

# Manual

## Customer Solution Professional



### Guide for CSP Suppliers

Version 1.1.0

January 5, 2022

**SEEBURGER**  
BUSINESS INTEGRATION

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# 1 Log in

Use the link provided with activation mail to access the CSP-application. When you call the link, you will see the screen in figure 1.1. For the first log in use, the credentials you received from the activation mail or the CSP provider.

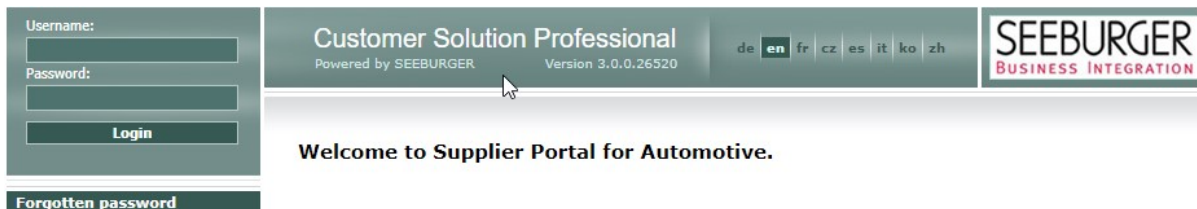


Figure 1.1 Start screen

# 2 First steps

After successful login, the main menu with all CSP functionalities is displayed on the left side (figure 2.1.). The dashboard provides an overview of the latest transmissions, open deliveries, reported goods receipts, requirements for the next days, open EDI delivery notes and the deliveries of the last days.

In the following, the first steps are described which you should follow before you start working productively with the application.

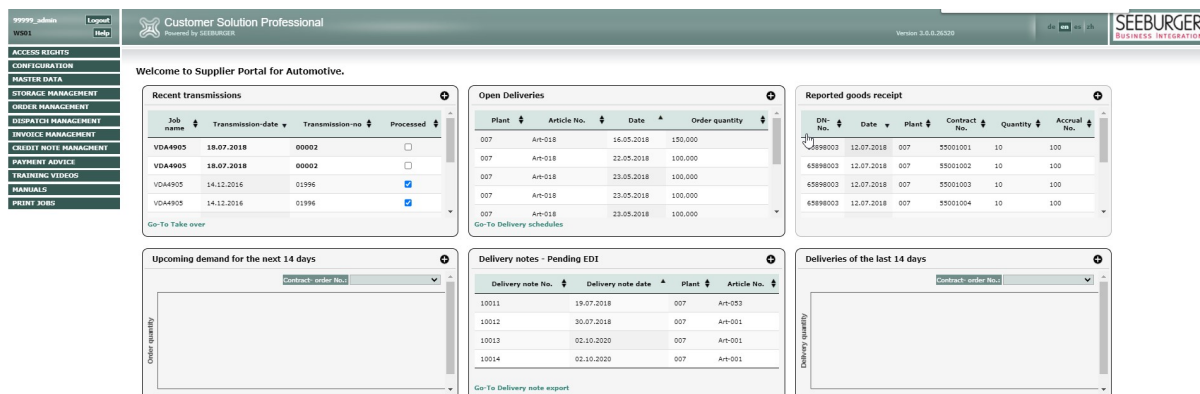


Figure 2.1 Main Menu

## 2.1 Configuration

Several configurations should be checked before the system can be used. Configuration regarding users and location are already set up by Grupo Antolin

### 2.1.1 Number Range

If you wish to stick to defined number ranges for orders, delivery notes, transports or invoices, you are able to define these number ranges in the menu "Configuration / User Profile / Number ranges".

Here you can define the range (From-, To-field) and the number for the next order/delivery note/shipment/invoice by setting the "Current No". The next automatically assigned number is always the value from the field "Current No" +1.

Figure 2.7 Assignment of number ranges

### 3 Master Data

Before you can start working with the CSP-platform, you need to maintain some master data. There are four types of master data to maintain before you can start using the system.

#### 3.1 Supplier plant

You can set the address of your plant (supplier’s plant) in the menu “Master Data / Addresses / Plants”. This address is needed for several papers, i.e. the bill of lading or the labels.

Figure 3.1 shows how such plant information would look like.

Figure 3.1 Plant master data

### 3.2 Containers and loading units

After checking that plant data is correct, the containers or packages in which your items are shipped should be created. To do this, open the menu “Master data / Material / Container”. In the displayed list, you can add more containers by clicking the “New” button.

Depending on the CSP configuration, either you can select a container from a list of provided containers or you can create your own containers from the scratch.

In case your CSP provider maintains the packages for you, you just need to click the “New” button, pick the container and click the “Select” button. The data for the package will be prefilled. If you like, you can modify the “Container No.” to a more recognizable number.

If you should maintain the container data by yourself, click the “New” button in the container list screen. Now an empty form opens, where you can input the packaging information. It is important to fill the “Container No.”, “Container No. customer” and “Label type”.

The “Container No.” specifies the name of the package at the supplier. The “Container No. Customer” specifies the name of the package at the customer. The “Label type” specifies if the package is a single label (S), a master label (M), a mixed label (G) or an accessory (empty label type).

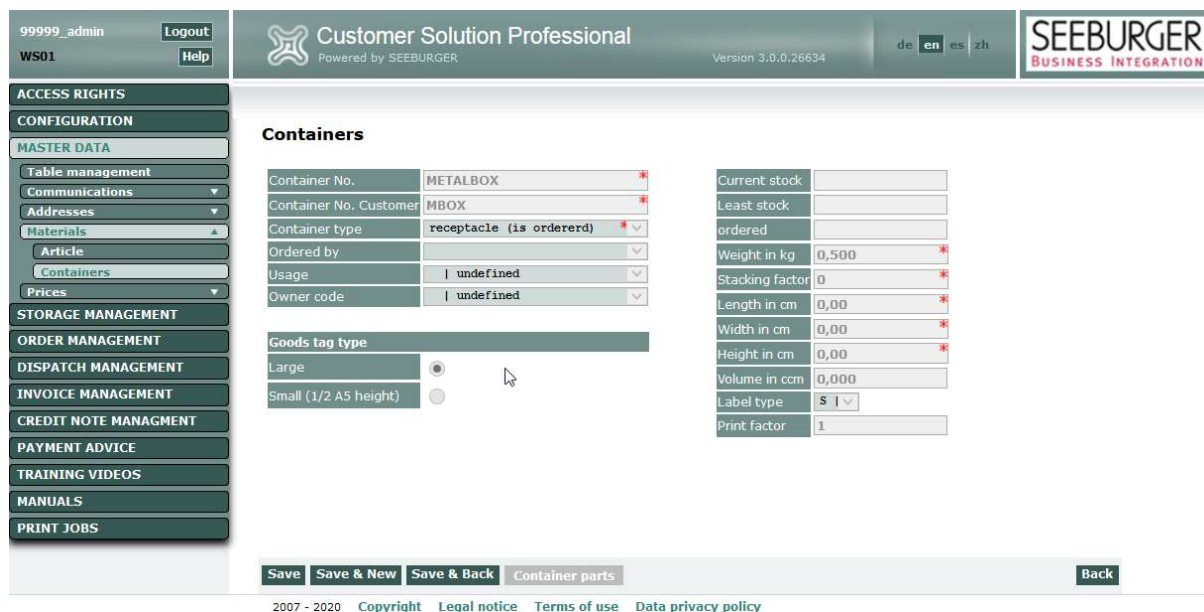


Figure 3.2 Package master data

Beside containers, you can also specify loading units. Loading units are constructs consisting of several different types of containers. If you need to pack your shipped goods always on pallets with a fixed number of containers and maybe together with some accessory packaging to it, you can save a lot of time and trouble in the delivery note writing part when you define loading units.

