

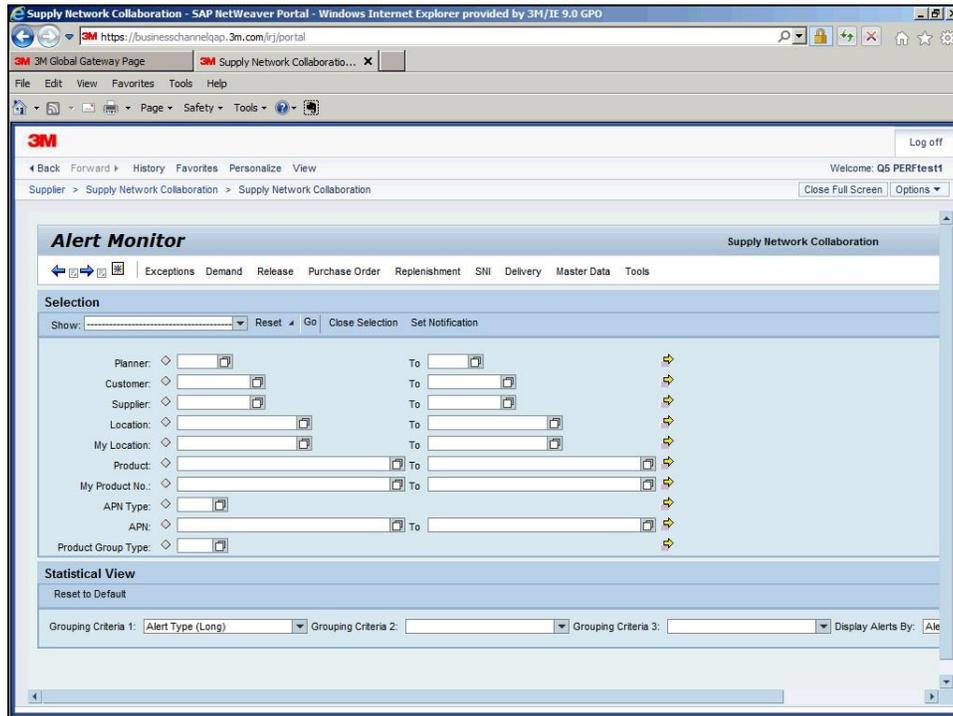
Manage Component Batches while Confirming Purchase Order EN

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

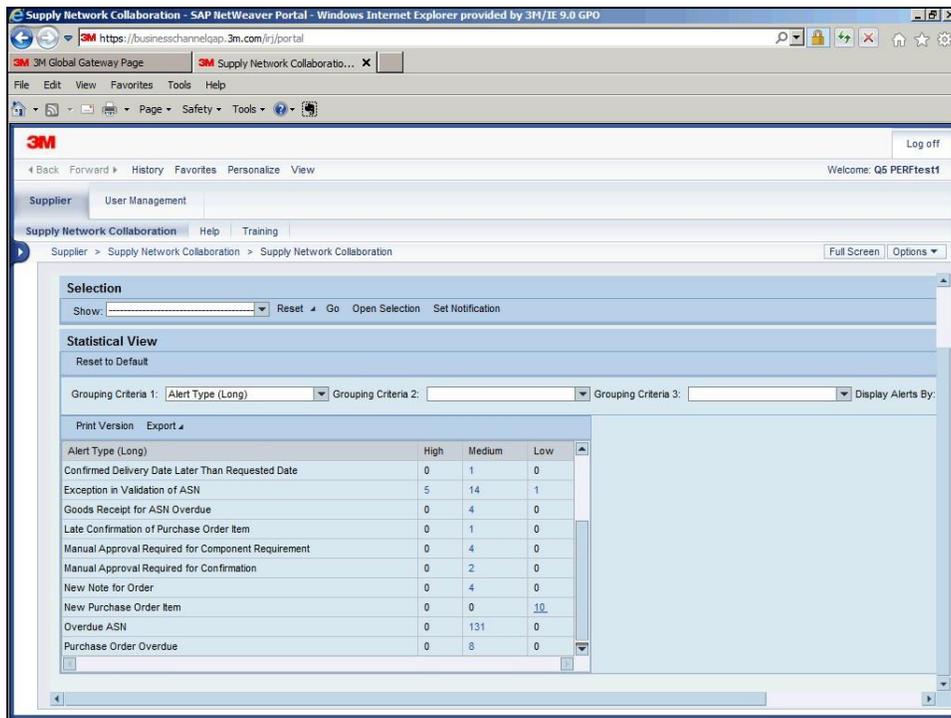
This activity only applies to batch managed BOM components.

Initial POA:

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

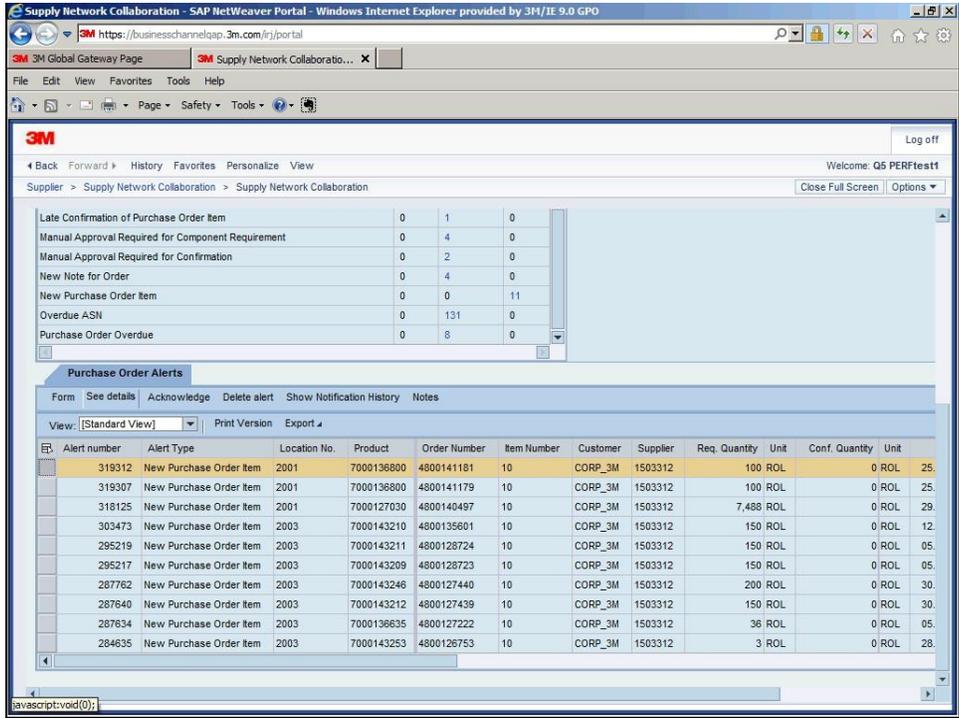


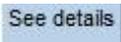
Step	Action
2.	Click Go . 
3.	Scroll down to view the Alerts.
4.	Click the Vertical scroll bar.
5.	In the <i>Statistical View</i> section, scroll down to New Purchase Order Item . To view the list of Purchase Orders, click the number link in the Alert Type status column: High, Medium, or Low .
6.	Click the Vertical scroll bar.
7.	In this example, there are 10 items under Low and no items in High or Medium .

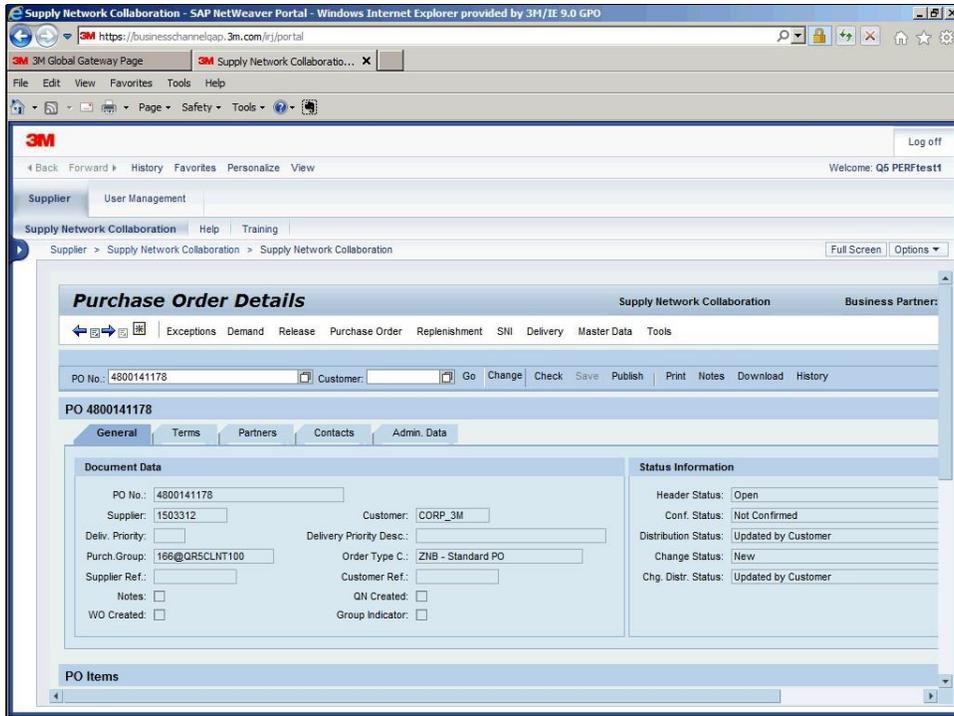


Step	Action
8.	Click 10 . 
9.	Scroll down to view the list of new purchase orders requiring confirmation.
10.	Click the Vertical scroll bar.
11.	Locate and select the Purchase Order to view.

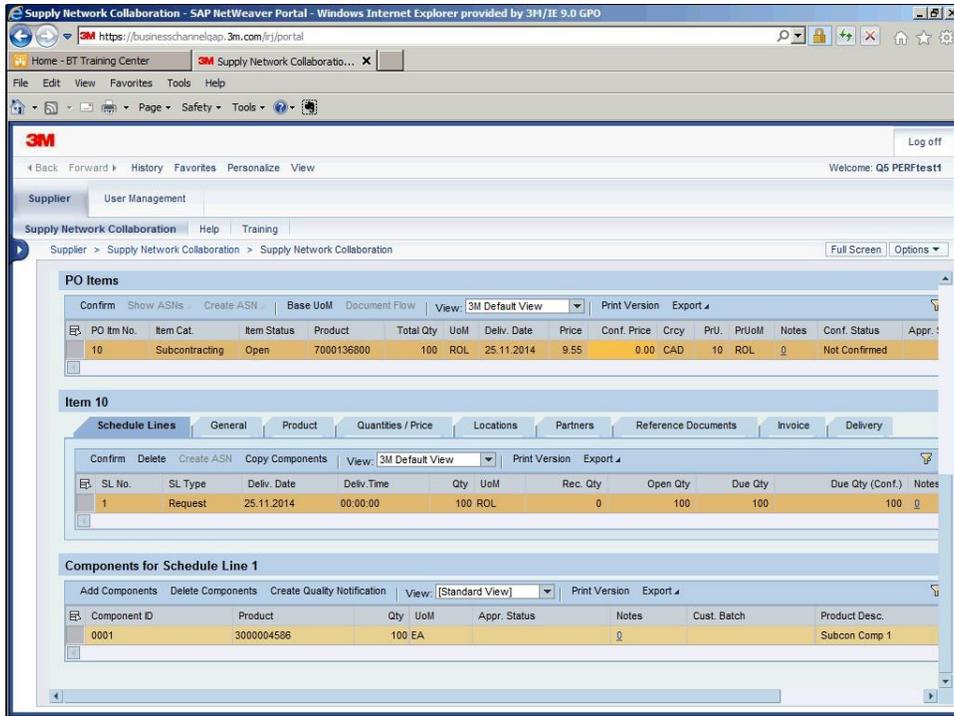
Step	Action
12.	Click the row header. 



