



Supplier Training

MTD5554F: SAP Fiori® Label Sub-Cons

Version: (20-07)

Date: (24-07-2020)



3M Transformation, Technologies, and Services

Progress set in motion >

Course Introduction

Corcentric and SAP Fiori® are two new tools.

Corcentric is used for receiving and acknowledging purchase orders, production reporting materials, ship noticing, and invoicing.

SAP Fiori® is used for receiving input materials, entering quality data, and printing labels.

After completing this course, you will be able to:

- Access SAP Fiori®
- Personalize SAP Fiori®
- Print and Display in SAP Fiori®
- Print Labels in SAP Fiori®

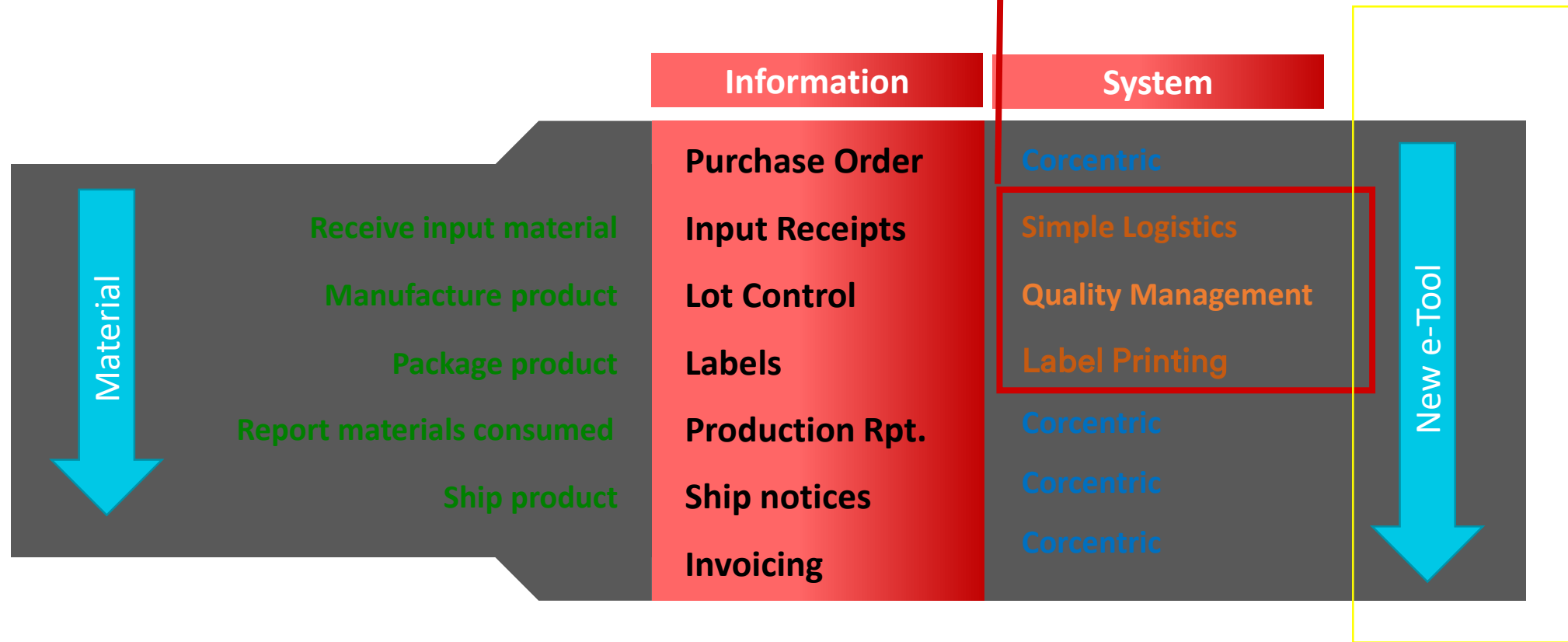
*This training will only cover SAP Fiori® Label

SAP Fiori® is the trademark or registered trademark of SAP SE or its affiliates in Germany and in several other countries.

Corcentric® is the trademark or registered trademark of Corcentric, LLC or its affiliates in the United States and in several other countries.

Process Changes – eTool Detail

SAP Fiori® Applications are accessed through a link: [Partner portal](#).