Loading units are created as a normal container described above. You just need to set the container type to “Loading unit”. The button “Container parts” will be activated after saving the container.

Now click this button to get to the container parts list. Here you can assign the single parts of the loading unit. You need to start with the S-label, because a loading unit must consist of an S-Label. After defining the S-Label specify the number of S-Label, which are commonly put in the loading unit and save. Now you can add the M-Label and accessory packages to the loading unit that are commonly shipped together with the S-Label.

In case you just can select from a list of predefined packaging, you simply select the loading unit from the list and store it to your master data (similar to the normal package). If the loading unit consists of a container that was missing from your master data, it will be created automatically together with the loading unit.

### 3.3 Articles/Materials

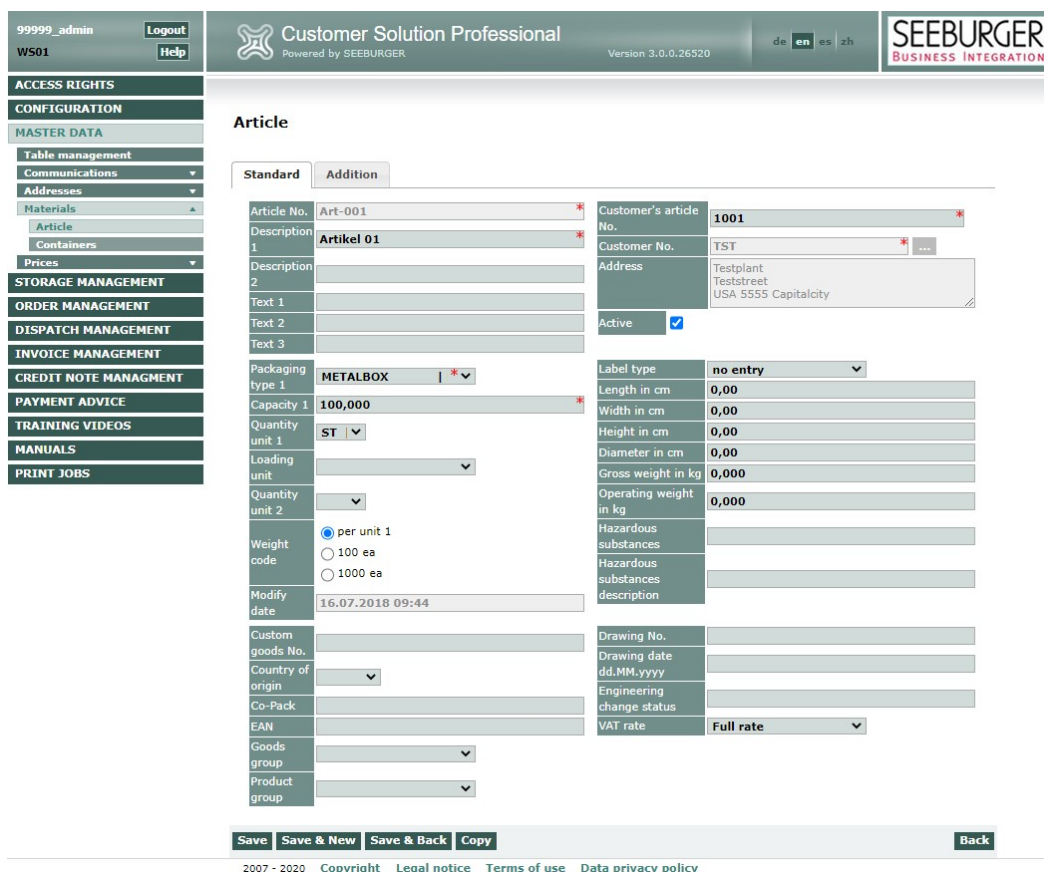
#### 3.3.1 Manual creation of Items

When you have maintained the packaging master data, you are able to add items to the CSP system. Therefore, go to “Master data / Materials / Article” in the menu.

To create new articles click the *New*-button. You will now see a screen where you can fill the articles master data. Figure 3.5 shows you the screen and all fields that are mandatory to create a new item in the system.

Mandatory are:

- Article No. – Supplier’s article No.
- Customer’s article No. – Article No. w. orderer
- Description 1– Description/Common name of the part
- Customer No-. – The customer to whom the article is shipped.
- Active – check out, to activate the article in WEBEDI
- Packaging type 1 – The common/default container in which the article is shipped.
- Capacity 1 – Defines how many articles are usually filled in one container (filling quantity).
- Quantity Unit 1 – The measuring unit of the article.



The screenshot shows the 'Article' master data form. The left sidebar contains a navigation menu with categories like ACCESS RIGHTS, CONFIGURATION, MASTER DATA, STORAGE MANAGEMENT, ORDER MANAGEMENT, DISPATCH MANAGEMENT, INVOICE MANAGEMENT, CREDIT NOTE MANAGEMENT, PAYMENT ADVICE, TRAINING VIDEOS, MANUALS, and PRINT JOBS. The main form area is titled 'Article' and has two tabs: 'Standard' and 'Addition'. The 'Standard' tab is active. Fields include: Article No. (Art-001), Description 1 (Artikel 01), Customer's article No. (1001), Customer No. (TST), Address (Testplant, Teststreet, USA 5555 Capitalcity), Active (checked), Packaging type 1 (METALBOX), Capacity 1 (100,000), Quantity unit 1 (ST), Loading unit, Weight code (per unit 1), Modify date (16.07.2018 09:44), Custom goods No., Country of origin, Co-Pack, EAN, Goods group, Product group, Label type (no entry), Length in cm (0,00), Width in cm (0,00), Height in cm (0,00), Diameter in cm (0,00), Gross weight in kg (0,000), Operating weight in kg (0,000), Hazardous substances, Drawing No., Drawing date (dd.MM.yyyy), Engineering change status, and VAT rate (Full rate). Buttons at the bottom include Save, Save & New, Save & Back, Copy, and Back. The footer shows copyright information for 2007-2020.

Figure 3.3 Article master data

The rest of the fields can be filled, but they are not necessarily needed to complete the item creation. But filling this additional information might be useful for further processing. I.e. if you enter the weight, this will be considered when calculating the weight of a transport and will be printed on labels and shipping papers.

### 3.3.2 Automatic creation of items

The CSP also offers an automated creation of items when importing order messages. In case new orders are sent for items that have not been created, the system will create them automatically as long as the customer is maintained (for more information see chapter 4.2).

