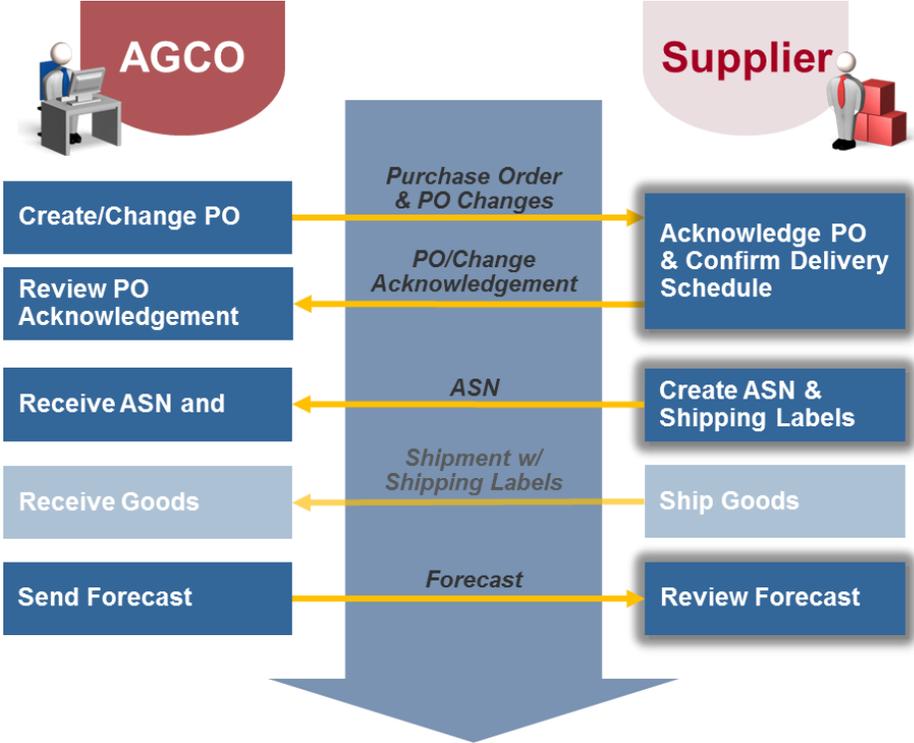# Supplier SAP SNC User Guide

Version 1.0
July 29, 2014

1 Introduction

AGCO has chosen SAP Supplier Network Collaboration (SNC) to improve visibility and capability in North America supply chain direct spend across all facilities to reduce complexity leading to improved efficiency and performance. SNC is a web based program that offers mutual benefits. Benefits include:

- Accelerated procurement process through improved collaboration

- Enable multi-channel collaboration

- Improved receiving process through use of barcodes and scanning

- Provides PO (Purchase Order) data, ASN (Advanced Shipment Notice), and Receiving collaboration capabilities for web

- Provides single point of supplier transaction visibility across locations

- Transparency into supplier release and transaction management

- Increased visibility to supplier order management and inbound shipments

The SAP SNC portal allows AGCO to send forecast and POs to a supplier. Then the supplier can easily view the forecast, create PO confirmations, create ASN, and shipments. This guide will take you through the necessary steps to become a fully functional SNC user. AGCO's SNC portal will be available 24 hours a day, 7 days a week to have affective response time.

Contents

2 System Basics

2.1 Parts of a Screen

This User Guide will refer to different parts of a system screen such as:

- Window
- Menu
- Ribbons
- Tabs
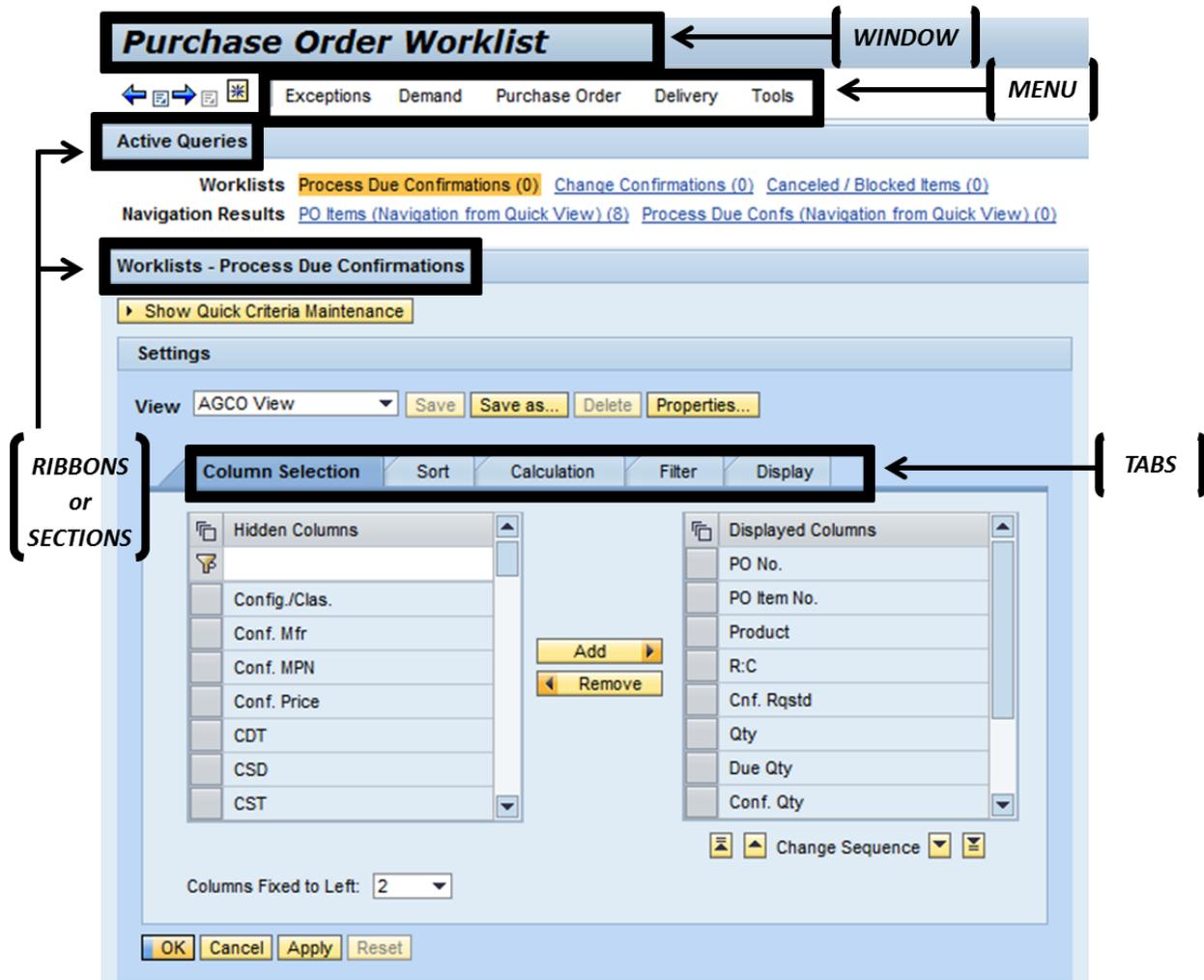
2.2 Menu Overviews

The SNC screens for Suppliers are organized under the following four (4) menus:

- Exceptions
  - o Quick View
  - o Alert Monitor
  - o Alert Notification Administration
- Demand
  - o Order Forecast Monitor
    - ▪ Order Forecast Overview
    - ▪ Order Forecast Details
    - ▪ Order Forecast Details – Product View
    - ▪ Time Buckets Profiles
    - ▪ Audit Trail
- Purchase Order
  - o Purchase Order Worklist
  - o Purchase Order Overview
  - o Purchase Order Details
  - o Purchase Order History
- Delivery
  - o Receipts and Requirements
    - ▪ Due List for Purchasing Documents
    - ▪ Receipts & Requirements List
  - o Advanced Shipping Notification
    - ▪ Create ASN
    - ▪ ASN Overview
    - ▪ ASN Details
    - ▪ ASN History

## 2.3 Log On & Off Process

2.3.1 Log On Process

Use the link below to log on to the AGCO Supplier Collaboration Portal (also referred to as the SNC portal). Enter your User ID, Password, and click Log On. The Log On page will look like the picture below.

