SNC Quick Reference Guide v1.0

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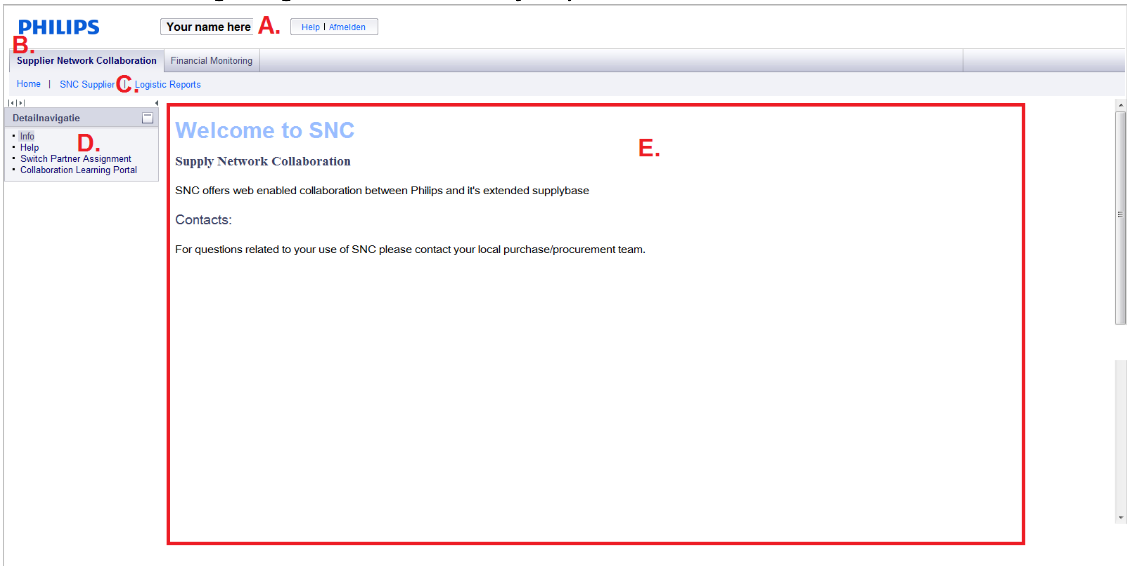
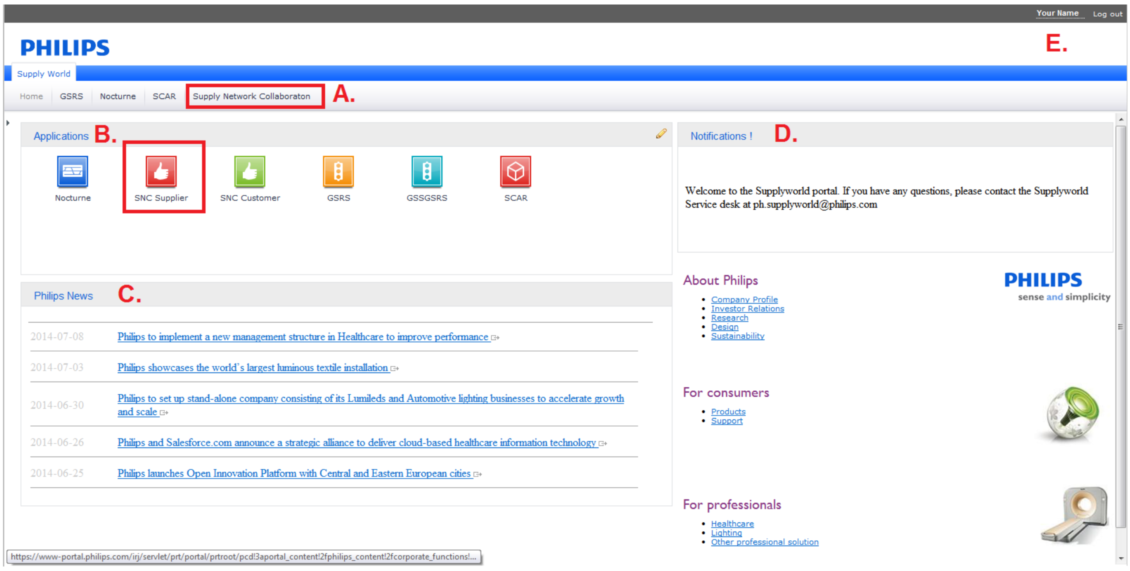
General navigation

Main screen – Lighting and Consumer Lifestyle



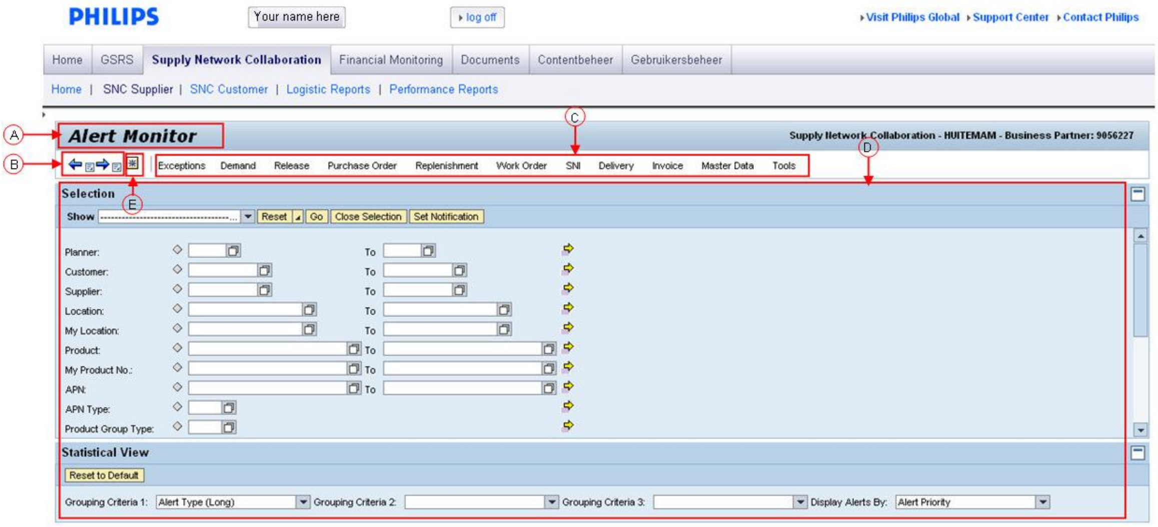
A. Your name should be here. This is your personal login, therefore, your own name should appear here.
B. Top menu entry specific to "Supply Network Collaboration" tasks.
C. SNC 2nd level menu
    1. Home: Default page, generic information to SNC community
    2. SNC Supplier: MAIN working area, here you can find the main SNC functions
    3. Logistic reports
    4. Performance reports
D. 3rd level navigation
    1. Info: Default page
    2. Help: Here you can find the online help pages
E. Generic SNC communication to you as part of the user community.

Main Screen - Healthcare



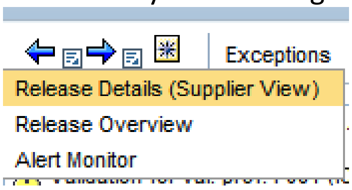
A. Top-level menu. SNC-related activities are located under **Supply Network Collaboration**.
B. The applications available to you in the portal. SNC is available under **SNC Supplier**.
C. The bulletin with Philips related news items
D. Notifications appear here. Be sure to pay attention to these when you login, as they may contain important information
E. Your name should appear here. This is where you log out too.

SNC Screens

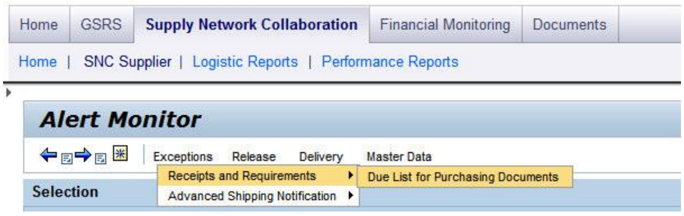


A. SNC screen name
B. SNC internal navigation. When navigating in various SNC functions, use this area to revert back (return to previous page). DO NOT use the browser **Back** button!

Clicking the icons to the lower right of the arrow buttons allows you to select the screen you want to go back to from your browser history.



C. SNC specific 3rd level navigation. Use this to navigate the SNC functions. The menus in SNC are visible at the top of the screen. If you click on them, the options will show in the dropdown menu. For example, the Due List can be found under Delivery Receipts and Requirements Due List:

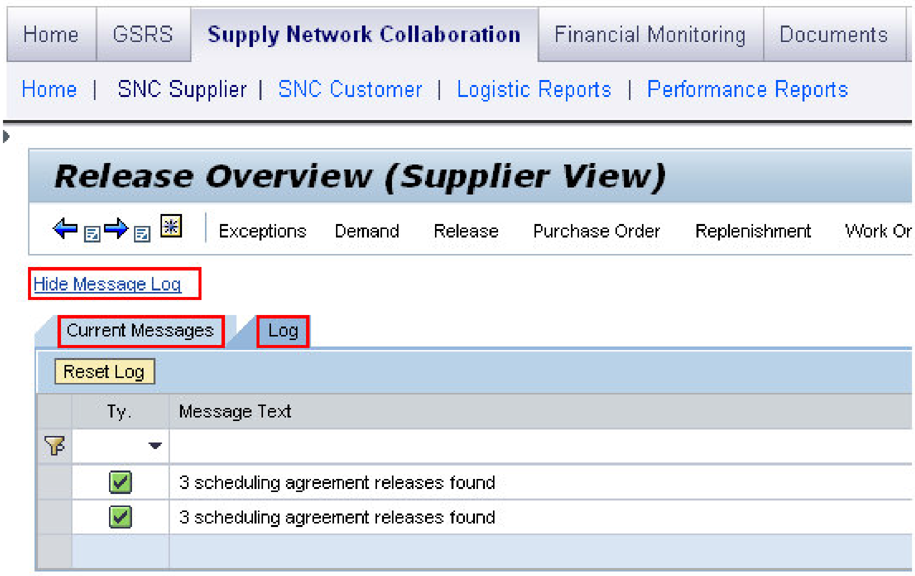


D. Main working area. Here the selections, actions, lists, etc., are processed

E. Set current screen as initial screen. Enables the user to define a screen of preference as the default start screen when logging on to SNC. Simply enter the screen you would like to default to, example, *Due list for purchasing document*. Press the button and you will get the message *Next time you log on, the application will start with this screen*.

Message History

In several cases the system issues messages, these can be found just below the SNC screen name.
In some cases the system issues multiple messages, but only displays the last few. Use the “Display Message Log” button to see the log of all messages.

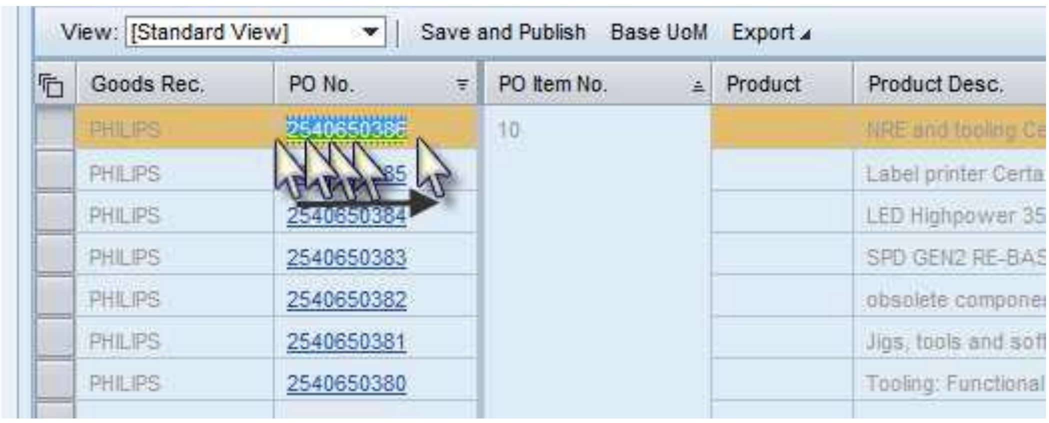


Copy and pasting cells (with hyperlinks)

Purchase Order (PO) Numbers on the PO Work list are hyperlinks; they link to a page containing information about the PO. This is for convenient navigation from the work list to the PO details. In some cases however a user just needs the actual number, to *copy and paste* in a different application. In those cases copy the contents of the cell containing an hyperlink as follows.

Left click on the cell that you need to copy. Click on the cell, but **not** on the actual hyperlink (blue underlined text).

Select the contents of the cell by clicking **just in front** of the required string and drag your mouse over the string not releasing the right mouse button



Finally, press **Ctrl + C** on your keyboard to copy the selected value. Paste the contents in the required application by pressing **Ctrl + V**.

Queries

Retrieving information in SNC has changed from using selection screens to using **Queries**. A big advantage of **Queries** is that you can easily save and re-use them.

