COTY PROJECT
USER MANUAL

Supplier Request Transmission

SCP-MSP-E2open_WI_'VMI_Supplier Portal' Supplier Request Transmission(suppliers)_EN_GLO

FUNCTION: Supply Chain Planning

TOPIC	- Data Transmission Timings - Master Data specifics to VMI - MCV (Inventory Projection) - Collab Concept - MCV Navigation - Data Measures and Projected Inventory - Masterdata in MCV - Exporting Data Measures to Excel - Creating a supply plan via MCV (interactive) - Providing values for the VMI Supply Plan - Period [where to review up to] - Creating a supply pla via Excel (Download/Upload) - Download template - How to complete template - How to upload - VMI Sequence timings - I+F Report – E2Open update(Macro) - Exporting data from E2Open - Creating I+F report - Uploading latest supply plan to E2Open - Alerts - Inventory Projection
OBJECTIVES	How to view VMI data in E2open How to view MCV in E2open.
ROLE	MSP / SIP planner / Supplier
TRAINER	
SYSTEM	E2open
TRAINING MEDIUM	
COURSE DURATION	
COUNTRY	EU

LOCALIZATION	

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1   Document history

Author	Version	Date	Description of change
Vishal.melwani@accenture.com	1.0	27.03.2017	Document creation
David.perez.batalla@accenture.com	1.2	12.05.2017	Review + VMI new implemantations, formula, and data measures
Oriol.raventos.pujol@accenure.com	1.3	15.05.2017	Adding I+F Report – E2Open update in the manual
Monika_Cowling@cotyinc.com, Laura_Blanchard@cotyinc.com	1.4	16.05.2017	Review, updates to data measures and general informations

2 Logging into the System

1. To access the Login page, enter below URL in your browser:
    o **https://coty.e2open.com** for Production (Live) system
    o **https://coty.staging.e2open.com** for Testing/Training system

2. Enter your user credentials. You should have received an email from e2open with invitation to the portal. Please use the username and password which you created.
3. Click the **Log In** button to access the E2open application.

4. On the Select an Application page, click the picture of **Process Manager** to access the application.

- The system display is divided into three sections.

Refer to E2open Helpfile "Getting Started" for more navigation details. You can click on the Help link on the E2open application portal to download the E2open Helpfiles.
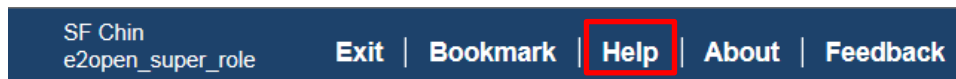
3 Data Transmission Timings

Table below shows interfaces between SAP and E2Open and their timings.

Name	From	To	Description	Frequency
Item Master Data outbound interface	SAP	E2Open	SAP will send new/changed item master data.	Once a day for deltas and 1 full extraction once a week (exact day TBC)
Purchase Requisition outbound interface	SAP	E2Open	SAP will send new/changed/cancelled Purchase Requisitions data and related new/changed/cancelled Reschedule Messages.	Once a day for deltas (after MRP)
Purchase Order outbound interface	SAP	E2Open	SAP will send new/changed/cancelled Purchase Orders data and related new/changed/cancelled Reschedule Messages.	Once a day for deltas (after MRP)
Schedule Line outbound interface	SAP	E2Open	SAP will send new/changed/cancelled Schedule Lines data and related new/changed/cancelled Reschedule Messages.	Once a day for deltas (after MRP)
Goods Receipt (GR) outbound interface	SAP	E2Open	SAP will send the Goods Receipt details.	When generated
Invoice outbound interface	SAP	E2Open	SAP will sent new/changed/cancelled invoices data and status.	Once a day for deltas (after MRP)
SAP Demand outbound interface	SAP	E2Open	SAP will send demand data based on selection criteria.	Once a day for deltas (after MRP)
SAP Inventory outbound interface	SAP	E2Open	SAP will send the Current Stock Position and QM Inspection Lot data (including Blocked stock for visibility).	Once a day for deltas (after MRP)
Advance	E2Open	SAP	E2Open will send	Daily every 20 minutes

Shipment Notification (ASN) inbound interface			new/changed/cancelled ASNs data in order to update inbound deliveries accordingly.	for deltas, starting at 00:00 CET
VMI SL	E2Open	SAP	E2Open will send Supplier replenishment plan. Downloaded into SAP every 20 minutes for the total portal horizon Schedule lines in SAP will be created/changed/deleted accordingly (Note: Schedule Lines will become 'fixed' in SAP).	Daily every 20 minutes starting at 00:00 CET

4   Master Data specifics to VMI

4.1   Accessing VMI master data

Navigate to Supply Demand/Planning (Buy Item)

To find VMI collabs/materials, at the VMI Flag select "Yes", click Search.

System displays all colabs/materials that flagged as VMI.

To view the master data of each VMI collab/material, click the Collab Attribute icon, and click Forecast Search Attribute Detail

System displays the Attribute Detail page. Note that the VMI Flag for this collab/material is flagged as "Yes".

5 MCV (Multi-Collab View)

MCV is the module in E2open dedicated to inventory projection, review projection alerts, and submit the VMI plan

5.1 Concept of Collab

> **COTY + COTY Plant + COTY Material Number + Supplier = "Collab"**
>
> (the combination of the 4 elements make a "Collaboration", which is also known as a "Collab" across E2open solutions)
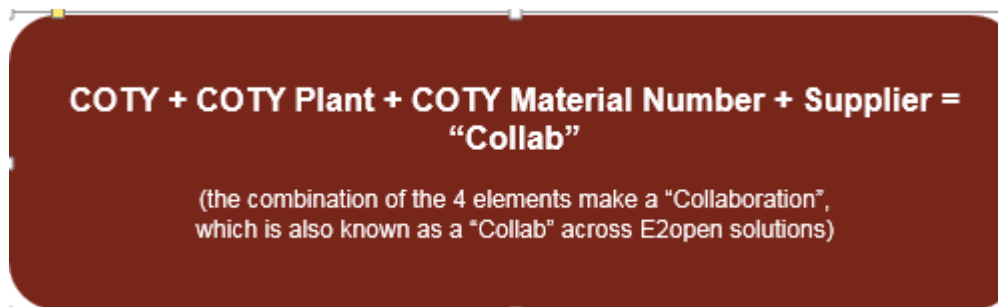
- A Collab is the combination of four **master data** elements:
  Customer – Customer Site – Item – Supplier
    - The customer (= Coty) that published the data
    - The customer site (= Plant) where the items are to be delivered to
    - The material item for which the data is published
    - The supplier for whom the data is published
    For Example: COTY – CU05 – TRM017486 – 2194
- Additional attributes may be defined for collab master data, e.g., UOM (unit of measure), price, lead time, MRP controller, safety stock etc.

5.2 How to search and display Inventory Projection

5.2.1 Search and display

1. In the Navigation Tree, click:
   Supply Demand/Planning > Search-Collab
   You can search for the codes you want using the filters below such as:
   - Supplier Number
   - Material Number
   - Plant

2. Click Search after you have entered your search criteria.

3. If you did not filter your orders, the E2open system will display all collabs which exist in the system (if less than 1000).

4. Select a line and Click on View (you can select more than one line and display Inventory Projection for multiple codes):

5. Make use of the features on the MCV Page below to display collab in different views, for VMI use the "view" option to switch data measures to VMI

   A. **Start Date/ End Date**: Set timeline for the data you want to view (you can set start date in the past, it will allow you to see past demand and orders if exist).
   Click **Refresh** button.

   B. **Calendar**: Data can be shown also in monthly and quarterly buckets view.
   Click **Refresh** button.

   Note: When choosing monthly or quarterly calendar available inventory will be incorrect as it will aggregate past values of the inventory that are visible in the portal. Fix will be considered for the next release.

