



SAP User Training

MTD562F Top-Down : 3M Logistics in SAP Fiori® Simple Logistics

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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 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:

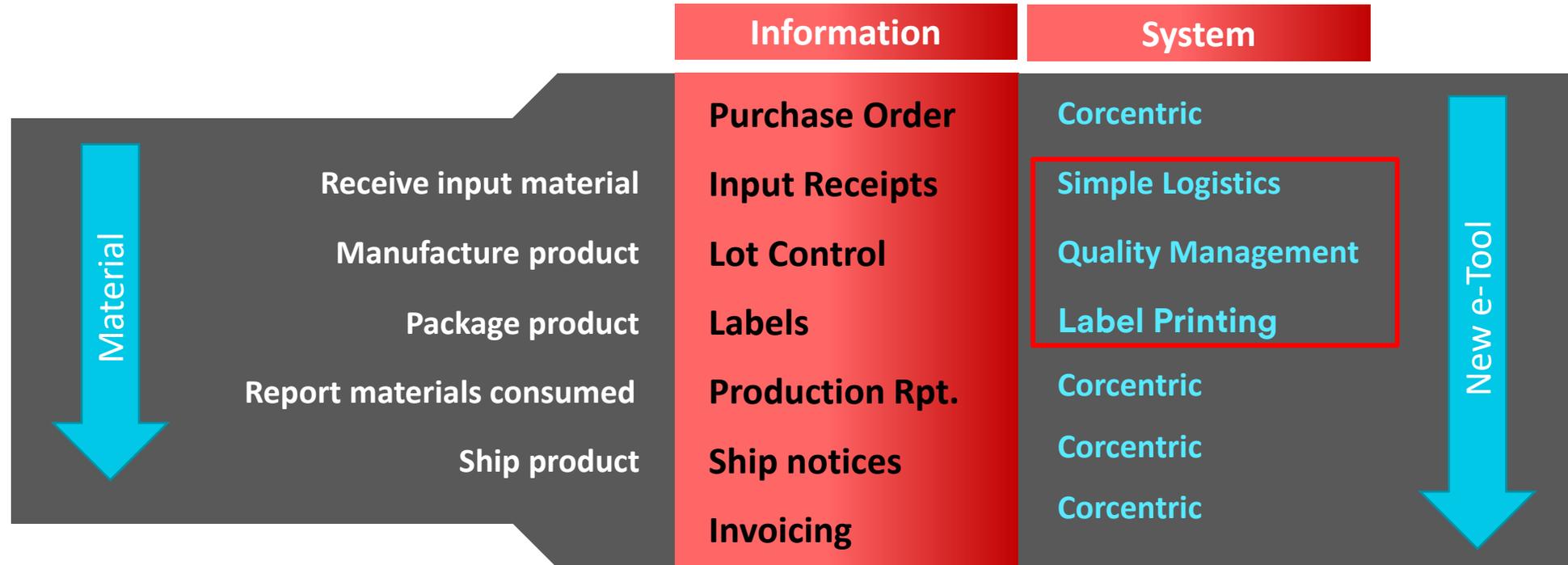
- Access & Customize SAP Fiori® Simple Logistics
- Understand the necessary steps for:
 - Receiving inputs & outputs
 - Shipping material systematically
- Reprint shipping documents
- View physical & available inventory

*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: <https://partnerportal.3m.com/>



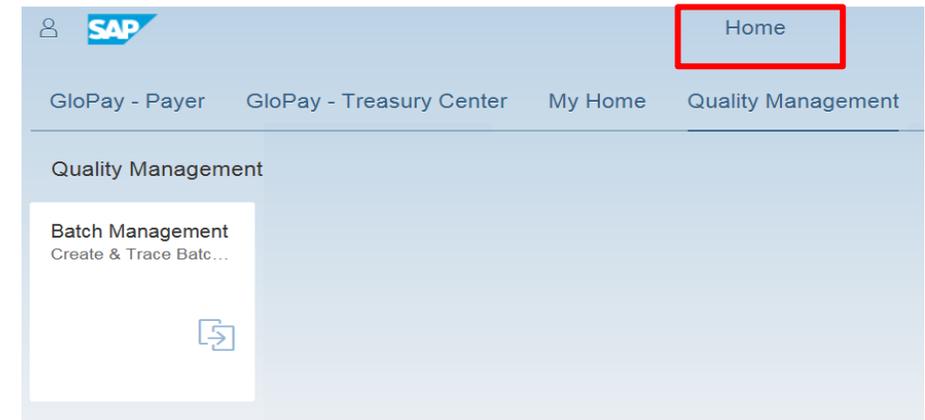
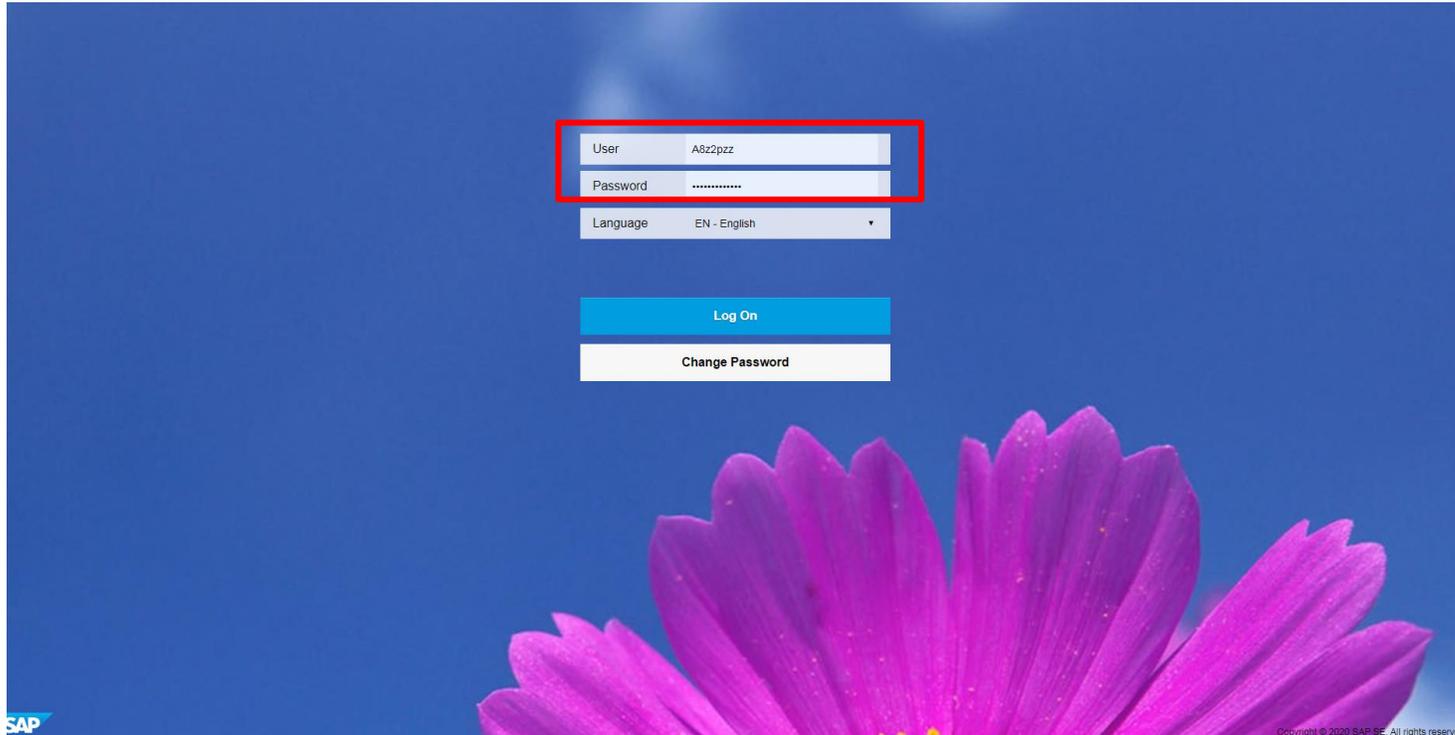
SAP Fiori® Overview

Accessing SAP Fiori®

SAP Fiori® log in screen.

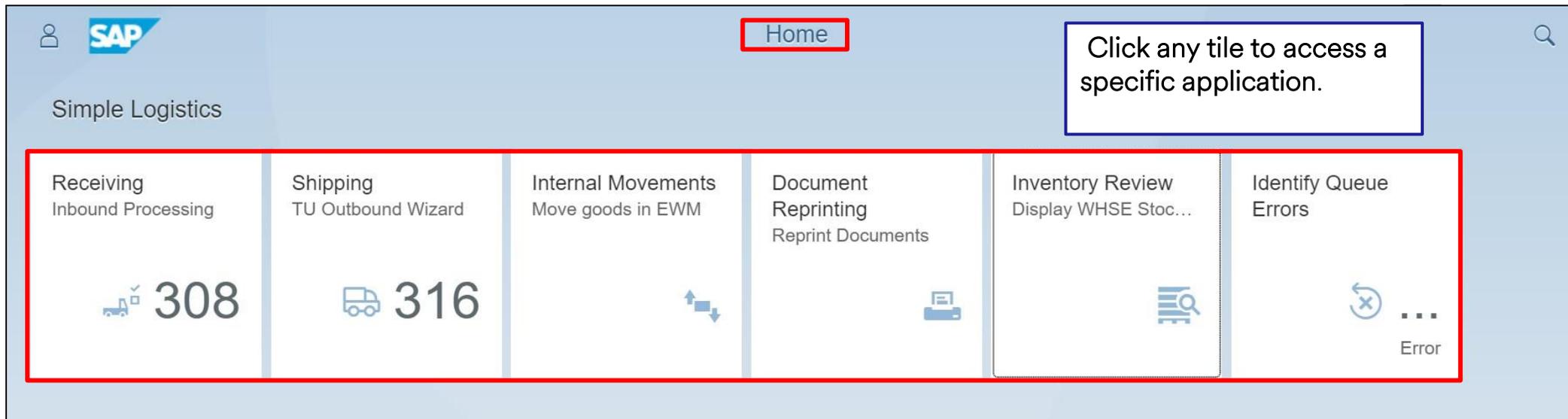
SAP Fiori® has an easy tile system to navigate through the various applications and processes within the tool.

- 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.