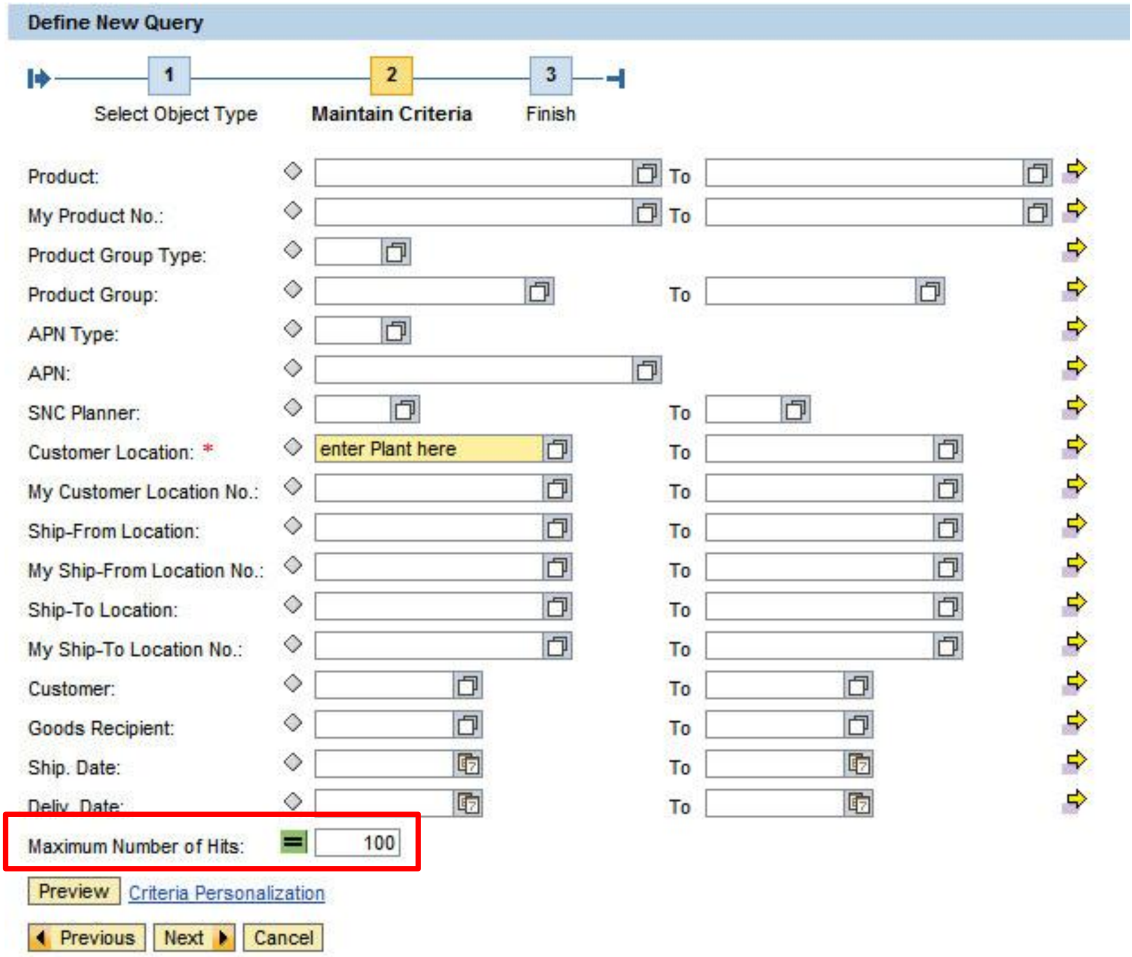
In SNC, **Queries** are particularly useful in the **Due List for purchasing documents** and **SMI Overview**. Defining and saving a useful query when you use SNC for the first time can save a lot of time in the future. In addition, a well-defined query limits the amount of results generated by SNC, increasing system performance.

Setting up a Query

Within the Due List/SMI Overview, click on **Define New Query**:

Click **Next**:

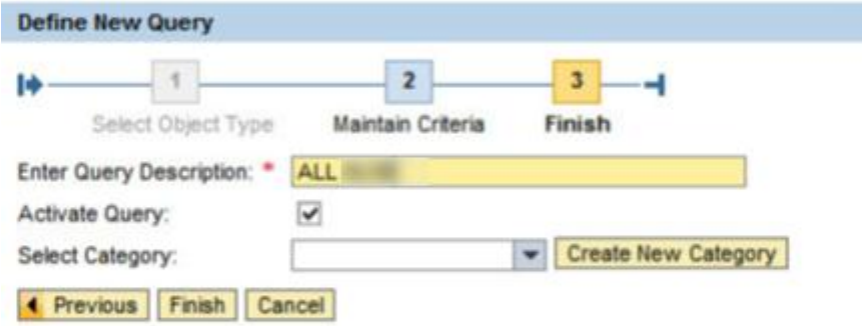
Enter Query Criteria. Fields with a red asterisk are mandatory fields (here: **Customer Location**). For example, you could make a selection based upon **Product Number Range**.



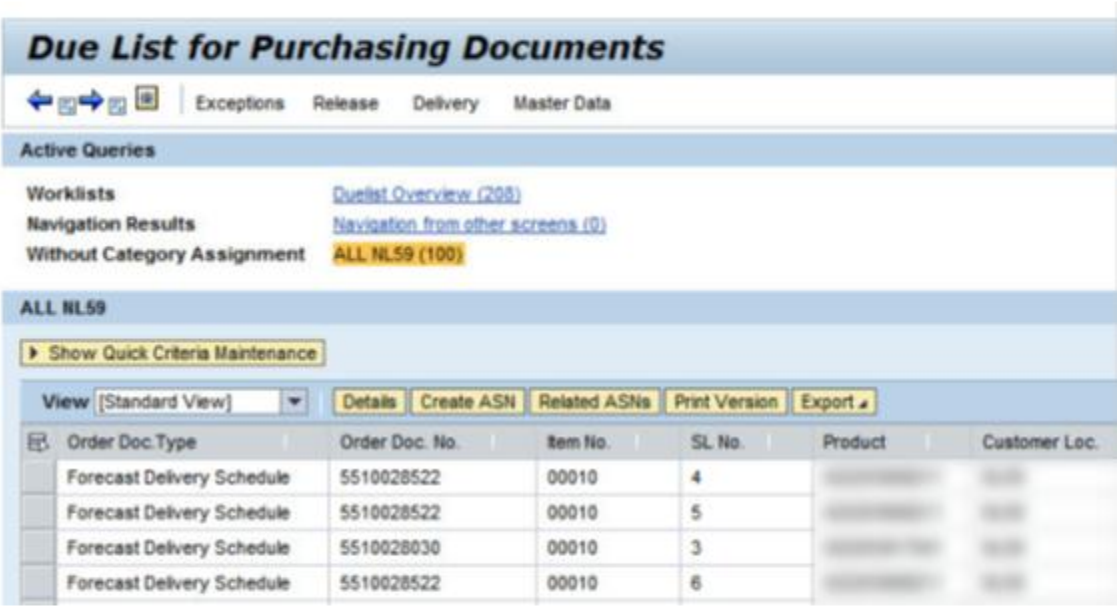
NOTE: ***Always*** remove the default **100** in **Maximum Number of Hits** and leave it empty! Not doing this might cause query results to be incomplete.

Click **Next**

Enter a Name for the Query, and click **Finish**.



Your query is now active:



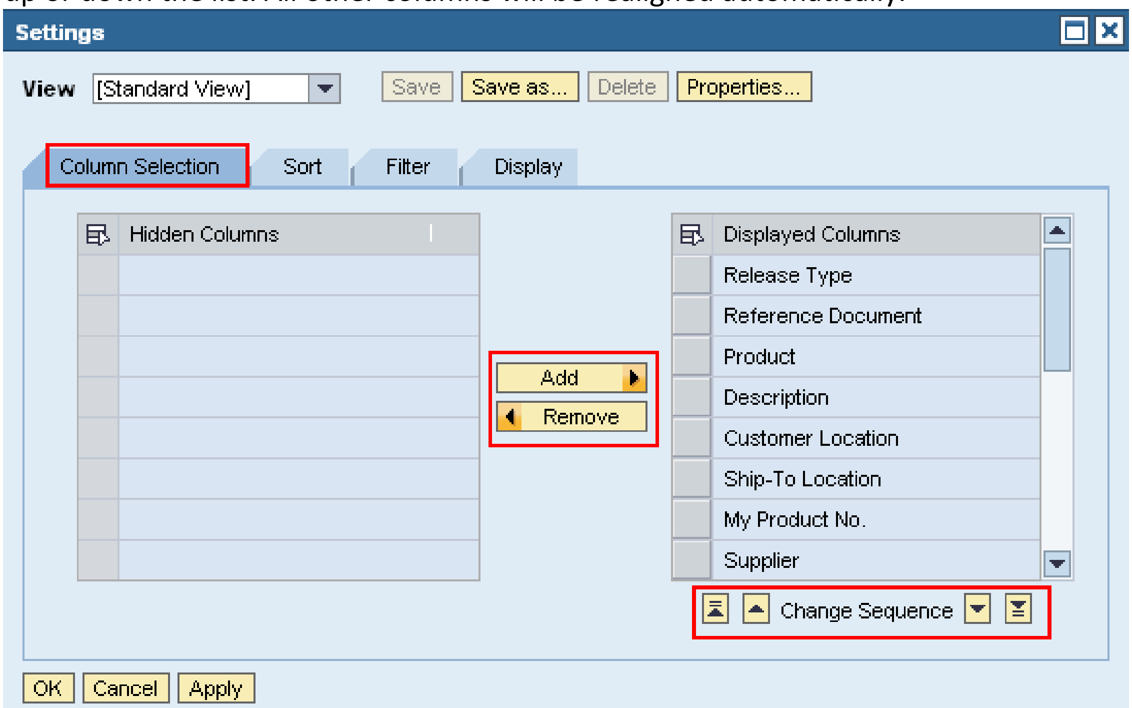
Personalize your screen

Each screen can be personalized per user; defining which columns and the order in which the columns are displayed.

In the bottom right hand corner of each screen, you will find a **Settings** button.

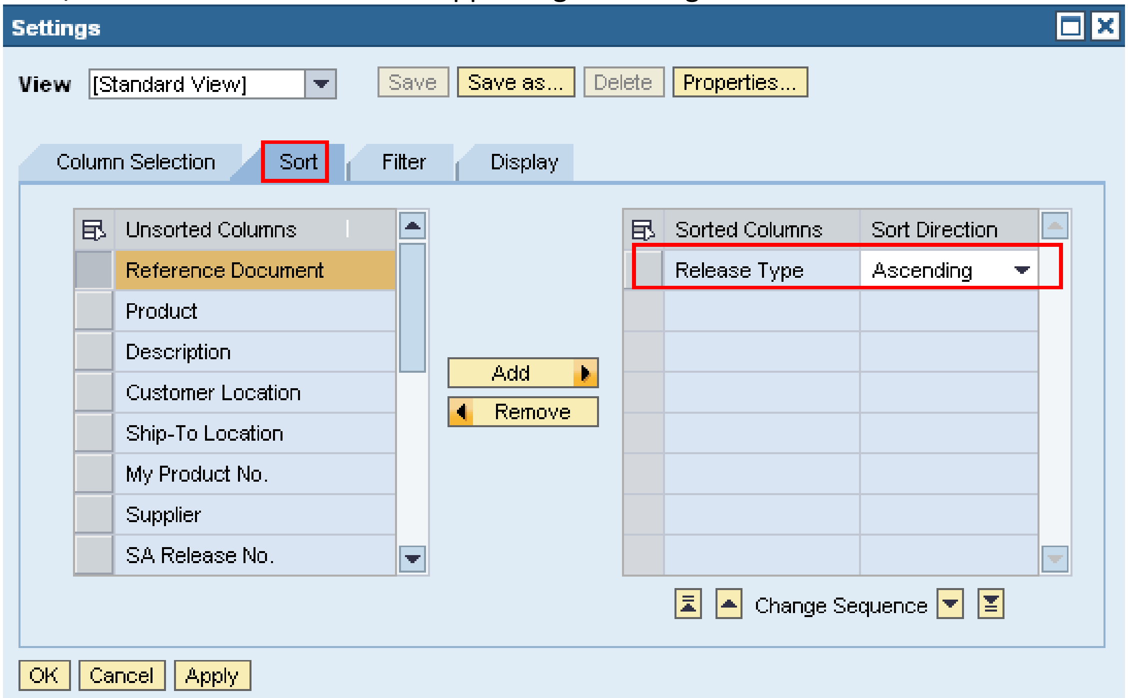
Click on Settings:

1. To change which columns are displayed, use the **Column Selection** tab. Highlight the column description and use the **Add** or **Remove** buttons to include/exclude columns. Columns on the left are not included, whilst columns on the right are included in the display.
2. You may change the sequence of columns by highlighting the Displayed Column and using the **Change Sequence** buttons, any column can be moved up or down the list. All other columns will be realigned automatically.

