

A young child is smiling broadly and holding a glowing light stick high in the air. The background is a dark night scene filled with out-of-focus, colorful lights in shades of blue, green, and yellow, suggesting a festival or fair. The child is wearing a light-colored t-shirt with a graphic design.

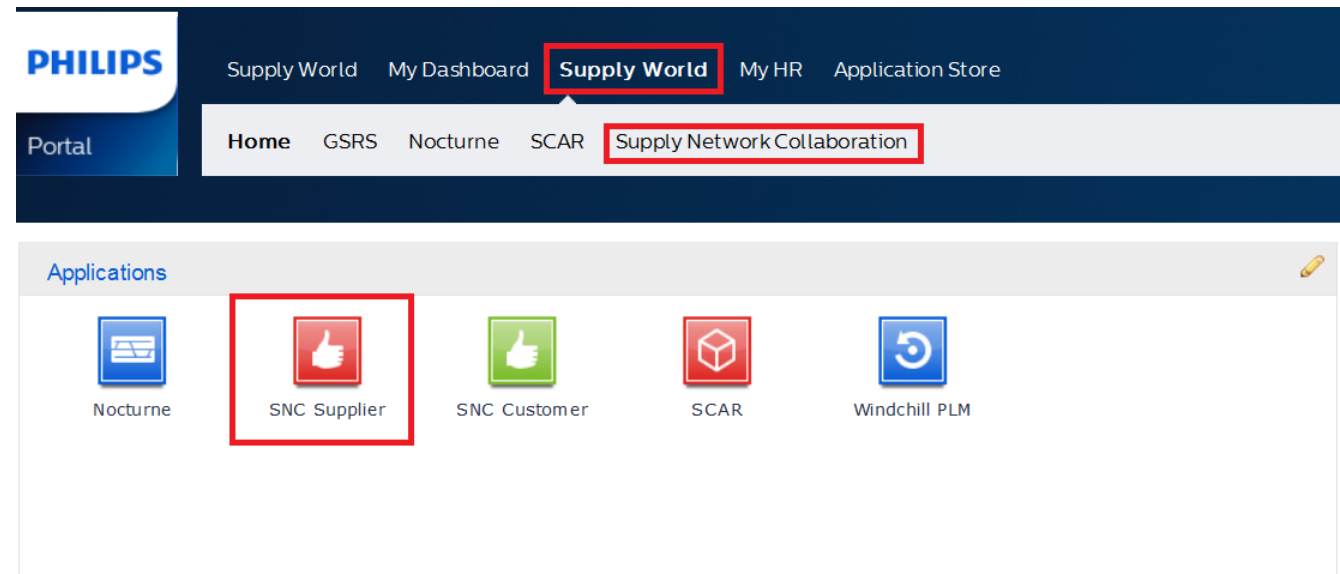
# SNC Basics and Navigation

# Topics / agenda

- Basic Navigation / Main menu
- How to change your initial screen
- Create and change query
- Change / add / remove columns in lists
- Add partner dependent product data (own part number and description)
- Change BP function

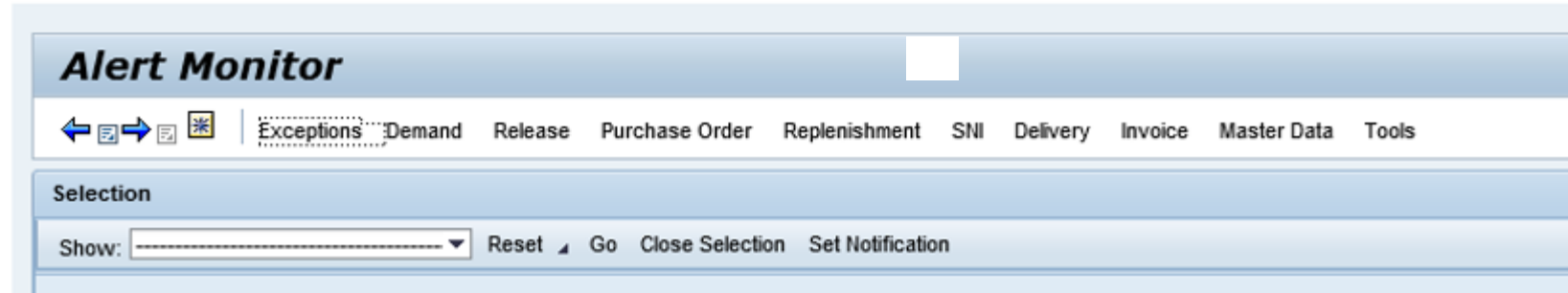
# Basic navigation

After logging on to the Philips Portal ([https://portal.philips.com](#)), click on the box “SNC supplier”. This will automatically redirect you to the SNC tool environment.



