

# **ASN – Advised Shipping Notification Training Document**



#### **Training document: Structure & Overview**

#### What is it?

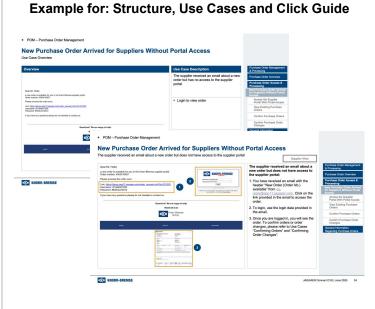
This document will guide users through general information and specific topics and serves as a handbook for further functionalities by using "Use Cases" as guidance.

#### What is a Use Case?

A use case illustrates possible functionalities and provides step-by-step guidance.

#### **How are Use Cases structured?**

Use Cases include one slide with main information as overview, followed by a detailed click guide.				
Use Case Overview	Overview of the use case content including description, content, notes, and screenshot			
Headline	A brief introduction to the use case			
System View	Shows screenshots for the related step			
Click Guide	Detailed guidance through the functionalities			
Note	Relevant information to the use case			



\*Visible functions/buttons may differ depending on the roles & rights assigned

#### **ASN Training Document Content & Use Cases**

#### **Call-off Selection**

### Supplier Portal Access & Call-off Selection

- Login to the Supplier Portal and access the Worklist
- Select a single order/multiple call-offs for delivery note creation

### Create & Advise a Delivery Note

### Create & Advise a Delivery Note

- Create a delivery note after selecting one or more call-off(s)
- Enter information on base level
- Adise the delivery note

#### **Packaging with Scheme**

### Select Scheme & Configure Packaging

 Use a packaging with scheme coming from SAP, configure it and review handling units before advising the delivery note

#### **Printing**

### Print Advised Delivery Note & Packaging Datasheet (Slip)

- Print the advised delivery note
- Print the packaging datasheet (slip)

### Review Advised Delivery Notes

## Review Advised Delivery Notes

 Access the list of all advised delivery notes



### In this chapter we will see...

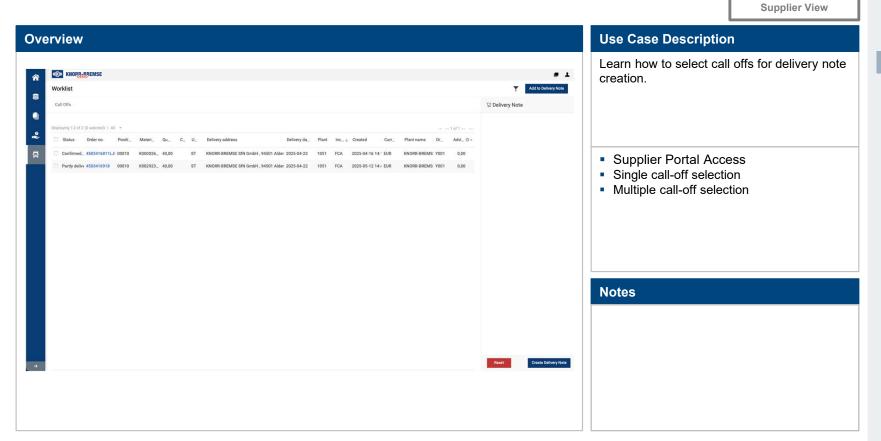
 Supplier Portal Access & Call-off Selection

