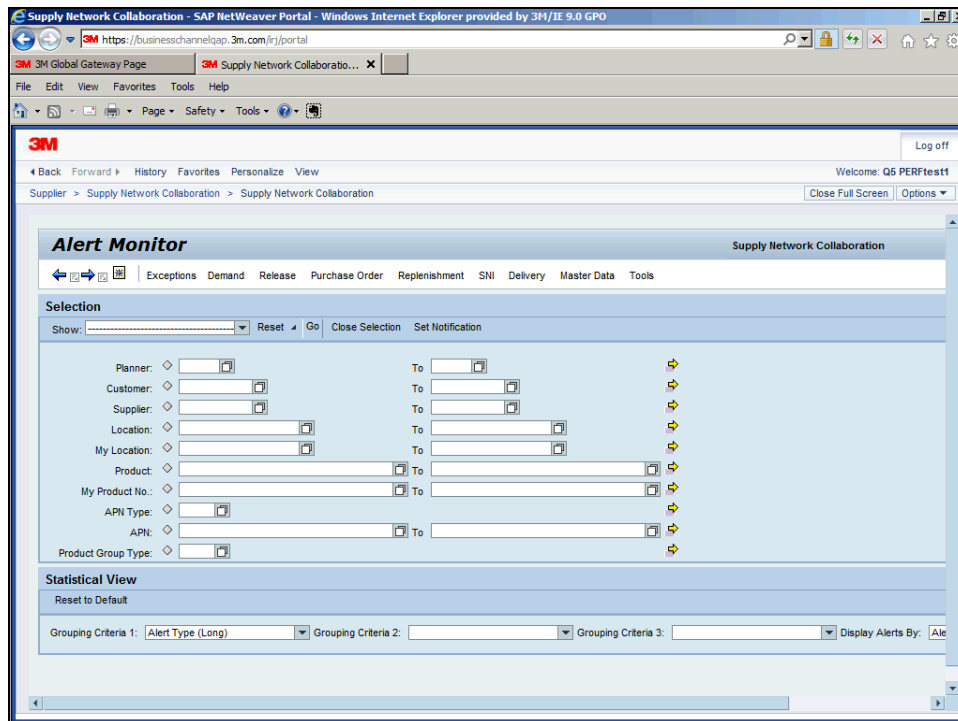



Manage Component Batches while Confirming Purchase Order EN

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

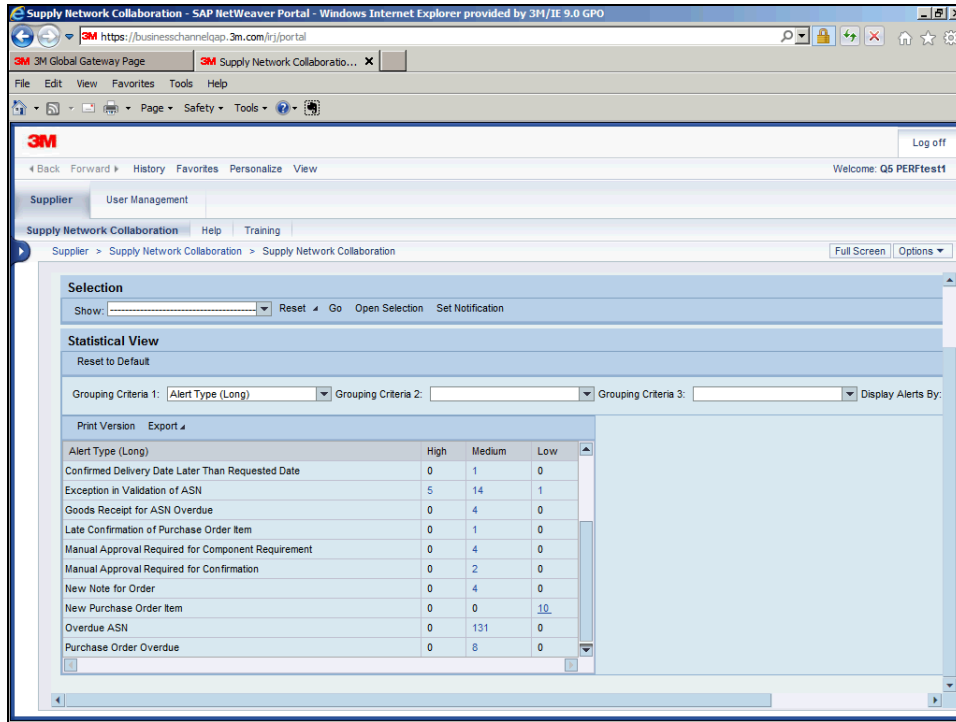
This activity only applies to batch managed BOM components.

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.

