



Supplier Training

MTD556F: 3M Logistics in SAP Fiori® Simple Logistics

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 signing in 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:

- Receiving – Inbound Processing
- Identify Queue Errors
- Internal Movements – Move goods to EWM
- Inventory Review – Display WHSE Stock
- Shipping – TU Outbound Wizard
- Document Reprinting – Reprint Documents

*This training will only cover SAP Fiori Simple Logistics®

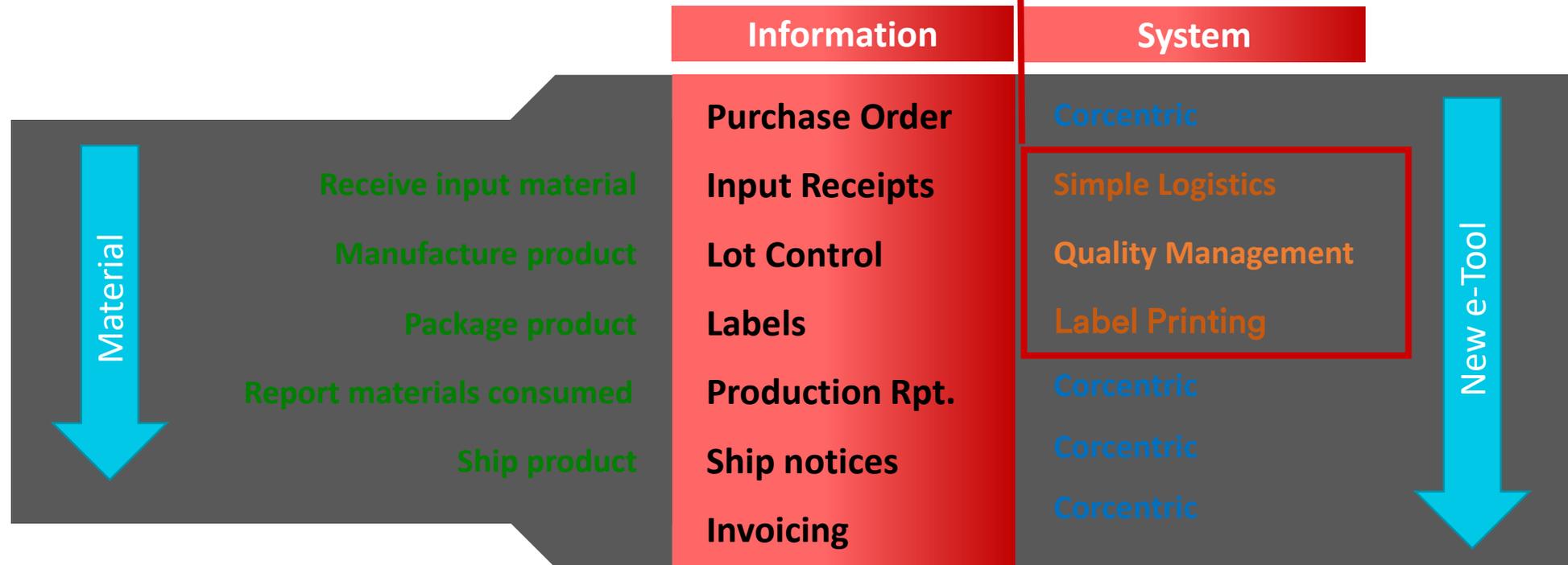
SAP Fiori® is the trademark or registered trademark of SAP SE or its affiliates in Germany and in several other countries.

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](#)

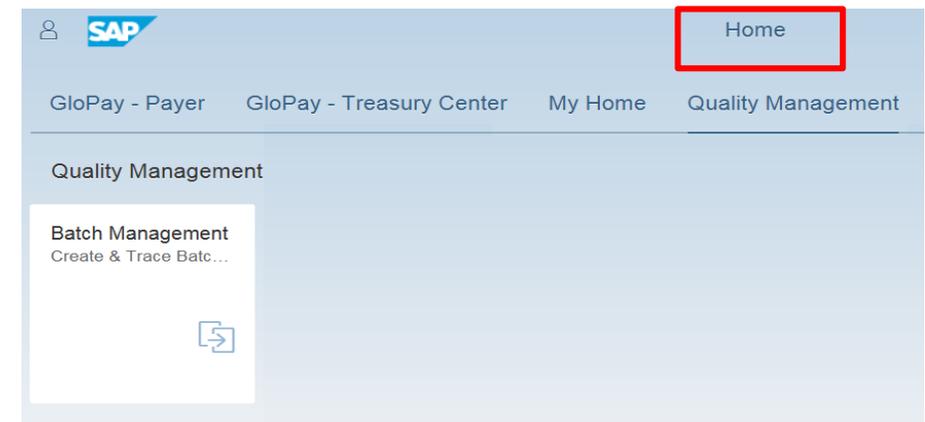
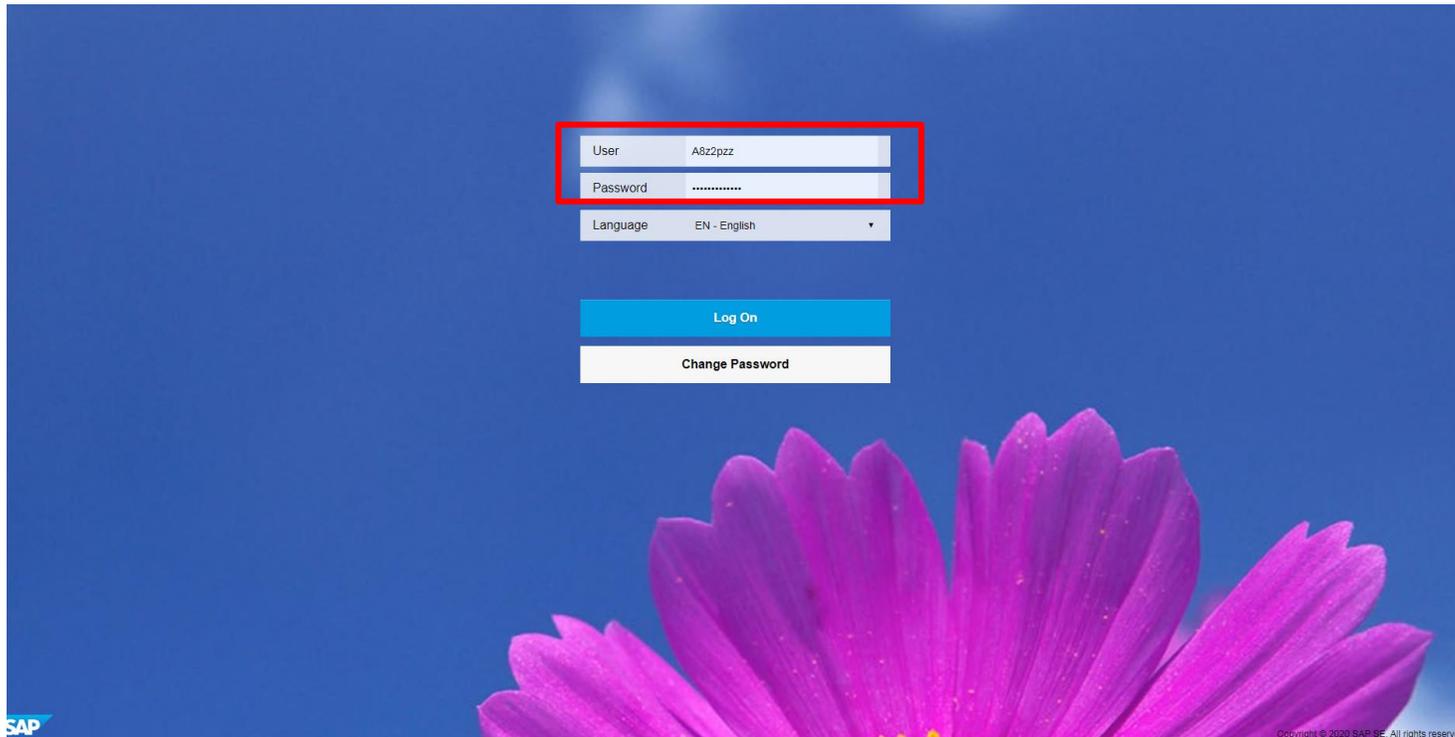


Accessing SAP Fiori®

SAP Fiori® log in screen.

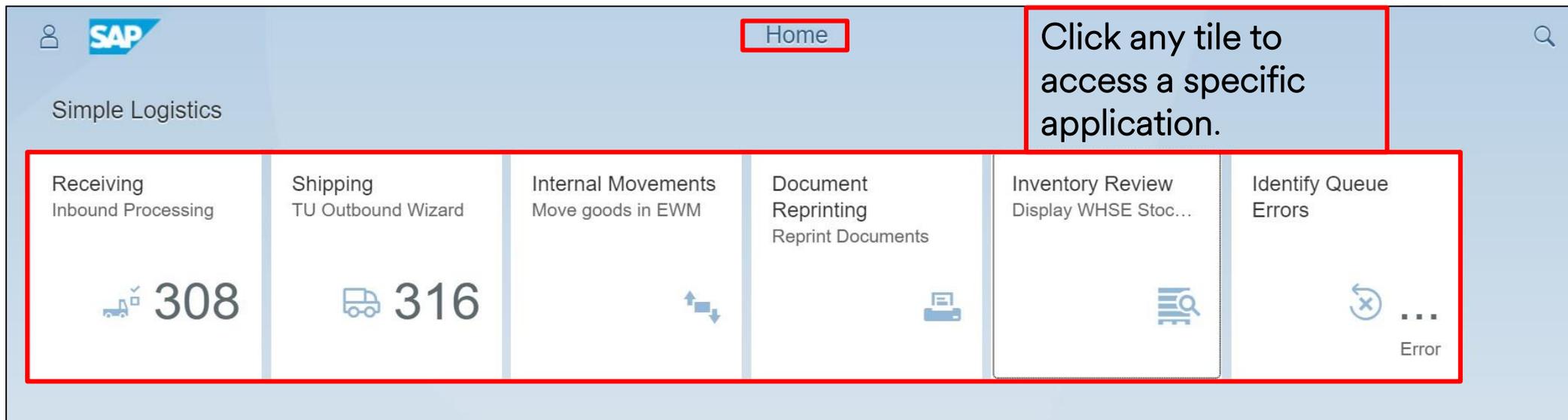
SAP Fiori® has an easy tile system to navigate through the various applications and processes within the tool.

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



SAP Fiori® Home Page

- **Home Page** 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 user will receive an email notification that their access has been granted.
- A user may have access to multiple applications on the SAP Fiori® Partner Portal **Home Page**.
- To return to the **Home Page** from any application, there is a **Home**  icon that can be clicked.



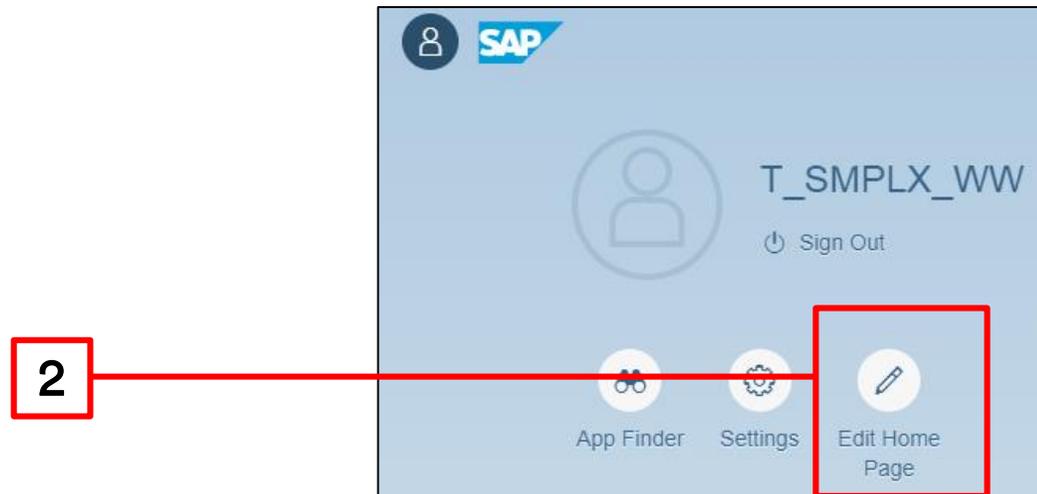
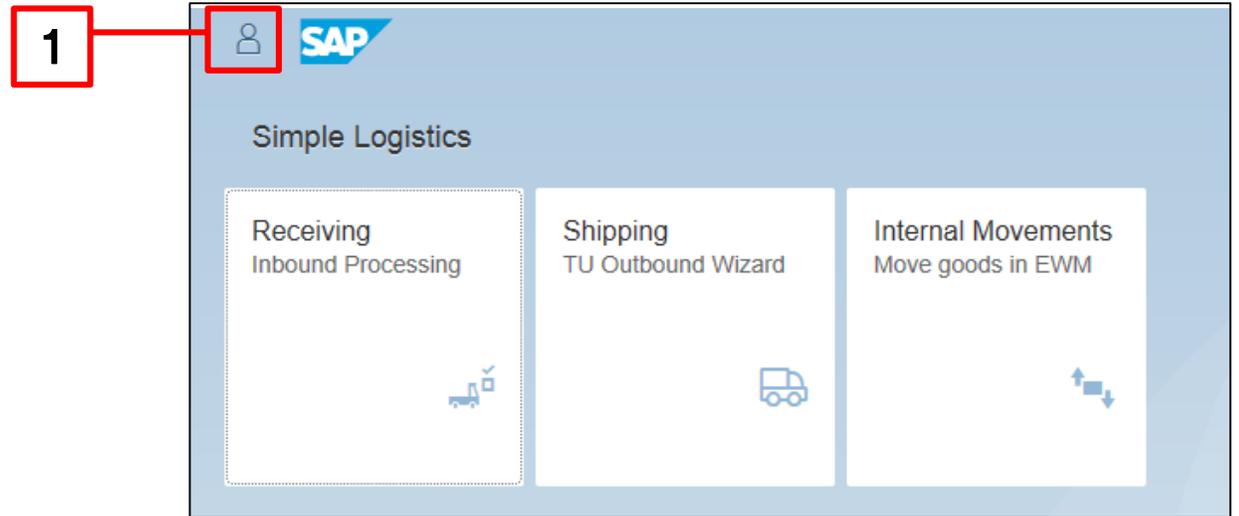
Personalizing SAP Fiori®

To personalize your Home Page:

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

In **Edit** mode, the user can:

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

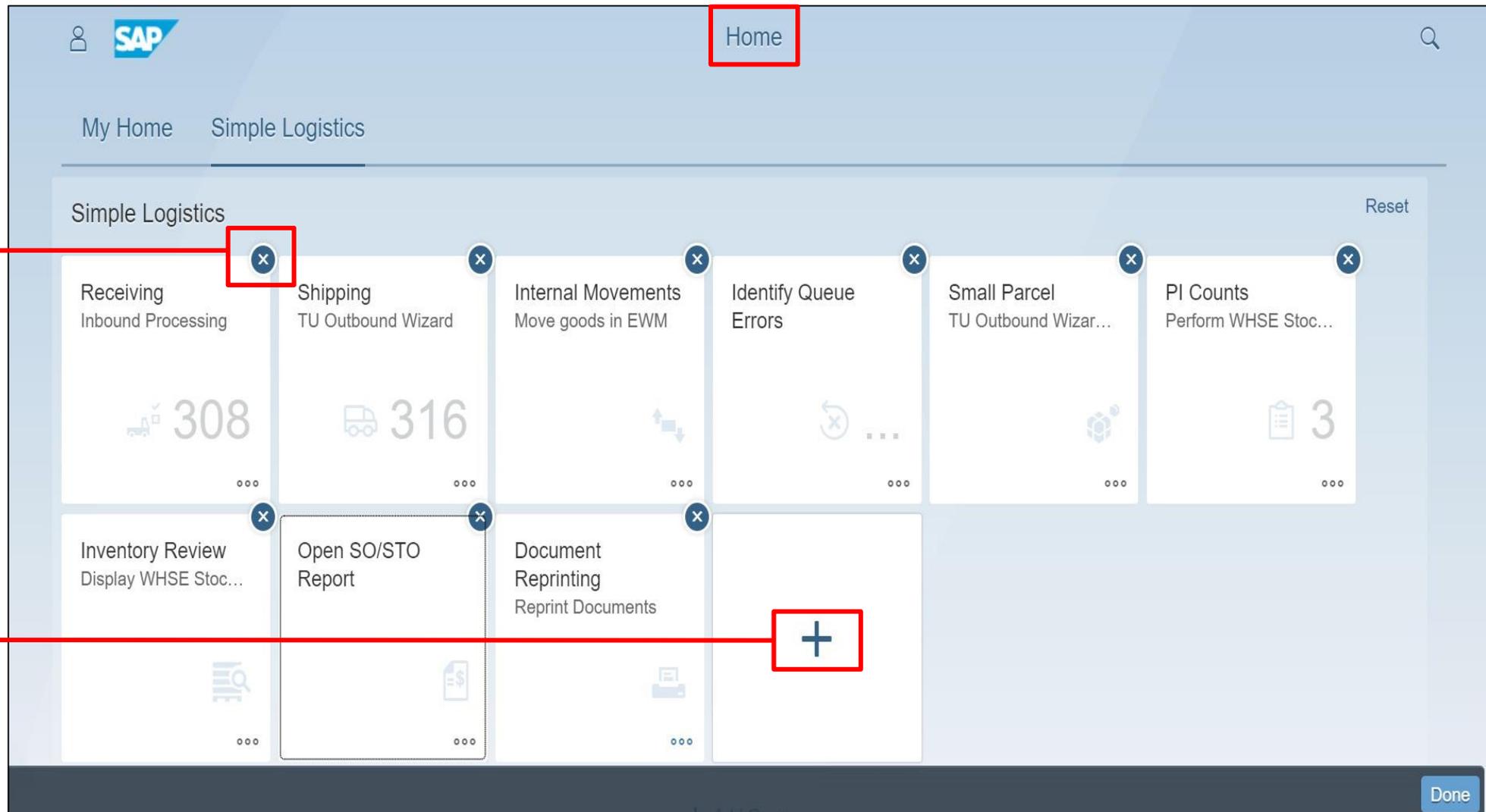


Personalizing SAP Fiori® (continued)

This is the Edit Home Page screen:

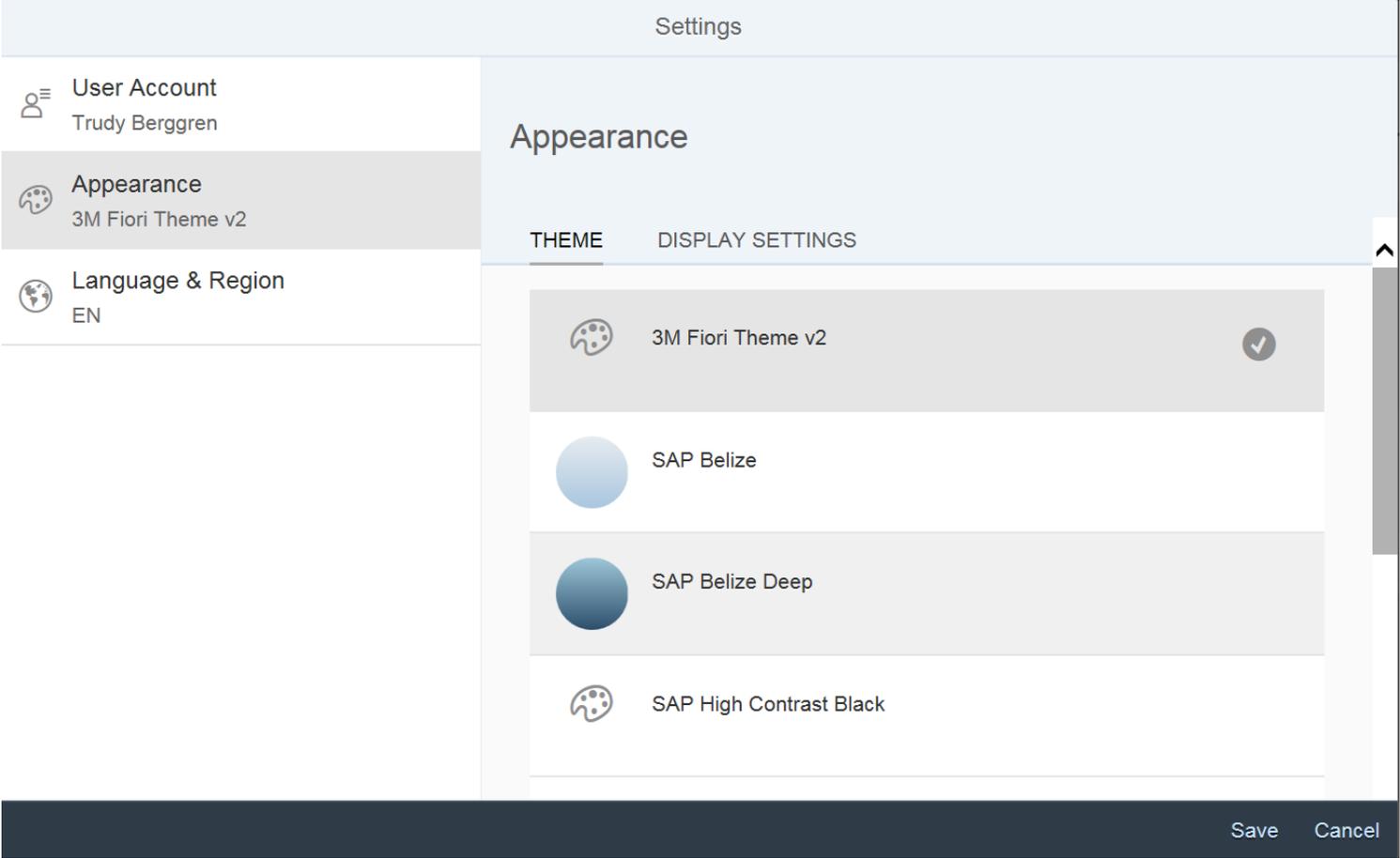
To hide a tile on your Home page, click x.

