



PEOPLE | PERFORMANCE



Hella Australia

WEB EDI Training Manual



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1 Purpose and scope

The main purpose of this training manual is to provide the detail information of the various functionalities of WEB EDI for Hella Australia's suppliers. The focus is directed towards to supplier's administrators who are charged with configuring the WEB EDI software to suit their needs. This manual explains the step-by-step functionalities of the main menu used by the supplier administrator.

2 Details to every process step

This training manual involves detail information to every step involved in **WEB EDI**, the supplier administrator main menu and the different functionalities involved.

3 Roles in the WEBEDI System

In WEBEDI, different roles have been defined for security reasons to make sure both the separation of data (information is supplier specific and can only be accessed by the client it pertains to) as well as the separation of administrative tasks from the daily jobs within the solution. There are three main roles in WEBEDI, these are:

3.1 Client Administrator

The Client Administrator is nothing but an actual production company (Hella Australia Pty Ltd), who has various suppliers. The main function of a Client Administrator is setting up of different suppliers (Supplier Administrator) in WEBEDI.

3.2 Supplier Administrator

The Supplier Administrator is the actual Supplier, who supplies different goods/ raw material to their customer/Client Administrator. The Supplier Administrator is responsible for setting up different, Supplier's Users (Divisions), which includes assigning the rights to various Supplier Users within their company. The Supplier Administrator is the first contact person for the Client Administrator. Example: Fuji Fastners Pty Ltd, Redmond Repetition Engineers.

3.3 Supplier User

The Supplier Administrator sets up the Supplier Users. In other words, the Supplier Users are the different divisions in a particular supplier company. The different function of each Supplier User can be (depending upon the rights assign by the Supplier Administrator) delivery instructions (DI), registration of delivery, transport data (ASN), orders and download.

4 Main Menu of Supplier Administration

The link to the WEBEDI is: <http://www.hella.com/webedi/jsp/index.jsp>. After successful logon by entering User-id and password the Supplier can access to their main menu.

The following is the main menu list the Supplier Administrator has, after assigned by the Client Administration. In the main menu, the Supplier Administrator has access to 5 main functionalities.

Apart from these functionalities the Supplier Administrator can logout, select different language (from drop down menu) and can access the Help by clicking on the help link (opens PDF file), which is on top of the window. The 5 functionalities are:

- **Advanced Shipping notes.**
- **User Administration.**
- **Master Data.**
- **Connecting Supplier.**
- **Change Password.**

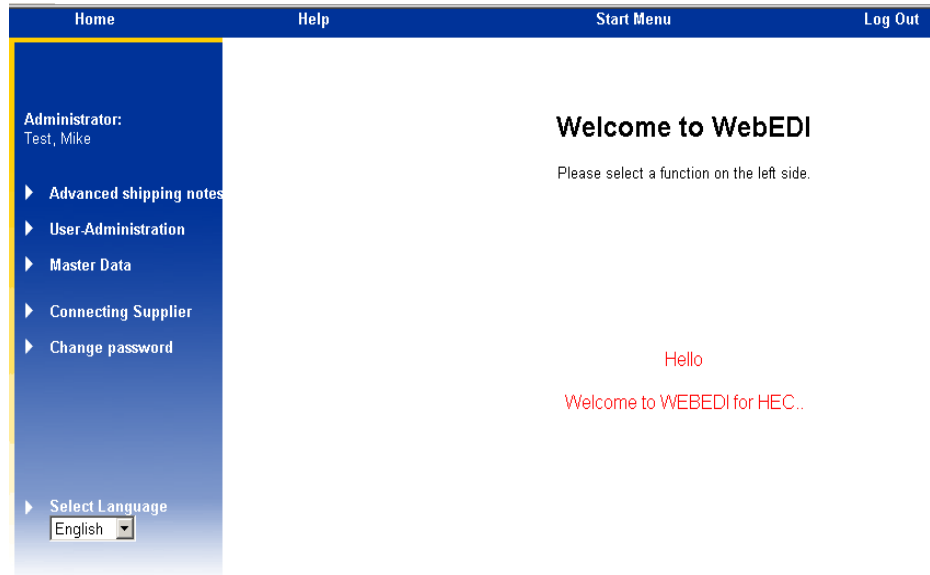


Figure: Supplier Administrator Main Menu

4.1 Change Password

When Supplier Administrator logs onto the system for the first time, the Client Administrator will provide the login details. By clicking on the “Change Password” section of the main menu, a sub screen will pop up and the Supplier Administrator can change their password.

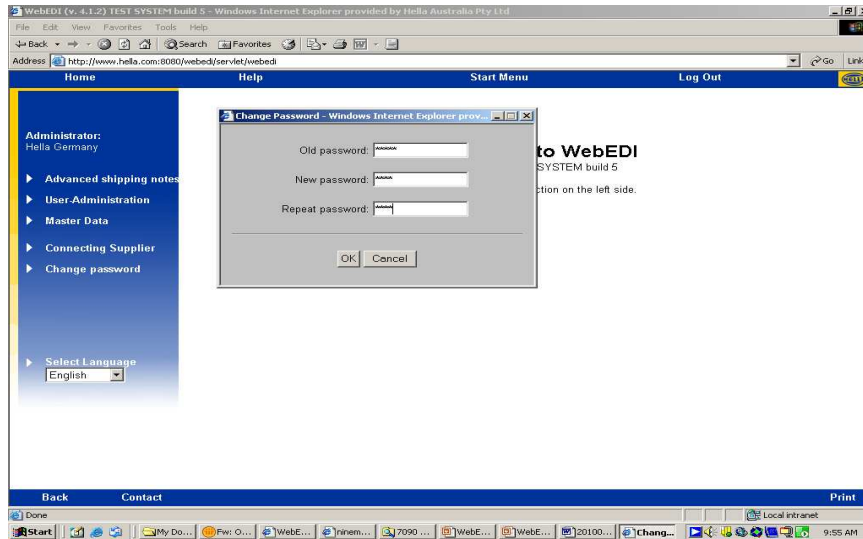


Figure: Screen for change in password.

