



SupplyWEB 10 – Supplier Training

Shipping to Magna Facilities

Advanced Shipment Notifications (ASNs) are your means of communicating the departure of goods from your dock bound for a Magna facility. ASNs should be published by you at the time the shipment is leaving your dock. The accuracy of the ASNs that you have entered is critical to the timely accrual and payment for goods and services you provide. Errors or failure to publish ASNs will affect your supplier rating and can cause delays or even rejections in the receiving and payables process at Magna.

	An ASN does not exist until the time you 'Publish' your Shipper.
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	Shipping can be easy if you review the setup for Parts before you begin.
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Creating a Shipper

ASNs in SupplyWeb are generated based on the Shipper you create in the system. To create a new shipper in SupplyWeb, select the **Shipments->Create Shipper** link from the navigator.



Shipments Shipper	
Facility	Ebergassing
Ship To	ShipTo IDL1
Ship From	Unger Veredelungstechnik GmbH
Shipper Number	21
<input type="button" value="Continue"/>	

A new shipper requires you to identify the facility, Ship To location and your Ship From location. The drop down lists may already be defaulted to the correct locations but you may also select the other location associated with your profile if needed. The shipper number to be created will default to the next sequential number as configured in your Supplier Profile but you may over-ride the number here. Shipper numbers cannot be duplicated within the system.

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The shipper number has to be in a numerical format and a maximum of 8 digits.



Pressing Continue will move to the next step in the Shipper creation process.

Shipments Create Shipper

Requirements

Shipping Information

Customer From	Ship To	Supplier	Ship From
Intier Interiors Ebergassing Götzendorfer Straße 3-5 A - 2435 Ebergassing AUSTRIA	ShipTo IDL1 Götzendorfer Straße 3-5 A - 2435 Ebergassing AUSTRIA	UNGER Veredelungstechnik Moritz Dräger Gasse 20 1210 Wien AUSTRIA	Unger Veredelungstechnik GmbH Moritz Dräger Gasse 20 1210 Wien AUSTRIA

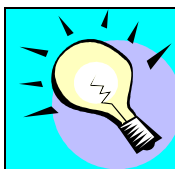
Requirement Filters

Requirement View	<input type="text" value="30"/> Days	Ship Coverage	<input type="text" value="30"/> Days <input checked="" type="checkbox"/> Include Weekends
Transit Time	<input type="text" value="0"/> Days <input type="text" value="0"/> Hrs <input type="text" value="1"/> Mins	Dock	<input type="text"/>
Test or Production	<input type="text" value="Production"/>	PO Number	<input type="text"/>
Model Year	<input type="text"/>	Engineering Level	<input type="text"/>

Part List

<input type="checkbox"/>	Part	Description	PO Number	Model Year	Engineering Level	Suggested Ship Qty.	Procurement Method
<input type="checkbox"/>	044777295	044777295 Description	5500012052			<input type="text" value="1,200"/>	Material Release
<input type="checkbox"/>	044778084	044778084 Description	5500011949			<input type="text" value="100"/>	Material Release

With the locations now identified, the requirements filter is used to select the demand to ship against. SupplyWeb will not allow you to ship product that does not have unsatisfied demand. Searching the releases will display all of the requirements that meet the filter conditions you specified.



The information you enter for the requirements filter will become the default values next time you view this screen.

If you have been informed that your schedules are “Shipment Based”, it is suggested that you use a one minute transit time in order to display your future outstanding demand correctly. When using “Delivery Based” schedules, it is best

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to specify the default standard transit time to allow SupplyWeb to calculate when to ship.

In order to create a shipper you should select one or more requirements from the list provided by clicking the check box to the left of the part number. The suggested ship quantity can be changed in the field(s) provided if you require a different quantity that demand calls for.



Pressing Create Shipper will create your new shipper with the parts you selected.

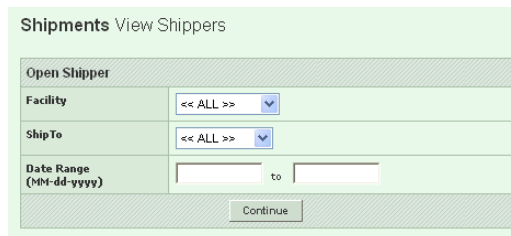


Although you can create a shipper with no parts selected, it is easier to allow the system to populate the Line Item information based on the part numbers you wish to ship.