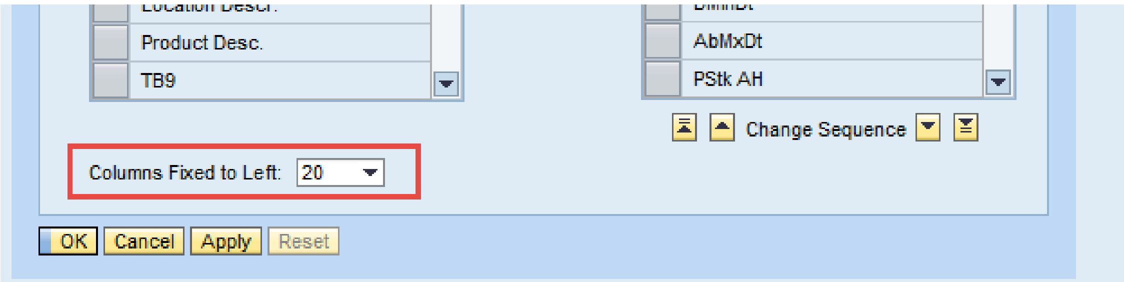


3. Any column may be sorted alphabetically or numerically, ascending or descending. On the ‘Sort’ tab, highlight the column(s) to be sorted and use the

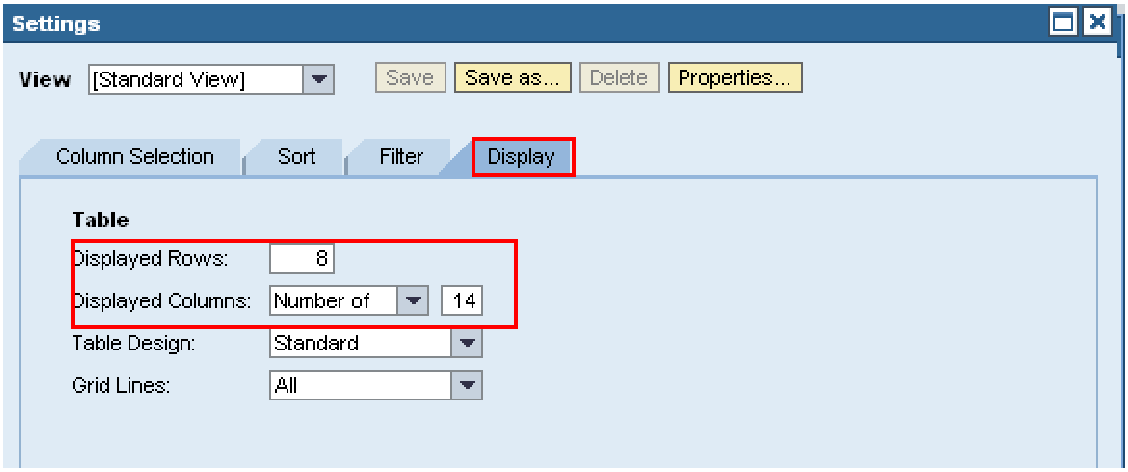
Add / **Remove** buttons. Columns appearing on the right will be sorted.



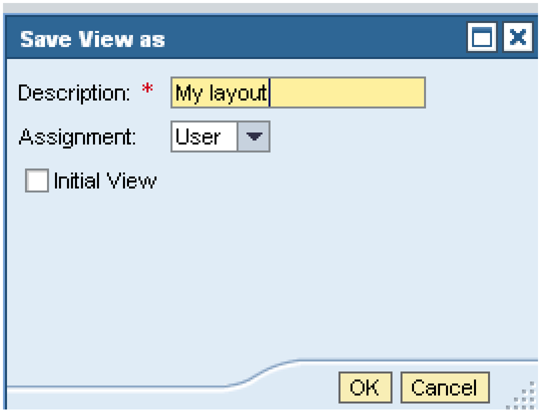
4. By changing the number of **Columns Fixed to the Left** you can fix a number of panes, making the information visible even if you scroll to the right. This is useful for e.g. keeping track of which product the information belongs too.



5. Finally the number of displayed rows or columns can be controlled by the **Display** tab. For example, if you want to display more rows, increase the **Displayed Rows** to greater than the default 8.



After adjustment, click the **OK** button for the changes to take effect. These changes are only temporary. Execution of a new list would overwrite these changes. However, you have the possibility of saving your changes as a variant or layout so you can use these adjustments again. Click the **Save as…** button, enter a description and click the **OK** button.

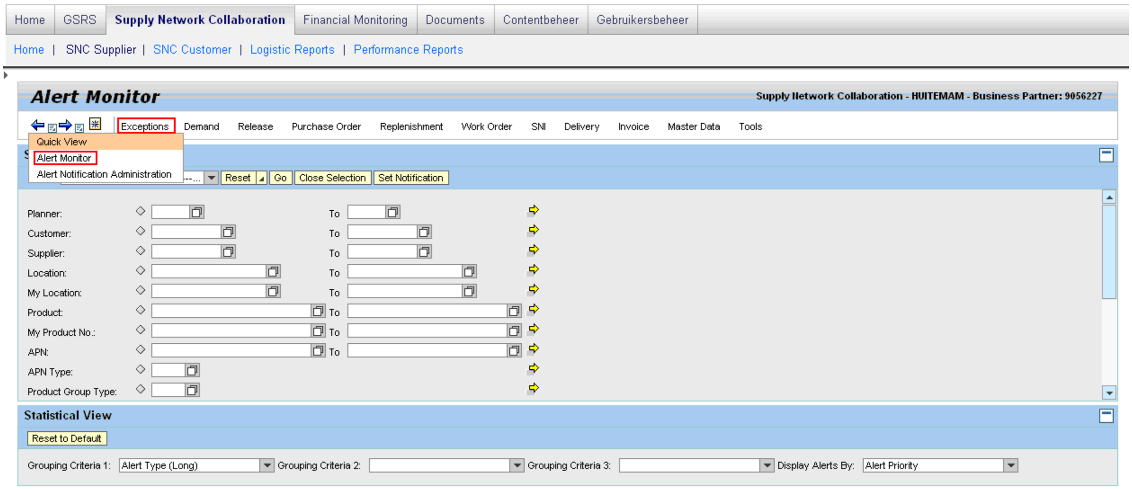


Optionally, you can tick the **Initial View** box to set a view as you default view. This is useful when you use the specified layout frequently.

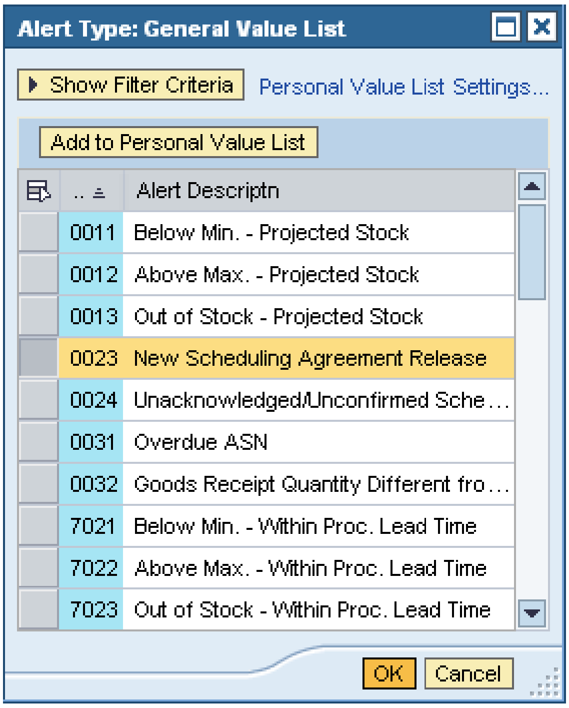
Now you can select that saved layout using the drop-down **View** box

Alerts

Open the **Alert monitor** by clicking the menu path **Exceptions → Alert Monitor**.

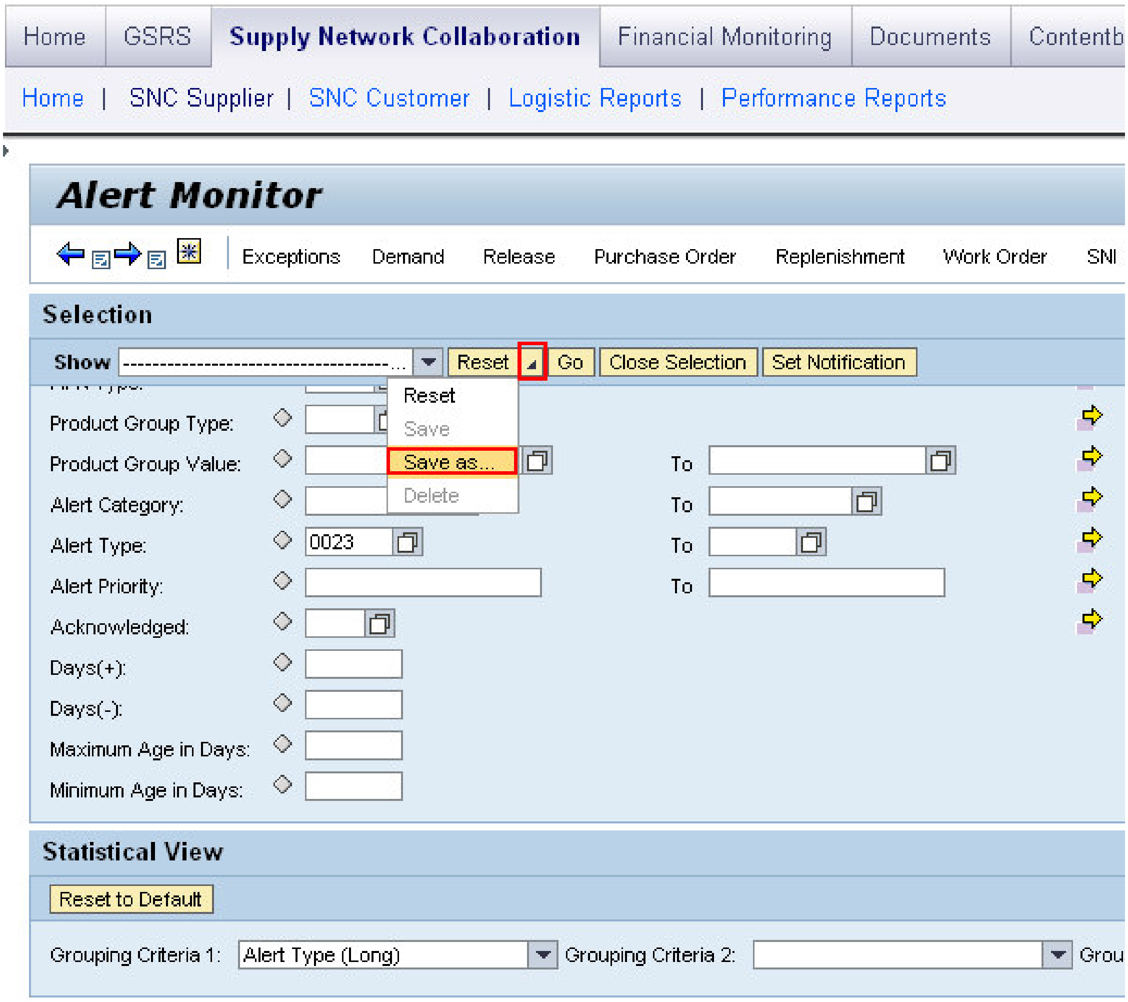


1. Specify the data to have in the selection. On the above screen, scroll down to **Alert Type** and click the icon. A pop-up box as shown below will appear.

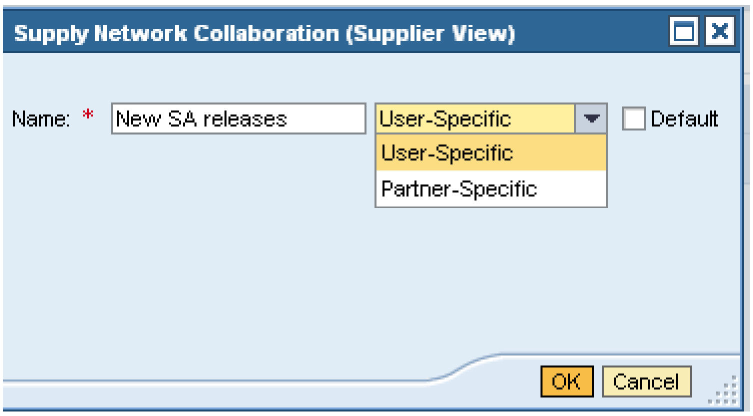


Select **0023 (New Scheduling Agreement Releases)** and press **OK**.

