

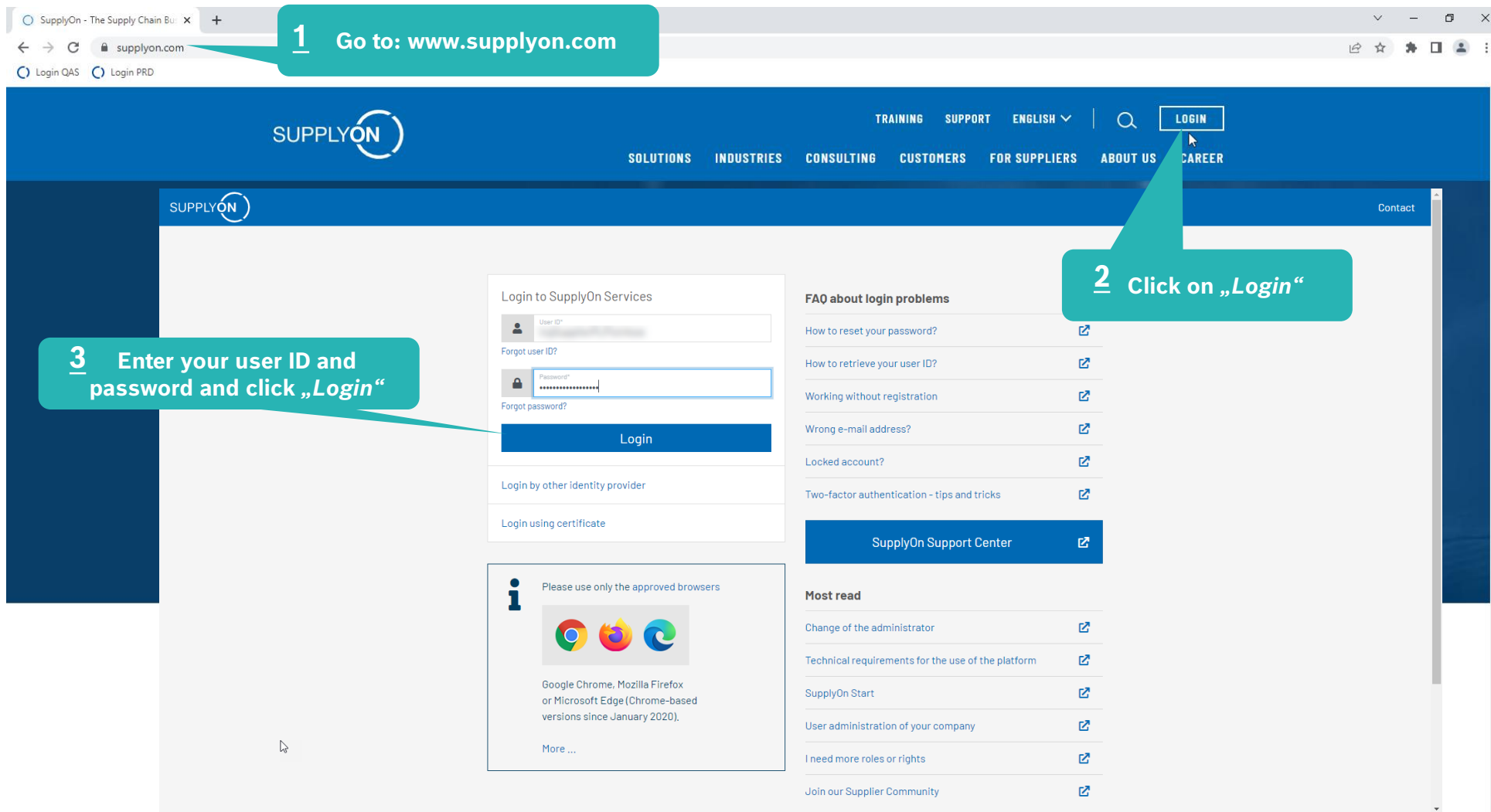


Click Guide

WEB_ASN_PACK_1_EN

Login

-  Main Step
-  Optional/Conditional Step
-  Further details/information



The screenshot shows the SupplyOn login page. The browser address bar shows 'supplyon.com'. The page has a blue header with the SupplyOn logo and navigation links: SOLUTIONS, INDUSTRIES, CONSULTING, CUSTOMERS, FOR SUPPLIERS, ABOUT US, and CAREER. A 'LOGIN' button is in the top right. The main content area has a 'Login to SupplyOn Services' form with fields for 'User ID' and 'Password', and a 'Login' button. Below the form are links for 'Forgot user ID?', 'Forgot password?', 'Login by other identity provider', and 'Login using certificate'. To the right of the form is a 'FAQ about login problems' section with links for various issues like password reset, user ID retrieval, and account lockouts. At the bottom of the FAQ is a 'SupplyOn Support Center' link. Below the login form is a message about approved browsers (Chrome, Firefox, Edge) and a 'More ...' link. The page also has a 'Contact' link in the top right corner.

1 Go to: www.supplyon.com

2 Click on „Login“

3 Enter your user ID and password and click „Login“

Supply Chain Collaboration

- Main Step
- Optional/Conditional Step
- Further details/information

**SUPPLYON**
QAS/PrePRD

SupplyOn Services ▾ News Administration ▾ More ▾

trg Supplier DE Mönchengladbach - DE Mönchengladbach trg Supplier [Log Out](#)



trg Supplier DE Mönchengladbach
trg Supplier DE Mönchengladbach

Home

Help for this page

Feedback

SupplyOn > Home

Last refresh 2 minutes ago Edit dashboard

Business Directory →



Find and edit the master data of your company.

