

Supply Network Collaboration

Daily Processing Quick Guide For Suppliers

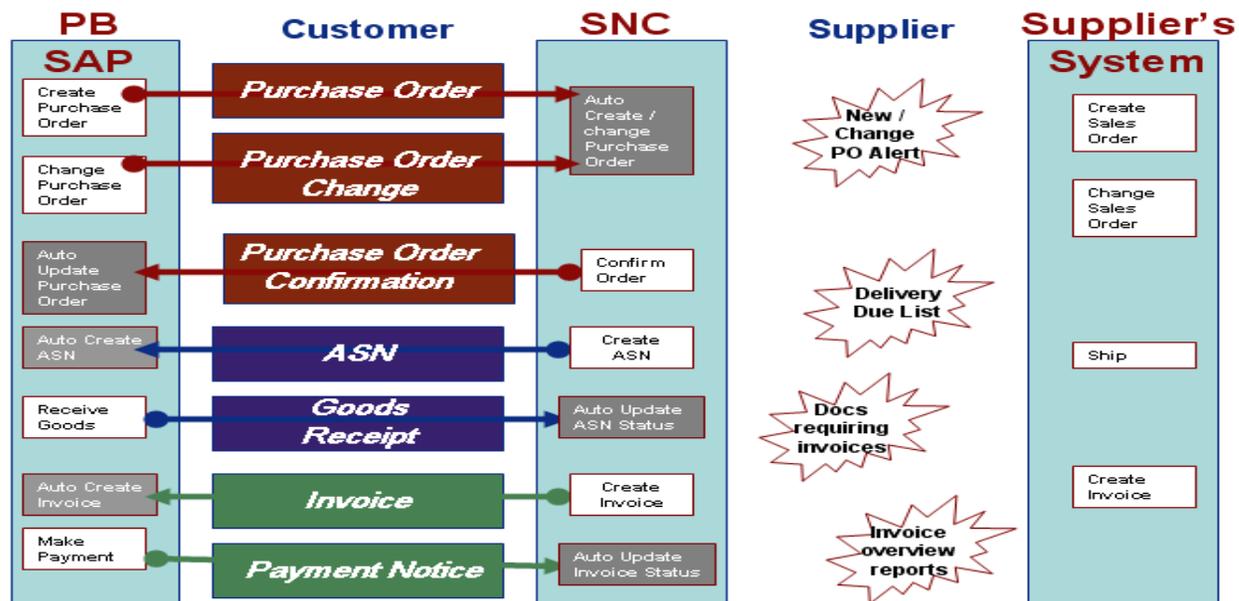
Supply Network Collaboration

Daily Processing Quick Guide

Supply Network Collaboration (SNC) is a web-based SAP application that enables a company and its suppliers to synchronize data and processes associated with

- Purchase order submissions
- Purchase order confirmations (price, quantity, date)
- Advanced Shipment Notifications (ASNs)
- Invoice generation
- Payment processing

Web PO Collaboration with SAP/SNC



Supply Network Collaboration

Daily Processing Quick Guide

This Quick Guide provides instructions for Suppliers on how to perform the most common daily processing activities:

- Logon and Basic Navigation
- Purchase Order Confirmations Using the PO Worklist
- Purchase Order Confirmations – Multiple Deliveries
- Advanced Shipment Notifications Using the Due List
- Advanced Shipment Notifications – Download
- Advanced Shipment Notifications – Upload
- Invoice Creation
- Display / Report Settings
- Alert Monitor Report and Notification Settings

Supply Network Collaboration

Daily Processing Quick Guide

Logon and Basic Navigation

Supply Network Collaboration

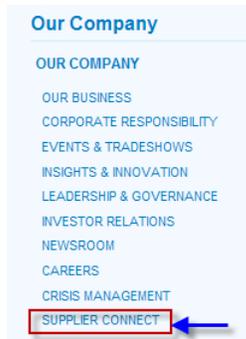
Logon and Basic Navigation

To log into the Supply Network Collaboration application:

1. Go to WWW.pb.com
2. Once at the web page, click the **Our Company** option in the **About PB** section (near the bottom of the page).



3. Select **Supplier Connect**.



4. Select **Supplier Collaboration** in the **Useful Tools** section.



Supply Network Collaboration

Logon and Basic Navigation

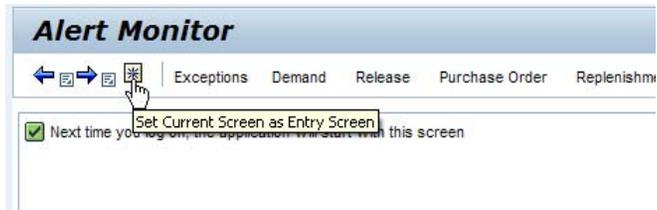
5. Enter assigned **User Name** and **Password** in the logon prompt.



The screenshot shows a web-based logon interface. At the top is a header bar with the word "Logon". Below this are two input fields: "User *" and "Password *". The "User" field is currently empty and has a dotted border. The "Password" field is also empty. Below the fields is a blue "Log On" button. At the bottom left of the form area is a blue link that says "Change Password".

- Users may submit password reset requests to their primary contact person at Pitney Bowes.
- It is the Supplier's responsibility to maintain the integrity of its own users' logon IDs.

Default Landing Page: The **Alert Monitor** screen will be displayed by default upon **initial** logon. Users may change this default setting by clicking the **Set Current Screen as Entry Screen** button in any other screen.



The screenshot shows the "Alert Monitor" screen. The title bar is blue and contains the text "Alert Monitor". Below the title bar is a navigation bar with several icons (back, forward, search, etc.) and a menu with the following options: "Exceptions", "Demand", "Release", "Purchase Order", and "Replenish". Below the navigation bar is a main content area. A green checkmark is visible next to the text "Next time you log on, the application will start on this screen". A button labeled "Set Current Screen as Entry Screen" is highlighted with a mouse cursor.

Supply Network Collaboration

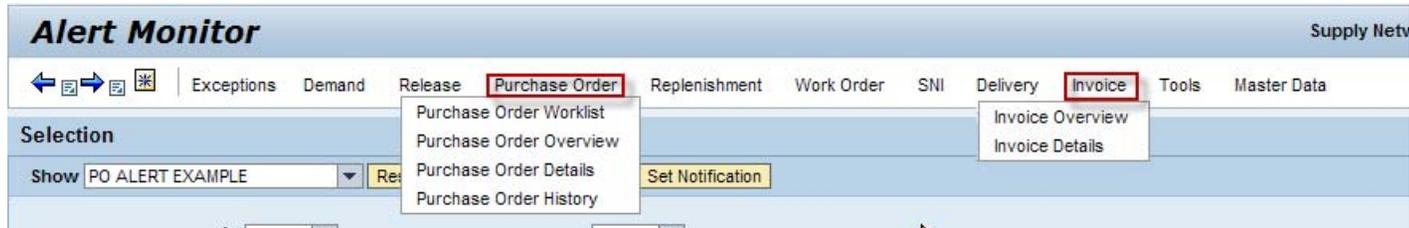
Logon and Basic Navigation

Toolbar Navigation: Users may navigate to other areas of the SNC tool by selecting one of the options displayed in the toolbar.



- **Exceptions** = New/Changed POs, Pending Acknowledgements, Confirmations
- **Purchase Order** = PO details and reports, access to PO transactions
- **Delivery** = Access to Due List reports and ASN generation
- **Invoice** = Create invoices, view invoice status
- **Tools** = File transfer options

Drop-down Navigation Menus: The specific options available within each area will be displayed in the drop-down menus.



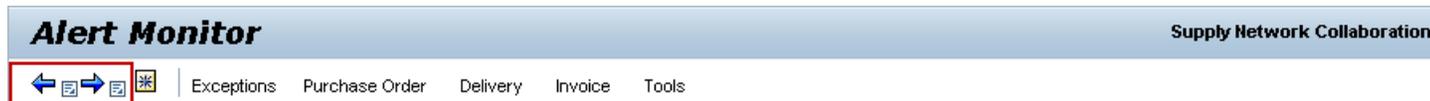
Worklist: List of documents that are in process and require further action. Processing functions may be performed directly from the list.

Overview: Summary list of transactions in report form.

Details: Document-specific information (e.g., details for individual purchase orders or invoices).

History: Summarized view of activity (e.g., status and dates).

Backward/Forward Paging: Use the SNC navigation arrows found in the top left area of the screen – **not the browser arrows** – to page forward or backward.



Supply Network Collaboration

Logon and Basic Navigation

Data Presentation: Data is grouped into Header, Item Summary and Item Detail sections. The visible columns of information and the positions in which they appear are controlled through the Settings feature.

Purchase Order Details Supply Network Collaboration - KA002WA - Business Partner: PITNEYBOWE

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

PO No. 4500220194

PO 4500220194

General Terms Partners Contacts Admin. Data

Document Data

PO No.: 4500220194

Supplier: 118795

Deliv. Priority:

PO Doc Type: NB

Notes

WO Created

Header

Customer: PITNEYBOWE

Delivery Priority Desc.:

PO Version: 00000001

Status Information

Header Status: Open

Conf. Status: Partially Confirmed

Distribution Status: Updated by Customer

Change Status: Changed

Chg. Distr. Status: Updated by Customer

PO Items

Accept Reject Update Schedule Line Show ASNs Base UoM Document Flow View PO View Print Version Export Filter Settings

PO Item No.	Item Cat.	Item Status	Product	Total Qty	Deliv. Date	Ship. Date	Conf. Price	Price	Original Price	Crcy	Conf. Status	Appr. Status	UoM	Notes
10	Normal	Open	WK1-X	10	03/31/2010	03/29/2010	17.00	17.00	17.00	USD	Partially Confirmed	New	EA	0

Item 10

Detail will be displayed for selected item

Item Detail

Schedule Lines General Product Quantities / Price Locations Reference Documents Invoice Delivery

Accept Reject View PO View Print Version Export Filter Settings

SL No.	SL Type	Deliv. Date	Ship. Date	Qty	Rec. Qty	Open Qty	Due Qty	Due Qty (Conf.)	UoM	Notes
1	Request	03/31/2010	03/29/2010	6	0	6	0	0	EA	0
2	Confirmed	03/31/2010	03/29/2010	6	0	0	0	0	EA	0
3	Request	04/15/2010	04/13/2010	4	0	4	4	4	EA	0
4	ASN-Confirmed	03/29/2010	03/29/2010	6	0	0	0	0	EA	0

Supply Network Collaboration

Logon and Basic Navigation

Excel Download: The **EXPORT** option may be found throughout SNC and enables users to download reports and other information to Excel [Note: The Excel file will open in its own separate screen].



Timing Out: If a time-out error occurs, click on the web-browser refresh button  to re-enter the application. **Note: This is one of the few times it is appropriate to use a web-browser icon while in the SNC application.**

Error when processing your request

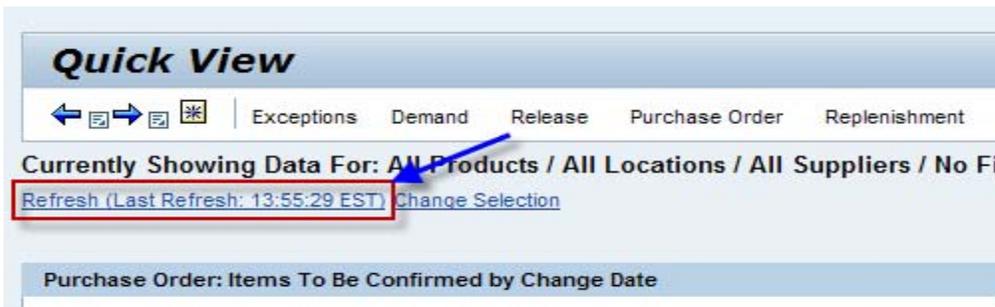
What has happened?

The URL `http://sncq1.ct.pb.com:82/sap/bc/webdynpro/scf/snc_s` was not called due to an error.

Note

- The following error text was processed in the system SPQ : **User session (HTTP/SMTP/..) closed after timeout**

Refresh: It is important to frequently refresh the data being viewed in the **Quick View** and **Worklist** screens while completing daily processing activities. The refresh buttons are typically located in the upper-left or lower-right corner of the screen.



Supply Network Collaboration

Daily Processing Quick Guide

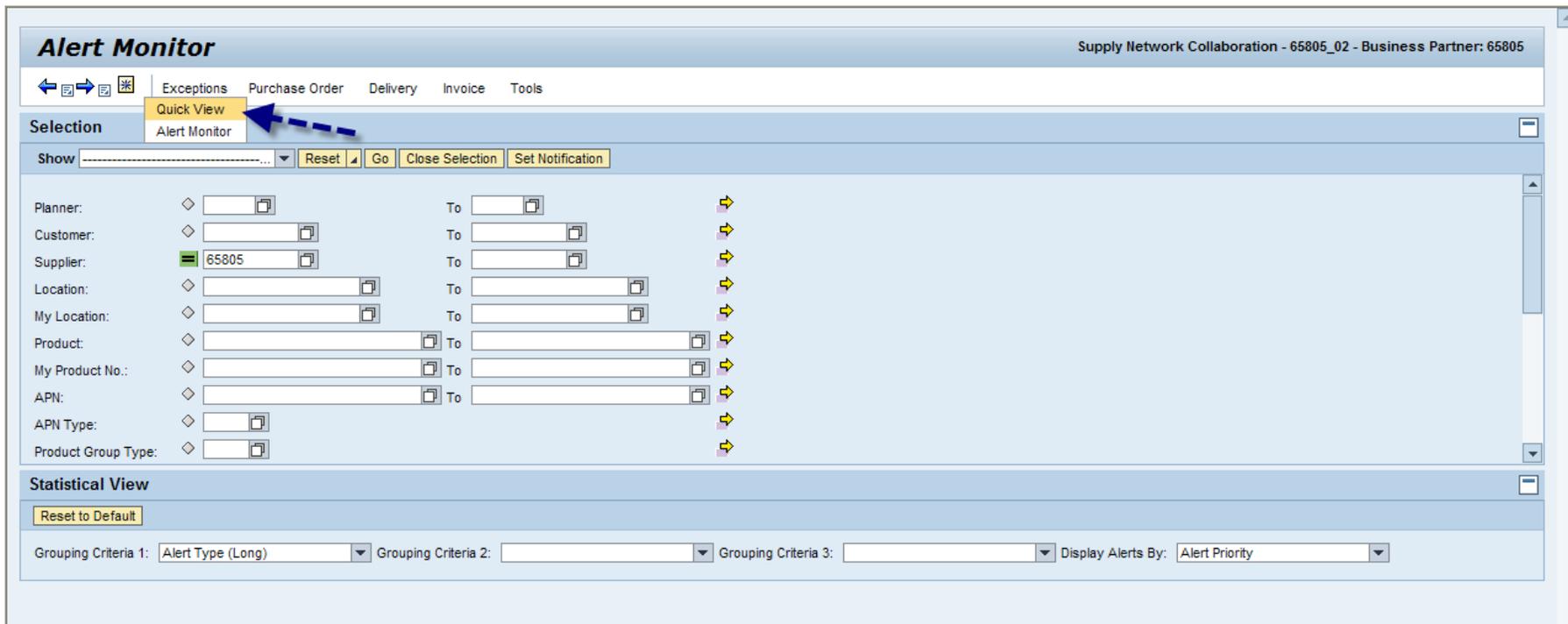
Purchase Order Confirmations Using the PO Worklist

Daily Processing Using Quick View

Purchase Order Confirmations Using the PO Worklist

New purchase orders must be confirmed for pricing, quantities and estimated delivery dates. Confirmations may be completed using the PO Worklist or by accessing the individual PO document. This section of the training guide describes the Worklist approach. Instructions for confirming within an individual PO are provided in the *PO Confirmations – Multiple Deliveries* section.

Open the **Exceptions** menu and select **Quick View**



Alert Monitor Supply Network Collaboration - 65805_02 - Business Partner: 65805

← → ↻ ✖ Exceptions Purchase Order Delivery Invoice Tools

Selection Quick View Alert Monitor

Show [dropdown] Reset Go Close Selection Set Notification

Planner: [dropdown] To [dropdown]

Customer: [dropdown] To [dropdown]

Supplier: [dropdown] 65805 To [dropdown]

Location: [dropdown] To [dropdown]

My Location: [dropdown] To [dropdown]

Product: [dropdown] To [dropdown]

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

APN: [dropdown] To [dropdown]

APN Type: [dropdown]

Product Group Type: [dropdown]

Statistical View

Reset to Default

Grouping Criteria 1: [dropdown] Alert Type (Long) Grouping Criteria 2: [dropdown] Grouping Criteria 3: [dropdown] Display Alerts By: [dropdown] Alert Priority

Daily Processing Using Quick View

Purchase Order Confirmations Using the PO Worklist

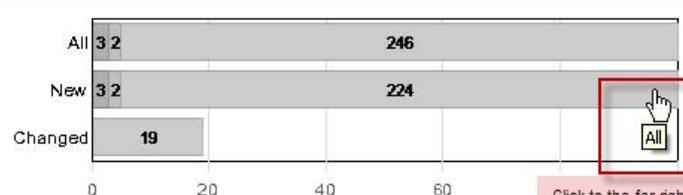
In the **Quick View** dashboard, click the **New** bar in the “Items to be Confirmed by Change Date” section to generate the Purchase Order Worklist.

Quick View
Supply Network Collaboration - TS71135_1 - Business Partner: 71135

← → ↻ 🗨
Exceptions Purchase Order Delivery Invoice Tools

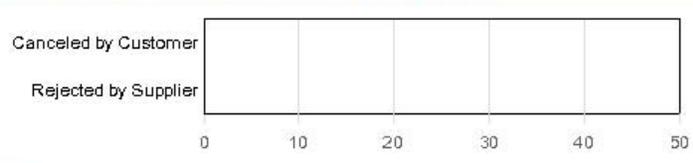
Currently Showing Data For: All Products / All Locations / No Filter on Change Date
[Refresh \(Last Refresh: 19:12:14 EST\)](#) [Change Selection](#) [Personalize](#)

Purchase Order: Items To Be Confirmed by Change Date

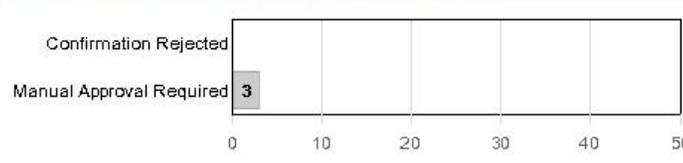


Click to the far right to see all new POs pending confirmation

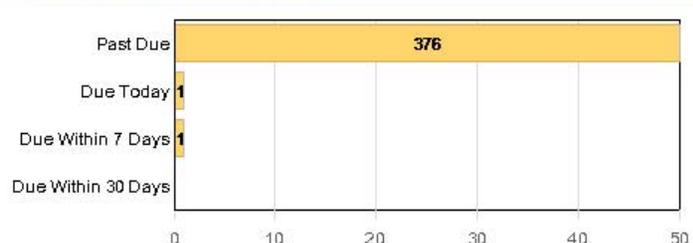
Purchase Order: Canceled/Rejected Items by Change Date



Purchase Order: Items in Approval Process by Change Date



Purchase Order: Items by ASN Due Date



ASN Status by Delivery Date



Invoice Status by Due Date



Daily Processing Using Quick View

Purchase Order Confirmations Using the PO Worklist

Purchase Orders may be confirmed directly from the Worklist. It will be displayed with the default layout or “view” [see separate instructions for creating layouts]. The “PO Worklist” default view is shown in the example below.

- If the requested Quantity, Delivery Date and Price do not require any changes, simply check the **Confirm as Requested** box for the selected item.
- Multiple line items may be selected for confirmation.

Click **Save and Publish**. Successful confirmations will be sent to Pitney Bowes automatically.

Purchase Order Worklist

Supply Network Collaboration - 65805_02 - Business Partner: 65805

← → 🔍 📄
Exceptions Purchase Order Delivery Invoice Tools

Active Queries

Worklists [Process Due Confirmations \(0\)](#) [Change Confirmations \(0\)](#) [Canceled / Blocked Items \(0\)](#)

Navigation Results [Process Due Confs \(Navigation from Quick View\) \(39\)](#) [PO Items \(Navigation from Quick View\) \(1\)](#)

Navigation Results - Process Due Confs (Navigation from Quick View)

Show Quick Criteria Maintenance [Change Query](#) [Define New Query](#) [Personalize](#)

View: PO Worklist
Undo
Save and Publish
Document UoM
Print Version
Export
Filter Settings

PO No.	PO Item No.	Product	Cnf. Rqstd	Qty	Due Qty	Conf. Qty	UoM	CDD	Deliv. Date	Conf. Price	Price
4500222928	30	4970439147	<input type="checkbox"/>	1	1	0	EA	03/31/2011	03/31/2011	102.29	102.29
4500222938	10	SR-16C0100	<input type="checkbox"/>	500	500	0	EA	04/01/2011	04/01/2011	2,069.00	2,069.00
4500222938	20	SR-40X1159	<input type="checkbox"/>	600	600	0	EA	04/01/2011	04/01/2011	171.25	171.25
4500222939	10	SR-16C0100	<input type="checkbox"/>	500	500	0	EA	04/01/2011	04/01/2011	2,069.00	2,069.00
4500222939	20	SR-40X1159	<input type="checkbox"/>	600	600	0	EA	04/01/2011	04/01/2011	171.25	171.25
4500222954	10	SR-Q7817-67901	<input checked="" type="checkbox"/>	1	1	0	EA	04/04/2011	04/04/2011	141.00	141.00
4500222955	10	SR-40X3742	<input checked="" type="checkbox"/>	1	1	0	EA	04/04/2011	04/04/2011	193.75	193.75
4500222956	10	SR-40X3742	<input type="checkbox"/>	1	1	0	EA	04/04/2011	04/04/2011	193.75	193.75
4500222956	20	SR-56P1336	<input type="checkbox"/>	1	1	0	EA	04/04/2011	04/04/2011	9.76	9.76
4500222960	10	SR-56P1536	<input type="checkbox"/>	1	1	0	EA	04/05/2011	04/05/2011	23.06	23.06



Note: It is important to frequently refresh the data in the Worklist by clicking the **Refresh** button in the lower-right corner.