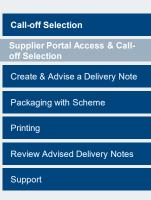
**Order Selection** 



#### **Supplier Portal Access & Call-off Selection**

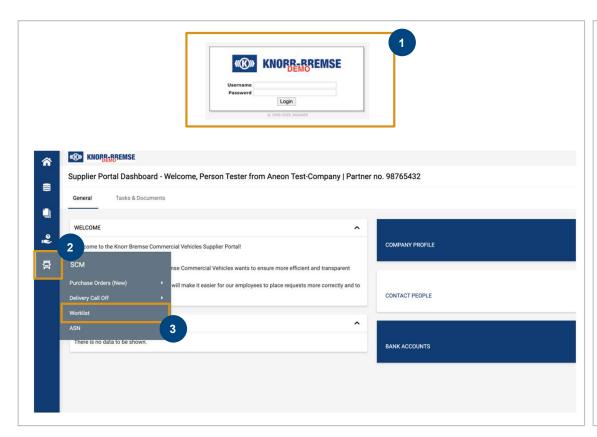
Use Case Overview





#### **Supplier Portal Access & Call-off Selection**

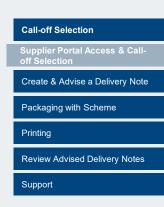
How to select orders for delivery note creation



Supplier View

### How to select orders for delivery note creation:

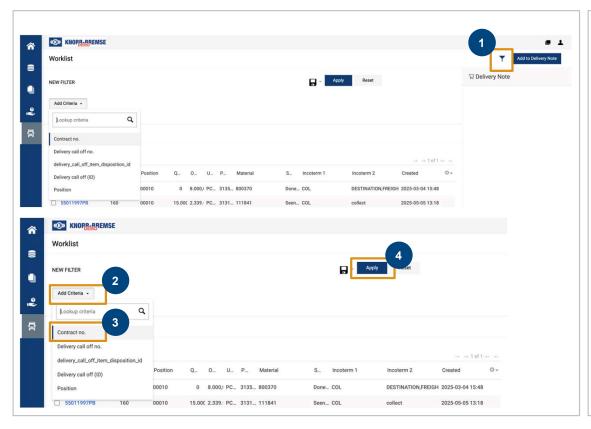
- 1. Login to the "supplier portal" using this link:
  - https://app11.jaggaer.com/portals/kb\_truck/#home/dashboard/1145031
- 2. Click on the icon for "SCM"
- Click on "Worklist". The worklist shows the next possible and confirmed order positions per contract.





#### **Supplier Portal Access & Call-off Selection**

How to filter for orders

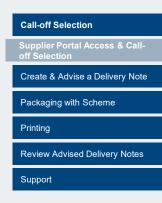


Supplier View

#### How to filter for orders:

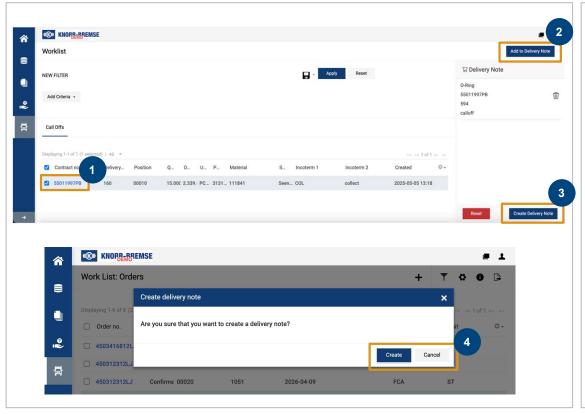
- 1. Click this filter icon to display the filter criteria you can use for the search
- 2. Click on this button to view all possible filter criteria
- 3. Select the filter criteria you want to apply
- 4. Click this button to apply the filter criteria to the search of the order list

Info: The worklist shows the next possible and confirmed order position per contract.



#### **Supplier Portal Access & Call-off Selection**

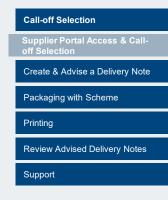
How to select a single order for delivery note creation



Supplier View

### How to select a single order for delivery note creation:

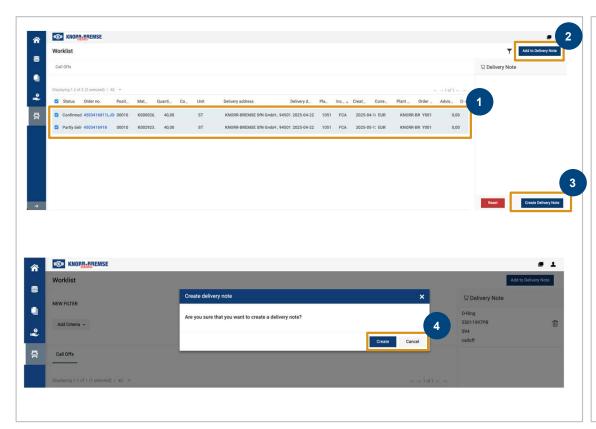
- 1. Select the order position by clicking the checkbox
- 2. Click here to add the call-off to the delivery note
- 3. Click on this button to create the delivery note
- 4. Confirm the creation of the delivery note





