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1 Global information

1.1 Preconditions

Install Adobe Reader Cersion 7.0 or higher.

In MS Internet Explorer open the menu "Tools"- "Internet settings" and change to advanced tab. Switch off both boxes in chapter "Settings for HTTP 1.1".

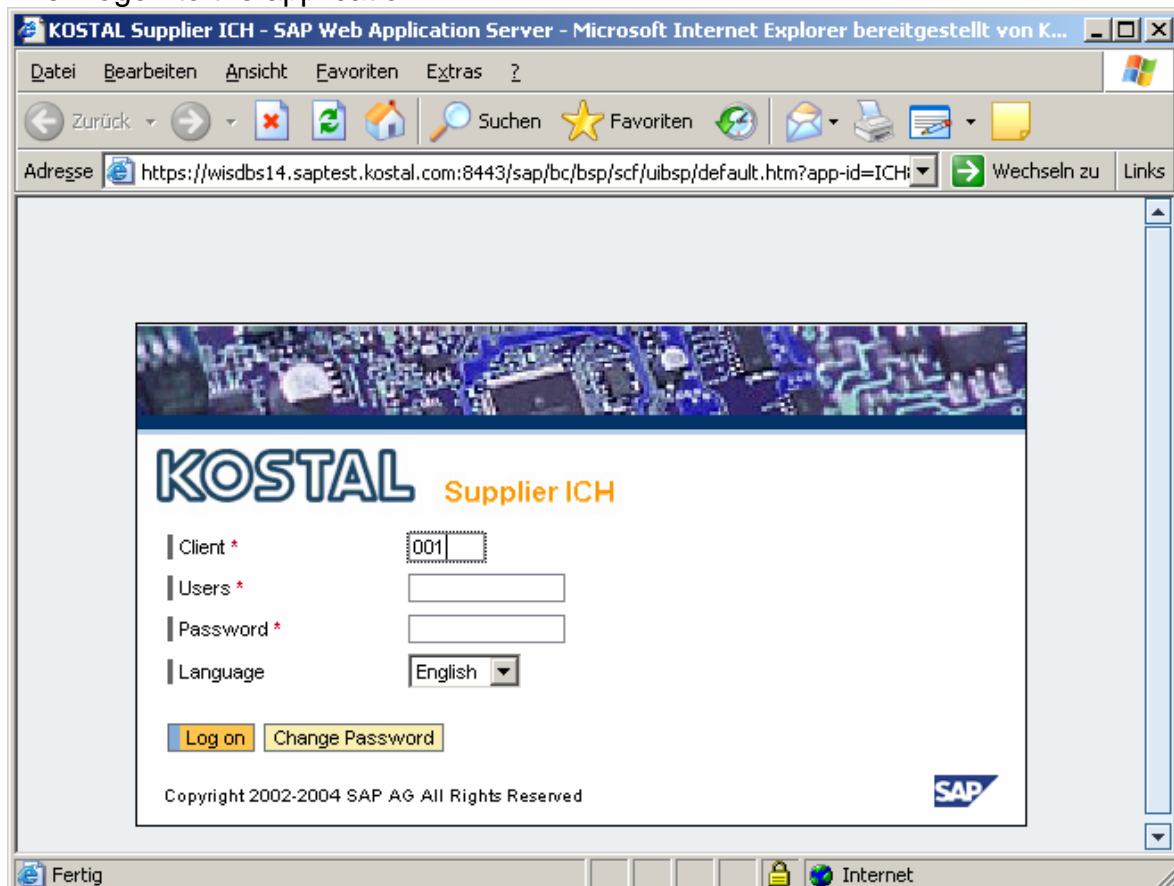
1.2 Logon

Start the MS Internet Explorer and open link <https://sap.kostal.com/ich>

First logon to "SAP Kostal":



Then logon to the application:



Logon with user and password you received from KOSTAL. The logon-client is always "001".
 Notice: At the moment MS InternetExplorer and Mozilla Firefox version 1.0 are supported!

1.3 Navigation

Never use the browser's standard buttons like "Back", "Forward", "Refresh" etc. This dumps the application.

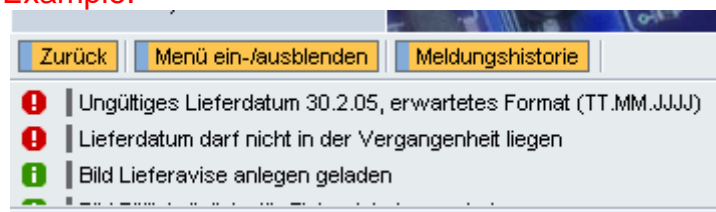
Use the menu and "Back" button of the application **only**.



The menu can be closed with **Toggle Menu** or  to get more space for data tables.

With **Message History** all previous information, warnings and errors can be listed. This will be particularly useful during the saving of ASN and the packing procedure, when several messages occur.

Example:



1.4 Search, Filter, Find

The "Simple selection" is available in all screens:

Selection

Show Go **Advanced selection**

Ship-to Location Product
 My Ship-To Location No. My Product No.
 Scheduling Agreement No. Release Horizon Date
 SA Item No.

Enter your search criteria and press "Go". The system will list the data that match to the criteria, or - if no such exist – an error message.

Your may enter - like in the example above - a complete product number or only a part of a text, like "1010054*".


With "Advanced Selection" you may enter from/to-values:

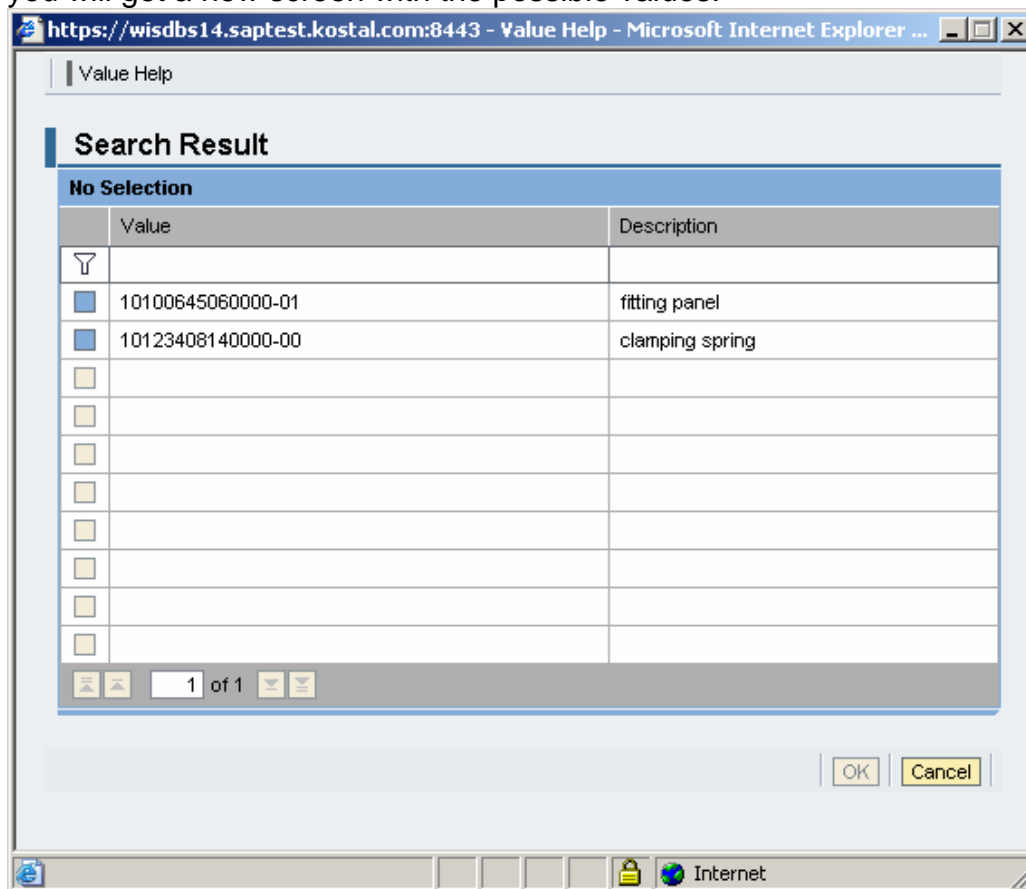
Selection

Show Go **Simple selection** Add line Delete line Reset

	Parameter	Option	From	To
<input type="checkbox"/>	Ship-to Location	Between	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Product	Between	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	My Ship-To Location No.	Between	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	My Product No.	Between	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Scheduling Agreement No.	Equals	<input type="text"/>	<input type="text"/>

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Every field with  at the end, offers a value help. Click once with the mouse on this symbol and you will get a new screen with the possible values:




The search result can be filtered by entering the search criteria into the first line of the according column. If only parts of the search criteria is known, the text can be surrounded with “*”.

Press  or press RETURN to activate the filter. Now you will get the search result according to your enquiry.

To transfer a value from the search results, please mark the line and press "OK".

