

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 Enter Username and Password. Click Log On. (If prompted to logon to SAP or Active-Directory, ALWAYS logon to SAP) Logon User *
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). Image: Comparison of the system of the sy
	Click on Save when done. User Administration (Own Data) Supply Network Collaboration
	User Administration (Own Data) Supply Network Collaboration ←
	User: DA002MO *E-Mail Address: email@gmail.com
	* First Name: Name1 * Confirm E-Mail Address: email@gmail.com
	*Last Name: Name2 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 •
	Decimal Format: 1.234.567,89 V



Main N	n Navigation; lenu 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 Orc</i>		ase Order V	VOrklist
Purchase Order Wor ← ust→ @ becebon Der Active Quaries Workens Process Date Of Nargation Result: Process Date Of Nargation Result: Process Date Of Nargation Result: Process Date Of Product: Official Maintenance Product: Official Maintenance Customer: @ * Protase Order Numer: © Acess @ Bucpler `` [PO No. PO Hem No. 4500562786 10 450056278 10	klist anand Releas antimitations (20) antimitations antimi	Purchase Order Registerishment Work Order Ehi Delivery Invoice Quality Mr Change Continuations (II) Canceled (Biocked News (II) Tom Duck View) (III) FO Items (Plangablan from Quick View) (III) Tom Duck View) (III) FO Items (Plangablan from Quick View) (III) To Pioched	Bupply Network Collaborat Ister Data Toole ty Due Oly Conf City Uon 1 1 0 EA 3 0 EA EA	09/02/2014 09/02/2014 103, 10/12/2014 10/12/2014 3,	New Oury Personalize rice PUL PULOM 13 1 EA 13 1 EA 147 1 EA 17 1 EA 17 1 EA
Last Ref PO It	resh o cems cems	1.09.2015 10:43:05 EST Refresh	ed by:		olish.
Last Ref PO It PO It	resh o ems ems Ch	can be filtered by entering sel can be confirmed as requeste	ed by:		olish.
PO It PO It O	resh o ems ems Ch	can be filtered by entering sel can be confirmed as requeste leck the box Cnf. Rqstd . > the	ed by:		olish.
East Ref PO It PO It Save and Publis	resh 0 cems cems Ch	can be filtered by entering sel can be confirmed as requeste eck the box Cnf. Rqstd . > the	ed by: en click Sa	ve and Put	olish.
Last Ref PO It PO It O Save and Publis Product	resh 0 rems cems Ch h B R:C	can be filtered by entering sel can be confirmed as requeste neck the box Cnf. Rqstd . > the reck the box Cnf. Rqstd . > the Product Desc.	ed by: en click Sa	ve and Put	blish.
Accesses 20 Last Ref PO It PO It O Save and Publis Product WF80024	resh o rems cems Ch Ba R:C 1:0	can be filtered by entering sel can be confirmed as requeste beck the box Cnf. Rqstd . > the ase UoM Print Version Export Product Desc. ASSY, POWER SUPPLY - WF96	ed by: en click Sa	ve and Put	blish.



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. • PB Supplier Save and Publish Base UoM Print Version Export PO No. PO Item No. Product R:C Product Desc. RevLvl Cnf. Rostd Reject Qty Due Qty Conf. Qty UoM Deliv. Date CDD Price PrU. PrUoM 4500652786 10 1:0 ASSY, POWER SUPPLY - WE96 EA 09/02/2014 09/02/2014 0 1:0 CABLE, PRINT HEAD 0 EA 10/12/2014 10/12/2014 4500640863 10 36 28 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
 - 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												
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	
		k Cor	schedule line screen is shown in new pop up window. Ifirm (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.
Cu	ıstomer: 🔳 🔭	[
der M	Number: 🗇		Schedule Lines	
ear]		Confirm	
uppli	ier 🗸	Save and	PO No · 4500640863	
	PO Item No.	Product	PO No.: 4500640863 Item No.: 10	CDD
2786	i 10	VVF8002	Product W700153	09/02/2014
0863	10	W70015	Customer Loc.: 1001	10/12/2014
3828	20	MW8304	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	80	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	To 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 Cancel	02/09/2015
2872	20		003 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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	roduct: 🔶 🔄 tomer: 🖼 *		Schedule	Lines									□ ×		
se Order Nu			Confirm	n											
Clear				PO No.:	4500640	0863									
PB Supplie	r v	Save an		Item No.:	10										
) No.	PO Item No.	Product		Product:	W70015	3								CDD	Price
00652786	10	WF800:	С	ustomer Loc.:	1001									09/02/2014	183,13
00640863	10	W7001:		SO No.:										10/12/2014	
00668828	20	MVV830		Price:		3,63	USD							01/02/2015	23,17
00656668	10	WS860		Price Unit:		1	EA							01/05/2015	16,37
00656668	20	CCWSE	Ap	proval Status:										01/05/2015	25,43
00662872		CCMW	Item Confirr	nation Status:	Not Con	firmed								01/10/2015	205,94
00659078	10	MV/803	Schedule	Lines									_	01/18/2015	1,63
00665058	10	590-00	Confirm	Delete				V	ew: [Standa	rd View]	 Print Ver 	sion Export	2,	01/24/2015	10,21
00665420	10	MW610	🚡 SL No	. SL Type	SL No.	Appr. Status	Deliv. Date	Deliv.Time	Ship. Date	Ship. Time	Sched. Qty	Due Qty (Conf.)	UoM	01/25/2015	2,83
00665413	10	MW621	1	Request			10/12/2014	00:00:00	10/11/2014	23:00:00	36	36	EA	01/26/2015	0,32
00665890	10	LJ6135	2	Confirmed	1		10/12/2014	00:00:00	10/11/2014	23:00:00	36	0	EA	01/28/2015	2,01
00668828	10	MW830	3	Confirmed	1		10/12/2014	00:00:00	10/11/2014	23:00:00	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		205,94
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00662872	20	CCWSE										OK	Cancer	02/09/2015	172,67



