



SAP User Training

MTD502: SAP Fiori® Quality Management Batch Creation Sub-Cons

Version: (20-07)

Date: (24-07-2020)

© 3M 2020. All Rights Reserved. 3M Confidential.



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®
- Batch Management and Creation
- Changing and Managing a Batch

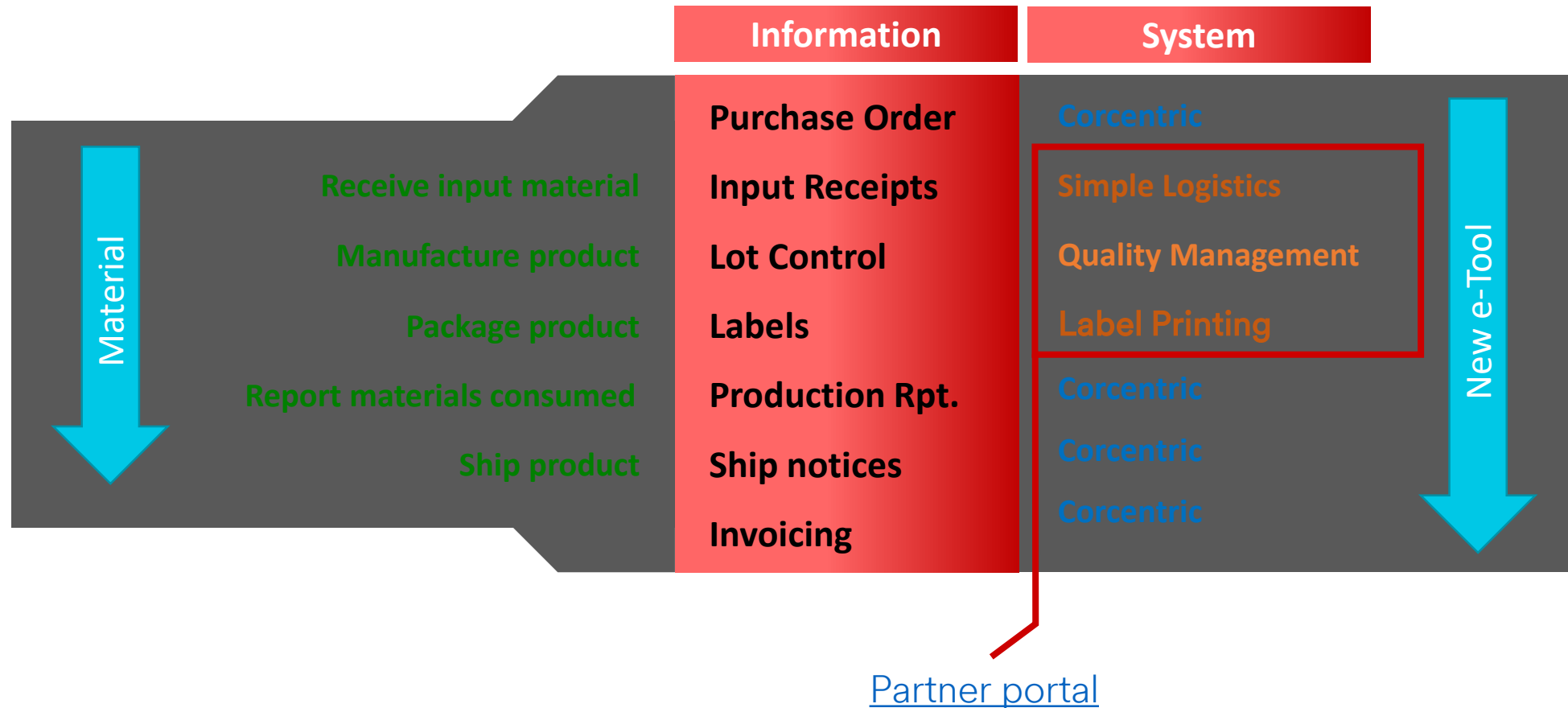
*This training will only cover SAP Fiori® Label

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](#).

