

Supplier Quick Guide: How to create an ASN

INNIO SupplyOn Implementation



VERSION Review 1.0

December 2022

Agenda

How to create an ASN

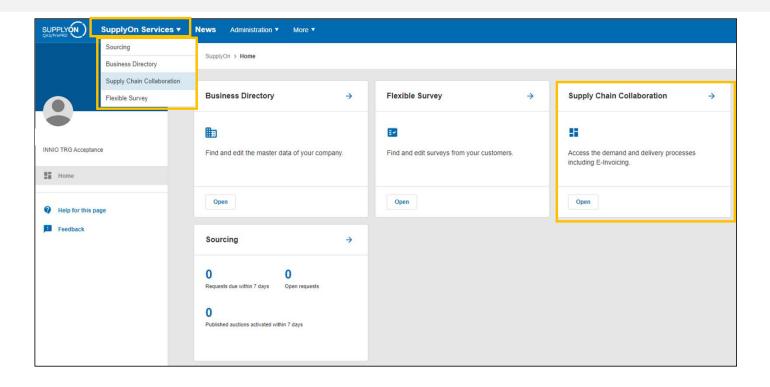
Create ASN (Advance Shipping Notice)

- Step 1: How to open Supply Chain Collaboration and the ASN Overview
- Step 2: Due Deliveries screen
- Step 3: How to open the ASN creation screen
- · Step 4: Creating an ASN
- Step 5: Enter Additional Data
- Step 6: Enter Packing Data
- Step 7: Manage attachments
- Step 8: Completing the ASN
- Step 9: Validate & Safe as draft
- Step 10: Print Documents & Send
- Step 11: Successfully sent ASN





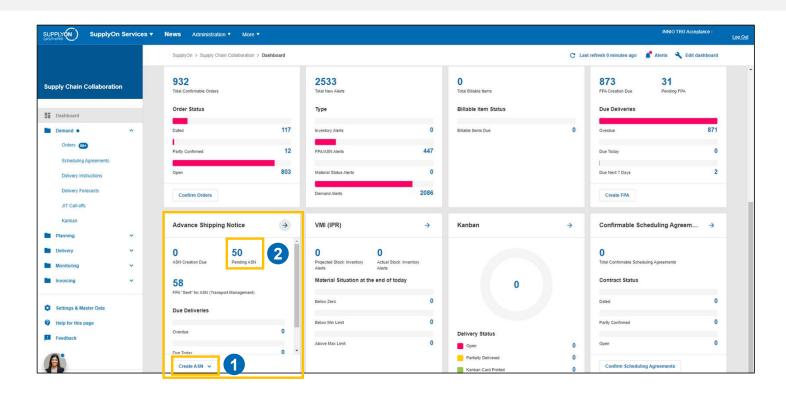
Step 1: How to open Supply Chain Collaboration and the ASN overview 1/2



> Go to "SupplyOn Services" and click on "Supply Chain Collaboration" in the drop-down menu



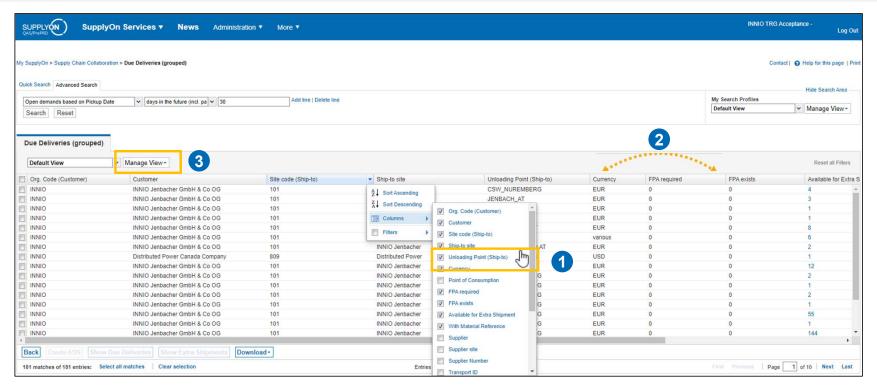
Step 1: How to open Supply Chain Collaboration and the ASN overview 2/2



- Go to "Create ASN" in the Dashboard (1) to create a new ASN
- ➤ To open ASN drafts, go to "Pending ASN" (2)