The AGCO SNC Link: https://suppliers.agcocorp.com/SNC

2.3.2   Log Off Process

To Log Off click on the blue font "Log Off" button located in the right upper corner.
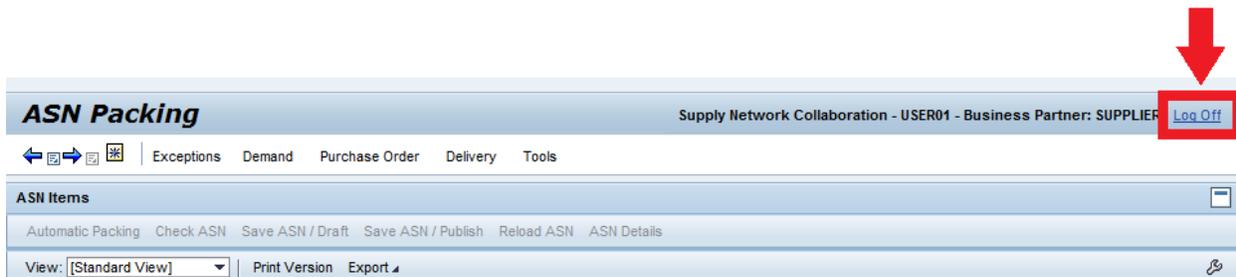
2.3.3   Web Interface Time Out

If SNC is idle for too long it will automatically log you off or freeze your current SNC frame. To continue your work, press the refresh button on your browser or press F5. This will refresh your SNC page.

3 Confirm New and Changed POs

3.1 Review and Confirm New POs

Menu: Purchase Order: Purchase Order Worklist

- Purchase Order menu to get into the Purchase Order Worklist
  - If there're no issues meeting the quantity or delivery date as requested check the box for that PO in the Cnf. Rqstd (Confirm as Requested) column click the save and publish icon.
  - If you need to change the quantity or date: You may change either on these fields on the page in the respective Confirm Qty or CSD (confirmed Shipping Date) fields then click the save and Publish icon. **Note**: if you change the date you must also fill in the confirm qty with a value equal to order qty. (Date changes will go through automatically for AGCO's planner to review, but quantity changes are based on individual plant policies and may cause the transaction to fail)

	PO No.	PO Item No.	Product	R:C	Cnf. Rqstd	Qty	Due Qty	Conf. Qty	UoM	CSD	CDD	Deliv. Date
	E-GF1P134039	2000	9971291MF-BEL	1:0	☐	70	70	0	EA	05/12/2014	05/15/2014	05/15/2014
	E-GF1P134039	3000	9971292CH-BEL	1:0	☐	24	24	0	EA	05/27/2014	05/30/2014	05/30/2014

View: AGCO View | Save and Publish | Base UoM | Print Version | Export

NOTE: Schedule lines cannot be created on Jackson or Hesston Purchase orders

  - If you are only able to send partial shipment of a PO click the 1:0 in the R:C (Request: Confirmed) column of desired PO row.

Purchase Order Worklist

Supply Network Colla

Exceptions   Demand   Purchase Order   Delivery   Tools

Active Queries

Worklists Process Due Confirmations (0)   Change Confirmations (0)   Canceled / Blocked Items (0)
Navigation Results   PO Items (Navigation from Quick View) (8)   Process Due Confs (Navigation from Quick View) (7)

Navigation Results - Process Due Confs (Navigation from Quick View)

View: * [Standard View] | Save and Publish | Base UoM Print Version Export

	PO No.	PO Item No.	Product	R:C	Cnf. Rqstd	Reject	Qty ≞	Due Qty	Conf. Qty
	BEL-001	10	516931D1-BELOIT	1:0	☐	☐	10	10	0
	HES-001	10	516931D1-HESSTON	1:0	☐	☐	10	10	0
	JAC-001	10	516931D1-JACKSON	1:0	☐	☐	10	10	0
	BAT-002	10	516931D1-BATAVIA	1:0	☐	☐	100	100	0
	BEL-002	10	516931D1-BELOIT	1:0	☐	☐	100	100	0
	HES-002	10	516931D1-HESSTON	1:0	☐	☐	100	100	0
	JAC-002	10	516931D1-JACKSON	1:0	☐	☐	100	100	0

- The Schedule Lines (SL) window will appear and you will be able to split the confirmation into two SL
  - To add a schedule line click Confirm. Click Confirm to add additional SLs to add different Delivery Dates and Scheduled Quantity amounts
  - Select the Scheduled Qty. field to edit the amount of products you will be delivering for each shipment. Your amount entered into the Scheduled Qty. fields must sum to the amount of the Requested Scheduled Qty. E.g. 5 + 5 = 10 (below in screenshot)
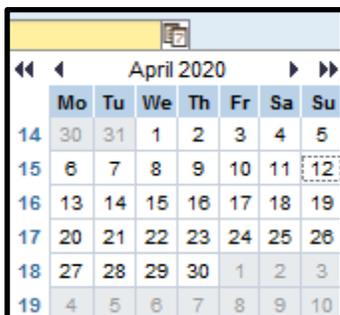
- Select the Delivery Date field to change the 2nd arrival date (screen shot above). Then click the Date Pick Dialog box icon that appears after you selected the Delivery Date field to select a new date
- Click Ok
- When creating a partial shipment you will **not** have to check the Cnf. Rqstd. box. SNC will not let you proceed if you have split SLs and this box is checked.
  - Notice the R:C column has updated to 1:2 (1 request : 2 confirmations)
  - Click Save and Publish to publish the confirmations. **IMPORTANT**: You **MUST** publish the confirmation for it to be sent back to AGCO

- Green check or ⚠ yellow alerts to show successful save in top left corner. As long as there are no 🛑 red warnings your confirmations have been published you are ready to publish your ASN

Changes to a PO will be reviewed by your AGCO Material Planner for approval. If approved it may result in a change to the PO. If this occurs you will receive the changed PO to be re-acknowledged. **Orders and PO changes are to be confirmed within 72 hours of being posted / released by AGCO Corporation.**

3.2 Review Firm POs That are Not Yet on an ASN

Menu: Delivery → Receipts and Requirements → Due List for Purchasing Documents

- Under Quick Criteria Maintenance click the Clear button to delete previous criteria
- Enter your criteria to narrow your search
  - You can use an asterisk * as an "wildcard" for the Customer Location field, which this field is required for the query because there is a red asterisk next to the field
- Click Apply to update your query results
- Select the row of the PO you want to review and click Details. This will open up the Purchase Order Details window were you can review the current PO's information.
- When done reviewing the PO click on the Previous Screen button (⬅) to transport you back to the List for Purchasing Documents window
- Click the Export button to export the data into a Microsoft Excel spreadsheet

## 3.3 Alternate Path to the PO Worklist Screen – Quick View

Quick View Screen

The Quick View screen provides a graphical summary of your orders. You can click on the bar graphs and be taken to the PO Worklist screen representing the orders behind the graph data. You may want to set the Quick View screen to be your default screen.