After entering the new password, just click the OK tab to save the changes. A message will pop up saying the password has been changed. Just click on the OK tab to go to the main menu.

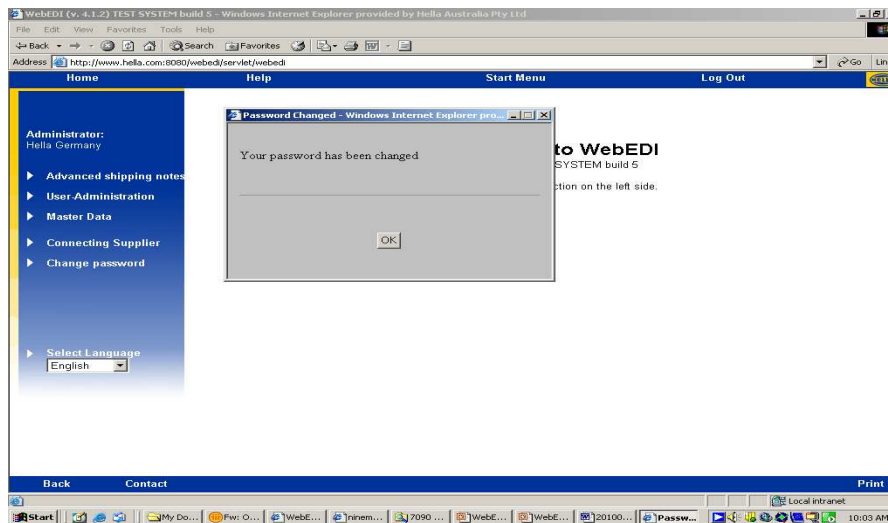


Figure: Screen for Confirmation of password.



4.2 Master Data:

By Clicking on the “Master Data” section on the left side of the main menu it will lead us to a new screen entitled “Edit Supplier” this is where all the details of the Supplier Administrator are kept.

The Supplier Administrator doesn’t need to fill in the details - these details will be created/pre-filled by the Client Administrator. However, with the exception of the supplier number, release alerts and warning messages, should the Supplier Administrator need to edit the contact details it can be done so here.

If the Supplier Administrator edits any details, after editing, the store tab button needs to be clicked this way the edited details will be automatically stored in the system and at the same time automatically updates in the Client Administrators system.

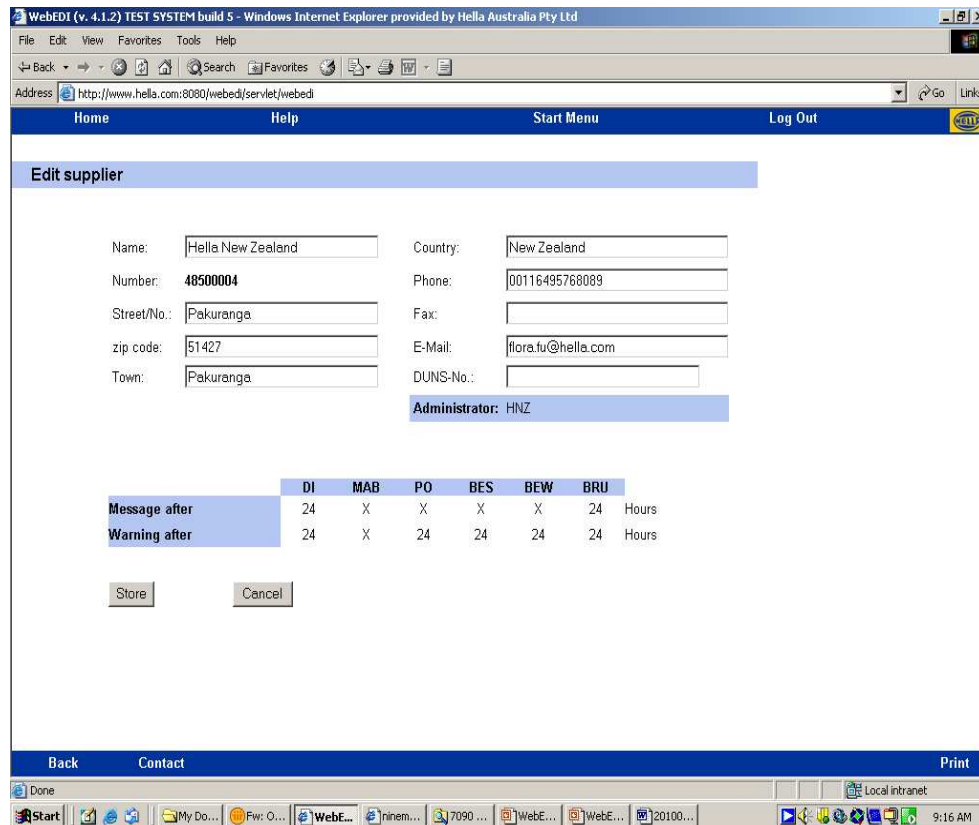


Figure: Editing screen of Master Data for Supplier administrator

4.3 User Administration

By Clicking on the “User Administration” section on the left side of the main menu it will lead us to a new screen entitled “Selection list” this is where the listing of “Supplier Users” can be located.

