

SNC – Guide for Suppliers to Pitney Bowes

This document includes the following:Section-1: User Settings and NavigationSection-2: Purchase Order WorklistSection-3: Due-List for Purchasing DocumentsSection-4: ASN CreationSection-5: Invoice CreationSection-6: SMI- Supplier Managed InventorySection-7: Scheduling Agreement OverviewSection-8: Alert Monitor SettingsSection-9: Product Data (Vendor's Part-Number)Report SettingsDownload/Upload Center



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	Go to www.pb.com> Our Company > Supplier Connect > Supplier Collaboration SNC is now MFA enabled. You must receive a authorization code to login.											
	pitney bowes b Sign in someone@pb.com Can't access your account? Back Next pitney bowes b c bill.gallagher@pb.com c bill.gallagher@											
	Then enter Username and Password. Click Log On. (If prompted to logon to SAP or Active-Directory, ALWAYS logon to SAP)											
2	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). From the menu bar, use the path: Master Data > User - User Administration (Own Data)											
	Selection Product Transportation Lane >											
	Show:											
	Planner: Partner-Dependent Data > Planner: O O O Number Ranges > Customer: O O O User > User Administration Supplier: O O O O Selection Assignment											
	Location: To D											



User Adr	ninistration (Own Data)				S	upply Ne	etwork Colla	aborati
←₽→₽ ×	Exceptions Demand Release Pu	Irchase Order Replenishmer	nt Work Order SNI	Delivery	Invoice	Quality	Master Data	Tools
Save Passw	rord Reset Refresh							
User:	DA002MO	*E-Mail Address:	email@gmail.com					
* First Name:	Name1	*Confirm E-Mail Address:	email@gmail.com -					
*Last Name:	Name2	Phone Number:						
Title:	~	Phone Extension:						
Language:	~	Valid From:						
Time Zone:	~	Valid To:						
Date Format:	DD.MM.YYYY	Changed On:	07.01.2016 13:30:37					
Decimal Format:	1.234.567.89 🗸							

Main Menu

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• Overview decription 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



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:

		ar, use the path <i>Purchase Or</i> Refresh on bottom right of scr		se Oraer W	/Orkiist
Purchase Order W	Vorklist Demand Release Configuation Internations		Bupphy Network Collaboration desiter Data Tools 00y Dec Oly Cont.Oly UeM 1 0 EA 0 20 20 0 EA 30 20 0 EA 31 1 0 EA	Change Query Define N	
4500856668 20					
450055000 20 Last R • PO • PO	efresh 0 Items Items o Cł	can be filtered by entering se can be confirmed as requested beck the box Cnf. Rqstd . > th	ed by:		llish.
• PO • PO	efresh 0 Items Items o Cł	can be filtered by entering se can be confirmed as requested	ed by:		lish.
Last R PO PO Save and Publ	efresh (Items Items o Ch	can be filtered by entering se can be confirmed as requestencek the box Cnf. Rqstd . > th ase Uom Print Version Export	ed by: en click Sav	ve and Pub	lish.
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Economic 20 Last R PO PO PO Save and Public Product WF80024	efresh C Items Items o Ch Iish B R:C 1:0	can be filtered by entering se can be confirmed as requeste neck the box Cnf. Rqstd . > th ase UoM Print Version Export Product Desc. ASSY, POWER SUPPLY - WF96	ed by: en click Sav	ve and Pub	lish.



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. • Save and Publish Base UoM Print Version Export PB Supplier 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 1:0 ASSY, POWER SUPPLY - WF96 EA 09/02/2014 09/02/2014 0 1:0 CABLE, PRINT HEAD 0 EA 10/12/2014 10/12/2014 4500640863 10 36 36 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 0 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
 - Ship-to address will display

4 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.

w: PB Supplier	•	Save and Publis	h B	ase UoM Print Version Export												l
PO No.	PO Item No.	Product	R:C	Product Desc.	RevLvi	Cnf. Rqstd	Reject	Qty	Due Qty	Conf. Qty	UoM	Deliv. Date	CDD	Price	PrU.	PrUoM
4500652786	10	WF80024	1:0	ASSY, POWER SUPPLY - WF96				1	1	0	EA	09/02/2014	09/02/2014	183,13	1	EA
4500640863	10	W700153	1:0	CABLE, PRINT HEAD				36	36	0	EA	10/12/2014	10/12/2014	3,63	1	EA
4500668828	20	MV/83047	1:0	"CABLE ASSY, MMC TO PRINTER"				65	65	0	EA	01/02/2015	01/02/2015	23,17	1	EA
4500656668	10	WS86002	1:0	"ASSY., COVER, FRONT, WS5X"				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				4	4	0	EA	01/05/2015	01/05/2015	25,43	1	EA
4500662872	80	CCMV/80206	1:0	MS1 POWER SUPPLY				15	15	0	EA	01/10/2015	01/10/2015	205,94	1	EA
4500659078	10	MVV80307	1:0	"ASSY, STRIPPER FINGER (PROD 3)"				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				5	5	0	EA	01/24/2015	01/24/2015	10,21	1	EA
4500665420	10	MVV61000	1:0	INK PAD				100	100	0	EA	01/25/2015	01/25/2015	2,83	1	EA
4500665413	10	MVV62115	1:0	INSERT-INK WASTE TRAY				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				10	10	0	EA	01/28/2015	01/28/2015	2,01	1	EA



			Description	
	Clic	k Cor	schedule line screen is shown in new pop up window. firm (once per schedule line) to create a schedule line. or example, click confirm 3 times to split the PO Item into 3 schedule line	S.
Cust	omer: 🔳 *			
der Nu	mber: 🔶		Schedule Lines	
ear			Confirm	
upplier	· •	Save and	PO No.: 4500640863	
	PO Item No.	Product	tem No.: 10	CDD
2786	10	WF8002	Product W700153	09/02/2014
0863	10	W70015	Customer Loc: 1001	10/12/2014
8828	20	MVV8304	SO No.:	01/02/2015
6668	10	WS8600	Price: 3,63 USD	01/05/2015
6668	20	CCWS8:	Price Unit 1 EA	01/05/2015
2872		CCMW8	Approval Status:	01/10/2015
9078	10	MVV8030	Item Confirmation Status: Not Confirmed	01/18/2015
5058	10	590-001	Schedule Lines	01/24/2015
5420	10	MVV6100	Confirm Delete View: [Standard View] 🗸 Print Version Export 🗸 🤹	01/25/2015
5413	10	MVV6211	👘 SL No. SL Type SL No. Appr. Status Deliv. Date Deliv. Time Ship. Date Ship. Time Sched. Qty Due Qty (Conf.) UoM	01/26/2015
5890	10	LJ61350	1 Request 10/12/2014 00:00:00 10/11/2014 23:00:00 36 36 EA	01/28/2015
8828	10	MVV8304	OK Cancel	02/02/2015
2872	10	CCMW8	OK Caller	02/09/2015
2872	20		2003 1:0 PRINT HEAD DRIVE BD 9K/13K, COLOR 3 3 0 EA 02/09/2015	02/09/2015

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• Update **Delivery Date** and **Sched. Qty** to create a schedule line.

• Click Ok .