Daily Processing Using Quick View

Purchase Order Confirmations Using the PO Worklist

Purchase Orders that require changes to the Confirmed Delivery Date (CDD) and/or the Confirmed Price may also be processed directly from the worklist.

- **The Confirmed Price may only be decreased, never increased.** In the event that a price increase is required, contact the PB buyer/planner to modify the purchase order.
- The Confirmed Quantity must be entered if any changes are made to either the Confirmed Delivery Date or Confirmed Price fields in order to publish successfully.
- For instructions on creating split deliveries, please see the *Purchase Order Confirmations – Multiple Deliveries* section of this document.

Click **Save and Publish**. Successful confirmations will be sent to Pitney Bowes automatically.

Purchase Order Worklist

Supply Network Collaboration - 65805_02 - Business Partner: 65805

← → ↻ 🖨 | [Exceptions](#) | [Purchase Order](#) | [Delivery](#) | [Invoice](#) | [Tools](#)

Active Queries

Worklists | [Process Due Confirmations \(0\)](#) | [Change Confirmations \(0\)](#) | [Canceled / Blocked Items \(0\)](#)

Navigation Results | [Process Due Confs \(Navigation from Quick View\) \(39\)](#) | [PO Items \(Navigation from Quick View\) \(1\)](#)

Navigation Results - Process Due Confs (Navigation from Quick View)

Show Quick Criteria Maintenance
[Change Query](#) | [Define New Query](#) | [Personalize](#)

View PO Worklist
Undo
Save and Publish
Document UoM
Print Version
Export
Filter Settings

PO No.	PO Item No.	Product	Cnf. Rqstd	Qty	Due Qty	Conf. Qty	UoM	CDD	Deliv. Date	Conf. Price	Price
4500222928	30	4970439147	<input type="checkbox"/>	1	1	0	EA	03/31/2011	03/31/2011	102.29	102.29
4500222938	10	SR-16C0100	<input type="checkbox"/>	500	500	0	EA	04/01/2011	04/01/2011	2,069.00	2,069.00
4500222938	20	SR-40X1159	<input type="checkbox"/>	600	600	0	EA	04/01/2011	04/01/2011	171.25	171.25
4500222939	10	SR-16C0100	<input type="checkbox"/>	500	500	0	EA	04/01/2011	04/01/2011	2,069.00	2,069.00
4500222939	20	SR-40X1159	<input type="checkbox"/>	600	600	0	EA	04/01/2011	04/01/2011	171.25	171.25
4500222954	10	SR-Q7817-67901	<input checked="" type="checkbox"/>	1	1	1	EA	04/15/2011	04/04/2011	139.00	141.00
4500222955	10	SR-40X3742	<input type="checkbox"/>	1	1	0	EA	04/04/2011	04/04/2011	193.75	193.75
4500222956	10	SR-40X3742	<input type="checkbox"/>	1	1	0	EA	04/04/2011	04/04/2011	193.75	193.75
4500222956	20	SR-56P1336	<input type="checkbox"/>	1	1	0	EA	04/04/2011	04/04/2011	9.76	9.76
4500222960	10	SR-56P1536	<input type="checkbox"/>	1	1	0	EA	04/05/2011	04/05/2011	23.06	23.06
4500222950	10	WK9-D	<input type="checkbox"/>	250	250	0	EA	04/14/2011	04/14/2011	149.00	149.00
4500222962	10	SR-56P1536	<input type="checkbox"/>	50	50	0	EA	04/15/2011	04/15/2011	23.06	23.06
4500222942	10	SR-40X1159	<input type="checkbox"/>	133	133	0	EA	04/24/2011	04/24/2011	171.25	171.25

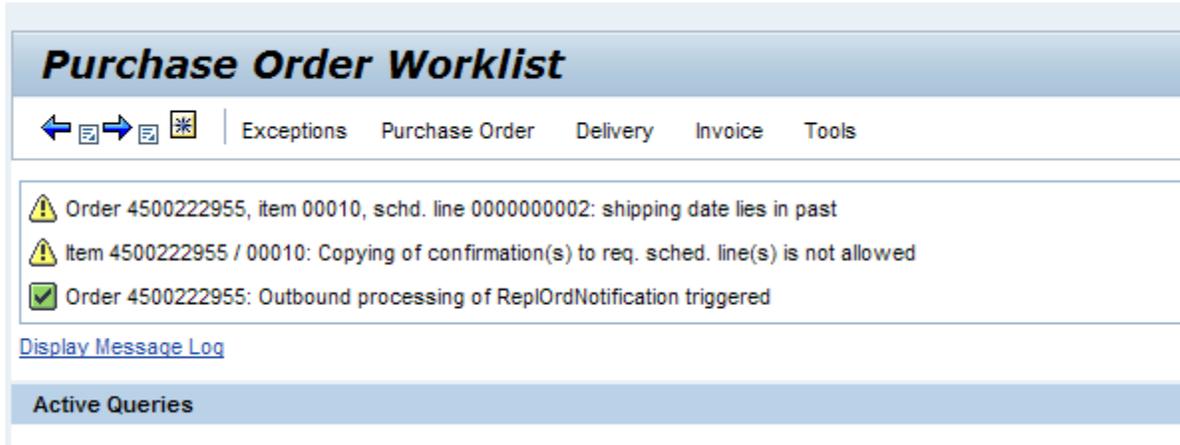
The Conf Qty **must** be entered if any changes are made to the CDD or Conf Price fields.

Daily Processing Using Quick View

Purchase Order Confirmations Using the PO Worklist

Informational messages and warnings will appear in the Message Log. They will be listed in order of severity.

- Errors are indicated by a Red icon and must be resolved in order to successfully Save & Publish.
- Yellow indicates a warning message that may or may not require action.
- Green indicates the successful completion of an activity.



Purchase Order Worklist

← [] → [] ✖ | Exceptions Purchase Order Delivery Invoice Tools

⚠ Order 4500222955, item 00010, sched. line 0000000002: shipping date lies in past

⚠ Item 4500222955 / 00010: Copying of confirmation(s) to req. sched. line(s) is not allowed

✔ Order 4500222955: Outbound processing of ReplOrdNotification triggered

[Display Message Log](#)

Active Queries

Supply Network Collaboration

Daily Processing Quick Guide

Purchase Order Confirmations Multiple Deliveries

Daily Processing Using Quick View

PO Confirmations - Multiple Deliveries

Purchase Order line items must only be confirmed for the total requested Quantity; however, they may be scheduled for multiple deliveries.

- **Multiple deliveries can not be created in the Worklist view.**

To schedule multiple deliveries and complete the confirmation process, select the Purchase Order from the Worklist.

Purchase Order Worklist

Supply Network Collaboration - 65805_02 - Business Partner: 65805

← → 🔍 | [Exceptions](#) | [Purchase Order](#) | [Delivery](#) | [Invoice](#) | [Tools](#)

Active Queries
[Worklists](#) | [Process Due Confirmations \(0\)](#) | [Change Confirmations \(0\)](#) | [Canceled / Blocked Items \(0\)](#)
Navigation Results | [Process Due Confs \(Navigation from Quick View\) \(38\)](#) | [PO Items \(Navigation from Quick View\) \(1\)](#)

Navigation Results - Process Due Confs (Navigation from Quick View)
▶ Show Quick Criteria Maintenance [Change Query](#) | [Define New Query](#) | [Personalize](#)

View PO Worklist | Undo | Save and Publish | Document UoM | Print Version | Export

Filter Settings

PO No.	PO Item No.	Product	Cnf. Rqstd	Qty	Due Qty	Conf. Qty	UoM	CDD	Deliv. Date	Conf. Price	Price
4500222928	20	4970429112	<input type="checkbox"/>	1	1	0	EA	03/31/2011	03/31/2011	20.40	20.40
4500222928	30	4970439147	<input type="checkbox"/>	1	1	0	EA	03/31/2011	03/31/2011	102.29	102.29
4500222938	10	SR-16C0100	<input type="checkbox"/>	500	500	0	EA	04/01/2011	04/01/2011	2,069.00	2,069.00
4500222938	20	SR-40X1159	<input type="checkbox"/>	600	600	0	EA	04/01/2011	04/01/2011	171.25	171.25
4500222939	10	SR-16C0100	<input type="checkbox"/>	500	500	0	EA	04/01/2011	04/01/2011	2,069.00	2,069.00
4500222939	20	SR-40X1159	<input type="checkbox"/>	600	600	0	EA	04/01/2011	04/01/2011	171.25	171.25
4500222954	10	SR-Q7817-67901	<input type="checkbox"/>	1	1	0	EA	04/04/2011	04/04/2011	141.00	141.00
4500222955	10	SR-40X3742	<input type="checkbox"/>	1	1	0	EA	04/04/2011	04/04/2011	193.75	193.75
4500222956	10	SR-40X3742	<input type="checkbox"/>	1	1	0	EA	04/04/2011	04/04/2011	193.75	193.75
4500222956	20	SR-56P1336	<input type="checkbox"/>	1	1	0	EA	04/04/2011	04/04/2011	9.76	9.76
4500222957	10	SR-40X3746	<input type="checkbox"/>	2	2	0	EA	04/04/2011	04/04/2011	234.08	234.08
4500222950	10	WK9-D	<input type="checkbox"/>	250	106	144	EA	04/14/2011	04/14/2011	149.00	149.00
4500222942	10	SR-40X1159	<input type="checkbox"/>	133	133	0	EA	04/24/2011	04/24/2011	171.25	171.25
4500222946	10	WK9-D	<input type="checkbox"/>	155	155	0	EA	04/29/2011	04/29/2011	149.00	149.00
4500222941	10	SR-16C0100	<input type="checkbox"/>	111	111	0	EA	04/30/2011	04/30/2011	2,069.00	2,069.00
4500222899	10	W799348R	<input type="checkbox"/>	2	2	0	EA	06/08/2011	06/08/2011	123.00	123.00

Last Refresh 04/05/2011 12:06:56 EST [Refresh](#)

Daily Processing Using Quick View

PO Confirmations - Multiple Deliveries

The Purchase Order Details screen has three main sections:

- The **Header** contains information that is applicable to the entire Purchase Order
- The **Summary of Line Items** is an overview of the PO items.
- The **Line Item Detail** section provides greater detail per item.

Purchase Order Details Supply Network Collaboration - 65805_02 - Business Partner: 65805

← → 🔍 | Exceptions | Purchase Order | Delivery | Invoice | Tools

PO No. 4500222957 📄 Customer 📄 Go Change Check Save Publish Print Notes Download History

PO 4500222957 📄

General Terms Partners Contacts Admin. Data

Document Data						Status Information					
PO No.:	4500222957	Supplier:	65805	Customer:	PITNEYBOWE	Header Status:	Open	Conf. Status:	Not Confirmed	Distribution Status:	Updated by Customer
Deliv. Priority:		Delivery Priority Desc.:		PO Doc Type:	NB	PO Version:	00000000	Change Status:	New	Chg. Distr. Status:	Updated by Customer
<input checked="" type="checkbox"/> Notes <input type="checkbox"/> WO Created											

PO Items 📄

Confirm Reject Show ASNs Create ASN Base UoM Document Flow View PO Items Print Version Export Filter Settings

PO Item No.	Item Cat.	Item Status	Product	Total Qty	UoM	Deliv. Date	Ship. Date	Conf. Price	Price	Crcy	PRU.	PrUoM	Notes	Conf. Status
10	Normal	Open	SR-40X3746	2	EA	04/04/2011	04/03/2011	0.00	234.08	USD	1	EA	0	Not Confirmed

Item 10 📄

Schedule Lines General Product Quantities / Price Locations Reference Documents Invoice Delivery

Confirm Delete Create ASN View [Standard View] Print Version Export Filter Settings

SL No.	SL Type	Deliv. Date	Deliv. Time	Ship. Date	Ship. Time	Qty	UoM	Rec. Qty	Open Qty	Due Qty	Due Qty (Conf.)
1	Request	04/04/2011	00:00:00	04/03/2011	15:10:00	2	EA	0	2	2	2

Daily Processing Using Quick View

PO Confirmations - Multiple Deliveries

In the Purchase Order Details screen, select the line item to be scheduled / confirmed and click **Change**

Purchase Order Details Supply Network Collaboration - 65805_02 - Business Partner: 65805

← → 🔍 | [Exceptions](#) | [Purchase Order](#) | [Delivery](#) | [Invoice](#) | [Tools](#)

PO No. |

PO 4500222957 -

General | Terms | Partners | Contacts | Admin. Data

Document Data	Status Information
PO No.: <input type="text" value="4500222957"/>	Header Status: <input type="text" value="Open"/>
Supplier: <input type="text" value="65805"/> Customer: <input type="text" value="PITNEYBOWE"/>	Conf. Status: <input type="text" value="Not Confirmed"/>
Deliv. Priority: <input type="text"/>	Distribution Status: <input type="text" value="Updated by Customer"/>
PO Doc Type: <input type="text" value="NB"/> Delivery Priority Desc.: <input type="text"/>	Change Status: <input type="text" value="New"/>
<input checked="" type="checkbox"/> Notes	Chg. Distr. Status: <input type="text" value="Updated by Customer"/>
<input type="checkbox"/> WO Created	

PO Items -

Confirm | Reject | Show ASNs | Create ASN | Base UoM | Document Flow | View PO Items | Print Version | Export [Filter Settings](#)

PO Item No.	Item Cat.	Item Status	Product	Total Qty	UoM	Deliv. Date	Ship. Date	Conf. Price	Price	Crcy	PrU.	PrUoM	Notes	Conf. Status
10	Normal	Open	SR-40X3746	2	EA	04/04/2011	04/03/2011	0.00	234.08	USD	1	EA	0	Not Confirmed

Activating the Change mode will enable the **Confirm** and **Delete** options.

Schedule Lines | General | Product | Quantities / Price | Locations | Reference Documents | Invoice | Delivery

Confirm | Delete | Create ASN | View [Standard View] | Print Version | Export [Filter Settings](#)

SL No.	SL Type	Deliv. Date	Deliv. Time	Ship. Date	Ship. Time	Qty	UoM	Rec. Qty	Open Qty	Due Qty	Due Qty (Conf.)
1	Request	04/04/2011	00:00:00	04/03/2011	15:10:00	2	EA	0	2	2	2

Daily Processing Using Quick View

PO Confirmations - Multiple Deliveries

While in the **Change** mode, click **Confirm** on the Schedule Lines tab in the Line Item Detail section.

- Repeat to create the necessary number of schedule lines.

PO Items

PO Items

Filter Settings

PO Item No.	Item Cat.	Item Status	Product	Total Qty	UoM	Deliv. Date	Ship. Date	Conf. Price	Price	Crcy	PrU.	PrUoM	Notes	Conf. Status
10	Normal	Open	SR-40X3746	2	EA	04/04/2011	04/03/2011	0.00	234.08	USD	1	EA	0	Not Confirmed

Item 10

[Standard View]

Filter Settings

Line Item Detail

SL No.	SL Type	Deliv. Date	Deliv. Time	Ship. Date	Ship. Time	Qty	UoM	Rec. Qty	Open Qty	Due Qty	Due Qty (Conf.)
1	Request	04/04/2011	00:00:00	04/03/2011	15:10:00	2	EA	0	2	2	2

Daily Processing Using Quick View

PO Confirmations - Multiple Deliveries

Enter the proposed Delivery dates as well as the quantity per delivery. The Confirmed Price may also be modified in this screen (Note: It may only be decreased, never increased).

- To save the changes, finalize the confirmation and publish the information to Pitney Bowes, click **Publish**

Purchase Order Details Supply Network Collaboration - 65805_02 - Business Partner: 65805

← → 🔍 | Exceptions | Purchase Order | Delivery | Invoice

PO No. Customer
Go Display Check Save Publish Print Notes Download History

PO 4500222957

General | Terms | Partners | Contacts | Admin. Data

Document Data

PO No.:

Supplier:

Deliv. Priority:

PO Doc Type:

Notes

WO Created

Status Information

Header Status:

Conf. Status:

Distribution Status:

Change Status:

Chg. Distr. Status:

PO Items Price may not be increased

Confirm Reject Show ASNs Create ASN Base UoM Document Flow View PO Items Print Version Export Filter Settings

PO Item No.	Item Cat.	Item Status	Product	Total Qty	UoM	Deliv. Date	Ship. Date	Conf. Price	Price	Crcy	PrU	PrUoM	Notes	Conf. Status
10	Normal	Open	SR-40X3746	2	EA	04/04/2011	04/03/2011	234.08	234.08	USD	1	EA	0	Not Confirmed

Item 10

Schedule Lines | General | Locations | Reference Documents | Invoice | Delivery

Confirm Delete Create ASN Print Version Export Filter Settings

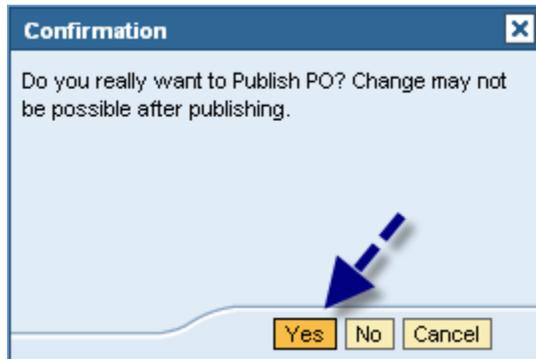
Enter proposed Delivery Date (not Ship Date, which is entered when the ASN is created)

SL No.	SL Type	Deliv. Date	Deliv. Time	Ship. Date	Ship. Time	Qty	UoM	Rec. Qty	Open Qty	Due Qty	Due Qty (Conf.)
1	Request	04/04/2011	00:00:00	04/03/2011	15:10:00	2	EA	0	2	2	2
	Confirmed	04/06/2011	00:00:00	04/05/2011	15:10:00	1	EA	0	0	0	0
	Confirmed	04/07/2011	00:00:00	04/06/2011	15:10:00	1	EA	0	0	0	0

Daily Processing Using Quick View

PO Confirmations - Multiple Deliveries

Click **YES** to finalize the confirmation:



Daily Processing Using Quick View

PO Confirmations - Multiple Deliveries

The "Conf. Status" (confirmation status) is now **Confirmed** and the Due Quantity is updated.

PO Items														
Item Cat.	Item Status	Product	Total Qty	UoM	Deliv. Date	Ship. Date	Conf. Price	Price	Crcy	PrU.	PrUoM	Notes	Conf. Status	Appr. Status
Normal	Open	SR-40X3746	2	EA	04/04/2011	04/03/2011	234.08	234.08	USD	1	EA	0	Confirmed	Accepted

Item 10												
SL No.	SL Type	Deliv. Date	Deliv. Time	Ship. Date	Ship. Time	Qty	UoM	Rec. Qty	Open Qty	Due Qty	Due Qty (Conf.)	
1	Request	04/04/2011	00:00:00	04/03/2011	15:10:00	2	EA	0	0	2	0	
2	Confirmed	04/06/2011	00:00:00	04/05/2011	15:10:00	1	EA	0	0	1	0	
3	Confirmed	04/07/2011	00:00:00	04/06/2011	15:10:00	1	EA	0	0	1	0	

Note: The Approval Status message **Manual Approval Required** indicates that the Pitney Bowes Buyer/Planner must approve or reject the revised delivery proposal.

PO Items														
PO Item No.	Item Cat.	Item Status	Product	Total Qty	UoM	Deliv. Date	Ship. Date	Price	Crcy	PrU.	PrUoM	Notes	Conf. Status	Appr. Status
10	Normal	Open	SR-99A1569	5	EA	03/17/2011	03/16/2011	25.00	USD	1	EA	0	Confirmed	Manual Approval Required

Daily Processing Using Quick View

PO Confirmations - Multiple Deliveries

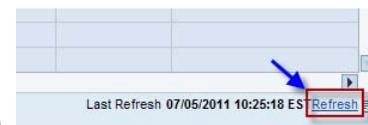
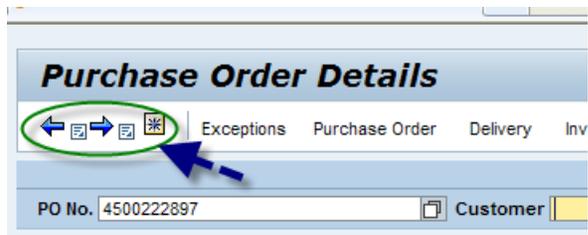
Informational messages and warnings will appear in the Message Log. They will be listed in order of severity.

