
MANUAL SUPPLIER PORTAL LOGISTICS – SPL

Version Supplier



24. August 2018

CLAAS

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1 General specification

1.1 Purpose of use

Communication is the prerequisite for an efficient organization of the logistics chain. The Supplier Portal Logistics (SPL) was created to support communication between suppliers and CLAAS employees & departments involved in the planning, purchasing and delivery processes.

With the introduction of the new portal, the transport notification, i.e. the commissioning of forwarder is fully integrated in order to increase the user-friendliness and consistency of the data.

As a supplier, you can use the SPL:

- View CLAAS requirements
- Confirm purchase orders, release orders or delivery schedules and propose changes
- Create delivery notes and transport labels
- Create transport notifications (shipping orders) and request collections for those
- Send dispatch advices to CLAAS

1.2 Gateways

The SPL offers the following interfaces:

For your internal processing:

- *Print and PDF*
Usually, you can save documents from the SPL (purchase orders, delivery schedules, delivery notes and transport notifications) as a PDF and print those. You will need the Acrobat Reader, which you can download free of charge from the internet at. www.adobe.com.
- *XML*
You can export purchase orders / delivery schedules from the SPL in XML format.
You can also import delivery notes in XML format into the SPL.
- *XLS*
You can export a planning preview and a delivery and backorder overview.

For external processing:

- *ERP-CLAAS*
Orders and delivery schedules are sent from the CLAAS ERP system to the SPL and can be viewed and processed there.
Dispatch advices are sent from the SPL to the CLAAS ERP system, where they can be viewed and processed by CLAAS employees.
- *Forwarder*
Transport notifications are sent from the SPL to the respective forwarding agent. The forwarder is hereby mandatorily commissioned.

2 Login and structure

2.1 User login to the portal



The screenshot shows the CLAAS Supplier login interface. At the top left is the CLAAS logo, and at the top right is the text "CLAAS Supplier". Below the logo, the text "Please Login" is displayed. To the left of the login form, there is a welcome message: "Welcome to CLAAS Supplier.Net." and a note: "If you are not an employee of CLAAS, please use the domain 'Extern.CLAAS'". The login form includes a "Language" dropdown menu set to "EN", a "Domain" dropdown menu set to "Extern.CLAAS", a "Username" text input field, and a "Password" text input field. Below the password field is a link for "Forgotten Password?". At the bottom of the form, there is a checkbox for "Terms and Conditions of Use" and a "Login" button.

Goal: Login to the SPL

1. Enter the Internet address of the supplier portal <https://scm.claas.com> in the address line of your browser
2. Select your language
3. Choose the Domain „Extern.CLAAS“
4. Log in with the login data provided by CLAAS

If you have forgotten your password or your user name, please click on "Forgotten Password?".

2.2 Structure and functions of the portal

2.2.1 Basic functions

After successful registration, you will be redirected to the homepage of the SPL.

You will find the basic functions in the navigation bar at the top right margin. There you have the following options:

The screenshot shows the CLAAS SPL portal homepage. At the top right, a navigation bar contains links for [EN](#), [Contact](#), [Support](#), [Profile](#), [Imprint](#), and [Logout](#). The main content area is divided into three sections:

- Left Sidebar:** Contains navigation links under categories like **Home**, **Requirements Overview**, **Purchasing Doc.**, and **Delivery Data**.
- Current News:** A section with a search bar and a table of news items. The table has columns for **Date** and **News**. One item is visible: 20.08.2018, Version 0.0.59.
- Plant Vacations:** A section with a search bar and a table of vacation dates. The table has columns for **Plant**, **City**, **from**, and **to**. The data is as follows:

Plant	City	from	to
0010	Harsewinkel	23.07.2018	24.08.2018
0010	Harsewinkel	31.08.2018	31.08.2018
0010	Harsewinkel	07.09.2018	07.09.2018
0010	Harsewinkel	14.09.2018	05.10.2018
0010	Harsewinkel	22.10.2018	26.10.2018
0010	Harsewinkel	02.11.2018	02.11.2018
0010	Harsewinkel	21.12.2018	04.01.2019
0025	Le Mans	28.07.2018	26.08.2018
0030	Paderborn	21.12.2018	01.01.2019
0035	Torokszentmiklos	04.08.2018	02.09.2018
0035	Torokszentmiklos	18.09.2018	01.10.2018
0040	Omaha	05.09.2018	28.09.2018
0040	Omaha	26.12.2018	28.12.2018
0044	Krasnodar	03.11.2018	05.11.2018
0046	Morinda	01.10.2018	01.10.2018
0046	Morinda	19.10.2018	19.10.2018
0046	Morinda	07.11.2018	09.11.2018
0046	Morinda	23.11.2018	23.11.2018

The language of the SPL can be changed via the button with the country code. The following languages are available: German (DE), English (EN), French (FR), Hungarian (HU), Russian (RU) and Chinese (ZH).

By clicking on "Contact", a contact form appears in which you can enter system-related questions and suggestions to the administrator of the SPL and send them by clicking on the "Send" button.

A mouse click on the "Help" link opens a help page. There you will find documents, descriptions and instructions for using the portal.

Click on the "Profile" button to call up your profile information and make settings (see 2.2.2).

If you click on the "Logout" link, the system logs you off manually. After logging off, you must log in again to be able to work with the SPL again.

CLAAS communicates relevant information in the windows "Current News" and "Plant vacations" on the start page.



2.2.2 Settings

E-mail reminder

Reminder interval: 24 Hours

Reminder days: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Date and number format

Date format: DD.MM.YYYY

Number format: 30.000,00

Delivery Date

Standard settings delivery date in delivery data overview in days, from/to: 50 / 5

Standard settings delivery date delivery and backorder overview in days, from/to: 6205 / 7

Standard settings delivery date planning preview in days, from/to: 2500 / 2500

PDF Transport Label

VDA PDF format: A4

Portrait edge distance (mm) Top / bottom / left / right: 5 / 5 / 5 / 5

Landscape edge distance (mm) Top / bottom / left / right: 5 / 5 / 5 / 5

You can access the settings by clicking on "Profile" followed by "Settings".