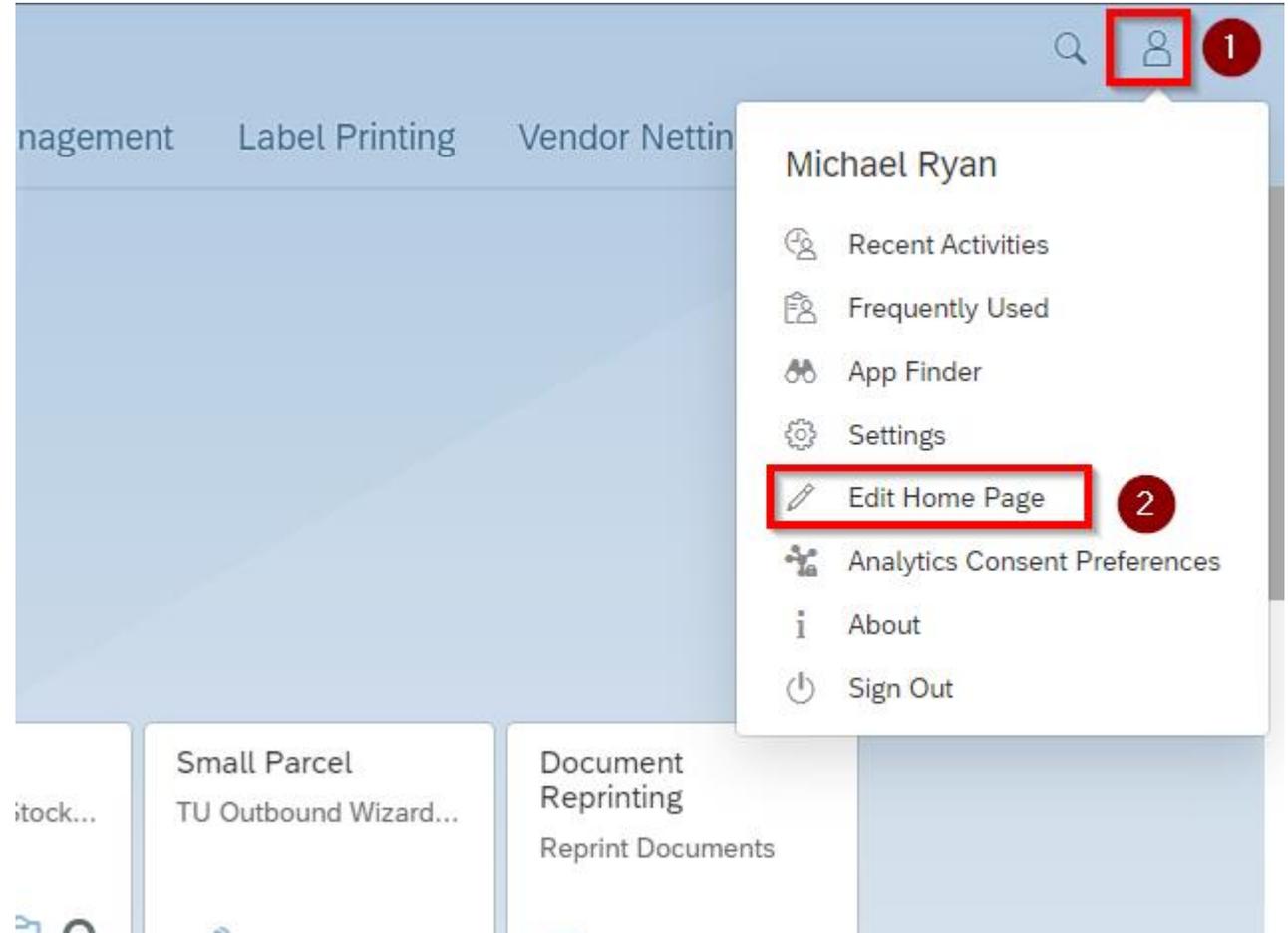
Personalizing SAP Fiori®

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.



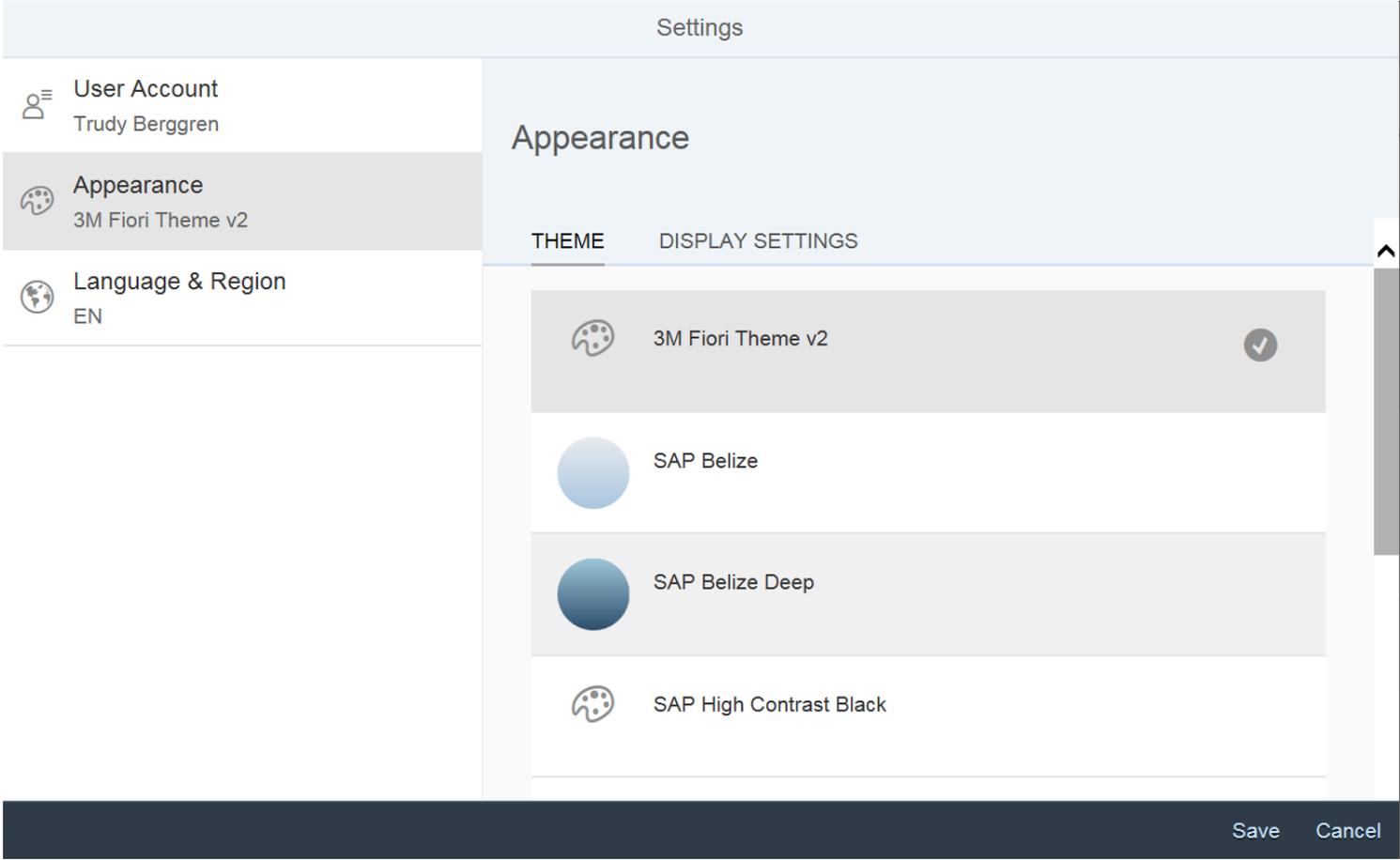
Personalizing SAP Fiori® (*continued*)

This is the Edit Home Page screen:

The screenshot displays the SAP Fiori Edit Home Page interface. At the top, there is a navigation bar with the SAP logo, a 'Home' dropdown menu, and a search icon. Below this, a horizontal menu lists various SAP modules: Customer Service, My Home, Simple Logistics (APAC), Transportation Planning, Quality Management, Label Printing, and Vendor Netting - Payer. The main content area is titled 'Simple Logistics' and contains a grid of application tiles. Each tile has a title, a brief description, an icon, and a numerical value. The tiles are: 'Receiving Inbound Processing' (19), 'Internal Movements Move goods in EWM', 'Inventory Review Display WHSE Stock ...', 'Identify Queue Errors' (6), 'PI Counts Perform WHSE Stock...', 'Small Parcel TU Outbound Wizard...', and 'Document Reprinting Reprint Documents'. A 'Warehouse Tasks Confirm Warehouse ...' tile is also visible with a value of 0. A 'Reset' button is located in the top right corner of the main content area. Two callout boxes provide instructions: one pointing to an 'X' icon on the 'Internal Movements' tile with the text 'To hide a tile on your Home page, click on the X', and another pointing to a '+' icon in an empty space with the text 'To add a tile to your Home page, click +'. At the bottom of the screen, there is a large empty rectangular area with the text 'Drag apps here to create links.'

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.



Simple Logistics

Be sure you are clicking the tile in the Tile Group specific to your region. Currently there are two Tile Groups:

- Simple Logistics – This is the Global Tile Group. Users should use this Tile Group, except users in the APAC region.
- Simple Logistics (APAC) – This is the Tile Group for the APAC region. If you are at a site in the APAC region you should use this Tile Group since you will not have access or data in the Global Tile Group.

The screenshot displays the SAP Simple Logistics dashboard. At the top, the navigation bar includes 'Customer Service', 'Simple Logistics' (highlighted with a red box and a red arrow), 'Simple Logistics (APAC)', 'Transportation Planning', 'Quality Management', 'Label Printing', and 'Vendor Netting - Payer'. Below the navigation bar, there are two main sections: 'Simple Logistics' and 'Simple Logistics (APAC)'. Each section contains a grid of tiles for various logistics functions. The 'Simple Logistics' section shows tiles for Receiving (13), Shipping (13), Internal Movements, Identify Queue Errors (0), Small Parcel (TU Outbound Wizard...), PI Counts (0), Inventory Review (Display WHSE Stock...), and Document Reprinting. The 'Simple Logistics (APAC)' section shows the same tiles but with 'Error' messages and ellipses indicating data access issues.

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 (ship notice). Triggers reduction of stock



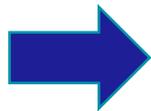
Receiving

SAP Fiori® Simple Logistics: Receiving - Overview

- Unlike our legacy process, our new ERP system requires our subcontracting partners to receive both inputs and outputs.
- Receiving Inputs: When inputs are received at your location, you will receive in the IBD AND move the material to Stock @ Vendor. This process systematically moves the material from the shipping dock to the production floor, allowing consumption of the inputs once the Advanced Ship Notice (ASN) has been submitted.
- Receiving Outputs: When you submit an ASN in your e-Tool, the system generates an IBD for you to receive in, that will create the inventory systematically. This step allows for any open STOs (Stock Transfer Orders) to a 3M location or customer order to create an Outbound Delivery (OBD), which will be leveraged to ship from your facility.

Receiving Inputs

Shipping Dock

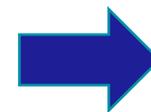


Production Floor

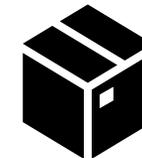


Receiving Outputs

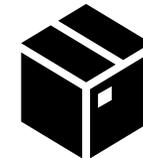
Submit ASN
in e-Tool



IBD Created



Receive IBD



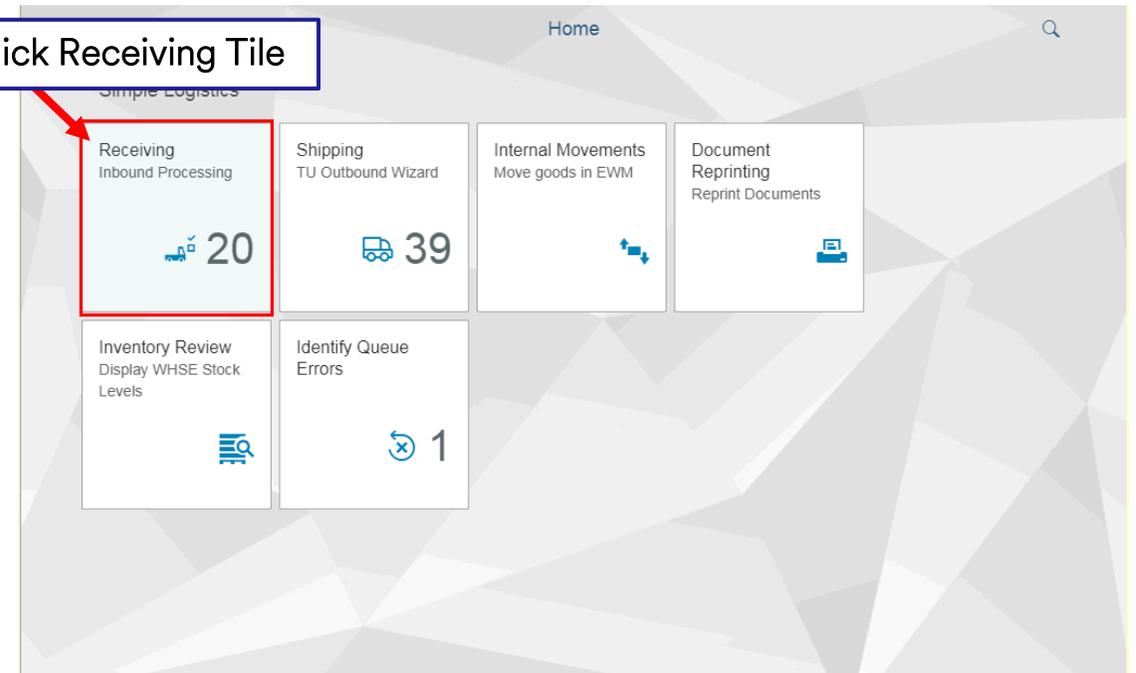
SAP Fiori® Simple Logistics: How to Receive Inputs & Outputs