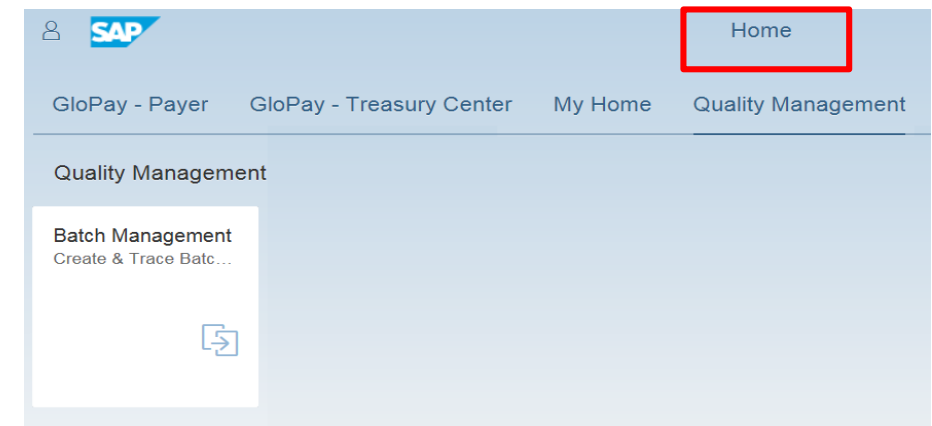
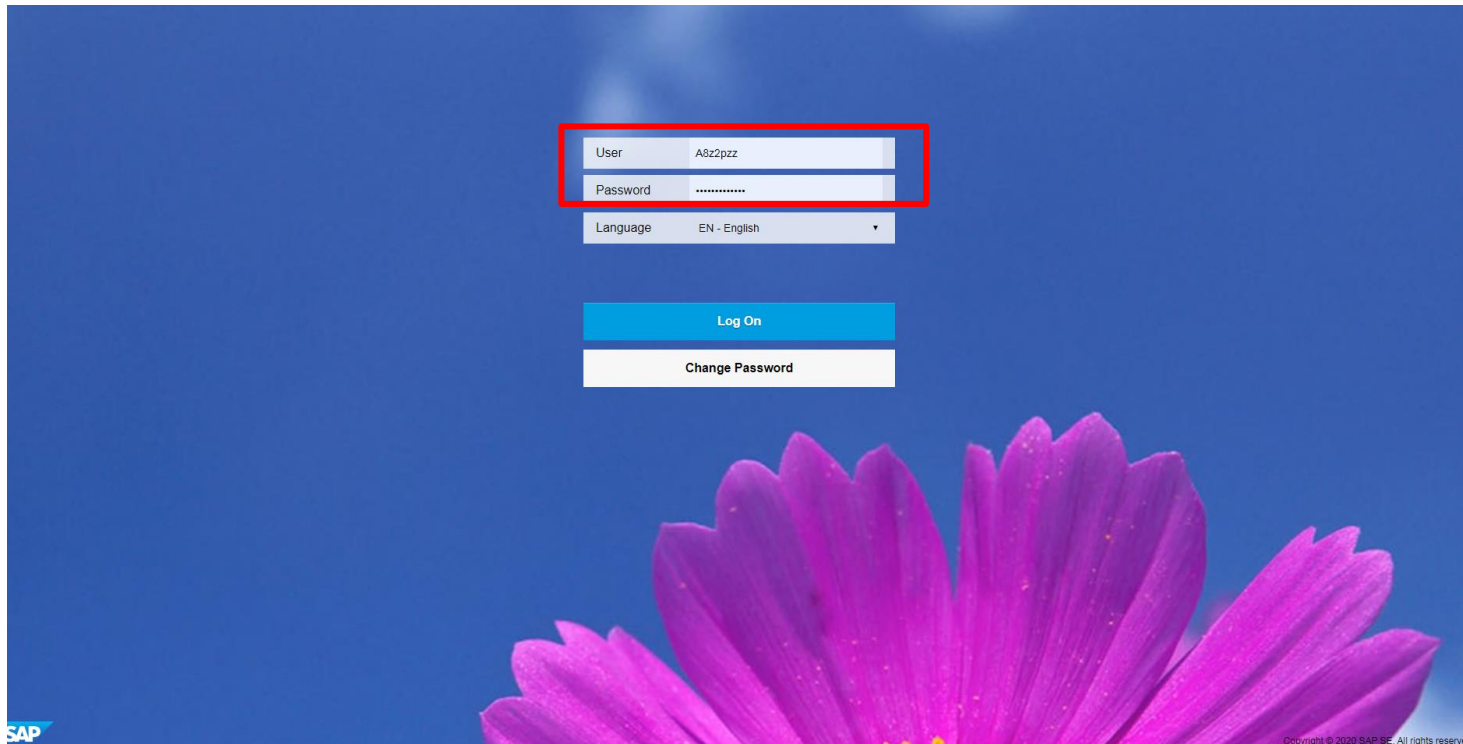


Accessing SAP Fiori®

SAP Fiori® log in screen.



SAP Fiori® has an easy tile system to navigate through the various applications and processes within the tool.

