

SNC –Guide for Suppliers to Pitney Bowes

This document includes the following:

Section-1: User Settings and Navigation

Section-2: Purchase Order Worklist

Section-3: Due-List for Purchasing Documents

Section-4: ASN Creation

Section-5: Invoice Creation

Section-6: SMI- Supplier Managed Inventory

Section-7: Scheduling Agreement Overview

Section-8: Alert Monitor Settings

Section-9: Product Data (Vendor's Part-Number)

Report Settings

Download/Upload Center

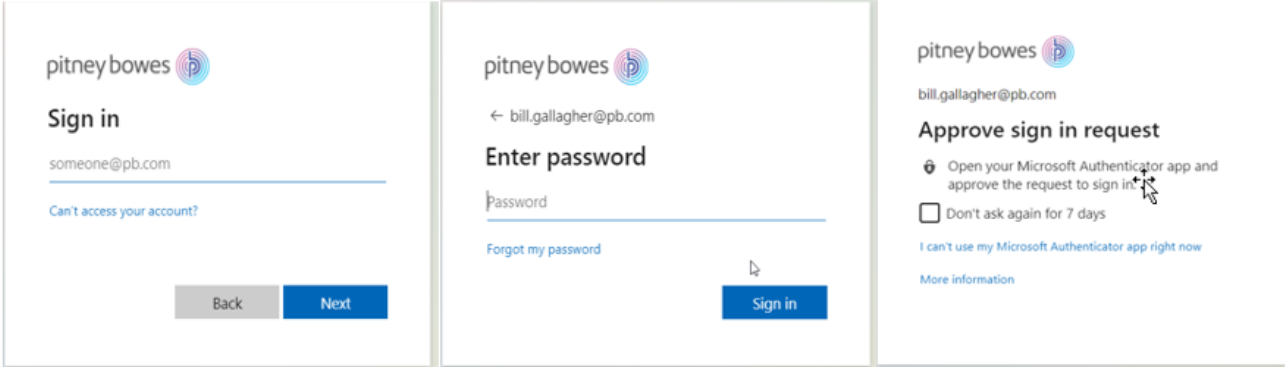
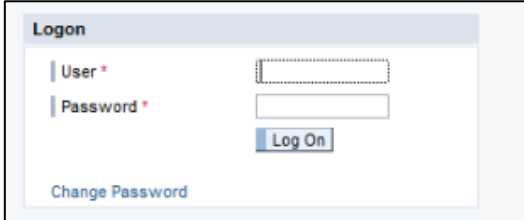
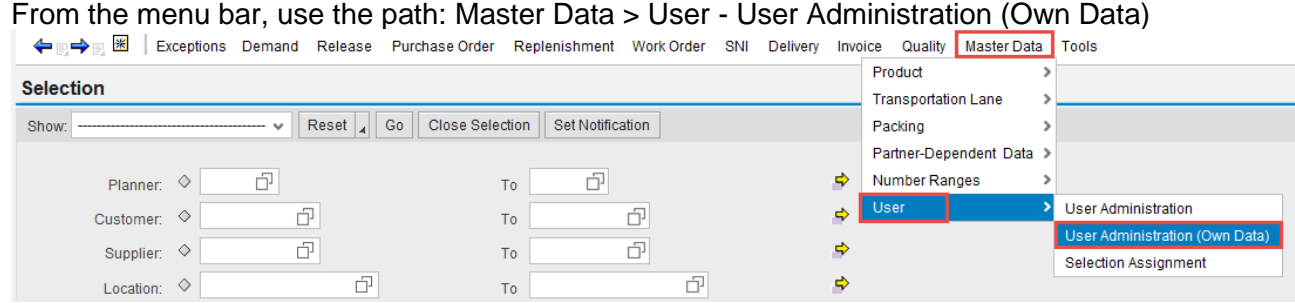
Section-1

SNC – User Settings and Navigation

- ✓ **Objective: Objective: User Settings.** This section shows how to set personal settings such as email, decimal notations, and date format.

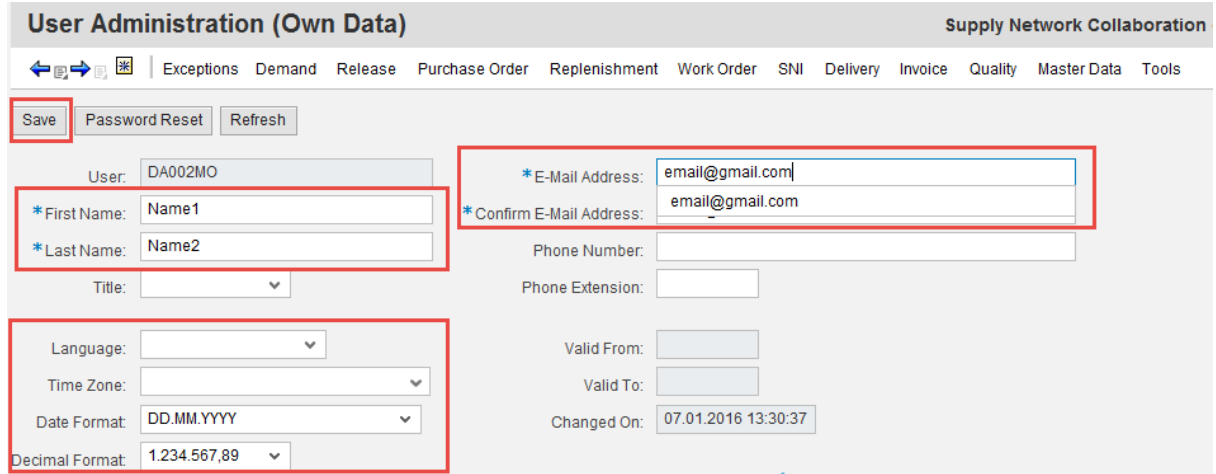
Logon/Settings/Navigation – Overview

This job aid provides an overview of default settings and system navigation

Step	Description
1	<p>Go to www.pb.com > <i>Our Company</i> > <i>Supplier Connect</i> > <i>Supplier Collaboration</i> SNC is now MFA enabled. You must receive a authorization code to login.</p>  <p>Then enter Username and Password. Click Log On. (If prompted to logon to SAP or Active-Directory, ALWAYS logon to SAP)</p> 
2	<p>When first logging onto the system follow the below steps to update your personal data and preferences. (This step generally only needs to be done once).</p> <p>From the menu bar, use the path: Master Data > User - User Administration (Own Data)</p> 

Date and Decimal formats can be maintained on this view.

Name, Email address, phone number, Language, and Time Zone can also be maintained here. Click on Save when done.



User Administration (Own Data) Supply Network Collaboration

← → ↻ | Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools

Save Password Reset Refresh

User: DA002MO

* First Name: Name1

* Last Name: Name2

Title: [v]

Language: [v]

Time Zone: [v]

Date Format: DD.MM.YYYY

Decimal Format: 1,234.567,89

* E-Mail Address: email@gmail.com

* Confirm E-Mail Address: email@gmail.com

Phone Number: []

Phone Extension: []

Valid From: []

Valid To: []

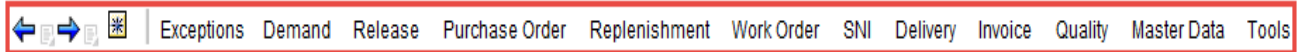
Changed On: 07.01.2016 13:30:37

3

System Navigation;

Main Menu

- Overview description of main-menu listed below. Detail instruction of how to access and use each area are described in other sections of this document.



← → ↻ | Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools

- **Exceptions:** Alert Monitor reporting area
- **Demand:** Not Used
- **Release:** Schedule Agreements Details
- **Purchase Order:** Purchase Orders Confirmations and Details
- **Replenishment:** Forecast, Demands
- **Work Order:** Not Used
- **SNI:** Not Used
- **Delivery:** Due List open-order report
- **Invoice:** Invoice History
- **Quality:** Not Used
- **Master Data:** User settings, Partner Product Data (Vendor Part numbers)
- **Tools:** Upload/Download Functionality

End Of User Settings and Navigation

Section-2

SNC – Purchase Order Worklist

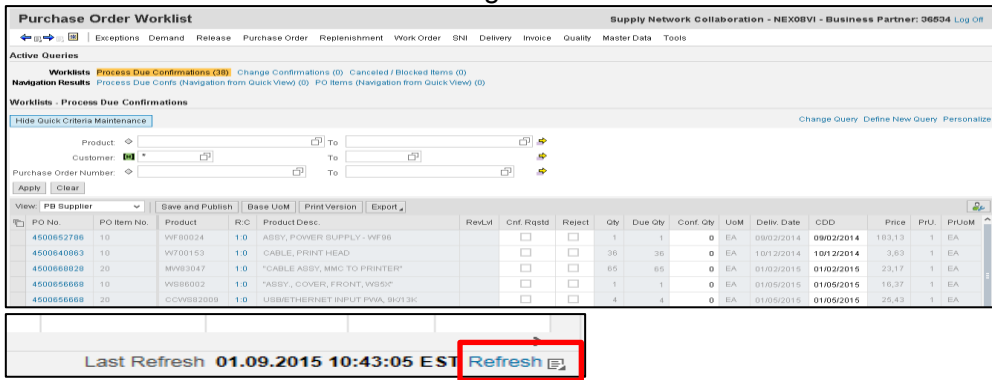
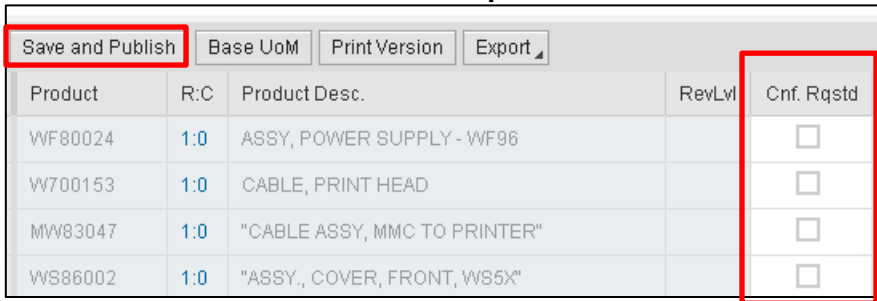
Objective: Process and Manage Purchase Orders / Scheduling Agreements via PO Worklist.

SNC Purchase Order Worklist – Overview

This job aid provides an overview of the Purchase Order Worklist within SNC. Pitney Bowes and suppliers can use the queries of the purchase order worklist to list purchase order items according to specific criteria. In the results list of a query, query-specific functions are available that the supplier or customer can use to complete their tasks. In the supplier view, the supplier can select purchase order items that have not yet been (completely) confirmed. In the results list of the query, the supplier can create, change, and publish purchase order confirmations, or reject purchase order items.

Purchase Order Worklist

The following are the steps involved in managing the Purchase Order Worklist:

Step	Description																									
1	<p>From the menu bar, use the path <i>Purchase Order>Purchase Order Worklist</i></p> <ul style="list-style-type: none"> Click on Refresh on bottom right of screen  <p>The screenshot shows the 'Purchase Order Worklist' interface. At the bottom, there is a status bar with the text 'Last Refresh 01.09.2015 10:43:05 EST' and a 'Refresh' button highlighted with a red box.</p>																									
2	<ul style="list-style-type: none"> PO Items can be filtered by entering selection criteria PO Items can be confirmed as requested by: <ul style="list-style-type: none"> Check the box Cnf. Rqstd. > then click Save and Publish.  <p>The close-up screenshot shows the 'Save and Publish' button highlighted in red. Below it is a table with columns 'Product', 'R:C', 'Product Desc.', 'RevLvl', and 'Cnf. Rqstd'. The 'Cnf. Rqstd' column contains four unchecked checkboxes, which are also highlighted with a red box.</p> <table border="1" data-bbox="263 1459 990 1690"> <thead> <tr> <th>Product</th> <th>R:C</th> <th>Product Desc.</th> <th>RevLvl</th> <th>Cnf. Rqstd</th> </tr> </thead> <tbody> <tr> <td>WF80024</td> <td>1:0</td> <td>ASSY, POWER SUPPLY - WF96</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>W700153</td> <td>1:0</td> <td>CABLE, PRINT HEAD</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>MW83047</td> <td>1:0</td> <td>"CABLE ASSY, MMC TO PRINTER"</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>WS86002</td> <td>1:0</td> <td>"ASSY., COVER, FRONT, WS5X"</td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Product	R:C	Product Desc.	RevLvl	Cnf. Rqstd	WF80024	1:0	ASSY, POWER SUPPLY - WF96		<input type="checkbox"/>	W700153	1:0	CABLE, PRINT HEAD		<input type="checkbox"/>	MW83047	1:0	"CABLE ASSY, MMC TO PRINTER"		<input type="checkbox"/>	WS86002	1:0	"ASSY., COVER, FRONT, WS5X"		<input type="checkbox"/>
Product	R:C	Product Desc.	RevLvl	Cnf. Rqstd																						
WF80024	1:0	ASSY, POWER SUPPLY - WF96		<input type="checkbox"/>																						
W700153	1:0	CABLE, PRINT HEAD		<input type="checkbox"/>																						
MW83047	1:0	"CABLE ASSY, MMC TO PRINTER"		<input type="checkbox"/>																						
WS86002	1:0	"ASSY., COVER, FRONT, WS5X"		<input type="checkbox"/>																						

3

To change delivery quantiles/dates, do the following;

- Quantity can be changed by entering new quantity in **Conf. Qty** field.
- Delivery Date can be changed by entering new date in **CDD** field.

PO No.	PO Item No.	Product	R:C	Product Desc.	RevLvl	Cnf. Rqstd	Reject	Qty	Due Qty	Conf. Qty	UoM	Deliv. Date	CDD	Price	PrU.	PrUoM
4500652786	10	WF80024	1.0	ASSY, POWER SUPPLY - WF96		<input type="checkbox"/>	<input type="checkbox"/>	1	1	0	EA	09/02/2014	09/02/2014	183,13	1	EA
4500640863	10	W700153	1.0	CABLE, PRINT HEAD		<input type="checkbox"/>	<input type="checkbox"/>	36	36	0	EA	10/12/2014	10/12/2014	3,63	1	EA

- If **Price** needs to be updated, please contact the Pitney Bowes Commodity Manager.
- *Optional: SO number (from supplier's system) can be entered in **SO No.** which can be used to tie Pitney Bowes PO with the supplier's SO.*
- Item Category: Normal = Ship to PB, TPOP = Drop Ship
- Ship-To Loc:
 - If this field has a number (i.e 1001, 3001, 4001) the code is referring to a PB plant location
 - If the Ship-to location is blank, this indicated the order is Drop Ship
 - To view ship-to address click on PO Number> On next screen click on [Locations](#)
 - Ship-to address will display

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The following are the steps involved in splitting the PO Items into schedule lines:

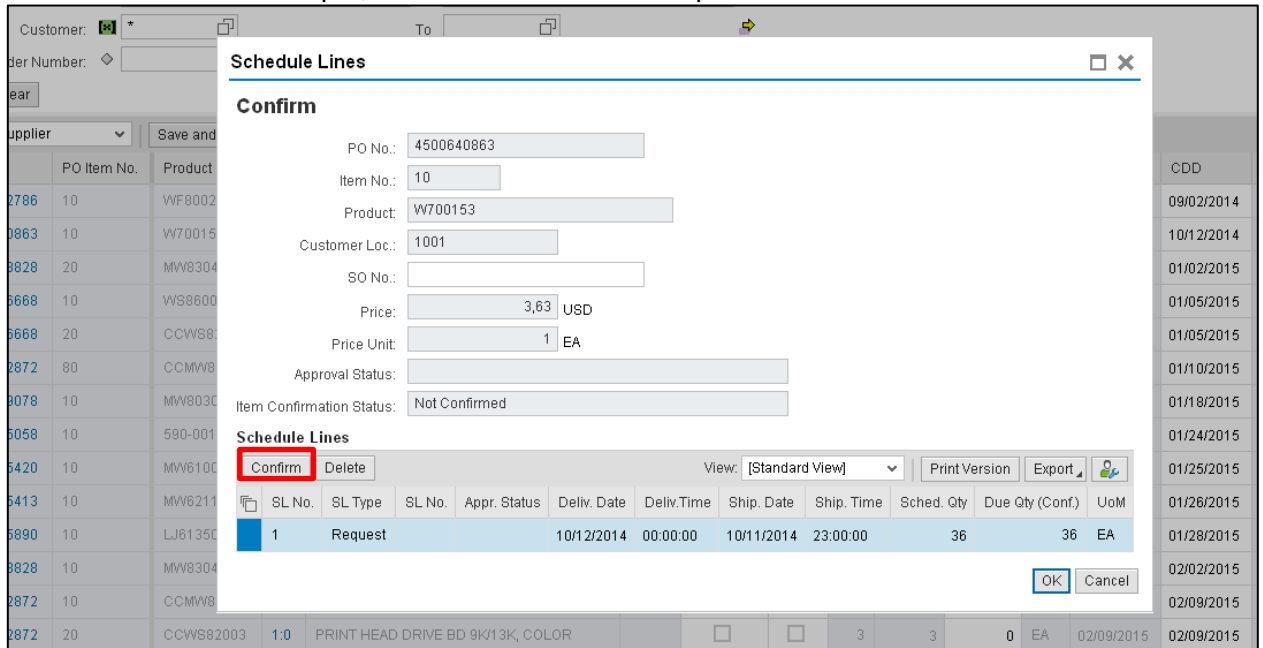
PO Items can be split into schedule lines (different delivery dates):

- Click R:C column for the specific Purchase Order Item.