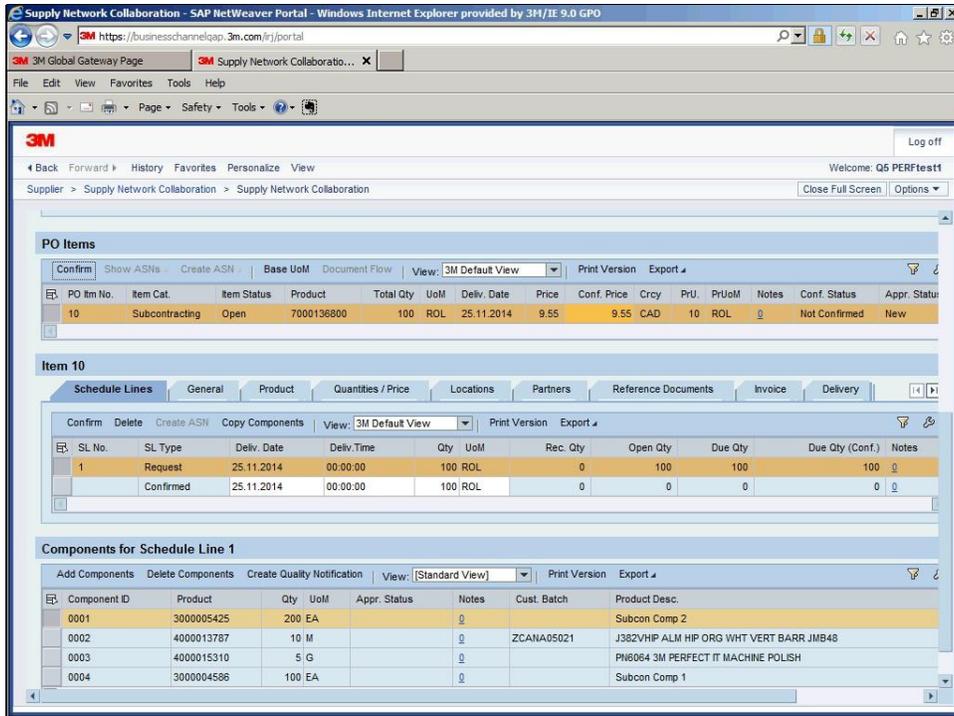
Step	Action
13.	Click See details . 
14.	The <i>Purchase Order Details</i> screen displays. The screen is divided into four sections: <i>Header</i> <i>Items</i> (Schedule Lines) <i>Item Details</i> <i>Components</i> (if PO includes Subcontracted Components) Note: Not all sections of the <i>Purchase Order 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.

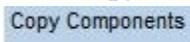


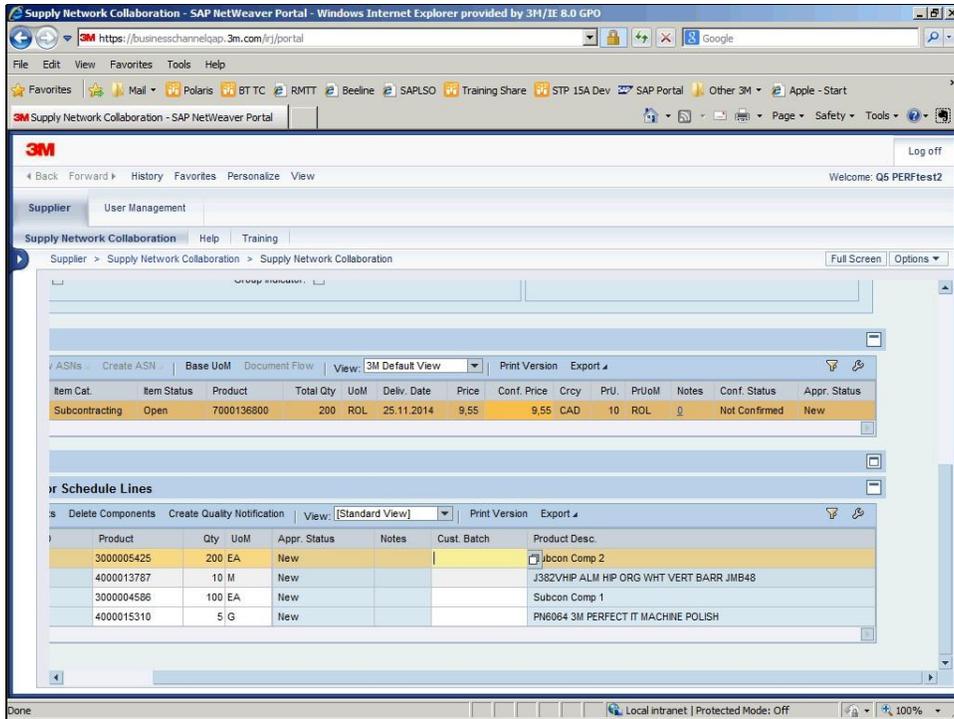
Step	Action
17.	Click Change . 
18.	Once in change mode, scroll down to see the <i>PO Items</i> section of the screen.
19.	Click the Vertical scroll bar.
20.	Select the PO Item to confirm and click Confirm . Confirming a PO Item generates a new SL No. with SL Type , "Confirmed".

