

## SupplyOn FPA and ASN Creation

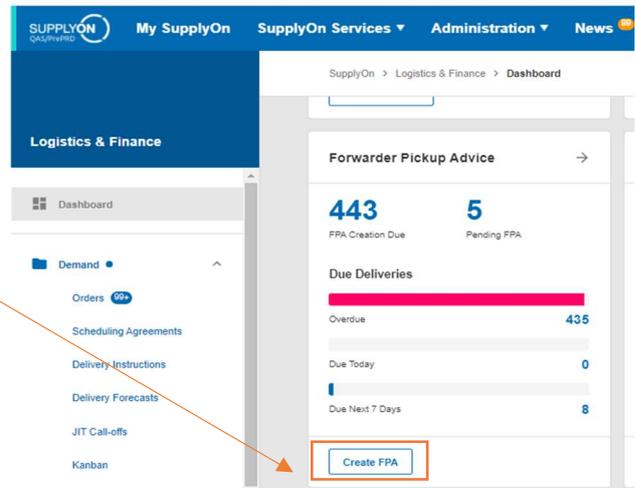
**Important:** with go-live of the FPA process, the new functionality will be automatically enabled for you. The correct process will then consist of **FPA creation as transport registration** and **ASN creation, with completed and corrected information, at the time of pick-up.**

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. Create a FPA

by going to „Create FPA” in the SupplyOn Dashboard



Due Deliveries per Unloading Point will be displayed. Choose the required line and click on „Create FPA“.

Org. Code (Customer)	Company Name (Customer)	Plant Code (Consignee)	Plant Name (Consignee)	Unloading Point (Consignee)	Currency	FPA required
<input checked="" type="checkbox"/>	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	JENBACH_AT	EUR	3
<input type="checkbox"/>	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	NU_Woergl	EUR	1
<input type="checkbox"/>	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	NU_Woergl	EUR	1
<input type="checkbox"/>	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	CSW_NUREMBERG	EUR	2
<input type="checkbox"/>	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	CSW_NUREMBERG	EUR	1
<input type="checkbox"/>	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	JENBACH_AT	EUR	56
<input type="checkbox"/>	INNIO Jenbacher GmbH & Co OG	101	INNIO Jenbacher	JENBACH_AT	EUR	2

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

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.

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.

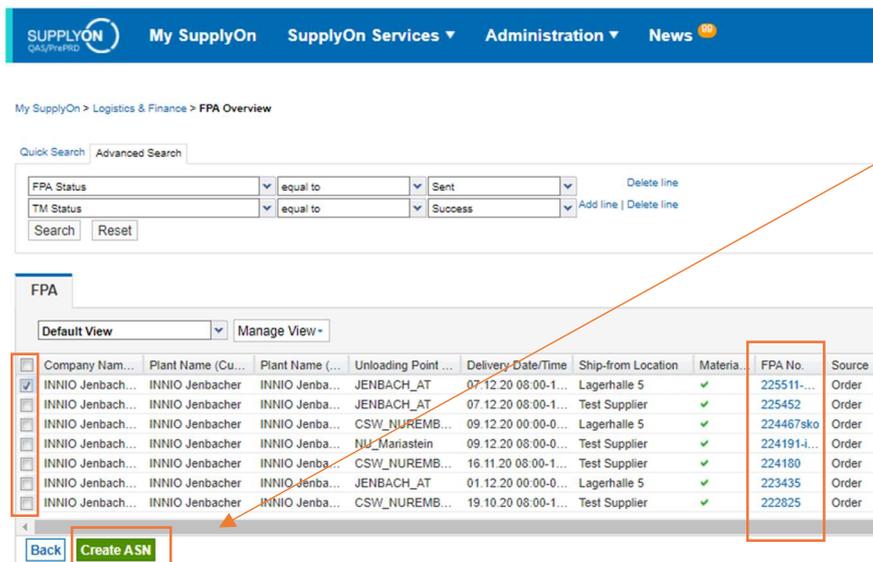
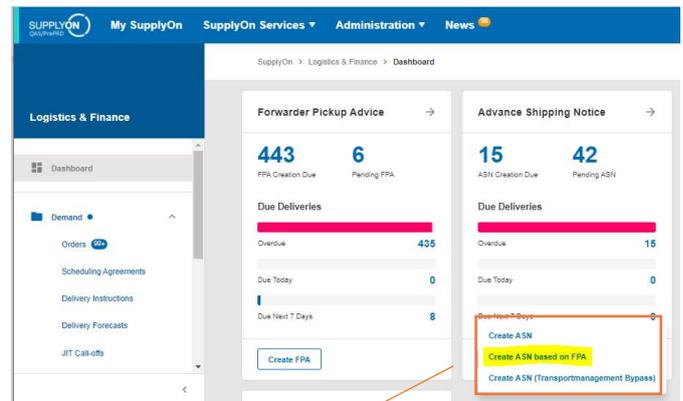
To complete the FPA, go to “Validate”, print the Handling Unit Label and click on “Send”.

## 2. Create an ASN

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

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).



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.