Open

Document Management →



Receive and review important documents from your customers.

Open

Flexible Survey →



Find and edit surveys from your customers.

Open

No substitute user administrator

Please assign a user.

Tips & tricks

- Click on the SupplyOn logo to return to this home page.
- Under the entry "More" you will find supplementary and helpful sections.

Sourcing →

0

Requests due within 7 days

0

Open requests

0

Published auctions activated within 7 days

Supply Chain Collabo... →



Access the demand and delivery processes including E-Invoicing.

Open

4

Click on „Open” or on the arrow in order to open the „Supply chain collaboration” module

Create FPA

-  Main Step
-  Optional/Conditional Step
-  Further details/information



SupplyOn Services ▾

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SupplyOn > Supply Chain Collaboration > Dashboard

🔄 Last refresh 0 minutes ago

 Alerts

 Edit dashboard

Supply Chain Collaboration

 Dashboard

-  Demand • ▾
-  Planning ▾
-  Delivery ▾
-  Monitoring ▾
-  Invoicing ▾

 Data Reconciler

 Settings & Master Data

 Help for this page

 Feedback

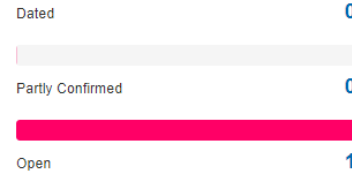


Confirmable Orders →

1

Total Confirmable Orders

Order Status



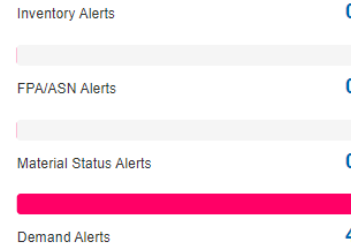
[Confirm Orders](#)

Alerts →

4

Total New Alerts

Type



eInvoicing →

0

Total Billable Items

Billable Item Status



Forwarder Pickup Advice →

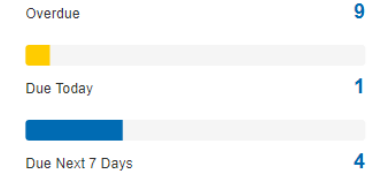
14

FPA Creation Due

0

Pending FPA

Due Deliveries



[Create FPA](#)

FPA overview (All)

Advance Shipping Notice →

0

ASN Creation Due

0

Pending ASN

0

FPA "Sent" for ASN (Transport Management)