# SNC Supplier Portal: Navigation in SNC


SNC Supplier



To go back and forward between recently used screens, make sure to use the blue arrows on the top left of the screen, and not the web browser back and forward arrows:



Default starting screen is Alert Monitor.

You can change this and set your own default screen to another view with the asterisk. Simply go to the menu point you want as starting screen and press the asterisk : 

# SNC Supplier Portal: Main menu

SNC Supplier



- Exceptions: Create alerts and set e-mail notifications
- Demand: View and confirm forecast
- Release: View and compare Vendor Scheduling Agreement Releases
- Purchase Order: view and confirm PO's, check overdue, see history
- Replenishment: SMI / SMOI monitoring
- Delivery: generate, view and print ASNs
- Invoice: Self Billing invoices
- Master Data: assign your own part numbers / descriptions to Philips's part numbers
- Tools: download/upload via Excel

# Create new query - 1

The lists displayed in SNC are called Queries. For most of the lists you can create new queries.

Step 1. Above the list a Define New Query is visible. By clicking on it, you can set up a new query

[Define New Query](#)

Step 2. There is no need to change / choose anything on the first page, press Next

The screenshot shows the 'Define New Query' dialog box for the 'Due List for Purchasing Documents'. The dialog has a title bar with the list name and navigation icons. Below the title bar, there are tabs for 'Exceptions', 'Demand', 'Release', 'Purchase Order', 'Replenishment', and 'Work Order'. The 'Define New Query' section contains a progress indicator with three steps: '1 Select Object Type', '2 Maintain Criteria', and '3 Finish'. Below the progress indicator, there are two dropdown menus: 'Select Object Type: Duelist for Purchasing Documents (Customer)' and 'Select Existing Query as Template:'. At the bottom, there are three buttons: 'Previous', 'Next', and 'Cancel'. The 'Next' button is highlighted with a red box.

# Create new query - 2

Step 3. Fields highlighted with red asterisks are mandatory, make sure to fill them in. Any other attribute can be also added here.

Note that the default maximum number of rows is 100, it is advisable to remove this from your query, so it will show all lines matching the criteria you have entered. Then press Next.

The screenshot shows a configuration window titled "Others". It contains several input fields with red asterisks indicating they are mandatory: "Bill of Lading Number", "Packing List ID", and "Purchasing Group". Each of these fields has a "To" field and a right-pointing arrow. The "Maximum Number of Rows" field is highlighted with a red box and contains the value "100". Below the input fields are buttons for "Preview", "Criteria Personalization", "Previous", "Next", and "Cancel". The "Next" button is highlighted with a red box.

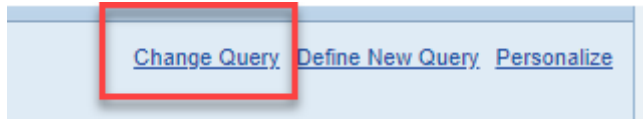
Step 4: Add a name of your query and choose category from the dropdown list and press Finish.

The screenshot shows a "Define New Query" dialog box. At the top, there is a progress bar with three steps: "1 Select Object Type", "2 Maintain Criteria", and "3 Finish". The "3 Finish" step is highlighted. Below the progress bar, there is a text input field for "Enter Query Description:" containing "Test Query". There is a checkbox for "Activate Query:" which is checked. Below that is a dropdown menu for "Select Category:" set to "Navigation Results" and a "Create New Category" button. At the bottom are buttons for "Previous", "Finish", and "Cancel".

# Change query

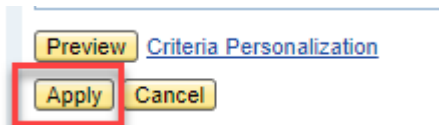
Existing queries can be changed any time.

Simply choose the query you want to change and once loaded, click on the Change Query on the top.



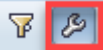
This will bring up the same criteria selection what we have seen in the create query step 3.

Change your parameters here and press apply.

