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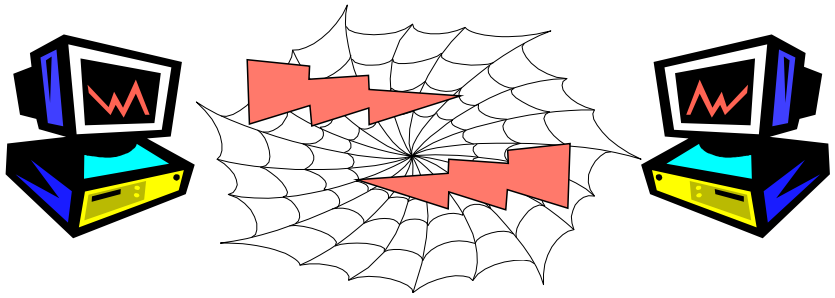
Web EDI



Testing

Vega

Supplier Training

We will now walk through creating the ASN in the test module.

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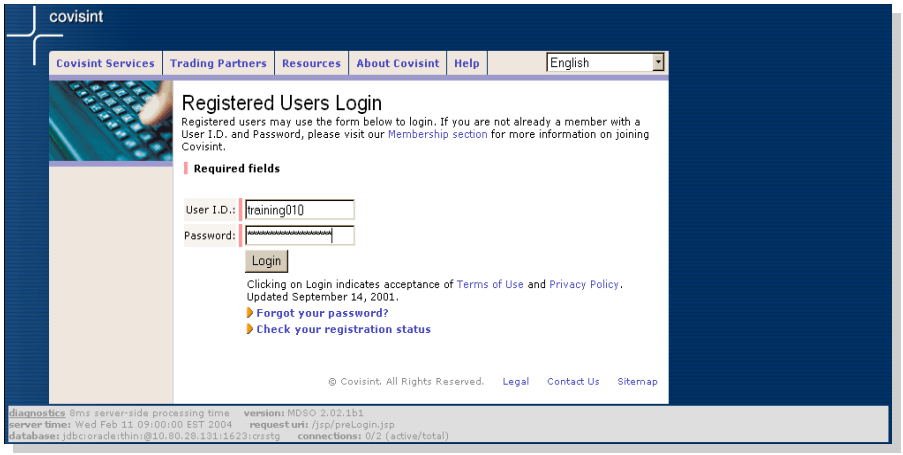
Web EDI Login



Enter User I.D. and password.

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Supplier Training

Delphi E&S WebEDI trainer will assist you with Log in ID and Password for this training model.

DO NOT CHANGE THIS PASSWORD!! If you cannot log in please email:

delco.vega.support.kokomo@delphi.com

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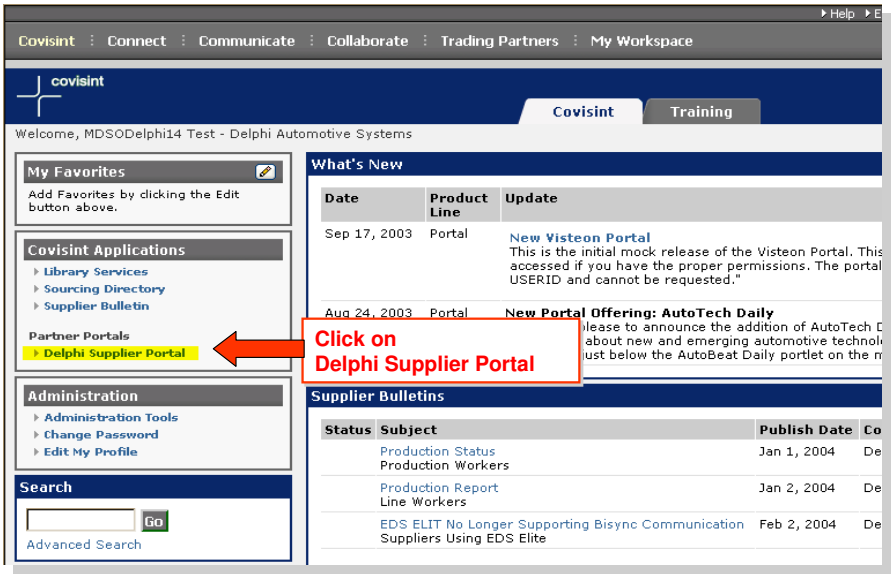
Delphi Supplier Portal



Click on Delphi Supplier Portal.

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3

Supplier Training

These are the links I refer to when registering with Covisint. This is the first link:

1. **Delphi Supplier Portal**

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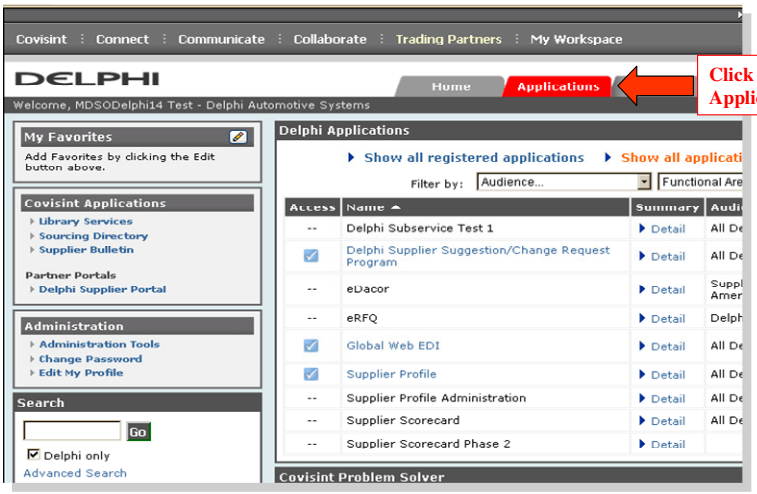
Applications



Click on the **Applications** tab.