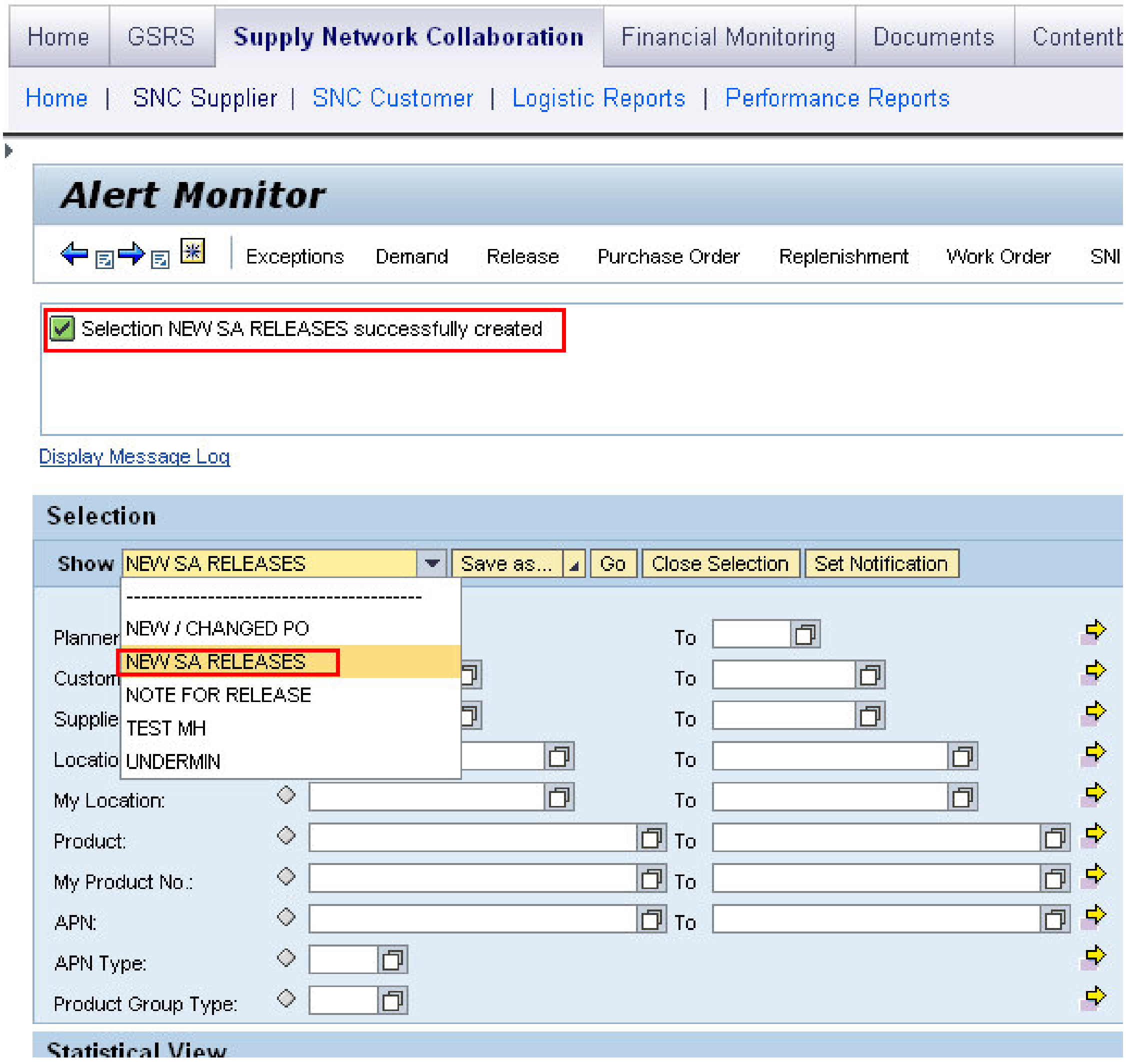
2. Save your selection. Click the icon and choose **Save as**.



Choose a descriptive name.

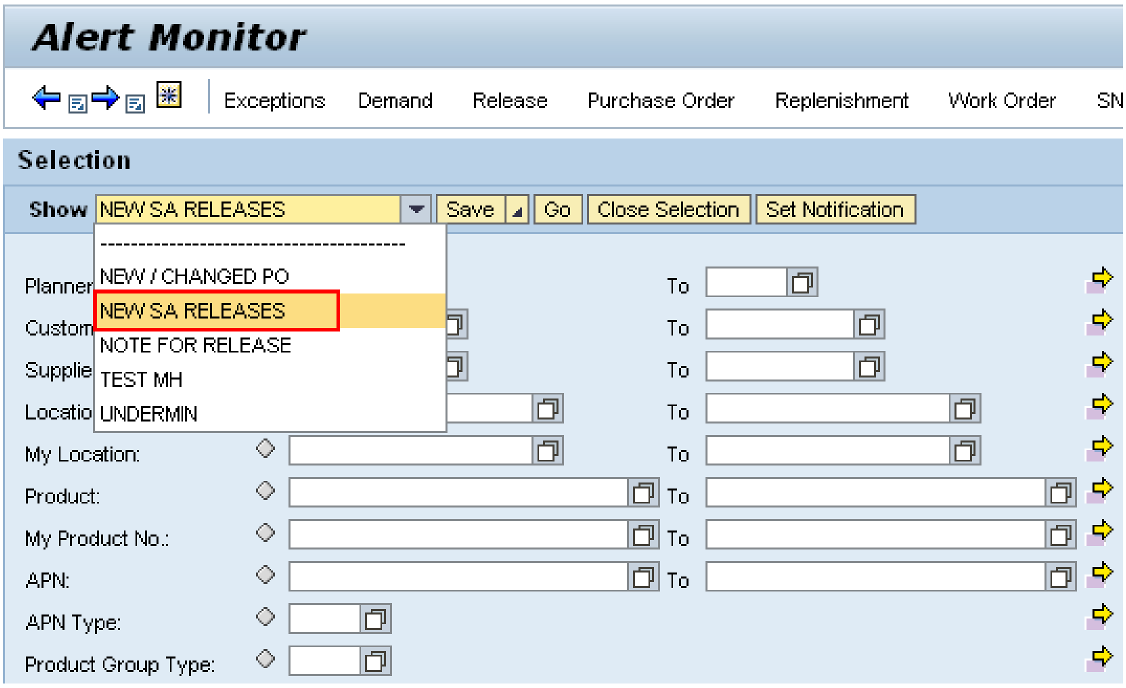


The report may be created per user or per partner. By saving as **Partner-Specific**, the variant will be available for all users of the business partner (Supplier). Press **OK** to finish. After this, the selection is available in the dropdown selection.

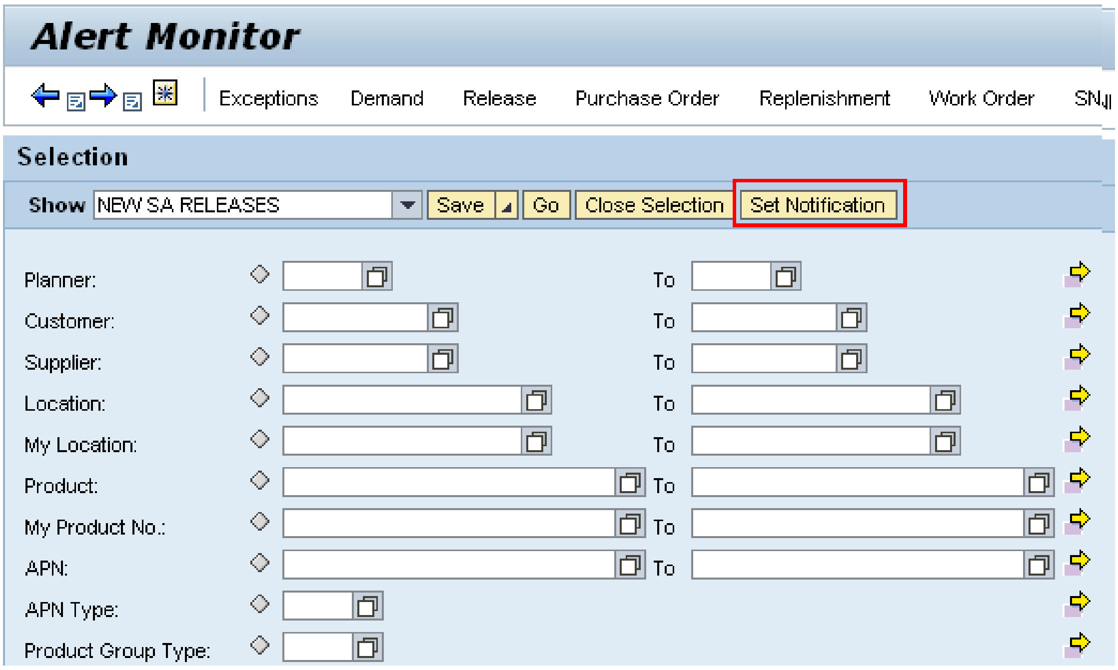


Notifications

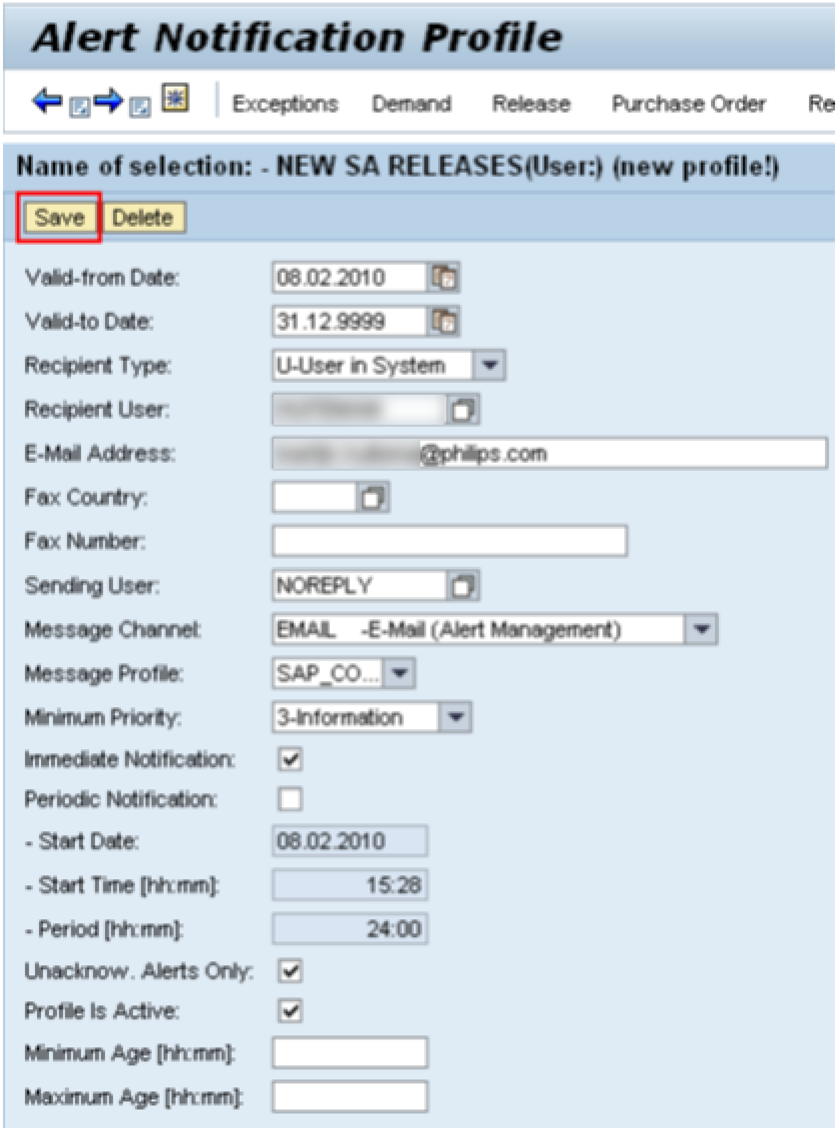
1. Activate (use) a pre-defined **Alert**



2. Click on **Set Notification**



3. Fill the notification details

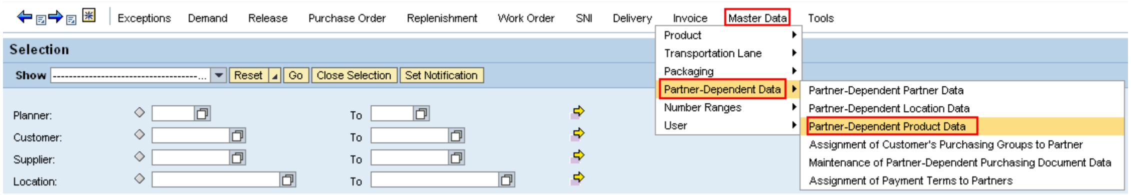


User in system: Your User ID
Minimum Priority: 3) Information
Unacknowledged Alerts only should be selected
Immediate Notification should be selected
Click **Save.**

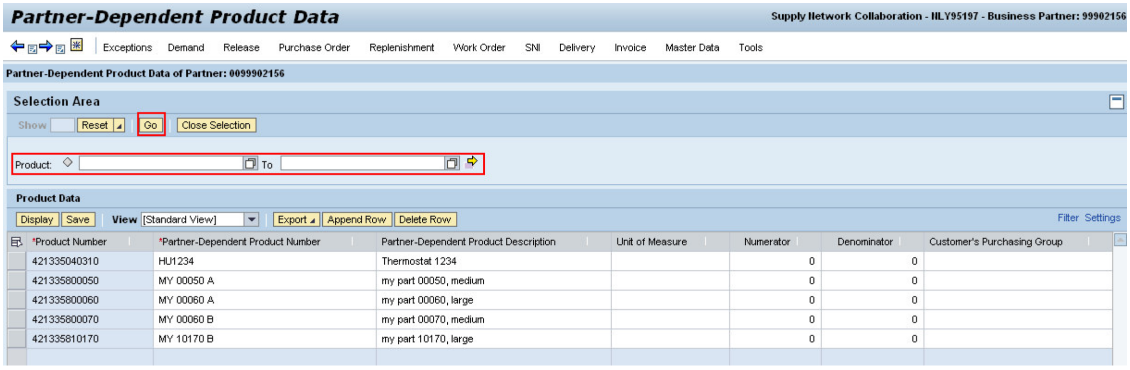
Assign Partner Product Data

For easy selection and referencing on ASN documents, SNC supports the use of **Partner Product Data.** You will be able to provide your *in-house* or internal reference number/name for Philips products, and find items in SNC using those references.