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



Partner Portal - SAP Fiori® Overview

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



Logistics Execution Terminology

Warehouse Task (WT)

Document that uses Extended Warehouse Management (EWM) to execute goods movements

Storage Bin

The physical location of a storage space where the products are stored in a Warehouse

Handling Unit (HU)

A physical unit consisting of packaging materials and the goods contained on/in it. Carton, pallet, crate, etc

Transportation Unit (TU)

Refers to a master shipment consisting of a collection of orders/deliveries that will ship via truck, rail, air, etc.

Inbound Delivery (IBD)

Materials which will be received into the plant/warehouse

Outbound Delivery (OBD)

Materials that will be shipped out from the plant/warehouse

Goods Issue (GI)

Physical departure of products on TU (shipnotice). Triggers reduction of stock



Receiving

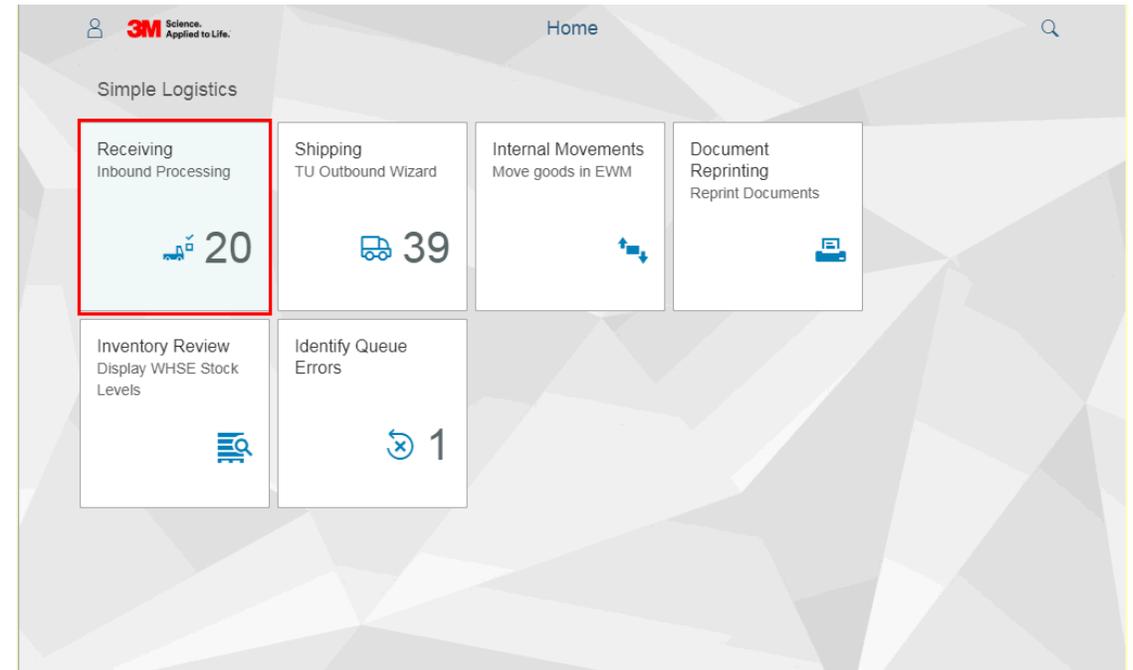
SAP Fiori® Simple Logistics: Receiving - Inbound Processing

On the Home Page there is a Receiving – Inbound Processing tile.
The number displayed on the tile is the number of Inbound Deliveries

In this module the user will learn:

- How this tile will be used for receiving incoming shipments.
- How to create and search for Inbound Deliveries, also called IBDs
- How to perform a Goods Receipt on the IBD

Click on Receiving – Inbound Processing



SAP Fiori® Simple Logistics: Search, Select, Create

In SAP Fiori® Simple Logistics, the user can select single or multiple Inbound Deliveries. Search by specific IBD number or Create a new IBD.

The Receiving process starts here. The material assigned to the user will be an inbound delivery and can do the following:

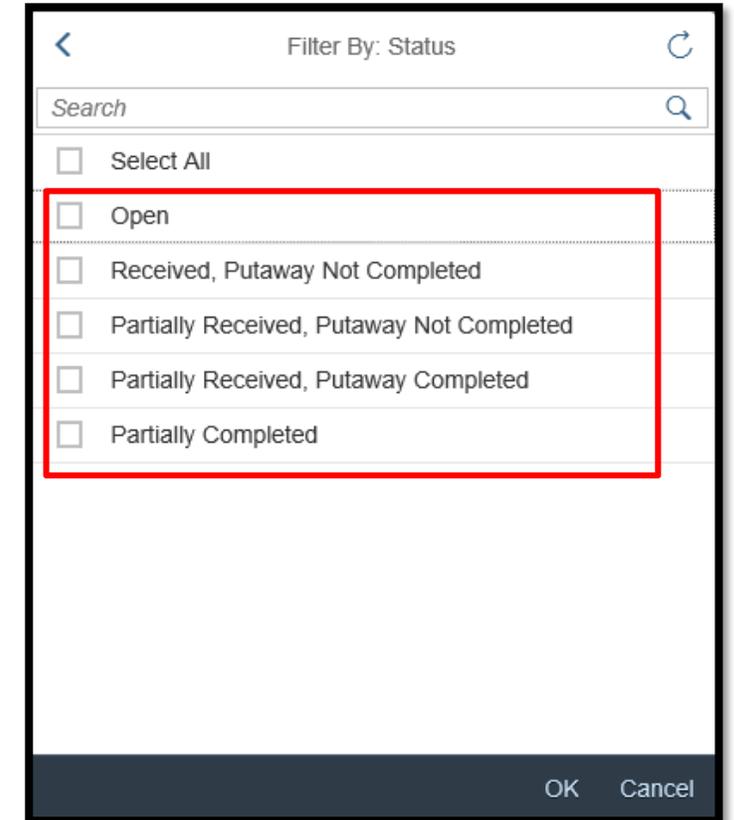
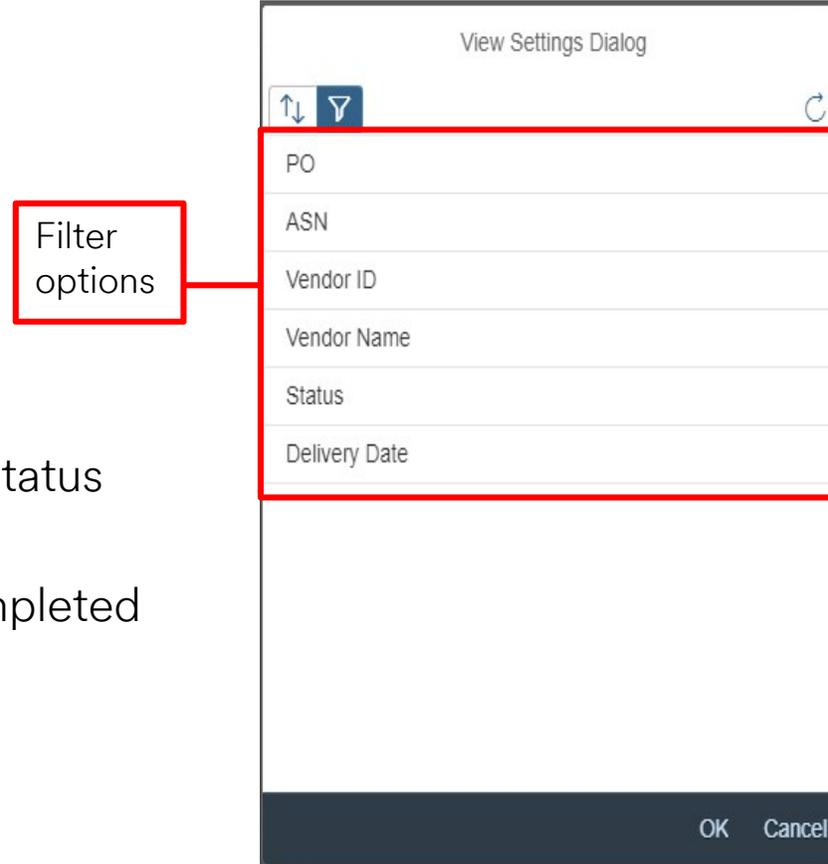
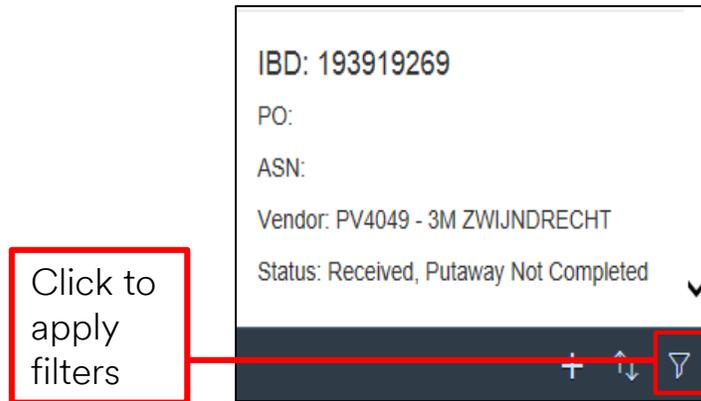
1. Select multiple IBDs by clicking on the **multi-select button** or available IBDs will be listed on the left-hand side of the screen.
2. Type in and **search** a specific IBD and apply filters if your list is too long – how to on the next slide.
3. Select an **IBD from the list**, use the scroll bar to locate the desired IBD and click on it or available IBDs will be listed on the left-hand side.
4. **Create** a new IBD click on the +.

***Note:** It is recommended the user does not create a new IBD, if possible. The system does not allow the data to flow naturally, which could result in missing data or other errors.



SAP Fiori® Simple Logistics: Filters

Apply search filters to narrow the list of IBDs to view:



This is example is filtered by IBD Status equal to Open:

- Received, but Putaway not Completed
- Partially Received, Putaway not completed
- Partially Received and Putaway Completed
- Partially Completed

SAP Fiori® Simple Logistics: Create a new Inbound Delivery

There is the ability to manually create an IBD, if the IBD is not in Simple Logistics. The user needs to be on the Receiving Details page.

To **Create** an Inbound Delivery (IBD), the user must have a valid SAP Purchase Order.

1. Enter all the required * Inbound Delivery Header fields and click [Next](#)
2. Enter the quantity to be received in the Inbound Delivery Items then click [Create](#)

Inbound Delivery Header

*Bill of Lading:

*Means of Transport:

*Means of Transport ID:

*Purchase Order:

*Delivery Date: 06/16/2020

*External ID:

Cancel Next

Inbound Delivery Items

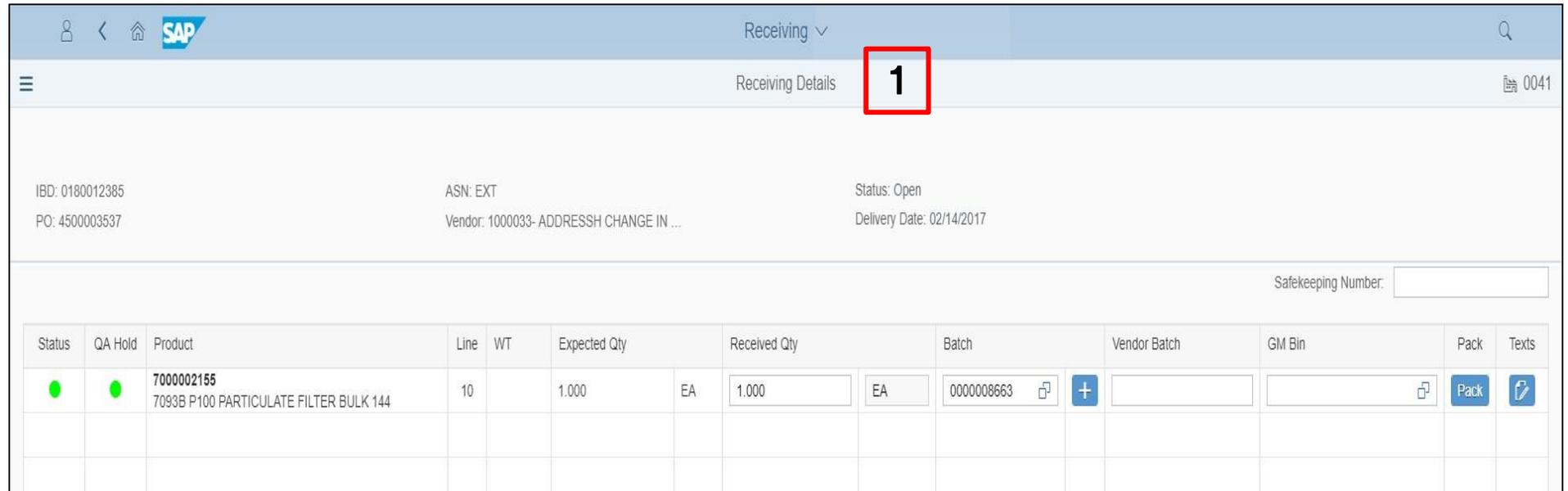
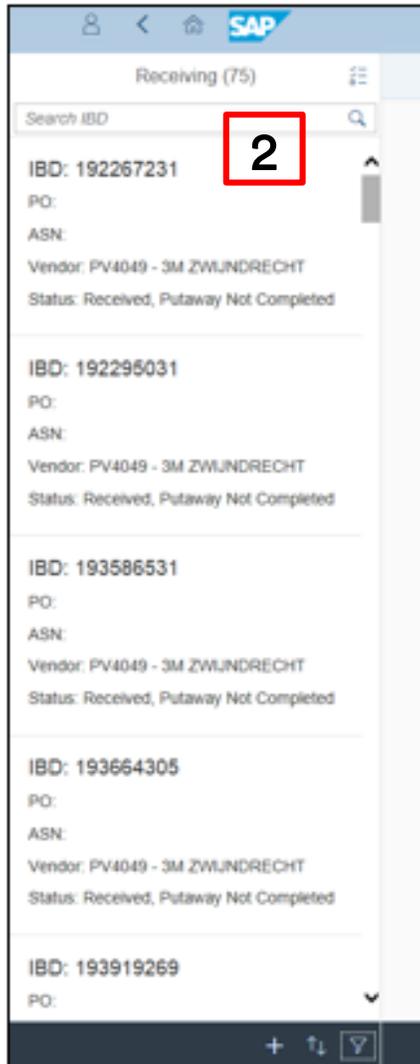
| Product | Description | Open Qty | Expected Qty |
|------------|--------------------------|----------|----------------------|
| 7000130718 | EUROPEAN BLADE 14-12A 7A | 0 | <input type="text"/> |
| | | | |
| | | | |
| | | | |

Cancel Create

***Note:** Manually creating the IBD, does not create the batch/lot number, if required.

SAP Fiori® Simple Logistics: Process the IBD/Receipt

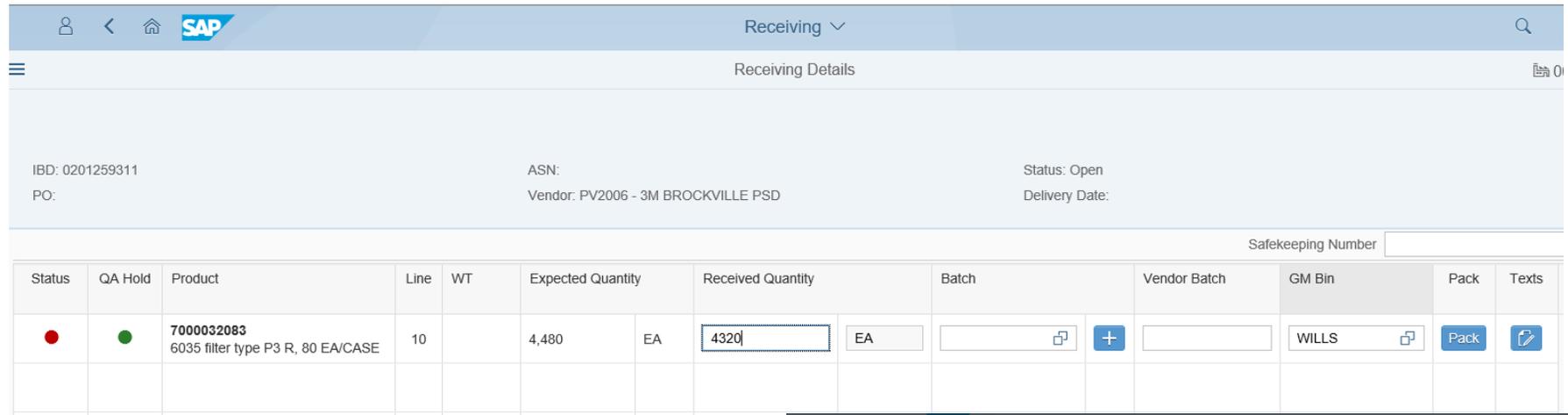
Select the IBD to be processed to continue to the Receiving Details page



1. When creating a new IBD manually, the Receiving Details page will display.
 - The received quantity field will be grayed out as it was previously entered.
2. When selecting an IBD from the available list, the Receiving Details page will be displayed.
 - The received quantity will default to the same as expected quantity which can be updated.

SAP Fiori® Simple Logistics: Edit the received quantity

If the user needs to edit the received quantity , type in the correct quantity and click enter.



