

WebEDI-Portal

User manual for supplier

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1 Basics

1.1 First Login

After receiving the login credentials (User und Password) you can login via the following link:

<https://mt-gw01.txx.seeburger.de/asmass/security/login>

At your first login you have to set a new password.

After setting the password you will be guided directly to the WebEDI-Portal start page.

To-do List		
Orders	To Import:	0
	New:	6
	Read:	9
	Successor created:	0
Order Responses	Unsent:	3
	Sent:	137

1.2 Configure User Profile

At Misc. – Configuration – User profile you can configure your data:

- Change user data (last name, first name, email address)
- Change the language
- Deactivate email notification (not recommended because you won't get an notification when receiving a new purchase order)
- Change your password

1.3 Orders Overview (your worklist)

At Orders Overview (WebEDI – Orders – Overview) you can see all orders that have not yet been confirmed. The Orders Overview is your worklist.

If all Orders has been confirmed, the orders overview is empty (ideal situation).

Customer	Order No.	Typ	Order type	Order Date	Delivery Date	Last Modified
Testbestellung - nicht beliefern!!!	4500807447T	Änderung	ASM	04/07/2022	05/11/2022	04/07/2022 05:27:44 PM
Testbestellung - nicht beliefern!!!	4500807448T	Neuanlage	ASM	04/07/2022	04/06/2022	04/07/2022 05:18:54 PM Downloaded
Testbestellung - nicht beliefern!!!	4600004697T	Neuanlage	ASMRV	04/07/2022		04/07/2022 05:18:33 PM
Testbestellung - nicht beliefern!!!	4500807444T	Änderung	ASM	04/07/2022	05/11/2022	04/07/2022 04:23:25 PM
Testbestellung - nicht beliefern!!!	4500807445T	Neuanlage	ASM	04/07/2022	03/11/2022	04/07/2022 04:20:24 PM
Testbestellung - nicht beliefern!!!	4500807337T	Änderung	ASMKONSI	02/18/2022		02/18/2022 05:56:35 PM Downloaded

There are 3 different order types with different confirmation processes:

- ASM Individual purchase orders and call-off orders
- ASMRV Outline agreements
- ASMKONSI Purchase orders and outline agreements with consignment

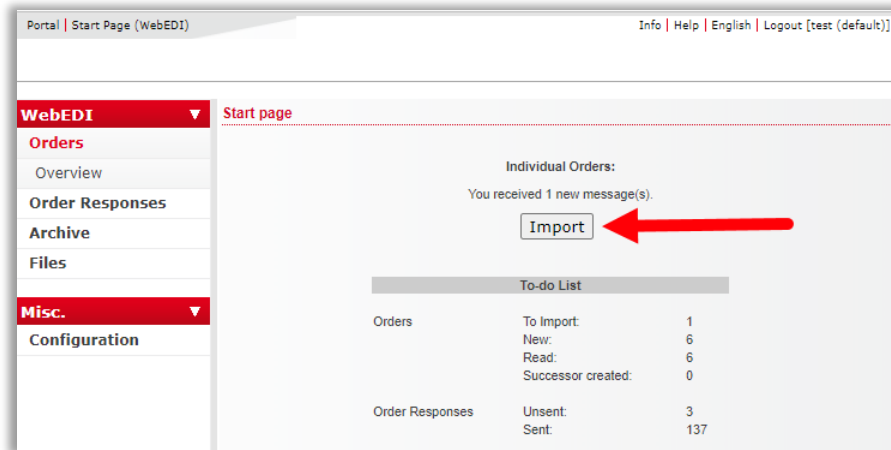
Details on all 3 processes can be found under chapter **2 Practical examples**.

1.4 Import new purchase orders

New purchase orders or purchase order changes has to be imported before they are visible in the orders overview.

If there are new orders to be imported, the import button will automatically appear at the start page.

By clicking the "Import" button, the new orders/order changes are transferred to the orders overview.