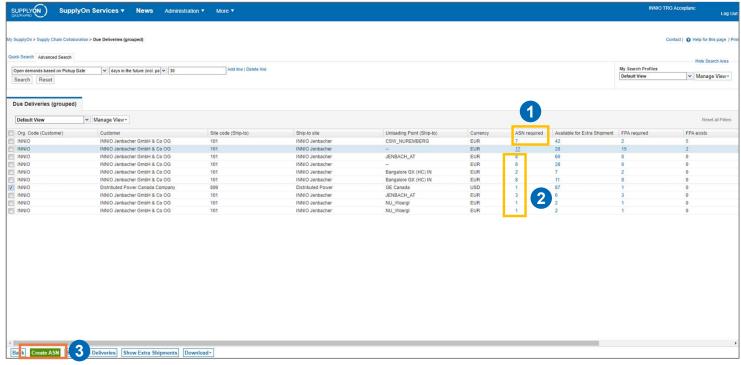
Step 2: Due Deliveries screen



- ➤ In the "Due Deliveries" screen you can configure your own personal view by managing the columns:
 - You can show and hide colums by setting the corresponding ticks (1)
 - You can reorganize the columns by drag and drop (2)
 - You can save your configured overview for the next log-in (3)



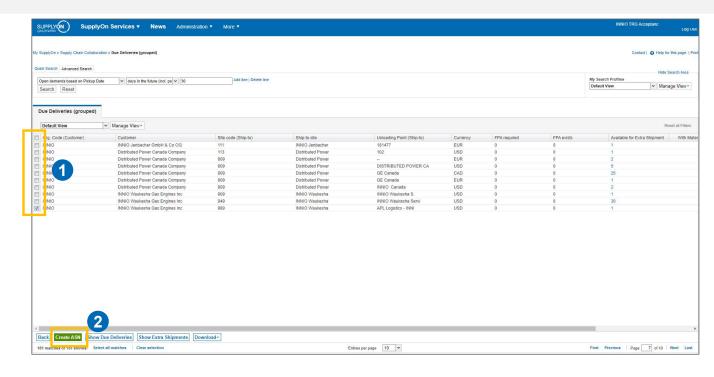
Step 3: How to open the ASN creation screen



- > In the column "ASN required" (1) you can find requested ASNs sorted by Unloading Points
- > In order to continue
 - Please click on the number in the respective column (2),
 - Or select your clients unloading point and use the button "Create ASN" (3)



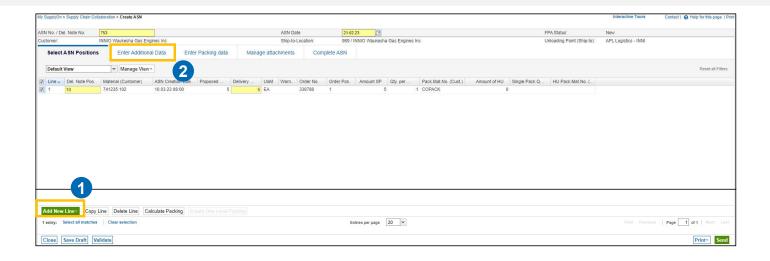
Step 4: Creating an ASN 1/2



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

Vaukesha

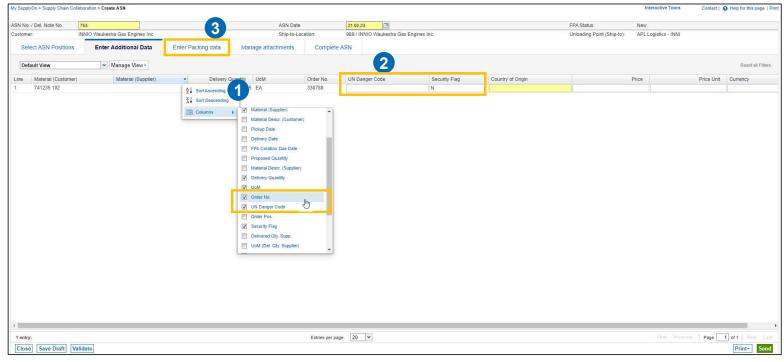
Step 4: Creating an ASN 2/2



- > The previously checked positions are now displayed
- > Yellow fields are always mandatory! Please check the pre-filled values
- > By modifying the displayed quantity in the field "Delivery Quantity", you can create a partial shipment. The remaining quantity will stay open and can be added to a new ASN
- With the button "Add New Lines" you can add additional PO lines to this ASN (1)
- Continue your ASN in the next tab "Enter additional Data" (2)



