00	29.01.21 06:00	0	50	50	EA		50	0	2050742	1	10
<input checked="" type="checkbox"/>	2	1200415 --	29.01.21 08:00	29.01.21 06:00	0	10	10	EA		10	0	2050742	2	20
<input checked="" type="checkbox"/>	3	200673 --	19.02.21 08:00	19.02.21 06:00	0	25	25	EA		25	0	2050742	3	30

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

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

Close Save Draft Validate Print Send

- Previously checked positions are now displayed
- The FPA number will be generated automatically, but can be overwritten if required (1)
- **Yellow fields are always mandatory!** Please check the prefilled values
- By modifying the displayed quantity in the column „Delivery Quantity“ (2) you can create a partial shipment. The remaining quantity will stay open and can be registered for transport with a later FPA. Prerequisite: an ASN for the first partial shipment was created.
- If the „Proposed Quantity“ (3) is „0“, the PO was not properly confirmed or is already fully delivered. In both cases you are creating an „Extra shipment“

# Create FPA (Forwarder Pickup Advice)

## Step 3: Select FPA positions 2/2

SUPPLYON My SupplyOn SupplyOn Services Administration News <sup>00</sup> INNIO TRG Acceptance - Trainings User Log Out

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

FPA No. 229032 FPA date 14.01.21 FPA Status: New

Company Name (Customer): INNIO Jenbacher GmbH & Co OG Ship-to-Location: 101 / INNIO Jenbacher GmbH & CO OG Unloading Point (Consignee): JENBACH\_AT

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

Default View Manage View 2 Reset all Filters

Line	Material No. (Customer)	Material No. (Supplier)	Pickup Date	FPA Creation Due Date	FPA Quantity	Proposed Quantity	Delivery Quantity	UoM	Warning	Amount SP	Amount of HU	Order No.	Order Pos.	Del. Note Pos.
<input checked="" type="checkbox"/>	1	474858 --	29.01.21 08:00	29.01.21 06:00	0	50	50	EA		50	0	2050742	1	10
<input checked="" type="checkbox"/>	2	1200415 --	29.01.21 08:00	29.01.21 06:00	0	10	10	EA		10	0	2050742	2	20
<input checked="" type="checkbox"/>		66.60.001-250J	19.02.21 08:00	19.02.21 06:00	0	25	25	EA		25	0	2050742	3	30

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

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

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

Close Save Draft Validate Print+ Send

- You can add additional PO positions by going to „Add New Line“ (1): Chose „Due Del. In Status „FPA required“
- Continue your FPA in the next tab „Enter Additional Data“ (2)

# Create FPA (Forwarder Pickup Advice)

## Step 4: Enter Additional Data

The screenshot displays the 'Create FPA' interface in the SUPPLYON system. The top navigation bar includes 'My SupplyOn', 'SupplyOn Services', 'Administration', and 'News'. The breadcrumb trail shows 'My SupplyOn > Logistics & Finance > Create FPA'. The main area contains a form with the following details:

- FPA No.: 229032
- FPA date: 14.01.21
- Company Name (Customer): INNIO Jenbacher GmbH & Co OG
- Ship-to-Location: 101 / INNIO Jenbacher GmbH & CO OG
- Unloading Point (Consignee): JENBACH\_AT
- FPA Status: New

The 'Enter Additional Data' tab is active. A table with 3 columns is shown: 'UN Danger Code', 'Security Flag', and 'Country of Origin'. The 'Security Flag' column contains 'N' for all three rows. The 'Country of Origin' column is empty. A dropdown menu is open over the table, showing a list of fields to be displayed or hidden, including 'UN Danger Code', 'Security Flag', and 'Country of Origin'. The 'Columns' menu is highlighted, and the 'UN Danger Code' and 'Security Flag' fields are checked. The 'Country of Origin' field is also checked. The 'UN Danger Code' and 'Security Flag' fields are highlighted with a red box (1). The 'Country of Origin' field is highlighted with a red box (4). The 'Columns' dropdown menu is highlighted with a red box (2). The 'Enter Additional Data' tab is highlighted with a red box (5). The 'Default View' dropdown is highlighted with a red box (3).

- If the product is considered “Dangerous”, please set the “Security Flag” to “Y” and enter the “UN Danger Code” in the respective fields (1)
- If the required columns are not visible, you can add them to the overview by clicking the arrow down button in any column (2) choosing the fields to show or hide and saving this new view for future usage (3)
- Country of Origin (4) is optional in the FPA, in the ASN it is mandatory
- Continue with the tab “Enter Packing data” (5)

# Create FPA (Forwarder Pickup Advice)

## Step 5: Enter Packing Data 1/3

My SupplyOn > Logistics & Finance > Create FPA

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FPA No. 229032 FPA date 14.01.21 FPA Status: Pending

Company Name (Customer): INNIO Jenbacher GmbH & Co OG Ship-to-Location: 101 / INNIO Jenbacher GmbH & Co OG Unloading Point (Consignee): JENBACH\_AT

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

**2** Handling Units **3**

Default View Manage View

Pack. Type HU	HU Gross Weight(kg)	Length HU(cm)	Width HU(cm)	Height HU(cm)	Stacking Factor	Label No
<input checked="" type="radio"/> Euro-pallet	500	120	80	70	3	56

1 entry: Entries per page 20 Page 1 of 1

Assigned FPA Positions for selected HU line

Default View Manage View

Del. Note Pos.	Material No. (Customer)	Order No.	Order Pos.	Delivery Quantity
<input type="checkbox"/> 10	474858 --	2050742	1	50

Close Save Draft Validate Print Send

HU Functions **1**

Create HU  
Copy HU  
Delete HU

Assigned FPA Positions **4**

Default View Manage View

Del. Note Pos.	Material No. (Customer)	Order No.	Order Pos.	Delivery Quantity
<input checked="" type="checkbox"/> 20	1200415 --	2050742	2	10
<input type="checkbox"/> 30	200673 --	2050742	3	25

Functions

<< Assign  
Remove >>  
Split

- 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) – please set its general properties (size, weight). The mandatory entry “Stacking factor” (3) describes the stackability of each HU. The number equals the maximum stacking levels (Note: 1 = not stackable / 1 level only)
- With “Copy HU” you can copy the already defined handling unit, including its dimensions, ... (4)

# Create FPA (Forwarder Pickup Advice)

## Step 5: Enter Packing Data 2/3

My SupplyOn > Logistics & Finance > Create FPA

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FPA No. 229032 FPA date 14.01.21 FPA Status: Pending