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Cust	tomer: 🔳 *														
se Order Nu	imber: 🔶 🔄		Confirm												
Clear				PO No.:	4500640	863									
PB Supplier	r v I	Save an		Item No.:	10										
) No.	PO Item No.	Product		Product:	W70015	3								CDD	Price
00652786	10	WF800:	Cu	stomer Loc.:	1001									09/02/2014	183,13
00640863	10	W7001:		SO No.:										10/12/2014	3,63
00668828	20	MVV830		Price:		3,63	USD							01/02/2015	23,17
00656668	10	W\$860		Price Unit:		1	EA							01/05/2015	16,37
00656668	20	CCWSE	App	roval Status:										01/05/2015	25,43
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00665420	10	MVV610	SL No.		SL No.	Appr. Status		Deliv.Time	Ship. Date	Ship. Time		Due Qty (Conf.)		01/25/2015	2,83
00665413	10	MW621	1	Request			10/12/2014	00:00:00	10/11/2014		36	36	EA	01/26/2015	0,32
00665890	10	LJ6135	2	Confirmed	1		10/12/2014	00:00:00	10/11/2014		36	0	EA	01/28/2015	2,01
00668828	10	MW830	3	Confirmed	1		10/12/2014	00:00:00	10/11/2014		36	0	EA	02/02/2015	23,17
00662872	10	CCMW	4	Confirmed	1		10/12/2014	00:00:00	10/11/2014	23:00:00	36	0	EA	02/09/2015	205,94
00662872	20	CCWS										ок	Cancel	02/09/2015	172,67



	10	 Product VVF8002 VV70015 MVV8304 	24		Product Desc. ASSY, POWER SUPPLY - WF96	RevLvI	Cnf. Rqstd	Reject	Qty	Due Qty	Conf. Qty	UoM	Deliv. Date	CDD		PrU.
4500640863	10	W70015		1:0	ASSY POWER SUPPLY - WE96											
			53						1	1	0	EA	09/02/2014	09/02/2014	183,13	1
4500668828	20	MVV8304		1:3	CABLE, PRINT HEAD				36	36	36	EA	10/12/2014	04/23/2015	3,63	1
			47	1:0	"CABLE ASSY, MMC TO PRINTER"				65	65	0	EA	01/02/2015	01/02/2015	23,17	1
4500656668	10	W88600	02	1:0	"ASSY., COVER, FRONT, WS5X"				1	1	0	EA	01/05/2015	01/05/2015	16,37	1
4500656668	20	CCWS8	32009	1:0	USB/ETHERNET INPUT PWA, 9K/13K				4	4	0	EA	01/05/2015	01/05/2015	25,43	1
4500662872	80	CCMW8	30206	1:0	MS1 POWER SUPPLY				15	15	0	EA	01/10/2015	01/10/2015	205,94	1
4500659078	10	MVV8030	07	1:0	"ASSY, STRIPPER FINGER (PROD 3)"				80	80	0	EA	01/18/2015	01/18/2015	1,63	1
4500665058	10	590-001	17	1:0	GAS SPRING - 20LBSX 2 STROKE				5	5	0	EA	01/24/2015	01/24/2015	10,21	1
4500665420	10	MVV6100		1:0	INK PAD				100	100	0	EA	01/25/2015	01/25/2015	2,83	1
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END OF PO-CONFIRMATION PROCESS



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:

From the Delivery many use the many noth Descints and Descriptionantes Due List for Durchasia											
From the Delivery menu, use the menu path <i>Receipts and Requirements>Due List</i> for Purchasing Documents.											
Image: Selection Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Too Selection Supplier Confirmations > Due List for Planned Receipts (SMI) Advanced Shipping Notification Receipts & Requirements List Shipment > Notification Receipts & Requirements List Notification											
 The Due List of Purchasing Documents will display. 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 orce Click Apply to retrieve orders. Due List for Purchasing Documents Supply Network Collaboration - ZPTDTEST120 - Business Partner											
 The Maximum Number of Hits will default to 100. Update to 9999 to capture all open orce Click Apply to retrieve orders. 											
The Maximum Number of Hits will default to 100. Update to 9999 to capture all open or control of Click Apply to retrieve orders. Due List for Purchasing Documents Supply Network Collaboration - ZPTDTEST120 - Business Partner Dig Off Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools											
The Maximum Number of Hits will default to 100. Update to 9999 to capture all open or a Click Apply to retrieve orders. <u>Ure List for Purchasing Documents</u> <u>Log Diff</u> <u>Log Diff</u> <u>Log Diff</u> <u>Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools <u>Ketive Queries</u> <u>Worklists Duelist Overview (52)</u> <u>Navigation from other screens (0)</u> <u>Worklists - Duelist Overview</u> </u>											
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The Due List screen will display with all open POs and scheduling agreements.

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

Du	ue List for	Purc	hasing	Docum	nents						Supply Log Off	Network Co	llaboration -	ZPTDTEST120 - E	Business Partne
4	🗉 🔶 🔚 🕌 Exc	eptions	Demand	Release	Purchase Orde	r Replenishm	ent Work Order	SNI	Delivery	Invoice	Quality	Master Data	Tools		
Activ	e Queries														
Nav	Worklists D igation Results N)										
Work	klists - Duelist Ov	erview													
Hid	le Quick Criteria M	aintenar	ice											Change Query I	Define New Query
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	Ship-From Locat	ion: 🔷			<u> </u>	То		ć	7		\$				
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Max	imum Number of H	lits:		9.999											
Ap	clear														
Vie	w: [Standard View	1	~ C	reate ASN	Related ASNs	Print Version	Export								
Ē	Order Doc.Type	Ord	er Doc. No.	Item	No. S	L No.	Export to Micros	soft Exc	c <mark>el</mark> tomer	Loc.	Ship-Fro	m Loc. S	Ship-To Loc.	Goods Recipier	t Due On
	Purchase Order	450	0631964	0001	0 1		DE80010		1001		0000036	6534		PBUSA	29.08.2014
	Purchase Order	450	0652786	0001	0 1		WF80024		1001		0000036	6534		PBUSA	02.09.2014
	Purchase Order	450	0640863	0001	0 1		W700153		1001		0000036	524		PBUSA	12 10 2014 (

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

.4	A	В	С	D	E	F	G	H		J	K	L	M	N
	Product	RevLvl	Prod.Desc.	Order Doc. No.	Item No.	SL No.	Deliv. Date	Due Qty.	Unit of	Ship-To Loc.	My Product No.	Conf.Stat.	Appr.Stat.	Purch.Group
1									Measure					
2	1E20-BJG		LASER PRINTER	3200000186	00010	1	3/13/2015	158	EA			Confirmed	Accepted	004@QE1CLNT
3	1E20-NB		LASER PRINTER	3200000186	00020	1	3/13/2015	8	EA			Confirmed	Accepted	004@QE1CLNT
4	1E20-BJG2		LASER PRINTER	320000187	00010	1	3/13/2015	9	EA			Confirmed	Accepted	004@QE1CLNT
5	1E20-NB		LASER PRINTER	3200000187	00020	1	3/13/2015	9	EA			Confirmed	Accepted	004@QE1CLNT
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@QE1CLNT
10	1E20-BJG2		LASER PRINTER	3200000250	00050	1	3/22/2015	100	EA			Not Confirmed		004@QE1CLNT
11	MW80324		ASSY-MOISTENER DECK (PROD	4500670671	00010	1	3/30/2015	10	EA			Not Confirmed		727@QE1CLNT
12	MW80305		ASSY - TAR 3 DRIVE	4500670671	00020	1	3/30/2015	4	EA			Not Confirmed		727@QE1CLN
13														
14														
13 14 15 16														
16														
17														

END OF DUE-LIST PROCESS



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:

 Documents. Documents. Exceptions Demand Release Purchase Order Replenishment Work Order SN Delivery Invoice Quality Receipts and Requirements Due List for Purchasing Supplier Confirmations Due List for Plan Receipts & Requirement Supplier Confirmations Due List for Plan Receipts & Requirement Supplier Confirmations Receipts & Requirement Supplier Confirmating Receipts & Requirement Supplier Con												
Selection Reset Go Close Selection Supplier Confirmations Due List for Purchasing Show: Reset Go Close Selection Set Nutrical Advanced Shipping Nutrification Receipts & Req Show: Reset Go Close Selection Set Nutrical Advanced Shipping Nutrification Receipts & Req Show: Customer Location will default to all locations (*); Update as needed. Shipment Shipment Selection	From the Delivery menu, use the menu path <i>Receipts and Requirements>Due List for Purchasin Documents.</i>											
The Due List of Purchasing Documents will display. • Customer Location will default to all locations (*); Update as needed. • The Maximum Number of Hits will default to 100. Update to 9999 to cat documents. • Product field will default to blank. Enter material number for ASN being • Click Apply to retrieve orders. Due List for Purchasing Documents • Logotif • Exceptions Demand Release Purchase Order Replenishment WorkOrder SNI Delivery Invoice Quality Master Data Tools • Worklists Duelist Overview • Hide Quick Orthers Maintenance	hasing Documents ned Receipts (SMI)											
 Customer Location will default to all locations (*); Update as needed. The Maximum Number of Hits will default to 100. Update to 9999 to ca documents. Product field will default to blank. Enter material number for ASN being Click Apply to retrieve orders. Due List for Purchasing Documents Supply Network Collaboration - Z Log Off Worklists Duellist Overview (52) Navigation Results Navigation from other screens (0) Worklists - Duelist Overview Hide Quick Criteria Maintenance												
Log Off Log Off Log Off Control Contro Control Control Control Control Control Control Cont												
Active Queries Worklists Duellst Overview (52) Navigation Results Navigation from other screens (0) Worklists - Duelist Overview Hide Quick Criteria Maintenance												
Worklists Duellst Overview (52) Navigation Results Navigation from other screens (0) Worklists - Duelist Overview Hide Quick Criteria Maintenance												
Worklists - Duelist Overview Hide Quick Criteria Maintenance												
Hide Quick Criteria Maintenance												
	Change Query Define New Query F											
Ship-From Location: 🗇 🗗 To 🗗 🗭												
Product: 🗇 🗗 To 🗗 🕈												
Confirmation Status:												
Customer: ♦ ☐ To ☐ Goods Recipient: ♦ ☐ To ☐												
Maximum Number of Hits: 100												
Apply Clear												
	wiek Oritorie Meintenen											
Note: If the selection criteria does not display click Show Quick Criteria Maintenance	uick Criteria Maintenan											



3

4

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

-			•							
١	/iew: PB	✓ Create	e ASN Related ASNs Print Version Expo	rt∡						
ſ	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.

- 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)

Check Save	Draft Publish ASN Re	set Calculate Totals	Download			
General	Shipping Details Sh	p-From Location Details	Customer Location Details	Ship-To Location De	tails Unloading	Point Supplier Address D
ASN NO		Step-1	Customer Location: 3	001 D		
			My Customer Location No.:	đ		
Delivery Date (ETA): 30.09.2015 🛐	00:00:00	Ship-From Location: 0	000119492 🗇		
Shipping Dat	: 23.09.2015 1 Ste	ep-2 00:00:00	My Ship-From Location No.:	đ		
Document Dat	23.09.2015 1	00:00:00	Number of HUs: 0	00000		
Invoice Recipier	t		Notes available:			
ASN Items						
	ete Item Copy Item R	ound Packing Show	v Details			
		ound Packing Show				
Add Item Del			Step-3 ASN Qty Qty UoM	Purch. Doc. No.	PD Item Revis	sion Level My Product



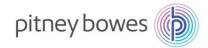
Publish the ASN? If yes, the system will check the ASN and publish it if valid. Yes Yes Note: Click the back arrow Image: Click the back arrow<	Confirmation	X	
 Note: Click the back arrow with twice on upper right of the screen to return to the Due List Report. Refresh screen. Note: It is a good practice to click on "Refresh" when going to a new screen, located on lower right your screen. Refresh ensures the latest version is displaying. 	Publish the ASN? If yes, the s the ASN and publish it if valid.	stem will check	
Note: It is a good practice to click on " Refresh " when going to a new screen, located on lower right your screen. Refresh ensures the latest version is displaying.		Yes No	
your screen. Refresh ensures the latest version is displaying.	Report. Refresh screen.		
	your screen. Refresh ensu	es the latest version is displaying.	w screen, localed of lower right o

END OF ASN PROCESS



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:

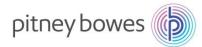
Step	Description
1	From the Invoice menu, click Create Invoice
	Documents Requiring Invoices Supply Network Collaboration - PA005SW - Business Partner: 36534 ← R→ Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools Create Invoice Invoice Overview Invoice Overview Invoice Details Documents Requiring Invoices Documents Requiring Invoices
2	Select ASN from the drop down list: Create Invoice
	Enter or select the ASN number and click on Add: Create Invoice Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools Invoice ASN ASN: B238006023 Them: Add New Check



Create	Invoice		h to comp		invoice.			Supply Network	Collaboration - ZP	TD TE ST120
			d Release Purct	hase Order R	eplenishment	Work Order SNI	Delivery Invoice	Log On		IDIESI120 -
Invoice	ASN		✓ ASN: A:	SNDS00001		다 Item: 1	D) [Add New Check	Save Draft Publis	
General	Address	es Contacts	s Locations	Aggregation	Notes P:	ayment Status	Administration			
Documer								x Information		
	nvoice No.: Reference:						In	voice Recipient Sales Ta Invoicing Party Sales Ta		
	nent Date: oice Type:	11.05.2015 Invoice	1		Time: 1 Group:	0:35:20				
Invo	ice Status: Invalid:				tance Status:					
Terms of	Payment						Un	planned Delivery Co	sts	
Maximi		aseline Date:	11.05.2015		rms of Payment H Cash Discount ir			Unplanned Delivery Co	ency: USD	0,00
	nal Cash Dis	count (Days):	0		Cash Discount ir	n %: 0,000		Curre	000	
	NetPa	yment Period:	30		Descript	ion:				
Invoice Ite	ems									
View: PB	Prod		ct Desc. Pur.Do		ocitem ASN No.	ASN Item	Quantity Uc	мок	Price Crcy	Pr. Unit
1			RPRINTER 41000				1 EA		1,20 USD	
Where Scroll t					n Tax Ar	nt field				
			d enter tol		n Tax Ar	nt field Tax Amt	Tax Code	Tax Code Desc		
Scroll t Price	o the _{Crcy}	right an Pr. Unit	d enter to Pr. UoM	tal tax ir _{Gross}	Net	Tax Amt				
Scroll t	o the	right an Pr. Unit	d enter to	tal tax ir			Tax Code V2	Tax Code Desc GBTax code		
Scroll t Price 7.74	Crcy GBP	right an Pr. Unit 1	d enter to Pr. UoM	tal tax ir _{Gross}	Net	Tax Amt				
Scroll t Price 7.74	Crcy GBP	right an Pr. Unit 1	d enter to Pr. UoM	tal tax ir _{Gross}	Net	Tax Amt			1	
Scroll t Price 7.74	GBP	right an Pr. Unit 1 plete.	d enter to Pr. UoM	tal tax ir _{Gross}	Net	Tax Amt		GBTax code		boration -
Scroll t Price 7.74	Crcy GBP	right an Pr. Unit 1 plete.	d enter to Pr. UoM	tal tax ir _{Gross}	Net	Tax Amt		GBTax code	ly Network Colla	boration -
Scroll t Price 7.74	GBP Crcy GBP COM	right an Pr. Unit plete.	d enter to Pr. UoM	tal tax ir Gross 77.40	Net 77.40	Tax Amt 0.00		GBTax code	ly Network Colla	
Scroll t Price 7.74 Invoice	o the Crcy GBP COM COM	right an Pr. Unit plete.	d enter tol Pr. UoM 1 EA	tal tax ir Gross 77.40	Net 77.40	Tax Amt 0.00	V2	GBTax code	ly Network Colla	