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2. Second link is **Applications**

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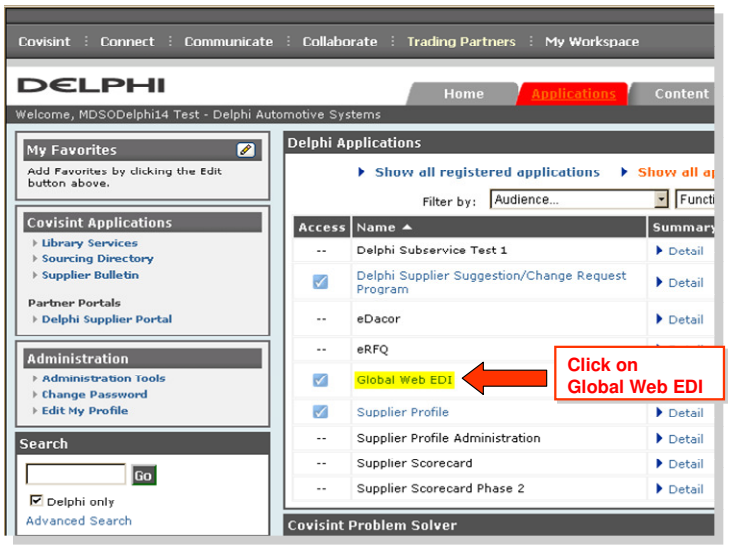
Global Web EDI



Click on Global Web EDI.

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Supplier Training

3. Third link is **Global Web EDI**. This will take you to the messages screen.

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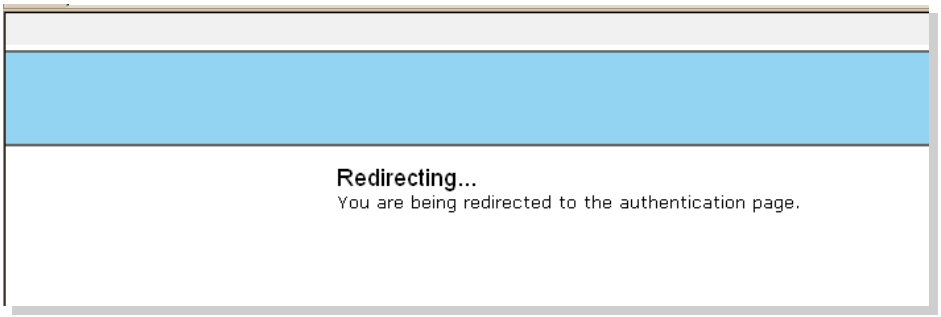
Redirecting



This screen should appear next. If you installed a “Pop-Up” blocker, you might have to disable it to get here.

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Create Advance Ship Notice

On this screen, select **Create Advance Slip Notice** from the menu on the left.

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Supplier Training

Create Advanced Ship Notice - ASN

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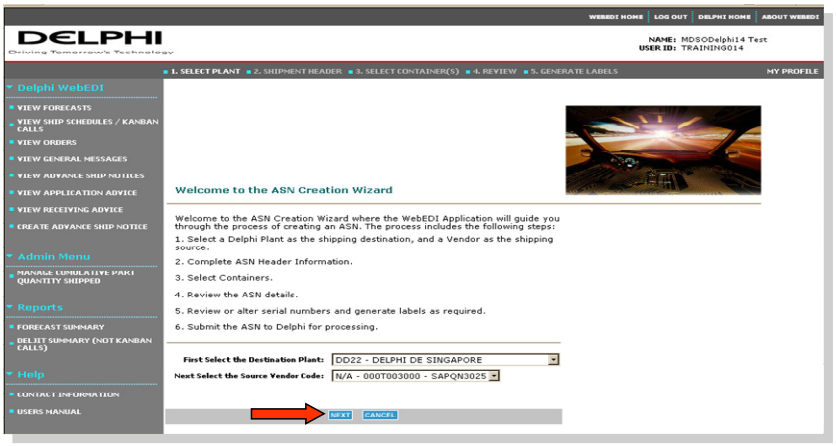
ASN Creation Wizard



Select the **NEXT** tab at the bottom of the page.

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Supplier Training

In the Production module your supplier codes will be linked to your Covisint ID.

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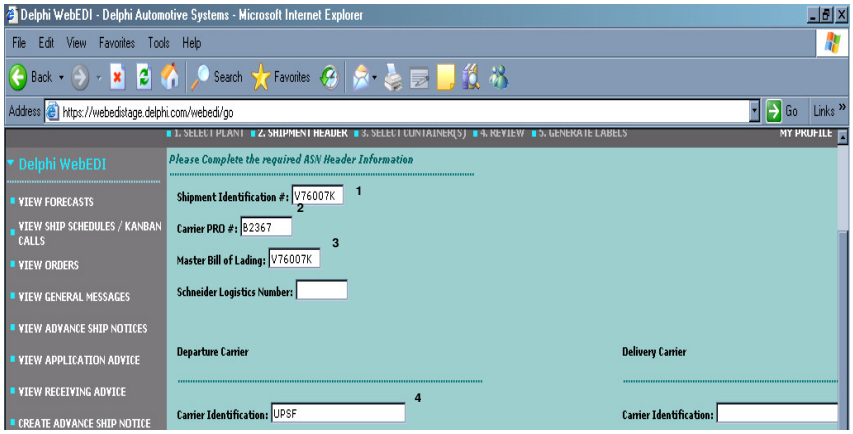
Shipment Identification



The following is for One Level Packaging (sending one box or carton)

Vega

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Supplier Training

1. Shipment Identification is actually the ASN number assigned to this shipment. It can only be 10 alpha/numeric characters in length.

   The number you assign cannot be used again within a 12 month period. Many suppliers use their Packing Slip number.
2. Carrier Pro Number is the number assigned to this shipment by the carrier. The trucking firm can provide you with this number. If you can't get this number prior to shipment we allow you to put 4 zeros in this field.
3. Master Bill of Lading is a number the supplier provides to us. If you do not use the Master Bill of Lading you can repeat the Shipment Identification Number.
4. Carrier Identification – These are known as SCAC codes. They are abbreviations' of the carrier name. If you do not know your SCAC code contact transportation. Their number is in the Appendix of the training manual.

