



**Training Manual**  
**SAP Supply Network Collaboration**  
**SNC**  
**Version 1.1**

## 1 History

Content	Author	Document Date	Version
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### 3 General

#### 3.1 Introduction

The purpose of this training manual is to describe how a supplier of Daikin Europe can use Web EDI for making deliveries to different premises within the organization of Daikin Europe NV. As Web EDI software, a standard platform of SAP is used: SAP SNC which stands for SAP Supply Network Collaboration.

Within this manual, only following relevant business processes are explained: Release Process and Purchase Order Collaboration.

#### 3.2 Log on

For logging on to SAP SNC, go to the Daikin Europe website <http://www.daikin.eu> Select "Suppliers" from top main menu and select "Information" and "Web EDI" afterwards.

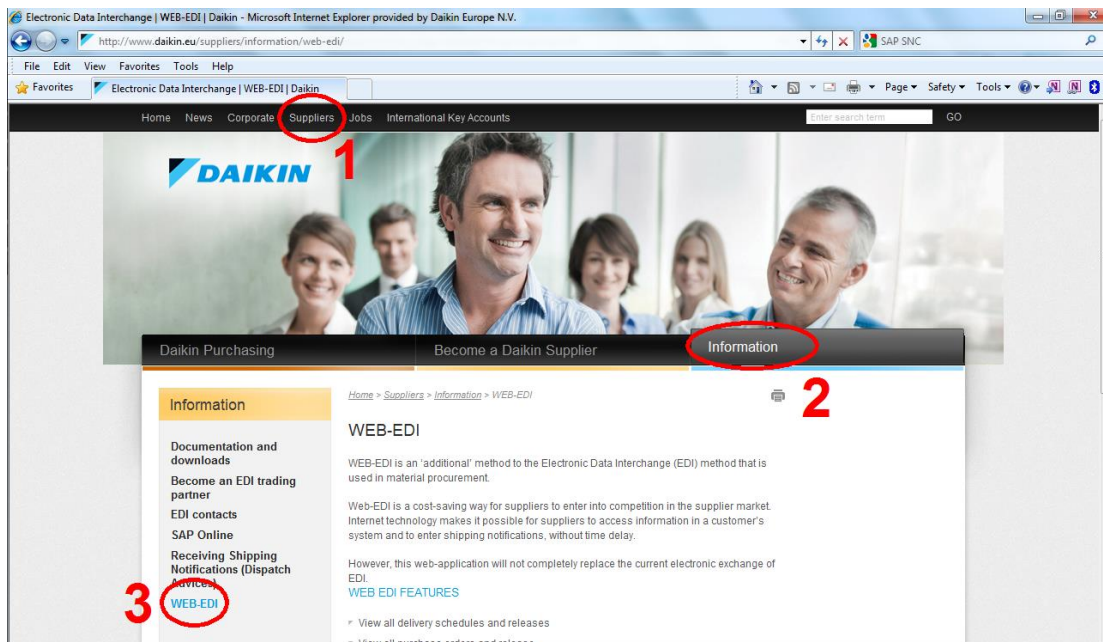
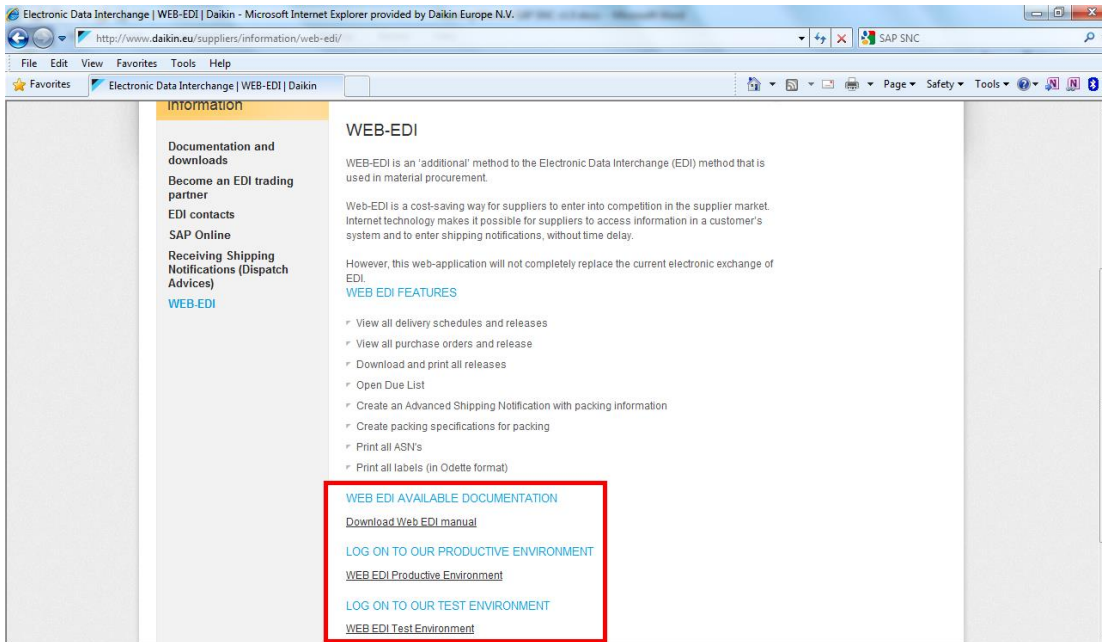


Figure 1: Log on to SNC- 1

Following screens appears:



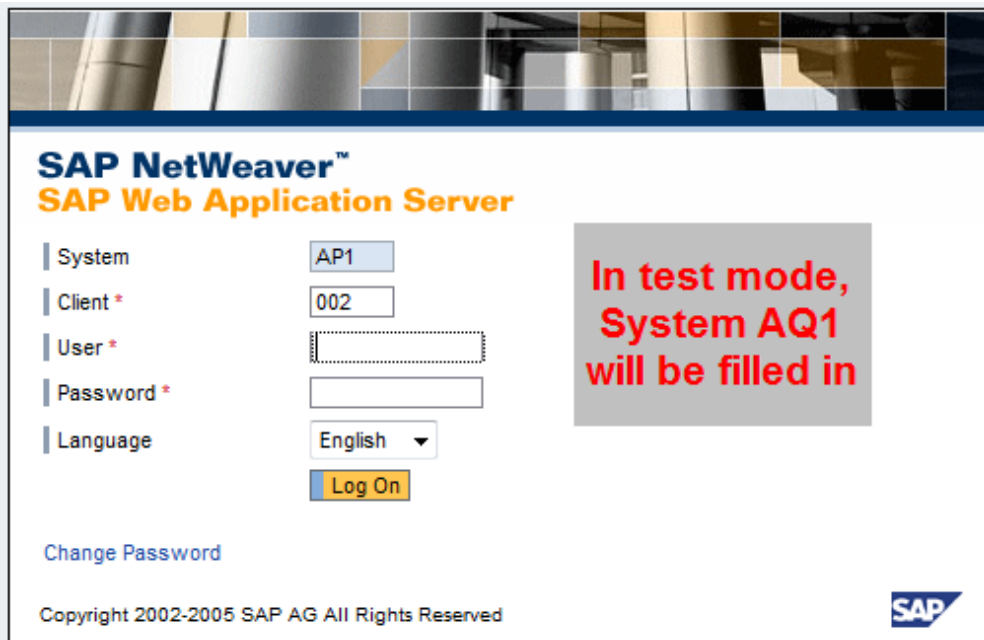
**Figure 2: Log on to SNC- 2**

Click on “Download WEB EDI manual”, to download the latest version of this manual.

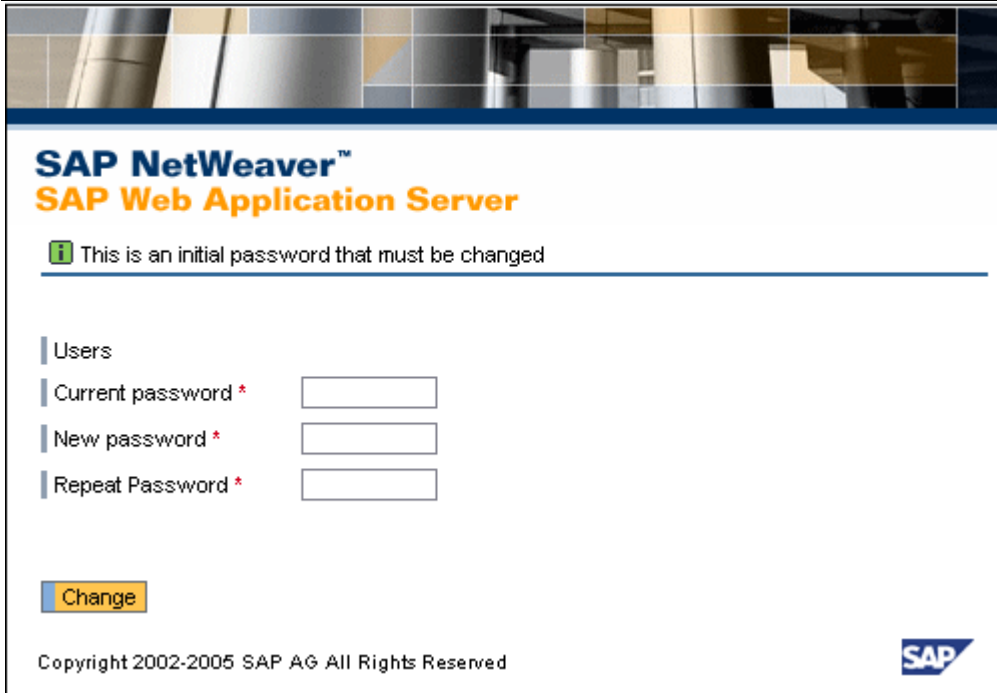
Click on “WEB EDI Productive Environment”, to work on the ‘live’ SNC system.

Click on “WEB EDI Test Environment”, to work on the test system of SNC.

Fill in the User and Password that you received from Daikin Europe for the first log on. After the first log on, you will be requested to change your Password. Always choose English as language.



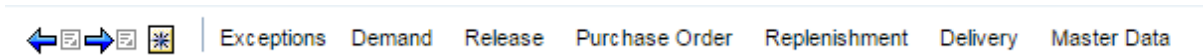
**Figure 3: Log on to SNC- 3**



**Figure 4: Log on to SNC- 4**

### 3.3 Main Menu – Overview

After filling in the correct user ID and the correct password, following menu appears on top of the screen:



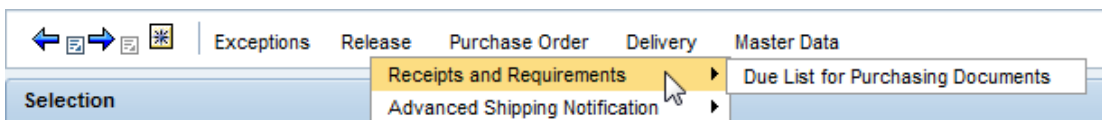
**Figure 5: Main menu- 1**

From this menu, the different functionalities of the web EDI can be accessed:

- Exceptions: access to the Alert Monitor and the Quick View
- Demand: access to Forecast
- Release: access to Schedule Agreements
- Purchase Order: access to Purchase Orders
- Delivery: access to the Due list and the ASN documents
- Master Data: maintenance of Packing Instructions - and Partner Product Data

Via pressing the names of the main menu, the underlying structure of the menu can be displayed, similar as in Windows applications.