Documents Requiring Invoices

END OF INVOICE PROCESS



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	n	
1	From the menu goto Alert Monitor	Replenishment	> SMI Monitor>SMI I	Details.	Supply Network Collaboration
		d Purchase Order Replenish SMI Monitor Delivery Control Monitor Minifiax Replenishment Monitor Responsive Replenishment Mo Repleniss over Order		ta \$	
	Enter Selection Crite SMI Details	eria, then select (30 button		Supply Network Collaboration
		and Release Purchase Orde	r Replenishment Work Order SN	I Delivery Invoice Quality	Master Data Tools
	Selection Area				
	Show Reset Go Go	Close Selection			
	Customer Location:			ð	
	My Customer Location No.:			ď	\$
	Product:		DÌ To		<u>a</u> 🗧
	My Proc No.:		D To		₫] \$
	Suppler:		То	ð	8
	Product Group Type:				
	Product Group:		To	ď	*
	APN Type:	< <u>0</u>			



	SMI Details										Supply No	etwork Col	laboratio
	Exceptions Deman	d Release Purch	ase Orde	er Replenis	hment Deli	very Invoic	e Master D	Data Tools					
	Selection Area												
	Show: Reset A Go Op	en Selection											
	Details												
	Grid Product Data												
	Print Version Export Grid Arrange	ment: SMI Overview	,		~	Save P	ropose Plann	ed Receipts	Audit Ti	ail History	Comparison	ASN Ove	rview 🛓
	Product/Customer Location/Key Figu	SMI Overvie				W:36.201	8 W:37.20	18 W:38.2	018 W:39.	2018 W:40	.2018 W:4	1.2018 W:	42.2018
	Product/Customer Location/Key Figure SMI No Ship-From Location W:36.2018 W:37.2018 W:38.2018 W:39.2018 W:40.2018 W:41.2018 SMI Ship-From Location												
	■ 1			eceipts to Cu	stomer								
	Demand												
	Planned Receipts												
3	update	ts. blanned rec d to consid ave to sav	ler no	ewly er	ntered	planne	•	•	l so tha	at the p	-		
3	 Manually Enter p update Click S 	olanned rec d to consid ave to sav	ler no e pla	ewly er inned r	ntered eceipts	planne 3.	d recei	pts.		at the p	-	ed Stoc	
3	 Manually Enter pupdate Click S 	olanned rec d to consid ave to sav	ler no e pla	ewly er inned r	ntered eceipts	planne 3.	d recei	pts.			-		
3	Manually Enter p update Click S SMI Details Certails Selection Area	olanned rec d to consid ave to sav	ler no e pla	ewly er inned r	ntered eceipts	planne 3.	d recei	pts.			-		
3	Manually Enter p update Click S SMI Details Selection Area Show: Reset 0 Open S	olanned rec d to consid ave to sav	ler no e pla	ewly er inned r	ntered eceipts	planne 3.	d recei	pts.			-		
3	Manually Enter p update Click S SMI Details Certails Selection Area	olanned rec d to consid ave to sav	ler no e pla	ewly er inned r	ntered eceipts	planne 3.	d recei	pts.			-		
3	Manually Enter p update Click S SMI Details Ference Exceptions Demand Selection Area Show Reset Go Open S Details	olanned rec d to consid ave to save Release Purchase (Belection	ler no e pla	ewly er inned r	ntered eceipts	planne S. 7 SNI Dell	d recei	pts.	aster Data	Tools	Supply I	Network Co	llaborati
3	Manually Enter p update Click S SMI Details Selection Area Bhow: Reset Go Open S Details Grid Product Data	blanned rec d to consid ave to save Release Purchase (Belection	ler no e pla Order R	ewly er inned r	v Save	Planne S. r SNI Deli Propose Pla	d recei	opts.	aster Data	Tools	Supply I	Network Co	nd All Cc
3	Manually Enter p update Click S SMI Details Gelection Area Bhow: Reset Go Open S Details Grid Product Data Print Version Export Grid Arrangemen	blanned rec d to consid ave to save Release Purchase (Belection	ler no e pla Order R	ewly er inned r	v Save	Planne S. r SNI Deli Propose Pla	d recei	Quality M	aster Data	Tools	Supply I	Network Co	nd All Cc
3	Manually Enter p update Click S SMI Details Selection Area Show Reset Go Open S Details Grid Product Data Print Version Export Grid Arrangemen Product/Customer Location/Key Figure	blanned rec d to consid ave to save Release Purchase (Belection	ler no e pla Order R	ewly er inned r	v Save	Planne S. r SNI Deli Propose Pla	d recei	Quality M	aster Data	Tools	Supply I	Network Co	nd All Cc
3	Manually Enter p update O Click S SMI Details Click S SMI Details Go Open S Details Grid Product Data Print Version Export_ Grid Arrangemen Product/Customer Location/Key Figure 3000000	blanned rec d to consid ave to save Release Purchase (Belection	ler no e pla Order R	ewly er inned r	v Save	Planne S. r SNI Deli Propose Pla	d recei	Quality M	aster Data	Tools	Supply I	Network Co	nd All Cc
3	Manually Enter p update Click S SMI Details FILL FILL	blanned rec d to consid ave to save Release Purchase (Belection	ation	ewly er inned r	V:10.2016	Propose Pla W:11.2016	very Invoice	Guality M Guality M s Audit Tr W:13.2016	aster Data all History W:14.2016	Comparison VV:15.2018	Supply I ASN Overvie W.16.2016	ew Expan W:17.2018	nd All CC
3	Manually Enter p update Click S SMI Details Go Open S Details Grid Product Data Print Version Export Grid Arrangemen Product/Customer Location/Key Figure 300000 104m Demand	blanned rec d to consid ave to save Release Purchase (Belection	ation	ewly er inned r eplenishmen w.09.2016	V:10.2016	Propose Pla W:11.2016	very Invoice	Guality M Guality M s Audit Tr W:13.2016	aster Data all History W:14.2016	Comparison VV:15.2018	Supply I ASN Overvie W.16.2016	ew Expan W:17.2018	nd All CC
3	Manually Enter p update Click S SMI Details Go Opens Bhow Reset Go Opens Details Orid Product Data Print Version Export Grid Arrangemen Product/Customer Location/Key Figure 300000 1046 Demand Planned Receipts	elanned rec d to consid ave to save Release Purchase (Belection t Ship-From Location	ation	ewly er inned r	V:10.2016	Propose Pla VV:11.2018	very Invoice	Guality M Guality M s Audit Tr W:13.2016	aster Data all History W:14.2016	Comparison VV:15.2018	Supply I ASN Overvie W.16.2016	ew Expan W:17.2018	nd All CC
3	Manually Enter p update Click S SMI Details Click S SMI Details Exceptions Demand Selection Area Show: Reset Go Open S Details Grid ProductData Print Version Export Grid Arrangemen Product/Customer Location/Key Figure 3000000 Total Product/Customer Location/Key Figure 3000000 Product/Customer Location/Key Figure Site Comparison Product/Customer Location/Key Figure Subsect Product/Customer Location/Key Figure Subsect Product/Customer Location/Key Figure Subsect Product/Customer Location/Key Figure Subsect Projected Stock Days' Supply	elanned rec d to consid ave to save Release Purchase (Belection t Ship-From Location	ation 6.885	ewly er inned r eplenishmen w.09.2016	VX10.2015	Propose Pla W:11.2016	d recei wery Invoice nned Receipt: W:12.2016 4.455	Quality M Guality M S Audit Tr W:13.2016 5.022	aster Data all History W:14.2016 6.022	Comparison VV:15.2016 5.022	Supply I ASN 0vervi VV.16.2016 6.022	Network Co ew _ Expan VV:17.2016 4.401	nd All Co MAY 2011
3	Manually Enter p update Click S SMI Details Teset Go Open S Details Grid ProductData Print Version Export Grid Product/Customer Location/Key Figure 300000 1046 Demand Planned Receipts Projected Stock	elanned rec d to consid ave to save Release Purchase (Belection t Ship-From Location	ation 6.885 5.324	ewly er inned r eplenishment W.09.2016	V Save VX:10.2015 4.455	Propose Pla W:11.2016	d recei wery Invoice nned Receipt: W:12.2016 4.455	Quality M Guality M S Audit Tr W:13.2016 5.022	aster Data all History W:14.2016 6.022	Comparison VV:15.2016 5.022	Supply I ASN 0vervi VV.16.2016 6.022	Network Co ew _ Expan VV:17.2016 4.401	nd All Co MAY 2011