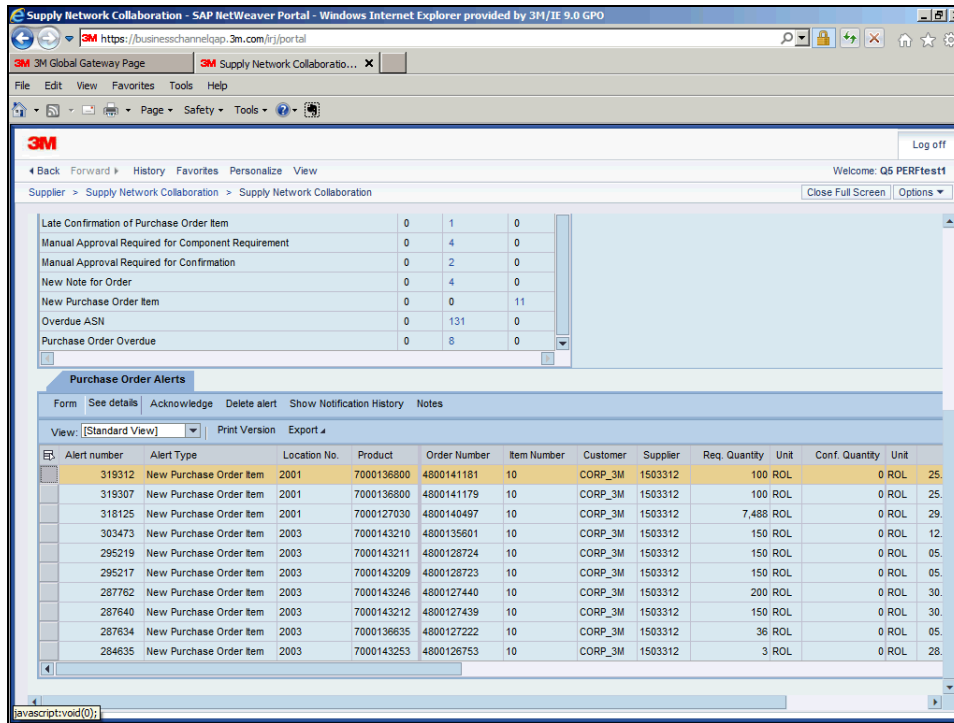


Step	Action
2.	Click Go . 
3.	Scroll down to view the Alerts.
4.	Click the Vertical scroll bar.

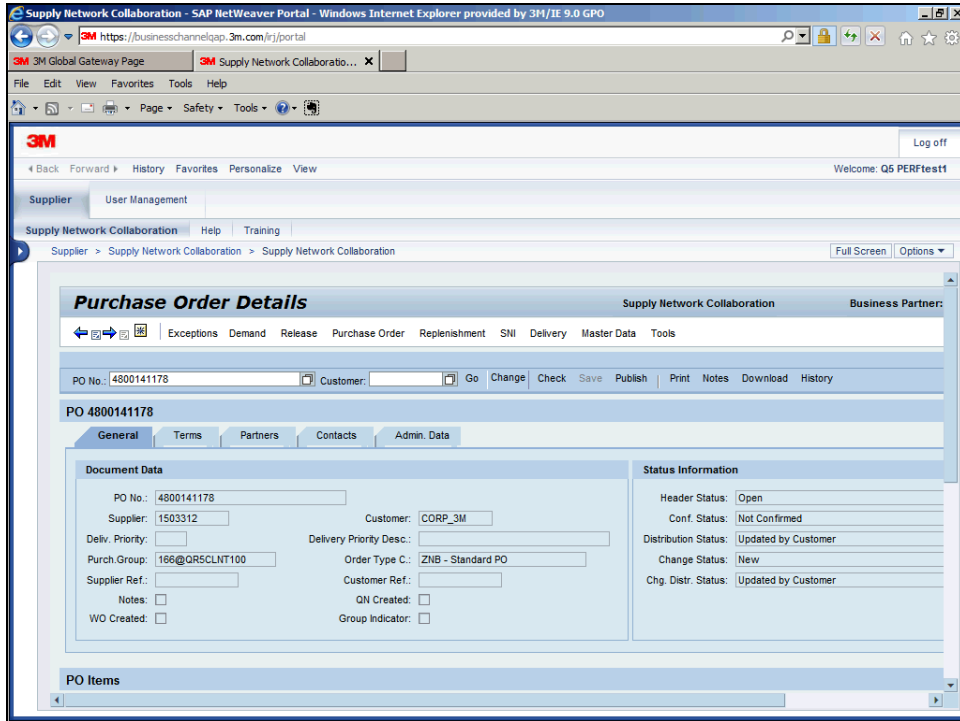
Step	Action
5.	In the <i>Statistical View</i> section, scroll down to New Purchase Order Item . To view the list of Purchase Orders, click the number link in the Alert Type status column: High, Medium, or Low .
6.	Click the Vertical scroll bar.
7.	In this example, there are 10 items under Low and no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