PO No.	PO Item No.	Product	R:C	Product Desc.	RevLvl	Cnf. Rqstd	Reject	Qty	Due Qty	Conf. Qty	UoM	Deliv. Date	CDD	Price	PrU.	PrUoM
4500652786	10	WF80024	1.0	ASSY, POWER SUPPLY - WF96		<input type="checkbox"/>	<input type="checkbox"/>	1	1	0	EA	09/02/2014	09/02/2014	183,13	1	EA
4500640863	10	W700153	1.0	CABLE, PRINT HEAD		<input type="checkbox"/>	<input type="checkbox"/>	36	36	0	EA	10/12/2014	10/12/2014	3,63	1	EA
4500668828	20	MW83047	1.0	"CABLE ASSY, MMC TO PRINTER"		<input type="checkbox"/>	<input type="checkbox"/>	65	65	0	EA	01/02/2015	01/02/2015	23,17	1	EA
4500656668	10	WS86002	1.0	"ASSY, COVER, FRONT, WS5X"		<input type="checkbox"/>	<input type="checkbox"/>	1	1	0	EA	01/05/2015	01/05/2015	16,37	1	EA
4500656668	20	CCWS82009	1.0	USB/ETHERNET INPUT PWA, 9K/13K		<input type="checkbox"/>	<input type="checkbox"/>	4	4	0	EA	01/05/2015	01/05/2015	25,43	1	EA
4500662872	80	CCMW80206	1.0	MS1 POWER SUPPLY		<input type="checkbox"/>	<input type="checkbox"/>	15	15	0	EA	01/10/2015	01/10/2015	205,94	1	EA
4500659078	10	MW80307	1.0	"ASSY, STRIPPER FINGER (PROD 3)"		<input type="checkbox"/>	<input type="checkbox"/>	80	80	0	EA	01/18/2015	01/18/2015	1,63	1	EA
4500665058	10	590-0017	1.0	GAS SPRING - 20LBSX 2 STROKE		<input type="checkbox"/>	<input type="checkbox"/>	5	5	0	EA	01/24/2015	01/24/2015	10,21	1	EA
4500665420	10	MW61000	1.0	INK PAD		<input type="checkbox"/>	<input type="checkbox"/>	100	100	0	EA	01/25/2015	01/25/2015	2,83	1	EA
4500665413	10	MW62115	1.0	INSERT-INK WASTE TRAY		<input type="checkbox"/>	<input type="checkbox"/>	100	100	0	EA	01/26/2015	01/26/2015	0,32	1	EA
4500665890	10	LJ6135001	1.0	K700 WASTE PAD TRAY & PAD ASSY		<input type="checkbox"/>	<input type="checkbox"/>	10	10	0	EA	01/28/2015	01/28/2015	2,01	1	EA

Step	Description
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- 5
- Confirm schedule line screen is shown in new pop up window.
 - Click **Confirm** (once per schedule line) to create a schedule line.
 - For example, click confirm 3 times to split the PO Item into 3 schedule lines.



Schedule Lines

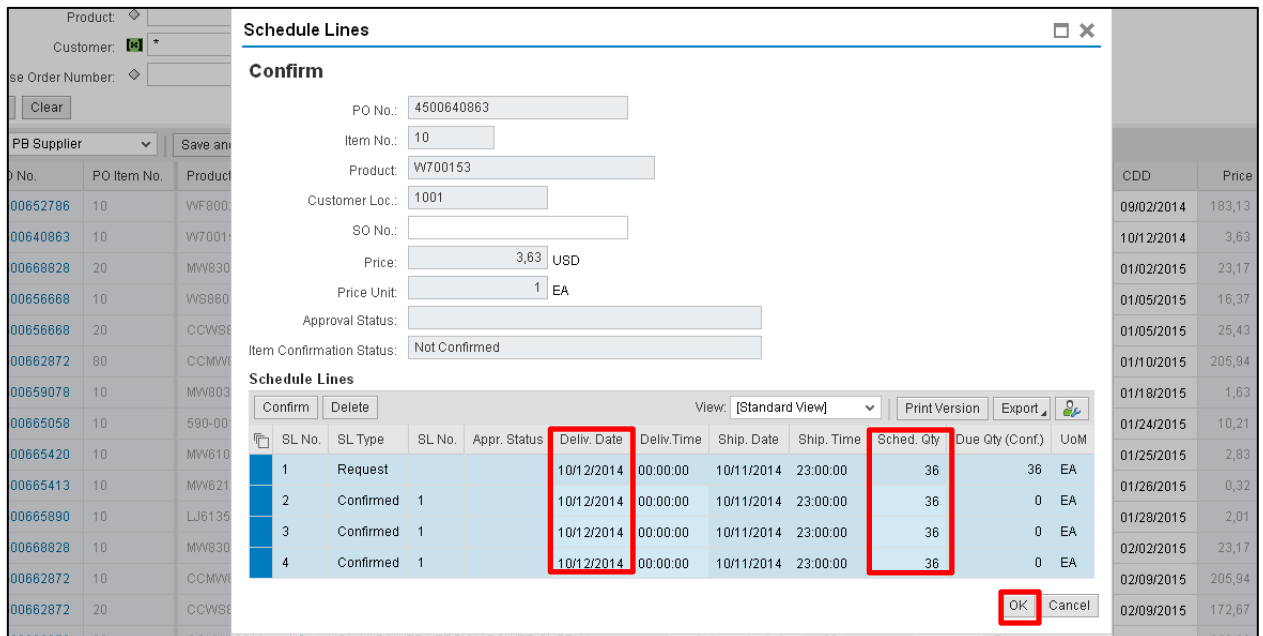
Confirm

PO No.: 4500640863
 Item No.: 10
 Product: W700153
 Customer Loc.: 1001
 SO No.:
 Price: 3,63 USD
 Price Unit: 1 EA
 Approval Status:
 Item Confirmation Status: Not Confirmed

Schedule Lines

SL No.	SL Type	SL No.	Appr. Status	Deliv. Date	Deliv. Time	Ship. Date	Ship. Time	Sched. Qty	Due Qty (Conf.)	UoM
1	Request			10/12/2014	00:00:00	10/11/2014	23:00:00	36	36	EA

- 6
- Update **Delivery Date** and **Sched. Qty** to create a schedule line.
 - Click **Ok**.



Schedule Lines

Confirm

PO No.: 4500640863
 Item No.: 10
 Product: W700153
 Customer Loc.: 1001
 SO No.:
 Price: 3,63 USD
 Price Unit: 1 EA
 Approval Status:
 Item Confirmation Status: Not Confirmed

Schedule Lines

SL No.	SL Type	SL No.	Appr. Status	Deliv. Date	Deliv. Time	Ship. Date	Ship. Time	Sched. Qty	Due Qty (Conf.)	UoM
1	Request			10/12/2014	00:00:00	10/11/2014	23:00:00	36	36	EA
2	Confirmed	1		10/12/2014	00:00:00	10/11/2014	23:00:00	36	0	EA
3	Confirmed	1		10/12/2014	00:00:00	10/11/2014	23:00:00	36	0	EA
4	Confirmed	1		10/12/2014	00:00:00	10/11/2014	23:00:00	36	0	EA

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- Click **Save and Publish** to send changed to Pitney Bowes back-end system.

View:	PB Supplier	Save and Publish	Base UoM	Print Version	Export													
PO No.	PO Item No.	Product	R:C	Product Desc.	RevLvl	Cnf. Rqstd	Reject	Qty	Due Qty	Conf. Qty	UoM	Deliv. Date	CDD	Price	PrU.	PrUoM		
4500652786	10	WF80024	1:0	ASSY, POWER SUPPLY - WF96		<input type="checkbox"/>	<input type="checkbox"/>	1	1	0	EA	09/02/2014	09/02/2014	183,13	1	EA		
4500640863	10	W700153	1:3	CABLE, PRINT HEAD		<input type="checkbox"/>	<input type="checkbox"/>	36	36	36	EA	10/12/2014	04/23/2015	3,63	1	EA		
4500668828	20	MW83047	1:0	*CABLE ASSY, MMC TO PRINTER*		<input type="checkbox"/>	<input type="checkbox"/>	65	65	0	EA	01/02/2015	01/02/2015	23,17	1	EA		
4500656668	10	WS86002	1:0	*ASSY., COVER, FRONT, W95X*		<input type="checkbox"/>	<input type="checkbox"/>	1	1	0	EA	01/05/2015	01/05/2015	16,37	1	EA		
4500656668	20	CCWS82009	1:0	USB/ETHERNET INPUT PWA, 9K13K		<input type="checkbox"/>	<input type="checkbox"/>	4	4	0	EA	01/05/2015	01/05/2015	25,43	1	EA		
4500662872	80	CCMW80206	1:0	MS1 POWER SUPPLY		<input type="checkbox"/>	<input type="checkbox"/>	15	15	0	EA	01/10/2015	01/10/2015	205,94	1	EA		
4500659078	10	MW80307	1:0	*ASSY, STRIPPER FINGER (PROD 3)*		<input type="checkbox"/>	<input type="checkbox"/>	80	80	0	EA	01/18/2015	01/18/2015	1,63	1	EA		
450065058	10	590-0017	1:0	GAS SPRING - 20LBSX 2 STROKE		<input type="checkbox"/>	<input type="checkbox"/>	5	5	0	EA	01/24/2015	01/24/2015	10,21	1	EA		
450065420	10	MW61000	1:0	INK PAD		<input type="checkbox"/>	<input type="checkbox"/>	100	100	0	EA	01/25/2015	01/25/2015	2,83	1	EA		
450065413	10	MW61116	1:0	INSERT-INK WASTE TRAY		<input type="checkbox"/>	<input type="checkbox"/>	100	100	0	EA	01/26/2015	01/26/2015	0,22	1	EA		

Note: Click "Refresh" to make sure latest updates are displaying (lower right of the screen)



Changes can be accessed by clicking **Change Confirmations**.

Purchase Order Worklist Supply Network Collaboration

← → 📄 | Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools

Active Queries

Worklists Process Due Confirmations (38) **Change Confirmations (0)** Canceled / Blocked Items (0)

Navigation Results Process Due Confs (Navigation from Quick view) (0) PO Items (Navigation from Quick View) (0)

Worklists - Change Confirmations

Note: PO details can be accessed from the *Purchase Order Worklist* screen by clicking **PO No.**

View:	PB Supplier	Save and Publish	Base UoM	Print Version	Export													
PO No.	PO Item No.	Product	R:C	Product Desc.	RevLvl	Cnf. Rqstd	Reject	Qty	Due Qty	Conf. Qty	UoM	Deliv. Date	CDD	Price	PrU.	PrUoM		
4500652786	10	WF80024	1:0	ASSY, POWER SUPPLY - WF96		<input type="checkbox"/>	<input type="checkbox"/>	1	1	0	EA	09/02/2014	09/02/2014	183,13	1	EA		
4500640863	10	W700153	1:0	CABLE, PRINT HEAD		<input type="checkbox"/>	<input type="checkbox"/>	36	36	36	EA	10/12/2014	10/12/2014	3,63	1	EA		
4500668828	20	MW83047	1:0	*CABLE ASSY, MMC TO PRINTER*		<input type="checkbox"/>	<input type="checkbox"/>	65	65	0	EA	01/02/2015	01/02/2015	23,17	1	EA		
4500656668	10	WS86002	1:0	*ASSY., COVER, FRONT, W95X*		<input type="checkbox"/>	<input type="checkbox"/>	1	1	0	EA	01/05/2015	01/05/2015	16,37	1	EA		
4500656668	20	CCWS82009	1:0	USB/ETHERNET INPUT PWA, 9K13K		<input type="checkbox"/>	<input type="checkbox"/>	4	4	0	EA	01/05/2015	01/05/2015	25,43	1	EA		
4500662872	80	CCMW80206	1:0	MS1 POWER SUPPLY		<input type="checkbox"/>	<input type="checkbox"/>	15	15	0	EA	01/10/2015	01/10/2015	205,94	1	EA		
4500659078	10	MW80307	1:0	*ASSY, STRIPPER FINGER (PROD 3)*		<input type="checkbox"/>	<input type="checkbox"/>	80	80	0	EA	01/18/2015	01/18/2015	1,63	1	EA		

Note: The Purchase Order Worklist can be exported by clicking **Export**.

END OF PO-CONFIRMATION PROCESS

Section-3

SNC – Due List for Purchasing Documents

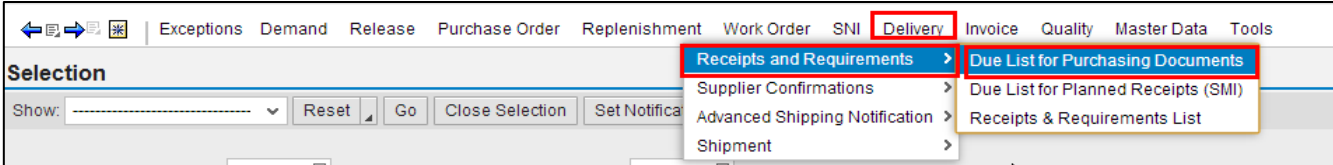
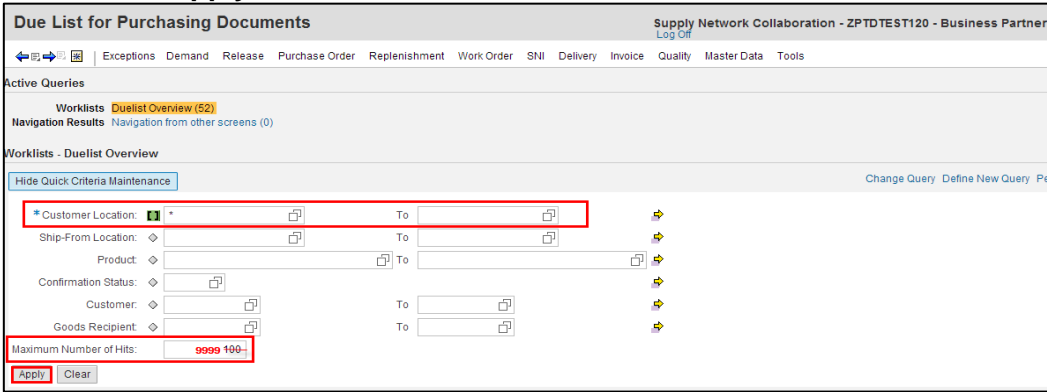
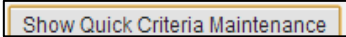
Objective: Print Open Orders via Delivery Due List.

SNC Due List for Purchasing Documents – Overview

This job aid provides an overview of the Due List for Purchasing Documents within SAP SNC. The due list displays purchase orders (POs), replenishment orders, and scheduling agreement releases that have schedule lines, for which the supplier must still send deliveries to the customer, and for which the supplier must publish Advanced Shipping Notifications (ASNs) in SAP SNC. The due list only displays documents for which SAP SNC determines due schedule lines with an ASN-based due quantity greater than zero. The documents must thus meet certain prerequisites.

Due List for Purchasing Documents

The following are the steps involved in managing the Delivery Due List:

Step	Description
1	<p>From the Delivery menu, use the menu path <i>Receipts and Requirements>Due List for Purchasing Documents</i>.</p> 
2	<p>The Due List of Purchasing Documents will display.</p> <ul style="list-style-type: none"> • Customer Location will default to all locations (*); Update as needed. • The Maximum Number of Hits will default to 100. Update to 9999 to capture all open orders. • Click Apply to retrieve orders.  <p>Note: If the selection criteria does not display click Show Quick Criteria Maintenance  to open.</p>

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The Due List screen will display with all open POs and scheduling agreements.

- Click **Export** .
- Click **Export to Microsoft Excel** to download open orders.

Due List for Purchasing Documents Supply Network Collaboration - ZPTDTEST120 - Business Partner
Log Off

← → 🖨️ | Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools


Active Queries


Worklists [Duelist Overview \(52\)](#)


Navigation Results [Navigation from other screens \(0\)](#)


Worklists - Duelist Overview [Change Query](#) [Define New Query](#)


[Hide Quick Criteria Maintenance](#)


* Customer Location: To 

Ship-From Location: To 

Product: To 

Confirmation Status: 

Customer: To 

Goods Recipient: To 

Maximum Number of Hits:

View: [Standard View]

Order Doc.Type	Order Doc. No.	Item No.	SL No.	Export to Microsoft Excel	Customer Loc.	Ship-From Loc.	Ship-To Loc.	Goods Recipient	Due On
Purchase Order	4500631964	00010	1	DE80010	1001	0000036534		PBUSA	29.08.2014 00
Purchase Order	4500652786	00010	1	WF80024	1001	0000036534		PBUSA	02.09.2014 00
Purchase Order	4500640863	00010	1	W700153	1001	0000036534		PBUSA	12.10.2014 00

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The Open Items report will download to excel which can be manipulated and used as appropriate.