If new orders or scheduling agreement releases from CLAAS are available, you will be notified by e-mail at definable intervals. You can choose the reminder interval and reminder days yourself. You will receive emails as long as orders and delivery schedules have the status "New".

When you first use the SPL, please set the desired number and date format.

The setting of the delivery data is the default setting for the corresponding overviews. Here you can define a period that is displayed.

The settings of the "PDF Transport Label" refer to the printing of the transport label in the Delivery Note Overview.

2.2.3 Main functions

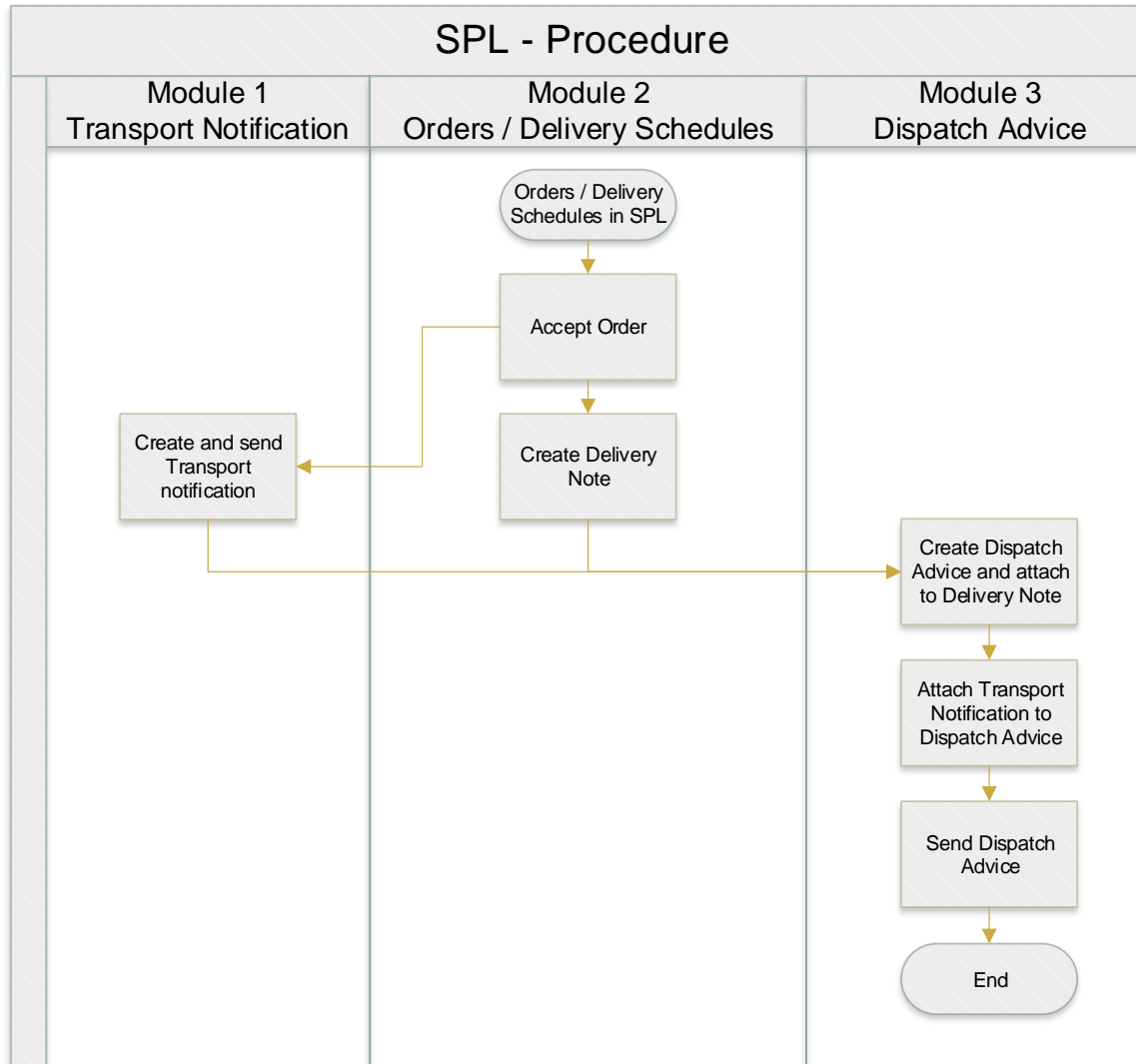
2.2.3.1 Overview over the main functions

The SPL offers you the opportunity to communicate with CLAAS via a web-based portal. The portal consists of three modules, some of them can be used independently. Modules 1 and 2 can be used individually or in combination. Module 3 requires at least module 2. The functional modules of the SPL are the following:

- *Module 1: Transport notification*
The transport notification module offers you the possibility of notifying all freight shipments at the expense of CLAAS online. The application focuses on standardizing the installation and sending transport notifications. For example, a unique transport notification reference (referred to in the display as CLAAS shipment reference) is issued at an early stage.
By assigning the shipment reference with the creation of the transport notification, this number can be tracked throughout the entire transportation chain and, above all, used for communication with all partners involved (supplier - forwarder - CLAAS).
- *Module 2: Orders / Delivery Schedules*
The purchase orders / delivery schedules module provides you with all purchase orders, release orders and delivery schedule retrievals created by CLAAS. All relevant information is transmitted to you in a standardized form. Here, orders and delivery schedules can be accepted by suppliers or suggestions for changes transmitted to CLAAS. Another function is the option of creating and printing standardized delivery notes and transport labels.
- *Module 3: Dispatch Advice*
Information about your dispatches can be sent electronically directly to CLAAS ERP system via the dispatch advice module (Advanced Shipping Notification - ASN).
The dispatch advice is created based on the previously created delivery note. If CLAAS forwarders are also commissioned, the dispatch advice is linked to the transport notification.