Example:




**Figure 6: Main menu- 2**


## 3.4 General Functions

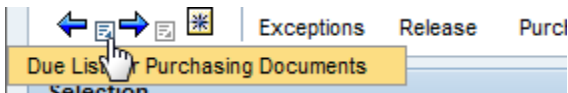
### 3.4.1 Screen history navigation

On the left side of the SAP SNC menu, you find the screen history navigation buttons. These buttons allow you to navigate back and forth between the screens that you have previously visited on the SAP SNC Web UI.

Choose  (Previous Screen) to go backwards through the screen history.

Choose  (Next Screen) to go forwards through the screen history.

Choose  to display a dropdown list of screens that you have visited. From this list, you can jump directly to a particular screen in the screen history:



Remark:




DO NOT use the BACK button in the internet browser, as this function will try to end your session!

### 3.4.2 Message Log


With Message Log, you can see all previous warnings, errors or validation messages. This is useful when you have several messages at one time. E.g. with saving ASN's (see further)

#### Display Message Log

Hide Message Log

Current Messages		Log
Type	Message Text	Time Stamp
	Delivery date lies in the past: 28.10.2013 12:00:00 (UTC)	13.11.2013, 08:50:57
	Validation for val. prof. P001 (ICH - DELIVERY_PUBLISH_HEADER) ended with errors and warnings	13.11.2013, 08:50:57
	Validation started for validation profile P001 (ICH - DELIVERY_PUBLISH_HEADER)	13.11.2013, 08:50:57

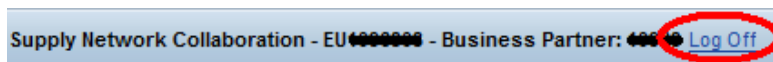
### 3.4.3 Help function – possible entries

Field where you find a  symbol at the end, will give you the possibility to search for possible entries in this field.


 

### 3.4.4 Log off

To log off, you can use the link in the right corner:



### 3.4.5 Choose Entry Screen

Select the button on the top left of the screen to set your current screen as Entry screen during next logins: 



## 4 Exceptions Menu

### 4.1 General

The exceptions menu contains 2 items: the Alert Monitor and the Quick View.

### 4.2 Alert Monitor

The Alert Monitor is a tool you can use to follow up or check the status of the system. Alerts are automatically generated by the DENV system and the Web-EDI system itself. The alerts are messages to inform you that data (PO, SA, ASN, ...) has changed or has been added.

Alerts can be acknowledged when you processed the data. Then your next selection in the alert monitor can be made with the alerts that are not acknowledged yet.

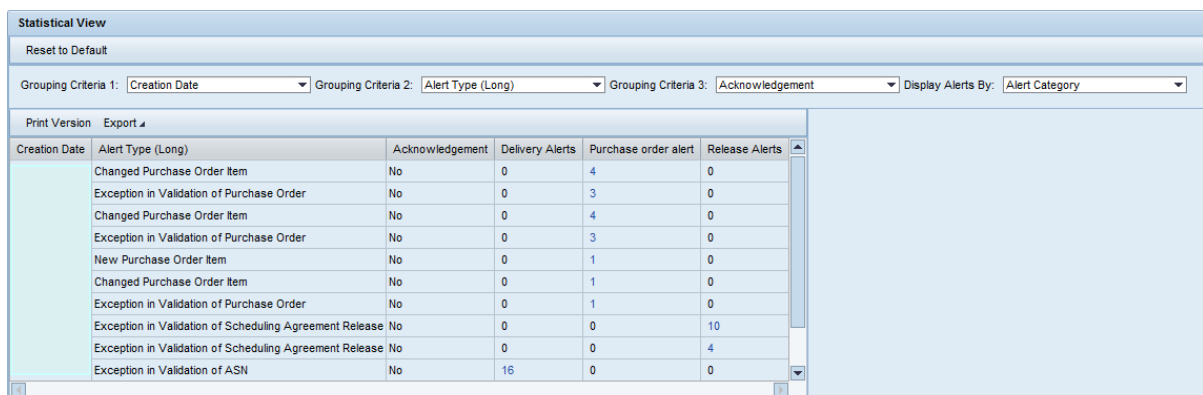
By filling in your selection, you can filter the Alerts according to your own needs. The possible parameters where you can filter are described in the table below:

**Table 1: Alert parameters**

Parameter	Description	Possible values
Location	Location where goods should be delivered	Enter the destination plant: 1000, 1800, ...
Product	Material number	
My Product No.	Supplier's material number	Material should be maintained in the Partner Product Data (masterdata)
Alert Type	Number referring to kind of Alert	0023 New Release 0031 Overdue ASN 0032 GR Quantity differs from ASN Quantity 7034 Validation Check for Release 7035 Validation Check for Purchase Order item 7051 New Purchase Order item 7052 Changed Purchase Order item 7101 Release Overdue 7103 Purchase order item over due
Acknowledged	Status of alert	Y, N

### Statistical view: Grouping criteria

Group the alerts in a good way to get a clear overview and press the button **“Go”**



The screenshot shows the 'Statistical View' interface. At the top, there are dropdown menus for 'Grouping Criteria 1' (Creation Date), 'Grouping Criteria 2' (Alert Type (Long)), 'Grouping Criteria 3' (Acknowledgement), and 'Display Alerts By' (Alert Category). Below these are 'Print Version' and 'Export' buttons. The main table displays the following data:

Creation Date	Alert Type (Long)	Acknowledgement	Delivery Alerts	Purchase order alert	Release Alerts
	Changed Purchase Order Item	No	0	4	0
	Exception in Validation of Purchase Order	No	0	3	0
	Changed Purchase Order Item	No	0	4	0
	Exception in Validation of Purchase Order	No	0	3	0
	New Purchase Order Item	No	0	1	0
	Changed Purchase Order Item	No	0	1	0
	Exception in Validation of Purchase Order	No	0	1	0
	Exception in Validation of Scheduling Agreement Release	No	0	0	10
	Exception in Validation of Scheduling Agreement Release	No	0	0	4
	Exception in Validation of ASN	No	16	0	0

**Figure 7: View on alerts**

By clicking on the number, you can see the details of the alerts with the contents of the involved documents.

The alerts can be subdivided into following categories:

**Table 2: Alert Categories**

Alert Category	Alert Type
Delivery Alerts	- GR Quantity differs from ASN Quantity - Overdue ASN
Purchase order alert	- New Purchase Order item - Changed Purchase Order item - Purchase order item overdue - Exception in Validation of Purchase Order
Release Alerts	- New Release - Release Overdue - Exception in Validation of SA Release

### 4.2.1 Alert Monitor – Acknowledge an alert

After selection and clicking on an alert number, following screen appears:

Alert number	Alert Type	Location No.	Product	Order Number	Item Number	Customer	Supplier	Req. Quantity	Unit	Conf. Quantity	Unit	Earl. Delv. Time	Time Zone
2405072	Changed Purchase Order Item	1000	3PW04610-3 B	4530642335	10	DAIKIN	10963	52	PC	0	PC	24.10.2013 12:00:00	CET
2405070	Changed Purchase Order Item	1000	3PW04610-3 B	4530642335	10	DAIKIN	10963	50	PC	0	PC	24.10.2013 12:00:00	CET
2405069	Changed Purchase Order Item	1000	4PW42281-1	4530642353	20	DAIKIN	10963	95	PC	0	PC	30.10.2013 12:00:00	CET
2405067	Changed Purchase Order Item	1000	4PW42281-1	4530642353	20	DAIKIN	10963	95	PC	0	PC	29.10.2013 12:00:00	CET

**Figure 8: Using alerts- 1**

Now different user actions are possible, after selecting an alert of this screen:

Alert number	Alert Type	Location No.	Product	Order Number	Item Number	Customer	Supplier	Req. Quantity	Unit
2405072	Changed Purchase Order Item	1000	3PW04610-3 B	4530642335	10	DAIKIN	10963	52	PC
2405070	Changed Purchase Order Item	1000	3PW04610-3 B	4530642335	10	DAIKIN	10963	50	PC
2405069	Changed Purchase Order Item	1000	4PW42281-1	4530642353	20	DAIKIN	10963	95	PC
2405067	Changed Purchase Order Item	1000	4PW42281-1	4530642353	20	DAIKIN	10963	95	PC

**Figure 9: Using alerts- 2**

- **Form:** Switching over from Table view to Form
- **See details:** Detail content of an alert
- **Acknowledge:** Acknowledgement of an alert



**Want to see immediately after login if there is any change to the system?**

**Always acknowledge your alerts when you processed them and then limit your initial selection in the alert monitor to the un-acknowledged alerts: Acknowledged = 'N'  
The table is empty when there are no changes to the system.**

### 4.3 Quick View

A new functionality added since SNC 7.0 which gives a comprehensive “at-a-glance” view of the user’s work and helps the user to focus on the most critical items.

Available for PO’s, Releases and ASNs where the user can take immediate action by drilling-down to the detailed SNC screens.