These automatically created items are filled with the data sent in the transmission. All of them will be assigned to a packaging 0 and have a filling quantity of 10000 by default. These are dummy parameters and need to be adjusted. So if you also use the CSP to write DNs, it's needed to over check these automatically created items and assign them a valid packaging and reasonable filling quantity.

Please note, even if you miss to check the data you are able to write DNs for these items, but you will run into trouble when maintaining the packaging for the DNs.

## 4 Order Management

After you have maintained the master data, the application is ready for processing your logistic processes. The order management is the first you start with.

### 4.1 Production calendar

If you want to let the application also consider the weekends and holidays when calculating the shipping dates, you need to maintain a production calendar. The production calendar holds the information if a certain day is a working day or a free day at your plant.

To create a production calendar go to “*Order management / Production calendar*”. You will see a table where the dates of the calendar are listed. If the table is empty, a production calendar has not been created yet.

When starting from the scratch you need to specify your holidays first. Therefore, click on “*Initial settings*” button. Now you have the possibility to enter all holidays that should be considered for the production calendar. It is recommended to enter only holidays that are on a fixed date every year. For flexible holidays like bank holiday Mondays it is advised to mark them as holiday in the production calendar (see next paragraphs).

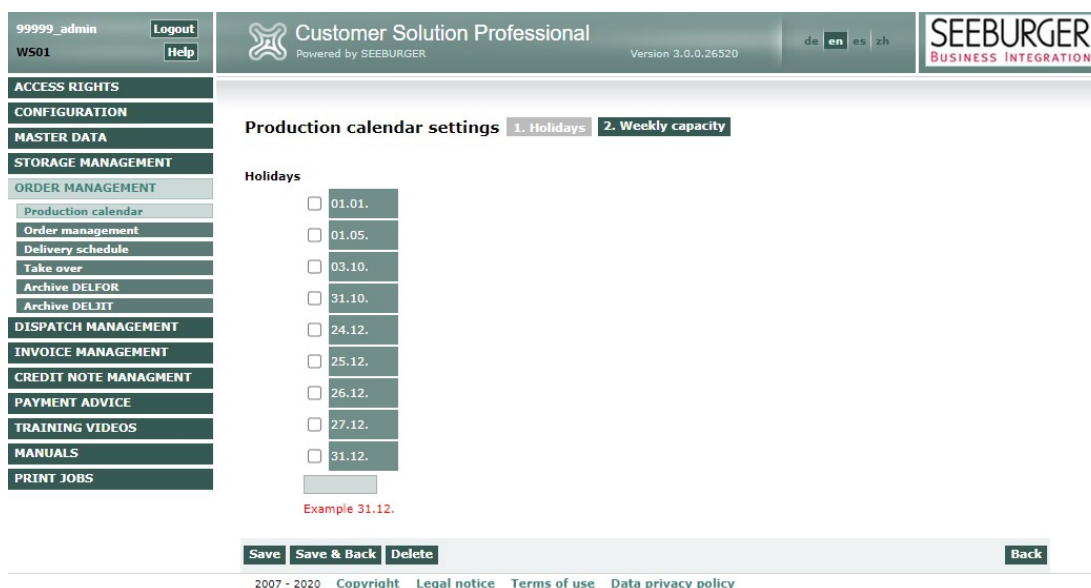


Figure 4.1 Holiday creation

In the menu “*Weekly capacity*” you can configure which days are working days in your plant. The weekdays Monday to Friday are considered as working days by default.

When you return to the production calendar table and click on “*New*” Button you will be asked if you want to create the calendar for a new year<sup>1</sup>. If you confirm with yes, the year will be created.

In the calendar you can select a week and still modify the working day. That way you can set flexible holidays: Select the week of the holiday and click on “*Edit*”. Now you will see the days of the week. You can set a holiday by setting a ‘0’ for the regarded day.

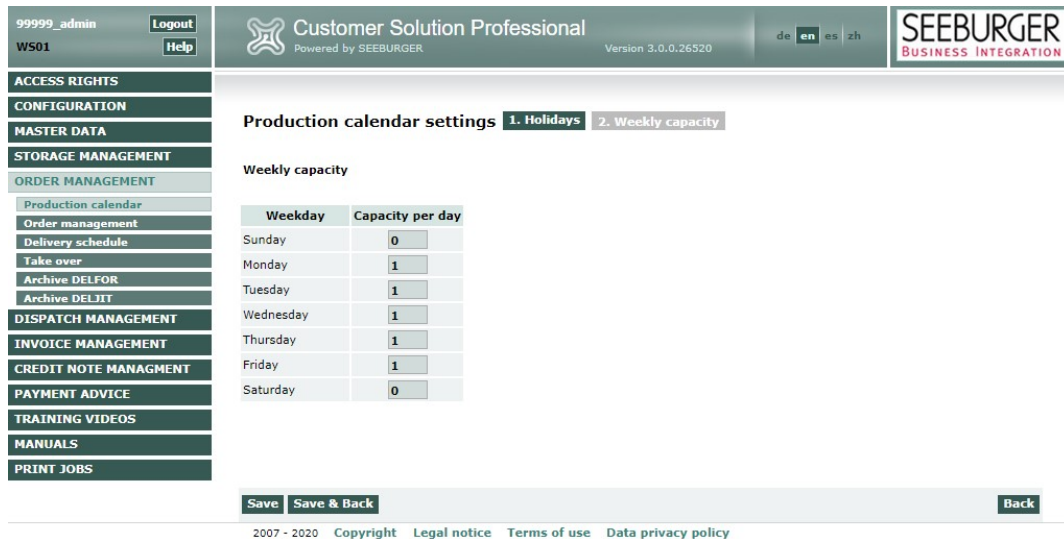


Figure 4.2 Week screen

## 4.2 Taking over new DELFORs/DELJITs

When you have received new order data, that should be over taken manually by yourself a mail will be sent to you telling that new call off data is ready for take over.

To take over this data go to *Order management/Take over*. The screen will show you how many transmissions are ready for take over. Before you take over you can investigate the data by selecting either *Delivery calls* (=DELFOR) or *Pres. Calls* (=DELJIT) from the drop down in the top. On the following screen you will see information regarding items and customers that were sent in the order message. When you select a row and click on print you can print the delivery schedule that was sent with that transmission.

When going back to the take over screen you can over take the order data into CSP by click on *Acceptance*. The take over run will now update all orders for which data was sent. If data was sent for an item for which no order existed, either a new order will be created or it will be put in the error protocol with the notice that the order misses. What happens depends on the settings done in *Configuration/User-Profile/Order management*:

- In case *No master data creation* is selected, all data needs to be created by on your own: customers, items and orders
- In case *Create orders only* is selected, you need to maintain customers and items. New orders will be created automatically by CSP.
- In case *Items and orders* is selected, you just need to maintain the customers. New items and orders will be created automatically by CSP. Please note: You should check the item master data and eventually complete missing information and assign a valid container (see chapter 3.4.2)

<sup>1</sup> If it is the first time, you will be asked for the current year otherwise it will continue with next year that hasn't been created until now.

Please note that the master data creation is only done when taking over DELFOR information, it's not done when DELJITs are over taken.

In case any data was missing that was needed to accomplish the take over an error protocol is printed. The protocol will display the missing master data. The not over taken data will remain in the system and can be over taken later.