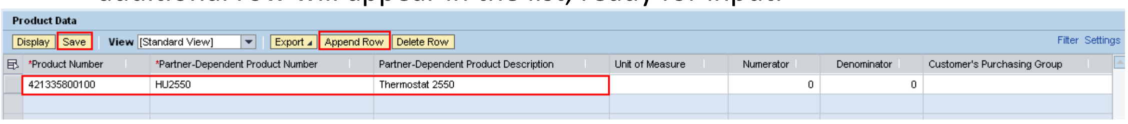
1. Go to the **Master Data** section; then navigate to the **Partner-Dependent data**, followed by **Partner-Dependent Product Data**.



2. Start the overview. Enter a product number or range or just press **Go** to obtain a list of your materials codes already stored. Here you can directly change any row, followed by **Save.** You can **Delete** rows here as well.



3. To add new partner specific descriptions/numbers, press **Append Row**, an additional row will appear in the list, ready for input.



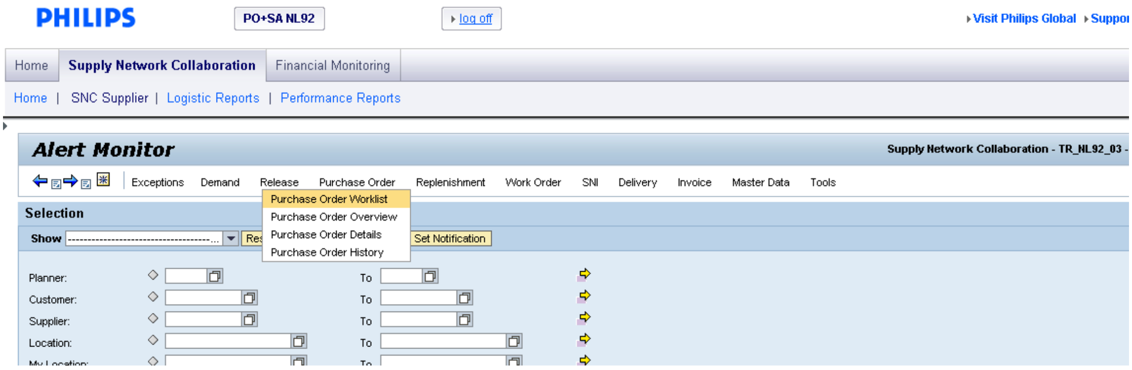
In this row enter:

A. The Philips product number for which you want to assign an own internal name and/or description. Alternatively, use the dropdown list button to find the product in a list of products relevant to you.
B. Enter YOUR product name/number
C. Enter YOUR product description;
   Finish by using the **Save** button.

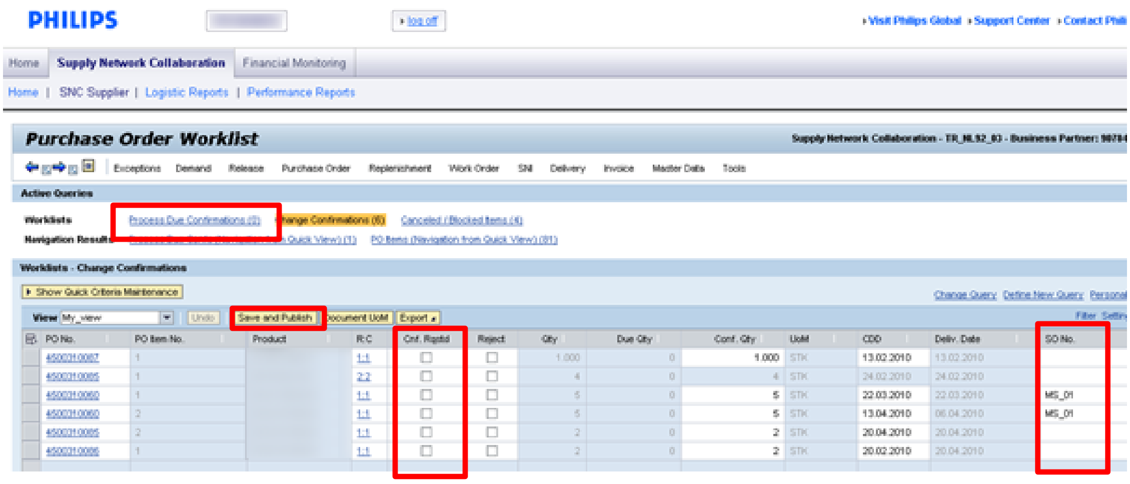
PHILIPS

Confirming Purchase Orders as requested

From the alert monitor screen, select **Purchase Orders**, double-click, then select **Purchase Order Worklist** from the menu. Note: you may have set your system such that you will get the **Purchase Order Worklist** as the default screen



Select: **Process Due Confirmations** .This worklist contains all POs to be confirmed. Once an item is confirmed it moves to the worklist **Change Confirmations**
Press **Go**.

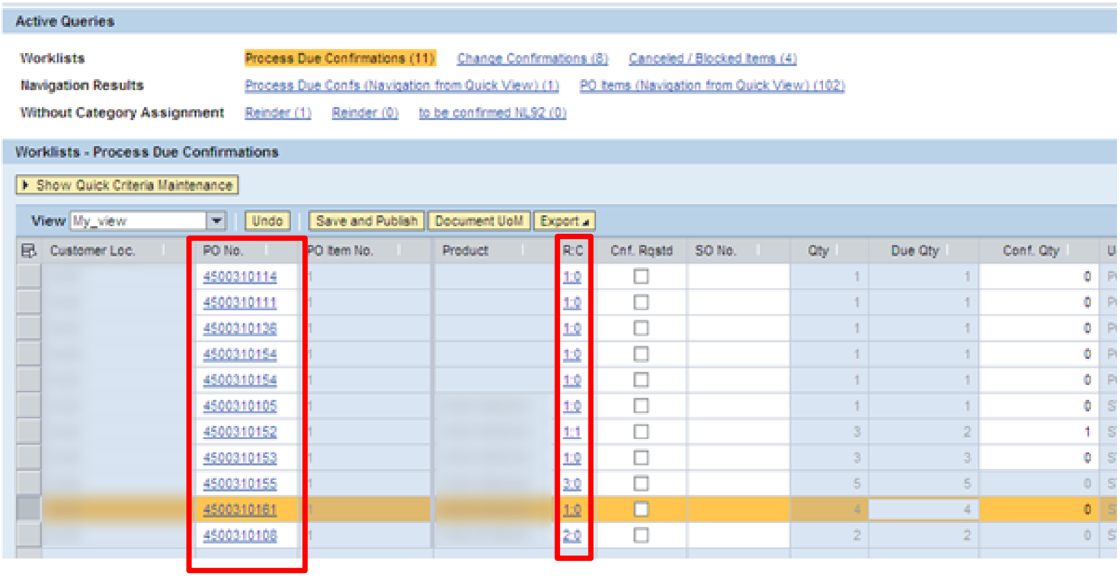


Select the requested **Purchase Order** for confirmation. (Note; your view may look differently, based on you own settings/selection)
Tick the check box **Conf. Rqstd**. and enter **SO no.** (only required for the first line, it will copy to all other lines).
Press **Save and Publish**.

Confirming Purchase Orders with Changes

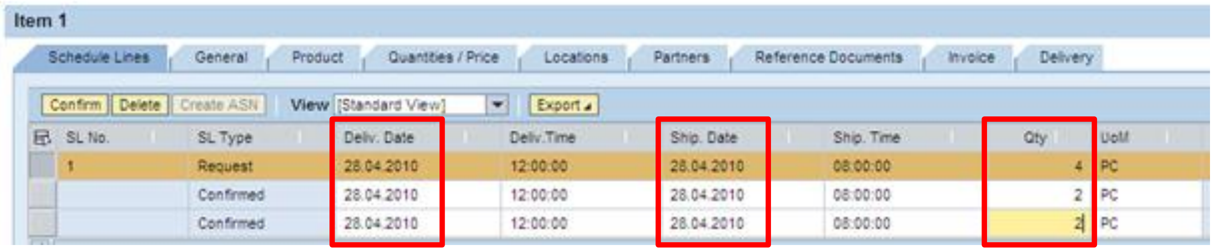
Confirm and **Publish** all POs which you can acknowledge as requested via the **Cnf. Rqst.** box first! This will prevent regular POs being delayed by Exceptions.

From the **Purchase Order Worklist** (your selection), look for the **Purchase Order** you want to change, select the **R:C (Requested/Confirmed)** field in the PO line.



Now select **Confirm** in the **Purchase Order** item; a second line appears where the scheduled quantity can be confirmed.

The scheduled quantity can be entered in the second line in the column **Qty.** Another schedule line can be added (by clicking **Confirm** again) for the remaining quantity of the Purchase Order. You should always **Split a PO** in multiple lines when changing the quantity, to make sure the total **acknowledged quantity** matches the **requested quantity**.



When you have finished confirming the Purchase Order, press **Save** or **Publish** in the order header.

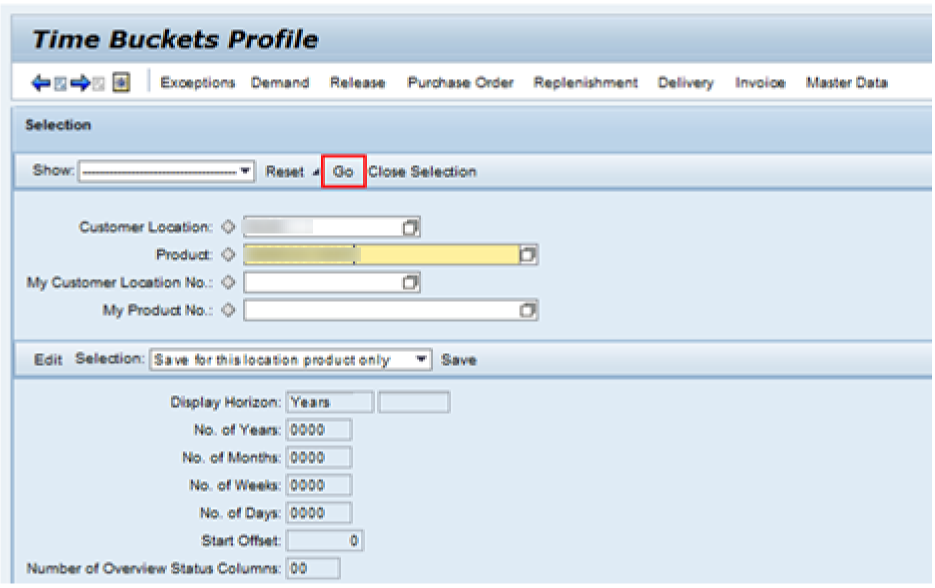
You can update the **Delivery Date** at the same time, but keep in mind to adjust the **Shipping Date** accordingly.