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Product	RevLvl	Prod.Desc.	Order Doc. No.	Item No.	SL No.	Deliv. Date	Due Qty.	Unit of Measure	Ship-To Loc.	My Product No.	Conf.Stat.	Appr.Stat.	Purch.Group
2	1E20-BJG		LASER PRINTER	3200000186	00010	1	3/13/2015	158 EA				Confirmed	Accepted	004@QE1CLNT1
3	1E20-NB		LASER PRINTER	3200000186	00020	1	3/13/2015	8 EA				Confirmed	Accepted	004@QE1CLNT1
4	1E20-BJG2		LASER PRINTER	3200000187	00010	1	3/13/2015	9 EA				Confirmed	Accepted	004@QE1CLNT1
5	1E20-NB		LASER PRINTER	3200000187	00020	1	3/13/2015	9 EA				Confirmed	Accepted	004@QE1CLNT1
6	1E20-BJG		LASER PRINTER	TST317153	000010	1	3/18/2015	320 EA		1001				
7	1E20-BJG		LASER PRINTER	TST317152	000010	1	3/19/2015	10 EA		1001				
8	1E20-BJG		LASER PRINTER	TST317154	000010	1	3/19/2015	10 EA		1001				
9	1E20-BJG2		LASER PRINTER	3200000250	00040	1	3/21/2015	10 EA				Not Confirmed		004@QE1CLNT1
10	1E20-BJG2		LASER PRINTER	3200000250	00050	1	3/22/2015	100 EA				Not Confirmed		004@QE1CLNT1
11	MW80324		ASSY-MOISTENER DECK (PROD	4500670671	00010	1	3/30/2015	10 EA				Not Confirmed		727@QE1CLNT1
12	MW80305		ASSY - TAR 3 DRIVE	4500670671	00020	1	3/30/2015	4 EA				Not Confirmed		727@QE1CLNT1
13														
14														
15														
16														
17														

END OF DUE-LIST PROCESS

Section-4

SNC – ASN Creation

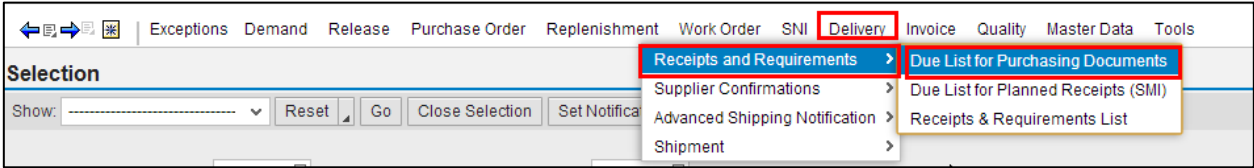
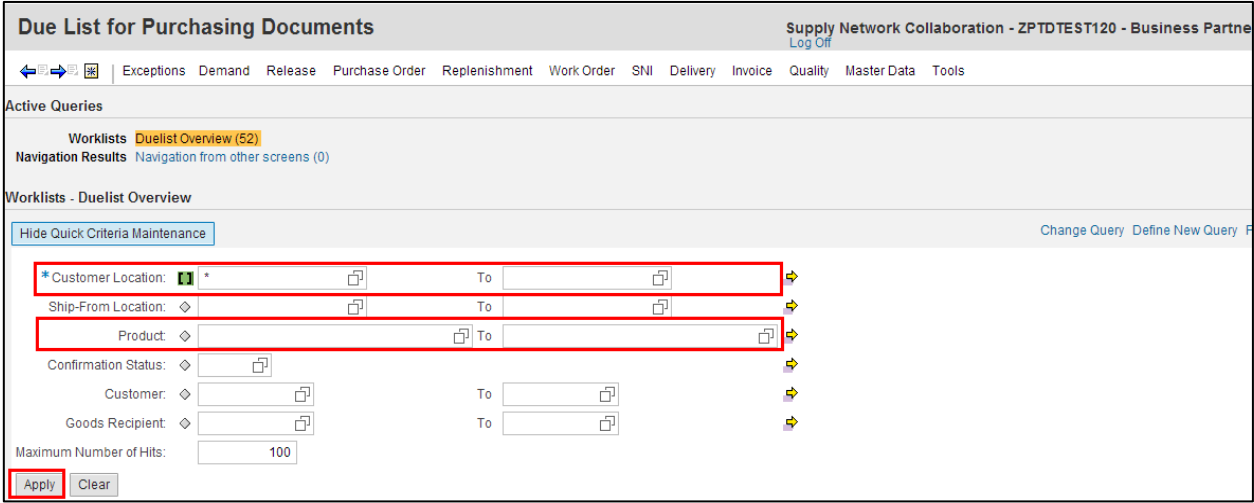
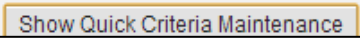
Objective: Process to create Advanced Shipping Notifications (ASNs).

SNC ASN Maintenance – Overview

This job aid provides an overview of the process flow for creating ASNs. ASNs are key documents in the collaboration between suppliers and Pitney Bowes. A supplier uses an ASN to inform Pitney Bowes when a delivery has been sent. The ASN informs Pitney Bowes which products and quantities are in transit and the expected arrival time of the delivery.

Creating an ASN

The following are the steps involved in creating an ASN and, subsequently, an invoice:

Step	Description
1	<p>From the Delivery menu, use the menu path <i>Receipts and Requirements>Due List for Purchasing Documents</i>.</p> 
2	<p>The Due List of Purchasing Documents will display.</p> <ul style="list-style-type: none"> • Customer Location will default to all locations (*); Update as needed. • The Maximum Number of Hits will default to 100. Update to 9999 to capture all open documents. • Product field will default to blank. Enter material number for ASN being created, as needed. • Click Apply to retrieve orders.  <p>Note: If the selection criteria does not display click Show Quick Criteria Maintenance  to open.</p> <p>Note: It is a good practice to click on Refresh when going to a new screen, located on lower right of your screen. Refresh ensures the latest version is displaying.</p>

- 3
- Select the item(s) for which an ASN needs to be created by clicking the grey-box on the left of the line item.
 - Click **Create ASN**.

Product	RevLvl	Prod.Desc.	Order Doc. No.	Item No.	SL No.	Deliv. Date	Due Qty.	Unit of Measure	Ship-To Loc
DE80010		MOTOR ASSY - DEFLECTOR	4500631964	00010	1	29.08.2014	300	EA	
WF80024		ASSY, POWER SUPPLY - WF96	4500652786	00010	1	02.09.2014	1	EA	

*An ASN can include multiple line items. Hold down control-key and then select multiple lines.

- 4
- The *Create ASN* screen will display.
- Enter **ASN No.** (step-1)
 - Note: The ASN number can be 10 characters and must be unique. It is recommended that the pack slip number is used.
 - Review the **Delivery Date** and **Shipping Date**; update as needed. (step-2)
 - Review the **Quantity**; update as needed.(step-3)
 - *Optional:* To enter the Tracking Number, click the *Shipping Details* tab and enter the tracking number into **Bill/Lading No.** (optional)
 - Click **Publish ASN** to complete ASN. (step-4)

Step-4

Check Save Draft Publish ASN Reset Calculate Totals Download

General Shipping Details Ship-From Location Details Customer Location Details Ship-To Location Details Unloading Point Supplier Address Details

ASN No.: Step-1

Customer Location: 3001

My Customer Location No.:

Delivery Date (ETA): 30.09.2015 00:00:00

Shipping Date: 23.09.2015 Step-2 00:00:00

Document Date: 23.09.2015 00:00:00

My Ship-From Location No.:

Number of HUs: 00000

Invoice Recipient: Notes available:

ASN Items

Add Item Delete Item Copy Item Round Packing Show Details

View: PB Print Version Export

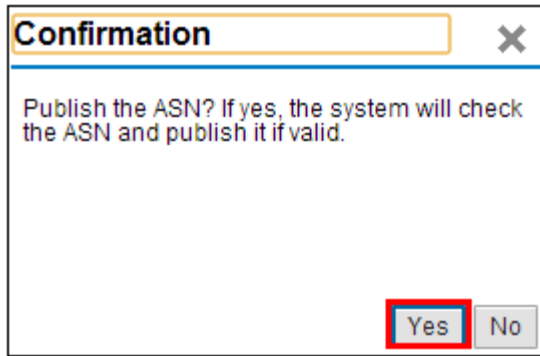
Item No.	Product	Prod. Desc.	ASN Qty	Qty UoM	Purch. Doc. No.	PD Item	Revision Level	My Product No.
	SIHPCC654AC	SIHPCC654AC	2	EA	3200001058	10		



Step-3

5

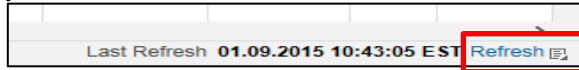
The Confirmation box will display.

- Click **Yes** to save and send ASN to Pitney Bowes.



Note: Click the back arrow   twice on upper right of the screen to return to the Due List Report. Refresh screen.

Note: It is a good practice to click on "**Refresh**" when going to a new screen, located on lower right of your screen. Refresh ensures the latest version is displaying.



END OF ASN PROCESS

Section-5

SNC – Invoice Creation

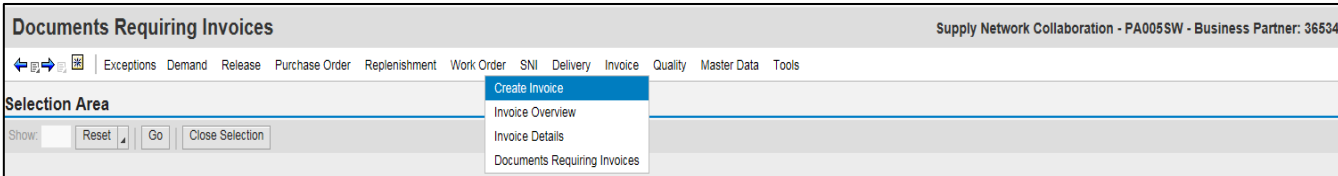
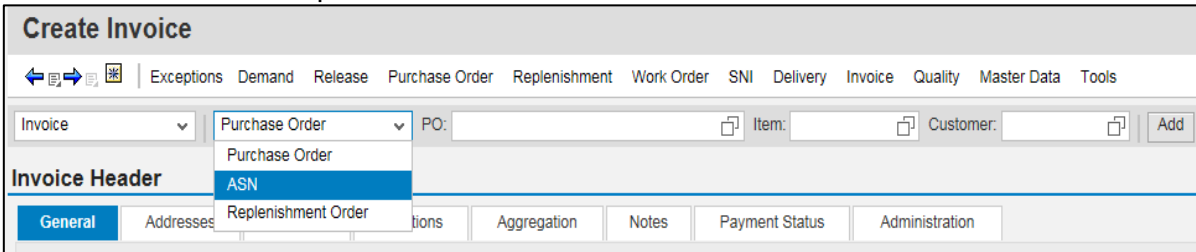
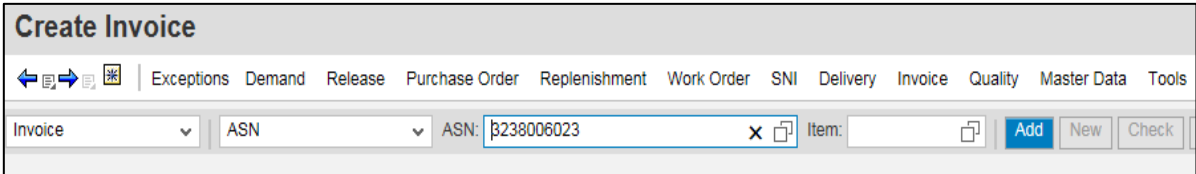
Objective: Process to Create an Invoice

Invoice Creation Overview

This Job Aid provides an overview of the process for creating an invoice in the SNC system. Invoices are submitted to the PB payables system electronically and eliminates the need for paper invoices to be mailed to Pitney Bowes' Accounts Payable. Suppliers can create an invoice for a valid scheduling agreement or purchase order item by using an associated advanced shipping notification as a reference document

Invoice Creation

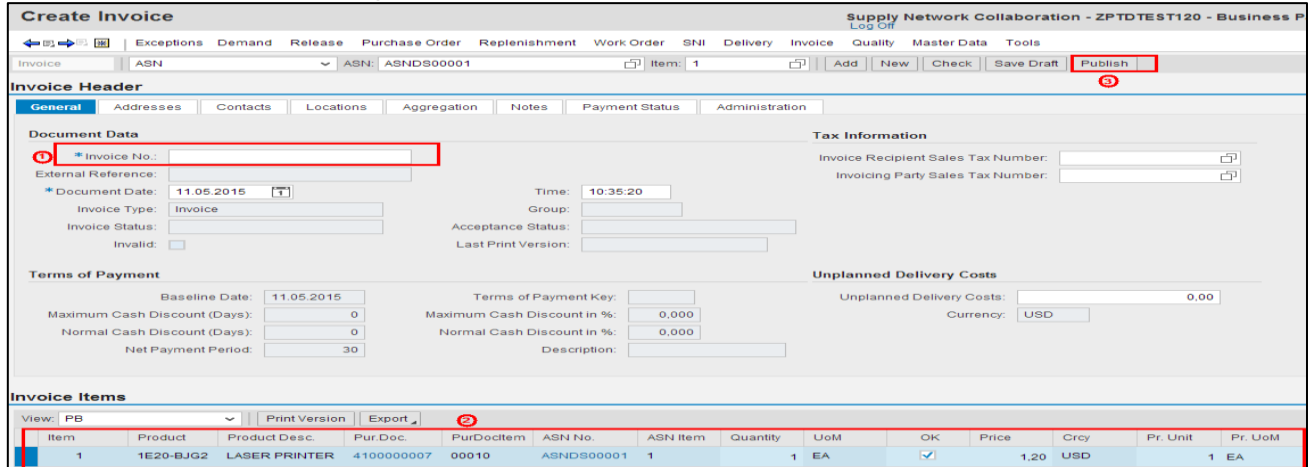
The following are the steps involved in creating an invoice:

Step	Description
1	<p>From the Invoice menu, click Create Invoice</p>  <p>The screenshot shows the 'Documents Requiring Invoices' menu. The 'Create Invoice' option is highlighted in blue. Other options include 'Invoice Overview', 'Invoice Details', and 'Documents Requiring Invoices'. The top right of the menu displays 'Supply Network Collaboration - PA005SW - Business Partner: 36534'.</p>
2	<p>Select ASN from the drop down list:</p>  <p>The screenshot shows the 'Create Invoice' form. The 'Purchase Order' dropdown is open, and 'ASN' is selected. The form includes fields for 'PO:', 'Item:', and 'Customer:', along with an 'Add' button. Below the form are tabs for 'General', 'Addresses', 'Replenishment Order', 'Aggregation', 'Notes', 'Payment Status', and 'Administration'.</p> <p>Enter or select the ASN number and click on Add:</p>  <p>The screenshot shows the 'Create Invoice' form with 'ASN' selected in the dropdown. The 'ASN' field contains the number '3238006023'. The 'Add' button is highlighted in blue. Other buttons include 'New' and 'Check'.</p> <p>Note: One or more ASNs can be selected for invoice processing.</p>

3

Create Invoice screen displays.

- Enter the **Invoice Number**.
- Review the **Quantity** and **Price**.
- Where applicable - enter tax (VAT)
- Click **Publish** to complete the invoice.



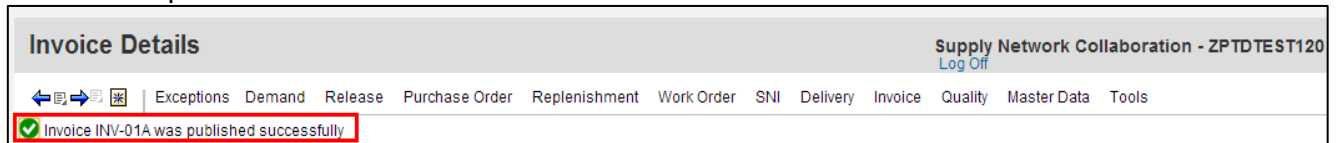
Item	Product	Product Desc.	Pur.Doc.	Pur.DocItem	ASN No.	ASN Item	Quantity	UoM	OK	Price	Crcy	Pr. Unit	Pr. UoM
1	1E20-BJG2	LASER PRINTER	410000007	00010	ASNS00001	1	1	EA	<input checked="" type="checkbox"/>	1,20	USD	1	EA

Where Applicable: Entering VAT

Scroll to the right and enter total tax in **Tax Amt** field

Price	Crcy	Pr. Unit	Pr. UoM	Gross	Net	Tax Amt	Tax Code	Tax Code Desc.
7.74	GBP	1	EA	77.40	77.40	0.00	V2	GBTax code

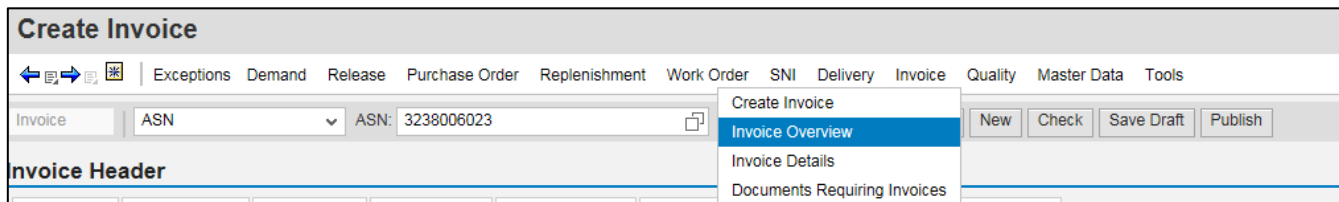
Invoice Complete.



