## 

## SupplyOn FPA and ASN Creation

**Important:** with go-live of the FPA process, the new functionality will be automatically enabled for you. The correct process will then consist of **FPA creation as transport registration** and **ASN creation, with completed and corrected information, at the time of pick-up**.

For the case you need several days to change your processes, **the ASN will continue to be forwarded to Ceva automatically.** As soon as the first FPA is created and submitted to INNIO, the 'filter' will be changed accordingly and ONLY FPAs will be forwarded to Ceva. The ASN will then only be transferred to the INNIO ERP system.

Both functionalities are using the same screens and data entered to the FPA will automatically be available in the ASN as well.

1. <u>Create a FPA</u>		n Services ▼ Administration	▼ News <sup>©</sup>
by going to "Create FPA" in the		SupplyOn > Logistics & Finance > Dashbo	bard
SupplyOn Dashboard	Logistics & Finance	Forwarder Pickup Advice	÷
	E Dashboard	443 5 FPA Creation Due Pending FPA	
	Demand • ^	Due Deliveries	_
	Orders Scheduling Agreements	Overdue	435
	DeliveryInstructions	Due Today	0
Due Deliveries per Unloading Point	Delivery Forecasts	Due Next 7 Days	8
will be displayed. Choose the require			
line and click on "Create FPA".	Kanban	Create FPA	

	My SupplyOn SupplyOn Services <b>T</b>	Administration <b>▼</b>	News 🥮								
My SupplyOn > Logistic	s & Finance > Due Deliveries (grouped)										
Quick Search Advance	ed Search										
Open demands based on Pickup Date 🛛 days in the future (incl. pa 🗸 30 Add line   Delete line											
Search Reset	Upen eemandas base on mokup uste w [days in the future (nol. pa] v [day										
Due Deliveries	(										
Due Deliveries	(grouped)										
Default View	✓ Manage View -										
Org. Code (Cust	omer) Company Name (Customer)	Plant Code (Consignee)	Plant Name (Consignee)	Unloading Point (Consignee)	Currency	FPA required					
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	JENBACH_AT	EUR	3					
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	NU_Woergl	EUR	1					
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	NU_Woergl	EUR	1					
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	CSW_NUREMBERG	EUR	2					
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	CSW_NUREMBERG	EUR	1					
INNIO	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	JENBACH_AT	EUR	56					
	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	JENBACH AT	EUR	2					
Back Create Fl	PA Show Due Deliveries Show Extra Shipments										
102 matches of 102 e	ntries: Select all matches Clear selection			Entries per page	50 🗸						



Check the displayed quantity and enter all required information in the different tabs.

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My Supp	lyOn > Logistics & Finance :	> Create FPA										Interactive Tours	Contact   😡 Hel	Ip for this page   Prin
FPA No.	2	229032		FPA date	14.01.21	3						FPA Status:	New	
Compar	// Name (Customer): IN	(NIO Jenbacher GmbH & Co OG		Ship-to-Location	101 / INNIO Jer	abacher GmbH & CO OC	3		Unloading Point (Consigned	e): JENBACH_AT				
Se	lect FPA Positions	Enter Additional Data	Enter Packing data	Manage attachments	Complete FPA									
Det	fault View	Manage View*				1								Reset all Filters
🔽 Lin	e Material No. (Cust	tomer) Material No. (Suppl	lier) Pickup Date	FPA Creation Due Date	FPA Quantity	Proposed Quantity	Delivery Quantity	UoM War	ming Amount SP	Amount of HU	Order No.	Order Pos.	Del. Note Pos.	
1	474858		29.01.21.08:00	29.01.21.06:00	0	50	50	EA	50		0 2050742	1	10	
2	1200415	76.40.043	29.01.21.08:00	29.01.21 06:00	0	10	10	EA	10		0 2050742	2	20	
3	200673	66.60.001-250J	19.02.21 08:00	19.02.21 06:00	0	25	25	EA	25		0 2050742	3	30	
Add 3 entri Clos	New Line Copy La ies: Select all mat pres ie] Save Draft Vali	Delete Line Calculate P	acking Create One-Level Pr			Entries per	r page 20 V						Page 1	Print- Send

In the new tab "Manage attachments" documents (e.g. delivery note, customs invoice, quality documents, ...) can be uploaded, during FPA as well as ASN creation, and sent to INNIO.