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

The overall process to receive an IBD is as follows:

- Click on Receiving tile from Home Page
- Search, filter, or select IBD to receive
- Validate IBD details are correct & status is green
- Create and confirm to complete IBD receipt process
- *These are the same steps for both inputs & outputs. You will complete an additional step on slide 18 for inputs.*

1. Click Receiving Tile



Step 1: Click on Receiving – Inbound Processing

SAP Fiori® Simple Logistics: How to Receive Inputs & Outputs *(continued)*

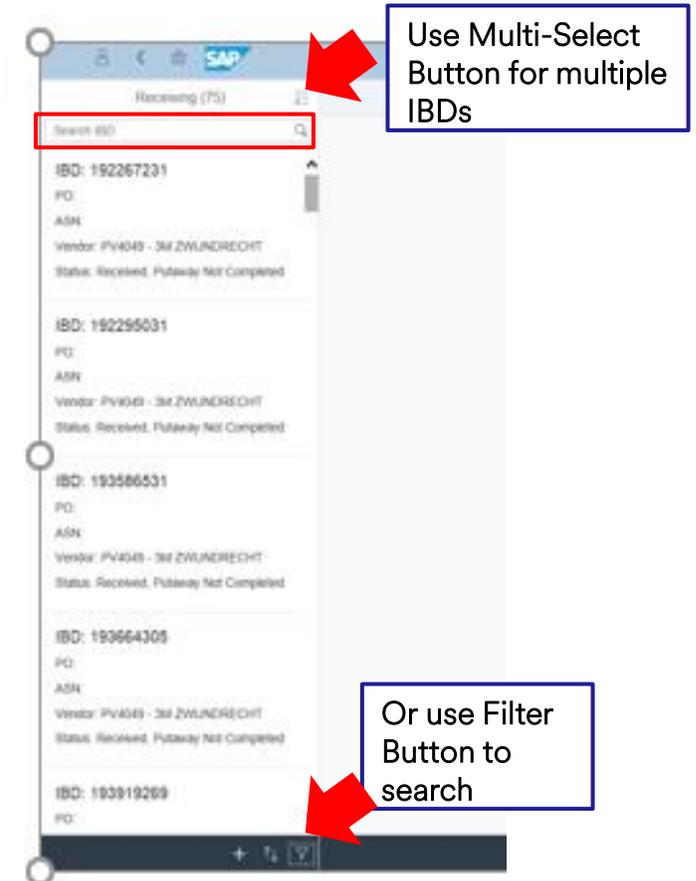
In SAP Fiori® Simple Logistics, the user can select single or multiple Inbound Deliveries or search by specific IBD number.

Step 2: Select IBD to receive:

- Select multiple IBDs by clicking on the **multi-select button** or available IBDs will be listed on the left-hand side of the screen.

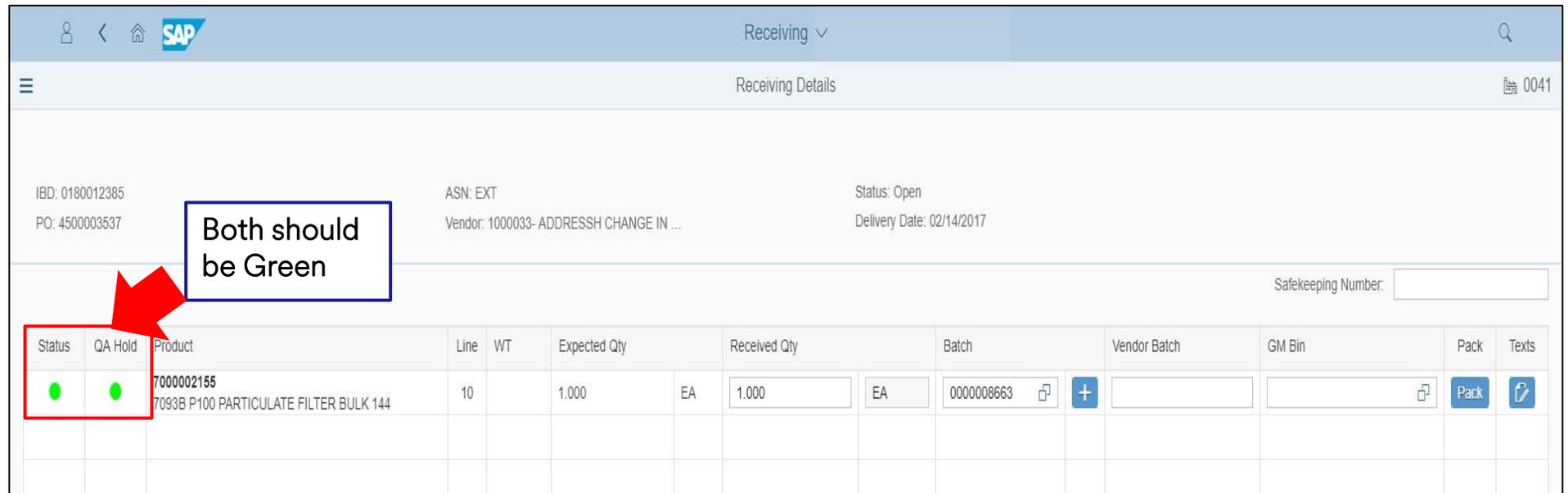
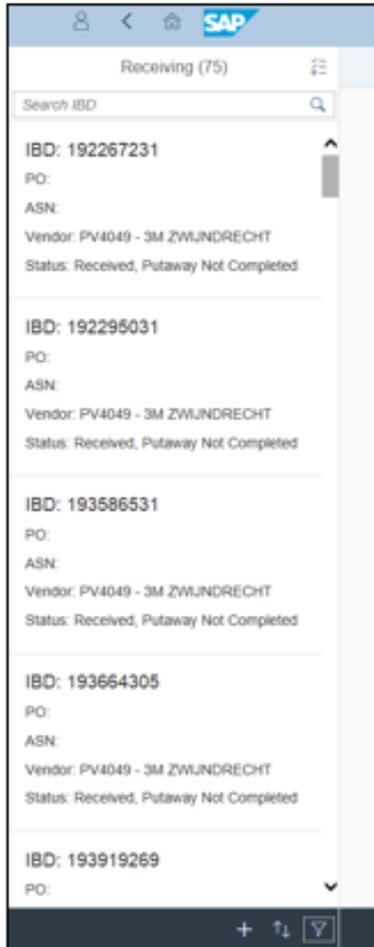
OR

- Search by IBD number or apply filter by using icon at the bottom.



SAP Fiori® Simple Logistics: How to Receive Inputs & Outputs *(continued)*

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



Step 3: After selecting IBD(s), validate details are correct and statuses are green.

- The received quantity will default to the same as expected quantity.
- If the quantity does not match what was physically received or the status is red, do not completed receipt. Reach out to your planner to resolve.

SAP Fiori® Simple Logistics: How to Receive Inputs & Outputs *(continued)*

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

Receiving Details

IBD: 1807275210
PO: 4814858419

ASN: 4814858419
Vendor: 1501700 - BADGER PLUG CO

Status: Open
Delivery Date: 10/18/2022

Status	QA Hold	Product	Line	WT	Expected Quantity	Received Quantity	Batch
●	●	3010143573 Core, Plug, Metal	10		5,000 EA	5,000 EA	

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

Step 4: Select Create to complete the Receiving process.

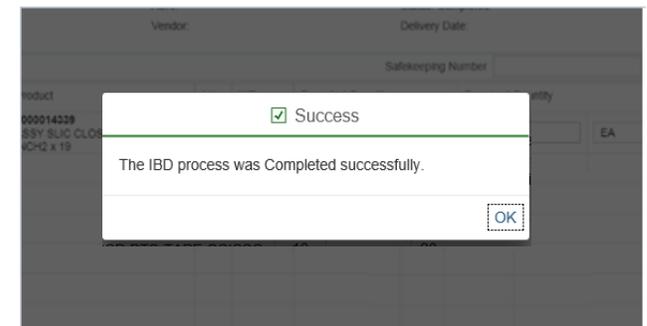
4a. Click OK to proceed at pop up.

4b. Click confirm.

4c. Pop up will appear that IBD was successfully processed.

1. Create

2. Confirm



If IBD was for an output, receiving process is now complete. If IBD was for an input, please proceed to the next slide for final step.

SAP Fiori® Simple Logistics: How to Receive Inputs *(continued)*

The screenshot shows the SAP Fiori Simple Logistics 'Internal Movements' interface. The 'From' section includes fields for Product (7100021248), HU (200511442275292653), Bin (FINR), Avail. Qty (15 EA), Qty (0), and Stock Type (F0). The 'To' section includes Movement (Stock at Vendor selected) and Vendor (1509999). A 'Submit' button is highlighted with a red box. A status bar at the bottom right shows 'Successfully posted' with an 'OK' button.

2. Search & Select SKU

1. Select Stock at Vendor

Note: HU # can be leveraged to transfer multiple HUs at a time

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

3. Click submit

Successfully posted

Step 5: After completion of IBD, Inputs need to be moved from the receiving location to Stock at Vendor.

- This step ensures the inputs are available for consumption at time of the Advanced Ship Notice.

Shipping

NOTE: This section is relevant for our subcontracting partners who deployed after 8/1/2022

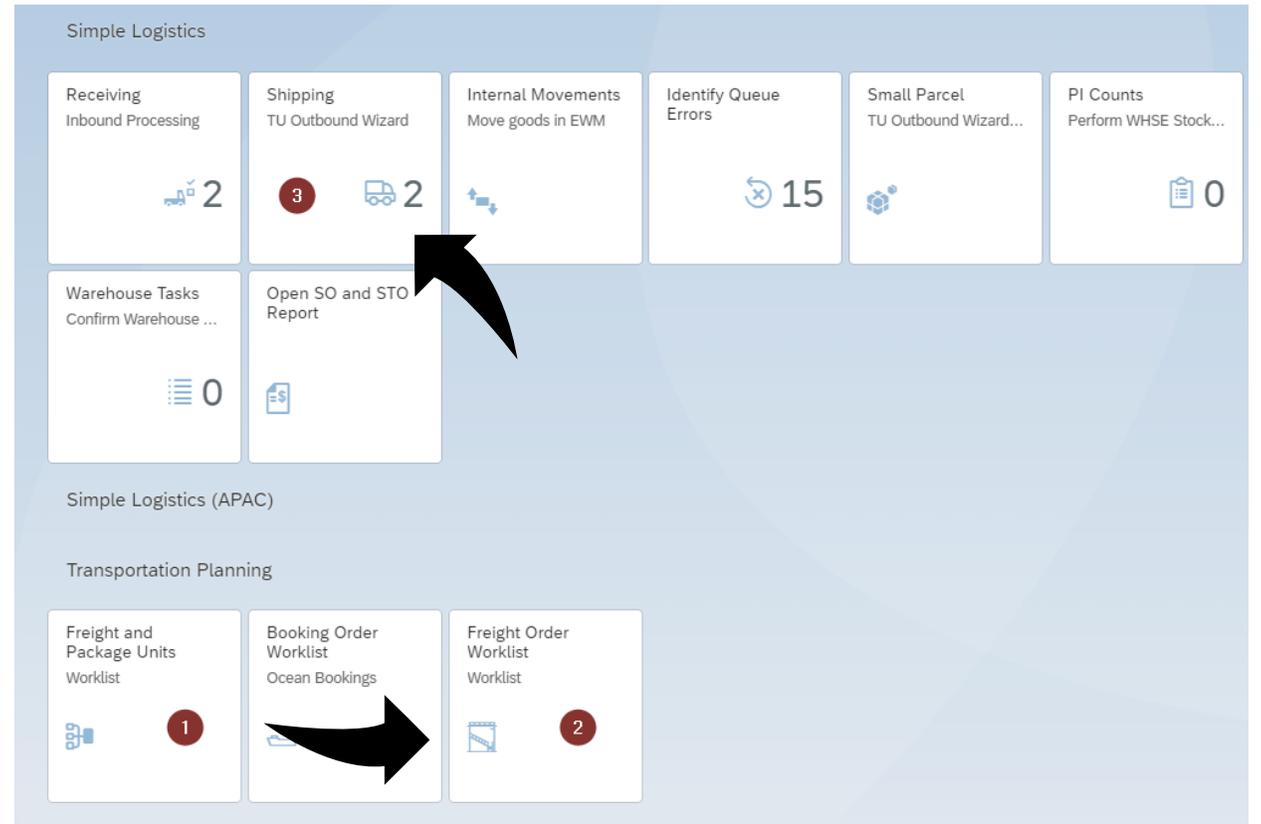
SAP Fiori® Simple Logistics: Shipping

On the **Home** Page, for each shipment you will leverage the Freight and Package Units, Freight Order Worklist, and Shipping tiles