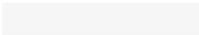


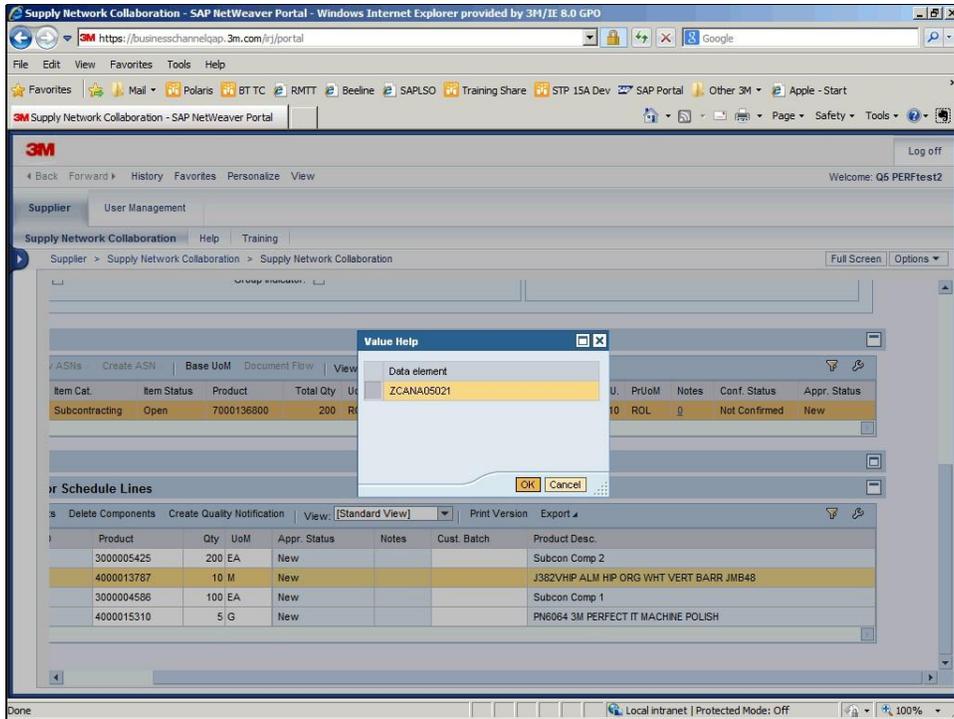
Step	Action
21.	Click the row header. 
22.	Important: Click Confirm in the <i>PO Items</i> section (not the confirm button in the <i>Schedule Lines</i> section).
23.	Click Confirm . 
24.	In the <i>Item</i> sections of the screen, on the <i>Schedule Lines</i> tab, there is now a Confirmed Schedule Line.
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 .



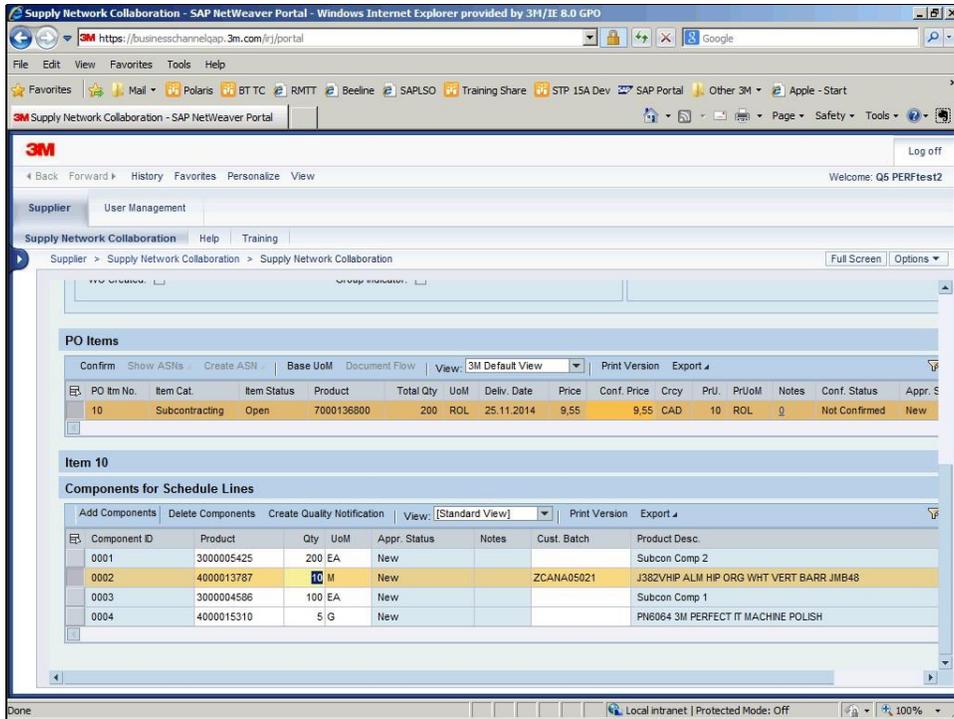
Step	Action
26.	Click the row header. 
27.	Click Copy Components . 
28.	After confirming the PO and copying the components to the confirmation, add the batch information. To add the batch information, use the drop-down menu in the Cust. Batch field. Note: Contact the 3M Buyer if there is an issue with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

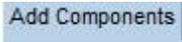


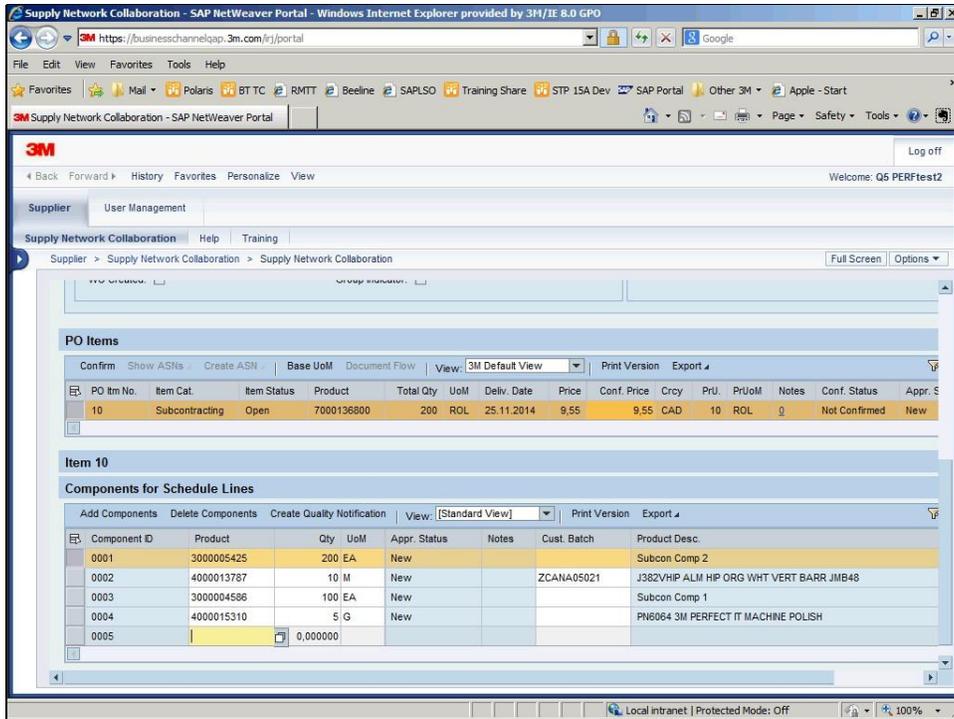
Step	Action
29.	Click the Cust. Batch field. 
30.	Click the button to the right of the Cust. Batch field. 
31.	Click the row header. 