Company Name (Customer): INNIO Jenbacher GmbH & Co OG Ship-to-Location: 101 / INNIO Jenbacher GmbH & CO OG Unloading Point (Consignee): JENBACH\_AT

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

Handling Units

Default View Manage View

Pack. Type HU	HU Gross Weight(kg)	Length HU(cm)	Width HU(cm)	Height HU(cm)	Stacking Factor	Label No
<input checked="" type="radio"/> Euro-pallet	500	120	80	70	3	56

1

1 entry: Entries per page 20 Page 1 of 1

Assigned FPA Positions for selected HU line

Default View Manage View

Del. Note Pos.	Material No. (Customer)	Order No.	Order Pos.	Delivery Quantity
<input checked="" type="checkbox"/> 10	474858 --	2050742	1	50

3

Functions

<< Assign

Remove >>

.Split

Not assigned FPA Positions

2

Default View Manage View

Del. Note Pos.	Material No. (Customer)	Order No.	Order Pos.	Delivery Quantity
<input checked="" type="checkbox"/> 20	1200415 --	2050742	2	10
<input type="checkbox"/> 30	200673 --	2050742	3	25

4

Close Save Draft Validate Print Send

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

# Create FPA (Forwarder Pickup Advice)

## Step 5: Enter Packing Data 3/3

My SupplyOn > Logistics & Finance > Create FPA

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FPA No. 229032 FPA date 14.01.21 FPA Status: Pending

Company Name (Customer): INNIO Jenbacher GmbH & Co OG Ship-to-Location: 101 / INNIO Jenbacher GmbH & CO OG Unloading Point (Consignee): JENBACH\_AT

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

Handling Units **3**

Default View Manage View

Pack. Type HU	HU Gross Weight(kg)	Length HU(cm)	Width HU(cm)	Height HU(cm)	Stacking Factor	Label No
Euro-pallet	500	120	80	70	3	56

1 entry: Entries per page 20 Page 1 of 1

Assigned FPA Positions for selected HU line **1**

Default View Manage View

Del. Note Pos.	Material No. (Customer)	Order No.	Order Pos.	Delivery Quantity
<input type="checkbox"/>	10	474858 --	2050742 1	50

Close Save Draft Validate Print Send

Not assigned FPA Positions

Default View Manage View

Del. Note Pos.	Material No. (Customer)	Order No.	Order Pos.	Delivery Quantity
<input checked="" type="checkbox"/>	20	1200415 --	2050742 2	10
<input type="checkbox"/>	30	200673 --	2050742 3	25

HU Functions

Create HU Copy HU Delete HU

Functions

<< Assign Remove >> Split **2**

- The packed positions for each HU are listed in “Assigned FPA Positions for selected HU line” (1)
- If your positions needs to be packed on different HU’s, please use the “Split”-functionality (2)
- **Important:** all positions have to be assigned to a handling unit → „Not assigned FPA Positions“ has to be empty
- In the next step you can „Manage Attachments“ (3)

**JENBACHER**

INNIO

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# Create FPA (Forwarder Pickup Advice)

## Step 6: Manage Attachments

My SupplyOn > Logistics & Finance > Create FPA

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FPA No. 229032 | FPA date 14.01.21 | FPA Status: Pending

Company Name (Customer): INNIO Jenbacher GmbH & Co OG | Ship-to-Location: 101 / INNIO Jenbacher GmbH & Co OG | Unloading Point (Consignee): JENBACH\_AT

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

Default View | Manage View | Reset all Filters

Line	Filename	Size	Virus Scan Status	Status	Date	Transmission Date	Encrypted	Owner
------	----------	------	-------------------	--------	------	-------------------	-----------	-------

**Upload document**

Select document for upload:  No file chosen

Supported file extensions: pdf, zip, xml, xls,xlsx, dqf  
Maximum file size: 5120 KB

**Upload** | Delete | Download

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

- Via the button “Upload” you can attach documents like delivery notes, customs invoices or quality certificates (1). INNIO will process these documents automatically.
- You can search for your files by going to „Choose Files“ (2) or add them with drag & drop
- Continue with „Complete FPA“(3)

# Create FPA (Forwarder Pickup Advice)

## Step 7: Complete FPA 1/3

My SupplyOn > Logistics & Finance > Create FPA

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FPA No.	229032	FPA date	14.01.21	FPA Status:	Pending
Company Name (Customer):	INNIO Jenbacher GmbH & Co OG	Ship-to-Location:	101 / INNIO Jenbacher GmbH & CO OG	Unloading Point (Consignee):	JENBACH_AT
<a href="#">Select FPA Positions</a>	<a href="#">Enter Additional Data</a>	<a href="#">Enter Packing data</a>	<a href="#">Manage attachments</a>	<b>Complete FPA</b>	
<b>General</b>					
Ship-from Location:	Lagerhalle 5	Ship-to:	INNIO Jenbacher GmbH & CO OG		
Ship-from Address:	DE - Hallbergmoos - Ludwigstr. 49	Ship-to address:	AT - 6200 Jenbach - -		
Pickup Date:	18.01.21	Delivery Date:	01.02.21		
Pickup Time:	from: 08:00 to: 12:00	Delivery Time:	from: 08:00 to: 08:00		
Incoterms Code:	FCA - Free Carrier	Carrier Name:			
Incoterms Text:		Free Text (from TMS):			
Means of Transport:		Free Text (from Carrier):			
Tracking ID:		Load number:			
Reference ID for Means of Transport:		Volume (total Delivery):	672 000 cm <sup>3</sup>		
Carrier / Transportation:	<a href="#">[Enter Carrier Address]</a>	Loading Length (total Delivery):	LM		
Free Text (for Carrier):		Hazard. Goods:	No		
		Gross Weight (total Delivery):	500 kg		
		Net Weight (total Delivery):	0 kg		
<a href="#">Close</a>	<a href="#">Save Draft</a>	<a href="#">Validate</a>		<a href="#">Print</a>	<a href="#">Send</a>

- The field “Ship-from Location” is prefilled (1). In case you have multiple ship-from locations setup, you can choose from the drop down menu.
- Please refer to the Chapter [„Create Control Points“](#) at the end of this document to learn more about additional ship-from location setup
- „Pickup Date/Time“(2) is prefilled and shows the latest pickup day for ontime delivery
- „Delivery Date/Time“ (3) is prefilled. Changes you enter in there will not be considered for actual delivery.
- The field “Gross Weight (total Delivery)” automatically calculates the total weight of all Handling Units

# Create FPA (Forwarder Pickup Advice)

## Step 7: Complete FPA 2/3

My SupplyOn > Logistics & Finance > Create FPA

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**Data was successfully validated** 5