VMI (IPR) →

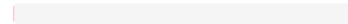
0

Projected Stock:
Inventory Alerts

0

Actual Stock: Inventory
Alerts

Material Situation at the end of today



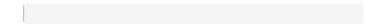
5 Click on „Create FPA“ to start shipment creation

Confirmable Scheduling ... →

0

Total Confirmable Scheduling Agreements

Contract Status



Select plant and create FPA

-  Main Step
-  Optional/Conditional Step
-  Further details/information

SUPPLYON
QAS/PrePRD

SupplyOn Services ▾ News Administration ▾ More ▾

trg Supplier DE Mönchengladbach - DE Mönchengladbach trg Supplier
Log Out

SupplyOn > Supply Chain Collaboration > Due Deliveries (grouped)

Supply Chain Collaboration

Dashboard

Demand

Planning

Delivery

Monitoring

Invoicing

Issue Center

Settings & Master Data

Help for this page

Due Deliveries (grouped)

+ Create FPA

Show Due Deliveries

Show Extra Shipments

Download ▾

FPA without a Due Delivery? [Create](#)

3 applied search criteria

Search

Advanced search

View

☐	Organizati...	Customer	Site code (ship-to)	Ship-to site	Unloading point (ship-to)	Currency	FPA required	FPA exists	Available f...	With mate...	Earli...
☐	BOSCH	trg Robert Bosch Automotive ...	trg4320		DE808		3	0	0	✓ Yes	

6

Number of due delivery lines where an FPA is required. Click on the blue number to open the overview of these lines.

Make sure the filter „Advanced Search“ is set correctly

Number of due deliveries lines available for extra shipments. Click on the blue number to open the overview of these lines.

Rows per page: Auto ▾ 1-1 of 1 < > >>

Select plant and create FPA – TEMPORARY SOLUTION

 **Main Step**
 **Optional/Conditional Step**
 **Further details/information**

 **SUPPLYON**
QAS/PreProd

SupplyOn Services ▾ News Administration ▾ More ▾

Supply Chain Collaboration

Dashboard

Demand ▾

Planning ▾

Delivery ▾

Monitoring ▾

Invoicing ▾

Issue Center

Settings & Master Data

Help for this page

SupplyOn > Supply Chain Collaboration > Due Deliveries (grouped)

Due Deliveries (grouped)

+ Create FPA

Show Due Deliveries

Show Extra Shipments

Download ▾

FPA without a Due Delivery? [Create](#)

1 applied search criterion 

[Advanced search](#) [View](#)

☐	Organizati...	Customer	Site code (ship-to)	Ship-to site	Unloading point (ship-to)	Currency	FPA requir...	FPA exists	Available f...	With mate...	Earliest ASN creation
No content available You can't find the Bosch plant and its demand? 1, Check the search criteria 2, If the demand is still missing, create an "FPA without Due Delivery" using the backup process Learn more about the "FPA without Due Delivery (Backup solution)" in our Infoportal											

Rows per page: Auto 0-0 of 0 < > >>

Select Due Deliveries Line(s)

-  Main Step
-  Optional/Conditional Step
-  Further details/information



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Supply Chain Collaboration

 Dashboard

 Demand • ▾

 Planning ▾

 Delivery ▾

 Monitoring ▾

 Invoicing ▾

 Issue Center

 Settings & Master Data



SupplyOn > Supply Chain Collaboration > Due Deliveries Overview

Due Deliveries

Download ▾

 Create FPA

4 applied search criteria ✕

 Search

 Advanced search

 View

 Delivered outside SupplyOn

1 row selected

☐	Material (Custo...	Material Descr. (...)	Site code (S...	Ship-to site	Ship-to	Unloading Point (...)	Required Qty.	Pickup Date
☒	4532000799	Zahnriemen	trg4320		RB Automat...	0E808	2400	2023/03/08,
☐	4532000799	Zahnriemen	trg4320		RB Automat...	0E808	2400	2023/03/09,
☐	4532000798		trg4320		RB Automat...	0E808	1200	2023/03/10,
☐	4532000799				RB Automat...	0E808	1200	2023/03/10,
☐	4532000799				RB Automat...	0E808	2400	2023/03/14,
☐	4532000798	Zahnriemen	trg4320		RB Automat...	0E808	1200	2023/03/16,
☐	4532000799	Zahnriemen	trg4320		RB Automat...	0E808	4800	2023/03/16,
☐	4532000799	Zahnriemen	trg4320		RB Automat...	0E808	1200	2023/03/17,