- Log into SAP Fiori® go to URL <https://partnerportal.3m.com/> entering your UPIN/Password and the **Home Page** will be displayed.



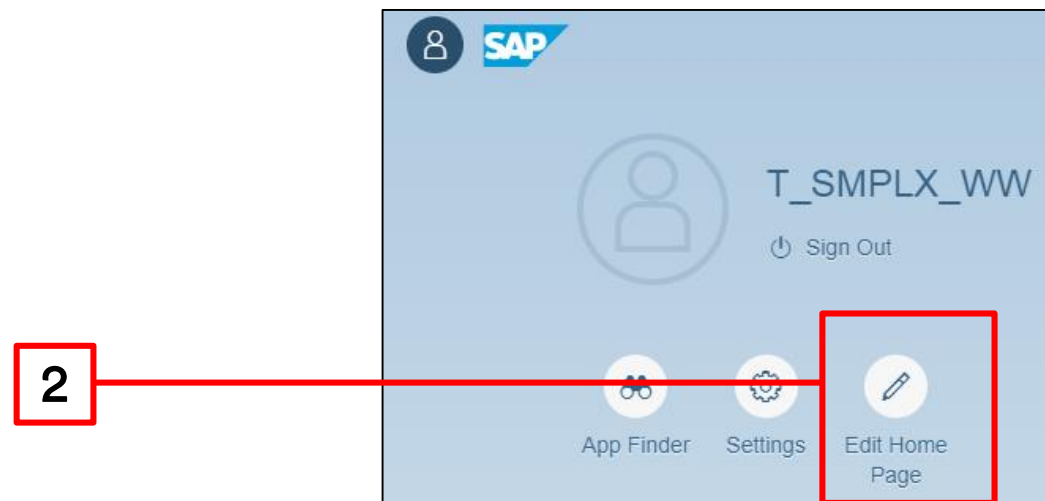
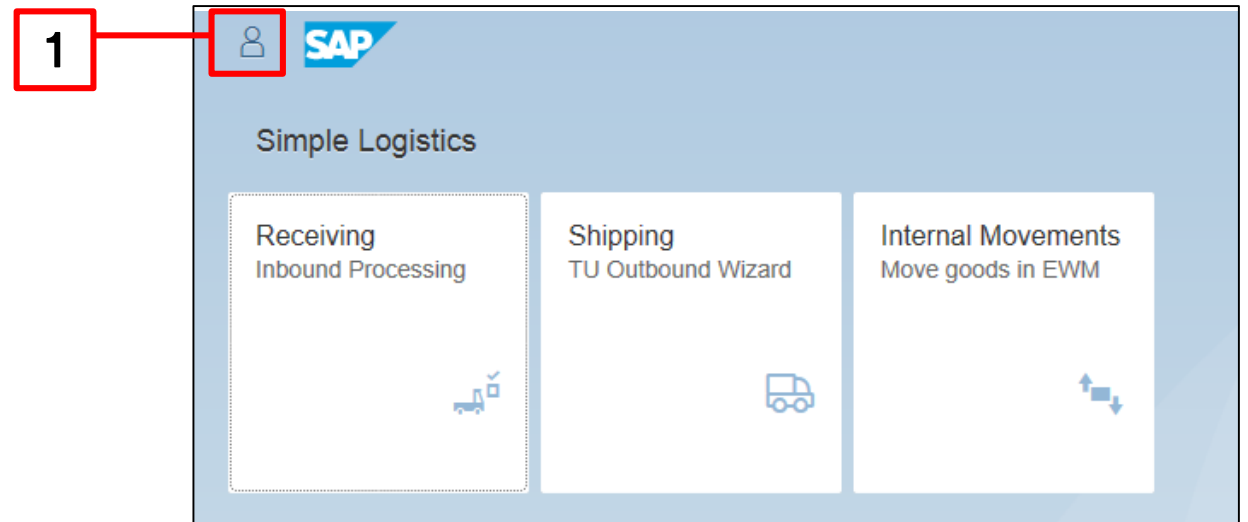
Personalizing SAP Fiori®

To personalize your Home Page:

1. Click **User Options** .
2. Click **Edit Home Page**  to switch to Edit mode.

In **Edit** mode, you can:

- Drag and drop tiles.
- Add tiles.
- Hide unused tiles.
- Reset the tile group.
- Organize tiles into groups.