FPA No.	229032	FPA date	14.01.21	FPA Status:	Pending
Company Name (Customer):	INNIO Jenbacher GmbH & Co OG	Ship-to-Location:	101 / INNIO Jenbacher GmbH & CO OG	Unloading Point (Consignee):	JENBACH_AT

[Select FPA Positions](#) | [Enter Additional Data](#) | [Enter Packing data](#) | [Manage attachments](#) | **[Complete FPA](#)**

### General

Ship-from Location:	Lagerhalle 5	Ship-to:	INNIO Jenbacher GmbH & CO OG
Ship-from Address:	DE - Hallbergmoos - Ludwigstr. 49	Ship-to address:	AT - 6200 Jenbach - -
Pickup Date:	18.03.21	Delivery Date:	22.03.21
Pickup Time:	from: 08:00 to: 12:00	Delivery Time:	from: 08:00 to: 08:00
Incoterms Code:	FCA - Free Carrier	Carrier Name:	
Incoterms Text:		Free Text (from TMS):	
Means of Transport:		Free Text (from Carrier):	
Tracking ID:		Load number:	
Reference ID for Means of Transport:	Ref-123	Volume (total Delivery):	672 000 cm <sup>3</sup>
Carrier / Transportation:	[Enter Carrier Address]	Loading Length (total Delivery):	LM
Free Text (for Carrier):		Hazard. Goods:	No
		Gross Weight (total Delivery):	500 kg
		Net Weight (total Delivery):	0 kg

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

- **Please note:** The field „Reference ID for Means of Transport“ is for loading references only (1)
- Additional information (e.g. contactperson) can be entered in the field “Free Text (for carrier)” (2)
- With “Save Draft” (3) you can save the FPA and finish your document later. How to find your pending FPA is described on Page 18.
- You can always check your entries for completeness with the button “Validate” (4). If all mandatory fields are filled out, the positive notification appears after validation (5).

# Create FPA (Forwarder Pickup Advice)

## Step 7: Complete FPA 3/3 – Print Documents and Send

My SupplyOn > Logistics & Finance > Create FPA

[Interactive Tours](#)

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

**Data was successfully validated**

FPA No.	229032	FPA date	14.01.21	FPA Status:	Pending
Company Name (Customer):	INNIO Jenbacher GmbH & Co OG	Ship-to-Location:	101 / INNIO Jenbacher GmbH & CO OG	Unloading Point (Consignee):	JENBACH_AT

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

### General

Ship-from Location:	Lagerhalle 5	Ship-to:	INNIO Jenbacher GmbH & CO OG
Ship-from Address:	DE - Hallbergmoos - Ludwigstr. 49	Ship-to address:	AT - 6200 Jenbach - -
Pickup Date:	18.03.21	Delivery Date:	22.03.21
Pickup Time:	from: 08:00 to: 12:00	Delivery Time:	from: 08:00 to: 08:00
Incoterm Code:	FCA - Free Carrier	Carrier Name:	
Incoterm Text:		Free Text (from TMS):	
Means of Transport:		Free Text (from Carrier):	
Tracking ID:		Load number:	
Reference ID for Means of Transport:	Ref-123	Volume (total Delivery):	672 000 cm <sup>3</sup>
Carrier / Transportation:	[Enter Carrier Address]	Loading Length (total Delivery):	LM
Free Text (for Carrier):		Hazard. Goods:	No
		Gross Weight (total Delivery):	500 kg
		Net Weight (total Delivery):	0 kg

[Close](#) [Save Draft](#) [Validate](#)

All  
 Handling Unit Label  
 Shipping order  
 Delivery Note  
 Despatch List  
 Delivery Slip Supplier  
[Print selection](#)

[Print](#) [Send](#)

- For printing the Handling Unit Label, go to „Print“ (1). You can directly print the required documents from the application.
- Transmit the FPA with the button „Send“ (2).

# Create Forwarder Pickup Advice (FPA)

## Step 8: FPA Successfully Sent

My SupplyOn > Logistics & Finance > FPA Overview

2

Contact | Help for this page | Print

FPA was successfully sent

1

Quick Search Advanced Search

Add line | Delete line

Hide Search Area

My Search Profiles

Manage View

FPA

Default View Manage View

Reset all Filters

<input type="checkbox"/>	Company Nam...	Plant Name (Cu...	Plant Name (...	Unloading Point ...	Delivery Date/Time	Ship-from Location	Materi...	FPA No.	Source	FPA Status	TM Status	ASN Status	ASN Date	Carrier Name	Change Timestamp	Attachment St...	Size of attach...	Numbe
<input type="checkbox"/>	INNIO Jenbach...	INNIO Jenbacher	INNIO Jenba...	JENBACH_AT	22.03.21 08:00-0...	Lagerhalle 5	✓	229032	Order	Sent	Success				16.03.21 10:39		0	0
<input type="checkbox"/>	INNIO Jenbach...	INNIO Jenbacher	INNIO Jenba...	NU_Mariastein	07.06.21 00:00-0...	Lagerhalle 5	✓	231717	Order	ASN	Success	Sent	15.03.21		15.03.21 09:25		0	0
<input type="checkbox"/>	INNIO Jenbach...	INNIO Jenbacher	INNIO Jenba...	NU_Mariastein	19.04.21 08:00-0...	Lagerhalle 5	✓	231676	Order	ASN	Success	Sent	12.03.21		12.03.21 10:24		0	0
<input type="checkbox"/>	INNIO Jenbach...	INNIO Jenbacher	INNIO Jenba...	CSW_NUREMB...	03.05.21 08:00-0...	Lagerhalle 5	✓	231540	Order	ASN	Success	Sent	10.03.21		10.03.21 11:32		0	0
<input type="checkbox"/>	INNIO Jenbach...	INNIO Jenbacher	INNIO Jenba...	NU_Mariastein	04.06.21 00:00-0...	Test Supplier	✓	231491	Order	ASN	Success	Sent	10.03.21		09.03.21 13:28		0	0
<input type="checkbox"/>	INNIO Jenbach...	INNIO Jenbacher	INNIO Jenba...	NU_Mariastein	04.06.21 00:00-0...	Test Supplier	✓	231490	Order	Pending	None				09.03.21 13:09		0	0
<input type="checkbox"/>	INNIO Jenbach...	INNIO Jenbacher	INNIO Jenba...	NU_Mariastein	04.06.21 00:00-0...	Test Supplier	✓	231488	Order	ASN	Success	Sent	09.03.21		09.03.21 13:05		0	0
<input type="checkbox"/>	Distributed Pow...	Distributed Power	Distributed P...	INNIO Canada	13.05.21 00:00-0...	Test Supplier	✓	231412	Order	Pending	None				06.03.21 14:36		0	0
<input type="checkbox"/>	INNIO Jenbach...	INNIO Jenbacher	INNIO Jenba...	CSW_NUREMB...	06.03.21 08:00-1...	Lagerhalle 5	✓	231230	Order	ASN	Success	Sent	02.03.21		02.03.21 11:23		0	0