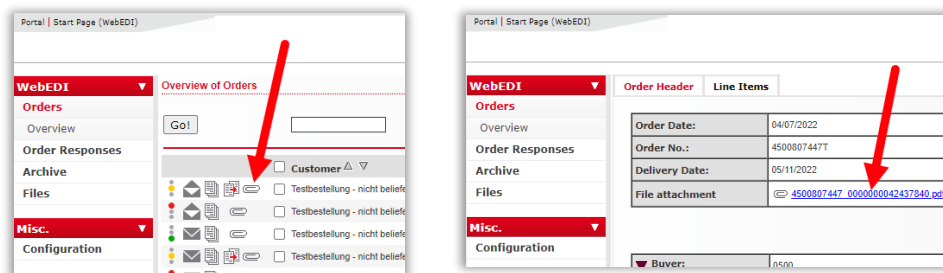


1.5 Download the original ASM purchase order document as a PDF

For each order/order change, the original ASM purchase order document is available for download at the WebEDI-Portal.

Since not all purchase order information can be displayed in the portal for reasons of space, the original ASM purchase order document is the legal basis for the order and must be observed.

You can download the original ASM purchase order form by clicking at the paper-clip at the orders overview (left picture) or by clicking at the file attachment at the order header data (right picture).



Important:

Please note that it can take a few minutes until the purchase order form is available after importing the PO.

If the link does not work, please wait 10 minutes and try it again. If the link still doesn't work, please clear the browser cache and try again.

If that doesn't help either, please contact your ASM buyer.

1.6 Show purchase order text

1.6.1 Header text

The purchase order header text you'll find at the order header in the field „**Freertext 2**“.

Portal | Start Page (WebEDI) Info | Help | English | Logout [test (default)]

WebEDI ▼

Orders

- Overview
- Order Responses
- Archive
- Files

Misc. ▼

- Configuration

Order Header | Line Items

Order Date:	04/07/2022	Supplier:	0010800080
Order No.:	4500807447T	Company:	Testlieferant WEB EDI
Delivery Date:	06/11/2022	Contact:	Martin Sailer
File attachment	4500807447_0000000042443474.pdf	Street, No.:	Musterstraße 1
		Post Code, City:	81379 München
		Country:	DE

Buyer:	0500	Invoice Recipient:	
Company:	Testbestellung - nicht beliefern!!!	Company:	ASM Assembly Systems GmbH & Co. KG
Contact:	Georg Fuchs	Department:	Rechnungsbearbeitung
Street, No.:		Street, No.:	Rupert-Mayer-Str. 44
Post Code, City:	80200 München	Post Code, City:	81379 München
VAT No.:	DE261173288		
Contact Email:	georgfuchs@asmpt.com		
Contact Fax:			
Contact Phone:	(089) 20800 29045		

General Information:	Normalbestellung
Free Text:	
Freertext 2:	That is the header text
Delivery Condition:	EXW
Delivery Condition 2:	genannter Ort
Payment Condition:	innerhalb von 14 Tagen 2 % Skonto
Payment Condition 2:	innerhalb von 30 Tagen ohne Abzug
Payment Condition 3:	

1.6.2 Item text

The item text can be found under Line Items in the field „**Freertext 2**“.

You must click on the "**Details available**" link to see the content of the free text.

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WebEDI ▼

Orders

- Overview
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- Configuration

Order Header | **Line Items**

action	Pos.	Item Cat.	Item Description	Supplier Item No.	Buyer Item No.	RV	Quantity	open confirmation quantity	UOM	Price	Colour	PU	Price unit of measure	Delivery Date	Freertext 2	Delivery Address
Position geändert	10	Normal	TORQUE-MOTOR - 140 - 60		00388648-01	01	6.00	6.00	PCE	10.00	EUR	1	PCE	06/11/2022	Details available	ASM Logistica GmbH Gadastraße 26 85232 BergkirchenDE
							5.00	5.00	PCE					09/21/2022		

Print | Order Response | Related Documents

Deleted Partially Complete

After clicking the link, the item text will be displayed.