4500640863 4500668828 4500656668	63 10 28 20		VV VV	Product WF80024 W700153 MWV83047		1:0	Product Desc. ASSY, POWER SUPPLY - WF96	RevLvI	Cnf. Rqstd	Reject	Qty 1	Due Qty	Conf. Qty 0		Deliv. Date 09/02/2014	CDD 09/02/2014	Price 183,13	PrU.
4500640863 4500668828 4500656668	63 10 28 20		W M	VV700153 MVV83047							1	1	0	EA (09/02/2014	09/02/2014	183,13	1
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	38 10		W			1:0	"CABLE ASSY, MMC TO PRINTER"				65	65	0	EA (01/02/2015	01/02/2015	23,17	1
4500050000				WS86002		1:0	"ASSY., COVER, FRONT, WS5X"				1	1	0	EA (01/05/2015	01/05/2015	16,37	1
4500656668	68 20		C	CCW88200	09	1:0	USB/ETHERNET INPUT PWA, 9K/13K				4	4	0	EA (01/05/2015	01/05/2015	25,43	1
4500662872	72 80		C	CCMW8020	06	1:0	MS1 POWER SUPPLY				15	15	0	EA (01/10/2015	01/10/2015	205,94	1
4500659078	78 10		M	MVV80307		1:0	"ASSY, STRIPPER FINGER (PROD 3)"				80	80	0	EA (01/18/2015	01/18/2015	1,63	1
4500665058	58 10		59	590-0017		1:0	GAS SPRING - 20LBSX 2 STROKE				5	5	0	EA (01/24/2015	01/24/2015	10,21	1
4500665420	20 10		M	MVV61000		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 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 Receipts and Requirements Due List for Purchasing Documents Show: Reset Go Close Selection Set Notifica Advanced Shipping Notification Receipts & Requirements List
 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 ord Click Apply to retrieve orders.
Due List for Purchasing Documents Supply Network Collaboration - ZPTDTEST120 - Business Partner



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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.

Due Li	st for Pu	ırch	asing	Docun	nents						Supply	Network Co	llaboration	- ZPTDTEST120 - I	Business Partn
← E → E	🗰 Except	ions	Demand	Release	Purchase Order	Replenishme	ent Work Order	SNI	Delivery	Invoice	Quality	Master Data	Tools		
Active Quer	ies														
	orklists <mark>Duel</mark> Results Navi)										
Worklists - [uelist Over	view													
Hide Quick	Criteria Maint	enanc	е											Change Query	Define New Query
*Custo	mer Location	. []	1001		ď	To 10	40	ć	7		\$				
Ship-F	rom Location	: •			<u> </u>	То		ć	7		\$				
	Product	•				🗇 To				Ó	\$				
Confir	mation Status	: •	Ć	11							\$				
	Customer	•		- î		То					\$				
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Maximum N	umber of Hits		9	9.999											
Apply	lear														
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Purcha	se Order	4500	631964	0001	0 1		DE80010		1001		000003	6534		PBUSA	29.08.2014
Purcha	se Order	4500	652786	0001	0 1		WF80024		1001		000003	6534		PBUSA	02.09.2014
Burche	on Order	4500	640962	0001	n 1		W700152		1001		000002	6524		DDLIGA	12 10 2014

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

1	A	В	C	D	E	F	G	H		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	B EA			Confirmed	Accepted	004@QE1CLNT
3	1E20-NB		LASER PRINTER	3200000186	00020	1	3/13/2015	8	B EA			Confirmed	Accepted	004@QE1CLNT
4	1E20-BJG2		LASER PRINTER	3200000187	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	I EA			Not Confirmed		727@QE1CLNT
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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:

	Description
1	From the Delivery menu, use the menu path <i>Receipts and Requirements>Due List for Purchasin Documents.</i>
	수 티 수 및 수 문 😿 Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools
	Receipts and Requirements Due List for Purchasing Documents
	Supplier Confirmations > Due List for Planned Receipts (SMI)
	Advanced Shipping Notification > Receipts & Requirements List
	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
	documents.
	Product field will default to blank. Enter material number for ASN being created, as need
	Click Apply to retrieve orders.
	Due List for Purchasing Documents Supply Network Collaboration - ZPTDTEST120 - Business Partne
	두 🕮 🗮 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 E
	Hide Quick Criteria Maintenance Change Query Define New Query F
	*Customer Location: 🚺 * 습 To 습
	*Customer Location: 11 * 습 To 습 수 Ship-From Location: 4 습 To 습 수
	*Customer Location: *Customer Location: To To To C C C C C C C C C C C C C
	*Customer Location:
	* Customer Location: * Customer Location: > Dip-From Location: > Product > Product > Confirmation Status: > Dip Customer: > Dip Goods Recipient
	* Customer Location: * Customer Location: * D To Product Product Product O D Confirmation Status: O D Customer: O D To D Soods Recipient: O Maximum Number of Hits:
	* Customer Location: * ① To ① > Ship-From Location: ◇ ① To ① > Product ◇ ① To ① > Confirmation Status: ◇ ① To ① > Customer: ◇ ① To 〕 > Goods Recipient: ◇ ① 〕 >
	* Customer Location: * Customer Location: > D Ship-From Location: > Product > Product > O D Confirmation Status: > D To D Maximum Number of Hits:



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.