In this screen the Supplier Administrator can edit the details or delete an existing Supplier User (if needed) by simply clicking/selecting the particular Supplier User.

The Supplier Administrator can also create a new Supplier User, in which, apart from the Suppliers details (Name, address, contact information and login detail (login and password)), he/she can assign the rights to each individual Supplier User. The Allocated Rights are:

- **DI** = Delivery Instruction.
- **ASN** = Advanced Shipping Notes.
- **ERS/SBI** = Self Billing Invoices.
- **PO** = Purchase Orders.
- **PA** = Payment Advices.
- **Consignmen/VMI** = Consignment.
- **Kanban** = Summarized JIT Call.

Before assigning the rights, the Supplier Administrator has to select the supplier from the drop down list. Once the supplier is selected, the Supplier Administrator can then by simply checking in the boxes can assign the allocated rights to each Supplier User.

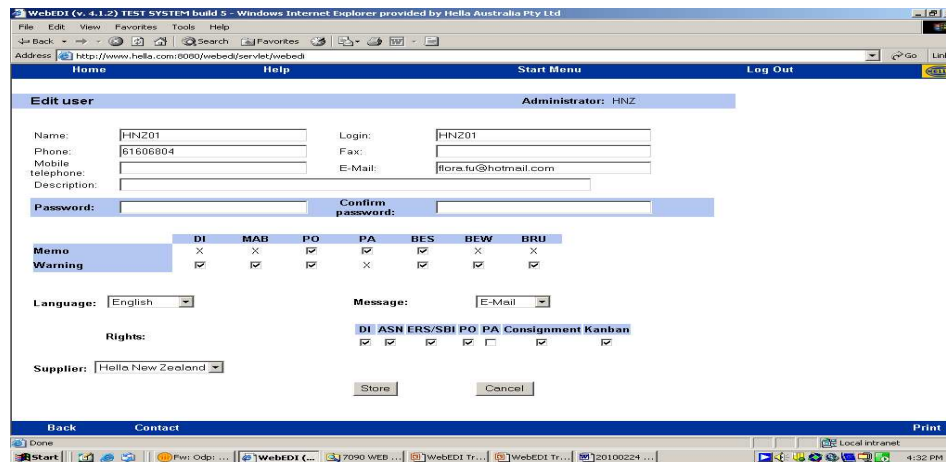


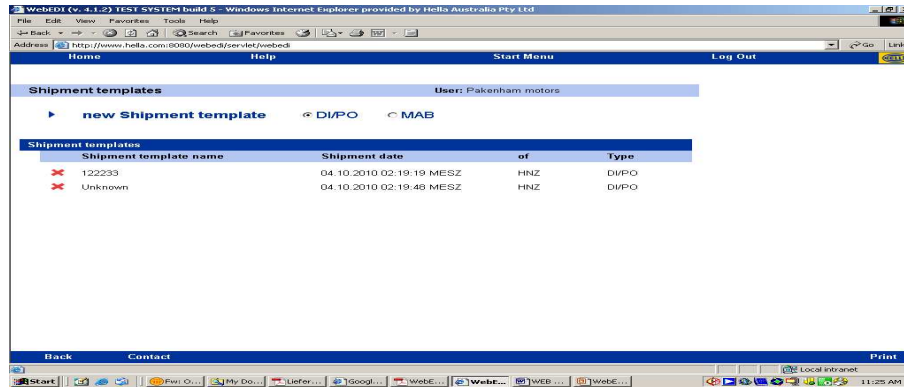
Figure: Editing/Creating Window for Supplier User

The Supplier administrator can also check in the different warning messages and memos as required if the Supplier User should get release alerts. After entering all the details the Supplier Administrator needs to click on the store tab button in order to store all the details of that particular Supplier User.



4.4 Advanced Shipping Notes (Only FUTURE USE)

This part can be in use in future by HA but so far its not in use. By clicking on the “Advanced Shipment Notes (ASN)” section on the left side of the main menu, it will lead us to a new screen entitled “Shipment Templates” which has two sections. Section a.) New shipment templates and Section b.) a list of already created shipment templates.



By clicking on new shipment template, will lead us to screen, which has a blank page registration form.

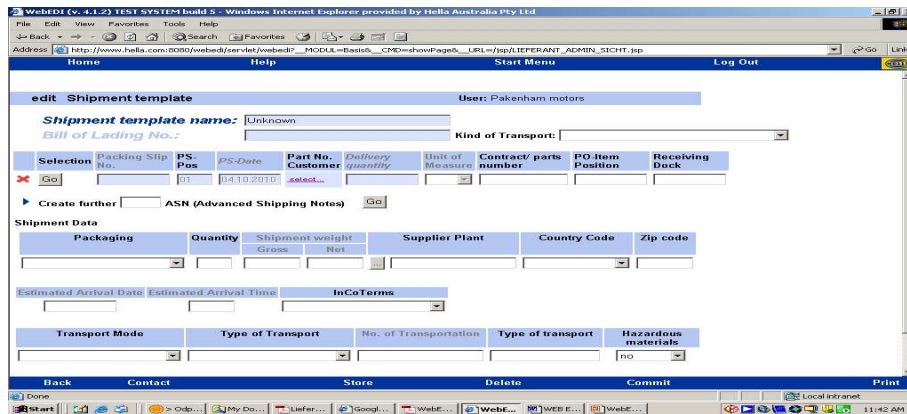


Figure: Blank page registration form

Some of the fields are inactive where a Supplier Administrator cannot fill in the data. This is because it will need to be filled in by the Supplier User. After filling in all the details, press the store button to save the data in the template. These shipment templates can be later used by the Supplier User to complete their part of the registration form for ASN.