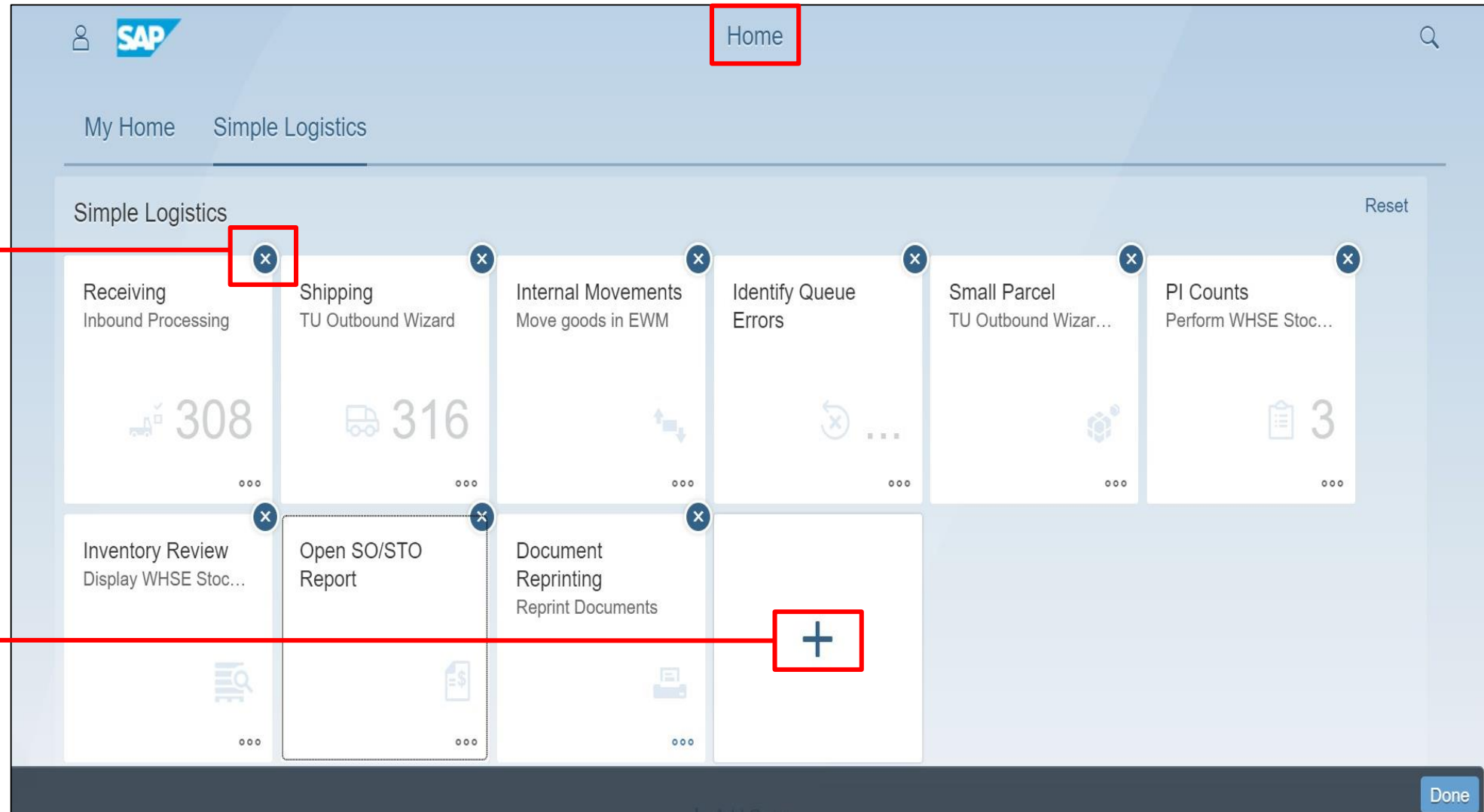


Personalizing SAP Fiori® (continued)

This is the Edit Home Page screen:

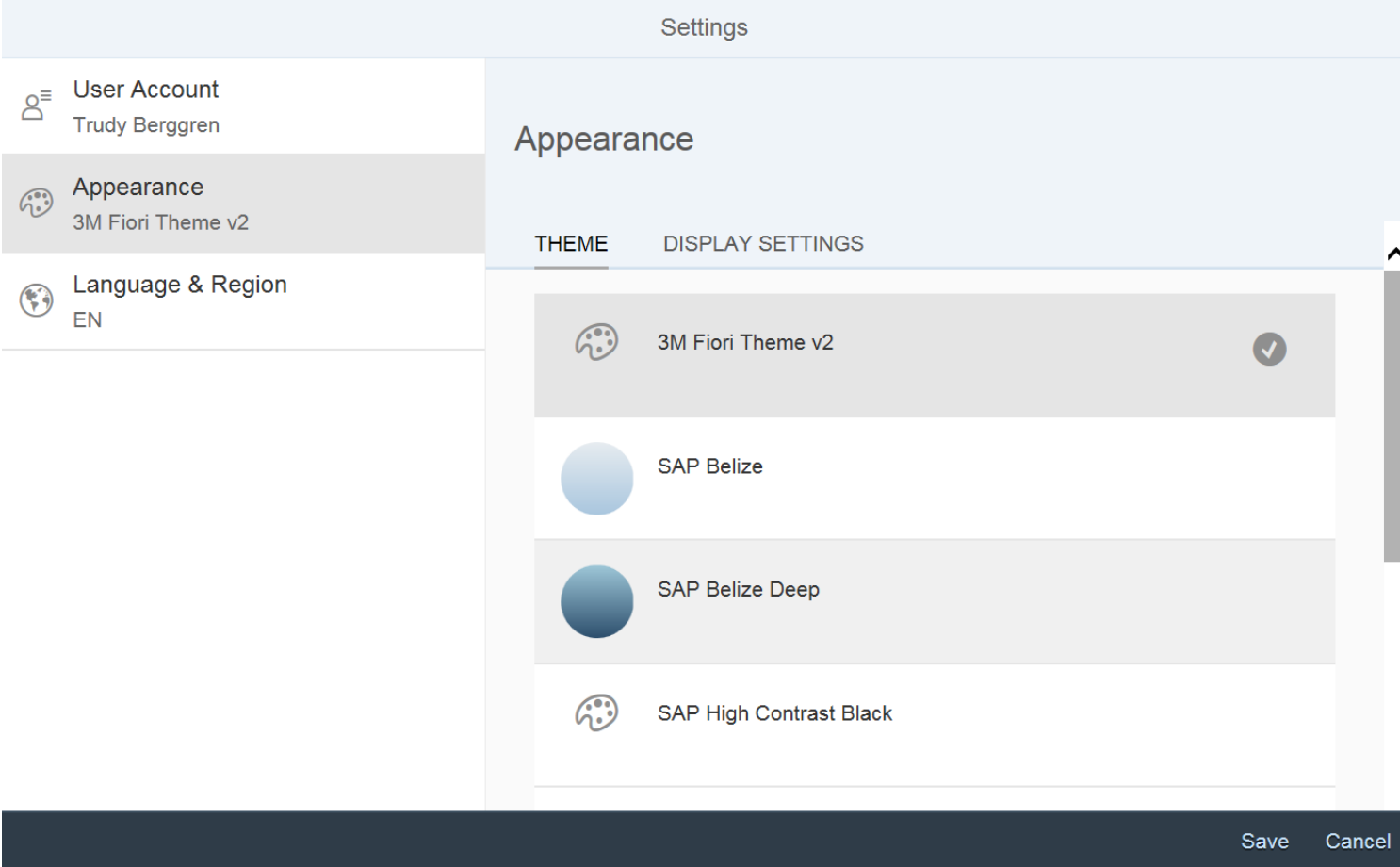
To hide a tile on your Home Page, click x.

To add a tile to your Home Page, click +.



Partner Portal - SAP Fiori® Overview

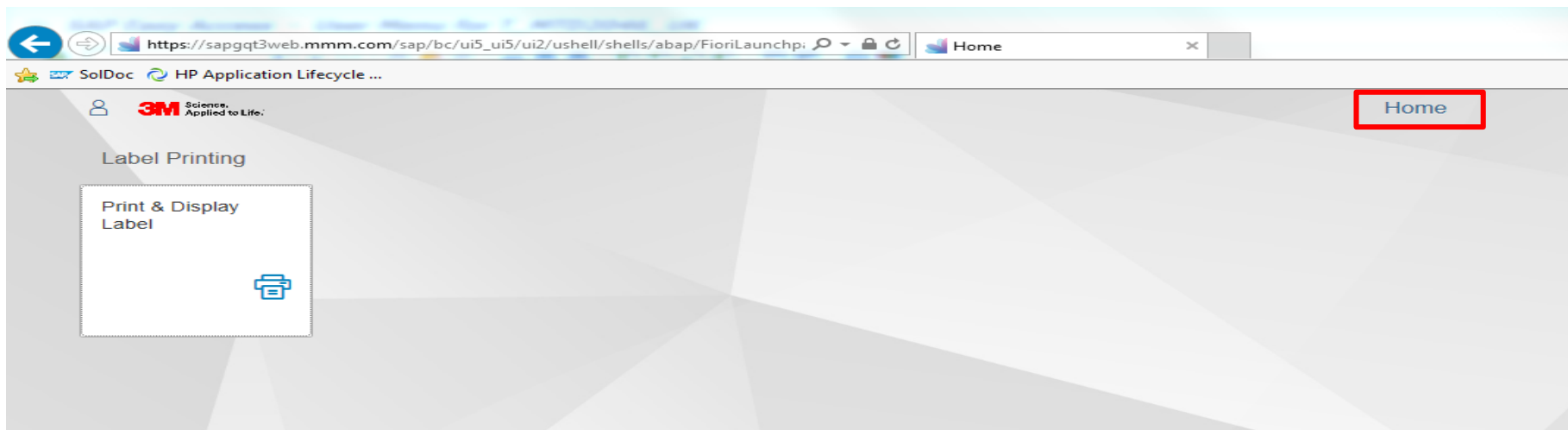
For optimal screen display, it is recommended you change the appearance theme in settings, to SAP® Belize or SAP® Belize Deep