-												
Vie	w: PB	✓ Create	eate ASN Related ASNs Print Version Export									
Ē	Product	RevLvI	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)

	raft Publish ASN Re	set Calculate Totals	Download				
General	Shipping Details Sh	ip-From Location Details	Customer Location Details	Ship-To Location De	tails Unloa	ding Point Suppli	er Address (
ASN No	:	Step-1	Customer Location: 3	001 J			
			My Customer Location No.:	đ			
Delivery Date (ETA)	30.09.2015 📋	00:00:00	Ship-From Location: 0	000119492 🗇			
Shipping Date	23.09.2015 1 Ste	ep-2 00:00:00	My Ship-From Location No.:	đ			
Document Date	23.09.2015 1	00:00:00	Number of HUs: 0	0000			
Invoice Recipien	t		Notes available:				
ASN Items							
Aon items	te Item Copy Item R	ound Packing Show	v Details				
Add Item Dele		rsion Export					
Add Item Dele	 Print Ve 	rsion Export_	Stop 7				
	Print Ve Product	Prod. Desc.	Step-3 ASN Qty Qty UoM	Purch. Doc. No.	PD Item I	Revision Level	My Produc



Line Commination box will display.	5	The Confirmation box will display.	
------------------------------------	---	------------------------------------	--

• Click Yes to save and send ASN to Pitney Bowes.

Confirmation	×
Publish the ASN? If yes, the syste the ASN and publish it if valid.	em will check
	Yes No

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.

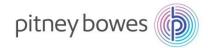
Last Refresh 01.09.2015 10:43:05 EST Refresh 😭

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 Image: Partner: Image: Partner: Selection Area Image: Partner: Image: Partner: Image: Partner: Show: Reset Image: Partner: Image: Partner: Reset Image: Partner:
2	Select ASN from the drop down list: Create Invoice • • •
	Note: One or more ASNs can be selected for invoice processing.



Create								Log Off	Collaboration - ZP	TDTEST120 - B
tinvoice	Excer	ptions Demand	Release Purch		plenishment V	Vork Order SNI		Add New Check	ata Tools	sh
Invoice H		es Contacts	Locations	Aggregation	Notes Pa	vment Status	Administration		8	
Docume			1 1					x Information		
	nvoice No.: Reference:						In	voice Recipient Sales Invoicing Party Sales		C
* Docu	ment Date: voice Type:	11.05.2015	1		Time: 10 Group:	0:35:20				
	nvalid:				ance Status:					
Terms of	f Payment						Un	planned Delivery C	osts	
Maxim		Baseline Date: 1 scount (Days):	11.05.2015		ms of Payment K Cash Discount in			Unplanned Delivery Cur	Costs:	0,00
	mal Cash Dis	scount (Days): syment Period:	0		Cash Discount in Description	%: 0,000				
	Netra	yment Penod.	30		Description					
Invoice It	ems									
View: PB	Prod		rint Version Expo t Desc. Pur.Do		citem ASN No.	ASN Item	Quantity Uo	M OK	Price Crcy	Pr. Unit
			PRINTER 410000	00007 00010	ASNDS0			. V		
Where		caple: Ei	ntering VA				1 EA		1.20 USD	1
Where	e Appli	caple: Ei	ntering VA d enter tot Pr. UoM		Tax An		Tax Code	Tax Code Des	_	1
Where Scroll 1	e <i>Appli</i> to the	<i>caple</i> : Erright and	d enter tot Pr. UoM	tal tax in	Tax An	nt field Tax Amt			_	1
Where Scroll 1 Price	e Applie to the _{Crcy}	<i>caple</i> : Er right and Pr. Unit	d enter tot Pr. UoM	al tax in _{Gross}	Tax An	nt field Tax Amt	Tax Code	Tax Code Des	_	1
Where Scroll 1 Price 7.74	e Applie to the Crcy GBP	caple: Er right and Pr. Unit 1	d enter tot Pr. UoM	al tax in _{Gross}	Tax An	nt field Tax Amt	Tax Code	Tax Code Des	_	1
Where Scroll 1 Price 7.74	e Applie to the _{Crcy}	caple: Er right and Pr. Unit 1	d enter tot Pr. UoM	al tax in _{Gross}	Tax An	nt field Tax Amt	Tax Code	Tax Code Des	_	1
Where Scroll 1 Price 7.74	e Applie to the Crcy GBP	icaple: Er right and Pr. Unit 1 plete.	d enter tot Pr. UoM	al tax in _{Gross}	Tax An	nt field Tax Amt	Tax Code	Tax Code Des GBTax code Sup	c. ply Network Colla	1 Iboration - ZF
Where Scroll f Price 7.74 NVOICE	e Appli to the Crcy GBP e Com	icaple: Er right and Pr. Unit 1 plete. ails	d enter tot Pr. UoM EA	tal tax in Gross 77.40	Net 77.40	nt field Tax Amt 0.00	Tax Code V2	Tax Code Des GBTax code Sup	c. ply Network Colla	boration - ZP
Where Scroll 1 Price 7.74 Nvoice Invoice	e Applii to the Crcy GBP e Com ce Deta	icaple: Er right and Pr. Unit 1 plete. ails	d enter tot Pr. UoM EA	tal tax in Gross 77.40	Net 77.40	nt field Tax Amt 0.00	Tax Code V2	Tax Code Des GBTax code Sup	c. ply 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).