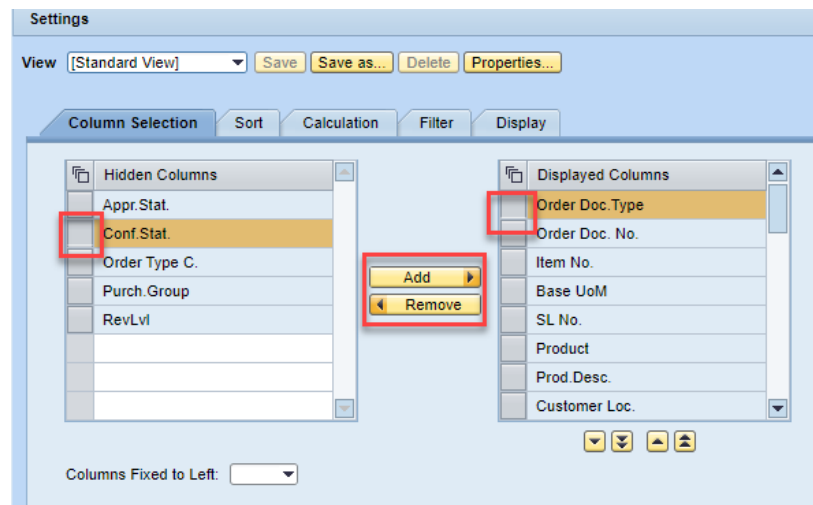




# Change / add / remove columns in lists

Columns in lists can be removed, added and their order can be changed. Press the tool icon on the top of the list. 

This will bring up the below screen where you can add or remove columns by highlighting them and pressing Add or Remove

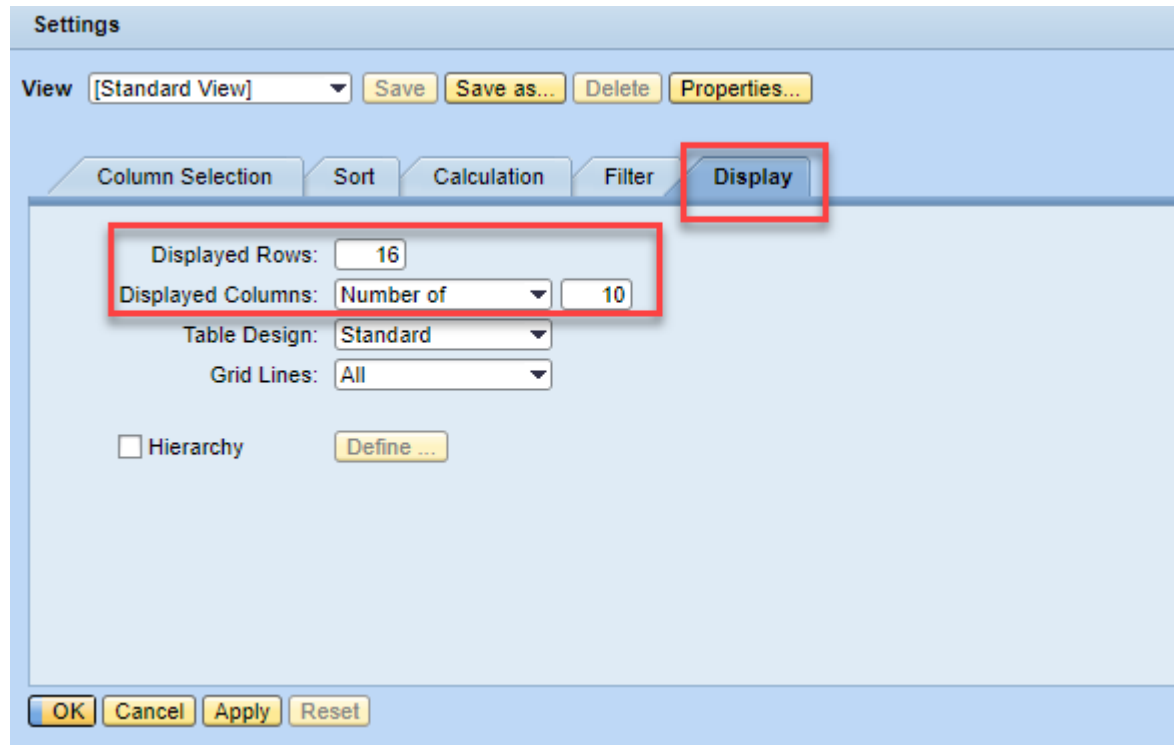


You can change the order of the columns by pressing the arrows below the Displayed Columns field



# Change displayed rows and columns in lists

In the same Settings menu, you can also change the number of displayed rows and columns. Choose the tab “Display” and enter a different number in Displayed Rows and / or Displayed Columns. Once ready you can apply the changes.