The screenshot shows the 'Settings' application in SAP Fiori. The left sidebar contains three menu items: 'User Account' (Trudy Berggren), 'Appearance' (3M Fiori Theme v2), and 'Language & Region' (EN). The main content area is titled 'Appearance' and has two tabs: 'THEME' and 'DISPLAY SETTINGS'. Under the 'THEME' tab, there is a list of four themes: '3M Fiori Theme v2' (selected with a checkmark), 'SAP Belize', 'SAP Belize Deep', and 'SAP High Contrast Black'. At the bottom right of the settings panel, there are 'Save' and 'Cancel' buttons.

SAP Fiori® Home Page

- **Home** is the single point of entry for all SAP Fiori® applications. The applications are organized into groups which contain tiles.
- Only the groups needed for your business will displayed once the user has completed training. The users will receive an email notification that their access has been granted.
- To return to the **Home Page** from any application, there is a **Home**  icon that can be clicked.

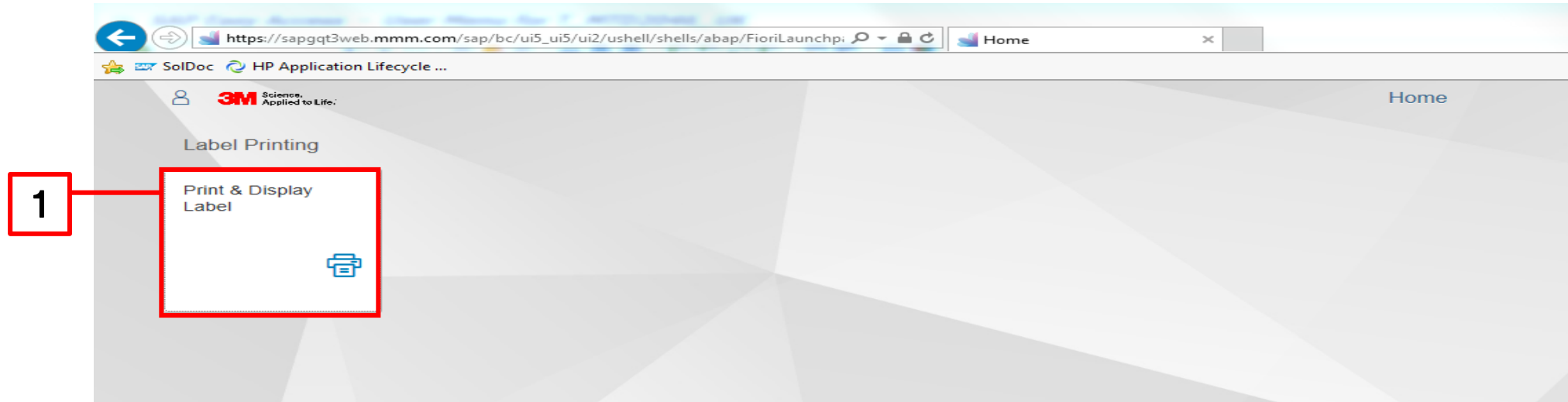


Label Printing

How to Print a label

SAP Fiori® Label Printing

1. Click Print & Display Label



SAP Fiori® Label Printing

The Header Selection appears

2. Enter the following information:

- Plant (4-digit code provided by 3M contact)
- Label type (drop down)
- Print Indicator (drop down)
- Printer Name (this is your location printer name)
- Material Number (SAP® Material Number)