2.2.3.2 Interaction of the modules

As described in 2.2.3.1, the various functional modules build on each other. The process flow is shown with an integrated use of all modules of the portal. A prerequisite for starting the process is the transmission of a purchase order or scheduling agreement. The supplier must accept it in order to continue the process.



Afterwards transport notification must be created in due time using *module 1* and sent to the forwarder. If the order is placed on time (see lead times overview), the customer will collect the goods on the following working day.

Before the goods are collected, the delivery note must be created and enclosed to the goods. The creation of the delivery note forms the basis for creating the shipping notification. Once the dispatch advice has been created, it must be accompanied by the transport notification and then transmitted to CLAAS in parallel with the physical collection of the goods.

3 Requirements Overview

3.1 Planning Preview

Home									
Requirements Overview									
Planning Preview									
Delivery and Backorder Overview									
Orders/ Delivery Plans									
Purchase Orders									
Release Orders									
Delivery Schedules									
Delivery Data									
Order Data Overview									
Delivery Note Overview									
Transport Notification Overview									
Dispatch Advice Overview									
Templates									
Address book									
0010						05.2018			
						11.2018			
0010	000000000000895...	SKALA	34X12	5500164544	06.2018	108	ST		
0010	000000000000895...	SKALA	34X12	5500164544	11.2018	108	ST		
0010	0000000000011400...	SERVICEAUFKLEB...	DIESEL - SULFUR	5500274107	05.2018	600	ST		
0010	0000000000011400...	SERVICEAUFKLEB...	DIESEL - SULFUR	5500274107	07.2018	600	ST		
0010	0000000000011400...	SERVICEAUFKLEB...	DIESEL - SULFUR	5500274107	10.2018	600	ST		
0010	0000000000011402...	SERVICEAUFKLEB...	STECKDOSEN	5500182568	05.2018	400	ST		
0010	0000000000011402...	SERVICEAUFKLEB...	STECKDOSEN	5500182568	06.2018	800	ST		
0010	0000000000011402...	SERVICEAUFKLEB...	STECKDOSEN	5500182568	08.2018	400	ST		
0010	0000000000011402...	SERVICEAUFKLEB...	STECKDOSEN	5500182568	10.2018	400	ST		
0010	0000000000011402...	SERVICEAUFKLEB...	STECKDOSEN	5500182568	11.2018	400	ST		
0010	0000000000011403...	AUFKLEBERSATZ KI	PANEEL XERION 782	5500187821	06.2018	100	ST		
0010	0000000000011403...	AUFKLEBER KI	EHR-HECKSTEUER...	5500227795	11.2018	100	ST		
0010	0000000000011403...	BESCHRIFTUNGSA...	TRAC	5500178573	10.2018	20	ST		
0010	0000000000011403...	BESCHRIFTUNGSA...	TRAC VC		09.2018	20	ST		
0010	0000000000011404...	BESCHRIFTUNGSA...	AVERO 240	5500186688	06.2018	100	ST		
0010	0000000000011405...	SERVICEAUFKLEB...	SCHMIERAUFKLEB...	5500186748	06.2018	100	ST		
0010	0000000000011405...	SERVICEAUFKLEB...	HEPR OEL	5500403198	06.2018	100	ST		
0010	0000000000011405...	SERVICEAUFKLEB...	HEPR OEL	5500403198	11.2018	100	ST		
0010	0000000000011407...	BEDIENAUFKLEBER	SPUELEN	5500191171	05.2018	216	ST		
0010	0000000000011407...	BEDIENAUFKLEBER	SPUELEN	5500191171	06.2018	216	ST		
0010	0000000000011407...	BEDIENAUFKLEBER	SPUELEN	5500191171	09.2018	216	ST		
0010	0000000000011407...	BESCHRIFTUNGSA...	MONTANA	5500295892	05.2018	100	ST		

The planning preview shows you our known requirements beyond the period of your present release orders. The requirements are cumulated on a monthly basis.

You can export the displayed table as an Excel file.

3.2 Delivery and Backorder Overview

Plant	Material	Short Text	Purchasing Doc.	Item	Delivery Date	PO Quantity	Open Quantity	Unit
0010	to				24.07.2018 27.08.2018			
0010	000000000011435...	SERVICEAUFKLEB...	5500361466	00010	05.06.2018	100	100	ST
0010	000000000011443...	ANHAENGESCHILD	5500312442	00010	05.06.2018	300	300	ST
0010	000000000011468...	BESCHRIFTUNGS...	5500402935	00010	05.06.2018	100	100	ST
0010	000000000011432...	BEDIENAUFKLEBER	5500254926	00010	12.06.2018	400	400	ST
0010	000000000011469...	SERVICEAUFKLEB...	5500364684	00010	12.06.2018	100	100	ST
0010	000000000011404...	BESCHRIFTUNGS...	5500186688	00010	19.06.2018	100	100	ST
0010	000000000005169...	BEDIENAUFKLEBER	5500192173	00010	19.06.2018	100	100	ST
0010	000000000024048...	AUFKLEBER HI LI	5500384825	00010	19.06.2018	100	100	ST
0010	000000000011451...	BESCHRIFTUNGS...	5500302337	00010	26.06.2018	200	200	ST
0010	000000000005160...	BESCHRIFTUNGS...	5500006159	00010	26.06.2018	200	200	ST
0010	000000000005162...	AUFKLEBER SICHE...	2121085010	00001	26.06.2018	200	200	ST
0010	000000000005142...	AUFKLEBER	2121077669	00001	03.07.2018	100	100	ST
0010	000000000005152...	AUFKLEBER	5500000707	00010	03.07.2018	2000	2000	ST
0010	000000000005165...	BESCHRIFTUNGS...	5500014065	00010	03.07.2018	100	100	ST
0010	000000000011440...	SERVICEAUFKLEB...	5500303971	00010	10.07.2018	200	200	ST
0010	000000000005142...	AUFKLEBER	2121077672	00001	10.07.2018	21	21	ST
0010	000000000005165...	BESCHRIFTUNGS...	5500013341	00010	10.07.2018	100	100	ST
0010	000000000005167...	BESCHRIFTUNGS...	5500138654	00010	10.07.2018	500	500	ST
0010	000000000005168...	BESCHRIFTUNGS...	5500189262	00010	10.07.2018	953	953	ST
0010	000000000005168...	SERVICEAUFKLEB...	5500122739	00010	10.07.2018	100	100	ST
0010	000000000011469...	BEDIENAUFKLEBER	5500368809	00010	17.07.2018	500	500	ST
0010	000000000005142...	AUFKLEBER	2121077672	00001	17.07.2018	100	100	ST