To get to the Quick View window click Exceptions menu → Quick View. Now in the Quick View window look at the statement that says "Refresh" in the top left corner. This statement will show you the last time your Quick View was updated. When you click the Refresh statement the Quick View window will update and you will be able to view the most recent data.

Now that you have updated information in your Quick View let's go through tables and their functions using the Quick View figure below.

Purchase Order: Items To Be Confirmed by Change Date table – This table shows POs that need to be confirmed. The top bar is a summation of all PO's that still need to be confirmed, the middle bar graph is a timeline summation of all new PO 's that need to be confirmed and the bottom bar graph is the timeline summation of PO's that have been changed and are yet to be confirmed. As you go from left to right the PO's are getting older. When you select one of these bars, the selected PO's will be comprehensive of all categories that are to the left of the selection. Clicking on either part of the bar will take you to the Purchase Order Worklist. You can confirm orders here. Review in section 8.

Purchase Order: Items by ASN Due Date table – This table puts ASNs into 4 categories with the same patterns as the PO items list gets older and more comprehensive the further you go right on the bar graph: Past Due, Due Today, and Due within 7 Days, Due Within 30 Days. By clicking on any bars to a category row (e.g. the bar with the number 9 on it, below in the Quick View figure) will take you to the Due List for Purchasing Documents window. From here you can view orders details and create ASN. Review in section 7 & 9.1.
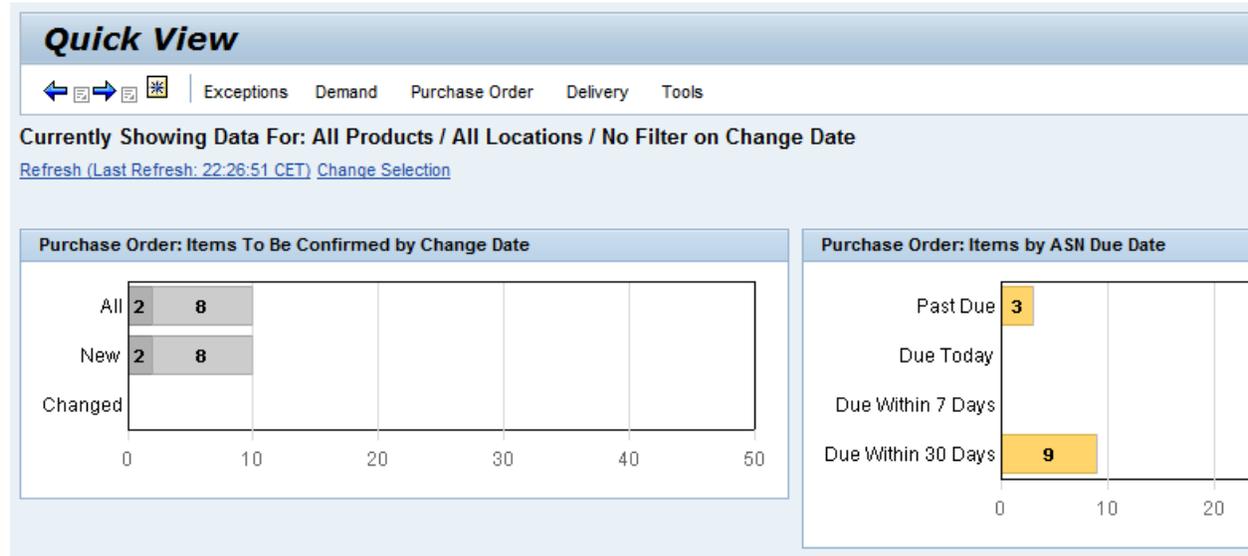
4 Create ASNs and Print Labels

Orders will not show in the delivery due list until after they are confirmed.

The ASN and label printing process occurs in 3 steps:

- Create ASN Header
- Create Handling Unit(s) and Print Labels (called Packing in SNC)
- Publish ASN

4.1 Create ASN Header

Menu: Delivery → Receipts and Requirements → Due List for Purchasing Documents

- To specify desired product(s) use the Quick Criteria Maintenance or Change Query button to limit your query search
- To delete previous query search click Clear
- Enter your criteria to narrow your search
    - You can use an asterisk * as an "wildcard" for the Customer Location field, which this field is required for the query because there is a red asterisk next to the field
- Click Apply to update your query results
- Click Refresh bottom right corner if you did not apply a new query.
- By default, the screen is sorted in ascending Due Date order. You can click the title of the appropriate column to sort the data to your preference, such as by Ship Date, Due Date or Purchase Order number.
- This view will display both Confirmed PO Lines (Order Doc. Type = PO Confirmation) and any PO Lines that have not yet been Confirmed (Order Doc. Type = Purchase Order).
    - Order Doc. Type Column
        - PO Confirmation – means that this PO has been confirmed/acknowledged
        - Purchase Order – means this PO still needs to be confirmed/acknowledged
- ***ASNs can only be created from Confirmed PO Lines.*** If you want to ship PO Lines that have an Order Doc. Type of "Purchase Order", you will need to confirm those lines before you can ship them on an ASN. As a reminder, All PO Lines are to be confirmed within 72 hours of being loaded into the system. In the figure below, the Confirmed PO lines are highlighted in green while the unconfirmed lines are highlighted in red.
- To build the ASN, select the Confirmed PO Lines and click Create ASN. To select more than one PO hold down on the Ctrl button on your keyboard while selecting you POs. Firm POs can share the same ASN **IF** they have the same ship to location.

Due List for Purchasing Documents

Supply

Exceptions   Demand   Purchase Order   Delivery

Active Queries

Worklists   Duelist Overview (81)
Navigation Results   Navigation from other screens (130)

Worklists - Duelist Overview

Show Quick Criteria Maintenance

View: * Supplier View   Details   Create ASN   Related ASNs   Print Version   Export

Order Doc.Type	Order Doc. No.	Item No.	SL No.	Product	Customer Loc.	Due On
PO Confirmation	E-MW092299	00001	2	5578Y-BEL	BELOIT	04/10/2014 01:11:00
PO Confirmation	E-MW092298	00001	2	5578Y-BEL	BELOIT	04/10/2014 01:11:00
PO Confirmation	E-MW092295	00001	2	5578Y-BEL	BELOIT	04/10/2014 01:11:00
PO Confirmation	E-MW092294	00001	2	5578Y-BEL	BELOIT	04/10/2014 01:11:00
PO Confirmation	E-P127479	00001	47	10161B-BEL	BELOIT	04/10/2014 12:36:50
PO Confirmation	E-MW092298	00002	3	5579Y-BEL	BELOIT	04/17/2014 01:11:00
Purchase Order	E-MW092295	00002	1	5579Y-BEL	BELOIT	04/17/2014 01:11:00
PO Confirmation	E-MW092294	00002	3	5579Y-BEL	BELOIT	04/17/2014 01:11:00
PO Confirmation	E-P127479	00001	48	10161B-BEL	BELOIT	04/17/2014 12:36:50
Purchase Order	TSC-MW092296	00001	5	5578Y-BEL	BELOIT	04/22/2014 08:11:00
PO Confirmation	E-P127479	00001	49	10161B-BEL	BELOIT	04/22/2014 12:36:50

- Clicking Create ASN will bring you to the ASN Maintenance – Create ASN window (figure below)
  - Enter your ASN number in the ASN No. box. You can leave the ASN No. box blank for the system to automatically enter a new ASN number
  - Verify Delivery and Shipping Date
  - Verify / Change "ASN Qty." to match the number of pieces you are shipping for each line item
- Click the Shipping Details tab and enter the following **Required** fields:
  - Enter the Number of Cartons/Pallets
  - Enter the Total Weight
  - Enter the Bill of Lading number
  - SCAC Code (If available)

- Under the ASN Items ribbon scroll until you find the columns and enter the following **Required** fields:
  - Country of Origin
  - Batch or Lot No. (if applicable for the product)
- Click Check to confirm that all information is correct and that there is no conflicts

  - Green check or yellow alerts to shows successful validation. If there is a red warning your data is not valid. Read the warning explanation and fix accordingly
- Click Save Draft to save a draft of the ASN. Draft ASNs are not transmitted to AGCO and allow further editing.

Now that the shipment information has been added to the ASN and a draft of the ASN has been saved, you must add shipping labels to the ASN before it is finalized and published. To create shipping labels, you will create a Handling Unit for each label through a process in SNC called Packing. Please proceed to the section titled 4.2 CREATE HANDLING UNITS AND PRINT LABELS.

4.2 Create Handling Units and Print Labels

Shipping labels are required for each material handling unit you ship to AGCO. Shipping labels are created by adding a Handling Unit to the ASN for each required label. This is performed through a process in SNC called Packing. Each shipping label generated out of SNC will have a unique license plate number that can be used to identify the contents of the material handling unit. The unique license plates and the associated product content details are added to the ASN and transmitted to the AGCO receiving systems.

(1) Goods recipient (GR) AGCO HESSTON 420 W. LINCOLN BLVD # HESSTON KS 67062	(17) Dock (D)	(2) Storage location (SL)	(18) Due Date (DD) 2014-05-07	[QR code]
(3) Delivery note number / ASN (N) SNC100000097		(4) Supplier address (SA) Fireball Decals,Centerville,SD		
		(5) Net weight (NW) 150 LB	(6) Gross weight (GW) 175 LB	(7) No. of parcels (NP) 3
(8.1) Customer item number (P) 7007290MW		(10) Item description / Shipment designation (ID) DECAL-MF HOOD, RT		
(9) Purchase/Production order number (20S) MW1722004		(8.2) Supplier item number (30S) ABC12M		
		(11) Quantity/Contents (Q) 50 EA		
(12) Supplier number (V) 650727	(13) Shipping date (SD) 2014-05-03		(14) Change status, design (CS)	
(15) Parcel number/where applicable SSCC (S) 000000000000003000178	(16) Batch number/serial number (H) 01 01			

Overview of the Handling Unit Creation Process

Handling Units are added to a draft ASN through the following steps:

1. Create a Handling Unit to represent your first Shipping Label
2. Pack a product into the Handling Unit and indicate the correct quantity
3. Duplicate the handling unit record if you have additional handling units with identical contents (e.g., shipping 5 cases/cartons of the same product requires 5 similar shipping labels)
4. Create and pack a new Handling Unit if the content changes (e.g., your 6th shipping carton contains different product(s) than the first five cartons)
5. Continue duplicating and/or creating new Handling Unit records until there is a unique record for each shipping label that is required

Detailed Steps for Creating Handling Units and Shipping Labels

Detailed instructions for creating Handling Units and printing Shipping Labels are provided in the following steps:

- Under the ASN Items ribbon click Packing to enter the ASN Packing Screen

- You are now placed into the ASN Packing window. Determine how many labels you are going to need. You will need to add all your HUs (Handling Units) to the ASN for your labels before you publish the ASN. From this screen, a Shipping Label is created in two steps:
   - Create a Handling Unit to represent a label
   - Pack product into that Handling Unit. Some Handling Units will need to contain only a single Product while other Handling Units will need to contain multiple products.
- To create a Handling Unit, click Create HU in the HU – Hierarchical view ribbon.

ASN Packing

- A HU Details tab will appear. Within the HU Details is a Packaging Material field.
  - Click the "double box" icon in the Packaging Material field.

  - A Value Help window will pop up. Select HANDLING UNIT. The pop up screen will automatically close and populate the Packaging Material field.

o   Click Ok at the bottom of the HU Details Screen.

- A new Handling Unit will now appear in the HU – Hierarchical view section of the ASN Packing screen. The next step is to pack the Product into the Handling Unit.
- Now back in the ASN Packing window click Ok in the HU Details tab. This process generates a HU in the Pack Level column to be matched with your Product in the ASN Items ribbon.
- Select your HU in the Pack Level column and your Product in the ASN Items ribbon (pictured Below).
  o   To pack multiple items in 1 HU hold ctrl and select all of the ASN items that will be included in that HU, then select the handling unit they will be packed in.
- Click Pack

- After clicking Pack, 2 tabs will appear at the bottom of the page. Enter the Packed Quantity amount on the Packed Products tab.

Note: Your Packed Quantity amount will match your ASN Quantity amount from the ASN Items ribbon

- Click OK
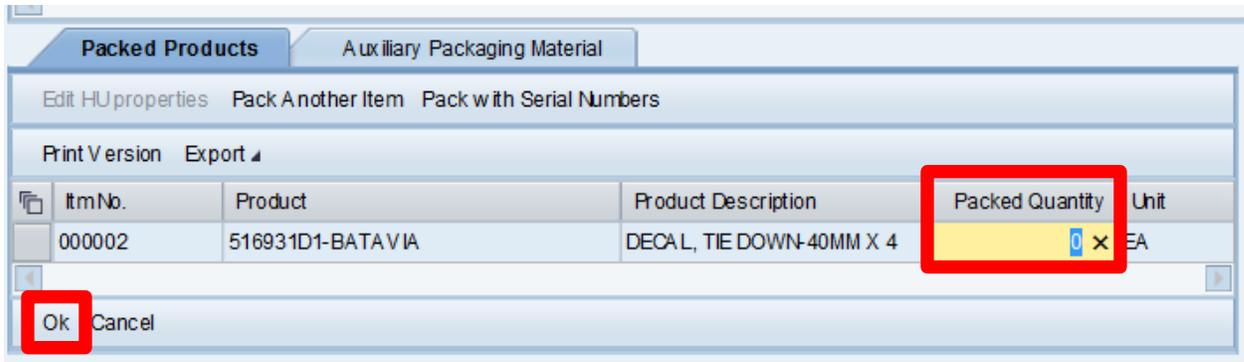
- If you need additional labels for this product select the row your HU is located in. If you **don't** need additional labels, skip this step and proceed to the next step
  - o Click the Cut button in the HU – Hierarchical View. Notice that your HU will be removed
  - o Next, click Paste. Your original HU will be repasted into the HU – Hierarchical View ribbon
  - o Continue to click Paste until the number of labels you need appear in the HU – Hierarchical View ribbon for this material only. When you Paste a new HU a new identification number will be applied making each HU unique for that specific material
- If you need to make additional HUs for a different product, select your HU in the Pack Level column and your <u>other Product</u> in the ASN Items ribbon. If you **don't** need additional HUs for a different product proceed to the next step.
  - o Click Pack.
  - o When selected 2 tabs will appear. Click on the Packed Products tab and enter the Packed Quantity amount
  - o Click OK. When you are finished your HU should look similar to the figure below.

ASN Packing

⬅ ▣ ➡ ▣ ❋ | Exceptions Demand Purchase Order Delivery Tools

ASN Items - SNC100000001

Automatic Packing   Check ASN   Save ASN / Draft   Save ASN / Publish   Reload ASN   ASN Details

View: [Standard View] ▼ | Print Version   Export ⌄

	Itm No.	Product	Product Description	ASN Quantity	Qty UoM	Packed Quantity	Packed Percentage
	000001	516932D1-BAT	DECAL, TIE DOWN-40MM X 4	5	EA	5	100.00
	000002	516931D1-BATAVIA	DECAL, TIE DOWN-40MM X 4	5	EA	5	100.00

HU - Hierarchical view

Create HU   Cut   Paste   Pack   Unpack   Print label   Print HU subtree   Expand   Collapse

Print Version   Export ⌄

Pack Level01	Pack Level02	Pack Level03
-HANDLINGUNIT-00000000000003000053		
	000001 --516932D1-BAT --5EA	
	000002 --516931D1-BATAVIA --5EA	

Note: To delete a HU select the row of the HU you want to delete and click Cut

- Click Save ASN / Draft near the top
    - ▣ Green check or ⚠ yellow alerts to show successful save in top left corner. If there was a ❗ red warning your Packs were not saved. Read the warning explanation and fix accordingly
- When successfully saved click Print Label to obtain labels

4.3 Publish ASNs

- Click Save ASN / Publish
- A Confirmation window will appear. Click Yes to agree

IMPORTANT Note: ASN will **NOT** be transmitted to AGCO until it is published.