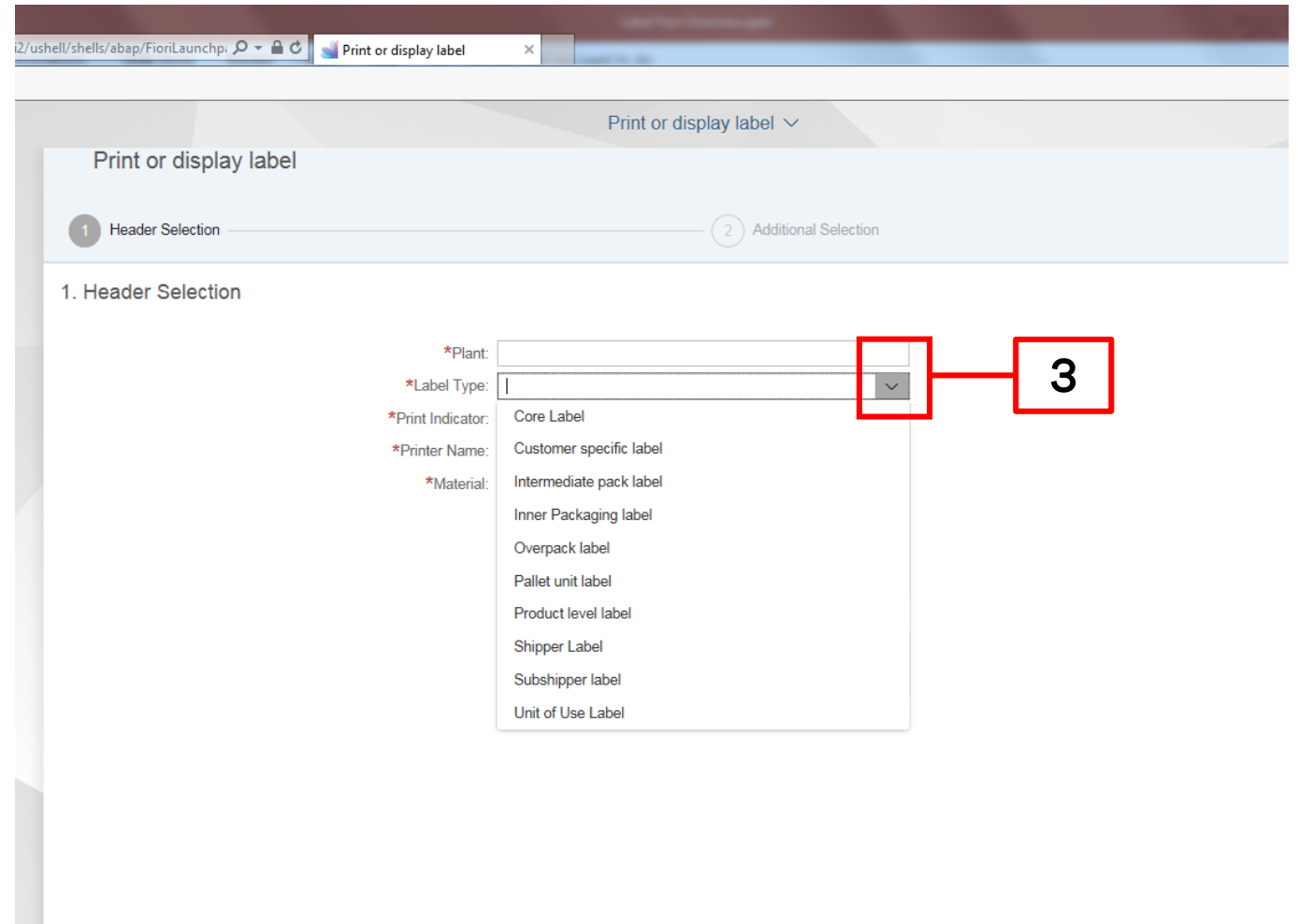
The screenshot shows the SAP Fiori 'Print or display label' application. The browser address bar indicates the URL is `/ui2/ushell/shells/abap/FioriLaunchp`. The application title is 'Print or display label'. The interface features a progress bar with two steps: '1. Header Selection' and '2. Additional Selection'. The '1. Header Selection' step is currently active. A red box highlights the input fields for the following fields: '*Plant', '*Label Type', '*Print Indicator', '*Printer Name', and '*Material'. A red box with the number '2' is placed over the '1. Header Selection' step indicator.

SAP Fiori® Label Printing (continued)

The Label Type field (drop down allows) for the selection of various labels to be printed.

3. Label Types:

- Shipper Label
- Customer Specific Label
- Inner Packaging Label
- Product Level Label
- Core Label (Varies on layout and data source)
- Unit of Use Label
- Intermediate Pack Label
- Sub-shipper Label
- Overpack Label
- Pallet Unit Label
- Waste Label



SAP Fiori® Label Printing (continued)

4. Allows entry for additional information:

- Serial Number
- Batch Number
- Number of Copies
- Etc.