   C. **View**: display data measures in use for VMI materials

Search-Collab / Collaboration Selector / Collaboration View

| Multi-Collab View | Summary | Grouping Workbench | Aggregated List |

Start Date: 05/12/2017   End Date: 05/12/2018   Calendar: Default ▼   Legend: ☐☐☐

Plant: UK04   Material Number: 96263857   Supplier Number: 92958
Supplier Name: GIVAUDAN UK LTD

Collabs 1 - 1 of 1   View: VMI ▼

Data Measures	05/12/17	05/13/17	05/14/17	05/15/17	05/16/17	05/17/17	05/18/17	05/19/17	05/20/17	05/21/17	05/22/17	05/23/17	05/24/17	05/25/17	05/26/17	05/27/17	05/28/17	05/29/17
Demand (Delv)														97.988				
Open Planned Receipts (Delv)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VMI Open Planned Receipts (Delv)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Planned Receipts (Delv)																		
Planned Receipts (Delv past)	0																	
In-Transit (Delv)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
In-Transit (Delv past)	0																	
Available Inventory	201.56																	
QM-Lot (Delv)																		
Projected Inventory	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,396.428	-3,396.428	-3,396.428	-3,396.428	-3,396.428
Projected Inventory Exception																		
VMI Projected Inventory	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,396.428	-3,396.428	-3,396.428	-3,396.428	-3,396.428

5 ▼ Records Per Page   Copy Open Planned Receipts (Delv)   Reset   Update

5.2.2   MCV page: Tabs

Tabs on MCV page allow users to change the display format into different views:

Search-Collab / Collaboration Selector / Collaboration View

| Multi-Collab View | Summary | Grouping Workbench | Aggregated List |

Start Date: 05/12/2017   End Date: 05/12/2018   Calendar: Default ▼   Legend: ☐☐☐

Plant: UK04   Material Number: 96263857   Supplier Number: 92958
Supplier Name: GIVAUDAN UK LTD

Collabs 1 - 1 of 1   View: VMI ▼

Data Measures	05/12/17	05/13/17	05/14/17	05/15/17	05/16/17	05/17/17	05/18/17	05/19/17	05/20/17	05/21/17	05/22/17	05/23/17	05/24/17	05/25/17	05/26/17	05/27/17	05/28/17	05/29/17
Demand (Delv)														97.988				
Open Planned Receipts (Delv)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VMI Open Planned Receipts (Delv)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Planned Receipts (Delv)																		
Planned Receipts (Delv past)	0																	
In-Transit (Delv)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
In-Transit (Delv past)	0																	
Available Inventory	201.56																	
QM-Lot (Delv)																		
Projected Inventory	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,396.428	-3,396.428	-3,396.428	-3,396.428	-3,396.428
Projected Inventory Exception																		
VMI Projected Inventory	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,298.44	-3,396.428	-3,396.428	-3,396.428	-3,396.428	-3,396.428

5 ▼ Records Per Page   Copy Open Planned Receipts (Delv)   Reset   Update

5.2.2.1 Multi-Collab View

Displays Collabs data without any aggregation.

A. Data Measures
You will find details such as demand and inventory data across Coty-defined time horizon in the daily and weekly buckets

B. Time Buckets are shown in daily basis for 1 month and weekly basis for 9 months

C. Project Inventory Exception is a system-calculated exception that is triggered when at least one collab bucket with projected inventory has high, medium, or low severity.
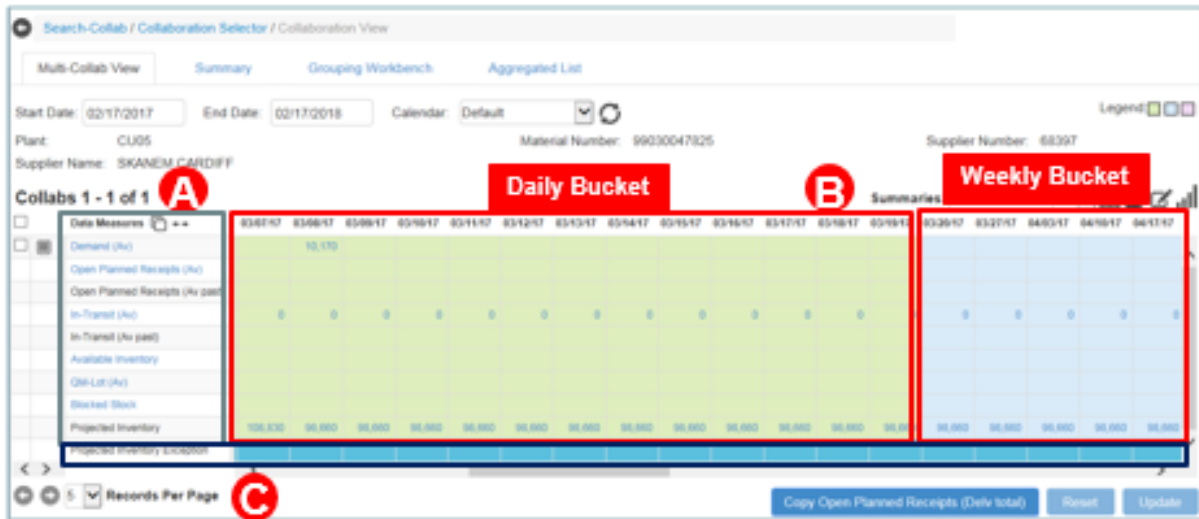
5.2.2.2 Summary

Allows users to view the data aggregated by options like Plant Material Number, or any other available categories for the entire horizon. For example in case of multisourcing we can see aggregated data from two suppliers for one material.

Summary tab – aggregated data for material

5.2.2.3 Grouping Workbench

Allows users to have a parallel view of the data aggregated by the chosen summary view and the MCV view for the entire horizon.

Click the Grouping Workbench tab to view the data aggregated (A) along with the non-aggregated MCV page (B) at the bottom of the page

Use the plug icon and/or drag (C) the positioning icon to to adjust the table

5.2.2.4 Aggregated List

Allows users to view the data aggregated by options like Plant or Material Number. Use the Rollup menu to select the aggregated view you prefer

5.2.3 Show/hide data measure of the MCV page

Use **Select Data Measure** to personalize your MCV page view (see print screen below):

- Click the 🗐 icon to launch the **Select Data Measure** page.
- To **remove** data measures from your current MCV page view, click the unwanted data measure from the Display section (Right), then click the ◀ button to move it to the Available section (Left).
- To **add** data measures into your current MCV page view, click the desired data measure from the Available section (Left), then click the ▶ button to move it to the Display section (Right).
- Use **Move-Up** ⊕ to reorder the data measures displayed on your MCV page.
- Use **Move-All** ⏩ and ⏪ to move all data measures from Available to Display or vice versa.
- Click the **Update** button so that your MCV page will get refreshed with your preferred settings.
- Click the **Save as Default** button so that your MCV page will be permanently defaulted to your personalized setting.

5.2.4 MCV Calendar

The following calendar has been defined:

- Start day = Today
- 5 weeks of daily buckets (this implies 5 complete weeks from Monday of the current week, and 4 complete weeks + partial days from Tuesday of the current week, etc.)
- Rest of weeks up to 12 months in the future in weekly buckets

User can roll up the calendar to monthly and quarterly calendars to view and aggregate data upwards.
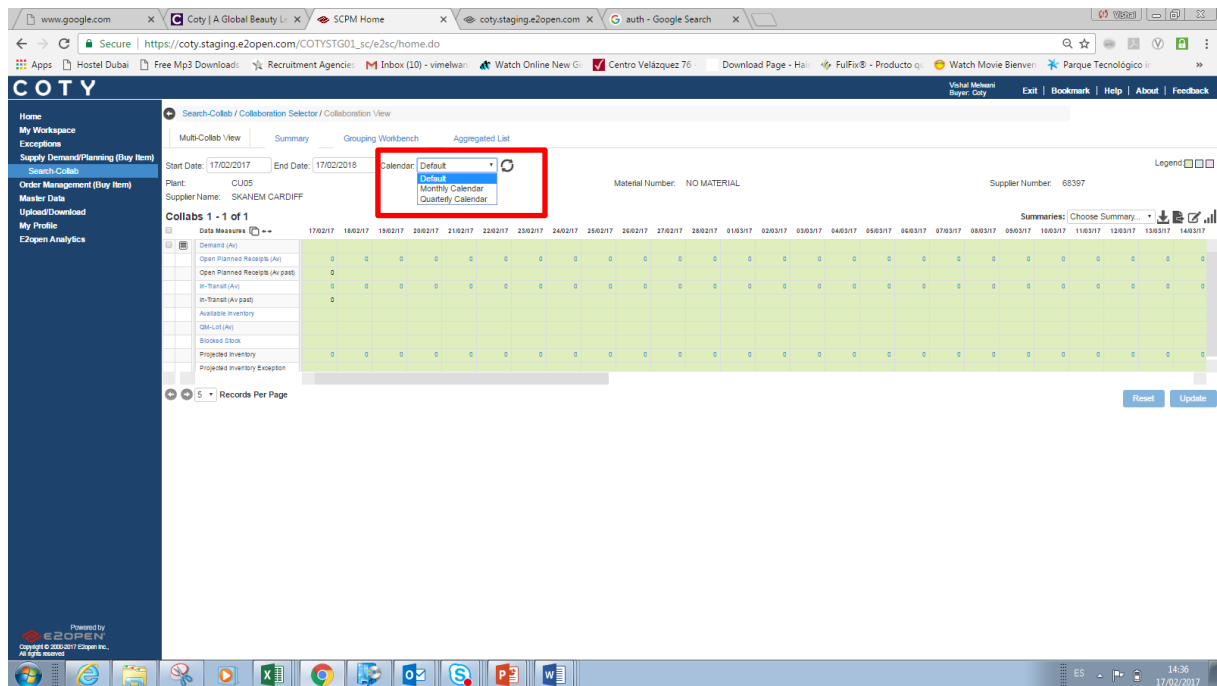
In E2Open we can setup a working calendar (5, 7 days) in Site Master Data but not a holidays calendar.