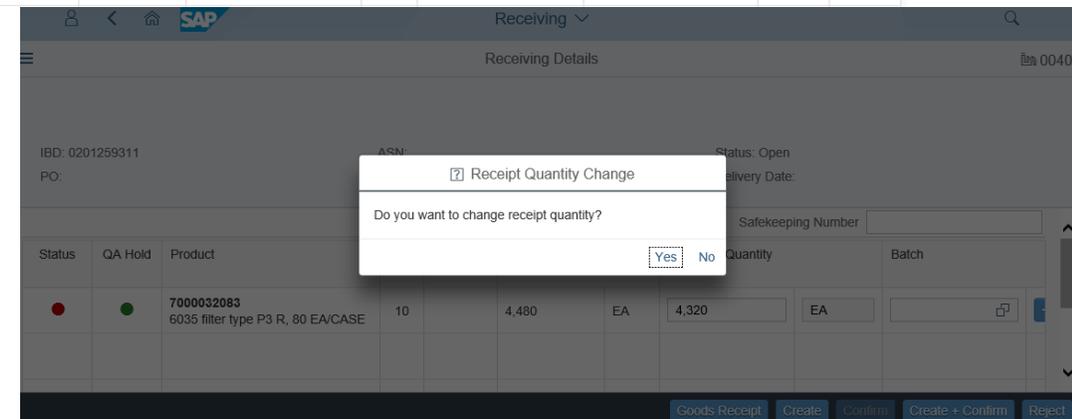
The screenshot shows the SAP Fiori 'Receiving Details' interface. At the top, there are navigation icons and the SAP logo. Below that, the page title 'Receiving Details' is visible. The main content area displays key information: IBD: 0201259311, PO: (blank), ASN: Vendor: PV2006 - 3M BROCKVILLE PSD, Status: Open, and Delivery Date: (blank). A 'Safekeeping Number' field is also present. Below this information is a table with the following columns: Status, QA Hold, Product, Line, WT, Expected Quantity, Received Quantity, Batch, Vendor Batch, GM Bin, Pack, and Texts. The first row of the table is highlighted, showing a red status dot, a green QA Hold dot, the product '7000032083 6035 filter type P3 R, 80 EA/CASE', line '10', and an expected quantity of '4,480 EA'. The 'Received Quantity' field is currently set to '4320' and is highlighted with a blue border. To the right of this field is a 'Pack' button and a '+' icon.

| Status | QA Hold | Product | Line | WT | Expected Quantity | Received Quantity | Batch | Vendor Batch | GM Bin | Pack | Texts |
|--------|---------|---|------|----|-------------------|-------------------|-------|--------------|--------|------|-------|
| ● | ● | 7000032083 6035 filter type P3 R, 80 EA/CASE | 10 | | 4,480 EA | 4320 | | | WILLS | Pack | |

Follow your current process for making any quantity changes to the receipt.

- User can edit the received quantity and click enter
- A confirmation window will be displayed
- If the change is allowed, the quantity will be updated

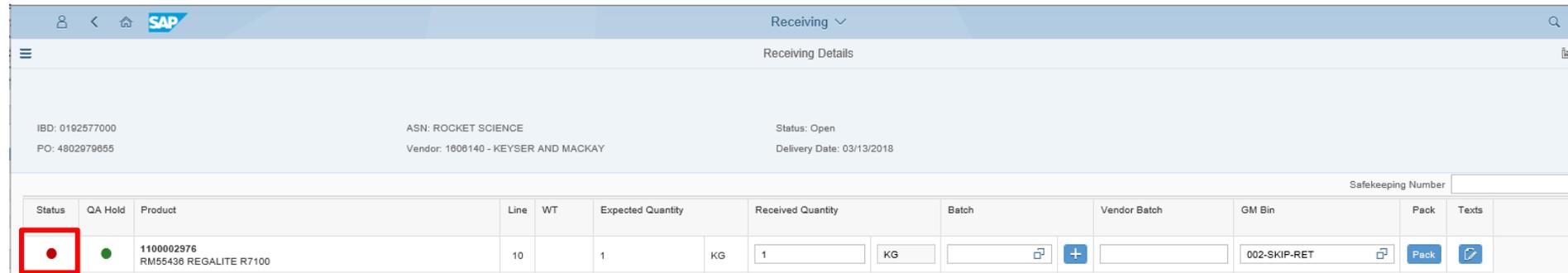
***Note:** If user is unable to update the quantity, a message will be displayed.



SAP Fiori® Simple Logistics: Status

To view the status of an IBD and the QA Hold indicator.

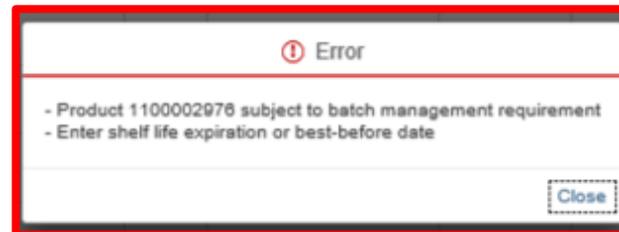
- A **green** circle indicates no errors exist.
- A **red** circle indicates errors exist must be resolved (such as a missing Batch or Best Before Date).
 - Click on the red circle to view the message
 - A red circle for Quality Hold, the order line is on hold for some reason.



The screenshot shows the SAP Fiori 'Receiving Details' interface. At the top, it displays 'Receiving' and 'Receiving Details'. Below this, key information is shown: IBD: 0192577000, PO: 4802979655, ASN: ROCKET SCIENCE, Vendor: 1808140 - KEYSER AND MACKAY, Status: Open, and Delivery Date: 03/13/2018. A table below lists order lines. The first row has a red circle in the 'Status' column, a green circle in the 'QA Hold' column, and the product '1100002976 RM55436 REGALITE R7100'. The table columns include Status, QA Hold, Product, Line, WT, Expected Quantity, Received Quantity, Batch, Vendor Batch, GM Bin, Pack, and Texts.

| Status | QA Hold | Product | Line | WT | Expected Quantity | Received Quantity | Batch | Vendor Batch | GM Bin | Pack | Texts | |
|--------|---------|--------------------------------------|------|----|-------------------|-------------------|-------|--------------|--------|--------------|-------|--|
| ● | ● | 1100002976 RM55436 REGALITE R7100 | 10 | | 1 | KG | 1 | KG | | 002-SKIP-RET | Pack | |

In this example,
an error exists.



SAP Fiori® Simple Logistics: Enter missing Batch information

- When the material is batch managed, batch information is required.
- When the batch data was sent on the IBD it will appear in the batch field.
- When the material is batch managed and the field is blank, the user may need to enter the batch manually

The screenshot displays the SAP Fiori Simple Logistics 'Receiving Details' interface. At the top, it shows 'Receiving Details' with a search icon and the ID '0086'. Below this, key information is provided: IBD: 0102577000, PO: 4802679055, ASN: ROCKET SCIENCE, Vendor: 1008140 - KEYSER AND MACKAY, Status: Open, and Delivery Date: 03/13/2018. A 'Safekeeping Number' field is also present.

| Status | QA Hold | Product | Line | WT | Expected Quantity | Received Quantity | Batch | Vendor Batch | GM Bin | Pack | Texts |
|--------|---------|--------------------------------------|------|----|-------------------|-------------------|-------|--------------|--------------|------|-------|
| ● | ● | 1100002976 RM55438 REGALITE R7100 | 10 | | 1 | KG | | | 002-SKIP-RET | Pack | |

A red box highlights a '+' icon in the 'Batch' column of the first row. A red arrow points from this icon to a 'Create Batch' dialog box. The dialog box contains the following fields:

- Product: 1100002976
- Plant: 4049
- Vendor Batch:
- Batch: MN250507
- Man. Date: 05/07/2020
- Best Before Date: MM/dd/yyyy

At the bottom of the screen, there are buttons for 'Goods Receipt', 'Create', 'Confirm', 'Create + Confirm', and 'Reject'.

SAP Fiori® Simple Logistics: Enter Batch information *(continued)*

By clicking on the + - Add button, a Create Batch window will display and the required fields are: Product, Plant, Vendor Batch, Batch, Manufacture Date, and Best Before Date.

The Product and plant fields are defaulted from the IBD.

Type in the Batch number.

Man. Date is the Date of Manufacture. It will default to today's date. This field can be updated, if needed.

Once you have entered the required batch information, click **Create**

| Status | QA Hold | Product | Line | WT | Expected Quantity | Received Quantity | Batch | Vendor Batch | GM Bin | Pack | Texts |
|--------|---------|--------------------------------------|------|----|-------------------|-------------------|-------|--------------|--------------|------|-------|
| ● | ● | 1100002976 RM55436 REGALITE R7100 | 10 | | 1 | KG | | | 002-SKIP-RET | Pack | |

Create Batch

Product: 1100002976

Plant: 4049

Vendor Batch:

Batch: MN250507

Man. Date: 09/07/2020

Best Before Date: MM/dd/yyyy

Goods Receipt **Create** Confirm Create + Confirm Reject

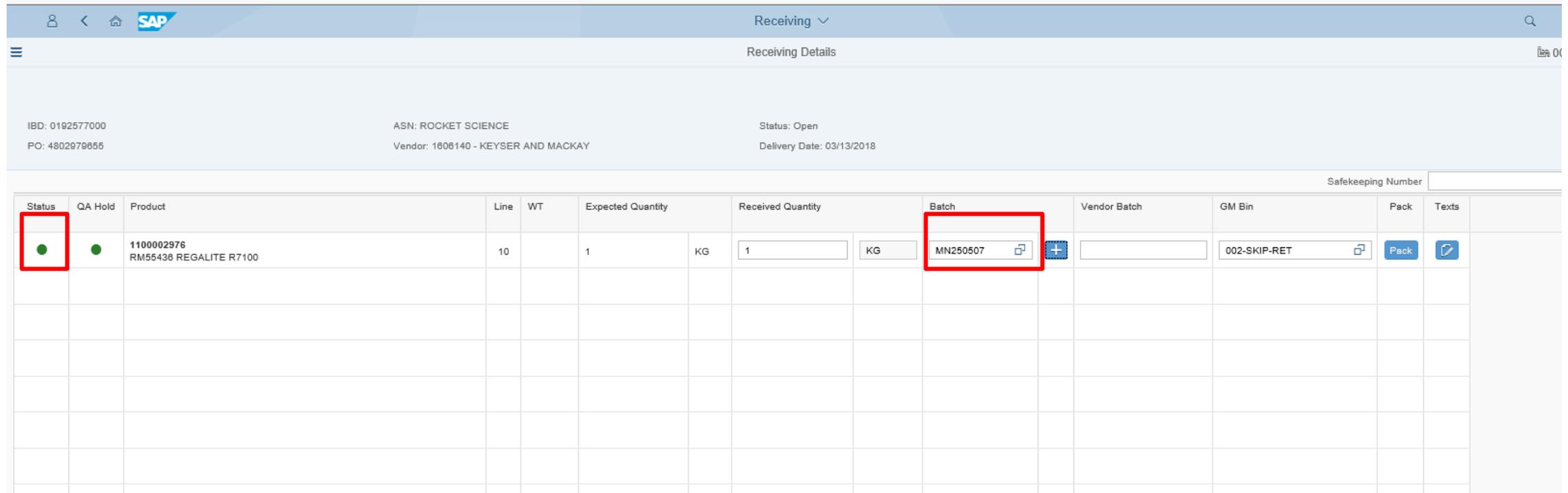
What is a double box icon?

You can also click on the double box icon to see if the batch is already created but not assigned to the material for any reason.

SAP Fiori® Simple Logistics: Entering a Batch

(continued)

Notice the Batch has been added/updated and the Status is now green.



The screenshot shows the SAP Fiori 'Receiving Details' interface. At the top, there are navigation icons and the SAP logo. Below that, the page title 'Receiving' is visible. The main header area contains 'Receiving Details' and a search icon. Below the header, there are several key-value pairs: IBD: 0192577000, PO: 4802979655, ASN: ROCKET SCIENCE, Vendor: 1608140 - KEYSER AND MACKAY, Status: Open, and Delivery Date: 03/13/2018. A 'Safekeeping Number' field is also present. The main data area is a table with the following columns: Status, QA Hold, Product, Line, WT, Expected Quantity, Received Quantity, Batch, Vendor Batch, GM Bin, Pack, and Texts. The first row of the table has a green dot in the Status column, a green dot in the QA Hold column, the product '1100002976 RM55436 REGALITE R7100', Line 10, WT, Expected Quantity 1, Received Quantity 1, and Batch 'MN250507'. The Batch field is highlighted with a red box. Other fields in the row include Vendor Batch, GM Bin '002-SKIP-RET', Pack, and Texts.

| Status | QA Hold | Product | Line | WT | Expected Quantity | Received Quantity | Batch | Vendor Batch | GM Bin | Pack | Texts |
|--------|---------|--------------------------------------|------|----|-------------------|-------------------|----------|--------------|--------------|------|-------|
| ● | ● | 1100002976 RM55436 REGALITE R7100 | 10 | | 1 | 1 | MN250507 | | 002-SKIP-RET | Pack | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
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SAP Fiori® Simple Logistics: Process the IBD

If both the Status and QA Hold fields are green, the user can process the IBD.

Available options to process the IBD are highlighted at the bottom of the page.

Receiving Details

IBD: 0180011755
PO: 4000003512

ASN: YUYUYU
Vendor: 1000033- ADDRESSH CHANGE IN ...

Status: Open
Delivery Date: 12/17/2016

| Status | QA Hold | Product | Line | WT | Expected Qty | Received Qty | Batch | Vendor Batch | QM Bin | Pack | Text |
|--------|---------|--|------|----|--------------|--------------|-------|--------------|--------|------|------|
| ● | ● | T000002678 1583 COBAN SLF ADH WRP 3INX3YD LS.24R/CS | 10 | | 2160.000 | 2160.000 | ROL | 26788002N | | | |

Buttons: Goods Receipt, Create, Confirm, Create + Confirm, Reject

Any invalid options will be grayed out
Options include:
Goods Receipt,
Create,
Confirm,
Create + Confirm or
Reject: DO NOT USE. Contact your
3M planner

Subcontractors only select the Create to complete the Receiving process. If the user clicks on Create + Confirm and Confirm is not required, the system will display a message stating, Warehouse Tasks are already confirmed. Click OK to proceed.

***Note:** The user will be asked if the receipt quantity should be changed. Select Yes to proceed. Remember, if the quantity change is not allowed, the system will display error message stating the reason. Contact your 3M resource person, if changes are needed and not allowed.

SAP Fiori® Simple Logistics: Process the IBD

(continued)

Short descriptions for processing an IBD:

Goods Receipt

Executes a Goods Receipt on the IBD

Create

Executes a Good Receipt and creates the putaway Warehouse Task – This will be used by Subcons.

Confirm

Confirms open putaway Warehouse Tasks (grayed out-not used by subcontracting)

Create + Confirm

Executes a Goods Receipt and creates, then confirms, putaway Warehouse Tasks. Not used.

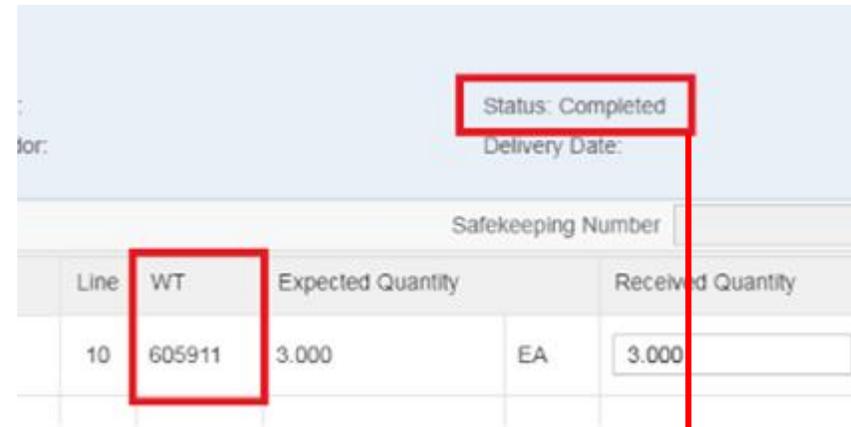
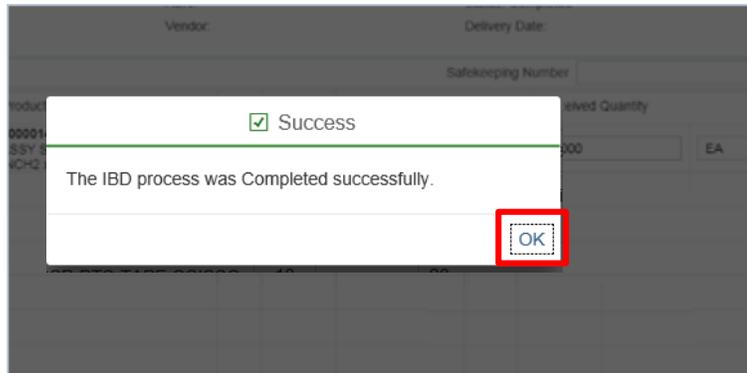
Reject

Exception process that allows IBD rejection.
DO NOT USE.

The screenshot shows the SAP Fiori Simple Logistics interface. At the top right, there is a header with the number '0041'. Below the header, there is a 'Safekeeping Number:' field. The main area contains a table with the following columns: 'GM Bin', 'Pack', and 'Texts'. The 'GM Bin' column has a search icon. The 'Pack' column has a 'Pack' button. The 'Texts' column has a 'Texts' button. At the bottom of the screen, there is a navigation bar with five buttons: 'Goods Receipt', 'Create', 'Confirm', 'Create + Confirm', and 'Reject'. The 'Create' button is highlighted in green, and the 'Reject' button is highlighted in red.

SAP Fiori® Simple Logistics: Process the IBD (continued)

When IBD process is completed, a Success message will be displayed, click OK and the user will be redirected to the master IBD list.