The delivery and backorder overview shows both completed and open orders.

Querying the data from the CLAAS ERP system can take a moment.

You can export the displayed table as an Excel file.



4 Orders / Delivery Plans

4.1 Orders / Delivery Plans

4.1.1 Manage

Home Requirements Overview										
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>										
Status	Plant	City	Unload. Point	Purchasing Doc.	Item	Material	Short Text	Transmission	Delivery Date	
<input type="checkbox"/> Accepted	0010	Harsewinkel	1280	4505318422	00010	00000000002055...	SCHLAUCH	02.07.2018	05.06.2018	
<input type="checkbox"/> Accepted	0010	Harsewinkel	1284	4505318422	00020	00000000007931...	SCHEIBENRAD	02.07.2018	05.07.2018	
<input type="checkbox"/> Accepted	0035	Torokszentmiklos	W0035	4700055519	00010	000000000015522...	SCHLAUCHLEITUNG	02.07.2018	11.06.2018	
<input type="checkbox"/> Read	0011	Hamm-Uentrop	W0011	4505034342	00010	000000000005109...	SCHLAUCHLEITUNG	02.07.2018	13.12.2018	
<input type="checkbox"/> New	0010	Harsewinkel	1280	4505080831	00010	000000000002150...	EINSCHLAG-KUGE...	02.07.2018	19.07.2018	
<input type="checkbox"/> New	0010	Harsewinkel	1280	4505085389	00010	000000000002150...	EINSCHLAG-KUGE...	02.07.2018	10.10.2018	
<input type="checkbox"/> New	0011	Hamm-Uentrop	W0011	4505278935	00010	000000000001470...	SCHLAUCH	02.07.2018	06.06.2018	
<input type="checkbox"/> Read	0010	Harsewinkel	1280	4505204380	00010	000000000025975...	ROHR VM	02.07.2018	16.04.2018	
<input type="checkbox"/> Read	0010	Harsewinkel	1280	4505204380	00020	000000000025975...	ROHR VM	02.07.2018	24.05.2018	
<input type="checkbox"/> Read	0010	Harsewinkel	1280	4505204380	00030	000000000025975...	ROHR VM	02.07.2018	16.04.2018	
<input type="checkbox"/> Read	0011	Hamm-Uentrop	W0011	4505262848	00010	000000000026048...	SCHLAUCHLEITUNG	02.07.2018	30.05.2018	
<input type="checkbox"/> New	0011	Hamm-Uentrop	W0011	4505283624	00010	000000000000776...	SCHLAUCHLEITUN...	02.07.2018	14.06.2018	
<input type="checkbox"/> Read	0030	Paderborn	W0030	4505210386	00010	000000000005851...	SCHLAUCHLEITUNG	02.07.2018	30.10.2018	
<input type="checkbox"/> New	0011	Hamm-Uentrop	W0011	4505212236	00010	000000000001232...	EINSCHLAG-ANSC...	02.07.2018	25.05.2018	
<input type="checkbox"/> New	0011	Hamm-Uentrop	W0011	4505212236	00020	000000000025975...	ROHR VM	02.07.2018	05.11.2018	
<input type="checkbox"/> New	0011	Hamm-Uentrop	W0011	4505284221	00010	000000000002164...	EINSCHLAG-RINGS...	02.07.2018	11.05.2018	
<input type="checkbox"/> New	0030	Paderborn	W0030	4505214326	00010	000000000017986...	SCHLAUCHLEITUNG	02.07.2018	17.04.2018	
<input type="checkbox"/> New	0030	Paderborn	W0030	4505214326	00020	000000000017986...	SCHLAUCHLEITUNG	02.07.2018	22.06.2018	
<input type="checkbox"/> New	0011	Hamm-Uentrop	W0011	4505286559	00010	000000000015522...	SCHLAUCHLEITUNG	02.07.2018	30.05.2018	
<input type="checkbox"/> New	0011	Hamm-Uentrop	W0011	4505286655	00010	000000000015522...	SCHLAUCHLEITUNG	02.07.2018	30.05.2018	
<input type="checkbox"/> Read	0011	Hamm-Uentrop	W0011	4505222799	00010	000000000000773...	KRAFTSTOFFLEIT...	02.07.2018	16.05.2018	
<input type="checkbox"/> Read	0011	Hamm-Uentrop	W0011	4505222799	00020	000000000006835...	SCHLAUCH	02.07.2018	16.05.2018	
<input type="checkbox"/> Read	0011	Hamm-Uentrop	W0011	4505222799	00030	000000000007612...	ABLASSSCHLAUCH	02.07.2018	25.05.2018	
<input type="checkbox"/> Read	0011	Hamm-Uentrop	W0011	4505222799	00040	000000000007962...	EINSCHLAG-ANSC...	02.07.2018	08.06.2018	

You can call up individual orders, release orders and delivery schedules via the three main functions under the menu item "Orders/ Delivery Plan" by clicking on the corresponding order type.