If order data was updated, protocols will be printed directly after the take over. These protocols contain information about the orders that were updated/created. In addition the updated delivery schedule is compared to the former state (old-new-comparison report).

If the *Acceptance* Button is not available, the take over is done automatically by the system after a defined time interval. Then you do not need to care about the take over. You will receive mails that contain the protocols described above.

The CSP provider determines whether an automated take over or a manual take over by the supplier is done.

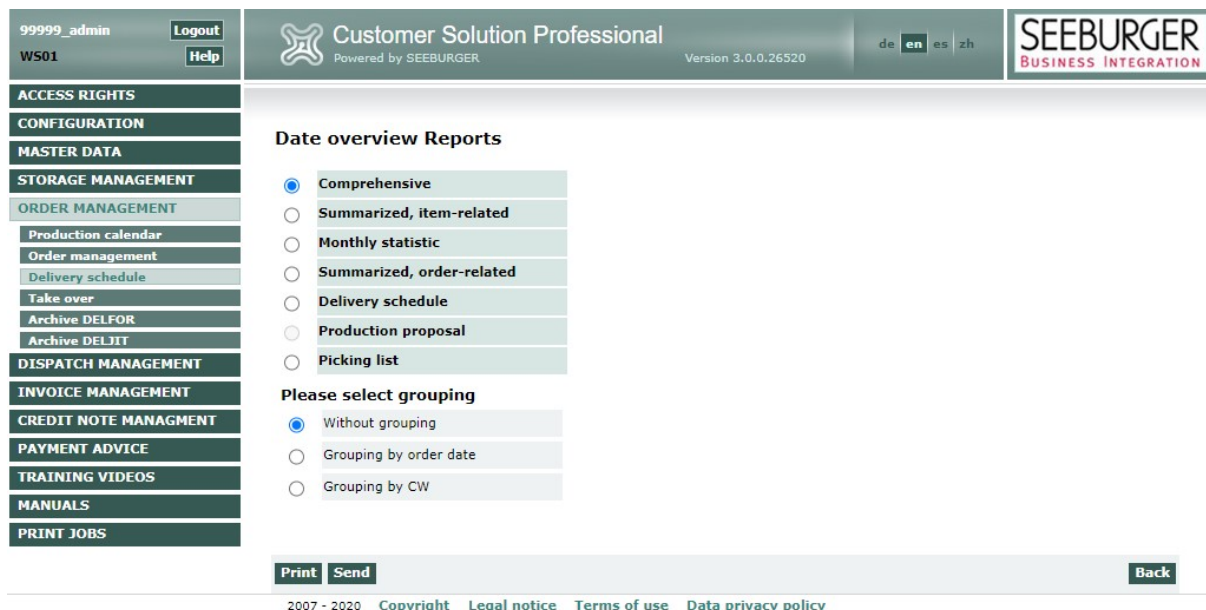
### 4.3 Monitoring the order data

To monitor the order data you have several possibilities. You can go into *Order management/Order management*. Here you have the possibility to investigate order by order and see the detailed order data by selecting the order and click *View-* or *Edit-*button. This might be appropriate when you want to have a view on just one specific order.

If you want to see the big picture of your order data you need to go to *Order management/Delivery table*. Here the CSP offers you a possibility to see all open delivery dates for all customers sorted by date. Of course you can use the filter on top of to limit the result after certain criteria.

You are able to export the filtered data by clicking the *Download-*button (function is only available when purchased by the CSP provider).

Furthermore you can print reports like delivery plans or a commission list when you click on the button *Print* on the delivery table screen. After clicking the button you will see a screen that offers you a couple of reports. Please note that the filter criteria you have used in the delivery table are also applied for the reports.



The screenshot shows the 'Customer Solution Professional' interface. The header includes the user '99999\_admin' with 'Logout' and 'Help' buttons, the system name 'Customer Solution Professional' powered by SEEBURGER, version '3.0.0.26520', and language options 'de en es zh'. The SEEBURGER logo is also present. The left navigation menu lists various management functions. The main content area is titled 'Date overview Reports' and features a list of report types with radio buttons: 'Comprehensive' (selected), 'Summarized, item-related', 'Monthly statistic', 'Summarized, order-related', 'Delivery schedule', 'Production proposal', and 'Picking list'. Below this is a 'Please select grouping' section with radio buttons for 'Without grouping' (selected), 'Grouping by order date', and 'Grouping by CW'. At the bottom, there are 'Print' and 'Send' buttons, and a 'Back' button in the top right corner. The footer contains copyright information: '2007 - 2020 Copyright Legal notice Terms of use Data privacy policy'.

Figure 4.3 Order reports

## 4.4 ORDER Archive (DELFOR/DELJIT)

Please note: The order archives can be accessed via the menus *Archive DELFOR/Archive DELJIT*. As these are optional features of the portal the menus are only available when they were shipped with the portal.

Customer No.	Customer plant number	Supplier No.	Dock/Gate	Customer's article No.	Call No. new	transmission date	Order No.	Timestamp	Contract No.
5879	007	99999	645	1052	000000006	14.12.2016	52	17.07.2018	55001052
5879	007	99999	643	1053	000000006	14.12.2016	53	17.07.2018	55001050
5879	007	99999	645	1054	000000006	14.12.2016	54	17.07.2018	55001054
5879	007	99999	645	1055	000000006	14.12.2016	55	17.07.2018	55001055
5879	007	99999	645	1056	000000006	14.12.2016	56	17.07.2018	55001056
5879	007	99999	645	1057	000000006	14.12.2016	57	17.07.2018	55001057
5879	007	99999	645	1058	000000006	14.12.2016	58	17.07.2018	55001058
5879	007	99999	645	1059	000000006	14.12.2016	59	17.07.2018	55001059
5879	007	99999	645	1060	000000006	14.12.2016	60	17.07.2018	55001060
5879	007	99999	645	1026	000000006	14.12.2016	26	17.07.2018	55001026

Figure 4.4 Archive DELFOR-Screen

The purpose of the DELFOR archive is essentially to provide access to former DELFOR data. The data is made available in form of reports. Another feature is the reimport where the last calls can be re-processed.

### 4.4.1 Re-print functionality

The archive offers different possibilities to print the data:

- Call-off print (single or batch)
- Old-New comparison (single or batch)

The call-off report can be printed from the printed by selecting one call, click on print and select call-off from the print sub-menu (like shown in figure 4.5).

Figure 4.5 Call-Off print

Guide for CSP Suppliers

Beside this there is also the possibility to print the regarded old-new comparison to that call by selecting *Old-New-Comparison* instead of *Call-off* from the submenu. Please note: Old-New comparisons can only be printed when at least two calls have been processed and the second call was selected. So you are not able to print an old-new-comparison report on the first received call.

