

## Shipments (Advance Ship Notices)

Advance Ship Notices (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.

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### **Creating a Shipper**

ASNs in SupplyWeb are generated based on the Shipper you create in the system. (\*An ASN does not exist until the time you 'Publish' you Shipper).  
To create a new shipper in SupplyWeb, select the **Shipments->Create Shipper** link from the navigator.

#### **Shipments Shipper**

Shipper	
Facility	Magna Aurora ▼
Ship To	Magna 375 ▼
Deliver To	<<None>> ▼
Ship From	Venture Inc ▼
Shipper Number *	21

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 override the number here.

Shipper numbers cannot be duplicated within the system and must be in a numerical format that is not longer than 8 digits.

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

# SupplyWEB - Supplier Training

Shipments Create Shipper

Requirements					
Shipping Information					
Customer From	Ship To	Supplier	Ship From		
Magna Demonstration Customer 375 Magna Drive Aurora ON L4G 7K1 CANADA	Magna 375 375 Magna Drive Aurora ON L4G 7K1 CANADA	Demonstration Supplier Venture Inc 123 My Street AURORA ON L4G 7L8 CANADA	Venture Inc 123 My Street AURORA ON L4G 7L8 CANADA		
Requirement Filters					
Requirement View	* 30 Days		Ship Coverage	* 30 Days <input checked="" type="checkbox"/> Include Weekends	
Transit Time	* 2 Days 0 Hrs 0 Mins		Dock		
Test or Production	Production		PO Number		
Search					
Part List					
<input type="checkbox"/>	Part	Description	PO Number	Suggested Ship Qty.	Procurement Method
<input type="checkbox"/>	1234	Steel Part A	0000000123	400	Material Release
<input checked="" type="checkbox"/>	5678	Steel Part B	0000000123	400	Material Release
<input type="checkbox"/>	9012	Steel Part C	0000000123	500	Material Release
Create Shipper Cancel					

With the locations now identified, the requirements filter is used to select the demand to ship against. SupplyWeb will allow you to ship a product that has unsatisfied demand. Searching the releases will display all of the requirements that meet the filter conditions you specified.

*\*\*Please note that 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 to specify the default standard transit time to allow SupplyWeb to calculate when to ship. (Transit time refers to the amount of time it takes to ship from your facility to the Magna plant).

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.

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

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 published to an ASN, select the *Shipments*->*View Shipper* link from the navigator.

### Shipments View Shippers

Open Shipper	
Facility	Magna Aurora ▼
Ship To	Magna 375 ▼
Deliver To	<< None >> ▼
Date Range (MM-dd-yyyy)	<input type="text"/> to <input type="text"/>
<input type="button" value="Continue"/>	

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

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

### Shipments Shippers

Facility Information	
Facility	Magna Aurora
Ship To	Magna 375
Deliver To	None

  

Shippers						
Edit	Publish	History	Delete	Shipper Number	Creation Date	Ship From
			<input type="checkbox"/>	4	02-20-2012 08:34:18 AM EST	Venture Inc
			<input type="checkbox"/>	21	02-20-2012 08:33:11 AM EST	Venture Inc

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 Demonstration Customer 375 Magna Drive Aurora ON L4G 7K1 CANADA	Magna 375 375 Magna Drive Aurora ON L4G 7K1 CANADA	Demonstration Supplier Venture Inc 123 My Street AURORA ON L4G 7L8 CANADA	Venture Inc 123 My Street AURORA ON L4G 7L8 CANADA

**Header Information**

Shipper Number	21	Ship Date & Time	02-20-2012 08:33:11 AM EST
Freight	Collect	Expected Arrival Date & Time	02-22-2012 08:33:11 AM EST
AETC		AETC Responsibility	
Vehicle Number		Transport	Motor Carrier
SCAC	OURT	Dock	
Pro Number		Test or Production	Production
Bill of lading number		Remarks	
Carrier			
Route Code			
Supplier Attached Files	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Attach File"/> <input type="button" value="Delete File"/>		

**Line Items**

Line Item	Delete	Containers	Packaging Template	Customer Part Number	Purchase Order	Quantity Shipped	UoM
✎	<input type="checkbox"/>	✎	PAL001_KLT4806 - Pallet and KLT	5678	0000000123		400 EA

Header

Details

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

To modify the header, click on the Edit button located at the bottom of that section.

