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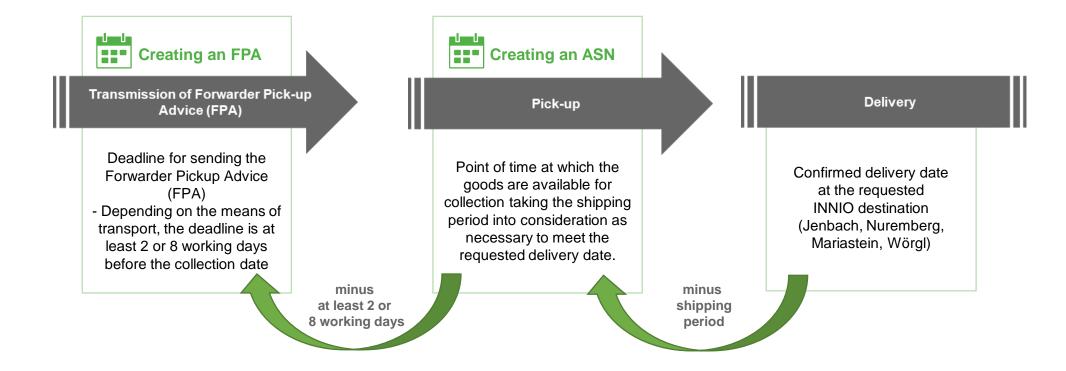
- **When?**   At the time of goods collection

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General Information
Due Date Calculation

Creating an FPA

Transmission of Forwarder Pick-up Advice (FPA)

Deadline for sending the Forwarder Pickup Advice (FPA)
- Depending on the means of transport, the deadline is at least 2 or 8 working days before the collection date

minus at least 2 or 8 working days

Creating an ASN

Pick-up

Point of time at which the goods are available for collection taking the shipping period into consideration as necessary to meet the requested delivery date.

minus shipping period

Delivery

Confirmed delivery date at the requested INNIO destination (Jenbach, Nuremberg, Mariastein, Wörgl)

Create FPA
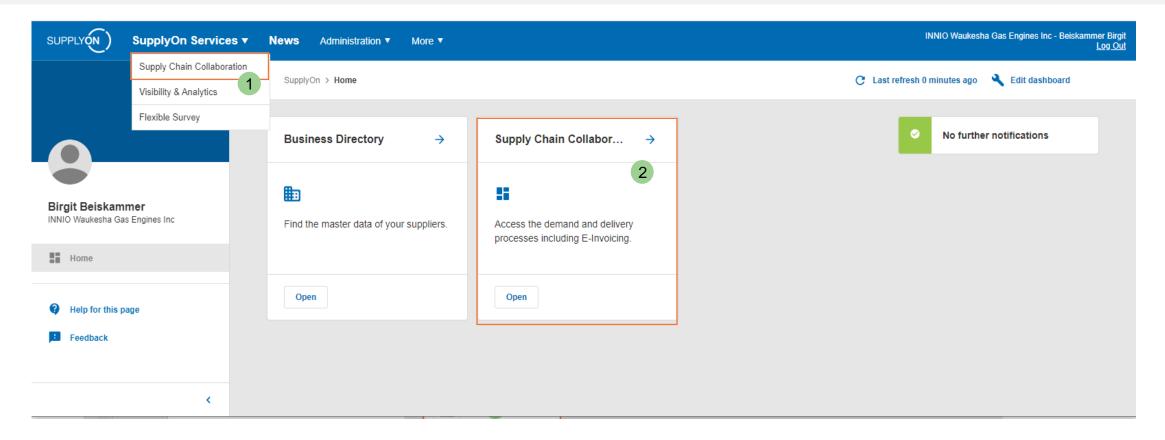
Create Forwarder Pick-up Advice

