

SAP Training
Source To Pay

STP351: Purchase Order Collaboration in SNC

External User Training

Version: 5.5

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Course Introduction

This course explains how Purchase Order (PO) collaboration in Supply Network Collaboration (SNC) is beneficial for 3M's Suppliers.

After completing this course, you will be able to:

- Describe PO collaboration and benefits.
- Log on to *3M Supplier Direct* to access the SNC portal.
- Demonstrate confirming a PO.
- Discuss batch management.
- Explain Alert Management.



Supply Network Collaboration

Module Objectives

After completing this module, you will be able to:

- Explain which business processes integrate with your 3M work using SNC.
- Log on to SNC.

Introduction to Supply Network Collaboration

3M implemented SAP as its Enterprise Resource Planning (ERP) system to support end-to-end processes. SAP software enables a better Supplier experience. It links business processes, people, and information with one global, seamlessly-integrated platform of standardized business processes.

As part of this implementation, 3M Sourcing Operations uses SAP SNC as a tool to improve communications and productivity for both 3M and our key Suppliers. You access the SNC portal through **3M Supplier Direct**.

Introduction to Supply Network Collaboration (continued)

3M wants:

- More data sharing with our key Suppliers.
- Key Suppliers to take greater responsibility and act proactively to work as Business Partners.

SNC is a web-based component within the SAP Supply Chain Management suite that:

- Supports collaboration between Suppliers and Customers. 3M primarily uses SNC with Suppliers who do not utilize operational transactions or share data electronically.
- Improves process efficiency. SNC helps both 3M and our Suppliers save on cost and time.

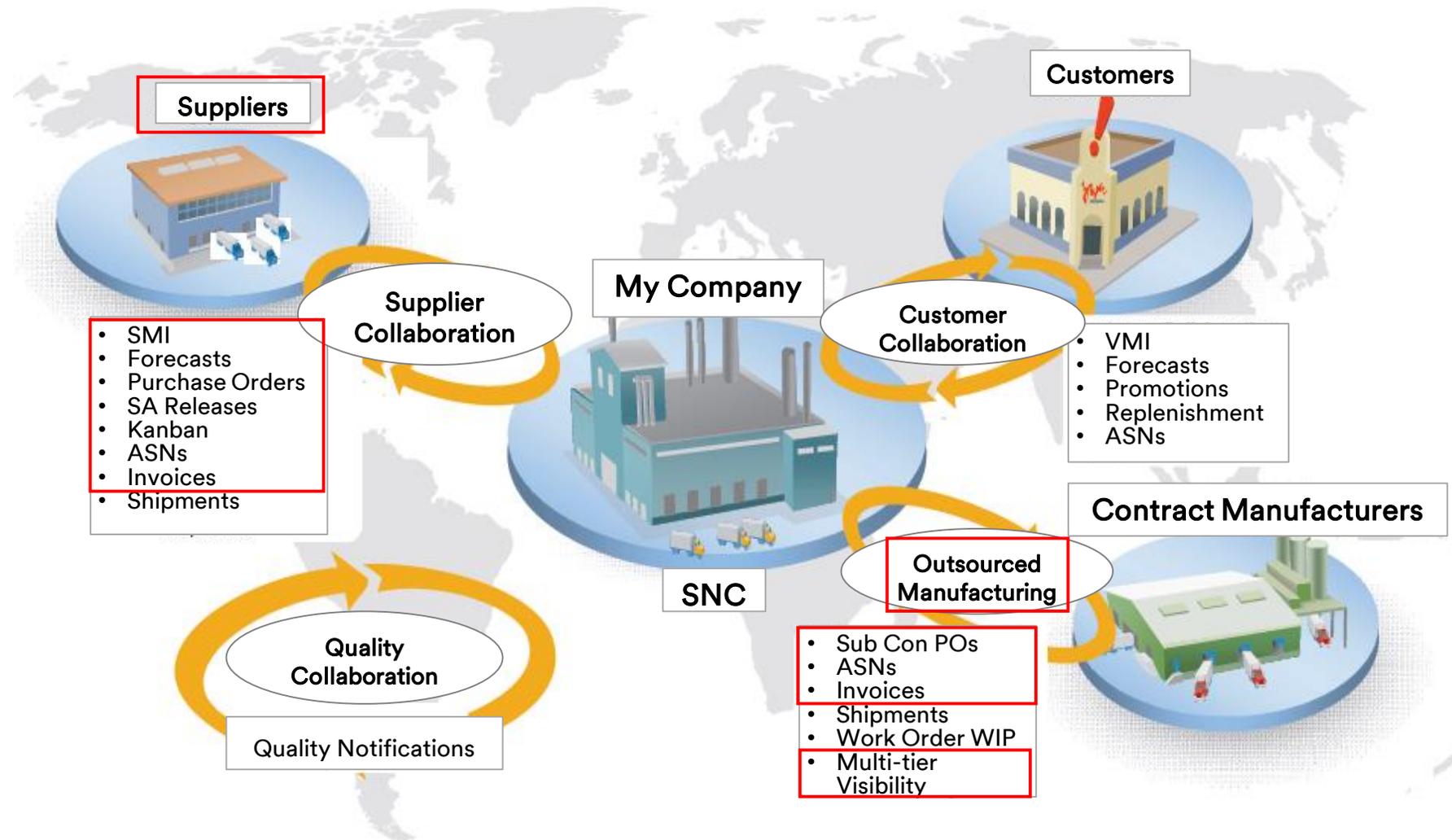
SNC Overview

SNC offers a web-based platform for real time collaboration with internal and external Business Partners.

Note: 3M's

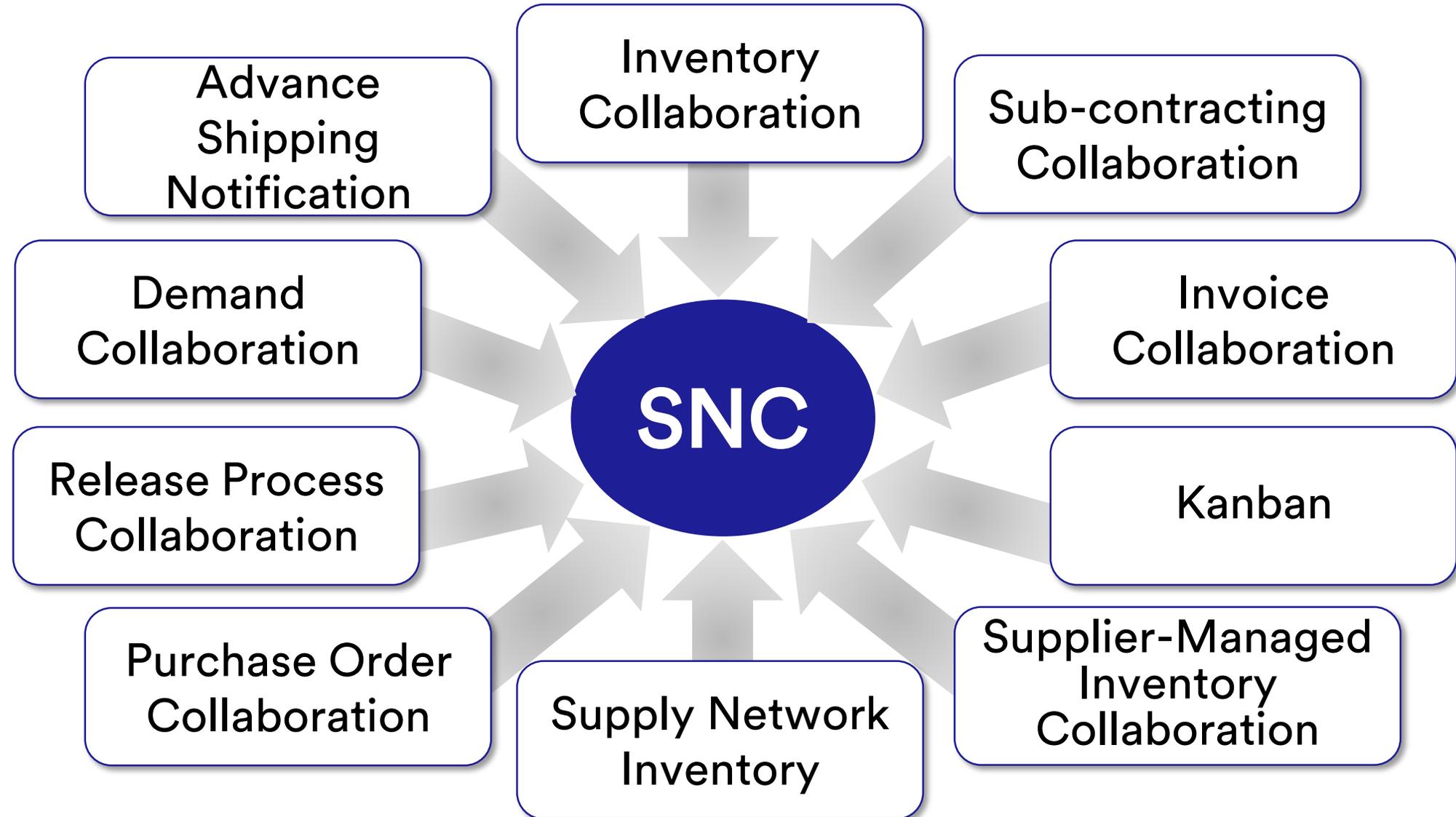
implementation of Supplier Collaboration with SNC includes:

- Purchase Orders (POs)
- Scheduling Agreement (SA) Releases
- Advance Shipping Notifications (ASNs)
- Invoicing
- Order Forecast Monitoring (OFM)
- Supplier Managed Inventory (SMI)
- Kanban



SNC Strategies

Suppliers collaborate with 3M for these processes:



SNC Strategies (continued)

SNC Purchase Order Collaboration

- Keeps 3M and Suppliers updated about PO fulfillment and Delivery Schedules for the POs.
- Lets Suppliers respond to requirements quickly and accurately.

SNC Release Process Collaboration

- Facilitates accurate and real-time execution between 3M and our Suppliers - keeps the Supplier updated about:
 - Scheduling Agreements (SAs)
 - Delivery Schedules
 - Cumulative received quantities
 - Any exceptions

SNC Strategies (continued)

SNC Demand Collaboration

- By using the OFM in SNC, Demand Collaboration is enabled between 3M's and Suppliers' planning data.
- It compares the data in a one-window environment.
- Deviations between 3M's plan and the Supplier's plan are shown as absolute numbers, percentages, and color codes.
- OFM provides alerts to all parties so they can quickly adapt planning and delivery capacity to mitigate critical situations.

Advance Shipping Notification (ASN)

- Allows Suppliers to provide 3M with the details of a shipment through SNC in advance of, or at the time of, the actual shipment.
- Communicates shipment information, vehicle details, transporter, and contact details to 3M in real time.

SNC Strategies (continued)

SNC Inventory Collaboration

- Enables adoption of different inventory management strategies for a smoother flow of inventory from a Supplier to the shop floor. This includes providing 3rd-Party Logistics Providers (3PL), which store Supplier inventory, with the capability to send the ASN data to 3M for the Supplier.
- The benefits of Inventory Collaboration are:
 - Quick replenishment of supply.
 - Help with planning multiple deliveries over the planning horizon.
 - Higher demand visibility.

SNC Strategies (continued)

Sub-contracting Collaboration

- Allows 3M to release POs for sub-contractors in SAP and communicate them to the sub-contractors through SNC.
- This process:
 - Keeps 3M and sub-contractors updated about PO fulfillment and Delivery Schedules.
 - Lets sub-contractors respond to requirements quickly and accurately.

Supply Network Inventory

- Complements Sub-contracting Collaboration.
- Supports Customers, sub-contractors, Suppliers of the first level and up (suppliers of the Supplier), and other partners monitor stock levels and requirements for products at selected locations in the supply chain.

SNC Strategies (continued)

Invoice Collaboration

Lets a Supplier create invoices for goods the Supplier provided to 3M.

Supplier Managed Inventory (SMI)

Allows gross requirements planning and execution to be managed by a company's Suppliers. The Customer (3M) no longer needs to perform MRP planning.

Kanban

Allows 3M Suppliers to review Purchase Orders and create Advance Shipping Notifications.

Working with SNC

Using SNC, Suppliers can:

- Access 3M POs, Sub-contracting POs, Scheduling Agreements, Delivery Schedules, and Release data.
- Provide 3M with PO confirmations, Delivery Schedule acknowledgements, and ASN data, either online or by using a file upload process.
- Access and download 3M planning, demand, and forecast data.
- Upload planned production data.
- Create and publish invoices and view invoice payment statuses.

Log in to SNC

Access the **3M Supplier Direct Global Landing** area by going to 3M.com/supplierdirect in your web browser.

Under **Select Your Location**, select your location from the list.