The second section (b.) contains the list of previously created shipping templates; by selecting one of these previously created shipping templates you will be provided the details of that particular template. The Supplier Administrator can edit those details in the registration form. Make sure after editing that you press the store button to save the data. You can delete a template by selecting a red cross next to the shipment template name.



NOTE: When using templates, it is very important to check the data to be sent is correct, by clicking the commit button just next to store button.

Explanations of the registration fields:

Shipment number	Is allocated by the user; within one calendar year is checked.	Uniqueness
Code for special delivery	Standard setting: normal delivery. Deviations must be agreed with planners.	
<i>Delivery notes</i>		
Delivery note number	Is allocated by the user; Uniqueness within one calendar year is checked.	
DN-pos	Consecutive within one delivery note.	
DN-date	Is pre-allocated by the system; can be overwritten.	
Customer part number	Customer's part number Customer's part number; is selected from the numbers in the current delivery instructions and cannot be overwritten.	
Delivery quantity	To be entered by the user	
Quantity unit, Order number, Order position, Unloading point	Are also pre-allocated from the delivery instructions following selection of the part number. According to VDA and DIN standards only one order number can be used per delivery note!	
<i>Shipment data</i>		
Type of packaging	Is pre-allocated from DI in as far as data were included. (Selection list according to VDA4913)	
Number	Number of types of packaging used (e.g. 2 pallets => 2).	
Weight of the shipment Gross Net	Total weight of the materials listed in this shipment.	
Supplier plant, country code, postcode	Clear-text input of the supplier plant; later, entries can be selected from a pre-allocated list using the " " button	
Scheduled date of arrival Scheduled time of arrival	Date + time at which - according to customer specification – the shipment should arrive (is not being used at the moment)	
Inco Terms	Indicates who has to bear how much of the freight costs. Has been agreed in advance between the customer planner and the supplier. (Selection list according to VDA4913)	
Transport Mode	Type of transport. (Selection list according to VDA4913)	



Type of Transport	Supplementary information about the transport as advance Information for the customer. (Selection list according to VDA4913)
Code for means of transport	Expression of the key for the means of transport. (E.g.: mode of dispatch: own truck, key for means of transport: vehicle registration number, code for means of transport: "BI-KH 111").
Means of transport	May be required to specify further means of transport "not self-propelled" such as a truck trailer, for example.
Hazardous goods	Yes/no button in order to communicate on the shipment level whether the complete shipment contains any hazardous goods.
Carrier code	Clear-text carrier; later, entries can be selected from a pre-allocated list using the " " button.
Freight carrier	Name of the driver (e.g.)
Shipment Day	Date on which the shipment is to be handed over to the transport company. Is pre-allocated by the system but can be overwritten.
Shipment Time	Time at which the shipment is to be handed over to the transport company. Is pre-allocated by the system but can be overwritten.
Shipment number	Information (for the user) about the current shipment
"Delivery note" line	Information (for the user) about the delivery note (position) for which data are currently being entered.
<i>Positions/Additional data per delivery note</i>	
Pos.	Serial number
Packing part number, customer	Is pre-allocated from the delivery instructions in as far as data were included.
Packing part number, supplier.	Analogue key of the supplier (if required)
Quantity	Quantity of the packing means named, is also pre-allocated by the delivery instructions (if included)
Number	Number of packing items
Packing item no. from	Number of packing item(s)
Packing item no. to	Number of packing item(s)
<p>It is checked during saving/closing whether the number, quantity and packing item numbers entered for the data are consistent with each other i.e. fit the delivery quantity and fit together Logically. (Example: Delivery quantity: 100 = 2 packing items containing a quantity of 40 + 1 packing item Containing a quantity of 20).</p>	