Create FPA (Forwarder Pickup Advice)
Step 1: Navigate to the Dashboard
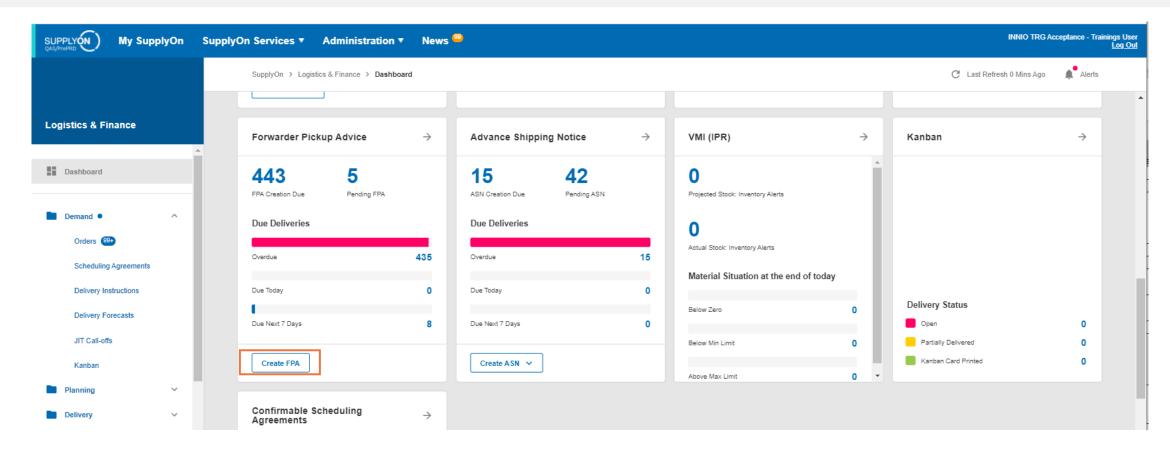

➢ Open "SupplyOn Services" → "Supply Chain Collaboration" (SCC) (1) or open the dashboard via the links in the box (2)
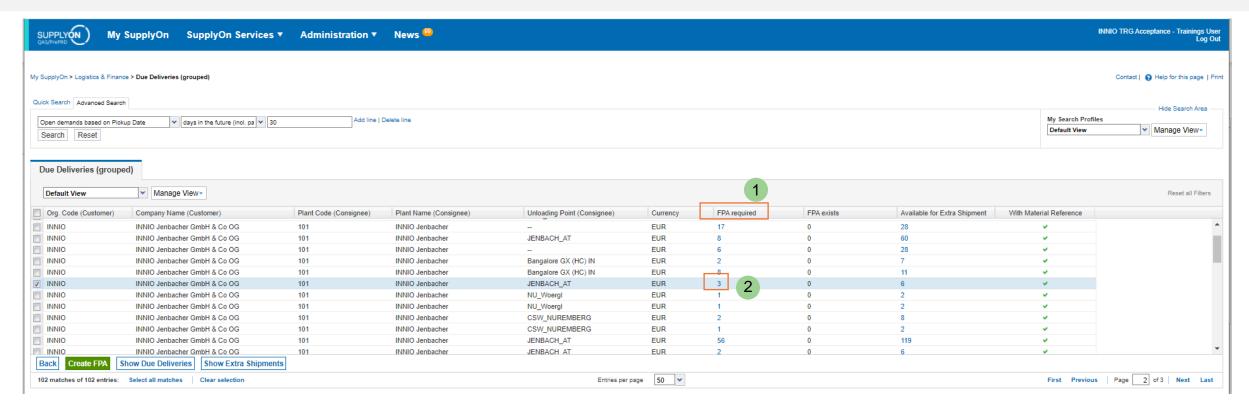
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Create FPA (Forwarder Pickup Advice)
Step 2: Create FPA 1/3

> ➢ Navigate in the Dashboard to create the forwarder pickup advice for your due deliveries → click on "Create FPA"