- Errors are indicated by a Red icon and must be resolved in order to publish successfully.
- Yellow indicates a warning message that may or may not require action.
- Green indicates the successful completion of an activity.

Purchase Order Details		Supply Network Collaboration - 65805_02 - Business Partner: 65805		
← → 🔍 Exceptions Purchase Order Delivery Invoice Tools				
Hide Message Log				
Current Messages Log				
Reset Log				
Ty.	Message Text	Help	Time Stamp	
🟢	Order 4500222897 published successfully		03/24/2011, 14:54:00	
🟢	Order 4500222895: Outbound processing of ReplOrdNotification triggered		03/24/2011, 13:23:59	
🟢	Order 4500222896: Outbound processing of ReplOrdNotification triggered		03/24/2011, 13:23:59	

End of process.

Remember to use the SNC icons to navigate within the application.



Note: If returning to the Worklist, is important to refresh the data in by clicking the **Refresh** button.

Supply Network Collaboration

Daily Processing Quick Guide

Advanced Shipment Notifications Using the Due List

Daily Processing Using Quick View

Advanced Shipment Notifications Using the Due List

To create an ASN for a confirmed purchase order using the Due List, select the **Due List for Purchasing Documents** option from the **Delivery** drop-down menu.

The Due List for Purchasing Documents will be displayed with the default layout/view [see separate instructions for creating layouts]. The “Standard View” default view is shown in the example below.

The Due List shows all open PO lines and their corresponding **Order Document Type**:

- Purchase Order is an unconfirmed order that **is not** eligible for ASN creation (instructions for confirming POs through the Due List are provided at the end of this chapter).
- PO Confirmation is a confirmed order that **is** eligible for ASN creation.

Order Doc. Type	Order Doc. No.	Item No.	SL No.	Product	Customer Loc.	Ship-From Loc.	Ship-To Loc.	Goods Recipient	Due On
Purchase Order	4500198933	00010	1	SR-99A0091	0035	0000065805		PITNEYBOWE	02/13/2011 00:00:00
PO Confirmation	4500222743	00010	2	BR4-O	0066	0000065805		PITNEYBOWE	02/24/2011 00:00:00
PO Confirmation	4500222744	00010	2	HP1-H	0067	0000065805		PITNEYBOWE	02/24/2011 00:00:00
PO Confirmation	4500222744	00010	2	HP1-H	0080	0000065805		PITNEYBOWE	02/24/2011 00:00:00
Purchase Order	4500222744	00010	2	HP1-H	0067	0000065805		PITNEYBOWE	02/24/2011 00:00:00
Purchase Order	4500222744	00010	2	HP1-H	0067	0000065805		PITNEYBOWE	02/27/2011 00:00:00
PO Confirmation	4500222852	00010	2	SR-11A8102	0035	0000065805		PITNEYBOWE	03/03/2011 00:00:00
PO Confirmation	4500222882	00010	2	SR-Q7817-67901	0035	0000065805		PITNEYBOWE	03/08/2011 00:00:00
PO Confirmation	4500222883	00010	2	SR-Q7817-67901	0035	0000065805		PITNEYBOWE	03/08/2011 00:00:00
PO Confirmation	4500222883	00010	2	SR-C4153A	0035	0000065805		PITNEYBOWE	03/08/2011 00:00:00
PO Confirmation	4500222883	00010	2	SR-56P2813	0035	0000065805		PITNEYBOWE	03/08/2011 00:00:00
PO Confirmation	4500222888	00010	2	SR-40X3742	0035	0000065805		PITNEYBOWE	03/08/2011 00:00:00
PO Confirmation	4500222888	00010	2	SR-40X3742	0035	0000065805		PITNEYBOWE	03/08/2011 00:00:00
PO Confirmation	4500222889	00010	2	SR-40X2736	0035	0000065805		PITNEYBOWE	03/08/2011 00:00:00
PO Confirmation	4500222900	00010	2	SR-40X3746	0035	0000065805		PITNEYBOWE	03/10/2011 00:00:00
PO Confirmation	4500222900	00020	2	SR-Q7719-67951	0035	0000065805		PITNEYBOWE	03/10/2011 00:00:00

Daily Processing Using Quick View

Advanced Shipment Notifications Using the Due List

Select the PO Confirmation line item for ASN creation.

- Multiple Confirmation lines for the same customer location may be selected and grouped together under a single ASN.
- Multiple lines are selected by holding down the “Ctrl” key and selecting the additional lines.

Click **Create ASN**.

Due List for Purchasing Documents Supply Network Collaboration - 65805_02 - Business Partner: 65805

← → ⊞ ⊞ ⊞ | Exceptions | Purchase Order | Delivery | Invoice | Tools

Active Queries

Worklists [DueList Overview \(0\)](#)
 Navigation Results [Navigation from other screens \(66\)](#)

Navigation Results - Navigation from other screens

▶ Show Quick Criteria Maintenance [Change Query](#) [Define New Query](#) [Personalize](#)

View [Standard View] | [Details](#) | [Create ASN](#) | [Related ASNs](#) | [Print Version](#) | [Export](#)

[Filter](#) [Settings](#)

Order Doc.Type	Order Doc. No.	Item No.	SL No.	Product	Customer Loc.	Ship-From Loc.	Ship-To Loc.	Goods Rec.	Due On
Purchase Order	4500222939	00020	1	SR-40X1159	0035	0000065805		PITNEYBOWE	04/01/2011 00:00:00
PO Confirmation	4500222935	00010	2	4970428186	0035	0000065805		PITNEYBOWE	04/01/2011 00:00:00
PO Confirmation	4500222936	00010	2	SR-11A8102	0035	0000065805		PITNEYBOWE	04/03/2011 00:00:00
PO Confirmation	4500222948	00010	2	SR-16C0100	0035	0000065805		PITNEYBOWE	04/03/2011 00:00:00
PO Confirmation	4500222948	00020	2	SR-40X0114	0035	0000065805		PITNEYBOWE	04/03/2011 00:00:00
PO Confirmation	4500222948	00030	2	SR-40X1159	0035	0000065805		PITNEYBOWE	04/03/2011 00:00:00
Purchase Order	4500222956	00010	1	SR-40X3742	0035	0000065805		PITNEYBOWE	04/04/2011 00:00:00
Purchase Order	4500222956	00020	1	SR-56P1336	0035	0000065805		PITNEYBOWE	04/04/2011 00:00:00
Purchase Order	4500222954	00010	1	SR-Q7817-67901	0035	0000065805		PITNEYBOWE	04/04/2011 00:00:00
Purchase Order	4500222955	00010	1	SR-40X3742	0035	0000065805		PITNEYBOWE	04/04/2011 00:00:00
PO Confirmation	4500222897	00010	2	SR-99A1569	0035	0000065805		PITNEYBOWE	04/05/2011 00:00:00
PO Confirmation	4500222944	00010	2	4970428186	0035	0000065805		PITNEYBOWE	04/05/2011 00:00:00
PO Confirmation	4500222937	00010	2	SR-11A8102	0035	0000065805		PITNEYBOWE	04/05/2011 00:00:00
Purchase Order	4500222960	00010	1	SR-56P1536	0035	0000065805		PITNEYBOWE	04/05/2011 00:00:00
PO Confirmation	4500222897	00010	3	SR-99A1569	0035	0000065805		PITNEYBOWE	04/11/2011 00:00:00
PO Confirmation	4500222891	00010	3	U180023R	0035	0000065805		PITNEYBOWE	04/25/2011 00:00:00

Last Refresh 04/06/2011 10:36:05 EST [Refresh](#)

[Show Form](#)

Daily Processing Using Quick View

Advanced Shipment Notifications Using the Due List

Complete the required information in the **General** tab:

- The **ASN number** [Must be a unique value of 10 characters or less. Characters may be alpha and/or numeric.]
- The estimated **Delivery Date**
- The actual **Shipping Date**
- The **ASN quantity** (adjusted if necessary)

In addition, the optional **Packing List** field is a free-form, 35-character text field that suppliers may use to communicate product serial numbers.

ASN Maintenance - Create ASN Supply Network Collaboration - 65805_01 - Business Partner: 65805

← → ⌂ | Exceptions Purchase Order Delivery Invoice Tools

Check Save Draft Publish ASN Reset Download

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

ASN No.: <input style="border: 1px solid red;" type="text" value="TESTASN7611"/>	Customer Location: <input type="text" value="0035"/>
Delivery Date (ETA): <input style="border: 1px solid red;" type="text" value="07/07/2011"/>	My Customer Location No.: <input type="text"/>
Shipping Date: <input style="border: 1px solid red;" type="text" value="07/05/2011"/>	Ship-From Location: <input type="text" value="0000065805"/>
Document Date: <input type="text" value="07/06/2011"/>	My Ship-From Location No.: <input type="text"/>
Invoice Recipient: <input type="text"/>	Number of HUs: <input type="text" value="00000"/>
	Notes available: <input type="checkbox"/>

ASN Items

Add Item Delete Item Round Packing Show Details

View ASN View Print Version Export Filter Settings

Item No.	Product	Prod. Desc.	ASN Qty	Qty UoM	Purch. Doc. No.	PD Item	Packing List	ASN Status	GR Qty	GR Date
1	SR-11A8102	HIGH VOLTAGE POWER SUPPLY	2	EA	4500222936	10	55673,55674		0.000000	

Note: It is critical that the ASN number also appears prominently on the supplier's packing slip in order to facilitate the goods receipt process and to ensure the timely payment of invoices.

Daily Processing Using Quick View

Advanced Shipment Notifications Using the Due List

Select the **Shipping Details** tab to enter:

- **Carrier SCAC ID** (the 4-digit Standard Carrier Alpha Code)
- **Bill of Lading** (typically the shipment tracking number)

ASN Maintenance - Create ASN

Supply Network Collaboration - 65805_02 - Business Partner: 65805

No additional data entry required in these tabs

← → 🔍 | Exceptions | Purchase Order | Delivery | Invoice | Tools

Check Save Draft Publish ASN Reset Download

General | Shipping Details | Ship-From Location Details | Customer Location Details | Ship-To Location Details | Unloading Point | Supplier Address Details | Customer Address Details | Goods Recipient Address Detail

ASN No.:	<input type="text"/>	Means of Transport:	<input type="text" value="0001"/>	Total Weight:	<input type="text" value="0.000000"/>
Grouping ID:	<input type="text"/>	Means of Transport ID:	<input type="text"/>	Total Net Weight:	<input type="text" value="0.000000"/>
Bill/Lading No.:	<input type="text" value="FedEx12345"/>	Incoterm:	<input type="text" value="FOB"/>	Total Volume:	<input type="text" value="0.000000"/>
Freight Inv. No.:	<input type="text"/>	Incoterm Loc.:	<input type="text"/>	Dangerous Goods:	<input type="checkbox"/>
Carrier Party:	<input type="text"/>	Carrier (SCAC) ID:	<input type="text" value="FEDX"/>		

ASN Items

Add Item Delete Item Round Packing Show Details

View [Standard View] | Print Version | Export

Item No.	Product	Prod. Desc.	ASN Qty	Supl. Cuml. Qty	Qty UoM	Purch. Doc. No.	PD Item	Purch. Doc. Type	Mfr	MPN
1	SR-11A8102	HIGH VOLTAGE POWER SUPPLY	2	0	EA	4500222937	10	Purchase Order		

Daily Processing Using Quick View

Advanced Shipment Notifications Using the Due List

The ASN may be checked for errors by clicking the **Check** option.

- If errors occur, the ASN may be saved as a draft. Users may return to the draft at a later time to fix errors and publish.

Click **Publish ASN** to finalize and publish the information to Pitney Bowes.

ASN Maintenance - Create ASN Supply Network Collaboration - 65805_02 - Business Partner: 65805

← → ↻ 🗨 | [Exceptions](#) | [Purchase Order](#) | [Delivery](#) | [Invoice](#) | [Tools](#)

⚠ ASN TRAIN01ASN: Shipping date is after delivery date

⚠ Validation for val. prof. P001 (ICH, DELIVERY_PUBLISH, HEADER) ended with errors and warnings

⚠ Arrival time lies in the past: 04/05/2011 00:00:00 (EST)

[Display Message Log](#)

Check | Save Draft | Publish ASN | Reset | Download

General | Shipping Details | Ship-From Location Details | Customer Location Details | Ship-To Location Details | Unloading Point | Supplier Address Details | Customer Address Details | Goods Recipient Address Detail

ASN No.:	TRAIN01ASN	Means of Transport:	0001	Total Weight:	0.000000
Grouping ID:		Means of Transport ID:		Total Net Weight:	0.000000
Bill/Lading No.:	FEDEX12345	Incoterm:	FOB	Total Volume:	0.000000
Freight Inv. No.:		Incoterm Loc.:		Dangerous Goods:	<input type="checkbox"/>
Carrier Party:		Carrier (SCAC) ID:	FEDX		

ASN Items

Add Item | Delete Item | Round | Packing | Show Details

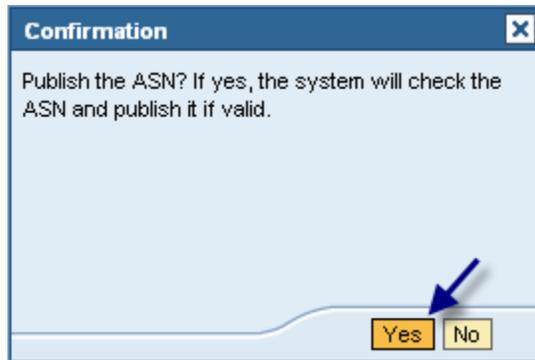
View [Standard View] | Print Version | Export
Filter Settings

Item No.	Product	Prod. Desc.	ASN Qty	Supl. Cuml. Qty	Qty UoM	Purch. Doc. No.	PD Item	Purch. Doc. Type	Mfr	MPN
1	SR-11A8102	HIGH VOLTAGE POWER SUPPLY	2	0	EA	4500222937	10	Purchase Order		

Daily Processing Using Quick View

Advanced Shipment Notifications Using the Due List

A final prompt will appear to confirm publication:



Daily Processing Using Quick View

Advanced Shipment Notifications Using the Due List

Upon publication, the **ASN Maintenance – ASN Details** screen will appear. The ASN Status is updated to “PB-Published.”

ASN Maintenance - ASN Details (Supplier View)
Supply Network Collaboration - 65805_02 - Business Partner: 65805

← → ↻ | Exceptions | Purchase Order | Delivery | Invoice | Tools

⚠ ASN TRAIN01ASN: Shipping date is after delivery date

⚠ Validation for val. prof. P003 (ICH, DELIVERY_SAVE, HEADER) ended with errors and warnings

⚠ Arrival time lies in the past: 04/05/2011 00:00:00 (EST)

[Display Message Log](#)

Selection

Show [dropdown] [Reset] [Go] [Close Selection]

ASN No.:

Inbound Delivery No.:

Packing List:

Bill/Lading No.:

Customer Location:

Ship-From Location:

Change | Publish ASN | Cancel ASN | Copy ASN | Notes | Overview | ASN History | Show Invoices | Print | Download

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

ASN No.:

ASN Status:

Customer Location:

My Customer Location No.:

Ship-From Location:

My Ship-From Location No.:

Delivery Date (ETA): My Ship-From Location No.:

Shipping Date: Number of HUs:

Document Date: Notes Available:

Invoice Recipient:

ASN Items

Add Item | Delete Item | Round | Notes | Show Details | Packing | Show Purchasing Document | Show Invoices | Create Invoice | Document Flow | Base UoM

View [Standard View] [Print Version] [Export]

Item No.	Product	Prod. Desc.	ASN Qty	Supl. Cuml. Qty	Qty UoM	Purch. Doc. No.	PD Item	Purch. Doc. Type	Mfr	MPN
1	SR-11A8102	HIGH VOLTAGE POWER SUPPLY	2	0	EA	450022937	10	Purchase Order		

End of 'Create ASN' Process

Important!

If it becomes necessary to cancel or modify an ASN after it has been published to Pitney Bowes, it is imperative that the supplier notifies the Pitney Bowes purchasing contact referenced in the purchase order before taking any action in SNC. The PB contact will facilitate any required changes.

Daily Processing Using Quick View

Advanced Shipment Notifications Using the Due List

In the event that a purchase order was not confirmed prior to the shipment, users can complete the confirmation through the Due List by selecting the PO line item and clicking **Details**.

Due List for Purchasing Documents

Supply Network Collaboration - 65805_02 - Business Partner: 65805

← → ↻ 📄 | [Exceptions](#) | [Purchase Order](#) | [Delivery](#) | [Invoice](#) | [Tools](#)

Active Queries

Worklists [DueList Overview \(0\)](#)

Navigation Results [Navigation from other screens \(65\)](#)

Navigation Results - Navigation from other screens

[Show Quick Criteria Maintenance](#) [Change Query](#) [Define New Query](#) [Personalize](#)

View [Standard View]
Details
Create ASN
Related ASNs
Print Version
Export

Filter Settings

Order Doc.Type	Order Doc. No.	Item No.	SL No.	Product	Customer Loc.	Ship-From Loc.	Ship-To Loc.	Goods Recipient	Due On
Purchase Order	4500222939	00010	1	SR-16C0100	0035	0000065805		PITNEYBOWE	04/01/2011 00:00:00
Purchase Order	4500222939	00020	1	SR-40X1159	0035	0000065805		PITNEYBOWE	04/01/2011 00:00:00
PO Confirmation	4500222935	00010	2	4970428186	0035	0000065805		PITNEYBOWE	04/01/2011 00:00:00
PO Confirmation	4500222936	00010	2	SR-11A8102	0035	0000065805		PITNEYBOWE	04/03/2011 00:00:00
PO Confirmation	4500222948	00010	2	SR-16C0100	0035	0000065805		PITNEYBOWE	04/03/2011 00:00:00
PO Confirmation	4500222948	00020	2	SR-40X0114	0035	0000065805		PITNEYBOWE	04/03/2011 00:00:00
PO Confirmation	4500222948	00030	2	SR-40X1159	0035	0000065805		PITNEYBOWE	04/03/2011 00:00:00
Purchase Order	4500222956	00010	1	SR-40X3742	0035	0000065805		PITNEYBOWE	04/04/2011 00:00:00
Purchase Order	4500222956	00020	1	SR-56P1336	0035	0000065805		PITNEYBOWE	04/04/2011 00:00:00
Purchase Order	4500222954	00010	1	SR-Q7817-67901	0035	0000065805		PITNEYBOWE	04/04/2011 00:00:00
Purchase Order	4500222955	00010	1	SR-40X3742	0035	0000065805		PITNEYBOWE	04/04/2011 00:00:00
PO Confirmation	4500222897	00010	2	SR-99A1569	0035	0000065805		PITNEYBOWE	04/05/2011 00:00:00
PO Confirmation	4500222944	00010	2	4970428186	0035	0000065805		PITNEYBOWE	04/05/2011 00:00:00
Purchase Order	4500222960	00010	1	SR-56P1536	0035	0000065805		PITNEYBOWE	04/05/2011 00:00:00
PO Confirmation	4500222897	00010	3	SR-99A1569	0035	0000065805		PITNEYBOWE	04/11/2011 00:00:00
PO Confirmation	4500222891	00010	3	U180023R	0035	0000065805		PITNEYBOWE	04/25/2011 00:00:00

[Show Form](#)
Last Refresh 04/06/2011 12:16:53 EST [Refresh](#)

Daily Processing Using Quick View

Advanced Shipment Notifications Using the Due List

The **Purchase Order Details** screen will appear.

- Click **Change** and proceed with the confirmation procedure using the PO Worklist or by accessing the individual PO as previously described in this guide.
- Once the PO is confirmed, the ASN may be created within the Purchase Order Details screen or by returning to the ASN Due List.

