

General Access & Navigation

The SupplyWeb system can be access via the following URL:

Live system: <http://supplyweb.magna.com>

Test system: <http://swtest.magna.com>

**https is also available*

This guide covers the following topics:

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Browser Requirements

Proper usage of SupplyWeb requires that the following conditions be met:

- Internet Explorer 8 or higher.
- Java and JavaScript has to be activated.
- Adobe Reader 6.0 or higher installed.
- Popup blocker needs to be deactivated for <http://supplyweb.magna.com>

Please contact your local IT department if you are unsure.

**Please note that SupplyWeb will work with Firefox and Chrome, however support will not be offered for any issues that may arise from the use of those browsers.

SupplyWeb Login

infor Supplier Exchange

Please make sure to disable any popup blockers you have as they will cause problems with Supplyweb.

IE9 Users. Please be sure to use SupplyWeb in Compatibility Mode.

Suppliers. For first use pls do the Registration. Afterwards you have to use the Login.

Login

Language
English

Username

Password

Login Register

News

02-08-2010
[Password Reset Online](#)

02-10-2014
[SupplyWEB Upgrade. In effect Mon Feb 24th, 2014. Click here for details.](#)

02-10-2014
[DMN Module Overview - Demos available, click here for details.](#)

Tips

To complete the Infor Supplier Exchange set up, you can restart the Wizard at any time from under the Setup menu tab. For more information, read the help by clicking the "?" on the application's navigation bar.

Links

www.infor.com

[Magna Powertrain Supplier Portal](#)

[Magna International](#)

[SupplyWeb Documentation](#)

[Supplyweb Support Email](#)

[Magna IT EDI guidelines](#)

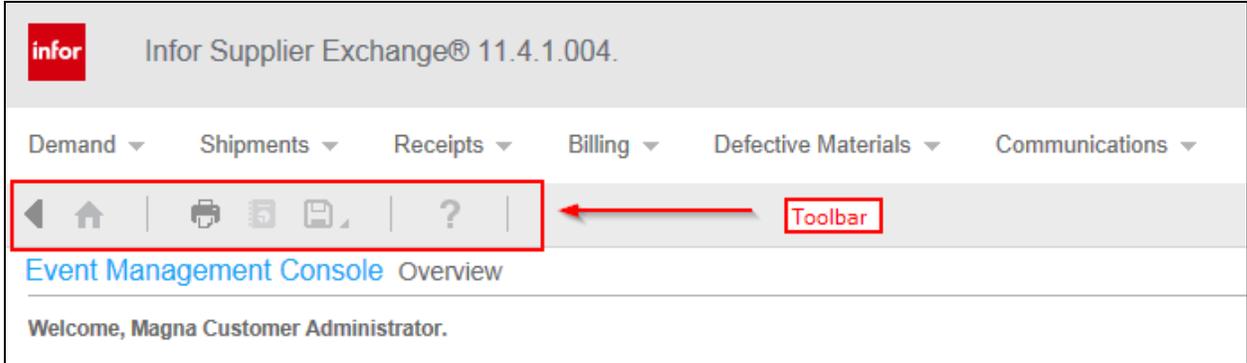
[Forgot your password?](#)

Enter the user ID and password you were assigned. If you don't know this information, contact the person designated as SupplyWEB Administrator at your facility.

SupplyWeb supports multiple languages that can be selected at the time you logon. The default language is English but you can change this by selecting a different language from the drop-down provided.

Navigating SupplyWeb

SupplyWeb has three main sections to the screen you will need to use.



The toolbar has several useful functions that are available within most screens. From left to right, here are the buttons and their descriptions:

-  Back Returns to previous page viewed.
-  Home Returns to the SupplyWeb home page (your login page).
-  Print Prints the current view.
-  PDF Available when the current view can be saved as an Adobe PDF.
-  Save Available when the current view can be exported or saved to your local computer.
-  Help Displays a new window containing help for SupplyWeb.

SupplyWeb Conventions

Throughout SupplyWeb there are some standard conventions of which you should be aware.

Mandatory Fields:

Supplier Name *	Demonstration Supplier Venture Inc
-----------------	------------------------------------

All fields that are indicated with an asterisk to the left of the field must be entered to proceed with the action you are performing. If you do not provide information in a mandatory field you will be notified with a status message when you try and proceed further.

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Status Messages:



Information and status messages will appear at the top of the application area relating to the task you are performing. These messages can be notifications or success or problems with the task.

Eyeglasses: 

The eyeglass icon indicates that there are additional details that you can view relating to the item they are displayed beside.

Pencil: 

The pencil icon indicates that you may edit the details of the item the icon is displayed beside.

PDF Documents:

All reports generated in SupplyWeb are in [Adobe Acrobat Format \(PDF\)](#) that can be saved locally on your computer to distribute and print later.

First Steps

Here is a short summary of the most important steps and configurations that should be done by the supplier before fully using Supplyweb. These will be explained in more detail in the following chapters.

[User Profile](#) - (optional – has already been created during the registration) Change password, e-mail address, language and other basic settings specific to the user.

[EMC Console](#) - (optional) Displays relevant information on the start page after login, like due shipments, unviewed releases, parts due within 7 days etc.

[Document Profiles](#) - Define documents. For example, to receive copies of releases in an e-mail notification.

[Alerting](#) - (optional) Automatic alerting via email on certain events like new parts added, changes of demand, ASN creation etc.

[Barcode Label Layout](#) - Required for usage of labels (if mandated by Customer).