Portal | Start Page (WebEDI) Info | Help | English | Logout [test (default)]

WebEDI ▼

Orders

- Overview
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- Files

Misc. ▼

- Configuration

Order Header | **Line Items**

action	Pos.	Item Cat.	Item Description	Supplier Item No.	Buyer Item No.	RV	Quantity	open confirmation quantity	UOM	Price	Colour	PU	Price unit of measure	Delivery Date	Freertext 2	Delivery Address
Position geändert	10	Normal	TORQUE-MOTOR - 140 - 60		00388648-01	01	6.00	6.00	PCE	10.00	EUR	1	PCE	06/11/2022	Details available	ASM Logistica GmbH Gadastraße 26 85232 BergkirchenDE
							5.00	5.00	PCE					09/21/2022		

Freertext 2:

That is the item text

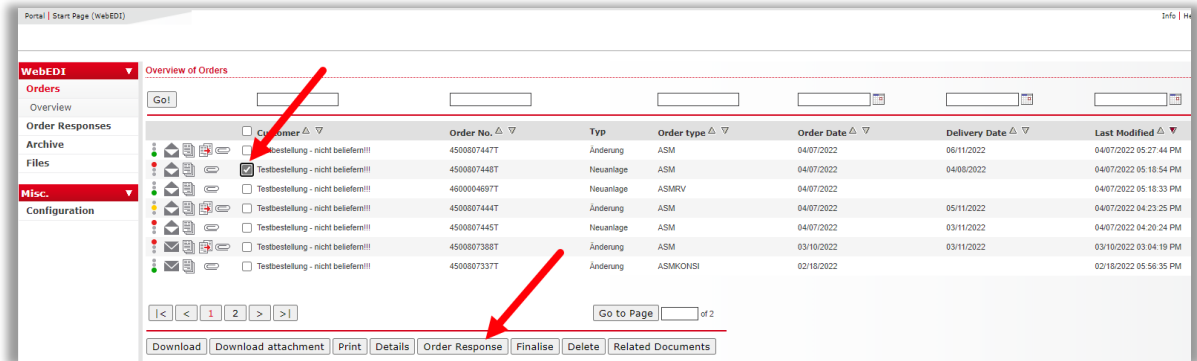
Print | Order Response | Related Documents

Deleted Partially Complete

2 Practical examples

2.1 Confirm order (order type ASM)

Mark the order you want to confirm at the orders overview and click the button “Order Response”.



Order Response Header data:

- (1) Order response number (mandatory)
- (2) Optionally, you can enter some information for the buyer
- (3) Switch to the line items

Order Response Header		Line Items	
Order Response No.:	12345678	Supplier:	0010800080
Order No.:	4500807448T	Company:	Testlieferant WEB EDI
Order Date:	04/07/2022	Contact:	Martin Sailer
		Street, No.:	Musterstraße 1
		Post Code, City:	81379 München
		Country:	DE
Buyer:	0500	Invoice Recipient:	
Company:	Testbestellung - nicht beliefern!!!	Company:	ASM Assembly Systems GmbH & Co. KG
Contact:	Georg Fuchs	Department:	Rechnungsbearbeitung
Street, No.:		Street, No.:	Rupert-Mayer-Str. 44
Post Code, City:	80200 München	Post Code, City:	81379 München
Country:	DE		
VAT No.:	DE261173288		
Contact Email:	georgfuchs@asmpt.com		
Contact Fax:			
Contact Phone:	(89) 20800 29045		
General Information:			
Free Text:	Information for the buyer		
Delivery Condition:	EXW		
Delivery Condition 2:	genannter Ort		
Payment Condition:	innerhalb von 14 Tagen 2 % Skonto		
Payment Condition 2:	innerhalb von 30 Tagen ohne Abzug		
Payment Condition 3:			

*Note to (1): Each order response number must be unique and can therefore only be used once. If an order has to be confirmed again with the same number, you can use a suffix, for example.