Once a shipper is created, the screens and procedures are the same for editing an existing shipper or a new shipper. Please refer to [Editing Shippers](#) for more detail.

Viewing Existing Shippers

To view an existing shipper that has not yet been publish to an ASN, select the **Shipments->View Shipper** link from the navigator.



The Open Shipper screen allows you to limit the range of possible shippers to view by selecting the Facility, the Ship To location and the date range.



Enter the criteria you require and press Continue to view a list of the existing Shippers.

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Shipments Shippers

Facility Information	
Facility	<< ALL >>
Ship To	<< ALL >>

Shippers						
Edit	Publish	History	Delete	Shipper Number	Creation Date	Ship From
			<input type="checkbox"/>	5001	07-27-2006 12:10:26 AM EDT	Supplier #5

The shippers matching your criteria will be listed in descending shipper number order.



Click the pencil to the left of the shipper you wish to Edit.

Editing Shippers

Shipments Shippers

Shipper

Shipping Information			
Customer From	Ship To	Supplier	Ship From
MAGNA Powertrain Industriestrasse 25 A-8502 Lannach AUSTRIA	Iiz Neudorf 164 A-8262 Iiz AUSTRIA	TEST_SUPPLIER_REG 9104 ALEX HARVIN HIGHWAY Summerton, SC 29410 UNITED STATES	My Ship-From 9104 ALEX HARVIN HIGHWAY Summerton, SC 29410 UNITED STATES

Header Information			
Shipper Number	1	Ship Date & Time	01-14-2008 01:11:14 AM EST
Freight	Collect	Expected Arrival Date & Time	01-21-2008 01:11:14 AM EST
AETC		AETC Responsibility	
Vehicle Number		Transport	
Route Code		Dock	IL1
SCAC		Test or Production	Production
Pro Number		Remarks	
Bill of lading number			
Shipping Manager			

Line Items									
Line Item	Delete	Containers	Packaging Template	Customer Part Number	Purchase Order	Model Year	Engineering Level	Quantity Shipped	UoM
	<input type="checkbox"/>		None	9LBP-7C-388	1000801378			1,000	PC

Header

Details

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Shippers consist of two sections, the Header Information and the Line Items. The header contains information relating to the shipment while the Line Items contain specific parts and quantities.



Modify the header by pressing the Edit button located at the bottom of that section.

Header Information			
Shipper No.	5000	Ship Date & Time	07-24-2006 10:11 AM EDT
Freight	Collect	Expected Arrival Date & Time	07-24-2006 10:12 AM EDT
AETC		AETC Responsibility	Customer Responsibility
Vehicle Number		Transport	Motor Carrier
Carrier		SCAC	
Dock		Pro Number	
Test or Production	PROD	Bill of lading number	
Route ID			
Remarks			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

The required information within the header of the shipper is dependant on the region of the receiving plant. The following table describes the key values that are required by region. You may receive additional instruction regarding mandatory values from the specific plant you are supplying.

(M – Mandatory, O – Optional)

Field	Description	NA	EU	AP
Ship Date & Time	The date and time the shipment leaves your shipping dock.	M	M	M
Vehicle Number	The trailer number, Conveyance bill or air freight number of the shipment.	M	O	O
Transport Method	The method that best describes the means of transportation of the shipment.	M	M	M
Carrier	The name of the carrier providing the transportation.	O	O	M
SCAC	(Standard Carrier Alpha Code) representing the carrier as defined by the National Motor Freight Association. A list of valid codes can be provided to you by the Magna facility you are supplying.	M	O	O
Bill of Lading	Your Bill of Lading number. If you do not	M	M	M

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	use BOL numbers, you must enter the same value as the shipper number.			
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Some information such as the Transport Method and the SCAC/Carrier that you enter will be saved as the default values the next time you create a shipper.



Verify that all of the mandatory information has been specified in the Header and click Save to return to the main Shipper view.