Invoice INV-01A was published successfully

Note: Notice of a successful invoice creation will display on top left of screen. The invoice has now been sent to Pitney Bowes' Accounts Payable for processing.

Note: To view Invoice Status, click on Invoice, Invoice Overview.



END OF INVOICE PROCESS

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Section-6

SMI – Supplier Managed Inventory

Objective: Interpret SMI Replenishment Monitor and Create Replenishment Plan

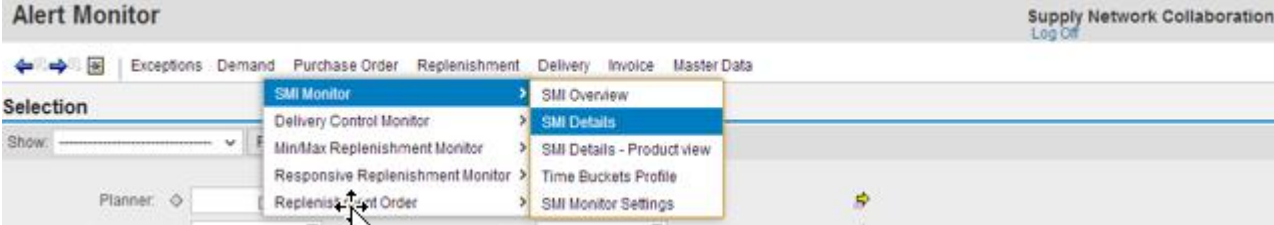
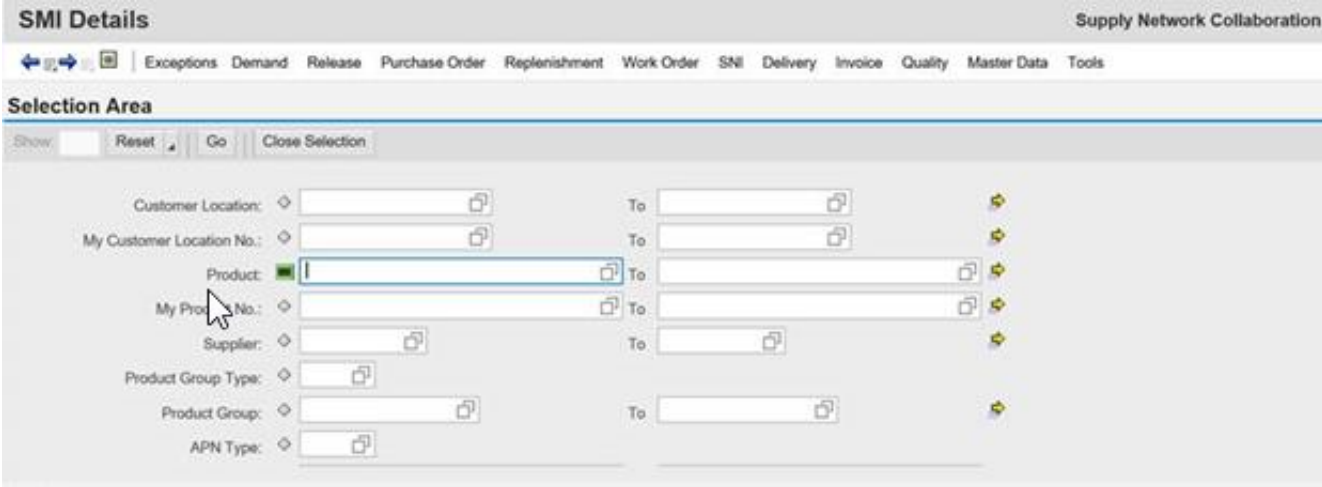
Supplier Manager Inventory – Overview

This job aid provides an overview of planning using Supplier Managed Inventory (SMI)/ Replenishment Monitor with SAP SNC. The basis of SMI revolves around providing the supplier information about Pitney Bowes’ dependent demand, the current stock level, the minimum stock (safety stock), and the maximum stock levels allowed. Based on this information the supplier can plan the deliveries through Advanced Shipping Notifications (ASN).

The supplier can view this information through the SMI monitor which shows the demand, the min/max stock levels and the projected stock levels based on the demand. The supplier can then enter planned receipts – to see the effect on the proposed stock levels. Alternatively, they can ask the system to suggest planned receipts as well.

SNC SMI Planning Process

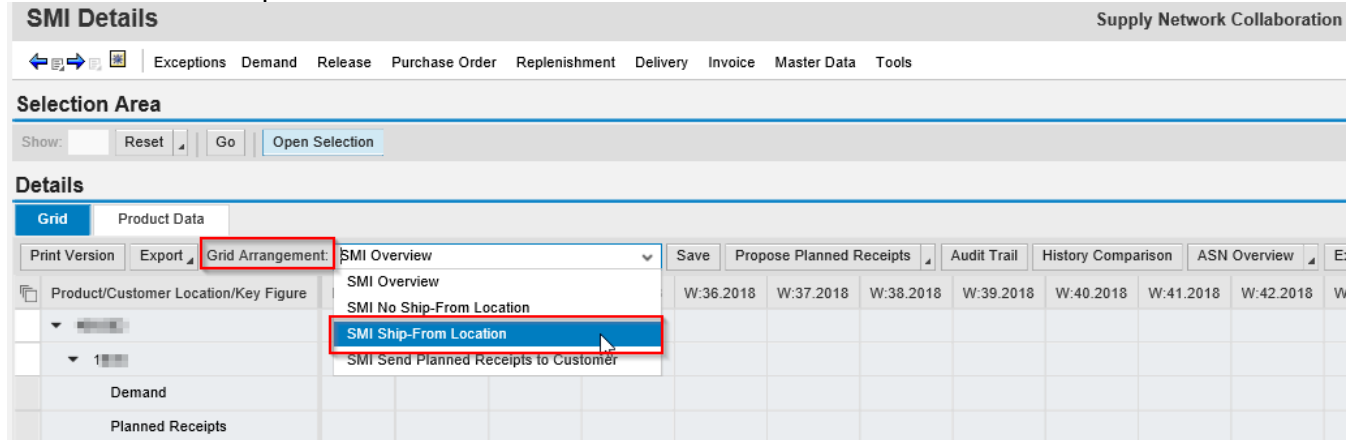
The following are the steps involved in planning with SMI:

Step	Description
1	<p>From the menu goto <i>Replenishment> SMI Monitor>SMI Details</i>.</p>  <p>Alert Monitor Supply Network Collaboration Log Off</p> <p>← → ☰ Exceptions Demand Purchase Order Replenishment Delivery Invoice Master Data</p> <p>Selection</p> <p>Show: [dropdown]</p> <p>Planner: [dropdown]</p> <ul style="list-style-type: none"> SMI Monitor > SMI Overview Delivery Control Monitor > SMI Details Min/Max Replenishment Monitor > SMI Details - Product view Responsive Replenishment Monitor > Time Buckets Profile Replenishment Order > SMI Monitor Settings <p>Enter Selection Criteria, then select Go button</p>  <p>SMI Details Supply Network Collaboration</p> <p>← → ☰ Exceptions Demand Release Purchase Order Replenishment Work Order SMI Delivery Invoice Quality Master Data Tools</p> <p>Selection Area</p> <p>Show: [dropdown] Reset [dropdown] Go Close Selection</p> <p>Customer Location: [dropdown] To [dropdown]</p> <p>My Customer Location No.: [dropdown] To [dropdown]</p> <p>Product: [dropdown] To [dropdown]</p> <p>My Product No.: [dropdown] To [dropdown]</p> <p>Supplier: [dropdown] To [dropdown]</p> <p>Product Group Type: [dropdown]</p> <p>Product Group: [dropdown] To [dropdown]</p> <p>APN Type: [dropdown]</p>

2

The SMI details will display.

- Suppliers should plan to keep projected stock between minimum and maximum stock levels.
- The formula for projected stock is:
 - (Stock on hand +plus Receipts) -minus Demand =equals projected stock on a given day
- To enter or propose planned receipts, choose: **Grid Arrangement >SMI Ship From Location** from the dropdown.

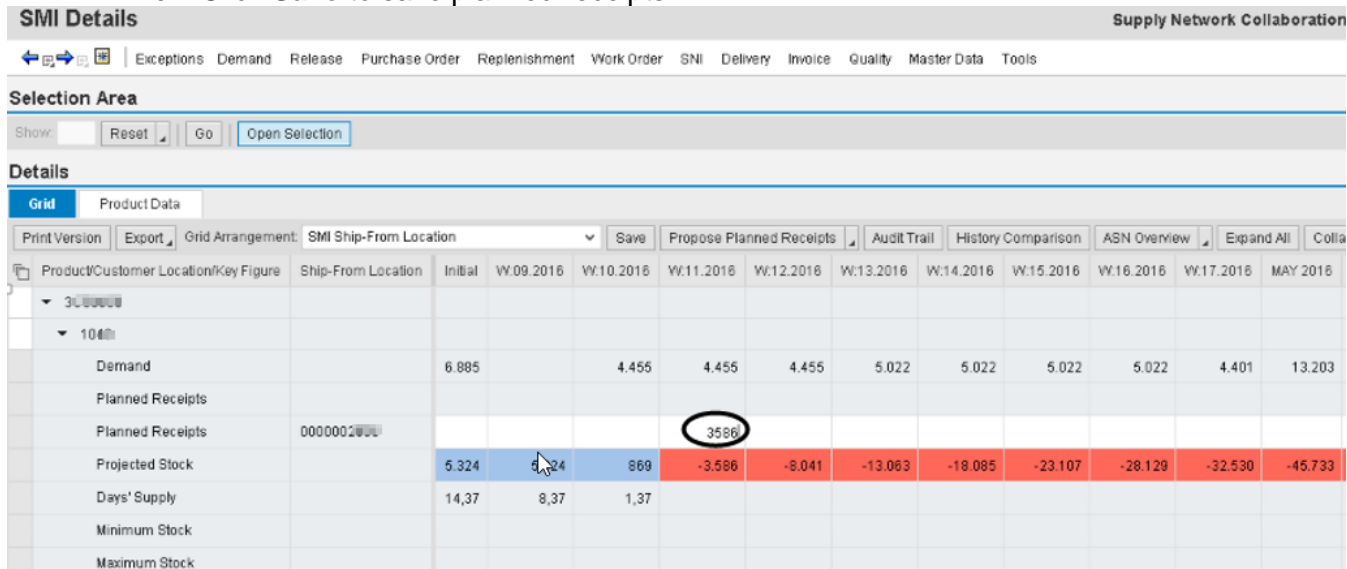


The screenshot shows the 'SMI Details' page with the 'Grid Arrangement' dropdown menu open. The 'SMI Ship-From Location' option is highlighted in blue. The page includes navigation tabs like 'Exceptions', 'Demand', 'Release', etc., and a 'Selection Area' with 'Show:', 'Reset', 'Go', and 'Open Selection' buttons.

3

Enter Planned Receipts.

- Manually
 - Enter planned receipts and click **Enter** on your keyboard so that the projected stock is updated to consider newly entered planned receipts.
 - Click **Save** to save planned receipts.



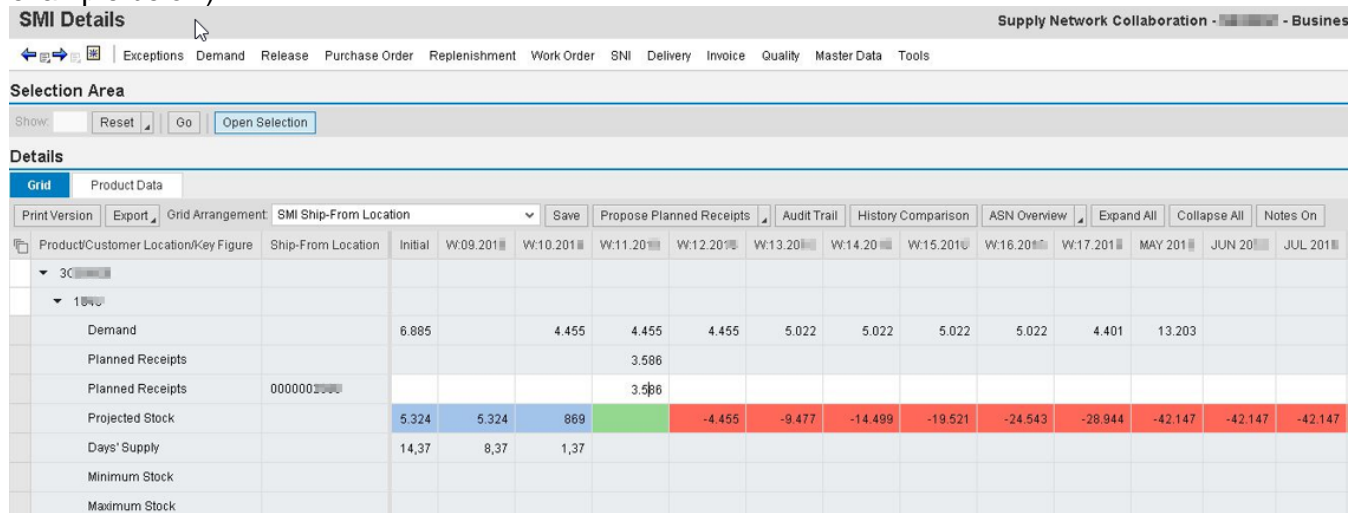
The screenshot shows the 'SMI Details' page with the 'Grid Arrangement' dropdown set to 'SMI Ship-From Location'. A data table is visible with columns for dates from W:09.2016 to MAY 2016. The 'Planned Receipts' row shows a value of 3586 circled in black for W:11.2016. The 'Projected Stock' row shows values for each date, with the final value for MAY 2016 being -45.733.

Product/Customer Location/Key Figure	Ship-From Location	Initial	W:09.2016	W:10.2016	W:11.2016	W:12.2016	W:13.2016	W:14.2016	W:15.2016	W:16.2016	W:17.2016	MAY 2016
Demand		6.885		4.455	4.455	4.455	5.022	5.022	5.022	5.022	4.401	13.203
Planned Receipts												
Planned Receipts	0000002000				3586							
Projected Stock		5.324	5.324	869	-3.586	-8.041	-13.063	-18.085	-23.107	-28.129	-32.530	-45.733
Days' Supply		14,37	8,37	1,37								
Minimum Stock												
Maximum Stock												

- Propose Planned Receipts
 - Click **Propose Planned Receipts** option for the system to propose planned receipts.
 - Note: Propose planned receipts will propose planned receipts so that projected stock will reach maximum stock limit
 - Click **Save** to save planned receipts.