Initial screen:

**Quick View** Supply Network Collabor

← → ↻ | Exceptions Release Purchase Order Delivery Master Data

Message posted

[Display Message Log](#)

Currently Showing Data For: All Products / All Locations / No Filter on Change Date  
[Refresh \(Last Refresh: 11:35:44 CET\)](#) [Change Selection](#)

Microblog (0) | Purchase Orders | Scheduling Agreement Releases | Advanced Shipping Notifications

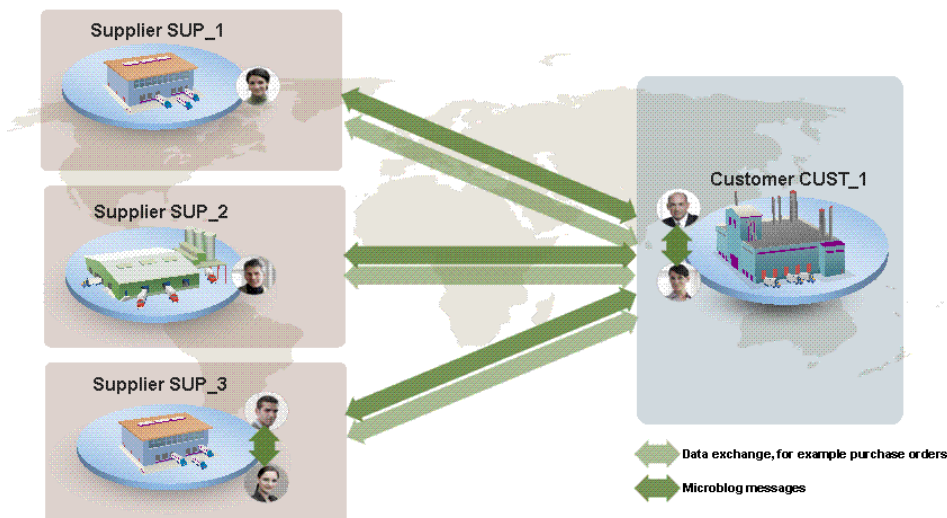
Microblog [Microblog Settings](#)

From	From Partner	Message Text	Link	Created	Response	Track Resp.	To
User 3 Steelandt NV	10963	@EU0022: test sending		0 seconds ago			<a href="#">EU0022</a>
User 3 Steelandt NV	10963	Test with mail		0 seconds ago	Acknowledge		<a href="#">EU0022</a>
User 3 Steelandt NV	10963	Please check my data. Is this correct?		26 minutes ago	<a href="#">1Yes</a>		<a href="#">EU0022</a>
User 3 Steelandt NV	10963	Test example		28 minutes ago			<a href="#">EU0022</a>

#### 4.3.1 Microblog Tab

The microblog allows customer (DENV) and supplier users to communicate with each other by posting short messages on the quick view. A microblog message can have a maximum of 140 characters. Customer and supplier users can communicate as follows:

- A customer user can post messages to users that belong to the same customer or to users of the customer’s suppliers.
- A supplier user can post messages to users that belong to the same supplier or to users of the supplier’s customers.



Microblog users can post messages on the microblog for information purposes, for example business-specific announcements such as location closures. If the user requires a response from the recipient, he or she can post messages that require an acknowledgment, for example if you want the recipient to acknowledge the location closure, or messages that ask questions requiring the recipient to answer with yes or no.

## FEATURES

### Microblog Views

You can use the following views on the microblog:

- *My Timeline*  
In this view, the microblog displays all messages you have created and received.
- *Posted by My Partner*  
In this view, the microblog displays all messages that users who belong to the same business partner as you have created and received.

### Creating New Messages

You can create a message by choosing *New* from the *Post New Message* dropdown button. When you create a new message, you can determine the following:

- How to send your message  
You can determine if the message carries a high priority and if you want to additionally send the message by means of an e-mail. High-priority messages are highlighted in red on the microblog.
- The type of response you expect  
You can determine if the message requires a response in the form of an acknowledgment or a yes or no answer to a question.
- Attachments and links  
You can attach a file or add a link to the message
- The recipients of the message  
You can send the message to the following recipients:
  - Specific users
  - Business partners, in which case all users assigned to the business partner receive the message
  - Groups that contain different users, business partners, or other groups.
- Making a message public  
Only a customer user can make a message public to all users belonging to his/her business partners by selecting the *Public* checkbox.

If you want to reuse an existing message, for example you want to send an existing message to a different recipient, you can copy the message. If you copy a message, any attachments that the original message contained are not copied. You copy a message by choosing *Copy* from the *Post New Message* dropdown button.

### Marking a Message as Read

If you select a message, the system automatically considers it as read. The system no longer displays the message in bold font if it is read.

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### Replying to Messages

You can reply to messages you have received. To reply to a message, you select the message and choose *Reply* from the *Post New Message* dropdown button.

### Tracking Responses

You can track the responses of the message recipients. To track responses, you select the link in the *Track Response* field. The system displays the response status of all of the message recipients.

### Tagging Messages

If you want to group or mark messages you can use the following tags:

- You can tag messages by entering the # symbol before the words in the message that you want to use as a tag. You can tag a message, for example, if you want to group all messages that reference a specific topic. You can have multiple tags for a message. By tagging a word or a message, the system enters the tagged word or message in the *Tag* column, where you can sort or filter.  
  
By default, the *Tag* column is hidden. To display tags on the microblog, you must include the *Tag* column on the microblog.
- To add a user name, a business partner, or a group to your recipients list, you can enter the @ symbol before the user name, business partner, or a group in the message text. If the user name, business partner, or a group exists in the system, it is automatically added to the recipients list.

### Public Messages

On the microblog of the customer view of the SAP SNC Web UI, a customer user can select the *Public* checkbox when creating a new message to ensure that the message is visible to all SAP SNC users.

### Microblog Settings

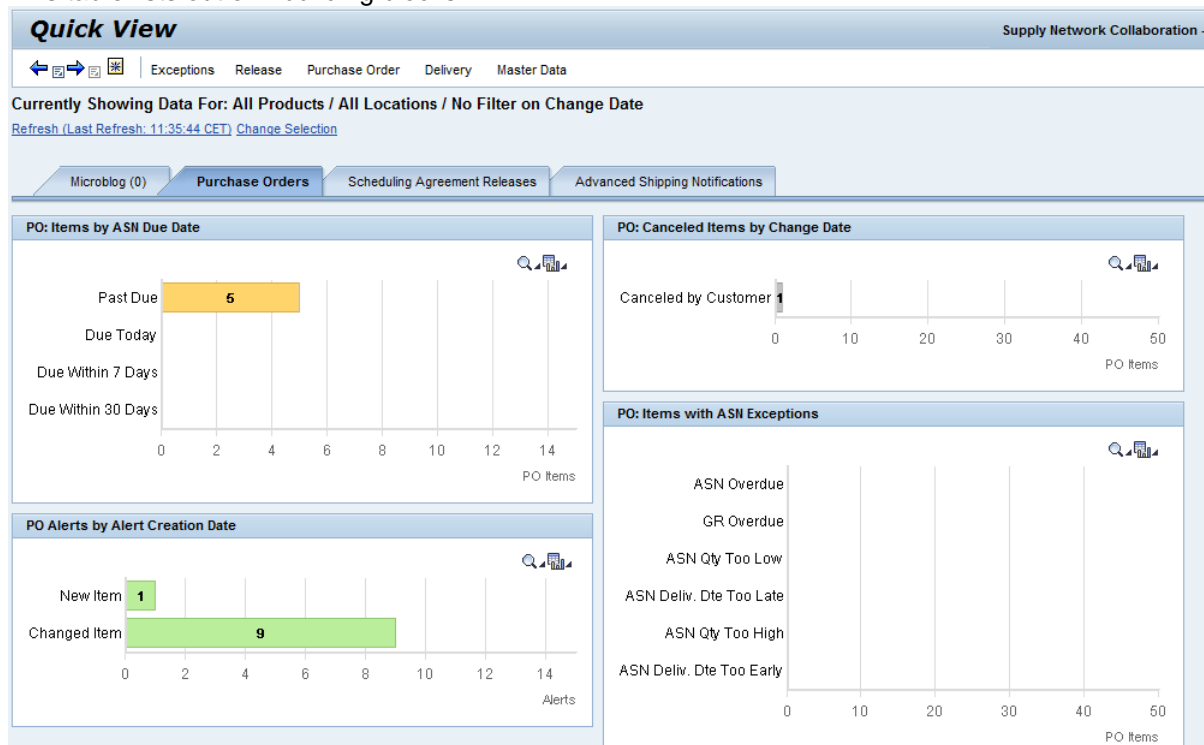
You can make the following personal settings to your microblog:

- You can set up the system to forward all messages to a specified e-mail address, for example if you only access the microblog once a day but want to track the messages you receive by means of your e-mail inbox.
- You can determine the maximum number of messages that the microblog displays.  
When the maximum number of messages you have set under *Microblog Settings* has been reached, the oldest message is no longer displayed on the microblog. If you want to access the message that is no longer displayed, you can increase the maximum number of messages or by contacting a system administrator who can access the message using the *Microblog Administration* report.
- You can ensure that the system displays a confirmation pop-up before you recall messages or before you delete a group.

To make settings to the microblog, select *Microblog Settings*

## 4.3.2 Purchase Orders Tab

This tab exists out of 4 building blocks:



### PO: Items by ASN Due Date

This building block provides an overview of open purchase order (PO) items grouped by their Advanced Shipping Notification (ASN) due date. You can navigate to the Due List for Purchasing Documents Web screen by choosing the key figure bar.

### PO: Canceled Items by Change Date

This building block provides an overview of purchase order (PO) items that have been canceled by the customer. The key figure bars are split by the change date of the PO item in past hours relative to now. You can navigate to the PO Worklist by choosing the key figure bar.

### PO Alerts by Alert Creation Date

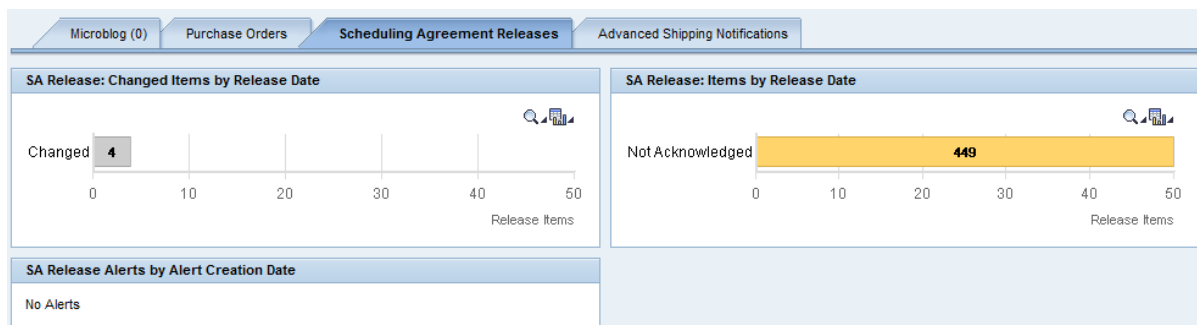
This building block provides an overview of the alert types for purchase orders (PO).

### PO: Items with ASN Exceptions

This building block provides an overview of purchase order (PO) items for which items with ASN exceptions exist. The quick view groups the PO items by ASN exception. PO items can have more than one exception with different types. Therefore a PO item can be counted in more than one key figure bar. The system splits key figure bars by the change date of the PO item in past hours relative to now. You can navigate to the PO Worklist Web screen by choosing the key figure bar

### 4.3.3 Scheduling Agreement Releases Tab

This SA tab exists out of 3 building blocks:



#### SA Release: Changed Items by Release Date

This building block provides an overview of changed scheduling agreement release items. The quick view groups the items by release date.

The system splits key figure bars by the release date of the scheduling agreement release item in past hours relative to now.

You can navigate to the Release Overview Web screens by choosing the key figure bar.

#### *Remark:*

When you navigate from a key figure bar, you only navigate to the releases for that segment of the bar. For example, if there are two segments in the key figure bar, one showing six releases and one showing one release, and you navigate from the segment that shows six releases, the Release Overview Web screen only displays the relevant six releases.

#### SA Release: Items by Release Date

This building block provides an overview of scheduling agreement release items.

The system splits the key figure bars by the document date in past days relative to today. The split sequence is in reverse, meaning the system displays the oldest documents first.

You can navigate to the Release Overview Web screen by choosing the key figure bar.

Same remark as in the previous building block.

#### SA Release Alerts by Alert Creation Date

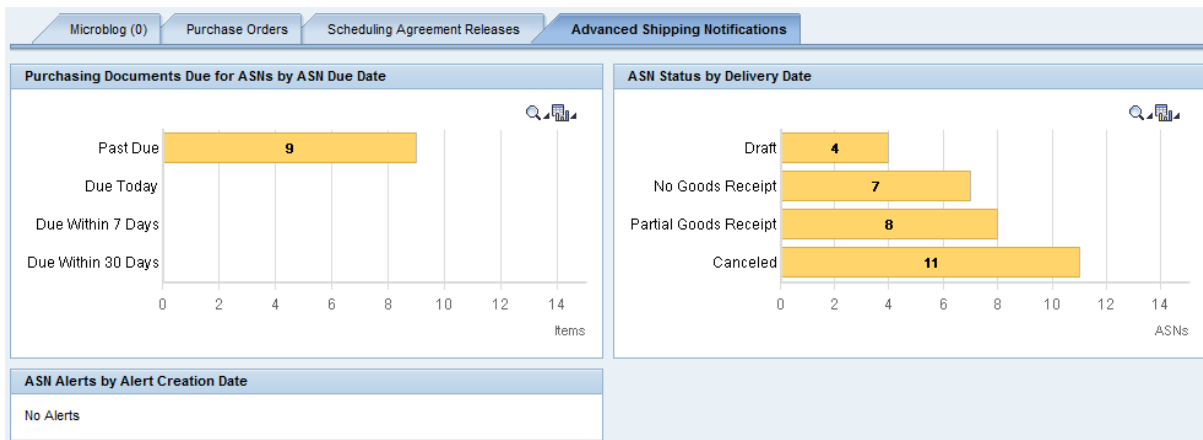
This building block provides an overview of the alert types generated with scheduling agreement releases. The quick view groups the alerts by their alert type.

The system splits alert bars by the creation date of the alert in past hours relative to now.

You can navigate to the Release Overview Web screen by choosing the alert bar.

### 4.3.4 Advanced Shipping Notifications Tab

This ASN tab exists out of 3 building blocks:



#### Purchasing Documents Due for ASNs by ASN Due Date

This building block provides you with an overview of purchasing document items, such as purchase orders and schedule agreement releases, that have schedule lines that are due. The quick view groups the purchasing document items by advanced shipping notification (ASN) due dates. A purchasing document item can appear in more than one key figure bar depending on the reference of the schedule line.

You can navigate to the Due List for Purchasing Documents Web screen by choosing the key figure bar.

#### ASN Status by Delivery Date

This building block provides an overview of **open** Advanced Shipping Notifications (ASN) documents grouped by status.

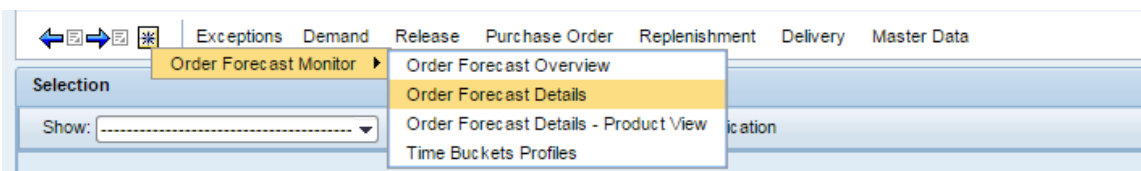
The system splits the key figure bars by delivery time stamp in future hours relative to now. If the delivery time stamp is already in the past, the system displays the ASN in the Past Due segment. You can navigate to the ASN Overview Web screen by choosing the key figure bar.

#### ASN Alerts by Alert Creation Date

This building block provides an overview of the alert types generated in connection with advanced shipping notifications (ASN). The quick view groups the alerts by their alert type.

The system splits alert bars by the creation date of the alert in past hours relative to now. You can navigate to the ASN Overview Web screen by choosing the alert bar.

## 5 Forecast Monitor



### 5.1 Initial set up

Here we will explain how to set-up the forecast monitor for suppliers using Purchase Orders for delivery to Daikin. Forecast can be found back under the 'Demand' tab.



In order to have a better display of the forecast, first some initial set up needs to be done. Usually, this is already done at Daikin side. But if you want to adapt according to your preferences, below you can find how to.

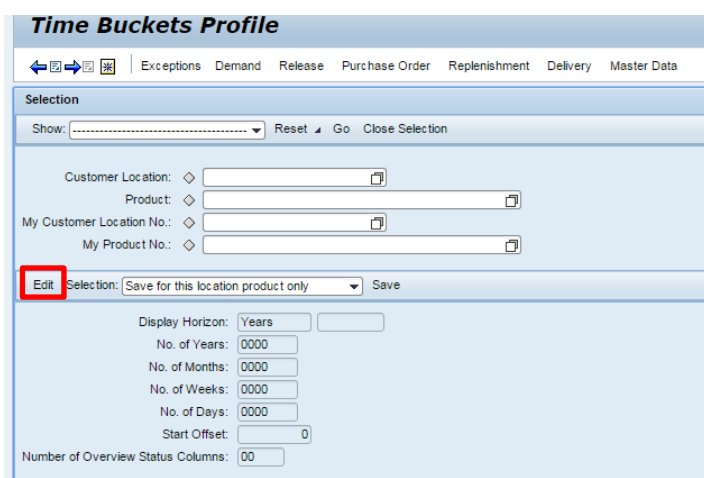
Following two items have to be adjusted:

- 1) Time bucket profile: defines how you want to see the forecast; which period you want to see in weeks, which period you want to see in months. This set-up has to be done once.
- 2) Re-arrange the view of the forecast to display only the relevant data

### 5.1.1 Time bucket profile set-up

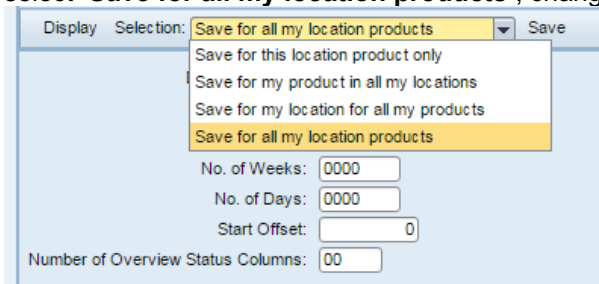
Following steps have to be taken to set up the time bucket profile. Select the time buckets profile in the demand tab.

Following screen appears:



Now, you have to fill in the time horizon you want for your forecast. In general, Daikin provides data for  $\pm 18$  months.

In here, you have to indicate how many weeks you want to have the forecast displayed in weekly quantities and how many months you want in monthly quantities. To change this, click on “edit”; select ‘**Save for all my location products**’; change the data and save it.



To change following parameters have to be filled in:

- **Display Horizon:** the maximum horizon for how long you need the forecast.  
→ Should be “Months” and the number of months, or “years” and the number of years.  
As the planning horizon in Daikin is generally 18 months, it is best to select “Months” and fill in 18.
- **No. of Years:** the number of years you want to see on month level. This is only selectable if you have put in the display horizon “Years”
- **No. of Weeks:** the number of months you want to see on week level.
- **No. of Days:** the number of weeks you want to see on day level.
- **Start Offset:** always ‘0’
- **Number of overview status columns:** always ‘0’

After filling above mentioned data, press “**Save**”

Time buckets profile assignment successfully saved

Recommended settings are the following and are usually already implemented:

⇒ Forecast for the next 18 months, with the first 4 months on week level and 14 months on month level.

### 5.1.2 Data selection

To have a workable forecast, only the relevant data should be displayed. Following steps need to be done to select the relevant data.

First select ‘Order Forecast Details’ in the Demand tab as below:

On the next screen you have to input the customer location and click on ‘Go’.

**Order Forecast Details** Supply Network Collaboration - EU5762502 - Business Partner: 57625  
[Log Off](#)

← → ↻ 🗨 | Exceptions Demand Release Purchase Order Replenishment Delivery Master Data

**Selection Area**

Show:  Reset ▲ Go Close Selection

Customer Location: 1970 To

My Customer Location No.:  To

Product:  To

My Product No.:  To

Product Group Type:

Product Group:  To

APN Type:

APN:  To

SNC Planner:  To

Send Planned Receipts to Customer:  To

---

**Details**

Grid Product Data

Print Version Export Grid Arrangement Overview Simulate Save Audit Trail Expand All Collapse All Notes On Personalize

Product/Ship-To Location/Key Figure	Initial	W:10.2017	W:11.2017	W:12.2017	W:13.2017	W:14.2017	W:15.2017	W:16.2017	W:17.2017	W:18.2017	W:19.2017	W:20.2017	W:21.2017	W:22.2017	W:23.2017
AS1304641															
1970															
Customer Planned Requirements	15.000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Customer Firm Requirements															



To personalise the display, first the forecast monitor has to be executed as above. Otherwise you can't click on 'Personalize'.

After clicking on personalize you see the following screen and you click on the tab 'Key Figure Selection'

**Order Forecast Details**

← → ↻ 🗨 | Exceptions Demand Release Purchase Order Replenishment Delivery Master Data

**Selection Area**

Show:  Reset ▲ Go Open Selection

---

**Details**

Grid Product Data

**Grid Personalization**

View: Standard1 Save Save as... Delete Properties

Display Key Figure Selection

**Key Figure Visibility and Sequence Control**

Key Figure	Invisible
Customer Planned Requirements	<input type="checkbox"/>
Customer Firm Requirements	<input type="checkbox"/>
Supplier Planned Receipts	<input checked="" type="checkbox"/>
Supplier Firm Receipts	<input checked="" type="checkbox"/>
Difference Planned Receipts/Planned Requirements...	<input checked="" type="checkbox"/>
Difference Planned Receipts/Planned Requirements	<input checked="" type="checkbox"/>
Difference Firm Receipts/Firm Requirements (%)	<input checked="" type="checkbox"/>
Difference Firm Receipts/Firm Requirements	<input checked="" type="checkbox"/>

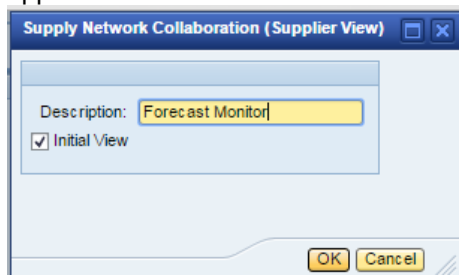
OK Apply Cancel

Select the relevant key figures:

- **Customer Planned Requirements:** This is forecast of Daikin, not yet put into firm orders. Displayed on ETD basis.
- **Customer Firm Requirements:** These are the quantities already put into a firm order. Displayed on ETA basis.

The other key figures are not used by Daikin and should be made “invisible” on the forecast by ticking the boxes as indicated above.