3M Science.
Applied to Life.™

3M Supplier Direct

Select Your Location

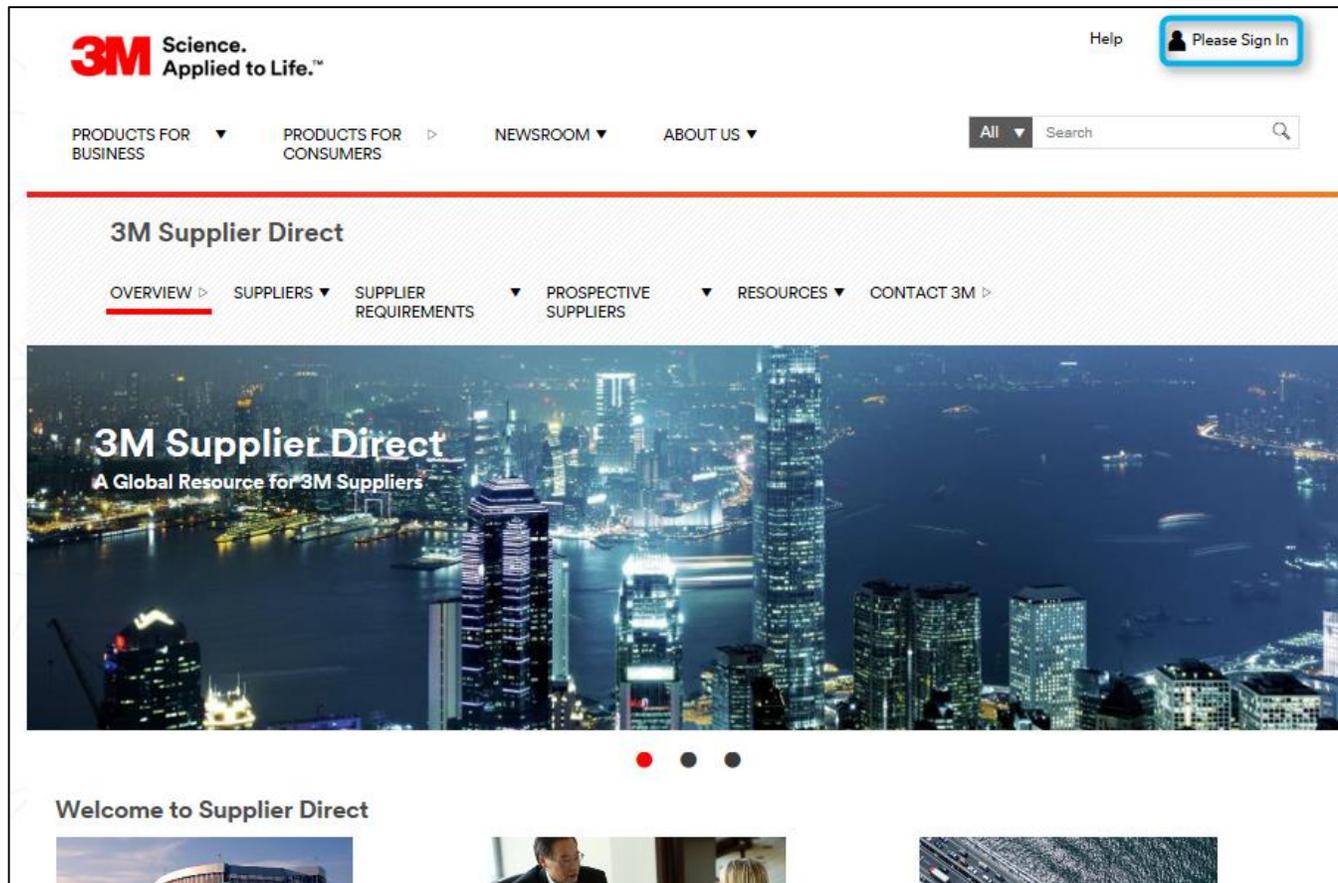
We invite you to browse the global 3M Supplier Direct website, created to provide a single point of entry for our valued 3M suppliers, as well as potential suppliers seeking to expand their business. This site provides access to an assortment of materials and tools we hope you'll find useful and informative. We recommend you make your selection based on the purchase order origin country.

 Americas Canada – English Canada – Français Panama – English United States – English	 Europe Austria – English Belgium – English Denmark – English Finland – English France – English Germany – English Ireland – English Netherlands – English Norway – English Sweden – English Switzerland – English Turkey – English United Kingdom – English	 Middle East & Africa No content currently available	 Asia & Pacific Taiwan – English
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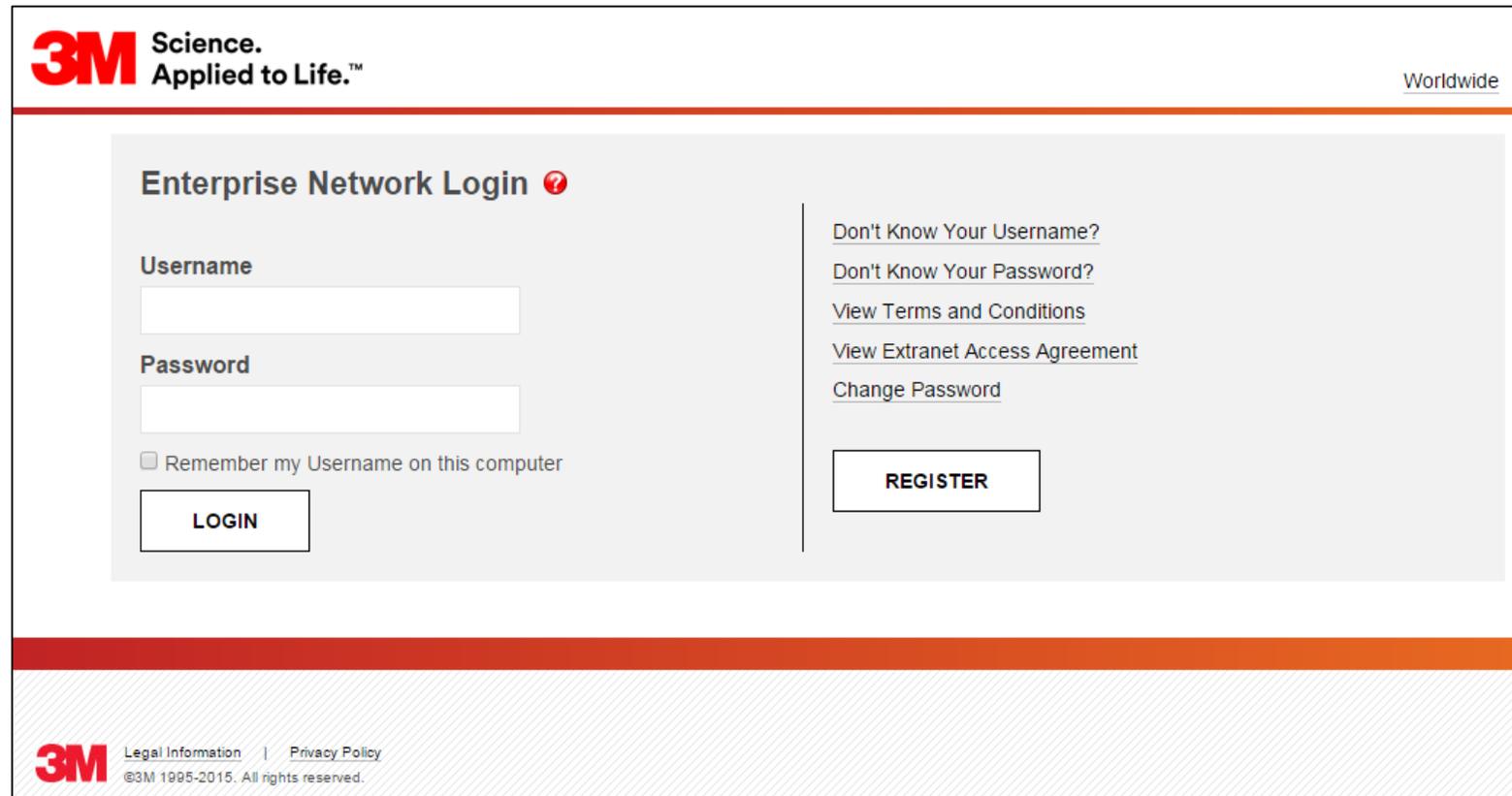
Log in to SNC (continued)

On the selected location's **3M Supplier Direct** page, click **Please Sign In**, or the **person icon**, in the upper right on the **Supplier Direct** website.



Log in to SNC (continued)

On the *Enterprise Network Login* window, enter your **Username** and **Password**, and then click **Login**.



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Enterprise Network Login ?

Username

Password

Remember my Username on this computer

LOGIN

[Don't Know Your Username?](#)
[Don't Know Your Password?](#)
[View Terms and Conditions](#)
[View Extranet Access Agreement](#)
[Change Password](#)

REGISTER

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Log in to SNC (continued)

Under the *Quick Links* section on the right of the page, click the **3M ERP** link to access SNC.

Note: You can also find the **3M ERP** link on the **Source to Pay Transactions** page under the **Suppliers** tab.

