

Training Document

Advanced Shipping Notification (ASN) Application



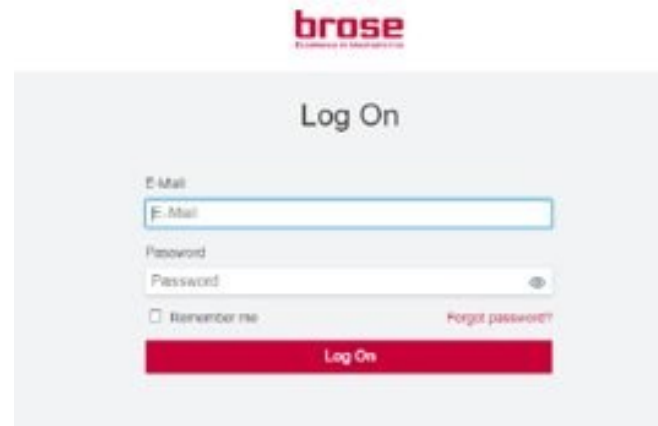
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1. Login Supplier Portal

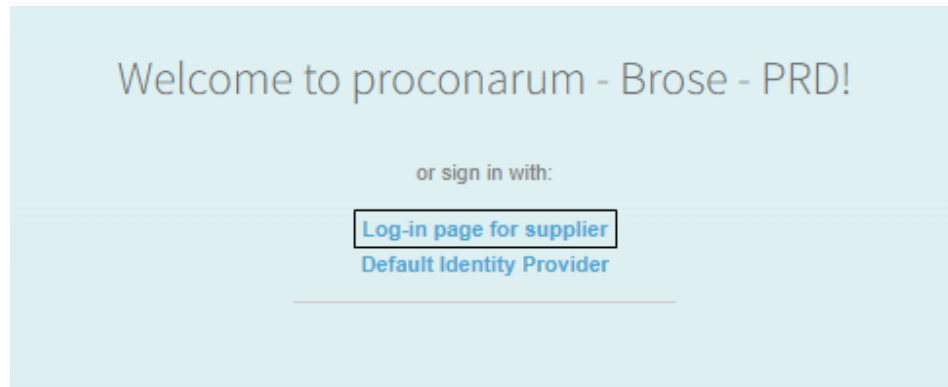
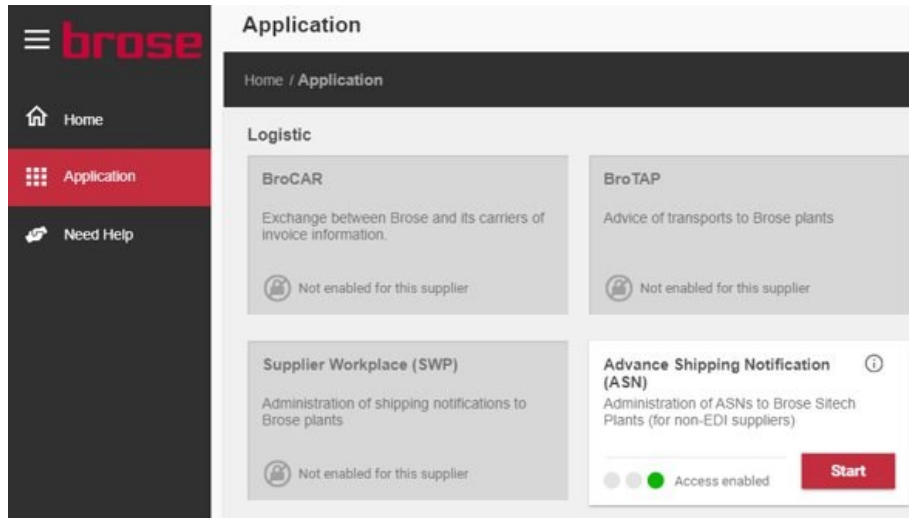
Access to the Brose Advance Shipping Notification (ASN) application is available via the Brose Supplier Portal. The Brose Supplier Portal is a central web-based platform where applications e.g. the Advance Shipping Notification Application can be used, information shared and access permissions managed.