[Label Templates](#) - Required for usage of labels (if mandated by Customer).

[Containers](#) - Add supplier information to the containers.

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Transit times - Add transit times for each Ship From. This is the time it takes for the material to arrive from the time it leaves your facility.

Part & Packaging Maintenance - Required for usage of packaging information for ASNs. Definition of packaging templates for parts. Packaging can consist of master container, detail container and additional packaging. For example a pallet for master and several boxes for detail containers.

Your User Profile

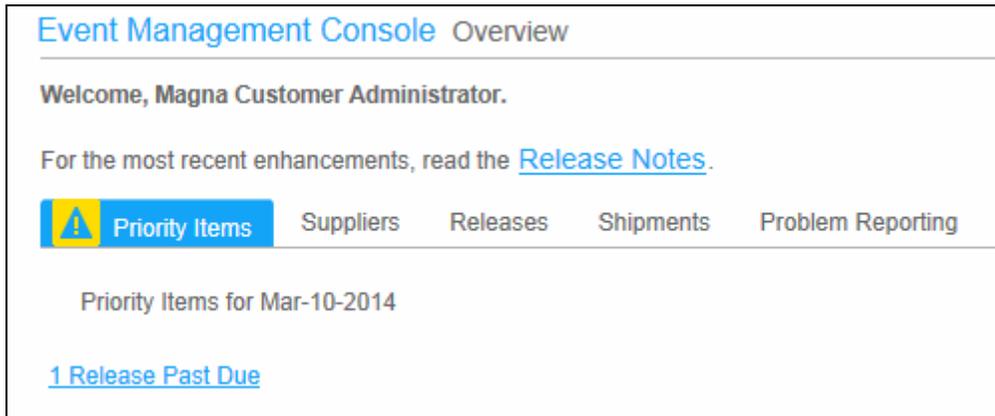
When you or your Administrator created the user account, you were assigned a User ID and Password. This information is stored in the **Preferences->Edit User Profile** with other personal preferences, such as date format, and color scheme. You can update these settings in the profile to customize the application to better fit your needs.

Preferences User Profile			
User Profile			
User Information			
Name	<input type="text" value="MIT Supplier Venture Admin"/>		
Job Title	<input type="text"/>		
Security Information			
User ID	MITSupAdmin	Admin Current Password	<input type="password"/>
New Password	<input type="password"/>	Confirm New Password	<input type="password"/>
User Preferences			
Date Format	<input type="text" value="MM-dd-yyyy hh:mm:ss a zzz"/>	Theme	<input type="text" value="Blue 1 Low Contrast"/>
Language	<input type="text" value="English"/>	Number Format	<input type="text" value="##.###.00"/>
Contact Information			
Address	<input type="text"/>	Work Phone	<input type="text"/>
	<input type="text"/>	Home Phone	<input type="text"/>
	<input type="text"/>	Cellular Phone	<input type="text"/>
City	<input type="text"/>	Pager	<input type="text"/>
Country	<input type="text"/>	Fax	<input type="text"/>
State/Province	<input type="text"/>	Work Email	<input type="text" value="paul.gz@magna.com"/>
Postal Code	<input type="text"/>	Home Email	<input type="text"/>
Time Zone	<input type="text"/>		
<input type="button" value="Submit"/>			

Daily Tasks

Event Management Console (EMC)

The home screen that appears when logged on to SupplyWeb is called the Event Management Console. Through this screen you can quickly view shipment, release, purchase order, and other statistics and exceptions.



Configuring the Event Management Console (EMC)

As a user, you can configure the EMC to display in a way that better suits your role. You can choose which events display as priority items, which events display as category items, and the order in which categories are listed. The configuration for the EMC can be found in the navigator under *Preferences->Configure EMC*.

Preferences EMC Configuration

Event Modules

Releases | Purchase Orders | Shipments | Receipts | Messages | Problem Reporting | Billing | Document Management Show All

Edit	Events	Show	Priority
	Past Due	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Due Today	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Due Within 7 Days	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Emergency Requirements	<input type="checkbox"/>	<input type="checkbox"/>
	Open Premium Freight Authorizations	<input type="checkbox"/>	<input type="checkbox"/>
	Exceeded Net Change	<input type="checkbox"/>	<input type="checkbox"/>
	SMI Parts Over Maximum Quantity	<input type="checkbox"/>	<input type="checkbox"/>
	SMI Parts Under Minimum Quantity	<input type="checkbox"/>	<input type="checkbox"/>
	Release Unviewed	<input type="checkbox"/>	<input type="checkbox"/>

Positioning

Adjust the EMC layout by selecting the module you'd like to appear in each section of the page.

Document Management | Releases | None | None | None | None

None | None

Submit Reset

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The EMC configuration involves selecting the Events that you wish to have displayed. Some events may require configuration of limits or tolerances for the events such as percentage releases exceeded net change from a previous week.

Document Profiles

A powerful feature of SupplyWeb is the ability to have documents delivered to you by email in the form of Adobe reports or EDI data in different formats. To create a document delivery, navigate to **Communications->Define Documents**.

Communications Documents							
Document Profiles							
Document List							
Edit	Delete	Host Name	Document Type	Document Format	Contact	Attach File	E-Mail Notification Effective Date
			Material Release	PDF	MIT Supplier Venture Admin	Yes	
<input type="button" value="Add"/>							

To add a document profile, click the add button at the bottom of the screen.