The screenshot displays the 3M Supplier Direct website interface. At the top, the 3M logo and tagline "Science. Applied to Life." are visible, along with user information "SDtestUser SAPlinks" and a "Help" link. Navigation menus include "PRODUCTS FOR BUSINESS", "PRODUCTS FOR CONSUMERS", and "ABOUT US". A search bar is present with a dropdown menu set to "All". The main content area is titled "3M Supplier Direct" and includes a breadcrumb trail: "3M Supplier Direct > Suppliers > Source to Pay Transactions". Below this, a navigation bar features "OVERVIEW", "SUPPLIERS" (highlighted with a red dashed box), "SUPPLIER REQUIREMENTS", "PROSPECTIVE SUPPLIERS", "RESOURCES", and "CONTACT 3M". The "Source To Pay Transactions" section is also highlighted with a red dashed box and contains introductory text about electronic transactions. A "Sourcing Enterprise Resource Planning" section features a "3M ERP" button (highlighted with a blue box) and an "ERP TRAINING" button. On the right side, there are two "Quick Links" sections: "Quick Links - Public" with links for "Ariba", "ERP Training", and "InfoAccess.net (Corcentric)"; and "Quick Links - Secure" with a "3M ERP" link (highlighted with a blue box) and a "Request Additional Access" link. The footer contains links for "Purchase Order/Scheduling Agreement Terms & Conditions" and "3M Sales Tax Information".



Log in to SNC (continued)

The ERP Portal opens in a new browser window.

Under the **Supplier** tab, then the **Supplier Network Communication** tab, the default *Alert Monitor* page displays.

The screenshot displays the 3M ERP Portal interface. At the top left is the 3M logo. The top navigation bar includes links for Back, Forward, History, Favorites, Personalize, and View. A 'Supplier' tab is highlighted with a red box. Below this is a 'User Management' tab. The main navigation area shows 'Supply Network Collaboration' and 'Help' 'Training'. The breadcrumb trail reads 'Supplier > Supply Network Collaboration > Supply Network Collaboration'. The 'Alert Monitor' page title is visible, along with a 'Business Partner:' dropdown. A toolbar contains icons for Exceptions, Demand, Release, Purchase Order, Replenishment, SN, Delivery, Invoice, and Master Data Tools. The 'Selection' section includes a 'Show:' dropdown and buttons for 'Reset', 'Go', 'Close Selection', and 'Set Notification'. Below this are various filter fields: Planner, Customer, Supplier, Location, My Location, Product, My Product No., APN Type, APN, and Product Group Type, each with a 'To' field and a search icon. The 'Statistical View' section includes a 'Reset to Default' button and three 'Grouping Criteria' dropdowns, with the first set to 'Alert Type' and 'Display Alerts By' set to 'Alert Priority'. A 'Log off' link is in the top right corner, and a 'Welcome: Supplier.L.snc@W0012' message is displayed.

Module Summary

The key points covered in this module are:

- 3M provides Suppliers with a web tool called SNC.
- Access SNC using **3M Supplier Direct Portal**.
- Suppliers collaborate with 3M for these processes:
 - Purchase Order Collaboration
 - Release Process Collaboration
 - Demand Collaboration using OFM
 - Advance Shipping Notification
 - Inventory Collaboration
 - Sub-contracting Collaboration
 - Invoice Collaboration



Supplier Confirmations in SNC

Module Objectives

After completing this module, you will be able to:

- Describe the Purchase Order Collaboration process.
- List which roles do which steps in PO Collaboration.
- View details of a Purchase Order.
- Confirm a Purchase Order using PO Worklist, PO Overview, PO Details, or the File Transfer Method.
- Identify the differences between Sub-contracting Purchase Orders and standard Purchase Orders.
- Change component information.
- Add batch information to a confirmation.
- Split PO Line Items into two or more confirmations.
- List the PO activities that trigger an alert.

Purchase Order Collaboration Using SNC

PO processing in SNC is just one of the processes 3M uses to collaborate with Suppliers. Other processes include Scheduling Agreement (SA) Releases, and Advance Shipping Notifications.

Using SNC, the Supplier logs into SNC to view 3M POs and acknowledge PO receipt by sending a PO confirmation to 3M using SNC.



Purchase Order Collaboration Using SNC (continued)

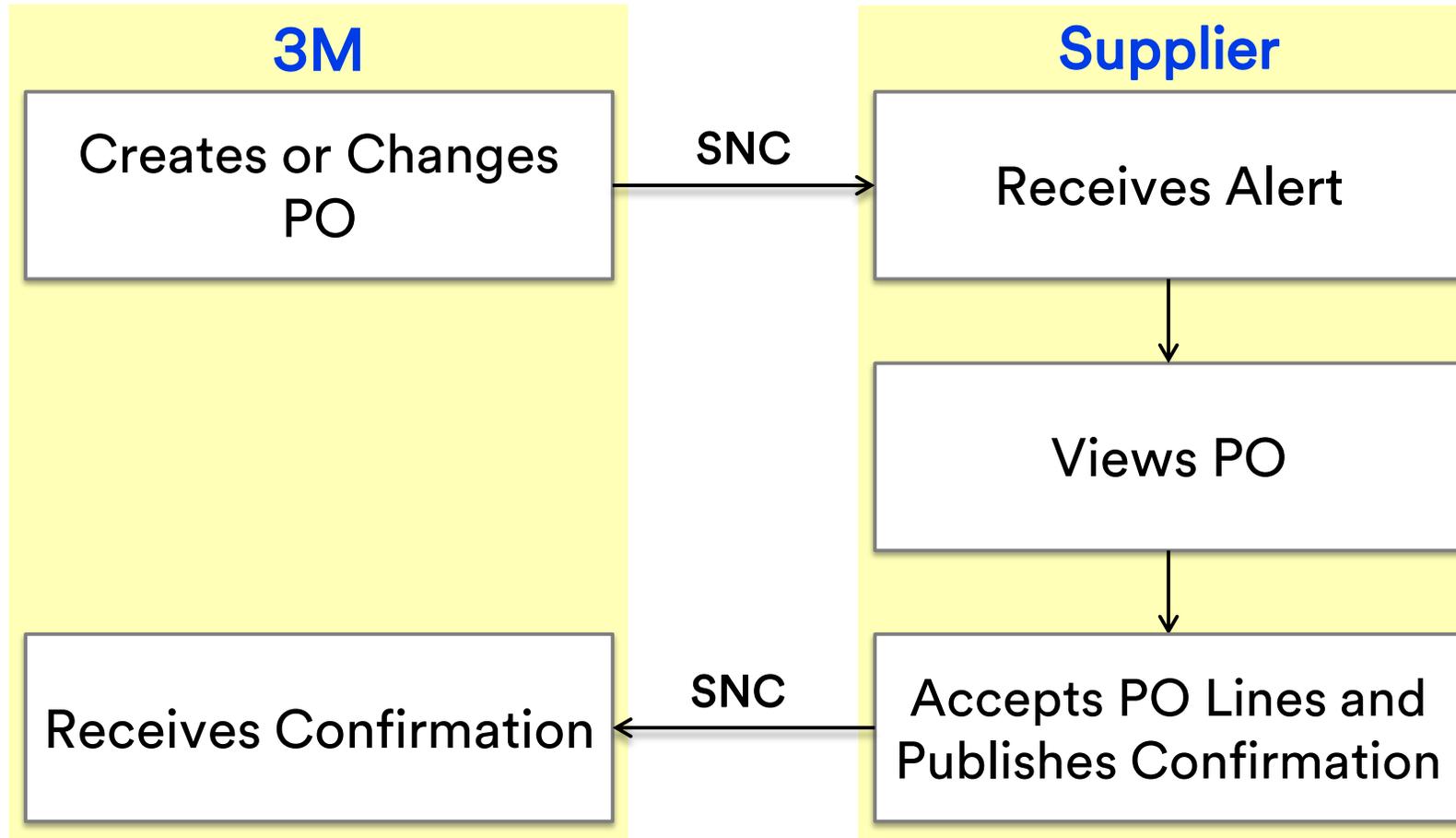
The workflow for PO processing in SNC consists of these steps. The Supplier:

1. Receives an alert when they have a new PO from 3M.
2. Views details of the new PO in SNC.
3. Validates the details and confirms the PO in SNC.