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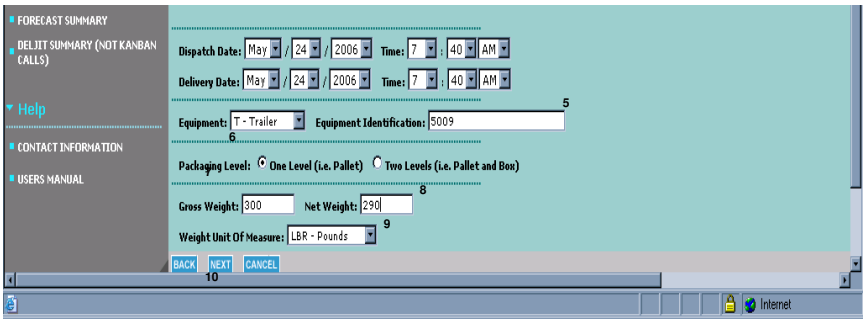
Shipment Identification



The following is for One Level Packaging (sending one box or carton)

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Supplier Training

5. Equipment Number – The trailer number of the carrier's semi or truck.
6. The default is One Level Packaging. This means you are sending only one box.

   If you send two or three boxes you must create the ASN for each box.
7. Gross Weight – Total weight of parts and box
8. Net Weight – Weight of parts only.
9. Weight unit of measure – Pounds or Kilograms
10. Select Next

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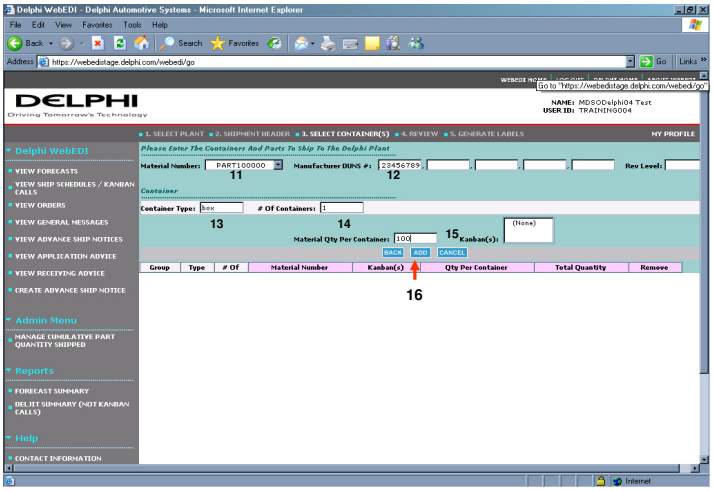
Shipment Identification



If you are shipping only one box complete the following:

11. Select material number (part number).
12. Add manufacturing duns number (duns number where part is manufactured.
13. Container type (box or carton).
14. Number of containers (1).
15. Material quantity per box (100)
16. Select Add.

Remember: When adding manufacturing duns number it will go in one field. Do not try to put three numbers in each field. It will fit in one. Do not put dashes or commas within the number. Example: 123456789

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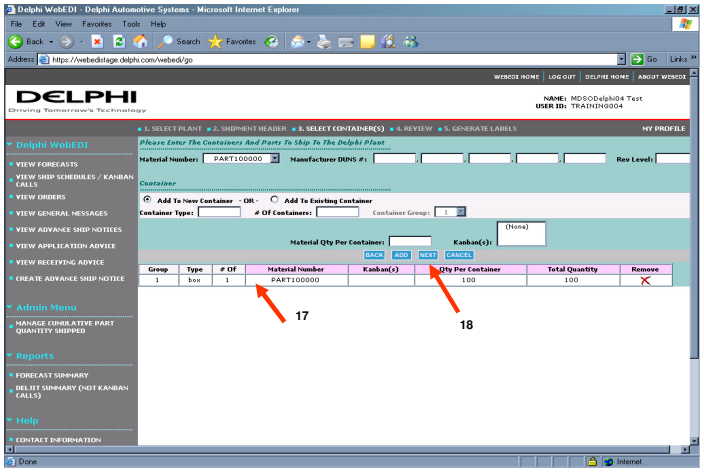
Shipment Identification



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17. All information is displayed below. Group, type, number of boxes, material number, quantity per container, and total quantity.
18. Select next.

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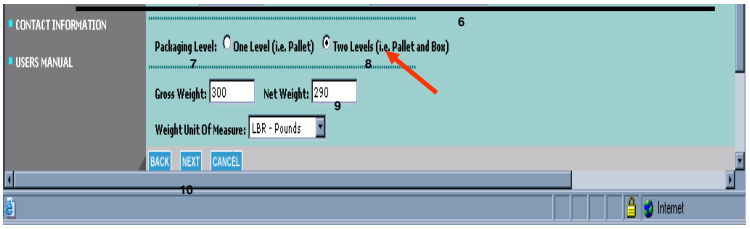
Shipment Identification



Select Two Level packaging when you are shipping on a skid or pallet or sending mixed part numbers on a skid or pallet. Complete the following fields.

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Supplier Training

6. Select Two Level Packaging.
7. Gross Weight – Total weight of skid or pallet, boxes and parts
8. Net Weight – Weight of parts only
9. Select pounds or kilograms.
10. Select Next.

The fields above the black line are completed the same as one level packaging.