Beside the normal print option you also have the *Batch print* option. This option allows you to print all call-off for the filtered list or for a certain day or time period up to three days. When you click the Batch-print button, you will be able to choose from the following options (see figure 4.6):

- *Call-Off(s) of a certain date*: Here you can specify the date for which call-offs you want to print the call-off reports. With the -days option you have the possibility to include further calls send up to three days earlier
- *Call-Off*: This will trigger the batch print of call-off reports for all (filtered) entries in the list above
- *Old-New-Comparison*: This will trigger the batch print of old-new-reports for all (filtered) entries in the list above as long as the list contains entries where a print is possible (not just one call for the order was sent)

Please note: It is not necessary to select an entry from the list to trigger the batch print. Furthermore when the batch print on filter is used, the application will ask you to continue the print every 5 print-outs (to omit mass printing by mistake).

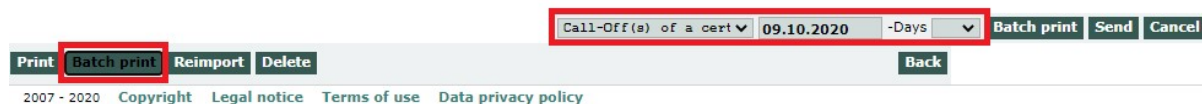


Figure 4.6 Batch print of call-off or old-new-comparison reports

### 4.4.2 Reimport function

The Reimport function allows you to re-process the last received call for one order to re-establish the original state of the order. That can be necessary when an order got deleted by mistake or single order items have been deleted.

To perform the reimport it is recommended to:

- first search for the customer and customer's item No. or LSP order No. that shall be reimported
- then make sure that the list is filtered for the correct item/order and select the first entry of the filtered list (commonly should carry the highest call No)
- click on *Reimport*

The application will now re-establish either the whole order (if it was deleted) or missing order items (when they got deleted).

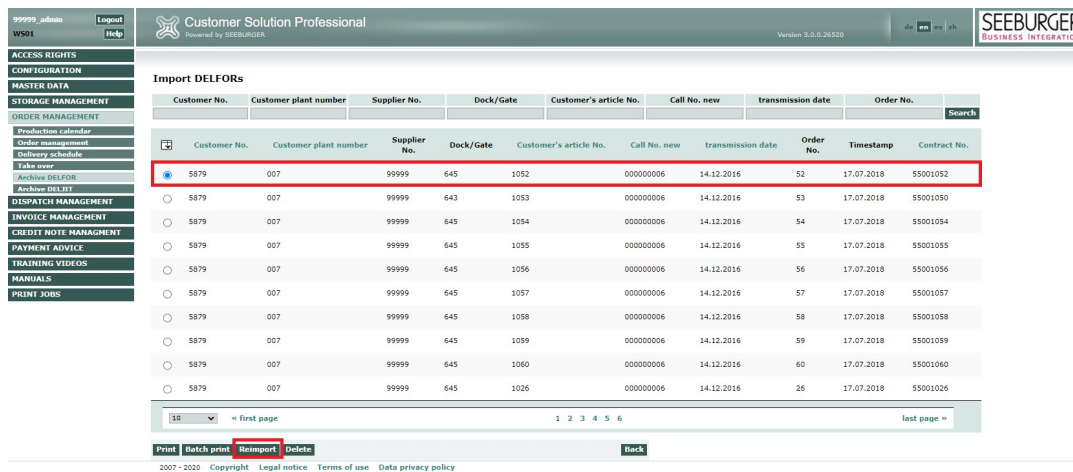


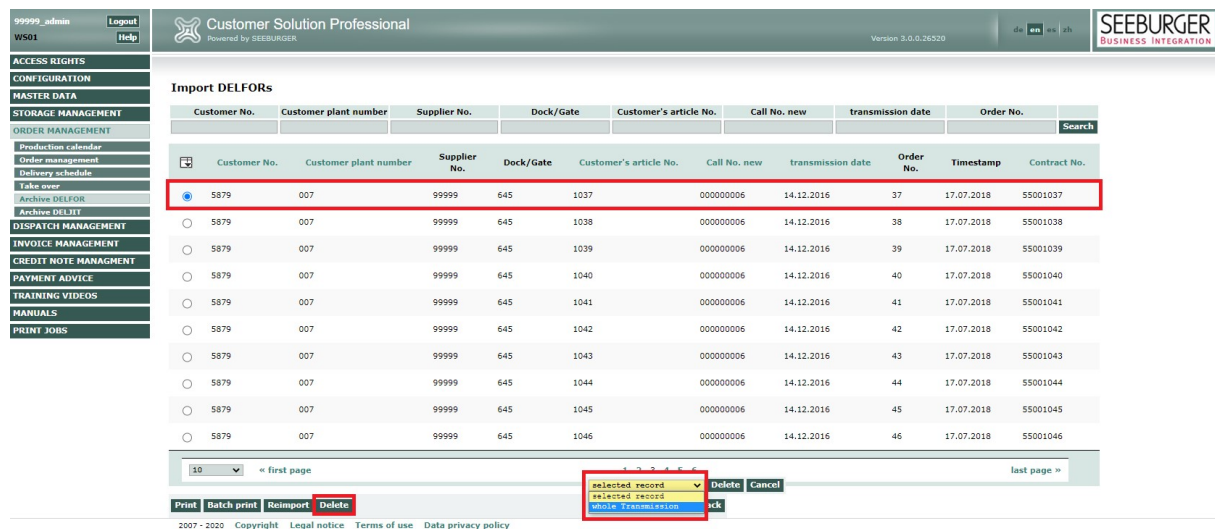
Figure 4.7 Reimport flow

### 4.4.3 Delete function

The Delete function allows you to remove certain DELFOR/DELJIT data from the archive. In order to perform the deletion you have to select the call (at best referenced by the call-No.) and press the delete button. At that time a submenu will pop-up where you can choose if you want to delete (see also figure 4.8):

- the selected record → affects only this one order transmitted will be removed
- the whole transmission → affects all other calls that were send together with the transmission of the selected call

Please note: Due to a reorganization run the archive will be cleaned of old calls automatically. The time the DELFOR remains in the archive is specified by your customer.



Customer No.	Customer plant number	Supplier No.	Dock/Gate	Customer's article No.	Call No. new	transmission date	Order No.		
5879	007	99999	645	1037	000000006	14.12.2016	37	17.07.2018	55001037
5879	007	99999	645	1038	000000006	14.12.2016	38	17.07.2018	55001038
5879	007	99999	645	1039	000000006	14.12.2016	39	17.07.2018	55001039
5879	007	99999	645	1040	000000006	14.12.2016	40	17.07.2018	55001040
5879	007	99999	645	1041	000000006	14.12.2016	41	17.07.2018	55001041
5879	007	99999	645	1042	000000006	14.12.2016	42	17.07.2018	55001042
5879	007	99999	645	1043	000000006	14.12.2016	43	17.07.2018	55001043
5879	007	99999	645	1044	000000006	14.12.2016	44	17.07.2018	55001044
5879	007	99999	645	1045	000000006	14.12.2016	45	17.07.2018	55001045
5879	007	99999	645	1046	000000006	14.12.2016	46	17.07.2018	55001046

Figure 4.8 Deletion of DELFOR messages

## 5 Dispatch Management

### 5.1 Delivery note creation from order

To create new delivery notes you need to visit menu *Dispatch Management/Del. notes mgmt.*

When you have reached the screen, a list of delivery notes is displayed. In *CSP* the creation of a DN from order is the most convenient way to create new DNs when only one type of material is shipped within the DN. Therefore click on *New* and select *new from order* and click the *New*-button in the submenu.