- Link [Brose Supplier Portal](#)

The image shows a screenshot of the 'Log On' page for the Brose Supplier Portal. At the top, there is a small 'brose' logo. Below it, the text 'Log On' is centered. The form contains two input fields: 'E-Mail' and 'Password'. The 'E-Mail' field has a placeholder text 'E-Mail'. The 'Password' field has a placeholder text 'Password' and a small eye icon to its right. Below the 'Password' field, there is a checkbox labeled 'Remember me' and a link labeled 'Forgot password?'. At the bottom of the form, there is a red button labeled 'Log On'.

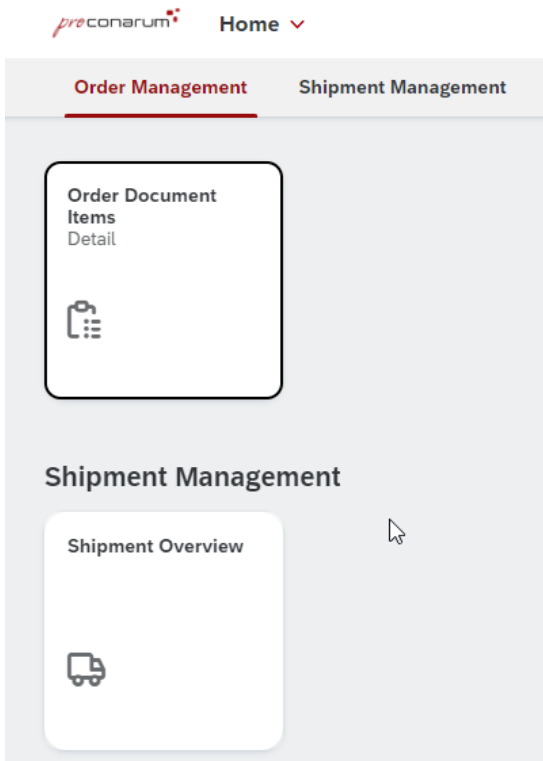
Users can be setup by your **internal** Brose Partner Admin in **your** company. Enter your E-Mail and Password or use the “Forgot password” function to request a new password.

1. Login Supplier Portal



- Once you have successfully logged in, click on “Home” or “Application” on the left
- The application “Advance Shipping Notification (ASN)” is displayed as Logistic Application
- Click on “Advance Shipping Notification (ASN)” to start the application
- Afterwards you are re-directed to the following screen. Please select here „Log-in page for supplier” and the application starts.

2. Overview ASN (Advance Shipping Notification)



By clicking on the title “ASN advance shipping notification” the application is started. Further it can be chosen between two options:

Order Document Items

- Access to scheduling agreement and call off details (e.g. call off preview)
- Create shipment (ASN)
- Print label and delivery note
- Display packing instruction per material / purchase document

Shipment Overview

- Overview of created shipments
- Correction of incorrect entry if necessary (only for shipments that are in delivery and not yet posted goods receipt)

3. Display Call Off Preview

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Order Document Items

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MN

Go

Hide Filter Bar

Filters

Type:

Purchasing Document:

ERP Supplier:

Material:

Plant:

Status:

Show All Documents

Purchasing Document Item List

Create Shipment

Display Shipment(s)

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☐	No. / Item	Last Call off Date	Material / Description	ERP Supplier	Plant	Deviant Address	Next Planned Delivery Date	Ordered Amount	Status	Packing Instruction
☐	5500001080 10	Jul 12, 2023	S003GF-110 Mig KOPFSTUETZE +CA_____	12345 TestSupplier	10D2 Brose Sitech Wolfsburg		Apr 1, 2024	322.000 PC	In Delivery Process	>

The call offs in the ASN application are not binding. Data received by e-mail or EDI is binding. In case of deviations, please contact the material planner of the receiving plant.