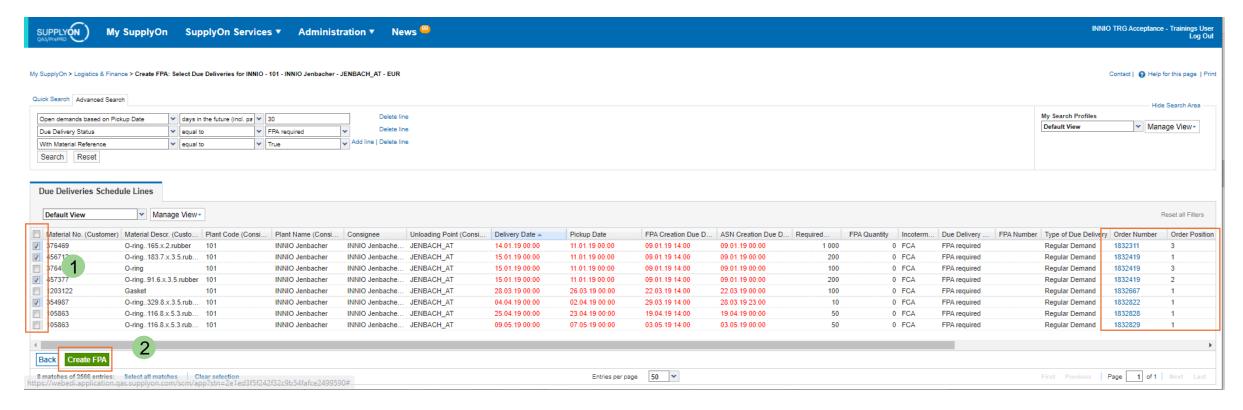# Create FPA (Forwarder Pickup Advice)
Step 2: Create FPA 2/3

- ➢ 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)

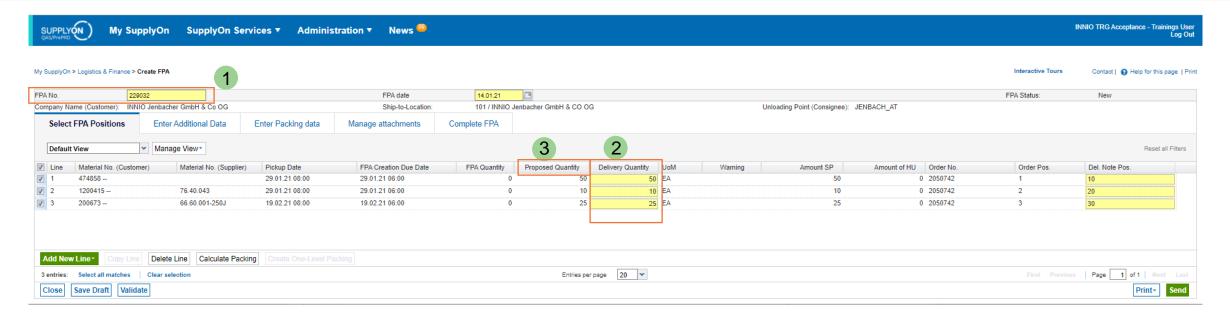# Create FPA (Forwarder Pickup Advice)
Step 2: Create FPA 3/3

- ➢ 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)
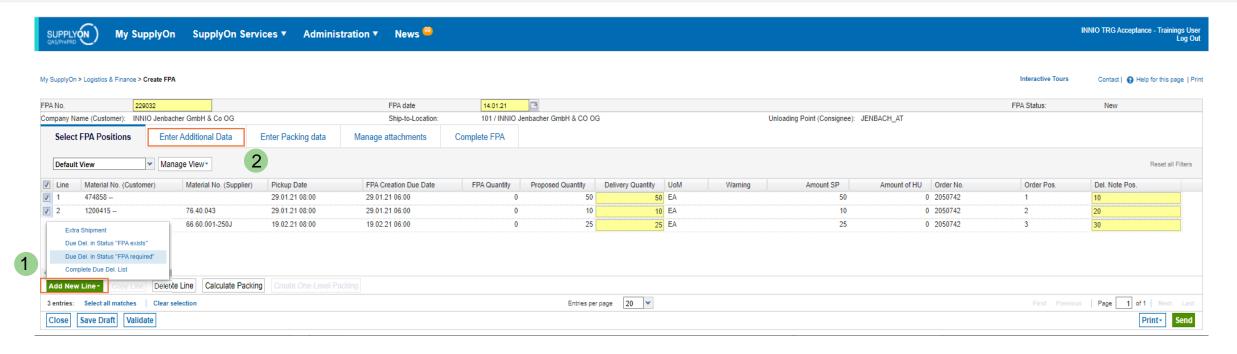## Step 3: Select FPA positions 1/2