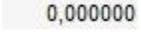


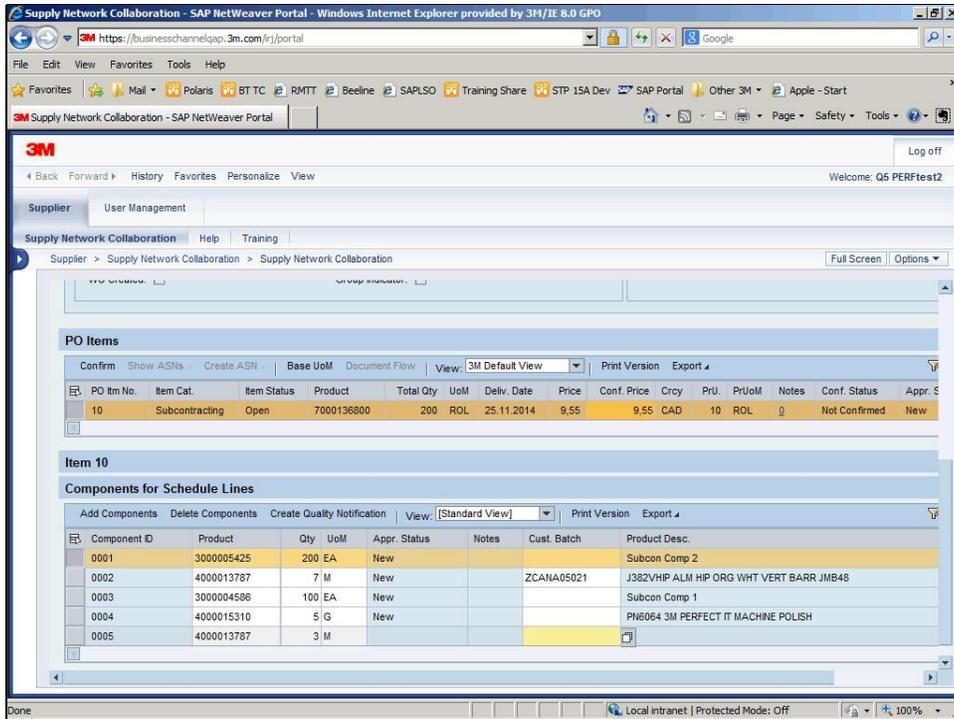
Step	Action
32.	Click OK . 
33.	<p>At this point, batch information has been added for a BOM component into the <i>Components for Schedule Lines</i> section of the screen.</p> <p>The next steps describe splitting a component into two separate batches. If the batch does not need to be split, the Confirmation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



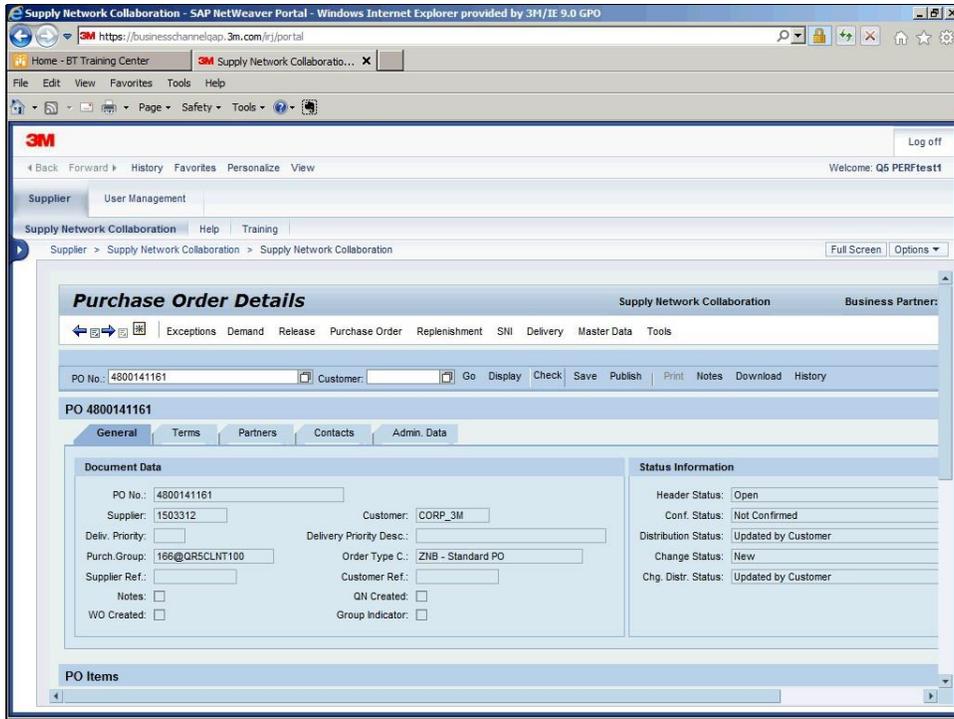
Step	Action
34.	Click Add Components . 
35.	Next, enter the Product number , Qty , and UoM for the component being split into two batches. Also, adjust the Qty for the original component line to reflect the actual quantity for that batch.