	Value	Description
<input type="checkbox"/>	10100645060000-01	fitting panel
<input checked="" type="checkbox"/>	10123408140000-00	clamping spring
<input type="checkbox"/>		

1.5 Open/Close Tray

In the work areas release details and release comparison very large tables are used. To create more space for important information, it is possible to close less important parts of the screen with  (at the right border of the window).

Before:

Welcome, 010000022 [Log off](#) **KOSTAL** [Personalize](#)

[Back](#) [Toggle Menu](#) [Message History](#)

Release Details (Supplier View)

Selection

Go

Scheduling Agreement No. Product Ship-To Location

SA Item No. My Product No. My Ship-To Location No.

Release Date

Release History

Show Print Download Acknowledge Compare Releases Related ASN

Product: 10100645060000-01 (SA 5520000318 Item 00001)

SA Release No.	Release Date	Cumulative Received Qty.	Unit	Release Horizon	Last ASN No.	Last Delivery Date	Last ASN Qty.	Unloading Point
3	27.09.2005	0,000	PC	00.00.0000		00.00.0000	0,000	0570
2	27.09.2005	0,000	PC	00.00.0000		00.00.0000	0,000	0570
1	23.09.2005	0,000	PC	00.00.0000		00.00.0000	0,000	0570

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Schedule Lines **Release Header**

SA Schedule Lines for Release Number-3

Period	Delivery Date	Time	Delivery End Date	Quantity	Unit	Commitment level	Cumulative Qty.	Change Number
Day	15.10.2005	12:00:00	15.10.2005	20.000,000	PC	Forecast	20.000,000	01
Day	20.10.2005	12:00:00	20.10.2005	20.000,000	PC	Forecast	40.000,000	01
Day	25.10.2005	12:00:00	25.10.2005	20.000,000	PC	Forecast	60.000,000	01
Day	30.10.2005	12:00:00	30.10.2005	20.000,000	PC	Forecast	80.000,000	01
Day	10.11.2005	12:00:00	10.11.2005	20.000,000	PC	Forecast	100.000,000	01

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Inventory Collaboration Hub

Afterwards:

Inventory Collaboration Hub - Microsoft Internet Explorer bereitgestellt von KOSTAL

Adresse [https://wisdbs14.saptest.kostal.com:8443/sap\(bD1lbIZPTk1M5ZkPW1pbIZ3PTI4MjQ3NjAr\)/bc/bsp/scf/ulbsp/default.htm?app-id=ICH&id-type=V&var-id=ICHSUPPLY5&BspClient=...](https://wisdbs14.saptest.kostal.com:8443/sap(bD1lbIZPTk1M5ZkPW1pbIZ3PTI4MjQ3NjAr)/bc/bsp/scf/ulbsp/default.htm?app-id=ICH&id-type=V&var-id=ICHSUPPLY5&BspClient=...)

Welcome, 010000022 [Log off](#) **KOSTAL** [Personalize](#)

[Back](#) [Toggle Menu](#) [Message History](#)

Release Details (Supplier View)

Selection

Release History

Schedule Lines **Release Header**

SA Schedule Lines for Release Number-3

Period	Delivery Date	Time	Delivery End Date	Quantity	Unit	Commitment level	Cumulative Qty.	Change Number
Day	15.10.2005	12:00:00	15.10.2005	20.000,000	PC	Forecast	20.000,000	01
Day	20.10.2005	12:00:00	20.10.2005	20.000,000	PC	Forecast	40.000,000	01
Day	25.10.2005	12:00:00	25.10.2005	20.000,000	PC	Forecast	60.000,000	01
Day	30.10.2005	12:00:00	30.10.2005	20.000,000	PC	Forecast	80.000,000	01
Day	10.11.2005	12:00:00	10.11.2005	20.000,000	PC	Forecast	100.000,000	01

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The screen has now enough space to show all 9 schedule lines:

The screenshot shows the SAP Inventory Collaboration Hub interface in Microsoft Internet Explorer. The browser address bar shows the URL: [https://wisdb14.saptest.kostal.com:8443/sap\(bd1lbi3jPTk1MSZKPW1pbiz3PTI4MjQ3NjAr\)/bc/bsp/scf/uibsp/default.htm?app-id=IC](https://wisdb14.saptest.kostal.com:8443/sap(bd1lbi3jPTk1MSZKPW1pbiz3PTI4MjQ3NjAr)/bc/bsp/scf/uibsp/default.htm?app-id=IC). The page title is "Inventory Collaboration Hub - Microsoft Internet Explorer bereitgestellt von KOSTAL".

The interface displays a "Welcome, 010000022" message and a "Log off" button. Below the welcome message, there are buttons for "Back", "Toggle Menu", and "Message History". A status bar indicates "Values successfully saved" and "2 Messages raised altogether ... see Message History".

The main content area is titled "Release Details (Supplier View)" and contains a "Selection" section. Below this, there is a "Release History" section. The "Schedule Lines" tab is active, showing "SA Schedule Lines for Release Number-3".

Period	Delivery Date	Time	Delivery End Date	Quantity	Unit	Commitment level	Cumulative Qty.	Change Number
Day	15.10.2005	12:00:00	15.10.2005	20.000,000	PC	Forecast	20.000,000	01
Day	20.10.2005	12:00:00	20.10.2005	20.000,000	PC	Forecast	40.000,000	01
Day	25.10.2005	12:00:00	25.10.2005	20.000,000	PC	Forecast	60.000,000	01
Day	30.10.2005	12:00:00	30.10.2005	20.000,000	PC	Forecast	80.000,000	01
Day	10.11.2005	12:00:00	10.11.2005	20.000,000	PC	Forecast	100.000,000	01
Day	22.11.2005	12:00:00	22.11.2005	20.000,000	PC	Forecast	120.000,000	01
Day	27.03.2006	12:00:00	27.03.2006	20.000,000	PC	Forecast	140.000,000	01
Day	16.08.2006	12:00:00	16.08.2006	20.000,000	PC	Forecast	160.000,000	01
Day	18.12.2006	12:00:00	18.12.2006	20.000,000	PC	Forecast	180.000,000	01

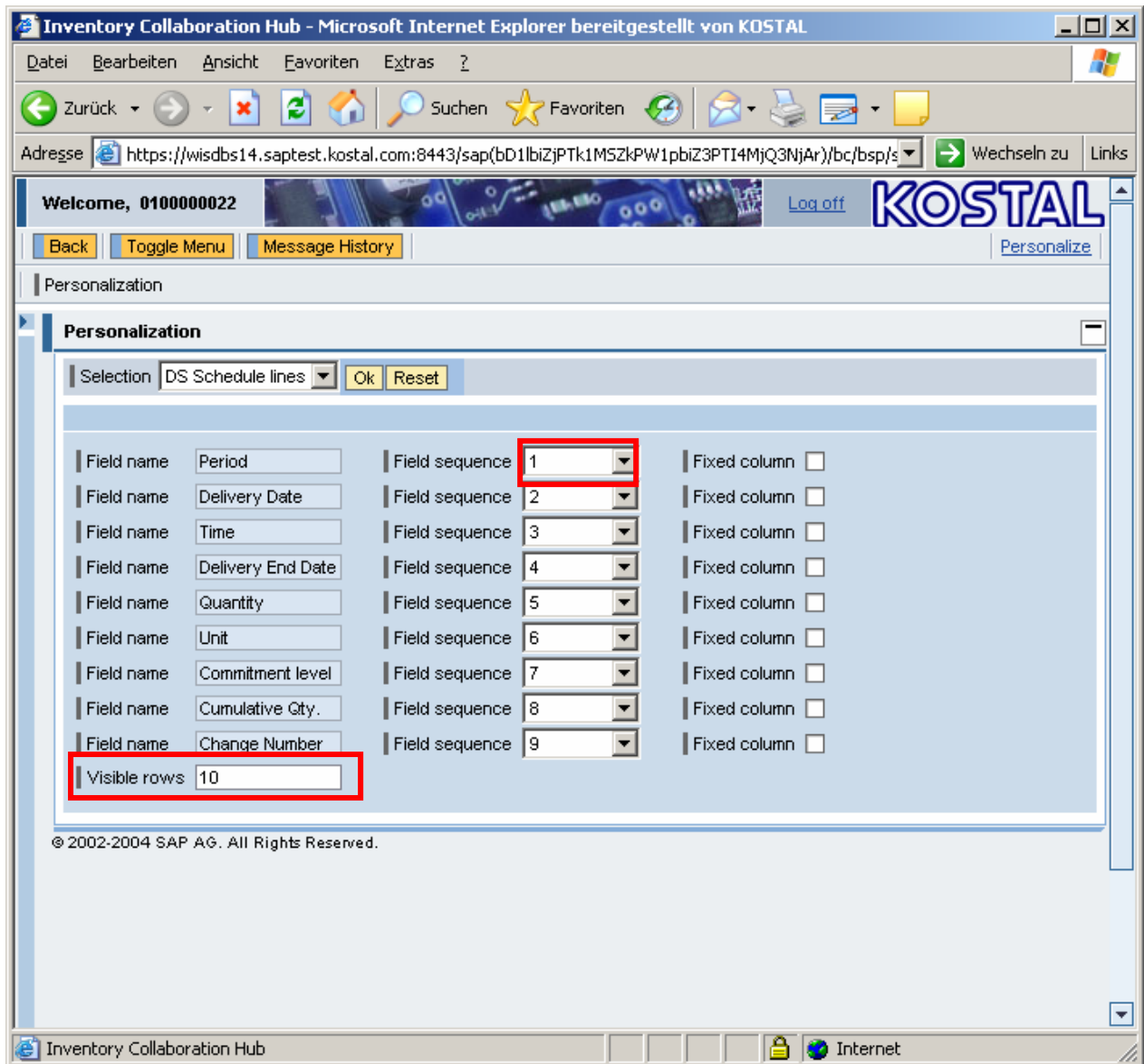
The table is displayed on page 9 of 9. The footer of the page contains the copyright notice: "© 2002-2004 SAP AG. All Rights Reserved."