Line Items										
Line Item	Delete	Containers	Packaging Template	Customer Part Number	Purchase Order	Model Year	Engineering Level	Quantity Shipped	UoM	
	<input type="checkbox"/>		None	9L8P-7C-388	1000801378			1,000	PC	
Add Line Item					Delete Line Items					
Print Labels			Print Shipping Documents			Preview		Validate		Publish

The Line Items that are included on the Shipper are listed at the bottom of the main Shipper screen. Line items may be added manually or removed if needed.



Clicking the Add Line Item button will add a new line item.

You may select the parts that you want to add from the drop-down list and change the ship quantity to be shipped.

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Shipments Shippers

Shipper Line Item

Part Selection

Customer Part: N9L8P 7G499 | 5500000128 |

Supplier Part: N9L8P 7G499

Line Item Information

Ship Quantity: 5,400 PCE Net Weight: 30.0024 KG

Pull Signal: _____

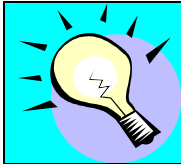
Lot No.: _____

CUM Shipped (YTD): _____

Remarks: _____

Requirements 01 to 3 of 3

Ship Qty	Req Qty	Start Date	End Date	Shipped to Date	Freq	Pull Signal	Release
1,800	1,800	03-24-2008	03-31-2008	0	Weekly		9
1,800	1,800	04-07-2008	04-14-2008	0	Weekly		9
1,800	1,800	04-21-2008	04-28-2008	0	Weekly		9



If there is no unsatisfied demand, you will not be able to add Line Items to your shipper.



Add Line Item

Press Add button to save the new Line Item on the Shipper and the screen will return to the main Shipper view.



Click the pencil icon to the left of an existing Line item to edit the line item.

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Shipments Shippers

Shipper Line Item

Part Information

Customer Part	9L8P-7C-388	Supplier Part	SUPP_9L8P-7C-388
PO Number	1000801378		
Model Year			
Engineering Level			

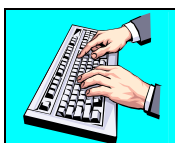
Line Item Information

Ship Quantity	1,000 p.C	Net Weight	0 KG
Lot No.			
Remarks			

Requirements

Ship Qty	Req Qty	Start Date	End Date	Shipped to Date	Freq	Pull Signal	Release
970	970	11-21-2007	11-21-2007	0	Daily		80
30	1,152	11-23-2007	11-23-2007	0	Daily		80

The Line Item Add and Edit screens are similar in content with the exception of the option to select the Customer Part. In both cases you may enter or change the quantity and weight to be shipped.




Edit Line Item

Click Save to store your changes or Click Delete to remove the line item.




If you configured your part master files, weights should be calculated for you automatically.

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Line Items										
Line Item	Delete	Containers	Packaging Template		Customer Part Number	Purchase Order	Model Year	Engineering Level	Quantity Shipped	UoM
	<input type="checkbox"/>		None PACK_1 - Template None		9L8P-7C-388	1000801378			1,000	PC

Buttons: Print Labels, Print Shipping Documents, Preview, Validate, Publish

Some Magna facilities may require that the shipping containers are specified for each part on the shipment. These containers are configured for each Line Item on the shipper. If Packaging is not required, you will not see the containers column or have the ability to specify containers.




Choose a packaging template from the drop-down list, and click the 're-calculate containers' icon to apply the changing.

Click the pencil in the Containers column to modify/view the containers for that Line Item.


Containers can be required to be specified as master/detail or just details. In the screen example provided, both master and detail containers are required for the shipment.

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Line Item Container List


Containers								
Shipper Information								
Facility	Ship To	Shipper No.	Ship Date					
Ilz	Ilz	1	01-14-2008 01:11:14 AM EST					
Part Information								
Customer Part Number	Qty Shipped	U of M						
9L8P-7C-388	1,000	PC						
Master Container List								
Edit	Container Type	Container Code	Tare Weight (Kilograms)	Units Per	Serial Number	Include in Advance Shipping Notice	Include in Printing Documents	Include in Barcode label
	<input type="checkbox"/> Master	KRT1110	0	1,000		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="button" value="Add"/> <input type="button" value="Delete"/>								
Loose Container List								
Edit	Container Code	Tare Weight (Kilograms)	Units Per	Serial Number	Include in Advance Shipping Notice	Include in Printing Documents	Include in Barcode label	
<input type="button" value="Add"/>								
<input type="button" value="Return"/> <input type="button" value="Edit Serial And Lot Numbers"/>								

Loose containers are any packaging that is not part of a Master container. The loose container list displays the packaging that has been associated with the selected line item. You may add and delete containers from the list as needed.