#### **Supplier Portal Access & Call-off Selection**

How to select multiples orders for delivery note creation

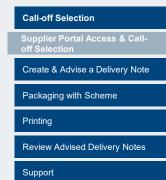


Supplier View

### How to select multiple orders for a delivery note creation:

If you want to select multiple orders at once, the following criteria must be identical:

- Plant
- Address
- · Shipping instructions
- Incoterms 1&2
- 1. Select all orders that should be within the same delivery note
- 2. Click here to add the call-offs to the delivery note
- 3. Click on this button to create the delivery note
- 4. Confirm the creation of the delivery note



In this chapter we will see...

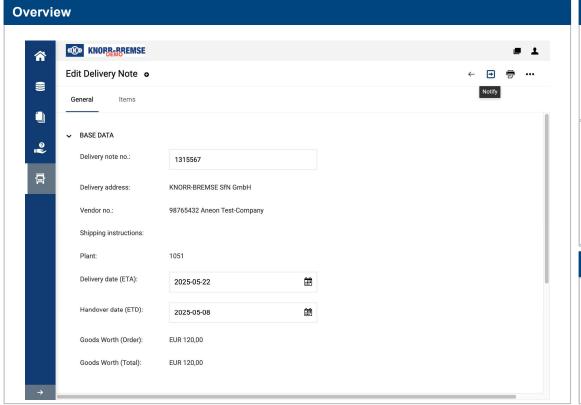
Create & Advise a Delivery Note

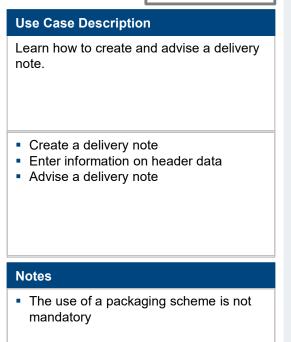
**Create & Advise** a Delivery Note



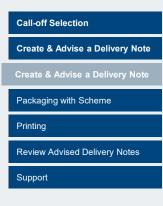
#### **Create & Advise a Delivery Note**

Use Case Overview



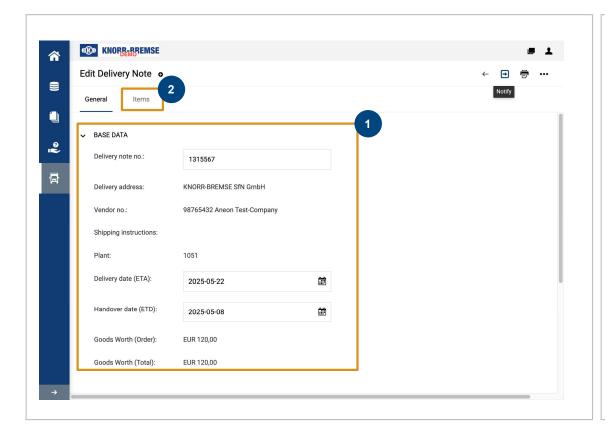


**Supplier View** 



#### **Create & Advise a Delivery Note**

How to enter the delivery note information on header and item level



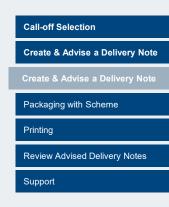
Supplier View

### How to enter the delivery note information on header and item level:

After selecting a call-off this view of the delivery note will appear. Please provide the header (base) information first:

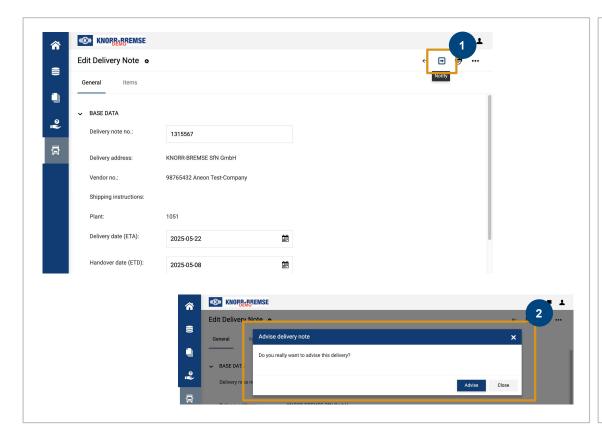
- 1. Provide all relevant information:
  - Delivery note no.
  - Handover date (ETD)
- 2. Optionally, click on the tab "Items" to continue. (see use case "Packaging scheme")

The use of a packaging scheme is not mandatory. If you don't want to use it, please skip step 2 from above and continue on the next slide.



#### **Create & Advise a Delivery Note**

How to advise / send a delivery note

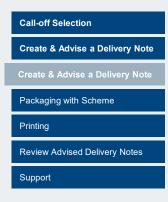


Supplier View

#### How to advise / send a delivery note:

After providing all relevant information, the delivery note is ready to be advised:

- Click on this icon to advise the delivery note
- 2. Confirm the sending of the delivery note Afterwards, a notification will be sent to the buyer.