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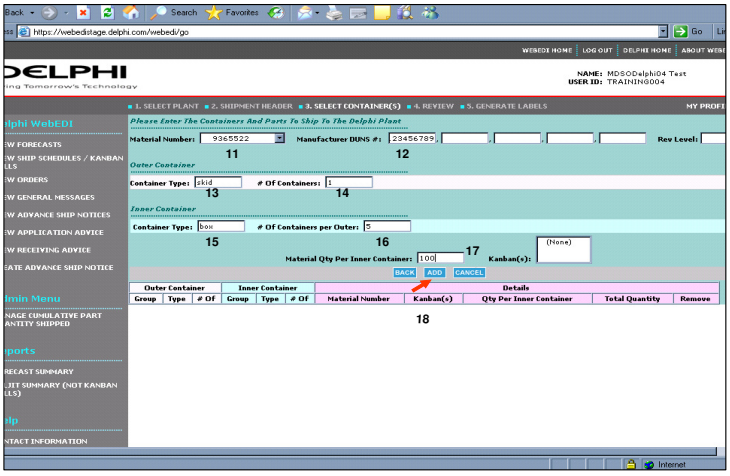
Shipment Identification



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11. Select Material Number (part number).
12. Put the manufacturing duns number in first field.
13. Outer container type (skid or pallet).
14. # of Containers (number of skids or pallets) 1
15. Container type (box or carton)
16. # of Containers per outer (number of boxes or cartons)
17. Material Qty per Inner Container (number of parts in each box)
18. Select Add.

Remember: When adding manufacturing duns number it will go in one field. Do not try to put three numbers in each field. It will fit in one. Do not put dashes or commas within the number. Example: 123456789

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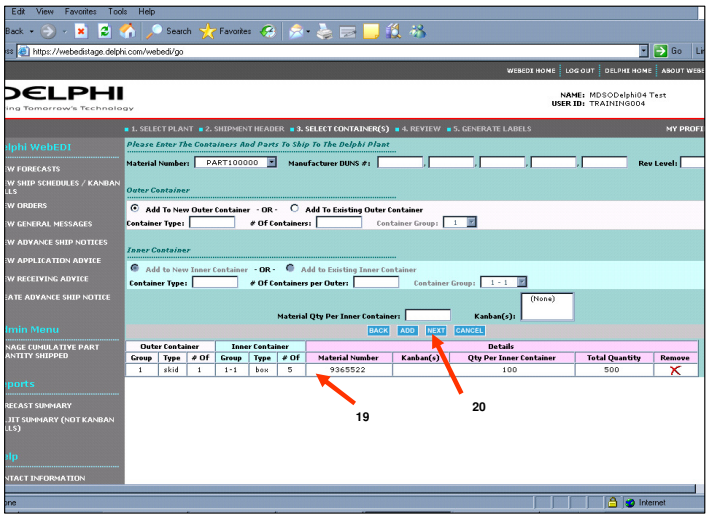
Shipment Identification



Vega

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Supplier Training

19. Shows Group (1)1, Skid (1) Box (5), Part Number, quantity per box or carton and if you discover you have selected the wrong part number or put incorrect quantity you can double click on red X and it will erase information at the bottom and take you back up to the material number for you to reenter.
20. Select Next.

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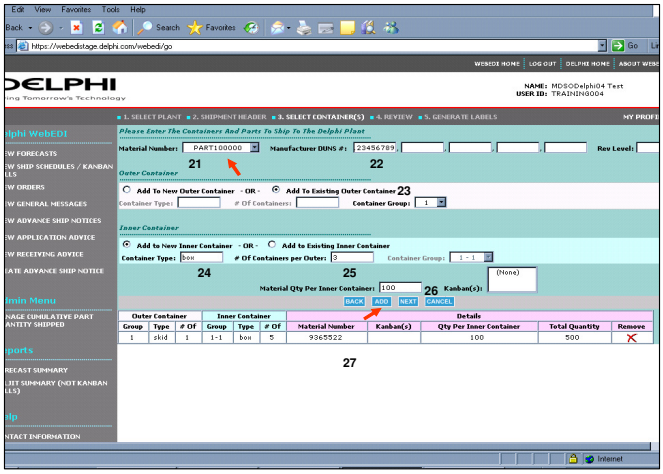
Shipment Identification



Vega

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Supplier Training

21. Select another part number if you are mixing part numbers on a skid
22. Add the manufacturing duns number again
23. Click in Add to Existing Outer Container
24. Next line type in box or carton
25. Type in the number 3 (example)
26. Material Qty per Inner Container (how many in each box) 100
27. Select ADD

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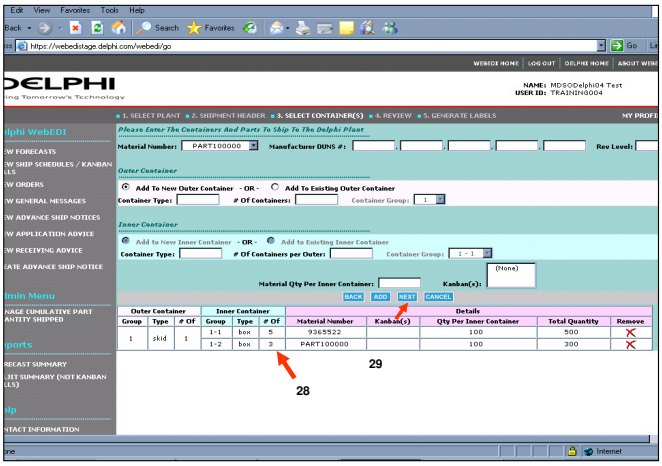
Shipment Identification



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17

Supplier Training

28. Shows Group 1, Skid (1) Box 5, Part Number, quantity per box or carton
29. Select Next.

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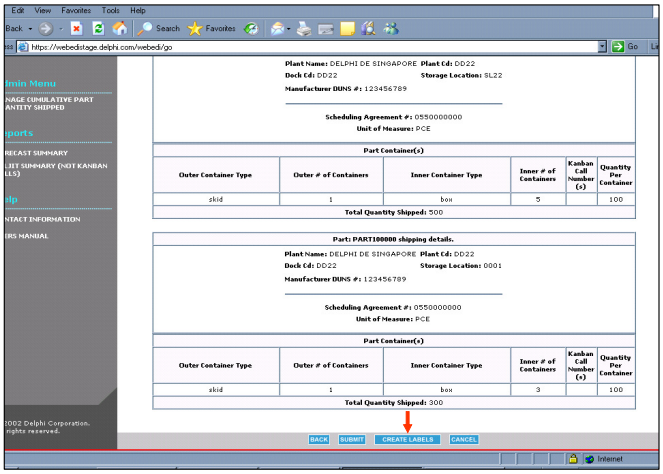
DELPHI

Shipment Identification



Vega

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Supplier Training

View the ASN (this screen is for either one part number of several part numbers).