For the calculated data measured in MCV the working calendar will be considered.

In VMI model, if supplier confirms the supply in the VMI Data Measure in a weekly bucket without specifying the exact date, portal will assign that quantity to the first day of that bucket (Monday). For B2B interface or excel upload/download users can create any calendar date.

5.2.5 Available Date vs. Delivery Date

In E2Open we can calculate Inventory Projection at availability date (except VMI model that had projection at delivery date). In the MCV module, in order to calculate the projection at availability date or at delivery date, all data measures used in the formula should be at the same type of date.

Below are the dates that are available in SAP per document and will be sent to E2open:

- Demand: *availability date* (E2Open calculates delivery date)
- Supply (SL, Pur Reqs): *delivery date* (E2open calculates availability date)
- QM-Lot: *availability date* (E2open calculates delivery date)
- Re-scheduling messages: *availability date* (E2open calculates delivery date)

E2Open calculates the availability date / delivery date offsetting the date by the *GR processing time* parameter in Coty's SAP that is sent with Item Master Data to the portal. This calculation considers the working week as 5 or 7 days (including or excluding weekends) for which another parameter is used *working Days* and is set up in Site Master Data.

- Formula:
  - 'Availability Date' = 'Delivery Date' + 'GR processing Time' (considering Working Days)
  - 'Delivery Date' = 'Availability Date' - 'GR processing Time' (considering Working Days)

5.2.6 Data Measure Definitions

data measure	definition
Demand (Delv)	For each bucket of Demand (Av), copy Demand (Av) into Demand (Delv), where the Demand (Delv) bucket is offset (subtracted) by the GR Time parameter. The offset logic is considering 'Working Days'. If 'Working Days' = "7", then consider calendar days when subtracting 'GR Time', i.e. consider weekend days also. If 'Working Days' != "7", then consider week days only when subtracting 'GR Time'. i.e. Working Days is either 5 or 7. Any other value, including an empty value, is considered as 5 working days.
Open Planned Receipts (Delv)	IF (Planned Receipts (Delv past) start bucket + (SUM (Planned Receipts (Delv) from start bucket to bucket n))) - (SUM (In-Transit (Delv) from start bucket to end bucket) + SUM (In-Transit (Delv past) from start bucket to end bucket)) <= 0 THEN Open Planned Receipts (Delv) = 0 ELSEIF (Planned Receipts (Delv past) start bucket + (SUM (Planned Receipts (Delv) from start bucket to bucket n-1))) < (SUM (In-Transit (Delv) from start bucket to end bucket) + SUM (In-Transit (Delv past) from start bucket to end bucket)) OR (AND (Planned Receipts (Delv past) start bucket + (SUM (Planned Receipts (Delv) from start bucket to bucket n))) >= (SUM (In-Transit (Delv) from start bucket to end bucket) + SUM (In-Transit (Delv past) from start bucket to end bucket))) ; *OR if today's bucket, AND if bucket n* THEN Open Planned Receipts (Delv) = (Planned Receipts (Delv past) start bucket + (SUM (Planned Receipts (Delv)) from start bucket to bucket n))) - (SUM (In-Transit (Delv) from start bucket to end bucket) + SUM (In-Transit (Delv past) from start bucket to end bucket)) ELSE Open Planned Receipts (Delv) = Planned Receipts (Delv) bucket n
VMI Open Planned Receipts (Delv)	Provided by Supplier; should exclude In-Transit
Planned Receipts (Delv)	Aggregate 'Remaining Quantity To Be Received' against ' Planned Delivery Date' from orders in the following states [New, Changed, Accepted, Accepted with Changes, Partially Shipped, Shipped], where Order Type != "Return Order".
Planned Receipts (Delv past)	Current bucket: Accumulation of Planned Receipts (Delv) into the current bucket starting from yesterday (n-1) going 14 days into the past.

data measure	definition
In-Transit (Delv)	Aggregate 'Remaining Qty to be received' against Arrival Date from Shipments in the following state [Shipped].
In-Transit (Delv past)	Current bucket: Accumulation of In-Transit (Delv) into the current bucket starting from yesterday (n-1) going 14 days into the past.
Available Inventory	Sent from SAP
QM-Lot (Delv)	For each bucket of QM-Lot (Av), copy QM-Lot (Av) into QM-Lot (Delv), where the QM-Lot (Delv) bucket is offset (subtracted) by the GR Time parameter. The offset logic is considering 'Working Days'. If 'Working Days' = "7", then consider calendar days when subtracting 'GR Time', i.e. consider weekend days also. If 'Working Days' != "7", then consider week days only when subtracting 'GR Time'. i.e. Working Days is either 5 or 7. Any other value, including an empty value, is considered as 5 working days.
Projected Inventory	Calculated by E2open system; compute for 6 months. Logic below: If VMI Flag = "Yes": Current bucket: PI = Available Inventory - Sum(Demand (Delv) [n-14 to n]) + Open Planned Receipts (Delv) + In-Transit (Delv past) + In-Transit (Delv) + QM Lot (Delv) Bucket n: PI = PI(n-1) - Demand (Delv) + Open Planned Receipts (Delv) + In-Transit (Delv) + QM Lot (Delv)
Projected Inventory Exception	High Alert (Red) if Projected Inventory < 0 Medium Alert (Amber) if Projected Inventory < 'Safety Stock' and Projected Inventory >= 0 and 'Safety Stock' > 0 Low Alert (Blue) if Projected Inventory > than 'Maximum Stock Level'
VMI Projected Inventory	Calculated by E2open system; compute for 6 months. Logic below: If VMI Flag = "Yes": Current bucket: PI = Available Inventory - Sum(Demand (Delv) [n-14 to n]) + VMI Open Planned Receipts (Delv) + In-Transit (Delv past) + In-Transit (Delv) + QM Lot (Delv) Bucket n: PI = PI(n-1) - Demand (Delv) + VMI Open Planned Receipts (Delv) + In-Transit (Delv) + QM Lot (Delv)
VMI Projected Inventory Exception	High Alert (Red) if VMI Projected Inventory < 0 Medium Alert (Amber) if VMI Projected Inventory < 'Safety Stock' and VMI Projected Inventory >= 0 and 'Safety Stock' > 0 Low Alert (Blue) if VMI Projected Inventory > than 'Maximum Stock Level'

5.3   Review projected inventory (exceptions: colour coding)

There are 2 inventory projection on the VMI view:

- Projected inventory and its exception
- VMI projected inventory and its exception

- IMPORTANT: The fundamental difference is that "VMI projected inventory" is updated once the supplier submits a plan in the "VMI open planned receipts" while the "Projected inventory" is solely updated once the corresponding orders are created in Coty's SAP updating the "Planner Receipts".

A *color-coded projected inventory exceptions are displayed* to the user when the projected inventory doesn't meet Coty defined minimum and maximum inventory thresholds.

Once the supplier inputs the supply plan, the information is interfaced to SAP. When the data reaches E2Open, the color coding below is reflected in the Projected Inventory Exception:

- o   Red: out of stock;
- o   Orange: below min safety stock (defined in material master in SAP and sent to Item Master Data in E2Open);
- o   Blue: above Max stock (defined in material master SAP and sent to Item Master Data in E2Open).

- The Inventory Projections and Exceptions are quantity based.