Note: If the Supplier chooses not to receive automatic alerts, they can check for new PO alerts in the *Alert Monitor*.

Purchase Order Collaboration Roles and Activities

This diagram illustrates the roles workflow:

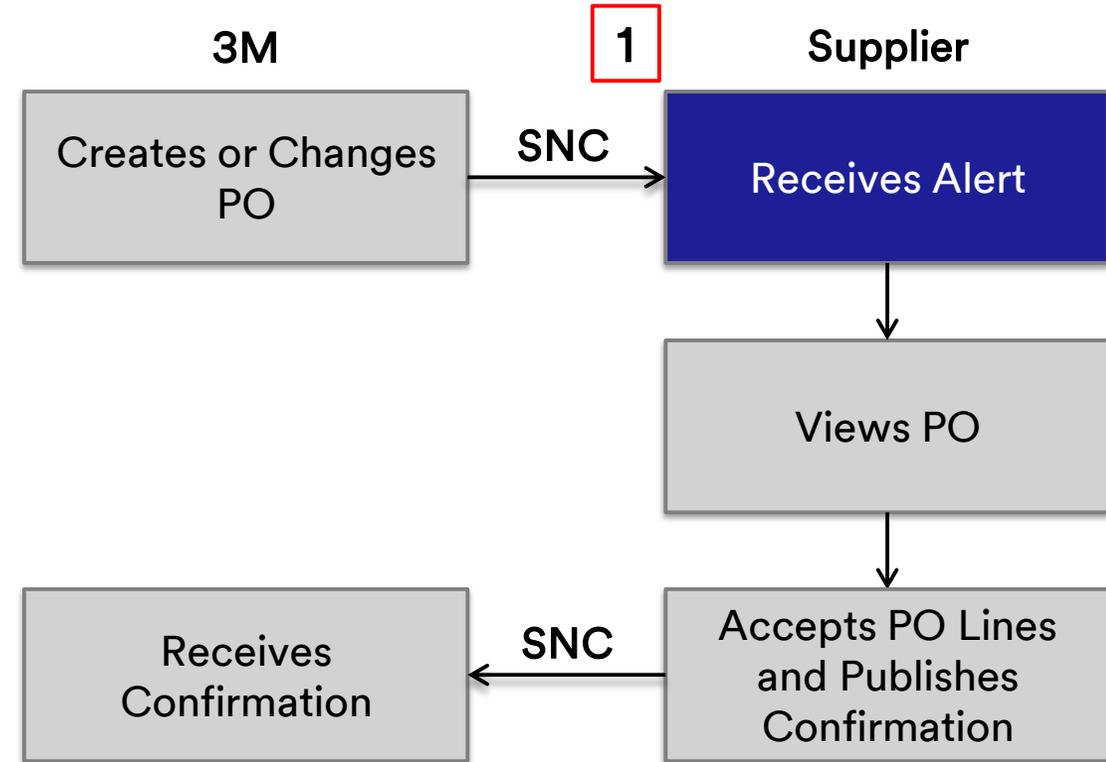


Receiving Alerts

The Supplier receives an alert when a PO is released in SNC.

The Supplier sets an Alert Profile to trigger alerts. Alerts come as e-mails and appear in the *Alert Monitor*.

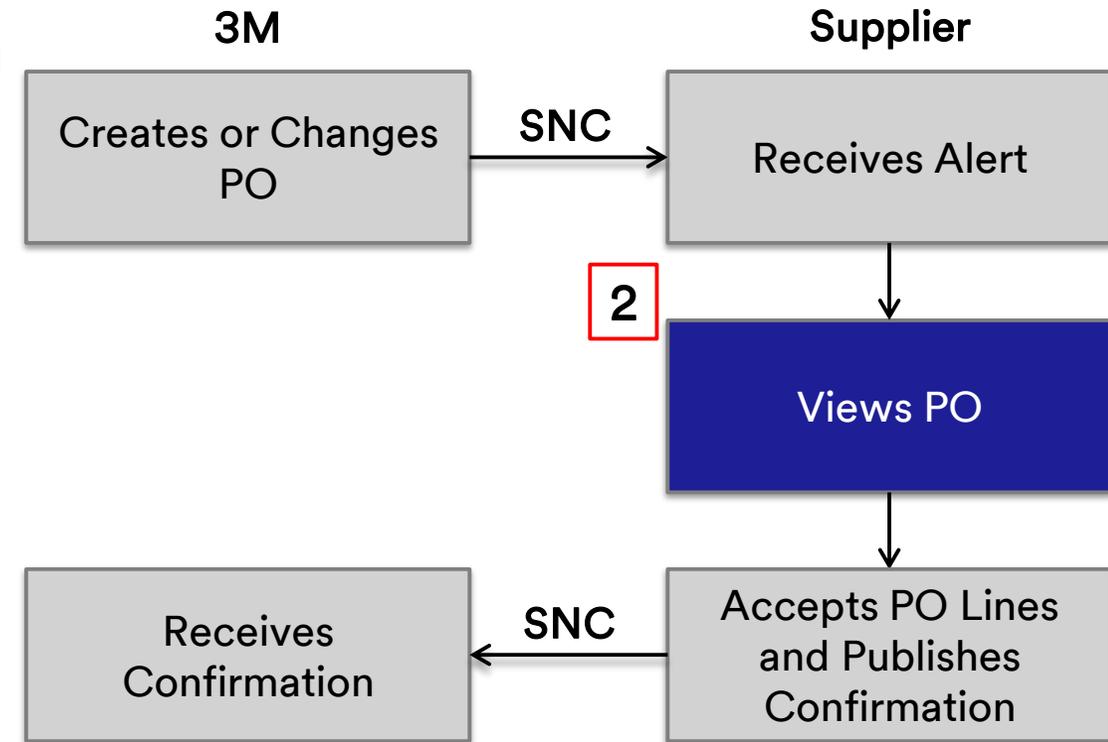
When the Supplier receives an alert, they log in to SNC and access the *Alert Monitor*.



Viewing a Purchase Order

The Supplier views the new PO information on these windows:

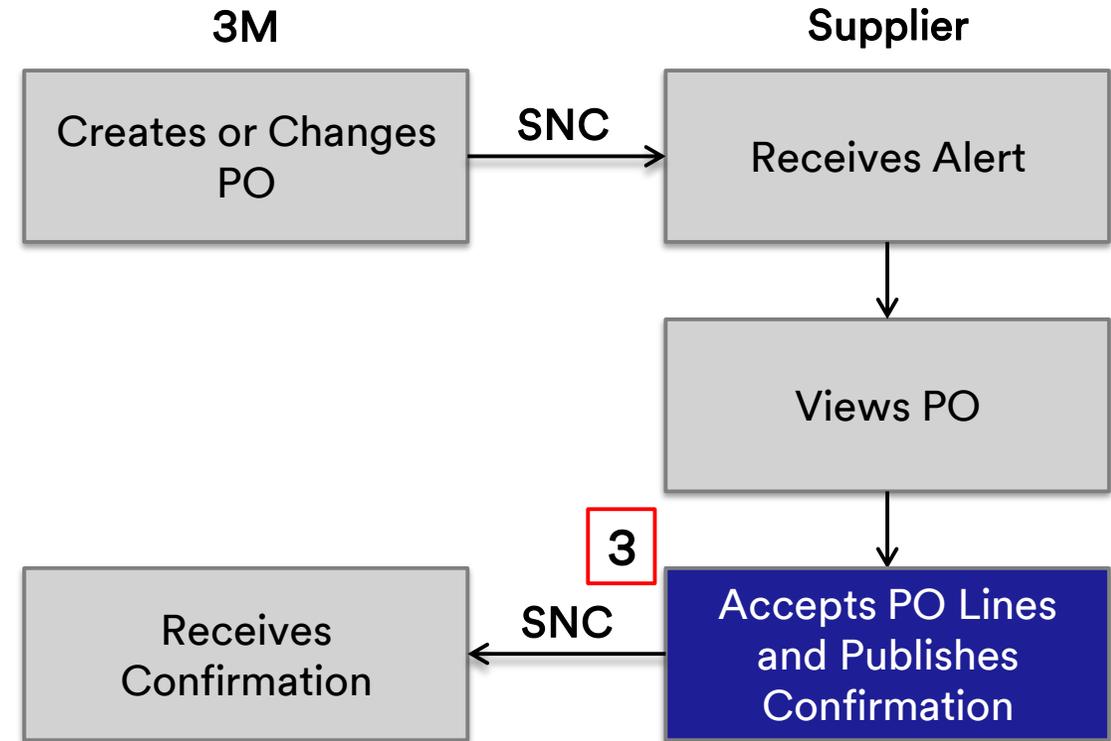
- *Purchase Order Worklist:*
To view all new unconfirmed POs
- *Purchase Order Overview:*
Search POs based on status or date.
Example: Search for all undelivered POs
- *Purchase Order Details:*
View details of the PO, such as the Item Status, Expected Delivery Date, Prices, and Ship-to location



Publishing Confirmations

The Supplier sends a response in the form of a confirmation from these windows:

- *Purchase Order Worklist:*
To confirm POs if there are no changes
- *Purchase Order Details:*
To confirm a PO with a variance from the request. **Example:** Confirm with a different delivery date



Step-by-Step Instructions

Detailed instructions on how to **View Purchase Order Details** can be found on the [Supply Network Collaboration Training](#) site.

Confirming a New Purchase Order

The *Purchase Order Worklist* window displays a list of Purchase Orders by different categories (worklists) such as:

- POs due for confirmation.
- POs due for change confirmation.
- Canceled or blocked POs.

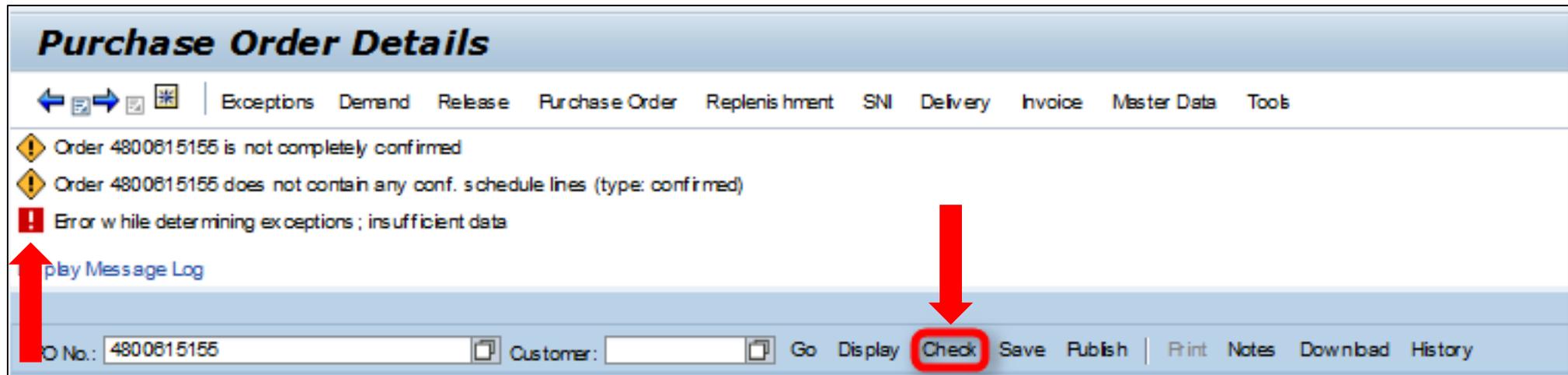
From the *Purchase Order Worklist* you can:

- Click a specific **Purchase Order** to view the PO details.
- Confirm POs that do not require changes such as splitting line items or adding batch information.

Use the *Purchase Order Details* to do more complex operations, such as splitting a confirmation or adding batch information.

Troubleshooting Errors for Publishing a PO Confirmation

When all the required data is entered, validate the information by clicking **Check**.



Two types of errors may display:

- Warnings (identified by a yellow rhombus)
- Hard errors (red square). To successfully publish the confirmation, clear any hard errors.

Step-by-Step Instructions

Detailed instructions on how to **Confirm a Purchase Order using Purchase Order Worklist** can be found on the [Supply Network Collaboration Training](#) site.

Confirming Purchase Order Details

Confirmations, including those with proposed changes, are done by the Supplier through the *Purchase Order Details* window.

Proposed changes include:

- Adding batch information
- Splitting line items into two or more deliveries
- Changing component information
- Updating the Confirmed Delivery Date (CCD)
- Modifying the Unit Price
- Accepting partial PO quantities

Note: You must be in **Change** mode to edit Purchase Order Details.

Step-by-Step Instructions

Detailed instructions on how to **Confirm a New Purchase Order with Changes** can be found on the [Supply Network Collaboration Training](#) site.

Publish Confirmation: File Transfer Method

When a Supplier needs to process multiple confirmations, they can use the File Transfer Method. With this method, the Supplier generates an Excel file and updates the confirmation information.

When editing the downloaded file (Excel file), the Supplier can:

- Add batch information.
- Split line items into two or more deliveries.
- Change component information.
- Update the Confirmed Delivery Date (CCD).
- Modify the Unit Price.
- Accept partial PO quantities.

Using the File Transfer Method

The Supplier needs to create a download and an upload profile. This is a one-time task.

Then the Supplier:

1. Generates the Download file within the *Download Center* (External User).
2. Downloads the PO data.
3. Updates the spreadsheet to reflect proper information such as quantities, delivery dates, batch information, and confirmed line items.

Note: The Supplier can propose changes to PO parameters such as quantity, price, and delivery date.

1. Saves the file in Comma Separated Values (CSV) format.
2. Uploads the revised file to the *Upload Center* (External User).
3. Confirms that the file uploads correctly with the confirmed quantities and delivery dates.

Sub-Contracting Activities in File Transfer Method

Sub-contractors can perform additional activities when sending a PO confirmation with the File Transfer Method:

- Add or delete lines to add or remove components or batches for a given component.
- Propose a change of components.
- Send PO confirmation with batch management.