1.6 Personalize

Nearly all tables offer a personalize functionality:

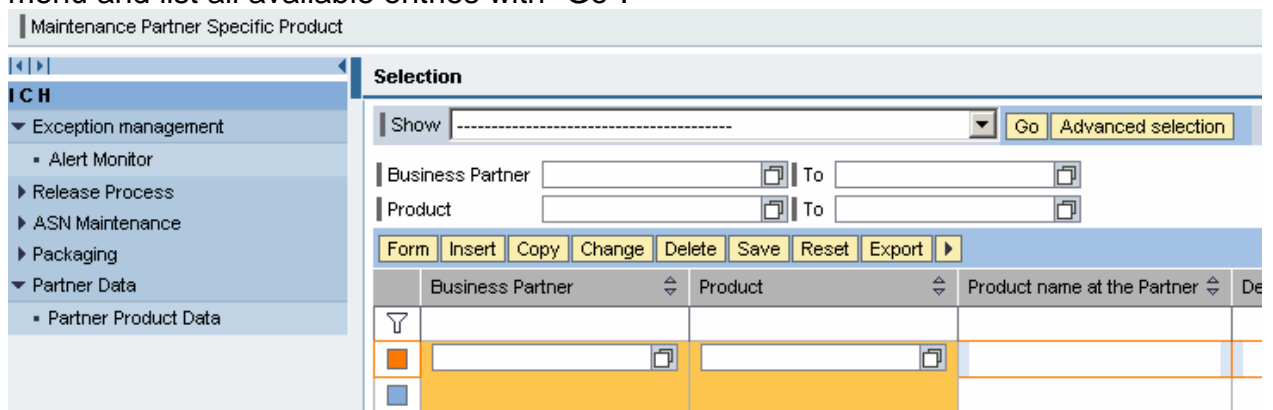
- change the order of columns to your individual needs
- hide columns not needed
- change the number of rows

Press "Personalize" on the top right-hand side of the page (below KOSTAL-logo) and maintain the new table layout in the new screen.



1.7 Maintain own product number

In order to facilitate the identification of products in the application, you can add your own product numbers of description. For this purpose select "Partner Product Data" in the navigation menu and list all available entries with "Go".



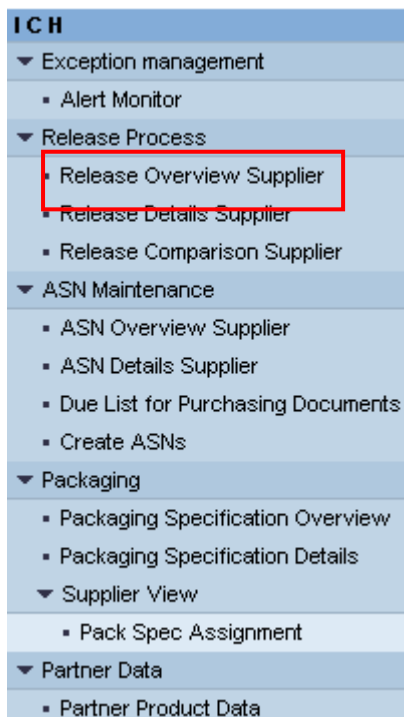
Click "Insert" to create a line which accepts input.
Following data items are relevant:

- "Business Partner" for your supplier number at KOSTAL
- "Product" for product number of KOSTAL
- "Product name at the partner" for your product number and
- "Description" for your product description

In further data fields you can enter descriptions of your own choice.
"Save" your data entries.

2 Release Process

2.1 Release Process Overview



In the release process overview you can find all KOSTAL- delivery plans with the date of each last release.

Every release can be

- printed (displayed as PDF file and then printed) or
- downloaded as a CSV file or
- display the schedule lines

IMPORTANT:

Please confirm all new releases !!

If the new releases are not confirmed, you will automatically receive a daily reminder by email after the 5th day of opening the release.

In order to confirm a release, please mark it and click "Acknowledge".

In the column "Acknowledged" the actual date will be set automatically. This means releases with 00.00.0000 in the column "Acknowledged" were not yet confirmed by you!

Release Overview (Supplier View)

<< >>
Selection

ICH

- ▼ Exception management
 - Alert Monitor
- ▼ Release Process
 - Release Overview Supplier
 - Release Details Supplier
 - Release Comparison Supplier
- ▶ ASN Maintenance
- ▶ Packaging
- ▶ Partner Data

Show Go **Advanced selection**

 First Due In

 BackL. / ImReq.

 Document Status

Overview

Details Print Download Acknowledge

	Product	Description	Ship-To Location	Reference Document	SA Release No.	Acknowledged
⌵						
■	10123408140000-00	clamping spring	0001	5520000319/00001	3	00.00.0000
■	10100645060000-01	fitting panel	0001	5520000318/00001	5	29.09.2005

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2.2 Release Details

From the release overview you can achieve the release details or you click this point directly in the menu and then further corresponding selection criteria.

You will get an overview of all releases to one material and delivery plan. The last release will be shown with all its details.

Selection

Go

Scheduling Agreement No. 5520000318 | Product 10100645060000-01 | Ship-To Location 0001
 SA Item No. 00001 | My Product No. | My Ship-To Location No. |
 Release Date 29.09.2005

Release History

Show | Print | Download | Acknowledge | Compare Releases | Related ASN

Product: 10100645060000-01 (SA 5520000318 Item 00001)

	SA Release No. ⇅	Release Date ⇅	Cumulative Received Qty. ⇅	Unit ⇅	Release Horizon ⇅	Last ASN No. ⇅	Last Delivery Dat
<input type="checkbox"/>	5	29.09.2005	0,000	PC	00.00.0000		00.00.0000
<input type="checkbox"/>	4	28.09.2005	0,000	PC	00.00.0000		00.00.0000
<input type="checkbox"/>	3	27.09.2005	0,000	PC	00.00.0000		00.00.0000

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Schedule Lines | Release Header

SA Schedule Lines for Release Number-5

	Period ⇅	Delivery Date ⇅	Time ⇅	Delivery End Date ⇅	Quantity ⇅	Unit ⇅	Commitment level ⇅	Cumulative Qty. ⇅
<input type="checkbox"/>	Day	15.10.2005	12:00:00	15.10.2005	20.000,000	PC	Forecast	20.000,000
<input type="checkbox"/>	Day	20.10.2005	12:00:00	20.10.2005	30.000,000	PC	Forecast	50.000,000
<input type="checkbox"/>	Day	25.10.2005	12:00:00	25.10.2005	20.000,000	PC	Forecast	70.000,000
<input type="checkbox"/>	Day	30.10.2005	12:00:00	30.10.2005	20.000,000	PC	Forecast	90.000,000
<input type="checkbox"/>	Day	10.11.2005	12:00:00	10.11.2005	20.000,000	PC	Forecast	110.000,000
<input type="checkbox"/>	Day	22.11.2005	12:00:00	22.11.2005	20.000,000	PC	Forecast	130.000,000

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At this point the functions

- printing (displayed as PDF file and then printed) or
- download as a CSV file or
- acknowledge

are available as well.

With the point "Compare Releases" you can find out which changes resulted in the past.

2.3 Release Comparison

If you select this function, the actual release will be compared with the previous one automatically.