Now a screen appears where general information for the delivery note is held (shipping address, carrier, shipping date...). In this screen you simply need to select the order on which you'd like to write the delivery note. Therefore click the "..."-Button beside the order No input. Now the list of orders held in *CSP* is shown. Select the order on which you want to write a DN.

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**Delivery notes**

Standard Addition

DN-No./PUS-No. 01012  
10014

Article No. Art-001

Order No. (HOST) 1

Customer No. TST

Customer address Testplant

Street Teststreet

Country code USA Code 5555

City/Town Capitalcity

Customer plant number 007

Dock/Gate 645

Storage location Lager1

Forwarder Dummy

Carrier

Terms of delivery

Terms of payment

Supplier No. 99999

Company plant 01

Delivery note date 02.10.2020

Order date

Contract / PO No. order 55001001

Del. note DT code HUB

Shipping address Testplant

Street Teststreet

Country code USA Code 5555

City/Town Capitalcity

Cust. No. 3PL

Transp. No. 8

Train station

Customer order data

Kundenbestelldaten 1

Kundenbestelldaten 2

Kundenbestelldaten 3

Save Print Summary Line items Back

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Figure 5.1 Delivery note head information

After click on the *Select*-Button you will return to the delivery note header screen. Now most of the information is taken automatically from the order data and filled for you in the form.

The next step is to define the shipping quantity, therefore click on *Position*-Button. A new screen appears where the open order positions are listed on top and the delivery note positions are listed in the bottom area. One delivery position that covers the first order position is created automatically by default. But of course you are able to modify the shipping quantity. The button *New* allows you to add further positions to the delivery note also from other orders (be aware that this might not comply with your customer's guidelines).

**More orders**

Article No.	Customer's article No.	Shipping date	Search
Art-001	1 TST	01.10.2020	
Art-001	1 TST	05.10.2020	
Art-001	1 TST	06.10.2020	
Art-001	1 TST	07.10.2020	
Art-001	1 TST	08.10.2020	

Delivery note - line items, Delivery note No.: 10014 = 01012

Article No.	Customer's article No.	Quantity 1	QUI	KANBAN / Batch	LOT No.	additional art. No.	Use
1	Art-001	1001	500*	S*		78888777	E
0	Art-001	1001	150*	S*		78888777	E

Save Save & Back Page Save Delete Print Orders Without order Packaging Back

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Figure 5.2 Delivery note position screen

If you have set the quantity you finally need to create the packaging. Select a position and click the button *Packaging* and you will get to the packaging screen for that position. Based on the item master data the application recommends you a packaging. You should check the packaging and complete it if necessary (using *New* and *Edit* button).

Finalize the delivery note by clicking the *Del. note finished* button. With this action the packaging numbers are assigned for the delivery note.

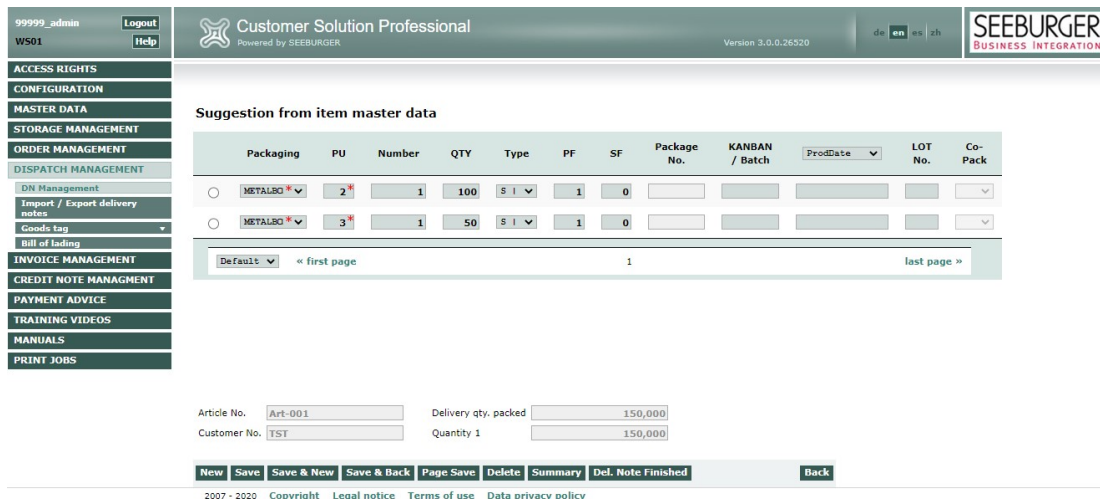


Figure 5.3 Delivery note packaging screen

## 5.2 Delivery note with multiple line items

It is possible to create delivery notes consisting of different items as well. The first steps to create such DN is equivalent to create a normal delivery note from order (see chapter 5.1). But after you have created the first delivery note item you can create further line items by following these steps:

- In the bottom line of the DN item list there is a button *Orders* that you can click (see figure 5.4)
- When clicking this button a list of all available orders for the customer you want to ship is showing up. You need to pick the item you desire from that list and click *Select* (see figure 5.5)
- Now you get a similar screen like you have when you first enter the DN item screen. In the lower part of the screen you have now a second line item with the chosen item where you can specify the quantity (see figure 5.6)
- When you have set a quantity and save you can re-run the steps below for as many items as you need

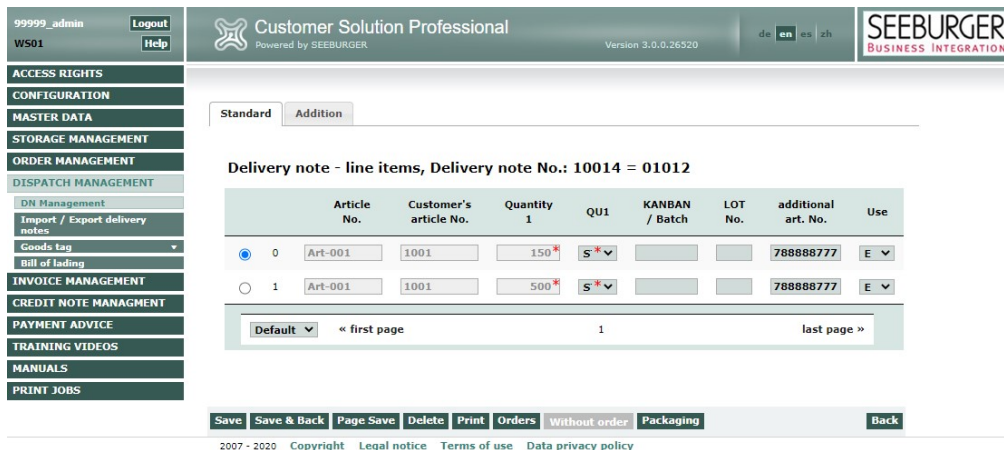


Figure 5.4 DN Item screen after saving one item

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Version 3.0.0.26520

Standard Addition

More orders

Article	Order No.	Customer No.	Dock/Gate	Date
<input checked="" type="radio"/> Art-001	1	TST	645	05.10.2020
<input type="radio"/> Art-001	1	TST	645	06.10.2020
<input type="radio"/> Art-001	1	TST	645	07.10.2020
<input type="radio"/> Art-001	1	TST	645	08.10.2020
<input type="radio"/> Art-001	1	TST	645	10.10.2020