Setting Time Bucket Profiles

The time bucket profile relates to the time buckets shown in the SMI Overview and the SMI Details screen. Although it is possible to differentiate in time bucket profile between materials, it is advisable to have only one profile, because:

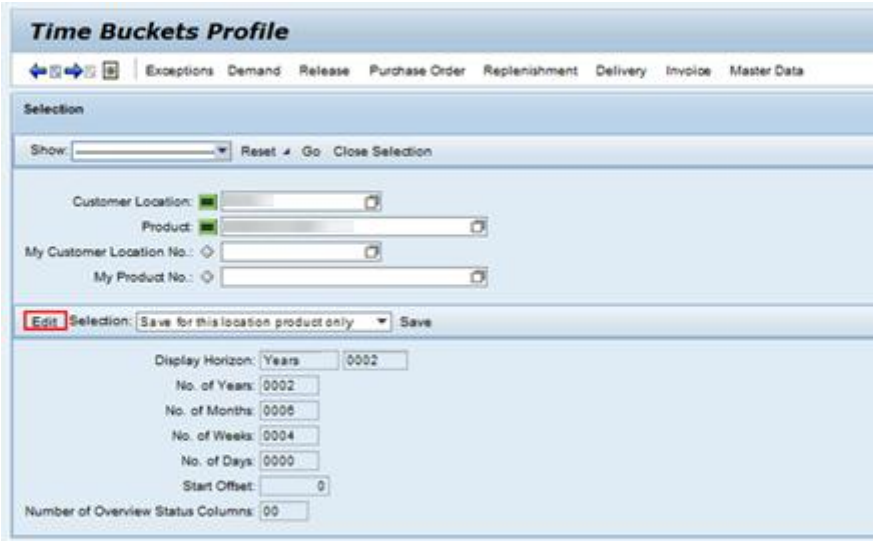
1. Only one profile can be assigned generic to all materials, deviating profiles need to be assigned material by material;
2. The SMI overview will only show the time buckets, not what they mean. This will be very confusing if materials in the overview can have different profiles. This can, of course, be resolved by creating a selection variant for the SMI overview per profile.

To set the Time Bucket Profile, follow the menu path **Replenishment →SMI Monitor → Time Buckets Profile.**



Enter the fields **Customer Location** and **Product** to select the location and product for which you want to update the profile. In case you want to make a generic change to the profile, just select any location-product combination that is subject to SMI. Next click the button **Go**.

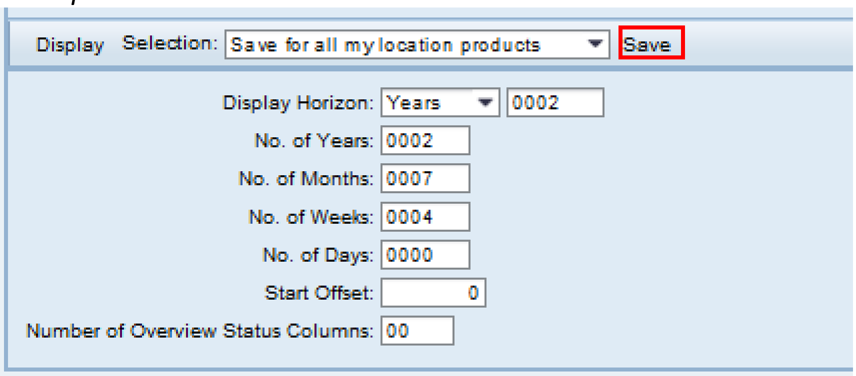
The system will now show the profile assigned to the material. Click **Edit** to change the profile.



Field	***Function***
Display Horizon	In this field you define the total duration for the planning horizon. Set the period type and the number of periods. The system identifies periods according to the calendar. The current period is seen as 1 period, regardless of how much of the time period has already passed. Example: you select two years, the current date is June 20, 2014 The system will then show you the remainder of 2014 (year 1) and the whole year 2015 (year 2). It will not show (part of) 2016.
No. of Days	This field has no use. Do not enter.
No. of Weeks	Here you enter the number of weeks for which you want to see the time buckets as days. First period of the planning horizon is week 1; for that week only the remaining days will be shown. This setting relates to the short-term horizon.
No. of Months	Here you enter the number of months for which you want to see the time buckets as weeks. The system will only show the time bucket in weeks for the period that comes after the period specified in the **No. of Weeks** setting. However, the **No. of Months** setting defines month 1 as its starting point. This means the entire

	period can be shown in days instead of months, when the period specified in the **No. of Weeks** setting exceeds the time specified in the **No. of Months** setting. This setting relates to the medium-term horizon. The time bucket is only available in case the period type for the horizon is a month or year.
No. of Years	Here you enter the number of years for which you want to see the time buckets as months. The system will only show the time bucket in months, after the weeks and months defined in the previous fields. The first period of the planning horizon is regarded as year 1. This setting relates to the long-term horizon. The time bucket is only available in case the period type for the horizon is a year.
Offset	With the field offset you can specify that the planning horizon starts in the future or in the past and not with the current period. Enter a positive or negative number of days by which you want to shift the start of the planning horizon. In case you use the offset, the system will start counting weeks, months and years, based on the first day of the planning horizon.

Example:

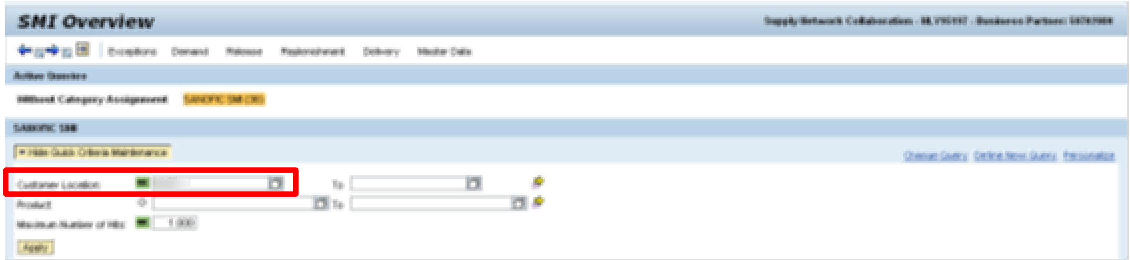


Current date is June 20 2014 (Friday), there is no offset defined.
Horizon is two years, so the system will show the periods from June 20 2014 until December 31 2015.
Number of weeks is 4, so the system will show the week of June 20, and the next three weeks as days.

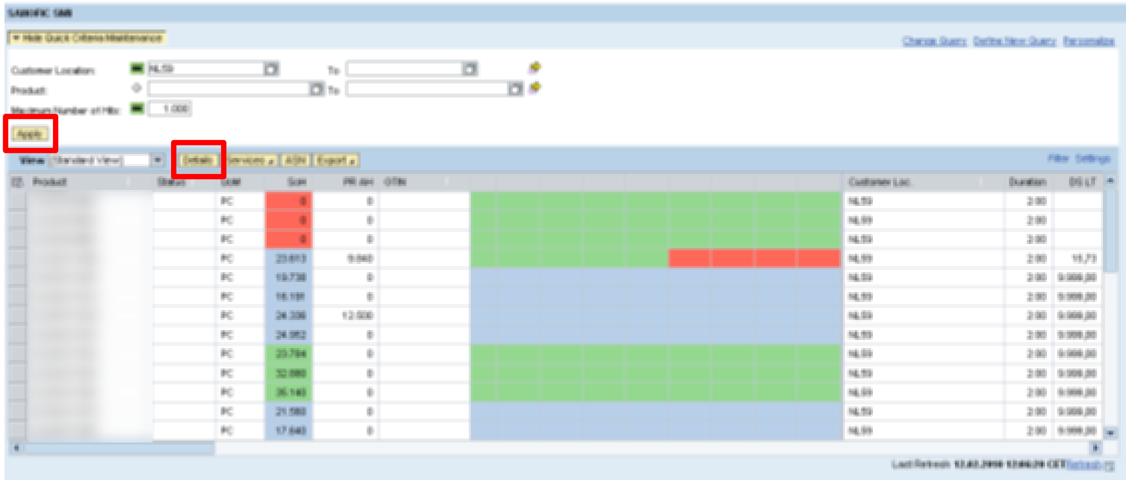
Click **Save** to save the Time Bucket settings. As explained above, it is recommended to save *one* profile **for all location products**.

Create Planned Receipts

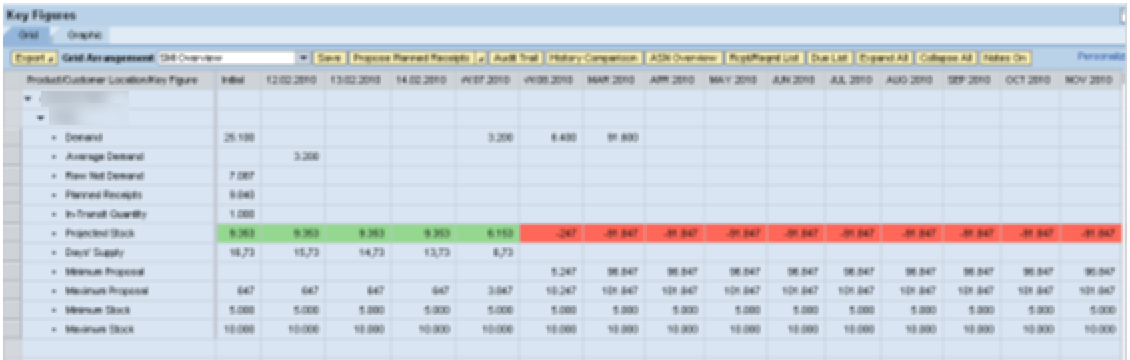
Go to **Replenishment → SMI Overview**; enter **Customer Location** (plant number of Philips):



Click the **Apply** button:



Select a line, and click on **Details**

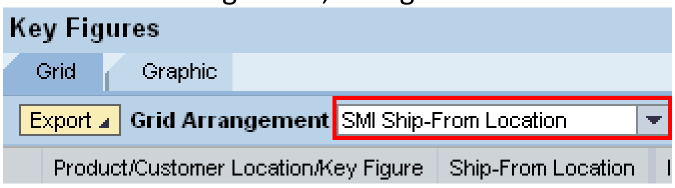


You can download/export this overview by materials by clicking on **Select All**, and click **Export.** This will produce an Excel file.

Note: The Grid Arrangement provides a color code status of the material.

Row	***Description***
Planned Receipts	This row indicates the quantity of material the supplier plans to provide to Philips on that day.
Projected Stock	Calculated taking the stock on hand at Philips, plus any Planned Receipts, plus Material In Transit.
Min. and Max. Proposal	Based on the inventory level on this day, and the number of days of demand, a proposal for the planned order is suggested for the minimum and maximum proposal
Days of supply	Based on the supply and the demand, this will show how many days of supply are on hand.
Min. and max. Stock	The quantities reflect the minimum and maximum stock levels for this part on this day.

In the Grid Arrangement, change from **SMI Overview** to **SMI Ship-From Location**:



A window **Planned Receipts** will open
Enter the quantity you plan to deliver to Philips on the correct day.

There are two ways to create Planned Receipts:

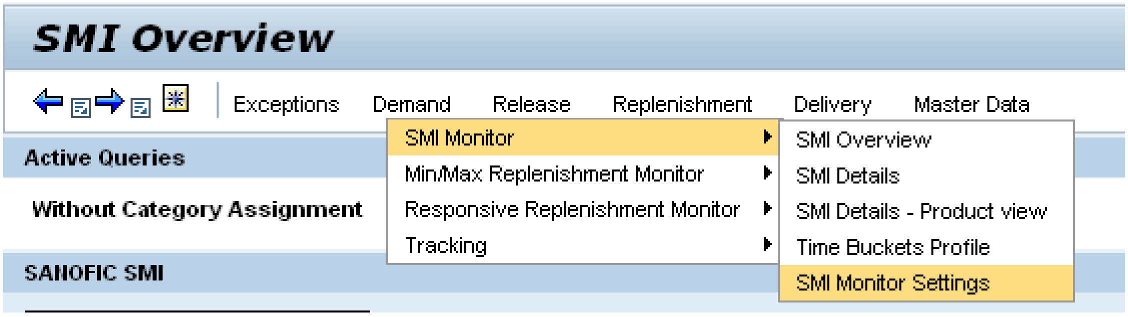
a) Manually enter the Planned Receipt quantity in the appropriate bucket and press **Enter** to see the result.
b) Or click on the **Propose Planned Receipt**, and SNC will propose a planned quantity within the horizon.

When the Planned receipts have satisfied the **Min/Max stock level**, clearly visible by the color codes, you can click on the **Save** button.

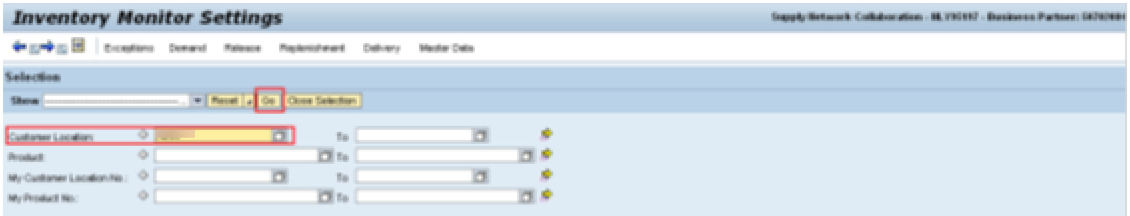
You cannot create an Advanced Shipping Notice without a Planned Receipt in place.