4

New “planned receipts” will calculate and update the “projected stock” (note this is green in the example below)



SMI Details Supply Network Collaboration - **Business**

← → ↻ 📄 | Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools

Selection Area

Show: Reset Go

Details

Grid Product Data

Print Version Export Grid Arrangement: SMI Ship-From Location Save Propose Planned Receipts Audit Trail History Comparison ASN Overview Expand All Collapse All Notes On

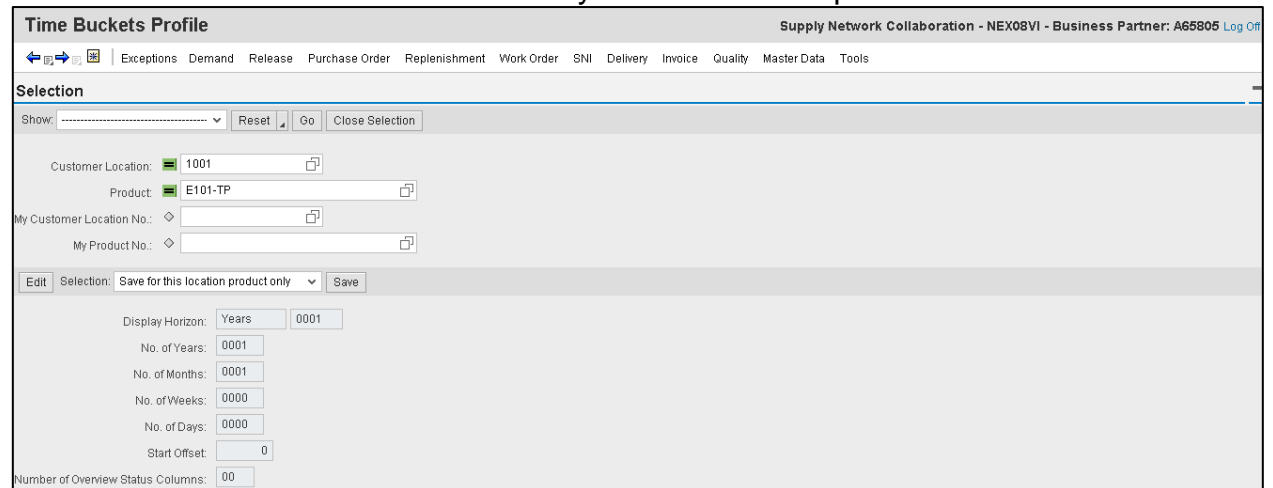
Product/ Customer Location/ Key Figure	Ship-From Location	Initial	W:09.201	W:10.201	W:11.201	W:12.201	W:13.201	W:14.201	W:15.201	W:16.201	W:17.201	MAY 201	JUN 201	JUL 201
3C														
1														
Demand		6.885		4.455	4.455	4.455	5.022	5.022	5.022	5.022	4.401	13.203		
Planned Receipts					3.586									
Planned Receipts	000000				3.586									
Projected Stock		5.324	5.324	869	869	-4.455	-9.477	-14.499	-19.521	-24.543	-28.944	-42.147	-42.147	-42.147
Days' Supply		14,37	8,37	1,37										
Minimum Stock														
Maximum Stock														

Note: This view can be exported by clicking **Export**.
Key figure values are displayed in periods set in **Time Buckets Profile**.

5

Time Bucket Settings

- Time Buckets Profile can be updated/set by using the menu path **Replishment>SMI Monitor>Time Buckets Profile**.
 - **No. of Weeks** is the number of weeks to display in days.
 - **No. of Months** is the number of months to display in weeks.
 - **No. of Years** is the number of years to display in months.
 - **Offset** is the number of days in the future or past.



Time Buckets Profile Supply Network Collaboration - NEX08V1 - Business Partner: A65805 Log Off

← → ↻ 📄 | Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools

Selection

Show: Reset Go

Customer Location:

Product:

My Customer Location No.:

My Product No.:

Edit Selection: Save for this location product only Save

Display Horizon:

No. of Years:

No. of Months:

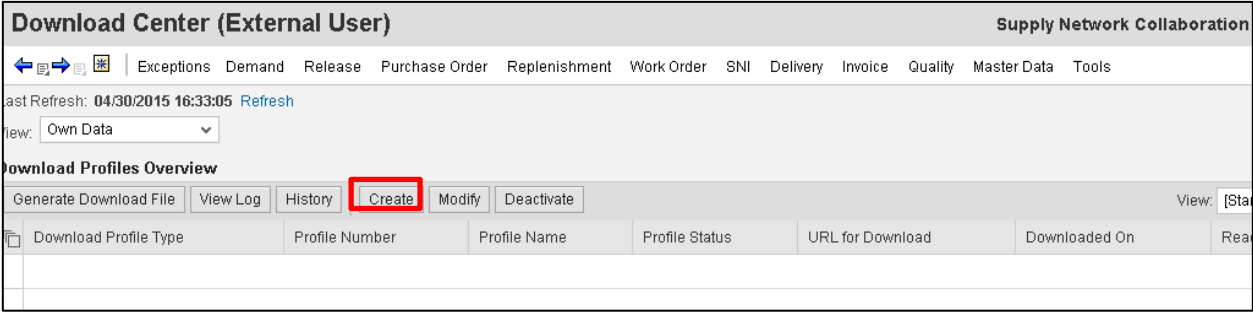

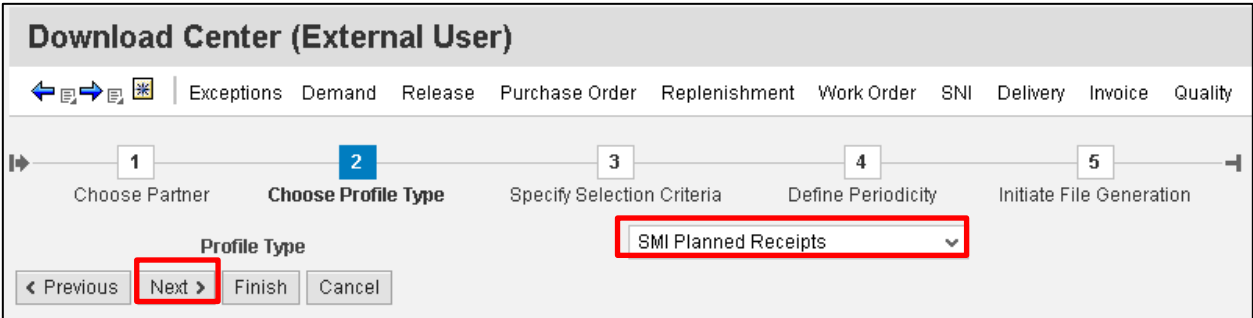
No. of Weeks:

No. of Days:

Start Offset:

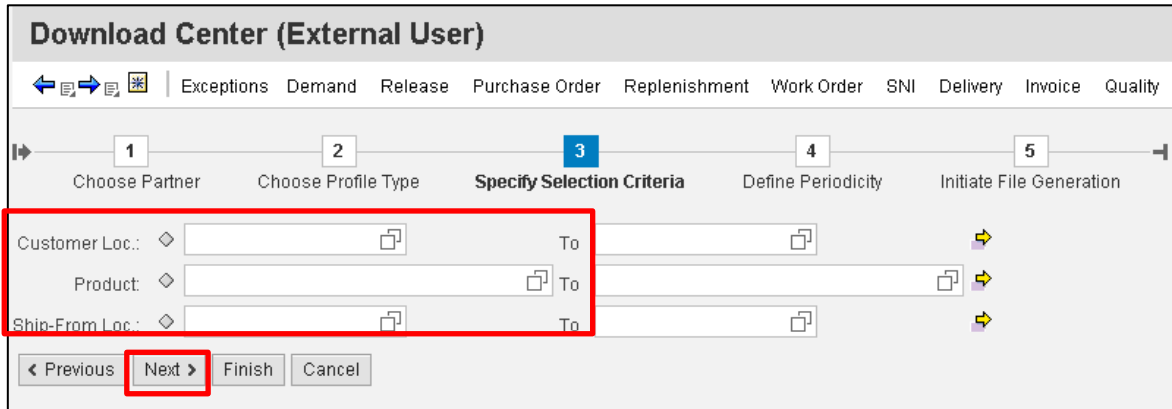
Number of Overview Status Columns:

Planned Receipts:
The following are the steps involved in downloading planned receipts in SMI:

Step	Description
1	<p>To download planned receipts, follow the menu path <i>Tools>File Transfer>Download Center(External User)</i>.</p> <ul style="list-style-type: none"> The <i>Download Center</i> screen is displayed. Select Create. 
2	<ul style="list-style-type: none"> Enter 'PB' in the Customer field. Click Next. 
3	<ul style="list-style-type: none"> Select SMI Planned Receipts from the dropdown. Click Next. 

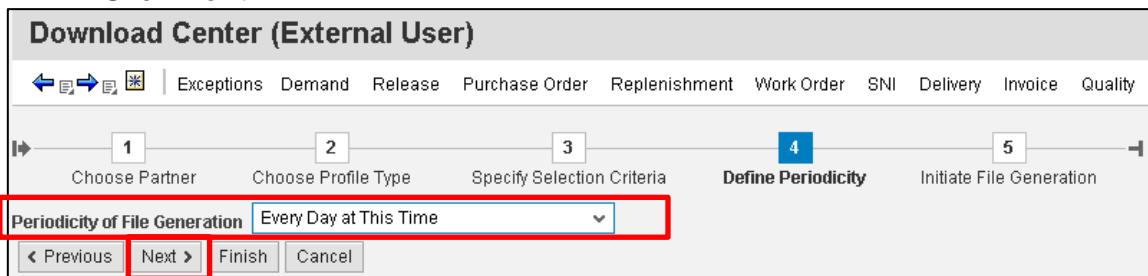
4

- Enter selection (PB Plant or Product).
 - Note: All products data is downloaded if no selection is maintained at this step.
- Click **Next**.



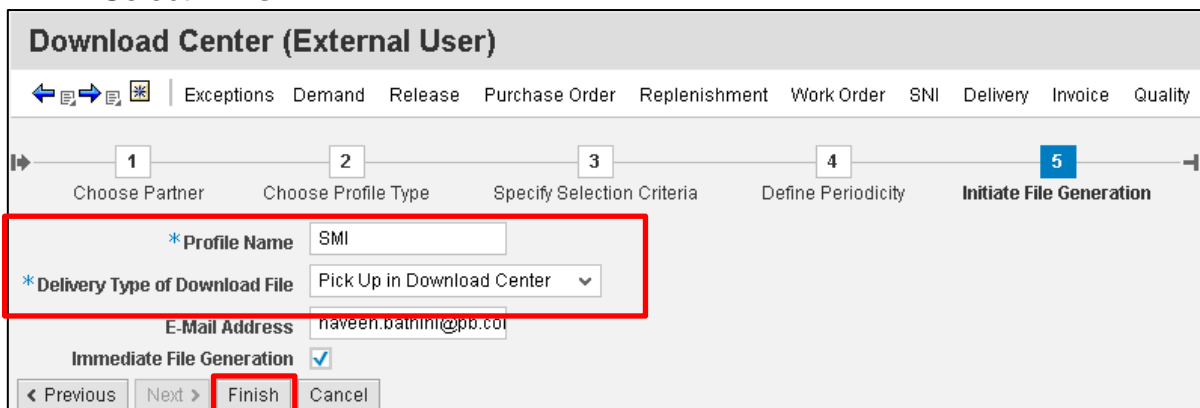
5

- Select **Choose Every day at this time** from the Periodicity dropdown.
- Click **Next**.



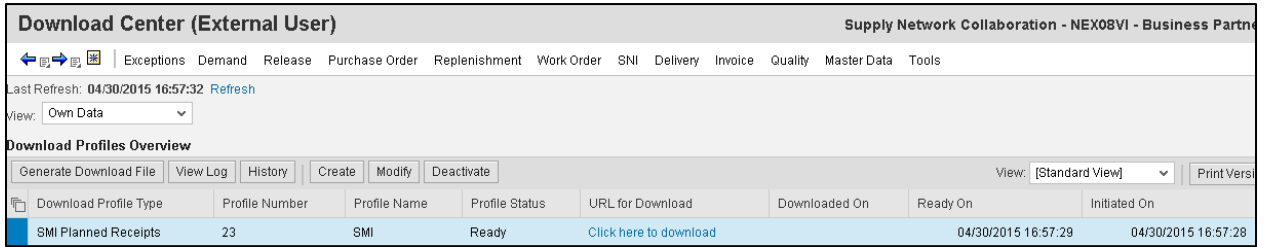
6

- Enter **Profile Name**
- Select **Pick Up in Download Center** to access this from Download Center.
 - **Note:** This can be sent as an attachment in email by selecting **Deliver as Attachment**.
 - **Note:** This can be sent as a link in an email by selecting **Link to Document**.
- Select **Finish**.



7

The *Download Center* screen is displayed with the profile.



The screenshot shows the 'Download Center (External User)' interface. At the top, there is a navigation menu with options: Exceptions, Demand, Release, Purchase Order, Replenishment, Work Order, SMI, Delivery, Invoice, Quality, Master Data, and Tools. Below the menu, it indicates 'Last Refresh: 04/30/2015 16:57:32' and a 'Refresh' button. A 'View:' dropdown menu is set to 'Own Data'. The main section is titled 'Download Profiles Overview' and contains a table with the following data:

Download Profile Type	Profile Number	Profile Name	Profile Status	URL for Download	Downloaded On	Ready On	Initiated On
SMI Planned Receipts	23	SMI	Ready	Click here to download		04/30/2015 16:57:29	04/30/2015 16:57:28

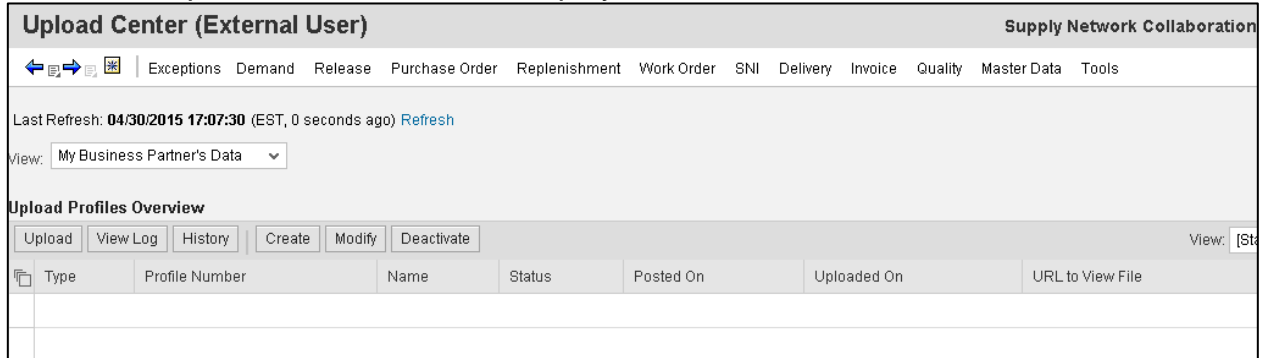
Note: The file is available for download since **Pick Up in Download Center** was selected. Click **Click Here to Download**. Save the file.
The file can be downloaded from the Download Center.

The following are the steps involved in **UPLOADING** planned receipts:

Step	Description																																																																																																																																																																																																																																
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3

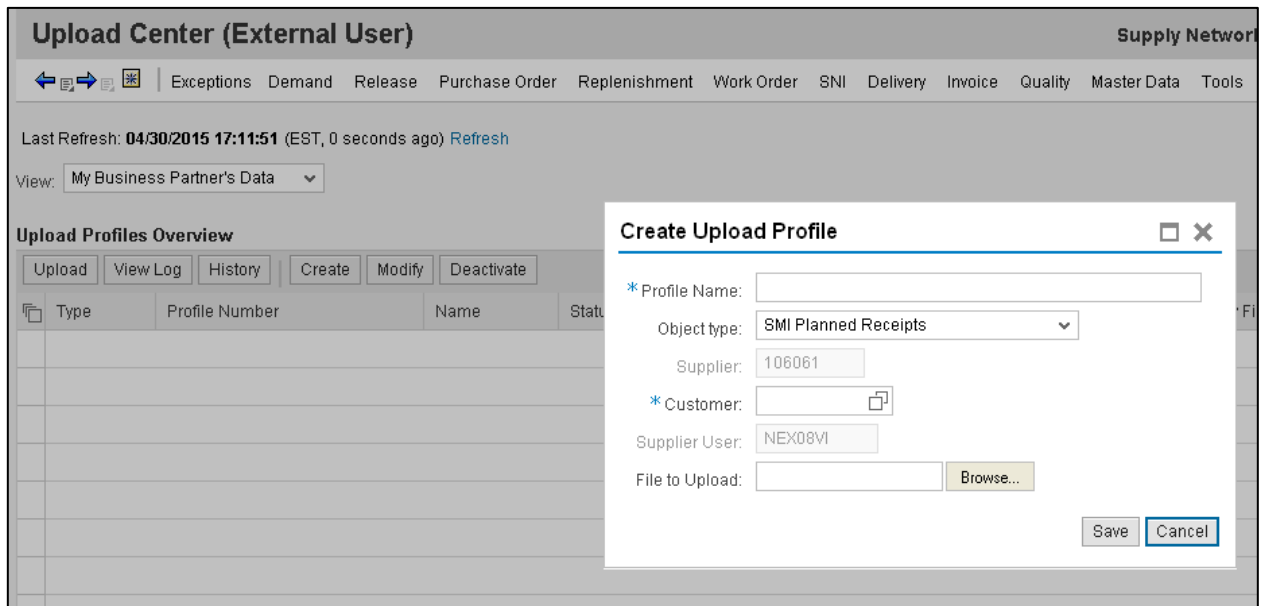
- Save the file in .csv format to your local drive
- Follow the menu path *Tools>File Transfer>Upload Center (External User)*
- The *Upload Center* screen is displayed.



Click **Create**.

4

- Enter **Profile Name**.
- Choose **SMI Planned Receipts** as Object Type.
- Enter **PB** as Customer
- Click **Browse** to select the file.
- Click **Save**.



Planned receipts are updated in SMI when the status shows **Ready**.