Communications Documents	
Document Profile	
Document Profile Details	
Host	<input type="text" value="None"/>
Document Type	<input type="text" value="Material Release"/>
File Format	<input type="text" value="PDF"/>
Attach File	<input checked="" type="checkbox"/>
E-Mail Notification Effective Date (MM-dd-yyyy)	<input type="text"/>
Contact Name1	<input type="text" value="MIT Supplier Venture Admin"/>
Contact Name2	<input type="text" value=" << Select contact >>"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

You can set up the document profile so that SupplyWEB sends an email message whenever new data is published for you. You can optionally have the data attached in a file in various formats that you can work with locally. The email notification enables you from having to login to check for new demand.

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To get an email for every new schedule, leave the Host as 'None', choose 'Material Release' as the Document Type and 'PDF' as the File Format. Confirm the check box to attach a file and choose the contact name to receive the email.

Below is a view of the document created.

Document List							
Edit	Delete	Host Name	Document Type	Document Format	Contact	Attach File	E-Mail Notification Effective Date
			Material Release	PDF	MIT Supplier Venture Admin	Yes	
<input type="button" value="Add"/>							

The persons shown in the Contact column will receive the email with the PDF attached for every new material release (schedule).

Configuring Alerts

Email alerts keep you connected to Magna facilities without needing to login to the application to check your status. As an individual user you can subscribe to, and customize, alerts of various events using product groups and tolerance levels. When an event occurs, a message is sent to the email address stored in your User Profile. The configuration for Alerts can be found in the navigator under ***Preferences->Configure Alerts***.

Contact Information		
User	MIT Supplier Venture Admin	
Demand Alerts		
Edit	Alert	Send
	New Part	<input checked="" type="checkbox"/>
	Requirement Manually Deleted	<input checked="" type="checkbox"/>
	Requirement Manually Added/Changed	<input checked="" type="checkbox"/>
	Supplier Net Change Threshold Exceeded	<input type="checkbox"/>
	Shipment with Cancelled Schedules	<input checked="" type="checkbox"/>
	Shippers Adjusted with Fulfillment	<input checked="" type="checkbox"/>
	New Demand, Shipper ID Not Found	<input type="checkbox"/>

You can turn on alerts to receive an email notification when events occur. In conjunction with product groups, you can additionally configure the alerts to be sent for specific parts

and for some alerts, set an acceptable tolerance level before the event is triggered. The alert message will be sent to the e-mail address stored in your User Profile.

Configuration of Barcode Layout

If you need to create labels for shipping, you have to define a layout first and create the label template.

Go to the navigator *Setup->Bar Code Label Layouts*. Click 'Add' to create a new layout.



The screenshot shows a web interface titled "Bar Code Layout Setup". It features a table with the following data:

Layout Definitions						
Edit	Delete	Layout Name	Height	Width	Labels Per Page	Labels Per Serial
	<input type="checkbox"/>	GLT	14.8 cm	21 cm	1	1
	<input type="checkbox"/>	KLT	29.7 cm	21 cm	3	1

Below the table are two buttons: "Add" and "Delete".

Enter the required layout information.

For VDA labels we recommend a different layout for master and detail containers.

Layout for master (A5 page size).

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Bar Code Layout Maintenance	
Bar code Label Layout Setup	
Layout Name *	<input type="text" value="GLT"/>
Unit Of Measure *	<input type="text" value="cm"/>
Select Label	<input type="text" value="Choose One..."/>
Label Stock Paper Size	
Height *	<input type="text" value="14.8"/>
Width *	<input type="text" value="21"/>
Label Layout On A Page	
Top Margin	<input type="text" value="0.5"/>
Left Margin	<input type="text" value="0.5"/>
Columns Per Page *	<input type="text" value="1"/>
Space Between Columns	<input type="text" value="0.5"/>
Rows Per Page *	<input type="text" value="1"/>
Space Between Rows	<input type="text" value="0.5"/>
Labels To Print Per Serial *	<input type="text" value="1"/>
<input type="button" value="Print Preview"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

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Layout for detail container (A4 page size).

Bar Code Layout Maintenance	
Bar code Label Layout Setup	
Layout Name	<input type="text" value="KLT"/>
Unit Of Measure	<input type="text" value="cm"/>
Select Label	<input type="text" value="Choose One..."/>
Label Stock Paper Size	
Height	<input type="text" value="29.7"/>
Width	<input type="text" value="21"/>
Label Layout On A Page	
Top Margin	<input type="text" value="1"/>
Left Margin	<input type="text" value="0.5"/>
Columns Per Page	<input type="text" value="1"/>
Space Between Columns	<input type="text" value="0.5"/>
Rows Per Page	<input type="text" value="3"/>
Space Between Rows	<input type="text" value="1"/>
Labels To Print Per Serial	<input type="text" value="1"/>
<input type="button" value="Print Preview"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>	



The 'Print Preview' button will allow you to preview the chosen label.

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After creation of the layouts you have to assign them in **Setup->Label Templates**.

Click 'Add' to make a new assignment, or click on the Edit pencil icon to modify an existing.

Label Layouts							
Ship From List							
Edit	Ship From	Facility	Detail	Container Specific	Master	Mixed	Kanban
	All Ship Froms	All Facilities	KLT	< Unassigned >	GLT	KLT	KLT
<input type="button" value="Add"/>							

Assign your layouts for master packaging, detail packaging, mixed packaging or container specific.

