

**1 SUPPLYWEB STARTING ..... 2**

**2 READ THE DOCUMENTATION CAREFULLY ..... 2**

**3 REGISTER / LOGIN..... 2**

**4 NOTIFICATION E-MAILS..... 3**

4.1 NEW PART..... 3

4.2 NEW DELIVERY SCHEDULE ..... 4

**5 PACKAGING ..... 5**

5.1 DEFINE WEIGHT AND CURRENCY OF THE PART ..... 5

5.2 DEFINE CONTAINERS OF THE PART ..... 5

**6 CREATE SHIPPER : PREVIEW - VALIDATE - PUBLISH..... 7**

**7 DEFINE ADDITIONAL USERS ..... 9**

# 1 SupplyWeb starting

<https://supplyweb.magna.com/>



- 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

## News

02-08-2010  
[Password Reset Online](#)  
08-26-2013  
[SupplyWEB version upgrade, in effect Mon Sept 9th, 2013. Click here to read about notable changes.](#)

## Tips

When creating shippers, a part list with suggested ship quantities is provided based user-entered coverage days.  
For more information, read the help by clicking the "?" in the application's navigation bar.

## Links

- [www.infor.com](http://www.infor.com)
- [Magna Powertrain Supplier Portal](#)
- [Magna International](#)
- [SupplyWeb Documentation](#)
- [SupplyWeb Support Email](#)
- [Magna IT EDI guidelines](#)
- [Forgot your password?](#)

## 2 Read the documentation carefully

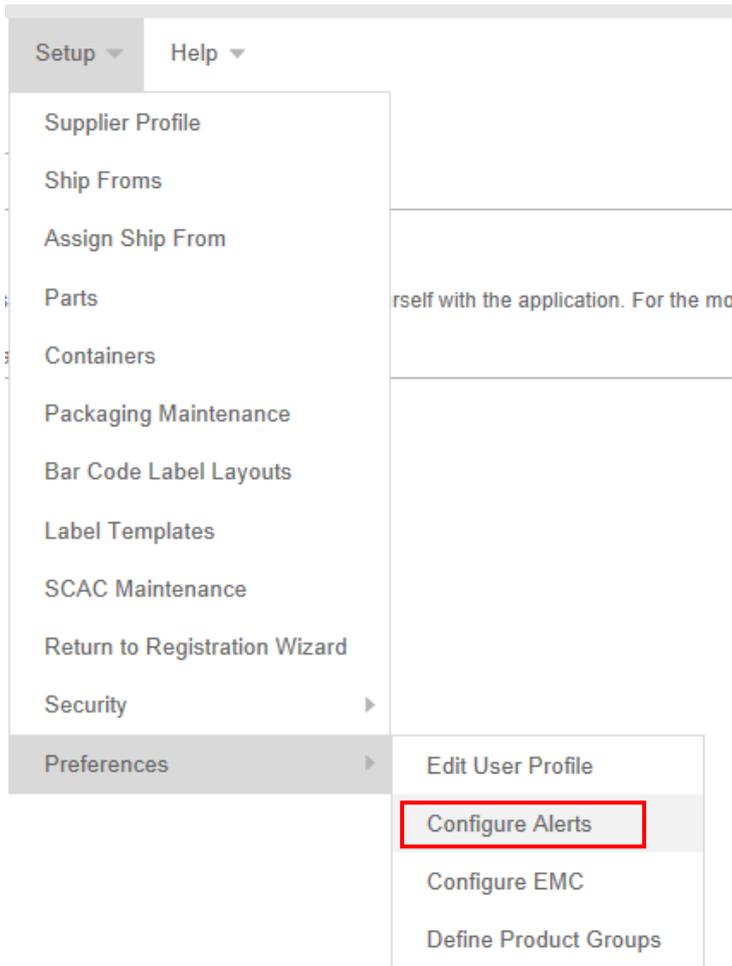
## 3 Register / Login

To use SupplyWeb you must ,register' once; afterwards you just ,login'.

## 4 Notification E-Mails

### 4.1 New Part

After receiving delivery schedules, parts will be integrated automatically. If you configure alerts once - as shown – you will receive an e-mail.



### Preferences Alert Configuration

Contact Information		
User	Martin Friedl ▼	
Demand Alerts		
Edit	Alert	Send
	New Part	<input checked="" type="checkbox"/>

## 4.2 New delivery schedule

Communications ▾ Setup

- Send Now
- Receive Now
- File Status
- Messages
- Define Hosts
- Define Documents**
- Define Processes
- Define Transfer Schedule
- Trading Partners

[Communications](#) Documents

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

## 5 Packaging

To create an ASN you have to define the weight, currency and packaging (= containers) of each part just for one time.