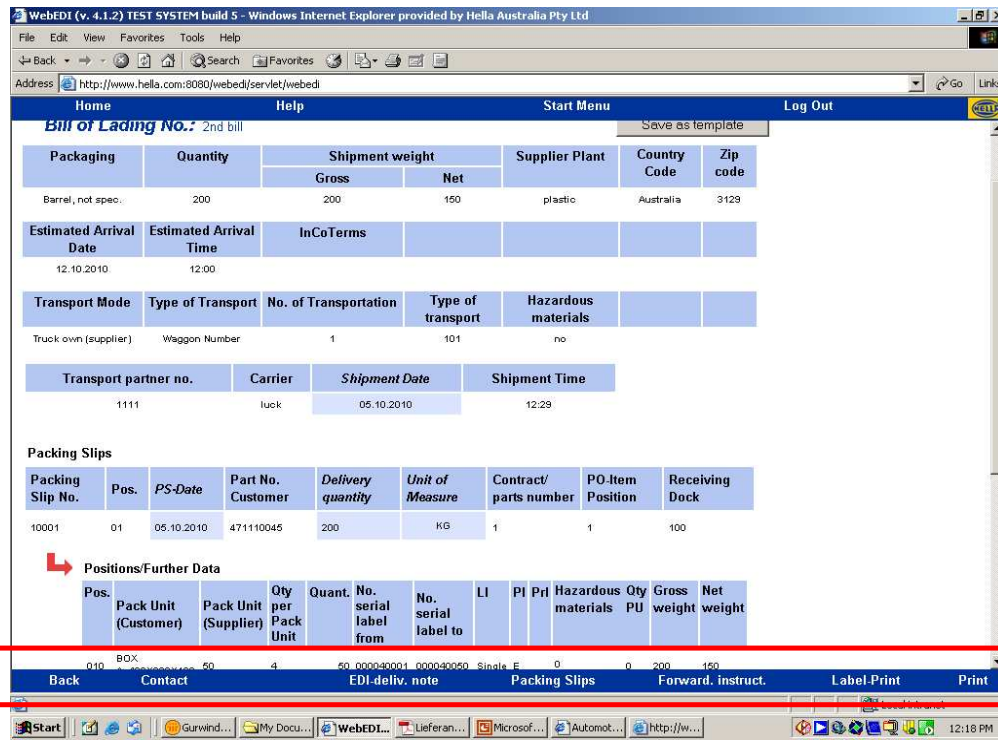
LI	Label Identifier. Expressions according to VDA4913: G: Mixed packing item M: Master label S: Single label (being used at the moment)
PI	Packaging Identifier. Expressions according to VDA4913: blank/M: returnable packaging. E: disposable packaging.
Pri	Property Identifier (only if field LI = M) Expressions according to VDA4913: blank: not defined K: returnable packaging, property of the customer L: returnable packaging, property of the supplier (must be returned) D: returnable packaging, leased from third party (must be returned)
Hazardous goods	To be filled out according to the specifications given in the act governing the road haulage of hazardous materials (GGVS).
Further data	
Warehouse	Is pre-allocated from the delivery instructions in as far as data were included.
Line location	Is pre-allocated from the delivery instructions in as far as data were included.
Usage key	Expressions according to VDA4913: S: General series E: General replacement part U: Series and replacement V: Trial P: Pilot Z: Additional requirements M: Initial sample Y: Sample X: Other blank: without specification The key to be used must be agreed in advance
Consignation	Is not being used at the moment
Batch number	To be entered by the user.
Date of manufacture	Of the material to be dispatched by the supplier.
Alteration status Design	Of the material to be dispatched by the supplier.
Part number, supplier	Supplier key (if required)
Delivery quantity 2	Ref. to supplier part number (if deviations exist)
Unit of measure	Ref. to supplier part number (if deviations exist)
Country of origin	Of the material to be dispatched by the supplier.



Dispatch date	Should this date deviate both from the delivery note date and the handover date.
Goods subject to duty	Yes/no button for part number.
Free text re. part number	Can be used for any number of entries up to a maximum length of 210 characters.

All the information listed in the fields above is used in the Delivery papers, depending on their allocation. In addition, all the entries made/selected are displayed again in an overall Summary following the "Commit" functions so that they can be checked. The Delivery Papers can be requested from this view (with the exception of the label at the moment).

After the Supplier User has completed they must click on the "commit button". The Supplier User then will get a page showing the completed ASN. At the base of the page there is tool bar called the "Bottom Bar", which contains a "transmit button" next to the "contact button", by clicking on the "transmit button" the shipment data/updates will be changed and the status of the shipment will change from "open" to "completed". The Supplier User can see these changes by clicking on the completed shipment link.



Bottom bar

Figure: Complete ASN form



In the bottom bar, there is four other additional buttons. Clicking on:

- **EDI-deliv. Note button:** Will give us the delivery notes for that ASN.
- **Packing Slips button:** Will generate packing slips.
- **Forward Instruct. button:** Will generate forward instruction for that ASN.
- **Label Print button:** Print out the label for that particular ASN.

The following are screen shots of some samples.

EDI-delivery note Date 07.10.2010 03:10
 CONSIGNMENT-LOADING REFERENCE NUMBER: 2nd bill Page 1 of 1

Suppliers Plant plastic Dandenong Motors 7654 77777 Hind	Suppliers No. 54321	Destination Plant Hella 123 3192 50	Consignee No. mentone	Unloading Point 100 Warehouse 1000 Consuming location 101 Mode of dispatch Truck own (supplier) Carrier luck Carrier No. 1111 Consignm. gross weight 200			
DN-No. DN-Date DN-Pos.	Article No. Customer Article No. Supplier Packing means Quant. Packing means No. Custom	Quantity 200	Unit of Quant KG	VIG M	Designation of Delivery Additional Information Supplier Filling Quant Packing means No. Supplier	Order No. 1	Consignation 1
10001 05.10.2010 01	471110045 100 50	321			head lamps 4 50		
	Batch 1232121 Text Head lights				Hazardous materials 0		
***** END *****							

Sample delivery notes

Dandenong Motors Page 1 of 1
 7654, 77777 Hind, Hind

00 Header No. of the Consign 64951		02 Receiver and Processing Notes				03 Arbitrary code	
01 Hella 123 3192 mentone 50		04 Freight Unit: PC Unit: Form		05 Delivery address ADDRESS CITY POSTAL CODE COUNTRY		06 Date of dispatch 06-OCT-10	
07 Customer No. of the Supplier 100		08 Consignment reference 100		09 Invoice reference +0000770044		10 Invoice 000 no. 000 no.	
110 Further information of receiver Hella, 123, 3192 mentone, 50		111 Consignee S.L.		112 Car reference +0000770044		113 Mode of dispatch Truck own (supplier)	
120 Mode of transport Truck own (supplier)		121 Type of packaging Barril, no. spec.		122 Weight reference 200		123 Gross weight 200	
130 Mode of transport Hella, 123, 3192 mentone, 50		131 Description head lamps		132 Quantity 200		133 Unit PCG	
140 Revision status of the client country of origin: Australia order-No.: 17 47711000		141 Description BOOK A=400X300X120		142 Quantity 4		143 Unit PCG	
150 Date		151 Signature of receiver		152 Check		153 Receipt	
154 Name		155 Address		156 Phone		157 Fax	