4.4 Cancel ASNs

If you have published an ASN and need to cancel the ASN contact your AGCO Corporation Material Planner to resolve the issue.

5 Forecasts

5.1 View Forecast

Menu: Demand → Order Forecast Monitor → Order Forecast Overview

- o By default, the Order Forecast Overview will show you all your product(s). You can limit or filter the results by entering criteria in the Quick Criteria Maintenance section of the page. If the Quick Criteria Maintenance section is hidden, click the Show Quick Criteria Maintenance button to expand the section.
- o To specify desired product(s) click on the Show Quick Criteria Maintenance button to limit your query search
- o If you want to delete the previous query criteria, click the Clear button.

Note: When you click Clear, the query results will not change or be removed. The query results will only change after you Apply a new query

- o Enter criteria for your search.
    - If there is an asterisk * by the fields title this means that the fields criteria is a requirement for the search.
    - You can use an asterisk * as a "wildcard" for the Customer Location field.
    - You can also use an asterisk to finish you characters. Example: If you were to enter 1234* into a criteria field, the query results would include every match that starts with 1234 and ends with any set of characters. Results could be 12345, 1234DJL, or even 1234A0B2.
- o Click Apply. This is the moment when your query results will change

o   From here you can see the forecasted quantities at a summary level

5.2 View Forecast Details

Menu: Demand → Order Forecast Monitor → Order Forecast Details

- Enter Customer Location and click Go
- This will give you the forecast details
- Under Grid Arrangement drop down box click the Overview – Custom Demand Visibility to condense your search screen
- This information can be printed or exported to Excel
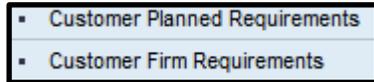
Note: "Customer Planned Requirements" is AGCO's forecasted amount. "Customer Firm Requirements" is the firm quantity that has been converted to firm POs. Shown below.

6 Alert Monitor

6.1 View Alerts

Menu: Exceptions → Alert Monitor

- Use Selection ribbon to find new POs
- When criteria's are determined click Go

- Under the Statistical View ribbon are two fields:
  - Alert Type
  - Alert Status (e.g. Medium)
    - Click on the Alert Status Number (e.g. 2)

- By selecting the Alert Status Number you will end up at the Purchase Order Alerts ribbon where the Alerts can be viewed

6.2 Acknowledge Alerts

- Select desired PO row and click Acknowledge
  - Clicking the Acknowledgement is **NOT** to acknowledge the PO. It is to acknowledge the alert only
- Select PO Alert and Click on See Details to give Purchase Order Details in the PO Details screen
- After reviewing the details click on the Previous Screen button in the top left corner
- Select PO Alert and Click on Form to see PO Alert information in a form layout
- Click Table under the Purchase Order Alerts ribbon to return to the main Alert Monitor window
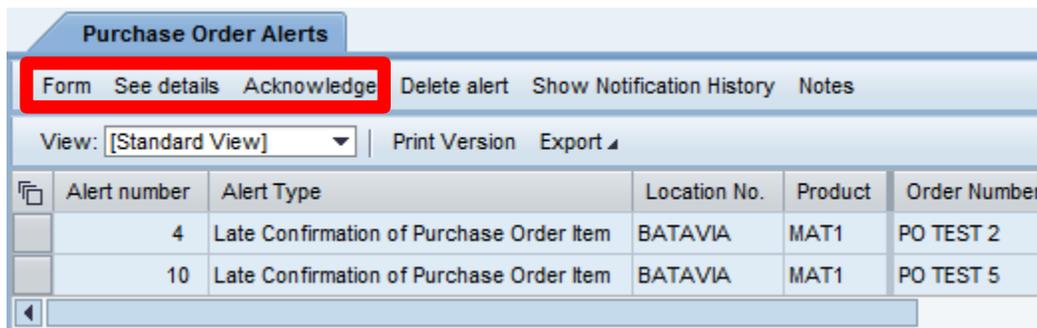
Alert number	Alert Type	Location No.	Product	Order Number
4	Late Confirmation of Purchase Order Item	BATAVIA	MAT1	PO TEST 2
10	Late Confirmation of Purchase Order Item	BATAVIA	MAT1	PO TEST 5

6.3 Send Alert to an Inbox

- In Alert Monitor under Selection ribbon click on the Show drop down box and click New PO Alert
  - o If the New PO Alert is not available you will have to create it
  - o To create this in the Selection ribbon, enter criteria that will pull new POs. To do this scroll the Selection ribbon down to view Alert Type box. Click on the "double box" icon
  - o A pop-up window will appear. Select 7501 or New Purchase Order Item and click Ok
  - o Click the drop down arrow to the left of the Go button and select Save As….

  - o Save your new alert search as NEW PO ALERT
- When Show says New PO Alert click Set Notification
- Now in the Alert Notification Profile fill out the criteria (figure below):
  - o Recipient type:
    - ▪ U-User in System: Premade
    - ▪ C-Channel
      - To define the address yourself
  - o Minimum Priority: 3 – Information
  - o Check ✔ Periodic Notify: Will batch your alerts and then send them to desired e-mail
  - o UNCHECKED: Immediate Notify: Will send an e-mail every time an alert come through
  - o Enter Period; 0:00 [hh:mm].
  - o Check ✔ Unacknow. Alerts Only
  - o Maximum Age in Days; enter the interval you want to pull; [hh:mm]. Usual go over by 10 minutes
  - o Minimum Age in Days; enter the interval you want to pull; [hh:mm]. Usual go over by 10 minutes
  - o Click SAVE

Note: Alert Category: Can differentiate form the types of alerts. Alert Notification Administration: Create another user or you will receive all alerts the user you set up for the alerts will be receiving

Alert Notification Profile

Exceptions   Demand   Purchase Order   Delivery   Tools

Name of selection: - NEW PO ALERT (User:) (new profile!)

Save   Delete

Valid-from Date:	16.12.2013
Valid-to Date:	31.12.9999
Recipient Type:	C-Channel
Recipient User:	USER01
E-Mail Address:	
Fax / Phone Country:	
Fax / Phone Number:	
Sending User:	
Message Channel:	EMAILD -E-Mail (Direct)
Message Profile:	SAP_COLL
Minimum Priority:	3-Information
Immediate Notification:	☐
Periodic Notification:	☑
- Start Date:	16.12.2013
- Start Time [hh:mm]:	22:17
- Period [hh:mm]:	24:00
Unacknow. Alerts Only:	☑
Profile Is Active:	☑
Message Language:	
Minimum Age [hh:mm]:	00:01
Maximum Age [hh:mm]:	24:10