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

SMI Details										Supply	Network Co	llaboratio	n -	- Busin
	Release Purchase C	order R	eplenishment	Work Orde	r SNI Del	ivery Invoice	Quality N	laster Data	Tools					
Selection Area														
Show: Reset Go Open S	Selection													
Details														
Grid Product Data														
Print Version Export Grid Arrangemen	t SMI Ship-From Loca	ition		 ✓ Save 	Propose Pla	anned Receipt	s 🖌 Audit T	rail History	Comparison	ASN Overvi	ew 🖌 Expa	nd All Coll	apse All 🛛 N	lotes On
Product/Customer Location/Key Figure	Ship-From Location	Initial	W:09.201	₩:10.201	W:11.201	W:12.2018	W:13.20	W:14.20	W:15.201U	W:16.2010	₩:17.201≣	MAY 201	JUN 20	JUL 20
✓ 30														
▼ 1040														
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	00000000000				3.586									
Projected Stock		5.324	5.324	869		-4.455	-9.477	-14.499	-19.521	-24.543	-28.944	-42.147	-42.147	-42.1
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.

Time Bucket Settings

5

- 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.

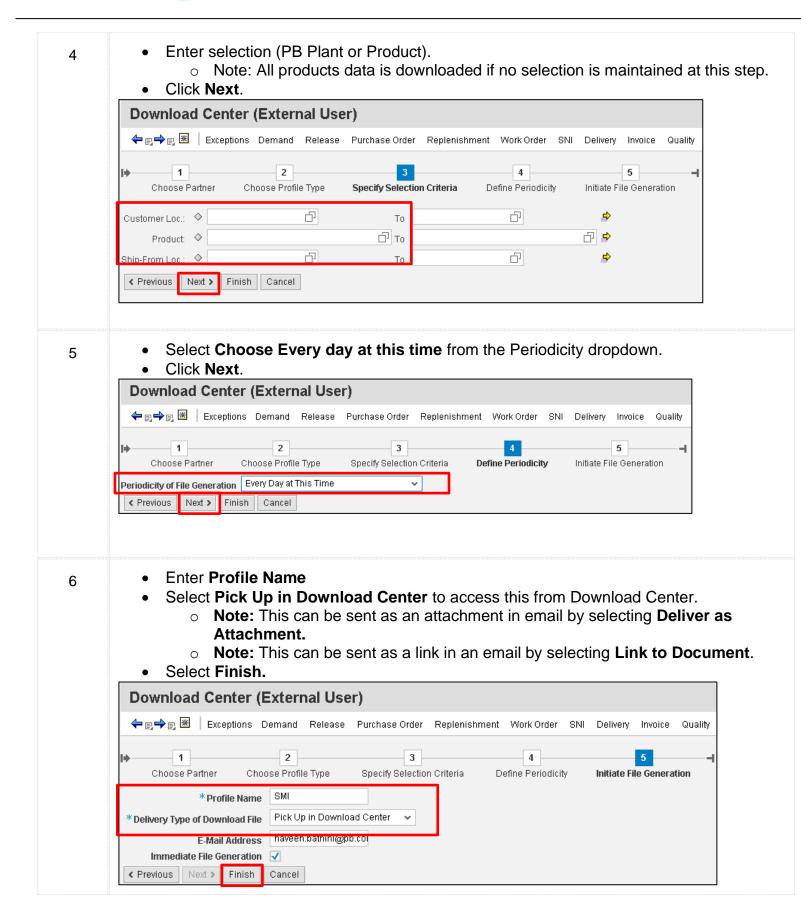
Time Buckets Profile								Supply	Network Collaboration - NEX08VI - Business Partner: A
🗢 🚉 🔿 📄 🔣 🕴 Exceptions Dem	hand Release	Purchase Order	Replenishment	Work Order	SNI Delive	ry Invoice	Quality	Master Data	Tools
Selection									
Show:	✓ Reset ∡	Go Close Sele	tion						
Customer Location: 🔳 1001		ő							
Product: = E101	-TP		Ċ						
My Customer Location No.: 🗇		D							
My Product No.: 🔶			ð						
Edit Selection: Save for this location	on product only	✓ Save							
Display Horizon:	Years	0001							
No. of Years:	0001								
No. of Months:	0001								
No. of Weeks:	0000								
No. of Days:	0000								
Start Offset:	0								
Number of Overview Status Columns:	00								



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

Step	Description
1	 To download planned receipts, follow the menu path <i>Tools>File Transfer>Download Center(External User)</i>. The <i>Download Center</i> screen is displayed. Select Create.
	Download Center (External User) Supply Network Collaboration
	Image: Second content of the second
	Generate Download File View Log History Create Modify Deactivate View: Ista Download Profile Type Profile Number Profile Name Profile Status URL for Download Downloaded On Real
2	 Enter 'PB' in the Customer field. Click Next.
	Download Center (External User)
	🗢 🗊 🖈 🛐 🗷 🛛 Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality
	1 2 3 4 5 - Choose Partner Choose Profile Type Specify Selection Criteria Define Periodicity Initiate File Generation * Supplier: 106061 * Customer PB * Supplier User: NEX08VI < Previous Next > Finish
	Calast CMI Diamand Deceints (rem the dram down
3	 Select SMI Planned Receipts from the dropdown. Click Next.
	Download Center (External User)
	🚓 🖶 🗷 🛛 Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality
	1 2 3 4 5 Choose Partner Choose Profile Type Specify Selection Criteria Define Periodicity Initiate File Generation
	Profile Type SMI Planned Receipts < Previous Next > Finish







The Download Center screen is displayed with the profile. 7 Download Center (External User) Supply Network Collaboration - NEX08VI - Business Partn 年 🗈 🕈 🗉 📕 🛛 Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools ast Refresh: 04/30/2015 16:57:32 Refresh /iew: Own Data Download Profiles Overview Generate Download File View Log History Create Modify Deactivate ✓ Print Vers View: [Standard View] Download Profile Type Profile Number Profile Name Profile Status URL for Download Downloaded On Ready On Initiated On Click here to download SMI Planned Receipts 23 SMI Ready 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 <u>UPLOADING</u> planned receipts:

								Desc	riptio	n						
1	•	Oper	n the c	downlo	baded	l file										
I	Interface				Juudu											
	Owner Pa															
	Partner:															
	Selection															
	Selection	SMI														
	Created B	NEX08VI														
	Created O	04/30/201	5 16:57:28	EST												
	PRODUCT	CUST_LOC	KPRM	KPRMDES	SHIPFROM	EDITABLE	PERID0	PERID1	PERID2	PERID3	PERID4	PERID5	PERID6	PERID7	PERID8	PEI
	Product	Customer	Key Figure	Key Figure	Ship-From	r Editable L	01/20/201	*****	5/1/2015	5/2/2015	5/3/2015	5/4/2015	5/5/2015	5/6/2015	5/7/2015	5/
	787-D		DEMAND				2.083									
	787-D			Average D												
	787-D					Aggregated			10	20	30					
	787-D			Planned R					10	20	30					
	787-D			Planned R		X										
	787-D			Raw Net D												
	787-D					Aggregate	d									
	787-D			In-Transit												
	787-D			Projected			-1.502	-1.502	-1.492	-1.472	-1.442	-1.442	-1.442	-1.442	-1.442	
	787-D			Days' Supp												
	787-D			Minimum			1.512	1.512	1.502	1.482	1.452	1.452	1.452	1.452	1.452	
	787-D	1001														
2	•	Upda	ate Sh	nip Fro		ocatio	n field	1.602 I to ad	1.592 d lead	1.572 ding ze	^{1.542} eros (t	1.542 otal 1	1.542 0 cha	1.542	1.542 5) whe	
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END OF SMI PROCESS



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	From the menu bar, use the path Release -> Release Overview
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	Release Overview Release Details
	Show: Release Comparison 30 Close Selection Set Notification
-	Enter selection criteria as required. Click Go .
2	Release Overview (Supplier View) Supply Network Collaboration
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5500020406/10	R70002	26	INK CARTRIDGE, BLACK, 330ML	1040	0171B001AA	1	Optional	29.02.2016			
5500020416/10	DT8003	36	MEGA PRINT HEAD (SUPPLY# 771-1)	1040	7503A001AA	1	Optional	29.02.2016			
5500020403/10	DT8002	<u>9</u>	INK CARTRIDGE(NEW REDFL)	1040	9021A001AA	1	Optional	29.02.2016			
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Note the "Commitment Level" of the scheduled delivery;

- <u>Production and Material Go-Ahead</u> = This is a firm order, build and ship according to the delivery-date and quantity listed *unless managing materials using SMI*.
- <u>Material Go-Ahead</u> = *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.
- <u>Forecast</u> = Forecast line for informational purposes only.

D	isplay SL	Print Acknowledge	e Reject Corr	npare Releases Not	tes Related	ASNs Due List	R/R LI	51			
Vie	w [Stand	lard View] 🗸 🗸	Print Version Eq	part ,							
-	Period	Shipping Date	Delivery Date	Schedule Line Qu		Due Quantity	UoM	Commitment Level	Cml. Sched. Qty	Change No.	
10			A STOCK AND A STOC	Schedule Line Lux	500 M	200000000000000000000000000000000000000		Comparison of the second		Change No.	3
	Day	01.04.2016	01.04.2016		142	142	EA	Production and Material Go-Ahead	142		
	Day	02.05.2016	02.05.2016		378	378	EA	Production and Material Go-Ahead	520		
	Day	01.06.2016	01.06.2016		252	252	EA	Production and Material Go-Ahead	772		
	Day	05.07.2016	05.07.2016		756	756	EA	Material Go-Ahead	1.528		
	Day	01.08.2016	01.08.2016		500	500	EA	Malerial Go-Ahead	2.028		
	Day	01.08.2016	01.08.2015		1.152	1.152	EA	Forecast	142		
	Day	01.09.2016	01.09.2016		1.152	1.152	EA	Forecast	520		

END OF SCHEDULING AGREEMENT PROCESS



Alerts – Alert-Monitor

Objective: Setting and Using Alerts



Follow menu path Exceptions – Alert Monitor

Alert Monitor		Demand	Release	Purchase Order	Penlenishmer	t Mark Ore	lor SNI	Delivery	Invoice	Quality	Supply Master Data	Network C
Selection	copilons	Demand	Trefeuse		repensioner	i wonton		Delivery	Invoice	county	Musici Dulu	10013
Show:		····· v	Reset 🛓	Go Close Selec	tion Set Notifi	cation						
Planner:	♦	D			то Б				\$			
Customer:	\diamond	[J		То	Ð			\$			
Supplier:	\	[-D		То	-D			⇔			
Location:	♦		ن		То		-		\$			
My Location:	\diamond		ن		То		Ē		\$			
Product:	♦			ď	То			Ĺ.	\$			
My Product No.:	\diamond			ď	То			Ĺ.	\$			
APN Type:	\diamond	Ċ							\$			
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	r									
← ≥ * Exc	epti	ons Demano	Release	Purchase Order Rep	olenishment	Work Order	SNI	Delivery	Invoice	G
Selection										
Show:		v	Reset 🖌	Go Close Selection	Set Notificat	ion				
APN Type:	\diamond	Ċ	Reset						\$	
APN:	\diamond		Save	С То				Ð	\$	
Product Group Type:	\diamond	Ð	Save as Delete						\$	
Product Group Value:	\diamond		ĹĊ	То		Ð			\$	
Alert Category:	\diamond		Ó	То		ð			\$	
Alert Type:	\diamond	- D		To	- D				\$	



Receive New PO, change PO alerts:

Enter the following Alert Types;

- 7051 New PO Item
- 7052 Changed PO Item

Selection

Show:		······ v	Reset 🔒	Go Close Selection	Set Notification]	
APN Type:	\diamond	D					\$
APN:	\diamond			С То			
Product Group Type:	\diamond	L L					\$
Product Group Value:	\diamond		сī	То		сī	\$
Alert Category:	\diamond		L)	То	L D]	\$
Alert Type:	=	7051 🗗		То	7052 🗇		\$
Alert Priority:	\diamond		L L	То		- D	\$
Acknowledged:	\diamond	Ē					\$
Dove(+):	0						

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
		OK Cancel

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.

⁴ Name:	User-Specific	~	Default
	User-Specific		
	Partner-Specific		< Cancel

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



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

Alert Monitor								
🗢 🕞 🔿 📄 🔣 🛛 Excepti	ons Demand	Release Pur	chase Order	Replenishment	Work Order	SNI	Delivery	Invo
Selection TEST success	sfully created							
Display Message Log								
Selection								
Show: TEST	*	Save as 🛓 G	o Close Se	lection Set No	tification			
Planner: 🗇	-D			то 🗗				\$

- 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.

Alert Notification Profile

⇔ 🛃 🔿 层 😸 Exc	eptions Demand Release Purchase Order	Reple		
Name of selection	n: - TEST (User:) (new profile!)			
Save Delete				
Valid-from Date:	18.09.2015			
Valid-to Date:	31.12.9999			
Recipient Type:	U-User in System 🗸 🗸			
Recipient User:	NEX08VI			
E-Mail Address:				
Fax/Phone Country:				
Fax/Phone Number:				
Sending User:				
Message Channel:	EMAIL -E-Mail (Alert Management) 🗸 🗸		Unacknow, Alerts Only:	
Message Profile:	SAP_COLL V		Profile Is Active:	✓
Minimum Priority:	2-Warning 👻			
Immediate Notification: Periodic Notification:			Message Language:	
- Start Date:	18.09.2015		Minimum Age (hh:mm):	
- Start Time [hh:mm]:	13:36			
- Period [hh:mm]:	24:00		Maximum Age [hh:mm]:	