3

Back Create FPA (via Due Del. - grouped) Upload Delete FPA Cancel FPA Download FPA Details / Edit

76 matches of 76 entries: Select all matches Clear selection

Entries per page 50

First Previous Page 1 of 2 Next Last

- Infoline: The FPA was successfully sent to INNIO (1)
- You are now in the FPA Overview (2) – all sent or pending FPAs are visible here (3).
- A sent FPA cannot be changed anymore. **If there is a change in pickup date etc. please inform Ceva directly via e-mail (sh-eu-be-innio@cevalogistics.com).**

JENBACHER

INNIO

All rights reserved

22

# Create FPA (Forwarder Pickup Advice)

## FPA Overview

SupplyOn > Supply Chain Collaboration > Dashboard

Forwarder Pickup Advice →

862 FPA Creation Due 31 Pending FPA

Due Deliveries

Overdue 862

My SupplyOn > Logistics & Finance > FPA Overview

Quick Search Advanced Search

Add line | Delete line

Search Reset

My Search Profiles

FPA

Default View Manage View

Company Nam...	Plant Name (Cu...	Plant Name (...	Unloading Point ...	Delivery Date/Time	Ship-from Location	Materi...	FPA No.	Source	FPA Status	TM Status	ASN Status	ASN Date	Carrier Name	Change Timestamp	Att...
INNIO Jenbach...	INNIO Jenbacher	INNIO Jenba...	JENBACH_AT	24.02.21 08:00-0...	Lagerhalle 5	✓	230133	Order	ASN	Success	Sent	09.02.21		09.02.21 16:18	
INNIO Jenbach...	INNIO Jenbacher	INNIO Jenba...	CSW_NUREMB...	12.02.21 08:00-1...	Test Supplier	✓	230096	Order	Pending	None				09.02.21 11:31	
INNIO Jenbach...	INNIO Jenbacher	INNIO Jenba...	JENBACH_AT	24.02.21 08:00-0...	Lagerhalle 5	✓	230092	Order	ASN	Success	Sent	09.02.21		09.02.21 11:18	
INNIO Jenbach...	INNIO Jenbacher	INNIO Jenba...	JENBACH_AT	25.02.21 00:00-0...	Lagerhalle 5	✓	230084	Order	Sent	Success				09.02.21 10:47	
INNIO Jenbach...	INNIO Jenbacher	INNIO Jenba...	JENBACH_AT	24.02.21 08:00-0...	Lagerhalle 5	✓	229803	Order	ASN	Success	Sent	04.02.21		04.02.21 10:17	

Back Create FPA (via Due Del. - grouped) Upload Delete FPA Cancel FPA Download FPA Details / Edit

76 matches of 76 entries: Select all matches Clear selection

Entries per page 50 First Previous

➤ To navigate to the “FPA Overview” you can either go to “Delivery” in the Dashboard menu on the left-hand side, choosing “Forwarder Pickup Advices” (1), or you can click on the arrow sign in the “Forwarder Pickup Advice”-box in the Dashboard (2).

➤ Both will lead you to an overview of all FPAs created, incl. their status (3):

Pending = the FPA is not completed, but saved as draft

Sent = the FPA was sent (but no ASN was created yet)

ASN = an ASN to this FPA was already created

# **Create ASN based on FPA**

Create Advance Shipping Notice



# Create ASN (Advance Shipping Notice) based on FPA

## Step 1: Dashboard– Show open ASNs via Create ASN Button

The screenshot displays the 'Supply Chain Collaboration' dashboard. The main content area is divided into three panels: 'Forwarder Pickup Advice', 'Advance Shipping Notice', and 'VMI (IPR)'. The 'Advance Shipping Notice' panel shows 57 'FPA "Sent" for ASN (Transport Management)' and a 'Due Deliveries' bar chart with 0 overdue items. A 'Create ASN' dropdown menu is open, highlighting 'Create ASN based on FPA'. The dashboard also includes a left sidebar with navigation options like 'Demand', 'Planning', 'Delivery', 'Monitoring', and 'Invoicing', and a top navigation bar with 'SupplyOn > Supply Chain Collaboration > Dashboard', 'Last refresh 3 minutes ago', 'Alerts', and 'Edit dashboard'.

- Navigate in the dashboard to create an ASN, using the “Create ASN” drop down menu → Choose **“Create ASN based on FPA”**
- Note: [Create ASN \(Transportmanagement Bypass\)](#) = should only be used in case transport was organized separately. This process creates an ASN directly (without FPA). For details, please refer to the respective section in this document.

# Create ASN (Advance Shipping Notice) based on FPA

## Step 2: Create the ASN based on the FPA

My SupplyOn > Logistics & Finance > FPA Overview

Contact | Help for this page | Print

Quick Search Advanced Search

FPA Status equal to Sent Delete line  
TM Status equal to Success Add line | Delete line  
Search Reset