Setup Label Templates			
Search Criteria			
Ship From		All Ship Froms	
Label Layout Assignment			
Customer Facility	Label Type	Template	Layout
All Facilities	Detail	VDA-KLT	<input type="text" value="KLT"/>
All Facilities	Master	VDA-Standard	<input type="text" value="GLT"/>
All Facilities	Mixed	VDA-KLT	<input type="text" value="KLT"/>
All Facilities	Kanban	supplyWebKanban	<input type="text" value="KLT"/>
<input type="button" value="Update"/>			

For the master and container specific we recommend GLT.

For example, a pallet on which detail containers are packed.

For detail or mixed container we recommend the KLT layout.

Mixed is referring to master containers containing different materials.

Containers

Go to **Setup->Containers** to maintain the containers. If the user of containers and labels are mandated by your Customer, it is they who must set up the Containers. This area is simply for you to add additional information if desired.

Setup Containers	
Container Selection	
Container Code	VEM840
Customer Container Information	
Container Code	VEM840
Description	Box of Plastic
Returnable	Yes
Additional Container Information	
EDI Code	VEM840
Tare Weight	3
Tare Weight Unit Of Measure	Kilograms
<input type="button" value="Add"/>	

In 'Additional Container Information', a supplier can add supplier-specific information or enter tare weight and the unit of measure.

From technical point of view there is no requirement for a supplier to add specific information.

Transit times

The transit times are used to calculate your shipment date as well as at the time of shipping to project the materials arrival at the Magna facility.

Go to **Setup->Ship Froms** to edit this information

Setup Ship Froms	
Ship From Selection	
Venture Inc	
<input type="button" value="New"/> <input type="button" value="Update"/> <input type="button" value="Delete"/>	

Select the Ship From which you want to add the transit times, click "Update".

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Setup Ship Froms

Ship From * indicates a required field

Name

Ship From ID

Contact Name

Transit Times			
Edit	Facility	Ship To	Transit Time
	Magna Aurora	Magna 375	2 Days0 Hours0 Minutes
	Magna Aurora	Magna 455	1 Days0 Hours0 Minutes

Address Information

Address

City

Country

State/Province

Postal Code

Time Zone

Other Information

Weight Type

Click 'Add' to add the transit times.

Transit Times

Ship From

Facility

Ship To

Transit Time Days

Transit Time Hours

Transit Time Minutes

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Part and packaging maintenance

Initially the parts have to be configured regarding weight and packaging information, if desired.

Go to **Setup->Parts** to enter this information.

For each part the net weight and the unit of measure have to be entered.

Setup Parts					
Search Criteria					
Customer Part Number	<input type="text"/>				
Supplier Part Number	<input type="text"/>				
<input type="button" value="Search"/>					
Part List 1 to 6 of 6					
Edit	Customer Part	Customer Part Description	Supplier Part	Supplier Part Description	Packaging Defined
	1234	1234	L-1234	Steel Part A	<input checked="" type="checkbox"/>
	3456	Metal Ring 45			<input checked="" type="checkbox"/>
	5678	Steel Part B	5678	Steel Part B	<input checked="" type="checkbox"/>
	9012	Steel Part C	9012	Steel Part C	<input checked="" type="checkbox"/>
	A3102820215	Plate OB	SUP A1234		<input checked="" type="checkbox"/>
	A3202820215	AUFLAUFPLATTE OB			<input checked="" type="checkbox"/>

Click on the pencil to modify a specific part.

Setup Parts				
Part A3102820215				
Customer Part Information				
Customer Part Number	A3102820215	Unit of Measure	PCE	
Description	Plate OB			
Supplier Part Information				
Supplier Part Number	SUP A1234	Part Weight	0.25	
Weight Unit of Measure	Kilograms	AQP	No	
Part Price	0	Currency	United States Dollar	
Description				
Packaging Information				
Facility	Ship To	Template Code	Description	Default Package On Shipper
		VEM840 loose	VEM840 100 pcs.	<input type="checkbox"/>
		PAL VEM840	Pallet and box with lid	<input type="checkbox"/>
<input type="button" value="Save"/> <input type="button" value="Return to List"/>				

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Setup Parts

Part A3102820215			
Customer Part Information			
Customer Part Number	A3102820215	Unit of Measure	PCE
Description	Plate OB		
Supplier Part Information			
Supplier Part Number	SUP A1234	Weight	0.25
Weight Unit of Measure	Kilograms	AQP	No
Part Price	0	Currency	United States Dollar
Description			
<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>			

Ignore the field AQP and leave it at 'No' as this is a reference that has no function for the supplier. The supplier part number and description are optional.

The part weight and unit of measure need to be populated correctly.

Click 'Update' to save the changes. You will be returned to the previous window. If using container information for your Magna plant you have to define a packaging template for a part or assign an existing template.

Go to the navigator to **Setup->Packaging Maintenance**.

Leave the filter options at All to view all templates.

A packaging template can also be created by the Magna plant. This is shown for the supplier with the glasses symbol to read only but can be copied for further modification.

Templates created by the supplier are shown with the pencil and can be modified normally.

Setup Packaging Maintenance				
Search Criteria				
Facility	<<All>>	Template Code		
Ship To	<<All>>	Customer Part	<<All>>	
<input type="button" value="Search"/>				
List of Packages				1 to 3 of 3
Edit	<input type="checkbox"/>	Facility	Ship To	Template Code
	<input type="checkbox"/>			PAL001_KLT4806
	<input type="checkbox"/>			KLT4806
	<input type="checkbox"/>			PAL001
				Template Description
				Pallet and KLT
				Karton 30x20
				Holzpalette 120x180
<input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Copy"/>				

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Setup Packaging Maintenance

Customer default is configured to use both Master and Detail containers. Individual facilities may be configured to use different container requirements.