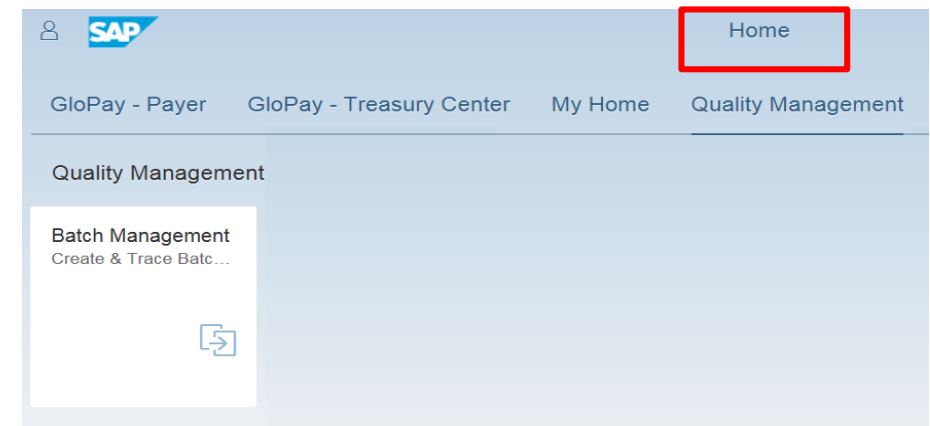
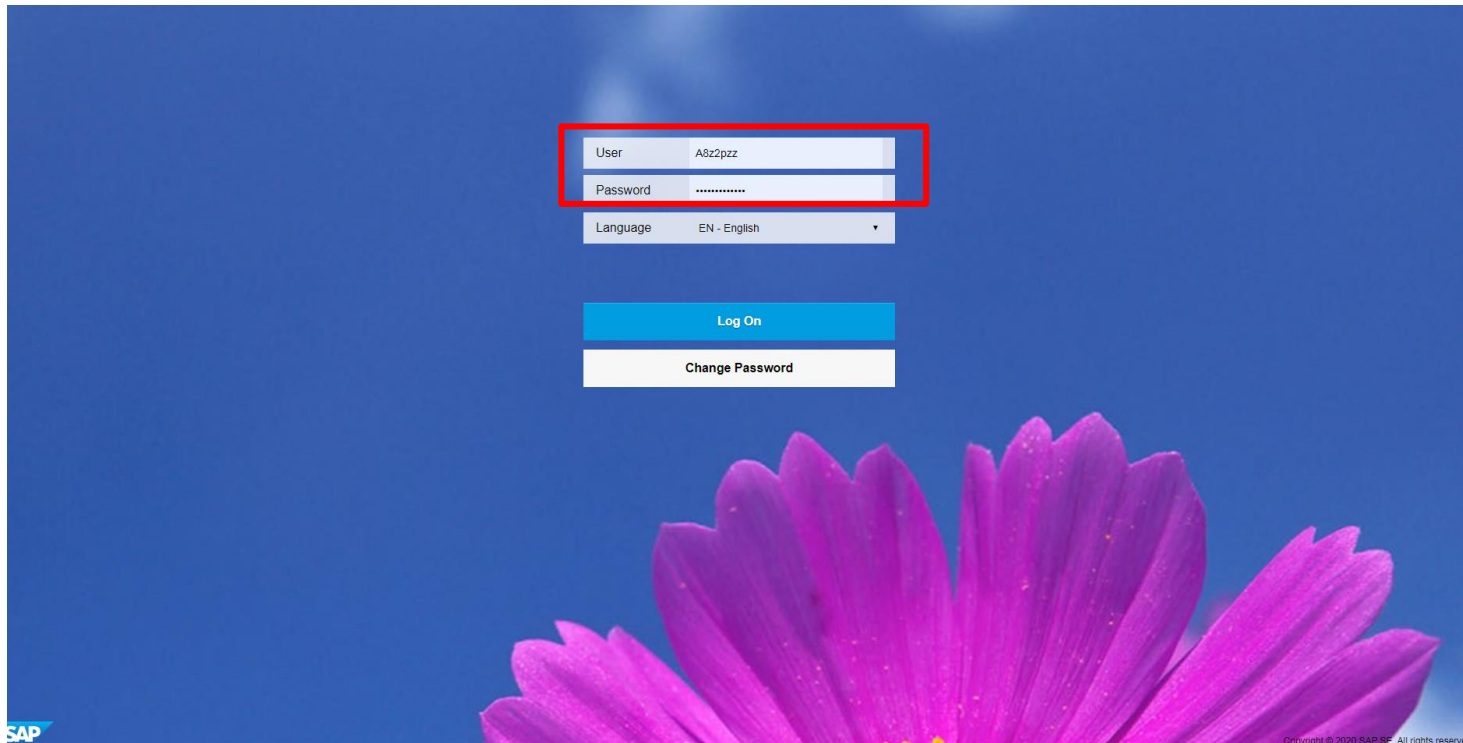


Accessing SAP Fiori®

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.