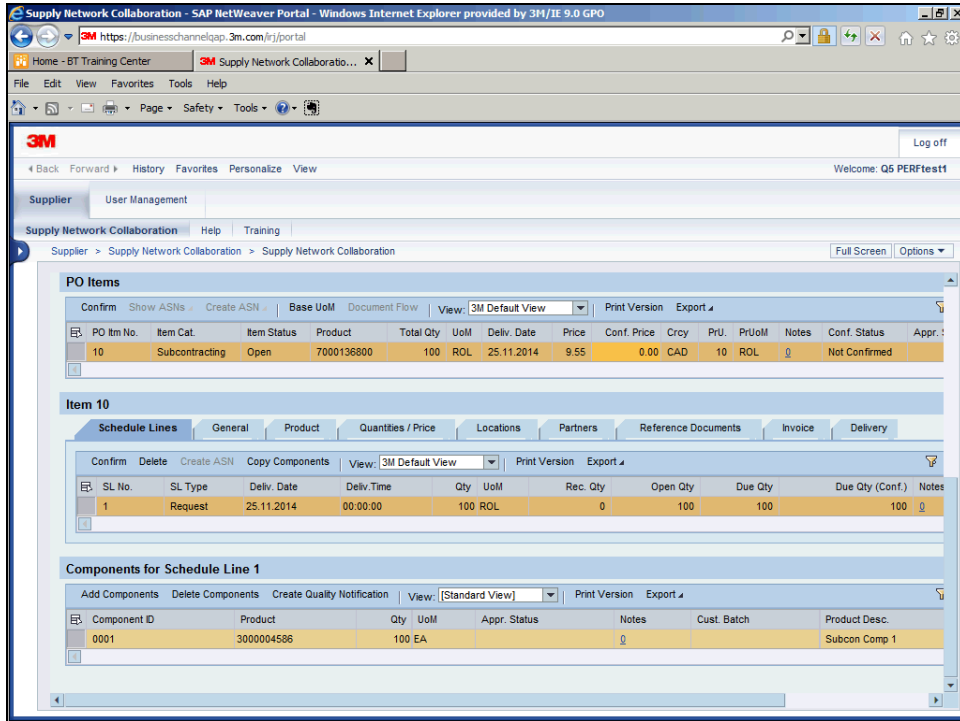
Step	Action
8.	Click 10 .
9.	Scroll down to view the list of new purchase orders requiring confirmation.
10.	Click the Vertical scroll bar.
11.	Locate and select the Purchase Order to view.
12.	Click the row header.





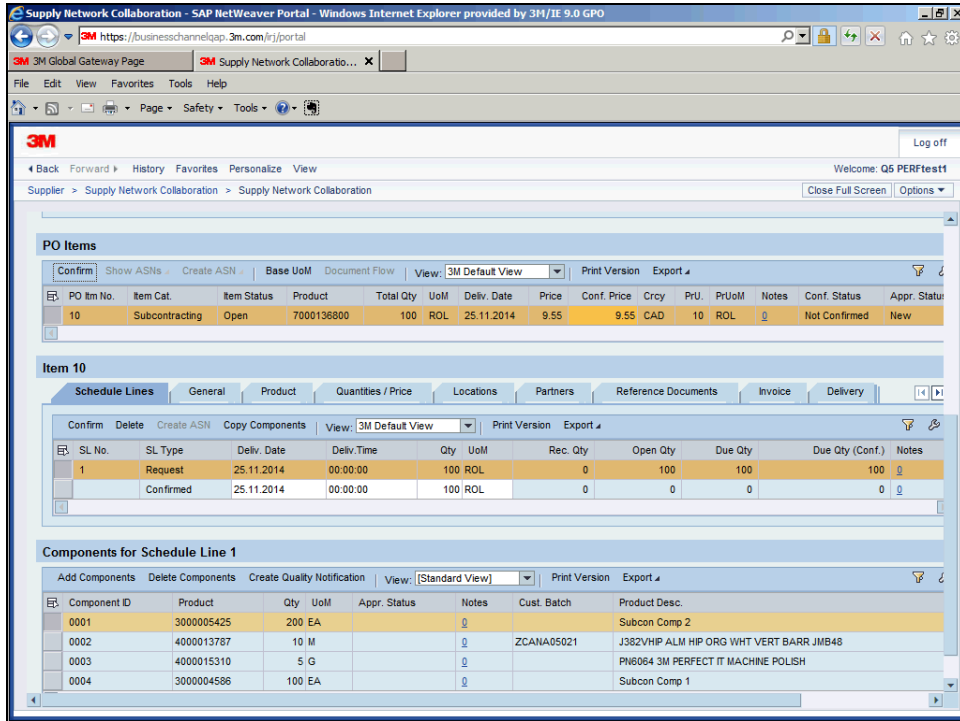
Step	Action
13.	Click See details . See details
14.	The <i>Purchase Order Details</i> screen displays. The screen is divided into four sections: <i>Header</i> <i>Items</i> (Schedule Lines) <i>Item Details</i> <i>Components</i> (if PO includes Subcontracted Components) Note: Not all sections of the <i>Purchase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