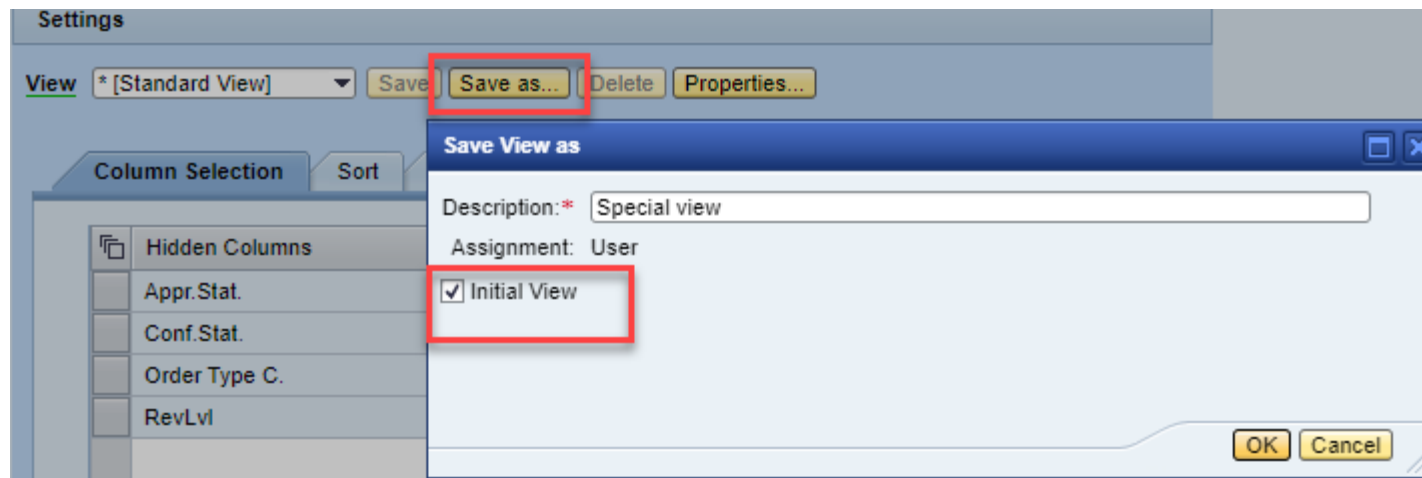


# Save view for future use

You can also save this view, so that you will not have to change the settings every time you go to this list.

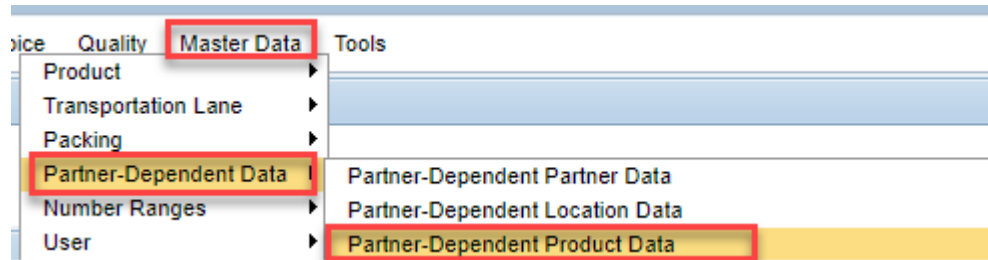
To do this, press the save as button, enter a name for this view.

Selecting the Initial View will ensure you see this view when you got to this menu point.



# Add partner dependent product data (own part number and description)

It is possible to assign your internal product numbers and descriptions in SNC to the Philips part numbers, making it easier to recognize the part. To do this, choose the menu point Master Data - > Partner-Dependent Data - > Partner Dependent Product Data



In the Product data field, press the Append Row and enter the Philips product number, your product number and description if needed. Once done, press Save. You can copy paste values here, after the correct number of rows are added. If there are many lines to be added, Philips IT can perform a mass upload of this data.

Product Data				
Display Save View: [Standard View] Export Append Row Delete Row				
*Product Number	*Partner-Dependent Product Number	Partner-Dependent Product Description	Unit of Measure	Numerator
987654341	12345	product desc		0