Hide Search Area  
My Search Profiles Manage View

FPA

Default View Manage View Reset all Filters

<input type="checkbox"/>	Company Nam...	Plant Name (Cu...	Plant Name (...)	Unloading Point ...	Delivery Date/Time	Ship-from Location	Materi...	FPA No.	Source	FPA Status	TM Status	ASN Status	ASN Date	Carrier Name	Change Timestamp	Attachment St...	Size of attach...	Number
<input checked="" type="checkbox"/>	NNIO Jenbach...	INNIO Jenbacher	INNIO Jenba...	JENBACH_AT	22.03.21 08:00-0...	Lagerhalle 5	✓	229032	Order	Sent	Success				16.03.21 10:39		0	0
<input type="checkbox"/>	NNIO Jenbach...	INNIO Jenbacher	INNIO Jenba...	JENBACH_AT	25.02.21 00:00-0...	Lagerhalle 5	✓	230084	Order	Sent	Success				09.02.21 10:47		0	0
<input type="checkbox"/>	NNIO Jenbach...	INNIO Jenbacher	INNIO Jenba...	CSW_NUREMB...	29.01.21 08:00-1...	Test Supplier	✓	229471	Order	Sent	Success				26.01.21 13:08		0	0
<input type="checkbox"/>	NNIO Jenbach...	INNIO Jenbacher	INNIO Jenba...	CSW_NUREMB...	29.01.21 08:00-1...	Test Supplier	✓	229470	Order	Sent	Success				26.01.21 13:03		0	0
<input type="checkbox"/>	NNIO Jenbach...	INNIO Jenbacher	INNIO Jenba...	CSW_NUREMB...	25.01.21 08:00-1...	Test Supplier	✓	229214	Order	Sent	Success				20.01.21 09:15		0	0
<input type="checkbox"/>	NNIO Jenbach...	INNIO Jenbacher	INNIO Jenba...	JENBACH_AT	07.12.20 08:00-1...	Test Supplier	✓	225452	Order	Sent	Success				02.12.20 13:39		0	0
<input type="checkbox"/>	NNIO Jenbach...	INNIO Jenbacher	INNIO Jenba...	CSW_NUREMB...	09.12.20 00:00-0...	Lagerhalle 5	✓	224467...	Order	Sent	Success				17.11.20 18:16		0	0
<input type="checkbox"/>	NNIO Jenbach...	INNIO Jenbacher	INNIO Jenba...	NU_Mariastein	09.12.20 08:00-0...	Test Supplier	✓	224191...	Order	Sent	Success				11.11.20 17:06		0	0
<input type="checkbox"/>	NNIO Jenbach...	INNIO Jenbacher	INNIO Jenba...	CSW_NUREMB...	16.11.20 08:00-1...	Test Supplier	✓	224180	Order	Sent	Success				11.11.20 14:37		0	0

Back Create ASN

10 matches of 76 entries: Entries per page 50 Page 1 of 1

- With the option “Create ASN based on FPA” you will be forwarded to above overview
- You can see all sent FPAs for which the ASN is still required
- Tick the line for which you want to create the ASN (1) and continue with the button “Create ASN” (2)

# Create ASN (Advance Shipping Notice) based on FPA

## Step 3: Validation and Modification of the data from the FPA 1/4

My SupplyOn > Logistics & Finance > Create ASN

[Interactive Tours](#)

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

ASN No. / Del. Note No. **229032** 1 ASN Date **16.03.21** FPA No.: 229032 FPA Status: New

Company Name (Customer): INNIO Jenbacher GmbH & Co OG Ship-to-Location: 101 / INNIO Jenbacher GmbH & CO OG Unloading Point (Consignee): JENBACH\_AT

**Select ASN Positions** | [Enter Additional Data](#) | [Enter Packing data](#) | [Manage attachments](#) | [Complete ASN](#)

Default View  2 Reset all Filters

Line	Del. Note Pos.	Material No. (Customer)	ASN Creation Due...	Proposed ...	Delivery Quantity	UoM	Warning	Order No.	Order Pos.	Amount SP	Qty. per ...	Pack.Mat.No. (Cust.)	Amount of HU	Single Pack ...	HU Pack.Mat.No. ...
1	10	474858 --	27.01.21 08:00	50	30	EA	▲	2050742	1	50	1	COPACK	1	50	
2	20	1200415 --	27.01.21 08:00	10	10	EA		2050742	2	10	1	COPACK	1	10	
3	30	200673 --	17.02.21 08:00	25	25	EA		2050742	3	25	1	COPACK	1	25	

[Add New Line](#) | [Copy Line](#) | [Delete Line](#) | [Calculate Packing](#) | [Create One-Level Packing](#)

3 entries: [Select all matches](#) | [Clear selection](#) Entries per page: 20 First Previous Page 1 of 1 Next Last

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

<https://webedi.application.qas.supplyon.com/scm/app?stn=c7b626ad38907110aea4d205d0b5f217#>

- ASN number will automatically be the same as the FPA number (1)
- If the actual shipped quantity deviates from the FPA quantities, please modify accordingly (2). The difference amount will be available again for a new transport registration (FPA).
- Go to each tab and check if the data prefilled from the FPA is still correct, otherwise please modify as needed.

# Create ASN (Advance Shipping Notice) based on FPA

## Step 3: Validation and Modification of the data from the FPA 2/4

[My SupplyOn](#) > [Logistics & Finance](#) > [Create ASN](#)

[Interactive Tours](#)

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

**Data saved in session**

ASN No. / Del. Note No.	229032	ASN Date	16.03.21	FPA No.:	229032	FPA Status:	New
Company Name (Customer):	INNIO Jenbacher GmbH & Co OG		Ship-to-Location:	101 / INNIO Jenbacher GmbH & CO OG		Unloading Point (Consignee):	JENBACH_AT

[Select ASN Positions](#) | **Enter Additional Data** | [Enter Packing data](#) | [Manage attachments](#) | [Complete ASN](#)

[Default View](#) | [Manage View](#) | 1 | [Reset all Filters](#)

Line	Material No. (Customer)	Material No. (Supplier)	Delivery Quantity	UoM	UN Danger Code	Security Flag	Country of Origin
1	474858 --		30	EA		N	
2	1200415 --	76.40.043	10	EA		N	
3	200673 --	66.60.001-250J	25	EA		N	

3 entries: Entries per page: 20 | [First](#) | [Previous](#) | Page 1 of 1 | [Next](#) | [Last](#)

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

➤ If you have not entered the Country of Origin in the FPA you have to enter it in the ASN.

# Create ASN (Advance Shipping Notice) based on FPA

## Step 3: Validation and Modification of the data from the FPA 3/4

My SupplyOn > Logistics & Finance > Create ASN

[Interactive Tours](#)

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

**Data saved in session**

ASN No. / Del. Note No.	229032	ASN Date	16.03.21	FPA No.:	229032	FPA Status:	New
Company Name (Customer):	INNIO Jenbacher GmbH & Co OG	Ship-to-Location:	101 / INNIO Jenbacher GmbH & CO OG	Unloading Point (Consignee):	JENBACH_AT		

[Select ASN Positions](#) | 
 [Enter Additional Data](#) | 
 **[Enter Packing data](#)** | 
 [Manage attachments](#) | 
 [Complete ASN](#)

**Handling Units**

Default View | Manage View

Pack. Type HU	HU Gross ...	Length HU(...)	Width H...	Height HU(c...	Stacki...	Label No. HU
<input checked="" type="radio"/> Euro-pallet		120	80	70	3	56

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

**Assigned ASN Positions for selected HU line**

Default View | Manage View

Del. Note Pos.	Material No. (Customer)	Order No.	Order Pos.	Delivery Quantity
<input type="checkbox"/>				
<input type="checkbox"/>	474858 --	2050742	1	30
<input type="checkbox"/>	1200415 --	2050742	2	10
<input type="checkbox"/>	200673 --	2050742	3	25

**HU Functions**

[Create HU](#)

[Copy HU](#)

[Delete HU](#)

**Functions**

[<< Assign](#)

[Remove >>](#)

[Split](#)

**Not assigned ASN Positions**

Default View | Manage View

Del. Note Pos.	Material No. (Customer)	Order No.	Order Pos.	Delivery Quantity
<input type="checkbox"/>				

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

- If you have changed the quantity in the tab “Select ASN Positions”, please check the quantities on the Handling Units as well.