Sample Packing Slip



(1) Consignee HELLA 3192 MENTONE		(2) Unloading point - Storage - Usage Code 100 1000		S
(3) Delivery note No. (S) 10001 * N10001 *		(4) Supplier Address (Name, Part, Postal Code, City) Dandenong Motors,7777 Hlnd		
(5) Part No. (customer) 471110045 * P471110045 *		(6) Net weight 150	(8) Gross weight 200	(7) Number of Packages 1
(9) Quant. per Package 4KG * Q4 *		(10) Description, Delivery, Service head lamps		
(12) Part No. supplier 54321 * V54321 *		(11.2) Sub-No. (customer) (S) 100		
(15) Package No. (S) 000040001 * S000040001 *		(11.1) Packing means No. (customer) 47711000 * B47711000		
(16) Dandenong Motors,7777 Hlnd		(13) Date D101510		(14) Check/Draft Code 321
		(16) Batch No. (S) 1232121		(17) Batch No. (S) * H1232121 *

Sample Label print

1) Shipper/Supplier Dandenong Motors 7854 Hlnd Hlnd		2) Suppliers No. 54321	3) Shipping order No. 2nd bill		4) Shippers No. at the Transport Partner	
5) Loading Station plastic		6) Bill of Lading No. 2nd bill		7) Relations-No.		
11) Customer Hella Australia Pty Ltd 54-76 Southern Road 3194 Mentone, Victoria Australia		12) Customers-No. 100		10) Transport Partners No. 1111		
14) Delivery Point / Receiving Dock Hella 123 3192 mentone 50		13) Cargo manifest/Loading list		16) Estimated Arrival Date 12-OCT-10		
15) Estimated Arrival Time 12:00		17) Estimated Arrival Time 12:00		18) Equipment weight		
19) PC-No. & -Pos. 10001	19) Quant. 01	20) Packaging 50	21) GP 47711000	22) Part Description head lamp ps	23) Equipment weight	24) Grossweight
25) Total 200		25) Volume m³		27) 200		28) 200
29) Hazardous goods / Classification 0.		30) Hazardous goods: if included see added form		33) Transport Insurance of Transport Partner to sign with		34) Shippers charge Forward
35) InCo-Terms		32) Value of goods for GLV5		36) PC No. Customer S.O.		40) Account assignment
35) Appendix Head lights		37) No. of Transportation 1		38) Type of Transport 101		41) Code of settlement
43) Acknowledgement of receipt (driver): Shipment above received complete and in a regular state.		42) Acknowledgement of receipt: Shipment above received complete and in a regular state.		39) Transport Mode Truck own (supplier)		41) Code of settlement
Date _____ Time _____		45) It will be effective the "Aggressive D Legal Domains will be at the Company.		46) For Customer		
22) Suppliers No. * V54321 *		23) Bill of Lading Number * 2S2nd-bill *		10) Transport Partners No. * 4V1111 *		(13) Cargo manifest

Sample Forward Inst.



4.5 Connecting Supplier

By Clicking on the “Master Data” section on the left side of the main menu it will lead us to a new screen entitled “User Binding” which will give the page having list of the other client who is connected to the same supplier (which is you).

By doing this, the Supplier Administrator is provided the possibility of bringing together the user accounts of 2 or more customers in WEBEDI who are administered by different Client.

A page follows this with an additional link in the data area "Changing the client". Using this link, the user can change to another customer without having to log on again. The aim of this function is to enable suppliers to log on once and then be able to work in different clients and change between these without having to log on separately for each.

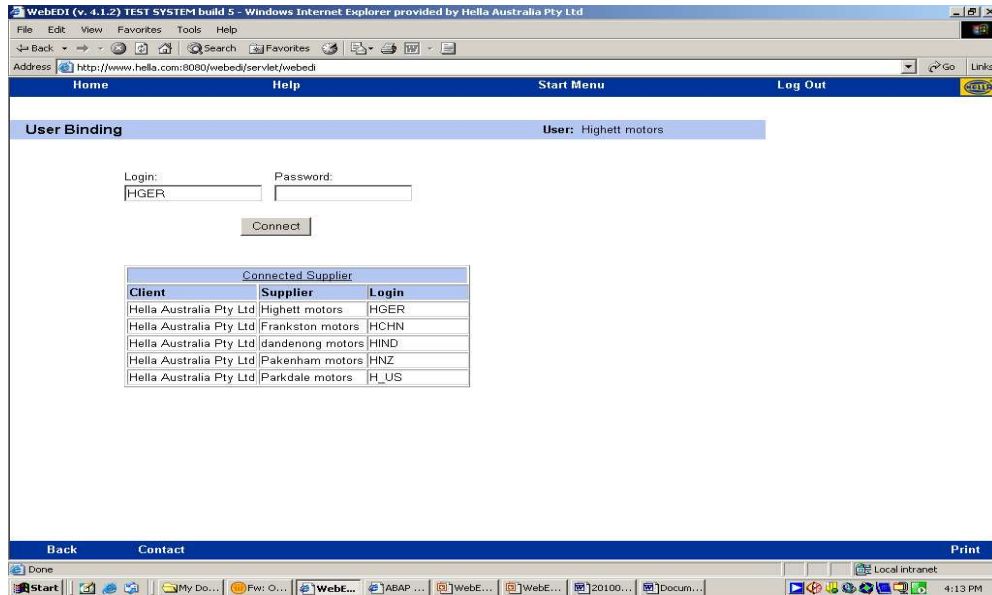


Figure: Screen for Connected supplier to client.