By clicking the “save as” button you will be able to save this view as initial view. The below pop-up appears :



Save the display as ‘Forecast Monitor’ and click on “OK”. The final view should look like this:

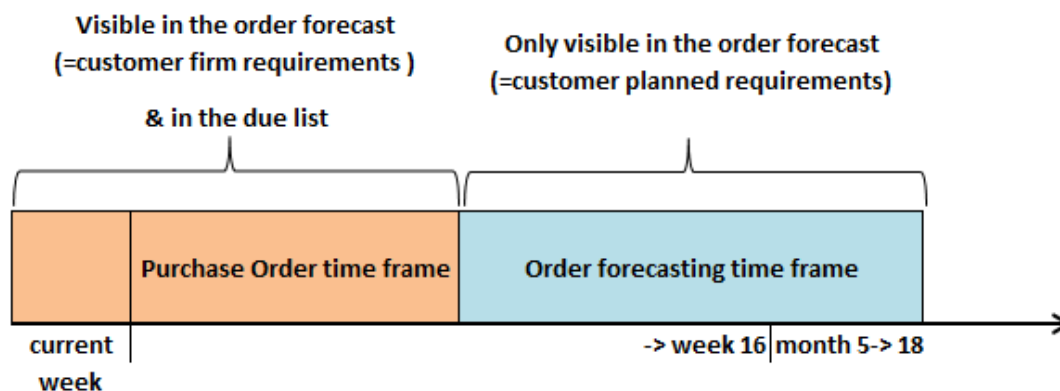
Details													
Grid Product Data													
Print Version Export Grid Arrangement: Overview Simulate Save Audit Trail Expand All Collapse All Notes On													
Product/Ship-To Location/Key Figure	Initial	W:11.2017	W:12.2017	W:13.2017	W:14.2017	W:15.2017	W:16.2017	W:17.2017	W:18.2017	W:19.2017	W:20.2017	W:21.2017	W:22.2017
2P450388-1													
1970													
Customer Planned Requirements	0	0	0	0	0	0	0	0	0	0	0	0	0
Customer Firm Requirements		2.520			1.134	3.276		1.134	3.150		1.512	2.520	252
2P450389-1													
1970													
Customer Planned Requirements	0	0	0	0	0	0	0	0	0	0	0	0	0
Customer Firm Requirements		1.512				2.646		378	1.512		1.260	756	1.260

## 5.2 Demand menu

The Order Forecasting contains an overview of the supplier materials with their specific forecast quantities over a pre-defined period ( cfr. Initial set-up).



The forecast is only valid for materials which are ordered on purchase order level. In fact, the forecast quantities are the purchase requisitions which are not confirmed in a PO yet.



Order forecasting is not applicable for schedule agreements as the total time frame is visible and available in the due list.

### 5.2.1 Order Forecast Details

Select Order Forecast details to see the forecast:

**Due List for Purchasing Documents**

← → ↻ 📄 | Exceptions Demand Release Purchase Order Delivery Master Data

Order Forecast Monitor Worklists - Demand Overview (1)

▼ Hide Quick Criteria Maintenance

- Order Forecast Overview
- Order Forecast Details
- Order Forecast Details - Product View

Following selection will appear:

**Order Forecast Details**

← → ↻ 📄 | Exceptions Demand Release Purchase Order Delivery Master Data

**Selection Area**

Show: ALL MATERIALS Reset Go Close Selection

Customer Location: 1000 To

My Customer Location No.: To

Product: 1P307110-1 To

My Product No.: To

Please fill in the customer location and the product for which you'd like to see the forecast and click on 'Go'.



If you leave the product selection empty, all materials will be shown by default.

The forecast will be displayed as below and can be exported to an excel spreadsheet by clicking on export.

**Order Forecast Details** Supply Network Collaboration: ██████████ - Business Partner: ██████████  
[Log Off](#)

← → ↻ 📄 | Exceptions Demand Release Purchase Order Replenishment Delivery Master Data

**Selection Area**

Show: Reset Go Open Selection

**Details**

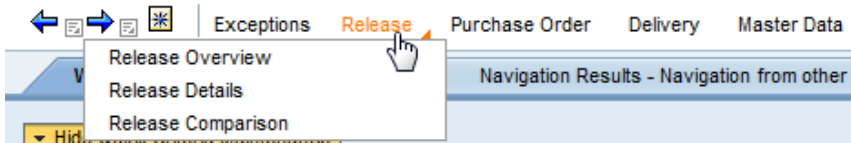
Grid Product Data

Print Version **Export** Grid Arrangement: Overview Simulate Save Audit Trail Expand All Collapse All Notes On Personalize

Product/Ship-To Location/Key Figure	Initial	W:11.2017	W:12.2017	W:13.2017	W:14.2017	W:15.2017	W:16.2017	W:17.2017	W:18.2017	W:19.2017	W:20.2017	W:21.2017	W:22.2017	W:23.2017	W:24.2017
4P309598-2 F															
1970															
Customer Planned Requirements	120	0	0	40	0	0	0	40	0	0	40	0	0	40	0
Customer Firm Requirements															
4P309598-2 H															
1970															
Customer Planned Requirements	0	0	0	0	0	40	0	0	40	0	40	0	0	40	
Customer Firm Requirements	80														
4P428025-1															
1970															
Customer Planned Requirements	0	0	0	0	0	0	0	0	0	0	144	0	72	144	72
Customer Firm Requirements	720		72	72											
4P428025-2															
1970															
Customer Planned Requirements	0	0	0	0	0	72	72	72	72	72	72	72	72	72	72
Customer Firm Requirements	72	72	72	144											

## 6 Purchasing documents

### 6.1 Release Menu: Schedule Agreements



#### 6.1.1 Schedule Agreements: Release – Overview and Details

Go via the Release main menu to “Release Overview”

After pressing “Go” on the initial screen, you get an overview of the existing Scheduling Agreement Releases. You can filter the result by filling data in the selection fields.

**Release Overview (Supplier View)** Supply Network Collabora

← → ↻ 🗨 | Exceptions Release Purchase Order Delivery Master Data

**Selection**

Show: [-----] Reset Go Open Selection

**Overview**

Details Print Download Acknowledge Reject

View: [Standard View] Print Version Export

Release Type	Reference Document	Product	Description	Customer Location	Ship-To Location	My Product No.	Supplier	SA Release No.	Confirmation	Kanban
FCT	5500010503/10	PE2018450	PRESSED TOP PLATE 2/2	1000	1000		10963	313	Optional	<input type="checkbox"/>
FCT	5500010504/10	PE2018449	PRESSED FRONT PLATE GQI XL 2/2	1000	1000		10963	313	Optional	<input type="checkbox"/>
FCT	5500004338/10	PE2018350	RoHS FIRST STEP SIDE PLATE LEFT	1000	1000		10963	1232	Optional	<input type="checkbox"/>
FCT	5500012876/10	4PW72176-1	RoHS WALL SUPPORT FLEX-LT	1000	1000		10963	146	Optional	<input type="checkbox"/>
FCT	5500010730/10	4PW68866-1 A	SUPPORT EXP. VESSEL	1000	1000		10963	446	Optional	<input type="checkbox"/>
FCT	5500010729/10	4PW68866-1 C	SUPPORT PHE	1000	1000		10963	446	Optional	<input type="checkbox"/>
FCT	5500010430/10	4PW61422-1 D	RoHS HEAT EX. MOUNTING PLATE (3)	1000	1000		10963	531	Optional	<input type="checkbox"/>
FCT	5500009605/10	4PW61422-1 B	RoHS HEAT EX. MOUNTING PLATE (3) (FU.D)	1000	1000		10963	422	Optional	<input type="checkbox"/>

By selecting a line and clicking on “Details” you can view the details of the release

- the Release History including Release Dates
- SA Schedule lines for a Release Number

**Release Details (Supplier View)** Supply Network Collaboration

← → ↻ 🗨 | Exceptions Release Purchase Order Delivery Master Data

**Selection**

Show: [-----] Reset Go Open Selection

**Release History - Product PE2018450 ( Scheduling Agreement 5500010503 Item 10 ) Ship-To Location : 1000**

Display SL Print Compare Releases Notes Related ASNs Due List

View: [Standard View] Print Version Export

SA Release No.	Release Date	Cumulative Qty.	Unit	Release Horizon	Last ASN No.	Div. Date (Last ASN)	Qty (Last ASN)
313	24.06.2013	1.921	PC		5500010503	12.09.2011	718

**Schedule Lines** Release Header Cumulative Qty Ship-From Location Customer Location Ship-To Location Contact Person

**SA Schedule Lines for Release Number - 313**

Notes

View: [Standard View] Print Version Export

Period	Shipping Date	Delivery Date	Schedule Line Quantity	Due Quantity	UoM	Commitment Level
Day		24.06.2013	0	0	PC	Production and Material Go-Ahead

Via the “Display SL” button, you can see the status of the SA Schedule line

- Production and Material Go-Ahead
- Material Go-Ahead
- Forecast

Remark:

You can also go directly to the details of a Release by selecting **“Release Details”** in the Release main menu.

### 6.1.2 Release – Comparison

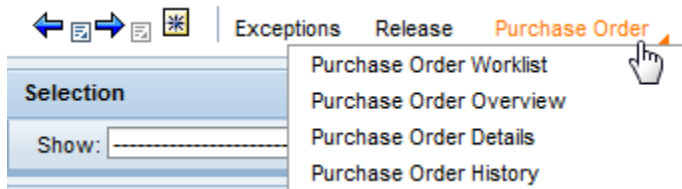
With this function, you can find out what was the difference between 2 releases.  
After the selection, you get following lay-out:

SA Release No.	Release Date	Cumulative Qty	UoM	Release Horizon	Last ASN No.	Last ASN Date	Last ASN Qty	Unloading Point	Supplier CQ.
53	13.04.2012	1.921	PC		5500010503	12.09.2011	718		0
52	12.04.2012	1.921	PC		5500010503	12.09.2011	718		0
51	11.04.2012	1.921	PC		5500010503	12.09.2011	718		0
50	10.04.2012	1.921	PC		5500010503	12.09.2011	718		0
49	06.04.2012	1.921	PC		5500010503	12.09.2011	718		0

Period	Ship. Date	Delivery Start Date	Release No.50 Quantity	Release No.50 Cumulative Quantity	Release No.313 Quantity	Release No.313 Cumulative Quantity	Delta Quantity	Delta Cumulative Quantity
Day		10.04.2012	0	1.921	0	0	0	1.921-
Day		24.06.2013	0	1.921	0	1.921	0	0

## 6.2 Purchase Orders Menu



### 6.2.1 Purchase Orders - Overview and Details

Go via the Purchase Order main menu to PO overview.

After clicking **“Go”** you get an overview of all Purchase orders that are still open or partially delivered.  
A filter can still be used.