  Blue: above Max stock (low priority)
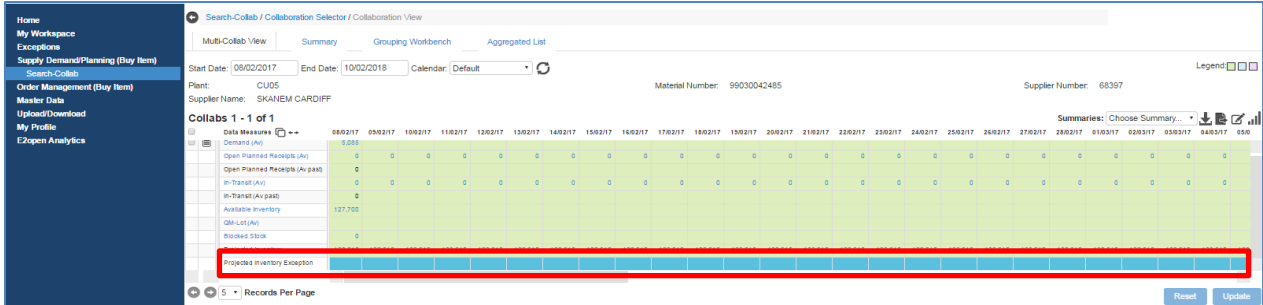
  Orange: below min safety stock (medium priority)
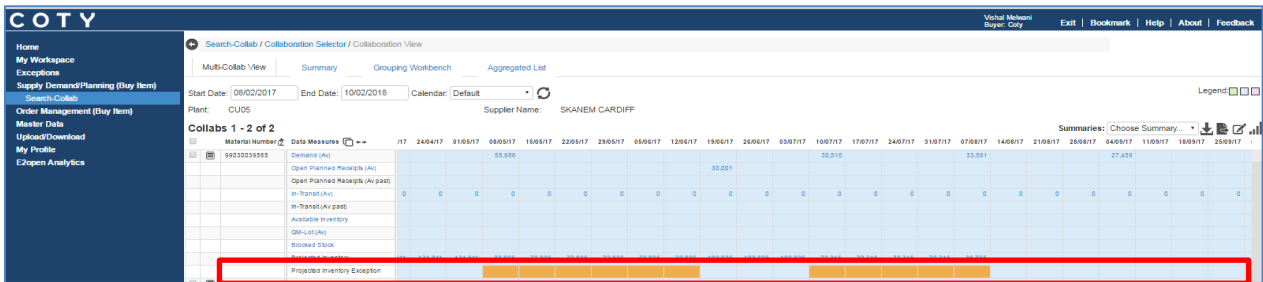
  Red: out of stock (high priority)
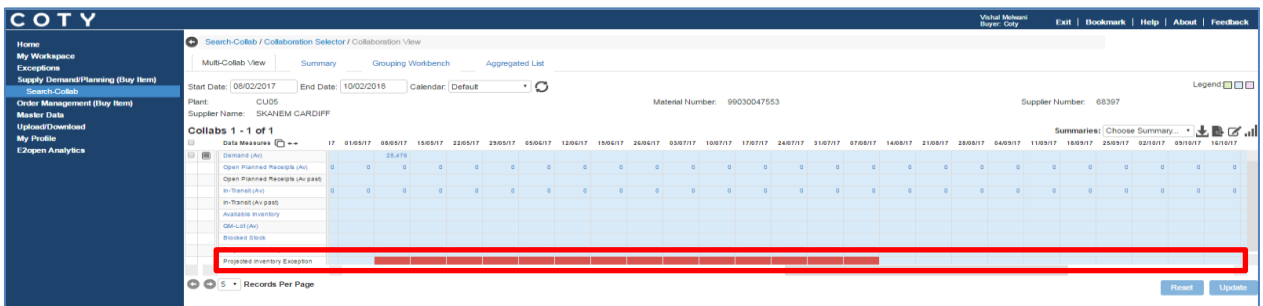
Exception Description:

Exception Name	Description

Projected Inventory Exception	• High Alert (Red) if Projected Inventory < 0
	• Medium Alert (Amber) if Projected Inventory < 'Safety Stock' and Projected Inventory >= 0 and 'Safety Stock' > 0
	• Low Alert (Blue) if Projected Inventory > than 'Maximum Stock Level'
	
	This implies the following:
	
	If Safety Stock is not set (i.e. Safety Stock = 0 in the E2open system);
	    If Projected Inventory = 0; no Exception
	    If Projected Inventory > 0 and < Maximum Stock Level; no Exception
	
	If Safety Stock is set (i.e. Safety Stock > 0 in the E2open system);
	    If Projected Inventory = 0; Medium Exception
	    If Projected Inventory < Safety Stock and >= 0; Medium Exception
	    If Projected Inventory = Safety Stock; no Exception

Note: If max stock level is not set in SAP and sent to Item Master Data, any positive inventory (>0) will result in blue exception. That means if Max Stock is not maintained the blue exception should be ignored.

5.4 How to display masterdata in MCV

1. Repeat steps 2-5 from Section 5.2.1
2. Click the icon next to the Data Measure column to access master data
3. Click Attribute Detail

4. System displays the master data in 3 different tabs
   - Attribute Detail
   - Supplier Attirbutes
   - Customer – CustSite Attributes

You can also configure the screen to display some master data attributes **permanently** by using the Table Configurator:

A. Click the ✍ icon to launch the ***Table Configurator*** page.

B. To **remove** data measures from your current page view, click the unwanted

   data measure from the Displayed columns, then click the ◀ button to move it to the Available columns.

C. To **add** data measures into your current page view, click the desired data

   measure from the Available columns, then click the ▶ button to move it to the Displayed columns.

D. Use **Move-Up** ⬆ and **Move-Down** ⬇ to reorder the sorting displayed on the page.

E. Use **Flip Sort Order** ⇄ to sort items by ascending or descending order.

F. Use **Move-All** ⏩ and ⏪ to move all data fields from Available to Right table or vice versa.

G. Click the **Update** button so that your page will get refreshed with your preferred settings.

H. Click the **Save as Default** button so that your page will be permanently defaulted to your personalized setting.
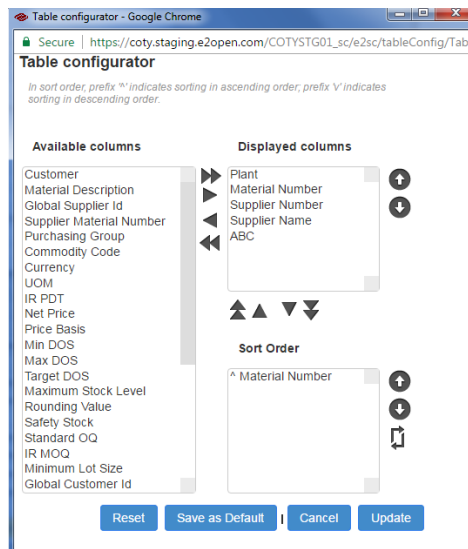
Note: *When we have one material we see the master data at the top of the page, but when we have multiple materials the master data is in the columns on the left side of the screen.*

5.5 Navigate to orders from the MCV

These are the orders created in SAP submitted VMI Supply plan.

1. Repeat steps 2-5 from Section 5.2.1

2. By clicking on the data measure "Open Planned Receipt (Av)", you can see all associated order(s):

You can also click on a quantity in one of the daily or weekly buckets and corresponding orders will be displayed.

Note: You can navigate to orders also from Open Planned Receipt (Delv) data measure.

5.6 Download Data Measures to Excel

You can download the data for Demand and Inventory (and more Data Measures) via the Upload/Download menu or via the MCV page.

Important: Aggregated Data Measures cannot be downloaded to excel:

- Open Planned Receipts (Av)
- In-Transit (Av)

User can export them to .txt file, one page at a time.

Note: Exceptions can be exported via the export to txt icon

5.6.1   Via Upload/Download Menu

Note: The Excel spreadsheet downloaded from this menu can be used for VMI supply plan upload and for reporting purposes.

- *Example below shows the steps to download VMI data in an Excel template/spreadsheet.*

  1. To download an Excel spreadsheet, select the following menu path on the Navigation Tree:
     Upload/Download → Downloads → Demand/Planned Receipts

There are two options to choose from:

5.6.1.1 Option 1: E2open Standard template

Demand Planned Receipts Download option (max 20000 records, vertical format – can be used for upload):

1. Click the Document Type "Demand Planned Receipts Download".
2. Optional, enter Comments to identify your download jobs.
3. Click the Next button to continue.