Purchase Order Details
Supply Network Collaboration - 65805_02 - Business Partner: 65805

← → ↻ 🔍 | Exceptions | Purchase Order | Delivery | Invoice | Tools

PO No. 4500222955 Customer Go Change | Check | Save | Publish | Print | Notes | Download | History

PO 4500222955 -

General | Terms | Partners | Contacts | Admin. Data

Document Data	Status Information
PO No.: <input type="text" value="4500222955"/>	Header Status: <input type="text" value="Open"/>
Supplier: <input type="text" value="65805"/>	Conf. Status: <input type="text" value="Not Confirmed"/>
Customer: <input type="text" value="PITNEYBOWE"/>	Distribution Status: <input type="text" value="Updated by Customer"/>
Deliv. Priority: <input type="text"/>	Change Status: <input type="text" value="New"/>
Delivery Priority Desc.: <input type="text"/>	Chg. Distr. Status: <input type="text" value="Updated by Customer"/>
PO Doc Type: <input type="text" value="NB"/>	
PO Version: <input type="text" value="00000000"/>	
<input checked="" type="checkbox"/> Notes	
<input type="checkbox"/> WO Created	

PO Items -

Confirm Reject Show ASNs Create ASN | Base UoM | Document Flow | View PO Items | Print Version | Export | Filter Settings

PO Item No.	Item Cat.	Item Status	Product	Total Qty	UoM	Deliv. Date	Ship. Date	Conf. Price	Price	Crcy	PrU.	PrUoM	Notes	Conf. Status
10	Normal	Open	SR-40X3742	1	EA	04/04/2011	04/03/2011	0.00	193.75	USD	1	EA	<u>0</u>	Not Confirmed

Item 10 -

Schedule Lines | General | Product | Quantities / Price | Locations | Reference Documents | Invoice | Delivery

Confirm Delete Create ASN | View [Standard View] | Print Version | Export | Filter Settings

SL No.	SL Type	Deliv. Date	Deliv. Time	Ship. Date	Ship. Time	Qty	UoM	Rec. Qty	Open Qty	Due Qty	Due Qty (Conf.)
1	Request	04/04/2011	00:00:00	04/03/2011	15:10:00	1	EA	0	1	1	1

ASN Processing 11

Supply Network Collaboration

Daily Processing Quick Guide

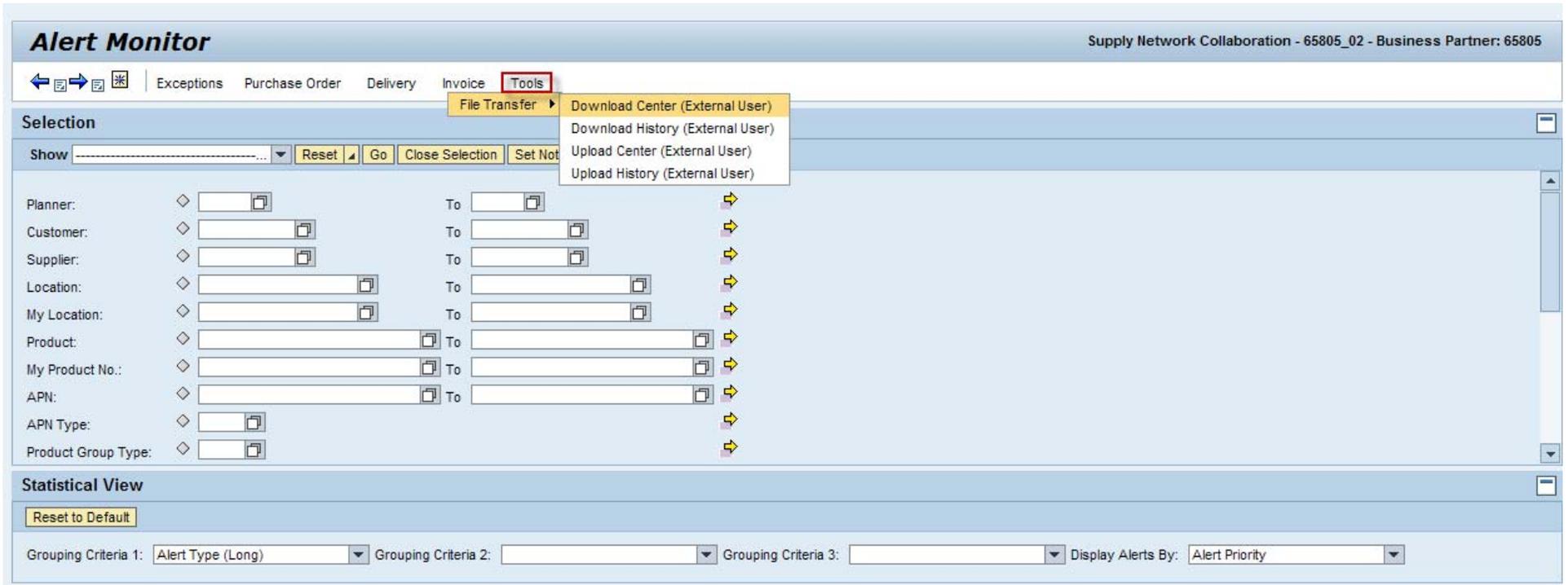
Advanced Shipment Notifications Download

Daily Processing Using File Transfer

Advanced Shipment Notifications - Download

As an alternative to creating ASNs using the Due List, shipment notifications may be processed using a download / upload method.

Open the **Tools** menu and select **File Transfer – Download Center (External User)**



The screenshot displays the 'Alert Monitor' interface. At the top right, it shows 'Supply Network Collaboration - 65805_02 - Business Partner: 65805'. The main navigation bar includes 'Exceptions', 'Purchase Order', 'Delivery', 'Invoice', and 'Tools'. The 'Tools' menu is open, showing options: 'File Transfer', 'Download Center (External User)', 'Download History (External User)', 'Upload Center (External User)', and 'Upload History (External User)'. Below the menu, the 'Selection' section contains various filters for 'Planner', 'Customer', 'Supplier', 'Location', 'My Location', 'Product', 'My Product No.', 'APN', 'APN Type', and 'Product Group Type', each with a search box and a 'To' field. The 'Statistical View' section at the bottom includes a 'Reset to Default' button and dropdown menus for 'Grouping Criteria 1' (set to 'Alert Type (Long)'), 'Grouping Criteria 2', 'Grouping Criteria 3', and 'Display Alerts By' (set to 'Alert Priority').

Daily Processing Using File Transfer

Advanced Shipment Notifications - Download

A supplier's Download Profiles control the parameters and timing of files its users may download from SNC (see separate instructions for creating profiles).

Select **My Partners' Data** to view a list of all available download profiles for the assigned partner.

Download Center (External User)

← → ⌂ | [Exceptions](#) [Purchase Order](#) [Delivery](#) [Invoice](#) [Tools](#)

Last Refresh: 04/06/2011 13:13:41 [Refresh](#)

View My Partners' Data ▼

My Partners' Data Own Data

Generate Download Profile History Create Modify View Log Deactivate

Download Profile Type	Profile Number	Profile Name	Profile Status
Purchase Order Confirmation	32	PO Worklist	Downloaded
Due List for Purchasing Documents	33	Due List nightly	Ready

Daily Processing Using File Transfer

Advanced Shipment Notifications - Download

Select a Download Profile and click **Generate Download File**.

Download Center (External User)

Supply Network Collaboration - 65805_02 - Business Partner: 65805

← → ↻ | [Exceptions](#) [Purchase Order](#) [Delivery](#) [Invoice](#) [Tools](#)

Last Refresh: 04/06/2011 13:48:52 [Refresh](#)
 View My Partners' Data ▼

Download Profiles Overview

View Standard View ▼ | [Print Version](#) [Export](#) [Filter](#) [Settings](#)

Generate Download File

History

Create

Modify

View Log

Deactivate

Download Profile Type	Profile Number	Profile Name	Profile Status	URL for Download	Downloaded On	Ready On	Initiated On	User Name
Purchase Order Confirmation	32	PO Worklist	Downloaded	Click here to download	03/09/2011 14:57:08	02/16/2011 10:59:59	02/16/2011 10:59:58	65805_01
Due List for Purchasing Documents	33	Due List nightly	Ready	Click here to download		04/05/2011 23:30:26	04/05/2011 23:30:16	65805_01
Due List for Purchasing Documents	41	Due list ad hoc	Downloaded	Click here to download	04/01/2011 14:35:07	04/01/2011 09:51:26	04/01/2011 09:51:25	65805_03
Due List for Purchasing Documents	43	PB_DWLD_TEST_02	Ready	Click here to download		03/30/2011 11:54:18	03/30/2011 11:54:17	65805_02
Due List for Purchasing Documents	44	PB_NOJOB_SCHED	Downloaded	Click here to download	04/01/2011 02:38:27	04/01/2011 02:37:03	04/01/2011 02:37:03	65805_01
Due List for Purchasing Documents	45	PB_35_2MAT	Downloaded	Click here to download	04/05/2011 10:20:23	04/05/2011 10:20:19	04/05/2011 10:20:18	65805_01
Due List for Purchasing Documents	46	PB_NOSELECTION_DAILYDOWNLOAD	Ready	Click here to download		04/06/2011 08:23:20	04/06/2011 08:23:19	65805_01
Due List for Purchasing Documents	47	Due List no sched	Downloaded	Click here to download	04/01/2011 15:07:19	04/01/2011 14:37:49	04/01/2011 14:37:48	65805_03
Due List for Purchasing Documents	48	PB_MULTIPLE_PLANT	Downloaded	Click here to download	04/05/2011 12:25:42	04/05/2011 01:32:06	04/05/2011 01:32:05	65805_01
Due List for Purchasing Documents	49	TEST_PROFILE	Downloaded	Click here to download	04/05/2011 01:38:27	04/05/2011 01:37:51	04/05/2011 01:37:50	65805_04

Daily Processing Using File Transfer

Advanced Shipment Notifications - Download

Upon successful file generation, the Profile Status will be "Ready" and a URL link enabled to perform the download.

- The status and the date/time stamps do not automatically update upon successful file generation. Users must click **Refresh** to view the revised information.

Before Refresh

Download Profiles Overview										
Generate Download File					History	Create	Modify	View Log	Deactivate	
View [Standard View] Print Version Export Filter Settings										
Download Profile Type	Profile Number	Profile Name	Profile Status	URL for Download	Downloaded On	Ready On	Initiated On	User Name		
Due List for Purchasing Documents	43	PB_DWLD_TEST_02	Ready	Click here to download		03/30/2011 11:54:18	03/30/2011 11:54:17	65805_02		

After Refresh

Download Center (External User)										
Supply Network Collaboration - 65805_02 - Business Partner: 65805										
← → ↻ ☰ Exceptions Purchase Order Delivery Invoice Tools										
Last Refresh: 04/06/2011 14:20:04 Refresh										
View [My Partners' Data]										
Download Profiles Overview										
Generate Download File					History	Create	Modify	View Log	Deactivate	
View [Standard View] Print Version Export Filter Settings										
Download Profile Type	Profile Number	Profile Name	Profile Status	URL for Download	Downloaded On	Ready On	Initiated On	User Name		
Due List for Purchasing Documents	43	PB_DWLD_TEST_02	Ready	Click here to download		04/06/2011 14:18:43	04/06/2011 14:18:42	65805_02		

Daily Processing Using File Transfer

Advanced Shipment Notifications - Download

Click the [Click here to download](#) link to commence the file downloading process.

Choose **SAVE** to proceed with the download of the .csv (Comma Separated Values) formatted file. Continue through the subsequent prompts to save the file to the appropriate system destination (e.g., a local drive).



The new "Downloaded On" date/time stamp will immediately appear in the profile list.

Download Profiles Overview									
Generate Download File History Create Modify View Log Deactivate									
View [Standard View] Print Version Export Filter Settings									
Download Profile Type	Profile Number	Profile Name	Profile Status	URL for Download	Downloaded On	Ready On	Initiated On	User Name	
Due List for Purchasing Documents	43	PB_DWLD_TEST_02	Downloaded	Click here to download	04/06/2011 14:34:43	04/06/2011 14:18:43	04/06/2011 14:18:42	65805_02	

Daily Processing Using File Transfer

Advanced Shipment Notifications - Download

To see the detailed history for a profile, select it from the **Download Center** list and click **History**.

Download Center (External User) Supply Network Collaboration - 65805_02 - Business Partner: 65805

← → ↻ | [Exceptions](#) [Purchase Order](#) [Delivery](#) [Invoice](#) [Tools](#)

Last Refresh: 04/06/2011 15:22:37 [Refresh](#)

View My Partners' Data

Download Profiles Overview

Generate Download File History Create Modify View Log Deactivate
View Standard View Print Version Export [Filter](#) [Settings](#)

Download Profile Type	Profile Number	Profile Name	Profile Status	URL for Download	Downloaded On	Ready On	Initiated On	User Name
Purchase Order Confirmation	32	PO Worklist	Downloaded	Click here to download	03/09/2011 14:57:08	02/16/2011 10:59:59	02/16/2011 10:59:58	65805_01
Due List for Purchasing Documents	33	Due List nightly	Ready	Click here to download		04/05/2011 23:30:26	04/05/2011 23:30:16	65805_01
Due List for Purchasing Documents	41	Due list ad hoc	Downloaded	Click here to download	04/01/2011 14:35:07	04/01/2011 09:51:26	04/01/2011 09:51:25	65805_03
Due List for Purchasing Documents	43	PB_DWLD_TEST_02	Downloaded	Click here to download	04/06/2011 14:34:43	04/06/2011 14:18:43	04/06/2011 14:18:42	65805_02
Due List for Purchasing Documents	44	PB_NOJOB_SCHED	Downloaded	Click here to download	04/01/2011 02:38:27	04/01/2011 02:37:03	04/01/2011 02:37:03	65805_01
Due List for Purchasing Documents	45	PB_35_2MAT	Downloaded	Click here to download	04/05/2011 10:20:23	04/05/2011 10:20:19	04/05/2011 10:20:18	65805_01
Due List for Purchasing Documents	46	PB_NOSELECTION_DAILYDOWNLOAD	Ready	Click here to download		04/06/2011 08:23:20	04/06/2011 08:23:19	65805_01
Due List for Purchasing Documents	47	Due List no sched	Downloaded	Click here to download	04/01/2011 15:07:19	04/01/2011 14:37:49	04/01/2011 14:37:48	65805_03
Due List for Purchasing Documents	48	PB_MULTIPLE_PLANT	Downloaded	Click here to download	04/05/2011 12:25:42	04/05/2011 01:32:06	04/05/2011 01:32:05	65805_01
Due List for Purchasing Documents	49	TEST_PROFILE	Downloaded	Click here to download	04/05/2011 01:38:27	04/05/2011 01:37:51	04/05/2011 01:37:50	65805_04

Daily Processing Using File Transfer

Advanced Shipment Notifications - Download

The accumulative download history for the selected profile will be displayed.

- Note: Files may be selected for download from the History list.

Download History (External User) Supply Network Collaboration - 65805_02 - Business Partner: 6580

← → ↻ | [Exceptions](#) [Purchase Order](#) [Delivery](#) [Invoice](#) [Tools](#)

Profile No.:

Profile Name:

Type:

Download History

View [Standard View] ▼

[Filter](#)
[Setting](#)

	Changed On	Initiated On	Ready On	Downloaded On	Profile Status	URL for Download	User Name
	04/06/2011 14:34:43	04/06/2011 14:18:42	04/06/2011 14:18:43	04/06/2011 14:34:43	Downloaded	Click here to download	65805_02
	04/06/2011 14:18:44	04/06/2011 14:18:42	04/06/2011 14:18:43		Ready	Click here to download	65805_02
	03/30/2011 11:54:19	03/30/2011 11:54:17	03/30/2011 11:54:18		Ready	Click here to download	65805_02

Daily Processing Using File Transfer

Advanced Shipment Notifications - Download

The downloaded Excel file is divided into two main sections: The **Header** and the **Due List Item Details** (with column headings).

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U		
2	Interface Type:	ASNDLPD																					
3	Owner Partner:	65805																					
4	Partner:	PITNEYBOWE																					
5	Selection Profile:	43																					
6	Created By:	65805_02																					
7	Created On:	04/06/2011 14:18:42 EST																					
11	ORTYPE	NAME	ORDERID	ITMID	SLID	ASNID	PRODUCT_NO	DUE_QTY	ASN_QTY	UNIT	SHIP_DATE	SHIP_TIME	DELV_DATE	DELV_TIME	ORIG_SHIP	ORIG_SHIP	ORIG_DELV	ORIG_DELV	SHIPPING	DELIVERY	CUST_LOC	SHIPFROM	GR
12	Order Type	Description	Order Number	Item Number	SL No.	ASN Number	Product	Due Qty	ASN Qty	UoM	Shp.Date	Shp.Time	Plan.Deliv	Plan.Deliv	Orig.Shp.Da	Original Shi	Orig.Dlv.Da	Original De	Shp.Tzone	Dlv.Tzone	Customer I	Ship-From	Gd
13	PO Confirmation		4500222882	10	2		SR-Q7817-67901	1	1	EA			3/8/2011		3/7/2011	15:10:00	3/8/2011		CST	EST	35	65805	PIT
14	PO Confirmation		4500222883	10	2		SR-Q7817-67901	1	1	EA			3/8/2011		3/7/2011	15:10:00	3/8/2011		CST	EST	35	65805	PIT
15	PO Confirmation		4500222884	10	2		SR-C4153A	1	1	EA			3/8/2011		3/7/2011	15:10:00	3/8/2011		CST	EST	35	65805	PIT
16	PO Confirmation		4500222886	10	2		SR-56P2813	1	1	EA			3/8/2011		3/7/2011	15:10:00	3/8/2011		CST	EST	35	65805	PIT
17	PO Confirmation		4500222887	10	2		SR-40X3742	1	1	EA			3/8/2011		3/7/2011	15:10:00	3/8/2011		CST	EST	35	65805	PIT
18	PO Confirmation		4500222888	10	2		SR-40X3742	3	3	EA			3/8/2011		3/7/2011	15:10:00	3/8/2011		CST	EST	35	65805	PIT
19	PO Confirmation		4500222889	10	2		SR-40X2736	1	1	EA			3/8/2011		3/7/2011	15:10:00	3/8/2011		CST	EST	35	65805	PIT
20																							
21	PO Confirmation		4500222900	30	2		SR-56P1336	1	1	EA			3/10/2011		3/9/2011	15:10:00	3/10/2011		CST	EST	35	65805	PIT
22	PO Confirmation		4500222900	20	2		SR-Q7719-67951	1	1	EA			3/10/2011		3/9/2011	15:10:00	3/10/2011		CST	EST	35	65805	PIT
23	PO Confirmation		4500222900	10	2		SR-40X3746	1	1	EA			3/10/2011		3/9/2011	15:10:00	3/10/2011		CST	EST	35	65805	PIT
24																							
25	PO Confirmation		4500222901	10	2		SR-40X3742	5	5	EA			3/11/2011		3/10/2011	15:10:00	3/11/2011		CST	EST	35	65805	PIT
26																							
27	PO Confirmation		4500222890	10	2		SR-40X2592	20	20	EA			3/15/2011		3/14/2011	15:10:00	3/15/2011		CST	EST	35	65805	PIT
28	PO Confirmation		4500222879	10	2		SR-16C0100	2	2	EA			3/15/2011		3/14/2011	15:10:00	3/15/2011		CST	EST	35	65805	PIT
29	PO Confirmation		4500222880	10	2		SR-16C0100	2	2	EA			3/15/2011		3/14/2011	15:10:00	3/15/2011		CST	EST	35	65805	PIT
30	PO Confirmation		4500222892	10	2		SR-C3914-69001	2	2	EA			3/15/2011		3/14/2011	15:10:00	3/15/2011		CST	EST	35	65805	PIT
31																							
32	PO Confirmation		4500222895	10	2		SR-56P1369	11	11	EA			3/17/2011		3/16/2011	15:10:00	3/17/2011		CST	EST	35	65805	PIT
33	PO Confirmation		4500222896	10	2		SR-99A0089	6	6	EA			3/17/2011		3/16/2011	15:10:00	3/17/2011		CST	EST	35	65805	PIT
34																							

Header Details

Due List Column Headings

- ASN Number
- ASN Quantity
- Ship Date
- Ship Time
- Delivery Date
- Delivery Time
- SCAC Code
- Bill of Lading

May be populated for upload

Due List Items

ASNs will be created for these items upon upload

Instructions for completing the ASN fields are provided in the *Advanced Shipment Notifications Upload* section of the Quick Guide.

Supply Network Collaboration

Daily Processing Quick Guide

Advanced Shipment Notifications Upload

Daily Processing Using File Transfer

Advanced Shipment Notifications – Upload

When creating ASNs using the file transfer process, compliance with the following rules is critical in order to prevent process failures:

- Do not alter the information contained in the Header section or its position.
- Do not alter any of the Due List column heading names or their positions.
- ASNs can only be created for order type “PO Confirmation.” Do not attempt to create ASNs for unconfirmed Purchase Orders.
- Be very careful when sorting or deleting line items.
- The format of any dates entered into the file for upload must be consistent with that of the downloaded dates (e.g., mm/dd/yyyy).
- Be sure to save the file in CSV (Comma Separated Values) format once data entry has been completed.