E.g.: 1st order resp. no. 123456 – subsequent order rep. no. 123456_1, 123456_2, and so on.

Order response line items:

The screenshot shows the WebEDI portal interface. On the left is a navigation menu with 'WebEDI' and 'Orders' sections. The main area has two tabs: 'Order Response Header' and 'Line Items'. The 'Line Items' tab is active, displaying a table with columns: action, Pos., Item Cat., Item Description, Supplier Item No., Buyer Item No., Quantity, UOM, Price, Colour, PU, Price unit of measure, Delivery Date, and Delivery Address. A single line item is visible with the following data: Pos. 10, Item Cat. Normal, Item Description TORQUE-MOTOR - 140 - 60, Supplier Item No. 9038945-01, Buyer Item No. 9038945-01, Quantity 10.00, UOM PCE, Price 10.00, Colour EUR, PU 1, Price unit of measure PCE, Delivery Date 04/08/2022, and Delivery Address ASM Logistics GmbH Gadenstraße 26, 85232 Baierisches DE. At the bottom of the table are three buttons: 'Print', 'Save', and 'Send'. Red arrows point to the 'Quantity', 'Price', and 'Delivery Date' columns, and the 'Send' button.

action	Pos.	Item Cat.	Item Description	Supplier Item No.	Buyer Item No.	Quantity	UOM	Price	Colour	PU	Price unit of measure	Delivery Date	Delivery Address
<input checked="" type="checkbox"/>	10	Normal	TORQUE-MOTOR - 140 - 60	9038945-01	9038945-01	10.00	PCE	10.00	EUR	1	PCE	04/08/2022	ASM Logistics GmbH Gadenstraße 26, 85232 Baierisches DE

Print Save Send

At order type ASM you can enter the confirmed quantity, price, and delivery date.

By clicking the "Send" button, the order response is sent to ASM via EDI.

Important:

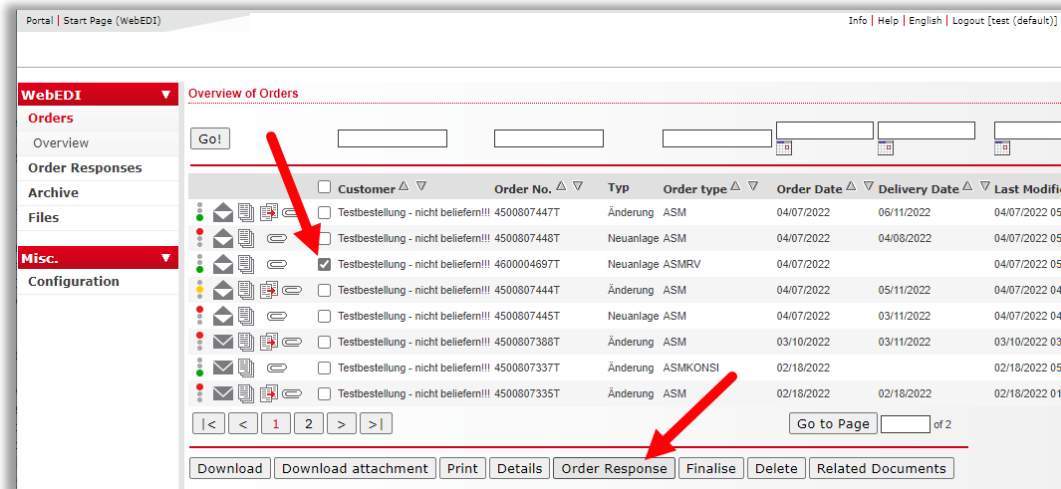
If you click button "Save" the orders response is not sent to ASM but only saved under the menu item "Order Response - unsent".

Note:

If you want to confirm a split delivery, please refer to chapter 2.4 Confirmation with split delivery

2.2 Confirm outline agreement (order type ASMRV)

Mark the order you want to confirm at the orders overview and click the button “Order Response”.