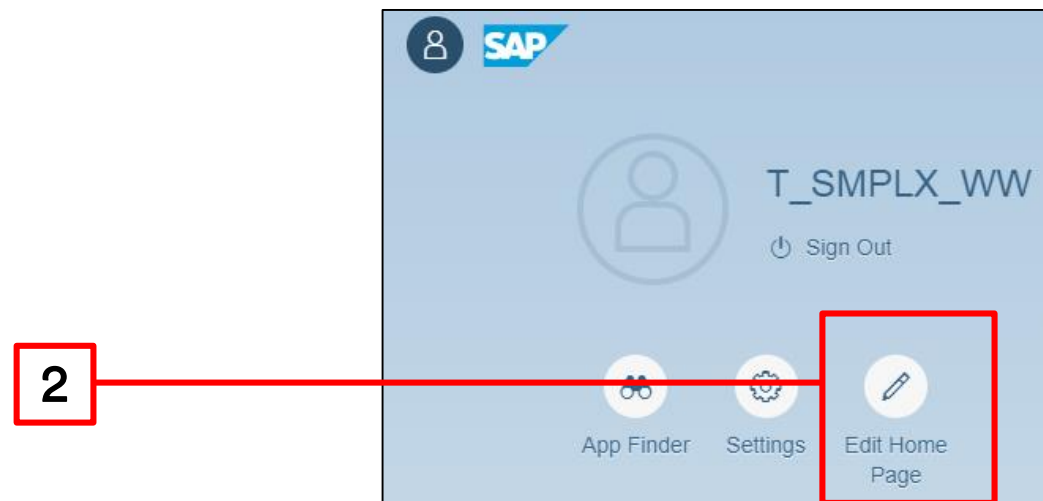
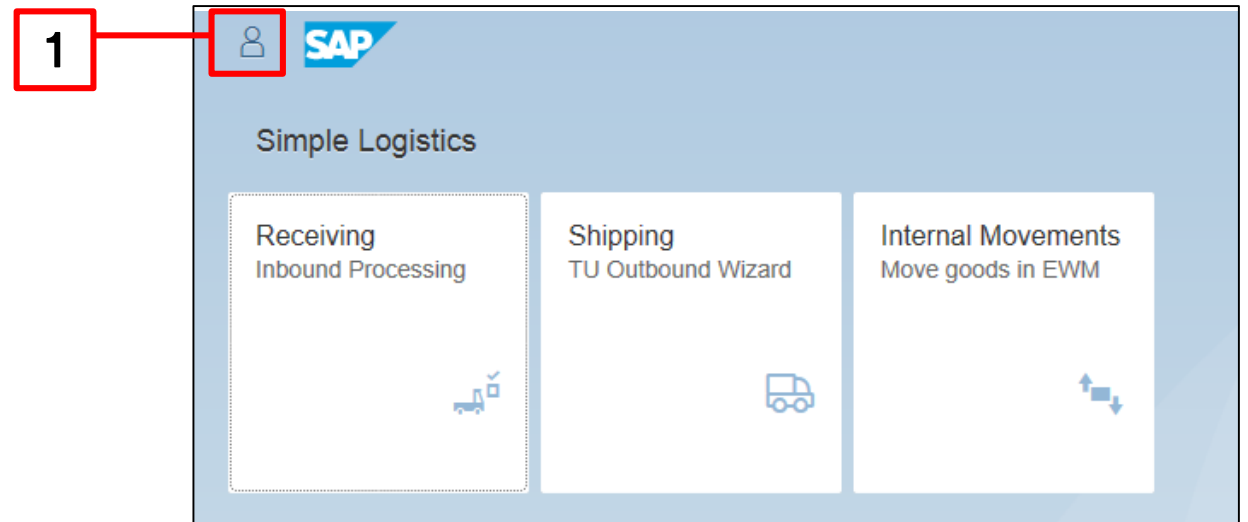
Personalizing SAP Fiori®

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.