Delivery note - line items, Delivery note No.: 10014 = 01012

Article No.	Customer's article No.	Quantity 1	QU1	KANBAN / Batch	LOT No.	additional art. No.	Use
<input type="radio"/> 0	Art-001	1001	150*	S*		788888777	E
<input type="radio"/> 1	Art-001	1001	500*	S*		788888777	E
<input checked="" type="radio"/> 0	Art-001	1001	100*	S*		788888777	E

Save Save & Back Page Save Delete Print Orders Without order Packaging Back

Figure 5.5 Order selection in the DN item screen

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Standard Addition

Order listing

Article	Item No.	Order quantity	Date	Time	Week	Quantity delivered	Delivery date	forecast no	forecast date	Code
<input type="radio"/>	Art-001	1001	500,000	30.07.2018	31	500,000	30.07.2018	000000006	14.07.2018	
<input type="radio"/>	Art-001	1001	150,000	01.10.2020	40	150,000	02.10.2020	000000006	14.07.2018	
<input type="radio"/>	Art-001	1001	600,000	03.10.2020	40	600,000	02.10.2020	000000006	14.07.2018	
<input type="radio"/>	Art-001	1001	100,000	05.10.2020	41	100,000	02.10.2020	000000006	14.07.2018	
<input checked="" type="radio"/>	Art-001	1001	100,000	06.10.2020	41	0,000		000000006	14.07.2018	

Delivery note - line items, Delivery note No.: 10014 = 01012

Article No.	Customer's article No.	Quantity 1	QU1	KANBAN / Batch	LOT No.	additional art. No.	Use
<input type="radio"/> 1	Art-001	1001	500*	ST  *		788888777	E   Replaceme
<input type="radio"/> 2	Art-001	1001	150*	ST  *		788888777	E   Replaceme
<input type="radio"/> 3	Art-001	1001	100*	ST  *		788888777	E   Replaceme
<input checked="" type="radio"/> 0	Art-001	1001	100*	ST  *		788888777	E   Replaceme

Save Save & Back Page Save Delete Print Orders Without order Packaging Back

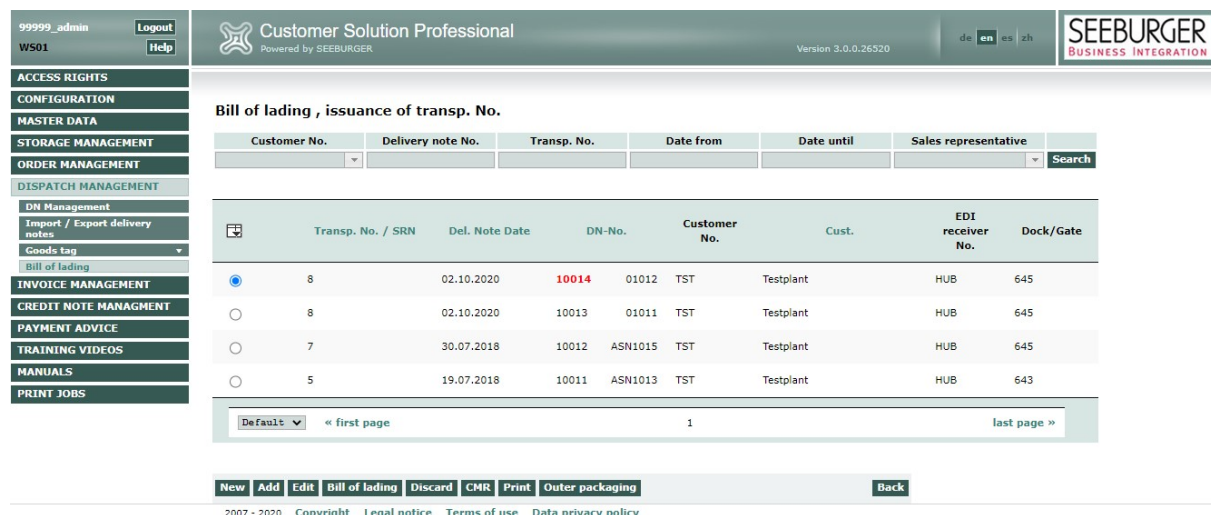
Figure 5.6 Saving a second DN line item

### 5.3 Transports

After a delivery note was created it needs to be assigned to a transport. In dependence what is configured in *Configuration/User Profile/Dispatch Management* for configuration *Issuance of transport No. at delivery notes writing* this is done manually by you or automatically by the system.

If *Transport No. not issued* is selected, you set the transport No manually. Therefore go to menu *Dispatch Management/Bill of lading*. A list of all delivery notes with their transport No is shown (first column). When the column *Transport No* is empty the delivery note hasn't been assigned to a transport yet. To do this select the delivery note and click the button *New*. The transport will get a new transport No.

If you want to assign the delivery note to an already existing transport, select the delivery note and click *Add*. Now you will get a list of transports, where you can add the delivery note to. You will only see transports that go to the same customer and unloading point/dock/gate.



Transp. No. / SRN	Del. Note Date	DN-No.	Customer No.	Cust.	EDI receiver No.	Dock/Gate
<input checked="" type="radio"/> 8	02.10.2020	10014	01012 TST	Testplant	HUB	645
<input type="radio"/> 8	02.10.2020	10013	01011 TST	Testplant	HUB	645
<input type="radio"/> 7	30.07.2018	10012	ASN1015 TST	Testplant	HUB	645
<input type="radio"/> 5	19.07.2018	10011	ASN1013 TST	Testplant	HUB	643

Figure 5.7 Transport list screen

If automatically issuance is configured, the transport No will be assigned directly at the delivery note creation. The CSP will collect all delivery notes that are written on the same day for the same customer and the same unloading point to one transport. But of course you are able to adjust this if this is not meeting with your current process. To switch the transport No select the delivery note with the wrong transport No and click on *Discard*. Now the delivery note can be assigned to a new transport. You can either click *New* to assign a completely new transport No or click *Add* in case you need to assign the delivery note to a different transport.

If you have assigned the transport No, you can check and complete the information regarding the transport by selecting the transport and click *Bill of lading*. Now all information that will be printed and transmitted is displayed. You have the possibility to edit the information if they don't match. The system filled most information automatically based on master data and delivery notes, so normally they are OK. Nevertheless you should double check them to ensure the validity. Be aware that further information are displayed on screens reachable through the buttons *Positions* and *Footer* (naming orientates to the bill of lading-paper).

### 5.4 Printing delivery papers

To print the shipping papers go to menu *Dispatch Management/Bill of lading*. The list of transports is displayed. Now filter the transports for which you want to print the papers. Commonly you filter with *Date from* and *Date until* for transports that leave on a certain day.

After you have filtered the transports you can click on *Print* and select *Transport listing* from the emerging drop-down. Now further print options are displayed. You can choose if you want to:

- print all papers,
- only the bill of lading,
- the bill of lading together with the delivery notes only or
- the bill of lading together with the labels only.