Rows per page: Auto ▾

1-8 of 95



Select FPA Positions

- Main Step
- Optional/Conditional Step
- Further details/information



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My SupplyOn > Supply Chain Collaboration > Create FPA

[Interactive Tours](#)

[Contact](#) | [Help for this page](#) | [Print](#)

FPA No. 315739 FPA date 01.03.23 FPA Status: New
Customer: trg Robert Bosch Automotive Steerin Ship-to-Location: trg4320 / RB Automotive Steering GmbH Unloading Point (Ship-to): 0E808

Select FPA Positions

[Enter Additional Data](#)

[Manage Documents](#)

[Complete FPA](#)

[Transport References](#)

Default View ▾

[Manage View](#) ▾

[Reset all Filters](#)

Line	Material (Customer)	Material (Supplier)	Pickup Date	FPA Creation Due Date	FPA ...	Proposed ...	Delivery ...	UoM	Warning	Pack. Data ...	Pack.Mat. Details	Packing Profile	Order No.	Order Pos.	Batch Number	Eng. ...
1	4532000798	4532000798	02.02.23 09:00	01.02.23 11:00	0	1 200	1 200	EA			Details	VDA RL KLT4170 400...	55589976/001	-		

Existing Packing Profile

Packaging Data Status is red, this will turn into green once the packaging data is created.

If no Packing Profile exists, the automatic packing calculation (Step 9) wouldn't be possible, in this case you can enter the Packing Material Data manually by clicking "Details".

9 Click on Calculate Packing in order to pack the material automatically

You can add further Materials (due deliveries)

- Extra Shipment
- Due Del. in Status "FPA exists"
- Due Del. in Status "FPA required"
- Complete Due Deliveries

[Add New Line](#) [Copy Line](#) [Delete Line](#) [Calculate Packing](#) [Create One-Level Packing](#)

1 entry: [Select all matches](#) [Clear selection](#)

Entries per page 20 ▾

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[Close](#) [Save Draft](#) [Validate](#)

[Print](#) [Send](#)

Enter Packing Material Details manually

-  Main Step
-  Optional/Conditional Step
-  Further details/information

SupplyOn Services News Administration More

My SupplyOn > Supply Chain Collaboration > Create FPA

Successfully saved.

No existing packing profile:

Pack.Mat. Details Packing Profile
Details <manual data entry>

FPA No. 315739 FPA date 01.03.23 FPA Status: New
Customer: trg Robert Bosch Automotive Steerin Ship-to-Location: trg4320 / RB Automotive Steering GmbH Unloading Point (Ship-to): OE808

Select FPA Positions Enter Additional Data Manage Documents Complete FPA Transport References

Default View Manage View

Line	Material (Customer)	Material (Supplier)	Pickup Date	FPA Creation Due Date	FPA ...	Pro
1	4532000798	4532000798	02.02.23 09:00	01.02.23 11:00	0	

Enter the amount of packing material, and mark the check box „One Level Pack“. The quantity per packing will be calculated automatically

10 Select the packing material from the drop-down

11

Packing Material Details (Single and Auxiliary)

Previous Pos. Next Pos.

Default View Manage View

Pack.Mat.No. (Cust.)	Pack.Mat.Descr. (Cust.)	Amount of Pack...	Qty. per Pack.	One Level/Pack.	Label Ident	Label No. From	Pack.Mat.No. (Supplier)	Pack.Mat.Descr. (Supp.)	Loading Type
6099100063	Palette	50	24	☒	S				Unknown

6099100063 Palette
6099101208 Palette lid
6099503216 VDA-Container

Generate Label Numbers

Label N° could be either generated automatically (step 12) or entered manually

12 Generate the Label Numbers

13 „Save and Close“

1 entry Select all matches Clear selection

Entries per page 10

First Previous Page 1 of 1 Next Last

Optional Step: Enter Additional Data

-  **Main Step**
-  **Optional/Conditional Step**
-  **Further details/information**

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[Log Out](#)[My SupplyOn](#) > [Supply Chain Collaboration](#) > [Create FPA](#)[Interactive Tours](#)[Contact](#) | [Help for this page](#) | [Print](#)

● Successfully saved.