Supplier	Demonstration Supplier Venture Inc	Available Parts	Authorized Parts
Facility	All		1234 3456 5678 9012 A3102820215 A3202820215
Ship To	All		

Packaging Information

Template Code	PAL_VEM840	Description	Pallet and box with lid
Master Container	PAL001 ~ Pallet Wood 120x180	Description	Pallet Wood 120x180
Tare Weight	25.0	Unit of Measure	Kilograms
Include On ASN	<input checked="" type="checkbox"/>	Include On Label	<input checked="" type="checkbox"/>
Print on Shipping Documents	<input checked="" type="checkbox"/>	Master Units Per	900

Additional Master Container Packaging

Edit	Delete	Container Id	Description	Tare Weight	Units Per
		VEM841	Lid of Plastic 840	1.65	1

Detail Container

Edit	Delete	Container Id	Description	Tare Weight	Units Per
		VEM840	Box of Plastic	3.0	100

Save Return

Packaging Information

Template Code	PAL_VEM840	Description	Pallet and box with lid
Master Container	PAL001 ~ Pallet Wood 120x180	Description	Pallet Wood 120x180
Tare Weight	None	Unit of Measure	Kilograms
Include On ASN	<input checked="" type="checkbox"/>	Include On Label	<input checked="" type="checkbox"/>
Print on Shipping Documents	<input checked="" type="checkbox"/>	Master Units Per	900

If you want to use master packaging, choose a container from the 'Master Container' drop-down list.

If using detail container only choose 'None'.

Packaging Information

Template Code	PAL_VEM840	Description	Pallet and box with lid
Master Container	PAL001 ~ Pallet Wood 120x180	Description	Pallet Wood 120x180
Tare Weight	25.0	Unit of Measure	Kilograms
Include On ASN	<input checked="" type="checkbox"/>	Include On Label	<input checked="" type="checkbox"/>
Print on Shipping Documents	<input checked="" type="checkbox"/>	Master Units Per	900



Type in the template code and description.
For the 'Master units per' type in the maximum number of parts shipped with one master container.

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Detail Container					
Edit	Delete	Container Id	Description	Tare Weight	Units Per
<input type="button" value="Add"/>					



To create a detail packaging click 'Add' in the Detail container section. If there is an existing detail container click the pencil symbol to edit the detail.

Detail Container Maintenance

Packaging Information			
Detail Container	<input type="text" value="VEM840 ~ Box of Plastic"/>		
Tare Weight	3.0	Unit of Measure	Kilograms
Include On ASN	<input checked="" type="checkbox"/>	Print on Shipping Documents	<input checked="" type="checkbox"/>
Include On Label	<input checked="" type="checkbox"/>		
Units Per	<input type="text" value="100"/>	SMI order size	<input type="text" value="100"/>

Additional Detail Container Packaging					
Edit	Delete	Container Id	Description	Tare Weight	Units Per
<input type="button" value="Add"/>					
<input type="button" value="Update"/> <input type="button" value="Return"/>					



Choose from the dropdown list the correct container. For 'Units Per' type in the number of parts that can be put into one detail container.

Additional Container Maintenance

Packaging Information			
Additional Container	<input type="text" value="VEM841 ~ Lid of Plastic 840"/>		
Tare Weight	1.85	Unit of Measure	Kilograms
Include On ASN	<input checked="" type="checkbox"/>	Print on Shipping Documents	<input checked="" type="checkbox"/>
Units Per	<input type="text" value="1"/>		



You can also add a additional container for the detail packaging. Click 'Add' in the section 'Additional Detail Container Packaging'



Click 'Update' to save the changes. You will be returned to the previous window.



You can also add a additional packaging for the master container in the step where the master is configured.

Packaging: examples

The following examples should illustrate how packaging is required in SupplyWeb

Example 1: One type of material put into a detail container

Detail container VEM840 (Box)

Situation:

900 parts from part number 1234 will be packed in 9 containers Type VEM840

In SupplyWeb this will be implemented as follows:

1: choose one or more parts from „Available Parts“

Setup Packaging Maintenance

Customer default is configured to use both Master and Detail containers. Individual facilities may be configured to use different container requirements.

Supplier	Demonstration Supplier Venture Inc	Available Parts	Authorized Parts
Facility	All	3456 A3102820215 A3202820215	1234 5678 9012
Ship To	All		

2: Type in template name and description

Packaging Information			
Template Code	VEM840 loose	Description	VEM840 100 pcs
Master Container	None	Description	
Tare Weight	0.0	Unit of Measure	
Include On ASN	<input type="checkbox"/>	Include On Label	<input type="checkbox"/>
Print on Shipping Documents	<input type="checkbox"/>	Master Units Per	

3: creation of detail container

Click “Add” to create a detail container

Important !

The field „Units per“ needs to be filled. This specifies the maximum packed quantity for a detail container. The SMI order size could be relevant only for SMI parts (Supplier Managed Inventory).

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Please have the check boxes set !