Should a different comparison be made, please mark both releases and select "Compare Releases"

Release History

Compare Releases | Release Details

Product: 10100645060000-01 (SA 5520000318 Item 00001)

	SA Release No. ⇅	Release Date ⇅	Cumulative Received Qty. ⇅	Unit ⇅	Release Horizon ⇅	Last Delivery No. ⇅	Last Delivery Date ⇅
<input type="checkbox"/>	5	29.09.2005	0,000	PC	00.00.0000		00.00.0000
<input type="checkbox"/>	4	28.09.2005	0,000	PC	00.00.0000		00.00.0000
<input type="checkbox"/>	3	27.09.2005	0,000	PC	00.00.0000		00.00.0000
<input type="checkbox"/>	2	27.09.2005	0,000	PC	00.00.0000		00.00.0000
<input type="checkbox"/>	1	23.09.2005	0,000	PC	00.00.0000		00.00.0000

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Comparison of SA Release-New Release No.5 and Old Release No.4

Period	Delivery Start Date	Delivery End Date	Release No.4 Quantity	Release No.5 Quantity	Release No.4 Cumulative Quantity	Release No.5 Cumulative Quantity	Delta Quantity	Delta Cumulative Quantity
Day	15.10.2005 12:00:00	15.10.2005 12:00:00	20000,000	20000,000	20000,000	20000,000	0,000	0,000
Day	20.10.2005 12:00:00	20.10.2005 12:00:00	20000,000	30000,000	40000,000	50000,000	10000,000	10000,000
Day	25.10.2005 12:00:00	25.10.2005 12:00:00	20000,000	20000,000	60000,000	70000,000	0,000	10000,000
Day	30.10.2005 12:00:00	30.10.2005 12:00:00	20000,000	20000,000	80000,000	90000,000	0,000	10000,000
Day	10.11.2005 12:00:00	10.11.2005 12:00:00	20000,000	20000,000	100000,000	110000,000	0,000	10000,000
Day	22.11.2005 12:00:00	22.11.2005 12:00:00	20000,000	20000,000	120000,000	130000,000	0,000	10000,000

2.4 Due List for Purchasing Documents

ICH

- ▼ Exception management
 - Alert Monitor
- ▼ Release Process
 - Release Overview Supplier
 - Release Details Supplier
 - Release Comparison Supplier
- ▼ ASN Maintenance
 - ASN Overview Supplier
 - ASN Details Supplier
 - Due List for Purchasing Documents
 - Create ASNs
- ▼ Packaging
 - Packaging Specification Overview
 - Packaging Specification Details
 - ▼ Supplier View
 - Pack Spec Assignment
- ▼ Partner Data
 - Partner Product Data

All schedule line of the actual releases are listed in the due list, too. In this list you are able to examine the planned deliveries about all products, purchase documents by delivery date and

quantity.

	Order Number	Item Number	Schedule Line No.	Ship-to Location	Product	Due On	Open Quantity	Unit of
<input type="checkbox"/>	5520000319	00001/3	1	0001	10123408140000-00	05.09.2005 12:00:00	250.000,000	ST
<input type="checkbox"/>	5520000318	00001/5	1	0001	10100645060000-01	15.10.2005 12:00:00	20.000,000	ST
<input type="checkbox"/>	5520000318	00001/5	2	0001	10100645060000-01	20.10.2005 12:00:00	30.000,000	ST
<input type="checkbox"/>	5520000318	00001/5	3	0001	10100645060000-01	25.10.2005 12:00:00	20.000,000	ST
<input type="checkbox"/>	5520000318	00001/5	4	0001	10100645060000-01	30.10.2005 12:00:00	20.000,000	ST
<input type="checkbox"/>	5520000318	00001/5	5	0001	10100645060000-01	10.11.2005 12:00:00	20.000,000	ST
<input type="checkbox"/>	5520000318	00001/5	6	0001	10100645060000-01	22.11.2005 12:00:00	20.000,000	ST
<input type="checkbox"/>	5520000319	00001/3	2	0001	10123408140000-00	13.12.2005 12:00:00	250.000,000	ST
<input type="checkbox"/>	5520000319	00001/3	3	0001	10123408140000-00	18.04.2006 12:00:00	250.000,000	ST
<input type="checkbox"/>	5520000319	00001/3	4	0001	10123408140000-00	16.01.2007 12:00:00	46.211,000	ST

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Note: example for the used personalization:

Personalization

Selection: DLRLTBR1

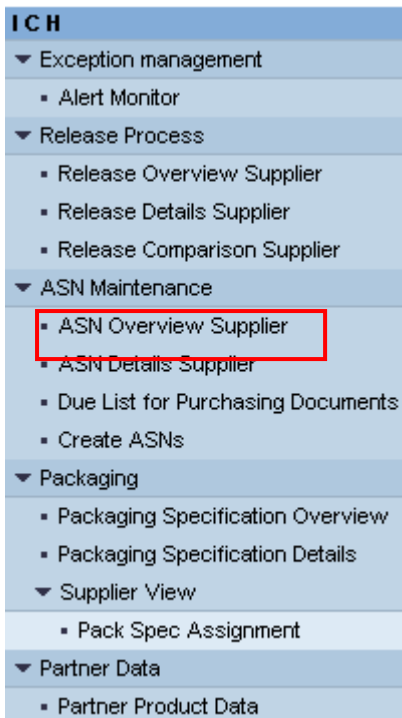
Field name	Order Type	Field sequence	not visible
Field name	Order Number	Field sequence	1
Field name	Item Number	Field sequence	3
Field name	Schedule Line No.	Field sequence	4
Field name	Ship-From Location	Field sequence	not visible
Field name	My Ship-From Location No.	Field sequence	not visible
Field name	My Ship-From Location Descr.	Field sequence	not visible
Field name	Ship-to Location	Field sequence	8
Field name	My Ship-To Location No.	Field sequence	not visible
Field name	My Ship-To Location Descr.	Field sequence	not visible
Field name	Product	Field sequence	11
Field name	My Product No.	Field sequence	not visible
Field name	My Product Descr.	Field sequence	not visible
Field name	Due On	Field sequence	14
Field name	Open Quantity	Field sequence	15
Field name	Unit of Measure	Field sequence	16
Field name	Change Number	Field sequence	17
Field name	Shipping Date	Field sequence	18
Visible rows	10		

For this overview you are able to:

- create a new delivery (ASN) directly, or
- download/export all data to a CSV-file, or
- navigate to a release

3 Delivery/ASN

3.1 ASN Overview Supplier



The ASN list overview shows all **Advised Shipping Notifications (ASN)** by you. You can learn from the "Delivery Status" if an ASN was cancelled, not yet transferred ("Draft") or already sent to KOSTAL ("Published"). If KOSTAL could already book a goods receipt to one of your ASN, so "Delivery Status" will change to "Goods Receipt Complete". (Attention: Transfer of goods receipt to an ASN will effect with the next release to delivery plan. This normally leads to that the "Delivery Status" to "Goods Receipt Complete" will be set within a small delay of time to the particular time of booking!)

ASN List						
Display ASN Change ASN Copy ASN Print Download Publish Cancel ASN						
	Ship-From Location	Ship-to Location	ASN No.	Delivery Date (ETA)	Document Date	Delivery Status
<input type="checkbox"/>	0000822010	0001	00000013	20.10.2005 12:00:00	29.09.2005 08:28:52	Draft
<input type="checkbox"/>	0000822010	0001	00000012	15.10.2005 12:00:00	29.09.2005 08:20:08	Goods Receipt Complete
<input type="checkbox"/>	0000822010	0001	00000011	10.09.2005 12:00:00	29.09.2005 08:18:54	Published
<input type="checkbox"/>	0000822010	0001	00000010	05.09.2005 12:00:00	29.09.2005 08:15:39	Published

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3.2 Create ASN from Due list

Step 1:

Mark a line of the due list and click on "Create ASN"

Go To Rel. Det. **Create ASN** Go To PO Det. Form Export ▶

	Order Number ⇅	Item Number ⇅	Schedule Line No. ⇅	Ship-to Location ⇅	Product ⇅	Due On ⇅	Open Quantity ⇅
🔍							
☑	5520000318	00001/6	2	0001	10100645060000-01	20.10.2005 12:00:00	30.000,000
☑	5520000318	00001/6	3	0001	10100645060000-01	25.10.2005 12:00:00	10.000,000
☑	5520000318	00001/6	4	0001	10100645060000-01	30.10.2005 12:00:00	20.000,000
☑	5520000318	00001/6	5	0001	10100645060000-01	10.11.2005 12:00:00	20.000,000
☑	5520000318	00001/6	6	0001	10100645060000-01	22.11.2005 12:00:00	20.000,000
☑	5520000319	00001/3	2	0001	10123408140000-00	13.12.2005 12:00:00	250.000,000
☑	5520000319	00001/3	3	0001	10123408140000-00	18.04.2006 12:00:00	250.000,000
☑	5520000319	00001/3	4	0001	10123408140000-00	16.01.2007 12:00:00	46.211,000

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Always select only one line, as an ASN may include only one material.

Advice:

If you like to deliver two or more parts of a delivery plan with an ASN, so create the ASN only to the first open schedule line and change the quantity according by the next step.

Step 2:

Save/Publish Save/Draft Reset Check Print Download

ASN Header Shipping Details Unloading Point

ASN No. * Ship-to Location

Delivery Date (ETA) 12:00:00 My Ship-To Location No.

Shipping Date Ship-From Location

Document Date My Ship-From Location No.