Order Response Header data:

- (1) Order response number (mandatory)
- (2) Optionally, you can enter some information for the buyer
- (3) Switch to the line items

The screenshot shows the 'Order Response Header' form. It is divided into two tabs: 'Order Response Header' and 'Line Items'. The 'Order Response Header' tab is active. The form contains several fields for supplier and buyer information, as well as delivery and payment conditions. Red arrows and numbers indicate specific fields:

- Arrow 1 points to the 'Order Response No.' field, which contains the value '12368544'.
- Arrow 2 points to the 'Free Text' field, which contains the text 'Information for the buyer'.
- Arrow 3 points to the 'Line Items' tab.

*Note to (1): Each order response number must be unique and can therefore only be used once. If an order has to be confirmed again with the same number, you can use a suffix, for example.

E.g.: 1st order resp. no. 123456 – subsequent order rep. no. 123456_1, 123456_2, and so on.

Order response line items:

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WebEDI ▼

Orders

- Overview
- Order Responses
- Archive
- Files

Misc. ▼

- Configuration

Order Response Header **Line Items**

<input type="checkbox"/>	action	Pos.	Item Cat.	Item Description	Buyer Item No.	UOM	Price	Colour	PU	Price unit of measure	Decimalvalue	4	Delivery Address
<input checked="" type="checkbox"/>	Position hinzugefügt	10	Normal	TORQUE-MOTOR - 140 - 88	00389648-01	PCE	10.00	EUR	1	PCE	1000		ASM Logistics GmbH, Gadastraße 28, 85232, Bergkirchen, DE

Print Save Send

At order type ASM RV you can only enter the confirmed price.

By clicking the "Send" button, the order response is sent to ASM via EDI.

Important:

If you click button "Save" the orders response is not sent to ASM but only saved under the menu item "Order Response - unsent".

2.3 Confirm consignment order (order type ASMKONSI)

It is not possible to confirm order type ASMKONSI via function order confirmation.

As soon as you have accepted the consignment order, you can complete the processing using the "Finalise" function. The order is removed from the worklist (orders overview) and moved to the archive (Archive - Orders).

The screenshot shows the 'Overview of Orders' page in the WebEDI portal. The left sidebar contains navigation links: WebEDI, Orders, Overview, Order Responses, Archive, Files, Misc., and Configuration. The main area displays a table of orders. The table has columns: Customer, Order No., Typ, Order type, Order Date, Delivery Date, and Last Modified. The order type 'ASMKONSI' is highlighted in the table. A red arrow points to the 'Finalise' button in the bottom action bar.

Customer	Order No.	Typ	Order type	Order Date	Delivery Date	Last Modified
Testbestellung - nicht beliefen!!!	4500007447T	Änderung	ASM	04/07/2022	06/11/2022	04/07/2022 05:27:44 PM
Testbestellung - nicht beliefen!!!	4500007448T	Neuanlage	ASM	04/07/2022	04/08/2022	04/07/2022 05:18:54 PM
Testbestellung - nicht beliefen!!!	4600004697T	Neuanlage	ASMRV	04/07/2022		04/07/2022 05:18:33 PM
Testbestellung - nicht beliefen!!!	4500007444T	Änderung	ASM	04/07/2022	05/11/2022	04/07/2022 04:23:25 PM
Testbestellung - nicht beliefen!!!	4500007445T	Neuanlage	ASM	04/07/2022	03/11/2022	04/07/2022 04:20:24 PM
Testbestellung - nicht beliefen!!!	4500007388T	Änderung	ASM	03/10/2022	03/11/2022	03/10/2022 03:04:19 PM
Testbestellung - nicht beliefen!!!	4500007337T	Änderung	ASMKONSI	02/18/2022		02/18/2022 05:56:35 PM

Buttons: Download, Download attachment, Print, Details, Order Response, Finalise, Delete, Related Documents

Note:

If you click function „Order Response“ at order type ASMKONSI you will see the following error message:

The screenshot shows an error message dialog box. The message text reads: "mt-gw01.txx.seeburger.de says The creation of the desired document from within the selected document is not possible. For the selected document another sequence of documents is prescribed!". There is an "OK" button at the bottom right.