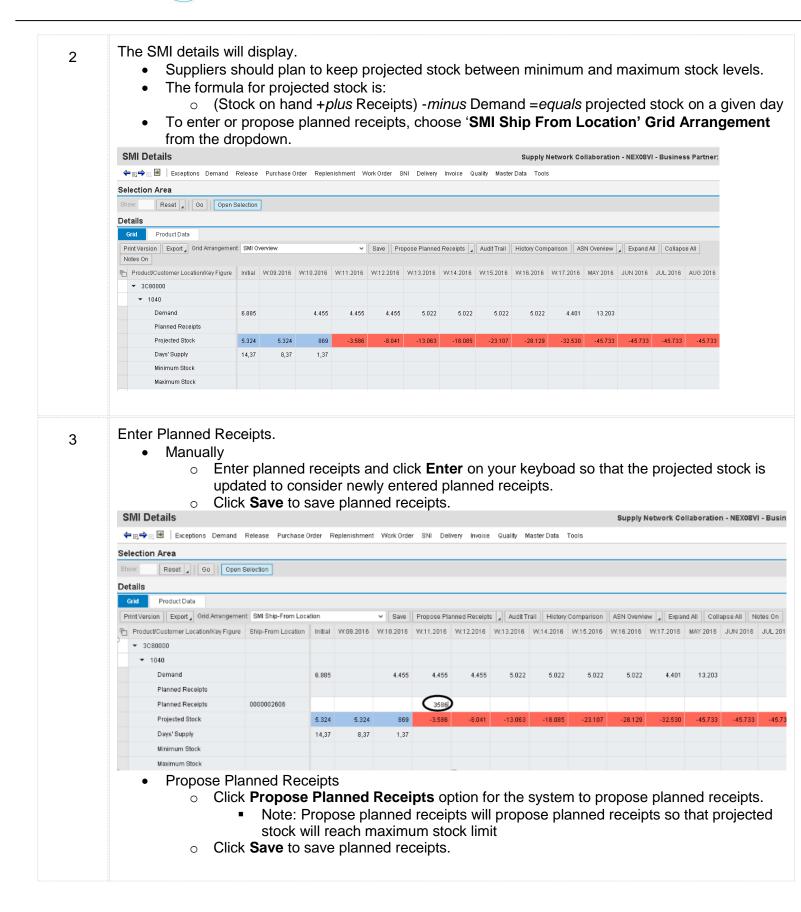
The supplier can view this information through the SMI monitor which shows the demand, the min/max stock levels and the projected stock levels based on the demand. The supplier can then enter planned receipts – to see the effect on the proposed stock levels. Alternatively, they can ask the system to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

SNC SMI Planning Process

The following are the steps involved in planning with SMI:

Step			Descriptio	n		
1	From the menu goto Alert Monitor	Replenishment>	SMI Monitor>SMI	Details.	Supply Net	work Collaboration
	← ← Exceptions Deman Selection Show ← F Planner ♦	d Purchase Order Replenishm SMI Monitor Delivery Control Monitor Min/Max Replenishment Monitor Responsive Replenishment Moni Replenistration Order	hent Delivery Invoice Master Da SMI Overview SMI Details SMI Details - Product view tor > Time Buckets Profile SMI Monitor Settings	sta \$		
	Enter Selection Crite SMI Details	eria, then select G	o button		Supp	ly Network Collaboration
	수 및 수) : Exceptions Dema	and Release Purchase Order	Replenishment Work Order SN	I Delivery Invoice Qua	ity Master Data Tools	
	Selection Area					
	Show Reset Go Go	Close Selection				
	Customer Location:		То	ð	\$	
	My Customer Location No.:		То	ð	\$	
	Product.		0] To		ē 🖻	
	My Proc No.:		D To		d s	
	Supplier:		То	P	\$	
	Product Group Type:			(25)		
	Product Group:		To	D'	\$	
	APN Type:	۰D				
	And Diffe.					







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

0-1														
Selection Area														
Show: Reset Go Open S	election													
Details														
Grid Product Data														
Print Version Export Grid Arrangement	: SMI Ship-From Loca	ation		❤ Save	Propose Pla	inned Receipts	Audit Ti	rail History	Comparison	ASN Overvi	ew 🖌 Expan	nd All Colla	apse All N	otes On
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	JUN 2016	JUL 20
▼ 3C80000														
▼ 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	0000002606				3.5 86									
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 clicking **Time Buckets Profile** or using the menu path *Replishment>SMI>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 past.