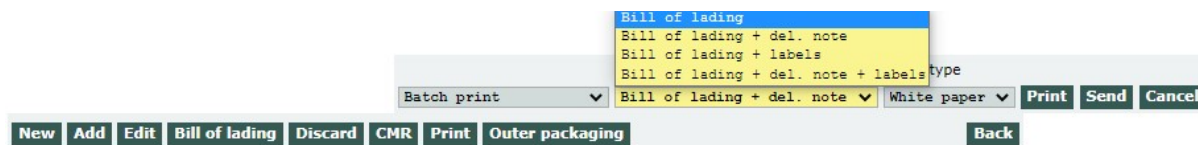


Figure 5.8 Batch-Printing of shipping papers

If you only want to print the delivery notes or the labels you need to visit the menus *Dispatch Management/Del. notes mgmt.* or *Dispatch Management/Goods tag/DA-list* and use the print function there.

## 5.5 Export delivery notes via EDI

To send delivery notes via EDI go to *Dispatch Management/Import / Export delivery notes*. You will see a screen that offers you a lot of options. Fortunately the option that is needed *Export del. notes acc. to VDA 4913* is already preselected. Continue by clicking *Select*.

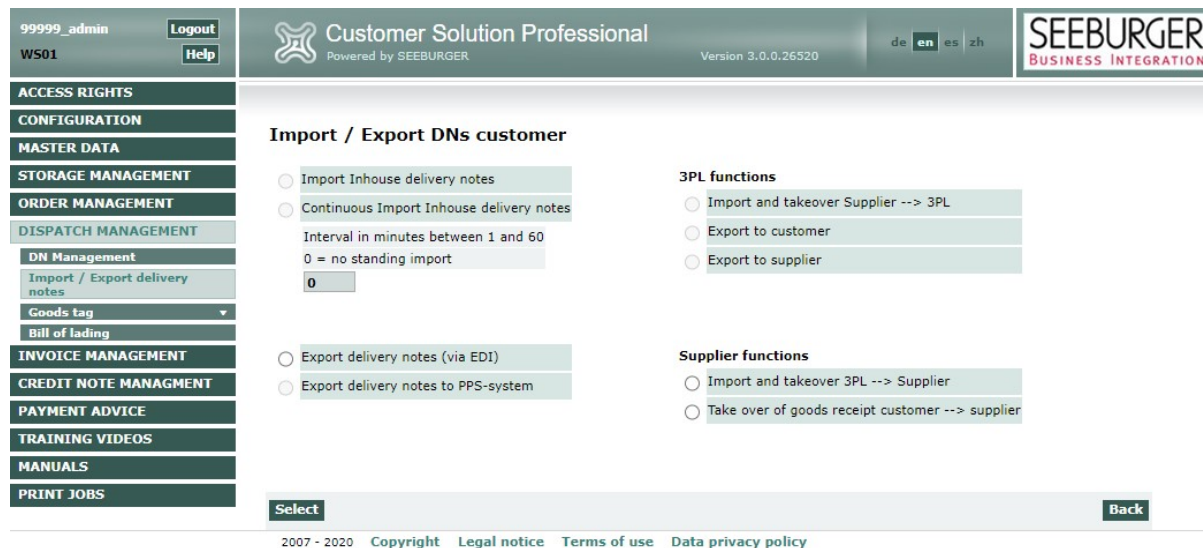


Figure 5.9 Import/Export options

A list appears on the screen showing all DNs that can be exported via EDI. Be aware that DNs that are written without an EDI-partner are not listed here.

Delivery notes need to be approved before they can be exported. It's a security measure that should prevent sending out wrong data by mistake or at the wrong time. To approve a DN, select the regarded DN and click the button *Approval*.

The export step follows the approval. After you have approved all delivery notes you just simply need to click the *Export* button. It is not needed to select the single delivery note here, because now all delivery notes that are approved (status = 1) are exported at the same time.

## Guide for CSP Suppliers

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SEEBURGER BUSINESS INTEGRATION

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WS01 Help

ACCESS RIGHTS  
CONFIGURATION  
MASTER DATA  
STORAGE MANAGEMENT  
ORDER MANAGEMENT  
DISPATCH MANAGEMENT  
DN Management  
Import / Export delivery notes  
Goods tag  
Bill of lading  
INVOICE MANAGEMENT  
CREDIT NOTE MANAGEMENT  
PAYMENT ADVICE  
TRAINING VIDEOS  
MANUALS  
PRINT JOBS

**Delivery note DT - 05.10.2020**

Customer No.	Delivery note No.	Transp. No.	Date from	Date until	Sales representative	
						Search

<input type="checkbox"/>	EDI status	Transp. No. / SRN	Del note No date	EDI receiver No.	DN-No.	Customer No.	City/Town	Dock/Gate
<input type="radio"/>	0-new	8	02.10.2020	HUB	10014 01012	TST	Capitalcity	645
<input type="radio"/>	0-new	8	02.10.2020	HUB	10013 01011	TST	Capitalcity	645
<input type="radio"/>	0-new	7	30.07.2018	HUB	10012 ASN1015	TST	Capitalcity	645
<input type="radio"/>	0-new	5	19.07.2018	HUB	10011 ASN1013	TST	Capitalcity	643

Default << first page 1 last page >>

Approval DN no EDI Correction EDI export Repeat EDI Print Back

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Figure 5.10 Delivery note export list

The CSP offers you also a possibility to handle delivery notes that should exceptionally not send via EDI. So in case you needn't send a DN to a customer that usually receives EDI messages you can handles this DN like described before except that you do not click the *Export* button. Instead you need to click *Del note w/o DT* button. Then this delivery note will be marked with status *without export* (status = 3). In that way you can mark this DN as finished and also hold your list of to be exported DNs clean.

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ACCESS RIGHTS  
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ORDER MANAGEMENT  
DISPATCH MANAGEMENT  
DN Management  
Import / Export delivery notes  
Goods tag  
Bill of lading  
INVOICE MANAGEMENT  
CREDIT NOTE MANAGEMENT  
PAYMENT ADVICE  
TRAINING VIDEOS  
MANUALS  
PRINT JOBS

**Delivery note DT Correction - 05.10.2020**

Customer No.	Delivery note No.	Transp. No.	Date from	Date until	Sales representative	
						Search

<input type="checkbox"/>	EDI status	Transp. No. / SRN	Del note No date	EDI receiver No.	DN-No.	Customer No.	City/Town	Dock/Gate
<input type="radio"/>	3-without export	8	02.10.2020	HUB	10013 01011	TST	Capitalcity	645
<input type="radio"/>	3-without export	8	02.10.2020	HUB	10014 01012	TST	Capitalcity	645
<input type="radio"/>	3-without export	7	30.07.2018	HUB	10012 ASN1015	TST	Capitalcity	645
<input type="radio"/>	3-without export	5	19.07.2018	HUB	10011 ASN1013	TST	Capitalcity	643

Default << first page 1 last page >>

Approval Clear Del. note DT selection Back

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Figure 5.11 Delivery note with status *without export*