2.4 Confirmation with split delivery

If you want to split an delivery date in the order confirmation into several dates, please click the + button at the end of the order response line item:

The screenshot shows the 'Order Response Header' and 'Line Items' tab. The 'Line Items' table has columns: action, Pos, Item Cat., Item Description, Supplier Item No., Buyer Item No., Quantity, UOM, Price, Colour, Price unit of measure, Delivery Date, and Delivery Address. The first line item is 'Position hinzugefügt' with a quantity of 10.00 and a delivery date of 04/08/2022. A red arrow points to the '+' button at the end of this line item.

A second item is generated where you can enter the quantity and the date.

The screenshot shows the 'Order Response Header' and 'Line Items' tab. A second line item has been added below the first one. Red arrows point to the 'Quantity' and 'Delivery Date' fields of this new line item.

If you press ENTER the system will check your entries.

The screenshot shows the 'Order Response Header' and 'Line Items' tab. The second line item now has a quantity of 3.00 and a delivery date of 09/13/2022.

You can repeat this process until you have the required number of items.

Please make sure that the cumulative total quantity of the order confirmation matches the ordered quantity.

2.5 Confirm already confirmed orders again

To send a new order response for an already confirmed order, you must first move the order from the archive back to the worklist (order overview) via function "Reset Status".

Navigate to "Archive - Orders" (1), mark the order you want to confirm again (2) and press the "Reset Status" button (3).

The screenshot shows the 'Overview of Archived Orders' page. The left menu has 'Archive' selected. The main table lists orders with columns: Customer, Order No., Typ, Order type, Order Date, Delivery Date, and Last Mod. Two orders are listed, both with a checkbox checked. A red arrow points to the 'Reset Status' button at the bottom right.

After that you can confirm the order in the orders overview as usual.

3 Detailed description of the functions

3.1 Orders – Overview

Download

Downloads the selected documents as XML file to your local computer.

Download attachment

Downloads the original ASM Purchase Order printout as PDF file. Mark the required Order and press the button „Download attachment“. Or, even easier to download the Purchase Order by clicking at the paperclip (see chapter 1.5 Download the original ASM purchase order document as a PDF).

Print

Please do not use this function for Purchase Orders. The system generates a PDF document from the data displayed in the WebEDI portal. A lot of important information is missing on this printout.

If you want to generate a PDF file for the PO data, please use the function “Download attachment”.

Details

Switches to the Details screen for the selected document. You can also access the same function by simply clicking on the corresponding order.

Order Response

Switches to a screen where you can create the Orders Response from the current/selected Order.

You'll find a detailed description how to create/send a Order Response in chapter 2.1 and 2.2.

Finalise

Finalising a message prevents you from creating successor documents. The finalised message will be removed from Orders Overview and saved to the archive.

Delete

When deleting, the selected documents are removed from the Orders Overview and cannot be edited again. Instead, they are saved to the archive and marked correspondingly.

Related Documents

Switches to a tree view that shows an overview of the preceding and succeeding documents related to the selected document.

3.2 Order Responses – Unsent

Download attachment

Downloads the original ASM Purchase Order printout as PDF file. Mark the required Order and press the button „Download attachment“. Or, even easier to download the Purchase Order by clicking at the paperclip.

Print

Displays the PDF-formatted documents that have been selected. (Please note: The popup blocker must be disabled for this function).

Send

Sends the selected unsent Order Response via EDI to ASM. After sending, the Order Response will be saved in folder Sent.

Edit

Succeeding editing of the selected Order Response. An editing screen displays that already contains the data for the selected Order Response.

Delete

When deleting, the selected Order Responses are removed from the Unsent folder and cannot be edited again. Instead, they are saved to the archive and marked correspondingly.

Related Documents

Switches to a tree view that shows an overview of the preceding and succeeding documents related to the selected document.