Change Planned Receipts

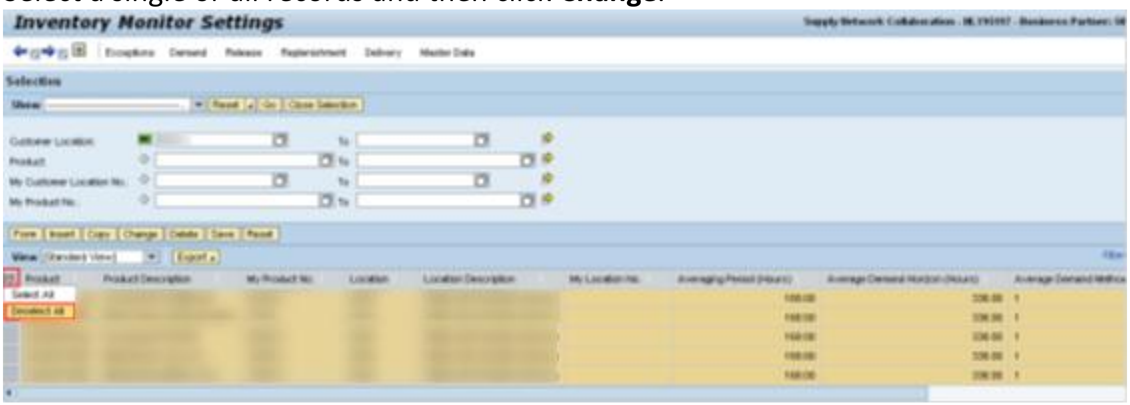
Go to Menu: **Replenishment→SMI Monitor→SMI Monitor Settings**



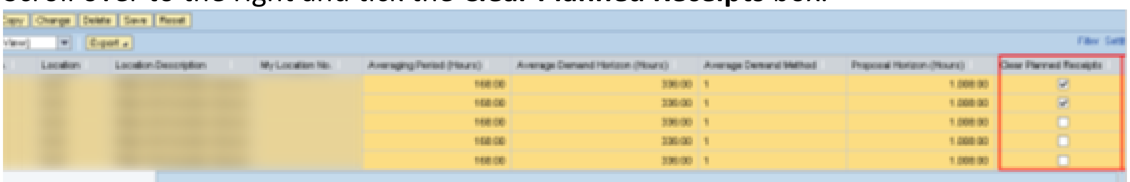
Enter **Customer Location** and click **Go**



Select a single or all records and then click **Change**.



Scroll over to the right and tick the **Clear Planned Receipts** box.

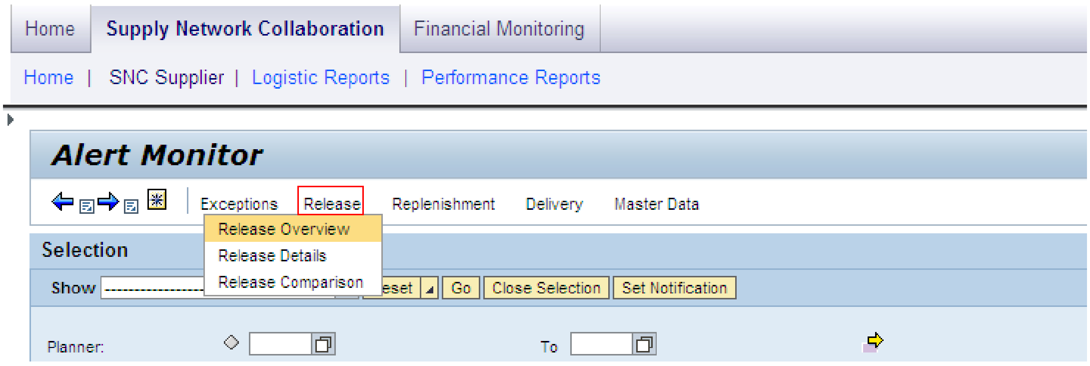


Click **Save**

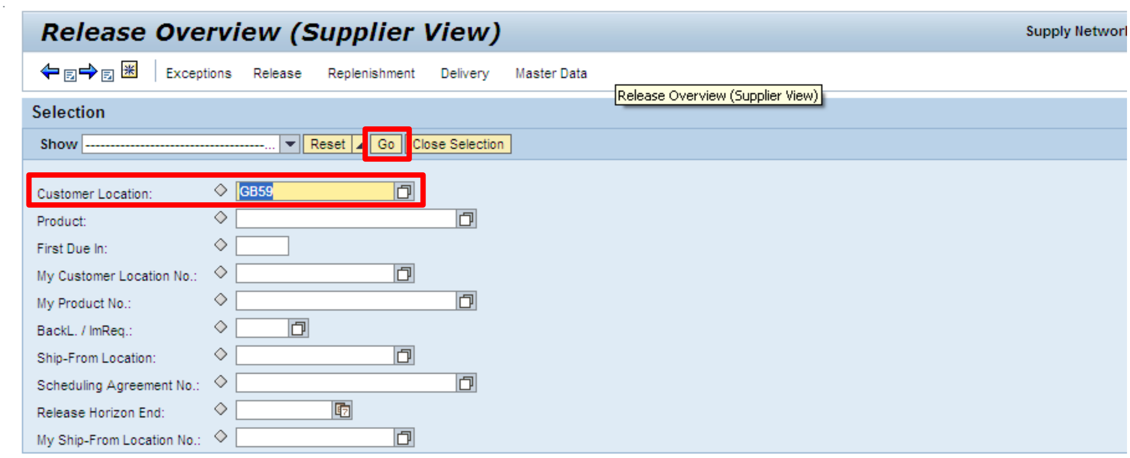
Scheduling Agreement Releases

If your Philips customer makes use of **Scheduling Agreement Releases** to communicate demand to you, it is necessary to acknowledge these releases before you make an **Advanced Shipping Notice** (ASN) and ship the items.

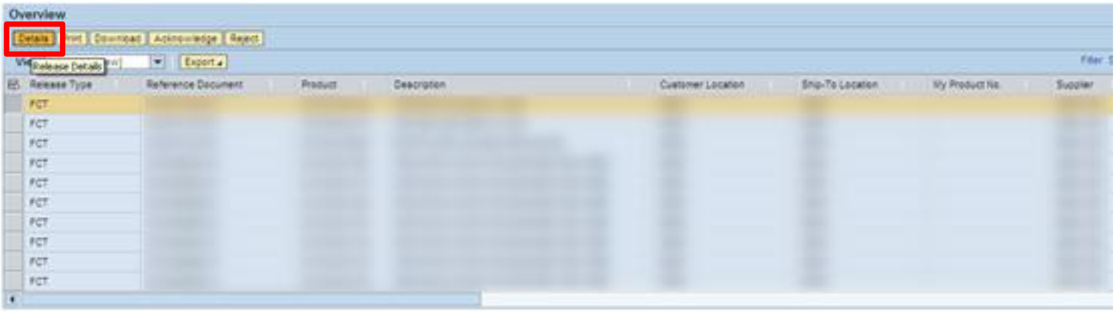
To acknowledge **Scheduling Agreement Releases** click **Release → Release Overview**.



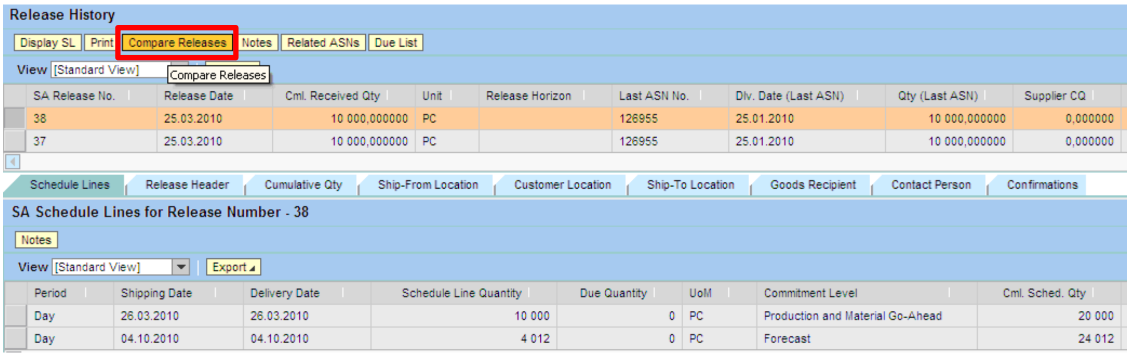
Select your **Customer Location** from the selection grid and click **Go**.



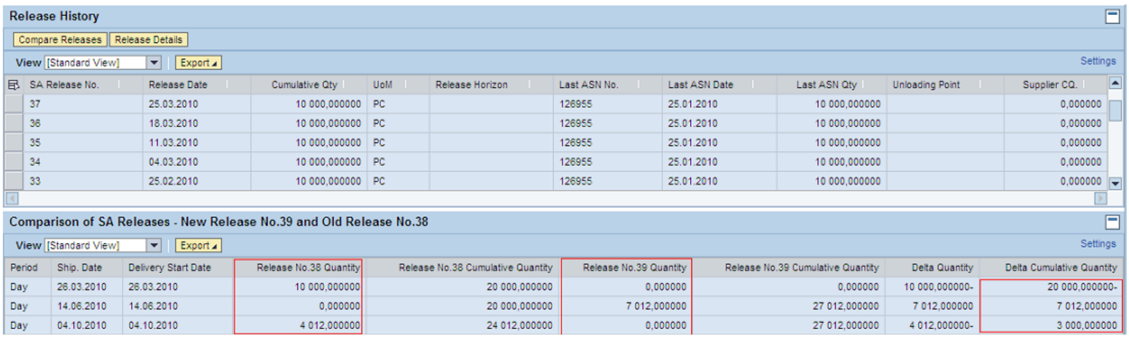
Below the Selection grid you will now see a list of All items supplied by your company to Philips. Note that you do not see demands here. To check demands, select an item and click **Details**.



Comparison of releases can be made by clicking on the **Compare Releases** button.



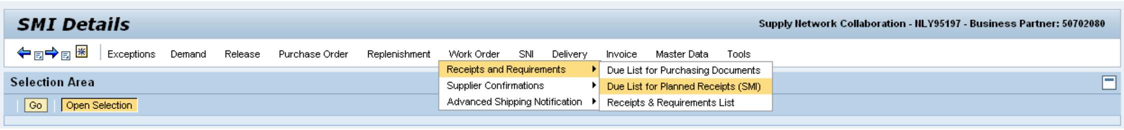
By default, SNC will compare the current release with the previous release. This can be changed by selecting alternative releases from the top grid.



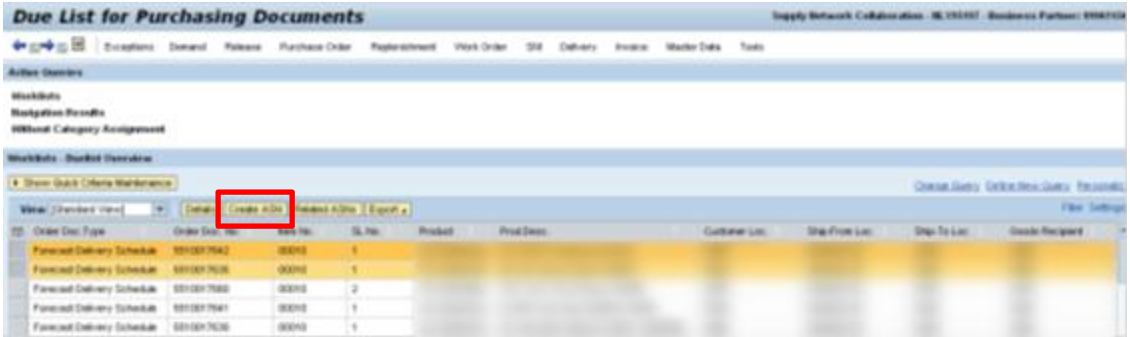
Back in the main list with **Scheduling Agreement Releases** you can now acknowledge a release by clicking the appropriate line and selecting **Acknowledge** (Acknowledge multiple lines at once by holding the **Ctrl** button on your keyboard and selecting the lines to be acknowledged)

Create Advance Shipping Notices (ASNs)

Follow the Menu path **Delivery→Due List for Purchasing Documents** in the case of **Purchase Order Collaboration.** In the case of **SMI/SMOI** follow **Delivery→Due List for Planned Receipts (SMI).**

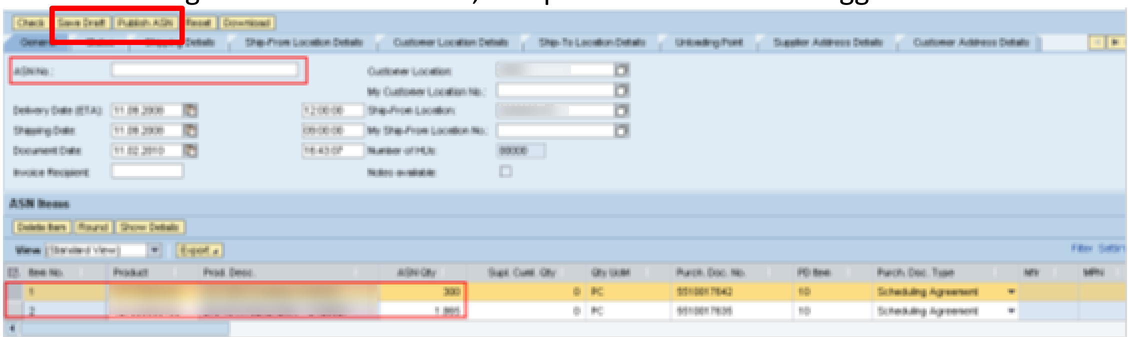


From the **Due list** overview, select the rows ready for delivery



Use the **Shift** and **Control** keys to make multiple selections. Press the **Create ASN** button.