**Header Information**

Shipper Number	21	Ship Date & Time	02-20-2012 08:33 AM EST
Freight	Collect	Expected Arrival Date & Time	02-22-2012 10:33 AM EST
AETC		AETC Responsibility	Customer Responsibility
Vehicle Number		Transport	Motor Carrier
Carrier		SCAC	OURT   Our Truck
Dock		Pro Number	
Test or Production	Production	Bill of lading number	
Route Code			
Remarks	<div style="border: 1px solid #ccc; height: 20px;"></div>		

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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 use BOL numbers, you must enter the same value as the shipper number.	M	M	M

Please note that some information that you enter, such as the Transport Method and the SCAC/Carrier, 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 Item	Delete	Containers	Packaging Template	Customer Part Number	Purchase Order	Quantity Shipped	UoM
	<input type="checkbox"/>		PAL001_KLT4806 - Pallet and KLT	5878	0000000123	400	EA

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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**Shipper Line Item**

**Part Selection**

Customer Part	9012
Supplier Part	9012

**Line Item Information**

Ship Quantity	500 EA	Net Weight	3,500 KG
Pull Signal			
Lot No.			
CUM Shipped (YTD)			
Remarks			

If there is no unsatisfied demand, you will not be able to add Line Items to your shipper. There must be firm demand in order to create a shipper.

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.

**Shipper Line Item**

**Part Information**

Customer Part	5678
Supplier Part	5678

**Line Item Information**

Ship Quantity	400 EA	Net Weight	4,000 KG
Lot No.			
Remarks			

**Requirements**

Ship Qty	Req Qty	Start Date	End Date	Shipped to Date	Freq	Pull Signal	Release
400	400	01-16-2012	01-16-2012		0 Daily		002

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.

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.

## SupplyWEB - Supplier Training

Line Items							
Line Item	Delete	Containers	Packaging Template	Customer Part Number	Purchase Order	Quantity Shipped	UoM
	<input type="checkbox"/>		PAL001_KLT4806 - Pallet and KLT	5678	000000123	400	EA
			PAL001_KLT4806 - Pallet and KLT				
			<<None>>				
				Add Line Item		Delete Line Items	

  

Print Labels	Print Shipping Documents	Preview	Validate	Publish
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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.

### Line Item Container List

Containers									
Shipper Information									
Facility	Ship To	Shipper No.	Ship Date						
Magna Aurora	Magna 375	21	02-20-2012 08:33:00 AM EST						
Part Information									
Customer Part Number	Qty Shipped	U of M	Packaging Template						
5678	400	EA	PAL001_KLT4806						
Master Container List									
Edit	<input type="checkbox"/>	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	PAL001	25	200		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	Master	PAL001	25	200		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				Add		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		
				Add					
				Return		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 serial numbers are 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.



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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.

Master Container Information							
Container Type	Container Code	Tare Weight (Kilograms)	Units Per	Serial Number			
Master	PAL001	25	200				
Include in Advance Shipping Notice		Include in Printing Documents		Include in Barcode label			
<input checked="" type="checkbox"/>		<input checked="" 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
	KLT4806	2	50		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	KLT4806	2	50		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	KLT4806	2	50		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	KLT4806	2	50		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="button" value="Add"/> <input type="button" value="Delete"/>							
Master additional packaging List							
Edit	Container Code	Tare Weight (Kilograms)	Include in Advance Shipping Notice	Include in Printing Documents			
<input type="checkbox"/>							
<input type="button" value="Add"/> <input type="button" value="Delete"/>							
<input type="button" value="Save"/> <input type="button" value="Cancel"/>							

Click the Return button 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](#).



Click Print Labels to generate an Adobe PDF file containing the labels for your shipper.

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			
<b>Facility Information</b>			
Facility	Magna Aurora		
Ship To	Magna 375		
<b>Shipper Header Information</b>			
Shipper Number	21	Ship Date & Time	02-20-2012 08:33:00 AM EST
Freight	Collect	Expected Arrival Date & Time	02-22-2012 10:33:00 AM EST
AETC		AETC Responsibility	
Vehicle Number		Transport	Motor Carrier
Route Code		Dock	
SCAC	OURT	Ship From	Venture Inc
Test or Production	PROD	Pro Number	
Remarks			
<b>Generate Document</b>			
Document Type	<div style="border: 1px solid black; padding: 2px;">                     Packing List: North America                      Choose Document...                      Packing List: North America                      Shipper/Bill of Lading: North America                      Shipper: VDA                      Bill of Lading: VDA                      Document Accompanying Goods: VDA                 </div>		

The documents are generated in PDF 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.