Detail Container Maintenance

Packaging Information			
Detail Container	<input type="text" value="KLT4806 ~ Box 30x20"/>		
Tare Weight	<input type="text" value="2.0"/>	Unit of Measure	<input type="text" value="Kilograms"/>
Include On ASN	<input checked="" type="checkbox"/>	Print on Shipping Documents	<input checked="" type="checkbox"/>
Include On Label	<input checked="" type="checkbox"/>		
Units Per	<input type="text" value="100"/>	SMI order size	<input type="text" value="100"/>

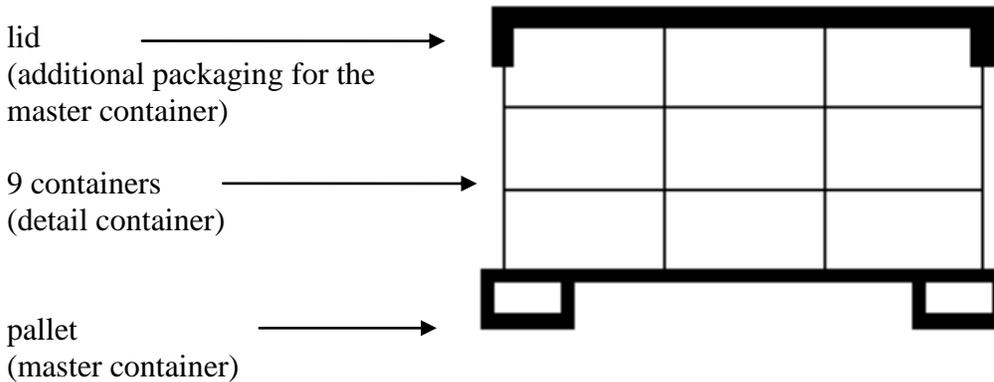
Additional Detail Container Packaging					
Edit	Delete	Container Id	Description	Tare Weight	Units Per
<input type="button" value="Add"/>					
<input type="button" value="Update"/> <input type="button" value="Return"/>					

Example 2: One item in detail containers put on a master container sealed with a lid

Master container (pallet) + additional packaging for the master container(lid) + detail container (Box)

Situation:

900 parts from part number 1234 should be packed in 9 containers Type VEM840
The container will be put on a master container and will be sealed with a lid.



In SupplyWeb this will be implemented as follows:

1: choose one or more parts from „Available Parts“

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Setup Packaging Maintenance

Customer default is configured to use both Master and Detail containers. Individual facilities may be configured to use different container requirements.

Supplier	Demonstration Supplier Venture Inc	Available Parts	Authorized Parts
Facility	All	3456 A3102820215 A3202820215	1234 5678 9012
Ship To	All		

2: create the master container = pallet

Important !

The field „Master Units per“ indicates the maximum total amount of the master container

Please have the check boxes set !

Packaging Information			
Template Code	PAL_VEM840	Description	Pallet and box with lid
Master Container	PAL001 ~ Pallet Wood 120x180	Description	Pallet Wood 120x180
Tare Weight	25.0	Unit of Measure	Kilograms
Include On ASN	<input checked="" type="checkbox"/>	Include On Label	<input checked="" type="checkbox"/>
Print on Shipping Documents	<input checked="" type="checkbox"/>	Master Units Per	900

3: create the additional packaging = lid for the master container

Important !

the field „Units per“ is the number of lids per master container

Please have the check boxes set !

Additional Container Maintenance

Packaging Information			
Additional Container	VEM841 ~ Lid of Plastic 840		
Tare Weight	1.85	Unit of Measure	Kilograms
Include On ASN	<input checked="" type="checkbox"/>	Print on Shipping Documents	<input checked="" type="checkbox"/>
Units Per	1		
<input type="button" value="Update"/> <input type="button" value="Return"/>			

4: create the detail container

Important !

The field „Units per“ needs to be filled. This specifies the maximum packed quantity for a detail container. The SMI order size could be relevant only for SMI parts (Supplier Managed Inventory).

Please have the check boxes set !

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Detail Container Maintenance

Packaging Information			
Detail Container	VEM840 ~ Box of Plastic		
Tare Weight	3.0	Unit of Measure	Kilograms
Include On ASN	<input checked="" type="checkbox"/>	Print on Shipping Documents	<input checked="" type="checkbox"/>
Include On Label	<input checked="" type="checkbox"/>		
Units Per	100	SMI order size	100

Additional Detail Container Packaging					
Edit	Delete	Container Id	Description	Tare Weight	Units Per
Add					
Update Return					

Example 3:

Different parts in a detail container on a master container sealed with a lid (mixed container)

Master container (pallet)

+ additional packaging for the master container (lid)

+ detail container for the different parts for example: KLT (Box), (plastic Box)

Situation:

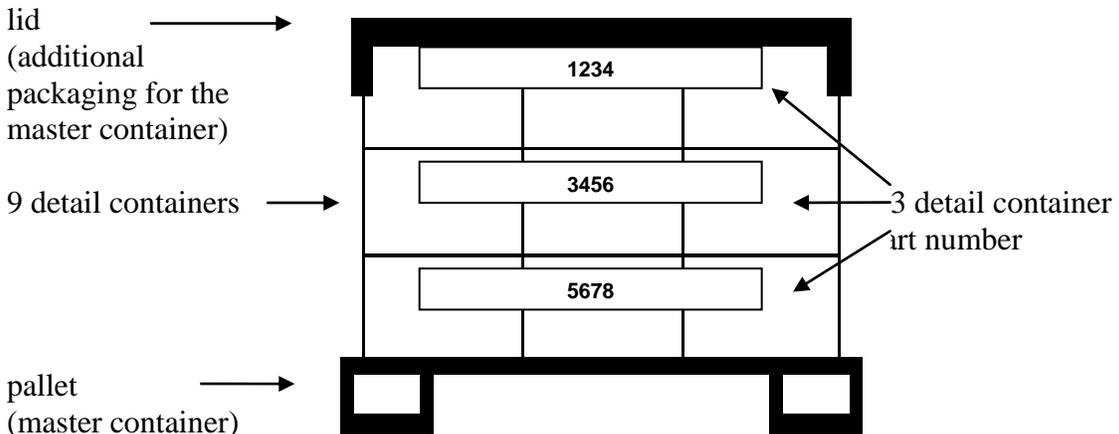
300 parts of part number **1234**,

300 parts of part number **3456** and

300 parts of part number **5678** will be packed

Every part number will be packed in 3 detail containers.