The overall process to ship an Outbound delivery (OBD) is as follows:

- Freight and Package Units
 - Select OBDs to ship
 - Create FO
- Freight Order Worklist
 - Determine your carrier
 - Assign carrier to FO
 - Submit Load Instructions
- Shipping tile
 - Pick, Pack, Load
 - After physical shipment, go back to shipping tile and complete Goods Issue

Step 1: Click on **Freight and Package Units Tile**



Freight and Package Units Tile

Simple Logistics

Receiving Inbound Processing  2	Shipping TU Outbound Wizard  2	Internal Movements Move goods in EWM 	Identify Queue Errors  15	Small Parcel TU Outbound Wizard... 	PI Counts Perform WHSE Stock...  0
Warehouse Tasks Confirm Warehouse ...  0	Open SO and STO Report 				

Simple Logistics (APAC)

↓

Transportation Planning

Freight and Package Units Worklist 	Booking Order Worklist Ocean Bookings 	Freight Order Worklist Worklist 
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Freight and Package Units

SAP Freight and Package Unit Worklist

Order Number: Delivery Number: *Source Location: Final Destination: Transportation Mode: Planned Load Date: Planned Delivery Date:

Display Shipping Qty: Display Package Unit:

Unplanned Planned Stages

Document	Document Type	Order Number	Delivery Number	Source Loc	Final Dest	Final Dest Description	Final Dest Address	Destination Region
<input type="checkbox"/>	4469914940	ZFU1		8089611022	USXH	PC1383	ADM SUBCON VP 1	ADM SUBCON VP 1 / 54729 CHIPPEWA FALLS
<input type="checkbox"/>	4469917790	ZFU1	4025797012		USXH	0026172670	LOWES CO INC 1457 ADAIRSVILLE	
<input type="checkbox"/>	4469918345	ZFU1		8089612402	USXH	PC1383	ADM SUBCON VP 1	ADM SUBCON VP 1 / 54729 CHIPPEWA FALLS
<input type="checkbox"/>	4469876083	ZFU1	4513541923		USXH	PC1018	3M DEKALB DKC	MACOM DR 1250 / 60115-8764 DEKALB
<input type="checkbox"/>	4469932721	ZFU1		8089614001	USXH	PC1383	ADM SUBCON VP 1	ADM SUBCON VP 1 / 54729 CHIPPEWA FALLS
<input checked="" type="checkbox"/>	4469932767	ZFU1		8089614002	USXH	PC1383	ADM SUBCON VP 1	ADM SUBCON VP 1 / 54729 CHIPPEWA FALLS
<input type="checkbox"/>	4469879878	ZFU1	4513544228	8089598329	USXH	PC1018	3M DEKALB DKC	MACOM DR 1250 / 60115-8764 DEKALB
<input type="checkbox"/>	4469869944	ZFU1	4025792414		USXH	0020473431	TARGET STORES	CREEKVIEW AVE 300 / 08014 LOGAN TOWNSHIP

SAP Unplanned Freight Unit Worklist

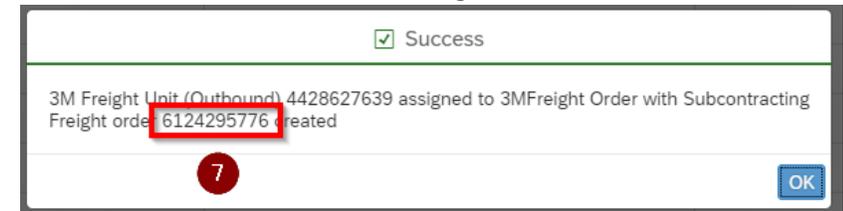
Create Freight Order

Trucks

Resource	Description	Means of Transport	Max Weight	Max Volume
DRY53	53' TRAILER	DRY53	44,000 LB	0
LTL	LESS THAN TRUCKLOAD	LTL	40,000 LB	0
GRD_PARCEL	PARCEL GROUND	GRD_PARCEL	40,000 LB	0

Create Cancel

1. Enter your Source Location information (Provided by 3M contact).
2. Click GO button to initiate search.
3. Select Delivery Number you wish to plan.
 - a. Note, Delivery Number must be listed in Delivery Number column to proceed.
4. Click on Create FO button to begin Freight Order process.
5. When Create Freight Order screen opens, select "Dry53".
6. Click on the Create button.
7. Make note of the Freight Order Number for following steps.



Next: Freight Order Worklist

Simple Logistics

Receiving Inbound Processing  2	Shipping TU Outbound Wizard  2	Internal Movements Move goods in EWM 	Identify Queue Errors  15	Small Parcel TU Outbound Wizard... 	PI Counts Perform WHSE Stock...  0
Warehouse Tasks Confirm Warehouse ...  0	Open SO and STO Report 				

Simple Logistics (APAC)

Transportation Planning

Freight and Package Units Worklist 	Booking Order Worklist Ocean Bookings 	Freight Order Worklist Worklist 
-----------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------



Find your carrier & SCAC

- Continue calling 3M Load Control (800-328-1355) or leverage the 3M Preferred Routings Website (<https://trr.3m.com/trrweb/>) to determine carrier

The screenshot shows the 3M Preferred Routings website interface. The browser address bar displays trr.3m.com/trrweb/. The page header includes the 3M logo, "United States", and navigation links like "Contact Us", "About 3M", "Search 3M", and "3M Worldwide". A dropdown menu shows "United States" and "English". A black banner below the header reads "3M Worldwide : United States : Supplier Direct".

The main content area is divided into two columns. The left column contains a navigation menu with the following items:

- Preferred Routings
 - General Help
 - Expediting
 - UPS Ground
 - Full Truckloads
 - Specialized Equipment
 - Temperature Protection
 - Contact Us
- Downloadable Forms
 - Full Truckload Request
 - Expedite Authorization

The right column is titled "Preferred Routings" and contains the following text:

This page will provide 3M's preferred carrier for collect or 3rd party bill shipments to 3M within the United States.

Enter shipment data below. Then click **Submit**.
(+ Enter at least one) (* Required Fields)

The form fields are as follows:

3M Purchase Order Number (Enter first if multiple)	:	<input type="text"/>
Origin Zip Code (5 digits)	:	<input type="text"/>
Destination Zip Code (5 digits)	:	<input type="text"/>
Today's Total PO Count To This Customer	:	<input type="text"/>
Destination Location	:	<input type="text"/>
Shipment Weight (pounds)	:	<input type="text"/>
Loose Piece Count	:	<input type="text"/>
Pallet Count (Enter 0 if loose pieces only)	:	<input type="text"/>
Can Pallets Be Double Stacked (Y/N)?	:	<input type="text"/>
Temperature Protection (Y/N)?	:	<input type="text"/>
Required Transit Days	:	<input type="text"/>
Packages Too Large for Small Parcel	:	<input type="checkbox"/>

A "Submit" button is located at the bottom right of the form.

Caution: This website is for the sole and exclusive use of 3M and those parties it authorizes. 3M may modify or remove the website at any time without notice.

The footer contains the following information:

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Freight Order Worklist

1. Open the Freight Order Worklist tile from home page.
2. Type in the Source Location and select it.
3. Click the Go button.
4. Find the line for the relevant TU and click in the Carrier SCAC box.
5. Enter the carrier SCAC code.

SAP Freight Order Worklist

Freight Order Worklist

Document: *Source Location: Destination Location: Planned Departure Date: Clear Go

Document	Document Type	Source Location	Source Loc Addr	Destination Loc Addr	Carrier	Carrier Desc	Carrier SCAC	Means of Transport
<input type="checkbox"/>	6123327584	ZFO1	UB36	S HOLMES BLVD 620 8342 ST AUGUSTINE				DRY53
<input type="checkbox"/>	6123438493	ZFO1	UB36	S HOLMES BLVD 620 8342 ST AUGUSTINE				DRY53
<input type="checkbox"/>	6123442942	ZFO1	UB36	S HOLMES BLVD 620 8342 ST AUGUSTINE				DRY53
<input type="checkbox"/>	6123522686	ZFO1	UB36	S HOLMES BLVD 620 8342 ST AUGUSTINE	4607559	XPO LOGISTICS FREIGHT INC / 48105-	CNWY	DRY53
<input type="checkbox"/>	6123691786	ZFO1	UB36	S HOLMES BLVD 620 8342 ST AUGUSTINE				DRY53
<input type="checkbox"/>	6123891434	ZFO1	UB36	S HOLMES BLVD 620 / 32084- 8342 ST AUGUSTINE	0026574131	STATEWIDE TRAFFIC SAFETY		DRY53
<input type="checkbox"/>	6123891612	ZFO1	UB36	S HOLMES BLVD 620 / 32084- 8342 ST AUGUSTINE	0020351360	ON THE LINE		DRY53
<input type="checkbox"/>	6123891638	ZFO1	UB36	S HOLMES BLVD 620 / 32084- 8342 ST AUGUSTINE	PC1113	3M DEKALB (DK6)		DRY53
<input type="checkbox"/>	6123891670	ZFO1	UB36	S HOLMES BLVD 620 / 32084- 8342 ST AUGUSTINE	0016121130	G & C SUPPLY COMPANY		DRY53
<input type="checkbox"/>	6123891777	ZFO1	UB36	S HOLMES BLVD 620 / 32084- 8342 ST AUGUSTINE	0016121130	G & C SUPPLY COMPANY		DRY53
<input type="checkbox"/>	6124295776	ZFO1	UB36	S HOLMES BLVD 620 / 32084- 8342 ST AUGUSTINE	0030636956	RW STRIPING CO		DRY53

Source Location

UB36

Carrier SCAC

cnwy

4607559
XPO LOGISTICS FREIGHT INC / 48105-2751 ANN ARBOR - CNWY

Create FOR Load Instr Assign Carrier

Freight Order Worklist (*continued*)