### 5.1 Define weight and currency of the part

The screenshot shows the SAP 'Setup - Parts' menu with 'Parts' highlighted. Below it is the 'Setup - Parts' form for 'Part A4616934570'. The form is divided into 'Customer Part Information' and 'Supplier Part Information' sections. In the 'Supplier Part Information' section, the 'Weight' field is set to 3.4, the 'Weight Unit of Measure' is 'Kilograms', the 'AQP' is 'No', and the 'Currency' is 'Euro'. The 'Part Price' is 0. The 'Description' field is empty. At the bottom of the form are 'Update', 'Delete', and 'Cancel' buttons.

Customer Part Information	
Customer Part Number	A4616934570
Unit of Measure	PCE
Description	ZWISCHENBODEN AU.LI.

Supplier Part Information	
Supplier Part Number	
Weight	3.4
Weight Unit of Measure	Kilograms
AQP	No
Part Price	0
Currency	Euro
Description	

### 5.2 Define containers of the part

The screenshot shows the SAP 'Setup - Parts' menu with 'Packaging Maintenance' highlighted. The menu items are: Supplier Profile, Ship Froms, Assign Ship From, Parts, Containers, and Packaging Maintenance.

Setup Packaging Maintenance

Search Criteria				
Facility	<<All>>	Template Code		
Ship To	<<All>>	Customer Part	A4636800111	
Search				
List of Packages				
Edit	Facility	Ship To	Template Code	Template Description
			DB5003_100	100 Stk auf Holzflachpalette
Add Delete Copy				

Mark always:

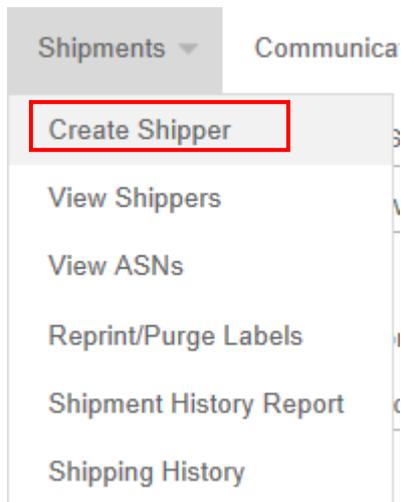
- Include on ASN
- Printing on shipping documents
- Include on label

Detail Container Maintenance

Packaging Information					
Detail Container	DB 5003 ~ HOLZFLACHPALETTE				
Tare Weight	25.0	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	Std. Qty			
Additional Detail Container Packaging					
Edit	Delete	Container Id	Description	Tare Weight	Units Per
Add					
Update Return					

For more informations concerning the containers of a part just contact [richard.weisz@magnasteyr.com](mailto:richard.weisz@magnasteyr.com) Tel: +43 (0)316 404 3799

## 6 Create shipper : preview - validate - publish



Before publishing the shipper, add following printed documents to your goods

- Button 'Print Labels'
- Button 'Print Shipping Documents'
- 'bill of lading VDA'
- 'document accompanying goods VDA'



Shipments Select Document Type



<b>Shipper</b>			
<b>Facility Information</b>			
Facility	GMT900 TEST		
Ship To	GMT900 X2T		
<b>Shipper Header Information</b>			
Shipper Number	5001	Ship Date & Time	07-27-2006 12:10:26 AM EDT
Freight	COLLECT	Expected Arrival Date & Time	07-27-2006 12:11:26 AM EDT
AETC		AETC Responsibility	
Vehicle Number		Transport	Less Than Full Truck
Route Code		Dock	
SCAC	FEDX	Ship From	Supplier #5
Test or Production	PROD	Pro Number	
Remarks			
<b>Generate Document</b>			
Document Type	<div style="border: 1px solid black; padding: 2px;">             Choose Document...             <ul style="list-style-type: none"> <li>Choose Document...</li> <li>Packing List: North America</li> <li>Shipper/Bill of Lading: North America</li> <li>Shipper: VDA</li> <li>Bill of Lading: VDA</li> <li>Document Accompanying Goods: VDA</li> </ul> </div>		
	Generate D		

For more informations concerning the contents of a shipper just contact [werner.puff@magnasteyr.com](mailto:werner.puff@magnasteyr.com) Tel: +43 (0)664 8840 2732

## 7 Define additional users

If you want, you can define additional users:

