



Supplier Training

MTD554F: SAP Fiori Quality Management® Batch Creation Sub-Cons

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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:

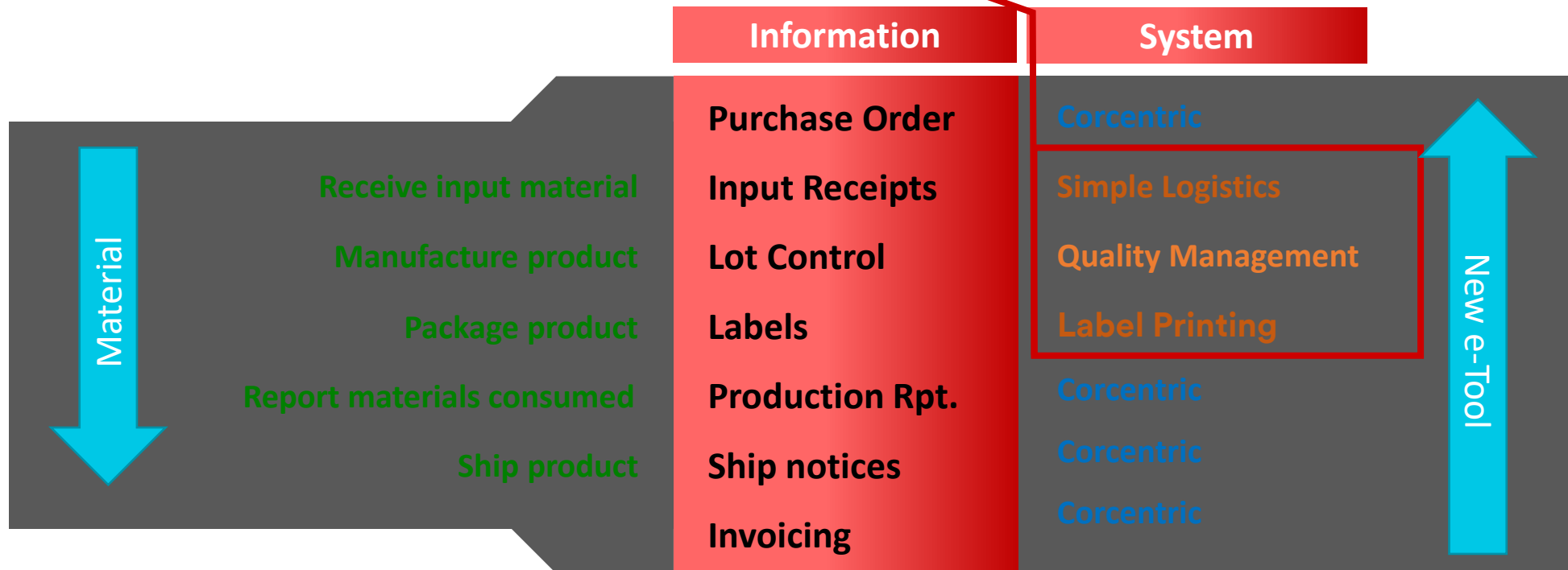
- Access SAP Fiori®
- Personalize SAP Fiori®
- Print and Display in SAP Fiori®
- Batch Management and Creation
- Changing and Managing a Batch

*This training will only cover SAP Fiori® Label

Process Changes – eTool Detail

SAP Fiori® Applications are accessed through a link:

[Partner portal \(https://partnerportal.3m.com/\)](https://partnerportal.3m.com/).

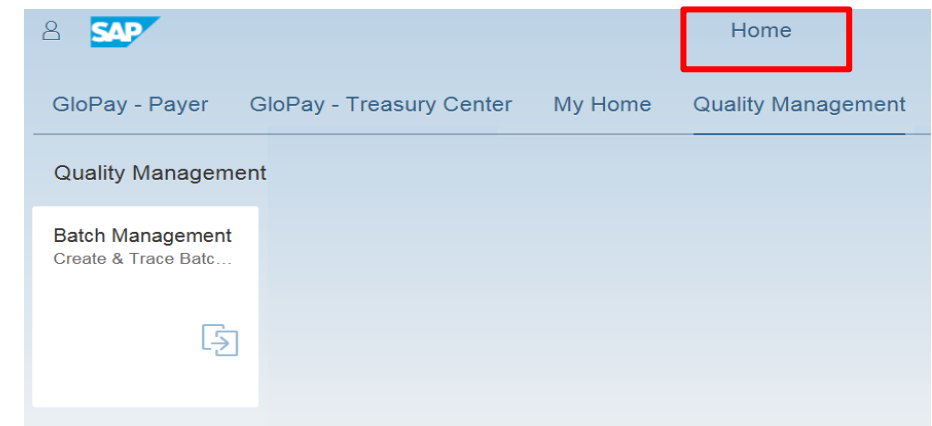
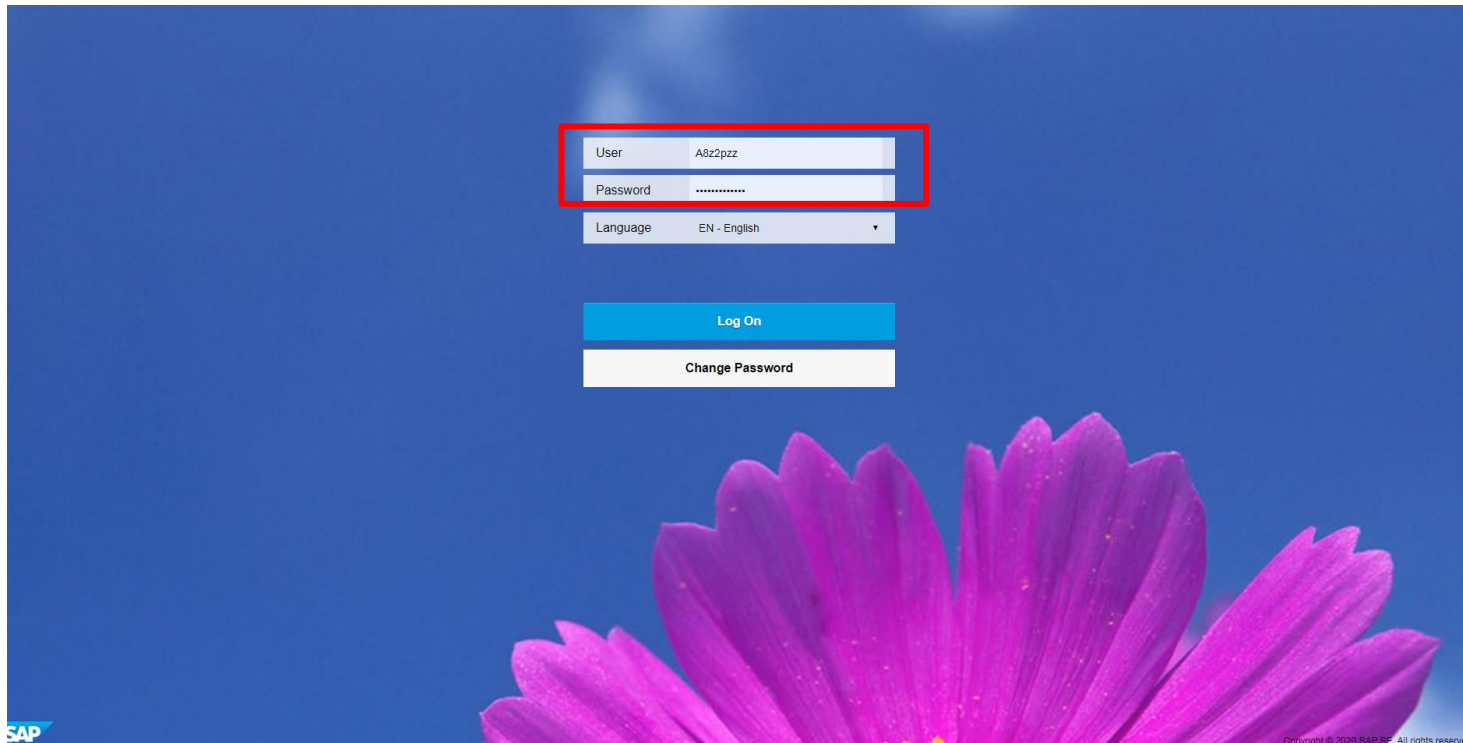


Accessing SAP Fiori®

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.



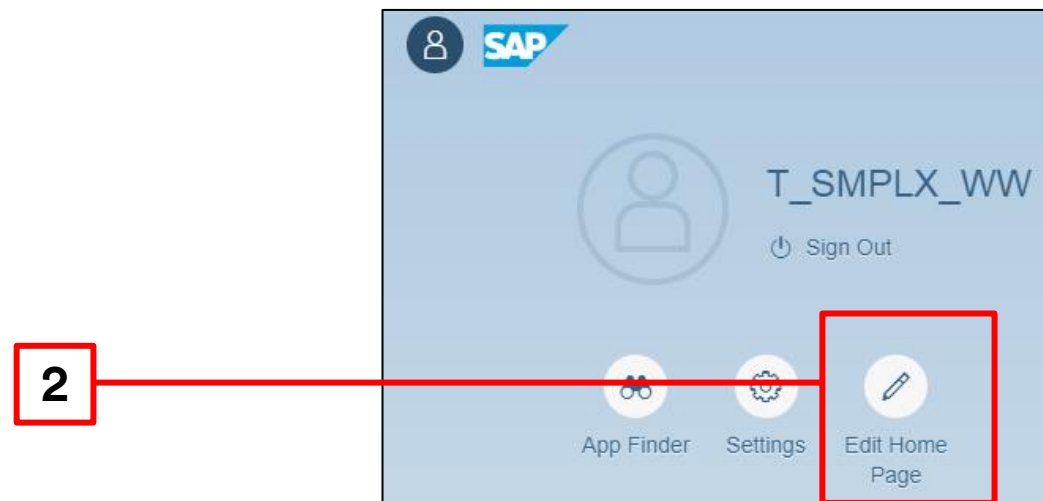
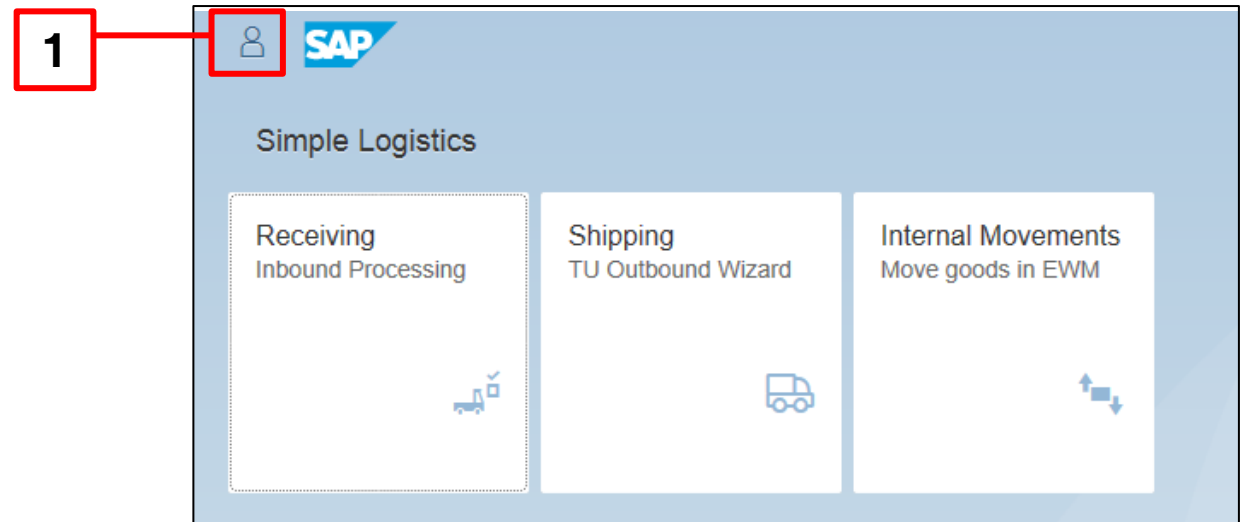
Personalizing SAP Fiori®

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.

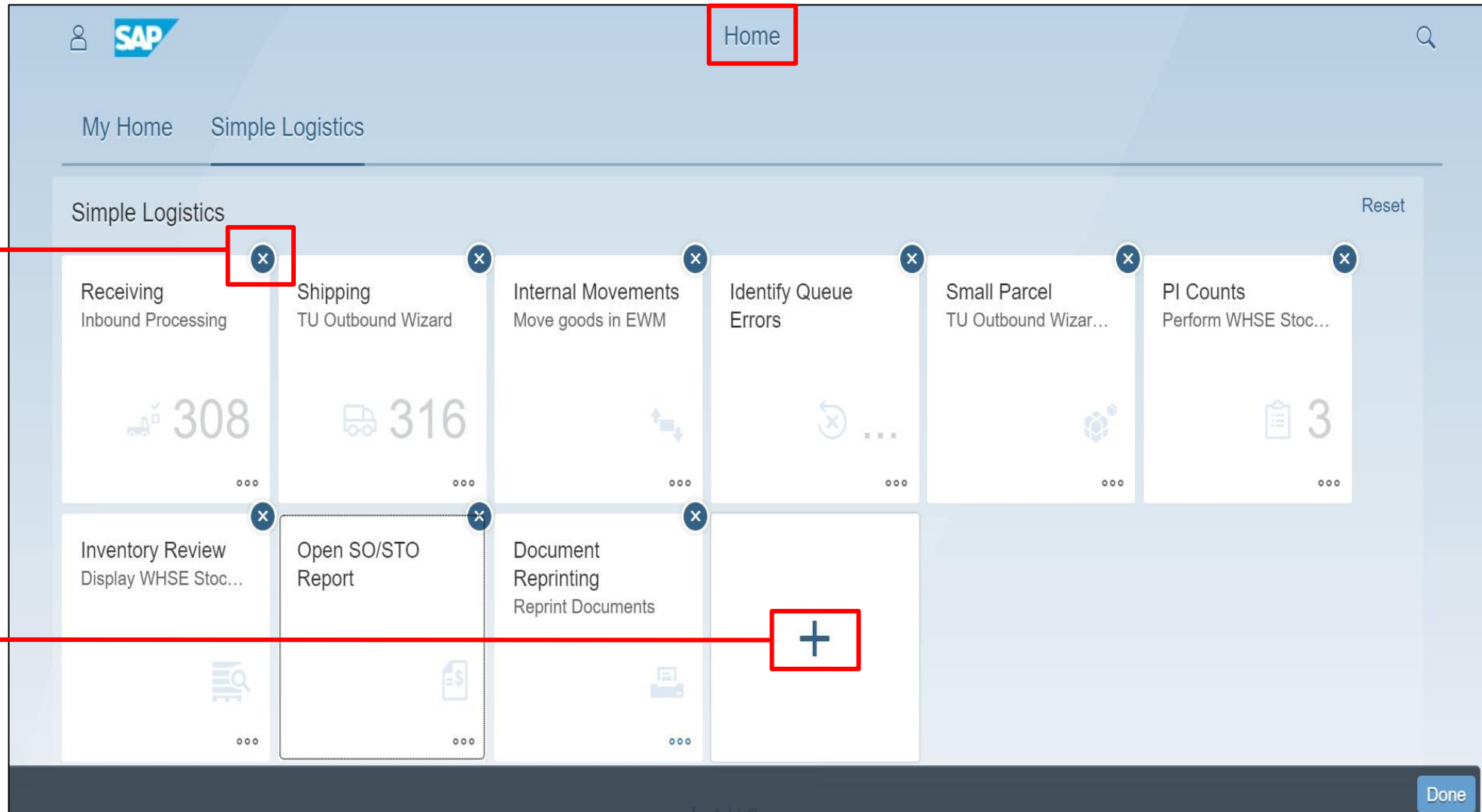


Personalizing SAP Fiori® (continued)

This is the **Edit Home Page** screen:

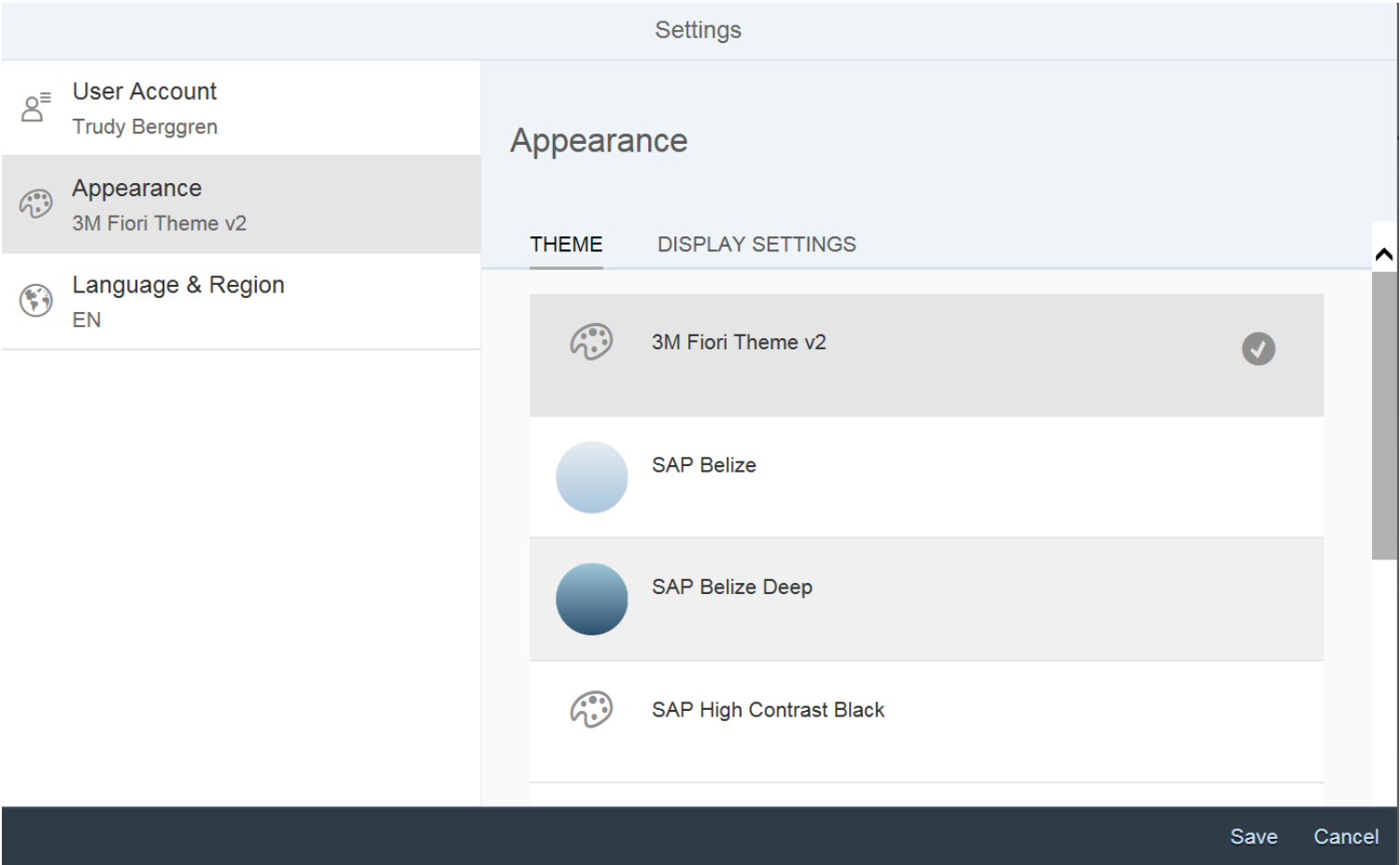
To hide a tile on your Home Page, click x.

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




Partner Portal - SAP Fiori® Overview

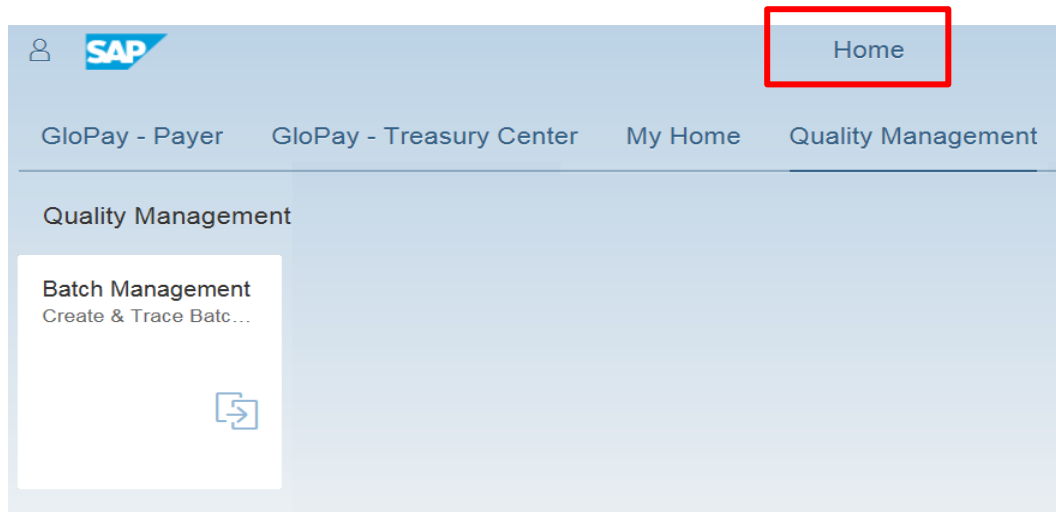
For optimal screen display, it is recommended the user change the appearance theme in settings, to SAP® Belize or SAP® Belize Deep.



SAP Fiori® Home Page

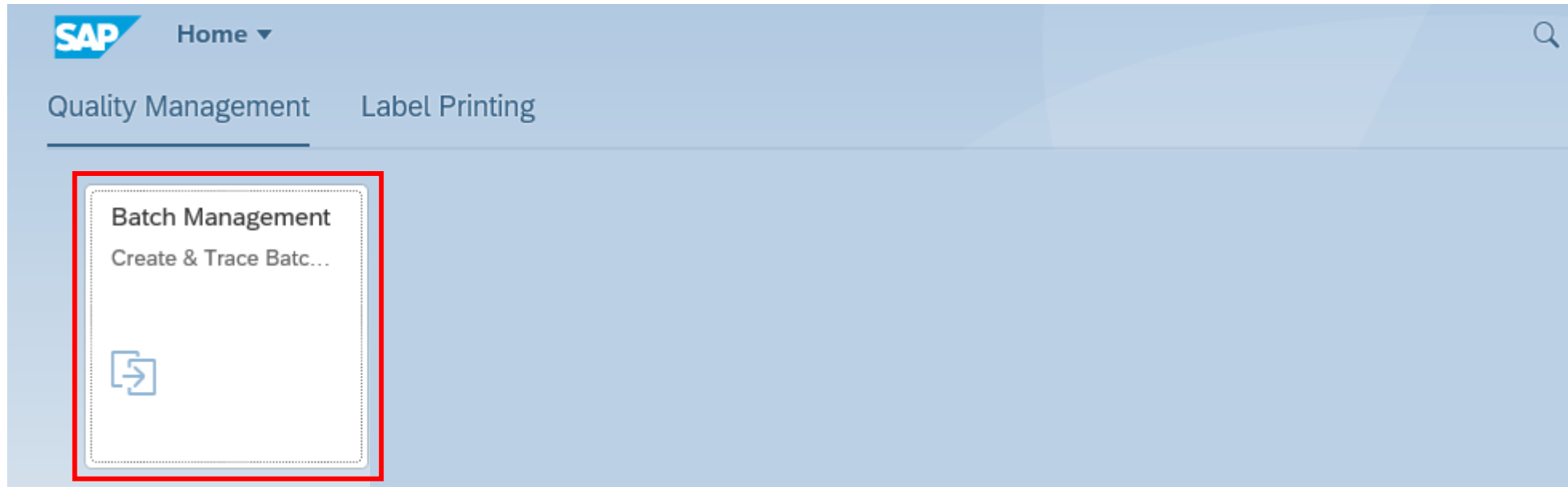
SAP Fiori® Home Page.

- **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 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.



SAP Fiori® Quality Management – Batch Management (tile)

Click Batch Management



Create a Batch

The Application will display the “**Batch Management - Search Preferences**”


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

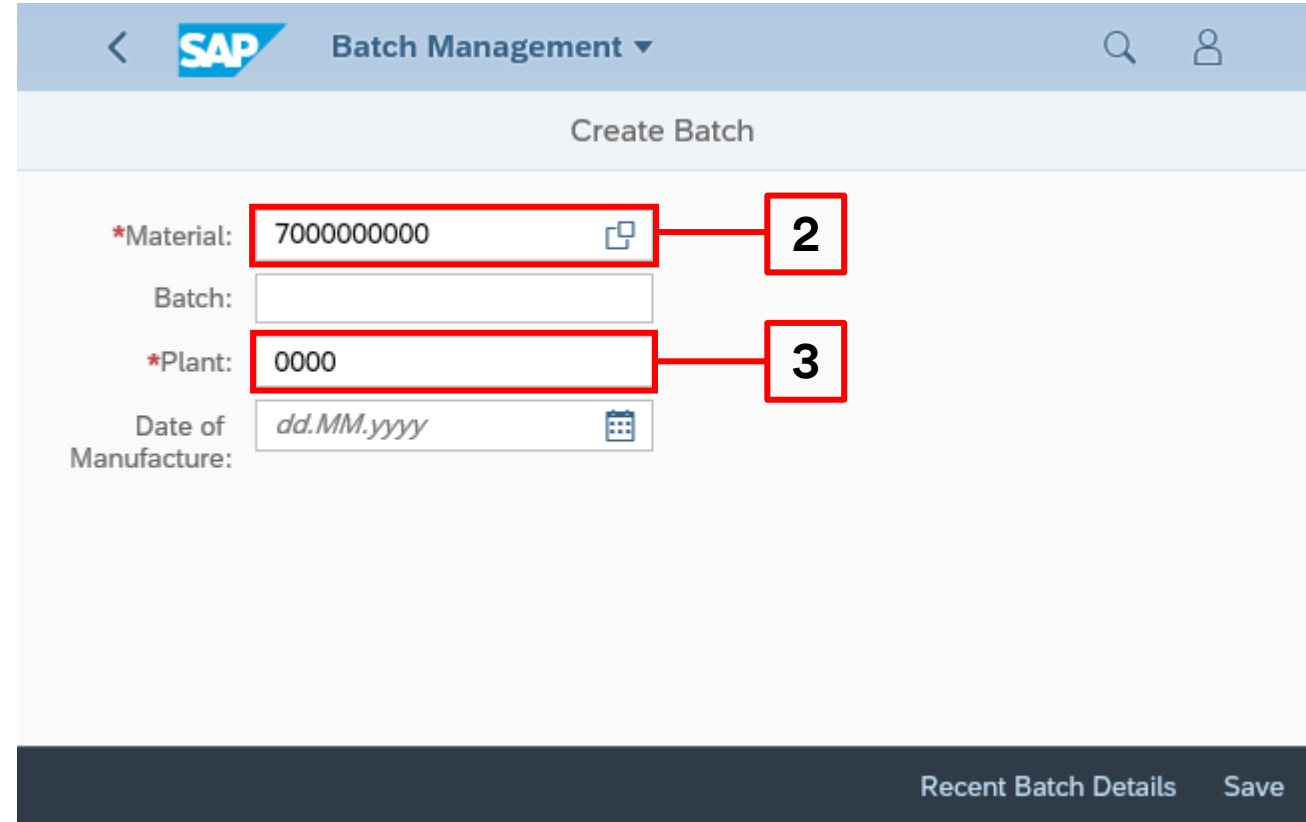
The screenshot shows the SAP Batch Management Search Preferences interface. The header includes the SAP logo and 'Batch Management'. The main area contains search filters: '*Plant:', 'Material:', and 'Batch:' with input fields; 'Batch Created On:' with date pickers for '12.09.2022' and '13.09.2022'; and 'Period:' with a dropdown menu set to 'Last 24 Hrs'. There are 'Adapt Filters' and 'Go' buttons. A red box with the number '1' is positioned above a 'Create' button in the bottom right corner of the page. The footer shows 'v2.2.0 31-Aug-2022 12:00 PM'.

Create a Batch (continued)

Initiate Batch Creation


The “**Create Batch**” will display.

2. Enter a 3M Material ID in the **Material** field
 - o Material is the 10-digit 3M ID. The match code 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.




SAP Batch Management

Create Batch

*Material: 7000000000  2

Batch:

*Plant: 0000 3

Date of Manufacture: dd.MM.yyyy 

Recent Batch Details 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 Manufacture: dd.MM.yyyy