If the Serial numbers is required by the customer, you may enter the Serial numbers manually. Click Edit Serial And Lot Numbers at the bottom of the Line Item Container List screen to edit the numbers.

Alternatively, you may use Supplyweb to generate the serial number by printing the bar code labels, which will be explained in the next section.



Click the pencil in the Edit column in the Master Container List table to modify/view the detail containers for that shipment.

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Master Container Information							
Container Type	Container Code	Tare Weight (Kilograms)	Units Per	Serial Number			
Master	KRT1110	0	1,000				
Include in Advance Shipping Notice		Include in Printing Documents		Include in Barcode label			
<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>			
Detail Container List							
Edit	Container Code	Tare Weight (Kilograms)	Units Per	Serial Number	Include in Advance Shipping Notice	Include in Printing Documents	Include in Barcode label
<input type="checkbox"/>	DB 2071	0	200		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	DB 2071	0	200		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	DB 2071	0	200		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	DB 2071	0	200		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	DB 2071	0	200		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
					Add	Delete	



Click Return to go back to the main Shipper screen.

Printing Shipping Labels and Documents

Magna facilities that require packaging may also require you to print barcode labels via SupplyWeb.

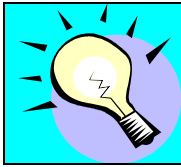
SupplyWeb can produce X12, VDA and Odette labels to be affixed to your shipping containers as product identification during transport. Configuration of how the labels are to print on your system is described in the Registration and Administration manual. Labels can only be printed once within the Shipper Edit screen. In the event that you need to reprint your labels, follow the instructions on [Reprinting Labels](#).

<input type="button" value="Print Labels"/>	<input type="button" value="Print Shipping Documents"/>	<input type="button" value="Preview"/>	<input type="button" value="Validate"/>	<input type="button" value="Publish"/>
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Click Print Labels to generate an Adobe PDF file containing the labels for your shipper.

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After the labels have been printed, the Serial numbers are generated for the containers automatically.

There are several formats of shipping documents that are available within SupplyWeb for you to print. The required documents are dependant on the region that you are shipping to and the specific requirements as defined by the plant you are supplying.



Click Print Shipping Documents to list the document types that can be generated for your shipper.

Shipments Select Document Type

Shipper

Facility Information

Facility	GMT900 TEST
Ship To	GMT900 X2T

Shipper Header Information

Shipper Number	5001	Ship Date & Time	07-27-2006 12:10:26 AM EDT
Freight	COLLECT	Expected Arrival Date & Time	07-27-2006 12:11:26 AM EDT
AETC		AETC Responsibility	
Vehicle Number		Transport	Less Than Full Truck
Route Code		Dock	
SCAC	FEDX	Ship From	Supplier #5
Test or Production	PROD	Pro Number	
Remarks			

Generate Document

Document Type Generate Document

Choose Document...

Choose Document...

Packing List: North America

Shipper/Bill of Lading: North America

Shipper: VDA

Bill of Lading: VDA

Document Accompanying Goods: VDA

The documents produced are generated in Adobe Acrobat format for you to print to your local printer.



Click Print Shipping Documents to list the document types that can be generate for your shipper.

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Reprinting Labels

Labels that are lost or destroyed can be reprinted from SupplyWeb by selecting **Shipments->Reprint/Purge Labels** in the navigator.

Bar Code Reprint From History

Facility Information

Facility: < All > ▼

Selections

Date Range MM-DD-YYYY: [] to []

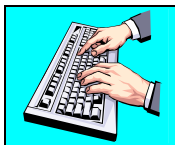
Shipper ID: []

From Serial Number: []

To Serial Number: []

Show Labels

By specifying your search criteria, you can display the label(s) that you wish to reprint.



Enter your search criteria and click Show Labels to view.

Shipments Reprint/Purge Labels 

Label History

Search Criteria

Facility	Shipper ID	Serial Number From	Serial Number To	Date From	Date To
All	All	All	All	All	All

Labels

<input type="checkbox"/>	Serial Number	Shipper ID	Label Type	Customer Part	Supplier	Qty Shipped	Date
<input type="checkbox"/>	74	5001	Container Specific	P10555	Supplier #5	100	07-27-2006
<input type="checkbox"/>	75	5001	Container Specific	P10555	Supplier #5	100	07-27-2006
<input type="checkbox"/>	76	5001	Container Specific	P10555	Supplier #5	100	07-27-2006
<input type="checkbox"/>	77	5001	Container Specific	P10555	Supplier #5	100	07-27-2006
<input type="checkbox"/>	78	5001	Container Specific	P10555	Supplier #5	100	07-27-2006

Delete Re-generate Labels

You may select one or many of the labels listed to be reprinted.

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Select the labels you wish to reprint and click Re-generate Labels to have them reprinted.

Validating and Publishing

Print Labels

Print Shipping Documents

Preview

Validate

Publish

Shippers can be created ahead of time before the actual material leaves your shipping dock. When you have completed the entry of your shipping information, you should validate the shipment to ensure SupplyWeb has all the information required to produce the ASN. Please note that validating does not mean that you have entered all of the mandatory fields required by the Magna facility as described in [Editing Shippers](#). The validation checks packaging, weights and quantities only.



Click Preview button to view the shipper and click Continue to go back to the main Shipper screen.



Click Validate button to verify that your shipper entry is complete.



A shipper that is created but not yet published is still considered a shipment by SupplyWeb. Viewing demand/releases will show the shipment quantity and will reduce the quantity outstanding to ship. Do not create shippers without the intent of shipping.

When your product finally ready to leave your dock, the Shipper should be revised. Update any shipment information that may have changed such as trailer number and shipment time. The final step is to publish the Shipper to the Magna facility as an ASN. Once a Shipper has been published, it cannot be changed. In order to make changes to a published Shipper, you must cancel the ASN first.



Click Publish to send the ASN to the Magna facility.

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Cancelling an ASN is not supported by all regions. Confirm with the Magna facility you are supplying before attempting to cancel an ASN.

Viewing and Cancelling ASNs

In the event that there is an error in the Shipper or the Shipment that was published needs to be cancelled, you may use the **Shipments->View ASNs** link in the navigator.

Shipments ASNs

ASN	
Facility	GMT900 TEST
Ship To	GMT900 X2T
Ship From	Supplier #5
Publish Date Range	<input type="text"/> to <input type="text"/>
Continue	

In order to view an ASN, you must select the Facility, Ship to and Ship From in the lists provided. It is suggested that you also supply a starting date of the ASN to view in order to limit the number of ASNs you will be choosing from.



Enter your search criteria and click Continue to view the available ASNs.

Shipments ASN History

Search Criteria	
Facility	GMT900 TEST
Ship To	GMT900 X2T
Ship From	Supplier #5

ASN History							1 to 1 of 1
View	Shipper Number	Ship Date	Publish Date	ASN History	ASN Cancellation	ASN Resend	Receipt
	5000	07-24-2006 10:11:00 AM EDT	07-26-2006 03:17:27 PM EDT	History	Cancel	Resend	

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The ASN can be viewed by selecting the glasses on the left of the shipper number. This view will provide you with complete details of the ASN.

The ASN History button will display the stages of the ASN. Typically the only stage is the original publication but it may include details of a cancellation. The ASN Cancel button will reverse or cancel the ASN with the Magna facility and revert the ASN back to a Shipper that can be modified by you.

Premium Freight

Periodically, you may get premium freight (expedited shipping) requests from a Magna facility. If you have your 'Alerts' preferences configured appropriately, you will receive email notification of these requests.

To view the Premium Freight requests in SupplyWeb, select the **Premium Freight->View PFAs** link from the navigator.