7 System Navigation

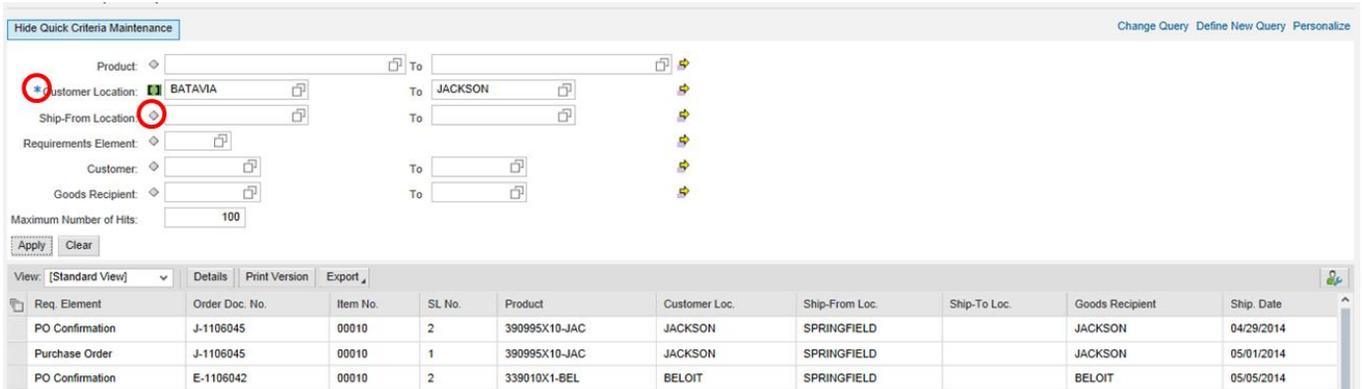## 7.1 Queries and Filters

Some menus contain queries to find a particular item. Specific fields that have a blue asterisk * near the field's name are required for the queries. You can use an asterisk * as a "wildcard" with in the fields to bring an array of data. You can also use an asterisk to finish your characters. Example: If you were to enter 1234* into a search the query would reply with every match that starts with 1234 and ends with any set of characters. Results could be 12345, 1234DJL, or even 1234A0B2.

Next to some fields are diamond shaped buttons ◇ . These buttons are called Attribute buttons. They allow you to refine your search with different options with in its menu after being applied.

After a query has retrieved the list of information you can now filter the list. On the right side of the window will be a Display Filter Row button ⛢. This button will add a row on top of your queries list so you can filter the query by specified criteria.

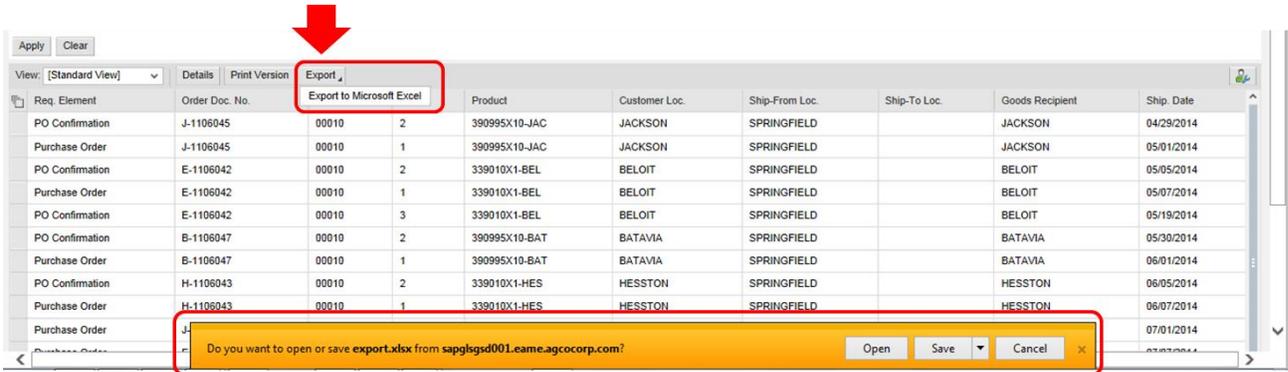You can also sort a query by clicking on the column's title in the query.

Hide Quick Criteria Maintenance							Change Query Define New Query Personalize

Field	Value		To	Value	
Product: ◇		To		
*Customer Location:	BATAVIA	To	JACKSON	
Ship-From Location: ◇		To		
Requirements Element: ◇				
Customer: ◇		To		
Goods Recipient: ◇		To		
Maximum Number of Hits:	100			

Apply Clear

View: [Standard View] ▾ | Details | Print Version | Export

Req. Element	Order Doc. No.	Item No.	SL No.	Product	Customer Loc.	Ship-From Loc.	Ship-To Loc.	Goods Recipient	Ship. Date
PO Confirmation	J-1106045	00010	2	390995X10-JAC	JACKSON	SPRINGFIELD		JACKSON	04/29/2014
Purchase Order	J-1106045	00010	1	390995X10-JAC	JACKSON	SPRINGFIELD		JACKSON	05/01/2014
PO Confirmation	E-1106042	00010	2	339010X1-BEL	BELOIT	SPRINGFIELD		BELOIT	05/05/2014

7.2 Data Export

Most SNC screens allow you to export the data in a particular section of the screen into a Microsoft Excel spreadsheet. To use this feature on any screen where it is available, click Export ->Export to Microsoft Excel. From there you can choose whether to Open or Save the file.
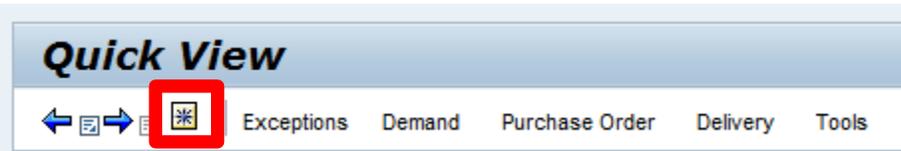
8 Supplier Personalization

8.1 Home Page

When you log in you can change your Entry Screen. This is similar to a home page for your internet browser. To change your entry screen click on the "Set Current Screen as Entry Screen" button ⊞ , located in the upper left corner.

## 8.2 Personalize Quick Search Criteria

The Quick Criteria section of each screen can be personalized. The Personalize function may have different options depending on which menu you are working in. After choosing your personalized options click Apply to activate your settings. Click Save As… to save your template.


8.3 Personalize Data Display Settings

Users may create customized views to display data through the Settings option. You can hide or unhide columns, rearrange the order of columns, change the number of rows and columns displayed to better suit your monitor and screen resolution.

Begin by clicking the Settings button in the shape of a wrench [it can be found toward the right of the screen near the area where the data is displayed and is available in all of the Worklist, Overview, Details, and History screens].
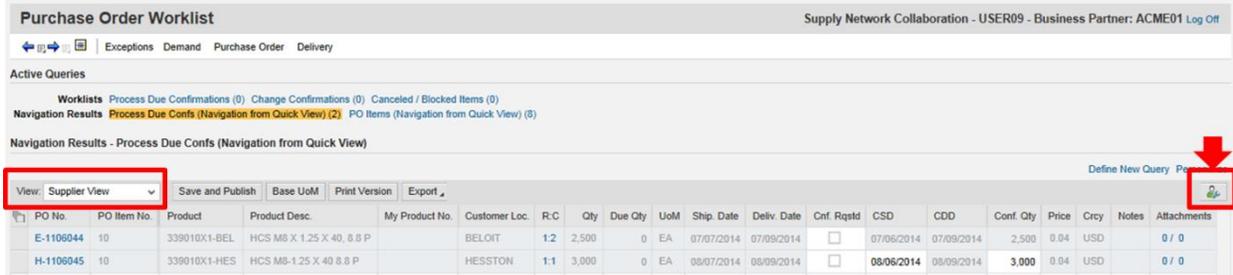