In the resulting ASN-creation screen, complement the default suggested information



A. Enter an **ASN No.** This number should reference registration in your internal systems.
B. Check and, if necessary, correct the suggested defaults for each of the products selected. **NOTE:** you should **always** change the quantity to the quantity to be delivered in case of a blanket order, since the default quantity will show the entire annual demand.

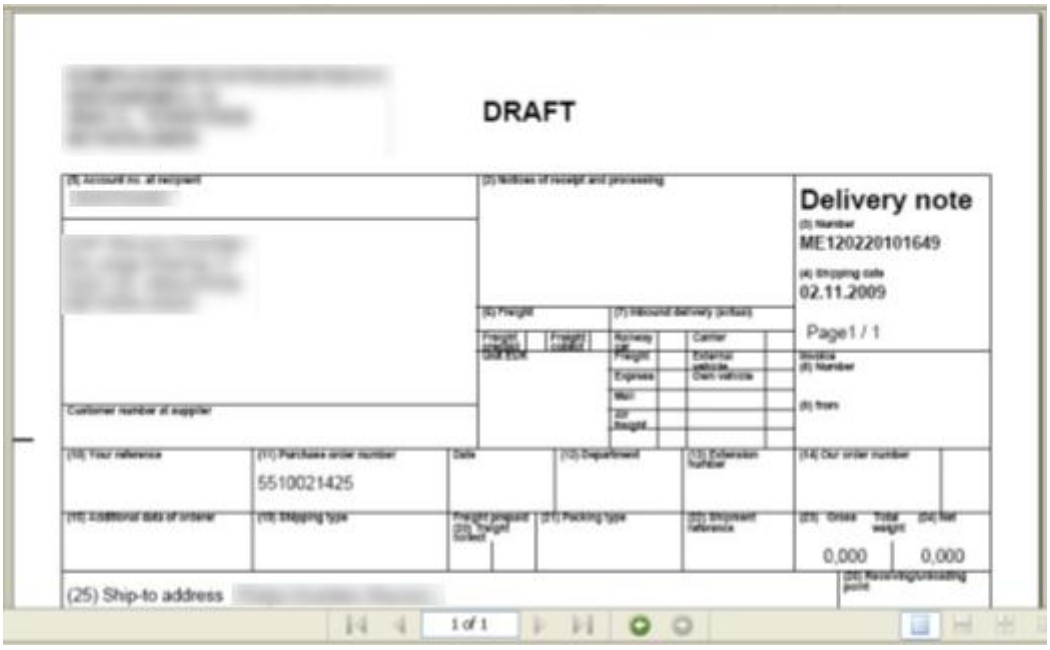
You now have two options:

a) **Save/Draft** – which allows you to make quantity changes later
b) Publish ASN

Saving ASNs in Draft status enables you as a supplier to:

- Prepare the shipment
- Pick the products for the shipment from your warehouse/stock location
- Make final adjustments to the exact quantities
- Finalize the documents

After saving the ASN as a Draft it can be printed:
Push the **Print** button. A pop-up with the ASN PDF document will open clearly stating the document to be in draft status:



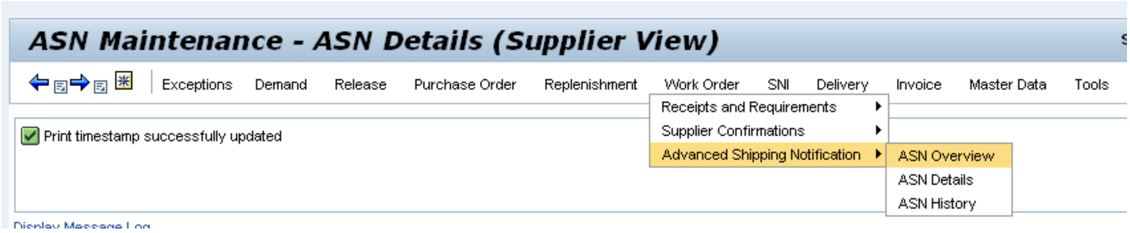
With this document you could execute internal processes (like picking of goods)
Note: the internal product number is also visible on this document.

ASNs saved as a Draft still need to be Published!

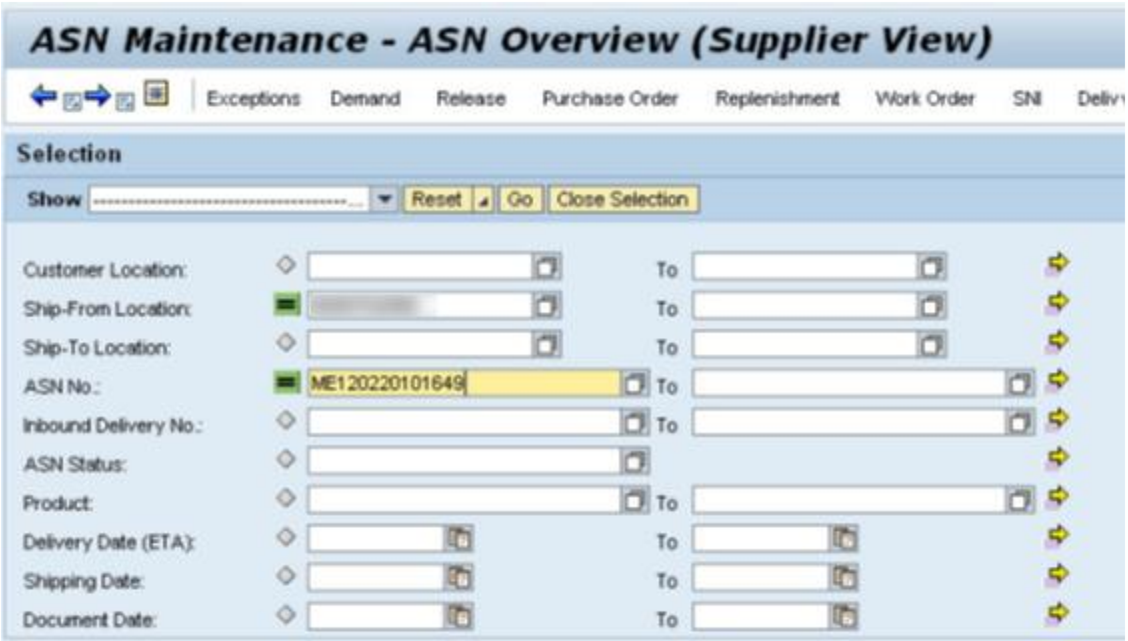
Publish Advance Shipping Notices (ASNs)

Once the internal processes are completed, and the goods are ready for delivery the document needs to be finalized.

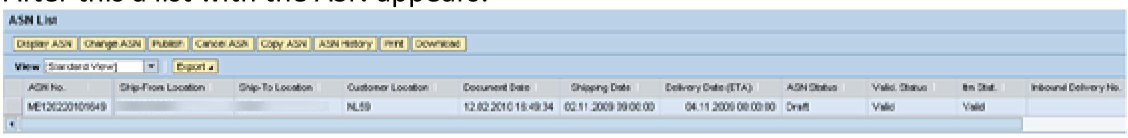
Go to the ASN overview (Menu path: **Delivery→Advanced Shipping Notification→ASN Overview**)



Using the ASN number on the draft document select the ASN to finalize; Enter the **ASN number** and press **Go**



After this a list with the ASN appears:



You can now:

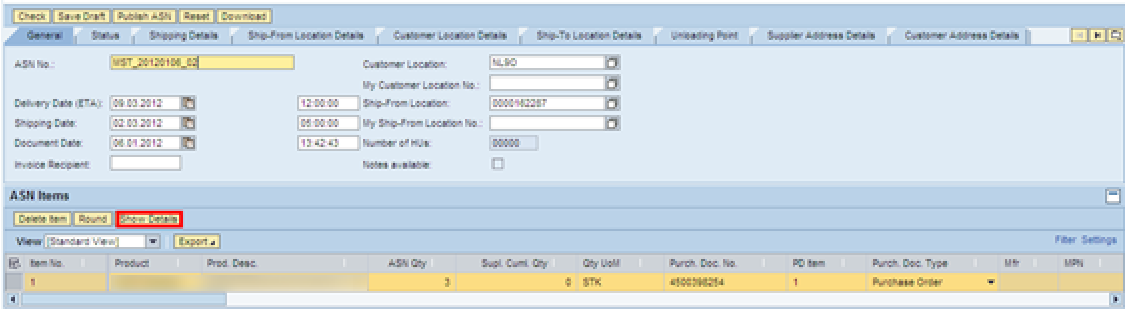
1. Change and **Publish** (e.g. if for one of the collected products the standard quantity in a packing unit is different than on the ASN, or in the case there is shortage)
2. **Publish** without any changes

NOTE: Always Print a PO after publishing it and attach the printed **Delivery Note** to your shipment.

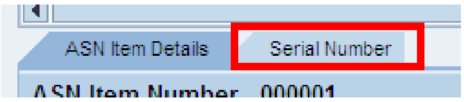
Assigning Serial Numbers

Some products require serial numbers. In case the system expects serial numbers to be entered for a material, it will issue an error message when you try publishing an ASN and the serial numbers were not added.

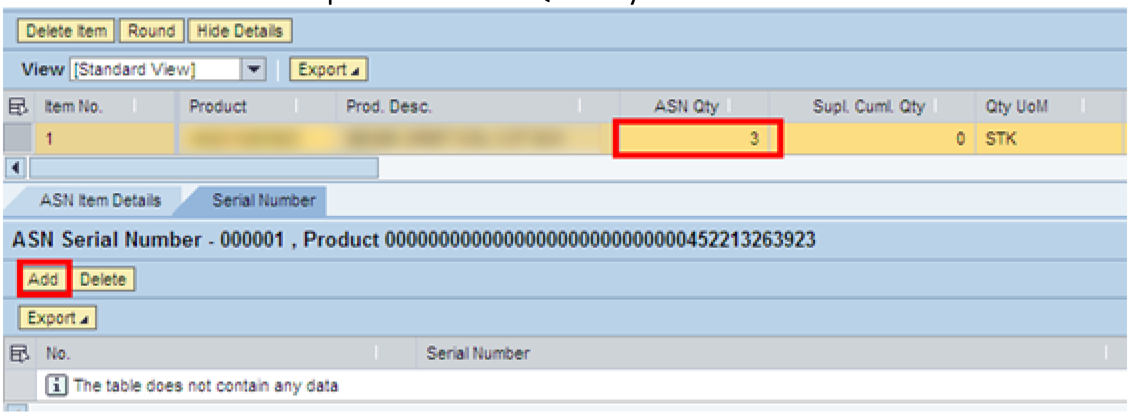
To add serial numbers, in the ASN overview select the line for which you want to add serial numbers and click on **Show Details**.



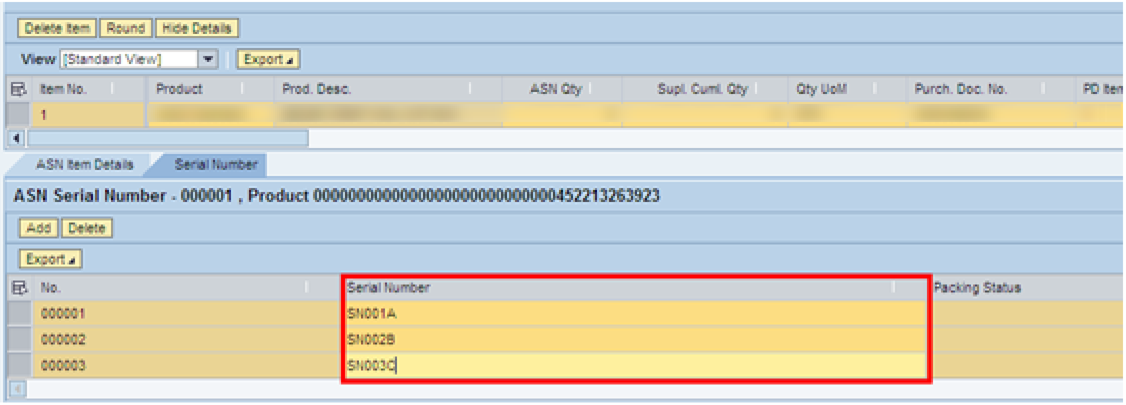
The details are divided over two tabs, click on the tab **Serial Number**



Add a line in the tab **Serial Number** for each serial number to enter. Number of lines to be added should be equal to the ASN Quantity. In this case 3.



Next add the serial numbers in the column **Serial Number**.



The ASN can now be published.