

SNC

Quick Reference Card

- How to Set an Alert Profile
- How to Confirm a PO
- How to Create ASN
- How to Send an Invoice

Tips:

- All PO's and PO Changes must be confirmed in SNC
- ASN can only be created once a PO has been confirmed
- When creating an ASN and viewing "Due list for Purchasing" Only PO's that have been confirmed will appear in the list
- Invoices will only be paid once all documentation is received (POA, ASN, INV)

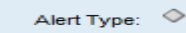


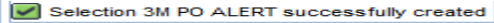
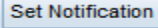
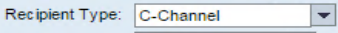
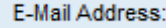
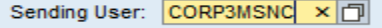
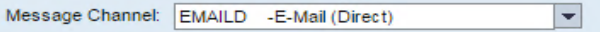
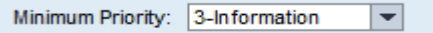
Help Information

Help is available!

- ❖ In the first instance please contact your 3M buyer for assistance
- ❖ If you supply EMEA email us at stpecommerceemea@mmm.com
- ❖ If you supply The Americas email us at stpecommerceamericas@mmm.com

Setting an Alert Profile

This is where you can set up alerts in SNC to email you when certain criteria is met – IE when a new PO is created or changed by 3M

- From the Alert Monitor screen
- Scroll down to find 
- Enter Alert Type 7051 (new PO) and 7052 (Change PO)
- Click the black arrow on  and choose Save As
- Enter a name for your alert – eg. 3M PO alert
- Click 
- You will get a message to say your alert has been created 
- Click  for the alert you have created – you will be taken to the Alert Notification Profile Page
- Enter Recipient Type 
- Enter your 
- Enter Sending user – CORP3MSNC 
- Select Message Channel 
- Set Minimum priority to **Information** 
- Select your required notification and timings, it is recommended that you set **Periodic Notifications** – for **every 4 hours**, you will then receive emails periodically with all relevant information. You must specify the start time for the alert checks

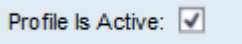

(if you choose immediate it will send you an email each time the PO is created / Changed)

Periodic Notification:

- Start Date:

- Start Time [hh:mm]:

- Period [hh:mm]:

- Ensure box is ticked for 
- Click 

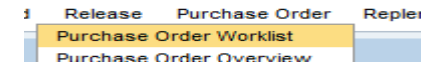
You will see message to say 

And you will now receive emails as per your set up when new PO's are created or PO's are changed

Confirming a Purchase Order

This is where you confirm orders for 3M, so you are letting the 3M buyer/planner know that you are able to accept the PO and fulfil it within the dates specified or amended by you

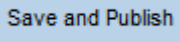
- From the Alert Monitor screen
- Click on [Purchase Order / Purchase Order Worklist](#)



- All PO's requiring confirmation will be shown



To confirm more than 1 Purchase Order together – with no changes (As Is)

- From the main Purchase Order Worklist screen where you see the list of PO's requiring approval
- Put a tick in the box on column "Cnf. Rqstd" for all the PO's which you wish to confirm

- Click 

- This will send the POA (Purchase Order Acknowledgement) to 3M

To Confirm individual PO's & make changes

- To view details of a PO on the list click on the PO number which is underlined in blue 
- Click 

Continued over.....

Confirming A PO.....Continued


- Click **Confirm**
- A new line will appear under item at the bottom of the screen
- Check all details are correct – you can amend any fields which are in white
- Click **Publish**
- This will send the POA (Purchase Order Acknowledgement) to 3M
- A message will be shown with a green tick indicating that the delivery was published

To confirm PO with Sub Components

- To view details of a PO on the list click on the PO number which is underlined in blue **4800579614**
- Click **Change**
- Verify Components at the bottom of the screen, you can add and delete as necessary

Components for Schedule Line 1

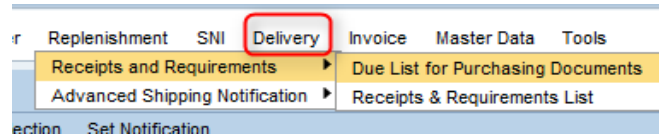
Add Components | **Delete Components**


- Click **Confirm**
- A new line will appear under item at the bottom of the screen
- Check all details are correct – you can amend any fields which are in white
- Highlight the Confirmed line by clicking on the 
- On the Schedule line – Click **Copy Components**
- A new line appears on the Components section – where this can be updated if necessary to show number of components used.
- This will send the POA (Purchase Order Acknowledgement) to 3M.

Creating an ASN

Once you are ready to ship the goods you must enter an ASN and Publish it in SNC – this then lets 3M know that you have shipped the Goods

- From the Alert Monitor Screen
- Click Delivery
- Click Receipts and Requirements
- Click Due List for Purchasing Documents




- Click in the grey square  for the PO you wish to create an ASN for,
- Click **Create ASN**
- Click On the **General** tab verify and update (if needed) the Shipping Date and the Delivery Date (at 3M Location)
- Click onto the **Shipping Details** Tab
- Enter **ALL** mandatory information :-

Bill of Lading, Means of Transport (in the header, Batch (if it is batch managed), Manufacture date in the line)

For these Freight Types use as BOL: Small Parcel = Tracking Number, Air = Airway Bill, Less-than-Truckload = Pro Number

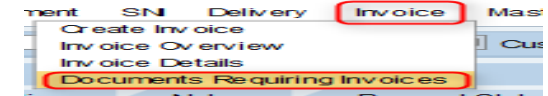
- Enter any other required information on the shipping
- Click **Publish ASN**, you cannot publish unless you enter all mandatory information.
- A confirmation message will state “Publish ASN? If yes the system will check the ASN and publish it if valid”
- Click Yes
- You will receive a message to say the delivery has been published


 Delivery 0000056679 was published

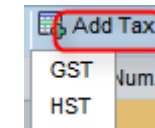
Sending an Invoice to 3M

This is how to flip/send an invoice for payment to 3M

- From the Alert Monitor Screen
- Click **Invoice** then **Documents Requiring Invoices**




- Click **Go** (to run the report)
- Click  to select the line for which you want to create the invoice
- Click **Create Invoice**
- Verify all details on the Invoice (Qty and Price, as these will be defaulted)
- Click Add Tax and then select the appropriate tax – this will add a new line at the bottom



- Enter Values for tax

Tax Table					
Add Tax					
Ser. Num.	Tax Type	Tax Rate	Tax Amount	Tax Currency	
1	HST	203,05	20,00	EUR	

- Click **Check**
- You will get a message to say there is no errors
-  Check on invoice ended with no errors
- Click **Publish**
- This will send the invoice to 3M for payment.