# Create ASN (Advance Shipping Notice) based on FPA

## Step 3: Validation and Modification of the data from the FPA 4/4

My SupplyOn > Logistics & Finance > Create ASN

[Interactive Tours](#)

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

**Data saved in session**

ASN No. / Del. Note No.	229032	ASN Date	16.03.21	FPA No.:	229032	FPA Status:	New
Company Name (Customer):	INNIO Jenbacher GmbH & Co OG		Ship-to-Location:	101 / INNIO Jenbacher GmbH & CO OG		Unloading Point (Consignee): JENBACH_AT	

[Select ASN Positions](#) | [Enter Additional Data](#) | [Enter Packing data](#) | **[Manage attachments](#)** | [Complete ASN](#)

Default View | Manage View | [Reset all Filters](#)

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

[Upload](#) | [Delete](#) | [Download](#)

0 entries: [Select all matches](#) | [Clear selection](#) | Entries per page: 20 | [First](#) | [Previous](#) | Page 1 of 1 | [Next](#) | [Last](#)

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

- You can attach further documents, e.g. quality documents that were not available at the point of FPA creation. Be aware, documents attached on the FPA will not be visible again on the ASN but were already transferred to INNIO.

# Create ASN (Advance Shipping Notice) based on FPA

## Step 4: Complete ASN

[My SupplyOn](#) > [Logistics & Finance](#) > [Create ASN](#)

[Interactive Tours](#)

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

**Data saved in session**

ASN No. / Del. Note No.	229032	ASN Date	16.03.21	FPA No.:	229032	FPA Status:	New
Company Name (Customer):	INNIO Jenbacher GmbH & Co OG	Ship-to-Location:	101 / INNIO Jenbacher GmbH & Co OG	Unloading Point (Consignee):	JENBACH_AT		

[Select ASN Positions](#) | [Enter Additional Data](#) | [Enter Packing data](#) | [Manage attachments](#) | **[Complete ASN](#)**

### General

Ship-from Location:	Lagerhalle 5	Ship-to:	INNIO Jenbacher GmbH & Co OG
Ship-from Address:	DE - Hallbergmoos - Ludwigstr. 49	Ship-to address:	AT - 6200 Jenbach - -
Pickup Date/Time:	16.03.21 12:01	Delivery Date/Time:	22.03.21 08:00
Incoterms Code:	FCA - Free Carrier	Load number:	
Incoterms Text:		Volume (total Delivery):	672 000 cm³
Means of Transport:		Loading Length (total Delivery):	LM
Tracking ID:		Hazard. Goods:	No
Reference ID for Means of Transport:	Ref-123	Gross Weight (total Delivery):	0 kg
Carrier / Transportation:	<a href="#">[Enter Carrier Address]</a>	Net Weight (total Delivery):	0 kg
Free Text (for Carrier):		Cost of Transportation:	

**1**

**2**

**3** **4**

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

- “Pickup Date/Time” will automatically be filled with the time of ASN creation (1)
- In the ASN the buttons “Save Draft” and “Validate” are also available (2)
- If necessary, labels and other documents can also be printed in this step (3)
- The “Send” button triggers the transmission to INNIO (4)

# Create ASN (Advance Shipping Notice) based on FPA

## Step 5: ASN successfully sent

My SupplyOn > Logistics & Finance > ASN Overview

Contact | Help for this page | Print

ASN was successfully sent

Quick Search | Advanced Search

Hide Search Area

Add line | Delete line

Search | Reset

My Search Profiles

 Manage View

Advance Ship Notices | ASN Position(s)

Default View | Manage View

Reset all Filters

ASN No.	ASN Status	Delivery Date/Time	Org. Name (Cus...)	Plant Name (Cust...)	Plant Name (Consi...)	Unloading Point (Co...)	FPA No.	FPA Status	Carrier Name	Material-base...	Change Timestamp	Requested Docu...	Attachments	Size of attach...	Number of att...
229032	Sent	22.03.21 08:00	INNIO Jenbache...	INNIO Jenbacher	INNIO Jenbacher	JENBACH_AT	229032	ASN		✓	16.03.21 12:44			0	0
651	Sent	31.03.21 12:00	INNIO Jenbache...	INNIO Jenbacher	INNIO Jenbacher	NU_Mariastein				✓	15.03.21 12:02			0	0
13	Sent	08.04.21 11:54	INNIO Jenbache...	INNIO Jenbacher	INNIO Jenbacher	NU_Mariastein				✓	15.03.21 11:56			0	0
650	Sent	31.03.21 11:47	INNIO Jenbache...	INNIO Jenbacher	INNIO Jenbacher	NU_Mariastein				✓	15.03.21 11:50			0	0
231676	Sent	19.04.21 08:00	INNIO Jenbache...	INNIO Jenbacher	INNIO Jenbacher	NU_Mariastein	231676	ASN		✓	15.03.21 10:32			0	0
231717	Sent	07.06.21 00:00	INNIO Jenbache...	INNIO Jenbacher	INNIO Jenbacher	NU_Mariastein	231717	ASN		✓	15.03.21 10:08			0	0
231540	Sent	03.05.21 08:00	INNIO Jenbache...	INNIO Jenbacher	INNIO Jenbacher	CSW_NUREMBERG	231540	ASN		✓	10.03.21 11:34			0	0
231491	Sent	04.06.21 00:00	INNIO Jenbache...	INNIO Jenbacher	INNIO Jenbacher	NU_Mariastein	231491	ASN		✓	10.03.21 11:29			0	0

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

361 matches of 361 entries: | Select all matches | Clear selection

Entries per page 50

First | Previous | Page 1 of 8 | Next | Last

➤ The ASN was successfully sent

# Create Bypass ASN

No transport required - Create ASN  
without FPA



# Create ASN (Transportmanagement Bypass)

## Create an ASN without transport registration 1/3

The screenshot displays the Supply Chain Collaboration dashboard. The main content area is divided into three panels: Forwarder Pickup Advice, Advance Shipping Notice, and VMI (IPR). The Forwarder Pickup Advice panel shows 862 FPA Creation Due and 31 Pending FPA. The Advance Shipping Notice panel shows 57 FPA "Sent" for ASN (Transport Management). The VMI (IPR) panel shows 0 Projected Stock: Inventory Alerts and 0 Actual Stock: Inventory Alerts. A dropdown menu is open over the 'Create ASN' button in the Advance Shipping Notice panel, listing four options: 'Create ASN', 'Create ASN based on FPA', 'Create ASN based on FPA Position', and 'Create ASN (Transportmanagement Bypass)'. The 'Create ASN (Transportmanagement Bypass)' option is highlighted with an orange border.