Demand View Premium Freight

Search Criteria	
Facility	TRANS4M1 Test System
Ship To	<All>
Part	<All>
Required Date Start	
Required Date End	
Submit	

Select the desired Search Criteria and click 'Submit'.

Demand Premium Freight

Premium Freight Authorizations									1 to 1 of 1
View	Facility	Ship To	Part	Required Date	Quantity	AETC No.	Expeditor	Estimated Cost	
	TRANS4M1 Test System	TRANS4M1 Demo System	FBAE-8512-AA	10-31-2006 07:00:00 AM HST	100	3	Corporate Admin	1,000.00 CAD	

A list of outstanding Premium Freight requests will be displayed. Click the Eyeglass icon to view the details of the request.

Demand Premium Freight

Authorization Details			
Facility	Ship To	Customer	
TRANS4M1 Test System 123 Any Old Street Anyplace ON A1B 2C3 CANADA	TRANS4M1 Demo System 123 Any Old Street Anyplace ON A1B 2C3 CANADA	SupplyWEB T4M Demo 50 Casper Court Concord ON L4K 4J5 CANADA	
Details			
AETC Number	3	Carrier	UPS
Date Required	10-31-2006 07:00:00 AM HST	Date Entered	10-30-2006 09:39:05 AM HST
Expeditor	Corporate Admin	Authorized By	Jason
Responsibility	Supplier	Reason	Short Shipped
Estimated Cost	1,000.00 CAD	Comments	
Actual Cost			
Part Information			
Part	Required Quantity	Pull Signal	
FBAE-8512-AA	100		
Create Shipper			

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Click the 'Create Shipper' to create the shipment. You will be directed to the normal Shipper creation screens.

Shipment History

A history of shipments that have been process through SupplyWeb can be displayed by selecting **Shipments->Shipping History** link from the navigator.

The screenshot shows a web form titled "Shipments Shipping History". It contains several search criteria fields, each with a label and an input area:

- Facility: dropdown menu with "<All>" selected.
- Ship To: dropdown menu with "<All>" selected.
- Part: dropdown menu with "<All>" selected.
- Purchase Order Number: text input field.
- Pull Signal: text input field.
- Model Year: text input field.
- Engineering Change Level: text input field.
- Ship Date From: text input field.
- Ship Date To: text input field.

At the bottom of the form is a "Continue" button.

Select the desired Search Criteria and click 'Continue'.

The screenshot shows the search results page for "Shipments Shipping History". It displays a summary table with the following data:

Search Criteria				
Supplier	Facility	Ship To	Ship Start Date	Ship End Date
All	All	All	All	All

Part Summary Results				1 to 1 of 1
View	Part	Total Shipped Quantity	Last Ship Date	
	70224	1,000	01-19-2007	

A summary listing of the part numbers that have been shipped based on the search criteria will be displayed. You can view additional details of the shipments by clicking the eyeglass to the left of the part number.

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Shipments Shipping History												
Search Criteria												
Supplier	Facility	Ship To	Ship Start Date	Ship End Date								
All	All	All	All	All								
70224:												
Total Shipped Quantity						Last Ship Date						
1,000						01-19-2007						
Results												1 to 1 of 1
Shipper Number	Ship Date	Bill Of Lading Number	Ship Quantity	CUM Quantity	Purchase Order Number	Purchase Order Line Number	Pull Signal	Engineering Change Level	Model Year	Supplier	Facility	Ship To
1	01-19-2007	1	1,000		0087133					RBU	Ebergassing	Werk Ebergassing

All of the shipment details relating to the part number you selected are displayed in a list format.

Shipment History Report

A history of shipments that have been process through SupplyWeb can be printed by selecting **Reports->Shipping History Report** link from the navigator.

Reports Shipment History	
Search Criteria	
Facility	< ALL > ▾
Ship To	< ALL > ▾
Ship From	< ALL > ▾
Customer Part	< ALL > ▾
In-Transit Only	<input type="checkbox"/>
Date Range	
From	<input type="text"/>
To	01-23-2007
Submit	

You must specify the search criteria for the shipments you wish to print on the page pictured above. You can bypass the selection and press the Submit button to print all of your shipments. Your report will be generated as a PDF document and will open in a new window.