FPA No. **315739** FPA date **01.03.23** FPA Status: New
Customer: trg Robert Bosch Automotive Steerin Ship-to-Location: trg4320 / RB Automotive Steering GmbH Unloading Point (Ship-to): 0E808

[Select FPA Positions](#)[Enter Additional Data](#)[Manage Documents](#)[Complete FPA](#)[Transport References](#)[Default View](#) ▾[Manage View](#) ▾[Reset all Filters](#)

Line	Material (Customer)	Material (Supplier)	Delivery Q...	Unit	UN Danger Code	RoHS Compliance	Country of Origin	Software Revision	Hardware Revision	Material Number (M...	Manufacturer DUNS...	Free Text	Customs Docume...
1	4532000798	4532000798	1 200	EA									

Go to “Enter Additional Data” to add further information regarding the material if needed. If so the Bosch plant will indicate which fields should contain information

1 entry:

Entries per page **20** ▾[First](#) [Previous](#) | Page **1** of 1 | [Next](#) [Last](#)[Close](#) [Save Draft](#) [Validate](#)[Print](#) [Send](#)

- **Main Step**
- **Optional/Conditional Step**
- **Further details/information**

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Confirm

Conditional Step: Classify a Document

-  Main Step
 -  Optional/Conditional Step
 -  Further details/information
- [Interactive Tours](#)

My SupplyOn > Supply Chain Collaboration > Create FPA

FPA No. 39812

Customer: trg Ro

Select FPA Positions

Upload and Assign

Document Type

1. Upload Documents

For better performance, please only upload up to 10 files at once.

Drag and Drop or Browse *

Maximum File Size: 10.5 MB, Supported File Types: PDF, XLS, XLSX, JPG, JPEG

SON0023216256.pdf (421 kB)

Assigned

6 Assign the Document

8 "Confirm" to upload the document

Cancel

Confirm

Assign Uploaded Documents

Assign all documents step by step by selecting each uploaded document.

Uploaded Documents*

SON0023216256.pdf

Document Type*

DN1, Delivery note 1

7 Choose the document type from the drop-down menu

Close

Save Draft

Validate

Upload and Assign Document

* Marked fields are mandatory

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 **BOSCH**

Check the data and validate FPA

- Main Step
- Optional/Conditional Step
- Further details/information



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My SupplyOn > Supply Chain Collaboration > Create FPA

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● Successfully saved.

FPA No.	315739	FPA date	01.03.23	FPA Status:	New
Customer:	trg Robert Bosch Automotive Steerin	Ship-to-Location:	trg4320 / RB Automotive Steering GmbH	Unloading Point (Ship-to):	0E808

Select FPA Positions

Enter Additional Data

Manage Documents

Complete FPA

Transport References

Pickup

Date:

02.03.23

Time

from: 08:00

to: 17:00

Incoterms Code:

FCA - Free Carrier

Incoterms Text:

Free Carrier

Transport Type:

Road Transport

Means of Transport:

Reference ID for Means of Transport:

Carrier:

[Enter Carrier Address]

Free Text (for Carrier):

TO Number:

SON0000315739

Equipment Type:

Equipment Number:

Transport Number:

Delivery

Date:

03.03.23

Time

from: 08:00

to: 17:00

Carrier Name:

Driver Contact:

Free Text (from Carrier):

Load number:

Volume (total Delivery):

8,64 m³

LM

Hazard. Goods:

No

1250 kg

1200 kg

Check the stackability

Stackability: 1

✗ stack

Stackability: 2

✓ 1* stackable

Stackability: 99

✓ (unlimited)