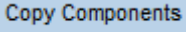


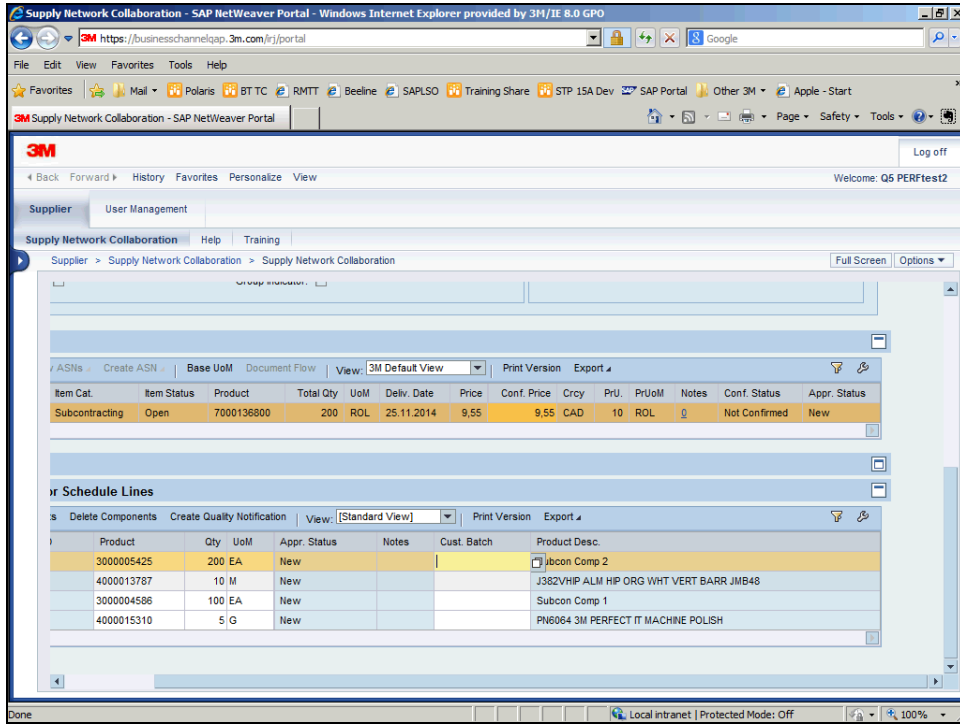
Step	Action
17.	Click Change . 
18.	Once in change mode, scroll down to see the <i>PO Items</i> section of the screen.
19.	Click the Vertical scroll bar.
20.	Select the PO Item to confirm and click Confirm . Confirming a PO Item, generates a new SL No. with SL Type , "Confirmed".






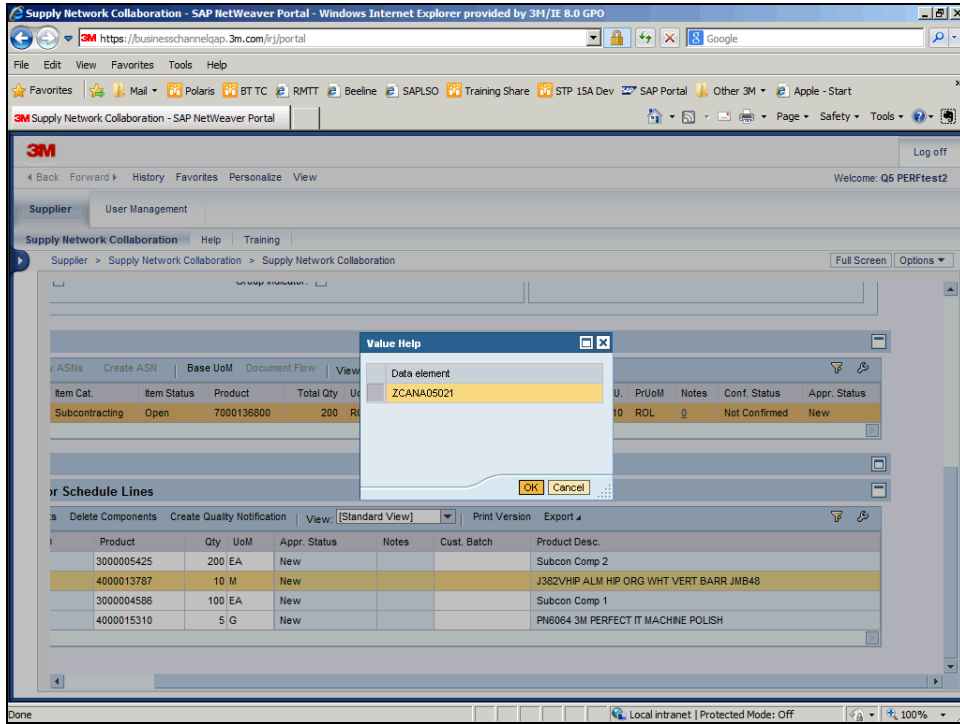
Step	Action
21.	Click the row header. 
22.	Important: Click Confirm in the <i>PO Items</i> section (not the confirm button in the <i>Schedule Lines</i> section).
23.	Click Confirm . 
24.	In the <i>Item</i> sections of the screen, on the <i>Schedule Lines</i> tab there is now a Confirmed Schedule Line.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