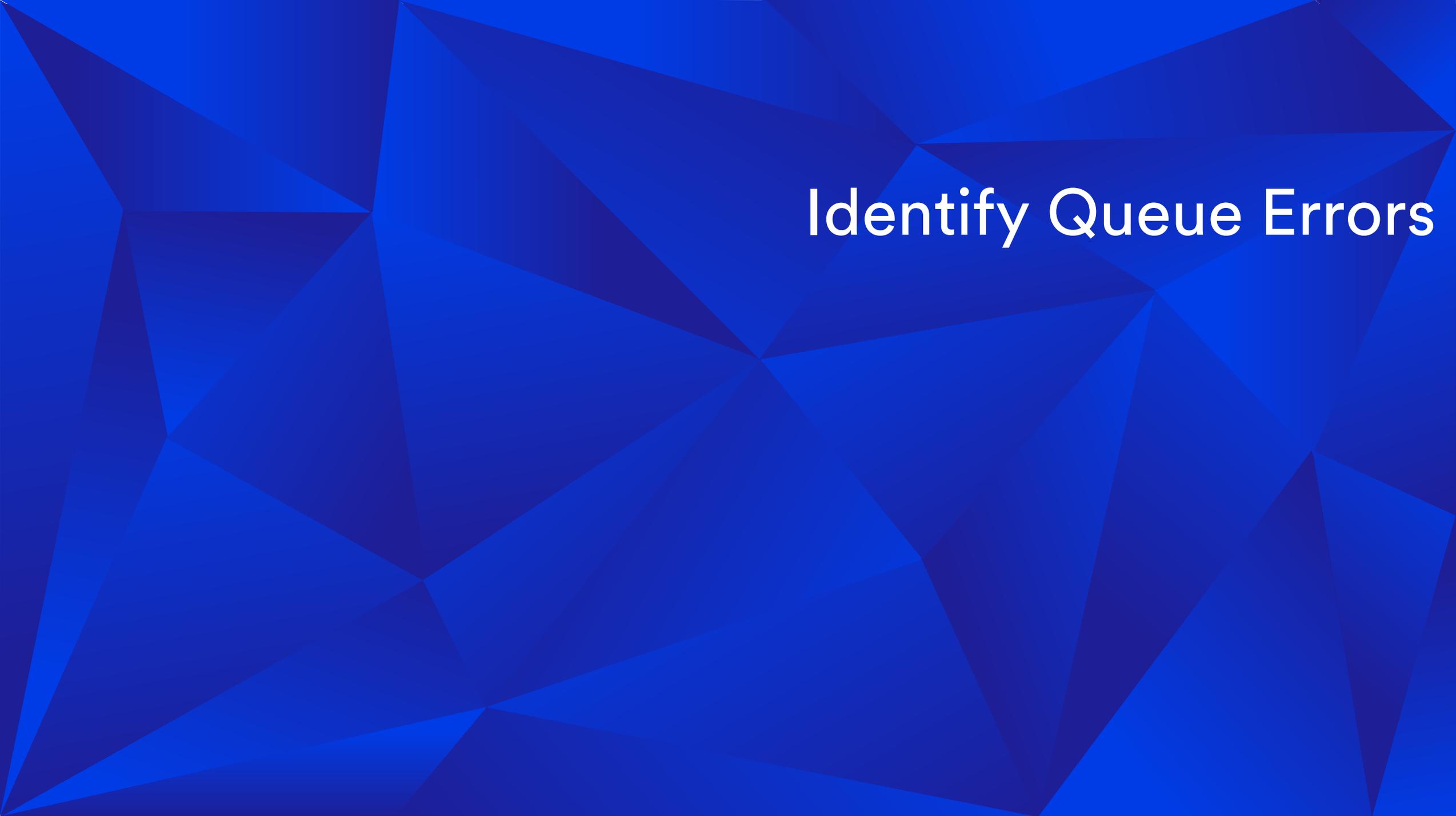


A screenshot of the Receiving Details page in SAP Fiori. The page shows a table with columns for Line, WT, Expected Quantity, and Received Quantity. The status "Status: Completed" is displayed in a red box at the top right. The "WT" field in the first row is also highlighted with a red box. A red vertical line connects the "Status: Completed" box to the "WT" field.

| Line | WT | Expected Quantity | Received Quantity |
|------|--------|-------------------|-------------------|
| 10 | 605911 | 3.000 | 3.000 |

A message will display should there be any errors and how to resolve the issue.

***Note:** Status displays **Completed** and the Warehouse Task field is now populated on the Receiving Details page.



Identify Queue Errors

SAP Fiori® Simple Logistics: Identify Queue -Errors

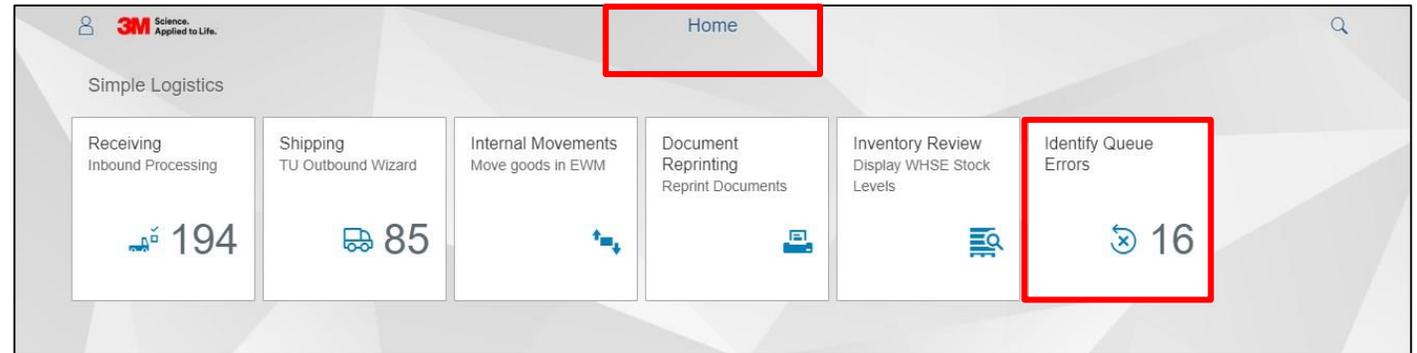
On the Home Page there is a Identify Queue – Errors tile.

The number displayed on the tile lets the user know there are current queue errors logged in the system for your warehouse. In this example (16)

In this module the user will learn:

- How to Filter Queue Error reports
- How to View/Identify Queue Errors
- How to Reprocess Queue Errors

Click on Identify Queue - Errors



Note: Queue errors prevent subsequent transactions from getting processed until the error is resolved.

Queue Error Report: Filters

1. Queue Error Report displays
2. Enter the Inbound Delivery (IBD) or Outbound Delivery (OBD) number
3. Click Go
4. The results will be displayed for the Delivery that was entered

The screenshot shows the 'Queue Error Report' interface. At the top, the title 'Queue Error Report' is highlighted with a red box and labeled '1'. Below the title, there are two input fields: 'Delivery:' (highlighted with a red box and labeled '2') and 'Created On:' (with a date picker). A blue 'Go' button is highlighted with a red box and labeled '3'. Below the input fields, there are three tabs: 'Shipping (9)', 'Receiving (7)' (highlighted with a red box and labeled '4'), and 'Goods Movement (0)'. The main content is a table with the following columns: Status, Delivery, Description, Queue State, Message Text, and Created On. The table contains two rows of data.

| <input type="checkbox"/> | Status | Delivery | Description | Queue State | Message Text | Created On |
|--------------------------|--------|----------|--|-------------|--|------------|
| <input type="checkbox"/> | ● | | Create Invoice for Transportation Unit | RUNNING | | 20.05.2019 |
| <input type="checkbox"/> | ● | | Create Invoice for Transportation Unit | RETRY | Command to tRFC/qRFC: Execute LUW again. | 20.05.2019 |

Queue Error Report: Filters *(continued)*

5. Enter a date or a date range in the Created On field to limit the number of errors displayed
6. Click Go
7. The results will be displayed for the Created On Date that was entered

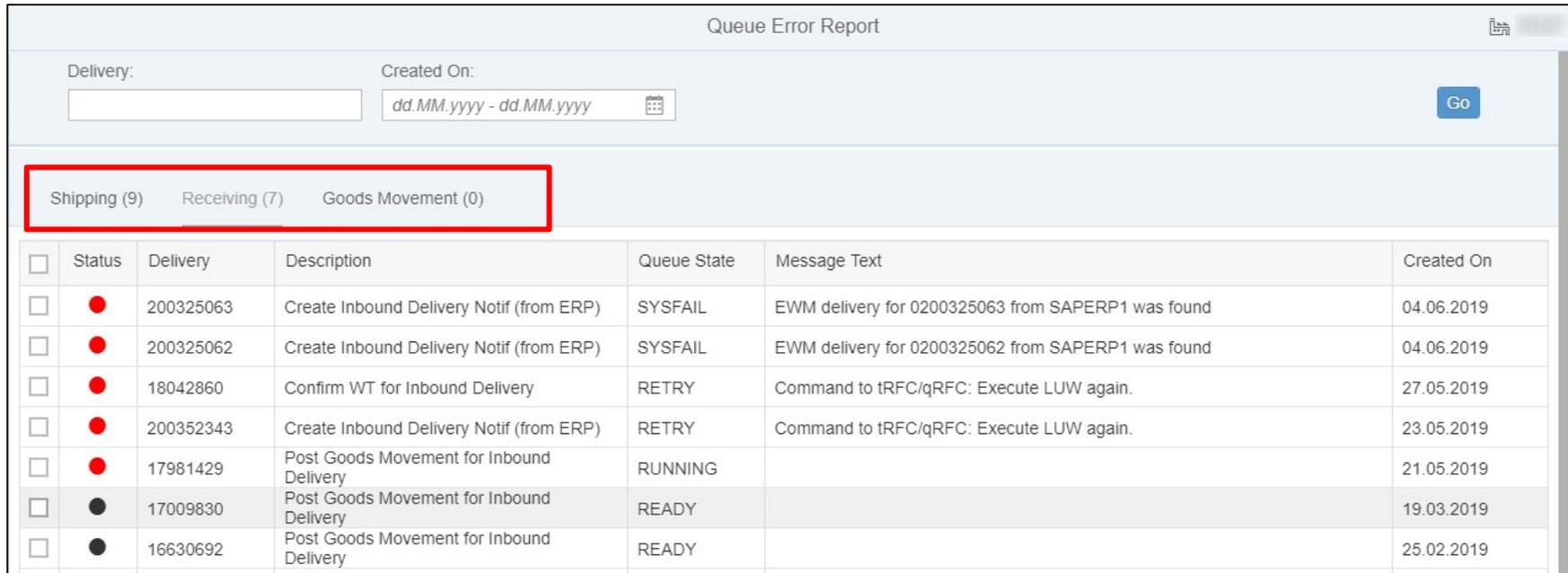
The screenshot shows the 'Queue Error Report' interface. At the top, there is a header 'Queue Error Report' with a search icon. Below the header, there are two input fields: 'Delivery:' and 'Created On:'. The 'Created On:' field contains the placeholder text 'dd.MM.yyyy - dd.MM.yyyy' and a calendar icon. A red box labeled '5' highlights the 'Created On:' field. To the right of the 'Created On:' field is a blue 'Go' button, highlighted with a red box labeled '6'. Below the input fields, there are three tabs: 'Shipping (9)', 'Receiving (7)', and 'Goods Movement (0)'. The 'Shipping (9)' tab is selected. Below the tabs is a table with the following columns: 'Status', 'Delivery', 'Description', 'Queue State', 'Message Text', and 'Created On'. The table contains two rows of data. The first row has a red dot in the 'Status' column, an empty 'Delivery' column, 'Create Invoice for Transportation Unit' in the 'Description' column, 'RUNNING' in the 'Queue State' column, and '20.05.2019' in the 'Created On' column. The second row has a red dot in the 'Status' column, an empty 'Delivery' column, 'Create Invoice for Transportation Unit' in the 'Description' column, 'RETRY' in the 'Queue State' column, 'Command to tRFC/qRFC: Execute LUW again.' in the 'Message Text' column, and '20.05.2019' in the 'Created On' column. A red box labeled '7' highlights the 'Created On' column of the second row.

| <input type="checkbox"/> | Status | Delivery | Description | Queue State | Message Text | Created On |
|--------------------------|--------|----------|--|-------------|--|------------|
| <input type="checkbox"/> | ● | | Create Invoice for Transportation Unit | RUNNING | | 20.05.2019 |
| <input type="checkbox"/> | ● | | Create Invoice for Transportation Unit | RETRY | Command to tRFC/qRFC: Execute LUW again. | 20.05.2019 |

Queue Error Report: Tabs

Below the **Delivery** and **Created On** search fields are tabs that separate results into **Shipping**, **Receiving**, or **Goods Movement** queue errors.

Click on the **Receiving** tab to view queue errors associated with missing IBDs



The screenshot shows the 'Queue Error Report' interface. At the top, there are search fields for 'Delivery:' and 'Created On:' with a 'Go' button. Below the search fields, there are three tabs: 'Shipping (9)', 'Receiving (7)', and 'Goods Movement (0)'. The 'Shipping (9)' tab is highlighted with a red box. Below the tabs is a table with the following columns: Status, Delivery, Description, Queue State, Message Text, and Created On. The table contains seven rows of error data.

| <input type="checkbox"/> | Status | Delivery | Description | Queue State | Message Text | Created On |
|--------------------------|--------|-----------|--|-------------|--|------------|
| <input type="checkbox"/> | ● | 200325063 | Create Inbound Delivery Notif (from ERP) | SYSFAIL | EWM delivery for 0200325063 from SAPERP1 was found | 04.06.2019 |
| <input type="checkbox"/> | ● | 200325062 | Create Inbound Delivery Notif (from ERP) | SYSFAIL | EWM delivery for 0200325062 from SAPERP1 was found | 04.06.2019 |
| <input type="checkbox"/> | ● | 18042860 | Confirm WT for Inbound Delivery | RETRY | Command to tRFC/qRFC: Execute LUW again. | 27.05.2019 |
| <input type="checkbox"/> | ● | 200352343 | Create Inbound Delivery Notif (from ERP) | RETRY | Command to tRFC/qRFC: Execute LUW again. | 23.05.2019 |
| <input type="checkbox"/> | ● | 17981429 | Post Goods Movement for Inbound Delivery | RUNNING | | 21.05.2019 |
| <input type="checkbox"/> | ● | 17009830 | Post Goods Movement for Inbound Delivery | READY | | 19.03.2019 |
| <input type="checkbox"/> | ● | 16630692 | Post Goods Movement for Inbound Delivery | READY | | 25.02.2019 |

***Note:** The view will default to Shipping.

SAP Fiori® Simple Logistics: Identify Queue Errors

(continued)

Many errors are caused by timing issues. These errors can be resolved by:

1. Click in the box next to the status and a checkmark appears
2. Click **Reprocess**.

A black circle in the Status indicates there are errors in the report. The user can **Reprocess** and usually clears the errors.

| <input type="checkbox"/> | Status | Delivery | Description | Queue State | Message Text | Created On |
|-------------------------------------|--------|-----------|--|-------------|--|------------|
| <input type="checkbox"/> | ● | 200325063 | Create Inbound Delivery Notif (from ERP) | SYSFAIL | EWM delivery for 0200325063 from SAPERP1 was found | 04.06.2019 |
| <input type="checkbox"/> | ● | 200325062 | Create Inbound Delivery Notif (from ERP) | SYSFAIL | EWM delivery for 0200325062 from SAPERP1 was found | 04.06.2019 |
| <input type="checkbox"/> | ● | 18042860 | Confirm WT for Inbound Delivery | RETRY | Command to tRFC/qRFC: Execute LUW again. | 27.05.2019 |
| <input type="checkbox"/> | ● | 200352343 | Create Inbound Delivery Notif (from ERP) | RETRY | Command to tRFC/qRFC: Execute LUW again. | 23.05.2019 |
| <input type="checkbox"/> | ● | 17981429 | Post Goods Movement for Inbound Delivery | RUNNING | | 21.05.2019 |
| <input checked="" type="checkbox"/> | ● | 17009830 | Post Goods Movement for Inbound Delivery | READY | | 19.03.2019 |
| <input type="checkbox"/> | ● | 16630692 | Post Goods Movement for Inbound Delivery | READY | | 25.02.2019 |

***Note:** If the status is Black or Green, the queue error may have recently been resolved either by manual reprocess or a background job run. The Queue State of 'READY' means that the error has been resolved, and those errors should drop off the next time that the report is run

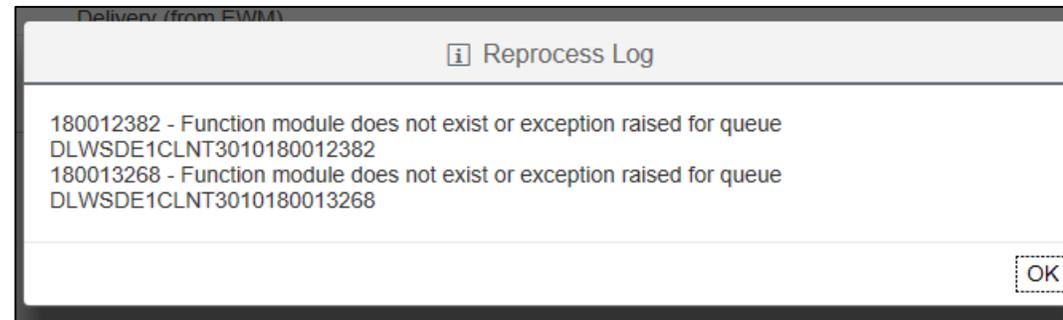
SAP Fiori® Simple Logistics: Identify Queue Errors

(continued)

3. When the Reprocess is successful, this message displays



When the Reprocess is unsuccessful, an error message displays:





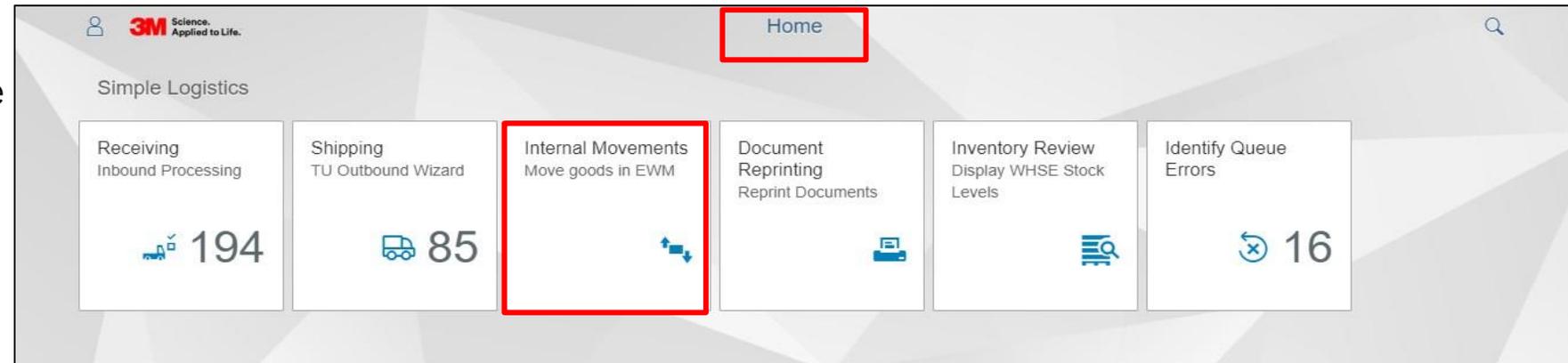
Internal Movements

The SAP Fiori® Simple Logistics Internal Movements – Move goods in EWM

On the Home Page there is an Internal Movements – Move goods in EWM tile.

In this module the user will learn:

- How to perform internal movements
- Move product to Stock at Vendor allows user to consume the input material for subcontracting process
- Move materials from bin to bin
 - By Handling Unit (HU)
 - By Product
- Change Product Stock type
 - Quality
 - Blocked
 - Available



Click Internal Movements – Move goods to EWM

SAP Fiori® Simple Logistics: Internal Movements – Move goods in EWM

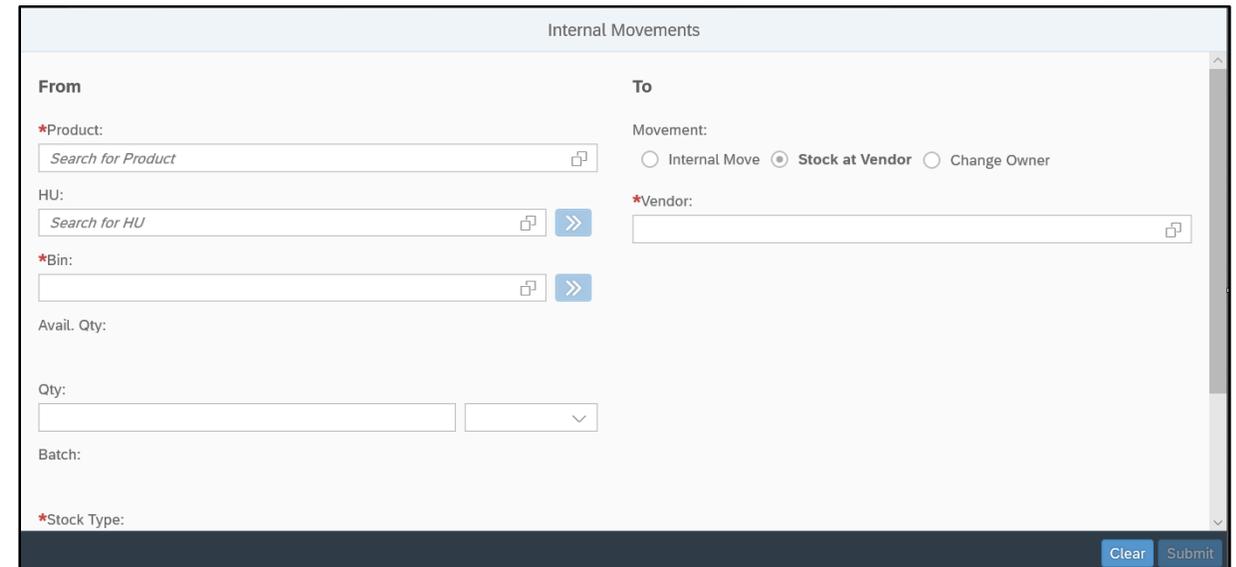
Use Internal Movements to create and confirm a Warehouse Task (WT). The most common action for Subcontracting is moving material to **Stock at Vendor**.

Subcontracting may use the Internal Movements and Stock at Vendor.

- It is the movement from the receiving bin of the Subcon to stock at vendor (stock at vendor is like the shop floor of the subcon). This transaction has to happen as the inventory has to be in the shop floor (stock at vendor) to be consumed from.

Change Owner

- Is used to change ownership of the inventory from Consign to 3M Owned. This is rarely used, if ever.



The screenshot shows the 'Internal Movements' Fiori app interface. The title bar at the top reads 'Internal Movements'. The interface is divided into 'From' and 'To' sections. In the 'From' section, there are fields for '*Product:' (with a search box containing 'Search for Product'), 'HU:' (with a search box containing 'Search for HU'), and '*Bin:' (with a search box). Below these are 'Avail. Qty:', 'Qty:', and 'Batch:' fields. In the 'To' section, there is a 'Movement:' section with radio buttons for 'Internal Move', 'Stock at Vendor' (which is selected), and 'Change Owner'. Below that is a '*Vendor:' search box. At the bottom right, there are 'Clear' and 'Submit' buttons.

SAP Fiori® Simple Logistics Internal Movements - Move goods in EWM *(continued)*

From is the current state, where you identify the material that needs to move or be changed.

Search by ***Product** or **HU**. This populates the associated data and eliminates issues with missing information needed by the system to perform the movement.

*Subcontracting will search by Product

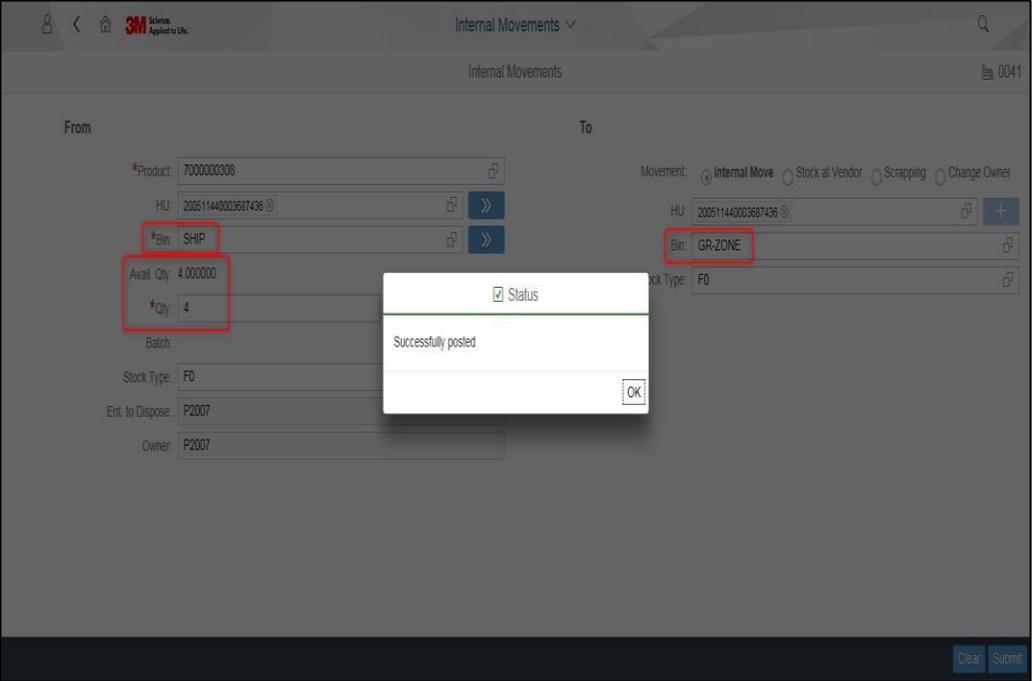
The screenshot shows the 'From' selection screen in SAP Fiori. The 'From' label is highlighted in a red box. Below it, the '*Product:' field is highlighted in a red box, containing a search input with the placeholder 'Search for Product' and a search icon. The 'HU:' field is also highlighted in a red box, containing a search input with the placeholder 'Search for HU', a search icon, and a blue double arrow button. Below these are fields for '*Bin:', 'Avail. Qty:', and '*Qty:'.

When searching by Product, enter the product ID and then click on the search icon. It will pull in all the inventory for that product by HU. Select the one you want to move.

When searching by HU, you must first select the search icon, and that will bring up a popup where you enter the HU. After you type in the HU click on the search icon to find that specific HU. Click on the HU to pull in the data.

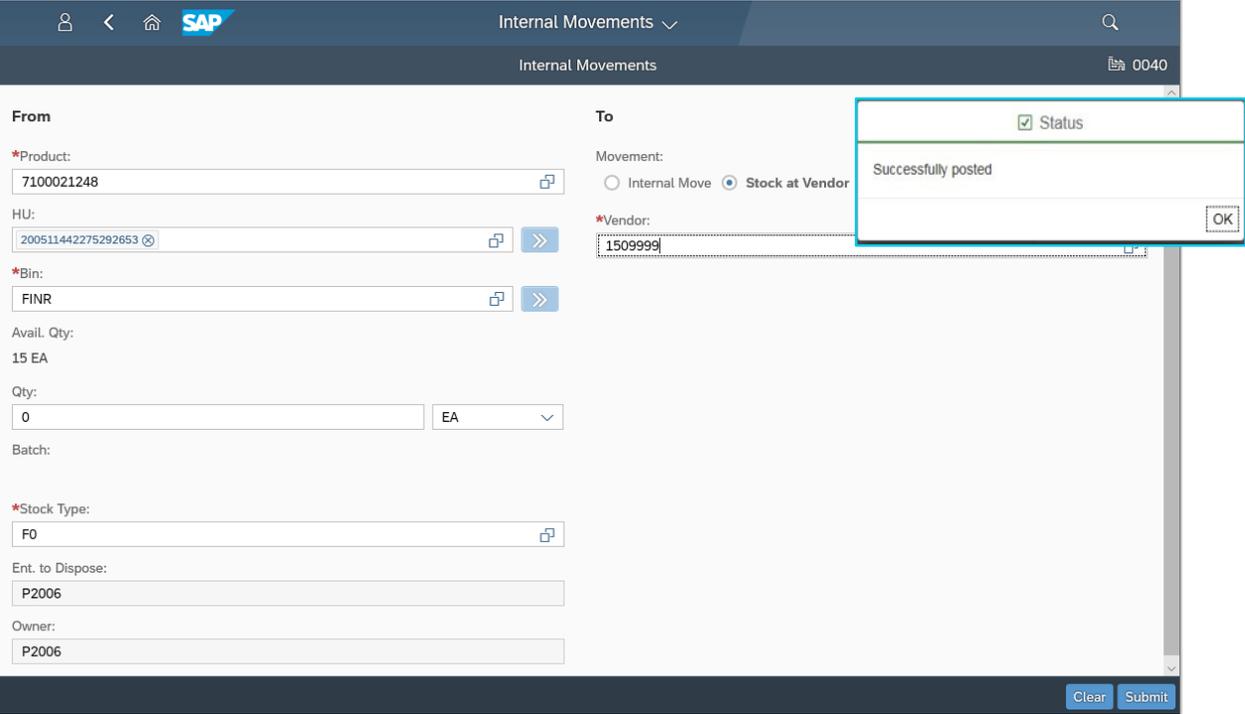
SAP Fiori® Simple Logistics Internal Movements – Move goods in EWM: Example

Here is an example of Internal Bin Move. We are moving 4 ROL of Product 7000000308 from Bin SHIP to Bin GR-ZONE.



Note: When performing a bin-to-bin movement with a HU, the entire HU quantity moves regardless of the value entered into the Qty field on the From side.

Here is an example of moving inventory to Stock at Vendor. This is the most common for subcontractors.



Note: Vendor will default to the Supplier Vendor ID when Stock at Vendor is selected. Click Submit to update the inventory to Stock at Vendor



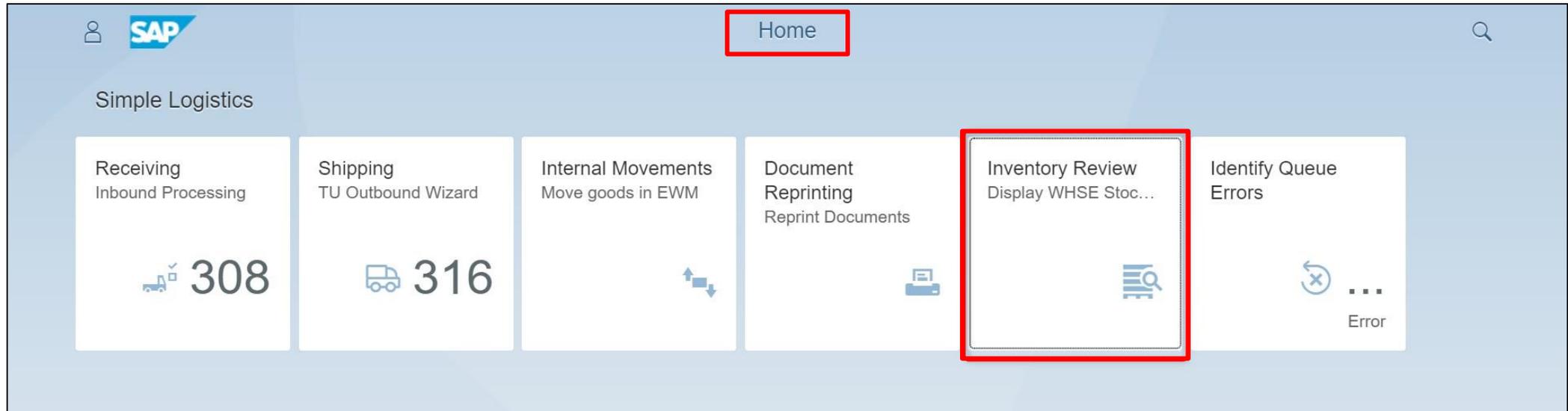
Inventory Review

The SAP Fiori® Simple Logistics Inventory Review – Display WHSE Stock

On the Home Page there is an Inventory Review – Display WHSE Stock tile.

In this module the user will learn:

- Inventory Review process for all inventory at the location



Click Inventory Review – Display WHSE Stock

Inventory Review – Display WHSE Stock *(continued)*

To view inventory status the best practice is to filter by a specific **Product**. The user can view inventory for all products, by entering an ***** in the **Product** filter and press **Enter**.

| Inventory Review | | | | |
|--|----------------------|----------------------|----------------------|----------------------|
| Product | Batch | Stock Type | Storage Bin | HU |
| <input type="text" value="Enter Product or Search"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

***Note:** To narrow the search down the user can enter data in each field (Batch, Stock Type, Storage Bin, and HU)

Inventory Review – Display WHSE Stock *(continued)*

Inventory Review filters include:

Product

Search for a specific product or all products

Batch

Search for products with specific batch numbers

Stock Type

Search for products with a specific stock type

Storage Bin

Search for products in a specific storage bin

HU

Search for products in a specific Handling Unit

Inventory Review – Display WHSE Stock *(continued)*

The screenshot shows the 'Inventory Review' interface. At the top, there are input fields for 'Product' (with a search icon), 'Plant', and 'Vendor'. Below these are tabs for 'Available', 'Physical', 'Stock View' (which is selected and highlighted with a red box), and 'Stock at Vendor'.

The screenshot shows the 'Inventory Review' interface with the 'Stock at Vendor' tab selected and highlighted with a red box. The 'Plant' and 'Vendor' filter fields are also highlighted with a red box. The 'Product' and 'Batch' input fields are visible at the top.

Stock View and **Stock at Vendor** display additional filters. This may be used if you are managing multiple plant/vendor locations

Plant

When user parameters are set up properly, the **Plant** filter populates. **Note:** The **Plant** filter displays only on the **Stock View** and **Stock at Vendor** tabs.

Vendor

When user parameters are set up properly, the **Vendor** filter populates. **Note:** The **Vendor** filter only displays on the **Stock View** and **Stock at Vendor** tabs.

***Note:** for Subcontracting, these filters are configured to your vendor location

Shipping

NOTE: This section does not apply to Cross Plant Consumption –
Confirm with your 3M contact

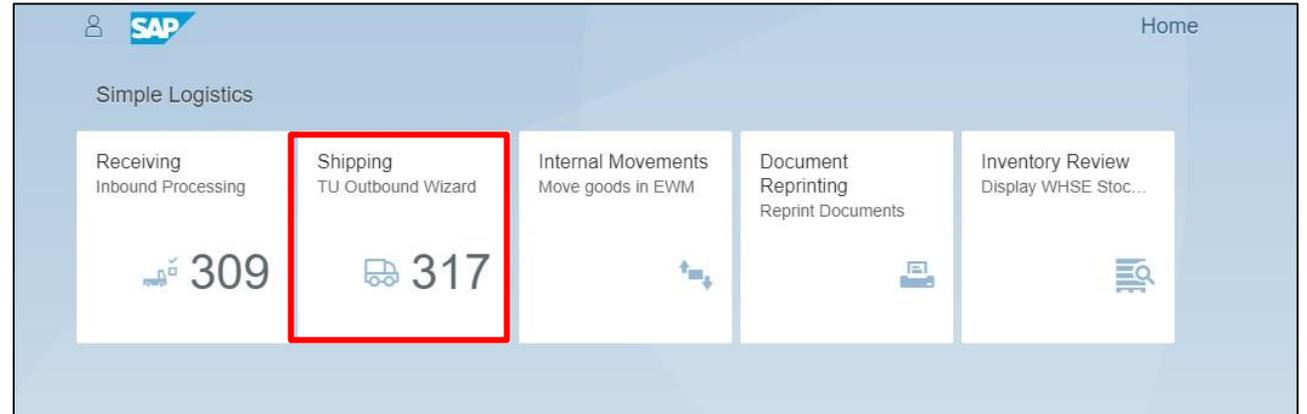
The SAP Fiori® Simple Logistics Shipping – TU Outbound Wizard

On the Home Page is a Shipping – TU Outbound Wizard tile.

The number displayed on the tile is the number of Active TUs. In this example (317)

In this module the user will learn:

- Explains Outbound Shipping process
- Perform the Shipping process
- Shipping back to 3M plant/Distribution Centers are not used



Click Shipping – TU Outbound Wizard

Shipping - Search and Create

Search by specific TU (Transportation Unit) or create a new TU

1. **Scroll or select** from the available list of TUs on the left-hand side of the screen.
2. Type a specific TU number in the **Search** field.
3. **Create** a new TU click on the +.

The TU will include shipping information:

- Carrier ID and Name
- Departure Date
- Means of Transport
- Booking information if required
- TU status

***Note:** A user can create and add TUs ahead before they are ready to be shipped. The Master List will only show Active TUs.

The screenshot displays the SAP Shipping Master List interface. The top navigation bar includes the SAP logo, a user profile icon with the number '2', and the text 'Shipping' with a dropdown arrow. Below the navigation bar, the page title is 'List of TUs (317)' and the user is greeted with 'Welcome'. A search bar labeled 'Search TU Number' is highlighted with a red box and the number '2'. The main content area shows a list of TUs with the following details:

| TU ID | Carrier | Name | Departure Date | Status |
|---------------------|---------|-------------------------|----------------|--------|
| TU: NEW TEST | 6000000 | KRISKA (LTL) | 2017.05.17 | Active |
| TU: NEWTEST1111 | 6000000 | KRISKA (LTL) | 2017.05.22 | Active |
| TU: NICFUTTEST1 | 6500002 | MNOP Transportation Ltd | 2018.08.02 | Active |
| TU: NICOLE_TEST_TU2 | 6500123 | Stratford Dental | 2018.01.09 | Active |
| TU: NICOLE_TEST_TU3 | 6500123 | Stratford Dental | 2018.01.11 | Active |

The TU entry 'TU: NICFUTTEST1' is highlighted with a red box and the number '1'. At the bottom of the list, a '+' icon for creating a new TU is highlighted with a red box and the number '3'. The right side of the screen shows a 'No item selected' message with a document icon and the text 'Please select an item from master list'. The 3M logo is visible at the bottom center of the image.

Shipping: Create a new TU

- To Create a new TU, all the fields must be populated.
 - Select the Carrier from the list. Click on the search list icon, and you will see the list of available carriers configured for your location. You can enter a partial carrier name and click search. Then hit enter. This will narrow the list
- Date defaults to today's date and pack material is defaulted from the Means of Transportation selected.