Purchase Order - Overview (Supplier View)								Supply Network Collaboration
<span>←</span> <span>→</span> <span>🔍</span>   Exceptions Release Purchase Order Delivery Master Data								
<b>Selection</b> Show: <input type="text"/> Reset Go Open Selection								
<b>Purchase Orders</b> Details Publish PO Reject PO PO History ASNs Related to PO Invoices Related to PO WOs Related to PO QNs Related to PO Print PO								
View: [Standard View]   Print Version Export								
PO No.	Supplier	Customer	Header Status	Distr. Status	Change Distribution Status	Conf. Status	Document Date/Time	
4530642335	10963	DAIKIN	Partially Delivered	Updated by Customer		Not Confirmed	22.10.2013 00:00:00	
4530642345	10963	DAIKIN	Partially Delivered	Updated by Customer		Not Confirmed	22.10.2013 00:00:00	
4530642353	10963	DAIKIN	Partially Delivered	Updated by Customer		Not Confirmed	23.10.2013 00:00:00	

### 6.2.2 Purchase Orders – PO History (Supplier)

Go via the PO main menu and choose Purchase Order History.

Following screen pops up and press “Go”

Purchase Order History (Supplier View)										Supply Network Collaboration
<span>←</span> <span>→</span> <span>🔍</span>   Exceptions Release Purchase Order Delivery Master Data										
<b>Selection</b> Show: <input type="text"/> Reset Go Open Selection										
PO History Details PO Overview History Comparison										
View: [Standard View]   Print Version Export										
PO No.	Supplier	Customer	Header Status	Changed On	Changed By	Distr. Status	Change Distribution Status	Notes	Change Mode	
4530642335	10963	DAIKIN	Open	22.10.2013 11:52:07	XITCLNT001	Updated by Customer			Create	
4530642335	10963	DAIKIN	Open	22.10.2013 13:53:35	EU1096303	Updated by Customer			Change	
4530642335	10963	DAIKIN	Open	22.10.2013 14:03:17	XITCLNT001	Updated by Customer			Change	
4530642335	10963	DAIKIN	Open	22.10.2013 16:18:28	EU1096303	Updated by Customer			Change	
4530642335	10963	DAIKIN	Open	22.10.2013 16:21:07	XITCLNT001	Updated by Customer			Change	
4530642335	10963	DAIKIN	Partially Delivered	22.10.2013 16:22:25	XITCLNT001	Updated by Customer		X	Change	
4530642335	10963	DAIKIN	Partially Delivered	23.10.2013 14:00:33	XITCLNT001	Updated by Customer		X	Change	
4530642335	10963	DAIKIN	Partially Delivered	23.10.2013 15:11:14	XITCLNT001	Updated by Customer		X	Change	
4530642335	10963	DAIKIN	Partially Delivered	24.10.2013 11:11:07	XITCLNT001	Updated by Customer		X	Change	
4530642335	10963	DAIKIN	Partially Delivered	24.10.2013 11:44:46	XITCLNT001	Updated by Customer		X	Change	

An overview of the history of PO changes appears, with following fields:

**PO No:** Unique number for PO

**Supplier:** Supplier number, unique internal reference within Daikin Europe NV

**Hdr Status:** Status of the header of a PO

\_\_\_ = Open (blank)

CA = Cancelled

PD = Partially Delivered

CD = Delivery Completed

CL = Closed

**Change Time:** the time the PO was created / changed / updated

**Change Mode:** The way the PO was changed. N = New, C = Changed

**Changed By:** System or user ID who initiated the change

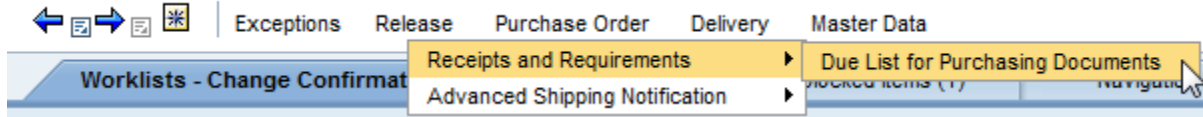
**Distr. Status:** Party who caused the update

**Notes:** box is marked when a note was added



## 7 Delivery Menu

### 7.1 Due list as Open Orderlist



The method to make deliveries to Daikin Europe NV is working via the due list.



**The due list is in fact the open order list that the supplier can use anytime and download to Excel if required.**

To enter the due list, select **“Due list for Purchasing Documents”** from the menu bar.

Following screen pops up: (example for one material)



Make sure that you are on the correct tab ‘DUE LIST OVERVIEW’ as there are some other navigation result tabs which do not contain all data (result from another limited selection) !!!

Order Doc. Type	Order Doc. No.	Item No.	SL No.	Product	Customer Loc.	Due On	Due Qty.	Unit of Measure	My Product No.
Forecast Delivery Schedule	5500001853	00010	1	2PW14648-2 B	1000	13.05.2013 12:00:00	20	PC	ABCDEFGH
Forecast Delivery Schedule	5500001853	00010	2	2PW14648-2 B	1000	08.07.2013 12:00:00	20	PC	ABCDEFGH
Forecast Delivery Schedule	5500001853	00010	3	2PW14648-2 B	1000	28.10.2013 12:00:00	20	PC	ABCDEFGH
Forecast Delivery Schedule	5500001853	00010	5	2PW14648-2 B	1000	01.12.2013 12:00:00	20	PC	ABCDEFGH
Forecast Delivery Schedule	5500001853	00010	6	2PW14648-2 B	1000	01.01.2014 12:00:00	20	PC	ABCDEFGH
Forecast Delivery Schedule	5500001853	00010	7	2PW14648-2 B	1000	01.02.2014 12:00:00	20	PC	ABCDEFGH

You should always fill in the mandatory field ‘Customer Location’ and press ENTER  
The ‘Apply’ button is to save your entered selection as default for next request.

The Customer Locations that are actually valid are:

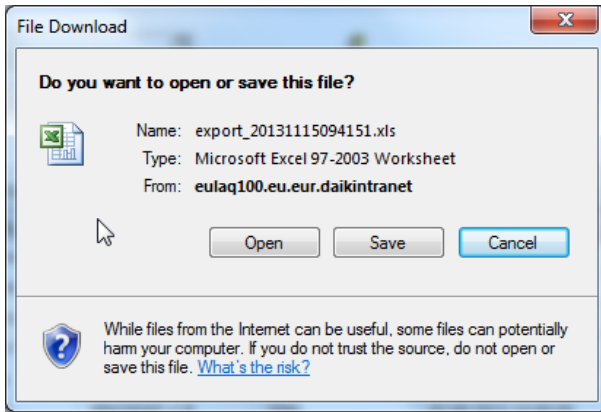
- 1000 = plant Daikin Europe NV (incl. PWN + PWE BE)
- 1800 = plant Oesterbank
- 1801 = plant Lemahieu B
- 1802 = plant Waak
- 1803 = plant Lemahieu PL
- 1804 = plant Pv-Czech
- 1805 = plant Tamura
- 1806 = plant DDC
- 1950 = plant PWE Cz
- 1960 = plant EPC West
- 1970 = plant EPC EAST

### 7.1.1 Download the due list

The due list contains the open orders and schedule agreements towards DENV. This list can be downloaded to Microsoft Excel by selecting the Export button:

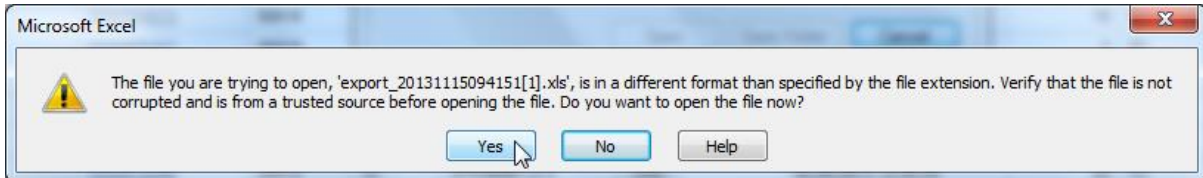
Order Doc. Type	Order Doc. No.	Item No.	Customer Loc.	Due On
Forecast Delivery Schedule	<a href="#">5500005495</a>	00010	1000	02.09.13
Forecast Delivery Schedule	<a href="#">5500007209</a>	00010	1000	02.09.13
Forecast Delivery Schedule	<a href="#">5500006848</a>	00010	1000	02.09.13

A pop-up screen will appear with the question if you want to open or save the file:



You can save it on your server or drive, but if you open it directly you get the data in Excel format.

Following message can be confirmed to open the file by pushing Yes:



	A	B	C	D	E	F	G	H	I	J	K
1	Order Doc. Type	Order Doc. No.	Item No.	SL No.	Product	Customer Loc.	Due On	Due Qty.	Unit of Measure	My Product No.	My Product Desc.
2	Forecast Delivery Schedule	5500008666	00010	19	4PW46361-1 B	1000	02.09.2013 12:00:00	40	PC		
3	Forecast Delivery Schedule	5500004573	00010	16	2PW34476-1	1000	02.09.2013 12:00:00	10	PC		
4	Forecast Delivery Schedule	5500005483	00010	15	4PW37298-1 A	1000	02.09.2013 12:00:00	5	PC		
5	Forecast Delivery Schedule	5500005495	00010	17	4PW28181-2 A	1000	02.09.2013 12:00:00	50	PC		
6	Forecast Delivery Schedule	5500007209	00010	6	4PW34671-2 C	1000	02.09.2013 12:00:00	20	PC		
7	Forecast Delivery Schedule	5500006848	00010	8	3PW38297-2 B	1000	02.09.2013 12:00:00	4	PC		
8	Forecast Delivery Schedule	5500012046	00010	19	3PW46861-2 C	1000	02.09.2013 12:00:00	20	PC		
9	Forecast Delivery Schedule	5500011561	00010	20	3PW29262-1 C	1000	02.09.2013 12:00:00	20	PC		
10	Forecast Delivery Schedule	5500006953	00010	19	3PW32042-2 F	1000	02.09.2013 12:00:00	20	PC		
11	Forecast Delivery Schedule	5500007109	00010	2	3PW37658-1 A	1000	02.09.2013 12:00:00	10	PC		
12	Forecast Delivery Schedule	5500010727	00010	5	3PW68909-1 A	1000	02.09.2013 12:00:00	100	PC		
13	Forecast Delivery Schedule	5500004529	00010	18	4PW28138-2	1000	02.09.2013 12:00:00	40	PC		
14	Forecast Delivery Schedule	5500005684	00010	8	3PW30057-1 A	1000	02.09.2013 12:00:00	10	PC		
15	Forecast Delivery Schedule	5500006123	00010	28	3PW25659-19 F	1000	02.09.2013 12:00:00	968	PC	3PW25659-19 F_TEST	COVERTJIE
16	Forecast Delivery Schedule	5500010289	00010	18	3PW46442-1	1000	02.09.2013 12:00:00	15	PC		
17	Forecast Delivery Schedule	5500003124	00010	15	4PW26331-1	1000	02.09.2013 12:00:00	150	PC		
18	Forecast Delivery Schedule	5500004593	00010	19	4PW28625-2 A	1000	02.09.2013 12:00:00	60	PC		
19	Forecast Delivery Schedule	5500010343	00010	20	3PW47341-1	1000	02.09.2013 12:00:00	30	PC		
20	Forecast Delivery Schedule	5500010436	00010	5	3PW47341-3 C	1000	02.09.2013 12:00:00	15	PC		
21	Forecast Delivery Schedule	5500005507	00010	7	3PW28605-5 B	1000	02.09.2013 12:00:00	50	PC		

## 7.2 Due List for Creation of ASN

### 7.2.1 Create ASN - Selecting items for delivery

After you made your correct selection criteria, you should select the delivery lines for which you want to make a delivery (ASN).