This is not the final step for Delphi Electronics and Safety suppliers. Not all divisions require the lot number on their labels, however, Delphi Electronics and Safety require the lot numbers for our labels.

Select Create Labels.

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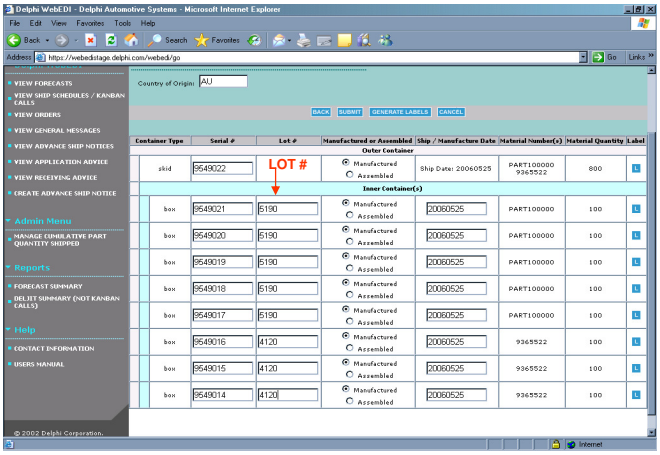
Shipment Identification



Add Lot Number for each box or carton.

Caution!

When adding lot numbers use the first or last lot number on the labels.

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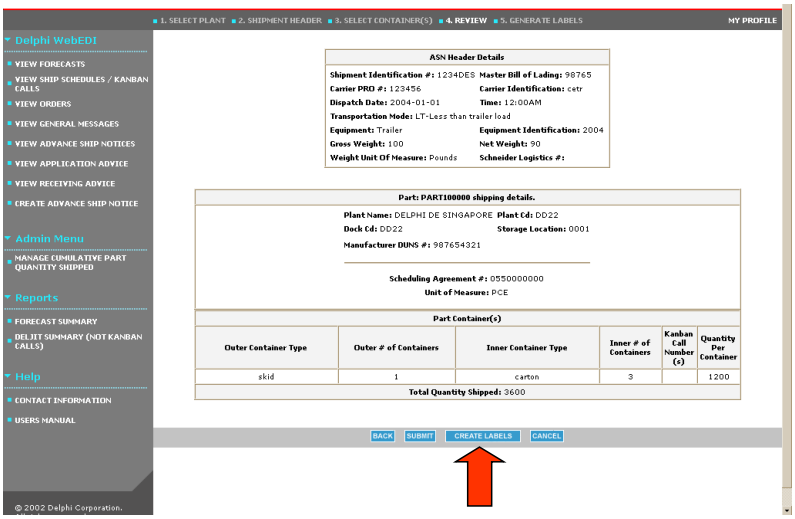
Create Labels



25. The completed ASN will appear, select the **CREATE LABELS** tab.

This screen allows you to create labels and add lot number information. If you generate labels and print them you cannot go back and enter your lot number(s). Delphi uses them for traceability.

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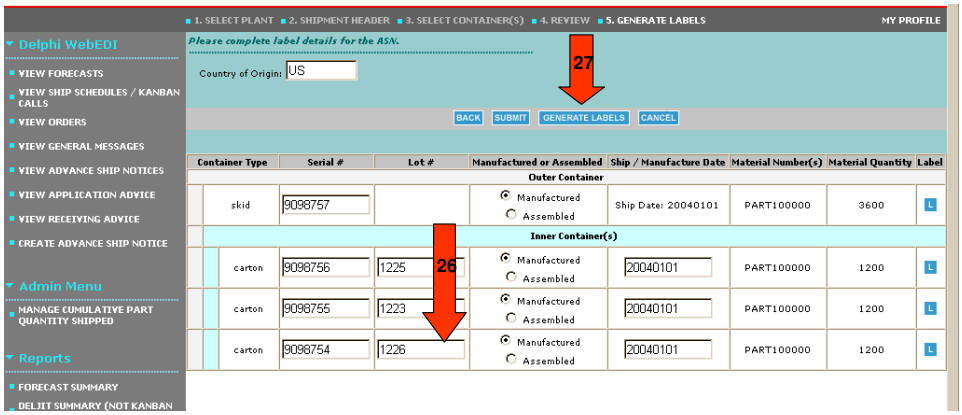
Create Labels



26. Add lot numbers (if you track your material by lot numbers). Enter your lot numbers and generate labels.
27. Generate Labels.

Now generate your labels.

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Create Labels

One Moment Please - Labels Are Being Generated

This screen should appear next. If you installed a "Pop-Up" blocker, you might have to disable it to get here.

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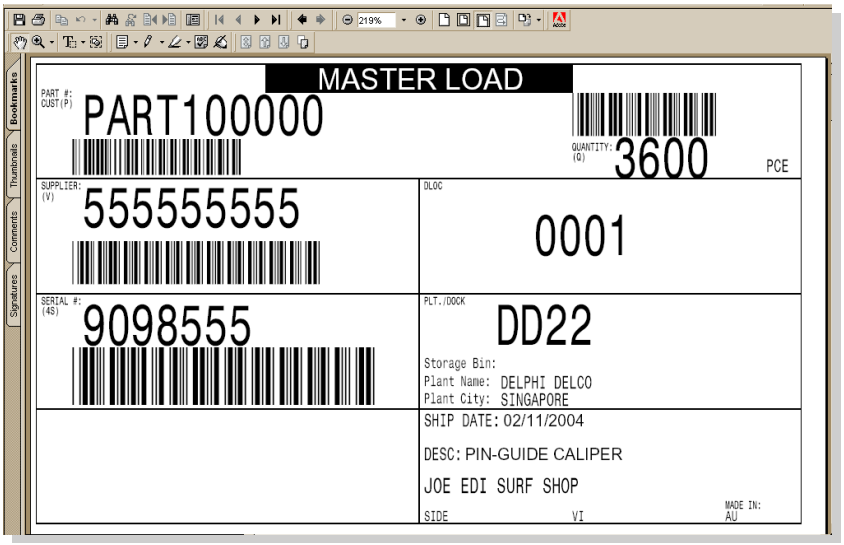
Master Load Label