Interface Type	ASNDLPD	Owner Partner	65805	Partner	PITNEYBOWE	Selection Profile	43	Created By	65805_02	Created On	04/06/2011 14:18:42 ES						
ORTYPENAME	Order Type Description	Q	Q	PRODUCT_NO	Num Product	DUE_QTY	ASN_QTY	UNIT	SHIP_DATE	SHIP_TIME	DELV_DATE	DELV_TIME	ORIG	DELIVERY	CUST_LOC	SHIPFROM	GR
PO Confirmation				SR-Q7817-67901		1	1	EA	3/8/2011		3/7/2011		3/7/2011	35	65805	PIT	
PO Confirmation				SR-Q7817-67901		1	1	EA	3/8/2011		3/8/2011		3/7/2011	35	65805	PIT	
PO Confirmation				SR-C4153A		1	1	EA	3/8/2011		3/8/2011		3/7/2011	35	65805	PIT	
PO Confirmation				SR-56P2813		1	1	EA	3/8/2011		3/8/2011		3/7/2011	35	65805	PIT	
PO Confirmation				SR-40X3742		1	1	EA	3/8/2011		3/8/2011		3/7/2011	35	65805	PIT	
PO Confirmation				SR-40X3742		3	3	EA	3/8/2011		3/8/2011		3/7/2011	35	65805	PIT	
PO Confirmation				SR-40X2736		1	1	EA	3/8/2011		3/8/2011		3/7/2011	35	65805	PIT	
PO Confirmation				SR-56P1336		1	1	EA	3/10/2011		3/10/2011		3/7/2011	35	65805	PIT	
PO Confirmation				SR-Q7719-67951		1	1	EA	3/10/2011		3/10/2011		3/7/2011	35	65805	PIT	
PO Confirmation				SR-40X3746		1	1	EA	3/10/2011		3/10/2011		3/7/2011	35	65805	PIT	
PO Confirmation				SR-40X3742		5	5	EA	3/11/2011		3/11/2011		3/7/2011	35	65805	PIT	
PO Confirmation				SR-40X2592		20	20	EA	3/15/2011		3/15/2011		3/7/2011	35	65805	PIT	
PO Confirmation				SR-16C0100		2	2	EA	3/15/2011		3/15/2011		3/7/2011	35	65805	PIT	
PO Confirmation				SR-16C0100		2	2	EA	3/15/2011		3/15/2011		3/7/2011	35	65805	PIT	
PO Confirmation				SR-C3914-69001		2	2	EA	3/15/2011		3/15/2011		3/7/2011	35	65805	PIT	
PO Confirmation				SR-56P1369		11	11	EA	3/17/2011		3/17/2011		3/7/2011	35	65805	PIT	
PO Confirmation				SR-99A0089		6	6	EA	3/17/2011		3/17/2011		3/7/2011	35	65805	PIT	

Header Details

Do not change the content or positioning of any data in the Header details section

Do not change the names or positioning of any columns

Due List Items
ASNs will be created for these items upon upload

Due List Column Headings
ASN Number
ASN Quantity
Ship Date
Ship Time
Delivery Date
Delivery Time
SCAC Code
Bill of Lading
May be populated for upload

Daily Processing Using File Transfer

Advanced Shipment Notifications – Upload

Only the following fields may be modified when preparing a downloaded “Due List for Purchasing Documents” for ASN upload:

Column	Initial Value in Downloaded File	Entry Required in Upload File	Remarks
ASN ID	Blank	Yes	<ul style="list-style-type: none"> ▪ Must be 10 characters or less ▪ Must be alpha and/or numeric characters ▪ ASN will be created with this ID as long as ASN number range settings are not maintained in SNC
ASN Quantity	Equal to ‘Due Qty’ of PO schedule line	Yes	<ul style="list-style-type: none"> ▪ The defaulted value may be decreased if necessary to reflect a partial shipment
Delivery Date	Equal to ‘Delivery Date’ of the PO schedule line	Yes	<ul style="list-style-type: none"> ▪ The estimated delivery date field must be entered
Delivery Time	Equal to ‘Delivery Time’ of the PO schedule line	No	<ul style="list-style-type: none"> ▪ If blank, the system default of 00:00:00 will be applied
Shipment Date	Blank	Yes	<ul style="list-style-type: none"> ▪ The actual shipment date must be entered
Shipment Time	Blank	No	<ul style="list-style-type: none"> ▪ If blank, the system default of 00:00:00 will be applied
Bill of Lading	Blank	No	<ul style="list-style-type: none"> ▪ The BOL is an optional but strongly recommended entry
SCAC ID	Blank	No	<ul style="list-style-type: none"> ▪ The Standard Carrier Alpha Code (SCAC) ID is an optional but strongly recommended entry

Warning: Alteration of any other field will result in upload errors / failures.

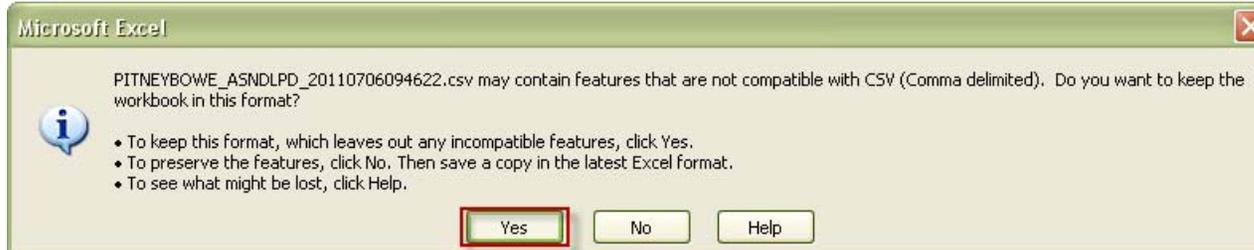
Daily Processing Using File Transfer

Advanced Shipment Notifications - Upload

An example of a file prepared for upload:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Interface Type:	ASNDLPD																
2	Owner Partner:	65805																
3	Partner:	PITNEYBOWE																
4	Selection Profile:	43																
5	Created By:	65805_02																
6	Created On:	04/06/2011 14:18:42 EST																
7																		
8																		
9																		
10																		
11	ORTYPENAME	ORDERID	ITMID	SOLID	ASNID	PRODUCT_NO	DUE_QTY	ASN_QTY	UNIT	SHIP_DAT	SHIP_TIM	DELV_DATE	DELV_TIM	ORIG_SHIP_DATE	SCAC	BOL		
12	Order Type Descri	Order Number	Item Num	SL No.	ASN Numbe	Product	Due Qty.	ASN Qty.	UoM	Shp.Date	Shp.Time	Plan. Delivery Date	Plan. Deliv	Orig.Shp.Date	SCAC Cot	Bill of Lading Nc		
13	PO Confirmation	4500222882	10	2	ASN12300	SR-Q7817-6790	1	1	EA	4/6/2011		4/8/2011		3/7/2011	FDEG	FD11111		
14	PO Confirmation	4500222883	10	2	ASN12301	SR-Q7817-6790	1	1	EA	4/6/2011		4/8/2011		3/7/2011	FDEG	FD11112		
15	PO Confirmation	4500222884	10	2	ASN12302	SR-C4153A	1	1	EA	4/6/2011		4/8/2011		3/7/2011	FDEG	FD11113		
16	PO Confirmation	4500222886	10	2	ASN12303	SR-56P2813	1	1	EA	4/6/2011		4/8/2011		3/7/2011	FDEG	FD11114		
17	PO Confirmation	4500222900	30	2	ASN12304	SR-56P1336	1	1	EA	4/6/2011		4/8/2011		3/9/2011	FDEG	FD11115		
18	PO Confirmation	4500222900	20	2	ASN12305	SR-Q7719-6795	1	1	EA	4/6/2011		4/8/2011		3/9/2011	FDEG	FD11116		
19	PO Confirmation	4500222900	10	2	ASN12306	SR-40X3746	1	1	EA	4/6/2011		4/8/2011		3/9/2011	FDEG	FD11117		
20	PO Confirmation	4500222901	10	2	ASN12307	SR-40X3742	5	5	EA	4/6/2011		4/8/2011		3/10/2011	FDEG	FD11118		
21	PO Confirmation	4500222890	10	2	ASN12308	SR-40X2592	20	20	EA	4/6/2011		4/8/2011		3/14/2011	FDEG	FD11119		
22																		

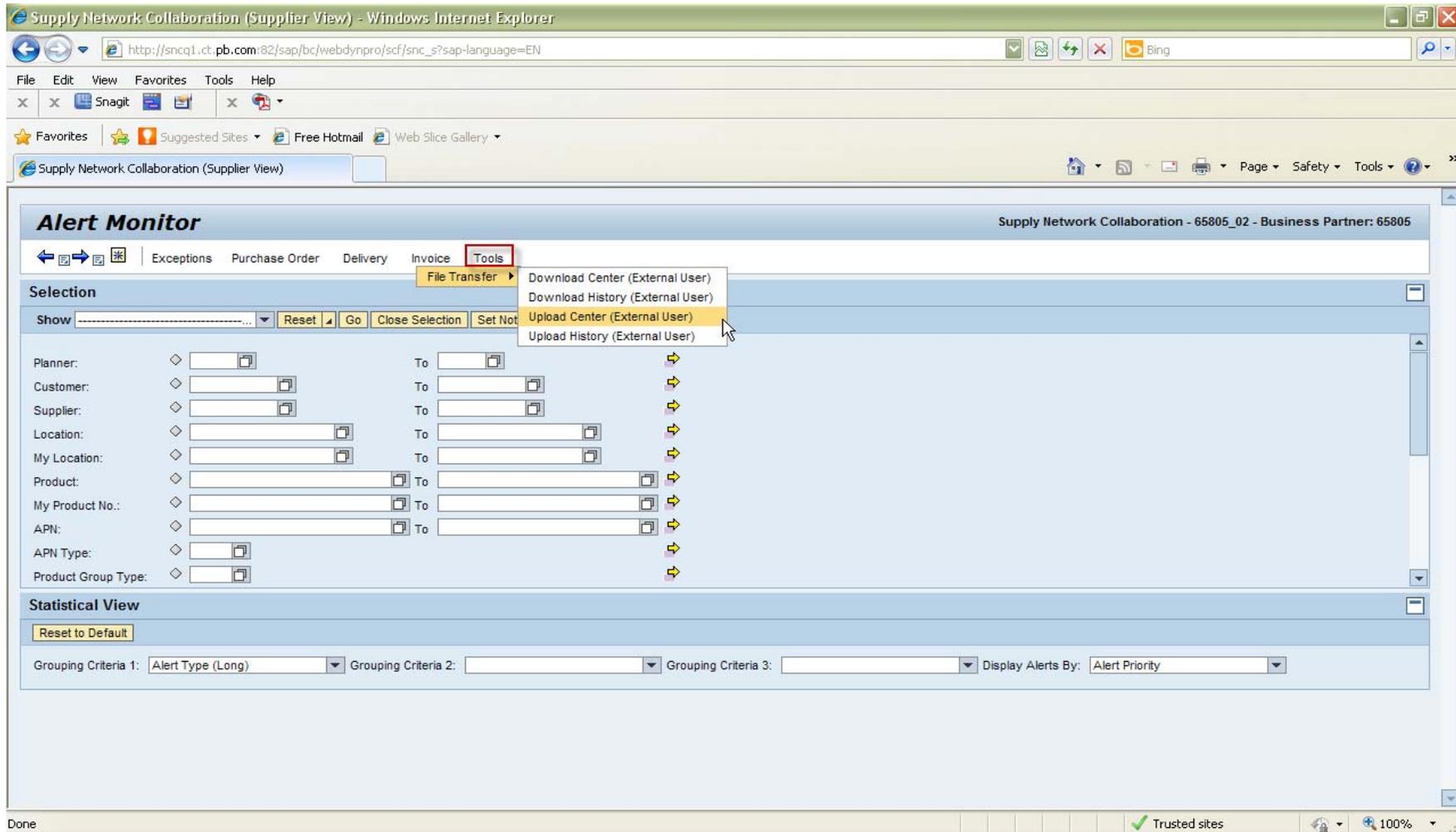
- It is recommended that users delete purchase order lines for which ASNs are not being created in order to reduce the number of “Not Processed” log messages.
- When saving the file, be careful to note its exact name and location.
- It is critical that the file remains in .CSV format.



Daily Processing Using File Transfer

Advanced Shipment Notifications – Upload

Once the file is ready for upload to SNC, open the **Tools** menu and select **File Transfer – Upload Center (External User)**.



The screenshot displays the SAP Supply Network Collaboration (Supplier View) interface within a Windows Internet Explorer browser. The browser's address bar shows the URL: `http://sncq1.ct.pb.com:82/sap/bc/webdynpro/scf/snc_s?sap-language=EN`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar shows various icons, including a search icon and a Bing search engine icon. The browser's status bar at the bottom indicates "Done" and "Trusted sites".

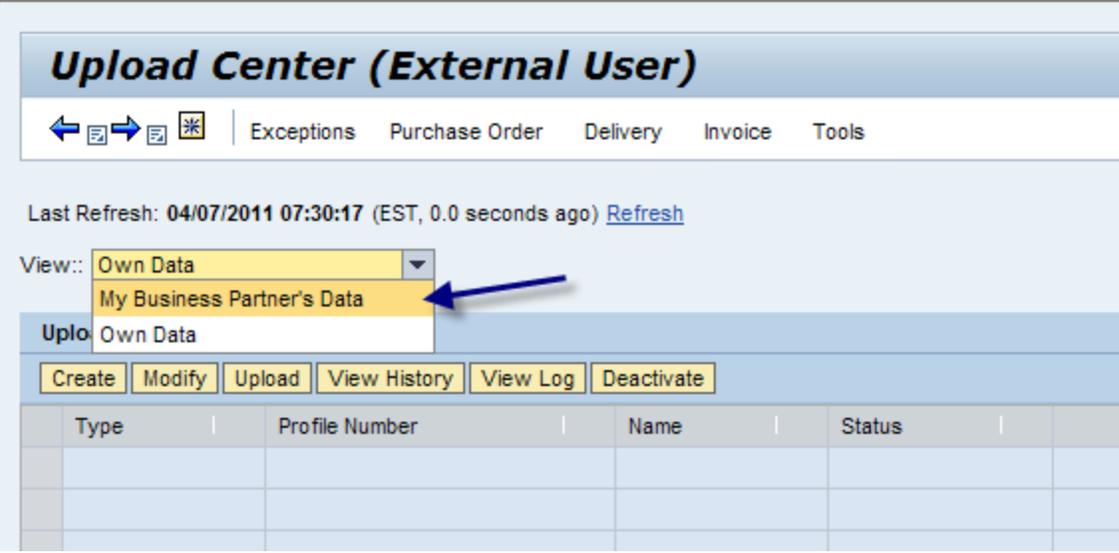
The main content area of the browser displays the SAP interface. The title bar of the application window reads "Supply Network Collaboration (Supplier View) - Windows Internet Explorer". The main header of the application is "Alert Monitor" and "Supply Network Collaboration - 65805_02 - Business Partner: 65805". The interface includes a navigation bar with tabs for Exceptions, Purchase Order, Delivery, Invoice, and Tools. The Tools tab is currently selected, and a dropdown menu is open, showing the following options: File Transfer, Download Center (External User), Download History (External User), Upload Center (External User), and Upload History (External User). The Upload Center (External User) option is highlighted by the mouse cursor.

The main content area of the application is divided into two sections: Selection and Statistical View. The Selection section includes a "Show" dropdown menu, a "Reset" button, a "Go" button, a "Close Selection" button, and a "Set Not" button. Below these buttons are several input fields for various attributes, including Planner, Customer, Supplier, Location, My Location, Product, My Product No., APN, APN Type, and Product Group Type. Each input field has a "To" field and a "To" button. The Statistical View section includes a "Reset to Default" button and three dropdown menus for Grouping Criteria 1, Grouping Criteria 2, and Grouping Criteria 3. The Display Alerts By dropdown menu is set to "Alert Priority".

Daily Processing Using File Transfer

Advanced Shipment Notifications – Upload

Select a view option for a list of available Upload Profiles.



Upload Center (External User)

← [icon] → [icon] [icon] | Exceptions Purchase Order Delivery Invoice Tools

Last Refresh: 04/07/2011 07:30:17 (EST, 0.0 seconds ago) [Refresh](#)

View:: Own Data
My Business Partner's Data
Uplo Own Data

Create Modify Upload View History View Log Deactivate

Type	Profile Number	Name	Status

Daily Processing Using File Transfer

Advanced Shipment Notifications – Upload

Select an Upload Profile and click **Upload**.

Upload Center (External User)

Supply Network Collaboration - 65805_02 - Business Partner: 65805

← → 🔍 | [Exceptions](#) | [Purchase Order](#) | [Delivery](#) | [Invoice](#) | [Tools](#)

Last Refresh: 04/07/2011 07:30:17 (EST, 0.0 seconds ago) [Refresh](#)
 View:: My Business Partner's Data

Upload Profiles Overview

Create
Modify
Upload
View History
View Log
Deactivate

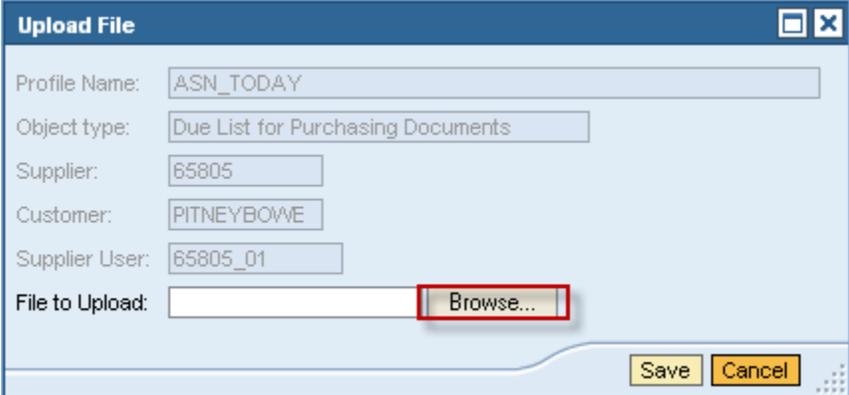
View [Standard View] | Print Version | Export | [Filter](#) | [Settings](#)

Type	Profile Number	Name	Status	Posted On	Uploaded On	URL to View File	Partner	User
Due List for Purchasing Documents	55	TEST_FOR_Qstuck	Queued		04/05/2011 12:05:32	PITNEYBOWE_ASNDLPD_2	PITNEYBOWE	65805_04
Due List for Purchasing Documents	56	TEST_DELETED COLUMNS	Queued	04/05/2011 01:35:11	04/05/2011 01:52:36	PITNEYBOWE_ASNDLPD_0	PITNEYBOWE	65805_01
Due List for Purchasing Documents	57	TEST_NEW	Queued	04/05/2011 01:48:58	04/05/2011 02:02:32	PITNEYBOWE_ASNDLPD_0	PITNEYBOWE	65805_04
Due List for Purchasing Documents	58	TEST_05	Errors	04/06/2011 06:52:30	04/06/2011 06:52:30	PITNEYBOWE_ASNDLPD_6	PITNEYBOWE	65805_01
Due List for Purchasing Documents	59	ASN_TODAY	Queued	04/05/2011 12:28:40	04/05/2011 12:47:51	PITNEYBOWE_ASNDLPD_1	PITNEYBOWE	65805_01
Due List for Purchasing Documents	60	test_wed	Queued	04/06/2011 06:46:38	04/06/2011 06:50:07	PITNEYBOWE_ASNDLPD_6	PITNEYBOWE	65805_01
Due List for Purchasing Documents	62	SAP_SUPPORT	Queued		04/07/2011 05:58:12	PITNEYBOWE_ASNDLPD_0	PITNEYBOWE	65805_01
Due List for Purchasing Documents	63	SAP_TEST	Queued		04/07/2011 06:22:16	PITNEYBOWE_ASNDLPD_1	PITNEYBOWE	65805_01
Due List for Purchasing Documents	64	SAP_TEST1	Errors	04/07/2011 06:49:20	04/07/2011 06:49:19	PITNEYBOWE_ASNDLPD_1	PITNEYBOWE	65805_01
Due List for Purchasing Documents	65	SAP_TEST2	Queued		04/07/2011 07:00:29	PITNEYBOWE_ASNDLPD_1	PITNEYBOWE	65805_04

Daily Processing Using File Transfer

Advanced Shipment Notifications – Upload

Click **Browse** and locate the specific CSV file to be uploaded.



Upload File

Profile Name: ASN_TODAY

Object type: Due List for Purchasing Documents

Supplier: 65805

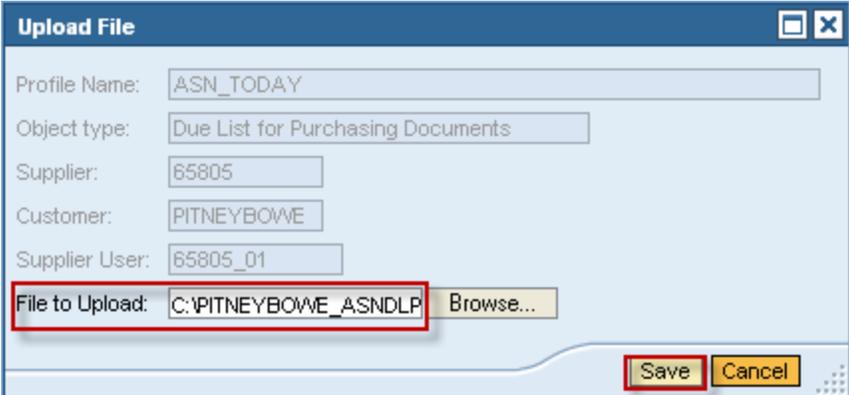
Customer: PITNEYBOWE

Supplier User: 65805_01

File to Upload: **Browse...**

Save Cancel

Once the file to be uploaded has been selected, click **Save** to continue.



Upload File

Profile Name: ASN_TODAY

Object type: Due List for Purchasing Documents

Supplier: 65805

Customer: PITNEYBOWE

Supplier User: 65805_01

File to Upload: C:\PITNEYBOWE_ASNDLP **Browse...**

Save Cancel

Daily Processing Using File Transfer

Advanced Shipment Notifications – Upload

Once the file has been uploaded for processing, the “Uploaded On” date/time stamp will be updated and a URL link enabled to view the file on the SNC server.