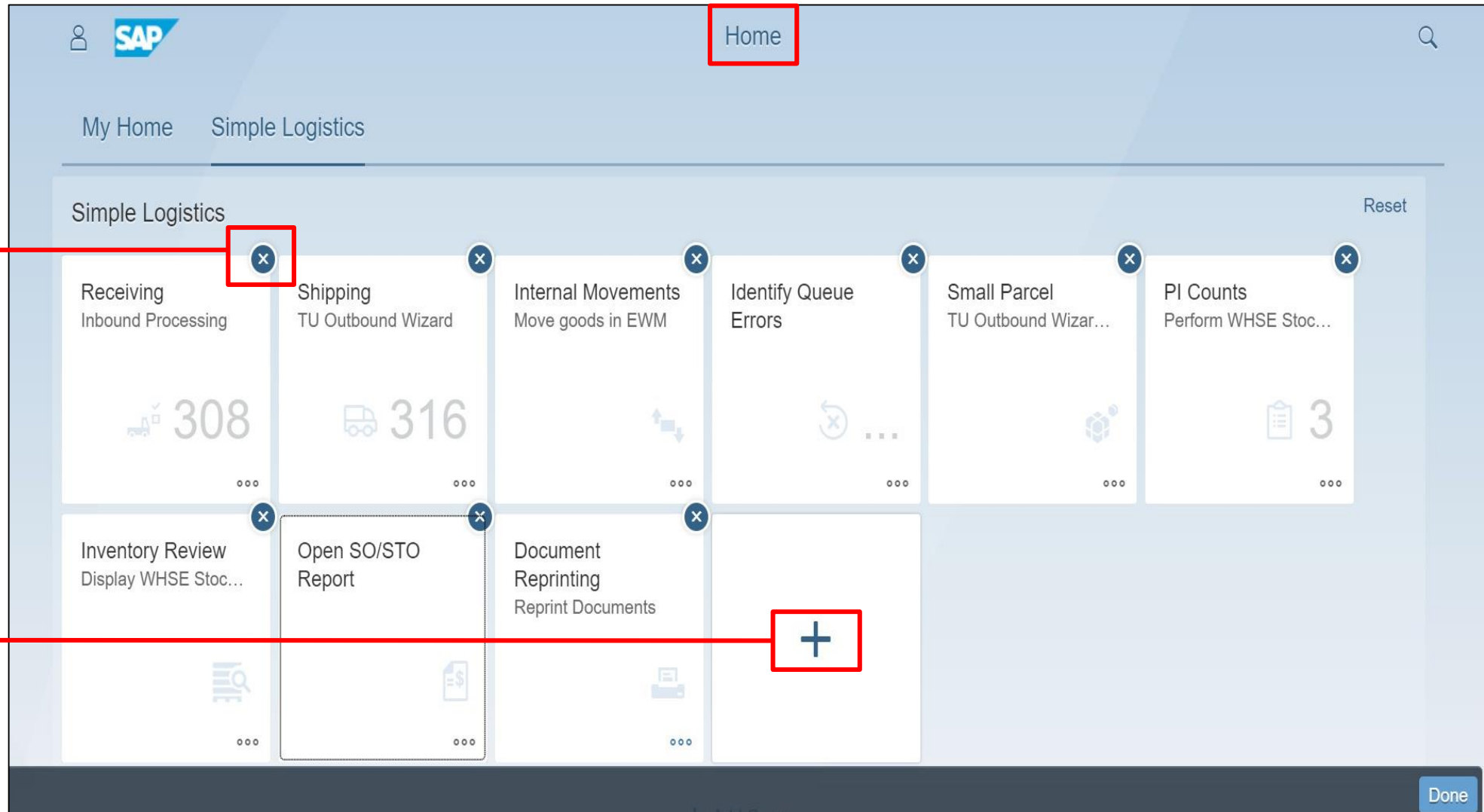


Personalizing SAP Fiori® (continued)

This is the Edit Home Page screen:

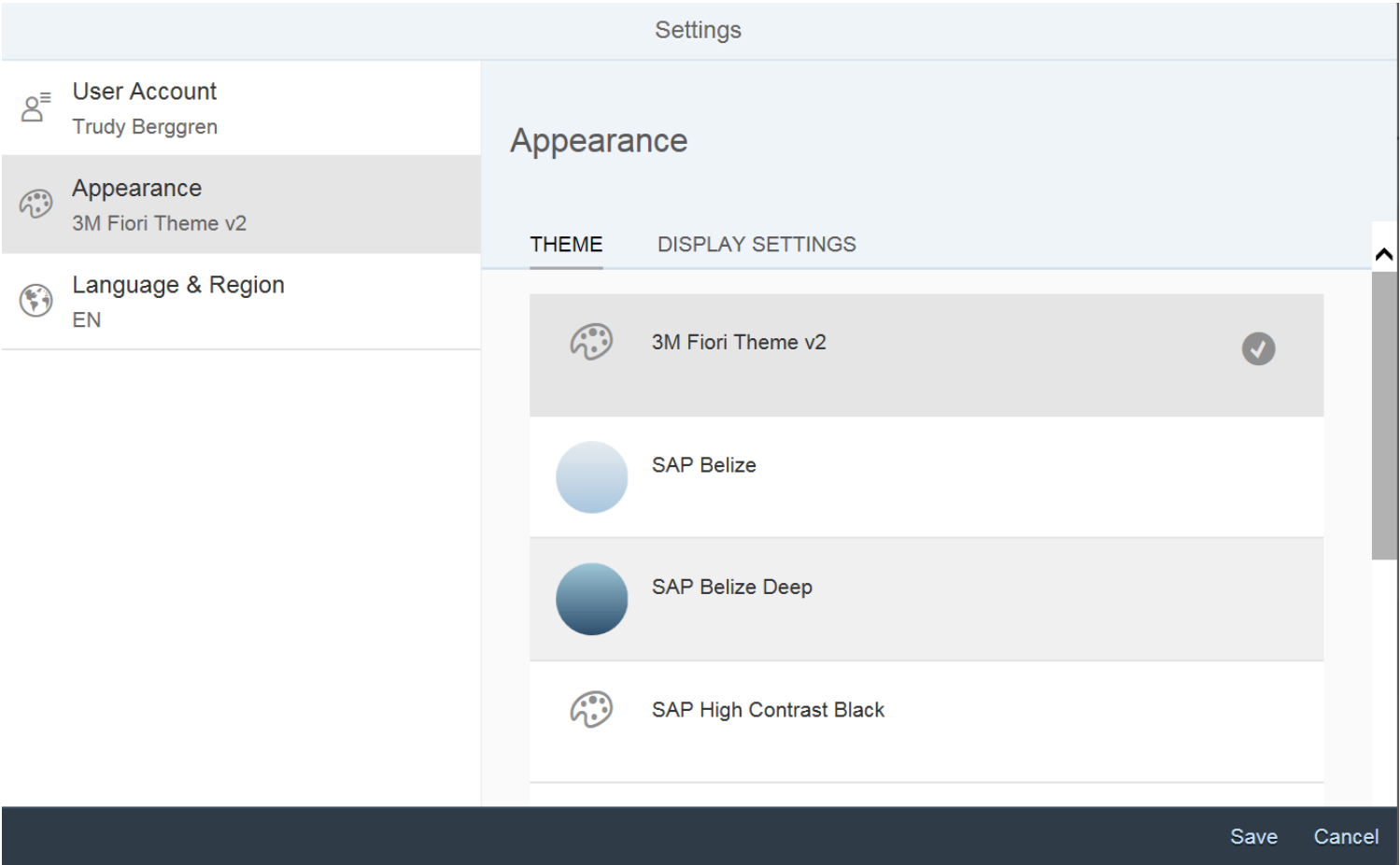
To hide a tile on your Home page, click x.

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




Partner Portal - SAP Fiori® Overview

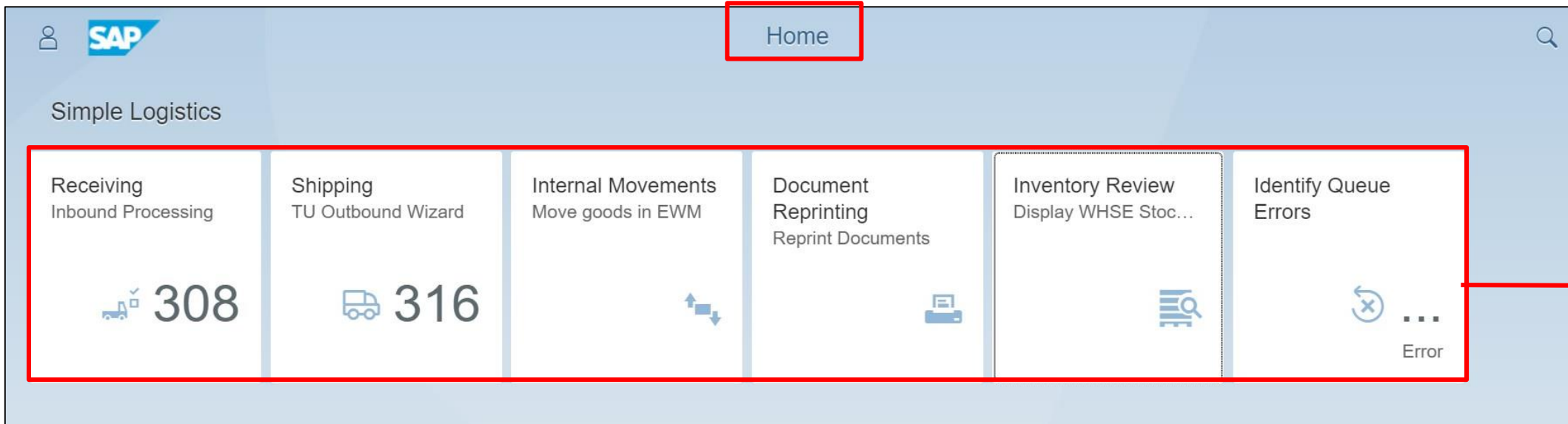
For optimal screen display, it is recommended you change the appearance theme in settings, to SAP® Belize or SAP® Belize Deep



SAP Fiori® Home page

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 user 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.



Click any tile to access a specific application.