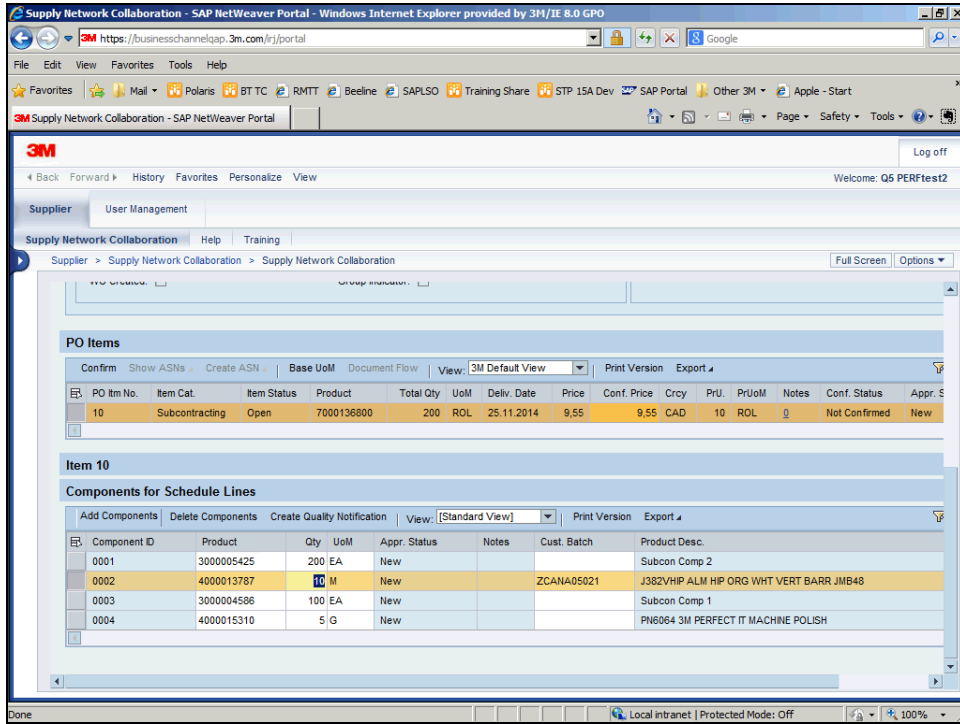
Step	Action
26.	Click the row header. 
27.	Click Copy Components . 
28.	After confirming the PO and copying the components to the confirmation, add the batch information. To add the batch information, use the drop down menu in the Cust. Batch field. Note: Contact the 3M Buyer if there is an issue with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