Owner Part: ###		Partner: CORP_3M		Selection Pr: 120		Selection Pr: mysconf_2001		Created By: [REDACTED]		Created On: 26.08.2013 20:50:23 CST																
<div style="border: 2px solid red; padding: 5px; display: inline-block;">Item to be confirmed</div>																										
ORDER_ID	ITEM REI	COI TO	TO REJE	PRODUCT_ID	REV QUAN	QUAI	DELIVERY_	DELIVERY_	DELI SHIP	SHIP SHIPPIN	REQ_PI	CONF_	CURI PR	PISA REI	CONF RE	CC	CUS	CMP_IL	CMP_PRODUC	CMP_REV	CMP_REQ	CMP_QUA	CMP_QUA			
PO No.	PO I	Re Cor	To To B	Product	Rev Quan	UoM	Deliv. Date	Deliv. Tim	DivT	Ship. Ship	ShipTZ	Reque	Confir	Crcy	Prt	Pi Re	Re Con	Re Co	Cust	Compo	Product	RevLvl	Requirem	Qty	UoM	
4800021889	10	X		4000000285	50	KG	15.05.2013	0:00:00	EST	11.05	###	CST	100,00	100,00	USD	1	KG	###	1	1000000658		02.05.2013		50	KG	
																			2	1100000111		02.05.2013		50	EA	
4800021889	10		X	4000000285	50	KG	15.05.2013	0:00:00	EST			CST								1	1000000658		02.05.2013		50	KG
																				2	1100000111		02.05.2013		50	EA

Step-by-Step Instructions

Detailed instructions on how to **Confirm a Purchase Order using the File Transfer Method** can be found on the [Supply Network Collaboration Training](#) site.

Kanban Purchase Orders

SNC supports Kanban Purchase Orders:

- Purchase Order Acknowledgement (POA) is not required.
- Kanban POs are handled through the Kanban board in SNC.

Sub-Contracting Purchase Order Facts

3M collaborates with small-scale manufacturers known as sub-contractors for finished or semi-finished products. 3M provides the sub-contractor with the materials necessary for creating those products (contract manufacturing processing).

The Sub-contracting PO collaboration process is similar to PO collaboration in SNC.

- Sub-contracting POs:
 - Issue to the sub-contractor.
 - Link to a Bill Of Materials (BOM) that lists components needed to manufacture the product.
 - Allow 3M to run internal planning using the latest supply commitments from the sub-contractor.
- Sub-contractors receive their supplies from either a 3M warehouse or 3M Supplier.

Sub-Contracting Purchase Order Collaboration Using SNC

The sub-contracting workflow for PO processing in SNC uses these steps:

1. 3M creates the Sub-contracting PO in ECC and sends it to SNC.
2. The sub-contractor accesses the SNC tool using the **3M Supplier Direct Portal** and checks for new PO alerts using the *Alert Monitor*.
3. The sub-contractor views the details of the new PO.
4. The sub-contractor validates the PO details and confirms it.



Sub-Contracting Batch Management: Process

Batch management selects batches and allocates them in a manufacturing order based on particular specifications or characteristics for a component or product.

Components used in the sub-contracting process can be batch managed:

- The Supplier enters the appropriate batch information.
- The sub-contractor views available batches for component consumption from the *PO Details* window.
- The sub-contractor confirms one or more batches of the same component.

Sub-Contracting Batch Management: Notes

Some additional notes about Sub-contracting Batch Management:

- Multiple batch numbers can be used for a component if it is available from the Supplier.
- Multiple lines can be added to a batch (one per batch).
- The sub-contractor can substitute components by changing the Component ID, Quantity, UOM, and Batch.
- The sub-contractor can add new components and delete components that are not used.

Sub-Contracting PO Confirmation Process

The Sub-contracting PO Confirmation process includes a batch validation check.

If the PO has batch-managed components, prior to creating the first ASN, the Supplier must update the **Cust. Batch** fields with the **actual batch number**.

Sub-Contracting PO Confirmation Process (continued)

If the batches are not updated, the Supplier cannot publish the ASN for the Sub-contracting PO and will encounter this validation error when trying to publish:

! ASN STP30B1: proc. DELIVERY_PUBLISH not perm.; targ. status of ASN header would be "Invalid"
! ASN STP30B1 Batch ID is missing and is required for PO 4800005559 /item no 00010 for Material 5500000061/Component Item 0001 Component 2000000055

To correct this error, Suppliers must:

- Return to the PO.
- Change the confirmation to add valid batches to the components.
- Republish the confirmation.

Inventory Validation Check

The Supplier enters component quantities during PO confirmation to meet these criteria:

- Component has a valid (non-zero) inventory at the Supplier location. If not, this error message displays:

 ASN STP30B10 Component 7100000060 at 10000002 location has no quantity

- Current inventory level at the Supplier location is less than the amount on the PO. If not, this error message displays:

 ASN STP30B10 No sufficient stock for component 1000000011 for Batch 434

Step-by-Step Instructions

Detailed instructions on how to **Manage Component Batches while Confirming a Purchase Order** can be found on the [Supply Network Collaboration Training](#) site.

Reviewing a Confirmed Purchase Order Status: Fields

Status Information fields:

- **Header Status:** The aggregated status of PO item status
- **Conf. Status:** The aggregated status of PO item confirmation status
- **Distribution Status:** Options are **Published by Supplier, Updated by Customer, and Updated by Supplier**
- **Change Status:** Options are **New, Change, and blank**
- **Chg. Distr. Status:** Options are **Published by Supplier, Updated by Customer, and Updated by Supplier**

The screenshot displays a software interface for reviewing a purchase order. It features a tabbed menu at the top with 'General', 'Terms', 'Partners', 'Contacts', and 'Admin. Data'. The main content is divided into two panels: 'Document Data' on the left and 'Status Information' on the right. The 'Document Data' panel contains fields for PO No. (4800907312), Supplier (1502440), Customer (CORP_3M), Delivery Priority, Delivery Priority Desc., Purch. Group (221@PR1CLNT100), Order Type C. (ZNB - Standard PO), Supplier Ref., Customer Ref., Notes, WO Created, QN Created, and Group Indicator. The 'Status Information' panel shows Header Status (Delivery Completed), Conf. Status (Confirmed), Distribution Status (Updated by Customer), Change Status (blank), and Chg. Distr. Status (Updated by Customer).

Document Data		Status Information	
FO No.:	4800907312	Header Status :	Delivery Completed
Supplier:	1502440	Conf. Status :	Confirmed
Customer:	CORP_3M	Distribution Status :	Updated by Customer
Deliv. Priority:		Change Status :	
Delivery Priority Desc.:		Chg. Distr. Status :	Updated by Customer
Purch. Group:	221@PR1CLNT100		
Order Type C.:	ZNB - Standard PO		
Supplier Ref.:			
Customer Ref.:			
Notes:	<input type="checkbox"/>		
QN Created:	<input type="checkbox"/>		
WO Created:	<input type="checkbox"/>		
Group Indicator:	<input type="checkbox"/>		

Reviewing a Confirmed Purchase Order Status: Fields (continued)

PO Items fields:

- **Item Status:** Options are Open, Partially Delivered, Delivery Completed, Canceled, and Closed
- **Conf. Status:** Options are Not Confirmed, Partially Confirmed, and Confirmed

The screenshot displays a software interface for reviewing a purchase order. It is divided into two main sections: 'Document Data' and 'Status Information'. The 'Document Data' section includes fields for PO No. (4800807312), Supplier (1502440), Customer (CORP_3M), and various other identifiers. The 'Status Information' section shows the Header Status as 'Delivery Completed' and the Conf. Status as 'Confirmed'. Below these sections is a 'PO Items' table with columns for PO Item No., Item Cat., Item Status, Product, Total Qty, UoM, Deliv. Date, Price, Conf. Price, Crpy, P.U., P.UoM, Notes, Conf. Status, and Appr. Status. The table contains one row with Item No. 10, Item Cat. Subcontracting, Item Status Delivery Completed, Product 7000021276, Total Qty 2.932, UoM GAL, Deliv. Date 17.06.2016, Price 250.47, Conf. Price 250.47, Crpy CAD, P.U. 100, P.UoM EA, Notes, Conf. Status Confirmed, and Appr. Status.