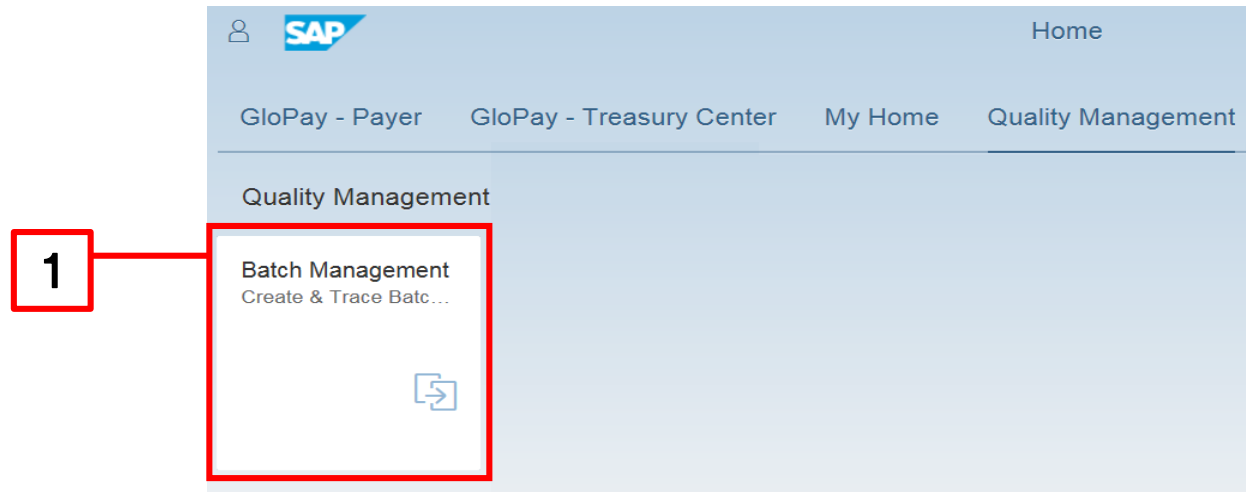
Batch Creation

How to Create a Batch

How to Change or Maintain a Batch

SAP Fiori® Quality Management – Batch Management (tile)

1. Click Batch Management to enter



Create a Batch

The Application displays the “Batch Management - Search Preferences”

1. Click **Create** - located in the lower right corner.

3M Science. Applied to Life. Batch Management

Search Preferences

Show/Hide Filters

*Plant: Material: Batch:

Batch Created On: Period: Adapt Filters Go

02/26/2018 02/27/2018 Last 24 Hrs

2.1.2 15-Feb-2018 06:00pm


CREATE

Create a Batch (continued)

