SNC Introduction and Training
VSA Release Process
Topics / agenda

• Supply Network Collaboration - Introduction
• Review release data and compare releases
• Advance Shipping Notification Create ASN
• Add batch number, serial number, attach documents in ASN
• SNC Alerts
• Mass upload of ASNs
Supply Network Collaboration - Introduction
Supplier Network Collaboration (SNC)

SNC is an SAP product which enables digital communication and collaboration between Philips and Supplier.

It simplifies and standardizes information exchange between Supplier and Philips.

It improves process efficiency and visibility in the Supply Chain.

Supplier Users log on to SNC on a WebGUI interface.

SNC Supports multiple Supply Models, in this training we are only concentrating on VSA Release Process.
Release Process Overview

PHILIPS

VSA (Vendor Scheduling agreement)
Forecast
VSA Releases
Delivery document
Goods Receipt
POD (proof of delivery)

SNC
- Generally created once a year
- Release created based on MRP or manually
- Advance Shipping Notification (ASN)

Supplier
- Receive release (alert can be set up to notify supplier)
- Create ASN before shipping
- Print ASN and ship goods
- ASN and shipment update

VSA (Vendor Scheduling agreement)
Forecast
VSA Releases
Delivery document
Goods Receipt
POD (proof of delivery)

SNC
- Generally created once a year
- Release created based on MRP or manually
- Advance Shipping Notification (ASN)
Review release data and compare releases
Find Release and review

- To find the Release, go to menu point Release - > Release overview

- Enter the customer location (The Philips location you ship to) and press go
To check the details of a Release, select a Release / Product by highlighting the line and press “Details”.

In the details, you can see the required quantities per date as well as the commitment levels. The next page describes the different Commitment levels.
Commitment levels

There are 3 possible commitment levels

1. Production and Material Go-Ahead:
   Quantities in this level can be produced, Philips is committed to buy these.
   Within this status there is a firm period PTF (planning time fence) where MRP does not change delivery date or quantities, so already created Releases will not get changed.

2. Material Go-Ahead – in this level purchasing or Raw materials are expected for the given quantities

3. Forecast
Comparing Releases

- In the Detail view, pressing the Compare Releases button will result in a comparison of the two latest Releases:

- You can see the two release quantities next to each other as well as the difference between the two:

Note: You can also compare other releases from this screen, by highlighting the two release numbers and pressing Compare releases.
Advance Shipping Notification
Create ASN from Due List
ASN Due List

The first step of the shipping process is to create an ASN (Advanced Shipping Notification). In the Menu, choose Delivery → Receipts and Requirements → Due List for Purchasing Documents.

In the screen coming up you can see all due document lines with the parts, due date and due qty. Choose the line or lines that you want to ship and press Create ASN button:

Note that different ship-to locations cannot be combined within one ASN.
Creating ASN

The ASN creation screen copies the data such as delivery date, product nr. and ASN qty from the Release. It is still possible to modify this data before ASN publish. The field **ASN nr** is mandatory. The supplier should fill here the own delivery number, it is max 16 digits long. For suppliers using Infodis tool, this should be the booking number.

Delivery Date and Shipping Date can be changed before publish ASN. The **Delivery Date** (ETA) will appear in the Philips SAP system!

Qty can be changed before publishing ASN.
Check and Save Draft or Publish ASN

Click the Check button. The system will check if all fields are filled correctly, and will display error (red) warning (yellow) or information (green) messages.

If there are no errors, you can proceed to either Save as Draft or Publish the ASN.

Draft ASN can be changed and Published later. After publishing, the ASN can not be changed anymore.
In case a mistake was made, Cancel the ASN and create a new one.
Print ASN

The ASN status has now changed to Published.

Once published, the ASN can be printed. The printout of the ASN should be attached to the goods. This makes it easier for the receiving warehouse to book the receipt.

When pushing the Print button, a PDF appears and can be saved.
ASN Overview

If you want to look back at the ASNs to find out their status (or if an ASN needs to be canceled), you can find them via Delivery → Advanced Shipping Notification → ASN Overview. Here you also need to create first a Query (one-time) to show the results.
Advance Shipping Notification
Add batch number, serial number, attach documents to ASN
Add batch number during ASN creation

If batch number is used for a part, it can be added during creation of the ASN. The batch number can be entered on line item level, in the Supplier Batch field. 

*Note: in case there are more batch numbers for one part, the ASN quantities can be split and multiple batch number can be added.*
Add serial number during ASN creation

If serial number is used for a part, it can be added during creation of the ASN. In the ASN details, choose the serial number tab, then press the add button. Then you can enter or paste the serial number(s) for the part.
Add attachment during ASN creation

To attach any document, first save the ASN as draft. Then the attachment button will appear. When pressing it a pop-up window will be available to attach documents.
Add attachment during ASN creation

In the Add attachment window, choose if the attachment should be linked on header level or item level.

Add a description of the attachment
Add attachment during ASN creation

To Attach the file from your computer and press OK.

The attached document will now show up in the pop-up window.