- 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. <u>Prerequisite</u>: 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"
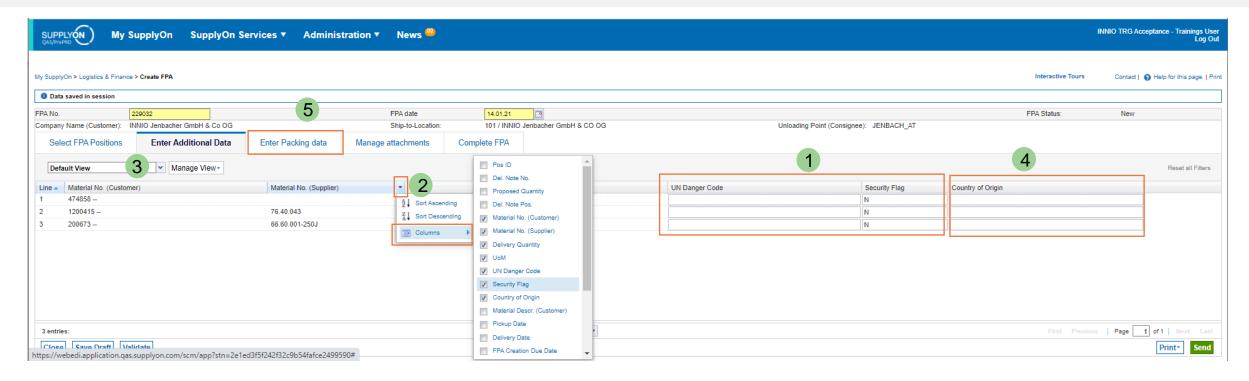
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Create FPA (Forwarder Pickup Advice)
Step 3: Select FPA positions 2/2

➢ 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

- ➢ 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

- ➢ 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

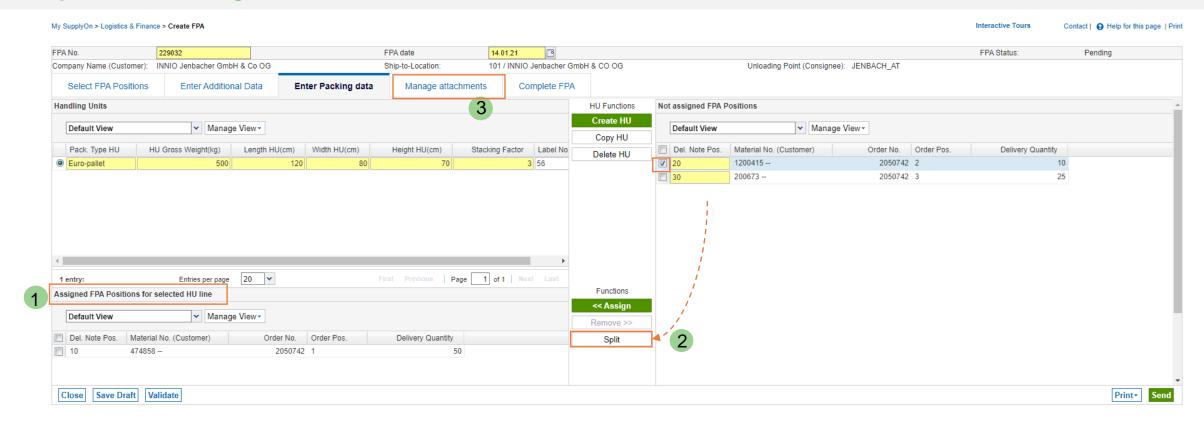- You can now assign FPA Positions to your defined Handling Units
- Select the HU in your "Handling Units" section (1), mark the material from the "Not assigned FPA Positions" (2) and click on "<< Assign" (3). If preferred, you can always use the drag and drop functionality (4)

