

Manage Component Batches while Confirming Purchase Order EN

Use this Supplier portal activity to add batch information to batch managed BOM components while confirming a purchase order.

This activity only applies to batch managed BOM components.

Initial POA:

Step	Action
1.	Upon logging into the SAP SNC system, the Alert Monitor displays.
	In this example, leave all Selection criteria blank to display all Alerts.

Supply Network Collaboration - SAP NetWeaver Portal - Windows Internet Explorer provided by 3M/IE 9.0 GPO	_ 8
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Step	Action
2.	Click Go.
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3.	Scroll down to view the Alerts.
4.	Click the Vertical scroll bar.
5.	In the Statistical View section, scroll down to New Purchase Order Item.
	To view the list of Purchase Orders, click the number link in the Alert Type status column: High , Medium , or Low .
6.	Click the Vertical scroll bar.
7.	In this example, there are 10 items under Low and no items in High or Medium .

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Step	Action
8.	Click 10.
	10
9.	Scroll down to view the list of new purchase orders requiring confirmation.
10.	Click the Vertical scroll bar.
11.	Locate and select the Purchase Order to view.

Step	Action
12.	Click the row header.

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303473 New Purchase Order Item 2003	7000143210	4800135601	10	CORP_3M	1503312	150	ROL	0 RC	L 12.
295219 New Purchase Order Item 2003	7000143211	4800128724	10	CORP_3M	1503312	150	ROL	0 RC	L 05.
295217 New Purchase Order Item 2003	7000143209	4800128723	10	CORP_3M	1503312	150	ROL	0 RC	L 05.
287762 New Purchase Order Item 2003	7000143246	4800127440	10	CORP_3M	1503312	200	ROL	0 RC	L 30.
287640 New Purchase Order Item 2003	7000143212	4800127439	10	CORP_3M	1503312	150	ROL	0 RC	L 30.
287634 New Purchase Order Item 2003	7000136635	4800127222	10	CORP_3M	1503312	36	ROL	0 RC	L 05.
284635 New Purchase Order Item 2003	7000143253	4800126753	10	CORP_3M	1503312	3	ROL	0 RC	L 28.
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Step	Action
13.	Click See details. See details
14.	The Purchase Order Details screen displays.
	The screen is divided into four sections: <i>Header</i> <i>Items</i> (Schedule Lines) <i>Item Details</i> <i>Components</i> (if PO includes Subcontracted Components) Note: Not all sections of the <i>Purchase Order Details</i> screen are visible at one time. Scroll
	up or down to view the various sections.
15.	Click the Vertical scroll bar.
16.	Switch to "change" mode to confirm the PO.

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Purchase Order Details	Supply Network Collaboration Business Partner:
PO 4800141178 General Terms Partners Contacts Admin. Data	
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PD No : 4800141178	Header Status: Open
Supplier: 1503312 Customer: CORP 3M	Conf. Status: Not Confirmed
Delivery Priority Desc.:	Distribution Status: Updated by Customer
Purch.Group: 166@QR5CLNT100 Order Type C.: ZNB - Standard PO	Change Status: New
Supplier Ref.: Customer Ref.:	Chg. Distr. Status: Updated by Customer
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Step	Action
17.	Click Change. Change
18.	Once in change mode, scroll down to see the PO Items section of the screen.
19.	Click the Vertical scroll bar.
20.	Select the PO Item to confirm and click Confirm. Confirming a PO Item generates a new SL No. with SL Type , "Confirmed".



Step	Action
21.	Click the row header.
22.	Important: Click Confirm in the <i>PO Items</i> section (not the confirm button in the <i>Schedule Lines</i> section).
23.	Click Confirm
24.	In the <i>Item</i> sections of the screen, on the <i>Schedule Lines</i> tab, there is now a Confirmed Schedule Line.
25.	For items that have components, copy the components from the Request Schedule Line into the Confirmed Schedule Line.
	Select the Confirmed Schedule Line and click Copy Components.

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Step	Action
26.	Click the row header.
27.	Click Copy Components. Copy Components
28.	After confirming the PO and copying the components to the confirmation, add the batch information. To add the batch information, use the drop-down menu in the Cust. Batch field.
	Note: Contact the 3M Buyer if there is an issue with the batch numbers.