In case there are more files you want to attach, repeat the process with the rest. Once all documents attached, press the OK button and finalize the process by pressing the Save and Publish button.
SNC Alerts
How do Alerts help you?

• An Alert is a message generated by SNC to make exceptions or events visible.
• You will be notified by an Alert when there’s new information in the portal.
• Each generated Alert is displayed in the Alert Monitor.

• Next to that, it is possible to let this Alert be sent to you via e-mail. This is called “Notification”. The e-mails will be sent to the e-mail address which is linked to your SNC account.

• Useful Alerts for a supplier in the Purchase Order / ASN process, are:
  – 0023: New Scheduling Agreement Release
  – 7101: Scheduling Agreement Release Overdue
  – 7102: Scheduling Agreement Release Due Within Lead Time
Alert Monitor

• Exceptions → Alert Monitor
• Scroll down to see the field Alert Type, here you need to enter the Alert type nr. (see previous page), or select the appropriate Alert Type from the Search Help
• In case you supply to multiple Philips locations, you can create an Alert per ship-to, by using the field Customer
Alert results

- Click the Go button to execute.
- Click on the number of alerts, to view them.
Save the Alert

- Save the selection by clicking on the black triangle next to Reset, and select Save as

- Provide a meaningful name for the selection
- Save it for your user (recommended), not for your Partner (entire organization)
- If necessary, set it as the default view
E-mail notifications

- After Saving, you see that the chosen Alert profile is available in the dropdown list.
- In order to start receiving e-mails for these alerts, press the button Set Notification.
- Change Minimum Priority to ‘3’.
- The e-mail address is taken from the e-mail address as linked to your SNC account.
- If you want e-mails to be sent to another e-mail address, switch Recipient Type to “C-Channel”. The box E-mail address becomes white and can be filled.

- Press Save and the blue backward arrow.
Example of an Alert e-mail

- Once the Alert profile has been saved and the Notification has been set, alert e-mails will become generated for new events.
- They will appear in flat text, with as Subject the Alert Profile name you’ve given.

![Example Alert Email Image](image-url)
Mass upload of PO confirmations and ASNs
Mass download / upload functionality

• SNC offers the possibility to upload Excel files into the portal, instead of manually providing inputs. This is called FTR (File Transfer) and can be used for Purchase Order Confirmations and Advance Shipping Notification creation, amongst others. The logic of download/upload for PO confirmations and ASNs is equal, but the templates differ. Both will be explained in this chapter.

• Guidelines:
  – FTR (download/upload) can be used to process a high data volume, and/or in case the network connection is not optimal to smoothly run the web portal
  – The uploading process is sensitive: the template should be exactly followed and filled in the right way
  – Always download the template file first, save it locally on your pc, fill it with data and then upload it into SNC
  – The file extension is csv (comma separated value) and should not be changed
  – The result of an upload is directly visible via “View Log”.

File Transfer Menu: Download Center

• From the menu, choose Tools → File Transfer → Download Center

• The first time, you will need to create a Download Profile. This profile can be re-used to make periodic (daily/weekly) downloads.

• Click the Create Button
Create Download Profile

• Step1: Enter the Customer (Philips location). If you don’t know the customer code, select it using the Search Help button.

• Step2: Select the profile type. In this case relevant options are:
  – Purchase Order Confirmation = make a download to confirm PO’s
  – Due List for Purchasing Documents = used for ASN creation

• You need to make (at least) one download profile per process: one for PO confirmations (per customer!), one for ASN creation per customer.
Create Download Profile

Step 3 – click Next (do not restrict on PO numbers)

Step 4 – click Next (do not choose periodic job)

Step 5: Provide a meaningful name for your download profile. If you supply to multiple Philips locations, it is wise to mention the customer code in the profile name. Leave the other settings as-is. Click Finish.
Create Download Profile

The first download file will now be generated immediately, at first it will be Queued. Click the refresh button until the status changes to Ready.
Download the file locally

Download the excel file, making sure the file extension / format remains unchanged. It is recommended to first save it locally on your pc. Afterwards open the file from the local source (desktop, C-drive).

You can adjust the column width, to view the columns with all information showing

| A | B          | C | D | E | F | G | H | I | J | K | L |
|---|------------|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Interface Type: | POCONF |   |   |   |   |   |   |   |   |   |   |
| 2 | Owner Partner:  | 48001872 |   |   |   |   |   |   |   |   |   |   |
| 3 | Partner:       | P04    |   |   |   |   |   |   |   |   |   |   |
| 4 | Selection Profile: | 683 |   |   |   |   |   |   |   |   |   |   |
| 5 | Created By:    | HUITEMAM |   |   |   |   |   |   |   |   |   |   |
| 6 | Created On:    | 10.09.2011 15:06:03 CET |   |   |   |   |   |   |   |   |   |   |