4. Set the Start Date and End Date for the period you want to commit.
   o Warning: If you use a date range less than the entire data horizon, when you upload your changes, data outside the date range will be purged (VMI model).
6. Click to select the appropriate Data Measure Selection options.
   o Use Ctrl + Click to select more than one data measure.
7. Click the Next button.

8. Enter your search criteria to download data only pertinent to your search.
9. Click the Search button.

10. Once the download is completed (see status field) you can then click on link under File Name to download the file .

> Note: If the job status shows "In Process" you can refresh the page by clicking on the refresh arrows icon in the top right corner to see if the job is completed (page is automatically refreshed every 10 seconds).

11. The file will be downloaded and you will see it at the bottom of the screen. Click on it to open it in Excel.

Note: all template download files are limited to 20,000 lines.

5.6.1.2 Option 2: Customized download

Forecast/Commit Download option (max 20000 records, horizontal format, CANNOT be used for upload):

1. Click the Document Type "Forecast/Commit Download".
2. Optional, enter Comments to identify your download jobs.
3. Click the Next button to continue.

4. To configure the download report and select data measures click on configure icon

5.Choose and modify an existing template or create a new one (by adding a name and savig as)

6.You can choose which Master Data fields you want to export and what should be a sorting order

7. You can also select Data Measures for the download

8. To determine the time horizon for the data to be downloaded you need to put Relative Start Days (0 as today) and Relative End days (ie. 180, meaning 180 days will be downloaded).
If you leave those fields blank only the daily buckets will be downloaded.

9. Click Update
10. Click Next (your template name should be visible in the Download Settings column

11. Enter your search criteria to download data only pertinent to your search.
12. Click Search

13. Once the download is completed (see status field) you can then click on link under File Name to download the file .

Note: If the job status shows "In Process" you can refresh the page by clicking on the refresh arrows icon in the top right corner to see if the job is completed (page is automatically refreshed every 10 seconds).

14. The file will be downloaded and you will see it at the bottom of the screen. Click on it to open it in Excel.

Note: Max 20000 records can be downloaded.

5.6.2   Via the Collaboration Selector Page

1. Navigate to Supply Demand/Planning (Buy Item) > Search-Collab
2. Enter your search criteria for the collabs you want to download, click Search

3. All collabs pertinent to your search criteria are shown and listed on the Collaboration Selector page

   Export option (exports only current page):

4. To export the data you want, you can select the lines you want and click the Export icon. Alternatively, just click on the Export icon to download all the collabs that shown on this Collaboration Selector page.

5. Data exported in the text file (.txt)

Download option:

To download the data you want, you can select the lines you want and click the Download icon. Alternatively, just click on the download icon to download all the collabs.

6. A pop up window will appear where the document type is selected. Click Next

   Note: you can configure the data downloaded.
   By default only daily buckets will be downloaded unless you configure the horizon.
   (see section 5.6.1 steps 2a – 15a)

7. Data exported in the excel file

5.6.3 Via the MCV Page

You can download or export data directly from the MCV page.

You can select the collabs you want and click the Download or Export icon. Alternatively, just click on the Download or Export icon to download/export all the collabs that shown on the MCV page.

- Download feature will have your data downloaded into an Excel file, if you selected all items all will be downloaded **(max 1000 records)**
- Export feature will have your data exported into a text file and **only data for current page**

The steps to download/export data are the same as in the previous section 5.6.2

Reminder: Aggregated Data Measures cannot be downloaded to excel:

- Open Planned Receipts (Av)
- Open Planned Receipts (Delv)
- In-Transit (Av)
- In-Transit (Delv)

User can export them to .txt file, one page at a time.

Note: Exceptions can be exported via the export to txt icon

6 Creating a new supply plan and updating last supply plan

COTY Supply Demand Planning Collaboration Process enables the communication of COTY's Demand to the Suppliers, and the Suppliers are able to collaborate in the process by committing their Supply Plan to COTY's Demand

There are 2 methods Suppliers may use to provide their supply plan (known as "VMI Open Planned Receipts (Delv)" data measure in E2open.) For B2B suppliers, their supply plan will be sent to E2open via a systems connection.

1) Via MCV: for suppliers without a planning tool, can use the e2open MCV screen to review projected inventory and submit a VMI supply plan.

2) For B2B and Excel Upload, it is REQUIRED to upload a Full Plan for ALL materials and a FULL horizon since E2open system will perform a full refresh to the data uploaded via B2B and Excel Upload.

6.1 Supply plan directly on the MCV page (Interactive)

1. Repeat steps 2-5 from Section 5.2.1

Supplier responds to COTY's Demand:

A. The Supplier can provide the "**VMI Open Planned Receipts (Delv)"** by specifying individual date/quantity pairs in the E2open Web UI (via the MCV page) or mass-uploading the data via an Excel spreadsheet through the Web UI.
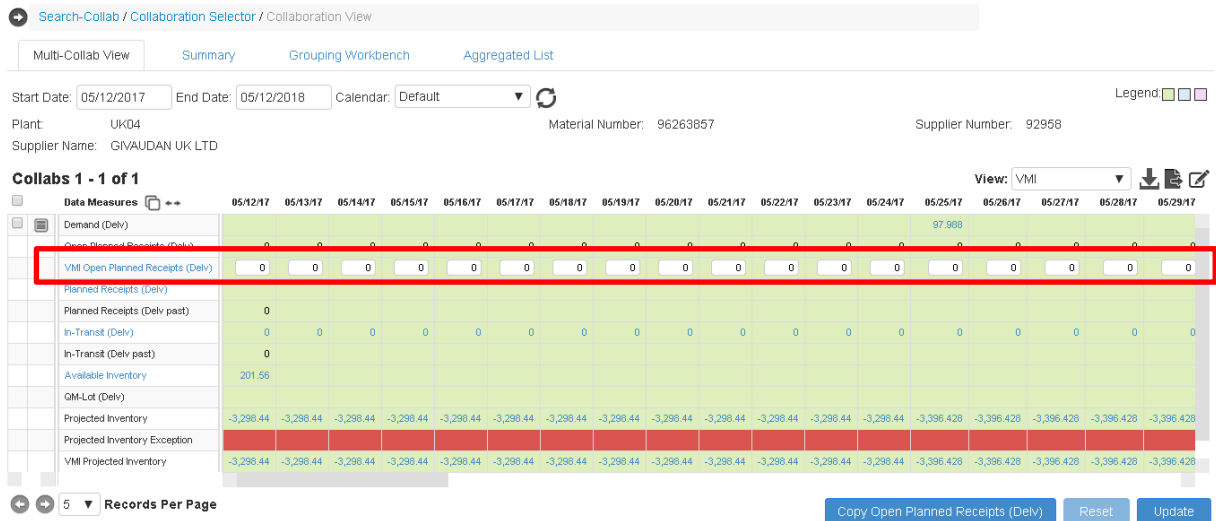
B. Based on the Supplier's inputs, the E2open system performs validations and flags any exceptions. Users are able to drill down to the COTY Plants, Items and Date/Quantity pairs that need additional review.

6.1.1   Period [where to review up to]

The VMI Supply Plan horizon submitted to SAP will be the maximun between PDT and BO Firm + BO Trade periods in SAP. Suppliers are expected to cover at least the Firm zone with a Supply Plan.. The part of the plan in Forecast will be discarded.