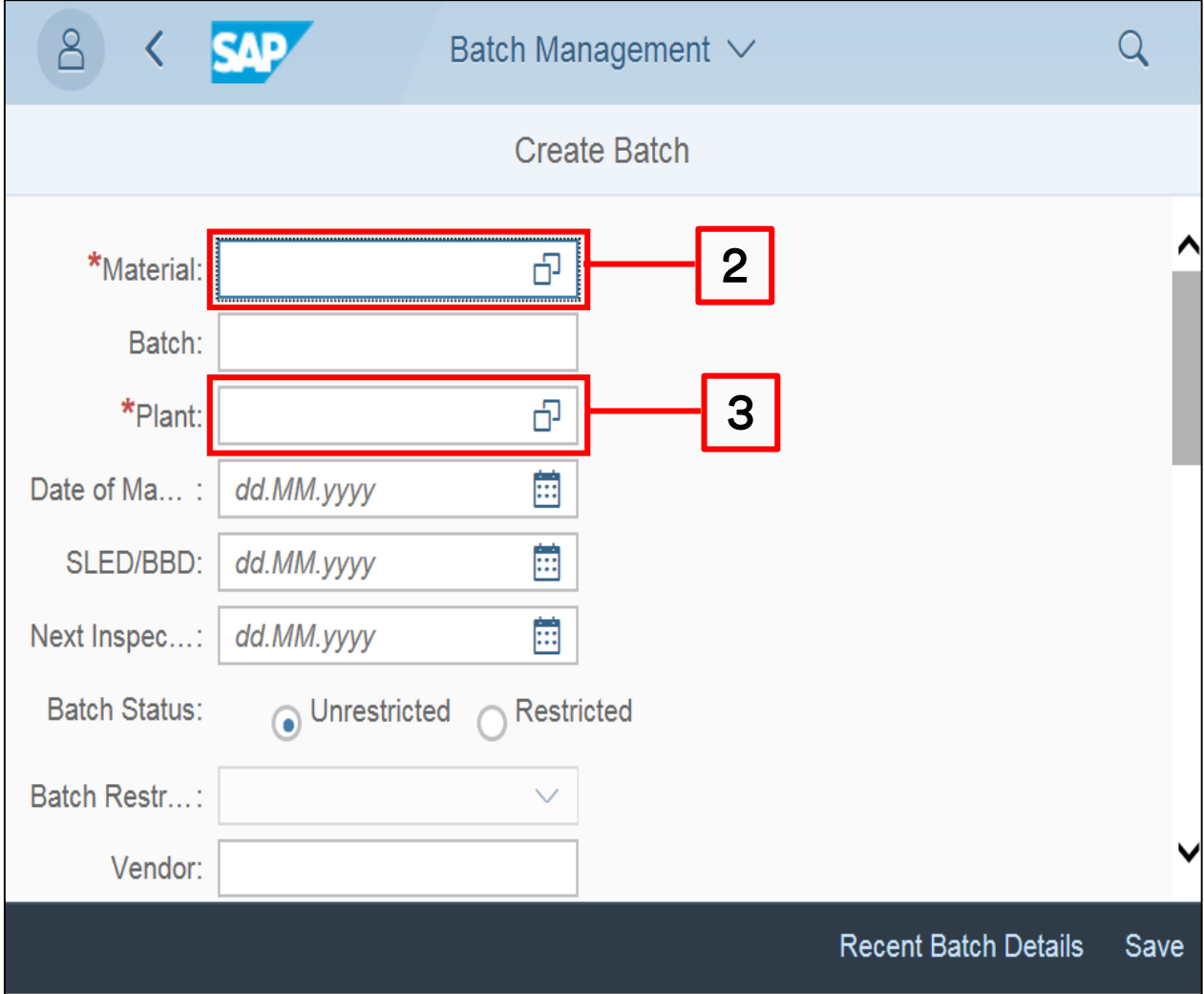
Initiate Batch Creation

The “Create Batch” will display.

2. Enter a 3M Material ID in the **Material** field

- Material is the 10-digit 3M ID. The matchcode icon  can be used to search for the 3M legacy 11-digit Material Number.

3. Enter your 4-digit Supplier Code in the **Plant** field



The screenshot shows the SAP Batch Management interface for creating a batch. The form is titled "Create Batch" and includes the following fields:

- *Material:** A text input field with a matchcode icon. A red box highlights this field, with a red line pointing to a box containing the number 2.
- Batch:** A text input field.
- *Plant:** A text input field with a matchcode icon. A red box highlights this field, with a red line pointing to a box containing the number 3.
- Date of Ma... :** A date input field with a calendar icon, showing the format *dd.MM.yyyy*.
- SLED/BBD:** A date input field with a calendar icon, showing the format *dd.MM.yyyy*.
- Next Inspec... :** A date input field with a calendar icon, showing the format *dd.MM.yyyy*.
- Batch Status:** Radio buttons for **Unrestricted** (selected) and **Restricted**.
- Batch Restr... :** A dropdown menu.
- Vendor:** A text input field.

At the bottom right of the form, there are two buttons: **Recent Batch Details** and **Save**.

Create a Batch (continued)

4. To use the manual batch entry functionality, enter a **Batch Number** value into the “Batch” field. The batch name must be ≤ 10 Characters

- No spaces are allowed in batch name
- No special characters, dashes or slashes are allowed in batch name
- Batch name cannot start with leading zeros if entirely numeric (e.g. 09192020)

The screenshot shows the SAP Batch Management interface for creating a batch. The 'Batch' field is highlighted with a red box, and a red line connects it to a red box containing the number '4'. The form includes the following fields:

- *Material: 7000000000
- Batch: Batch12345
- *Plant: 0000
- Date of Man...: dd.MM.yyyy
- SLED/BBD: dd.MM.yyyy
- Next Inspec...: dd.MM.yyyy
- Batch Status: Unrestricted Restricted
- Batch Restri...: [Dropdown]
- Vendor: [Text Field]
- Vendor Batch: [Text Field]

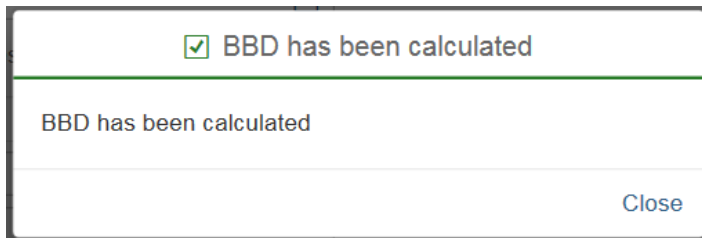
At the bottom right, there are buttons for 'Recent Batch Details' and 'Save'.

Create a Batch (continued)

Specify Date of Manufacture & Expiration

5. Select a Date of Manufacture from the dropdown calendar.

- The “SLED/BBD” (Shelf Life Expiration Date/Best by Date) will automatically calculate material that has a shelf life specified in 3M.