- Purchasing Document / Item: Brose Sitech Scheduling Agreement
- Last Call off Date: Date on which transmission of the Scheduling Agreement release to the supplier was initiated
- Deviant Address: The delivery address / unloading point may differ from the contractual partner (e.g. delivery to an external warehouse)
- Next Planned Delivery Date: Date on which the goods are to be delivered
- Status: “New” = Scheduling Agreement without open shipments; “In Delivery Process” = Shipment created; “Delivery completed” = Scheduling Agreement obsolet
- Packing instruction: Access to the packaging instruction of the material, which is maintained by the receiving plant

3. Display Call Off Preview - Details

5500001080

10

Jul 12, 2023

S003GF-110

Mig KOPFSTUETZE +CA

12345

TestSupplier

10D2

Brose Sitech Wolfsburg

Feb 1, 2024

322.000 PC

New

Order Document Items

Agreement: 5500001080 - Mig KOPFSTUETZE +CA

Priority: Normal Status: New

Basic Data

General Data

Agreement: 5500001080
Agreement Date: May 15, 2023
Customer: Brose Sitech Wolfsburg
Contact Person:
ERP Supplier:
Validity Start: May 15, 2023
Validity End: Dec 31, 9999
Delivery Conditions:
Incoterm: FCA - Lieferant
Delivery Date: Oct 20, 2023
Delivery Address

Header Text

No text provided

POSITIONS

Pos	Product	Delivery Date
10	Mig KOPFSTUETZE +CA S003GF-110	Oct 20, 2023

Agreement: 5500001080

Position: 10

Create Shipment

Display Shipment

Display Packing Instruction

Refresh Packing Instruction

Show Overview

Position

Call Off Data

Delivery Address

Position Texts

Material: S003GF-110 - Mig KOPFSTUETZE +CA

Supplier:

CALL OFF DATA

Actual Call Off: 2 (Jul 12, 2023 11:43:32)

Call Off ID: 2 (Jul 12, 2023 11:43:32) - Actual

Delivery Date	Ordered Amount		Scheduling Type
Feb, 2024	6	PC	
Mar, 2024	136	PC	
Apr, 2024	180	PC	

Last Delivery Note Number / Date: 10000104 Jun 30, 2023

Last Goods Receipt Quantity / Date: 100 Jun 18, 2023

Reconc. Quantity / Date: 0

DELIVERY ADDRESS

Name: Brose Sitech Wolfsburg

Street / No.: Stellfelder Str. 48

Unloading Point: K01A3

Postal Code / City: 38442 Wolfsburg

Country: Germany

1. Access via the purchasing document to the overview (here: 5500001080) of the Scheduling Agreement

2. "Show Overview" Button for further details of the Scheduling Agreement

3. Optional: Click on "Positions" to see the displayed overview

Info: Here is an example where the call offs are shown on a monthly basis. Depending on the scheduling agreement, also possible on a daily or weekly basis. In the case of backlog, this can be seen in the column scheduling type.

4. Create Shipment

Step 1 - Selection

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preconarum

Order Document Items

>

Go

Hide Filter Bar

Filters

Type:

Purchasing Document:

ERP Supplier:

Material:

Plant:

Status:

Show All Documents

Purchasing Document Item List

Create Shipment

Display Shipment(s)

☒	No. / Item	Last Call off Date	Material / Description	ERP Supplier	Plant	Deviant Address	Next Planned Delivery Date	Ordered Amount	Status	Packing Instruction
☒	5500001080 10	Jul 12, 2023	S003GF-110 Mig KOPFSTUETZE +CA_____	12345 TestSupplier	10D2 Brose Sitech Wolfsburg		Apr 1, 2024	322.000 PC	In Delivery Process	>

- Select one or more positions
- Click on button “Create Shipment”

4. Create Shipment

Step 2 – Maintain Shipment Details

ID:

Status: Initial

Delivery Note Number*

DeliveryNote_XYZ

Bill of Lading

BillOfLading123

Gross Weight Delivery

50

KG

Your Delivery Date*

Aug 3, 2023

Transport ID

Test

Net Weight Delivery

50

KG

Shipping Date*

Jul 21, 2023

Inbound Delivery ID

Items

Delivery Address

Copy Item(s)

Add Item(s)

Delete Item(s)