Order Doc. Type	Order Doc. No.	Item No.	SL No.	Product	Customer Loc.	Due On	Due Qty.	Unit of Measure	My Product No.
Forecast Delivery Schedule	5500008866	00010	19	4PW46361-1 B	1000	02.09.2013 12:00:00	40	PC	
Forecast Delivery Schedule	5500004573	00010	16	2PW34476-1	1000	02.09.2013 12:00:00	10	PC	
Forecast Delivery Schedule	5500005483	00010	15	4PW37298-1 A	1000	02.09.2013 12:00:00	5	PC	
Forecast Delivery Schedule	5500005495	00010	17	4PW28181-2 A	1000	02.09.2013 12:00:00	50	PC	
Forecast Delivery Schedule	5500007209	00010	18	4PW28181-2 B	1000	02.09.2013 12:00:00	20	PC	
Forecast Delivery Schedule	5500006848	00010	18	4PW381192 B	1000	02.09.2013 12:00:00	4	PC	
Forecast Delivery Schedule	5500012046	00010	19	3PW28181-2 B	1000	02.09.2013 12:00:00	20	PC	
Forecast Delivery Schedule	5500011561	00010	20	3PW28181-2 B	1000	02.09.2013 12:00:00	20	PC	
Forecast Delivery Schedule	5500006953	00010	19	3PW28181-2 B	1000	02.09.2013 12:00:00	20	PC	
Forecast Delivery Schedule	5500007109	00010	19	3PW320172 F	1000	02.09.2013 12:00:00	10	PC	
Forecast Delivery Schedule	5500010727	00010	5	3PW68909-1 A	1000	02.09.2013 12:00:00	100	PC	
Forecast Delivery Schedule	5500004529	00010	18	4PW28138-2	1000	02.09.2013 12:00:00	40	PC	
Forecast Delivery Schedule	5500005684	00010	8	3PW30057-1 A	1000	02.09.2013 12:00:00	10	PC	
Forecast Delivery Schedule	5500006123	00010	28	3PW25659-19 F	1000	02.09.2013 12:00:00	968	PC	3PW25659-19 F_TEST
Forecast Delivery Schedule	5500010289	00010	18	3PW46442-1	1000	02.09.2013 12:00:00	15	PC	
Forecast Delivery Schedule	5500003124	00010	15	4PW26331-1	1000	02.09.2013 12:00:00	150	PC	

After selecting the relevant lines, you can make a delivery by clicking the button **“Create ASN”**. The abbreviation ASN stands for ‘Advanced Shipping Notification.’

Following screen appears:

Item No.	Product	Prod. Desc.	ASN Qty	Supl. Cuml. Qty	Qty UoM	Purch. Doc. No.	PD Item	Purch. Doc. Type	Mfr	MPN
1	4PW46361-1 B	RoHS SUPPORT PLATE SAFETY VALVE (PV-1)	40	0	PC	5500008866	10	Scheduling Agreement		
2	2PW34476-1	TOPPLATE	10	0	PC	5500004573	10	Scheduling Agreement		

Following data must be entered or changed mandatory:

- **ASN No.** : Reference number of the delivery note of supplier e.g. ASN12345
- **Delivery Date (ETA)**: Expected Time of Arrival = Date when the parts will arrive at destination
- **Shipping Date**: Date when the goods will be shipped
- **ASN Qty**: Quantity that will be shipped on the ASN e.g. 1000 → 500



#### REMARK:

The delivery date (and time) should always be in the future at the moment you publish the ASN !



Save your ASN frequently as DRAFT to avoid data loss due to time-out or other reasons.

**General**

ASN No:  Customer Location:

Delivery Date (ETA):  12:00:00 My Customer Location No.:

Shipping Date:  12:00:00 Ship-From Location:

Document Date:  16:45:19 My Ship-From Location No.:

Invoice Recipient:  Number of HUs:  Notes available:

---

**ASN Items**

Delete Item Packing

View: [Standard View] Print Version Export

Item No.	Product	Prod. Desc.	ASN Qty	Supl. Cuml. Qty	Qty UoM	Purch. Doc. No.	PD Item	Purch. Doc. Type	Mfr	MPN
1	4PW46361-1 B	RoHS SUPPORT PLATE SAFETY VALVE (PV-1)	30	0	PC	5500008666	10	Scheduling Agreement		
2	2PW34476-1	TOPPLATE	7	0	PC	5500004573	10	Scheduling Agreement		

## 7.2.2 Create ASN – Add Packaging information (=Mandatory !!!)

The next **mandatory** step is adding the packaging data for the ASN. You cannot publish an ASN when all items are not fully packed.

Click on the button **“Packing”**. Following screen appears:

**ASN Packing** Supply Network Collaboration - EU1096303 - Business Partner: 10963 [Log Off](#)

Exceptions Release Purchase Order Delivery Master Data

**ASN Items - ASN12345**

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

View: \* default Print Version Export

Item No.	Product	Product Description	ASN Quantity	Packed Quantity	Pack. Spec. Identifier
000001	4PW46361-1 B	RoHS SUPPORT PLATE SAFETY VALVE (PV-1)	30	0	PS_4PW46361_1B
000002	2PW34476-1	TOPPLATE	7	0	PS_2PW34476_1

---

**HU - Hierarchical view**

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

Print Version Export

Pack Level01	Pack Level02

Now there are 2 possible ways to pack the item lines: Automatic packing or manual packing

### 7.2.2.1 Automatic Packing



If there is a “Packaging Specification Identifier” created and linked, then you can use the function Automatic Packing. All handling units will be created automatically based on the Packaging Specification Identifier you have put in via master data maintenance in SNC.

For every line of the ASN, you can check whether there is a Packing Specification present. See screenshot below. If not, you can first create one for this material before continuing, see 8.1. Packing Specifications.

Item No.	Product	Product Description	ASN Quantity	Packed Quantity	Pack. Spec. Identifier
000001	4PW46361-1 B	RoHS SUPPORT PLATE SAFETY VALVE (PV:-1)	30	0	PS_4PW46361_1B
000002	2PW34476-1	TOPPLATE	7	0	PS_2PW34476_1

### 7.2.2.2 Manual Packing

Manual packing is a more time-consuming and not recommended way to pack the items. Several steps need to be taken: (see following pages)

**Step 1:** Create a handling unit (Create packing)

**Step 2:** Fill in the packaging material + press Ok

**Step 3:** Select the handling unit number and item lines you want to combine + press Pack

**Step 4:** Fill in the quantity of the product that is packed in the handling unit + press Ok

**Step 1:** Create a handling unit (Create packing)

First create a packing, which will be called HU in the further text. HU stands for "Handling Unit". Click on the button "Create HU"

Item No.	Product	Product Description	ASN Quantity	Packed Quantity	Pack. Spec. Identifier
000001	4PW46361-1 B	RoHS SUPPORT PLATE SAFETY VALVE (PV:-1)	30	0	PS_4PW46361_1B
000002	2PW34476-1	TOPPLATE	7	0	PS_2PW34476_1

HU - Hierarchical view	
<b>Create HU</b>	Cut Paste Pack Unpack Print label Print All Labels Print HU subtree Expand Collapse
Print Version Export	
Pack Level01	Pack Level02

and following screen pops up:

HU Details			
Edit HU properties			
HU:	<input type="text"/>	Net Weight:	<input type="text" value="0,000000"/> Weight UoM: <input type="text"/>
<b>Packaging Material:</b>	<input type="text"/>	Gross Weight:	<input type="text" value="0,000000"/>
Length:	<input type="text" value="0,000000"/>	Width:	<input type="text" value="0,000000"/> UoM (Dimension): <input type="text"/>
Height:	<input type="text" value="0,000000"/>	Total Volume:	<input type="text" value="0,000000"/> Volume UoM: <input type="text"/>
Ok Cancel			

**Step 2:** Fill in the packaging material + press Ok

Fill in the packaging material, which is mandatory. When you are in the field with your cursor, you can press F4 (or click the icon next to "Packing Material") to get an overview of the allowed packaging materials.

e.g. select EB2 and press the button Ok

If you do not find any packaging material that fits your requirement, you have to select “REP”, Requires Repacking, as packaging material.

You will notice that a unique handling number is created. In the example it is number 154144246009499824 :

ASN Items - ASN12345					
Automatic Packing Check ASN Save ASN / Draft Save ASN / Publish Reload ASN ASN Details					
View: default   Print Version Export					
Item No.	Product	Product Description	ASN Quantity	Packed Quantity	Pack. Spec. Identifier
000001	4PW46361-1 B	RoHS SUPPORT PLATE SAFETY VALVE (PV:-1)	30	0	PS_4PW46361_1B
000002	2PW34476-1	TOPPLATE	7	0	PS_2PW34476_1

HU - Hierarchical view	
Create HU Cut Paste Pack Unpack Print label Print All Labels Print HU subtree Expand Collapse	
Print Version Export	
Pack Level01	Pack Level02
EP1-154144246009499824	

**Step 3:** Select the handling unit number line and item line(s) you want to combine + press Pack

After clicking the button “Pack”, following screen appears:

ASN Packing		Supply Network Collaboration - EU1096303 - Business Partner: 10963 Log Off			
Exceptions Release Purchase Order Delivery Master Data					
ASN Items - ASN12345					
Automatic Packing Check ASN Save ASN / Draft Save ASN / Publish Reload ASN ASN Details					
View: default   Print Version Export					
Item No.	Product	Product Description	ASN Quantity	Packed Quantity	Pack. Spec. Identifier
000001	4PW46361-1 B	RoHS SUPPORT PLATE SAFETY VALVE (PV:-1)	30	0	PS_4PW46361_1B
000002	2PW34476-1	TOPPLATE	7	0	PS_2PW34476_1

HU - Hierarchical view	
Create HU Cut Paste Pack Unpack Print label Print All Labels Print HU subtree Expand Collapse	
Print Version Export	
Pack Level01	Pack Level02
EP1-154144246009499824	

Packed Products						
Edit HU properties Pack Another Item Pack with Serial Numbers						
Print Version Export						
Item No.	Product	Product Description	My Product No.	My Product Desc.	Packed Quantity	Unit
000001	4PW46361-1 B	RoHS SUPPORT PLATE SAFETY VALVE (PV:-1)			0	Pc

FILL IN QTY

**Step 4:** Fill in the quantity of the product that is packed in the handling unit + press Ok

**ASN Packing** Supply Network Collaboration - EU1096303 - Business Partner: 10963 [Log Off](#)

← → ↻ 📄 | Exceptions Release Purchase Order Delivery Master Data

**ASN Items - ASN12345**

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

View: default | Print Version Export ↕

Item No.	Product	Product Description	ASN Quantity	Packed Quantity	Pack. Spec. Identifier
000001	4PW46361-1 B	RoHS SUPPORT PLATE SAFETY VALVE (PV:-1)	30	30	PS_4PW46361_1B
000002	2PW34476-1	TOPPLATE	7	0	PS_2PW34476_1

**HU - Hierarchical view**

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

Print Version Export ↕

Pack Level01	Pack Level02
-EP1-154144246009499824	
	000001 --4PW46361-1 B --30PC

**HU Details** **Packed Products**

Edit HU properties

Print Version Export ↕

Item No.	Product	Product Description	My Product No.	My Product Desc.	Packed Quantity	Unit
000001	4PW46361-1 B	RoHS SUPPORT PLATE SAFETY VALVE (PV:-1)			30	PC

From this screen you can notice following things:

Items

Item 000001 is fully packed and the colour changed from red to green.