- Choose “Create ASN (Transportmanagement Bypass)” to create an ASN without transport registration
- Use this process only, if you organized the transport yourself. It will complete the PO and update your due deliveries.

# Create ASN (Transportmanagement Bypass)

## Create an ASN without transport registration 2/3

My SupplyOn > Logistics & Finance > Due Deliveries (grouped)

Contact | Help for this page | Print

Quick Search **Advanced Search** **2**

Open demands based on Pickup Date   [Add line](#) | [Delete line](#)

My Search Profiles [Hide Search Area](#)

**Due Deliveries (grouped)**

[Reset all Filters](#)

<input type="checkbox"/>	Org. Code (Customer)	Company Name (Customer)	Plant Code (Consignee)	Plant Name (Consignee)	Unloading Point (Consignee)	Currency	FPA required	FPA exists	Available for Extra Shipment
<input type="checkbox"/>	INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	CSW_NUREMBERG	EUR	20	3	97
<input type="checkbox"/>	INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	JENBACH_AT	EUR	112	0	932
<input checked="" type="checkbox"/>	INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	CSW_NUREMBERG	EUR	1	0	2
<input type="checkbox"/>	INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	CSW_NUREMBERG	EUR	1	0	6
<input type="checkbox"/>	INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	JENBACH_AT	EUR	2	0	8
<input type="checkbox"/>	INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	NU_Mariastein	EUR	2	0	4
<input type="checkbox"/>	INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	JENBACH_AT	USD	1	0	1
<input type="checkbox"/>	INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	INNIO Waukesha Engin	USD	2	0	2
<input type="checkbox"/>	INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	JENBACH_AT	EUR	2	0	5
<input type="checkbox"/>	INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	JENBACH_AT	EUR	2	0	2

110 matches of 110 entries: [Select all matches](#) | [Clear selection](#) Entries per page  [First](#) [Previous](#) | Page  of 3 | [Next](#) [Last](#)

➤ Choose the position you want to create the ASN for (1) or use the search functionality to enter a PO number (2)

# Create ASN (Transportmanagement Bypass)

## Create an ASN without transport registration 3/3

My SupplyOn > Logistics & Finance > Due Deliveries (grouped)

Contact | Help for this page | Print

Quick Search | Advanced Search

Open demands based on Pickup Date: days in the future (incl. pa) 30 Add line | Delete line

Search | Reset

My Search Profiles: Default View | Manage View

### Due Deliveries (grouped)

Default View | Manage View | Reset all Filters

Org. Code (Customer)	Company Name (Customer)	Plant Code (Co	Currency	FPA required	FPA exists	Available for Extra Shipment	
<input type="checkbox"/>	INNIO	INNIO Jenbacher GmbH & Co OG	101	EUR	20	3	97
<input type="checkbox"/>	INNIO	INNIO Jenbacher GmbH & Co OG	101	EUR	112	0	932
<input checked="" type="checkbox"/>	INNIO	INNIO Jenbacher GmbH & Co OG	101	EUR	1	0	2
<input type="checkbox"/>	INNIO	INNIO Jenbacher GmbH & Co OG	101	EUR	1	0	6
<input type="checkbox"/>	INNIO	INNIO Jenbacher GmbH & Co OG	101	EUR	2	0	8
<input type="checkbox"/>	INNIO	INNIO Jenbacher GmbH & Co OG	101	EUR	2	0	4
<input type="checkbox"/>	INNIO	INNIO Jenbacher GmbH & Co OG	101	USD	1	0	1
<input type="checkbox"/>	INNIO	INNIO Jenbacher GmbH & Co OG	101	USD	2	0	2
<input type="checkbox"/>	INNIO	INNIO Jenbacher GmbH & Co OG	101	EUR	2	0	5
<input type="checkbox"/>	INNIO	INNIO Jenbacher GmbH & Co OG	101	EUR	2	0	2

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

110 matches of 110 entries: Select all matches | Clear selection | Entries per page: 50 | Page 2 of 3 | First | Previous | Next | Last

**Bypass FPA Creation?**

Only create and send the ASN in case you did organize the transport in your own responsibility. Do you really want to create an ASN directly?

Yes | No

- You will receive above warning – click on “Yes” if you have organized the transport separately and continue with the ASN creation as described in the earlier sections of this training material.