- Click **Refresh** to display the updated date/time stamp

Upload Center (External User) Supply Network Collaboration - 65805_02 - Business Partner: 65805

Exceptions Purchase Order Delivery Invoice Tools

Last Refresh: 04/07/2011 08:03:27 (EST, 0.0 seconds ago) [Refresh](#)

View: My Business Partner's Data

Upload Profiles Overview

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

Type	Profile Number	Name	Status	Posted On	Uploaded On	URL to View File	Partner	User
Due List for Purchasing Documents	54	PB_SIT_UPLD	Errors	04/04/2011 06:42:33	04/04/2011 06:42:32	PITNEYBOWE_ASNLDP_d	PITNEYBOWE	65805_01
Due List for Purchasing Documents	55	TEST_FOR_Qstuck	Queued	04/05/2011 12:05:32	04/05/2011 12:05:32	PITNEYBOWE_ASNLDP_2	PITNEYBOWE	65805_04
Due List for Purchasing Documents	56	TEST_DELETED COLUMNS	Queued	04/05/2011 01:35:11	04/05/2011 01:52:36	PITNEYBOWE_ASNLDP_D	PITNEYBOWE	65805_01
Due List for Purchasing Documents	57	TEST_NEW	Queued	04/05/2011 01:48:58	04/05/2011 02:02:32	PITNEYBOWE_ASNLDP_D	PITNEYBOWE	65805_04
Due List for Purchasing Documents	58	TEST_05	Errors	04/06/2011 06:52:30	04/06/2011 06:52:30	PITNEYBOWE_ASNLDP_6	PITNEYBOWE	65805_01
Due List for Purchasing Documents	59	ASN_TODAY	Queued	04/05/2011 12:28:40	04/07/2011 08:01:46	PITNEYBOWE_ASNLDP_2	PITNEYBOWE	65805_01

Select **View Log** to see a detailed list of processing messages:

Log Display

The log may be exported to Excel for easier reading

Log View

View [Standard View] Print Version **Export** Filter Settings

Type	Message text
	Virus scan profile /SCA/DM_FTR/UPLOAD_FILE is not active for Uploaded File
	Start the processing of virus scan profile /SCA/DM_FTR/UPLOAD_FILE
	File upload job started for profile number 44
	Processing file PB_TEST1.csv
	Error during CSV file parsing
	File cannot be processed
	File processing failed for upload profile number 44
	File upload job finished for profile number 44

OK

Daily Processing Using File Transfer

Advanced Shipment Notifications – Upload

Select **View History** from the Upload Center screen to see an accumulative list of upload activities.

- Note: The **View Log** option is also available in the history screen.

Upload History (External User)
Supply Network Collaboration - 65805_02 - Business Partner: 65805

← → ↻ | [Exceptions](#) | [Purchase Order](#) | [Delivery](#) | [Invoice](#) | [Tools](#)

Profile Number:

Name:

Type:

Upload Profiles History

View Log
View [Standard View] | | | [Filter](#) | [Settings](#)

Changed On	Posted On	Ready On	Uploaded On	Status	URL to View File	User
04/07/2011 08:01:46	04/05/2011 12:28:40	04/05/2011 12:28:43	04/07/2011 08:01:46	Queued	PITNEYBOWE_ASNDLPD_20110406141842.csv	65805_02
04/05/2011 12:47:51	04/05/2011 12:28:40	04/05/2011 12:28:43	04/05/2011 12:47:51	Queued	PITNEYBOWE_ASNDLPD_TEST1.csv	65805_04
04/05/2011 12:28:43	04/05/2011 12:28:40	04/05/2011 12:28:43	04/05/2011 12:28:40	Ready with Warnings	PITNEYBOWE_ASNDLPD_TEST1.csv	65805_01
04/05/2011 12:28:40	04/05/2011 12:24:31	04/05/2011 12:24:35	04/05/2011 12:28:40	Queued	PITNEYBOWE_ASNDLPD_TEST1.csv	65805_01
04/05/2011 12:24:31			04/05/2011 12:24:31	New	PITNEYBOWE_ASNDLPD_TEST.csv	65805_01
04/05/2011 12:24:32			04/05/2011 12:24:31	Queued	PITNEYBOWE_ASNDLPD_TEST.csv	65805_01

****Proceed to the next page of the guide for an explanation of the statuses****

Daily Processing Using File Transfer

Advanced Shipment Notifications – Upload

Upload / Download file transfer statuses:

Status	Status Type	Description
New	Download & Upload	The download or upload profile is new. No download or upload job has been started for the profile yet.
In Process	Download & Upload	The download or upload job has started, but the file generation or processing has not been completed yet.
Queued	Upload	The uploaded file has been queued for processing.
Ready	Download & Upload	The download or upload job has been completed and the file is ready for download. The modified data is ready to be uploaded back into SAP SNC.
Downloaded	Download	The file has been downloaded by the user.
Ready with Warnings	Download & Upload	The system has created application-dependent warnings.
Errors	Download & Upload	If the system finds errors during the generation of a file, the system stops generating the file. If the system finds errors in a file that has been uploaded, system will present errors for those line items and will process the remaining

Supply Network Collaboration

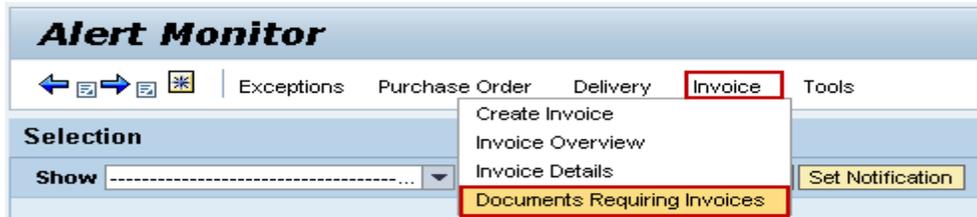
Daily Processing Quick Guide

Invoice Creation

Daily Processing Using Alert Monitor

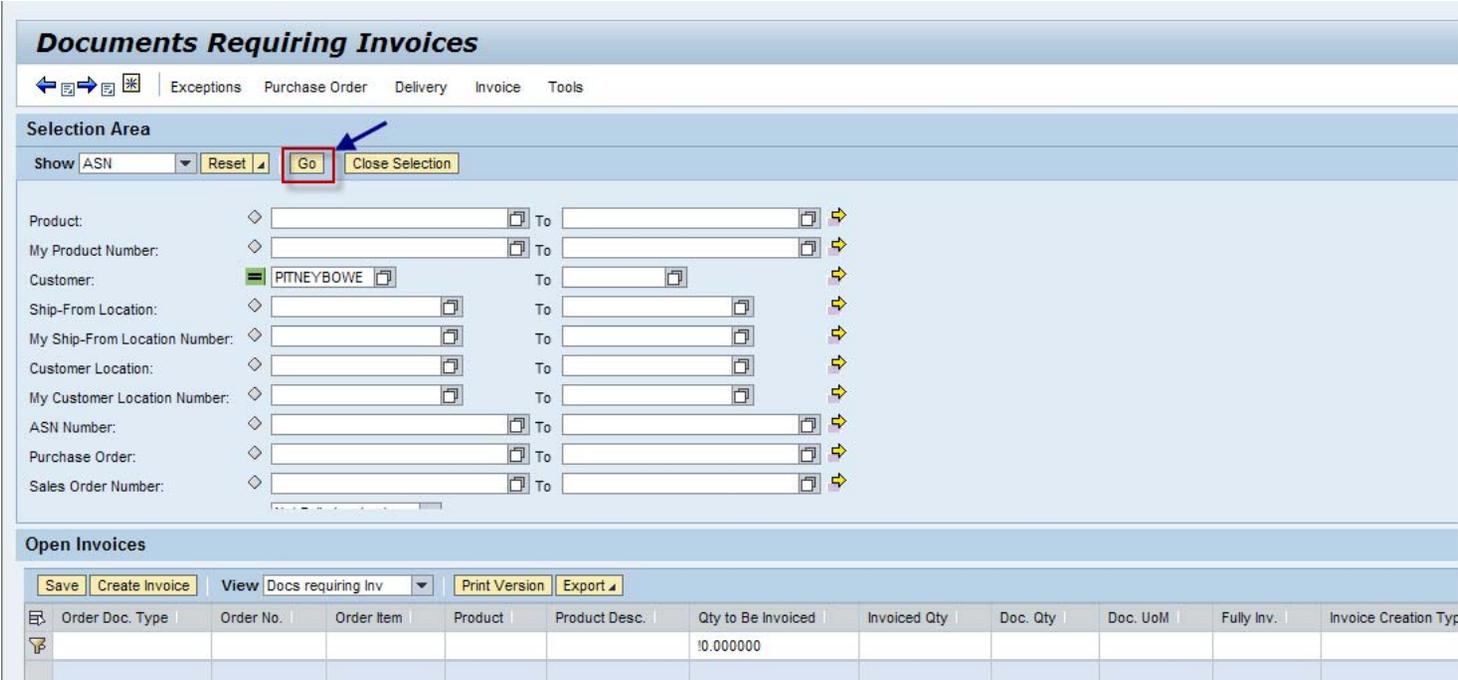
Invoice Creation

Begin the invoice creation process by selecting **Invoice - Documents Requiring Invoices** from the toolbar.



Click **Go** in the Documents Requiring Invoices screen to run the report.

- The default selection criteria is set to include ASNs that have not been fully invoiced. Creating invoices from the ASN documents provides the best end-to-end visibility in SNC and minimizes errors.



Documents Requiring Invoices

Selection Area

Show: ASN Reset **Go** Close Selection

Product: ◇ [] To [] ⇅

My Product Number: ◇ [] To [] ⇅

Customer: [PITNEYBOWE] To [] ⇅

Ship-From Location: ◇ [] To [] ⇅

My Ship-From Location Number: ◇ [] To [] ⇅

Customer Location: ◇ [] To [] ⇅

My Customer Location Number: ◇ [] To [] ⇅

ASN Number: ◇ [] To [] ⇅

Purchase Order: ◇ [] To [] ⇅

Sales Order Number: ◇ [] To [] ⇅

Open Invoices

Save Create Invoice View: Docs requiring Inv Print Version Export

Order Doc. Type	Order No.	Order Item	Product	Product Desc.	Qty to Be Invoiced	Invoiced Qty	Doc. Qty	Doc. UoM	Fully Inv.	Invoice Creation Typ
					!0.000000					

Daily Processing Using Alert Monitor

Invoice Creation

Select the ASN (or multiple ASNs) to be invoiced. Click **Create Invoice**.

Documents Requiring Invoices Sup

← → 🔍 | Exceptions | Purchase Order | Delivery | Invoice | Tools

Selection Area
 Show ASN ▾ | Reset ▲ | Go | Close Selection

Customer: To
 Ship-From Location: To
 My Ship-From Location Number: To
 Customer Location: To
 My Customer Location Number: To
 ASN Number: To
 Purchase Order: To
 Sales Order Number: To
 Fully Invoiced: *
 Reference Doc.: *
 Delivery Date: To

Open Invoices
 Save | **Create Invoice** | View Docs requiring Inv ▾ | Print Version | Export ▾

Order Doc. Type	Order No.	Order Item	Product	Product Desc.	Qty to Be Invoiced	Invoiced Qty	Doc. Qty	Doc. UoM	Fully Inv.	Invoice Creation Type	Deliv
					10.000000						
ASN	CEVA			TRIDGE ASSY	17	0	17	EA	<input type="checkbox"/>	Invoice Creation with ASN Reference	08/C
ASN	CEVA			TRIDGE ASSY	11	0	11	EA	<input type="checkbox"/>	Invoice Creation with ASN Reference	08/C
ASN	CEVA			TRIDGE ASSY	6	0	6	EA	<input type="checkbox"/>	Invoice Creation with ASN Reference	08/C
ASN	BADIDATE	000001	HP1-H	HP C5011DN (#14) BLACK INK	10	0	10	EA	<input type="checkbox"/>	Invoice Creation with ASN Reference	08/C
ASN	ASNMD0403	000001	U180023R	CARTRIDGE ASSY	25	0	25	EA	<input type="checkbox"/>	Invoice Creation with ASN Reference	08/C
ASN	ASNGRTEST5	000001	U180023R	CARTRIDGE ASSY	11	0	11	EA	<input type="checkbox"/>	Invoice Creation with ASN Reference	08/C
ASN	ASNGRTEST3	000001	U180023R	CARTRIDGE ASSY	12	0	12	EA	<input type="checkbox"/>	Invoice Creation with ASN Reference	08/C
ASN	ASNGRTEST2	000001	U180023R	CARTRIDGE ASSY	10	0	10	EA	<input type="checkbox"/>	Invoice Creation with ASN Reference	08/C
ASN	ASNGRTEST1	000001	U180023R	CARTRIDGE ASSY	17	0	17	EA	<input type="checkbox"/>	Invoice Creation with ASN Reference	08/C

Daily Processing Using Alert Monitor

Invoice Creation

Messages will appear in the message log to confirm successful publication. They will appear in order of severity.

- Red icons indicate errors that must be resolved in order to publish successfully.
- Yellow are warnings to be reviewed but may not require further action
- Green indicates the successful completion of an activity



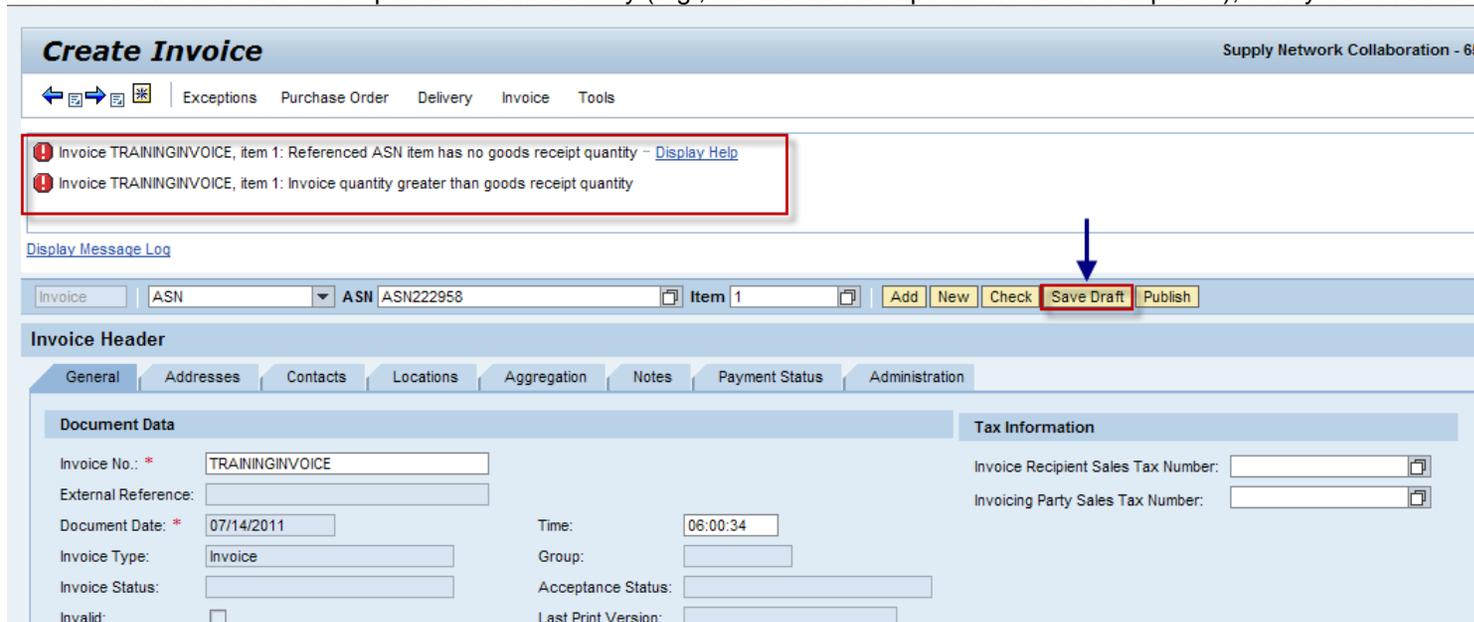
Create Invoice

Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice

- ✓ Invoice TESTINVOICE was published successfully
- ✓ Order 4500144568 / 00010 was updated
- ✓ The Document Flow update is triggered

[Display Message Log](#)

In the event that the invoice can not be published successfully (e.g., the Goods Receipt has not been completed), it may be saved as a draft.



Create Invoice Supply Network Collaboration - 65

Exceptions Purchase Order Delivery Invoice Tools

- ! Invoice TRAININGINVOICE, item 1: Referenced ASN item has no goods receipt quantity - [Display Help](#)
- ! Invoice TRAININGINVOICE, item 1: Invoice quantity greater than goods receipt quantity

[Display Message Log](#)

Invoice ASN ASN222958 Item 1 Add New Check **Save Draft** Publish

Invoice Header

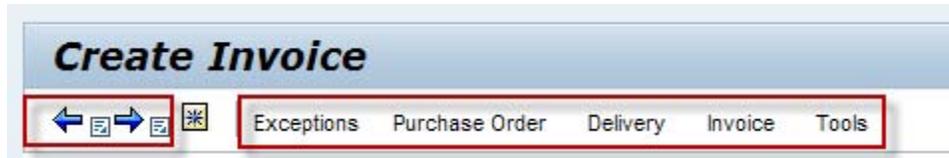
General Addresses Contacts Locations Aggregation Notes Payment Status Administration

Document Data		Tax Information	
Invoice No.: *	TRAININGINVOICE	Invoice Recipient Sales Tax Number:	<input type="text"/>
External Reference:	<input type="text"/>	Invoicing Party Sales Tax Number:	<input type="text"/>
Document Date: *	07/14/2011	Time:	06:00:34
Invoice Type:	Invoice	Group:	<input type="text"/>
Invoice Status:	<input type="text"/>	Acceptance Status:	<input type="text"/>
Invalid:	<input type="checkbox"/>	Last Print Version:	<input type="text"/>

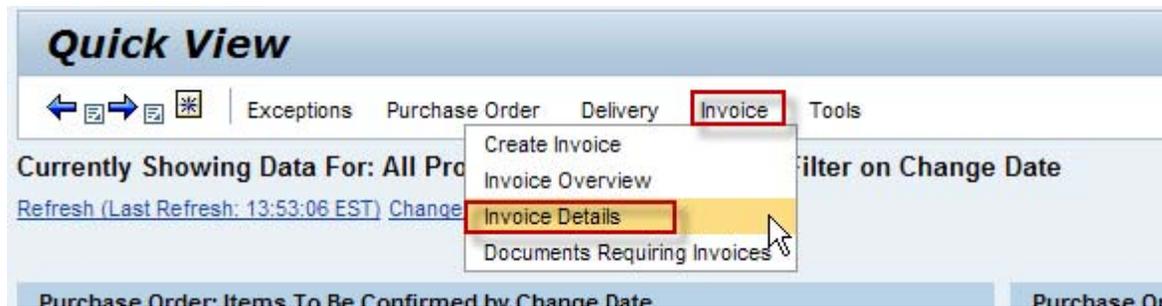
Daily Processing Using Alert Monitor

Invoice Creation

Use the SNC navigation arrows (not the browser arrows) to return to the **Documents Requiring Invoices** list or select a menu option from the toolbar to navigate to another area of SNC.



Select the **Invoice – Invoice Details** option in the toolbar to access an individual invoice document.



Daily Processing Using Alert Monitor

Invoice Creation

Enter the Invoice number and click **GO**.

Invoice Details Supply Network Collaboration - 65805_01 - Business Partner

← → ↻ ✎ | Exceptions Purchase Order Delivery Invoice Tools

Invoice Collaboration - Details

Invoice No. TESTINV7611

Invoice Header

General Addresses Contacts Locations Aggregation Notes Payment Status Administration

Document Data

Invoice No.: * TESTINV7611

External Reference:

Document Date: * 07/06/2011

Invoice Type: Invoice

Invoice Status: Published

Invalid:

Tax Information

Invoice Recipient Sales Tax Number:

Invoicing Party Sales Tax Number:

Terms of Payment

Baseline Date: 07/06/2011

Maximum Cash Discount (Days): 0

Normal Cash Discount (Days): 0

Net Payment Period: 45

Unplanned Delivery Costs

Unplanned Delivery Costs: 0.00

Currency: USD

Invoice Items

Base UoM Document Flow View [Standard View] Print Version **Export**

Item	Product	Product Desc.	Quantity	UoM	OK	Gross	Net	Tax Amt	Crcy	Price	Pr. Unit	Pr. UoM	Tax Code	Tax Code Desc.
1	SR-11A8102	HIGH VOLTAGE POWER SUPPLY	2	EA	<input checked="" type="checkbox"/>	48.00	48.00	0.00	USD	24.00	1	EA	10	A/P Tax Sales -Exc

All items associated with the invoice will be listed in this section

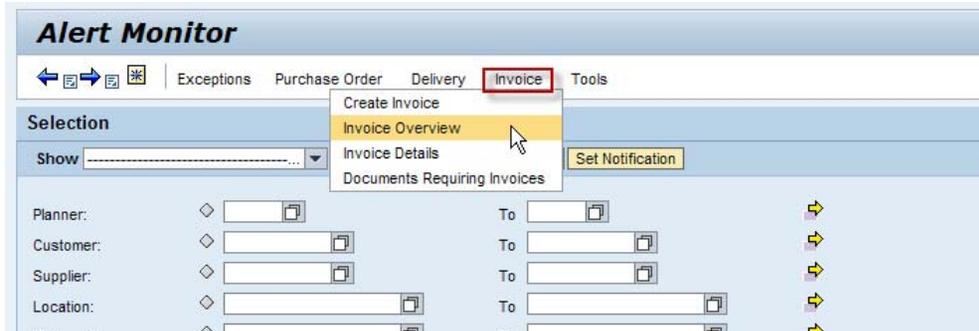
Invoice detail may be exported to Excel

Invoice line items may be downloaded to Excel by selecting the **Export** option.