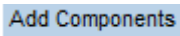


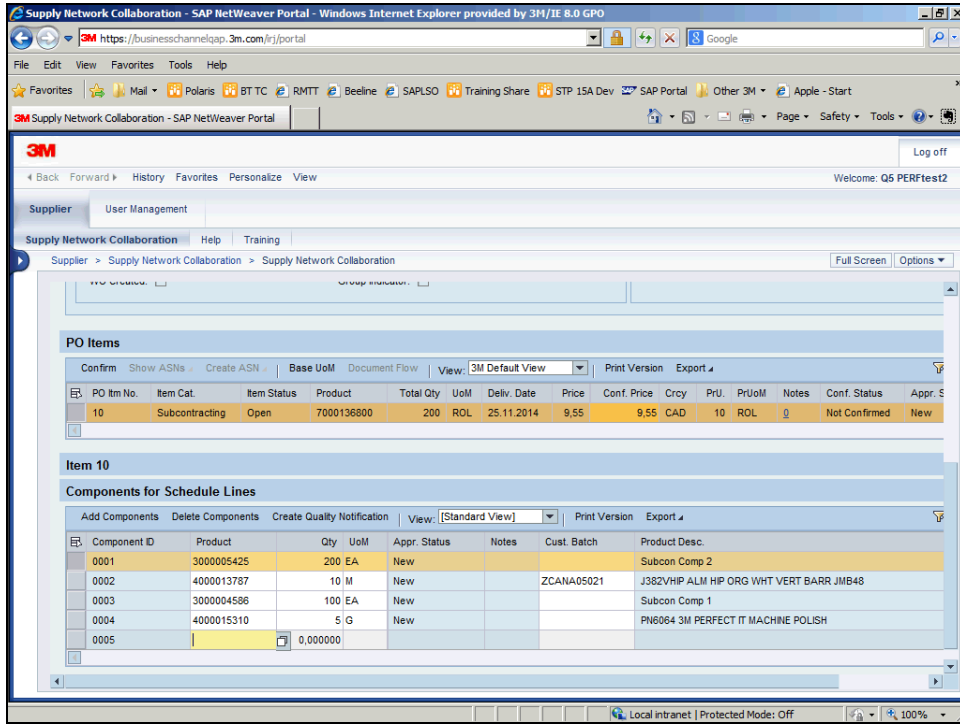
Step	Action
29.	Click the Cust. Batch field. 
30.	Click the button to the right of the Cust. Batch field. 
31.	Click the row header. 

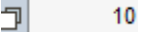




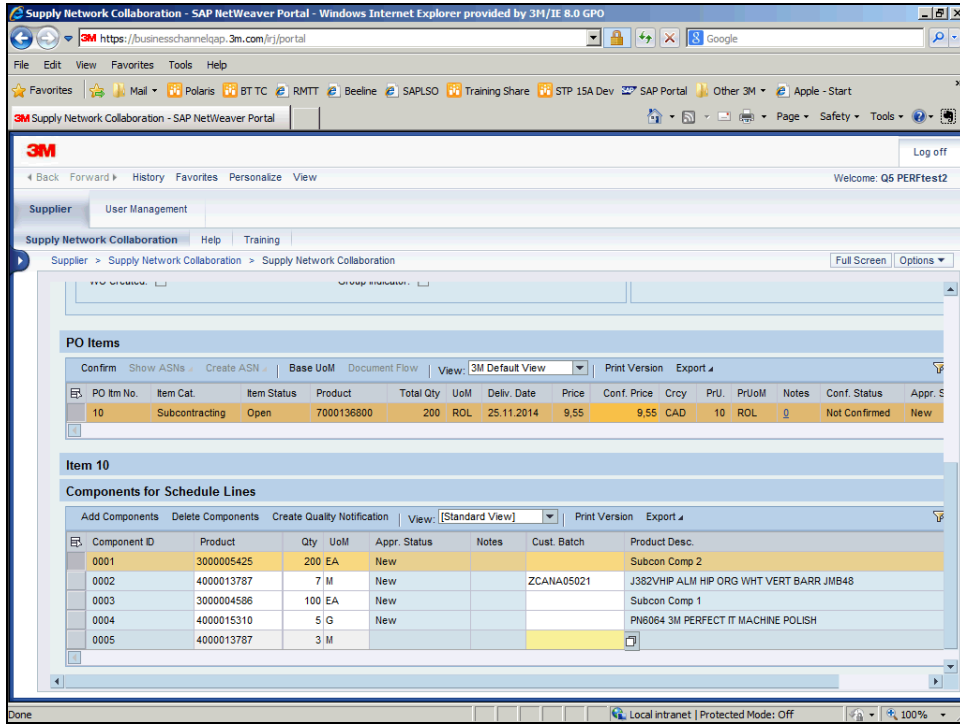
Step	Action
32.	Click OK . 
33.	At this point batch information has been added for a BOM component into the <i>Components for Schedule Lines</i> section of the screen. The next steps describe splitting a component into two separate batches. If the batch does not need to be split, the Confirmation can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