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<th>ITEM_ID</th>
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<th>CONFIRMED</th>
<th>TO_BECNFIRMED</th>
<th>REJECT</th>
<th>TO_BEREJECTED</th>
<th>PRODUCT_ID</th>
<th>QUANTITY</th>
<th>QUANTITY_UNIT</th>
<th>DELIVERY_DATE</th>
<th>DELIVERY_TIME</th>
<th>DELIVERY_TZD</th>
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</thead>
<tbody>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>_442240050903</td>
<td>998</td>
<td>PC</td>
<td>12.04.2011</td>
<td>12:00:00 CET</td>
<td></td>
</tr>
<tr>
<td>2515102731</td>
<td>20</td>
<td></td>
<td>X</td>
<td></td>
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<td>PC</td>
<td>12.04.2011</td>
<td>12:00:00 CET</td>
<td></td>
</tr>
</tbody>
</table>
How to use the PO Confirmation template

For every PO item there are two rows. The first row is shows the requested qty/date. The second row you can input your confirmed qty/date. In case of a split, you can create an extra row.

Each line in your file with the X at “To be Confirmed” will be confirmed in SNC when you upload the spreadsheet.

In case there are unconfirmed items in the spreadsheet that you do not want to confirm yet (for example because you do not know the confirmation date), please remove these lines from the upload file!

It is possible to remove rows, but never remove columns. All columns are required for the system to properly load the file.
Do not add new tabs in the spreadsheet!

Check if the symbols . and , are correctly used, representing decimals / thousands, according to your country settings in Windows.
Entering PO confirmations in the upload file

You can change the quantity and the delivery date. Please make sure also the shipping date columns are filled. You can just copy them from the request row.

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>QUANTITY_UNIT</th>
<th>DELIVERY_DATE</th>
<th>DELIVERY_TIME</th>
<th>DELIVERY_TZONE</th>
<th>SHIPPING_DATE</th>
<th>SHIPPING_TIME</th>
<th>SHIPPING_T</th>
</tr>
</thead>
<tbody>
<tr>
<td>998 PC</td>
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<td>12:00:00 CET</td>
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<td>12:00:00 CET</td>
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<td>998 PC</td>
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<td>12.04.2011</td>
<td>12:00:00 CET</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In case you need to split a confirmation on multiple delivery dates, simply copy the Confirmed line and add a new row:

<table>
<thead>
<tr>
<th>ORDER_ID</th>
<th>ITEM_ID</th>
<th>REQUESTED</th>
<th>CO_TO_BECONF</th>
<th>RE_PRODUCT_ID</th>
<th>RE_QUANTITY</th>
<th>QUANTITY_UNIT</th>
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<th>DELIV_TIME</th>
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<td></td>
<td></td>
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<td>10.00 PC</td>
<td></td>
<td>27.11.2014</td>
<td>12:00:00 CET</td>
<td>00.00.0000</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>251527136</td>
<td>10 X</td>
<td></td>
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<td>_932206413668</td>
<td>4.00 PC</td>
<td></td>
<td>27.11.2014</td>
<td>12:00:00 CET</td>
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</tr>
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<td></td>
<td>_932206413668</td>
<td>6.00 PC</td>
<td></td>
<td>28.02.2015</td>
<td>12:00:00 CET</td>
<td>23.02.2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The same as in regular confirmations in the web portal view, SO (Sales Order) nr is a mandatory field in the Confirm row as well.
How to use the ASN creation file

The template for ASN creation behaves the same as the one for PO confirmation upload.

In the ASN creation template you list the items which are contained in a certain delivery, by giving the ASN number next to each item.

If an ASN contains multiple items, the Delivery Date of each item needs to be equal (one ASN has one ETA date).

In case the agreed way of working is to provide Country of Origin for an ASN item, this can be entered in the column “COO_CODE”
Saving the file

After all PO confirmation or ASN details are provided in the respective Excel spreadsheet, the safest way to proceed is:

1. First press the Save button in Excel
2. Then close the file *without saving it*

This way Excel will not try to give the file a different extension.
Create Upload profile

For each type of uploading (PO confirmation, ASN for a certain customer location) an Upload Profile needs to be setup once - it’s re-usable.

- Go to Tools → File Transfer → Upload Center
- Press Create
- Provide a relevant name for the profile
- Make sure you choose the correct object type (here: Purchase Order Confirmation).
- Select the Customer
- You can directly fill your first upload by Browse:
Uploading process

After having entered the upload file and pressing Save, the status is first “Queued”. Press Refresh until the file is processed.

If the file goes into error, click the View Log button, to find the error message. In communication with your Philips contact person, always send a copy of this log file, so we can better help you to solve the issue.
If you want to share the Error log with your Philips contact person, press Export → Excel.
Downloading/uploading routine

To re-use an existing download profile in the **Download Center**, select the row and click Generate Download File. After Refresh it becomes Ready for download. You need to generate a new download file to get the most recent data from SNC.

And for re-using the upload profile in the **Upload Center**, select the line and click Upload.
Maintain your own part numbers

- To maintain your own description of materials, go to Master Data -> Partner Dependent Data -> Partner Dependent Product Data
- Enter the Product description and press Save.
- After this, you will be able to see your own descriptions in the SNC screens