# Control Point Creation

Create new Control Points for additional pick-up locations

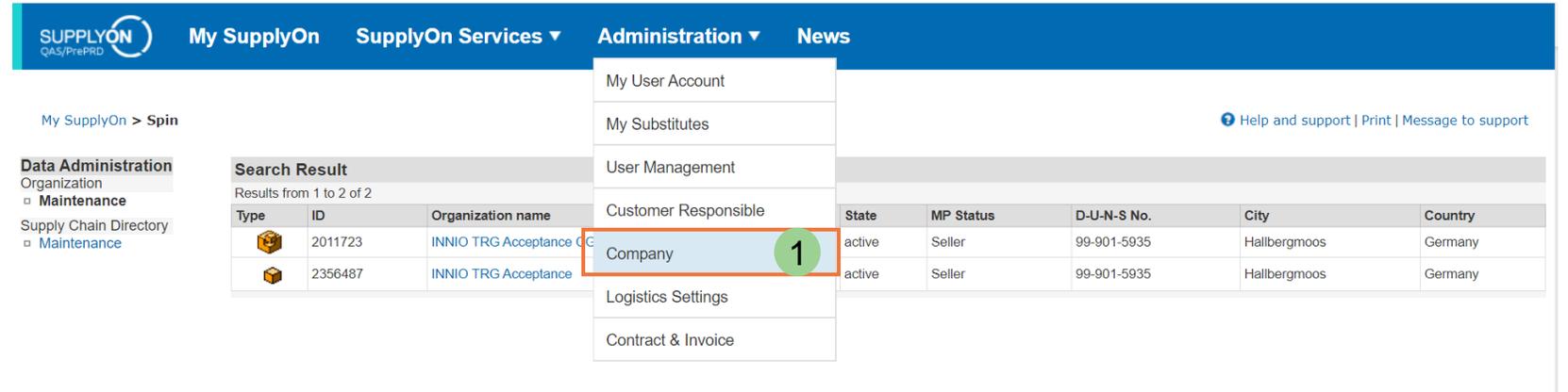


# Create additional Control Points

## Create additional ship-from/pick-up locations 1/3

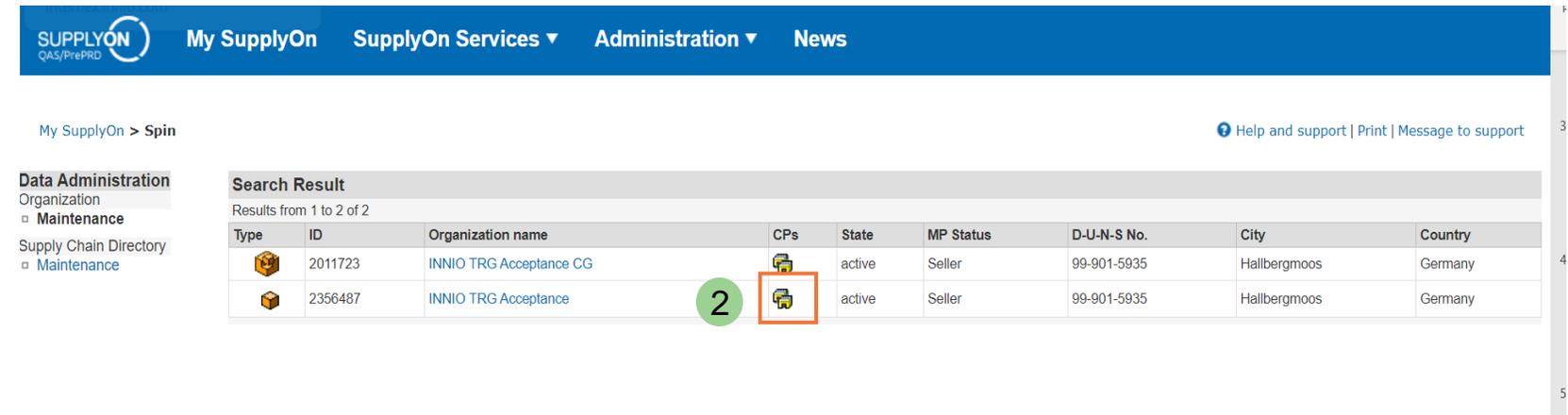
**Note:** Prerequisite are administrator rights in SupplyOn

- To create an additional Control Point (CP) go to “Administration” → “Company” (1).



The screenshot shows the SupplyOn interface. The top navigation bar includes 'My SupplyOn', 'SupplyOn Services', 'Administration', and 'News'. The 'Administration' dropdown menu is open, showing options like 'My User Account', 'My Substitutes', 'User Management', 'Customer Responsible', 'Company' (highlighted with a red box and a green circle with the number 1), 'Logistics Settings', and 'Contract & Invoice'. Below the menu, a search result table is visible with columns for Type, ID, Organization name, State, MP Status, D-U-N-S No., City, and Country. Two rows of data are shown, both for 'INNIO TRG Acceptance CG' in Hallbergmoos, Germany.

- Open the Control Point (if you have only one CP, you might not see this overview) (2):



The screenshot shows the SupplyOn interface with the search results table expanded. The table has columns for Type, ID, Organization name, CPs, State, MP Status, D-U-N-S No., City, and Country. The 'CPs' column contains icons representing control points. The second row of data has a 'CPs' icon highlighted with a red box and a green circle with the number 2. The table shows two rows of data for 'INNIO TRG Acceptance CG' in Hallbergmoos, Germany.

# Create additional Control Points

## Create additional ship-from/pick-up locations 2/3

### Search Control Points of Organization INNIO TRG Acceptance

[Return to search result](#)

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	<input type="text"/>
Control Point Name	<input type="text"/>
Control Point Short Name	<input type="text"/>
DUNS Suffix	99-901-5935 <input type="text"/>

[Search](#)

Results from 1 to 10 of 12

Control Point ID	Control Point Name	DUNS Suffix	Control Point Short Name	Plant Calendar
10022843	<a href="#">INNIO Acceptance</a>		INNIO ACCEPTANC	<a href="#">Edit</a>
10023470	<a href="#">INNIO Acc_pickup2</a>		INNIO-ACC_PICK2	<a href="#">Edit</a>
10023492	<a href="#">INNIO TRG ACC. 4</a>		DFMO	<a href="#">Edit</a>

➤ Go to “Create New Control Point”

# Create additional Control Points

## Create additional ship-from/pick-up locations 3/3

- Enter all fields marked with “\*” in the tab “CP Details”
- Enter the field “Annex 3”. The Annex 3 value will be used as a short name for further mapping.
- Save the entry

### **Note:**

Please **send a screenshot to Alexander Rella** to perform the required setup on INNIO and Ceva Logistics side:  
[alexander.rella@innio.com](mailto:alexander.rella@innio.com)

The new pick-up location will be available in the “Ship-from Location” drop down menu during FPA creation.

Create a New Control Point for Organization INNIO TRG Acceptance

CP Details | User Activation | Network Links

Create your new control point!

Save | Reset | Cancel

Control Point Data	
Control Point Name *	<input type="text"/>
Control Point Short Name	<input type="text"/>
DUNS Suffix	<input type="text"/>
Timezone *	(GMT+01:00) Europe/Berlin ▼
Address	
Name *	<input type="text"/>
Name annex 1	<input type="text"/>
Name annex 2	<input type="text"/>
Name annex 3	<input type="text"/>
Street *	<input type="text"/>
Zip	<input type="text"/>
City *	<input type="text"/>
Country *	Canada ▼
Region	--- ▼

# Contact Details

Important SupplyOn and Ceva  
contact details



# Contact Details – SupplyOn & Ceva

## SupplyOn – Helpdesk (24/7)

Contact the SupplyOn Helpdesk via e-mail: [customer-support@supplyon.com](mailto:customer-support@supplyon.com)

Or via phone: <https://contact.supplyon.com/en/contactphones/>

From Germany: 0800 78775966

From Europe (without Germany): +800 78775966

From US & Canada: 1.866.787.7596

From Mexico: 01.800.123.3231

From China: 4001.203.357

From Japan: 0120.778166

From Korea: 080.648.0880

From other countries: + 800 78775966

## Ceva Logistics:

[SH-EU-BE-INNIO@Cevalogistics.com](mailto:SH-EU-BE-INNIO@Cevalogistics.com)

**JENBACHER**

**INNIO**