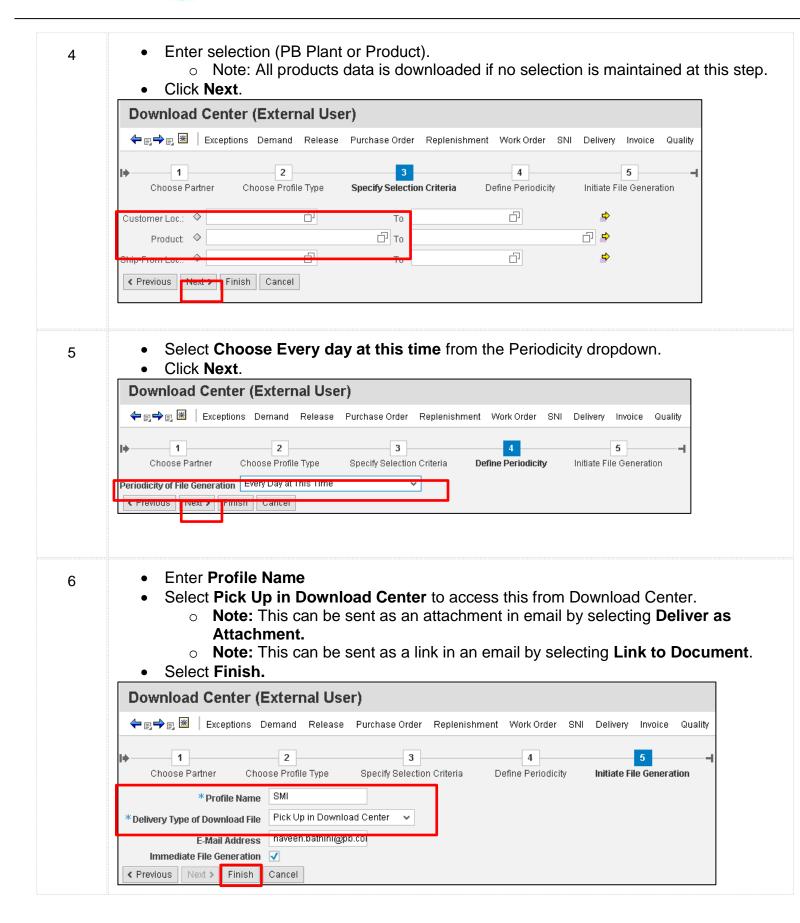
								0		T 1-
🚓 🚌 🗷 🛛 Exceptions Dem	and Release	Purchase Order	Replenishment	Work Order	SNI L	Delivery	Invoice	Quality	Master Data	lools
Selection										
Show:	Reset 🖌	Go Close Sele	tion							
Customer Location: 💻 1001		ð								
Product: E101	TP		ð							
My Customer Location No.: ♦		ď	_							
My Product No.: 🗇			ő							
Edit Selection: Save for this locati	in product only	✓ Save								
Display Horizon:	Years	0001								
No. of Years:										
No. of Months:										
	0000									
No. of Weeks:										
No. of Weeks: No. of Days:										



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
	←
	Generate Download File View Log History Create Modify Deactivate View: [Star Download Profile Type Profile Number Profile Name Profile Status URL for Download Downloaded On Read
2	 Enter 'PB' in the Customer field. Click Next.
	Download Center (External User)
	수 및 수 및 표 Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality
	1 2 3 4 5 I Choose Partner Choose Profile Type Specify Selection Criteria Define Periodicity Initiate File Generation * Supplier 106061 * Customer PB * Supplier User: NEX08VI Finish Cancel
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







The Download Center screen is displayed with the profile. 7 **Download Center (External User)** Supply Network Collaboration - NEX08VI - Business Partn 🗢 🛛 🔿 🖳 🗷 | 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:

ер								Desc	criptio	n						
1	• Interface		n the o	downlo	badec	l file.										
	Owner Pa															
	Partner:															
	Selection															
	Selection	SMI														
	Created B	NEX08VI														
	Created C	04/30/201	5 16:57:28	EST												
	PRODUCT	CUST_LOC	KPRM	KPRMDES	SHIPFROM	EDITABLE	PERIDO	PERID1	PERID2	PERID3	PERID4	PERID5	PERID6	PERID7	PERID8	PEI
	Product	Customer	Key Figur	Key Figure	Ship-Fron	Editable I	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	1001	DEMAND	Demand			2.083									
	787-D	1001	AVGDEMA	Average D	emand											
	787-D	1001	PLANSHIP	Planned R	eceipts - A	Aggregated	ł		10	20	30					
	787-D	1001	PLANSHIP	Planned R	106061				10	20	30					
	787-D	1001	PLANSHIP	Planned R	106061	Х										
	787-D	1001	URPLANS	Raw Net D	emand											
	787-D	1001	INTRANSI	In-Transit	Quantity -	Aggregat	ed									
	787-D	1001	INTRANSI	In-Transit	106061											
	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									
	787-D	1001	MAXPROP	Maximum	Proposal		1.602	1.602	1.592	1.572	1.542	1.542	1.542	1.542	1.542	
2	• Interface Owner Pa	nume Upda SMIPLR 106061	eric ate Pla	-			o n field			-				racter	s) whe	en
	Partner:															
	Selection															
	Selection															
		3 NEX08VI 0 04/30/201														

PRODUCT	CUST_LOC	KPRM	KPRMDES	SHIPFROM	EDITABLE	PERID0	PERID1	PERID2	PERID3	PERID4	PERID5	PERID6	PERID7	PERID8
Product	Customer	Key Figure	Key Figure	Ship-From	Editable L	01/20/201	*****	5/1/2015	5/2/2015	5/3/2015	5/4/2015	5/5/2015	5/6/2015	5/7/201
787-D	1001	DEMAND	Demand			2.083								
787-D	1001	AVGDEMA	Average D	emand										
787-D	1001	PLANSHIP	Planned R	eceipts - A	ggregated			10	20	30				
787-D	1001	PLANSHIP	Planned R	106061				10	20	30				
787-D	1001	PLANSHIP	Planned R	000010606	Х							50	80	9
787-D	1001	URPLANSE	Raw Net D	emand										
787-D	1001	INTRANSI	In-Transit	Quantity -	Aggregate	d								
787-D	1001	INTRANSI	In-Transit	106061										
787-D	1001	PROJSTOC	Projected	Stock		-1.502	-1.502	-1.492	-1.472	-1.442	-1.442	-1.442	-1.442	-1.44
787-D	1001	DAYSOFSL	Days' Supp	oly										
787-D	1001	MINPROP	Minimum	Proposal		1.512	1.512	1.502	1.482	1.452	1.452	1.452	1.452	1.45
787-D	1001	MAXPROP	Maximum	Proposal		1.602	1.602	1.592	1.572	1.542	1.542	1.542	1.542	1.54