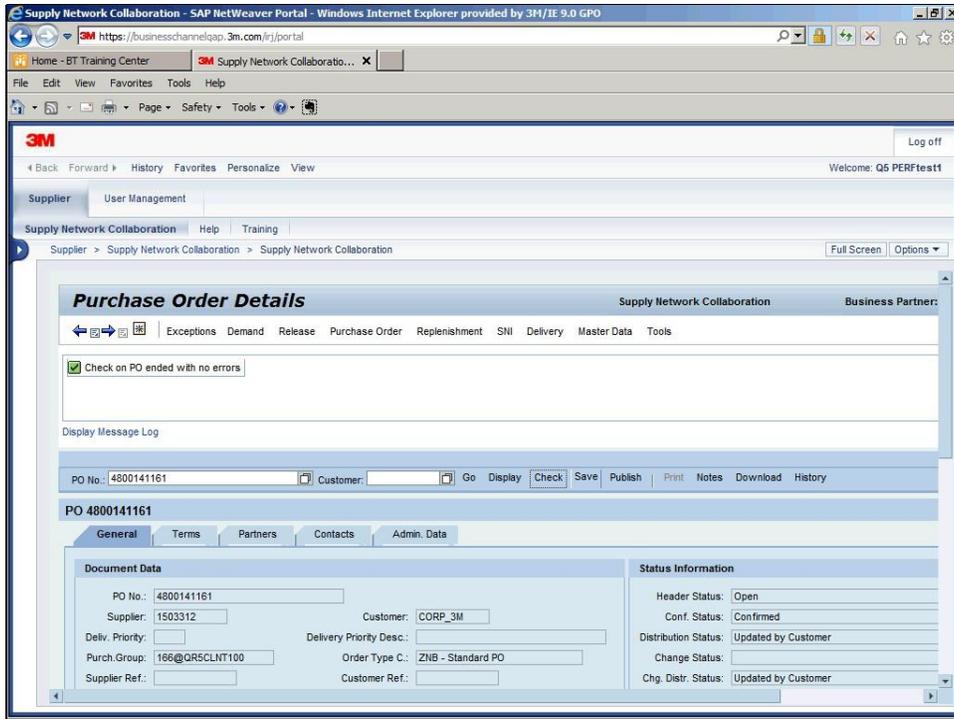
Step	Action
36.	Type Product "4000013787" .
37.	Click the Qty field. 
38.	Type Qty "7" .
39.	Click the Qty field. 
40.	Type Qty "3" .
41.	Click the UoM field. 
42.	Type UoM "M" .



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.



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.



Step	Action
50.	Click Publish . 

Supply Network Collaboration - SAP NetWeaver Portal - Windows Internet Explorer provided by 3M/IE 9.0 GPO

Home - BT Training Center | 3M Supply Network Collaboratio... x

File Edit View Favorites Tools Help

Page Safety Tools

3M Log off

Back Forward History Favorites Personalize View Welcome: Q5 PERFtestf

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:

Exceptions Demand Release Purchase Order Replenishment SNL Delivery Master Data Tools

PO No.: 4800141161 Customer Publish Print Notes Download History

PO 4800141161

General Terms Partners Contacts

Document Data

PO No.: 4800141161

Supplier: 1503312 Customer: CORP_3M

Deliv. Priority: Delivery Priority Desc.:

Purch.Group: 166@QRCLNT100 Order Type C.: ZNB - Standard PO

Supplier Ref.: Customer Ref.:

Notes: QN Created:

WO Created: Group Indicator:

Status Information

Header Status: Open

Conf. Status: Confirmed

Distribution Status: Updated by Customer

Change Status:

Chg. Distr. Status: Updated by Customer

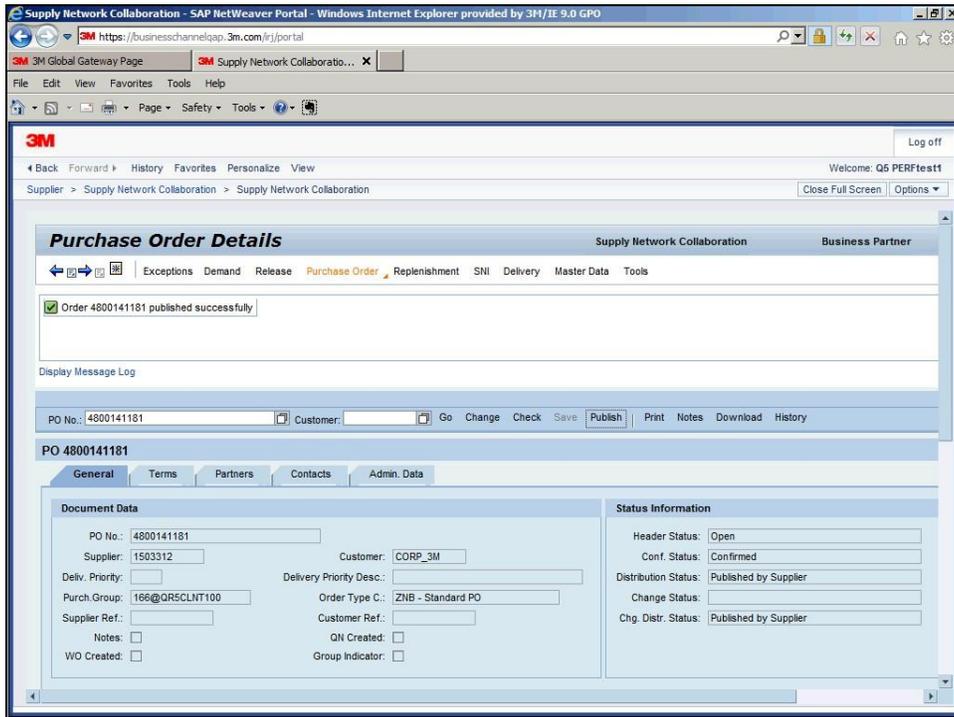
PO Items

Confirmation

Do you really want to publish PO? Change may not be possible after publishing.