3.3 Order Responses – Sent

Download attachment

Downloads the original ASM Purchase Order printout as PDF file. Mark the required Order and press the button „Download attachment“. Or, even easier to download the Purchase Order by clicking at the paperclip.

Print

Displays the PDF-formatted documents that have been selected. (Please note: The popup blocker must be disabled for this function).

Details

Switches to the Details screen for the selected document. You can also access the same function by simply clicking on the corresponding order response.

Finalise

If you finalise a sent Order Response, it will be moved into the archive.

Delete

When deleting, the selected Order Responses are removed from the Sent folder to the archive and marked correspondingly.

Related Documents

Switches to a tree view that shows an overview of the preceding and succeeding documents related to the selected document.

3.4 Archive – Orders

Download

Downloads the selected documents as XML file to your local computer.

Download attachment

Downloads the original ASM Purchase Order printout as PDF file. Mark the required Order and press the button „Download attachment“. Or, even easier to download the Purchase Order by

clicking at the paperclip (see chapter 1.5 Download the original ASM purchase order document as a PDF).

Print

Please do not use this function for Purchase Orders. The system generates a PDF document from the data displayed in the WebEDI portal. A lot of important information is missing on this printout.

If you want to generate a PDF file for the PO data, please use the function "Download attachment".

Details

Switches to the Details screen for the selected document. You can also access the same function by simply clicking on the corresponding order.

Related Documents

Switches to a tree view that shows an overview of the preceding and succeeding documents related to the selected document.

Reset Status

With this function you can move the archived Order back into Orders Overview so that you can create and send an Order Response again (see chapter 2.5 Confirm already confirmed orders again).

3.5 Achive – Order Responses

Download attachment

Downloads the original ASM Purchase Order printout as PDF file. Mark the required Order and press the button „Download attachment“. Or, even easier to download the Purchase Order by clicking at the paperclip.

Print

Displays the PDF-formatted documents that have been selected. (Please note: The popup blocker must be disabled for this function).

Details

Switches to the Details screen for the selected document. You can also access the same function by simply clicking on the corresponding order response.















Related Documents

Switches to a tree view that shows an overview of the preceding and succeeding documents related to the selected document.

3.6 Files – Download Orders

In this menu you can generally download your orders. When you call up this screen, all orders that are currently imported and not yet downloaded are transferred into one XML file via the download function of your browser to your PC.

4 Legend

	New Order
	Read Order
	The first delivery date is in the future > 10 days
	The first delivery date is in the future < 11 days
	The first delivery date is in the past or present
	Show Status History
	Order has been updated due to an order change
	Download the original ASM Purchase Order printout as PDF file
	Document has been archived
	Document has been marked as deleted
	Order has been fully confirmed
	Order has been replayed by an order change
	Order response has been sent
	Order response has not yet been sent

5 FAQs

Question:

I received an email that a new order has been received, but I can't see any new order in the order overview

Answer:

Please import the order (see chapter 1.4 Import new purchase orders)

Question:

The link for the original ASM Purchase Order download does not work.

Answer:

Please consider the notes in chapter 1.5 Download the original ASM purchase order document as a PDF

Question:

When trying to create an Order Response for an Order, I got the following error message:

„The creation of the desired document from within the selected document is not possible. For the selected document another sequence of documents is prescribed!“

Answer:

It is not possible to create an Order Response for document type ASMKONSI. Please use function „**Finalise**“ to move the Order from your worklist (Order Overview) into the archive.

Question:

In the item data of the Order Response, only the price can be changed, but not the quantity and the delivery date.

Answer:

You probably try to create an order response for order type ASMRV (outline agreement). Changing the quantity or the delivery date is not intended for this order type

Question:

We would like to import the order data into our ERP system via an interface. Does the WebEDI portal offer this function?

Answer:

It is possible to generate the order data as an XML file (see Download function in Chapters 3.1 and 3.6).

Please ask your IT department whether it is possible for you to upload these XML files into your system



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