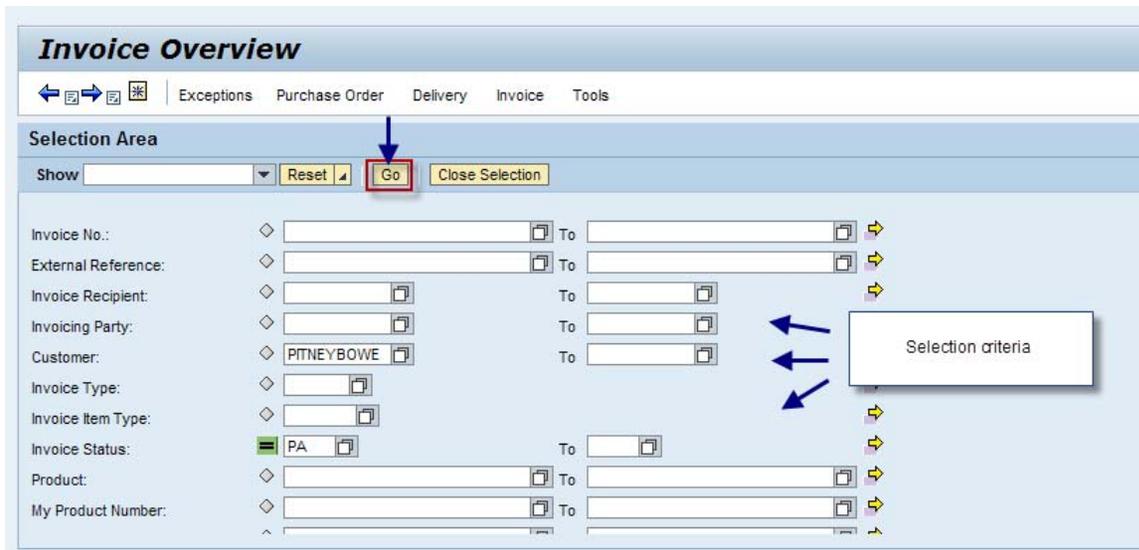
Daily Processing Using Alert Monitor

Invoice Creation

Invoice Overview allows users to generate invoice reports based on selection criteria.



Enter the selection criteria and click **Go**. Note: Users may run the default report by clicking **Go** without entering selection criteria.



Supply Network Collaboration

Daily Processing Quick Guide

Display / Report Settings

Supply Network Collaboration

Display / Report Settings

Users may create customized views to display report data through the **Settings** option.

Begin by clicking the **Settings** option [it can be found toward the right of the screen near the area where the data is displayed and is available in all of the Worklist, Overview, Details, and History screens].

Purchase Order Worklist

Supply Network Collaboration - KA002WA - Business Partner: PB1000

← → 🔍 | [Exceptions](#) [Purchase Order](#) [Delivery](#) [Invoice](#) [Master Data](#) [Tools](#)

Active Queries
 Worklists [Rejected Items \(0\)](#)
 Navigation Results [PO Items \(Navigation from Quick View\) \(75\)](#)

Navigation Results - PO Items (Navigation from

[New Query](#) [Personalize](#)

Show Quick Criteria Maintenance

View [Standard View]

Base UoM

Print Version

Export

Filter **Settings**

Standard View is the default setting (column layout shown below).
 Users may create custom views and select one to be the new default.

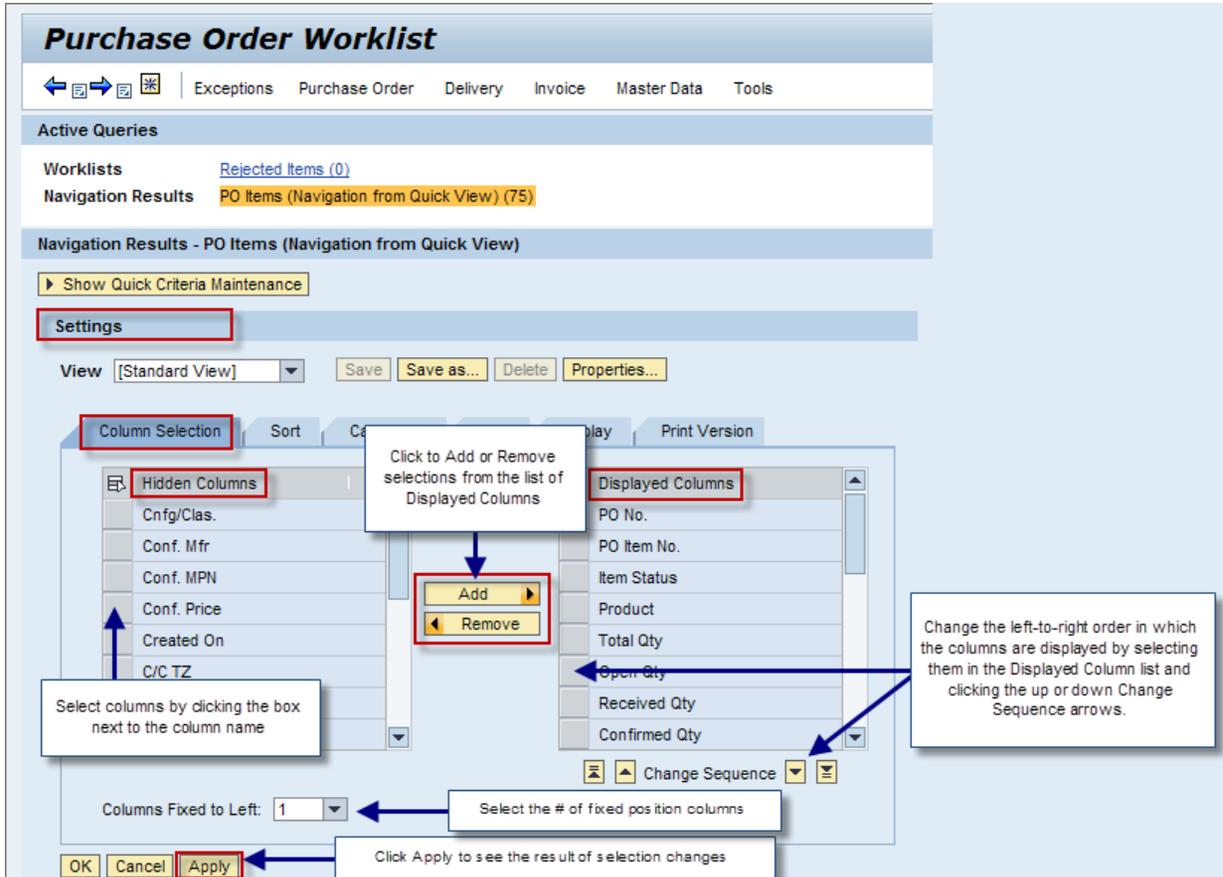
Settings option

PO No.	PO Item No.	Item Status	Product	Total Qty	Open Qty	Received Qty	Confirmed Qty	UoM	Distribution Status	Itm Chg. Sts
4500405876	40	Open	DEA-K	1	1	0	0	EA	Updated by Customer	New
4500407578	10	Open	SR-RG0-1015-000	1	1	0	0	EA	Updated by Customer	New
4500407942	10	Open	W04-Y	1	1	0	0	EA	Updated by Customer	New
4500407811	10	Open	EP7-A	6	6	0	0	EA	Updated by Customer	New
4500407811	20	Open	EP7-B	4	4	0	0	EA	Updated by Customer	New
4500410809	10	Open	SR-56P1414	1	1	0	0	EA	Updated by Customer	New

Supply Network Collaboration

Display / Report Settings

The **Settings** window will appear. On the Column Selection tab, select the columns to be added or removed from the list of Displayed Columns. Note that beginning with the first column in the Displayed Column list, a small number of columns may be set as fixed position.



Purchase Order Worklist

← → ☰ ✎ | Exceptions Purchase Order Delivery Invoice Master Data Tools

Active Queries

Worklists [Rejected Items \(0\)](#)

Navigation Results [PO Items \(Navigation from Quick View\) \(75\)](#)

Navigation Results - PO Items (Navigation from Quick View)

▶ Show Quick Criteria Maintenance

Settings

View [Standard View] Save Save as... Delete Properties...

Column Selection Sort Ca Display Print Version

Hidden Columns

Cnfg/Clas.

Conf. Mfr

Conf. MPN

Conf. Price

Created On

C/C TZ

Select columns by clicking the box next to the column name

Click to Add or Remove selections from the list of Displayed Columns

Add Remove

Displayed Columns

PO No.

PO Item No.

Item Status

Product

Total Qty

Open Qty

Received Qty

Confirmed Qty

Change Sequence

Columns Fixed to Left: 1

Select the # of fixed position columns

OK Cancel **Apply**

Click Apply to see the result of selection changes

Change the left-to-right order in which the columns are displayed by selecting them in the Displayed Column list and clicking the up or down Change Sequence arrows.

Click the Apply button to view the results of selection changes while remaining in the Settings mode.

Supply Network Collaboration

Display / Report Settings

Sort rules are created by selecting one or more columns on the **Sort** tab and then assigning a Sort Direction to each. Multiple columns may be selected for sorting; however, it is recommended that no more than two or three columns be selected to achieve the best results.

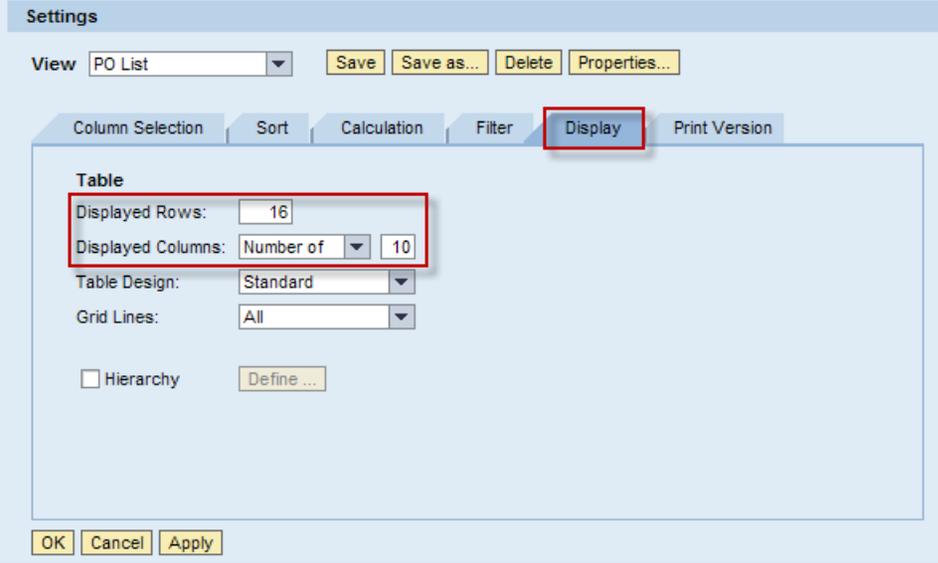
If multiple columns are selected for sorting, use the **Change Sequence** arrows to establish the order in which each sort occurs.

The screenshot shows the 'Purchase Order Worklist' interface with the 'Sort' tab selected. The interface includes a navigation bar with 'Exceptions', 'Purchase Order', 'Delivery', 'Invoice', 'Master Data', and 'Tools'. Below this are sections for 'Active Queries', 'Worklists', and 'Navigation Results'. The 'Settings' section includes a 'View' dropdown set to 'Standard View' and buttons for 'Save', 'Save as...', 'Delete', and 'Properties...'. The main area has tabs for 'Column Selection', 'Sort', 'Calculation', 'Filter', 'Display', and 'Print Version'. The 'Sort' tab is active, showing 'Unsorted Columns' on the left and 'Sorted Columns' on the right. A 'Sort Direction' dropdown is visible above the 'Sorted Columns' list, with 'Ascending' and 'Descending' options. At the bottom of the 'Sorted Columns' list are 'Change Sequence' arrows. At the bottom of the entire window are 'OK', 'Cancel', and 'Apply' buttons. Several callout boxes provide instructions: 'Choose the columns to be sorted.' points to the 'Unsorted Columns' list; 'Click to Add or Remove columns to be sorted.' points to the 'Add' and 'Remove' buttons; 'Choose a sort direction for each column on the list.' points to the 'Sort Direction' dropdown; 'Click the up or down arrows to change the sequence in which the selected columns are sorted.' points to the 'Change Sequence' arrows; and 'Click apply to see the result of sort rules.' points to the 'Apply' button.

Supply Network Collaboration

Display / Report Settings

The number of displayed rows and columns can be modified in the **Display** tab to reduce the need to scroll excessively.



Settings

View PO List

Column Selection | Sort | Calculation | Filter | **Display** | Print Version

Table

Displayed Rows:

Displayed Columns: Number of

Table Design: Standard

Grid Lines: All

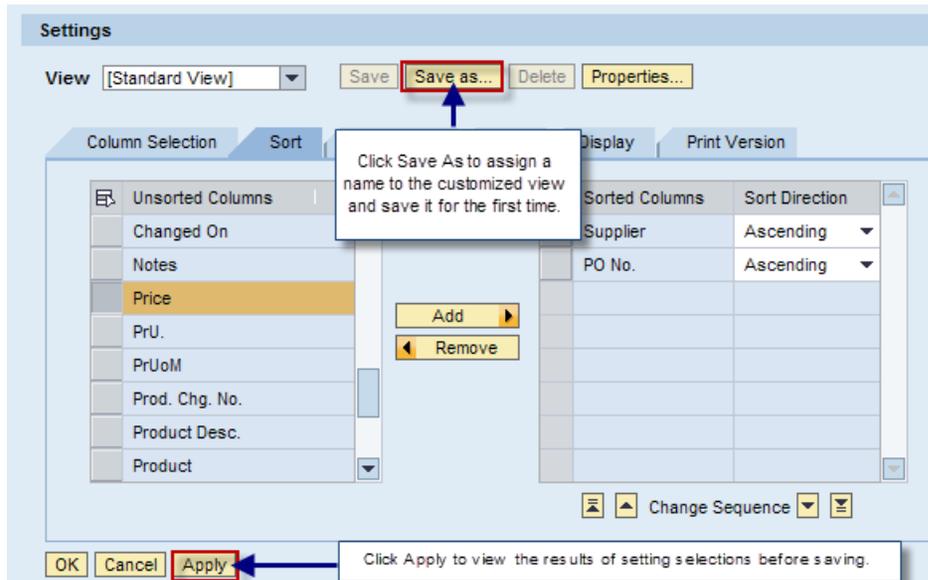
Hierarchy

Supply Network Collaboration

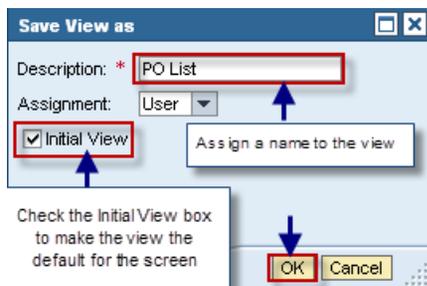
Display / Report Settings

Click **Apply** to view the results of setting selections before saving.

When saving a new view for the first time, click **Save As**. [Note: **Save As** is only used when creating a new view with a new name. Use the **Save** button when making changes to existing views.]



Assign a name to the view and check the Initial View box if it is to be used as the screen default. Click **OK** to complete the save function.



Supply Network Collaboration

Display / Report Settings

Click **OK** to close the Settings window and exit the Settings mode.



The customized view will be applied to the report. Users can create multiple views and select them from the drop-down **View** list as needed.

Purchase Order Worklist

Supply Network Collaboration - KA002WA - Business Partner: PB1000

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Navigation Results - PO Items (Navigation from Quick View)
Show Quick Criteria Maintenance [Change Query](#) [Define New Query](#) [Personalize](#)

View PO List
Base UoM
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PO No.	PO Item No.	Product	Supplier	Total Qty	Confirmed Qty	Received Qty	Open Qty	Conf. Price	Price	UoM
4500399759	10	HPJ-G	65805	1	0	0	1	0.00	134.00	EA
4500405209	10	WK6-S		2	0	0	2	0.00	3.30	EA
4500407578	10	SR-RG0-1015-000		1	0	0	1	0.00	14.87	EA
4500410694	10	SR-RB1-8841-000CN		1	0	0	1	0.00	12.85	EA
4500410732	10	SR-11K0722		1	0	0	1	0.00	359.00	EA
4500410739	20	SR-PM1-0036-000CN		1	0	0	1	0.00	0.00	EA

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Display / Report Settings

To apply filters to a report, click the **Filter** option in the display screen.

ASN List

[Display ASN](#) | [Set GR Status](#) | [Reset GR Status](#) | [ASN History](#) | [Invoices Related to ASN](#) | [Print](#) | [Download](#)

View: ASN Report | [Print Version](#) | [Export](#)

To apply filtering, use the Filter option in the report screen. [Filter](#) Settings

ASN No.	Ship-From Location	Customer Location	Delivery Date (ETA)	Document Date	Shipping Date	ASN Status
05352205	0000065805	0035	08/05/2011 00:00:00	07/06/2011 14:24:27	07/05/2011 07:00:00	Published
5352205	0000065805	0035	08/05/2011 00:00:00	07/26/2011 13:19:02	06/30/2011 07:00:00	Published

Enter the values needed for filtering and click the Filter button to the left of the row to view the result.

ASN List

[Invoices Related to ASN](#) | [Print](#) | [Download](#)

View: ASN Report | [Print Version](#) | [Export](#)

To remove the filter, click Delete Filter. [Delete Filter](#) Settings

A blank row will be inserted for filtering. Enter the desired values and click the filter button to apply.

ASN No.	Ship-From Location	Customer Location	Delivery Date (ETA)	Document Date	Shipping Date	ASN Status
	0000065805					
05352205	0000065805	0035	08/05/2011 00:00:00	07/06/2011 14:24:27	07/05/2011 07:00:00	Published
5352205	0000065805	0035	08/05/2011 00:00:00	07/26/2011 13:19:02	06/30/2011 07:00:00	Published
05398943	0000065805	0035	09/09/2011 00:00:00	09/06/2011 11:09:03	09/02/2011 07:00:00	Published

Supply Network Collaboration

Daily Processing Quick Guide

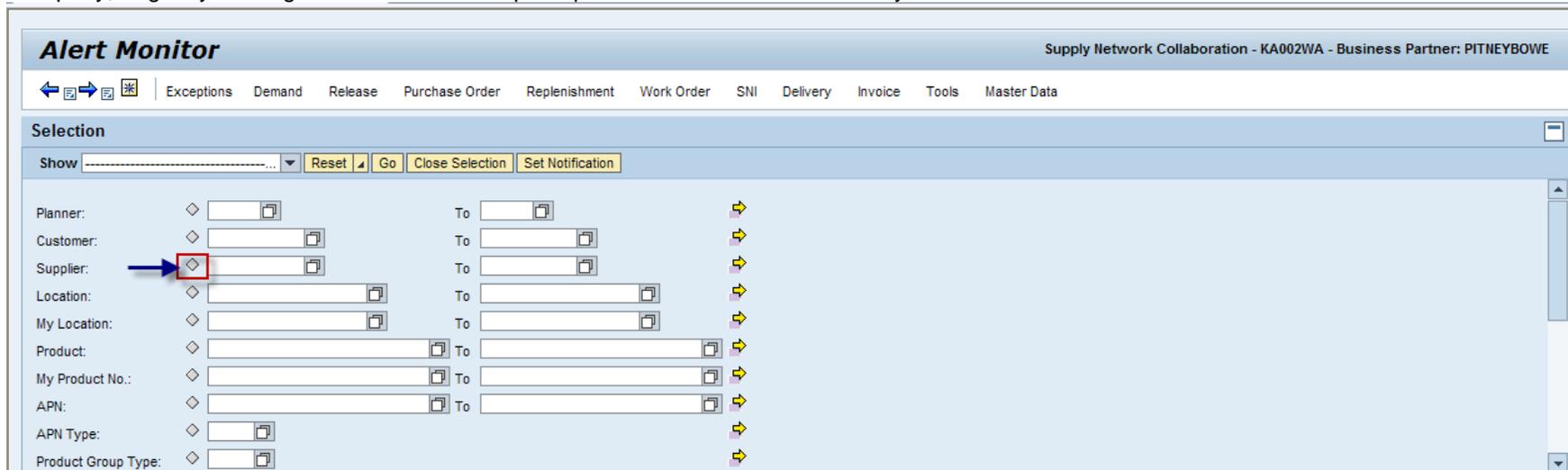
Alert Monitor Report and Notification Settings

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Alert Monitor Report and Notification Settings

Alerts are generated in SNC for exceptions such as new, modified, rejected, or overdue transactions. Users may create queries in the **Alert Monitor** screen to generate reports of these exceptions. The selection criteria used in the queries may include, for example, specific Supplier, Planner, Location, Product, and Alert Type values.

To create a query, begin by clicking on the diamond-shaped option icon to the left of the entry field.