Create FPA (Forwarder Pickup Advice)
Step 5: Enter Packing Data 3/3

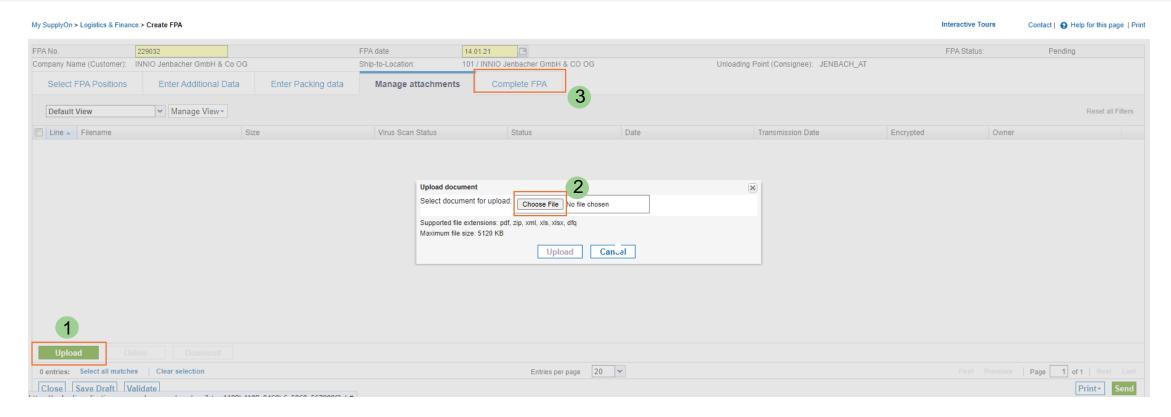
- The packed positions for each HU are listed in "Assigned FPA Positions for selected HU line" (1)
- If your positions needs to be packed on different HU's, please use the "Split"-functionality (2)
- **Important:** all positions have to be assigned to a handling unit → „Not assigned FPA Positions" has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

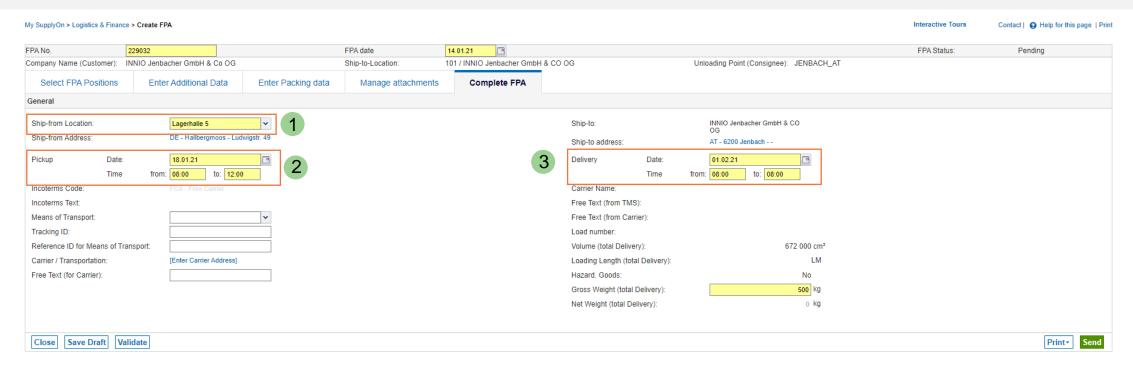# Create FPA (Forwarder Pickup Advice)
Step 6: Manage Attachments

➢ 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

- 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

> ➤ **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

> ➤ 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)
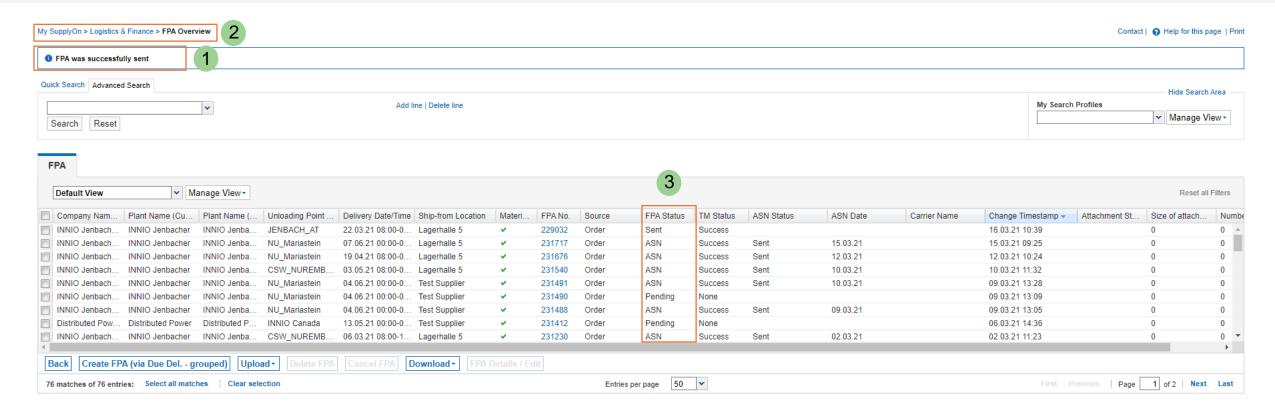## Step 8: FPA Successfully Sent