Show all Items

☐ Purchasing Document	Line	Material Number	Planned Delivery Date	Delivery Quantity*	Gross Weight	Net Weight	Supplier Batch	Batch No.	SLED / BBD	Date Of Manufacturing	Packing	
☐ 5500001080	3	S003GF-110	Apr 1, 2024	500	PC	50	KG	50	KG	13579	Sep 21, 2023 Jun 21, 2023	Not Packed
☐ 10		Mig KOPFSTUETZE +CA_____										

DELIVERY ADDRESS

Name:

Brose Sitech Wolfsburg

Street / No.:

Stellfelder Str. 48

Unloading Point:

K01A5

Postal Code / City:

38442 Wolfsburg

Country:

Germany

Time Zone:

Central European Time

1. Maintain Mandatory Fields

- Delivery Note Number
- Delivery Date: Date of Arrival
- Shipping Date

2. Maintain Optional Fields

- Bill of Lading
- Transport ID: FWO-Number (Notification BroTAP) or Truck License Plate
- Gross Weight / Net Weight: Adjustable if required
- Supplier Batch¹
- SLED / BBD¹
- Date of Manufacturing¹

3. Click on “Packing”

1) To be maintained according to the Procurement Logistics Manual

4. Create Shipment

Step 3 – Pack Shipment

< preconarum

Order Document Items

Search

Notifications

MN

Shipment ID: 10000393

Shipment Status: In Delivery

Delivery Note Number*

DeliveryNote_XYZ

Bill of Lading

BillOfLading123

Your Delivery Date*

Aug 3, 2023

Transport ID

Test

Shipping Date*

Jul 21, 2023

Inbound Delivery ID

188090882

Packing

Handling Unit

Product

Generate HUs

☐ Material	Material Description	Supplier Batch	Batch No.	SLED / BBD	Delivery Quantity	Packing Instruction
☐ S003GF-110	Mig KOPFSTUETZE +CA_____...	13579		Sep 21, 2023	500.00 PC	S003GF-110/000100/A - De... S003GF-110/000100/A - DefaultS003GF-110/000500/B - Alternative 1 Generate HU

HANDLING UNIT

Update All HUs

Delete All HUs

Print all Labels

Handling Unit	Material	Material Description	Supplier Batch	SLED / BBD	Delivery Quantity	External HU
No data						

Row Count Mode:

Lock

Refresh

Filter

Packing Instructions

- Standard – Packing instruction is pre-selected
- Alternative – Packing instruction can be selected
- For packing click on “Generate HUs” or “Generate HU”

4. Create Shipment

Step 4 - Overview Handling Unit und Label Print

Shipment ID: 10000393

Shipment Status: In Delivery

Delivery Note Number *

DeliveryNote_XYZ

Bill of Lading

BillOfLading123

Your Delivery Date *

Aug 3, 2023

Transport ID

Test

Shipping Date *

Jul 21, 2023

Inbound Delivery ID

188090882

Shipment Items

Packing

Handling Unit

Product

☐ Material

Material Description

Supplier Batch

Batch No.

SLED / BBD

Delivery Quantity

Packing Instruction

No data

Generate HUs

HANDLING UNIT

Update All HUs

Delete All HUs

Print all Labels

Handling Unit	Material	Material Description	Supplier Batch	SLED / BBD	Delivery Quantity	External HU	
1000007642	79H888-000	GLT	13579	Sep 21, 2023		1000007642	
1000007592	79BV38-000	SLT	13579	Sep 21, 2023		1000007592	
S003GF-110	S003GF-110	Mig KOPFSTUETZE +CA_____			10.00	PC	
1000007593	79BV38-000	SLT	13579	Sep 21, 2023		1000007593	
S003GF-110	S003GF-110	Mig KOPFSTUETZE +CA_____			10.00	PC	

Overview of generated HUs

- The external HU number can be adjusted if own HU numbers are used. If they are adjusted the “Update All HUs” button has to be clicked afterwards
- Label printing is possible by clicking “Print all Labels”