	Upload Center (External User) ←	nt Work Order SNI	Delivery Invoice G		ply Network C Data Tools	ollabor
	Last Refresh: 04/30/2015 17:07:30 (EST, 0 seconds ago) Refresh View: My Business Partner's Data					
	Upload Profiles Overview Upload View Log History Create Modify Deactivate					Vie
	Type Profile Number Name Status	Posted On	Uploaded On	1	URL to View File	
	Click Create .					
4	Enter Profile Name .					
4	 Choose SMI Planned Receipts as 	Object Type	e.			
	• Enter PB as Customer))				
	• Click Browse to select the file.					
	Click Save.					
					Sup	ply Net
	Click Save.	enishment Work C	Order SNI Delivery	r Invoice Qu		
	Click Save. Upload Center (External User)	enishment Work C	Order SNI Delivery	· Invoice QI		
	Click Save. Upload Center (External User) ←	enishment Work C	Drder SNI Delivery	' Invoice Qu		
	Click Save. Upload Center (External User) ←	enishment Work C Create Upload		r Invoice Qi	uality MasterD)ata Ti
	Click Save. Upload Center (External User) ←	Create Upload		r Invoice Qu	uality MasterD)ata T(
	Click Save. Upload Center (External User) The second state of the second	Create Upload			uality MasterD)ata T(
	Click Save. Upload Center (External User) ←	Create Upload *Profile Name: Object type:	l Profile		uality Master D)ata T(
	Click Save. Upload Center (External User) ←	Create Upload *Profile Name: Object type: Supplier: *Customer:	I Profile SMI Planned Receipts 106061		uality Master D)ata T(
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	Click Save. Upload Center (External User) ←	Create Upload *Profile Name: Object type: Supplier: *Customer:	I Profile SMI Planned Receipts 106061		uality Master D)ata T(
	Click Save. Upload Center (External User) ←	Create Upload * Profile Name: Object type: Supplier: Supplier User:	I Profile SMI Planned Receipts 106061	3	Jality Master D	Data Ti
	Click Save. Upload Center (External User) ←	Create Upload * Profile Name: Object type: Supplier: Supplier User:	I Profile SMI Planned Receipts 106061	3	Jality Master D	Data Ti
	Click Save. Upload Center (External User) ←	Create Upload * Profile Name: Object type: Supplier: Supplier User:	I Profile SMI Planned Receipts 106061	3	Jality Master D	Data Ti
	Click Save. Upload Center (External User) ←	Create Upload * Profile Name: Object type: Supplier: Supplier User:	I Profile SMI Planned Receipts 106061	3	Jality Master D	Data Ti
	Click Save. Upload Center (External User) ←	Create Upload * Profile Name: Object type: Supplier: Supplier User:	I Profile SMI Planned Receipts 106061	3	Jality Master D)ata T(



Upload Center (Ex	ternal User)								Supply
🗧 🕞 😹 🕴 Exceptions	Demand Release	Purchase Order	Replenishment	Work Order	SNI	Delivery	Invoice	Quality	Master Data
Last Refresh: 04/30/2015 17:12:ť /iew: My Business Partner's Dat Jpload Profiles Overview Upload View Log History	a 🗸								
/iew: My Business Partner's Dat	a 🗸	Deactivate	Status	Posted On			Upload	ded On	

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
	수 🖫 👻 🛛 Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools
	Release Overview Release Details
	Show: Release Comparison 30 Close Selection Set Notification
2	Enter selection criteria as required. Click Go .
	Release Overview (Supplier View) Supply Network Collaboration
	← 民 今 民 圏 Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools
	Selection Show: V Reset , Go Close Selection
	Customer Location: ◇ Product: ◇
	First Due In: 🗇 🗗
	My Customer Location No.:
	My Product No.: ◇ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □
	Ship-From Location:
	Scheduling Agreement No.: 🗇 🗗