## 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	<input type="text"/> to <input type="text"/>
Shipper ID	<input type="text"/>
From Serial Number	<input type="text"/>
To Serial Number	<input type="text"/>
<input type="button" value="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 <span style="float: right;">1 to 10 of 10</span>							
<input type="checkbox"/>	Serial Number	Shipper ID	Label Type	Customer Part	Supplier	Qty Shipped	Date
<input type="checkbox"/>	S0000001	21	Detail	5678	Demonstration Supplier Venture Inc	50	02-20-2012
<input type="checkbox"/>	S0000002	21	Detail	5678	Demonstration Supplier Venture Inc	50	02-20-2012
<input type="checkbox"/>	S0000003	21	Detail	5678	Demonstration Supplier Venture Inc	50	02-20-2012
<input type="checkbox"/>	S0000004	21	Detail	5678	Demonstration Supplier Venture Inc	50	02-20-2012
<input type="checkbox"/>	S0000005	21	Detail	5678	Demonstration Supplier Venture Inc	50	02-20-2012
<input type="checkbox"/>	S0000006	21	Detail	5678	Demonstration Supplier Venture Inc	50	02-20-2012
<input type="checkbox"/>	S0000007	21	Detail	5678	Demonstration Supplier Venture Inc	50	02-20-2012
<input type="checkbox"/>	S0000008	21	Detail	5678	Demonstration Supplier Venture Inc	50	02-20-2012
<input type="checkbox"/>	S0000009	21	Master	5678	Demonstration Supplier Venture Inc	200	02-20-2012
<input type="checkbox"/>	S0000010	21	Master	5678	Demonstration Supplier Venture Inc	200	02-20-2012
<input type="button" value="Delete"/> <input type="button" value="Re-generate Labels"/>							

You may select one or many of the labels listed to be reprinted. Select the labels you wish to reprint and click 'Re-generate Labels' to have them reprinted.

## Validating and Publishing



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 the 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 as this consumes demand.

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.

\*\*\*Please note that 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 shipper that was published needs to be cancelled, you may use the *Shipments->View ASNs* link in the navigator.

### Shipments ASNs

ASN	
Facility	Magna Aurora
Ship To	Magna 375
Deliver To	<< None >>
Ship From	Venture Inc
Publish Date Range	<input type="text"/> to <input type="text"/>
<input type="button" value="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	Magna Aurora
Ship To	Magna 375
Deliver To	None
Ship From	Venture Inc
Publish Start Date	
Publish End Date	

  

ASN History								1 to 1 of 1
View	Print Shipping Documents	Shipper Number	Ship Date	Publish Date	ASN History	ASN Cancellation	ASN Resend	Receipt
		1	02-09-2012 11:15:00 AM EST	02-09-2012 11:19:31 AM EST	History	Cancel	Resend	

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	Magna Aurora
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	
	Magna Aurora	Magna 375	5678	02-20-2012 09:00:00 AM EST	200	104	Magna Customer Administrator	300.00 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	
Magna Aurora 375 Magna Drive Aurora ON L4G 7K1 CANADA	Magna 375 375 Magna Drive Aurora ON L4G 7K1 CANADA	Magna Demonstration Customer 375 Magna Drive Aurora ON L4G 7K1 CANADA	
Details			
AETC Number	104	Carrier	UPS
Date Required	02-20-2012 09:00:00 AM EST	Date Entered	02-20-2012 09:37:00 AM EST
Expeditor	Magna Customer Administrator	Authorized By	Mr. Ioe
Responsibility	Buyer	Reason	Quality discrepancy
Estimated Cost	300.00 CAD	Comments	
Actual Cost			
Part Information			
Part	Required Quantity	Pull Signal	
5678	200		
Create Shipper			

Click the 'Create Shipper' to create the shipment. You will be directed to the standard 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.

### Shipments Shipping History

Search Criteria	
Facility	Magna Aurora
Ship To	Magna 375
Deliver To	< All >
Part	< All >
Purchase Order Number	
Pull Signal	
Model Year	
Engineering Change Level	
Ship Date From	
Ship Date To	
Continue	

Select the desired Search Criteria and click ‘Continue’.

### Shipments Shipping History

Search Criteria					
Supplier	Facility	Ship To	Deliver To	Ship Start Date	Ship End Date
Demonstration Supplier Venture Inc	Magna Aurora	Magna 375	All	All	All

  

Part Summary Results				1 to 1 of 1
View	Part	Total Shipped Quantity	Last Ship Date	
	1234	200	02-09-2012	

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.

Search Criteria					
Supplier	Facility	Ship To	Deliver To	Ship Start Date	Ship End Date
Demonstration Supplier Venture Inc	Magna Aurora	Magna 375	All	All	All

  

1234 Steel Part A	
Total Shipped Quantity	Last Ship Date
200	02-09-2012

  

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	
1	02-09-2012	123456	200		000000123	010				

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	Magna Aurora ▾
Ship To	Magna 375 ▾
Deliver To	< ALL > ▾
Ship From	< ALL > ▾
Customer Part	< ALL > ▾
Date Range	
From	<input type="text"/>
To	02-20-2012
<input type="button" value="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.