### In this chapter we will see...

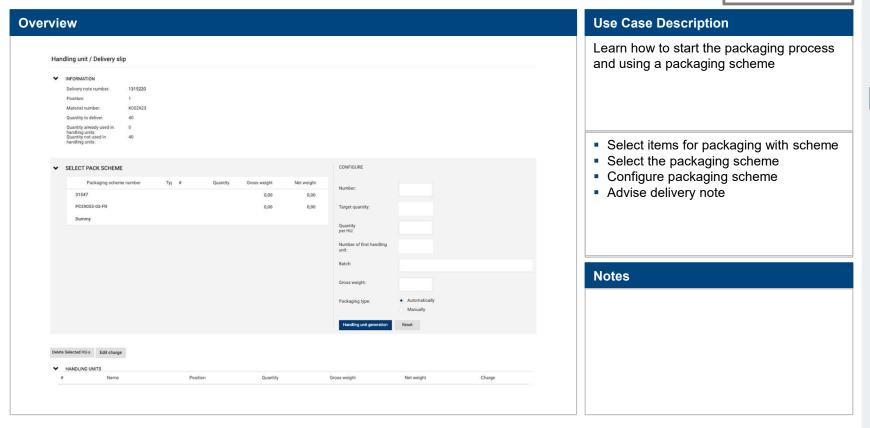
Select Scheme & Configure Packaging

Packaging with Schemes



#### **Select Scheme & Configure Packaging**

Use Case Overview



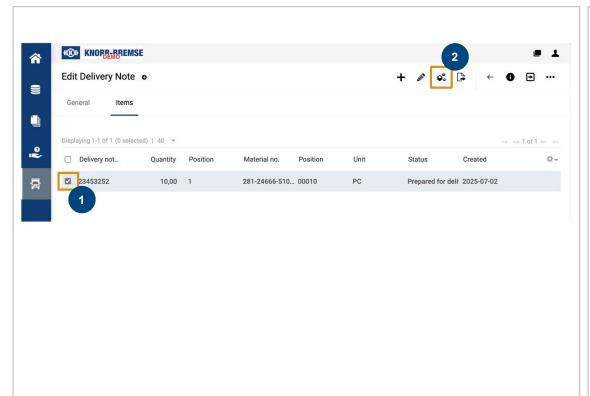


**Supplier View** 



#### **Select Scheme & Configure Packaging**

How to select items for packaging with packaging scheme



Supplier View

### How to select items for packaging with packaging scheme:

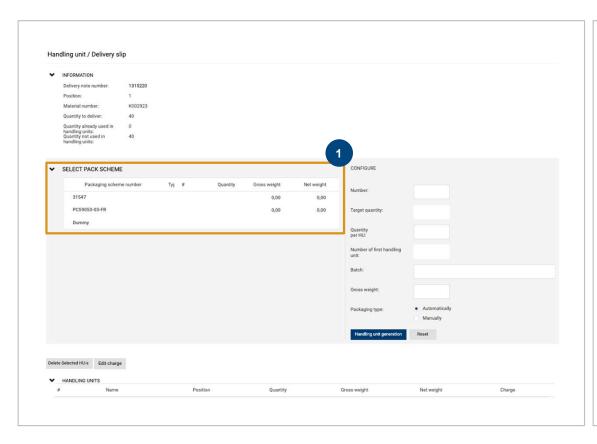
- 1. Select the item(s) that you want to select for packaging
- 2. Click on this icon to select the packaging scheme





#### **Select Scheme & Configure Packaging**

How to start the packaging process using a packaging scheme



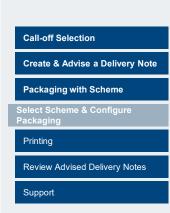
Supplier View

### How to start the packaging process using a packaging scheme:

After selecting the delivery item(s) that should be packed, the system shows the schemes that are available for the material and plant:

1. Select the packaging scheme that should be used

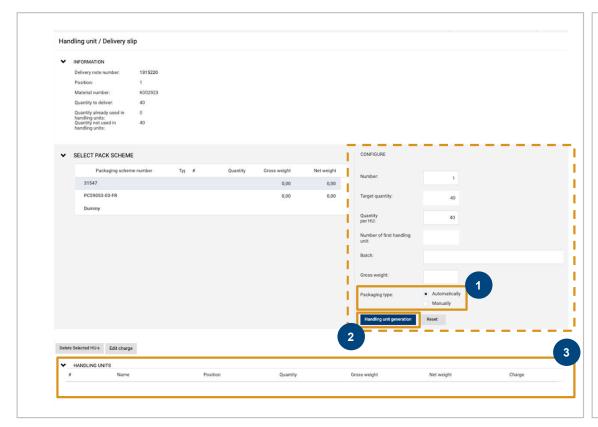
Info: The packaging schemes are provided by SAP. They are provided based on a combination of supplier, material and scheme number. Each packaging scheme also includes the handling units on multiple levels.





#### **Select Scheme & Configure Packaging**

How to configure and complete the packaging

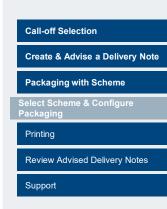


Supplier View

### How to configure and complete the packaging:

In the next step you can configure the packaging:

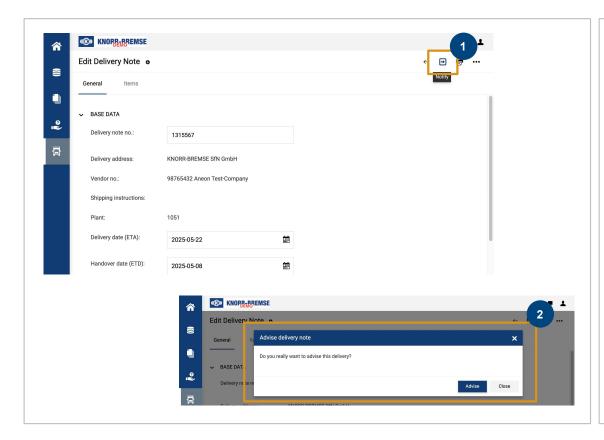
- 1. The deliveries can be packed automatically or manually using the scheme:
  - Using automated packaging, the deliveries are assigned to handling units using the rule defined in the scheme (from SAP).
  - In the manual mode the quantity per base unit can be changed.
- Complete the packaging by generating the handling units
- 3. You can review the handling units here





#### **Select Scheme & Configure Packaging**

How to advise / send a delivery note



Supplier View

#### How to advise / send a delivery note:

After selecting the packaging scheme, please close the window and come back to this view.

- Click on this icon to advise the delivery note
- 2. Confirm the sending of the delivery note Afterwards, a notification will be sent to the buyer.