14 Enter amount of handling units, weight and measurements

15 „Validate“ the data

Default View	Manage View	Reset all Filters										
Line	HU Pack.Mat.No. (...)	HU Pack.Mat.Descr. (...)	Amount of HUs	Pack. Type HU	Total weight of HU position(kg)	Length per HU(cm)	Width per HU(cm)	Height per HU(cm)	Hazard. ...	Stacking Factor	Total volume ...	Load Length HU ...
1			10	Euro-pallet	1 250	120	80	90		99	8,64	

Add HU line

Delete HU line(s)

Edit Pack. Material (Single and Aux. Pack)

1 entry:

Select all matches

Clear selection

Entries per page

20

First

Previous

Page

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of 1

Next

Last

Close

Save Draft

Validate

Print

Send

Print the Transport Label and send FPA

-  Main Step
-  Optional/Conditional Step
-  Further details/information

SUPPLYON

QAS/PrePRO

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trg Supplier DE Mönchengladbach - DE Mönchengladbach trg Supplier Log Out

My SupplyOn > Supply Chain Collaboration > Create FPA

Interactive Tours Contact | Help for this page | Print

FPA No. 315739 FPA date 2023.03.01 Shipping Notification Status: New

Customer: trg Robert Bosch Automotive Steerin Ship-to-Location: trg4320 / RB Automotive Steering GmbH Unloading Point (Ship-to): 0E808

Select FPA Positions Enter Additional Data Manage Documents Complete FPA Transport References

General

Ship-from Location: trg Supplier DE Mönchenglad

Ship-from Address: DE - 41066 Mönchengladbach - Training street 1

Pickup Date: 2023.03.02 Time from: 8:00 to: 17:00

Incoterms Code: FCA - Free Carrier Incoterms Text: Free Carrier Transport Type: Road Transport Means of Transport: Reference ID for Means of Transport: Carrier: [Enter Carrier Address] Free Text (for Carrier): TO Number: SON0000406796 Transport Number:

Ship-to: RB Automotive Steering GmbH Ship-to address: DE - 73431 Aalen - Daimlerstrasse 15 Delivery Date: 2023.03.03 Time from: 8:00 to: 17:00

Carrier Name: Driver Contact: Free Text (from Carrier): Load number: Volume (total Delivery): 7,68 m³ Loading Length (total Delivery): LM

Default View Manage View

Line	Amount HU	Pack. Type HU	Weight HU Pos.(kg)	Length HU(cm)	Width HU(cm)	Height HU(cm)	Hazard. Goods	Stacking Factor	Volume HU Pos.(m³)	Load Length HU Pos.(LM)	Delivery note number HU	UN Danger Code
1	10	Euro-pallet	1 250	120	80	80		99	7,68			

Add HU line Delete HU line(s) Edit Pack. Material (Single and Aux. Pack)