Alert Monitor Supply Network Collaboration - KA002WA - Business Partner: PITNEYBOWE

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

Selection

Show [Reset](#) [Go](#) [Close Selection](#) [Set Notification](#)

Planner: To

Customer: To

Supplier: To

Location: To

My Location: To

Product: To

My Product No.: To

APN: To

APN Type:

Product Group Type:

Choose an inclusion/exclusion filter.



Selection Options

Select Exclude from Selection

- Single Value
- Greater than or Equal to
- Less than or Equal to
- Greater than
- Less than
- Unequal to
- Interval
- Outside Range

[Remove Operator](#)

Supply Network Collaboration

Alert Monitor Report and Notification Settings

Enter a selection value.

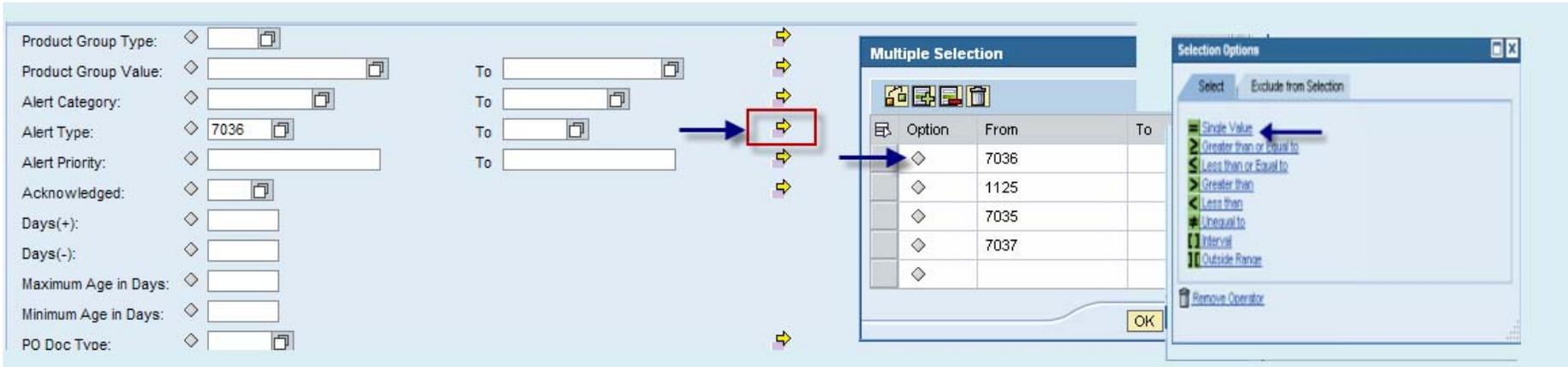
To choose from the list of possible values, click on the icon to the right of the field. A pop-up box will appear: Select a value from the list and click **OK**.

Alert Descriptn	
0022	Message: Validation Check
0031	Overdue ASN
0032	Goods Receipt Quantity Different fro ...
1125	Process Monitoring
7033	Exception in Validation of ASN
7035	Exception in Validation of Purchase ...
7036	Purchase Order Rejected
7037	Purchase Order Item Rejected
7038	Overdelivery Tolerance Violated
7039	Underdelivery Tolerance Violated

Supply Network Collaboration

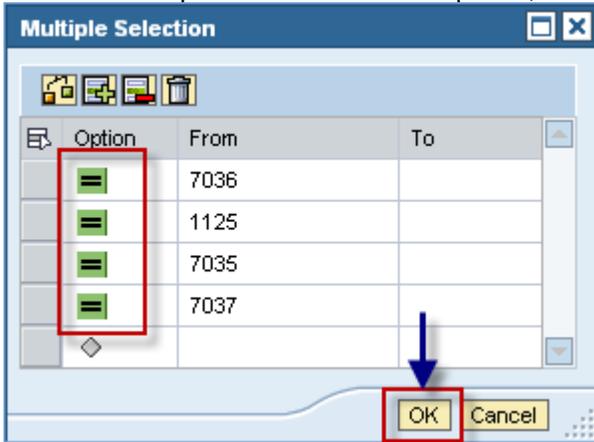
Alert Monitor Report and Notification Settings

To enter multiple selection values, click on the yellow arrow to the right. A pop-up box will appear in which a list of values can be entered. Note: A filter option must be entered for each value on the list.



The screenshot shows the configuration interface for the Alert Monitor. On the left, there are various input fields for Product Group Type, Product Group Value, Alert Category, Alert Type (set to 7036), Alert Priority, Acknowledged, Days(+), Days(-), Maximum Age in Days, Minimum Age in Days, and PO Doc Type. To the right of these fields are several 'To' fields, each with a yellow arrow pointing to the right. A red box highlights one of these yellow arrows, with a blue arrow pointing to a 'Multiple Selection' dialog box. This dialog box contains a table with columns 'Option', 'From', and 'To'. The table lists four options: 7036, 1125, 7035, and 7037. A blue arrow points from the 'Option' column to a 'Selection Options' dialog box. This dialog box has two tabs: 'Select' and 'Exclude from Selection'. Under the 'Select' tab, several filter options are listed: 'Single Value', 'Greater than or Equal to', 'Less than or Equal to', 'Greater than', 'Less than', 'Unequal to', 'Interval', and 'Outside Range'. A blue arrow points to the 'Single Value' option. At the bottom of the 'Multiple Selection' dialog box is an 'OK' button.

When the Multiple Selection list is completed, click **OK**.



This is a close-up of the 'Multiple Selection' dialog box. It shows a table with the following data:

Option	From	To
7036		
1125		
7035		
7037		

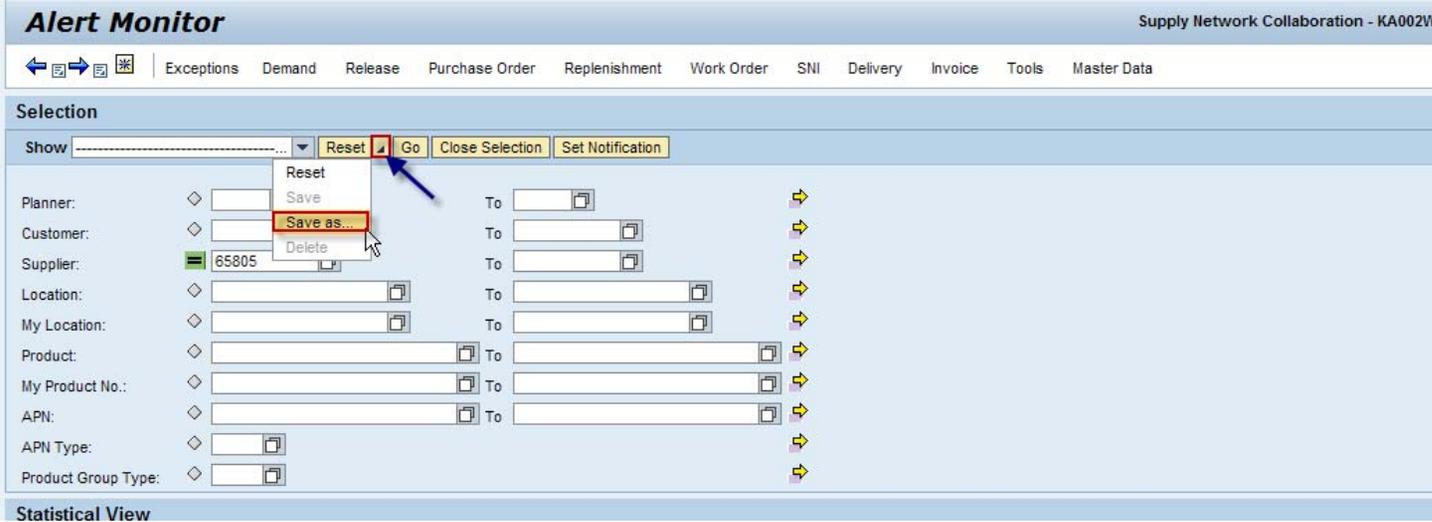
A red box highlights the 'Option' column, and another red box highlights the 'OK' button at the bottom of the dialog. A blue arrow points from the 'OK' button to the text below.

Repeat these steps for each selection criteria to be included in the query.

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Alert Monitor Report and Notification Settings

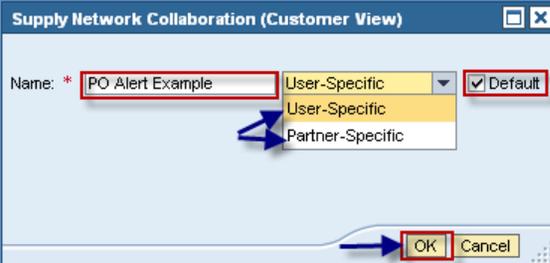
To save the query, click the small arrow to the right of the Reset box and select the **Save As** option on the menu.



The screenshot shows the 'Alert Monitor' interface with the 'Selection' section. A dropdown menu is open next to the 'Reset' button, showing options: 'Reset', 'Save', 'Save as...', and 'Delete'. A red box highlights the 'Save as...' option, and a blue arrow points to it. The interface includes various input fields for Planner, Customer, Supplier (65805), Location, My Location, Product, My Product No., APN, APN Type, and Product Group Type. Buttons for 'Go', 'Close Selection', and 'Set Notification' are also visible.

In the pop-up box:

- Enter a name for the query
- Identify the query as either User-Specific or Partner-Specific (to make it available to other users)
- Check the default box to make the query the default for the Alert Monitor
- Click **OK** when finished



The screenshot shows the 'Supply Network Collaboration (Customer View)' dialog box. It has a 'Name:' field with 'PO Alert Example' entered. Below it is a dropdown menu with 'User-Specific' selected, and a 'Default' checkbox which is checked. At the bottom, there are 'OK' and 'Cancel' buttons. Blue arrows point to the 'Name' field, the dropdown menu, and the 'OK' button.

Supply Network Collaboration

Alert Monitor Report and Notification Settings

Click **GO** to run the query.

Selection

Show Save as... Close Selection Set Notification

Planner:	<input type="text"/>	To	<input type="text"/>	<input type="button" value="↕"/>
Customer:	<input type="text"/>	To	<input type="text"/>	<input type="button" value="↕"/>
Supplier:	<input type="text" value="65805"/>	To	<input type="text"/>	<input type="button" value="↕"/>
Location:	<input type="text"/>	To	<input type="text"/>	<input type="button" value="↕"/>
My Location:	<input type="text"/>	To	<input type="text"/>	<input type="button" value="↕"/>
Product:	<input type="text"/>	To	<input type="text"/>	<input type="button" value="↕"/>
My Product No.:	<input type="text"/>	To	<input type="text"/>	<input type="button" value="↕"/>
APN:	<input type="text"/>	To	<input type="text"/>	<input type="button" value="↕"/>
APN Type:	<input type="text"/>			<input type="button" value="↕"/>
Product Group Type:	<input type="text"/>			<input type="button" value="↕"/>

Statistical View

Supply Network Collaboration

Alert Monitor Report and Notification Settings

The number and priority of all Alerts that meet the selection criteria will be displayed in the Statistical View section. Click on a number in the Alert Type grid to generate a list of the Alerts in a specific category. In the example below, clicking on the number “6” generates a list of the Exception in Validation of Purchase Order Alerts. To review an individual Alert, select it in the list and click **See Details**.

Alert Monitor

Supply Network Collaboration - KA002WA - Busi

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

Selection

Show PO ALERT EXAMPLE Save as... Go Close Selection Set Notification

Planner: To ↕
 Customer: To ↕
 Supplier: To ↕
 Location: To ↕
 My Location: To ↕
 Product: To ↕
 My Product No.: To ↕
 APN: To ↕
 APN Type: ↕
 Product Group Type: ↕

Statistical View

Reset to Default

Grouping Criteria 1: Alert Type Alert Priority Grouping Criteria 2: Grouping Criteria 3: Display Alerts By: Alert Priority

Print Version Export

Alert Type (Long)	Alert Priority
Exception in Validation of Purchase Order	6
Purchase Order Rejected	2

Click on # to view list of Alerts

Purchase Order Alerts

Form See details Acknowledge Delete alert Show user actions Notes See Notification

View [Standard View] Print Version Export

Alert number	Alert Type	Location No.	Product	Order Number	Item Number	Customer	Supplier	Req. Quantity	Unit	Conf. Quantity	Unit	Earl. D
21282	Exception in Validation of Purchase Order	0035	SR-99A1664	4500222892	20	PITNEYBOWE	65805	0.000000		0.000000		
20953	Exception in Validation of Purchase Order	0035		4500222957		PITNEYBOWE	65805	0.000000		0.000000		
20153	Exception in Validation of Purchase Order	0035		4500222850	10	PITNEYBOWE	65805	0.000000		0.000000		
20021	Exception in Validation of Purchase Order	0080	HP1-H	4500222745	10	PITNEYBOWE	65805	0.000000		0.000000		
20018	Exception in Validation of Purchase Order	0067	HP1-H	4500222744	10	PITNEYBOWE	65805	0.000000		0.000000		
20000	Exception in Validation of Purchase Order	0065	WL4-A	4500222739	10	PITNEYBOWE	65805	0.000000		0.000000		

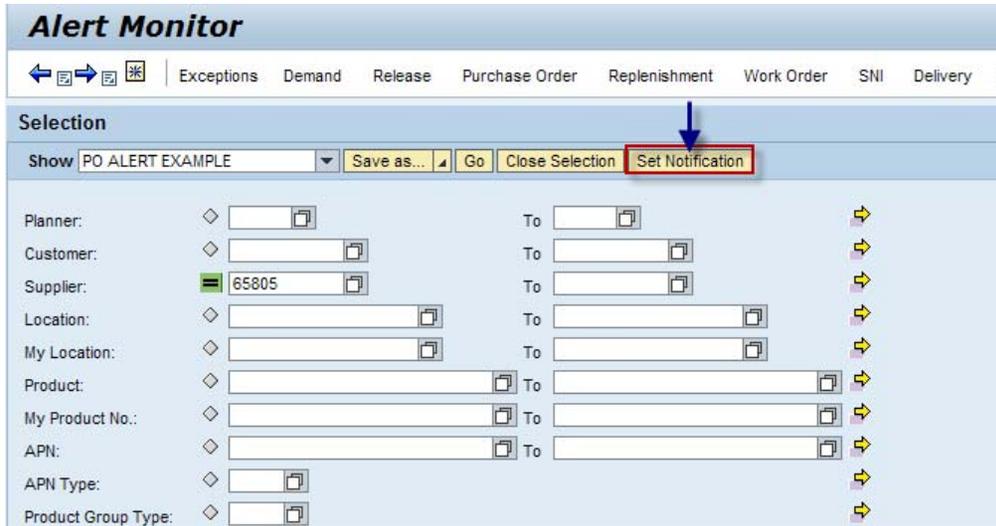
Select an Alert and click See Details

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Alert Monitor Report and Notification Settings

After creating a query, users may choose to receive automatic email notifications of the Alerts.

To enable this option, choose a saved query and click **Set Notification**.



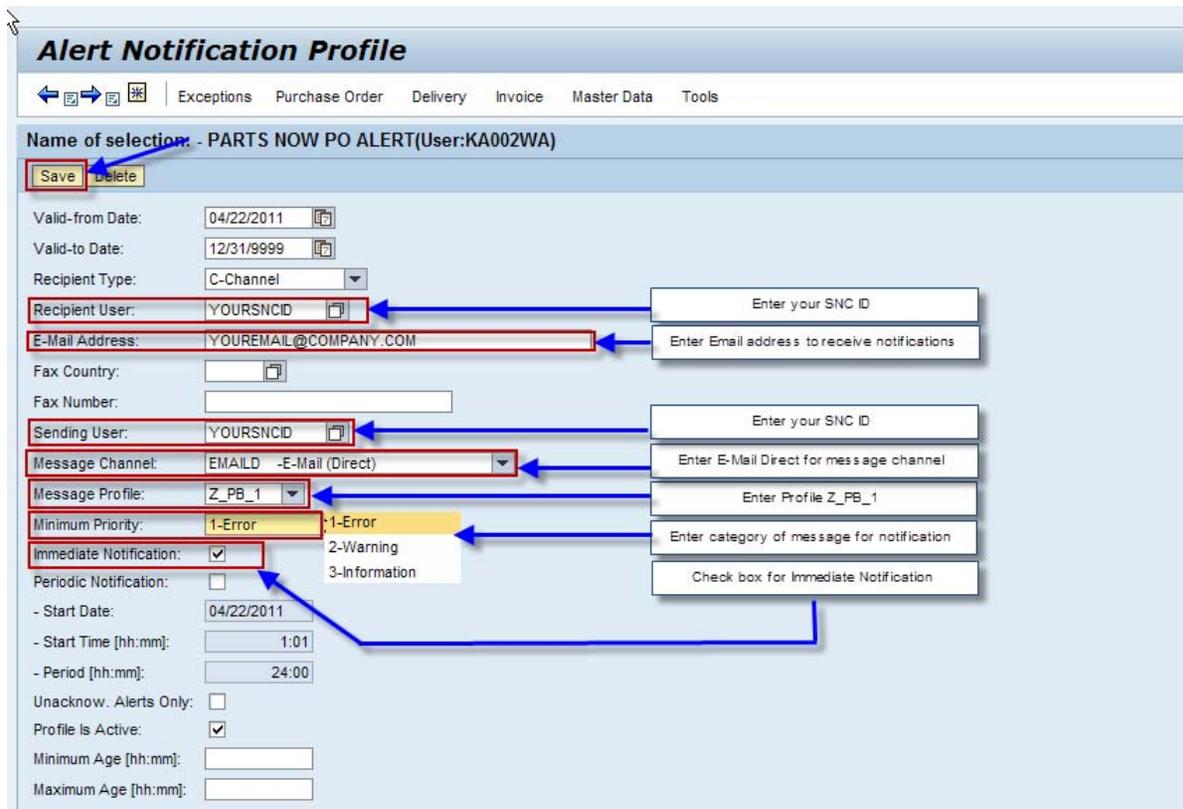
The screenshot displays the 'Alert Monitor' application interface. At the top, there is a navigation bar with tabs for 'Exceptions', 'Demand', 'Release', 'Purchase Order', 'Replenishment', 'Work Order', 'SNI', and 'Delivery'. Below this is a 'Selection' section containing a dropdown menu with 'PO ALERT EXAMPLE' selected, and buttons for 'Save as...', 'Go', 'Close Selection', and 'Set Notification'. The 'Set Notification' button is highlighted with a red box and a blue arrow pointing to it. Below the selection section, there are several input fields for 'Planner:', 'Customer:', 'Supplier:', 'Location:', 'My Location:', 'Product:', 'My Product No.:', 'APN:', 'APN Type:', and 'Product Group Type:'. Each field has a diamond icon, a search icon, and a 'To' field with a search icon and a right-pointing arrow.

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Alert Monitor Report and Notification Settings

Complete the required information as indicated. Click **SAVE** when finished.

- Note: If notifications must be sent to more than one email address, a separate profile must be created for each unique address.



Alert Notification Profile

← → 📄 🗑️ | Exceptions Purchase Order Delivery Invoice Master Data Tools

Name of selection: - PARTS NOW PO ALERT(User:KA002WA)

Save Delete

Valid-from Date: 04/22/2011

Valid-to Date: 12/31/9999

Recipient Type: C-Channel

Recipient User: YOURSNCID Enter your SNC ID

E-Mail Address: YOUREMAIL@COMPANY.COM Enter Email address to receive notifications

Fax Country:

Fax Number:

Sending User: YOURSNCID Enter your SNC ID

Message Channel: EMAILD -E-Mail (Direct) Enter E-Mail Direct for message channel

Message Profile: Z_PB_1 Enter Profile Z_PB_1

Minimum Priority: 1-Error Enter category of message for notification

Immediate Notification: Check box for Immediate Notification

Periodic Notification:

- Start Date: 04/22/2011

- Start Time [hh:mm]: 1:01

- Period [hh:mm]: 24:00

Unacknow. Alerts Only:

Profile Is Active:

Minimum Age [hh:mm]:

Maximum Age [hh:mm]:

Annotations: Blue arrows point from callout boxes to the following fields: Recipient User, E-Mail Address, Sending User, Message Channel, Message Profile, Minimum Priority, and Immediate Notification.

Supply Network Collaboration

Alert Monitor Report and Notification Settings

The **Minimum Priority** in the profile indicates the **minimum** level for notification:

- **1-Error** Notifications sent for Error messages only
- **2-Warning** Notifications sent for Warning and Error messages
- **3-Information** Notifications sent for Information, Warning and Error messages

The notification priority in the profile correlates to the priority of the messages generated by the Alert query. For example, messages regarding differences between the GR quantity and ASN quantity are a Low priority in the Alert Monitor and are considered to be information only.

Alert Type (Long)	High	Medium	Low
Changed Purchase Order Item	0	0	7
Exception in Validation of ASN	46	100	0
Exception in Validation of Invoice	480	0	0
Exception in Validation of Purchase Order	37	0	0
Goods Receipt Quantity Different from ASN Quantity	0	0	37
Late Confirmation of Purchase Order Item	0	7	0
Manual Approval Required for Confirmation	0	4	0
New Note for Order	0	635	0
New Purchase Order Item	0	0	13
Overdue ASN	0	254	0

After saving the Notification Profile, use the SNC navigation arrows to return to the Alert Monitor.

Alert Notification Profile

← → ↺ ↻

Exceptions Purchase Order Delivery Invoice Tools

✔ Profile successfully saved