4. Create Shipment

Step 5 – Overview and Submit ASN

Shipment ID: 10000397

Shipment Status: In Delivery

Delivery Note Number * dawea Bill of Lading

Product

Material

S000AD-110

HANDLING UNIT

Handling Unit

Row Count Mo

ID: 10000357

Status: In Delivery

Delivery Note Number * Lieferschein_XYZ

Bill of Lading Frachtbrief123

Gross Weight Delivery 50 KG

Your Delivery Date Jul 28, 2023

Transport ID Test

Net Weight Delivery 50 KG

Shipping Date * Jul 21, 2023

Inbound Delivery ID 188090832

Items

Purchasing Document	Line	Material Number	Planned Delivery Date	Delivery Quantity*		Gross Weight		Net Weight		Supplier Batch	Batch No.	SLED / BBD	Date Of Manufacturing	Packing
5500001080	1	S003GF-110	Feb 1, 2024	500	PC	50	KG	50	KG	13579		Sep 21, 2023	May 9, 2023	Packed
10		Mig KOPFSTUETZE +CA												

DELIVERY ADDRESS

Name: Brose Sitech Wolfsburg

Street / No.: Stellfelder Str. 48

Unloading Point: K01A3

Postal Code / City: 38442 Wolfsburg

Country: Germany

Time Zone: Central European Time

Submit ASN Packing Delete ASN

- After packing and label printing via “Shipment Items” back to overview
- Successful packing is displayed via the status *Packed*
- Then click on “Submit ASN” to finally send the ASN to Brose Sitech
- The delivery note can be printed by using the “Print delivery note” button 

5. Display Shipment

preconarum Home

preconarum Shipment Overview

Search In: "Apps"

Order Management Shipment Management

Order Document Items Detail

Shipment Management

Shipment Overview

Go Hide Filter Bar Filters

Delivery Note Number: Inbound Delivery ID: Purchasing Document: Plant: Date of Delivery: Material: Status: Last Changed On:

e.g. Dec 22, 2023-D... e.g. 12/31/23

Delivery Note Number	Inbound Delivery ID	Purchasing Document	Plant	Material	Date of Delivery	Delivery Quantity	Status	Last Changed On
Deliverynote123	188090886 000001	5500001254 10	10D2 Brose Sitech Wolfsburg	S000AD-110 Mig KOMBIFUEHRUNGSTEIL____	Jul 27, 2023	123.00 PC	In Delivery	Jul 21, 2023
Deliverynote789	188090876 000001	5500001089 10	10D2 Brose Sitech Wolfsburg	S0007E-110 Mig KOPFSTUETZE+HL/BK/R_LIN E+HL____	Aug 2, 2023	5,000.00 PC	Delivered	Jul 20, 2023

“Shipment Overview” shows an overview of already transmitted ASNs.

- Status “In Delivery” = Shipment submitted but goods receipt not yet posted
- Status “Delivered” = Shipment submitted and goods receipt posted

6. Change or Delete Shipment

ID: 10000393

Print delivery note

Status: In Delivery

Delivery Note Number*

DeliveryNote_XYZ

Bill of Lading

BillOfLading123

Gross Weight Delivery

50

KG

Your Delivery Date*

Aug 3, 2023

Transport ID

Test

Net Weight Delivery

50

KG

Shipping Date*

Jul 21, 2023

Inbound Delivery ID

188090882

Items

Delivery Address

Copy Item(s)

Add Item(s)

Delete Item(s)

☐ Purchasing Document	Line	Material Number	Planned Delivery Date	Delivery Quantity*		Gross Weight	Net Weight	Supplier Batch	Batch No.	SLED / BBD	Date Of Manufacturing	Packing	
☐ 5500001080	3	S003GF-110	Apr 1, 2024	500	PC	50	KG	50	KG	13579	Sep 21, 2023	Jun 21, 2023	Packed
☐ 10		Mig KOPFSTUETZE +CA_____											

DELIVERY ADDRESS

Name: Brose Sitech Wolfsburg

Street / No.: Stellfelder Str. 48

Unloading Point: K01A3

Postal Code / City: 38442 Wolfsburg

Country: Germany

Time Zone: Central European Time

0

Submit ASN

Packing

Delete ASN

- Changing the shipment is only in the status *In Delivery* possible
- The shipment can be deleted via the button “Delete ASN” only in the status *In Delivery*
- Changed shipments must be sent to Brose Sitech once again by clicking on “Submit ASN”