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29.	Click the Cust. Batch field.
30.	Click the button to the right of the Cust. Batch field.
31.	Click the row header.

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Step	Action
32.	Click OK.
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33.	At this point, batch information has been added for a BOM component into the <i>Components for Schedule Lines</i> section of the screen.
	The next steps describe splitting a component into two separate batches. If the batch does not need to be split, the Confirmation can be published now.
	To split, add a new blank component line.

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34.	Click Add Components. Add Components
35.	Next, enter the Product number , Qty , and UoM for the component being split into two batches.
	Also, adjust the Qty for the original component line to reflect the actual quantity for that batch.

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Step	Action
36.	Type Product " 4000013787 ".
37.	Click the Qty field.
	丁 10
38.	Type Qty "7".
39.	Click the Qty field.
	0,000000
40.	Type Qty "3".
41.	Click the UoM field.
42.	Type UoM " M ".

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Step	Action
43.	Type Cust. Batch "ZCANA05022".
44.	After updating the <i>Components</i> quantities for the split confirmed lines, scroll up to check and publish the confirmation.
45.	Click the Vertical scroll bar.
46.	After making all changes, check for errors prior to publishing the PO confirmation.

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PO No.: 4800141161	Header Status: Open
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Deliv. Priority: Delivery Priority Desc.:	Distribution Status: Updated by Customer
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Step	Action
47.	Click Check.
48.	The system displays any errors at the top of the screen.
49.	Note: Saving is an optional step. Click Save to keep changes, but not publish them. For example, you need to step away from the computer while creating a confirmation.

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Step	Action
50.	Click Publish. Publish

Supply Network Collaboration - SAP NetWeaver Portal - Windows Internet Explorer provided by 314/IE 9.0 GPO	
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File Edit View Favorites Tools Help	
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3M	Log off
4 Back Forward ► History Favorites Personalize View	Welcome: Q5 PERFtest1
Supplier User Management	
Supply Network Collaboration Help Training	
Supplier > Supply Network Collaboration > Supply Network Collaboration	Full Screen Options *
Purchase Order Details	Supply Network Collaboration Business Partner:
← □→ □ 迷 Exceptions Demand Release Purchase Order Reclenishment Shi Delivery Master Confirmation	Data Tools
PO No.: 4800141161 Do you really want to publish PO? Change may not be possible after publishing.	Publish Print Notes Download History
PO 4800141161	
General Terms Partners Contacts	
Document Data	Status Information
PO No.: 4800141161 Yes No Cancel	Header Status: Open
Supplier: 1503312 Customer: CORP_3M	Conf. Status: Confirmed
Deliv. Priority: Delivery Priority Desc.:	Distribution Status: Updated by Customer
Purch.Group: 166@QR5CLNT100 Order Type C.: ZNB - Standard PO	Change Status:
Supplier Ref.: Customer Ref.:	Chg. Distr. Status: Updated by Customer
Notes: C QN Created: C	
PO Items	

Step	Action
51.	Click Yes.
	Yes
52.	The system displays the message, "Order XXXX published successfully".

Supply Network Collaboration - SAP NetWeaver Portal - Windows Internet Explorer provided by 311/IE 9.0 GPO	X
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	Welcome: Q5 PERFtest1
Supplier > Supply Network Collaboration > Supply Network Collaboration	Close Full Screen Options •
	<u>*</u>
Purchase Order Details Supply Network Co	ollaboration Business Partner
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Order 4800141181 published successfully	
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General Terms Partners Contacts Admin. Data	
Desument Deta	tion
PO No.: 4800141181 Header State	Js: Open
Supplier: 1503312 Customer: CORP_3M Cont. State	is: Contirmed
Purch Group: 166@0R5CLNT100 Order Type C : ZNB - Standard PD Change Stat	IS. Published by Supplier
Suppler Ref: Customer Ref: Cho. Distr. Stat	us: Published by Supplier
Notes: QN Created:	
WO Created: Group Indicator:	
	*
	•

Step	Action
53.	You have completed this activity. End of Procedure.