SUPPLYON My Sup	oplyOn SupplyOn	Services 🔻 Adminis	stration <b>v</b> News		IN	NNIO TRG Acceptance - Beiskammer Birgit Log Out
My SupplyOn > Logistics & Finance > Cr	Create FPA				Interactive Tours	Contact   ) Help for this page   Print
FPA No. 2290	032	FPA date	14.01.21		F	FPA Status: Pending
Company Name (Customer): INNIC	O Jenbacher GmbH & Co OG	Ship-to-Location:	101 / INNIO Jenbacher GmbH	& CO OG Unloading	Point (Consignee): JEN	
Select FPA Positions	Enter Additional Data	Enter Packing data	Manage attachments	Complete FPA		
General						
Ship-from Location:	Lagerhalle 5	winstr. 49	Ship-to:		INNIO Jenbacher GmbH & CO OG	
Pickup Date:	29.01.21		Ship-to address	5.	AT - 6200 Jenbach	-
Time	from: 08:00 to: 08:00		Delivery	Date:	01.02.21	9
				nine iron.	10. 08:00	
Incoterms Code:			Carrier Name:			
Incoterms Text:			Free Text (from	TMS):		
Means of Transport:		¥	Free Text (from	Carrier):		
Tracking ID:			Load number:			
Reference ID for Means of Transpo	ort: loading reference		Volume (total D	elivery):		0 cm <sup>3</sup>
Carrier:	[Enter Carrier Address]		Loading Length	(total Delivery):		LM
Free Text (for Carrier):			Hazard. Goods			
			Gross weight (	total Delivery):		
			Net Weight (tot	al Delivery).		o kg
Close Save Draft Validat	te					Print* Send

For loading references please use the field "Reference ID for Means of Transport" in the tab "Complete FPA". The field "Free text (for Carrier)" should contain information such as warehouse opening hours, loading information, loading requirements, etc. only.

To complete the FPA, go to "Validate", print the Handling Unit Label and click on "Send".



## 2. Create an ASN

by clicking on the "Create ASN" drop-down menu in the SupplyOn Dashboard.

ogistics & Finance	Forwarder Pickup Advi	ce →	Advance Shipping Notic	e →
Dashboard	443 6 FPA Creation Due Pendr	ig FPA	15 42 ASN Creation Due Pending	ASN
Demand •	Due Deliveries	_	Due Deliveries	
Orders	Overdue	435	Overdue	1
Scheduling Agreements Delivery Instructions	Due Today	0	Due Today	3
Delivery Forecasts	Due Next 7 Days	8	Create ASN	
JIT Call-offs	Create FPA		Create ASN based on FPA	

You will see three options:

- Create ASN = previous process (ASN only)
- Create ASN based on FPA = new (correct) process
- Create ASN (Transportmanagement Bypass) = should only be used in case transport was organized separately (exception: interim process as described at the top). This process creates an ASN directly (without FPA).

SupplyOn > Logistic:	& Finance > FPA Overvi	iew									
ck Search Advanc	d Search										
PA Statue		~	equal to	~	Sant		Del	ete line			/
A Cietus			equalita		Current		Add line I Del	ete line		/	
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Default View Company Nam	✓ Ma Plant Name (Cu	anag	ge View - ant Name ( Unloa	ading Po	bint D	Delivery Date/Time	Ship-from Lo	ocation Ma	ateria FPA	No.	Sour
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Select the FPA you want to create an ASN for and go to the "Create ASN" button.

Check the data in all tabs if you need to modify or add information (e.g. Delivery Quantity, Country of Origin).

To complete the process, validate and send the ASN.

## My SupplyOn > Logistics & Finance > Create ASN

ASN No. / Del. Note No. 22	8827	ASN Da	08.01.21	3	FPA No.:	228827	FPA Status:	Pending
Company Name (Customer): IN	NIO Jenbacher GmbH & Co (	DG Ship-to-	Location: 101 / INNIO Jen	bacher GmbH & CO OG	Unloading Point (Consignee	: JENBACH_AT		
Select ASN Positions	Enter Additional Da	ta Enter Packing data	Manage attachments 0	Complete ASN				
Default View	✓ Manage View*							Reset all Filters
Line Material No. (Custome	r) Ma	terial No. (Supplier)	Delivery Quantity	UoM	UN Danger Code	Security Flag	Country of Origin -	
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