Those 9 containers will be put on a master container which will be sealed with a lid.



In SupplyWeb this will be implemented as follows:

Define two packaging templates

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1. One with a master container (pallet) + additional packaging for the master container (lid) + detail container
2. A second template only with a detail container.

Indication:

When creating the ASN, choose for one part template 1 and for all following parts the template 2.

So the number of master containers and lids will be one and also the number of detail containers correct.

First template: Pallet and Lid and detail container

1: choose the parts from „Available Parts“

Setup Packaging Maintenance

Customer default is configured to use both Master and Detail containers. Individual facilities may be configured to use different container requirements.

Supplier	Demonstration Supplier Venture Inc	Available Parts	Authorized Parts
Facility	All	3456 A3102820215 A3202820215	1234 5678 9012
Ship To	All		

2: create the master container = pallet

Important!

The field „Master units per“ specifies the maximum total amount of the parts per master container.

Please have the check boxes set !

Packaging Information			
Template Code	PAL_VEM840	Description	Pallet and box with lid
Master Container	PAL001 ~ Pallet Wood 120x180	Description	Pallet Wood 120x180
Tare Weight	25.0	Unit of Measure	Kilograms
Include On ASN	<input checked="" type="checkbox"/>	Include On Label	<input checked="" type="checkbox"/>
Print on Shipping Documents	<input checked="" type="checkbox"/>	Master Units Per	900

3: create the additional packing for the master container = lid

Important !

The field „Units per“ is the number of lids per master container

Please have the check boxes set !

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Additional Container Maintenance

Packaging Information			
Additional Container	<input type="text" value="VEM841 ~ Lid of Plastic 840"/>		
Tare Weight	1.65	Unit of Measure	Kilograms
Include On ASN	<input checked="" type="checkbox"/>	Print on Shipping Documents	<input checked="" type="checkbox"/>
Units Per	<input type="text" value="1"/>		

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4: create the detail container

Important !

The field „Units per“ needs to be filled. This specifies the maximum packed quantity for a detail container. The SMI order size could be relevant only for SMI parts (Supplier Managed Inventory).

Please have the check boxes set !

Detail Container Maintenance

Packaging Information			
Detail Container	VEM840 ~ Box of Plastic		
Tare Weight	3.0	Unit of Measure	Kilograms
Include On ASN	<input checked="" type="checkbox"/>	Print on Shipping Documents	<input checked="" type="checkbox"/>
Include On Label	<input checked="" type="checkbox"/>		
Units Per	100	SMI order size	100

Additional Detail Container Packaging					
Edit	Delete	Container Id	Description	Tare Weight	Units Per
<input type="button" value="Add"/>					
<input type="button" value="Update"/> <input type="button" value="Return"/>					

Second template: No pallet, no lid – only detail container.

1: choose the parts from „Available Parts“

Setup Packaging Maintenance

Customer default is configured to use both Master and Detail containers. Individual facilities may be configured to use different container requirements.

Supplier	Demonstration Supplier Venture Inc	Available Parts	Authorized Parts
Facility	All	3456 A3102820215 A3202820215	1234 5678 9012
Ship To	All		

Important !

Please do not define a master container in this case.
Also do not define a lid on master container level.

2: create the detail container

Important !

The field „Units per“ needs to be filled. This specifies the maximum packed quantity for a detail container. The SMI order size could be relevant only for SMI parts (Supplier Managed Inventory).

Please have the check boxes set !

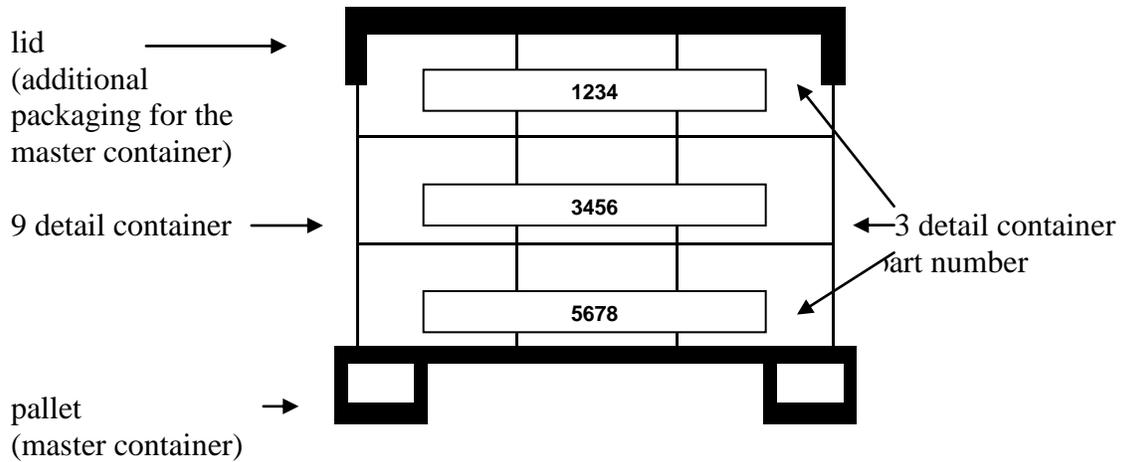
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Detail Container Maintenance