You will be informed about new orders / delivery schedules by means of a red "New" batch next to the corresponding position in the main functions.

You can call up purchase orders/ delivery schedules by clicking on the number in the "Purchasing document" column.

The overview consists of two areas: The functions ("Export data", „Create PDF", "Accept" and "Delete") and the filter area.

The first column shows the status of your purchasing document. The following statuses are possible:

- **New:** This is a new unread order (delivery schedule).
- **Read:** This order has been read (has been clicked on).
- **Accepted:** This order has been read and accepted by you.
- **In Process:** You have requested CLAAS to change details of the order. An answer is pending.

4.1.2 Accept

With the SPL, implicit acceptance of orders is waived. Instead, you must explicitly accept an order.

Please note: By accepting the order, you agree to comply with the quantities and deadlines specified in the order. You should accept the order at short notice, but only after your capability to deliver is ensured. If this is not guaranteed and you cannot submit a confirmation, please propose a modification to the order data.

You can either accept an order from the detailed view via the "Accept" button or select several orders in the overview and accept them together with the button.

4.1.3 Propose a modification

If you cannot accept an order, please propose to modify your order details.

Procedure:

1. In the detailed view of the order, you can find a textbox for "Propose Modification". Fill in your request into that box.
2. Click on „Propose modifications“

The responsible CLAAS MRP controller now receives the suggested modification, changes the order if necessary or suggests another suitable solution.



4.2 Delivery Schedule Retrieval

Home Requirements Overview										
<input type="checkbox"/> Show previous releases										
Status	Plant	City	Unload. point	Delivery Schedule	Release No.	Material	Short Text	Transmission	1st Delivery Date	
<input type="checkbox"/>	all	all	all							
<input type="checkbox"/>	Accepted	0010	Harsewinkel	1260	5500413607	000007	000000000001148761	SERVICEAUFKLEBER	10.07.2018	30.10.2018
<input type="checkbox"/>	Accepted	0010	Harsewinkel	1278	5500000710	000269	00000000005160380	AUFKLEBER	10.07.2018	17.07.2018
<input type="checkbox"/>	Accepted	0010	Harsewinkel	1263	5500189262	000117	00000000005168231	BESCHRIFTUNGSAU...	03.07.2018	03.07.2018
<input type="checkbox"/>	Read	0010	Harsewinkel	1263	5500018097	000138	00000000005164960	BESCHRIFTUNGSAU...	03.07.2018	29.06.2018
<input type="checkbox"/>	Accepted	0010	Harsewinkel	1260	5500422727	000003	000000000001149600	BEDIENAUFKLEBER	02.07.2018	16.10.2018
<input type="checkbox"/>	Accepted	0010	Harsewinkel	1260	5500421668	000004	000000000026506100	AUFKLEBER	02.07.2018	10.07.2018
<input type="checkbox"/>	Accepted	0010	Harsewinkel	1260	5500421296	000002	000000000001148880	BESCHRIFTUNGSAU...	02.07.2018	26.06.2018
<input type="checkbox"/>	Accepted	0010	Harsewinkel	1260	5500420608	000004	00000000005586741	SERVICEAUFKLEBER	02.07.2018	27.11.2018
<input type="checkbox"/>	Accepted	0010	Harsewinkel	1260	5500420067	000002	000000000001149830	SICHERHEITSAUFKL...	02.07.2018	05.06.2018
<input type="checkbox"/>	Accepted	0010	Harsewinkel	1260	5500419782	000002	000000000001149000	SERVICEAUFKLEBER	02.07.2018	05.06.2018
<input type="checkbox"/>	Accepted	0010	Harsewinkel	1260	5500419781	000001	000000000001148720	SERVICEAUFKLEBER	02.07.2018	08.01.2019
<input type="checkbox"/>	Accepted	0010	Harsewinkel	1260	5500419629	000004	000000000001146940	SERVICEAUFKLEBER	02.07.2018	22.05.2018
<input type="checkbox"/>	Accepted	0010	Harsewinkel	1260	5500417729	000004	000000000001148590	SERVICEAUFKLEBER	02.07.2018	06.11.2018
<input type="checkbox"/>	Accepted	0010	Harsewinkel	1260	5500417728	000008	000000000001148170	SERVICEAUFKLEBER	02.07.2018	16.10.2018
<input type="checkbox"/>	Accepted	0010	Harsewinkel	1260	5500415286	000009	000000000001148900	BESCHRIFTUNGSAU...	02.07.2018	12.06.2018
<input type="checkbox"/>	Accepted	0010	Harsewinkel	1260	5500413694	000007	000000000001148781	SERVICEAUFKLEBER	02.07.2018	13.09.2018
<input type="checkbox"/>	Accepted	0010	Harsewinkel	1260	5500413609	000005	000000000001148751	SERVICEAUFKLEBER	02.07.2018	06.11.2018
<input type="checkbox"/>	Accepted	0010	Harsewinkel	1260	5500413608	000008	000000000001148771	SERVICEAUFKLEBER	02.07.2018	05.06.2018
<input type="checkbox"/>	Accepted	0010	Harsewinkel	1260	5500412993	000020	000000000001149060	WARNBILDZEICHEN	02.07.2018	19.06.2018
<input type="checkbox"/>	Accepted	0010	Harsewinkel	1260	5500412992	000002	000000000001145550	SERVICEAUFKLEBER	02.07.2018	04.12.2018
<input type="checkbox"/>	Accepted	0010	Harsewinkel	1260	5500412552	000011	000000000005586671	SERVICEAUFKLEBER	02.07.2018	13.09.2018

Scheduling agreements are a special form of purchase orders. A contract has been defined and delivery schedule specifies when which quantity is to be delivered. If a new delivery schedule is transmitted, the previous ones lose their validity and are no longer displayed. To display these nevertheless, please tick the box "Show previous releases".