The Settings window will appear. On the Column Selection tab, select the columns to be added or removed from the list of Displayed Columns. Note that beginning with the first column in the Displayed Column list, a small number of columns may be set as fixed position.
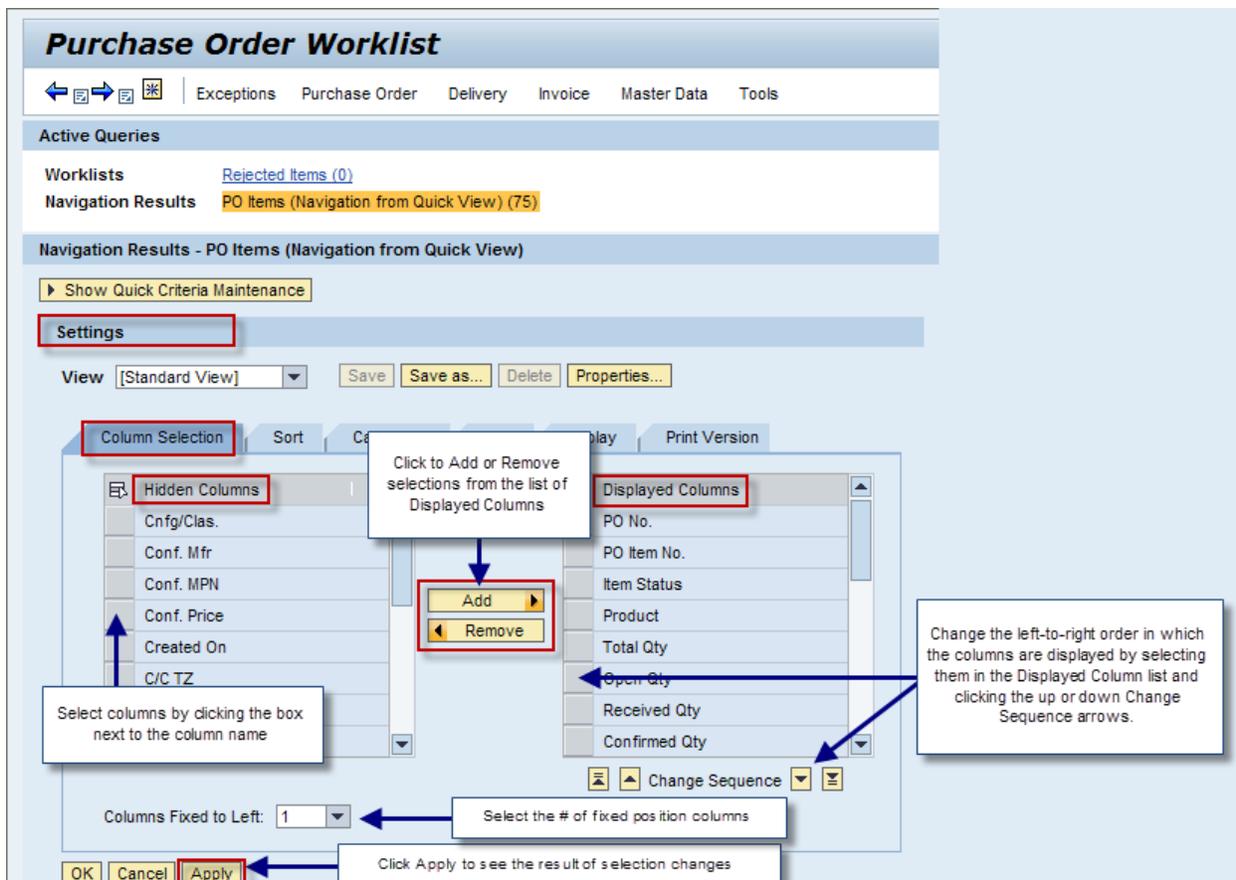
Click the Apply button to view the results of selection changes while remaining in the Settings mode.

Sort rules are created by selecting one or more columns on the Sort tab and then assigning a Sort Direction to each. Multiple columns may be selected for sorting; however, it is recommended that no more than two or three columns be selected to achieve the best results.

If multiple columns are selected for sorting, use the Change Sequence arrows to establish the order in which each sort occurs.
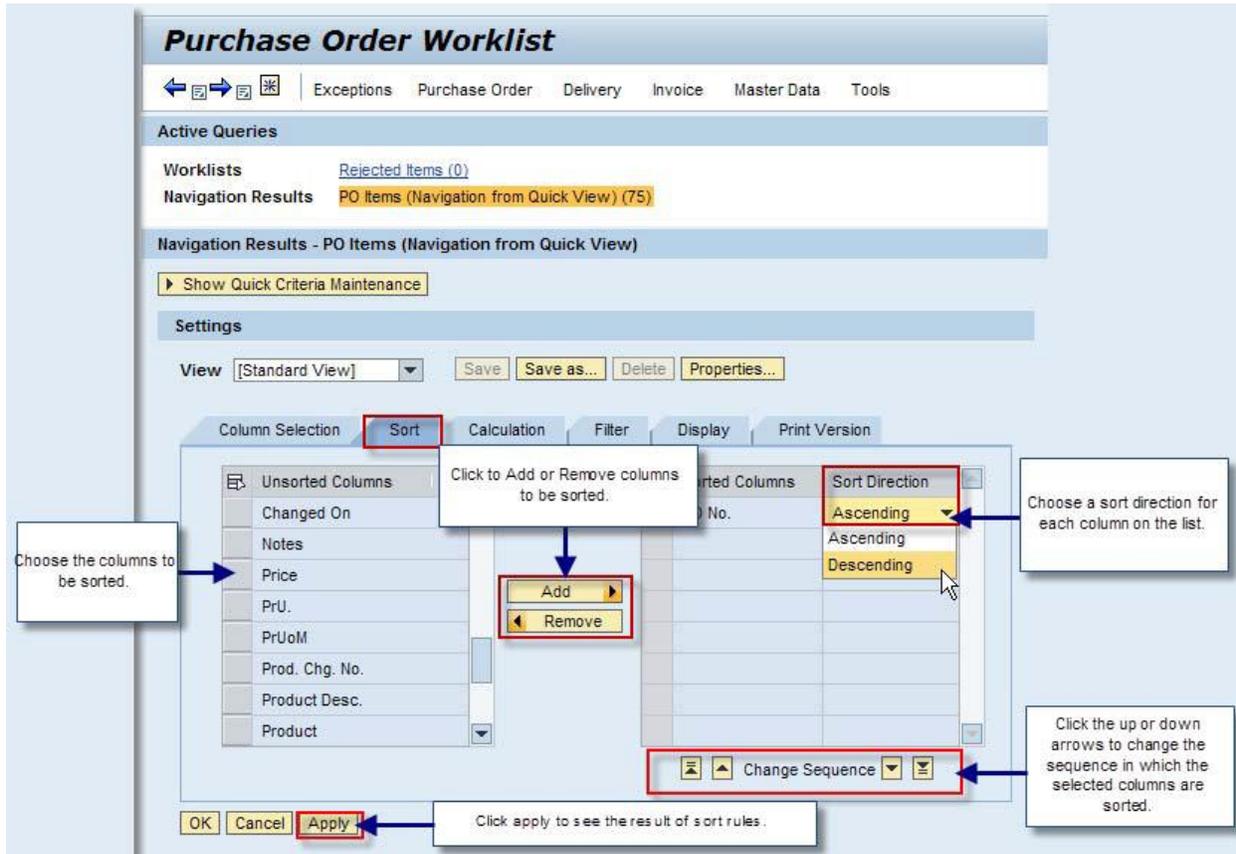

Click Apply to view the results of setting selections before saving.