1 entry: Select all matches Clear selection Entries per page 20

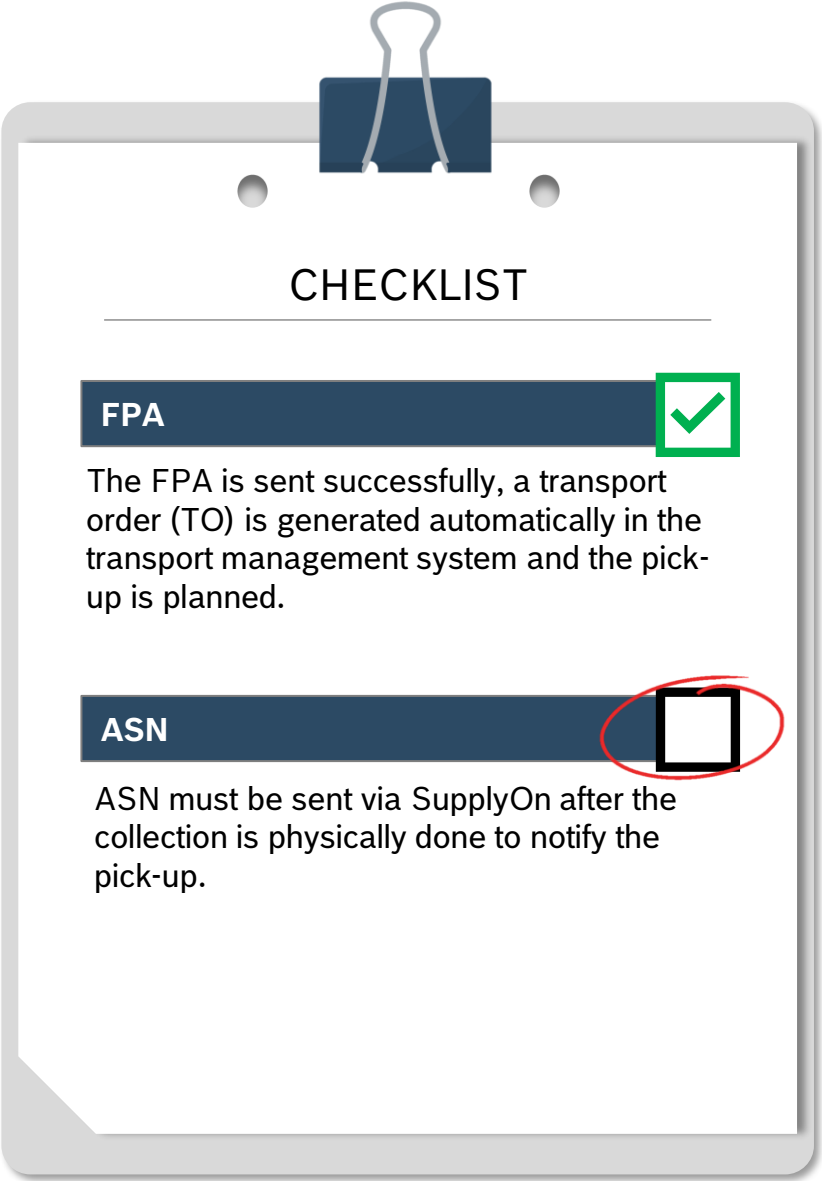
Close Save Draft Validate

16 Print out the relevant labels and „send” the FPA

These labels should be placed on the Handling units.

All Handling Unit Label Transport Label Package Label Shipping Order Shipping Order 2 Delivery Note Despatch List Transport Data Sheet Transport Data Sheet 2 Delivery Slip Supplier Kanban Card Print selection

Print Send



CHECKLIST

FPA



The FPA is sent successfully, a transport order (TO) is generated automatically in the transport management system and the pick-up is planned.

ASN



ASN must be sent via SupplyOn after the collection is physically done to notify the pick-up.

- **Main Step**
- **Optional/Conditional Step**
- **Further details/information**

 Last refresh 0 minutes ago
 Alerts
 Edit dashboard

Overdue

Due Today

Due Next 7 Days

[Create FPA](#)

Confirmable Scheduling ... →

0
Total Confirmable Scheduling Agreements

Contract Status

Dated _____

Partly Confirmed

Open

Continued...

17 Click on “Create ASN based on FPA” to start the ASN creation

Select FPA and create ASN

-  Main Step
-  Optional/Conditional Step
-  Further details/information



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Log Out

My SupplyOn > Supply Chain Collaboration > FPA Overview

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Quick Search | Advanced Search

FPA Status ▾
TM Status ▾
Search
Reset

equal to ▾
equal to ▾

Sent ▾
Success ▾
Delete line
Add line | Delete line

Hide Search Area
My Search Profiles
Manage View ▾

FPA

FPA Position(s)

Default View ▾ Manage View ▾

Reset all Filters

☒	Customer	Customer site	Ship-to site	Unloading Point ...	Ship-To Address	Delivery Date/Time	Ship-from Location	Materi...	FPA No.	Source	FPA Status	TM Status	ASN Status	ASN Date	Carrier Name	Change Ti...	Attachment S
☒	trg Robert Bosc...	trgAS-4320-Sgmp		0E808	RB Automotive St...	03.03.23 08:00-...	trg Supplier DE M...	✓	315739	Delivery Inst...	Sent	Success				02.03.23 ...	