1. Click on the checkbox next to FO to select.
2. Click on “Load Instr” button.
3. Warning page will open. Click on OK.

SAP Freight Order Worklist

Document: *Source Location: Destination Location: Planned Departure Date: Clear

Document	Document Type	Source Location	Source Loc Addr	Destination Location	Dest Loc Descr	Dest Loc Addr	Carrier	Carrier Desc	Carrier SCAC	Means of Transport	
<input type="checkbox"/>	6123327584	ZFO1	UB36	S HOLMES BLVD 620 / 32084-8342 ST AUGUSTINE	0081206738	TRAFFIC SUPPLIES & DISTRIBUTION	S BRYANT AVE 5441 / 32773-6472 SANFORD			DRY53	
<input type="checkbox"/>	6123438493	ZFO1	UB36	S HOLMES BLVD 620 / 32084-8342 ST AUGUSTINE	PL2003	3M MILTON	peddle road 2751 / L9T 0K1 MILTON ONTARIO			DRY53	
<input type="checkbox"/>	6123442942	ZFO1	UB36	S HOLMES BLVD 620 / 32084-8342 ST AUGUSTINE	0020641942	CITY OF NICEVILLE	PARTIN DR N 208 / 32578-1244 NICEVILLE			DRY53	
<input type="checkbox"/>	6123522686	ZFO1	UB36	S HOLMES BLVD 620 / 32084-8342 ST AUGUSTINE	0070195652	TOWNSHIP OF DERRY	CLEARWATER RD 600 / 17033-2453 HERSHEY	4607559	XPO LOGISTICS FREIGHT INC / 48105-	CNWX	DRY53
<input type="checkbox"/>	6123691786	ZFO1	UB36	S HOLMES BLVD 620 / 32084-8342 ST AUGUSTINE	0016137389	ZUMAR INDUSTRIES INC	12015 STEELE ST S / 98444-1300 TACOMA			DRY53	
<input type="checkbox"/>	6123891434	ZFO1	UB36	S HOLMES BLVD 620 / 32084-8342 ST AUGUSTINE	0026574131	STATEWIDE TRAFFIC SAFETY	GROBRIC CT 130 / 94534-1673 FAIRFIELD			DRY53	
<input type="checkbox"/>	6123891612	ZFO1	UB36	S HOLMES BLVD 620 / 32084-8342 ST AUGUSTINE	0020351360	ON THE LINE	ALDEN ST 22 / 04401-3421 BANGOR			DRY53	
<input type="checkbox"/>	6123891638	ZFO1	UB36	S HOLMES BLVD 620 / 32084-8342 ST AUGUSTINE	PC1113	3M DEKALB (DK6)	MACOM DRIVE 1650 / 60115-8773 DEKALB			DRY53	
<input type="checkbox"/>	6123891670	ZFO1	UB36	S HOLMES BLVD 620 / 32084-8342 ST AUGUSTINE	0016121130	G & C SUPPLY COMPANY	STATE HIGHWAY 77 1105 / 38220 ATWOOD			DRY53	
<input type="checkbox"/>	6123891777	ZFO1	UB36	S HOLMES BLVD 620 / 32084-8342 ST AUGUSTINE	0016121130	G & C SUPPLY COMPANY	STATE HIGHWAY 77 1105 / 38220 ATWOOD			DRY53	
<input checked="" type="checkbox"/>	6124295776	ZFO1	UB36	S HOLMES BLVD 620 / 32084-8342 ST AUGUSTINE	0030636956	RW STRIPING CO	S MAIN ST 3005 / 84115-3728 SALT LAKE CITY	4607559	XPO LOGISTICS FREIGHT INC / 48105-	CNWX	DRY53

Warning: Do you really want to send the loading or unloading instruction to the warehouse and save all changes in the system?

Buttons: Loading Instructions Sent, Create FOR, Load Instr, Assign Carrier

Note: Loading instructions sent box will open telling you the order has been sent to the Shipping Tile.

Next: Shipping Tile

The screenshot displays the SAP Fiori dashboard interface. At the top, the SAP logo and 'Home' dropdown are visible. Below this, a navigation bar includes tabs for 'Customer Service', 'Simple Logistics', 'Simple Logistics (APAC)', 'Transportation Planning', 'Quality Management', and 'Label Printing'. The 'Simple Logistics' tab is active, and a red arrow points to the 'Shipping' tile. The dashboard features several tiles: 'Receiving' (Inbound Processing) with a value of 12, 'Shipping' (TU Outbound Wizard) with a value of 8, 'Internal Movements' (Move goods in EWM), 'Inventory Review' (Display WHSE Stock ...), 'Identify Queue Errors' with a value of 2, and 'PI Counts' (Perform WHSE Stock...). Below these are sections for 'Simple Logistics (APAC)' and 'Transportation Planning', which includes tiles for 'Open SO and STO Report', 'Unplanned Freight Unit Worklist', and 'Freight Order Worklist'.

Module	Sub-Module	Value
Receiving	Inbound Processing	12
Shipping	TU Outbound Wizard	8
Internal Movements	Move goods in EWM	
Inventory Review	Display WHSE Stock ...	
Identify Queue Errors		2
PI Counts	Perform WHSE Stock...	0

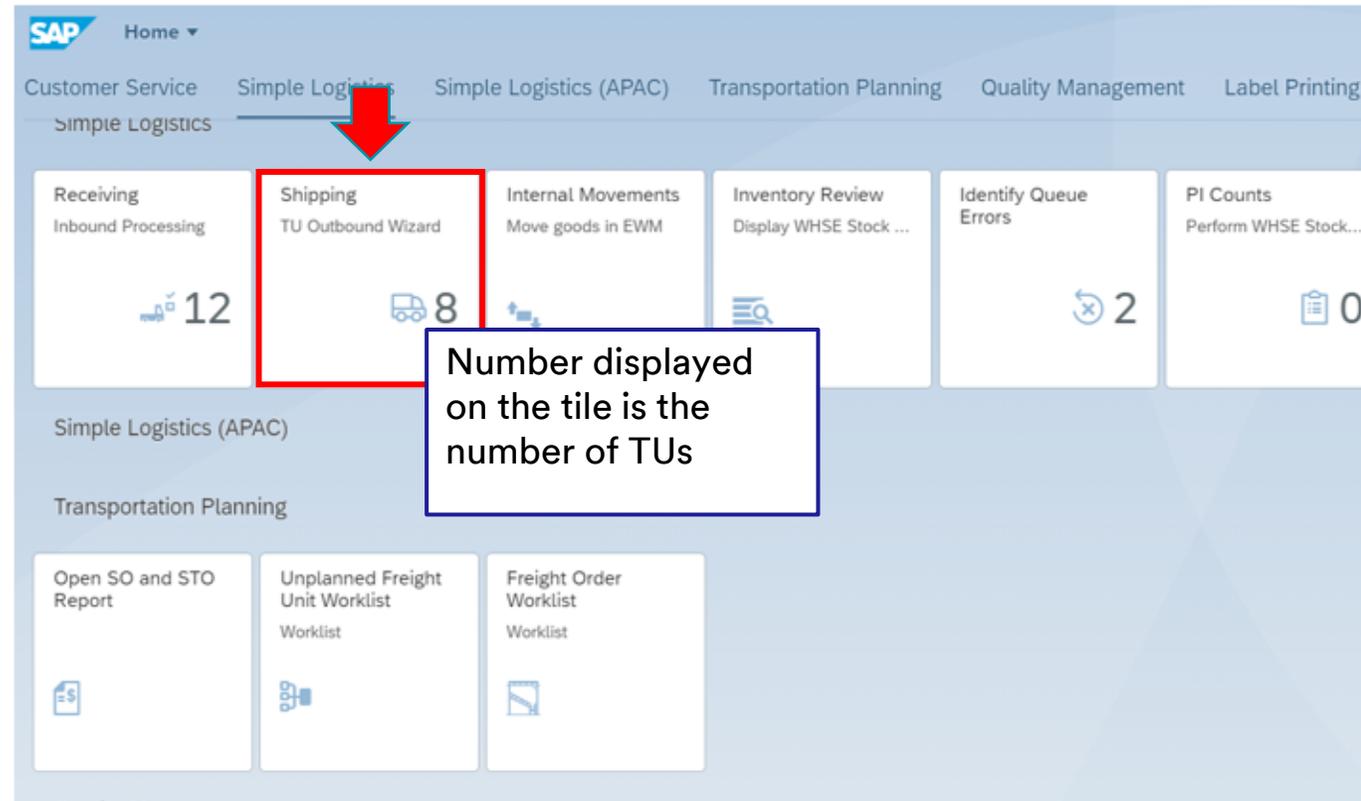
SAP Fiori® Simple Logistics: Shipping

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

The overall process to Shipping is as follows:

- Click on Shipping tile from Home Page.
- Filter & Select a FOR/TU.
- Activate the TU.
- Assign deliveries to TU.
- Validate delivery.
- Pick/Pack /load & print.
- Complete Goods Issue.

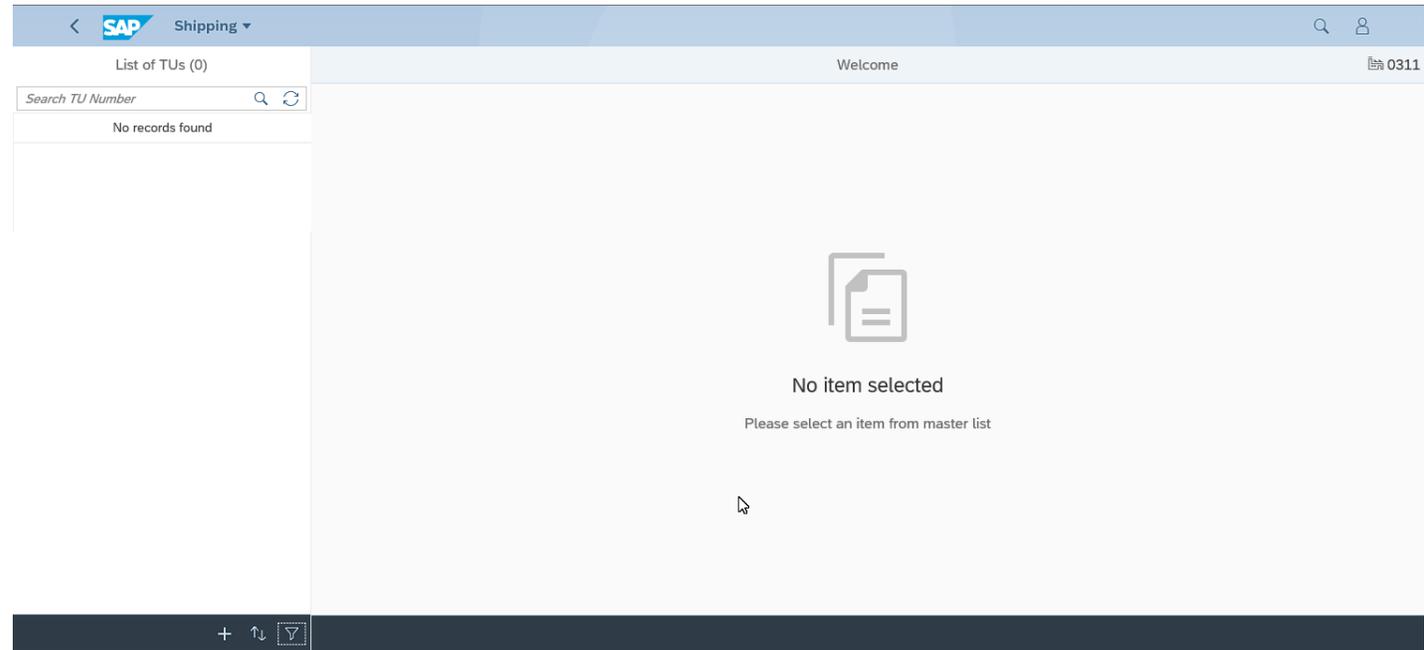
Step 1: Click on **Shipping – TU Outbound Wizard**



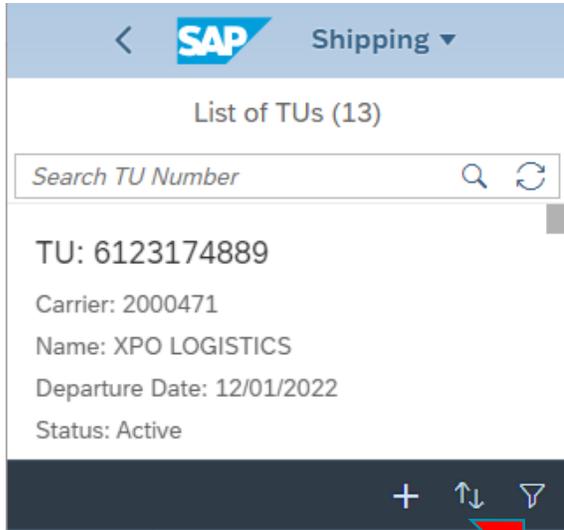
Shipping: Filter & Select FOR/TU

Very important to remember, the FOR you created in the previous steps, will be the TU you will be working with in the following Shipping steps

- Step 2: Select a TU from the Master List.
 - Note: The Master List defaults to only TUs in Active status.
 - The newly created FOR will be the TU and will be in a planned status until you activate it.