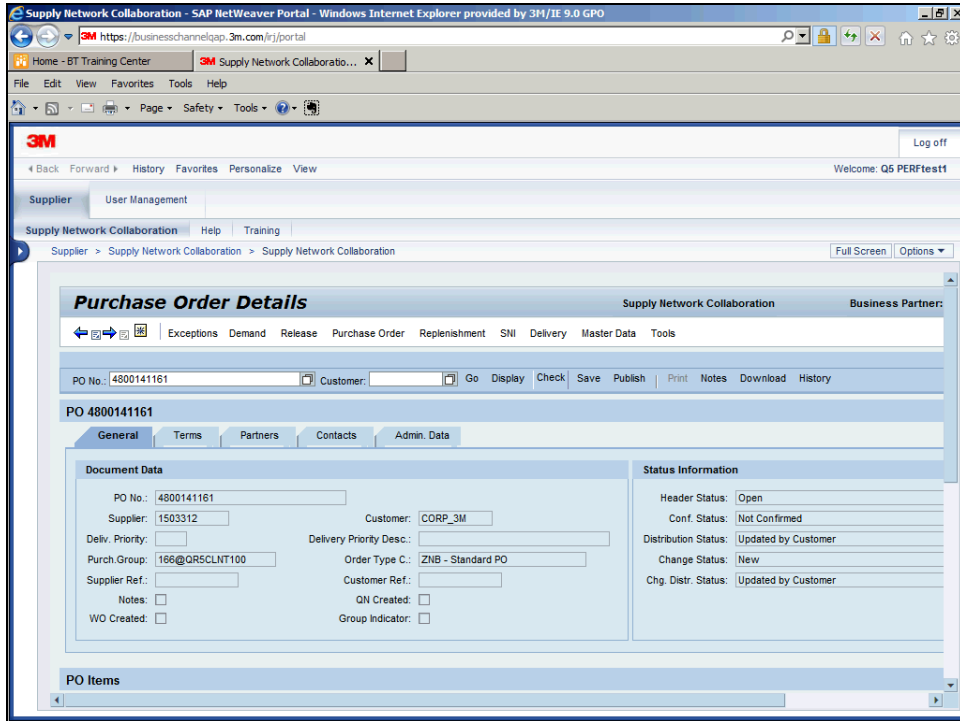
Step	Action
34.	Click Add Components . 
35.	Next, enter the Product number , Qty , and UoM for the component being split into two batches. Also, adjust the Qty for the original component line to reflect the actual quantity for that batch.




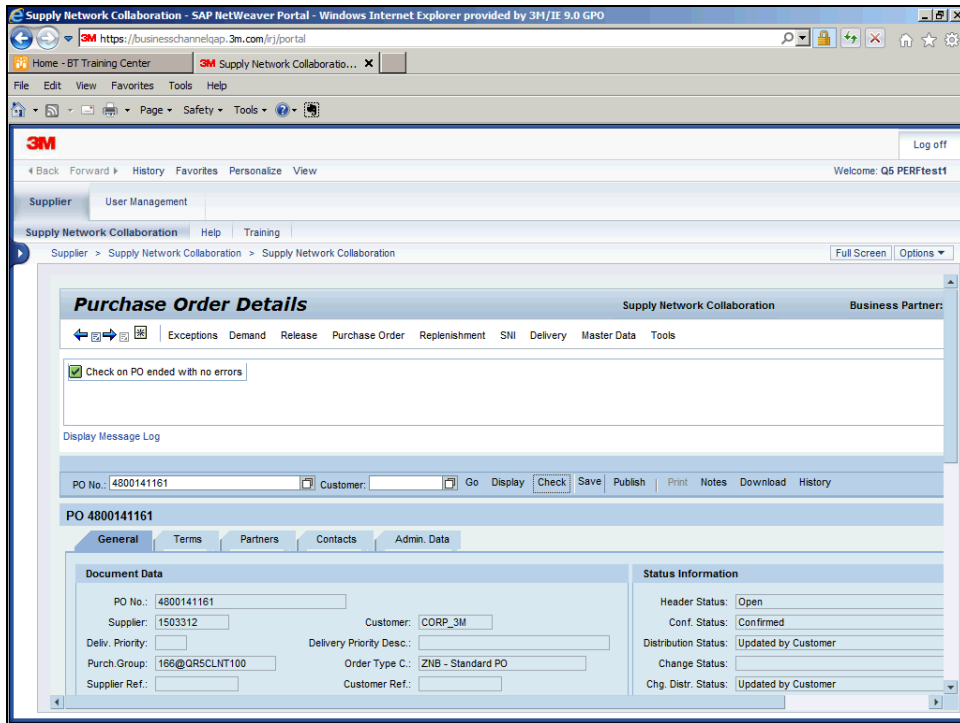
Step	Action
36.	Type Product "4000013787" .
37.	Click the Qty field. 
38.	Type Qty "7" .
39.	Click the Qty field. 
40.	Type Qty "3" .
41.	Click the UoM field. 
42.	Type UoM "M" .