7. Display Packing Instruction

Purchasing Document Item List

Create Shipment

Display Shipment(s)

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☐	No. / Item	Last Call off Date	Material / Description	ERP Supplier	Plant	Deviant Address	Next Planned Delivery Date	Ordered Amount	Status	Packing Instruction
☐	5500001080 10	Jul 12, 2023	S003GF-110 Mig KOPFSTUETZE +CA	12345 TestSupplier	10D2 Brose Sitech Wolfsburg		Apr 1, 2024	322.000 PC	In Delivery Process	>

Packing Instruction for Material S003GF-110

Search

Q

Packing Instruction

Load Carrier

S003GF-110/000100/A

Top Level S003GF-110/000100/A

79H888-000

>

S003GF-110/000500/B

Top Level S003GF-110/000100/A

79H888-000

>

S003GF-110/000100/A

Top Level S003GF-110/000100/A

General Information

Packing Instruction

Load Carrier:

79H888-000

Description:

GLT

Dim. exterior

Dim. interior

Height

990

MM

0

MM

Width

1010

MM

0

MM

Length

1210

MM

0

MM

Weight

Volume

Packaging

3

KG

1.21

M3

Load Wt

10.02

KG

318.62

M3

Total

13.02

KG

1528.62

M3

PACKING INSTRUCTION

Material	Packing Instruction	Total Quantity
79H888-000 GLT	S003GF-110/000100/A	1 PC
79BV38-000	S003GF-110/000010/A	10 PC
S003GF-110 Mig KOPFSTUETZE +CA		100 PC

- The packing instruction is maintained by the receiving plant
- This can be checked via the following button:
- The example here shows the standard packing instruction S003GF-110/000100/A and the alternative packing instruction S003GF-110/000500/B

8. Create multi-positional shipment for different purchasing documents

Condition: Delivery address, Incoterm, Unloading point must be identical

Type:

Show All Documents

Purchasing Document:

001093 x | 5500001099 x

ERP Supplier:

Material:

Plant:

Status:

Purchasing Document Item List

Create Shipment

Display Shipment(s)

☒	No. / Item	Last Call off Date	Material / Description	ERP Supplier	Plant	Deviant Address	Next Planned Delivery Date	Ordered Amount	Status	Packing Instruction
☒	5500001099 10		S001ZU-110 Mig KOPFSTUETZE +TS/CS/HA+KIE_____	12345 TestSupplier	10D2 Brose Sitech Wolfsburg		Apr 1, 2024	2,389.000 PC	In Delivery Process	>
☒	5500001093 10	Jul 18, 2023	S00072-110 Mig KOPFSTUETZE+HA/HS/R_LINE+HS/UN	12345 TestSupplier	10D2 Brose Sitech Wolfsburg		Apr 17, 2024	1,626.000 PC	In Delivery Process	>

ID: 10000395

Print delivery note

Status: In Delivery

Delivery Note Number *

servalpostions

Bill of Lading

Gross Weight Delivery

200.5

 KG

Your Delivery Date *

Jul 26, 2023

Transport ID

Net Weight Delivery

200.5

 KG

Shipping Date *

Jul 21, 2023

Inbound Delivery ID

188090884

Items

Delivery Address

Copy Item(s)

Add Item(s)

Delete Item(s)

☐	Purchasing Document	Line	Material Number	Planned Delivery Date	Delivery Quantity *		Gross Weight	Net Weight	Supplier Batch	Batch No.	SLED / BBD	Date Of Manufacturing	Packing
☐	5500001099 10	11	S001ZU-110 Mig KOPFSTUETZE +TS/CS/HA+KIE_____	Apr 1, 2024	100	PC	84,5	KG	84,5	KG		e.g. Dec 31, ... e.g. Dec 31, ...	
☐	5500001093 10	18	S00072-110 Mig KOPFSTUETZE+HA/HS /R_LINE+HS/UN	Apr 17, 2024	200	PC	116	KG	116	KG		e.g. Dec 31, ... e.g. Dec 31, ...	