### In this chapter we will see...

 Print Advised Delivery Note & Packaging Datasheet (Slip)

**Printing** 



#### **Print Advised Delivery Note & Packaging Datasheet (Slip)**

Use Case Overview

Supplier View

Overview

Customer:

**Knorr-Bremse** 

Systeme für Nutzfahrzeuge GmbH Moosacher Straße 80 80809 München

DE

Delivery address:

Bendix CVS LLC 1515 Riverfork Drive

46750 Huntington

#### **Delivery note**

Vendor number: 98765432

Supplier: Aneon Test-Company

Weihburggasse 40 1010 Vienna

AT



#### Delivery note 1315566 / 2023-03-03

receipt of goods: 2023-03-03

(Local time: 2023-03-03 00:00)

Pos.	Customer material number	Supplier Material Number	Qty Unit Order number/Position		Order Nr. of Rec.
10	800370 ( Single Check Valve )	AP50P50-00	0,00 PC	5501191628_TEST / 5501191628_TEST	

#### **Use Case Description**

Learn how to print a delivery note and packaging information.

- Print delivery note
- Print packaging datasheet (slip)

#### Notes



Create & Advise a Delivery Note

Packaging with Scheme

Printing

Print Advised Delivery Note & Packaging Datasheet

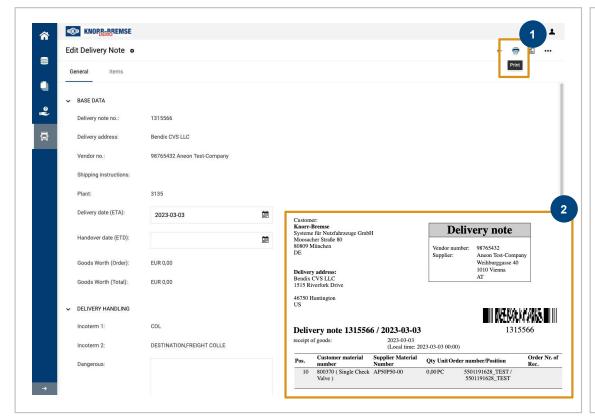
Review Advised Delivery Notes

Support



### **Print Advised Delivery Note & Packaging Datasheet (Slip)**

How to print an advised delivery note



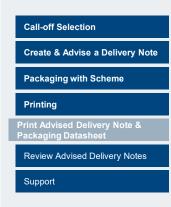
Supplier View

#### How to print an advised delivery note:

After the delivery note was advised, the note can be printed:

- 1. Click on this icon to print the advised delivery note
- 2. A new window shows the print view of the advised delivery note

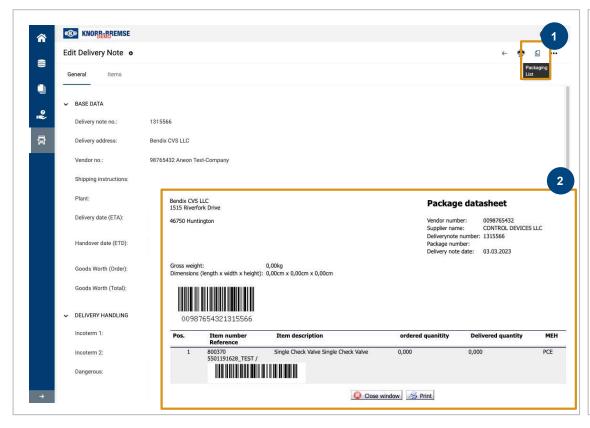
Info: If a material was selected which has the flags SC and/ or CC in SAP, a red triangle will appear on the delivery note





### **Print Advised Delivery Note & Packaging Datasheet (Slip)**

How to print a packaging datasheet



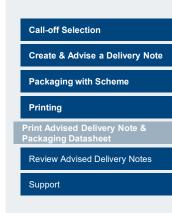
Supplier View

#### How to print a packaging datasheet:

After the delivery note was advised, the packaging datasheet (slip) can be printed:

- 1. Click on this icon to open the packaging datasheet (slip)
- 2. A new window shows the print view of the packaging datasheet (slip)