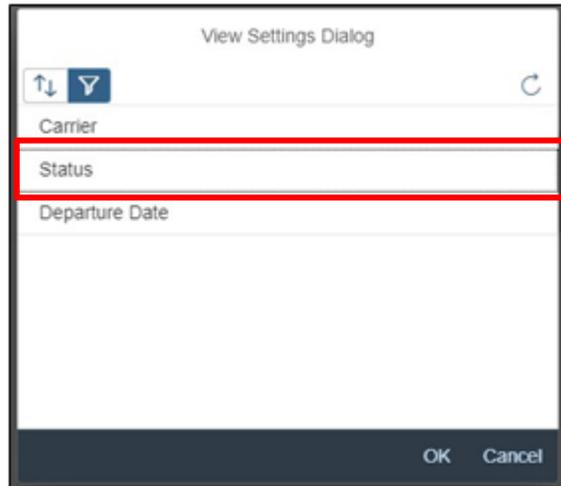


Shipping: Filter & Select FOR/TU (*continued*)

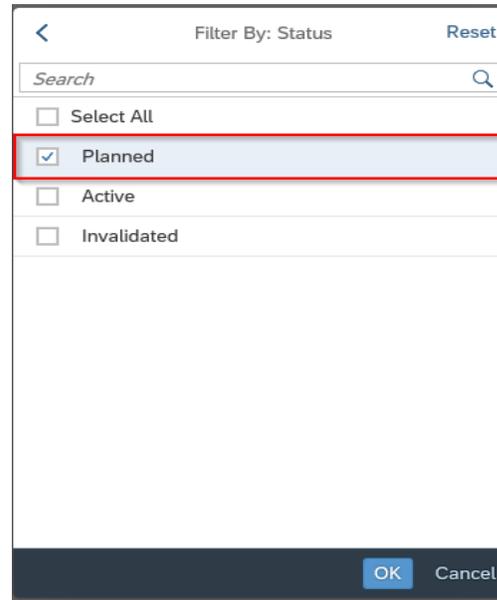


2a. Click to filter FOR/TU by Carrier, Status, or Departure Date

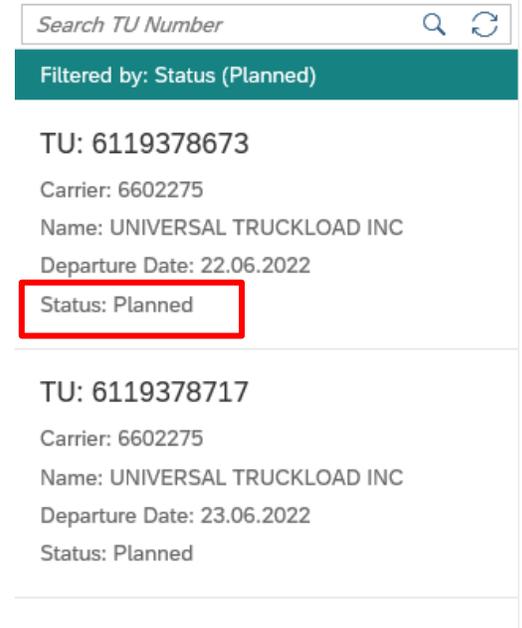
2b. Select Status



2c. Select Planned

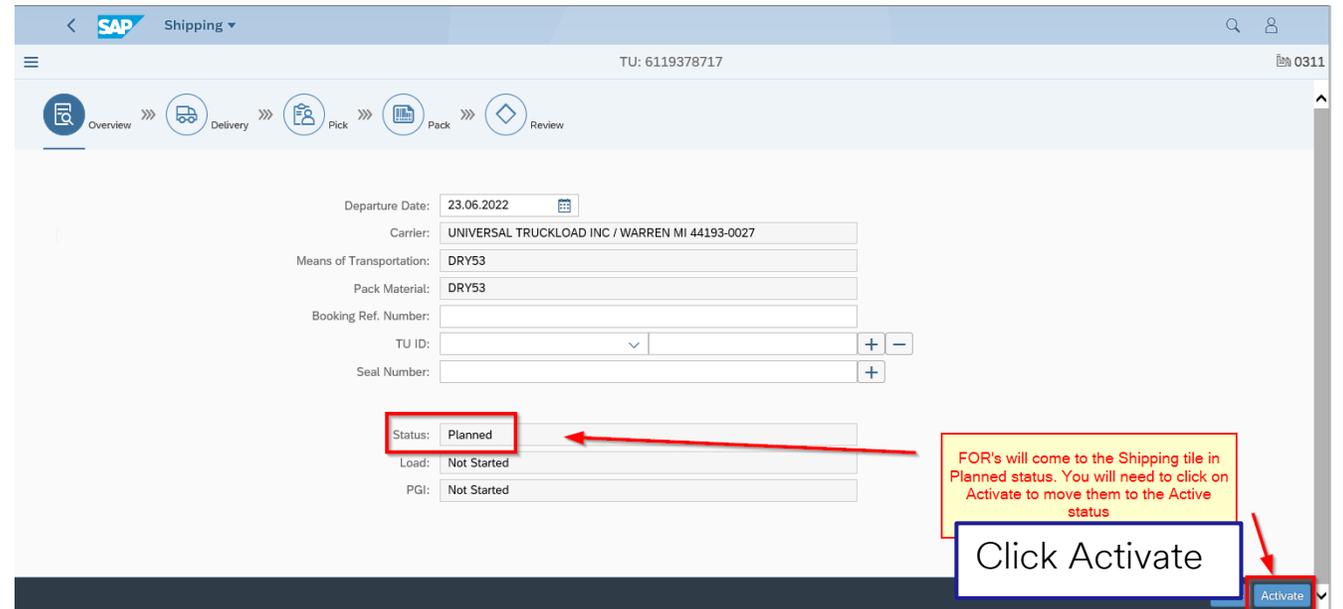
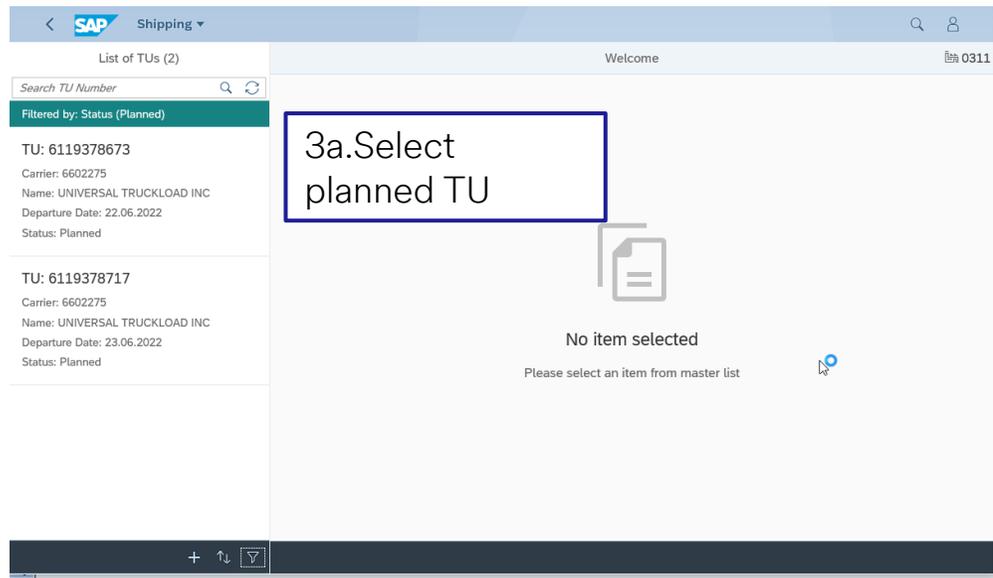


2d. Planned TUs display.

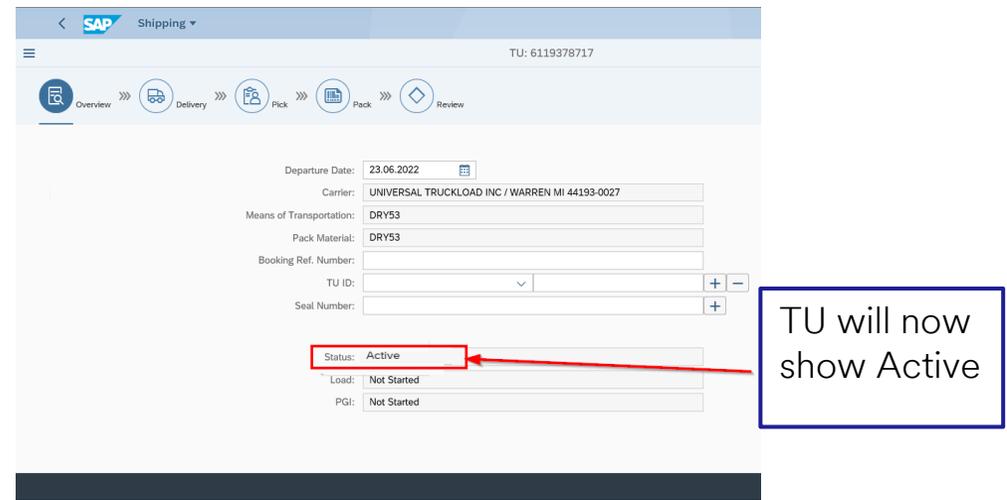


Other Status Definitions:
Completed Status = The TU is Goods Issued (ship noticed) and no changes can be made.
Invalidated Status = The TU has been Cancelled or Voided. Therefore, cannot create a shipment with an invalid TU

Shipping: Activate a TU



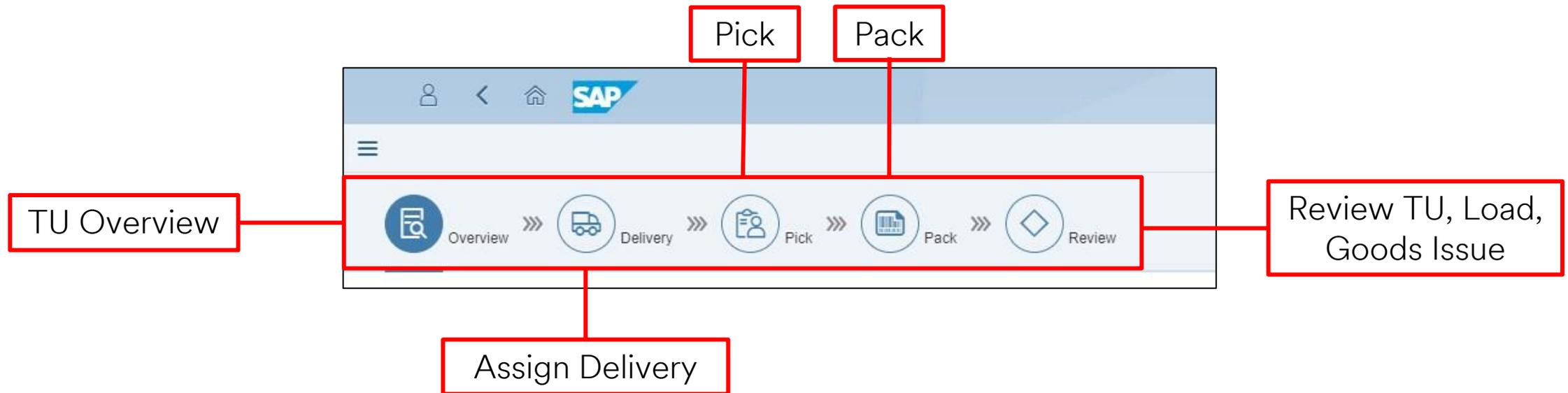
Step 3: Activate the TU
Once you have filtered for Panned TUs, you may proceed to **Activate** a TU:
3a. Select the TU from the **Master List**.
3b. Click **Activate**. You will receive a Success message if the Activation was successful.
3c. Now the TU is in **Active** status.