5 Delivery Data

5.1 Delivery Note

5.1.1 Manage

Home

Requirements Overview

Planning Preview

Delivery and Backorder overview

Orders/ Delivery Plans

Purchase Orders

Release Orders

Delivery Schedules

Delivery Data

Order Data Overview

Delivery Note Overview

Transport Notification Overview

Dispatch Advice Overview

Templates

Address book

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Status	Plant	City	Unload. Point	Delivery Note No.	Created On	Shipment Date	Waybill Dispatch Advice
<input type="checkbox"/> all	all				to	to	
<input type="checkbox"/> Notified	0010	Harsewinkel	1260	678	01.08.2018	07.09.2018	881
<input type="checkbox"/> Added to shipment	0035	Torokszentmiklos	W0035	1111	17.08.2018	21.08.2018	983
<input type="checkbox"/> Notified	0035	Torokszentmiklos	W0035	123	27.07.2018	01.08.2018	842
<input type="checkbox"/> Notified	0010	Harsewinkel	1260	98765	27.07.2018	27.07.2018	901
<input type="checkbox"/> New	0011	Hamm-Uentrop	W0011	12346	03.07.2018	25.07.2018	
<input type="checkbox"/> New	0030	Paderborn	W0030	12345678	03.07.2018	25.07.2018	
<input type="checkbox"/> New	0011	Hamm-Uentrop	W0011	00000	11.07.2018	20.07.2018	
<input type="checkbox"/> New	0030	Paderborn	W0030	00000	11.07.2018	20.07.2018	
<input type="checkbox"/> Notified	0010	Harsewinkel	1260	1234567	20.07.2018	20.07.2018	821
<input type="checkbox"/> Added to shipment	0065	Bad Saulgau	W0065	123456677	13.07.2018	13.07.2018	903
<input type="checkbox"/> New	0035	Torokszentmiklos	W0035	20180703	03.07.2018	03.07.2018	

11 results found, show 1 to 11 . (To select rows: Click checkbox (incl. CTRL and SHIFT-support))

Delivery notes are managed via the main function "Delivery Note Overview".

The overview consists of two areas: The functions ("Import delivery note", "Create delivery note", "Print delivery note", "Print transport label", "Create dispatch advice" and "Delete") and the filter area.

The first column shows the status of your delivery note. The following statuses are possible:

- **New:** This is a delivery note that was created but not yet added to any dispatch advice.
- **Added to shipment:** This is a delivery note that was created and added to a dispatch advice.
- **In process:** This is a delivery note that has been created, added to a dispatch advice and is currently being sent.
- **Sent:** This is a delivery note that was created, added to a dispatch advice and sent.

5.1.2 Create

- 1) Click on the button "Create delivery note" - you will get to the "Order data overview".
- 2) Select one or more accepted orders
- 3) Click on the button "Create delivery note".

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Delivery Note

Supplier Data

Name: _____

Street: _____

City: _____

Country: _____

Vendor: _____

Delivery Address

Name: CLAAS Service and Parts GmbH

Unloading Point: W0011

Street: Kranstrasse 40

City: 59071 Hamm-Uentrop

Country: DE

Plant: 0011

Type of Deal: Customs Customs-free

Transportation Details: _____

Shipping Method: _____

free freight collect

Invoice No.: _____

Invoice Date: _____

Department Supplier: _____

Telephone: _____

Order Supplier: _____

Delivery Note ID: 1641

Delivery Note * Gross Weight kg

Shipment Date * Net Weight kg

Item	Material	Short Text	Purchasing Doc.	Delivery Date	PQ Quantity	Delivery Qty *	Order Unit		
<input type="checkbox"/>	00010	0000000000002337930	HYD-SCHLAUCH	5500404485	15.08.2018	9	g		
						CLAAS Packaging Material (pm) *	Amount PM *	Filling Quantity (pm) *	Order Unit
						<input type="text"/>	<input type="text"/>	<input type="text"/>	PC

No repackaging necessary

CLAAS Repackaging (RP) * Amount RP *

In this input mask, all fields marked with * must be filled in to create a complete delivery note. All other fields are optional, i. e. filling in these fields is not necessary for the complete creation of a delivery note.

Delivery Note No.: Here you can enter your delivery note number. The “Delivery Note ID” assigned by the system also applies to the process.



Packaging material: Please select the required packaging material from the list. You can enter the filling quantity of the individual packaging materials and calculate the number of packaging materials with the "Calculate packaging materials" button. In principle, the system will propose packaging materials based on a container agreement. If this is not the case, please contact your material planner at the respective receiving plant.

Repacking: If required, please enter the outer packaging here. If no repackaging is necessary, please check the appropriate box.

With the **+**-button on the left side you can add further orders to the delivery note.

5.2 Transport Notification

5.2.1 Manage Transport Notifications

Home Requirements Overview								
	Status	Plant	Place of Delivery	Unloading Point	Transport Notif.	Timestamp	Shipment Date	Delivery Date
Planning Preview	<input type="checkbox"/>	all	all			to	to	to
Delivery and Backorder overview	<input type="checkbox"/>							
Orders/ Delivery Plans	<input type="checkbox"/>							
Purchase Orders	<input type="checkbox"/>							
Release Orders	<input type="checkbox"/>							
Delivery Schedules	<input type="checkbox"/>							
Delivery Data	<input type="checkbox"/>							
Order Data Overview	<input type="checkbox"/>							
Delivery Note Overview	<input type="checkbox"/>							
Transport Notification Overview	<input type="checkbox"/>							
Dispatch Advice Overview	<input type="checkbox"/>							
Templates	<input type="checkbox"/>							
Address book	<input type="checkbox"/>							

You manage the shipment notification by using the main function "Transport Notification Overview". It consists of two areas: The functions ("Create", "Send", "Print" and "Delete") and the filter area. The first column shows the status of your shipment notification. The following statuses are possible:

- **Not sent:** This is a transport notification that was only saved but not sent.
- **Sent:** The shipment notification has been successfully sent to the forwarding agent.
- **Sent late:** The transport notification was sent to the forwarding agent after 12 o'clock.
- **Cancelled:** The shipment notification was cancelled on time, before 12 o'clock.
- **Cancelled with costs:** The transport notification was cancelled after 12 o'clock with costs. The customer shall be invoiced for the outage freight.