Yes No Cancel

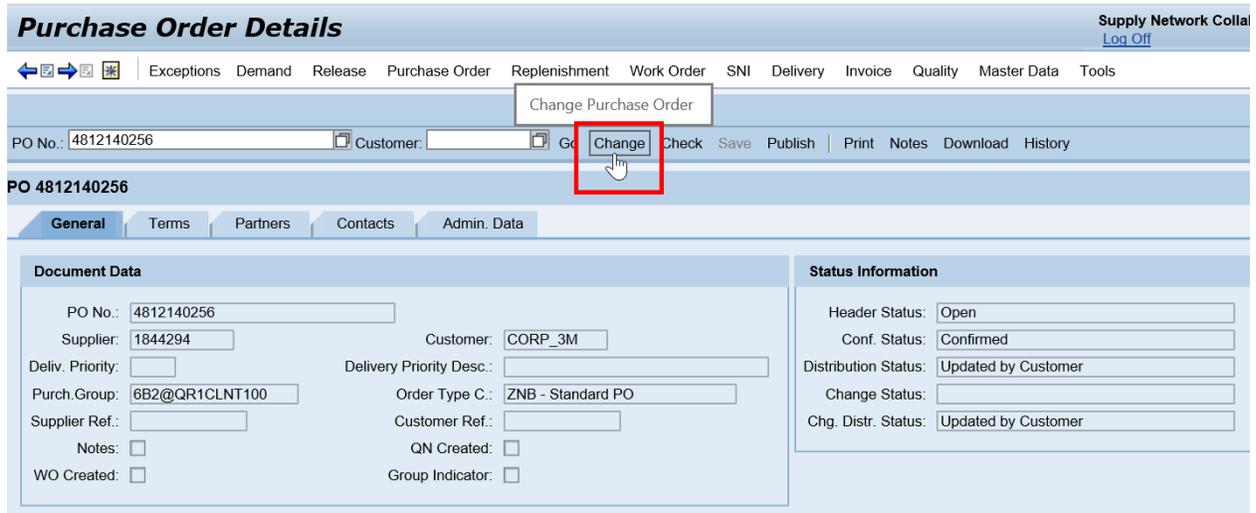
Step	Action
51.	Click Yes . 
52.	The system displays the message, " Order XXXX published successfully ".



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 . 



Purchase Order Details Supply Network Collab
Log Off

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

Change Purchase Order

PO No.: 4812140256 Customer: Go **Change** Check Save Publish Print Notes Download History

PO 4812140256

General Terms Partners Contacts Admin. Data

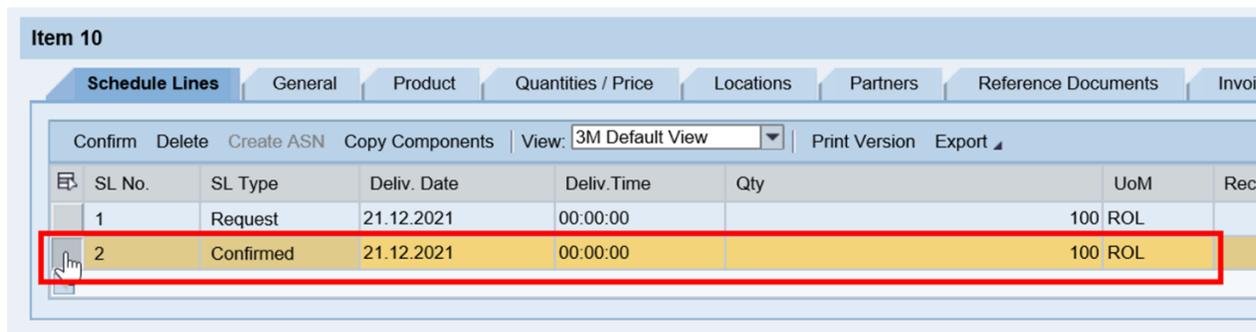
Document Data

PO No.: 4812140256
 Supplier: 1844294 Customer: CORP_3M
 Deliv. Priority: Delivery Priority Desc.:
 Purch.Group: 6B2@QR1CLNT100 Order Type C.: ZNB - Standard PO
 Supplier Ref.: Customer Ref.:
 Notes: QN Created:
 WO Created: Group Indicator:

Status Information

Header Status: Open
 Conf. Status: Confirmed
 Distribution Status: Updated by Customer
 Change Status:
 Chg. Distr. Status: Updated by Customer

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



Item 10

Schedule Lines General Product Quantities / Price Locations Partners Reference Documents Invoicing

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

SL No.	SL Type	Deliv. Date	Deliv. Time	Qty	UoM	Rec
1	Request	21.12.2021	00:00:00		100 ROL	
2	Confirmed	21.12.2021	00:00:00		100 ROL	

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

Add Components Requirements Schedule Line 2

Component ID	Product	Qty	UoM	Appr. Status	Notes	Cust. Batch	Product Desc.
0001	1010165592	108.500	M	Accepted	0		RM-450467 JKLL8 1150W
0002	1010139053	123.500	M	Accepted	0		RM-248747 BOPP FIML 1160W
0003	3010133814	12,500000	EA	Accepted	0		Part, Thermoformed Plastic, PLT

Components for Schedule Line 2

Component ID	Product	Qty	UoM	Appr. Status	Notes
0001	1010165592	108.500	M	Accepted	0
0002	1010139053	123.500	M	Accepted	0
0003	3010133814	12,500000	EA	Accepted	0
0004		0,000000			0
0005		0,000000			0

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

Components for Schedule Line 2

Component ID	Product	Qty	UoM	Appr. Status	Notes	Cust. Batch	Product Desc.
0001	1010165592	50.500	M	Accepted	0	1025102825	RM-450467 JKLL8 1150W
0002	1010139053	123.500	M	Accepted	0		RM-248747 BOPP FIML 1160W
0003	3010133814	12,500000	EA	Accepted	0		Part, Thermoformed Plastic, PLT
0004	1010165592	50.300,000000			0		