Info: If a material was selected which has the flags SC and/ or CC in SAP, a red triangle will appear on the packaging datasheet (slip)





### In this chapter we will see...

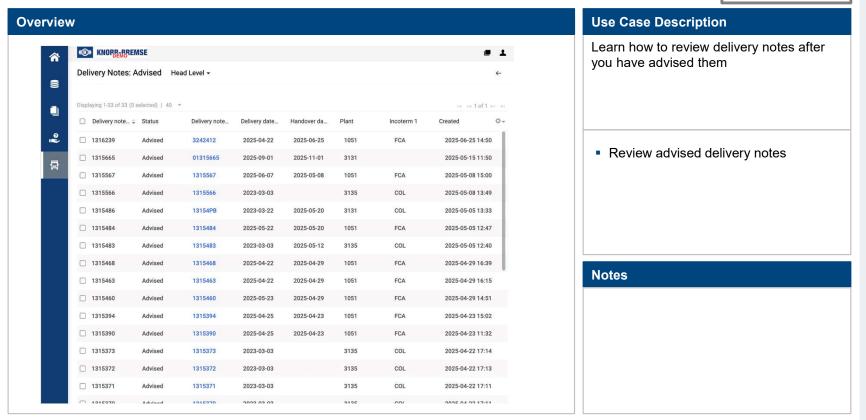
Review Advised Delivery Notes

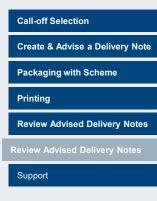
**Review Advised Delivery Notes** 



#### **Review Advised Delivery Notes**

Use Case Overview

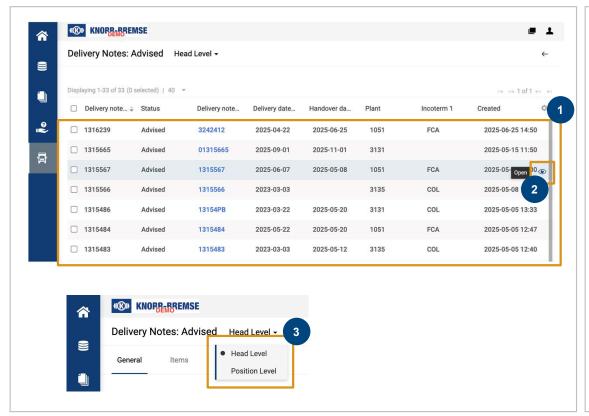




**Supplier View** 

#### **Review Advised Delivery Notes**

How to review advised delivery notes

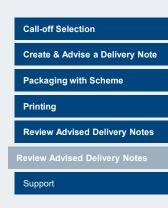


Supplier View

#### How to review advised delivery notes:

After the delivery note was advised, you will be redirected to this page:

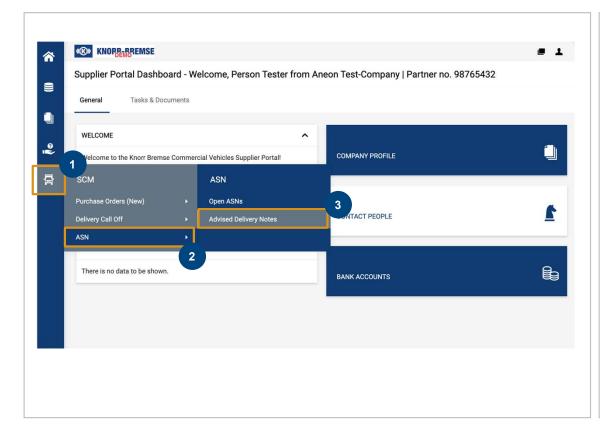
- 1. It displays all advised delivery notes
- 2. Click here to view the advised delivery note in more details, also it's positions.
- 3. The view can be changed from "head level" to "position level" to view the items.





#### **Review Advised Delivery Notes**

How to review advised delivery notes



Supplier View

#### How to review advised delivery notes:

Alternatively, you can access the list by following this path:

- 1. Click on the icon for "SCM"
- 2. Click "ASN"
- 3. Click "Advised Delivery Notes"