5.2.2 Create Transport Notifications

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Supplier Data

Name: _____

Street: _____

City: _____

Country: _____

Supplier No.: _____

Delivery Address

Name: _____

Unloading Point: _____

Address Suffix: _____

Street: _____

City: _____

Country: _____

Plant: 0010

Loading Address [Save as Standard](#)

Name: _____

Street: _____

City: _____

Country: _____

Supplier No.: _____

Loading Point: _____

CLAAS Transport Notification >>> is created automatically <<<

Forwarder

Forwarder * _____

Telephone _____

E-mail _____

Contact Person at Loading Address

Contact Person * _____

Telephone _____

E-mail * _____

Delivery Date * _____

Supplier Reference _____

Ready for shipment * _____

Pickup from/to _____ / _____ / _____

Comment _____

Pos. No.	Packaging Mat. No. *	Packaging Material	Quantity * PM	Length * [mm]	Width * [mm]	Height * [mm]	Stack-ability *	LDM [m] *	Total weight [kg] *
1	_____	_____	_____	_____	_____	_____	1	_____	_____
Σ									

To create a shipment notification, select the "Create shipment notification" button in the main function "shipment notification overview".

Now you have the option of selecting either a plant or a template using two selection fields.

Plant: In this field, please select the plant for which the shipment has to be carried out and is therefore the invoice recipient. The stored address is automatically entered in the following input mask. As a rule, the receiving plant is also the freight-paying plant.



Template: In this field, you can select the appropriate template from those already saved.

Fields to be filled in:

In this input mask, all fields marked with * must be filled in to create a complete transport notification. All other fields are optional.

CLAAS shipment reference: This number is used to uniquely identify a delivery. When you save or send the transport notification, this number is generated automatically. This reference must be stated in all communications with the forwarder or CLAAS.

Delivery address: The delivery address can be entered by preselecting "Plant". If there are several possible unloading points per plant, the required unloading point must be selected in the „Delivery address" field. If material is sent to several unloading points at one plant, one transport notification must be created for each unloading point. Additional delivery addresses can be created via the "Address Book".

Loading address: Your address specified under "Supplier data" is preset here. In case of discrepancies, select the address where the goods will be loaded from the drop-down menu. If you need further loading addresses, you can create them in the "Address Book".

Forwarder: This field specifies the forwarder who will collect the goods. The forwarder is selected automatically via the country code of the loading address. Note: Manual adjustment of the forwarding agent is only possible after consultation with the responsible CLAAS MRP controller.

Delivery date: The delivery date is the delivery date requested by CLAAS. You can select the date simply by clicking the calendar button or by clicking in the field. The delivery date must not be less than the date ready for dispatch. Please note the delivery times for each plant when selecting the delivery date.

Supplier Reference: In this field, you can enter your internal administration number for this transaction. Filling in this field is optional. If no entry is made here, the generated order number is inserted here after it has been sent to the forwarder.

Ready for shipment: This date indicates when the goods are ready for dispatch. The date can be selected simply by pressing the calendar button or by clicking in the field. The date "Ready for shipment" must not be obsolete and the date must be before the delivery date.

Pickup from / to: Please enter the opening hours of your shipping area in this field.

Comment: In the field "Comment", you have the possibility to make further remarks about the delivery. For example, you can add a note here that dangerous goods are involved.

Packaging Mat. No.: The packaging material identification number is the identification number for loading aids used internally by CLAAS. Using the search function, you can search for and select the right packaging materials from an extensive database of standard and special load carriers.

Quantity PM: The "Quantity PM" indicates the number of loading aids to be transported. Please enter only the number of identical loading equipment. Please fill in a new position for each deviation.

Total weight: Please enter the total weight in kilograms. The total weight may not exceed 24,000 kg.

LDM: Please enter the loading meters (LDM) in this field. A maximum of 13.6 loading meters per transport notification may be entered. Alternatively, you can click on the button "Calculate loading meter"; an automated calculation of loading meters will then be carried out.

Stackability: Enter in this field how often the individual positions can be stacked. A "1" means that the goods cannot be stacked. A "2" means that the goods can be stacked twice, a "3" three times etc. on top of each other.

After entering all data, you can temporarily store the transport notification using the corresponding buttons or send it directly to the forwarder.



5.3 Dispatch Advice

5.3.1 Manage Dispatch Advices

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	Status Dispatch Advice	Plant	City	Unload. Point	Waybill Dispatch Advice	Delivery Date Disp. Adv.	Assigned Transport Notif.	Status Transport Notification
<input type="checkbox"/>	all	all				to		all
<input type="checkbox"/>	Sent	0010	Harsewinkel	1260	<u>881</u>	10.09.2018	<u>681</u>	Sent
<input type="checkbox"/>	Not sent	0035	Torokszentmiklos	W0035	<u>983</u>	22.08.2018		Not assigned
<input type="checkbox"/>	Sent	0010	Harsewinkel	1260	<u>901</u>	16.08.2018	<u>681</u>	Sent
<input type="checkbox"/>	Not sent	0065	Bad Saulgau	W0065	<u>903</u>	16.08.2018		Not assigned
<input type="checkbox"/>	Sent	0035	Torokszentmiklos	W0035	<u>842</u>	03.08.2018	<u>601</u>	Sent
<input type="checkbox"/>	Sent	0010	Harsewinkel	1260	<u>821</u>	20.07.2018		Not assigned

Dispatch Advices are managed via the main function „Dispatch Advice Overview“.

