ASMPT
enabling the
digital world

WebEDI-Portal

User manual for supplier

Table of contents

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/asmas/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.

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).

There are 3 different order types with different confirmation processes:

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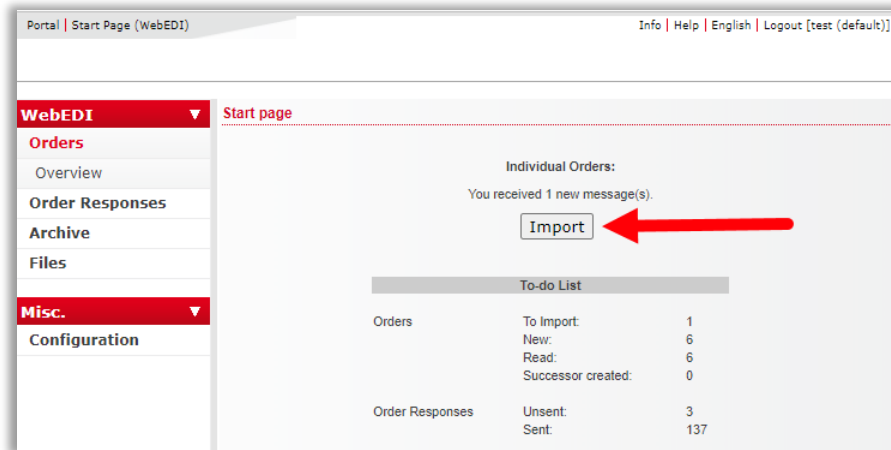- ASMKONSI   Purchase orders and outline agreements with consignment

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.
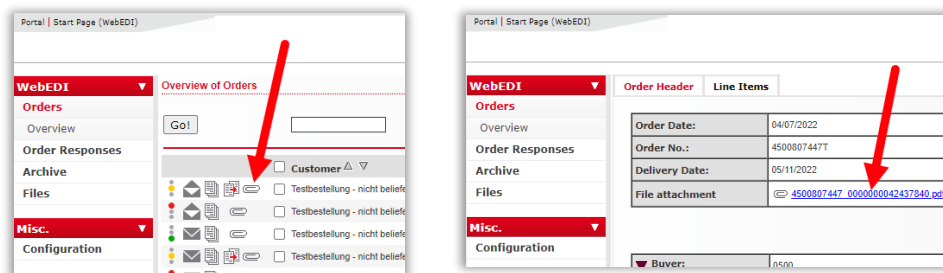

1.5 Download the original ASM purchase order document as a PDF

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 „ **Freetext 2"**.

1.6.2   Item text

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

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

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

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

*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:

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

*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:

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).

Note:

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

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:

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

If you press ENTER the system will check your entries.

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).

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

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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