Upload Center (External User) Supply M

[←](#) [→](#) [📄](#) [🔍](#) |
 [Exceptions](#) [Demand](#) [Release](#) [Purchase Order](#) [Replenishment](#) [Work Order](#) [SNI](#) [Delivery](#) [Invoice](#) [Quality](#) [Master Data](#)

Last Refresh: **04/30/2015 17:12:52** (EST, 0 seconds ago) [Refresh](#)

View:

Upload Profiles Overview

📄	Type	Profile Number	Name	Status	Posted On	Uploaded On
	SMI Planned Receipts	25	SMI	Ready	04/30/2015 17:12:50	04/30/2015 17:12:50

The same profile can be used to upload new files by clicking Upload.

END OF SMI PROCESS

Section-7

Scheduling Agreements

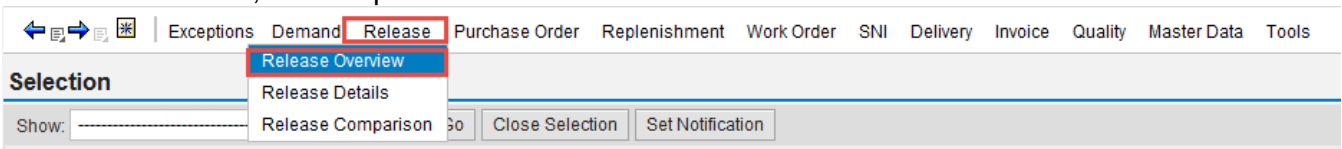
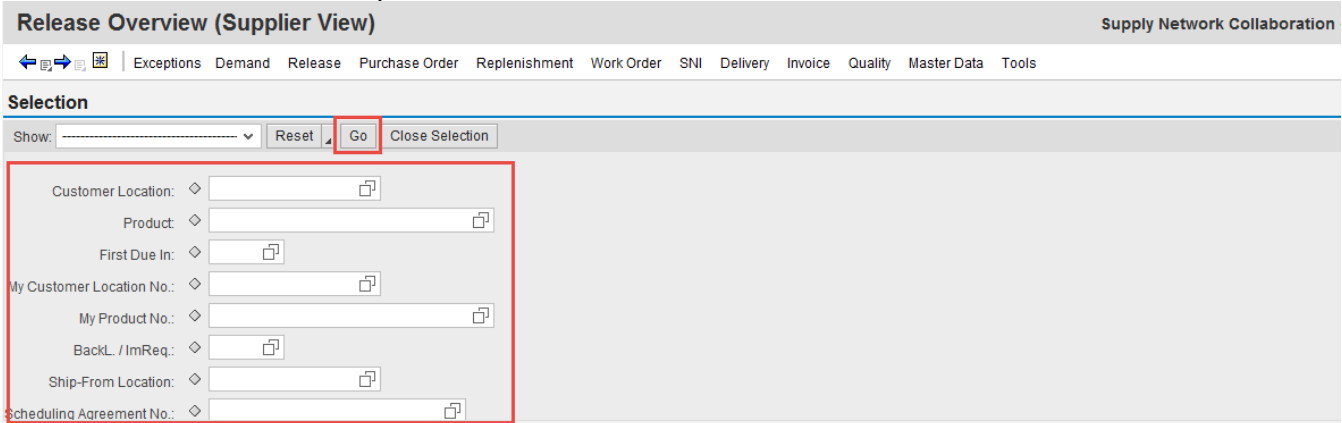
Objective: Scheduling Agreement Overview and Details views

Scheduling Agreement – Overview

This job aid provides an overview of how to access Scheduling Agreements and order details within SAP SNC.

Purchase Order Worklist

The following are the steps involved in managing the Purchase Order Worklist:

Step	Description
1	<p>From the menu bar, use the path Release -> Release Overview</p> 
2	<p>Enter selection criteria as required. Click Go.</p> 

3

Scheduling Agreement Releases will display

Release Overview (Supplier View) Supply Network Collaboration - NEX08VI - Business

[←](#) [→](#) [🔍](#) | [Exceptions](#) [Demand](#) [Release](#) [Purchase Order](#) [Replenishment](#) [Work Order](#) [SNI](#) [Delivery](#) [Invoice](#) [Quality](#) [Master Data](#) [Tools](#)

7 scheduling agreement releases found
[Display Message Log](#)

Selection

Show: [Reset](#) [Go](#) [Close Selection](#)

Customer Location: [🔍](#)
 Product: [🔍](#)
 First Due In: [🔍](#)
 My Customer Location No.: [🔍](#)
 My Product No.: [🔍](#)
 BackL. / ImReq.: [🔍](#)
 Ship-From Location: [🔍](#)
 Scheduling Agreement No.: [🔍](#)

Overview

[Details](#) [Print](#) [Download](#) [Acknowledge](#) [Reject](#)
 View: PB [Print Version](#) [Export](#)

Reference Document	Product	RevLvl	Description	Ship-To Location	My Product No.	SA Release No.	Confirmation	Release Date	Release Horizon	Acknowledged	Rejected
550002041710	R700066		INK CARTRIDGE (NEW REDFL) 330ML	1040	0060T206	1	Optional	29.02.2016			
550002040810	R700026		INK CARTRIDGE, BLACK, 330ML	1040	0171B001AA	1	Optional	29.02.2016			
550002041810	DT80036		MEGA PRINT HEAD (SUPPLY# 771-1)	1040	7503A001AA	1	Optional	29.02.2016			
550002040310	DT80029		INK CARTRIDGE(NEW REDFL)	1040	9021A001AA	1	Optional	29.02.2016			
550002040210	DE95006		INK CARTRIDGE - NEW RED FLUORESCENT - 66	1040	9022A001AA	1	Optional	29.02.2016			
550002040410	9450A001AA		DM1001 RED INK CARTRIDGE	1040	9450A001	1	Optional	29.02.2016			
550002040110	3C80000		INK CARTRIDGE - RED FLUORESCENT NORTH A	1040	1763B001AB	1	Optional	29.02.2016			

4

Select Scheduling Agreement by clicking the box to the left of the order number, then **Details** button to display details

[Details](#) [Print](#) [Download](#) [Acknowledge](#) [Reject](#)
 View: PB [Print Version](#) [Export](#)

Reference Document	Product	RevLvl	Description	Ship-To Location	My Product No.	SA Release No.	Confirmation	Release Date	Release Horizon	Ackr
<input checked="" type="checkbox"/>	550002041710	R700066	INK CARTRIDGE (NEW REDFL) 330ML	1040	0060T206	1	Optional	29.02.2016		
<input type="checkbox"/>	550002040810	R700026	INK CARTRIDGE, BLACK, 330ML	1040	0171B001AA	1	Optional	29.02.2016		
<input type="checkbox"/>	550002041810	DT80036	MEGA PRINT HEAD (SUPPLY# 771-1)	1040	7503A001AA	1	Optional	29.02.2016		

5

Details of selected Scheduling Agreement will display

Release History - Product R700066 (Scheduling Agreement 5500020417 Item 10) Ship-To Location : 1040

[Display SL](#) [Print](#) [Acknowledge](#) [Reject](#) [Compare Releases](#) [Notes](#) [Related ASNs](#) [Due List](#) [R/R List](#)
 View: [Standard View] [Print Version](#) [Export](#)

Period	Shipping Date	Delivery Date	Schedule Line Quantity	Due Quantity	UoM	Commitment Level	Cml. Sched. Qty	Change No.	Notes
Day	01.04.2016	01.04.2016	142	142	EA	Production and Material Go-Ahead	142		<input type="checkbox"/>
Day	02.05.2016	02.05.2016	378	378	EA	Production and Material Go-Ahead	520		<input type="checkbox"/>
Day	01.06.2016	01.06.2016	252	252	EA	Production and Material Go-Ahead	772		<input type="checkbox"/>
Day	05.07.2016	05.07.2016	756	756	EA	Material Go-Ahead	1.528		<input type="checkbox"/>
Day	01.08.2016	01.08.2016	500	500	EA	Material Go-Ahead	2.028		<input type="checkbox"/>
Day	01.08.2016	01.08.2016	1.152	1.152	EA	Forecast	142		<input type="checkbox"/>
Day	01.09.2016	01.09.2016	1.152	1.152	EA	Forecast	520		<input type="checkbox"/>

6

Note the “Commitment Level” of the scheduled delivery;

- Production and Material Go-Ahead = This is a firm order, build and ship according to the delivery-date and quantity listed *unless managing materials using SMI*.
- Material Go-Ahead = *If authorized by PB Procurement*, the material go-ahead status allows for the purchase of materials but not to build as dates and quantities may change.
- Forecast = Forecast line for informational purposes only.

Release History - Product R700066 (Scheduling Agreement 5500020417 Item 10) Ship-To Location : 1040

Display SL | Print | Acknowledge | Reject | Compare Releases | Notes | Related ASNs | Due List | R/R List

View [Standard View] | Print Version | Export

<input type="checkbox"/>	Period	Shipping Date	Delivery Date	Schedule Line Quantity	Due Quantity	UoM	Commitment Level	Cmt. Sched. Qty	Change No.	Notes
<input type="checkbox"/>	Day	01.04.2016	01.04.2016	142	142	EA	Production and Material Go-Ahead	142		<input type="checkbox"/>
<input type="checkbox"/>	Day	02.05.2016	02.05.2016	378	378	EA	Production and Material Go-Ahead	520		<input type="checkbox"/>
<input type="checkbox"/>	Day	01.06.2016	01.06.2016	252	252	EA	Production and Material Go-Ahead	772		<input type="checkbox"/>
<input type="checkbox"/>	Day	05.07.2016	05.07.2016	756	756	EA	Material Go-Ahead	1,528		<input type="checkbox"/>
<input type="checkbox"/>	Day	01.08.2016	01.08.2016	500	500	EA	Material Go-Ahead	2,028		<input type="checkbox"/>
<input type="checkbox"/>	Day	01.08.2016	01.08.2016	1,152	1,152	EA	Forecast	142		<input type="checkbox"/>
<input type="checkbox"/>	Day	01.09.2016	01.09.2016	1,152	1,152	EA	Forecast	520		<input type="checkbox"/>

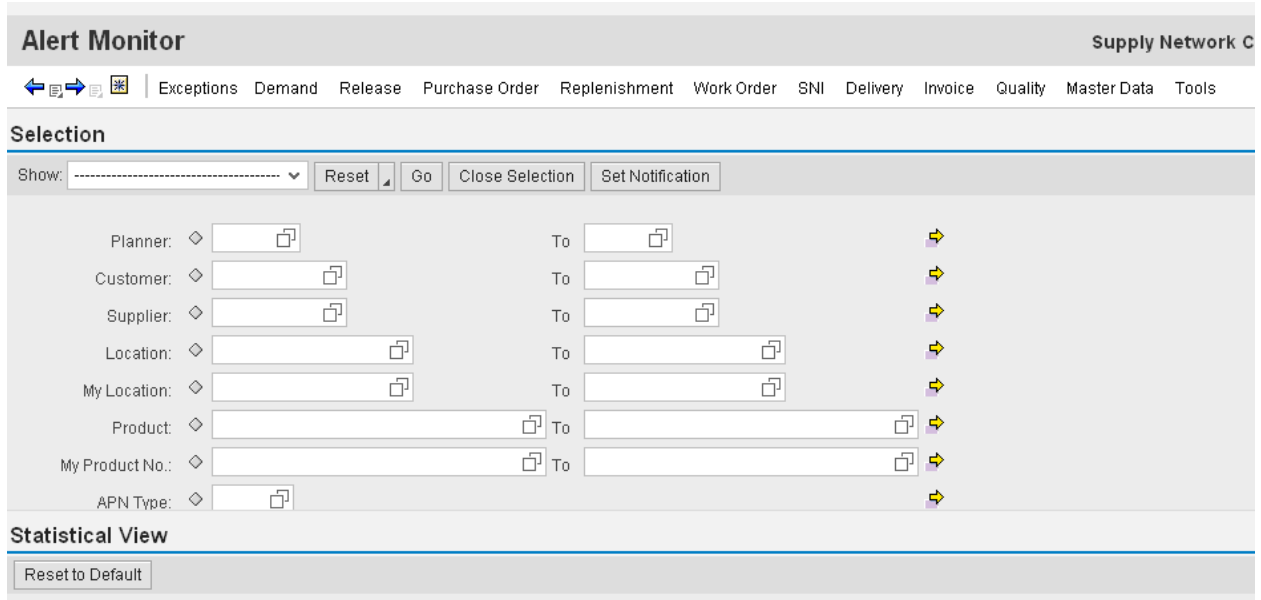
END OF SCHEDULING AGREEMENT PROCESS

Section-8

Alerts – Alert-Monitor

Objective: Setting and Using Alerts

Follow menu path Exceptions – Alert Monitor



Alert Monitor Supply Network C

← → ↻ 🗨 | Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools

Selection

Show: [dropdown] [Reset] [Go] [Close Selection] [Set Notification]

Planner: [dropdown] To [dropdown] [arrow]

Customer: [dropdown] To [dropdown] [arrow]

Supplier: [dropdown] To [dropdown] [arrow]

Location: [dropdown] To [dropdown] [arrow]

My Location: [dropdown] To [dropdown] [arrow]

Product: [dropdown] To [dropdown] [arrow]

My Product No.: [dropdown] To [dropdown] [arrow]

APN Type: [dropdown] [arrow]

Statistical View

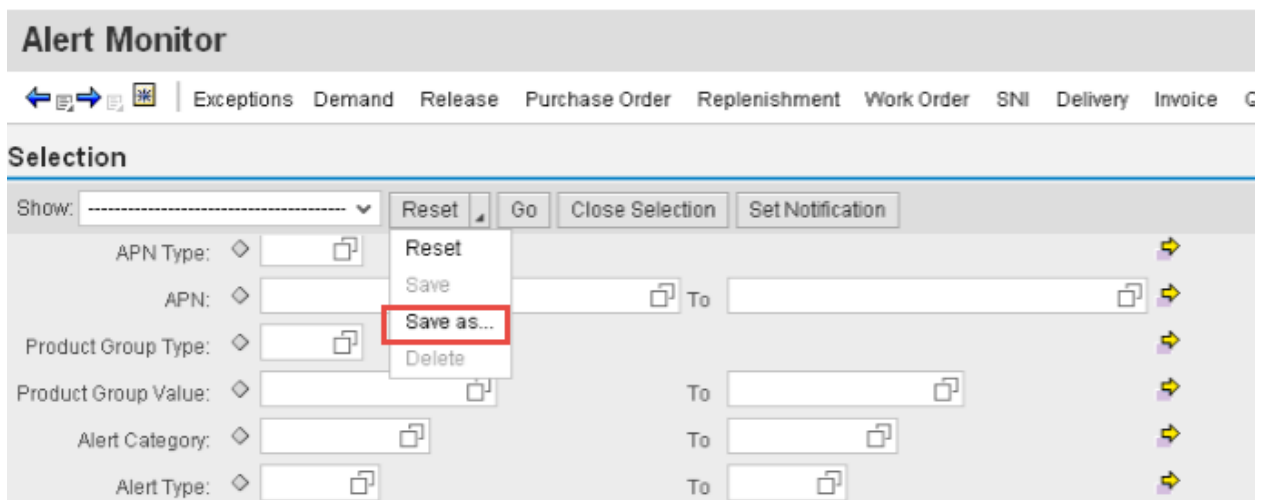
[Reset to Default]

In order to use alert notification users must save selections first. This selection determines which alerts are sent in alert notification email.

To receive all alerts in email click on save button without entering any selection filters. To filter alerts enter alert types that should be displayed/emailed.

To save selection, click on dropdown icon on bottom-right corner to expand and click on “Save as”.

Receive all alerts:



Alert Monitor

← → ↻ 🗨 | Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice G

Selection

Show: [dropdown] [Reset] [Go] [Close Selection] [Set Notification]

APN Type: [dropdown] [arrow]

APN: [dropdown] To [dropdown] [arrow]

Product Group Type: [dropdown] [arrow]

Product Group Value: [dropdown] To [dropdown] [arrow]

Alert Category: [dropdown] To [dropdown] [arrow]

Alert Type: [dropdown] To [dropdown] [arrow]

Reset
Save
Save as...
Delete

Receive New PO, change PO alerts:

Enter the following Alert Types;

- 7051 – New PO Item
- 7052 – Changed PO Item

Selection

Show:

APN Type:

APN: To

Product Group Type:

Product Group Value: To

Alert Category: To

Alert Type: 7051 To

Alert Priority: To

Acknowledged:

Date(+):

Provide a unique name. Choose “Default” checkbox if this should be used as default selection every time alert monitor screen is called.

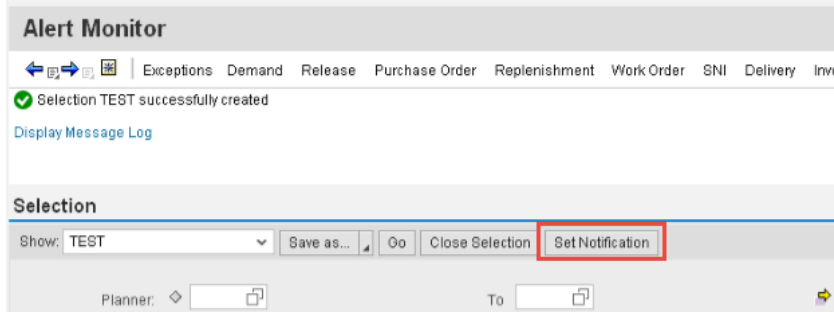
*Name: User-Specific Default

The dropdown User-Specific and Partner-Specific determines whether the selection can be used by other users within your organization or is the selection is only valid for your user id.