When saving a new view for the first time, click Save As. [Note: Save As is only used when creating a new view with a new name. Use the Save button when making changes to existing views.]
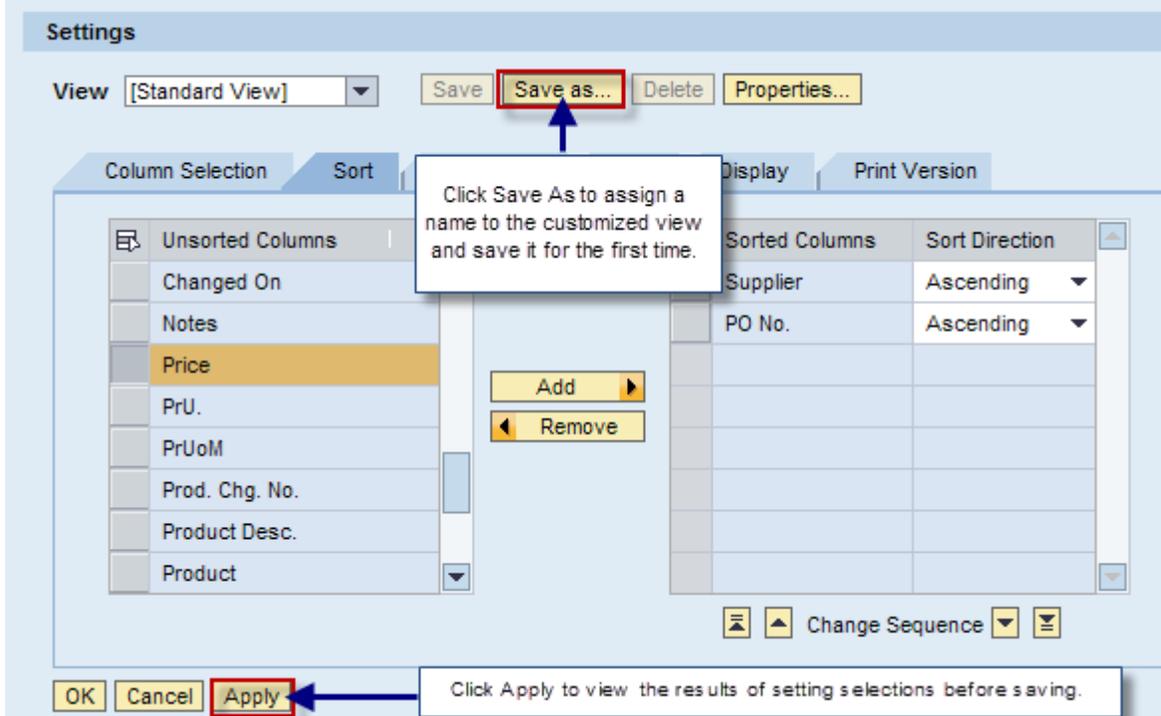
Assign a name to the view and check the Initial View box if it is to be used as the screen default. Click OK to complete the save function.
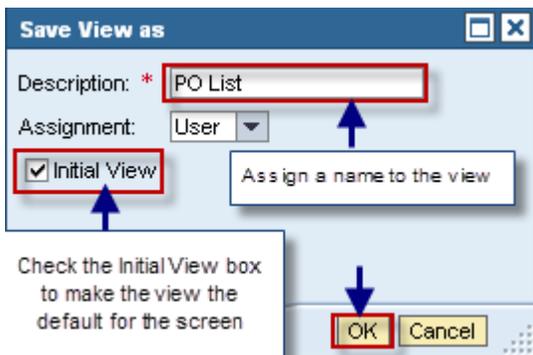
Click OK to close the Settings window and exit the Settings mode.
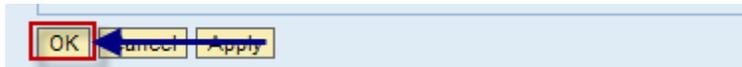
The customized view will be applied to the report. Users can create multiple views and select them from the drop-down View list as needed

To apply filters to a report, click the **Filter** option in the display screen.

Enter the values needed for filtering and click the Filter button to the left of the row to view the result.

8.4 Customize Forecast Time Buckets (Optional)

***********WARNING***********

Customizing your Forecast Time Buckets can be tricky. Be sure to write down original options before personalizing. Customizing Forecast Time Buckets only recommended for advanced users.

****

Menu: Demand → Order Forecast Monitor → Time Buckets Profiles

- Click the Selection drop down arrow

- Select "Save for all my location products." This is the only option that will work for any plant site or any part number. Choosing a different option can lead to inconsistencies between your report layouts
- Click Edit
- To determine the total duration of the planning horizon, choose a period type in the Horizon field, and enter the desired number of periods.

  Note: You can specify data only at and below the level of the display horizon unit. For example, if you define 6 months as the display horizon, you cannot enter data in the *Years in Months* field.

- Specify the period division of the planning horizon as follows:
  - In case you want to define a long-term horizon for displaying the data in the monitors, choose Years and enter the number of years.

    You can check when the display horizon ends by having a look at the date displayed in the In Years Until field.
  - In case you want to break down the first part of the year-level display horizon into months, enter the number of the months you want month-level data for in the Years in Months field.

    You can check until when the data is displayed on a monthly level by having a look at the date displayed in the In Months Until field.
  - In case you want to break down the first part of the monthly level display horizon into weeks, enter the number of the weeks you want week-level data for in the Months in Weeks field.

    You can check until when the data is displayed on a weekly level by having a look at the date displayed in the In Weeks Until field.
  - In case you want to break down the first part of the weekly level display horizon into days, enter the number of the days you want daily level data for in the Weeks in Days field.

    You can check until when the data is displayed on a daily level by having a look at the date displayed in the In Days Until field.
  - In case you want to break down the first part of the daily level planning horizon into sub daily periods, enter the number of the periods you want period-level data for in the Days in Periods field.
- You can specify that the display horizon starts in the future or in the past and not with the current period. To do so, under Offset, enter a positive or negative number of days by which you want to shift the start of the display horizon.
- By entering a value in the Overview Status Cols (Overview Status Columns) field, you specify the number of periods for which the monitor overview has color code in the status columns
- Click Save

- ☑ A green check will appear to show successful save in top left corner. Now you can run Order Forecast Monitor report to see your updated time buckets

Time Buckets Profile

⬅ 🗐 ➡ 🗐 ❋ | Exceptions   Demand   Purchase Order   Delivery   Tools

Selection

Show: TEST ▼   Save as... ◢ Go   Close Selection

Customer Location: ◇ [🗗]
Product: ◇ [🗗]
My Customer Location No.: ◇ [🗗]
My Product No.: ◇ [🗗]

[Edit] Selection [Save for all my location products ▼   Save]

Display Horizon: Years [   ]
No. of Years– In Months: 0001 ← 1 year will show 12 months in Time Buckets
No. of Months – In Weeks: 0001 ← 1 month will show you 4 weeks in Time Buckets
No. of Weeks – In Days: 0002 ← 1 week will show you 7 days in Time Buckets
No. of Days: 0000
Start Offset: 0
Number of Overview Status Columns: 00

9 Additional Help

Additional help, descriptions, and functions on SAP SNC can be found by clicking on the link below to direct you to the official SAP Help Portal, the SAP Knowledge Warehouse, and SAP Training Hub.

SAP Help Portal Link:
http://help.sap.com/saphelp_snc70/helpdata/EN/b4/f20483605b0d4fa856354a986e900d/frameset.htm

SAP Knowledge Warehouse:
http://help.sap.com/saphelp_46c/helpdata/en/e1/8e51341a06084de10000009b38f83b/frameset.htm

SAP Training Hub: http://www.saptraininghub.com/

If you need assistance to operate the system contact the lead material planner that was assigned to you during your onboarding SNC implementation. You may also e-mail questions too supplierhelp@agcocorp.com.

If you have questions about a specific forecast, PO, or shipment please contact your normal material planner at each site.