ASN Items

Add Item Delete Item Round Packing

	Item ⇅	Product ⇅	Product Description ⇅	Quantity ⇅	UoM ⇅	Purchasing Doc. Type ⇅	Purchasing Doc. No.
🔍							
☑	000001	10100645060000-01	fitting panel	30.000,000	PC	Scheduling Agreement	5520000318

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- Enter your delivery note number in the field "ASN No.", if necessary (otherwise the system assigns a delivery/ASN number automatically)
- Adapt the "Delivery Date", if necessary (date of arrival at customer and this may not lie in the past)
- Adapt "Quantity", if necessary (first mark the line so that the field is ready to enter your data)
- The "Unloading Point" you will find at the corresponding table

If you like to print labels for the packages later, you have to save your ASN at this point! For that, click "Save/Draft" and then change to "ASN details".

Step 3:

Now click the "Packing" button near the ASN items table to pack the ASN (see chapter 4)

Step 4:

After packaging change to "Print All Labels" (see chapter 3.3)
Click "Back" to return to the ASN overview.

Step 5:

Go to "Save/Publish" in order to send the ASN to KOSTAL.

Afterwards go to "Printing" in order to print the delivery note.

If you intend to send the ASN at a later point of time, please go to "Save/Draft". So you can select it later in the ASN overview and revise it by "Change" (see chapter 3.1).

3.3 Print Labels and Delivery Notes

Labels can be printed via the packaging dialogue (ASN create/change -> packing).

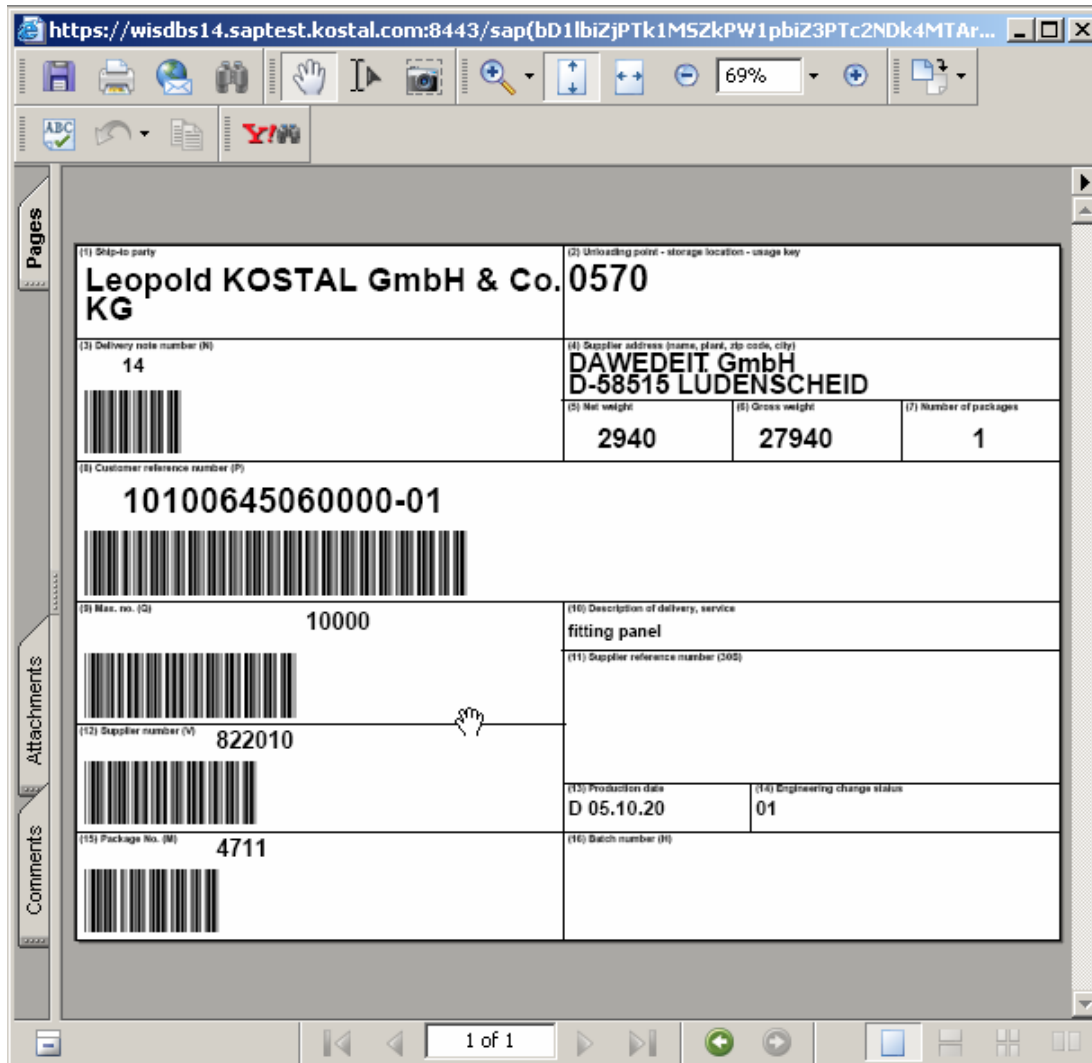
For that, please select "Print all labels".

As well, you can print the labels single: mark the desired Handling Unit and go to "Print Label".

The delivery note can be printed out by the ASN details (clicked by ASN create/change).

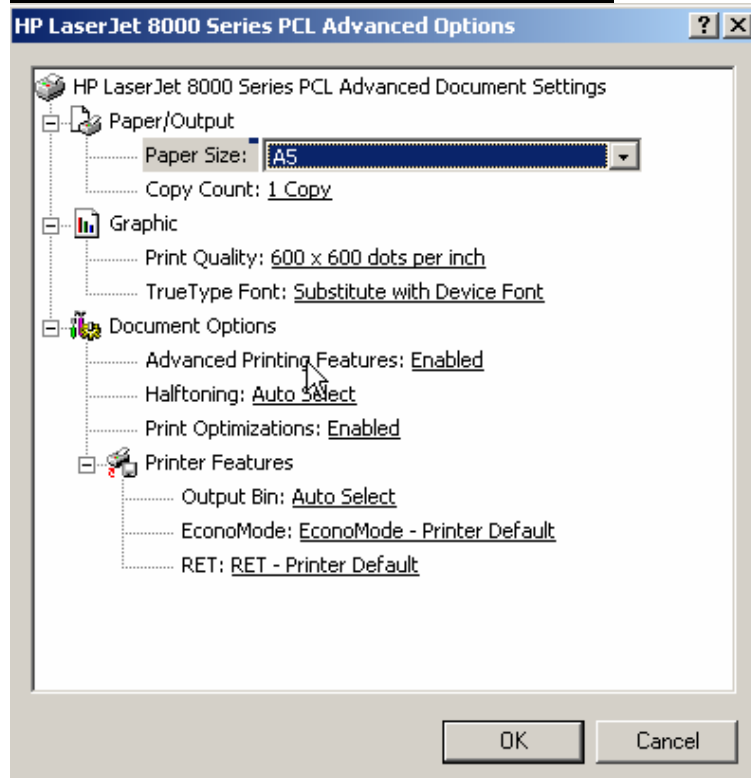
Therefore, please click "Print". As long as the ASN has not been published, the item "Draft" occurs on the delivery note.

Following a new screen is displayed starting the application AcrobatReader. Now a PDF-document with labels res. delivery notes to be printed will be loaded.



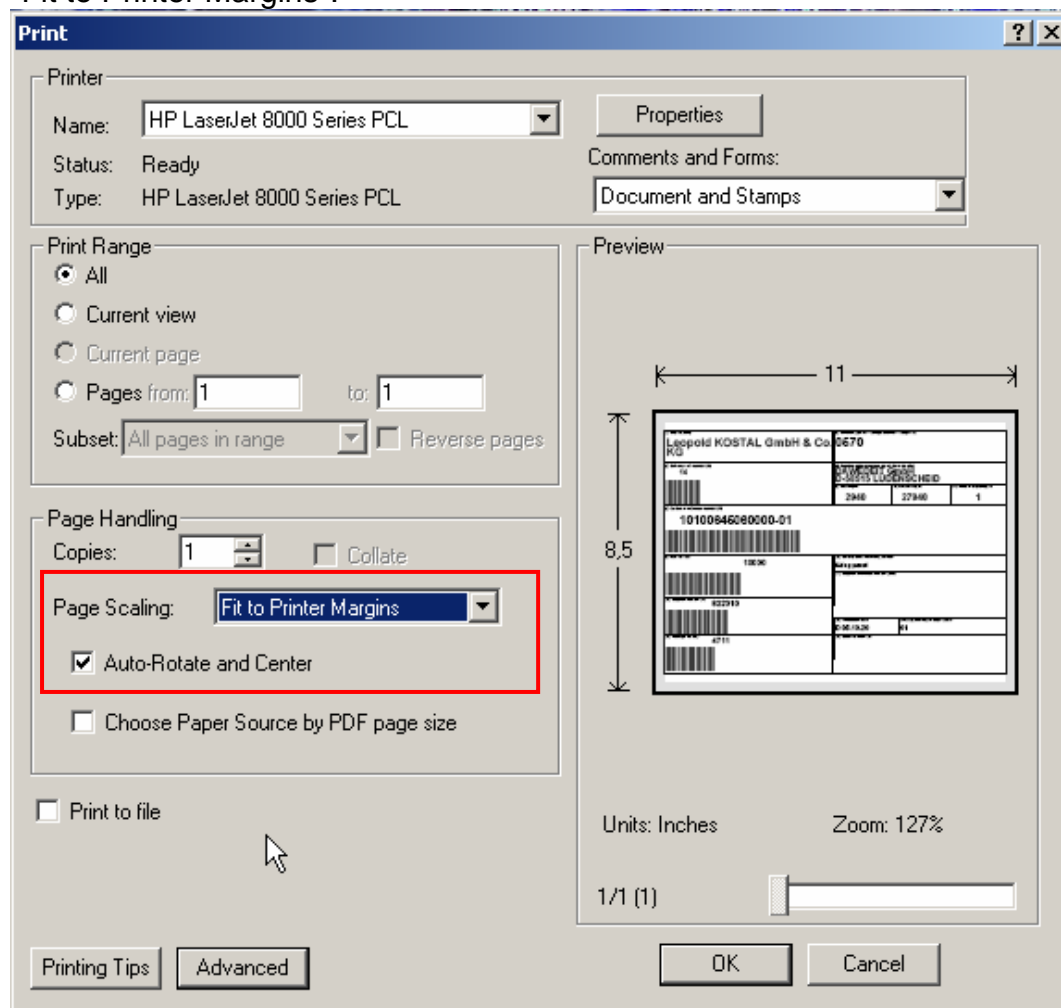
You can print out the document now and afterwards close the screen.