6.1.2   Copy previous VMI supply plan

Suppliers may copy the previously submitted plan by:
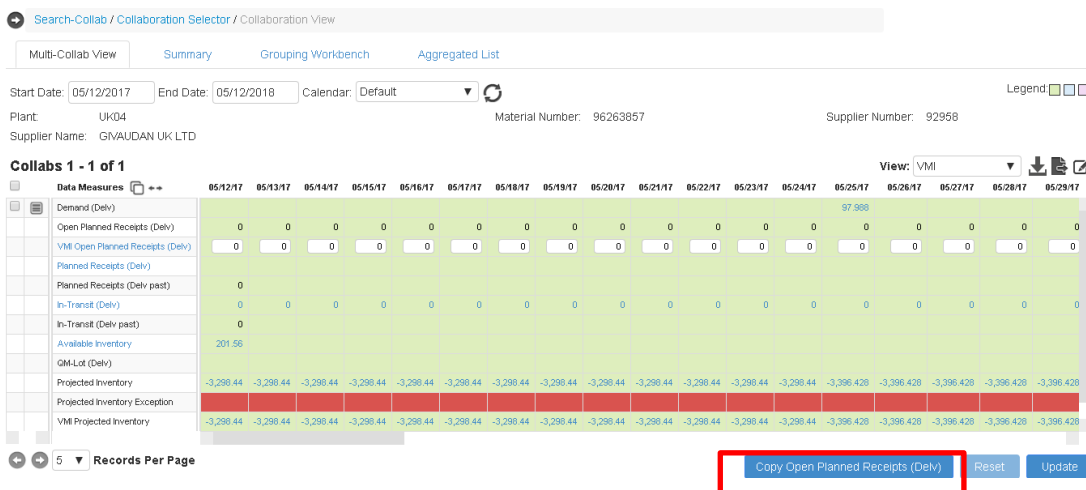
6.2 Supply plan via Excel (Upload/Dowload)

Process Steps:
1. Download an Excel template from the portal
2. Fill in the Excel template with all the mandatory details
3. Upload the Excel file on the portal

6.2.1 Download an Excel template from the portal

1. In the Navigation Tree, click
   Upload/Download > Downloads > Demand/Inventory > Demand/Planned Receipts
2. Click on Demand Planned Receipts Download and click on Next button

3. You will then have options of data measures to choose from. Choose VMI Open Planned Receipts (Delv) and click Next:

4. Input your relevant search and click on Search:

5. You can then click on link under File Name to open the file.

6.2.2 Fill in the Excel template with all the mandatory details

Open the downloaded E2open Excel template/spreadsheet.

1. Fill in all mandatory data columns which are denoted with an asterisk mark (*) and blue fonts:
    • Date is in US format

Display Name	Description/Comments
*Customer Name	This should be Coty
*Supplier Number	Coty Supplier Number

Display Name	Description/Comments
*Material Number	Coty Material number
*Plant	Key uniquely identifying a plant, i.e. CU05
*Data Measure	VMI Open Planned Receipts (Delv)
*Quantity	Quantity to be delivered
*Date	Delivery date Need to be in this format: DD/MM/YYYY HH:MM:SS

2. In the Data Measure column, enter " VMI Open Planned Receipts (Delv)" and its Quantity and Date pairs.

    Note: Action Code is Case Sensitive

- ➢ *Tip-1: Navigate to the same Excel Spreadsheet and from the Specifications tab to find available action codes*
- ➢ *Tip-2: Delete irrelevant data rows from the Excel spreadsheet to avoid upload error.*
- ➢ *Tip-3: Please don't delete/change any columns from the template as this will result in errors while uploading the file to e2Open.*

	A	B	C	D	E	F	G	H
1	#0	1	2	3	4	5	6	7
2	#*Customer Name	*Supplier Number	*Material Number	Supplier Material Number	*Plant	*Data Measure	*Quantity	*Date
3	Coty	68397	99030041596		CU50	VMI Open Planned Receipts (Delv)	90	2016-10-18 00:00:00
4	Coty	68397	99030041596		CU50	VMI Open Planned Receipts (Delv)	67	2016-10-19 00:00:00
5	Coty	68397	99030041596		CU50	VMI Open Planned Receipts (Delv)	333	2016-10-20 00:00:00
6	Coty	68397	99030041596		CU50	VMI Open Planned Receipts (Delv)	12	2016-10-21 00:00:00
7	Coty	68397	99030041596		CU50	VMI Open Planned Receipts (Delv)	56	2016-10-22 00:00:00

3. Save the Excel spreadsheet in your local drive once you have completed entering required data.

6.2.3 Upload the Excel File on the portal

1. In the Navigation Tree, click
   Upload/Download > Uploads > Demand/Inventory > Demand/Planned Receipts Upload
2. Click on VMI Open Planned Receipts Upload and click on Next button

3. Click Choose File… and locate the file you want to upload
4. Click the Next button to continue

5. If uploaded successfully you will see the status Completed, meaning the system is done writing the data to the system:

6. If the upload is unsuccessful, you will see the status Completed with Errors as below, meaning the upload is completed but has an error.

7. To see the error, you need to click on the exclamation point triangle icon of "Completed With Error" and a pop up screen will show up. This will show you where the error is in your excel file and you can go back and fix it:

6.3   I+R Report- E2Open update (Macro)

6.3.1   Downloading data from E2Open to Excel

1. In the Navigation Menu go to : Upload/Download / Downloads / Demand/Inventory (Buy Item) / Demand/Planned Receipts
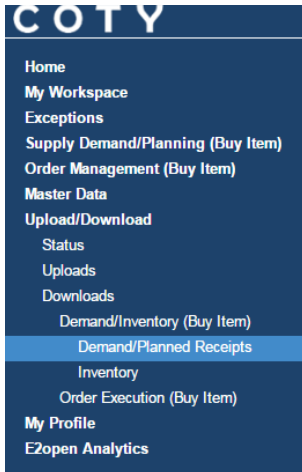
2. Select Forcast/Commit Download option
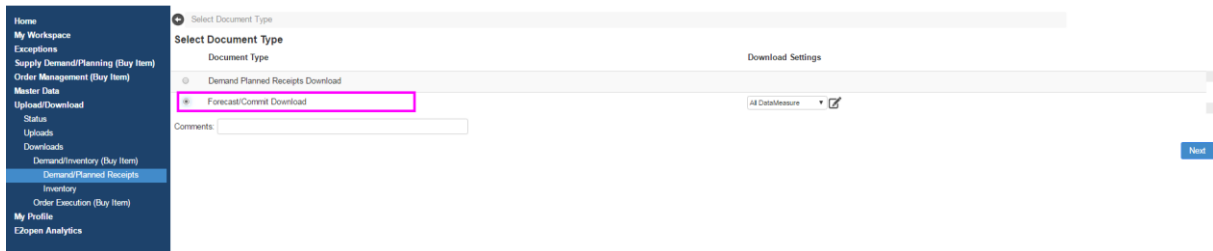
3. Click on the configuration button
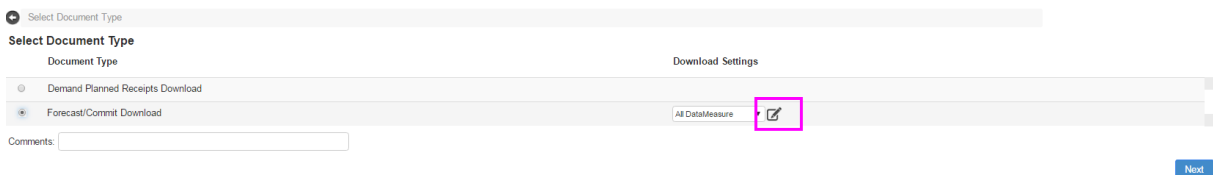
4. Add the name you want to use for the download configuration.

Set up Download Fields, Data Measures and Timeline Settings as per screen below.

Click Save As.

5. Click Next (make sure first your download selection is chosen)

NOTE: once you save your download configuration i.e I+F Report download in this example, you won't have to do it again , the download configuration will be available to choose every time you log into the system. Steps 3 and 4 need to be done just once.

6. Fill your search filters, i.e. Plant number if you supply to different plants. Press Search.

NOTE: you can leave the search fields blank, then search will return all materials that are in E2Open assigned to your supplier number.

IMPORTANT: If you have VMI and NON VMI materials , select VMI flag = YES to download only VMI materials.

7. Once the job is completed (you can see the job status in the Status column) click on the file name.

The file will either get downloaded and will be visible at the bottom of the screen (click on it to open it) or you will get a pop up window asking you to save it (depending on the internet browser you are using).