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	Vendor Material Numbers Navigation Path: Master Data > Partner Dependent Data > Partner Dependent F	
		roduct >
		ransportation Lane >
		artner-Dependent Data > Partner-Dependent Partner Data
	Planner: 🔶 🗗 To 🗗 🎓 N	lumber Ranges > Partner-Dependent Location Data
	Customer: 👌 🗗 To 🗇 🎐 U	Iser Partner-Dependent Product Data Assignment of Customer's Purchasing Groups to Partner
		Assignment of customers an unclassing groups for anner
2	Select Append Row button	
	Partner-Dependent Product Data of Partner: 0000002606	
	Selection Area	
	Show: Reset Go Close Selection	
	Product: \diamond To	₽ \$
	Product Data	
	Display Save View: [Standard View] View: Print Version Export Append Row Delete	Row
	To Product Number Partner-Dependent Product Number Partner-Dependent Product Description Unit o	f Measure



3 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 selection Area Show: Reset Co Close Selection Product Data Image: Product Number Product Number Print Version Export Area Image: Product Number Product Number Pather-Dependent Product Description Product Number View: [Standard View] Print Version Export Append Row Delete Row Product Number View: Product Number View: Product Number View: Product Number View: Pinther-Dependent Product Number Append Row, enter data, click Save. Repeat as needed Product Data Image: Product Number Product Data Image: Product Number Product Number Print Version Export Append Row Delete Row Product Number Print Version Product Number Print Version Product Data Image: Product Number Product Number Print Version Product	description. Unit-of-measure enter "EA", Numerator/Denominator enter "1" in each field. Click "Selection Area Selection Area Product Pata Product Data Display Save View, [Standard View] ~ Print Version Export_Append Row Delete Row Product Number Partner-Dependent Product Number PB-PartNumber Vendor-PartNumber My Material description EA 1		De
4 Repeat process to add additional parts. Click Append Row, enter data, click Save. Repeat as needed Product Data Display Save View: [Standard View] V Print Version Export] Append Row, enter data, click Save. Repeat as needed PB-PartNumber Vendor-PartNumber My Material description Export] Append Row Display Save View: [Standard View] V Print Version Export] Append Row PB-PartNumber Vendor-PartNumber My Material description EA 1	4 Repeat process to add additional parts. Click Append Row, enter data, click Save. Repeat as n Product Data PB-PartNumber Percent process to add additional parts. Click Append Row, enter data, click Save. Repeat as n Product Data Product Number PB-PartNumber PB-PartNumber View: Save View: Standard View] Pint Version Export Append Row, enter data, click Save. Repeat as n Product Data Product Data Product Data Product Data Product Data Product Data Product Number Partner-Dependent Product Number Partner-Dependent Product Number Partner-Dependent Product Description Unit of Measure Numerator PR00' 35306 My Material description EA 1 1		description. Unit-of-measure enter "EA", Numera
Product Data Display Save View: [Standard View] Print Version Export Append Row Delete Row * Product Number Partner-Dependent Product Number Partner-Dependent Product Description Unit of Measure Numerator Denominator Customer's Purchasing Grow PB-PartNumber Vendor-PartNumber My Material description EA 1 1	Product Data Display Save View. [Standard View] Print Version Export_ Append Row Delete Row Product Number Partner-Dependent Product Number Partner-Dependent Product Description Unit of Measure Numerator Denominator Customer's Purchast PB-PartNumber Vendor-PartNumber My Material description EA 1 1		Show: Reset Go Close Selection
Display Save View: [Standard View] Print Version Export_ Append Row Delete Row 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 Data Display Save View: [Standard View] Print Version Export_ Append Row Delete Row Product Data Display Save View: [Standard View] Print Version Export_ Append Row Delete Row Image: Row	Append Row Delete Row Display Save View: [Standard View] Print Version Export _ Append Row Delete Row PB-PartNumber Pendor-PartNumber My Material description EA 1 1 PB-PartNumber Vendor-PartNumber My Material description EA 1 1 Product Data Product Number Print Version Export _ Append Row Delete Row Product Data View: [Standard View] Print Version Export _ Append Row Delete Row Product Number View: [Standard View] Print Version Export _ Append Row Delete Row Product Data View: [Standard View] Print Version Export _ Append Row Delete Row PR00' 3530i My Material description EA 1 1	① ◆	Product:
4 Repeat process to add additional parts. Click Append Row, enter data, click Save. Repeat as needed Product Data Piplay Save View: [Standard View] Product Number Print Version Export Append Row Display Save View: [Standard View] Product Number Partner-Dependent Product Description Unit of Measure Numerator Display Save View: [Standard View] Partner-Dependent Product Description Unit of Measure Numerator Denominator Customer's Purchasing Group Product Number Partner-Dependent Product Number Partner-Dependent Product Description Unit of Measure Numerator PR00' 3530f	4 Repeat process to add additional parts. Click Append Row, enter data, click Save. Repeat as n Product Data Product Number Product Number Print Version Export Append Row Display Save View: [Standard View] Product Number Partner-Dependent Product Description Unit of Measure Numerator Display Save View: [Standard View] Product Number Partner-Dependent Product Description Unit of Measure Numerator Display Save View: [Standard View] Partner-Dependent Product Number Partner-Dependent Product Description Unit of Measure Numerator PR00' 3530F		Product Data
PB-PartNumber Vendor-PartNumber My Material description EA 1 1 A Repeat process to add additional parts. Click Append Row, enter data, click Save. Repeat as needed Product Data Product Data Print Version Export Append Row Delete Row Product Data Product Number Partner-Dependent Product Number Partner-Dependent Product Description Unit of Measure Numerator Denominator Customer's Purchasing Group PR00: 3530f My Material description EA 1 1	PB-PartNumber Vendor-PartNumber My Material description EA 1 1 A Repeat process to add additional parts. Click Append Row, enter data, click Save. Repeat as n Product Data Product Data Print Version Export Append Row Delete Row Product Number Partner-Dependent Product Number Partner-Dependent Product Description Unit of Measure Numerator Denominator Customer's Purchasin PR00' 3530F My Material description EA 1 1	Export Append Row Delete Row	Display Save View: [Standard View] View: Export
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*Product Number *Partner-Dependent Product Number Partner-Dependent Product Description Unit of Measure Numerator Denominator Customer's Purchasing Group PR00' 3530F My Material description EA 1 1	Product Number Partner-Dependent Product Number Partner-Dependent Product Description Unit of Measure Numerator Denominator Customer's Purchasing PR00' 3530E My Material description EA 1 1		
PR00 [°] 3530E My Material description EA 1 1	PR00 3530E My Material description EA 1 1	Export Append Row Delete Row	Display Save View: [Standard View] Print Version Export
		pendent Product Description Unit of Measure Numerator Denominator Customer's Purchasing Group	*Product Number *Partner-Dependent Product Number Partner-Dependent Product
3C001 176 My Material description EA 1 1	3C007 176 My Material description EA 1 1	description EA 1 1	PR00 [°] 3530E My Material description
		description EA 1 1	3C00 176 My Material description