SAP Fiori® Simple Logistics: Shipping Process

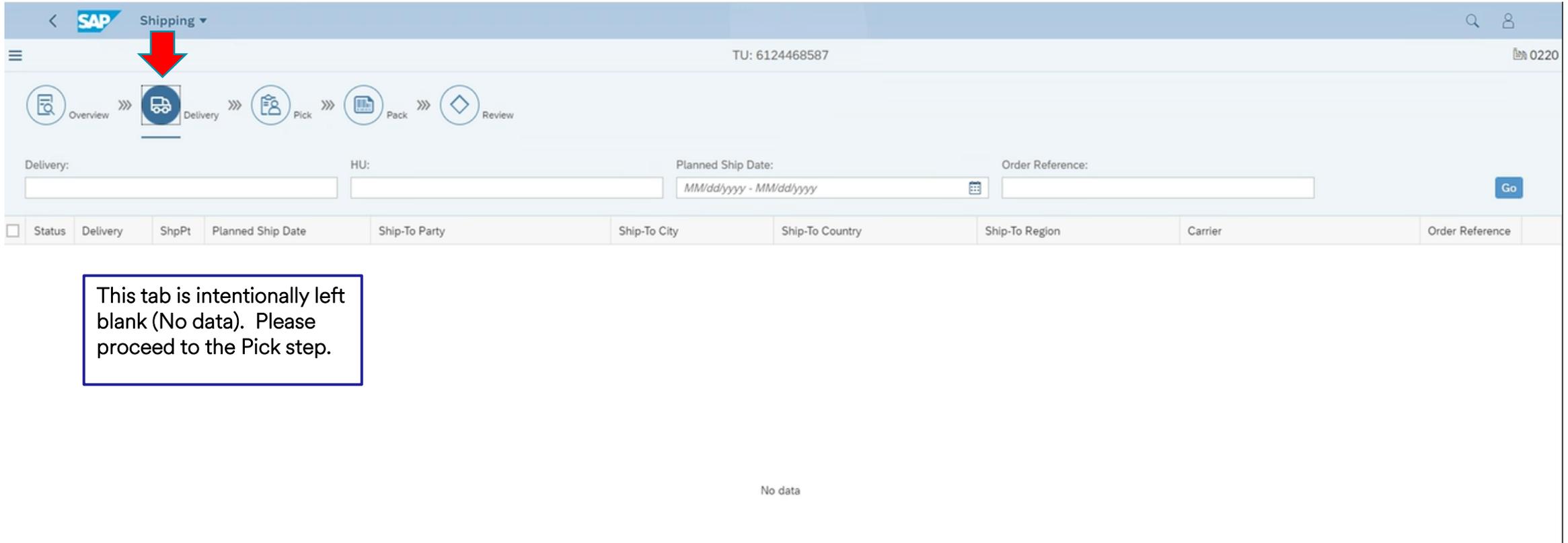
Understanding your work flow.

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



***Note:** For Subcontractors, the delivery step in most cases is already completed. When you select the delivery icon, no details will display. This is by design, and you can proceed to the Pick step.

Shipping: Delivery



The screenshot shows the SAP Shipping Delivery screen. At the top, there is a navigation bar with the SAP logo and a dropdown menu labeled 'Shipping'. A red arrow points to the 'Delivery' icon in the main navigation area, which is highlighted with a blue underline. Below the navigation bar, there are four icons representing the process steps: Overview, Delivery, Pick, and Review. The 'Delivery' icon is the active step. Below the icons, there are four input fields: 'Delivery:', 'HU:', 'Planned Ship Date:', and 'Order Reference:'. The 'Planned Ship Date' field has a date format 'MM/dd/yyyy - MM/dd/yyyy' and a calendar icon. A 'Go' button is located to the right of the 'Order Reference' field. Below the input fields, there is a table header with the following columns: Status, Delivery, ShpPt, Planned Ship Date, Ship-To Party, Ship-To City, Ship-To Country, Ship-To Region, Carrier, and Order Reference. The table body is empty, and the text 'No data' is displayed in the center of the table area.

This tab is intentionally left blank (No data). Please proceed to the Pick step.

Shipping: Pick

The screenshot shows the SAP Shipping Pick interface. At the top, there are navigation icons for Overview, Delivery, Pick, Pack, and Review. The 'Pick' icon is highlighted with a red arrow. Below the navigation bar, there are sections for 'Deliveries (1)' and 'Picking Tasks (1)'. The 'Deliveries (1)' section shows a delivery with ID 8072441266 and a delivery date of 10/13/2022. The 'Picking Tasks (1)' section is a table with the following data:

Delivery	Item	WT	Whse Order	Product	Batch	Expected Qty	Pick Qty	Source HU	So
<input checked="" type="checkbox"/>	8072441266	10		7100245429		11,520 PAK	11,520	PAK	

At the bottom right, there are three buttons: 'Create', 'Confirm', and 'Create & Confirm'. The 'Create' button is highlighted with a red box and a red arrow pointing to it.

4a. Select OBD(s) by clicking on the delivery

4b. Check box for each line to ship

4c. Click on Create

If shipping batch managed material, please reference additional training

Step 4: Complete Picking Step
4a. Select OBD(s) by clicking on the delivery
4b. Check box for each line to ship
4c. Click on Create
Continue to next slide

Shipping: Pick (*continued*)

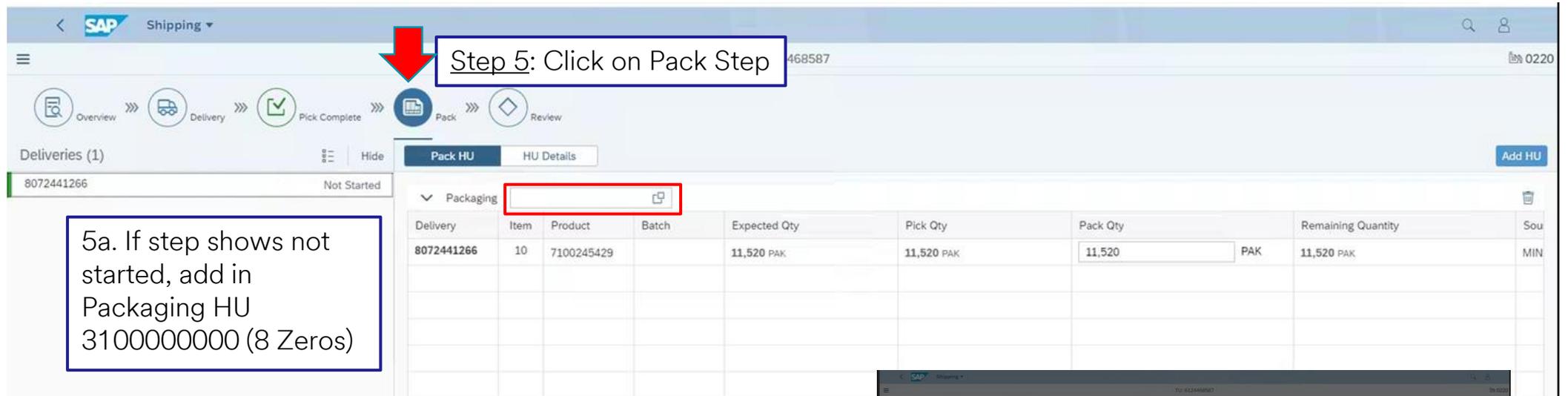
The screenshot shows the SAP Shipping interface. At the top, there's a navigation bar with 'SAP Shipping' and a search icon. Below that, a breadcrumb trail shows 'Overview' >>> 'Delivery' >>> 'Pick' >>> 'Pack' >>> 'Review', with 'Pick' being the active step. The main area is divided into 'Deliveries (1)' and 'Picking Tasks (1)'. The 'Deliveries' section shows a delivery with ID 8072441266 and a date of 10/13/2022, with a status of 'Not Started'. The 'Picking Tasks' table has the following data:

Delivery	Item	WT	Whse Order	Product	Batch	Expected Qty	Pick Qty	Source HU	So
<input checked="" type="checkbox"/>	8072441266	10	4979	1437	7100245429	11,520 PAK	11,520 PAK		M

Annotations on the screenshot include:

- A red box around the checked checkbox in the 'Picking Tasks' table, with a callout box containing the text '4d. Ensure line is still checked'.
- A large blue-bordered box on the left containing the text: 'Step 4: Complete Picking Step', '4d. Ensure line is still checked', '4e. Click on Confirm', and '4f. Click OK on pop up that appears'.
- A red arrow pointing to the 'Confirm' button at the bottom right, with a callout box containing the text '4e. Click on Confirm'.
- A red box around the 'Confirm' button, with a callout box containing the text '4f. Click OK on Pop Up'.

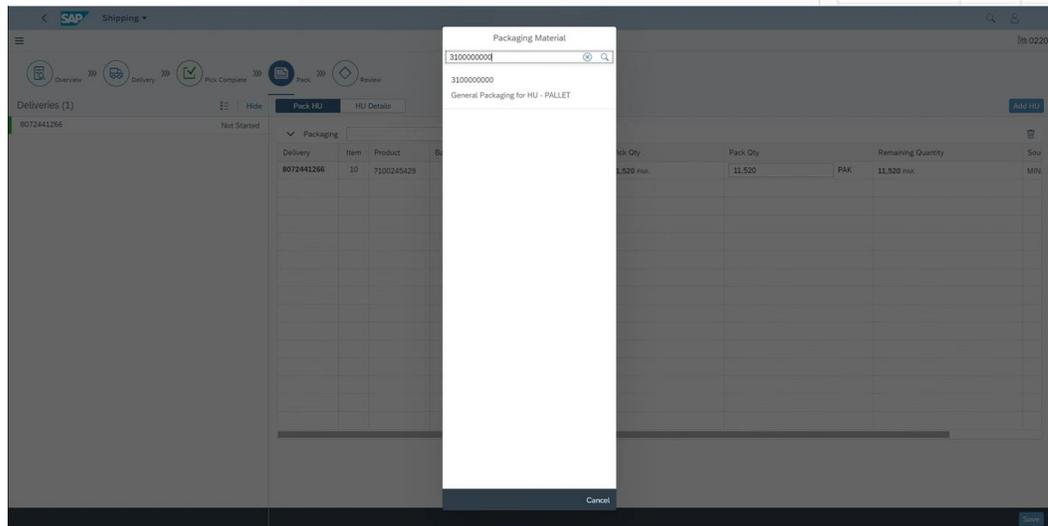
Shipping: Pack



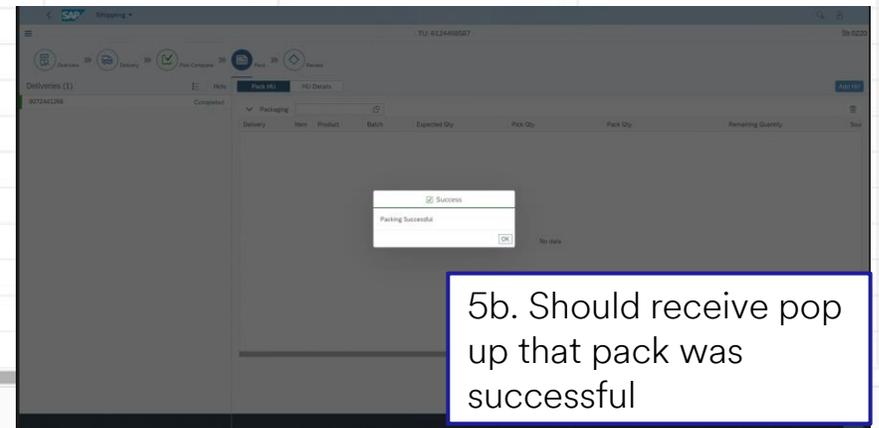
The screenshot shows the SAP Shipping interface at the 'Pack' step. A red arrow points to the 'Pack' icon in the process bar, with a callout box containing the text 'Step 5: Click on Pack Step'. Below the process bar, the 'Pack HU' tab is active. A table titled 'Packaging' is visible, with a red box around the 'Add HU' icon in the top right corner of the table. The table contains the following data:

Delivery	Item	Product	Batch	Expected Qty	Pick Qty	Pack Qty	Remaining Quantity	Sou
8072441266	10	7100245429		11,520 PAK	11,520 PAK	11,520 PAK	11,520 PAK	MIN

5a. If step shows not started, add in Packaging HU 3100000000 (8 Zeros)



This screenshot shows the 'Packaging Material' selection dialog box. The input field contains '3100000000'. The dialog title is 'Packaging Material' and the content is '3100000000' and 'General Packaging for HU - PALLET'. The background shows the same SAP Shipping interface as the previous screenshot.