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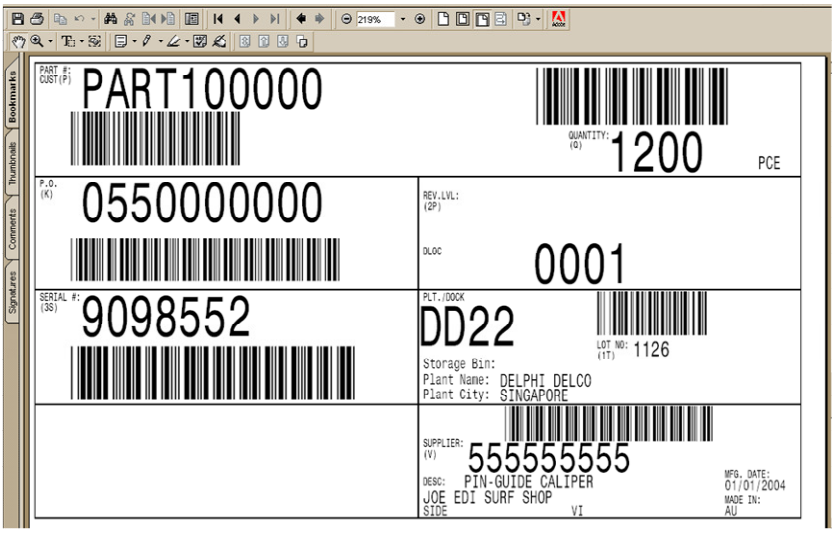
Supplier Training

You will have to print your labels twice – each container requires two labels.

DELPHI

Container Label 1



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Supplier Training

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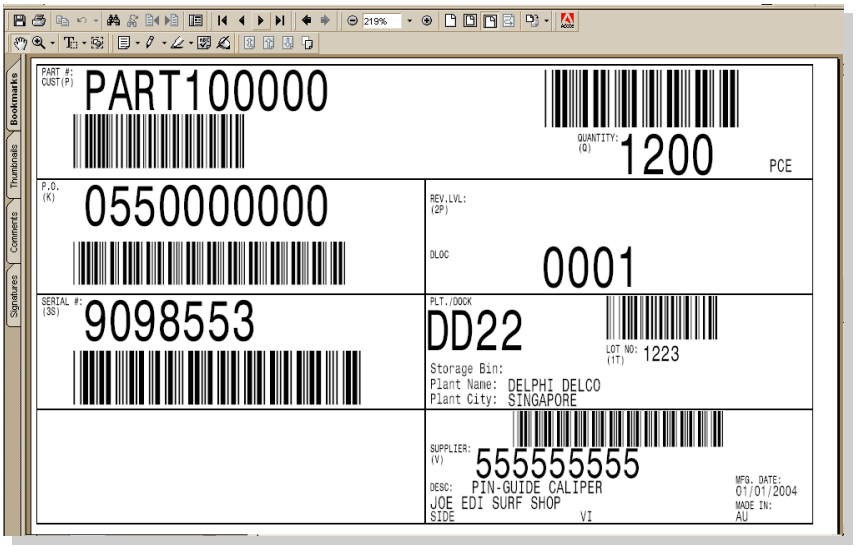
Container Label 2



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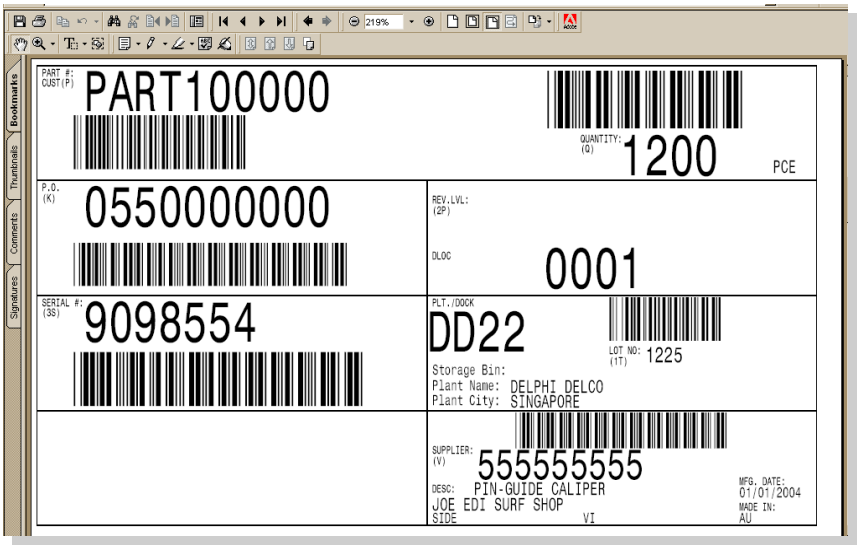
Container Label 3