Advice to print labels in format DIN A 5:



In order to print labels in paper-size DIN A5 correctly, you should change the following setting of the printing dialogue of AcrobatReader:
Go to printer settings and select the paper size A5.

Select "Auto-Rotate and Center" in printing dialogue of AcrobatReader and the page adjustment "Fit to Printer Margins".



4 Packaging

It is essential that in the ASNs the exact packaging structure of the physical delivery is displayed. **Only complete packaged Advised Shipping Notes can be sent to KOSTAL!** You have the possibility to create the handling units of an ASN manually or to let determine them automatically. In the latter case, it is provided that a packaging instruction ("Packaging Specification") has been maintained (see chapter 4.3).

By the button "Packing" you will reach the packaging dialogue from the ASN.

Buttons in packaging dialogue:

Reload ASN: Reset to the last saved packing

Save ASN Draft: Saves the actual packaging status, handling can be continued later.

Automatic Packing: Packaging according specifications automatically

Check ASN: Revises, whether ASN corresponds to miscellaneous criteria:

- ASN includes only one item
- Quantity is packed completely

Filter on: Activates the filter function for the item list (will not be used)

Create HU: Opens an area in which the packing material for the new HU can be entered

Cut: Copies the marked HU with all substructures in the clipboard

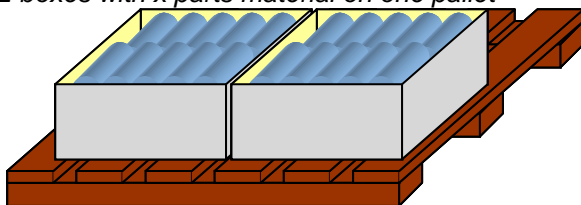
- Paste*: Inserts an HU with all substructures from the clipboard
- Pack*: Allocation of material to HU
- Unpack*: Unpacking of the marked HU
- Print label*: Printing label of marked HU
- Print all labels*: Printing of all labels
- Print HU subtree*: Printing all labels of the marked HU tree
- Expand*: Displays subtree of marked HU or - if no HU has been marked - all HUs
- Compress*: Closes the HUs again
- Page ++*: More lines with HUs will be displayed in one screen

4.1 Manual Packaging

As a matter of principle, all ASNs should be packed automatically with packing terms. In the case that one ASN should be packed unusual, it can be packed hand operated.

While manual packing all packages (Handling Units/HU) will be created single and the products get packed. HUs can be provided with own numbers. Example: Following structure will be created:

2 boxes with x parts material on one pallet



Procedure:

1. Create HU with packaging material "pallet"
2. Create HU with packaging material "box"
3. Pack ASN position (=material) in "box"
4. Cut HU-"box"
5. Paste HU-"box" twice on "pallet"

Click "Packing" in ASN

You will see from the overview which material in which quantity is to be packed. The actual status of packaging, as well as absolute and in percent values will be shown by color codes with regard to the legend.

ASN Items - ASN n.-14

Filter On | Check ASN | Automatic Packing | Save ASN Draft | Reload ASN

Item	Product	Product Description	Quantity	UoM	Packed Quantity	Packed Percentage	Pack Sp
000001	10100645060000-01	fitting panel	30000,000	PC	0,000	0.00	

Page 1 of 1 | Page 10 of 12

Color Legend: ■ Fully Packed | ■ Partially Packed | ■ Not Packed

HU - Hierarchical view

Create HU | Cut | Paste | Pack | Unpack | Print Label | Print All Labels | Print HU subtree | Expand | Collapse | Page ++ | Page --

Pack Level01	Pack Level02	Pack Level03	Pack Level04	Pack Level05

Page 1 of 1 | Page 5 of 5

Step 1:

Click "Create HU".

Now create an HU for your "pallet" and select the fitting packing material.

If you like to provide the HU number manually, you will have to do this at this point.

Following, please confirm with "OK".

You will go back automatically to the packaging overview and see your "pallet" on the Pack Level01. The packing material, as well as the number of HU will be shown (separated by a dash).

Step 2:

Now you have to mark the "pallet HU" and go to "Create HU" again.

At this time, enter the data of packing material of the box and confirm with "OK".

HU Details

Edit HU properties

HU	<input type="text"/>	Net Weight	0
Packing Material *	71946000010001	Gross Weight	0
Length	0	Width	0
Height	0	Total Volume	0

Ok Cancel

HU - Hierarchical view

Create HU Cut Paste Pack Unpack Print Label Print All Labels Print HU subtree

Pack Level01	Pack Level02	Pack Level03	Pack Level04	Pack Level05
71947128131001-4711				

Page 1 of 1 Page 5 of 5

Now you see the overview that the *Box-HU* (level02) is on the *Pallet-HU* (level01).

ASN Items - ASN n.-14

Filter On Check ASN Automatic Packing Save ASN Draft Reload ASN

Item	Product	Product Description	Quantity	UoM	Packed Quantity	Packed Percentage
000001	10100645060000-01	fitting panel	30000,000	PC	0,000	0.00

Page 1 of 1 Page 10 of 12

Color Legend Fully Packed Partially Packed Not Packed

HU - Hierarchical view

Create HU Cut Paste Pack Unpack Print Label Print All Labels Print HU subtree Expand Collapse Page ++ Page --

Pack Level01	Pack Level02	Pack Level03	Pack Level04	Pack Level05
-71947128131001-4711				
	71946000010001-99			

Page 2 of 2 Page 5 of 5

Step 3:

Now mark the ASN position with the material as well as the *Box-HU* and go to "Pack".

You will receive a new screen area in which you can enter the packed quantity of the box.

ASN Items - ASN n.-14

Filter On Check ASN Automatic Packing Save ASN Draft Reload ASN

Item	Product	Product Description	Quantity	UoM	Packed Quantity	Packed Percentage	Pack Spec Identifier
000001	10100645060000-01	fitting panel	30000,000	PC	0,000	0.00	

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Color Legend Fully Packed Partially Packed Not Packed

Packed Products Auxiliary Packaging Material

Filter On Edit HU properties Pack Another Item Unpack the Selected Items

Item	Product	Product Description	My Product No.	My Product Descr.	Packed Quantity	Base Unit
000001	10100645060000-01	fitting panel			10000	PC

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Ok Cancel

HU - Hierarchical view

Create HU Cut Paste Pack Unpack Print Label Print All Labels Print HU subtree Expand Collapse Page ++ Page --

Pack Level01	Pack Level02	Pack Level03	Pack Level04	Pack Level05
-71947128131001-4711				
	71946000010001-99			

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After entering the quantity confirm with "OK".

Following, you can see in the structure, that 10.000 pieces of material (step 3) have been packed in the box (step 2).

ASN Items - ASN n.-14

Filter On Check ASN Automatic Packing Save ASN Draft Reload ASN

Item	Product	Product Description	Quantity	UoM	Packed Quantity	Packed Percentage	Pa
000001	10100645060000-01	fitting panel	30000,000	PC	10000,000	33.33	

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Color Legend Fully Packed Partially Packed Not Packed

HU - Hierarchical view

Create HU Cut Paste Pack Unpack Print Label Print All Labels Print HU subtree Expand Collapse Page ++ Page --

Pack Level01	Pack Level02	Pack Level03	Pack Level04	Pack Level05
-71947128131001-4711				
	-71946000010001-99			
		000001 --10100645060000-01 --10000,000PC		

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Step 4:

In the case the quantity of material in each box is dissimilar (or if you like to provide the HU number manually) repeat step 2 and 3 as far as the material has completely been packed (color legend green).