The overview consists of two areas: The functions ("Create Dispatch Advice" and "Send Dispatch Advice") and the filter area. You can also adjust the columns to be displayed with the wrench.

5.3.2 Create Dispatch Advices

<p>Home</p> <p>Requirements Overview</p> <p>Planning Preview</p> <p>Delivery and Backorder overview</p> <p>Orders/ Delivery Plans</p> <p>Purchase Orders</p> <p>Release Orders</p> <p>Delivery Schedules</p> <p>Delivery Data</p> <p>Order Data Overview</p> <p>Delivery Note Overview</p> <p>Transport Notification Overview</p> <p>Dispatch Advice Overview</p> <p>Templates</p> <p>Address book</p>	<p>Supplier Data</p> <p>Name:</p> <p>Street:</p> <p>City:</p> <p>Country:</p> <p>Supplier No.:</p> <p>Delivery Address</p> <p>Name: CLAAS Industrietechnik GmbH</p> <p>Unloading Point: W0030</p> <p>Street: Halberstädter Str. 15-19 null</p> <p>City: 33106 Paderborn</p> <p>Country: DE</p> <p>Plant: 0030</p> <p>Dispatch Advice</p> <p>Waybill * <input type="text"/></p> <p>Delivery Date * <input type="text"/></p> <p>License Plate Truck/Trailer <input type="text"/> <input type="text"/></p> <hr/> <p>Assigned Delivery Notes</p> <table border="1"> <thead> <tr> <th>Delivery Note</th> <th>Plant</th> <th>Last Change</th> <th>Shipment Date</th> </tr> </thead> <tbody> <tr> <td>12345678</td> <td>0030</td> <td>03.07.2018</td> <td>25.07.2018</td> </tr> </tbody> </table>	Delivery Note	Plant	Last Change	Shipment Date	12345678	0030	03.07.2018	25.07.2018
Delivery Note	Plant	Last Change	Shipment Date						
12345678	0030	03.07.2018	25.07.2018						

Click on the button “Create Dispatch Advice” – You will be directed to the „Delivery Note Overview“

1. Select one or more delivery notes with the status „New“
2. Click on the button „Create Dispatch Advice“

In this input mask, all fields marked with * must be filled in to be able to create a complete dispatch advice. All other fields are optional, i. e. filling in these fields is not necessary for the complete creation of a dispatch advice.

Waybill: This field automatically specifies a sequential bill of lading number. You can change these manually and enter your internally assigned bill of lading number, for example.

Delivery Date: This field must be filled with the desired delivery date at CLAAS. This should match the delivery date in the purchase order, delivery note and shipment notification.

License Plate Truck / Trailer: This field is to be filled with the registration number of the vehicle (truck and trailer) delivering the goods to CLAAS.

Assigned Delivery Notes: With a click on the + symbol you can add further delivery notes.

Assigned Transport Notification: This function is used to assign the transport notification to the appropriate dispatch advice. The system only requests the entry if this is required for the respective receiving plant.

Once the dispatch advice has been entered, it can be saved, sent and deleted using the corresponding buttons at the bottom of the page.

6 Templates

You can use the "Templates" function to simplify the creation of transport notifications. If you want to create a new template, click on the button "Create template" and select the freight-paying plant for which you want to create the template.

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Create Template

Supplier Data

Name:

Street:

City:

Country:

Supplier No.:

Delivery Address

Name:

Unloading Point:

Address Suffix:

Street:

City:

Country:

Plant: 0010

Loading Address [Save as Standard](#)

Name:

Street:

City:

Country:

Supplier No.: 0000026818

Loading Point:

CLAAS Transport Notification >>> is created automatically <<<

Forwarder

Forwarder:

Telephone:

E-mail:

Contact Person at Loading Address

Contact Person:

Telephone:

E-mail:

Delivery Date: Ready for shipment:

Supplier Reference: Pickup from/to:

Comment:

Pos. No.	Packaging Mat. No.	Packaging Material	Quantity PM	Length [mm]	Width [mm]	Height [mm]	Stackability	LDM [m]	Total weight [kg]
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1	<input type="text"/>	<input type="text"/>
Σ									

7 Address Book

In the address book, you can store delivery and loading addresses that you need to create transport notifications. Regularly only your company address is in the portal. In case you have other addresses for pickup or delivery, you can create them here.

Home	Type of Address <input checked="" type="radio"/> Delivery Address <input type="radio"/> Loading Address
Requirements Overview	Name * <input type="text"/>
Planning Preview	Street * <input type="text"/>
Delivery and Backorder overview	Postal Code * <input type="text"/>
Orders/ Delivery Plans	City * <input type="text"/>
Purchase Orders	Country * <input type="text" value="Please select"/>
Release Orders	Delivery Point <input type="text"/>
Delivery Schedules	<input type="button" value="←"/> <input type="button" value="📄"/>
Delivery Data	
Order Data Overview	
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8 Hints and Tricks

- You can use the filter functions in the overviews to filter accordingly. If you want to apply more than one filter, click on further filters while holding down the "Ctrl" key. Use the wrench symbol to configure the columns. Here you can select the sequence of the columns, the columns to be displayed and their width.
- You can reset the filters by clicking on the magnifying glass with the small **x**.
- If underlined numbers are displayed in the portal, you can click on them to call the single view.
- If you want to select more than one order or document, you can use the support of "Ctrl" and "Shift".
- You can let the system automatically calculate a planned shipping date for you. The "Delivery and Backorder Overview" has a column that is not displayed by default. You can enter the number of days that you want to calculate with in the settings. You can choose between work and week days.