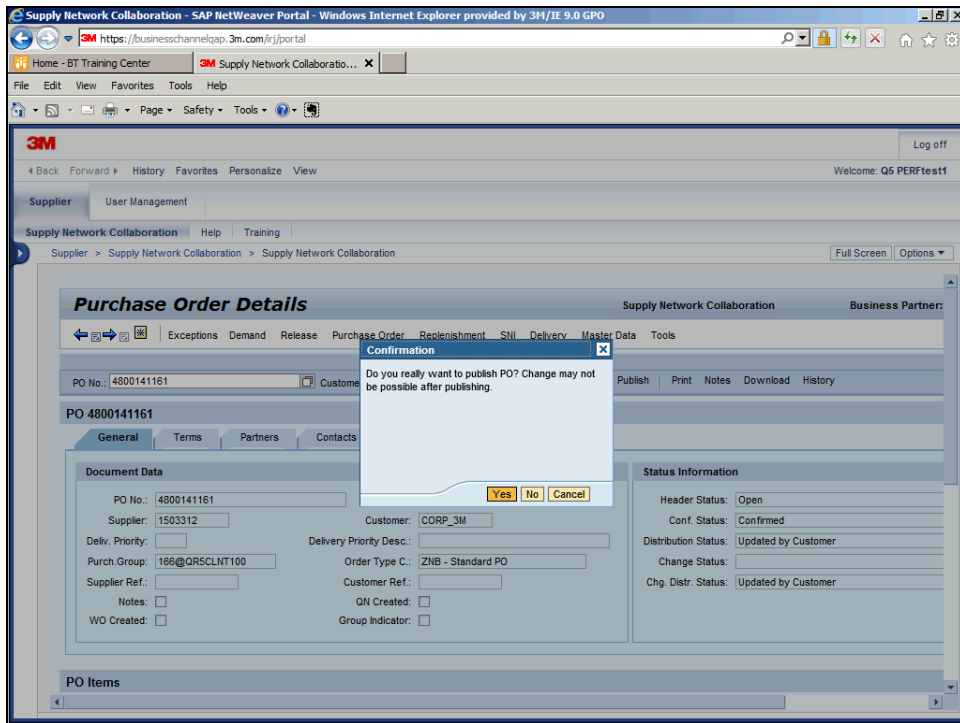
Step	Action
43.	Type Cust. Batch "ZCANA05022" .
44.	After updating the <i>Components</i> quantities for the split confirmed lines, scroll up to check and publish the confirmation.
45.	Click the Vertical scroll bar.
46.	After making all changes, check for errors prior to publishing the PO confirmation.




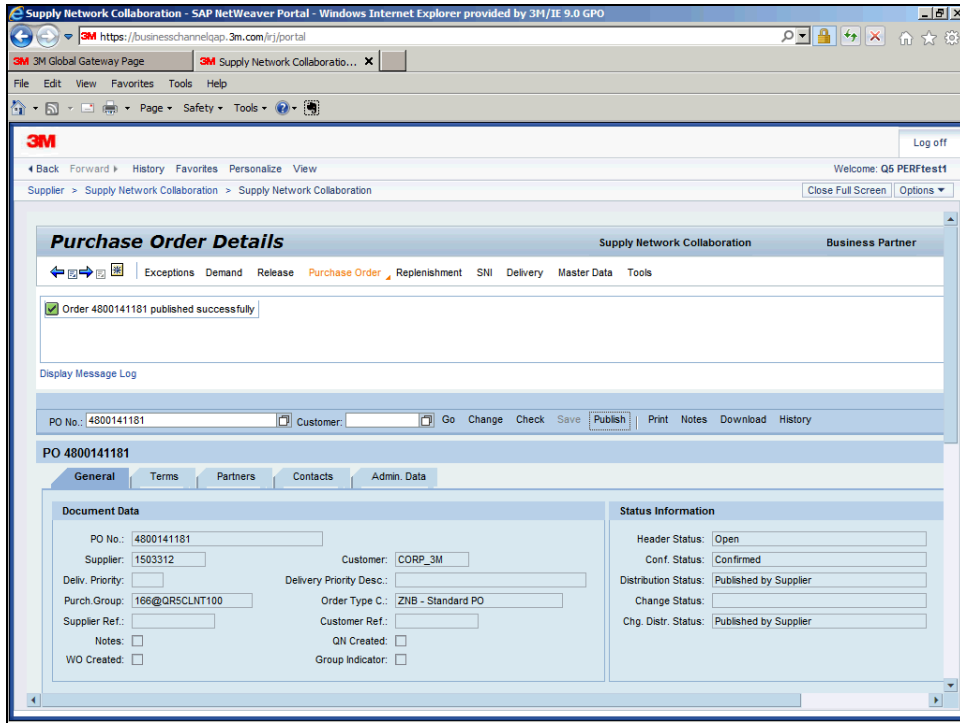
Step	Action
47.	Click Check . 
48.	The system displays any errors at the top of the screen.
49.	Note: Saving is an optional step, click Save to keep changes but not publish them. For example, you need to step away from the computer while creating a confirmation.



Step	Action
50.	Click Publish . 



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.