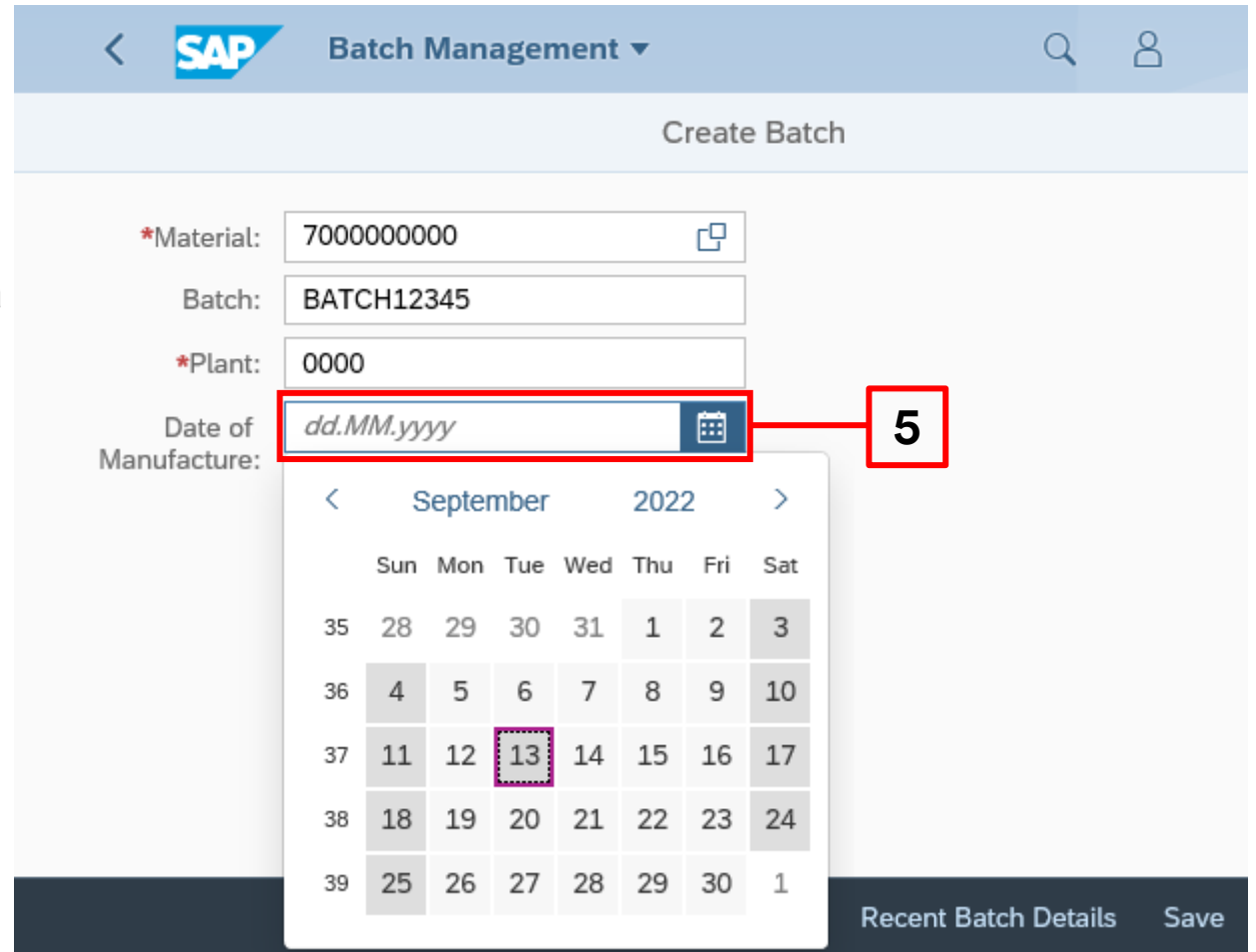
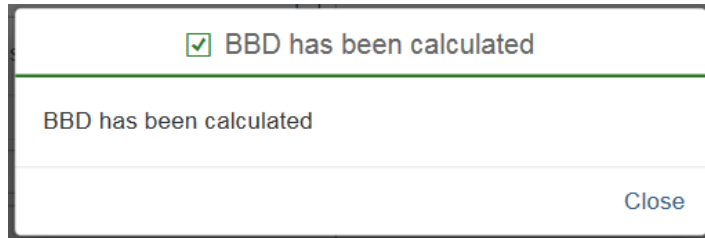
Buttons for 'Recent Batch Details' and 'Save' are visible at the bottom right.

Create a Batch (continued)

Specify Date of Manufacture

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

- A Shelf-Life Expiration Date/Best by Date will automatically calculate for a material that has a shelf life specified in 3M systems.



Create a Batch (continued)

6. Click **Save**

- Batch creation success message will display

7. Click **OK** to close success message

SAP Batch Management

Create Batch

*Material: 7000000000

Batch: BATCH12345

*Plant: 0000

Date of Manufacture: 12.09.2022

Recent Batch Details Save

6

Success

Batch with number BATCH12345 has been created successfully.

OK

7

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 in SAP Fiori®
- Change and Maintaining a batch - contact your 3M Division resource person



Course Completion



After successfully completing the Knowledge Assessment, close the course browser window to exit the course.



Course progress and completion information is displayed. No further action is required to confirm completion.

SAP Fiori Applications are accessed through the Partner Portal.

Select the ONE best answer, and click **SUBMIT**.

- True
- False

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Quiz - -1 questions

Last modified: Monday, September 26, 2022 at 11:44:54 AM

Properties

On passing, 'Finish' button: [Close window](#)

On failing, 'Finish' button: [Goes to slide](#)

Allow user to leave quiz: [At any time](#)

User may view slides after quiz: [Any time](#)

Show quiz in menu as: [Single Item](#)



Edit in Quizmaker



Edit Properties

You Need to Take the Knowledge Assessment Again



You must pass the Knowledge Assessment.

To quit this course now and retake it later, click **Exit**.
You can re-launch the course from your 3M Learning System list.