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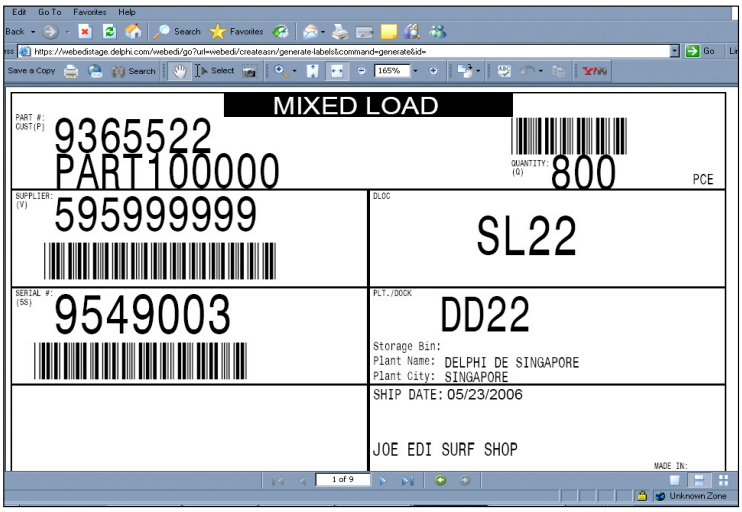
Mixed Load Label



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This is the mixed load label. This label should be located on the outermost part of the shipment with the packing slip in a protective sleeve next to the label. Only one Mixed Load or Master Load label is required.

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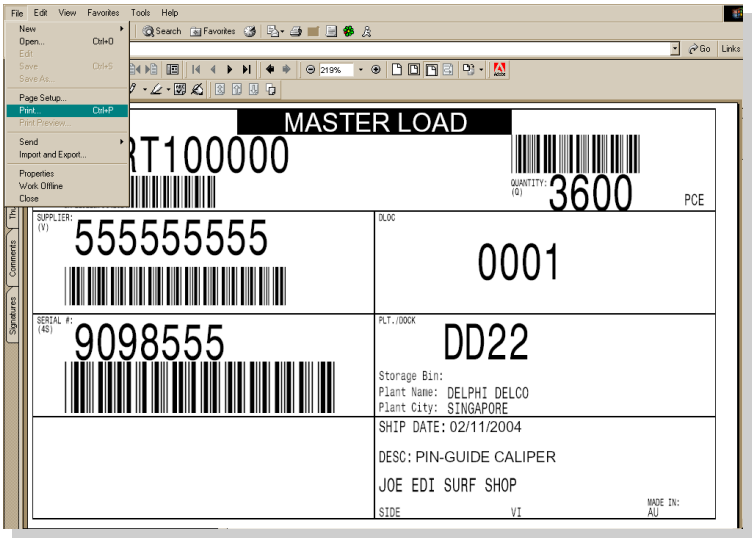
Printing Labels



Click on File and select **Print** from the drop down menu.

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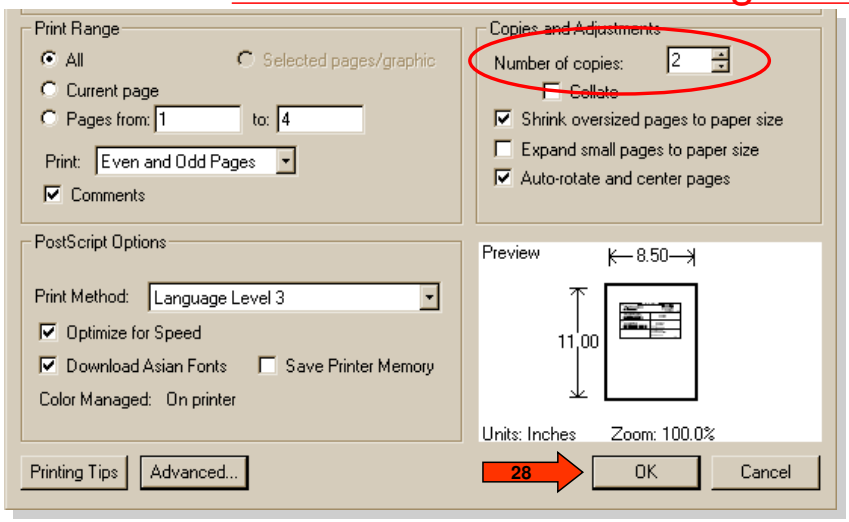
Printing Labels



Once in the print screen, choose 2 in the **Number of copies** field. Do this for each label.

28. Click the **OK** tab to print the labels.

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Supplier Training

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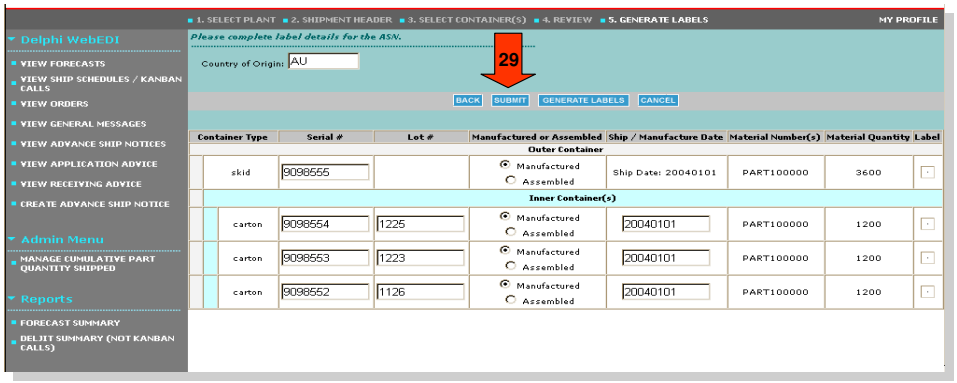
Submit ASN



29. Submit the ASN by clicking on the **SUBMIT** tab.

NOTE:

- This system allows you to generate labels prior to submitting the ASN.
- It is important that you submit the ASN before leaving the system.
- If you fail to do this, the ASN will **not** be submitted.

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Supplier Training

At this screen you press the SUBMIT button. If you fail to do so, you will lose the ASN and all the information you entered for it.

Failure to submit the ASN is grounds for PR&R and cost recovery activities.

Caution:
This system will time you out, so make sure you complete the ASN and submit before leaving the system.