➤ 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).**

Create FPA (Forwarder Pickup Advice)
FPA Overview

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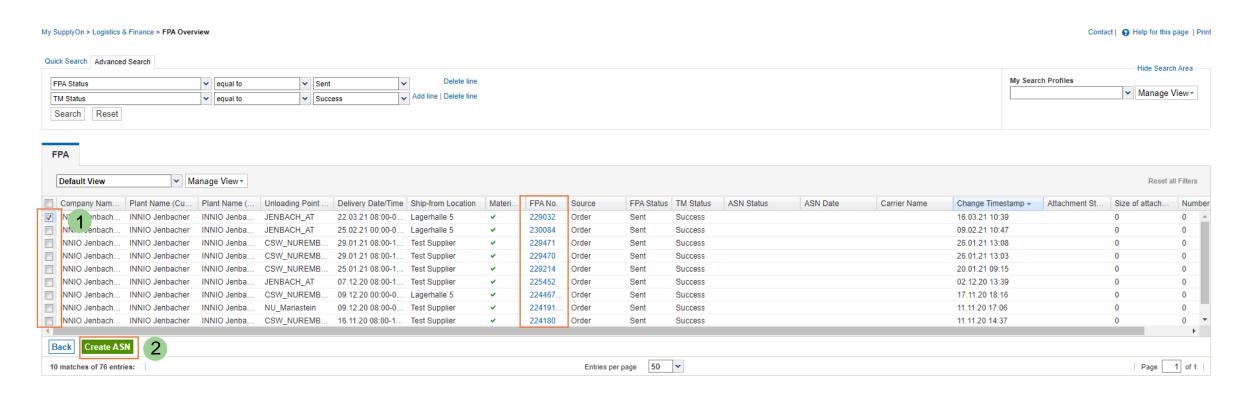## Step 1: Dashboard– Show open ASNs via Create ASN Button

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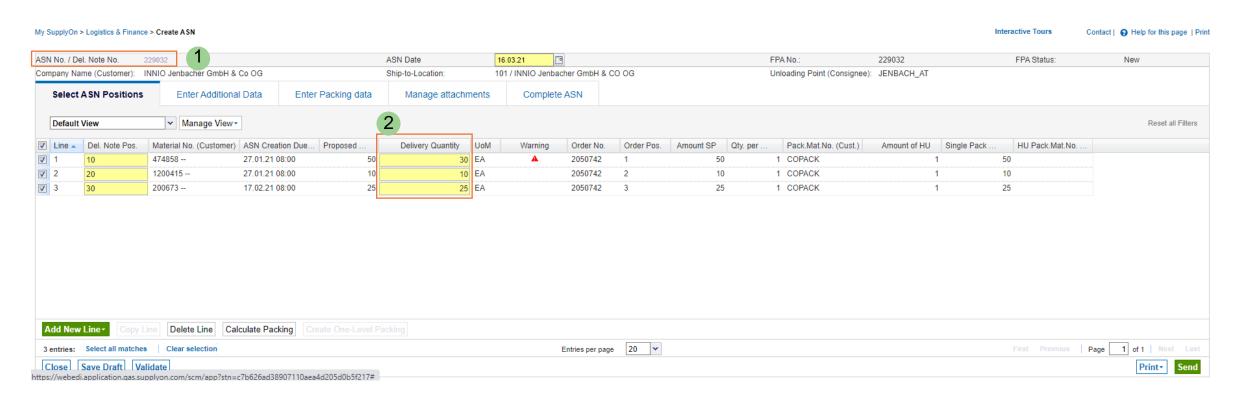## Step 2: Create the ASN based on the FPA