Release	Overvie	ew (Supp	olier Vi	ew)					5	Supply Netwo	rk Collaboratio	n - NEX08VI - E	Busine
⇐ _₽ ⇒ _₽ ₩	Exceptio	ons Demand	Releas	e Purchase Order Replenishment Wor	rk Order SNI [Delivery	Invoice Qual	ity Master Data	Tools				
📀 7 schedulin	g agreement	releases four	nd										
Display Messag	ge Log												
Selection													
Show:		······ v	Reset 🖌	Go Close Selection									
Cuetom	er Location:	0		đ									
Custoni													
F	First Due In:	♦	5										
My Customer Lo	ocation No.:	♦		D									
My F	Product No.:			L)									
	(L. / ImReq.:		7										
	m Location:												
Boheduling Agre	eement No.:	\diamond		ď									
	int Downle	oad Acknow	vledge F	Reject									
View: PB				Export									
Reference	e Document	Product		Description	Ship-To l	Location	My Product No	. SA Release No	. Confirmation	Release Date	Release Horizon	Acknowledged	Reject
55000204		R700066		INK CARTRIDGE (NEW REDFL) 330ML	1040		0060T206	1	Optional	29.02.2016			
55000204	06/10	R700026		INK CARTRIDGE, BLACK, 330ML	1040		0171B001AA	1	Optional	29.02.2016			
55000204	16/10	DT80036		MEGA PRINT HEAD (SUPPLY# 771-1)	1040		7503A001AA	1	Optional	29.02.2016			
55000204	03/10	DT80029		INK CARTRIDGE(NEW REDFL)	1040		9021A001AA	1	Optional	29.02.2016			
55000204	02/10	DE95006		INK CARTRIDGE - NEW RED FLUORESCEN	IT-66 1040		9022A001AA	1	Optional	29.02.2016			
55000204	04/10	9450A001AA		DM100i RED INK CARTRIDGE	1040		9450A001	1	Optional	29.02.2016			
55000204	01/10	3C80000		INK CARTRIDGE - RED FLUORESCENT NOF	RTHA 1040		1763B001AB	1	Optional	29.02.2016			
Select	Sche	duling		INK CARTRIDGE - RED FLUORESCENT NOF		to th					en Deta	ails butte	on t
Select display	Sche / deta	duling ils	Agro	eement by clicking t		to th					en Deta	ils butt	on t
Select display	Sche	duling ils		eement by clicking t		to tł					en Deta	ils butt	on t
Select display	Sche / deta Print Day	duling ils	Agre knowledge Print Versi	eement by clicking t			ne left (of the or	der nur	nber, th			
Select display Details View: PB Referen	Sche / deta Print Dov	duling ils vnload Act	Agre knowledge Print Versi Re	eement by clicking t e Reject on Export, vLut Description	the box	Ship-1	ne left o	of the or	der nur	nber, th	n Release Dat		
Select display Details View PB Referen	Sche / deta Print Dov	duling ils mload Act	Agree knowledge Pdnt Versi Re	eement by clicking t Reject on Export KLVI Description INK CARTRIDGE (NEW REDFL) 33	the box	Ship-1 1040		of the or My Product No.	der nun SA Release No 1	nber, th	n Release Dat 29.02.2016		
Select display Details View PB Referen 5500020	Sche / deta Print Dov cce Docume 0417/10 0406/10	duling ils vnload Acl r Product R700026	Agree knowledge Print Versi Re 8	eement by clicking t Reject on Export_ vLvf Description INK CARTRIDGE (NEW REDFL) 33 INK CARTRIDGE, BLACK, 330ML	the box	Ship-1 1040 1040	To Location	My Product No. NOGOT206 D171B001AA	der nun SA Release No 1	Der, th Confirmatio Optional	n Release Dat 29.02.2016 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	Acknowledg	e Reject	Compare	Releases	Notes	Related	ASNS Due	List	R/R List	1			
Vi	ew. [Stand	ard View	1 ~	Print Version	Eport,]									
-	Period	Chies	ing Date	Delivery D	ata 6	Schedule Lin	o Connella		Due Quantity		UoM	Commitment Level	Cml. Sched. Qty	Change No.	N
1	Day	01.04	100 0 00000	01.04.201		surreuter tit	e waariiniy	142	Due Guaring	142	1105-000	Production and Material Go-Ahead	142	Gnange no.	
	Day	02.05		02.05.201				378		378		Production and Material Go-Ahead	520		
	Day	01.05	2016	01.06.201	6			252		252	EA	Production and Material Go-Ahead	772		
	Day	05.07	2016	05.07.201	6			756		756	EA	Material Go-Ahead	1.528		
	Day	01.08	2016	01.08.201	6			500		500	EA	Material Go-Ahead	2.028		
	Day	01.06.3	2016	01.08.2016				1.152		1.152	EA	Forecast	142		
	Day	01.09.3	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		ſ		\$			
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	cepti	ons Demano	Release	Purchase Order Rep	olenishment	Work Order	SNI	Delivery	Invoice	G
Selection	lection									
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	D					\$
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:
 - \circ 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

🗢 🚉 🔿 📄 🔣 🕴 Exc	eptions Demand Release Purchase Order	Reple			
Name of selectio	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:	<u>ل</u>				
Message Channel:	EMAIL -E-Mail (Alert Management) 🗸 🗸		Unacknow, Alerts Only:		
Message Profile:	SAP_COLL V		Profile Is Active:	✓	
Minimum Priority:	2-Warning 🗸		M		-51
Immediate Notification: Periodic Notification:	✓		Message Language:		
- Start Date:	18.09.2015		Minimum Age (hh:mm):		
- Start Time [hh:mm]:	13:36		2		
- 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 Product Data
	Selection Product
	Transportation Lane
	Show: Vest Go Close Selection Set Notification Packing Partner-Dependent Partner-Dep
	Planner:
	Customer: \diamond \Box To \Box b User > Partner-Dependent Product Data
	Assignment of Customer's Purchasing Groups to Partner
2	Select Append Row button
	Partner-Dependent Product Data of Partner: 0000002606
	Selection Area
	Show: Reset Go Close Selection
	Product: 🗇 🗖 To 🗇 🌮
	Product Data
	Display Save View: [Standard View] V Print Version Export Append Row Delete Row
	Product Number *Partner-Dependent Product Number Partner-Dependent Product Description Unit of Measure