Step 5: Enter Additional Data

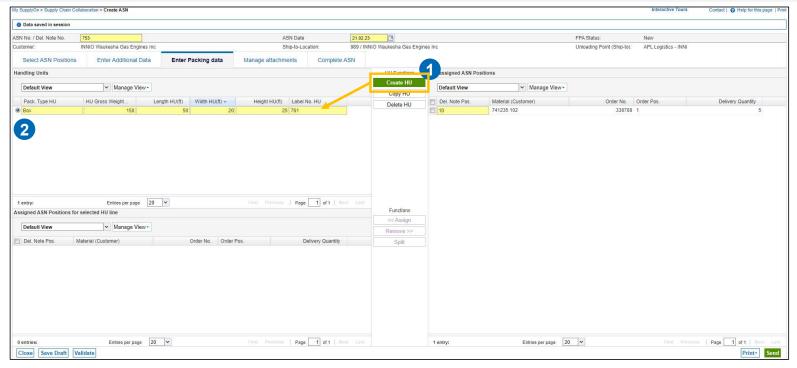


- > Here you can also configure your view by adding new columns (1)
- > If the product is considered "Dangerous", you can set the "Security Flag" to "Y" and enter the "UN Danger Code" in the respective fields (2)
- Continue with the tab "Enter Packing data" (3)



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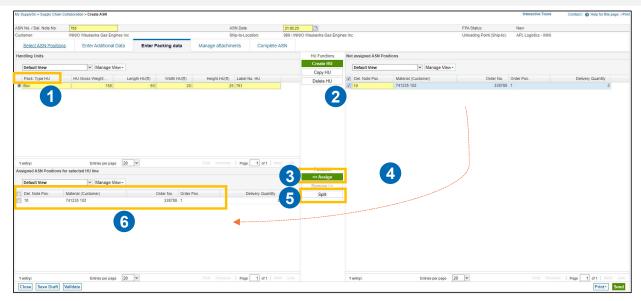
Step 6: Enter Packing Data 1/2



- > You can generate a "Handling Unit" (short HU) with the button "Create HU" (1)
- ➤ A new HU will appear in the section "Handling Units" (2)
- Define your HU and set it's general properties (e.g. size, gross weight).



Step 6: Enter Packing Data 2/2

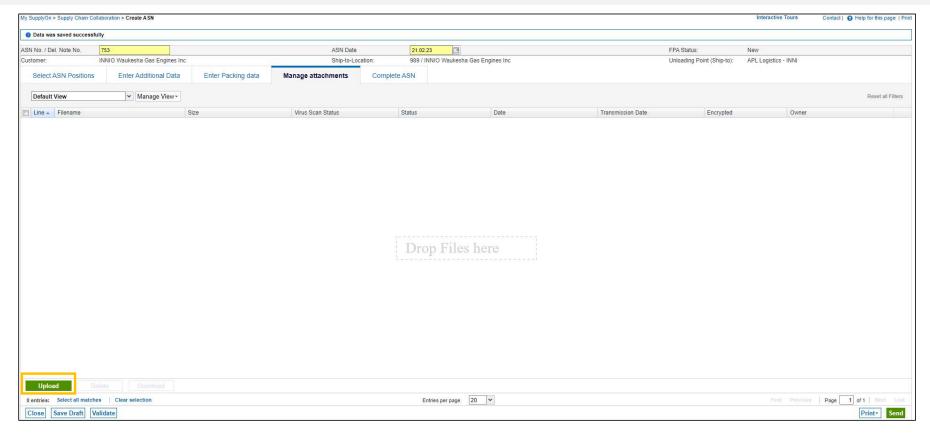


- Now, you can assign ASN Positions to your defined Handling Units
- > Select the HU in your "Handling Units" section (1), mark the material from the "Not assigned ASN Positions" (2) and click on "<<Assign" (3). If preferred, you can always use the drag & drop function (4).
- > If your material needs to be packed on different HU's, please use the "Split"-functionality (5)
- > The packed positions for each HU are listed below in "Assigned ASN Positions for selected HU line" (6)
- > Continue until all required positions are assigned to a Handling Unit



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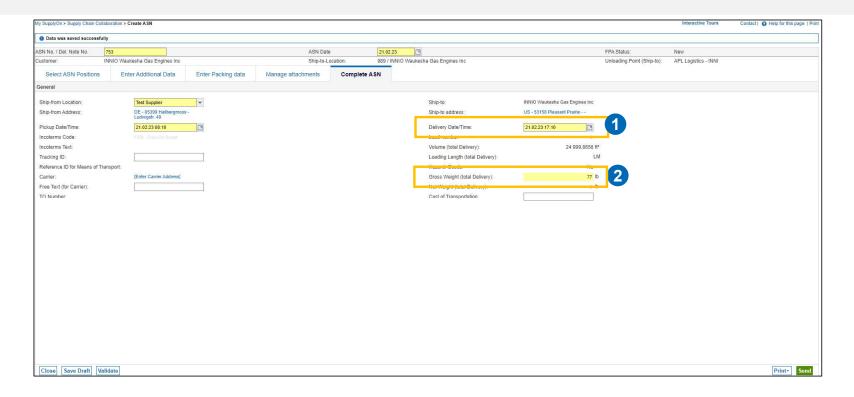
Step 7: Manage attachments