8. Open the file and save it in your local directory.

6.3.2 Preparing I+F report

E2O_I+F report TEMPLATE.xlsm

1. Open the I+F Report template

2. Go to E2Open Data sheet. Delete all data that is there.
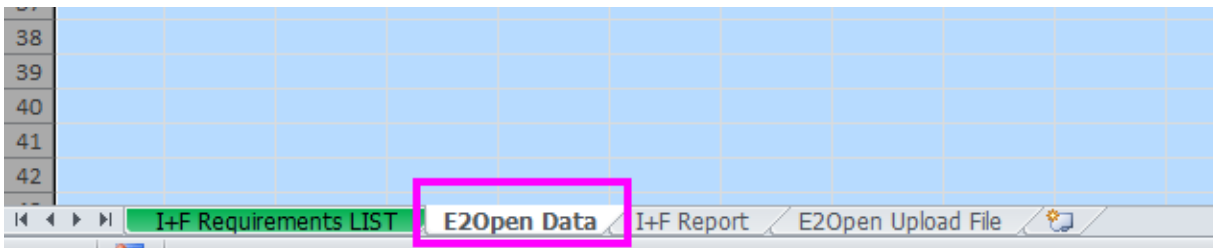
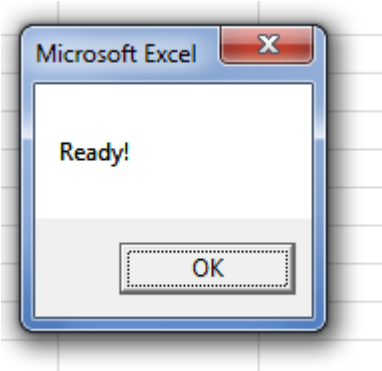3. Paste the data from the excel you have downloaded from E2Open.

4. Go to I+F Report sheet

5. Press the macro button

Import E2Open data
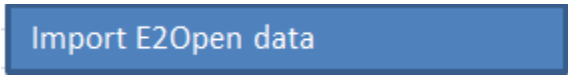
6. When the pop up window appears, press OK

7. The I+F Report is created.

Note: todays date is highlighted in yellow.

At the top you will find a legend how the inventory projection is color coded

Above	Inventory Level is above the agreed window
OK	Inventory Level is within the agreed window
Not OK	Inventory Level is below agreed window
Stock Out	Inventory Level is below zero

6.3.3 Updating I+F report with Supply Plan

1. Review the report and update the quantites to be delivered in the "VMI Open Planned Receipt" rows.

The Inventory Status will automatically update.

Note: do not add any quantities in the past (on the left from the yellow column)

2. Save the file changes.

6.3.4 Uploading data to E2Open

1. Once you have updated all VMI Open Planned Receipts click on the macro button

Create E2Open upload file
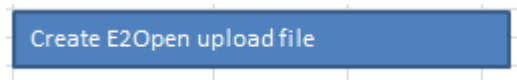
2. When the pop up window appears, press OK
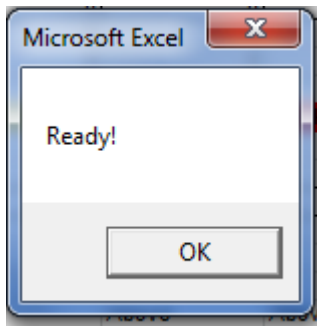
3. The upload template will be ready

4. Copy the data and save it in a separate file <mark>as xlsx format</mark>

I+F Upload file 20170503.xlsx   03/05/2017 08:54   Microsoft Excel W...   440 KB

5. Log into E2Open

6. In the navigation menu go to:
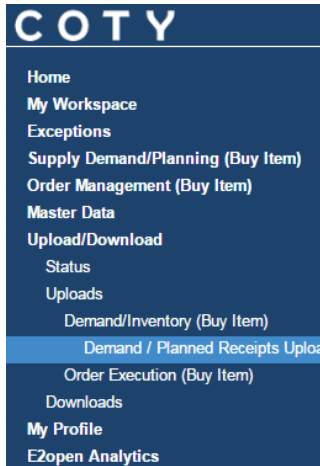
7. Select "VMI Open Planned Receipts Upload" and click „Choose File"
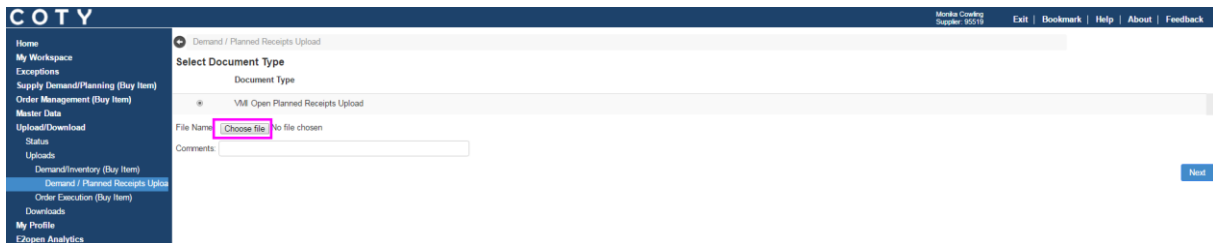
8. Find your saved E2Open upload file and select it. Then click Next.
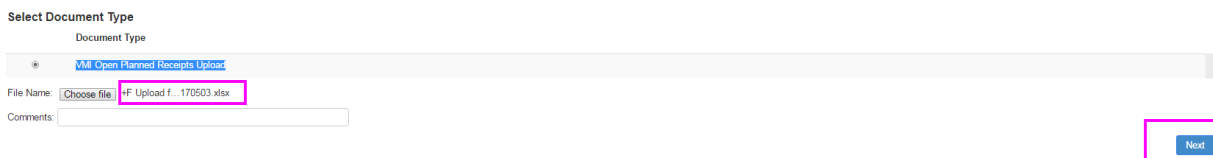
9. The upload was successful when you see status Completed

NOTE: If one of the lines have errors, the whole file upload will fail and none of items will be updated.

6.3.5 Viewing Inventory Projection in E2Open

1. After uploading the supply confirmation you can view the projection in the portal.

Please refer to VMI Supplier Manual for details.

6.4 Time Sequence for VMI

Supplier
- Review Demand and Projected Inventory
- Populate VMI Open Planned Receipts and Submit

E2Open
- Update VMI Projected Inventory using the latest supply plan
- Download to SAP after 20 minutes

SAP
- Delete existing order deliveries and recreate them for new supply plan
- Send new order deliveries to E2Open after 20 minutes

E2Open
- Load the latest order deliveries into the Open Planned Receipt
- Update Projected Inventory

7 Alerts

7.1 Projected Inventory Exception

Exception Name	Description	Alert Method	Processes Required	Alert recipient
Projected Inventory Exception	Exception to highlight out of stock, below Safety Stock, or above Maximum Stock Level.	Email My Workspace	Supply Planning and Inventory Management	Buyer, Supplier

Exception Element	Description
Trigger	The alert is triggered when at least one collab bucket with projected inventory has high, medium, or low severity.
Reset Rule	The alert is reset when none of the buckets belonging to a collab have a projected inventory high, medium, or low severity.
Alert Visibility	Automated email alert to alert subscribers.

Alert Distribution	• **Email:** Sent to subscribers twice a day (10am and 3pm CET) with a summary of the affected collabs that the role can access and that weren't included in the prior email alert (delta).
	 • **Web Portal:**
	     o Summary count displayed on E2open My Workspace page for all users with access to the data to drill-down to the exception
	     o Displayed as a Data Measure on the E2open Multi-Collab View page

You can view Projected Inventory exception:

Option 1 via **My Workspace**

1. In the Navigation Tree, click My Workspace

Option 2 via **Exceptions** Menu (recommended)

1. In the Navigation Tree, click
   Exceptions > Demand/Inventory (Buy Item) > Inventory
2. You can filter exceptions by using search filter or scroll down to the bottom of the page to view all exceptions

You can view the Projected Inventory Exception from the MCV page

7.2   Email Alert Subscribtion for Exceptions

1. Click My Profile > Email Alert Subscription
2. Click the checkbox of Projected Inventory Exception to turn on an Alert
3. Click the **Save** button.

Note: If you do not want to receive the email alert, just click on the same checkbox to uncheck/deselect the exception to trun off the Alert.

4. To add filter on email, click on the icon as shown below

5. Add the relevant information in the fields below and click on **Save Alert Criteria**

Email Alert is sent to subscribers twice a day (10am and 3pm CET) with a link to new exceptions in the portal.

After clicking on the link, E2Open session will open displaying the new exceptions.

Note: Email Alert includes only new exceptions that were created since the last email alert (not all existing exceptions)..