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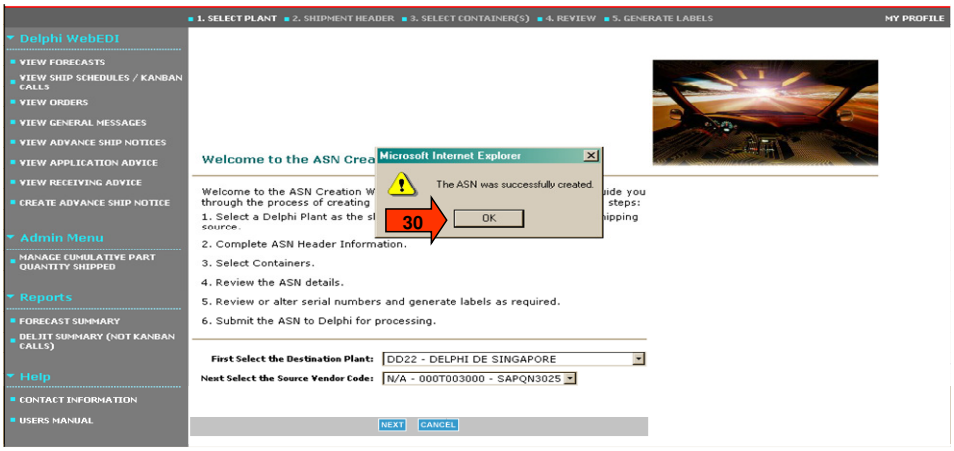
ASN Successfully Created



30. After ASN is submitted, you should see this screen.

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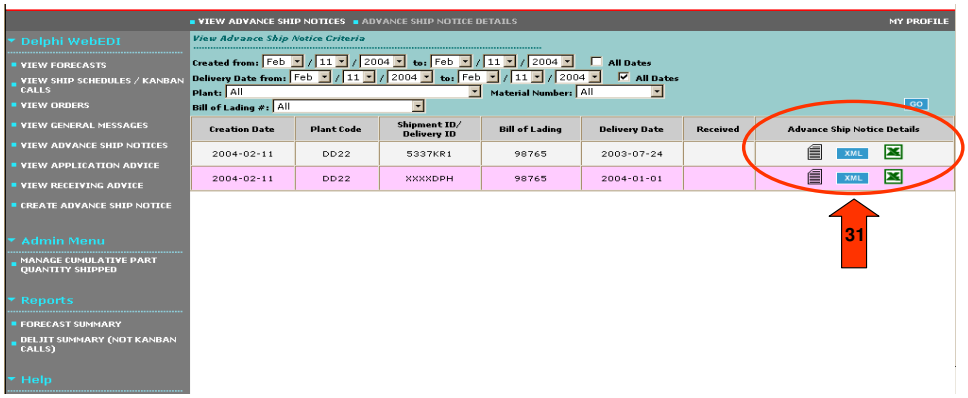
ASN Successfully Created



31. You can view the ASN by selecting View Advanced Ship Notices.

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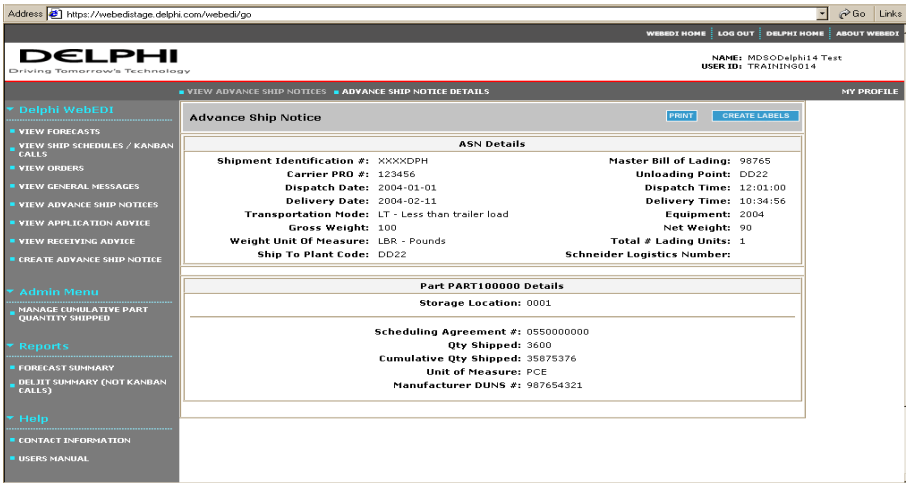
Advance Ship Notices



You can print this page and you can reprint your labels.

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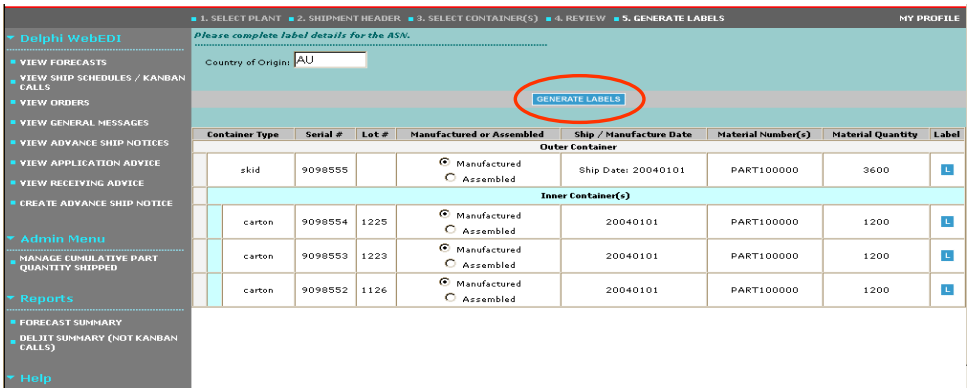
DELPHI

Advance Ship Notices



You can reprint labels from this screen.

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Questions and Answers

If you have additional questions regarding VEGA 2 after the training session, please contact the Delphi-E&S VEGA Support Team**:**
delco.vega.support.kokomo@delphi.com

Vega

Supplier Training