Packaging Information			
Detail Container	VEM840 ~ Box of Plastic		
Tare Weight	3.0	Unit of Measure	Kilograms
Include On ASN	<input checked="" type="checkbox"/>	Print on Shipping Documents	<input checked="" type="checkbox"/>
Include On Label	<input checked="" type="checkbox"/>		
Units Per	100	SMI order size	100

Additional Detail Container Packaging					
Edit	Delete	Container Id	Description	Tare Weight	Units Per
<input type="button" value="Add"/>					
<input type="button" value="Update"/> <input type="button" value="Return"/>					

Result:



Indication:

When creating the ASN, choose for one part the the template 1 and for the other two parts the template 2.

Operational working

To view delivery schedules take a look at document [2.0 SupplyWeb - Supplier Training - Demand](#).

For the search of demands we recommend to use the filter settings. For “Requirement Type” use “Firm” and for “Status” use “open”. You will see only those delivery schedules that have open firm demand that need to be shipped against.

Then only delivery schedules will be displayed which have an open demand.

Search Criteria	
Facility	< All >
Ship To	< All >
Ship From	< All >
Customer Part	< All >
Published Since (MM-dd-yyyy)	
Document Type	< All >

Advanced Search Criteria (May increase search time.)	
Requirement Type	Firm
Status	Open
Net Change	<input type="checkbox"/>
Show Part List	<input checked="" type="checkbox"/>
List Obsolete Parts	<input type="checkbox"/>

Continue

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Demand Releases

Releases

Selected Criteria

Facility	Ship To	Ship From	Customer Part	Document Type	Requirement Type	Status	Commitment	Published Since	Net Change
All	All	All	All	All	Firm	Open	All		

Demand Information 1 to 5 of 5

<input type="checkbox"/>	Net Change	Schedule	Viewed	Facility	Ship To	Ship From	Customer Part	Supplier Part	Purchase Order	Model Year	Engineering Level	Dock
<input type="checkbox"/>		GO	NO	Magna Aurora	Magna 375		3456					
<input type="checkbox"/>	GO	GO	YES	Magna Aurora	Magna 375		A3102820215	SUP A1234				MIT375
<input type="checkbox"/>		GO	NO	Magna Aurora	Magna 375		A3102820215	SUP A1234				
<input type="checkbox"/>	GO	GO	NO	Magna Aurora	Magna 375		A3202820215					MIT375
<input type="checkbox"/>		GO	NO	Magna Aurora	Magna 375		A3202820215					

<<Select a type >>
Download Demand

Parts List

Ship Tos

Magna 375

- 3456 / Metal Ring 45
- A3102820215 / Plate OB
- A3102820215 / Plate OB
- A3202820215 / AUFLAUFPLATTE OB
- A3202820215 / AUFLAUFPLATTE OB

Creation of an Advanced Shipping Notification (ASN)

For creating ASNs see document [3.0 SupplyWeb - Supplier Training - Shipments](#)

Important!

When creating an ASN the “Ship To” must match the “Ship To” sent with the delivery schedule.

See in “Demand” – “Schedules”

The shipper number can be overwritten if required.

- Demand
- Kanban
- Supplier Managed Inventory
- Shipments
- Create Shipper
- View Shippers
- View ASNs
- View AETC Requests
- Reprint/Purge Labels
- Global Track & Trace
- Shipping History

Shipments Shipper

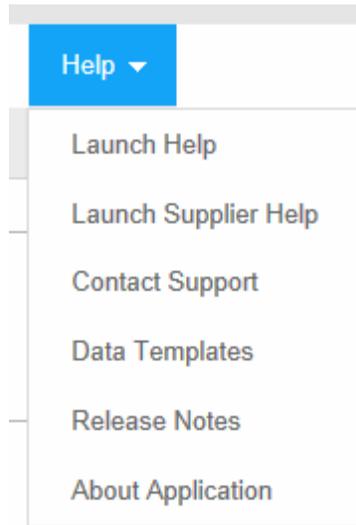
Shipper

Facility	Magna Aurora
Ship To	Magna 375
Deliver To	<<None>>
Ship From	Venture Inc
Shipper Number	2502

Continue

Help and Support

Online help is available for SupplyWeb in both reference material and tutorials. The navigator on the left of the screen provides links to the available help and the tutorials. Please utilize the help available before contacting support.



In the event that you require assistance with SupplyWeb, please be sure to use the correct contact for the issue you are having.

- Technical Issues, such as SupplyWeb error messages, should be directed to supplyweb@magna.com
- Issues with the logistical content of the data (requirements/cums/etc) should be directed to the purchaser/buyer at the plant you are supplying. Requests for assistance of this type will not be answered by the Technical Support team.
- Connectivity issues where you cannot access even the login page should be directed to your internal IT department to troubleshoot the issue. If the issue cannot be resolved, contact supplyweb@magna.com

If you are contacting SupplyWeb@magna.com please include all the information required to troubleshoot your issue. Include a description of the issue, your login name, your Company Name and Supplier ID, the Magna plant you are supplying, and your phone contact information.