DELIVERY ADDRESS

Name: Brose Sitech Wolfsburg

Street / No.: Stellfelder Str. 48

Unloading Point: K01A5

Postal Code / City: 38442 Wolfsburg

0

Submit ASN

Packing

Delete ASN

1. Select different purchasing documents
2. Maintain shipment details including packing
3. Submit ASN

8. Create multi-positional shipment for one purchasing document

Example: Different batches and best before dates

ID:

Status: Initial

Delivery Note Number *

MorePositions

Bill of Lading

Gross Weight Delivery

87

KG

Your Delivery Date *

Jul 27, 2023

Transport ID

Net Weight Delivery

87

KG

Shipping Date *

Jul 21, 2023

Inbound Delivery ID

Items

Delivery Address

Copy Item(s)

Add Item(s)

Delete Item(s)

Show all Items

☒ Purchasing Document	Line	Material Number	Planned Delivery Date	Delivery Quantity *	Gross Weight	Net Weight	Supplier Batch	Batch No.	SLED / BBD	Date Of Manufacturing	Packing
☒ 5500001093 10	18	S00072-110 Mig KOPFSTUETZE+HA/HS /R_LINE+HS/UN	Apr 17, 2024	150 PC	87 KG	87 KG			Jul 26, 2023	Jun 25, 2023	Not Packed

Status: In Delivery

Delivery Note Number *

MorePositions

Bill of Lading

Gross Weight Delivery

261

KG

Your Delivery Date *

Jul 27, 2023

Transport ID

Net Weight Delivery

261

KG

Shipping Date *

Jul 21, 2023

Inbound Delivery ID

188090885

Items

Delivery Address

Copy Item(s)

Add Item(s)

Delete Item(s)

☐ Purchasing Document	Line	Material Number	Planned Delivery Date	Delivery Quantity *	Gross Weight	Net Weight	Supplier Batch	Batch No.	SLED / BBD	Date Of Manufacturing	Packing
☐ 5500001093 10	18	S00072-110 Mig KOPFSTUETZE+HA/HS /R_LINE+HS/UN	Apr 17, 2024	150 PC	87 KG	87 KG	12345		Jul 26, 2023	Jun 25, 2023	Packed
☐ 5500001093 10	18	S00072-110 Mig KOPFSTUETZE+HA/HS /R_LINE+HS/UN	Apr 17, 2024	300 PC	174 KG	174 KG	98765		Aug 4, 2023	Jul 4, 2023	Packed

1. Select purchasing document

2. Select line and click “Copy Item(s)”

3. Maintain Shipment Details

• Delivery Quantity

• Supplier Batch

• SLED / BBD

• Date of Manufacturing

1. Pack Items

2. Submit ASN

Verfasser: Sarah Ziegelbauer / Felix Hoffmann / Philip Schildbach

Seite: 17

25. Juli 2023

9. Download Call Offs

Purchasing Document Item List										Create Shipment	Display Shipment(s)				
☐	No. / Item	Last Call off Date	Material / Description	ERP Supplier	Plant	Deviant Address	Next Planned Delivery Date	Ordered Amount	Status	Packing Instruction					
☐	5500001099		S001ZU-110	12345	10D2										
☐	10		Mig KOPFSTUETZE +TS/CS/HA+KIE_____	TestSupplier	Brose Sitech Wolfsburg		Apr 1, 2024	2,389.00 PC	In Delivery Process						

1. Select the purchasing document via order document items
2. Choose export file PDF or Excel

Agreement: 5500001099

Position: 10

Create Shipment

Display Shipment

Display Packing Instruction

Refresh Packing Instruction

Show Overview

Position

Call Off Data

Delivery Address

Position Texts

Material: S001ZU-110 - Mig KOPFSTUETZE +TS/CS/HA+KIE_____

Supplier:

CALL OFF DATA

Actual Call Off: 2 (00:00)

Call Off ID: 2 (00:00) - Actual

Delivery Date	Ordered Amount	Scheduling Type
Week 38, 2023	84	PC
Week 39, 2023	84	PC
Week 41, 2023	84	PC

Call Off PDF

[illegible]

Call Off Excel

[illegible]