5 Supplier-User main menus

The following is the main menu list the Supplier User has, after assigned by the Supplier Administration. The main menu of different supplier can be different, as depends upon the assignment of rights allocated to different supplier by their Supplier administrator. In general, the main menu, the Supplier User has access to following mentioned functionalities.

Apart from these functionalities the Supplier User can logout, select different language (from drop down menu) and can access the Help by clicking on the help link (opens PDF file), which is on top of the window. The 5 functionalities are:

- **Delivery Instructions.**
- **Advanced shipping notes.**
- **Self Billing invoice.**
- **Purchase orders.**
- **Change Password.**



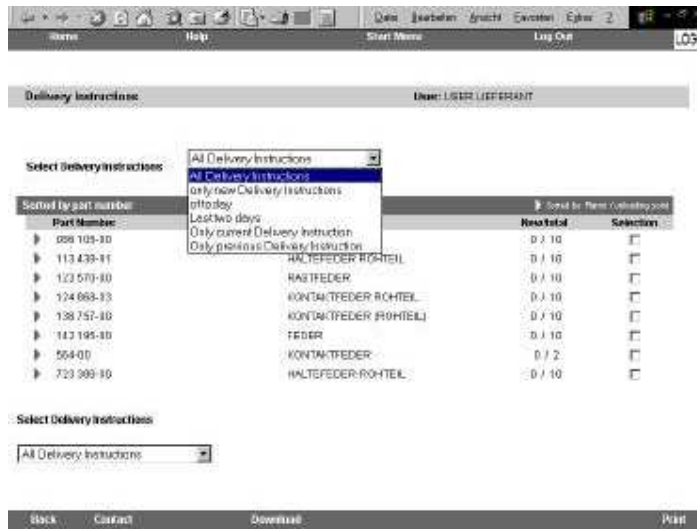
5.1 Change Password

When Supplier User logs onto the system for the first time, the supplier Administrator will provide the login details. By clicking on the “Change Password” section of the main menu, a sub screen will pop up and the Supplier Administrator can change their password.

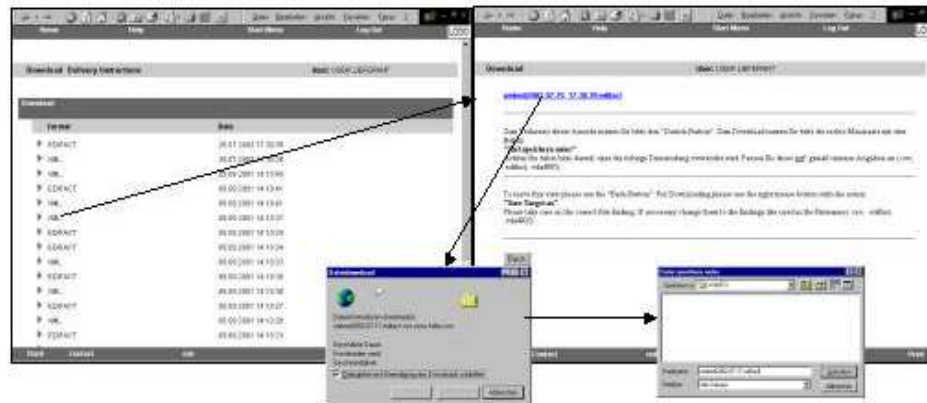
After entering the new password, just click the OK tab to save the changes. A message will pop up saying the password has been changed. Just click on the OK tab to go to the main menu. The screen shots for this part are not taken as it is similar to **section 4.1**.

5.2 Delivery Instructions

In this part, the Supplier User can access different DI sent by their customers (Client-Administrator) from a drop down menu as shown in the figure below. They can sort the DI by part number, plant unloading point etc. This page also shows how many new items are listed under the heading “New/total” DI. New items are those items which Supplier User has never displayed, printed or downloaded. Once any of these action done on particular DI, will no longer displayed under “New/Total”.



After selecting the particular DI, the Supplier user can print (in Pdf format), download that DI (If needed) by three different formats. The available formats are CSV, XML and EDI format as shown below. For downloading the particular DI just select and click on that DI and the screen will come up providing the supplier with three different options to download. Click on one of the format and save in your system.