If the quantity in all or nearly all is identical, so you have to mark the *box-HU* and go to "Cut".

Mark now the *pallet-HU* and go to "Paste". Paste the box with the packed quantity as often until the total quantity has been packed.

If you like to copy a complete *pallet-HU* (step 1) including the *box-HUs* (step 2), so mark the *pallet-HU* and go to "Cut".

Ensure that no line is marked and go as often to "Paste" as the pallet has been replicated in the sum requested.

4.2 Automatic Packing

In order to pack automatically, you have to create a packing specification first and assign it to the corresponding material (see chapter 4.3).

If this is done correctly, the packaging specification will be shown automatically in the packing dialogue:

ASN Items - ASN n.								
Item	Product	Product Description	Quantity	UoM	Packed Quantity	Packed Percentage	Pack Spec Identifier	
000001	10100645060000-01	fitting panel	100000,000	PC	0,000	0.00	13	

Color Legend: ■ Fully Packed ■ Partially Packed ■ Not Packed ■ First entry

If you have assigned different packaging specifications to one material (e.g. for different packaging materials), you can now mark a line and select a different packaging specification by the value help of the field.

Now refer to "Automatic Packing" and the system packs the total quantity according to the input of packaging specification.

ASN Items - ASN n.

Filter On: Check ASN Automatic Packing Save ASN Draft Reload ASN

Item	Product	Product Description	Quantity	UoM	Packed Quantity	Packed Percentage	Pack Spec Identifier
000001	10100645060000-01	fitting panel	100000,000	PC	100000,000	100.00	13

Page 1 of 1 | Page 10 of 12

Color Legend: Fully Packed Partially Packed Not Packed

HU - Hierarchical view

Create HU Cut Paste Pack Unpack Print Label Print All Labels Print HU subtree Expand Collapse Page ++ Page --

Pack Level01	Pack Level02	Pack Level03	Pack Level04	Pack Level05
-71947128131001-103				
	-71946000010001-104			
		000001 --10100645060000-01 --10000,000PC		
	-71946000010001-105			
		000001 --10100645060000-01 --10000,000PC		
	+71946000010001-106			
	+71946000010001-107			
	+71946000010001-108			
	+71946000010001-109			
	+71946000010001-110			
	+71946000010001-111			
-71947128131001-112				
	+71946000010001-113			
	+71946000010001-114			

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4.3 Packaging Specifications

ICH

- ▼ Exception management
 - Alert Monitor
- ▼ Release Process
 - Release Overview Supplier
 - Release Details Supplier
 - Release Comparison Supplier
- ▼ ASN Maintenance
 - ASN Overview Supplier
 - ASN Details Supplier
 - Due List for Purchasing Documents
 - Create ASNs
- ▼ Packaging
 - Packaging Specification Overview
 - Packaging Specification Details
 - ▼ Supplier View
 - Pack Spec Assignment
- ▼ Partner Data
 - Partner Product Data

In order to pack a material automatically, you have to create at least one guideline (packaging specification) and to assign it to the material.

A Packaging Specification (PS) consists of *Level*, *Content* and *Element*.

Level:

In general, a PS consists of two levels: pallet and boxes

At the area of the levels, you have to define first the level of boxes (level 1) and enter the maximum quantity of material per box.

Following you enter the maximum quantity of boxes of each pallet (level 2)

Elements:

At least one element belongs each level.

Elements define the exact packing material (plus possible added facilities like covers or blister) of each level.

Content:

Content is the product (material number) and will be assigned blanketly (not to each level separately)

4.3.1 Display Packaging Specifications

Before creating a packaging specification for the product, you should check if one does already exist.

Select in menu "Packaging" -> "Overview Packaging Specification"

Pack. Spec. ID	Pack. Spec. Desc	Pack. Spec. Group	Pack. Spec. Group Desc	Status	Status Desc
13	10100645060000-01 in K01 and Euro	SAP		A	ACTIVE

You will receive a list of all already created packaging specifications.

You can see the created packaging structure when marking the packaging specifications and click to "Pack Spec Details".

Selection

Show

Pack. Spec. ID

Pack Specification Maintenance

Pack Spec Identifier Pack Spec Identifier Desc

Pack Specification Group Pack Spec Status

PS Level

Elements

	Level Seq	Target Qty	Minimum Qty	Round Qty	Height	Length	Width	UoM(d)
<input type="button" value="Filter"/>								
<input checked="" type="checkbox"/>	01	10000	1	1	0,00	0,00	0,00	
<input type="checkbox"/>	02	8	1	1	0,00	0,00	0,00	

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PS Level Element-01

	Element Seq	Packing Material	Pack. Mat. Desc	HU Relevant	Quantity	UoM
<input type="button" value="Filter"/>						
<input checked="" type="checkbox"/>	1	71946000010001	LK01 K01 GREY BOX	1	1	***

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At this point of *PS-Content* you can see the material for which the packaging structure has been created.

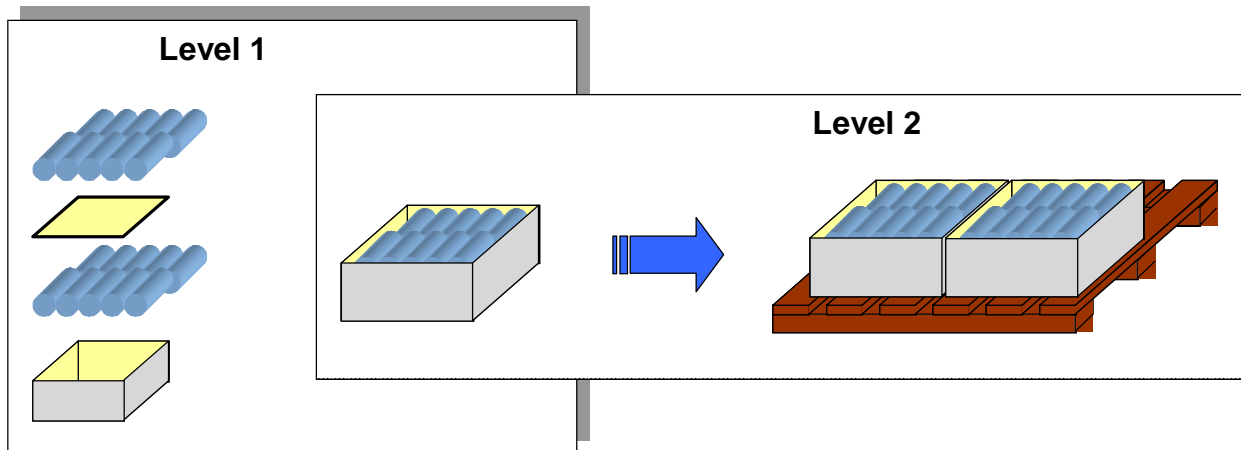
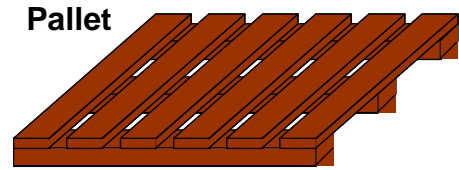
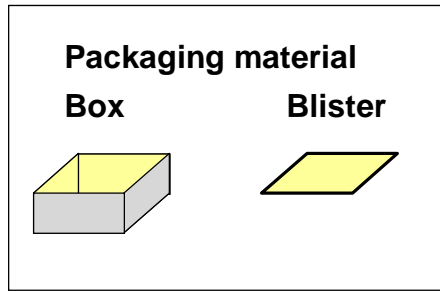
4.3.2 Create Packaging Specification

If no packaging specification is found, please click, "Packaging -> "Details Packing specification" in the menu. Go to the button "Create".

First create the "PS-Content".

Afterwards, the PS levels with their elements will be created.

Following structure will be arranged in the example:



Step 1: PS-Content

In the PS-Content it will be specified, which product has to be packed. ("What will be put into the box?")
 As only one product may always be packed, only one line will be created.
 For that, mark the line and click to the particular field.

PS Level		PS Content				
		Create Content		Delete Content		
	Content Seq	Product	Product Desc	My Product No.	Quantity	UoM
	1	10100645060000-01			1	PC

- Content Sequence: always enter "1"
- Product: select the material to be packed from the value selection
- Quantity: always enter the smallest possible quantity in which the product can be packed (as a rule 1 piece)
- UoM: always enter the unit of quantity (as a rule "PC")

By "Create Content" you can create further lines.
 By "Delete Content" you can delete your data entered.

Now change to the table "PS-Level"

Step 2: Create PS-Level

With the PS-levels the packaging structure will be determined:

- Level "1" is the smallest packaging unit (KLT), e.g. a box

- Level "2" is the next larger packaging unit (GLT), the pallet.

KOSTAL does only accept two levels of packaging!