8   Definitions / Appendix

8.1   Fields in Orders

Table 8-1 PO/SL fields in E2Open

Fields	Definition	Source
Order Number	Order number	SAP
Line Id	Item line ID	SAP
Schedule Line Id	Schedule Line ID	SAP
Promise Line Id	Promise Line ID (promise = confirmation) *Note: if Supplier creates a split when confirming the date/Qty. we will have 2 promise line IDs*	E2Open
Schedule Status	Schedule Line Status in E2Open: New, Changed, Accepted, Shipped, etc.	E2Open
Material Number	Material number	SAP
Material Description	Material description/name	SAP
Period	Horizon: Firm, Trade, Forecast. If Planner Delivery Date <today = PAST If PO = FIRM, If PR = FCST, If BO: If Planned Delivery Date<= (BO Firm + current date) = FIRM, If Planned Delivery Date > (BO TRADE + current date) = FCST Else = TRADE	E2Open
Planned Delivery Date	Delivery date for the schedule line	SAP
Requested Quantity	Order Quantity	SAP
UOM	Unit Of Measure (kg, pcs)	SAP
Reschedule Message	Message: Expedite, Postpone or Cancel	SAP
Reschedule Delivery Date	Suggested new delivery date. Supplier is required to review if he can meet the request.	E2Open
Reschedule Time Delta (Days)	Displayed in days, difference between current delivery date and suggested new delivery date (reschedule delivery date)	E2Open
Resch. Msg. Reviewed	When a new reschedule message is sent to the portal this field is set to "No". When the Supplier has reviewed the message he can set it to "Yes" to mark it was reviewed.	E2Open

Fields	Definition	Source
Confirmed Delivery Date	Delivery date confirmed by the Supplier	E2Open
Confirmed Quantity	Quantity confirmed by the Supplier	E2Open
COTY Comment	Editable field in E2Open where Planner can put his comments. New comments will be highlighted for visibility.	E2Open
SUPPLIER Comment	Editable field in E2Open where Supplier can put his comments. New comments will be highlighted for visibility.	E2Open
Approval Flag	Indicator marking if the schedule line (in Accepted with Changes or Rejected states) has been approved by the Planner (Yes/No)	E2Open
OTIF Reason Code	Flag in the portal to enable the Planner to mark if the change has been a result of Supplier or Coty actions ("C" – Coty request, "V" – Suppliers request)	E2Open/SAP
Supplier Material Number	Corresponding material number used by the Supplier in his ERP system	SAP
Supplier Number	Supplier Number	SAP
Supplier Name	Supplier Name	SAP
Fixed	"X" or blank. "X" if line is fixed in SAP.	SAP
PR Release Date	Date when Purchase Requisition should be converted into Purchase Order	SAP
MRP Controller	Specifies the number of the MRP controller or group of MRP controllers responsible for material planning for the material	SAP
Purchasing Group	Key for a buyer or a group of buyers, who is/are responsible for certain purchasing activities	SAP
Plant	Key uniquely identifying a plant, i.e. CU05	SAP
Ship To	Name of the delivery destination	SAP
Material Status	Indicates the life cycle of the material.	SAP
Material Status Description	Description of the life cycle: Pre-Active, Active, Discontinuing	SAP
Order Type	Displaying what type of order is it: Purchase Order, Blanket Order or Purchase Requisition.	SAP
BO FIRM	Parameter in days specifying the length of Firm period	SAP
BO TRADE	Parameter in days specifying the length of Trade period	SAP
PDT	Planned Delivery Time: Number of calendar days needed to obtain the material if it is procured externally with no previous visibility of the	SAP

Fields	Definition	Source
	requirement.	
Amalgam	Key identifying materials that have the same format and share MOQ.	SAP
Order Creation Date	Date when the order was created	SAP
Coty Line Comment	Comment added in SAP in order on the line level	SAP
Open Qty	E2Open calculates Open Qty as follows: Open Qty = Requested Qty - Max(GR Qty or Total Shipped Qty)	E2Open
Total Shipped Quantity (Sched)	Aggregation of shipment (ASN) quantities against the schedule line	E2Open
GR Qty	Quantity received against the schedule line	SAP
Remaining Quantity To Be Received	Calculated as: Requested Qty – GR Qty	E2Open
Net Price	Net price (per Price Basis, i.e. 1000pcs)	SAP
Currency	Currency in which material is bought	SAP
Price Basis	Number of units to which the price refers i.e. 1000pcs	SAP
Supplier Price	If Supplier wants to flag a price discrepancy he may populate the price in this field	E2Open
Payment Terms	In days, the period allowed to a buyer to pay off the amount due	SAP
IncoTerms	Trading terms i.e. FOB (Free on Board), DDP (Delivered Duty Paid)	SAP
Rev #	Order revision number, tracking number of changes	SAP
Total Shipped Quantity (Line)	Aggregation of shipped quantities for a line (item)	E2Open
Total Received Quantity (Line)	Aggregation of received quantities for a line (item)	E2Open
Total Invoice Quantity (Line)	Aggregation of invoiced quantities for a line (item)	E2Open
Total Promise Quantity	Aggregation of confirmed quantities by the Supplier for a line (item)	E2Open
Request Schedule Last Modified Date	Date of a last change to the schedule line	E2Open

Some of those fields will be available for filtering when searching for PO/SL:

Figure 8-1 search filters for PO/SL

Filters	Filters (continuation)
Order Number	Order Type
Schedule Status	Material Status
Material Number	Supplier Material Number
Material Description	Supplier Name
Supplier Number	Purchasing Group
MRP Controller	Material Type
Plant	Amalgam
Period	IncoTerms
Order Creation Date	Ship To
Planned Delivery Date	PurchReq Release Date
Reschedule Message	Resch. Msg Reviewed
Fixed	Reschedule Delivery Date
Approval Flag	Request Schedule Last Modified Date

8.2 PO, SL, PR Interface Triggers

Changes to below data in SAP will trigger the interface to E2Open

	Interface		
Field	**SL**	**PO**	**PR**
Bill To Address - Descriptor	YES	YES	x
BO FIRM	YES	x	x
BO TRADE	YES	x	x
BO Validity End	YES	x	x
BO Validity Start	YES	x	x
Fixed	YES	x	YES
GR Qty	YES	YES	x
IncoTerms	YES	YES	x
Material Number	YES	YES	YES
Order Creation Date	YES	YES	x
OTIF Reason Code	YES	YES	x
Payment Terms	YES	YES	x
Planned Delivery Date	YES	YES	YES
Plant	YES	YES	YES
Price Basis	YES	YES	x
PurchReq Release Date	x	x	YES
Release Indicator	YES	YES	YES
Release Strategy	YES	YES	YES
Requested Qty	YES	YES	YES
Reschedule Avail. Date	YES	YES	YES
Reschedule Message	YES	YES	YES
Schedule Line Id	x	YES	x
Supplier Contact	YES	YES	x
Supplier Number	YES	YES	YES
Supplier Price	YES	YES	x
Total Line Value	YES	YES	x
Total Order Value	YES	YES	x
Unit Price	YES	YES	x
UOM	YES	YES	x

8.3 Glossary of terms

Term	Definition
ASN	Advanced Shipment Notification
BO	Blanket Order
BoL	Bill of Lading
CET	Central European Time
CoA	Certificate of Analysis
Collab	Combination of a material that is collaborated on between a plant and supplier
DDP	Delivered Duty Paid
DepReq	Dependent Requirement
DOS	Days of Supply
E2Open	New Supplier Portal
ERP	Enterprise Resource Planning
ESN	External Shipment Number
EXW	Ex Works
FCST	Forecast
FF	Freight Forwarder
FOB	Free on Board
GR	Goods Receipt
IR	InfoRecord
KPI	Key Performance Indicator
MCV	Multi Collaboration View
MD04	Display Stock/Requirements transaction in SAP

Term	Definition
MOQ	Minimum Order Quantity
MRP	Material Requirements Planning
MSP	Material Supply Planning (Planner)
NFG	Non Finished Goods
OOS	Out of Stock
OTIF	On Time In Full
P2P	Procure to Pay
PDT	Planned Delivery Time
PIT	Point In Time: Date/Qty pair
PO	Purchase Order
PR	Purchase Requisition
QI	Quality Inspection
QM Lot	Quality Management Lot
SA	Scheduling Agreement
SAFT	Time phased safety stock element
SAP	ERP system
SL	Scheduled Line
STD	Standard
STDS	Short Term Delivery Schedule
UI	User Interface
UOM	Unit of Measure
UTC	Coordinated Universal Time

Term	Definition
VMI	Vendor Managed Inventory
WIP	Work In Progress (semi-finished components, materials obtained by the Supplier to produce components)
WWP	World Wide Procurement