Shipping > Create Shipping Wizard 0256

Overview >>> Delivery >>> Pick >>> Pack >>> Review

*TU No: 20200513TEST

*Carrier:

*Departure Date: 05/13/2020

*Means of Transportation: DRY53

*Pack Material: DRY53

Save

Select Carrier

Search

4000001
EXPRESS1

4000002
EXPRESS2

4000003
EXPRESS3

4000004
EXPRESS4

4000005
EXPRESS5

4000006

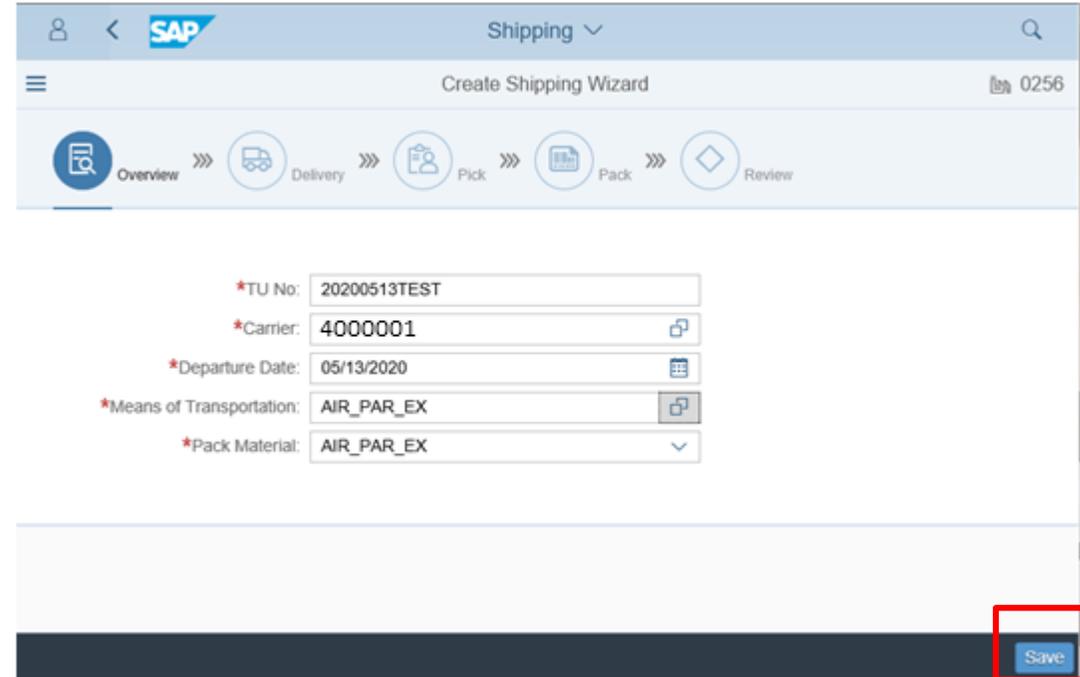
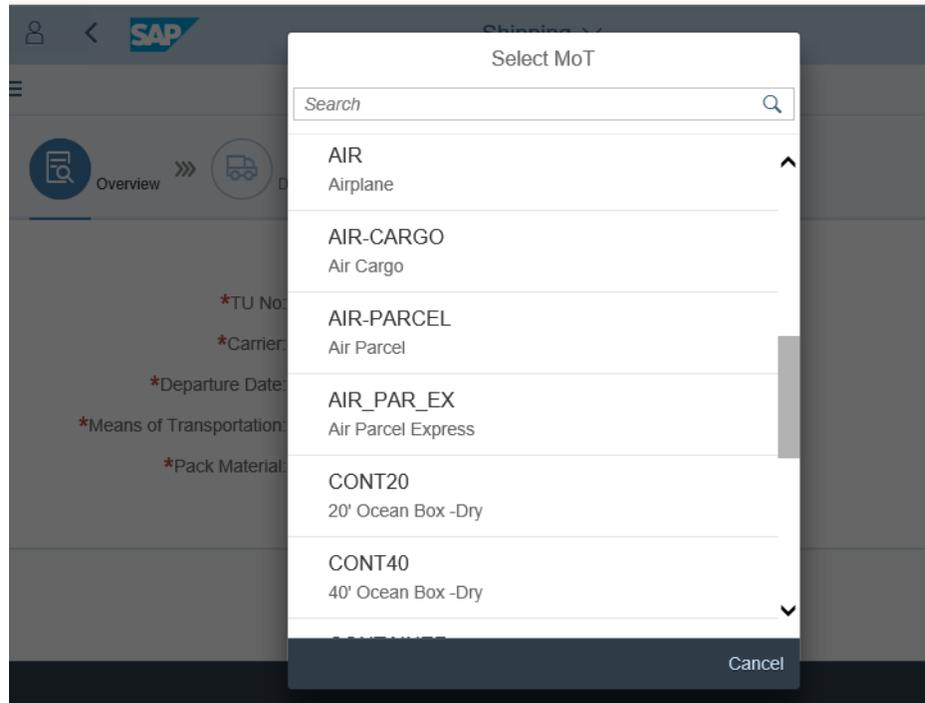
Cancel

Shipping: Create a new TU (*continued*)

Example: Select Means of Transportation (MoT) for the Carrier selected.

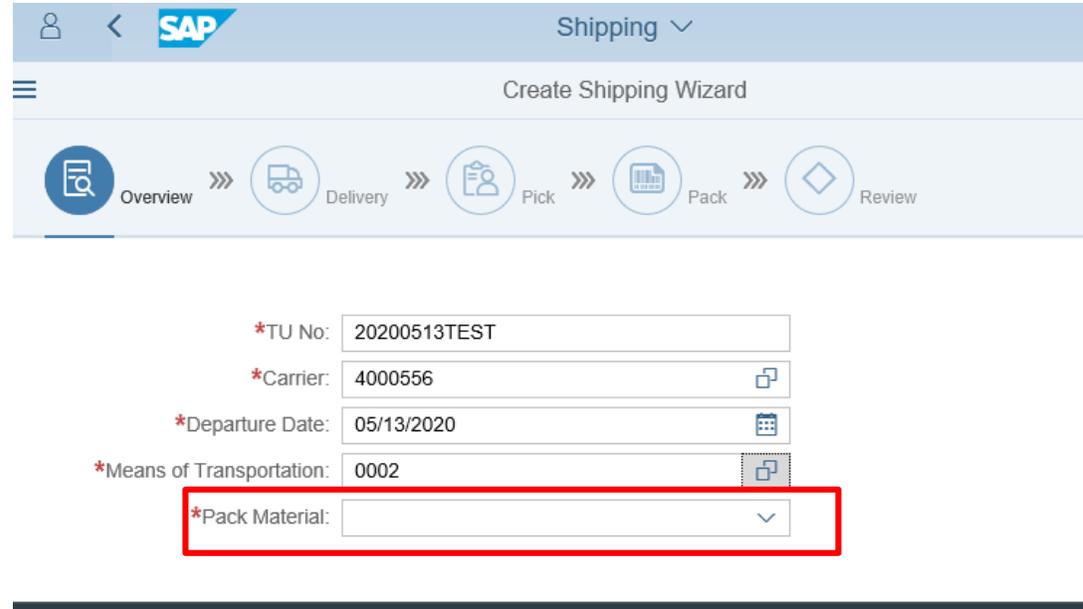
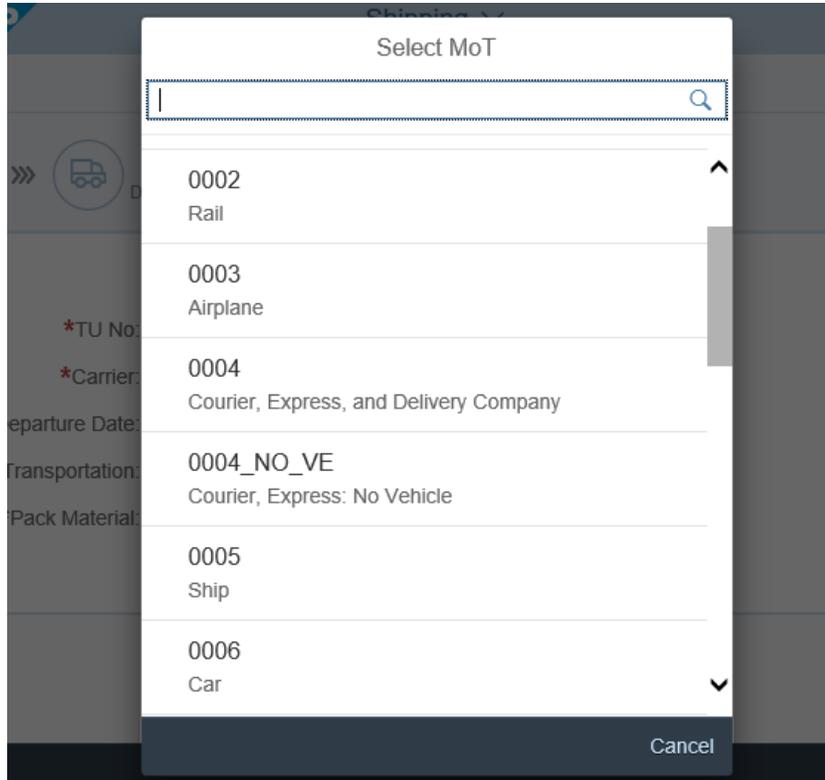
Pack Material is auto populated when the Means of Transportation is selected.

Click **Save**



Shipping: Create a new TU *(continued)*

When selecting an invalid MoT, the Pack Material field will not be populated. If this happens, re-enter a valid MoT.

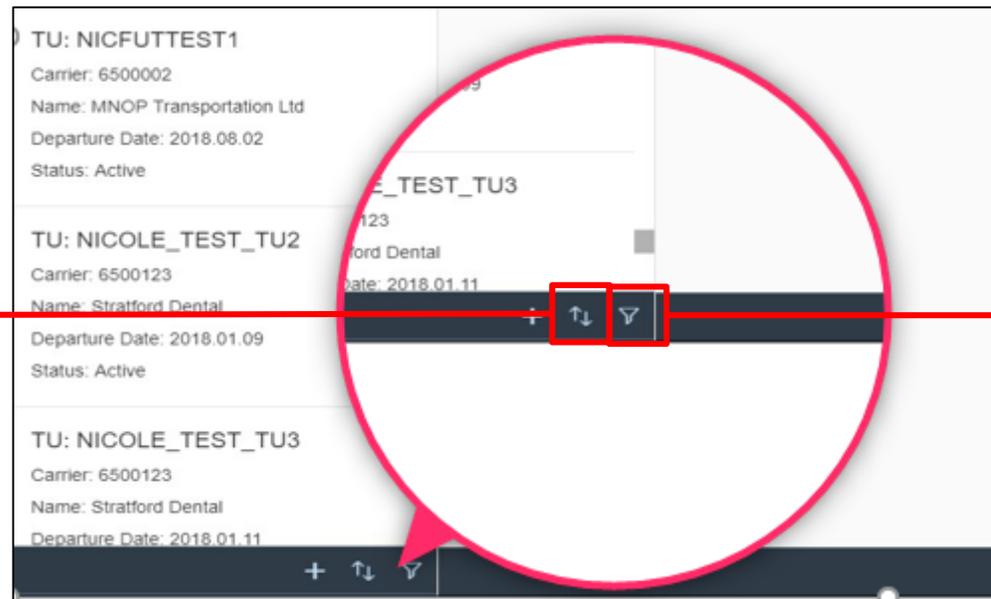


Example: Rail is not a valid mode of transportation for DHL.

Shipping: Sort and Filter TU search

You can also sort and filter TUs. Sort or filter by **Carrier**, **Status**, or **Departure Date**.

Click the **Sort** icon to arrange TUs by **Carrier**, **Status**, or **Departure Date**.

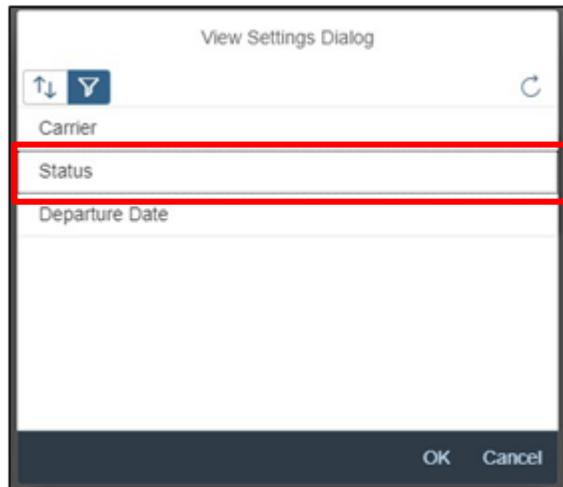


Click the **Filter** icon to separate TUs by **Carrier**, **Status**, or **Departure Date**.

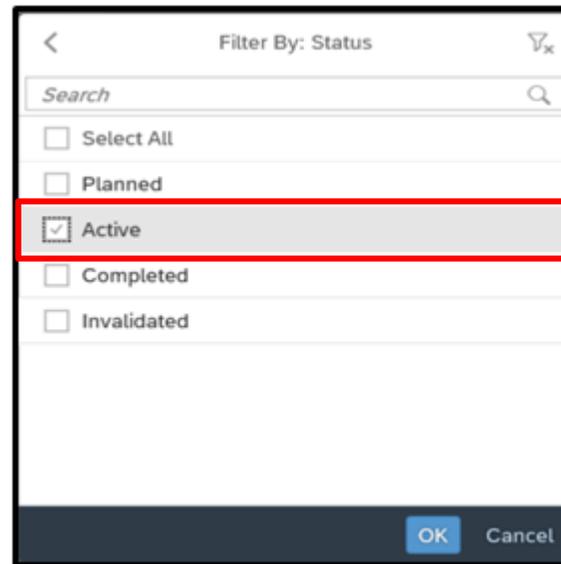
Shipping: Sort and Filter *(continued)*

These are the pop-up windows that display after you click the Filter icon. This example displays TUs filtered by **Status**, then **Planned**:

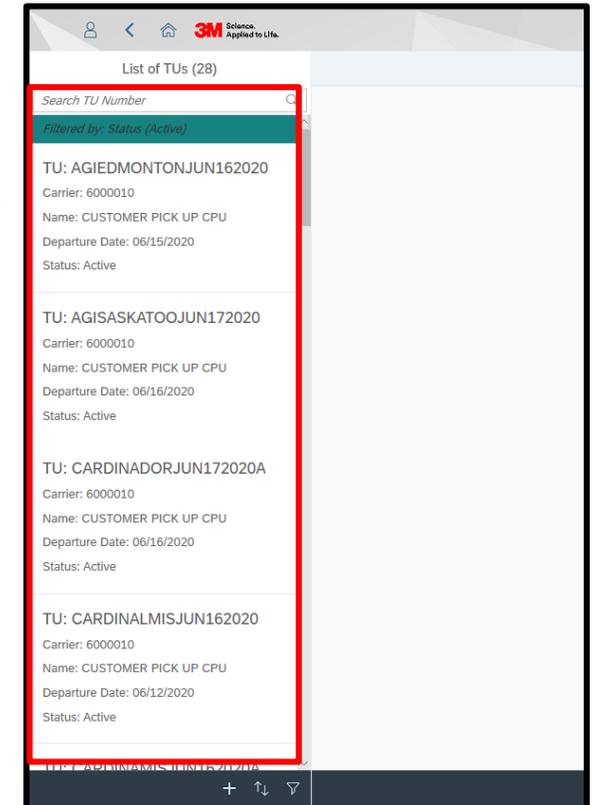
Filter by Status



Filter by Active



Active TUs display

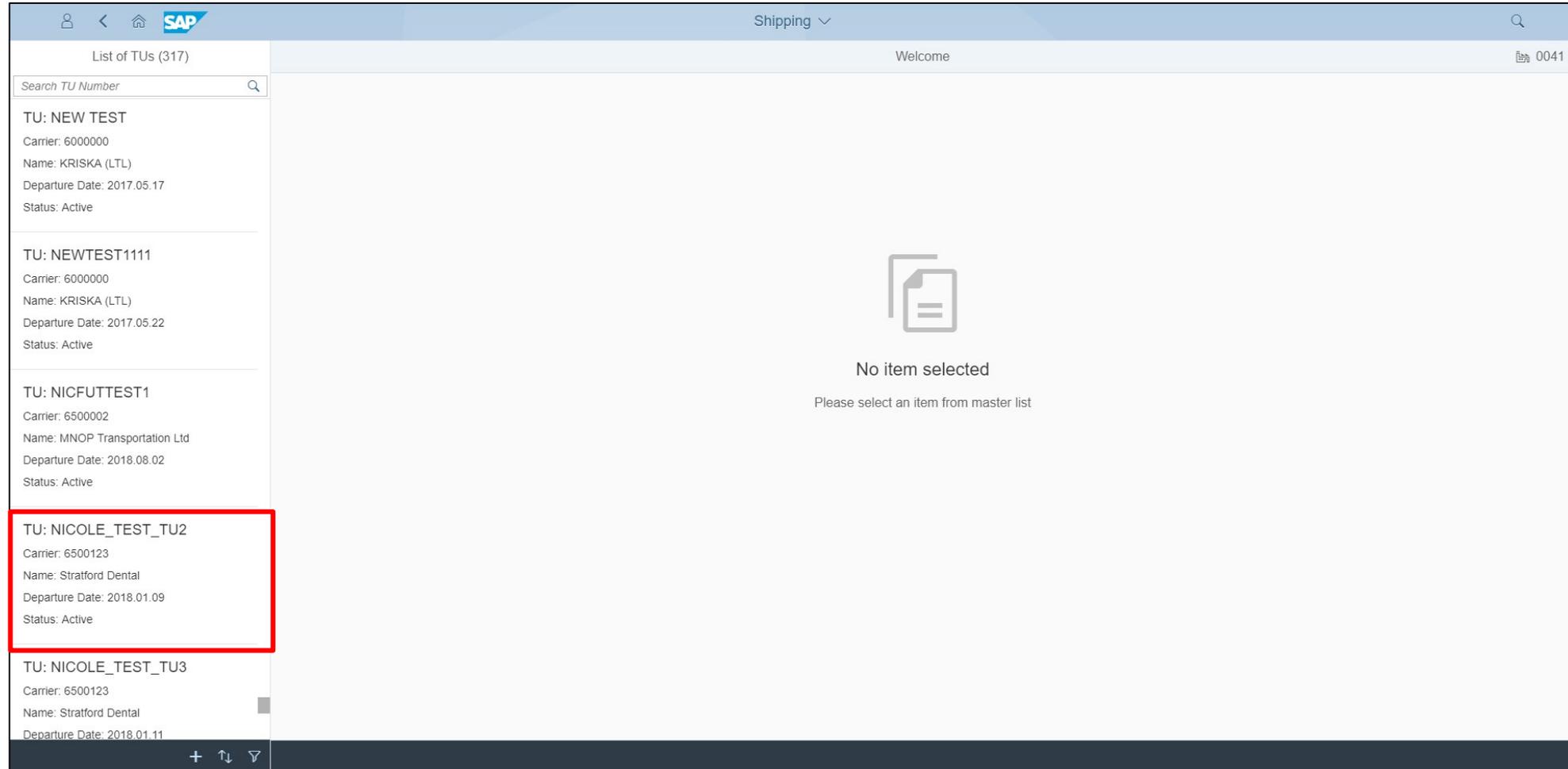


Completed Status = The TU is Goods Issued (ship noticed) and no changes can be made.

Invalidated Status = The TU has been Cancelled or Voided. Therefore cannot create a shipment with an invalid TU

Shipping: Select TU

To begin, select a TU from the Master TU List:



The screenshot shows the SAP Shipping Master TU List interface. The left sidebar displays a list of TUs, with the entry 'TU: NICOLE_TEST_TU2' highlighted by a red box. The main area shows a message: 'No item selected. Please select an item from master list'.

Shipping

List of TUs (317)

Welcome 0041

Search TU Number

TU: NEW TEST
Carrier: 6000000
Name: KRISKA (LTL)
Departure Date: 2017.05.17
Status: Active

TU: NEWTEST1111
Carrier: 6000000
Name: KRISKA (LTL)
Departure Date: 2017.05.22
Status: Active

TU: NICFUTTEST1
Carrier: 6500002
Name: MNOP Transportation Ltd
Departure Date: 2018.08.02
Status: Active

TU: NICOLE_TEST_TU2
Carrier: 6500123
Name: Stratford Dental
Departure Date: 2018.01.09
Status: Active

TU: NICOLE_TEST_TU3
Carrier: 6500123
Name: Stratford Dental
Departure Date: 2018.01.11

No item selected
Please select an item from master list

Shipping: Select *(continued)*

This screen displays after you select a TU.