Update Components Based on Actual Consumption – Removal of Confirmed Components

Step	Action
1.	Navigate to the Purchase Order Details screen.
2.	Click Change. Change

Purchase Order Details

			Log Off
← 🖻 🔶 😹 Exceptions Demand Release	se Purchase Order Replenishment Work Order SN	II Delivery Invoice Quality	Master Data Tools
	Change Purchase Order		
PO No.: 4812140256	Customer: GC Change Check Sav	e Publish Print Notes Down	nload History
PO 4812140256			
General Terms Partners Co	ntacts Admin. Data		
Document Data		Status Information	
PO No.: 4812140256		Header Status: Open	
Supplier: 1844294	Customer: CORP_3M	Conf. Status: Confi	rmed
Deliv. Priority:	elivery Priority Desc.:	Distribution Status: Upda	ted by Customer
Purch.Group: 6B2@QR1CLNT100	Order Type C.: ZNB - Standard PO	Change Status:	
Supplier Ref.:	Customer Ref.:	Chg. Distr. Status: Upda	ted by Customer
Notes:	QN Created:		
WO Created:	Group Indicator:		

Step	Action
3.	On the Schedule Lines tab, highlight the " Confirmed " line for which component updates need to be made.

Item	10								
	Schedule Lin	es General	Product Qua	antities / Price L	ocations	Partners	Reference Doc	uments	Invoi
(Confirm Delet	e Create ASN C	Copy Components Vie	W: 3M Default View	•	Print Version	Export "		
Ð	SL No.	SL Type	Deliv. Date	Deliv.Time	Qty			UoM	Rec
	1	Request	21.12.2021	00:00:00			100	ROL	
լի	2	Confirmed	21.12.2021	00:00:00			100	ROL	
									_

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Step	Action
4.	Click "Add Components".
	* Important : The new line(s) should be added at the bottom, with new " Component ID " reference.
	DO NOT DELETE the original component lines needing to be removed right away.

Ad	d Components Require	ements 1e 2							E
	Add Components De	lete Components	Create Quality Notification View: [Standard View] Print Version Exp	ort 🖌					2,
	Component ID	Product	Qty	UoM	Appr. Status	Notes	Cust. Batch	Product Desc.	
	0001	1010165592	108.500	М	Accepted	<u>0</u>		RM-450467 JKLL8 1150W	
	0002	1010139053	123.500	М	Accepted	<u>0</u>		RM-248747 BOPP FIML 1160W	
	0003	3010133814	12,500000	EA	Accepted	<u>0</u>		Part, Thermoformed Plastic, PLT	

(Cor	nponents for Sche	edule Line 2				N		
	A	dd Components Del	ete Components	Create Quality Notification View: [Standard View]	Print Version E	Export 🖌	-62-		
	₽	Component ID	Product	Qty		UoM	Appr. Status	Notes	
		0001 1010165592			108.50	D M	Accepted	<u>0</u>	
		0002	1010139053		123.50	D M	Accepted	<u>0</u>	
		0003	3010133814		12,50000	0 EA	Accepted	<u>0</u>	
		0004			0,00000	D		<u>0</u>	
		0005			0,00000	D		<u>0</u>	
- [

Step	Action
5.	Update the quantity and batch ID on the new Component ID line.

C	omponents for S	Schedule Line 2						
	Add Components	Delete Components	Create Quality Notification View: [Standard View] Print V	/ersion Export "				
E	Component ID	Product	Qty	UoM	Appr. Status	Notes	Cust. Batch	Product Desc.
	0001	1010165592		50.500 M	Accepted	<u>0</u>	1025102825	RM-450467 JKLL8 1150W
	0002	1010139053		123.500 M	Accepted	<u>0</u>		RM-248747 BOPP FIML 1160W
	0003	3010133814		12,500000 EA	Accepted	<u>0</u>		Part, Thermoformed Plastic, PLT
	0004	1010165592	50.3	300,000000	0-	<u>0</u>		

Step	Action
6.	If there are component lines needing to be deleted, highlight the line, then click " Delete Components ".