PO Item No.	Item Cat.	Item Status	Product	Total Qty	UoM	Deliv. Date	Price	Conf. Price	Crpy	P.U.	P.UoM	Notes	Conf. Status	Appr. Status
10	Subcontracting	Delivery Completed	7000021276	2.932	GAL	17.06.2016	250.47	250.47	CAD	100	EA		Confirmed	

Reviewing a Confirmed Purchase Order Status: Example

This table identifies the possible states for the Header and Item statuses.

Field	New Purchase Order	PO Confirmation	PO ASN	Goods Receipt
Header				
Header Status	Open	Open	Open	Delivery Completed
Conf. Status	Not Confirmed	Confirmed	Confirmed	Confirmed
Distribution Status	Updated by Customer	Published by Supplier	Published by Supplier	Updated by Customer
Change Status	New			
Chg. Distr. Status	Updated by Customer	Updated by Customer	Updated by Customer	Updated by Customer
Item				
Item Status	Open	Open	Open	Delivery Completed
Conf. Status	Not Confirmed	Confirmed	Confirmed	Confirmed

Split Line PO Confirmation

Suppliers can split a single schedule line and confirm to 3M with two or more confirmed schedule lines using these guidelines. Each split line can have different shipping dates, delivery dates, and quantities.

- Use the *Purchase Order Overview* window to process a split line confirmation.
- When splitting a schedule line into multiple lines, click **Confirm** several times. A confirmed line is created for each confirmation.
- The process for the confirmation of components has one difference: When using **Copy Components**, the quantity copied is the full amount, based on the requested quantity. You change the component quantity to the actual consumption quantity.

Split Line PO Confirmation (continued)

This is an example of the PO window in SNC. Note the confirmed Line Items.

Purchase Order Details Supply Network Collaboration - Business Partner:

PO No.: 4801049019 Customer: Go Display Check Save Publish Print Notes Download History

PO 4801049019

General Terms Partners Contacts Admin Data

Document Data

PO No.: 4801049019
Supplier: 1502440 Customer: CORP_3M
Deliv. Priority: Delivery Priority Desc:
Purch. Group: Z21@RR1CLNT100 Order Type C: ZNB - Standard PO
Supplier Ref.: Customer Ref.:
Notes: QN Created:
WO Created: Group Indicator:

Status Information

Header Status: Open
Conf. Status: Not Confirmed
Distribution Status: Updated by Customer
Change Status: New
Chg. Distr. Status: Updated by Customer

PO Items

Confirm Show ASN Create ASN Base UoM Document Flow View: 3M Default View Print Version Export

PO Item No.	Item Cat.	Item Status	Product	Total Qty	UoM	Deliv. Date	Price	Conf. Price	Qty	PU	PUoM	Notes	Conf. Status	Appr. Status
10	Subcontracting	Open	7000120073	3,496	BT	30.08.2016	1,373.80	1,373.80	1,373.80	CAD	1,000	BT	Not Confirmed	New

Item 10

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

Confirm Delete Create ASN Copy Components View: 3M Default View Print Version Export

SL No.	SL Type	Deliv. Date	Deliv. Time	Qty	UoM	Req. Qty	Open Qty	Due Qty	Due Qty (Conf.)	Notes
1	Request	30.08.2016	00:00:00	3,496	BT	0	3,496	3,496	3,496	3,496
	Confirmed	12.01.2017	00:00:00	3,000	BT	0	0	0	0	0
	Confirmed	10.03.2017	00:00:00	496	BT	0	0	0	0	0

Components for Schedule Lines

Add Components Delete Components Create Quality Notification View: Standard View Print Version Export

Component ID	Product	Qty	UoM	Appr. Status	Notes	Cust. Batch	Product Desc.
0001	4000015383	265,207,320	HG	New			PN6973 3M PERFECT IT II WITH HA THON

Step-by-Step Instructions

Detailed instructions on how to **Split a Line Item while Confirming Purchase Order** can be found on the [Supply Network Collaboration Training](#) site.

Managing Alerts

Alerts are sent to Suppliers for different actions:

- New Purchase Order
- Change Purchase Order
- Overdue Purchase Order Confirmation
- Overdue ASNs
- New Forecast

Suppliers and 3M can view alerts in two ways:

- Use the *Alert Monitor* window
- Receive alerts through e-mail

Note: Suppliers must first set up an Alert Notification Profile.

Managing Alerts (continued)

These are the common PO alerts a Supplier may receive:

Alert	Description
New PO	Informs the Supplier when 3M creates a new PO
Change PO	Informs the Supplier when 3M changes a PO
Confirmation Rejected	Informs the Supplier a 3M Buyer rejected the confirmation
Purchase Order Overdue	Informs the Supplier that the existing PO item has not been shipped and is now past the delivery date
Purchase Order Due Within Lead Time	Informs the Supplier that the existing PO item is within the delivery time minus the lead time window

Managing Alerts (continued)

Alert	Description
Confirmation Overdue	Informs the Supplier that the PO item contains at least one requested schedule line for which no PO confirmation is yet available on 3M-defined due date
Confirmed Delivery Date Later than Requested Date	Informs the Supplier that the PO item contains at least one requested schedule line for which no PO confirmation is yet available on a 3M-defined due date
Confirmed Delivery Date Earlier than Requested Date	Informs the Supplier that the delivery date of at least one confirmed schedule line is too early and violates the maximum earliness allowed by 3M
Confirmed Quantity Lower than Requested Quantity	Informs the Supplier that the confirmed quantity of the PO is too low and violates the under-delivery tolerance allowed by 3M

Managing Alerts (continued)

Alert	Description
Confirmed Quantity Higher than Requested Quantity	Informs the Supplier that the confirmed quantity of the confirmed PO is too high and violates the over-delivery tolerance allowed by 3M
Confirmed Price Lower than Requested Price	Informs the Supplier that the confirmed price at item level is too low and violates the below-price tolerance allowed by 3M. The reference price is the original price or the requested price, as determined for price confirmations.
Confirmed Price Higher than Requested Price	Informs the Supplier that the confirmed price at item level is too high and violates the above-price tolerance allowed by 3M. The reference price is the original price or the requested price, as determined for price confirmations.

Module Summary

The key points covered in this module are:

- Which roles complete which steps in PO Collaboration.
- Viewing PO Details.
- Confirming POs using the *PO Worklist*, *PO Overview*, *PO Details*, or File Transfer Method.
- Differences between Sub-contracting POs and standard POs.
- Changing component information.
- Adding batch information to a confirmation.
- Splitting PO line items into two or more confirmations.
- Activities that trigger alerts.

Conclusion

The key points covered in this course are:

- PO processing is one of several ways 3M collaborates with Suppliers using SNC.
- 3M sends POs to Suppliers through SNC; Suppliers confirm or change the PO.
- Typical steps in PO collaboration are:
 - The Supplier receives an alert for a new PO and views the details.
 - The Supplier validates the PO requirements and accepts it fully or partially.
 - The Supplier sends a confirmation to SNC.
- Suppliers can:
 - View and confirm POs on various screens or by using the File Transfer Method.
 - Confirm POs using split-line confirmation.
 - View alerts in the *Alert Monitor* and receive alerts through e-mail.
- Suppliers are responsible for adding batch information to confirmations.
- The Sub-contracting PO collaboration process is similar to the PO Collaboration process in SNC, with some differences.