Shipping

TU: NICOLE_TEST_TU2 0041

Overview Delivery Pick Pack Review

Departure Date: 2018.01.09

Carrier: Stratford Dental

Means of Transportation: DRY53

Pack Material: 53' Trailer

Status: Active

Load: Not Started

PGI: Not Started

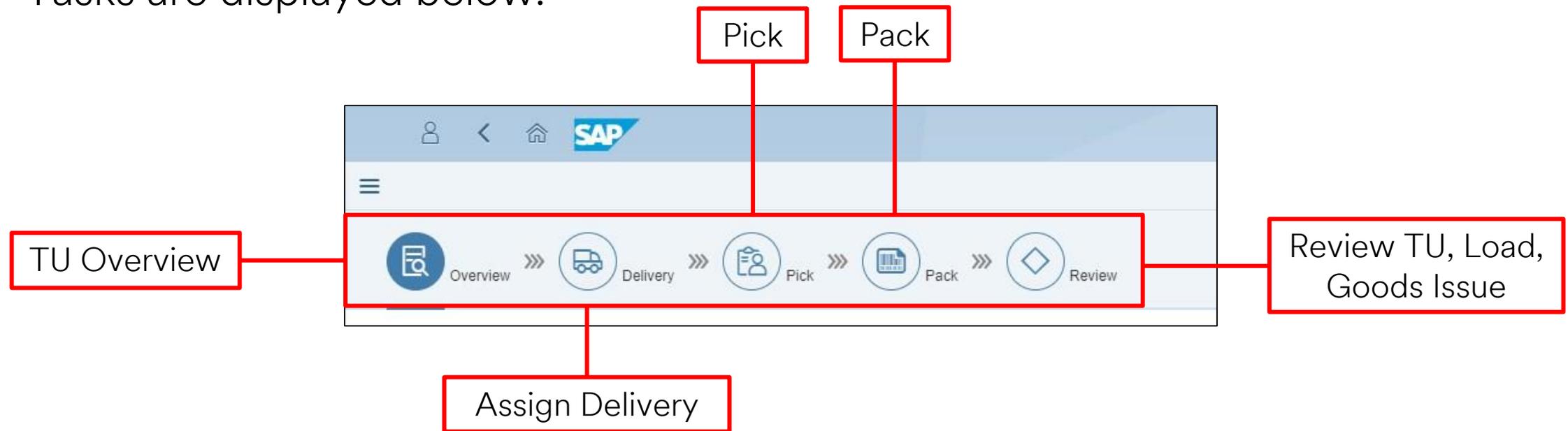
Save Activate

Save Activate

Note: The **Activate** button is enabled only for TUs in **Planned** status. If the TU is not **Planned**, the **Activate** button is disabled, as you see here. Subcontract TU's will always be in Active status

Shipping: Select *(continued)*

All actions needed to perform Goods Issue are indicated by the workflow. Based on your warehouse configuration, some steps may not be necessary. The Tasks are displayed below.



***Note:** For Subcontractors the Pick and Pack will already be done for the standard process.

Shipping: TU Overview

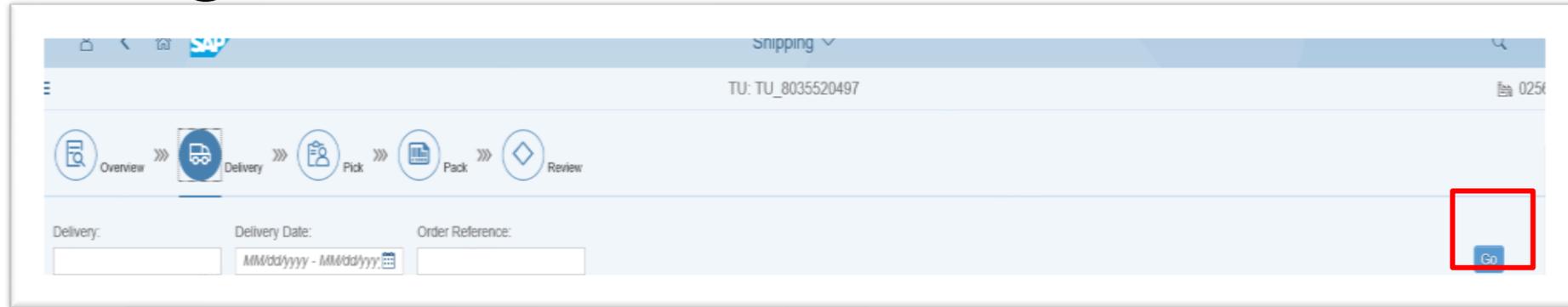
This is the initial screen when selecting a TU. The TU is displayed and cannot be changed. Only the Departure Date can be update and modified until the TU is Load Completed. Click on the Delivery action to proceed to assigning deliveries to the TU.

The screenshot displays the SAP Shipping TU Overview interface. At the top, the SAP logo and 'Shipping' menu are visible. The TU number '200000000615' and a document icon with '0040' are shown. A navigation bar below the header contains icons for 'Overview', 'Delivery', 'Pick', 'Pack', and 'Review'. The main content area features several input fields: 'Departure Date' (10/15/2013), 'Carrier' (TEST EXPRESS1), 'Means of Transportation' (LTL_AMB), 'Pack Material' (Less than Truck Load - Ambient), and 'Booking Ref. Number'. Below these are 'Status' (Active), 'Load' (Not Started), and 'PGI' (Not Started). At the bottom right, there are 'Save' and 'Activate' buttons.

Shipping: Assign Deliveries to TU

To assign deliveries:

1. If needed, use the **Search** fields to search and filter deliveries.



1. Select Delivery.
2. Click **Save**.
3. SUCCESS message displays

***Note:** Green status are the only ones available to ship. If Red status appears, the errors need to be resolved before they are available to ship. Click on the red circle to view the error.

A screenshot of the SAP Shipping interface showing a table of deliveries. The table has columns for Status, Delivery, ShpPt, Date, Customer, City, Cntry, Order Reference, Carrier, and Net Weight. The third row is selected, and a success message is displayed in a pop-up window.

| | Status | Delivery | ShpPt | Date | Customer | City | Cntry | Order Reference | Carrier | Net Weight | |
|-------------------------------------|--------|------------|-------|------------|-----------------|--------|-------|-----------------|--------------|--------------|--|
| <input type="checkbox"/> | ● | 8035461466 | U676 | 07/12/2019 | 3M DEKALB (DK6) | DEKALB | US | | - | 320,471.04 G | |
| <input type="checkbox"/> | ● | 8035502587 | U676 | 07/15/2019 | 3M DEKALB (DK6) | DEKALB | US | | - | 390,144.00 G | |
| <input checked="" type="checkbox"/> | ● | 8035520497 | U676 | 10/14/2019 | 3M DEKALB (DK6) | DEKALB | US | | DHL/EXPRESS- | 320,471.04 G | |

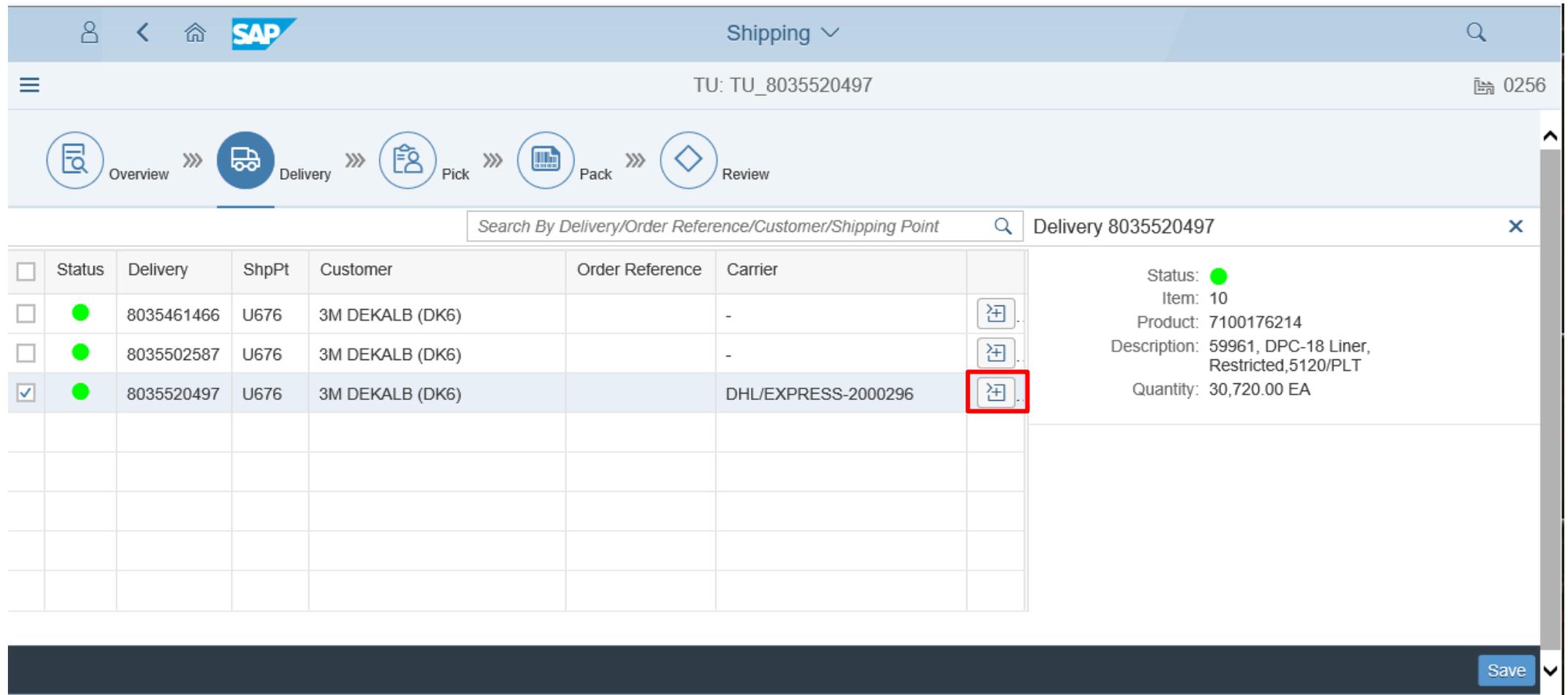
Search By Delivery/Order Reference/Customer/Shipping Point

SUCCESS
OBD process Successfully Completed.
[Show Details](#)
OK

Save

Shipping: View Delivery detail

View the Delivery details by clicking on the 'Additional Details icon. Delivery status and line item details are displayed on the far right.



The screenshot shows the SAP Shipping 'View Delivery detail' interface. At the top, there is a navigation bar with the SAP logo, a 'Shipping' dropdown menu, and a search icon. Below this is a breadcrumb trail: Overview >>> Delivery >>> Pick >>> Pack >>> Review. The 'Delivery' step is currently active. A search bar contains the text 'Search By Delivery/Order Reference/Customer/Shipping Point' and a search icon. To the right of the search bar, the text 'Delivery 8035520497' is displayed with a close icon. Below the search bar is a table with columns: Status, Delivery, ShpPt, Customer, Order Reference, and Carrier. The table contains three rows of data. The third row is selected, and its 'Carrier' cell contains 'DHL/EXPRESS-2000296'. To the right of the table is a detailed view for the selected row, showing: Status: ● (green), Item: 10, Product: 7100176214, Description: 59961, DPC-18 Liner, Restricted, 5120/PLT, and Quantity: 30,720.00 EA. At the bottom right of the interface is a 'Save' button.

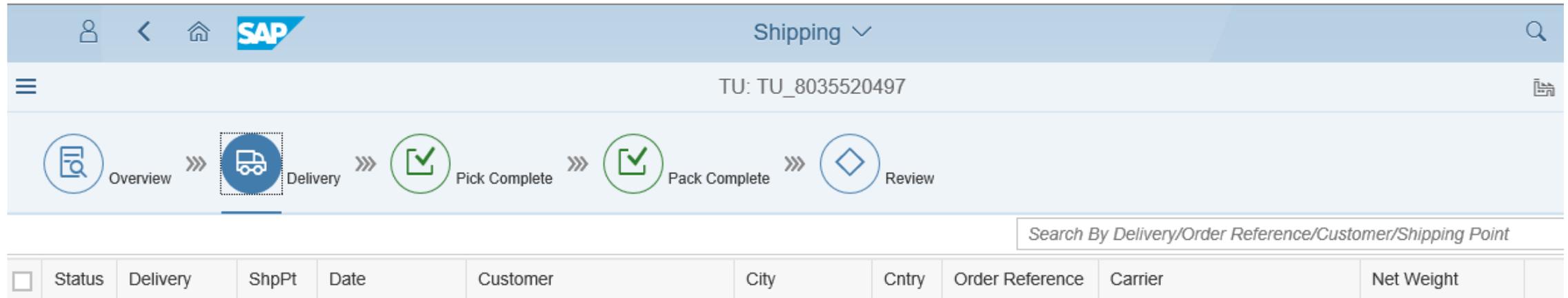
| <input type="checkbox"/> | Status | Delivery | ShpPt | Customer | Order Reference | Carrier | |
|-------------------------------------|--------|------------|-------|-----------------|-----------------|---------------------|---|
| <input type="checkbox"/> | ● | 8035461466 | U676 | 3M DEKALB (DK6) | | - |  |
| <input type="checkbox"/> | ● | 8035502587 | U676 | 3M DEKALB (DK6) | | - |  |
| <input checked="" type="checkbox"/> | ● | 8035520497 | U676 | 3M DEKALB (DK6) | | DHL/EXPRESS-2000296 |  |

Status: ●
Item: 10
Product: 7100176214
Description: 59961, DPC-18 Liner, Restricted, 5120/PLT
Quantity: 30,720.00 EA

Save

Shipping: Pick and Pack

For Subcontracting, the Pick and Pack actions are automatically marked complete  when the Delivery has been added. You can now proceed to the Review action.



The screenshot displays the SAP Shipping interface. At the top, there is a navigation bar with the SAP logo, a search icon, and the text "Shipping". Below this, a header bar shows the text "TU: TU_8035520497". The main area features a process flow with five steps: "Overview" (document icon), "Delivery" (truck icon, highlighted with a dashed box), "Pick Complete" (green checkmark icon), "Pack Complete" (green checkmark icon), and "Review" (diamond icon). Below the flow is a search bar with the text "Search By Delivery/Order Reference/Customer/Shipping Point". At the bottom, a table header is visible with columns: Status, Delivery, ShpPt, Date, Customer, City, Cntry, Order Reference, Carrier, and Net Weight.

***Note:** Once the delivery is Added, the Pick and Pack actions are checked as complete. Pick and Pack are not required actions for subcontracting, and can now proceed to the Review tab where the user can Load and Print the BOL.

Shipping: Load and Print

Note the Pick and Pack show **Completed**

Click on the **Load and Print** button

The **Load & Print** button:

- Executes loading.
- Triggers printing of (BOL) and any other shipping documents configured to print at Loading.

A **SUCCESS** message displays when the TU is loaded successfully.

The screenshot shows the SAP Shipping Overview screen for TU_8035520497. The navigation bar includes Overview, Delivery, Pick Complete, Pack Complete, and Review. The status bar shows TU: TU_8035520497 and 0256. The Overview section displays the following details:

| | | | |
|--------------------------|------------------|-------|-------------|
| TU No: | TU_8035520497 | TU: | Active |
| Departure Date: | 11/05/2019 | Pick: | Completed |
| Carrier: | DHL/EXPRESS / D- | Pack: | Completed |
| Means of Transportation: | DRY53 | Load: | Not Started |
| Pack Material: | 53 FT Trailer | PGI: | Not Started |
| Booking Ref. Number: | 8035520497 | | |

The Deliveries section shows ERP Document: 8035520497 and ODO: 18664979. The Pick section shows Picked: 1 Deliveries. The Pack section shows Packed: 200511442183417650, 200511442183417667, 200511442183417674, 200511442183417681, 200511442183417698, and 200511442183417704. A 'Load & Print' button is highlighted at the bottom right. A success message 'Load TU Successfully Completed' is displayed in a dialog box.

Shipping: Unload TU

To Unload a TU:

1. Click on Unload TU button
2. A SUCCESS message displays when the TU is unloaded
3. Load status is **Not Started** and Load and Print button is now displayed

The screenshot shows the SAP Shipping TU overview page for TU: TU_8035520497. The top navigation bar includes 'Shipping' and a search icon. Below the navigation bar, there are icons for 'Overview', 'Delivery', 'Pick Complete', 'Pack Complete', and 'Review'. The 'Overview' section displays the following details:

| | |
|---------------------------------|------------------|
| TU No: TU_8035520497 | TU: Active |
| Departure Date: 11/05/2019 | Pick: Completed |
| Carrier: DHL/EXPRESS / D- | Pack: Completed |
| Means of Transportation: DRY53 | Load: Completed |
| Pack Material: 53 FT Trailer | PGI: Not Started |
| Booking Ref. Number: 8035520497 | |

The 'Deliveries' section shows ERP Document: 8035520497 and ODO: 18664979. At the bottom right, the 'Unload TU' button is highlighted with a red box, and the 'Goods Issue' button is visible next to it.

A dialog box with a green checkmark icon and the text 'SUCCESS' at the top. Below it, the message reads 'UnLoad TU Successfully Completed.' There is an 'OK' button in the bottom right corner.

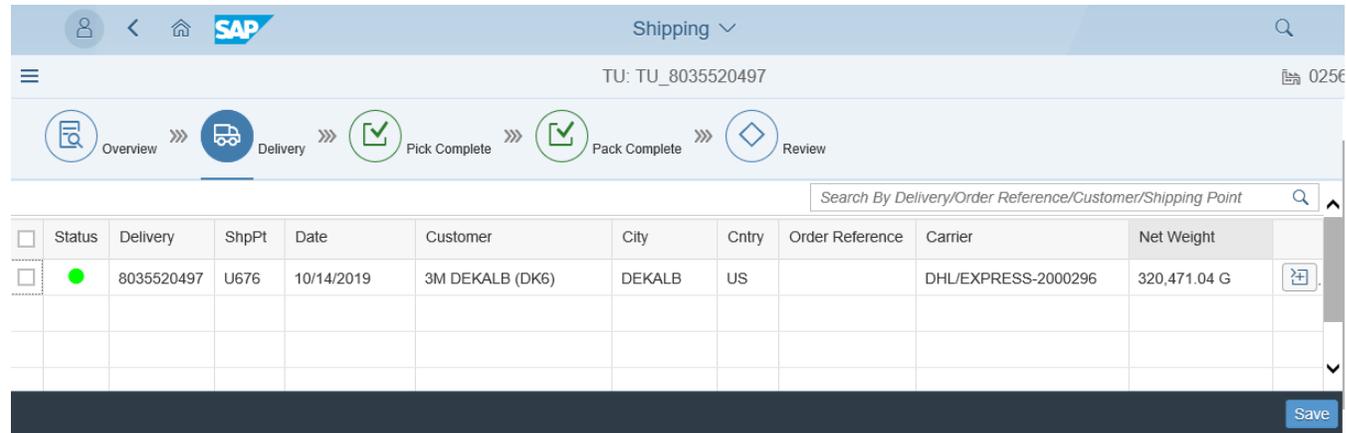
The screenshot shows the same SAP Shipping TU overview page as above, but with the 'Unload TU' button removed. The 'Load & Print' button is now visible at the bottom right of the page. The overview details remain the same, with the 'Load' status still showing as 'Completed'.

Shipping: Remove Delivery from TU

If you need to remove a delivery from the TU, click on the Delivery icon and enter your delivery in the search field

Uncheck the delivery and click Save

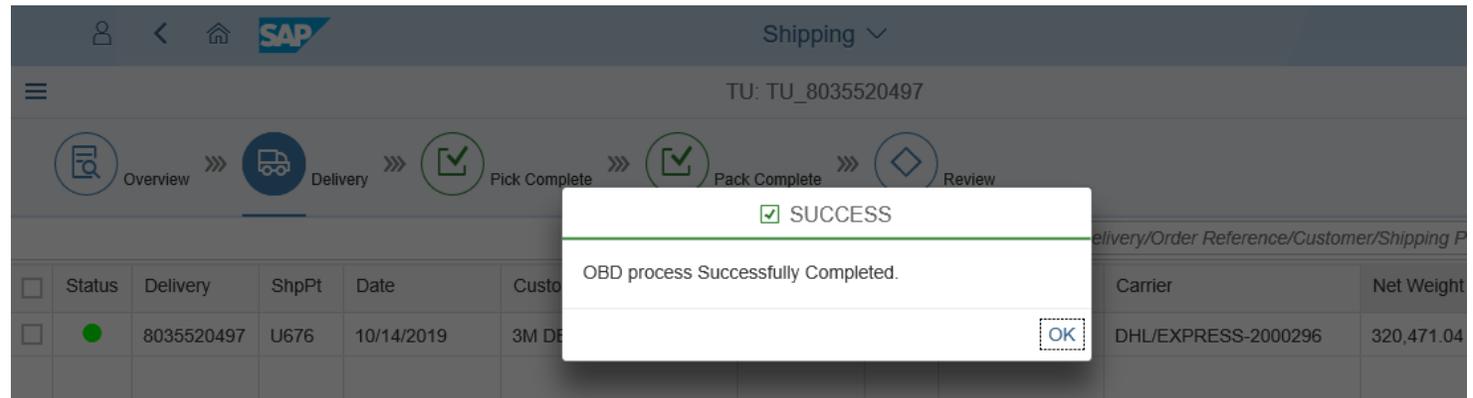
A SUCCESS message displays when the delivery is removed.