- If the field does not calculate, input SLED from dropdown calendar, if appropriate

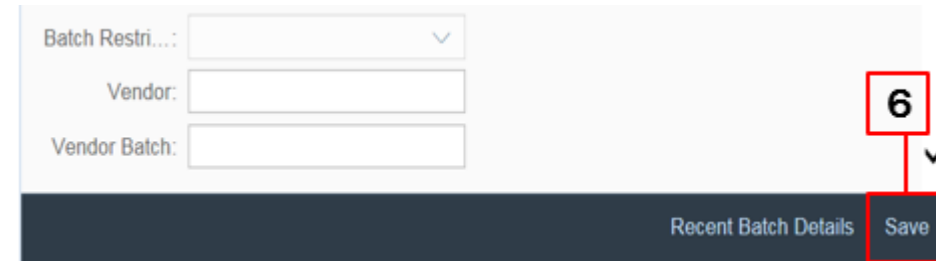
The screenshot shows the SAP Batch Management 'Create Batch' form. The form includes fields for Material (7000000000), Batch (Batch12345), and Plant (0000). The 'Date of Man...' field is highlighted with a red box and contains the placeholder 'dd.MM.yyyy'. A red line connects this field to a red box containing the number '5'. Below the date field, a calendar for April 2018 is displayed. The calendar shows dates from 1 to 30, with the 30th highlighted by a dashed purple box. The bottom of the form has buttons for 'Recent Batch Details' and 'Save'.

Create a Batch (continued)

6. Click Save

- Batch creation success message will be displayed

7. Click OK to close success message

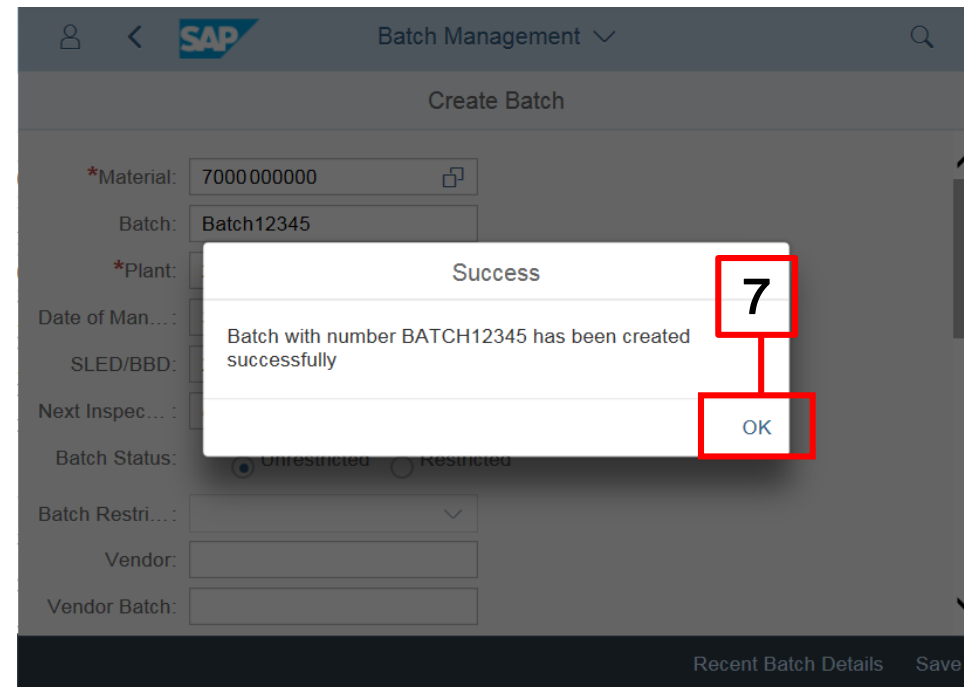


Batch Restri...:

Vendor:

Vendor Batch:

Recent Batch Details **Save**



SAP Batch Management

Create Batch

*Material: 7000000000

Batch: Batch12345

*Plant:

Date of Man...:

SLED/BBD:

Next Inspec...:

Batch Status: Unrestricted Restricted

Batch Restri...:

Vendor:

Vendor Batch:

Recent Batch Details **Save**

Success

Batch with number BATCH12345 has been created successfully

OK

Changing and Maintaining a Batch

Changing / Maintaining a Batch

In the event the batch information may need to be updated or changed, please contact your current 3M Division resource person for your products.

Please also include your 3M sourcing representative.

Conclusion

The key points covered in this course are:

- Successfully logging into SAP Fiori®
- Personalizing SAP Fiori® Home Page
- Creating a Batch SAP Fiori®
- Change and Maintaining a batch - contact your 3M Division resource person



Course Completion

- You now know how to use the SAP Fiori® Quality Management 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!