- ➢ 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

- ➤ 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

➢ 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
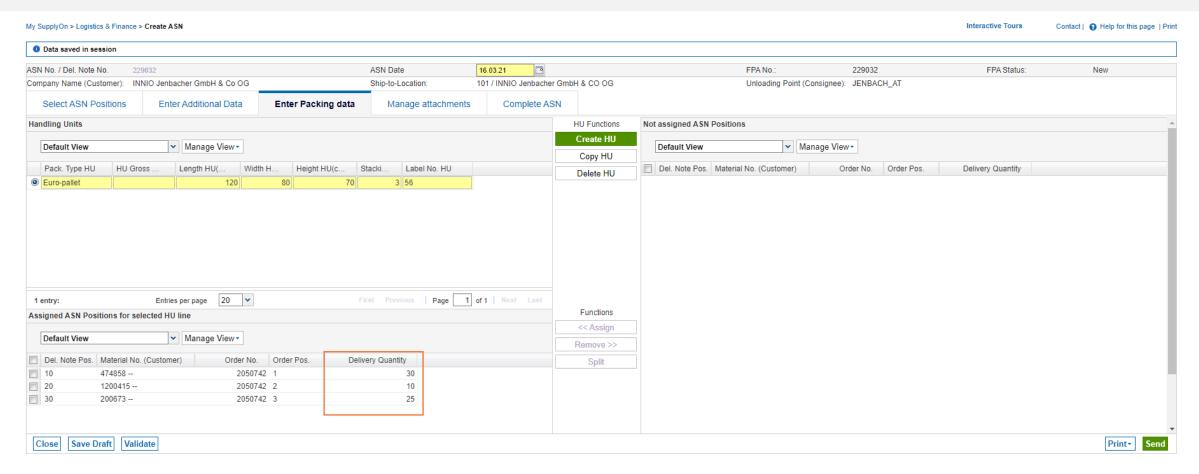

➤ If you have changed the quantity in the tab "Select ASN Positions", please check the quantities on the Handling Units as well.

Create ASN (Advance Shipping Notice) based on FPA
Step 3: Validation and Modification of the data from the FPA 4/4

> 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.

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Create ASN (Advance Shipping Notice) based on FPA
Step 4: Complete ASN

- "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

➢ 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

➢ 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

> ➢ 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

> ➢ 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).

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

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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

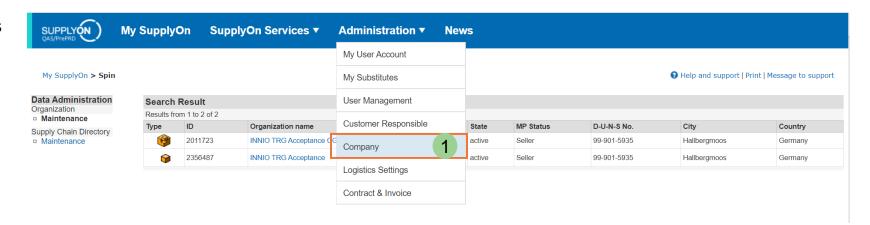Please choose the criteria for your control point search. More criteria entered will give more precise search results. You may use the wildcards "*" and "?".

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

Search

Results from 1 to 10 of 12

Control Point ID	Control Point Name	DUNS Suffix	Control Point Short Name	Plant Calendar
10022843	INNIO Acceptance		INNIO ACCEPTANC	Edit
10023470	INNIO Acc_pickup2		INNIO-ACC_PICK2	Edit
10023492	INNIO TRG ACC 4		DEMO	Edit

➢ Go to "Create New Control Point"

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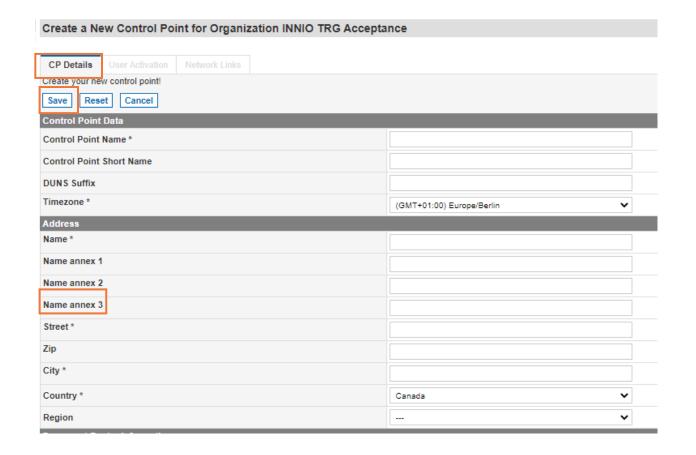INNIO

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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

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

Address

Name *	
Name annex 1	
Name annex 2	
Name annex 3	
Street *	
Zip	
City *	
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

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

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