The screenshot shows the SAP Shipping interface for TU: TU_8035520497. The breadcrumb navigation includes Overview, Delivery, Pick Complete, Pack Complete, and Review. A search bar is present with the text "Search By Delivery/Order Reference/Customer/Shipping Point". Below the search bar is a table with the following data:

| <input type="checkbox"/> | Status | Delivery | ShpPt | Date | Customer | City | Crnty | Order Reference | Carrier | Net Weight | |
|--------------------------|--------|------------|-------|------------|-----------------|--------|-------|-----------------|---------------------|--------------|--------------------------|
| <input type="checkbox"/> | ● | 8035520497 | U676 | 10/14/2019 | 3M DEKALB (DK6) | DEKALB | US | | DHL/EXPRESS-2000296 | 320,471.04 G | <input type="checkbox"/> |

A "Save" button is located at the bottom right of the table.

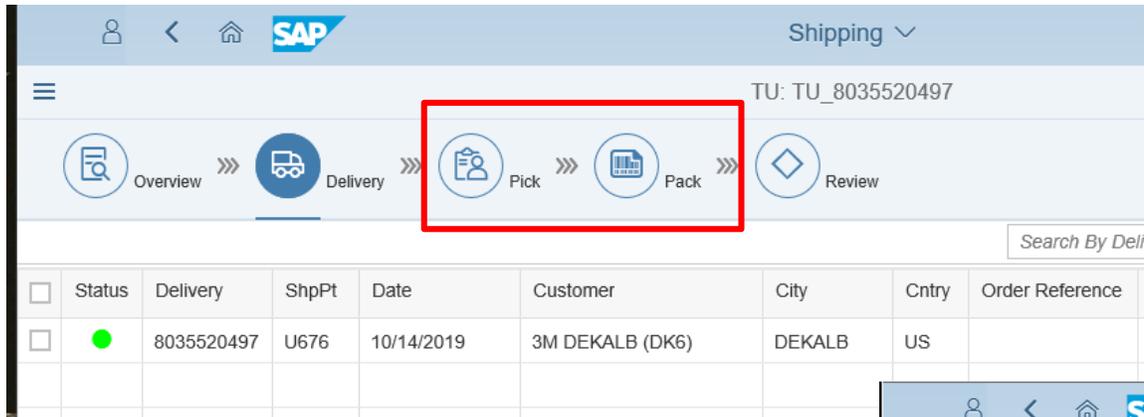


The screenshot shows the same SAP Shipping interface as above, but with a success message dialog box overlaid. The dialog box contains the following text:

✔ SUCCESS
OBD process Successfully Completed.

An "OK" button is located at the bottom right of the dialog box.

Shipping: Remove Delivery from TU (continued)

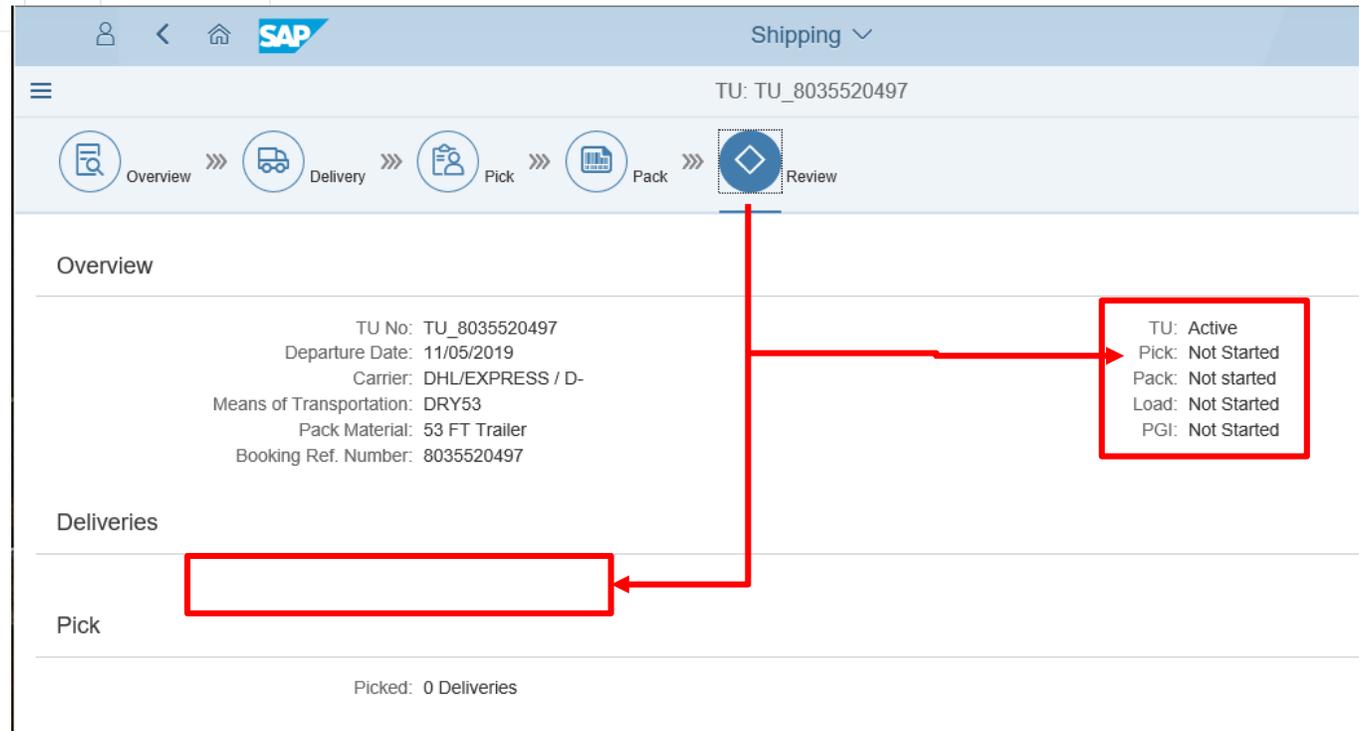


The screenshot shows the SAP Shipping Overview screen for TU: TU_8035520497. The navigation bar includes tabs for Overview, Delivery, Pick, Pack, and Review. The Pick and Pack tabs are highlighted with a red box. Below the navigation bar is a table with columns: Status, Delivery, ShpPt, Date, Customer, City, Cntry, and Order Reference. The first row shows a green status dot, delivery number 8035520497, ShpPt U676, Date 10/14/2019, Customer 3M DEKALB (DK6), City DEKALB, and Cntry US.

| Status | Delivery | ShpPt | Date | Customer | City | Cntry | Order Reference |
|--------------------------|------------|-------|------------|-----------------|--------|-------|-----------------|
| <input type="checkbox"/> | 8035520497 | U676 | 10/14/2019 | 3M DEKALB (DK6) | DEKALB | US | |

When the delivery has been removed:

1. Checkmarks are removed from **Pick** and **Pack**
2. In the Review tab, Status are Not Started and deliveries no longer display on the TU



The screenshot shows the SAP Shipping Review screen for TU: TU_8035520497. The navigation bar includes tabs for Overview, Delivery, Pick, Pack, and Review. The Review tab is highlighted with a red box. Below the navigation bar is the Overview section with the following details:

- TU No: TU_8035520497
- Departure Date: 11/05/2019
- Carrier: DHL/EXPRESS / D-
- Means of Transportation: DRY53
- Pack Material: 53 FT Trailer
- Booking Ref. Number: 8035520497

Below the Overview section is the Deliveries section, which is currently empty. Below the Deliveries section is the Pick section, which is also empty. A red box highlights the status information on the right side of the screen:

- TU: Active
- Pick: Not Started
- Pack: Not started
- Load: Not Started
- PGI: Not Started

At the bottom of the screen, it says "Picked: 0 Deliveries".

Shipping: Goods Issue

When you are ready to ship, click **Goods Issue**. This completes the ship notice, relieves inventory, and triggers financials.

The screenshot shows the SAP Shipping Overview screen for transaction TU_8035520497. The top navigation bar includes the SAP logo, a home icon, and a search icon. Below the navigation bar, the transaction ID 'TU: TU_8035520497' is displayed. The main content area is divided into sections: 'Overview' and 'Deliveries'. The 'Overview' section contains the following information:

| | |
|---------------------------------|------------------|
| TU No: TU_8035520497 | TU: Active |
| Departure Date: 11/05/2019 | Pick: Completed |
| Carrier: DHL/EXPRESS / D- | Pack: Completed |
| Means of Transportation: DRY53 | Load: Completed |
| Pack Material: 53 FT Trailer | PGI: Not Started |
| Booking Ref. Number: 8035520497 | |

The 'Deliveries' section shows the ERP Document: 8035520497 and ODO: 18664979. At the bottom right of the screen, there are two buttons: 'Unload TU' and 'Goods Issue'. The 'Goods Issue' button is highlighted with a red box.

***Note:** You cannot perform Goods Issue unless the Pick, Pack and Load steps are completed. If the transaction can't be completed, an error will be displayed with the resolution.

The screenshot shows a success message dialog box with the following text:

✓ SUCCESS
Goods Issue Successfully Completed.
OK

Shipping: Goods Issue *(continued)*

When Goods Issue is complete, all status will show Completed.

Shipping

TU: TU_8035520497

Overview » Delivery » Pick Complete » Pack Complete » Review

Overview

TU No: TU_8035520497
Departure Date: 11/05/2019
Carrier: DHL/EXPRESS / D-
Means of Transportation: DRY53
Pack Material: 53 FT Trailer
Booking Ref. Number: 8035520497

TU: Completed
Pick: Completed
Pack: Completed
Load: Completed
PGI: Completed

Reverse GI

TU Status is Completed on the List of TUs

List of TUs (3)

Search TU Number

TU: TU_8035520497
Carrier: 2000296
Name: TEST EXPRESSL
Departure Date: 11/05/2019
Status: Completed

TU: 200000822781
Carrier: 6602314
Name: TEST EXPRESS2
Departure Date: 11/06/2019
Status: Active

Document Reprinting

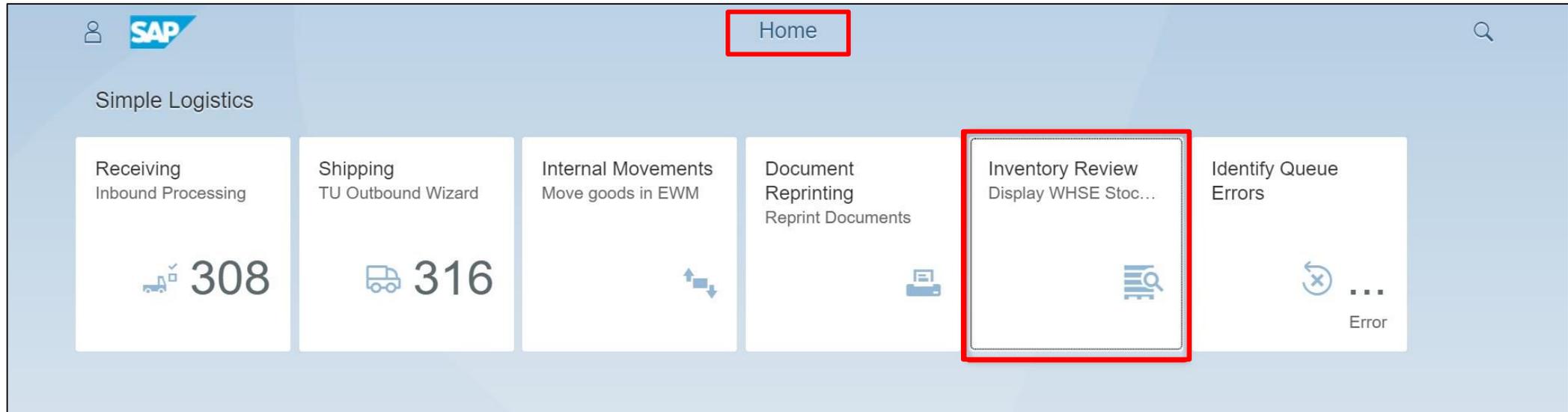
NOTE: This section does not apply to Cross Plant Consumption –
Confirm with your 3M contact

The SAP Fiori® Simple Logistics Document Reprinting

On the Home Page there is a Document Reprinting – Reprint Documents tile.

In this module the user will learn:

- Inventory Review process for all inventory at the location



Click Inventory Review – Display WHSE Stock

Document Reprinting *(continued)*

To reprint a document, choose an option from the **I want to print** drop-down list. Then enter the required **Doc Number** and any other requested information.

Print

I want to print:

Doc Number:

Enter ERP Doc number

Document Reprinting *(continued)*

This table shows the Document Reprint option, required Doc Number, and other requested information:

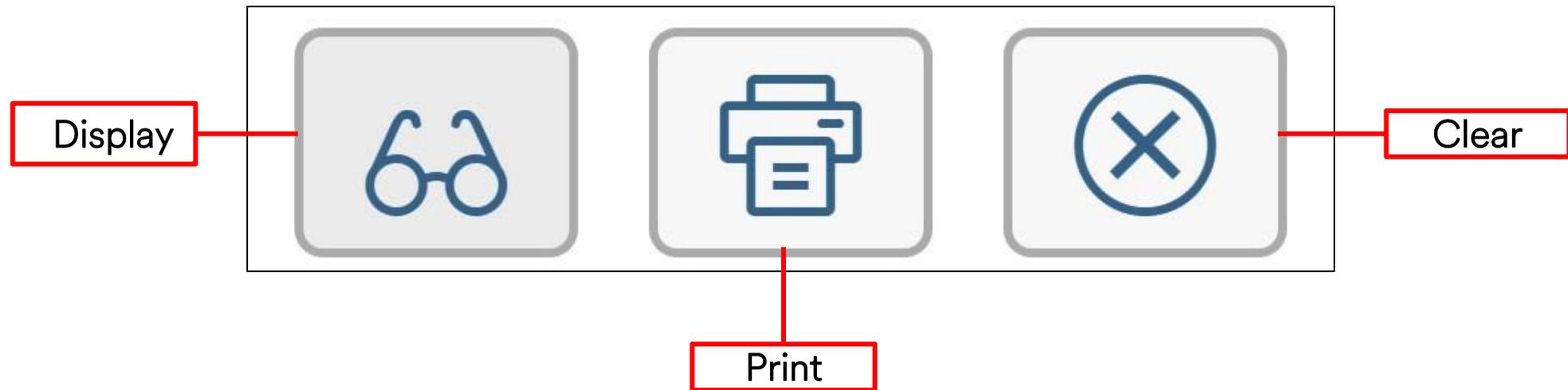
To reprint a HU Label, you will need to enter the HU number along with the printer, number of copies and enter the format of the label (Regular label, maintenance label or A4 label).

To reprint the Master Bill Of Lading (BOL) you will need the Transportation Unit.

| Document Reprint Option | Doc Number (Required) | Other Requested Information |
|-------------------------|---|--|
| HU Label | Handling Unit (HU) number | <ul style="list-style-type: none">• Printer• Number of copies• Format |
| Master BOL | Transportation Unit (TU) number | *Note: Master BOL, Packing List, and Picking List can only be Reprinted . HU Labels and Placards can be printed at any time, regardless of if the documents have already been printed once via the standard Shipping process |
| Packing List | ERP Document (Outbound Delivery) number | |
| Picking List | ERP Document (Outbound Delivery) number | |
| Placard | HU number | <ul style="list-style-type: none">• Printer• Number of copies |

Document Reprinting *(continued)*

Once you enter the required information, the Document Reprinting app validates the value entered in the **Doc Number** field. If the entries are valid, you will see one or more of these additional buttons:



Document Reprinting *(continued)*

For each document reprint of a valid Document Number, you will see one or both of the **Display** and **Print** buttons. The **Clear** button always displays.

| Document Reprint Option | Buttons Display | | |
|-------------------------|---|---|---|
| HU Label | |  |  |
| Master BOL |  |  |  |
| Packing List |  |  |  |
| Picking List | |  |  |
| Placard | |  |  |

Document Reprinting: Example

To reprint a Packing List:

1. Under the **I want to print** drop-down list, select **Packing List**.
2. Enter a **Doc Number** and press **Enter**.
3. Select the **Display** printing option.

The screenshot shows a user interface for document reprinting. It features a drop-down menu labeled "I want to print:" with "Packing List (OD Creation)" selected. Below this is a text input field for "Doc Number:" containing "8000102361". At the bottom, there are three buttons: a "68" button, a printer icon, and a close icon. Red boxes and lines highlight these elements, with callout boxes numbered 1, 2, and 3. Callout 1 points to the drop-down arrow, callout 2 points to the Doc Number input field, and callout 3 points to the printer icon.

I want to print:

Packing List (OD Creation) ▾

Doc Number:

8000102361

68 [Printer Icon] [Close Icon]

1

2

3

Document Reprinting: Example *(continued)*

The PDF displays. Save or print to any printer.

3M Packing List

3M Toronto
7381 Pacific Circle
Mississauga ON L5T 2A5

3M Order Number: 4000042665
Delivery Document Number: 8000102361
Customer Purchase Order Number: test1

Page 1 of 1

| Delivering Plant: 2007 3M Toronto | Shipment date: | Order date: Nov 15, 2017 | Customer Purchase Order Number: test1 | 3M Order Number: 4000042665 | Delivery Document Number: 8000102361 | | | |
|--------------------------------------|---------------------------------|--|--|--------------------------------|--|----------------------------|---------|---------|
| INCO Term: DAP DAP | Shipping Type: | TST OVERLAND EXPRESS | | Test CA STD quota gen in Feb | | | | |
| Sold To: | | Forwarding Agent: | | Ship to: | | | | |
| Shipping Mark: | CPO No: test1 | Order Notes: METRO PARKWAY, FORT MYERS, FL 33916 3rd PARTY BILLING TO: 3M COMPANY (3MCP01), C/O DATA2LOGISTICS, 4310 METRO PARKWAY, FORT MYERS, FL 33916 3rd PARTY BILLING TO: 3M COMPANY (3MCP01), C/O DATA2LOGISTICS, 4310 | | | Package 00002 Total Gross Weight: 264.555 LB Total Net Weight: 264.555 LB | | | |
| Item | 3M ID / UPC / EAN/Catalog ID | Item Description Customer Part Number | Ord Qty | Shp Qty: | Unit: | Gross Weight Net Weight | Package | Haz Ind |
| 10 | 7100000356 00051131706286 | 7100000356 Country of Origin: US US | 12 | 12 | EA | 120 KG 120 KG | 2 | |
| Carrier Date and Signature | | | Customer Date and Signature | | | | | |

Save or print

PDF viewer controls: Save, Print, Download, Page 1 / 2, Zoom, Close



Conclusion

The key points covered in this course are:

- Receiving – Inbound Processing
- Identify Queue Errors
- Internal Movements – Move goods to EWM
- Inventory Review – Display WHSE Stock Levels
- Shipping – TU Outbound Wizard
- Document Reprinting – Reprint Documents



Course Completion

- You now know how to use the SAP Fiori® Simple Logistics 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!