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

Components for Schedule Line 2

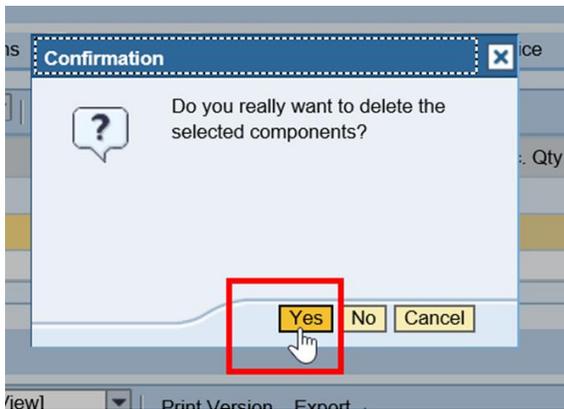
Component ID	Product	Qty	UoM	Appr. Status	Notes	Cust. Batch	Product Desc.
0001	1010165592	50.500	M	Accepted	0	1025102825	RM-450467 JKLL8 1150W
0002	1010139053	123.500	M	Accepted	0		RM-248747 BOPP FIML 1160W
0003	3010133814	12,500000	EA	Accepted	0		Part, Thermoformed Plastic, PLT
0004	1010165592	50.300,000000			0	1025102824	
0005		0,000000			0		

Component Delete Components Requirements

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

Component ID	Product	Qty	UoM	Appr. Status	Notes	Cust. Batch
0001	1010165592		50.500 M	Accepted	0	1025102825
0002	1010139053		123.500 M	Accepted	0	
0003	3010133814		12,500000 EA	Accepted	0	
0004	1010165592		50.300,000000		0	1025102824
0005			0,000000		0	

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



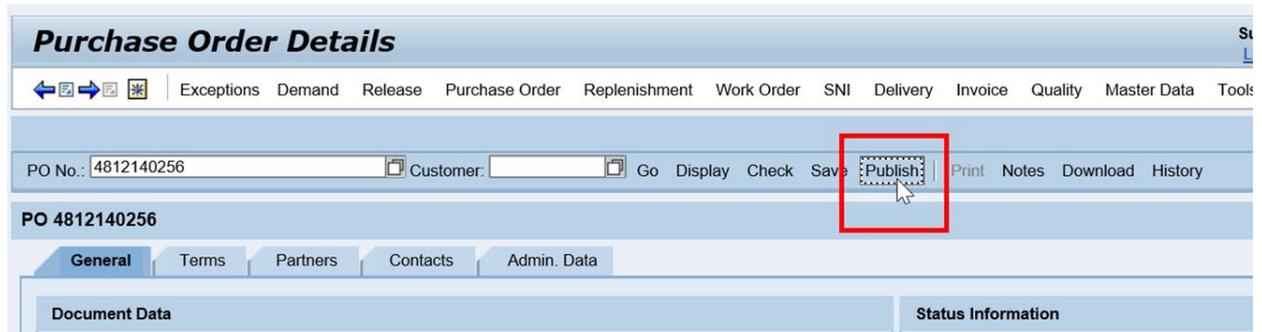
Step	Action
8.	Deleted lines will be removed from the Components section.

Components for Schedule Line 2

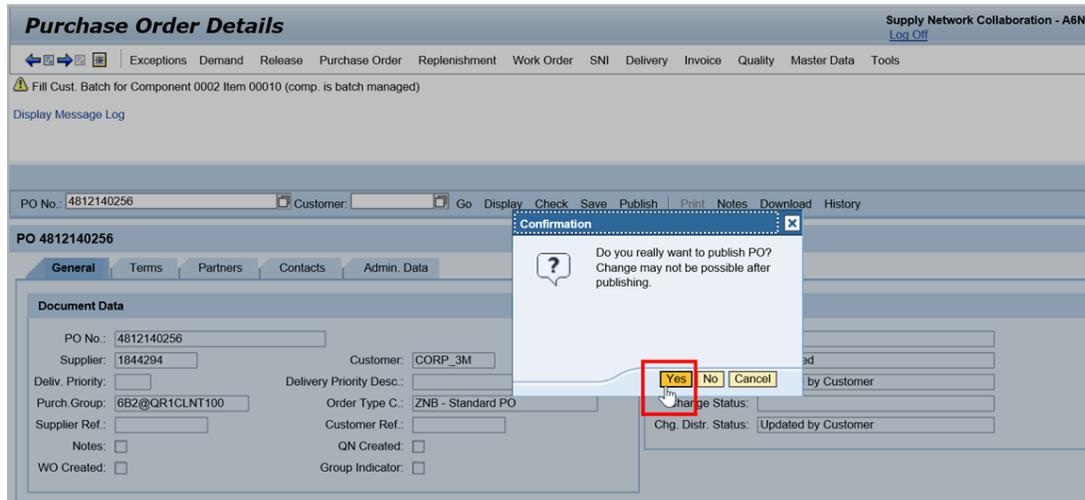
Add Components Delete Components Create Quality Notification View: [Standard View] Print Version Export

Component ID	Product	Qty	UoM	Appr. Status	Notes	Cust. Batch	Product Desc.
0001	1010165592		50.500 M	New	0	1025102825	RM-450467 JKLL8 1150W
0003	3010133814		12,500000 EA	Accepted	0		Part, Thermoformed Plastic, PLT
0004	1010165592		50.300 M	New	0	1025102824	RM-450467 JKLL8 1150W

Step	Action
9.	Click Publish . 



Step	Action
10.	Click Yes . 



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

Purchase Order Details Supply Network Co
[Log Off](#)

[Exceptions](#)
[Demand](#)
[Release](#)
[Purchase Order](#)
[Replenishment](#)
[Work Order](#)
[SNI](#)
[Delivery](#)
[Invoice](#)
[Quality](#)
[Master Data](#)
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Order 4812140256 published successfully

[Display Message Log](#)

PO No.:

 Customer:

[Change](#)
[Check](#)
[Save](#)
[Publish](#)
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[Notes](#)
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PO 4812140256

[General](#)
[Terms](#)
[Partners](#)
[Contacts](#)
[Admin. Data](#)

Document Data	Status Information
PO No.: <input type="text" value="4812140256"/> Supplier: <input type="text" value="4844204"/>	Header Status: <input type="text" value="Open"/> Conf. Status: <input type="text" value="Confirmed"/>

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