Beditable row is added. In each row enter the PB part-number, then your part-number, the description. Unit-of-measure enter "EA", Numerator/Denominator enter "1" in each field Selection Area	
Product Image: Constraint of the second secon	
Product Data Display Save View; [Standard View] Print Version Export A ppend Row Delete Row Product Number *Partner-Dependent Product Number Partner-Dependent Product Description Unit of Measure Numerator Denominator Custom	
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 Customerator	
Product Number *Partner-Dependent Product Number Partner-Dependent Product Description Unit of Measure Numerator Denominator Cus	
PB PartNumber Vender PartNumber My Material description EA 1 1	istomer's Purchasing Group
Repeat process to add additional parts. Click Append Row, enter data, click Save. Rep	neat as neede
4 Repeat process to add additional parts. Click Append Row, effet data, click Save. Rep Product Data	
Display Save View: [Standard View] View: Print Version Export Append Row Delete Row	2
*Product Number *Partner-Dependent Product Number Partner-Dependent Product Description Unit of Measure Numerator Denominator Custo	omer's Purchasing Group
PR00 ⁻ 3530E 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							D	esc	rip	tion							
1	When ir	n any i	eport v	iew d	click on "Op	en S	Setting	ıs Di	alo	g" (T	ool)	bu	ton.				
-	Purchase (Purchase Order Worklist Supply Network Collaboration - NEXOBVI - Business Partner: 1194												192 Log Of			
	💠 🕪 📾 Exceptions Demand Release Purchase-Order Replenistment Work-Order SNI Delivery Invoice Guality MasterData Tools																
	Active Queries																
	Werklists - Process Due Confirmations (35) Change Confirmations (0) Clanceted / Blocked Barns (0) Navigation Results - Process Due Confis (Navigation from Duick View) (12) = PO Barns (Navigation from Duick View) (87) Worklists - Process Due Confirmations																
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	Worklists - Proces	s Due Confirm Maintenance			Post Version Export									Change Overy	Define Ne	w Query	Personals
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	Worklists - Proces Show Guick Criteria View PB	s Due Confirm a Maintenance	ations Dave and Publish	Base UoM R.C	Part Version Export ,			Reject	Obr 11	Due Oly		UoM La	Delix Date			PH3.	
	Worklists - Process Show Guick Orten View PB	s Due Confirm Maintenance v PO Bers No.	Bare and Publish Product	Base Uoli R.C 1.0	ProtVersion Export a		Crif. Restd				0			CDD	Price	PHU.	Prov
	Worklists - Process Show Quick Criteriu View PB PD No 3200001027	a Due Confirm Maintenance	Bank and Publish Product BHPCC072AC	Base UoM R.C 1.0 1.0	PostVersion Deport , Product Deac HP HW CAPT CONTSUC		Crit. Restd		- 11	-	0	La	18.07.2015	CDD 18.07 2015	Price	PHJ.	PAULON EA
	Worklists - Process Show Outra Criteriu View PB D PO No 2200001027 3200001216	Number Confirm Maintenance	Bave and Publish Product SHPCC072AC SHPCC072AC	Base Uoli R.C 1.0 1.0 1.0	ProtVersion Export - Product Desc. Infras CART CONTINC Infras CART CONTINC		Cref. Rigstod		11 11	19 10	0 0 0	EA EA	18.07 2015	CDD 18.07 2015 16.07 2015	Price 15.63 15.63	PH3.	PAULON EA EA

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).

Image: Hidden Columns Image: Displayed Columns Image: Cust. Batch Image: Displayed Columns Image: Config./Clas. Image: PO No. Image: Conf. Mfr Image: Po One Image: Conf. Mfr Image: Add Image: Po One Image: Conf. Mfr Image: Po One <td< th=""><th>Colu</th><th>nn Selection Sort</th><th></th><th>alculation Filt</th><th>.01</th><th>Display</th><th></th></td<>	Colu	nn Selection Sort		alculation Filt	.01	Display	
Config./Clas. PO Item No. Conf. Mfr Add > Conf. MPN Remove CDT Product Desc. CSD RevLvl CST Off. Rqstd	ſ_	Hidden Columns			Ē	Displayed Columns	
Image: Conf. Mfr Add Image: Conf. MPN Image: Conf. MPN Image: CDT Image		Cust. Batch				PO No.	
Add Add Conf. MPN Remove CDT Product Desc. CSD RevLvl CST Cnf. Rqstd		Config./Clas.				PO Item No.	
Conf. MPN Remove CDT Product Desc. CSD RevLvl CST Cnf. Rqstd		Conf. Mfr		Add >		Product	
CDT Product Desc. CSD CST		Conf. MPN				R:C	
CST CNf. Rqstd		CDT				Product Desc.	
		CSD				RevLvI	
Reject		CST	~	,		Cnf. Rqstd	
						Reject	



Purchase	e Order Details		Supply Network Collaboration - NEX08VI - Business Partner: 119492 Lo
⇐₽₽₽ ₩	Exceptions Demand Release	Purchase Order Replenishment	ent Work-Order SNI Delivery Invoice Quality Master Data Tools
PO No.: 32000		stomer: 🔂 Go C	Change Check Save Publish Reject Print Notes Download History
PO 3200001		da dalaria Data	
General	Terms Partners Contac	cts Admin. Data	
Document D	Jata		Status Information
PO No.:	3200001461		Header Status: Open
Supplier:	119492	Customer: PB	Conf. Status: Not Confirmed
Della Delevita	P-B		Distances of the Underland by Ouetomor

Download and Upload Center

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

Description
Go to Tools > File Transfer > Download Center (External user).
Selection Show: Planner: To To To To Planner: To To To Planner: To To To Planner: To To To Planner: To To To To To To To To To To </th
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: 2 *	
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 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 Work Order Actual Reporting Network Inventory	
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:	
	Product: Product: To To To Shipping Date: To To To To To To To To To T	
	Shipping Date: Image: Object Image: Object </td <td></td>	
	< 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
	두 🚌 🔿 🔣 🛛 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 Periodicity of File Generation No Periodic Job 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
7	Enter a name for the report in the "Profile Name "field. Select Delivery type;
	Download Center (External User) Supply Network Collaboration -
	🗲 💽 🔿 🕅 🗄 Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools
	Image: 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 ✓ F-Mail Address Pick Up in Download Center ✓ Deliver as Attachment Link to Document Centreet
8	Click "Refresh", then "Click here to download"
0	Download Center (External User) Supply Network Collaboration
	ᆃ 🗊 🗷 🛛 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 File View Log History Create Modify Deactivate View: [Standa
	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



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