Print or display label

1 Header Selection ————— 2 Additional Selection

material: 100000145

2. Additional Selection

Detail Selection

Serial Number:

Batch Number:

No. of Copies:

Destination Country of Shipment:

Cut (Split):

Roll (Position):

For Validation only:

To include local catalog # on label, select the following

Sales Organization:

Distribution Channel:

Display

SAP Fiori® Label Printing (continued)

Once all information is populated

5. Click **Display/Print** in the bottom right corner.

Print or display label

1 Header Selection ————— 2 Additional Selection

material: 7000000145

2. Additional Selection

Detail Selection

Serial Number:

Batch Number:

No. of Copies:

Destination Country of Shipment:

Cut (Split):

Roll (Position):

For Validation only:

To include local catalog # on label, select the following

Sales Organization:

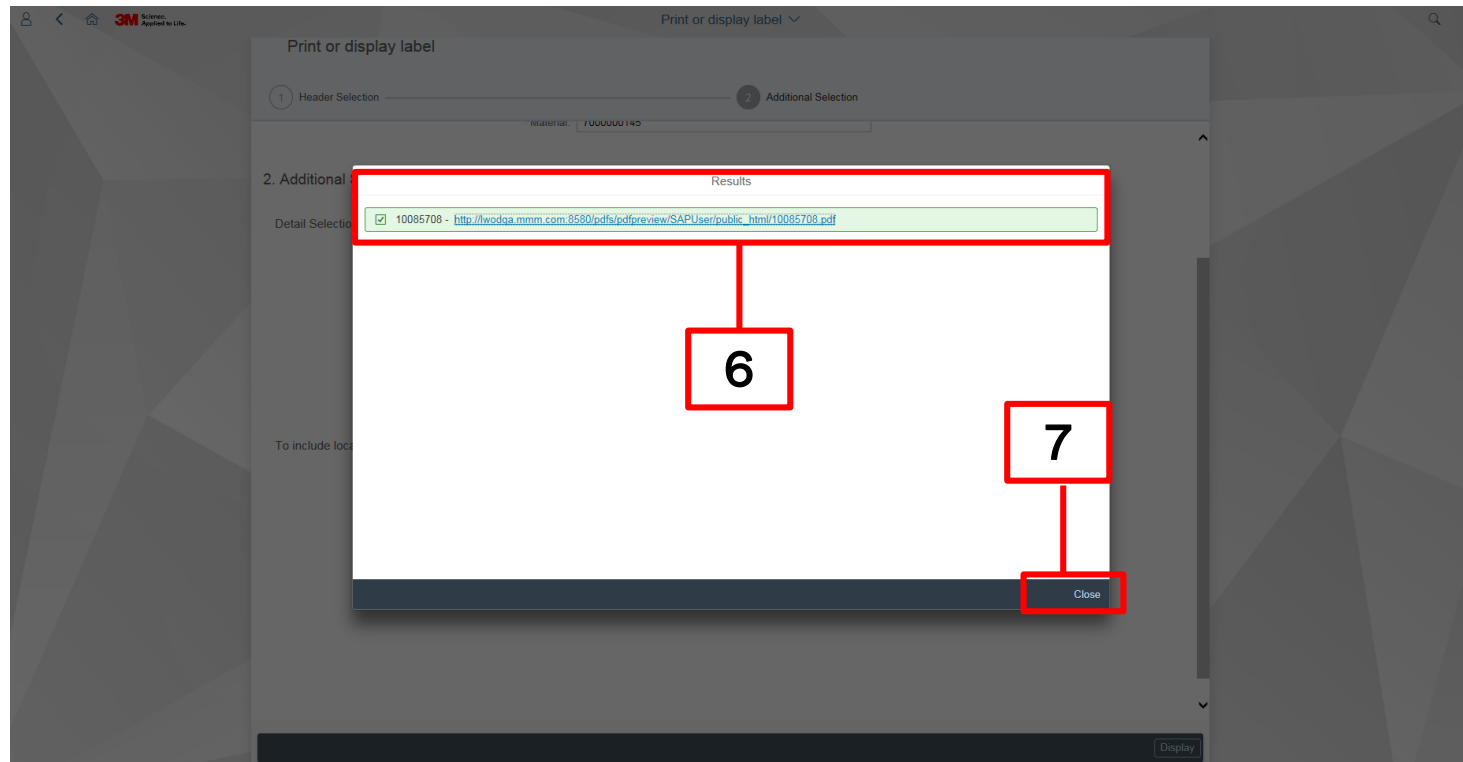
Distribution Channel:

5

Display

SAP Fiori® Label Printing (continued)

6. Popup will appear with a link to PDF Label.
 - The file can be viewed prior to printing.
7. Click Close when printing is completed.



Conclusion

The key points covered in this course are:

- Successfully logging into SAP Fiori®
- Personalizing SAP Fiori® Home Page
- Printing Labels in SAP Fiori®



Course Completion

- You now know how to use the SAP Fiori® Label Application.

1. Please complete the [Training Acknowledgement](#).

2. Please send a reply email confirming your successful completion of the course to your primary 3M planner and/or 3M hiring manager.

If you have any questions, please contact your current 3M Division resource person.

Thank you for walking along this journey with 3M!