Report Settings

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

tep	Description																
1	When in any report view click on "Open Settings Dialog" (Tool) button.																
-	Purchase	Order Wor	rklist							Supply N	etwork Co	labor	ation - NEXO	8VI - Busines	s Partne	ir: 1194	192 Log Of
	🗢 🗢 🗃 Exceptions Demand Release Purchase Order Replenishment Work Order DNI Delivery Invoice Quality Master Data Tools																
	Active Queries																
	Worklists																
	Navigation Results Workfists - Proces			1 Quick Vie	evő (335-PO bernő (Havigabor	Trom Guick	(44) (41)										
		s Due Confirm		1 Ouick Vie	rw) (13): PO Berns (Havigation	TOM GOCK	(1000) (21) ⁻							Change Overy	Define Ne	w Query	Personal
	Worklists - Proces	s Due Confirm	ations		W Prot Version Export		(1000) (21) ⁻							Change Ouery	Define No	w Query	Personal Ca
	Worklists - Proces	s Due Confirm	ations	Base Go			Crif. Rastd	Reject	Oty	Due Sty	Conf Oly	UoM	Delik: Date	Change Overy	Define No		Personal
	Worklists - Proces Show Guick Criteri View PB	s Due Confirm a Maintenance	ations Gave and Publish	Base Uol R.C	M Port Version Export,		Crist. Registed		Ofr 11	Due Oy		UoM Es	Delix Date			PrU.	(
	Workflists - Proces Show Quick Criteri View PB	s Due Confirm a Maintenance ~	Bare and Publish Product	Base Uo R.C 1.0	N Print Version Export , Product Desc		Crif. Restd	10.000			0			CDD	Price	PHU.	PRUM
	Worklists - Proces Show Quick Orten View PB II] PO No 3200001022	a Maintenance	Bare and Publish Product BHRCC072AC	Base Got R.C 1.0 1.0	M Proz Version Export , Product Desc Her av. CART CONT JAC		Crist. Registed		-	89	0	La	18.07.2015	CDD 18.07.2015	Price	PHJ.	Prevent EA
	Worklists - Proces Show Quick Onten View PB D PO Ne 220001022 3200010216	a Maintenance	Bave and Publish Product SHIPCC072AC SHIPCC072AC	Base Uol RC 1.0 1.0 1.0	M Proz Version Export , Product Desc HP RM CAPT CONT JAC HP RM CAPT CONT JAC		Crit Right		11 11	19 10	0 0 0	EA EA	18.07 2015	COD 16.07 2015 16.07 2015	Price 15.63 15.63	PHJ.	Popular DA DA DA

2 Hidden fields are displayed on the left side, displayed fields are on the right side.

To Hide fields:

• Select field from 'Displayed Columns' and click on Remove button to hide fields. To Unhide fields:

Select field or fields from 'Hidden Columns' and click on Remove button to hide fields.
 To Change column position.

• Select column and click on move up or move down buttons (Change Sequence).

Colu	mn Selection Sort	Cal	culation Filt	ter	Display
- Ook	Cont	- Cui			Diopiaj
Ē	Hidden Columns	^		Ē	Displayed Columns
	Cust. Batch	1			PO No.
	Config./Clas.				PO Item No.
	Conf. Mfr		0 dd b		Product
	Conf. MPN		Add >		R:C
	CDT		< remove		Product Desc.
	CSD				RevLvI
	сят	~			Cnf. Rqstd
					Reject
			Mayata	F	Change 두
			Move to Beginning	C	



Purchas	e Order Details		Supply Network Collaboration - NEX08VI - Business Partner: 119492 Log
⇐∎⇒∎ ₩	Exceptions Demand Release	e Purchase Order Replenishme	nent Work-Order SNI Delivery Invoice Quality Master Data Tools
PO No.: 32000	001461 n c	ustomer: 🗗 Go	Change Check Save Publish Reject Print Notes Download History
PO 3200001			
General	Terms Partners Cont	tacts Admin. Data	
General	Terms Panners Con	acts Admin. Data	
Document I	Data		Status Information
PO No	.: 3200001461		Header Status: Open
Supplier	r: 119492	Customer: PB	Conf. Status: Not Confirmed
			privile and Undertail by Cructomore

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).
	Image: Selection Show Show Show Show Show Show Show Show
2	Download Center will display. Click "Create" button. Download Center (External User) Supply Network Collaboration - ←
	Generate Download Frile View Log History Create Modify Deactivate View Istandard Image: Download Frile Type Profile Number Profile Name Profile Status URL for Download Downloaded On Ready



3	Select Customer "PB", then click "Next" button	
-	Download Center (External User)	Supply Network Collaboration
	ᆃ 📴 🗮 🛛 Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality	Master Data Tools
	Choose Partner Choose Profile Type Specify Selection Criteria Define Periodicity Initiate File Generation *Supplier: 2 *Customer: PB *Supplier User: DA002MO Yrevious Next > Finish Cancel	
4	Choose Report to Download using dropdown (in this example we will use Due-Lis Documents). Then click "Next" button.	t for Purchasing
	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 Initiate File Generation Profile Type Profile Type Due List for Purchasing Documents Vervious Next > Finish Cancel Due List for Planned Receipts Documents Requiring Invoices Order Forecast Collaboration Purchase Order Confirmation SMI Planned Receipts Supply Network Inventory Work Order Actual Reporting Work Order Actual Reporting	
5	Enter Selections (if needed), then click "Next"	
	Download Center (External User)	Supply Network Collaboration
	← 『今 『 迷 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.: \diamond \Box To \Box \Rightarrow	
	Product: \diamond \Box To \Box \Rightarrow Shipping Date: \diamond \Box To \Box \Rightarrow	
	Delivery Date: \diamond 1 To 1 \diamond	
	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
	Image: Choose Partner Choose Profile Type Specify Selection Criteria Define Periodicity Initiate File Generation Periodicity of File Generation No Periodic Job Image: Choose Profile Type Image: Choose Profile Type Specify Selection Criteria Define Periodicity Initiate File Generation Initiate File Generation Periodic Job Every Day at Midnight (UTC) Every Working Day at Midnight (UTC) Every Working Day at Midnight (UTC) Every Working Day at This Time
7	Enter a name for the report in the "Profile Name "field. Select Delivery type;
	Download Center (External User) Supply Network Collaboration -
	ᆃ 🖫 🗷 🛛 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 Name My report * Delivery Type of Download File Pick Up in Download Center ✓ Pick Up in Download Center Deliver as Attachment Deliver as Attachment Link to Document Cencer Cencer
0	Click "Refresh", then "Click here to download"
8	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: Own Data
	Generate Download Fines Overview View: [Standa View: [Standa View: [Standa View:]
	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 12:0



Interface TASNDLPI	D					G			J	K	L	M	N	0	P	Q	R	S		
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Selection F Selection FDueList	27																			
Created ByNEX08VI Created O(02.09.201	5 12:12:03 EST																			
ORTYPEN ORDERIE Order Type Order Nur Purchase (TMID S tem Numt S 10		ASNID ASN Numl		REV_LEVI RevLvi	DUE_QTY Due Qty. 94	ASN_QTY ASN Qty. 94	UNIT UoM EA			Plan. Deliv	Plan. Deliv	Orig.Shp.E	Original S	H ORIG_DE St Orig. Div I 0 28.08.201	D Original D	De Shp. Tzo		
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Purchase	3200001284	10	1		MPR1		1		EA			08.09.2015				0 08.09.201			ES1	
Purchase (Purchase (3200001267 3200001264	10	1		WS84010 MPR1		1	1	EA EA			08.09.2015 08.09.2015	0:00:00	06.09.2015	16:18:00	0 08.09.201 0 08.09.201	5 0:00:0	0 CST	ES1 ES1	
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Order Type Ord Purchase Or	3200001443	10 1	ASN1		4G3-222	1	900	900						-		1001			0001	
Order Type Ord Purchase Ol Go to SN	3200001443	10 1 u and	asni d ac	cess	463-222 Uplc	¹ bad C	900 Cente	900 Pr	EA 3,	/31/20xx	15.03	3.2016 15	.03.2016	15.03.20	016	1001				
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Order Type Ord Purchase Ol Go to SN ← (() → () ※	3200001443 C Men Exception	10 1 U ANO s Dema	ASN1	cess	463-222 Uplc	¹ bad C	900 Cente	900 Pr	EA 3,	/31/20xx	15.03	3.2016 15 y Invoice Fil Pla	03.2016 Qualit e Transfe	15.03.20 ty Maste	o16 er Data ager	1001 Tools	Downlo Downlo	ad Cente	0001	al U al U
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