Name: Default

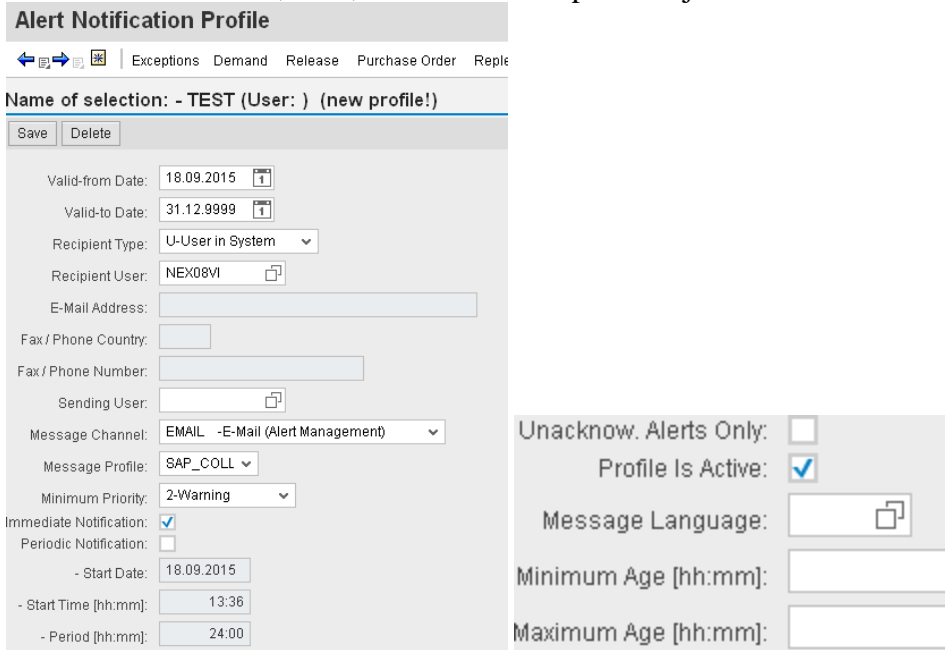
Click on Ok to save. System will display a message that selection is saved.

Now, click on Set Notification tab to create alert notification.



The screenshot shows the 'Alert Monitor' interface. At the top, there are navigation tabs: Exceptions, Demand, Release, Purchase Order, Replenishment, Work Order, SNI, Delivery, and Invo. Below the tabs, a green checkmark indicates 'Selection TEST successfully created'. A 'Display Message Log' link is visible. The 'Selection' section contains a 'Show:' dropdown set to 'TEST', a 'Save as...' button, a 'Go' button, a 'Close Selection' button, and a 'Set Notification' button which is highlighted with a red rectangle. At the bottom, there are 'Planner:' and 'To:' fields with copy icons.

- Recipient Type:
 - U – User in System (Uses email address associated with the user)
 - C- Channel (Enables to enter email address and/or phone, fax numbers)
- Message Channel: Email – Email (alert management) – Choose this option for email.
- Minimum Priority: Choose 3 – information
- Immediate notification/periodic notification: Choose immediate notification to be notified immediately every time an alert is created. (For example, every time a new PO is created in SNC)
- Provide start date, time, and interval for periodic jobs.



The screenshot shows the 'Alert Notification Profile' configuration form. The title is 'Name of selection: - TEST (User:) (new profile!)'. There are 'Save' and 'Delete' buttons. The form contains several fields:

- Valid-from Date: 18.09.2015
- Valid-to Date: 31.12.9999
- Recipient Type: U-User in System
- Recipient User: NEX08VI
- E-Mail Address: (empty field)
- Fax / Phone Country: (empty field)
- Fax / Phone Number: (empty field)
- Sending User: (empty field)
- Message Channel: EMAIL -E-Mail (Alert Management)
- Message Profile: SAP_COLL
- Minimum Priority: 2-Warning
- Immediate Notification:
- Periodic Notification:
- Start Date: 18.09.2015
- Start Time [hh:mm]: 13:36
- Period [hh:mm]: 24:00

 On the right side, there are additional options:

- Unacknow. Alerts Only:
- Profile Is Active:
- Message Language: (empty field)
- Minimum Age [hh:mm]: (empty field)
- Maximum Age [hh:mm]: (empty field)

END OF ALERT PROCESS

Section-9

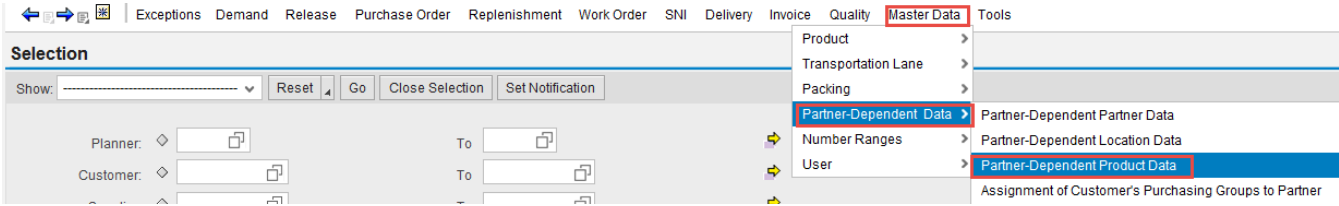
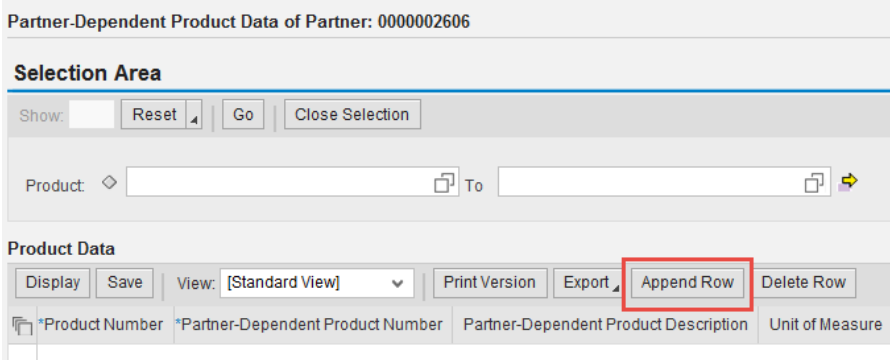
Product Data (vendor part number) Report Settings Download/Upload Center

- ✓ **Objective: Product Data and Report Settings.** Here you'll also find how to add your part numbers to SNC and adjust report formats to include and exclude fields.

This job aid provides an overview of how to associate your part numbers with PB part numbers .

Product Data Administration (Vendor Part Numbers)

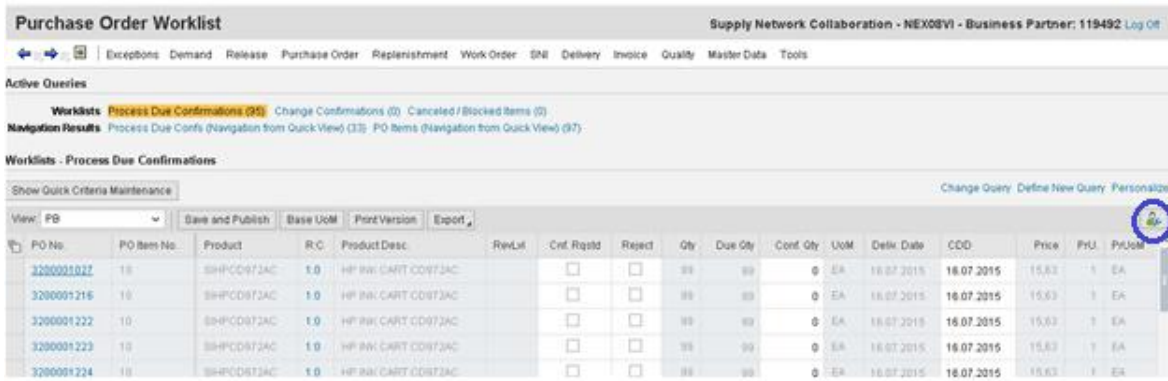
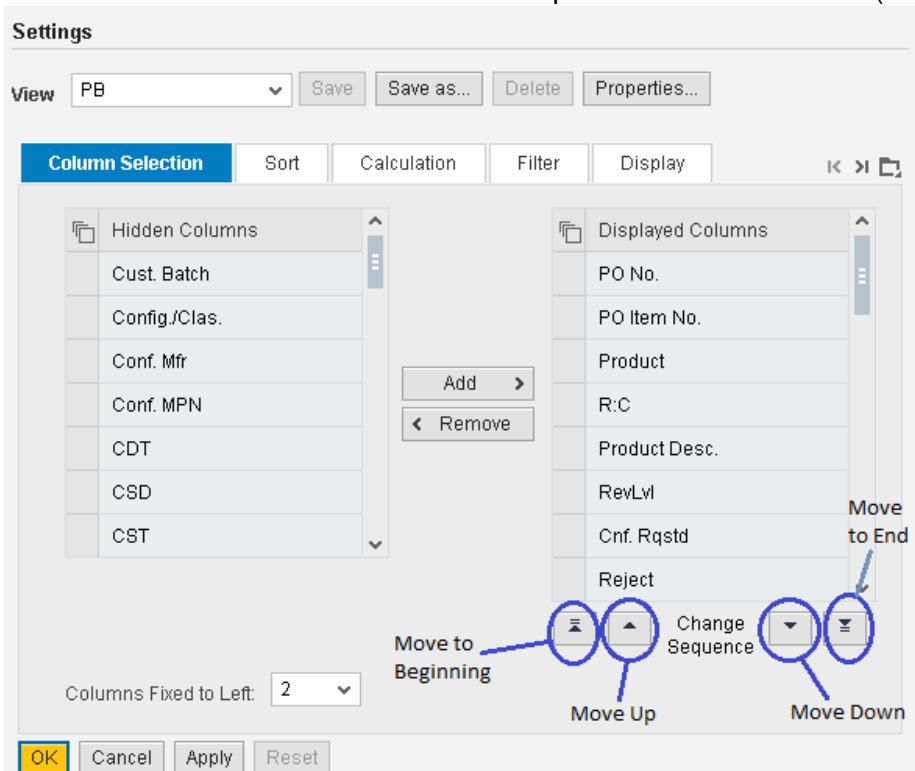
The following are the steps involved in managing vendor/customer material numbers

Step	Description
1	<p>Vendor Material Numbers Navigation Path: Master Data > Partner Dependent Data > Partner Dependent Product Data</p> 
2	<p>Select Append Row button</p> 

Step	Description																					
3	<p>Editable row is added. In each row enter the PB part-number, then your part-number, followed by description. Unit-of-measure enter "EA", Numerator/Denominator enter "1" in each field. Click "Save".</p> <p>Selection Area</p> <p>Show: <input type="text"/> Reset <input type="button" value="Go"/> Close Selection <input type="button" value="Close Selection"/></p> <p>Product: <input type="text"/> To <input type="text"/></p> <p>Product Data</p> <p>Display <input type="button" value="Save"/> View: [Standard View] <input type="button" value="Print Version"/> <input type="button" value="Export"/> <input type="button" value="Append Row"/> <input type="button" value="Delete Row"/></p> <table border="1"> <thead> <tr> <th>*Product Number</th> <th>*Partner-Dependent Product Number</th> <th>Partner-Dependent Product Description</th> <th>Unit of Measure</th> <th>Numerator</th> <th>Denominator</th> <th>Customer's Purchasing Group</th> </tr> </thead> <tbody> <tr> <td>PB-PartNumber</td> <td>Vendor-PartNumber</td> <td>My Material description</td> <td>EA</td> <td>1</td> <td>1</td> <td></td> </tr> </tbody> </table>	*Product Number	*Partner-Dependent Product Number	Partner-Dependent Product Description	Unit of Measure	Numerator	Denominator	Customer's Purchasing Group	PB-PartNumber	Vendor-PartNumber	My Material description	EA	1	1								
*Product Number	*Partner-Dependent Product Number	Partner-Dependent Product Description	Unit of Measure	Numerator	Denominator	Customer's Purchasing Group																
PB-PartNumber	Vendor-PartNumber	My Material description	EA	1	1																	
4	<p>Repeat process to add additional parts. Click Append Row, enter data, click Save. Repeat as needed.</p> <p>Product Data</p> <p>Display <input type="button" value="Save"/> View: [Standard View] <input type="button" value="Print Version"/> <input type="button" value="Export"/> <input type="button" value="Append Row"/> <input type="button" value="Delete Row"/></p> <table border="1"> <thead> <tr> <th>*Product Number</th> <th>*Partner-Dependent Product Number</th> <th>Partner-Dependent Product Description</th> <th>Unit of Measure</th> <th>Numerator</th> <th>Denominator</th> <th>Customer's Purchasing Group</th> </tr> </thead> <tbody> <tr> <td>PR00</td> <td>3530t</td> <td>My Material description</td> <td>EA</td> <td>1</td> <td>1</td> <td></td> </tr> <tr> <td>3C00</td> <td>176</td> <td>My Material description</td> <td>EA</td> <td>1</td> <td>1</td> <td></td> </tr> </tbody> </table> <p>END OF VENDOR PART NUMBER ADD PROCESS</p>	*Product Number	*Partner-Dependent Product Number	Partner-Dependent Product Description	Unit of Measure	Numerator	Denominator	Customer's Purchasing Group	PR00	3530t	My Material description	EA	1	1		3C00	176	My Material description	EA	1	1	
*Product Number	*Partner-Dependent Product Number	Partner-Dependent Product Description	Unit of Measure	Numerator	Denominator	Customer's Purchasing Group																
PR00	3530t	My Material description	EA	1	1																	
3C00	176	My Material description	EA	1	1																	

Report Settings

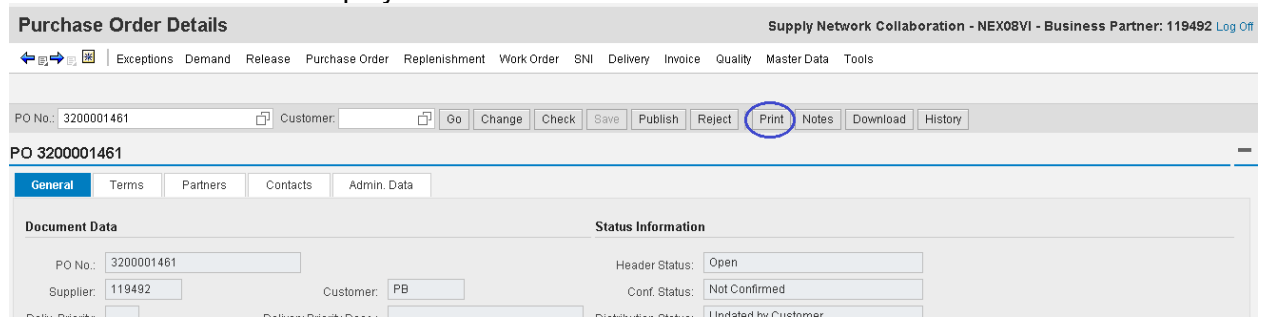
The following are the steps involved in adding or removing columns to a report.

Step	Description
1	<p>When in any report view click on "Open Settings Dialog" (Tool) button.</p> 
2	<p>Hidden fields are displayed on the left side, displayed fields are on the right side.</p> <p>To Hide fields:</p> <ul style="list-style-type: none"> Select field from 'Displayed Columns' and click on Remove button to hide fields. <p>To Unhide fields:</p> <ul style="list-style-type: none"> Select field or fields from 'Hidden Columns' and click on Add button to hide fields. <p>To Change column position.</p> <ul style="list-style-type: none"> Select column and click on move up or move down buttons (Change Sequence). 

3

Print PO:

- Go to PO details screen
- PO Details are displayed. Click “Print” button.



END OF REPORT FORMATTING PROCESS

Download and Upload Center

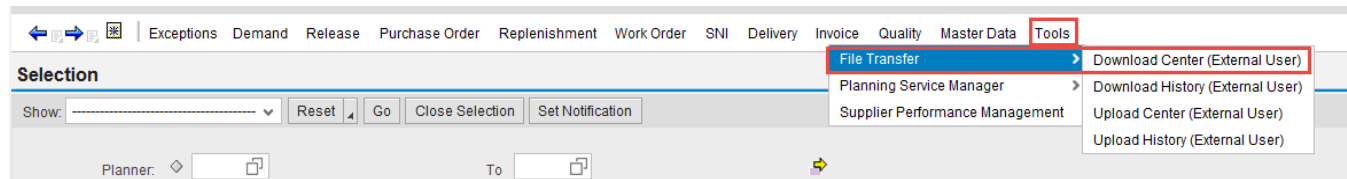
The following are the steps involved in downloading (and uploading) information from SNC.