Co	Components for Schedule Line 2										
	Add Components Delete Components Create Quality Notification View. [Standard View] 💌 Print Version Export 🖌										
B	Component ID	Product		Qty		UoM	Appr. Status	Notes	Cust. Batch	Product Desc.	
	0001	1010165592			50.500	М	Accepted	<u>0</u>	1025102825	RM-450467 JKLL8 1150W	
<u>.</u>	0002	1010139053			123.500	М	Accepted	<u>0</u>		RM-248747 BOPP FIML 1160W	
	0003	3010133814			12,500000	EA	Accepted	<u>0</u>		Part, Thermoformed Plastic, PLT	
	0004	1010165592		50.300,000000				Q	1025102824		
	0005				0,000000			<u>0</u>			

Co	Component Delete Components Requirements										
F	dd Components	Delete Components	Create Quality Notification View: [Standard View] Print Version Ex	cport 🖌							
屘	Component ID	Product	Qty	UoM	Appr. Status	Notes	Cust. Batch	1			
	0001	1010165592	50.500	Μ	Accepted	<u>0</u>	1025102825	1			
	0002	1010139053	123.500	М	Accepted	<u>0</u>		1			
	0003	3010133814	12,500000	EA	Accepted	<u>0</u>		F			
	0004	1010165592	50.300,000000			<u>0</u>	1025102824				
	0005		0,000000			<u>0</u>					

Step	Action
7.	Click Yes in the Confirmation pop-up box.
	Yes



Step	Action
8.	Deleted lines will be removed from the Components section.

Components for Schedule Line 2										
Add Components D	elete Components Crea	ate Quality Notification View: [Standard View] Print Vers	ion Export "					2,.		
E Component ID	Product	Qty	UoM	Appr. Status	Notes	Cust. Batch	Product Desc.			
0001	1010165592		50.500 M	New	<u>0</u>	1025102825	RM-450467 JKLL8 1150W			
0003	3010133814	1:	2,500000 EA	Accepted	<u>0</u>		Part, Thermoformed Plastic, PLT			
0004	1010165592		50.300 M New			1025102824	RM-450467 JKLL8 1150W			
14								b		

Step	Action
9.	Click Publish

Purchase Orde	r Deta	ails									Su
← E → E 💥 Exceptions	Demand	Release	Purchase Order	Replenishment	Work Order	SNI	Delivery	Invoice	Quality	Master Data	Tool
PO No.: 4812140256		Cu:	stomer:	Go Dis	play Check	Save	Publish	Print No	otes Dov	vnload History	
PO 4812140256						L	10				
General Terms	Partners	Conta	cts Admin. [Data							
Document Data							Sta	tus Inform	ation		

Step	Action
10.	Click Yes.
	Yes

Purchas	e Order	Detai	ls									Supply Ne	etwork Collaboration - A6N2
↓ ■ → ■ ※	Exceptions	Demand R	Release F	Purchase Order	Replenishment	Work Order	SNI	Delivery	Invoice	Quality	Master Data	Tools	
Fill Cust. Batch	for Component 0	002 Item 000	010 (comp.	is batch manage	d)								
isplay Message L	og												
PO No.: 4812140	256		Custo	omer:	🖸 Go Dis	play Check	Save	Publish	Print N	otes Dow	nload History		
		_	_	_		Confirmatio	on				×	_	
PO 4812140256							Dov	/ou really w	ant to pub	lish PO?			
General	Terms	Partners	Contacts	s Admin. E	Data	?	Cha	nge may no	ot be possi	ble after			
Document Da	ta						pubi	isining.					
PO No :	4812140256												
Supplier:	1844294			Customer:	CORP 3M				_		эd		
Deliv. Priority:			Deliver	y Priority Desc.:					es No	Cancel	by Custon	ner	
Purch.Group:	6B2@QR1CLN	100		Order Type C.:	ZNB - Standard F	20		J.	har ge Sta	itus:			
				Customer Ref.:				Chg	. Distr. Sta	atus: Upd	lated by Custon	ner	
Supplier Ref.:													
Supplier Ref.: Notes:				QN Created:									

Step	Action
11.	The system will display the message, "Order XXXX published successfully".

Purchase Order Deta	ails									Supply Network Co
← 🗟 🛶 🗟 😹 Exceptions Demand	Release Pur	chase Order	Replenishment	Work Order	SNI E	Delivery I	nvoice C	Quality N	Master Data	Tools
Order 4812140256 published successfully										
Display Message Log	\$									
PO No.: 4812140256	Custome	r:	Go Ch	ange Check	Save P	Publish F	Print Note	s Downl	oad History	
PO 4812140256										
General Terms Partners	Contacts	Admin. D	lata							
Document Data						Status	s Informati	on		
PO No.: 4812140256		Customor	CORD 2M			Hea	ader Status	Confir	mod	

Step	Action
12.	You have completed this activity. End of Procedure.