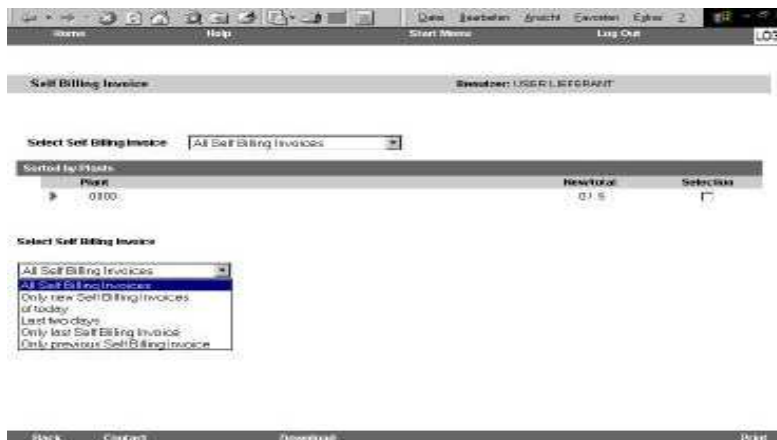
5.3 Advanced shipping notes (Only future Use)

This part has already been covered in **section 4.4**. Also, this part can be in use in future by HA, so far not in use.

5.4 ERSs/SBIs forms

The ERSs/SBIs form is the latest instrument used to invoice deliveries. It optimizes business relations by faster and more cost-efficient process.

In this part, the Supplier User can access different ERSs/SBIs sent by their customers (Client-Administrator). They can sort the ERSs/SBIs by plant. This page also shows how many new items are listed under the heading “New/total” ERSs/SBIs. New items are those items which Supplier User has never displayed, printed or downloaded. Once any of these action done on particular ERSs/SBIs, will no longer displayed under “New/Total”.



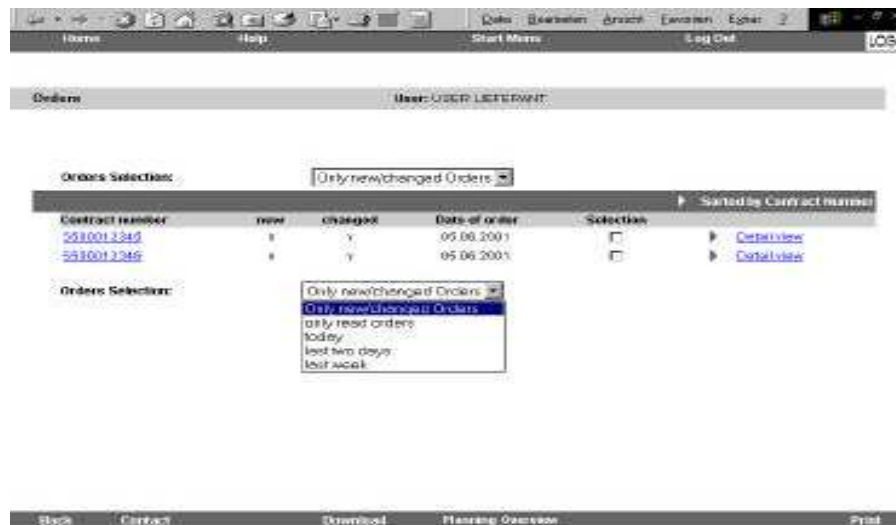


After selecting the particular ERSs/SBIs form, the Supplier User can view the cover sheet and the detailed view of that particular ERSs/SBIs form. The WEBEDI facilitates the Supplier User to print (in Pdf format) and download those ERSs/SBIs in two formats. These are XML and EDI format. The process for downloading is similar to PO, just select and click on the particular ERSs/SBIs and then screen will come up providing two formats to download. Select any of the formats and save.

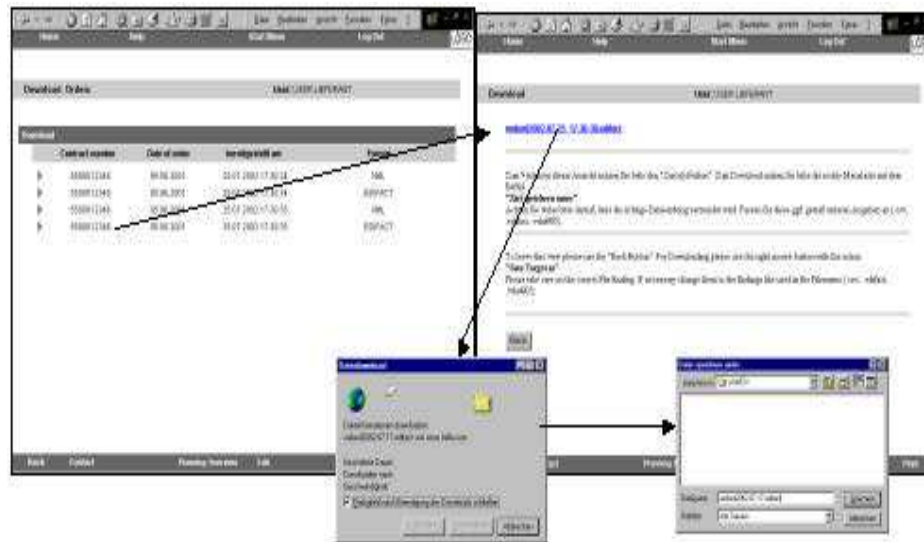
5.5 Purchase Order form

In this part the Supplier user can access different PO sent by their customer. The Supplier user can sort those PO by date, part number.

The Supplier User can access different POs sent by their customers (Client-Administrator). This page also shows how many new items are listed under the heading “New/total” POs. New items are those items which Supplier User has never displayed, printed or downloaded. Once any of these action done on particular POs, will no longer displayed under “New/Total”.



After selecting the particular POs form, the Supplier User can view the detailed view of that particular POs form.



The WEBEDI facilitates the Supplier User to print (in Pdf format) and download those POs in two formats. These are XML and EDI format. The downloading process is similar to DI and ERSS/SBIs.