> You can attach delivery notes and quality documents by clicking the "Upload"-button or via drag and drop



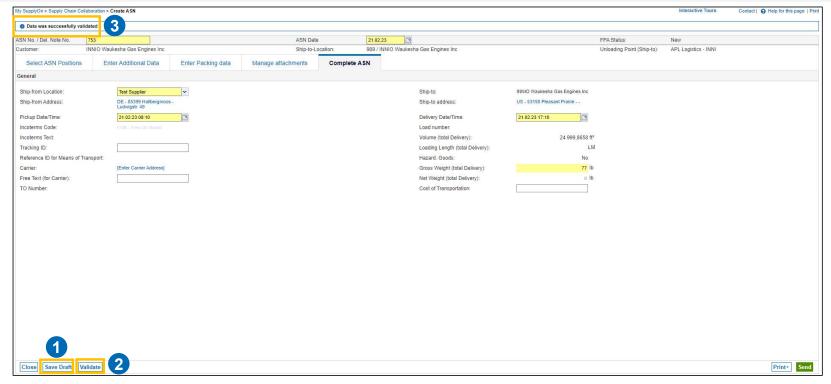
Step 8: Completing the ASN



- > Please enter the expected delivery date in the field "Delivery DateTime" (1)
- > The field "Gross Weight (total Delivery)" (2) automatically calculates the total weight of all Handling Units



Step 9: Validate & Safe as draft

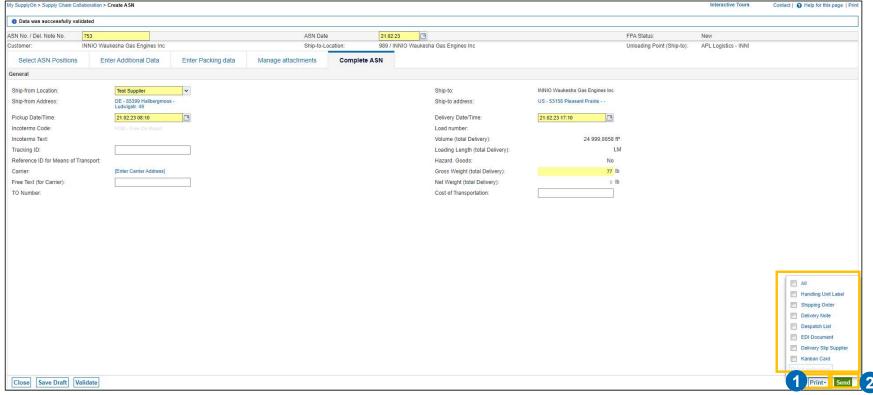


- With "Save Draft" (1) you can finish your document at a later time. It will be listed under "Pending ASN" as seen in Step 1
- > You can always check your entries for completeness with the button "Validate" (2)
- > If all mandatory fields are filled out, the positive notification appears after validation (3)



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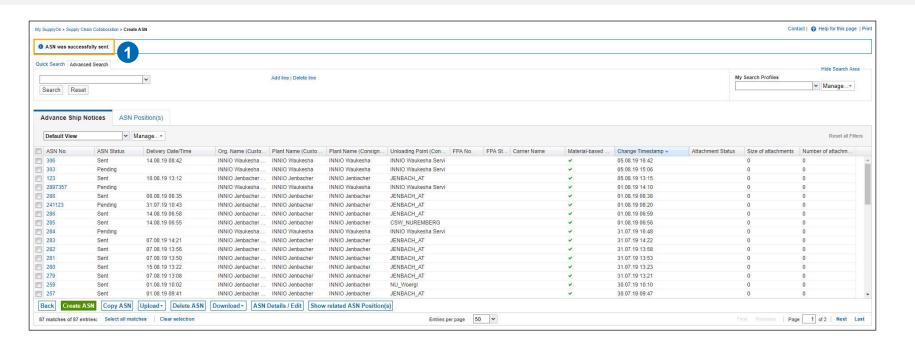
Step 10: Print Documents & Send



- > For printing the Handling Unit Label, go to "Print" (1). Please attach the label to your HUs. (The labels can also be printed after you sent the ASN.)
- > Transmit the ASN with the button "Send" (2)

Waukesha

Step 11: Successfully sent ASN



- > The ASN was successfully sent to your customer (1)
- > You will be redirected to the "Advance Ship Notices"-Screen. All sent and pending ASNs are displayed there
- > Please note: a sent ASN can no longer be changed.