This screenshot shows a success pop-up dialog box with the text 'Success' and 'Packing Successful'. The background shows the SAP Shipping interface with the 'Pack' step completed.

5b. Should receive pop up that pack was successful

5c. Click Save

Shipping: Review

The screenshot shows the SAP Shipping Review interface for TU: 6124468587. The breadcrumb navigation at the top indicates the process flow: Overview >>> Delivery >>> Pick Complete >>> Pack Complete >>> Review. The 'Review' step is currently active. The 'Overview' section displays key data: TU No: 6124468587, Departure Date: 10/13/2022, Carrier: XPO LOGIS, Means of Transportation: LTL, Pack Material: LTL_AMB, Booking Ref. Number, TU ID, and Seal Number. On the right, status indicators show: TU: Active, Pick: Completed, Pack: Completed, Load: Not Started, and PGI: Not Started. The 'Deliveries' section shows ERP Document: 8072441266 and ODO: 35987276. The 'Pick' section shows 1 delivery picked with a total weight of 3. The 'Pack' section shows a packed quantity of 200511442688855117. A red arrow points to the 'Load' button at the bottom right. A text box at the bottom left contains a note about the 'Load' button's availability.

Step 6: Validate Pick & Pack are now green.

6a. Click Load. Packing List & BOL should have now printed.

Note: You cannot perform Load unless all steps are completed successfully.

Shipping: Goods Issue

Step 7: As soon as possible after material has physically shipped, click **Goods Issue**. This completes the ship notice, relieves inventory, and triggers financials.

The screenshot shows the SAP Shipping Overview screen for TU 6124468587. The navigation bar includes icons for Overview, Delivery, Pick Complete, Pack Complete, and Review. The Overview section displays the following details:

TU No: 6124468587	TU: Active
Departure Date: 10/13/2022	Pick: Completed
Carrier: XPO LOGISTICS /	Pack: Completed
Means of Transportation: LTL	Load: Completed
Pack Material: LTL_AMB	PGI: Not Started
Booking Ref. Number:	
TU ID:	
Seal Number:	

The Deliveries section shows ERP Document: 8072441266 and ODO: 35987276. The Pick section shows Picked: 1 Deliveries and Total WT: 3. The Pack section shows Packed: > 200511442688855117. At the bottom right, there are buttons for 'Unload TU' and 'Goods Issue', with a red arrow pointing to the 'Goods Issue' button.

A success message dialog box with a green checkmark icon and the text "SUCCESS". Below the message, it says "Goods Issue Successfully Completed." and there is an "OK" button in the bottom right corner.

Document Reprinting

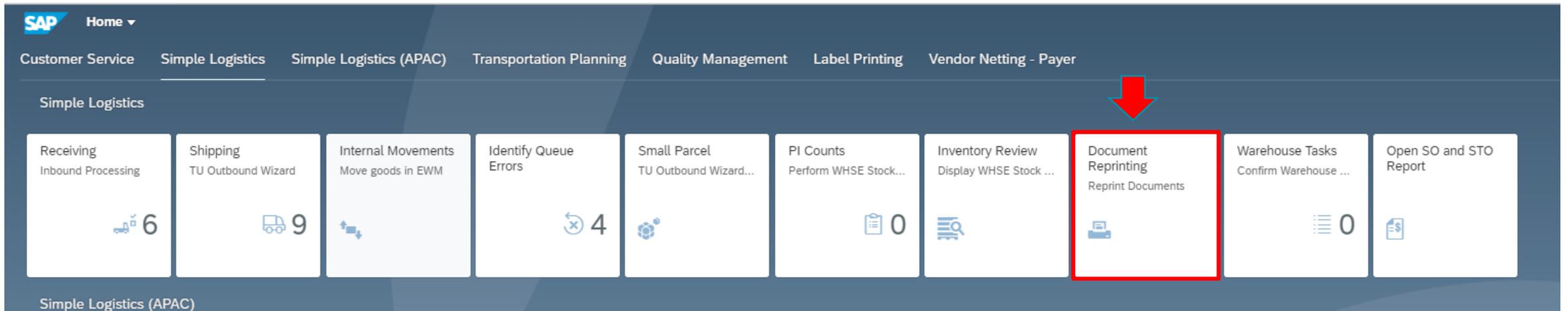
NOTE: This section is relevant for our subcontracting partners who deployed after 8/1/2022

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:

- Document reprinting for all document types



Click Document Reprinting

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).

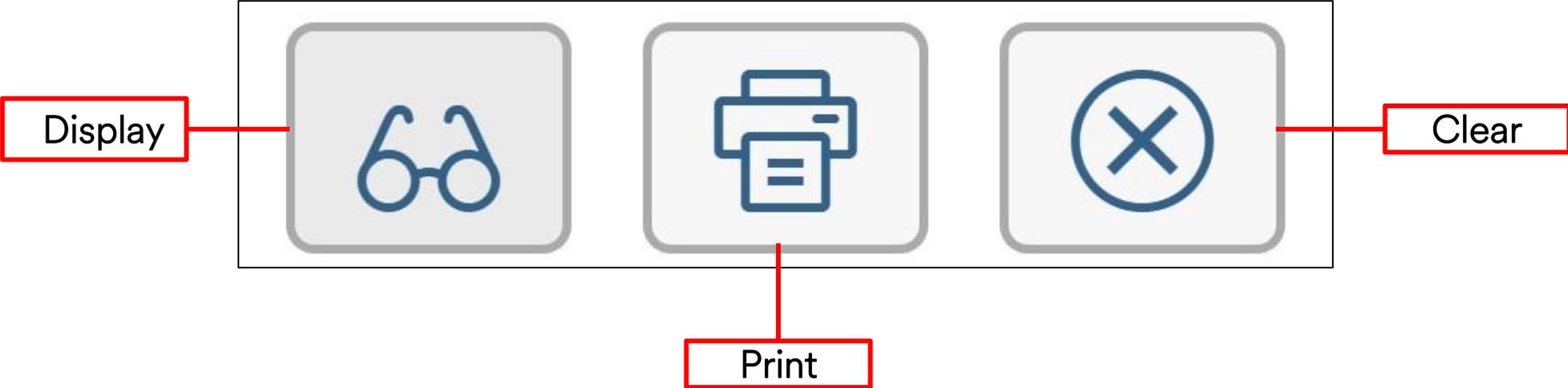
To reprint the Master Bill Of Lading (BOL) you will need the Transportation Unit.

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	<p>*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</p>
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 web interface for document reprinting. It features a dropdown menu labeled "I want to print:" with "Packing List (OD Creation)" selected. Below this is a "Doc Number:" input field 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.

I want to print:

Packing List (OD Creation)

Doc Number:

8000102361

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:		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	
CPO No: test1					

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 navigation bar: Save, Print, Download, Page 1 / 2, Zoom, Share

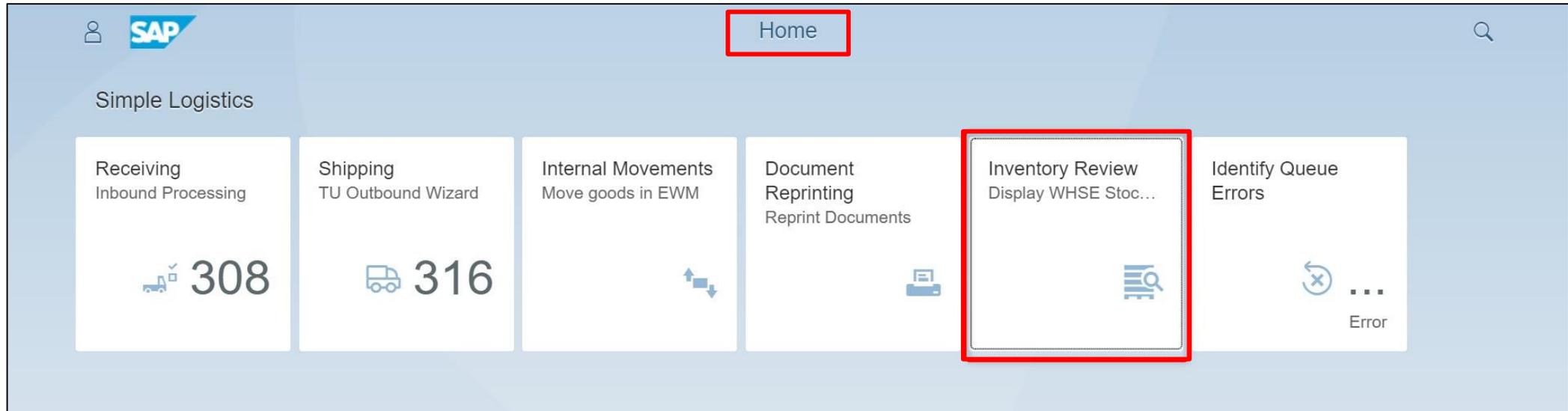


Inventory Review

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

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

This tile can be leveraged to ensure enough input inventory is on hand systematically in Stock at Vendor to ensure successful completion of ASN and to verify output availability after Goods Receipt of IBD



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)*

The screenshot displays the SAP Inventory Review interface. At the top, there is a navigation bar with the SAP logo and the text 'Inventory Review'. Below this, the main header area shows 'Inventory Review' and a user ID '0267'. The search filters section includes fields for 'Product:' (with a placeholder 'Enter Product or Search'), 'Batch:', 'Stock Type:', 'Storage Bin:', and 'HU:'. A 'Go' button is located to the right of these fields. Below the search filters, there are four tabs: 'Available', 'Physical', 'Stock at Vendor', and 'Stock View'. The 'Available' tab is currently selected. At the bottom, a table header is visible with columns: 'Product', 'Description', 'Quantity', 'Batch', 'Stock Type', 'ST Description', 'Storage Bin', and 'Storage Type'.

Available – Output inventory less inventory allocated to OBDs and input inventory not yet moved to Stock at Vendor

Physical – Output inventory and input inventory not yet moved to Stock at Vendor

Stock at Vendor – Input inventory moved to Stock at Vendor by batch

Stock View – Displays all Physical inventory & Stock at Vendor, excluding batch

***Note:** For Subcontracting, these filters are configured to your vendor location. Filters available will change as you select different views.

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

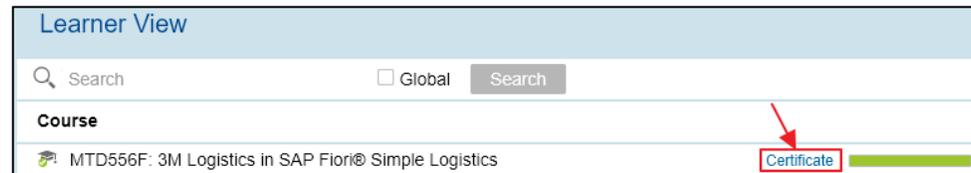


Course Completion

You now know how to use the SAP Fiori® Simple Logistics Application.

To receive credit for completing this course:

1. Complete the Training Acknowledgement on the next slide.
2. Send an email containing your certification of completion (accessed from the learning portal after completion, as shown below) to your 3M contact.



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

Thank you for walking along this journey with 3M!

I acknowledge that I have read and understand the content of this course.

Select Yes or No, then click Submit.

- Yes
- No

MTD562F_CA_EN

Quiz - 1 Question

Last modified: Friday, January 27, 2023 at 9:57:26 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 Course Acknowledgement Again



You must pass the Course Acknowledgement.

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