PS Level		PS Content						
		Create Level	Delete Level	Elements				
	Level Seq	Target Qty	Minimum Qty	Round Qty	Height	Length	Width	UoM(d)
	1	10000	1	1				
	2	8	1	1				

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- Level sequence: "1" for "box level", "2" for "pallet level"
- Target Qty: maximum quantity of products in each box or maximum number of boxes on pallet
- Minimum Qty: minimum quantity of products in each box or minimum number of boxes on pallet
- Round Qty: as a rule: packaging unit
- UoM(d): unit of measurement, e.g. PC

Now click on "Elements" to define the packing material

Step 3: Create elements per level

Mark to "Level sequence" where the next element is to be defined and push "Elements" button. A new table is opened. Please push "Create Element".

PS Level		PS Content						
		Create Level	Delete Level	Elements				
	Level Seq	Target Qty	Minimum Qty	Round Qty	Height	Length	Width	UoM(d)
	1	10000	1	1				
	2	8	1	1				

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PS Level Element-01

		Create Element	Delete Element				
	Element Seq	Packing Material	Pack. Mat. Desc	HU Relevant	Quantity	UoM	
	1	71946000010001	LK01 K01 GREY BOX	1	1		

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- **Element Seq:** Start always with "1" for the box where the product is packed into. If additional returnables are used for packing (like top cover, blister), additional elements with increasing sequence number have to be created.
- **Packing Material:** Enter or select the used packing material from the value help
- **HU-relevant:** Enter "1" in the line for packing material (box, pallet) and "2" for auxiliary material (top cover, blister etc.). Label will be printed for HU-relevant elements.
- **Quantity:** In HU-relevant line enter always "1". For auxiliary material enter the number of materials per box (e.g. "4" for 4 blister per box).
- **UoM:** Unit of measurement, normally PC

Mark now the second PS Level and click on "Elements" again.

The lower table for "Elements" will be shown again blank. At this place click on "Create Element" and proceed as above mentioned!

Step 4: Pack specification completement and saving

- Enter a description in the field "Pack Spec.-ID Desc." to the PS
- Set the "Pack Spec Status" on *Active*, otherwise the PS can not be used
- **Do not forget to save the PS!**

The system allocates a definite number automatically.

The new PS has to be allocated now.

Step 5: Pack specification allocation

Select in menu "Packaging -> Supplier View -> Allocation Pack Specification".

Click on "Insert" in order to create a new allocation.

Enter the product to be packed, priority and the number of pack specification. Do not forget to save your data entry.

Pack Spec Details Form Insert Copy Change Delete Save Reset Export ▶				
	Product	Partner Product	Pack Spec. Priority	Pack Spec Identifier
🔍				
■	10100645060000-01		1	13

This PS will be automatically proposed for packing the next ASN in future!

Advice:

- The material of *Allocation* has to agree on the Content of the PS!!
- Please ensure that you have entered the data in all fields in the PS as above mentioned. (Fields like quantity and UoM have to be completed as well, otherwise the PS can not be shown in the packaging dialogue.)
- For the same material you can define and allocate different PS. In this case, please regard to define different priorities. The PS with the lowest priority number will be automatically proposed in the packaging dialogue, but it can be changed manually.

5 Alerting

Alerting means, that you will be kept informed about exceptional circumstances or important modifications by email. Alerting will be initialized by KOSTAL for you.

5.1 Selection of Alerts

ICH	
▼	Exception management
▪	Alert Monitor
▼	Release Process
▪	Release Overview Supplier
▪	Release Details Supplier
▪	Release Comparison Supplier
▼	ASN Maintenance
▪	ASN Overview Supplier
▪	ASN Details Supplier
▪	Due List for Purchasing Documents
▪	Create ASNs
▼	Packaging
▪	Packaging Specification Overview
▪	Packaging Specification Details
▼	Supplier View
▪	Pack Spec Assignment
▼	Partner Data
▪	Partner Product Data

Select in Alert Monitor e.g. the most important Alerts for the Release Process:

- 0023 New Release
- 0024 Unconfirmed Release

Selection

Show [-----] Go **Advanced selection** Set notification

Ship-to Location [] To [] Days(+) []
 My Ship-To Location No. [] To [] Days(-) []
 Product [] To [] Acknowledged []
 My Product No. [] To []
 Planner [] To []
 Alert Type 0023 [] To 0024 []

Statistical view

Group1 Alert Type [] Group2 []

Alert Type	Group2	High Priority	Medium Priority	Low Priority
New release received				9

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Click on the number and you receive a list of all Alerts.

Statistical view

Group1 Alert Type [] Group2 []

Alert Type	Group2	High Priority	Medium Priority	Low Priority
New release received				9

Page 1 of 1 Page 5 of 5

Inventory Alerts **Release Alerts** ASN Alerts Purchase Order Alerts Replenishment Forecast Demand f

Form See details Acknowledge Delete alert Show user actions Notes Select all Deselect all

	Alert number	Ship-to Location	Product	Alert Type
<input type="checkbox"/>	000000000000000000001734	0001	10123408140000-00	New release received
<input type="checkbox"/>	000000000000000000000767			New release received
<input type="checkbox"/>	000000000000000000002900			New release received
<input type="checkbox"/>	000000000000000000001471		10100645060000-01	New release received
<input type="checkbox"/>	000000000000000000000764			New release received
<input type="checkbox"/>	000000000000000000002569			New release received
<input type="checkbox"/>	000000000000000000001873			New release received
<input type="checkbox"/>	000000000000000000002981			New release received
<input type="checkbox"/>	000000000000000000002974			New release received

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You can mark all Alerts of one page and select following function:

- Acknowledge (later you can use it as a selection criteria and display only the not acknowledged and therewith new Alerts)
- Delete Alert
- See Details (in this example you will receive the new release)

- *User action* and *Notes* are not active at present.

5.2 Alert message generation

The basic data administration of Alerts will be done in the ICH. Based on the selection profile (which Alerts?) a notification profile will be deposited, which in turn does affect how the particular message will be sent.

KOSTAL will make a presetting for you, which - as far as possible - should not be changed. Only refer to the message profile in order to change your email address.

5.2.1 Selection profile arrangement

The selection criteria *Alert Type*, *Ship-to Location* and *Product* of the message profile will be "continued in use", this means they provide as basis for the selection of creating messages. All further selection criteria serve only for restriction of Alert screen and will not be used when creating an Alert message.

- Click to "Advanced Selection"

Parameter	Option	From	To
Acknowledged	Equals	N	
Alert Type	Between	0023	0024
Alert Type	Between	7025	7029
Product	Between		
Days(-)	Equals		

- Select *Alert-Type* 0023 to 0024
- Refer now to "Save Selection" in order to save your data entered. At this place you have the possibility to assign a name for this selection.
- Having created (Save) the selection profile, the message profile can be created by the selection field "Set notification".

5.2.2 Message profile creating

- Create a new selection profile or select an existent profile
- Click now to the selection field "Set Message"

All fields, which have to be maintained for sending Alerts are marked with a *.

Name of selection: KOSTAL-ALERT(User:10000022)

Save Delete

Valid from date	27.09.2005	16:12:24
Valid to date	31.12.9999	00:00:00
E-Mail Address *	first.last@msn.com	
Message Channel *	EMAILD -E-Mail (Direct)	
Message Profile *	ZDEFAULT RELEASE 01	
Minimum Priority *	3-Information	
Age [hh:mm] between		24:00
Immediate notification	<input type="checkbox"/>	
Periodic notification	<input checked="" type="checkbox"/>	
- Period [hh:mm]	24:00	
- Start date/time	27.09.2005	16:12:24
Unacknowl. Alerts only	<input type="checkbox"/>	

Following fields are of importance:

E-Mail-Address:

The system sends the message to the address being deposited.

Message Channel:

Selection of medium by which a message will be sent.

Always select : EMAILD (the message will be edited and set by email)

Message profile:

Definition of parameter which have to be maintained in the message.

Age between:

If a period of time was deposited at this place, only Alerts would be included in the message which were created within this period of time.

Minimum priority:

Only Alerts will be included in the message which priority is equal or higher. Alerts of lower priority will not be considered.

Immediate Notification:

This character operates that when creating an Alert the corresponding notification will be sent.

Periodic Notification:

Alerts, which have set this character in their notification profile, will be collected and sent every night.

Unacknowledged Alerts only:

The Alert messages should only contain Alerts, which have not been confirmed yet.

6 Quick-Guide

In this range you will find the most important information for working with ICH in a brief summarized version.

- **Alerting**
You will receive an email automatically, as soon as a new due list release is available in the ICH.
In the same way, you will get informed by email, if you do not acknowledge new releases within 5 days in the ICH.
- **Acknowledgement of releases**
You have to confirm all releases within 5 days. Refer to the release overview, see the new releases and click to the button "Acknowledge". The releases will be marked as confirmed. This acknowledgement is no acceptance for delivery and does only serve for securing that you have registered a new release.
- **Pack specifications**
Please create packing specification according to the agreed with KOSTAL packaging structure for all materials. This is a one-time expense per each material and simplifies considerably the creating of ASN.
- **Due list**
You will find the scheduling of all releases ordered by date in the due list. Thus, you will record which materials in which quantity have to be delivered next. You can create an ASN for KOSTAL directly from the list.