18 Select the FPA for which you want to create an ASN

19 Click on „Create ASN“

Back Create ASN

1 match of 1 entry:

Entries per page 50 ▾

Page 1 of 1

Enter the Delivery Note Number

-  **Main Step**
-  **Optional/Conditional Step**
-  **Further details/information**

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trg Supplier DE Mönchengladbach - DE Mönchengladbach trg Supplier
Log Out

Go to „Manage Documents“ if you need to upload a document (same steps as in the FPA)

My SupplyOn > Supply Chain Collaboration > Create ASN

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ASN No.	315739	ASN Date	02.03.23	FPA Status:	New
FPA No.:	315739	FPA ID:	315739		
Customer:	trg Robert Bosch Automotive Steerin	Ship-to-Location:	trg4320 / RB Automotive Steering GmbH	Unloading Point (Ship-to):	0E808

Select ASN Positions[Enter Additional Data](#)[Manage Documents](#)[Complete ASN](#)[Transport References](#)

Default View

Manage View

[Reset all Filters](#)

☒	Line	Del. Note No.	Del. Note Pos.	Material (Customer)	ASN Creation Due...	Proposed ...	Delivery ...	UoM	Warn...	Pack...	Pack.Mat...	Packing Profile	Batch Number	Eng. ...	Order No.	Order Pos.
☒	1	Example152	010	4532000798	02.02.23 09:00	1 200	1 200	EA			Details	<manual data entry>			55589976/...	-

20

Enter the delivery note number and if the ASN information should be updated e.g the delivered quantity differs from the original one please input the correct quantity

[Add New Line](#)[Copy Line](#)[Delete Line](#)[Calculate Packing](#)[Create One-Level Packing](#)

1 entry: [Select all matches](#) | [Clear selection](#)

Entries per page 20

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[Close](#)[Save Draft](#)[Validate](#)[Print](#)[Send](#)

Validate and send the ASN

-  **Main Step**
-  **Optional/Conditional Step**
-  **Further details/information**



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Log Out

My SupplyOn > Supply Chain Collaboration > Create ASN

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[Contact](#) | [Help for this page](#) | [Print](#)

Data saved in session

ASN No.	315739	ASN Date	02.03.23	FPA Status:	New
FPA No.:	315739	FPA ID:	315739		
Customer:	trg Robert Bosch Automotive Steerin	Ship-to-Location:	trg4320 / RB Automotive Steering GmbH	Unloading Point (Ship-to):	0E808

Select ASN Positions

Enter Additional Data

Manage Documents

Complete ASN

Transport References

Incoterms Code: **FCA - Free Carrier**
Incoterms Text: **Free Carrier**
Transport Type: **Road Transport**
Means of Transport:
Tracking ID:
Reference ID for Means of Transport:
Carrier: [Enter Carrier Address]
Free Text (for Carrier):
TO Number: SON0000315739
Waybill Number:
Equipment Type:
Equipment Number:
Transport Number:

Delivery Date/Time: 03.03.23 08:00
Carrier Name:
Driver Contact:
Free Text (from Carrier):
Load number:
Volume (total Delivery):
Hazard. Goods: No
Gross Weight (total Delivery): 1250 kg
Net Weight (total Delivery): 1200 kg

22 Print out the labels if needed and „send” out your ASN

If the loaded goods differ from the FPA details, please modify them

Default View Manage View

Line	HU Pack.Mat.No. (C...	HU Pack.Mat.Descr....	Amount of...	Pack. Type HU	Total weight of...	Length pe...	Width per H...	Height per ...	Hazard. Goods	Stacking F...	Total volum...
1			10	Euro-pallet	1 250	120	80	90		99	8,64

Add HU line Delete HU line(s) Edit Pack. Material (Single

1 entry: [Select all matches](#) | [Clear selection](#)

Entries per page 20

First Previous Page 1 of 1 Next Last

[Close](#) [Save Draft](#) [Validate](#)

[Print](#) [Send](#)

21 Click on „Validate“



Thank You