Step

Description

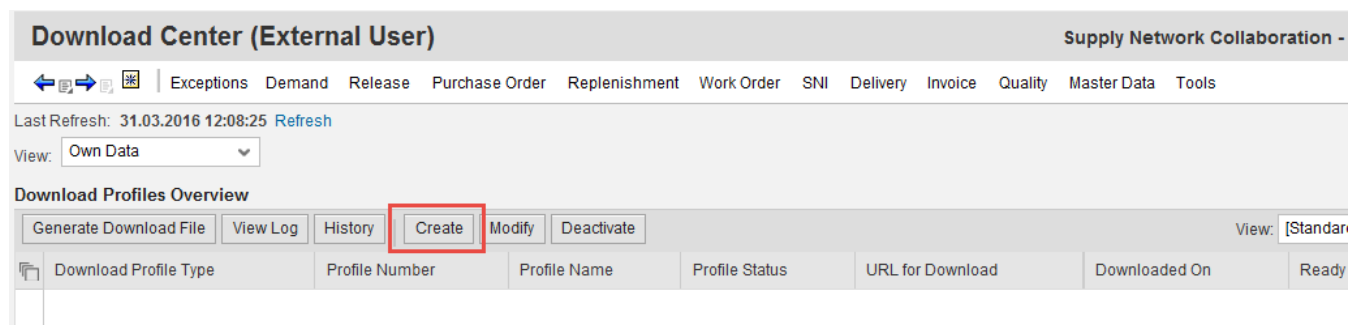
1

Go to Tools > File Transfer > Download Center (External user).



2

Download Center will display. Click “Create” button.



3 Select Customer "PB", then click "Next" button

Download Center (External User) Supply Network Collaboration

← → 🖨️ | Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools

1 2 3 4 5

Choose Partner Choose Profile Type Specify Selection Criteria Define Periodicity Initiate File Generation

* Supplier: 21

* Customer: PB

* Supplier User: DA002MO

< Previous **Next >** Finish Cancel

4 Choose Report to Download using dropdown (in this example we will use Due-List for Purchasing Documents). Then click "Next" button.

Download Center (External User) Supply Network Collaboration

← → 🖨️ | Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools

1 2 3 4 5

Choose Partner Choose Profile Type Specify Selection Criteria Define Periodicity Initiate File Generation

Profile Type

< Previous **Next >** Finish Cancel

- Due List for Purchasing Documents
- Due List for Purchasing Documents
- Due List for Planned Receipts
- Documents Requiring Invoices
- Order Forecast Collaboration
- Purchase Order Confirmation
- SMI Planned Receipts
- Supply Network Inventory
- Work Order Actual Reporting

5 Enter Selections (if needed), then click "Next"

Download Center (External User) Supply Network Collaboration

← → 🖨️ | Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools

1 2 3 4 5

Choose Partner Choose Profile Type Specify Selection Criteria Define Periodicity Initiate File Generation

Customer Loc.: To

Product: To

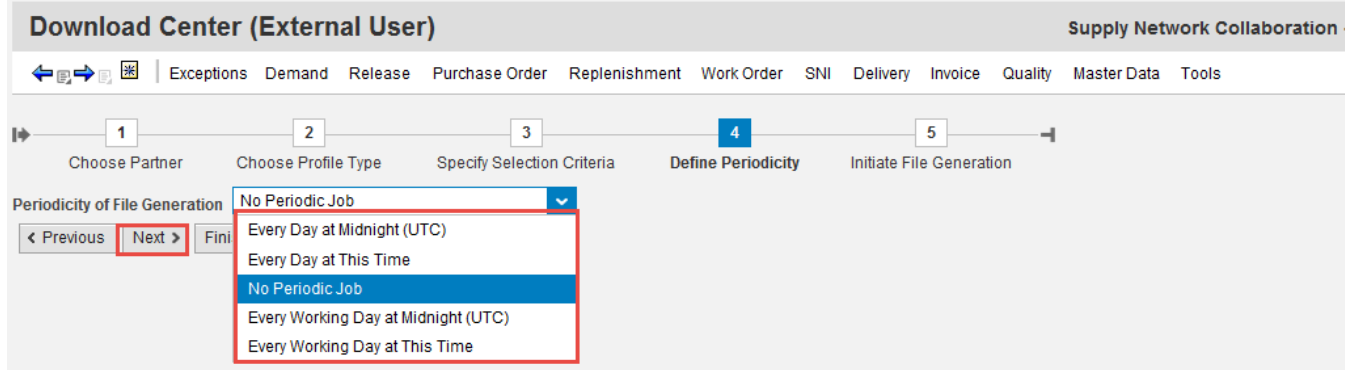
Shipping Date: To

Delivery Date: To

< Previous **Next >** Finish Cancel

6

Select frequency of report generation (i.e. one-time, every-day, etc). Then click “Next”



Download Center (External User) Supply Network Collaboration

← → ↻ | Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools

1 Choose Partner 2 Choose Profile Type 3 Specify Selection Criteria 4 **Define Periodicity** 5 Initiate File Generation

Periodicity of File Generation: ▼

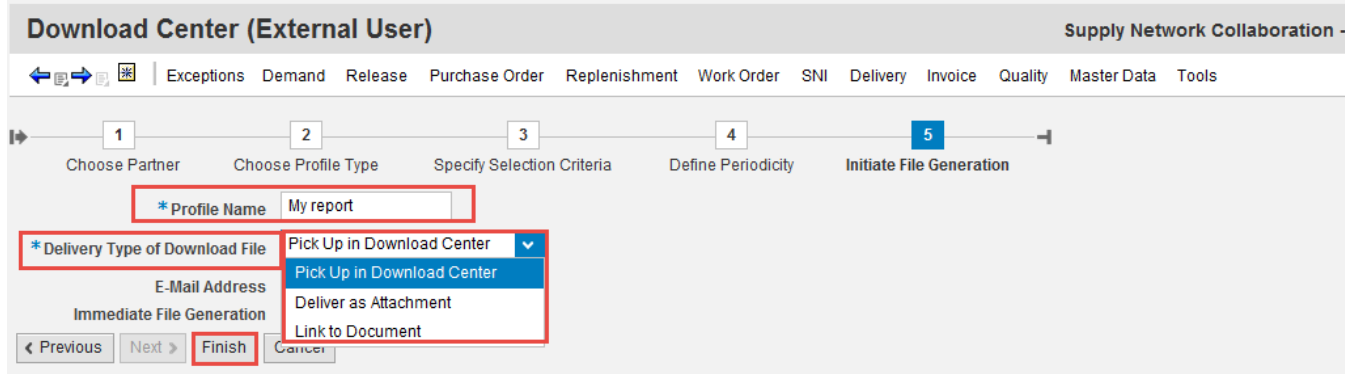
- Every Day at Midnight (UTC)
- Every Day at This Time
- No Periodic Job**
- Every Working Day at Midnight (UTC)
- Every Working Day at This Time

< Previous **Next >** Finish

7

Enter a name for the report in the “Profile Name” field. Select Delivery type;

- “Pick Up in Download Center” means it will be picked up within SNC
- “Delivered as Attachment” means it will be emailed as an attachment to the email address noted in the “E-Mail Address” field
- “Link to Document” means a link will be emailed to access the report within SNC



Download Center (External User) Supply Network Collaboration

← → ↻ | Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools

1 Choose Partner 2 Choose Profile Type 3 Specify Selection Criteria 4 Define Periodicity 5 **Initiate File Generation**

* Profile Name:

* Delivery Type of Download File: ▼

- Pick Up in Download Center**
- Pick Up in Download Center
- Deliver as Attachment
- Link to Document

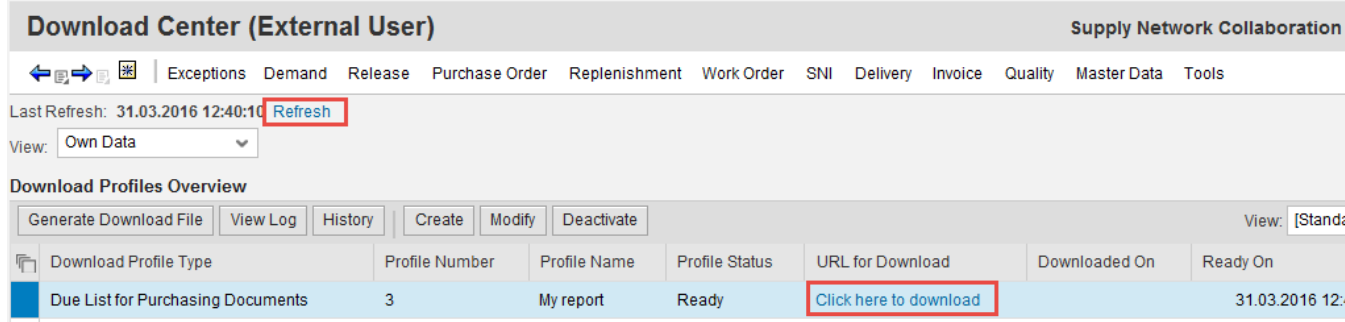
E-Mail Address:

Immediate File Generation:

< Previous Next > **Finish** Cancel

8

Click “Refresh”, then “Click here to download”



Download Center (External User) Supply Network Collaboration

← → ↻ | Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools

Last Refresh: 31.03.2016 12:40:10 **Refresh**

View: ▼

Download Profiles Overview

Generate Download File View Log History Create Modify Deactivate View: [Stand...

Download Profile Type	Profile Number	Profile Name	Profile Status	URL for Download	Downloaded On	Ready On
Due List for Purchasing Documents	3	My report	Ready	Click here to download		31.03.2016 12:...

9

Report will Download

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
Interface ID	ASNDLPD																		
Owner Part	36534																		
Partner	PB																		
Selection f	27																		
Selection f Due List																			
Created By	NEX06V1																		
Created On	02.09.2015 12:12:03 EST																		
ORTYPE	ORDERID	ITMID	SDLID	ASNID	PRODUCT	REV_LVL	DUE_QTY	ASN_QTY	UNIT	SHIP_DATE	SHIP_TIME	DELV_DATE	DELV_TIME	ORIG_SHIP	ORIG_SHIP	ORIG_DEL	ORIG_DEL	SHIPPING	DEL
Order Type	Order Number	Item Num	SL No.	ASN Num	Product	Rev Lvl	Due Qty	ASN Qty	UoM	Shp. Date	Shp. Time	Plan. Deliv	Plan. Deliv	Orig. Shp. D	Orig. Shp. D	Orig. Del	Orig. Del	Ship. Tzone	Div.
Purchase	3200001246	10	1		MSF2		94	94	EA			28.08.2015	0:00:00	26.08.2015	16:18:00	28.08.2015	0:00:00	CST	EST
Purchase	3200001247	10	1		MSF2		100	100	EA			04.09.2015	0:00:00	02.09.2015	16:18:00	04.09.2015	0:00:00	CST	EST
Purchase	3200001284	10	1		MPR1		1	1	EA			08.09.2015	0:00:00	06.09.2015	16:18:00	08.09.2015	0:00:00	CST	EST
Purchase	3200001267	10	1		WS84010		1	1	EA			08.09.2015	0:00:00	06.09.2015	16:18:00	08.09.2015	0:00:00	CST	EST
Purchase	3200001264	10	1		MPR1		1	1	EA			08.09.2015	0:00:00	06.09.2015	16:18:00	08.09.2015	0:00:00	CST	EST
Purchase	3200001286	10	1		WS84010		1	1	EA			08.09.2015	0:00:00	06.09.2015	16:18:00	08.09.2015	0:00:00	CST	EST
Purchase	3200001285	10	1		MSF3		1	1	EA			08.09.2015	0:00:00	06.09.2015	16:18:00	08.09.2015	0:00:00	CST	EST
Purchase	3200001266	10	1		MSF3		1	1	EA			08.09.2015	0:00:00	06.09.2015	16:18:00	08.09.2015	0:00:00	CST	EST
Purchase	3200001249	10	1		K7C2		490	490	EA			09.09.2015	0:00:00	07.09.2015	16:18:00	09.09.2015	0:00:00	CST	EST

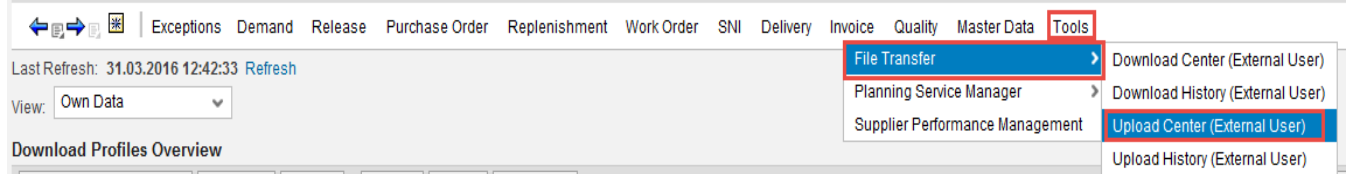
10

Enter ASN Number, Ship Date.
Update Means of Transportation(in this field you must leading zeros '0001)
Update Quantity if needed.
SAVE the file locally after updates.

A	B	C	D	E	F	G	H	I	J	K	L	M	O	Q	U	V	W	Y
ORTYPE	ORDERID	ITMID	ASNID	PRODUCT	REV_LVL	DUE_QTY	ASN_QTY	UNIT	SHIP_DATE	DELV_DATE	DELV_TIME	ORIG_SHIP	ORIG_SHIP	CUST_LOC	SHIPFROM	GRP	TTTYPE	TTY
Order Type	Order Number	Item SL	ASN Number	Product	Rev Lvl	Due Qty	ASN Qty	UoM	Shp. Date	Plan. Deliv	Plan. Deliv	Orig. Shp. D	Orig. Shp. D	Customer	Ship-From	Good	Mns of Trns	Me
Purchase Or	3200001443	10	ASN1	4G3-2221		900	900	EA	3/31/20xx	15.03.2016	15.03.2016	15.03.2016		1001	2606	PB	0001	Tru

11

Go to SNC Menu and access Upload Center



Navigation: Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data **Tools**

Last Refresh: 31.03.2016 12:42:33 Refresh

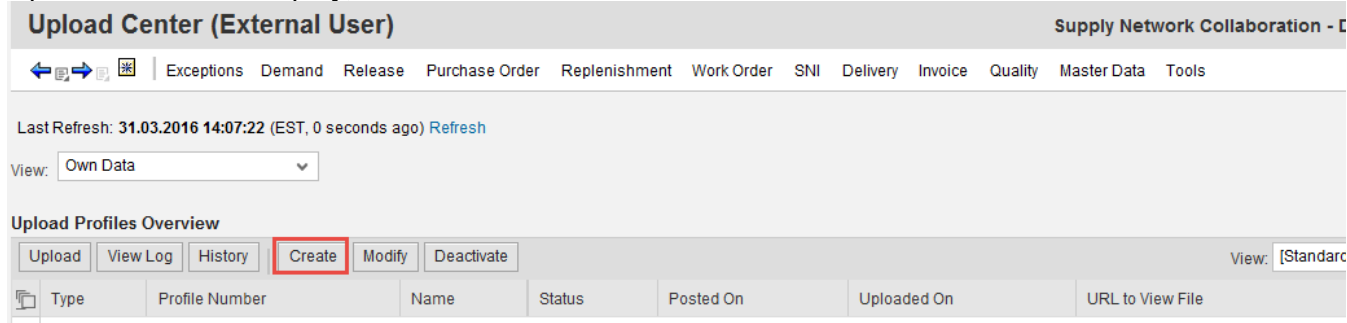
View: Own Data

Download Profiles Overview

- File Transfer
 - Download Center (External User)
 - Download History (External User)
 - Upload Center (External User)**
 - Upload History (External User)
- Planning Service Manager
- Supplier Performance Management

12

Upload Center will display, click on "Create" button



Upload Center (External User) Supply Network Collaboration - C

Navigation: Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools

Last Refresh: 31.03.2016 14:07:22 (EST, 0 seconds ago) Refresh

View: Own Data

Upload Profiles Overview

Buttons: Upload View Log History **Create** Modify Deactivate

View: [Standard]

Type	Profile Number	Name	Status	Posted On	Uploaded On	URL to View File
------	----------------	------	--------	-----------	-------------	------------------


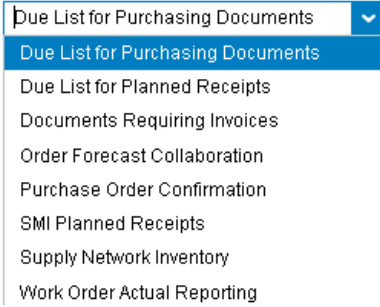
13

Enter the following;


- "Profile Name" enter report name (any name you choose)
- "Object Type" select from drop-down
- "Customer" enter PB
- Browse and select file for upload
- Click "Save" when done

Create Upload Profile □ ×

*Profile Name:

Object type:  

Supplier:

*Customer: 

Supplier User:

File to Upload:

END OF DOWNLOAD-UPLOAD CENTER PROCESS