HU – Hierarchical view

Pack level2 is added with the material and qty as part of the HU (level1)

Now DESELECT the handling unit you are busy (select the line under) and repeat the same process, till everything is packed. Finally all lines should be green = fully packed.

**ASN Packing** Supply Network Collaboration - EU1096303 - Business Partner: 10963 [Log Off](#)

← → ↻ 📄 | Exceptions Release Purchase Order Delivery Master Data

**ASN Items - ASN12345**

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

View: default | Print Version Export ↕

Item No.	Product	Product Description	ASN Quantity	Packed Quantity	Pack. Spec. Identifier
000001	4PW46361-1 B	RoHS SUPPORT PLATE SAFETY VALVE (PV:-1)	30	30	PS_4PW46361_1B
000002	2PW34476-1	TOPPLATE	7	7	PS_2PW34476_1

**HU - Hierarchical view**

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

Print Version Export ↕

Pack Level01	Pack Level02
-EP1-154144246009499824	
	000001 --4PW46361-1 B --30PC
-NC1-154144246009499862	
	000002 --2PW34476-1 --7PC



**REMARK:**

You can select more than 1 item line for packing in a handling unit, but this is business wise only allowed when the Products of the selected lines are the same. Different products in one handling unit are not allowed.

### 7.2.3 Create ASN - Save ASN as draft

When the ASN is packed, the ASN should be saved as Draft before printing the labels. Click on **“Save ASN/Draft”**.

Item No.	Product	Product Description	ASN Quantity	Packed Quantity	Pack. Spec. Identifier
000001	4PW46361-1 B	RoHS SUPPORT PLATE SAFETY VALVE (PV:-1)	30	30	PS_4PW46361_1B
000002	2PW34476-1	TOPPLATE	7	7	PS_2PW34476_1

After saving, a message appears: “Delivery ASN12345 was changed and saved successfully”



## 7.2.4 Create ASN - Print labels

From the draft ASN, you can print out all labels per handling unit. A PDF file will be generated where there are 2 labels on one A4 page.

**ASN Items - ASN12345**

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

View: default Print Version Export

Item No.	Product	Product Description	ASN Quantity	Packed Quantity	Pack. Spec. Identifier
000001	4PW46361-1 B	RoHS SUPPORT PLATE SAFETY VALVE (PV:-1)	30	30	PS_4PW46361_1B
000002	2PW34476-1	TOPPLATE	7	7	PS_2PW34476_1

---

**HU - Hierarchical view**

Create HU Cut Paste Pack Unpack Print label **Print All Labels** Print HU subtree Expand Collapse

Print Version Export

Pack Level01	Pack Level02
-EP1-154144246009499824	000001 --4PW46361-1 B --30PC
-NC1-154144246009499862	000002 --2PW34476-1 --7PC

Example labels: (1 A4 document)

<p>(1) Ship to party <b>Daikin Europe B-8400 OOSTENDE</b></p> <p>(2) Delivery note number (AS) ASN12345</p> <p>(3) Condition reference number (P) <b>4PW46361-1 B</b></p> <p>(4) Qty. in box 30</p> <p>(5) Supplier number (S) 10963</p> <p>(6) Package no. (R) 154144246009499824</p> <p>(7) Master tag VGR 402, Version 4</p>	<p>(8) Controlling point - storage location - usage key</p> <p>(9) Supplier address (name, street, zip code, city) <b>STEELANDT NV B-8460 OUDENBURG (WESTKERKE)</b></p> <p>(10) Net weight (N) 30 (11) Gross weight (G) 30 (12) Number of packages (M) 0</p> <p>(13) Description of delivery, service RoHS SUPPORT PLATE SAFETY VALVE (PV:-1)</p> <p>(14) Supplier reference number (SR)</p> <p>(15) Production date D 13.11.08 (16) Engineering change status</p> <p>(17) Batch number (B)</p>
<p>(1) Ship to party <b>Daikin Europe B-8400 OOSTENDE</b></p> <p>(2) Delivery note number (AS) ASN12345</p> <p>(3) Condition reference number (P) <b>2PW34476-1</b></p> <p>(4) Qty. in box 7</p> <p>(5) Supplier number (S) 10963</p> <p>(6) Package no. (R) 154144246009499862</p> <p>(7) Master tag VGR 402, Version 4</p>	<p>(8) Controlling point - storage location - usage key</p> <p>(9) Supplier address (name, street, zip code, city) <b>STEELANDT NV B-8460 OUDENBURG (WESTKERKE)</b></p> <p>(10) Net weight (N) 93 (11) Gross weight (G) 93 (12) Number of packages (M) 0</p> <p>(13) Description of delivery, service TOPPLATE</p> <p>(14) Supplier reference number (SR)</p> <p>(15) Production date D 13.11.08 (16) Engineering change status</p> <p>(17) Batch number (B)</p>

These Odette labels should be attached on the goods so that they can easily be scanned by the warehouse operator.

## 7.2.5 Create ASN - Publish ASN = final confirmation!

After you have attached the labels to the packages, you can send the ASN to Daikin Europe NV by "Publishing the ASN"

Item No.	Product	Product Description	ASN Quantity	Packed Quantity	Pack. Spec. Identifier
000001	4PW46361-1 B	RoHS SUPPORT PLATE SAFETY VALVE (PV:-1)	30	30	PS_4PW46361_1B
000002	2PW34476-1	TOPPLATE	7	7	PS_2PW34476_1

Following message appears:

Delivery ASN12345 was changed and published successfully

This is the final step of creating an ASN. After you published, you cannot change the ASN anymore.

### REMARK:

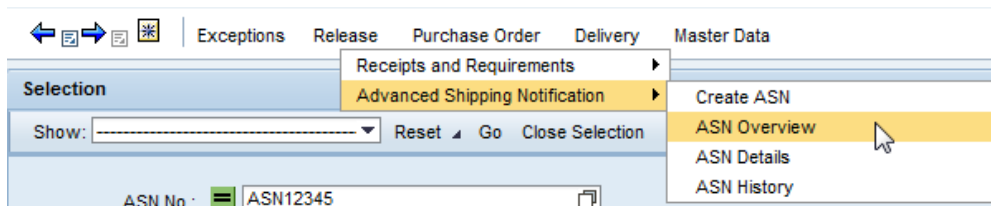
Exceptionally, you can CANCEL an ASN and start over again to make a new ASN. (the due qty is re-opened)

Be aware that when you published the ASN, the system sent a message to DENV SAP and created an inbound delivery.



**=> ALWAYS inform DENV when you cancelled an ASN !!!**

## 8 ASN Maintenance



**Remark:**

Create ASN is not used from this menu as you will have to fill in all data manually (high risk on errors). As already explained, you should always create ASN's based on the DUE LIST.

### 8.1 ASN Overview

Via SAP SNC you can have an overview of all ASN's that you have made, including the status of each specific delivery.

Select ASN Overview in the menu and you will see the latest screen that you used as ASN overview

ASN Number	Ship-From Loc.	Ship-To Loc.	Customer Loc.	Shipping Date	Delivery Date	ASN Status	Notes
<a href="#">12002453</a>	0000010963	1000	1000	21.03.2012 12:00:00	21.03.2012 12:00:00	Draft	
<a href="#">12003247</a>	0000010963	1000	1000	10.05.2012 18:00:00	10.05.2012 18:00:00	Draft	
<a href="#">12006727</a>	0000010963	1000	1000	17.12.2012 12:00:00	17.12.2012 12:00:00	Draft	
<a href="#">ADD ITEM ASN2</a>	0000010963		1000	30.10.2013 12:00:00	13.11.2013 12:00:00	Draft	
<a href="#">ASN12345</a>	0000010963	1000	1000	08.11.2013 12:00:00	15.11.2013 12:00:00	Draft	
<a href="#">TEST4 SA ASN</a>	0000010963	1000	1000	13.05.2013 12:00:00	14.11.2013 12:00:00	Draft	



Same remark as in the due list: Make sure that you are on the correct tab 'ASN LIST-List of ASN' as there are some other navigation result tabs which do not contain all data (result from another limited selection) !!!

**Customer Location:** Plant within Daikin Europe organization where you have to deliver

**Product:** Material included in ASN

**Delivery Date (ETA):** date of arrival of goods

**Shipping Date:** date of shipping of goods

**Document Date:** date when the ASN was created

**ASN Status:** status about the delivery – possible entries

DV = Draft

PB = Published

GC = Goods Receipt Complete

GP = Partial Goods Receipt

CA = Cancelled ASN

**ASN No.:** Reference delivery note of supplier

**PO number:** PO relevant to the requested ASN('s)

**SA number:** SA relevant to the requested ASN('s)

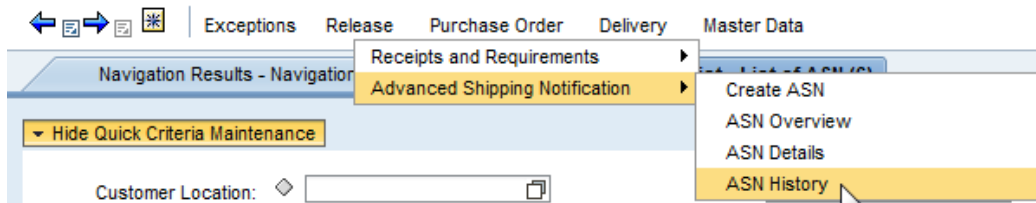
By selecting a line, you can choose to publish, cancel, copy or see the history details of the ASN. Click on the ASN number itself to go to the ASN details from which you can change it when the status is draft.

This can also be used to reprint labels.

## 8.2 ASN History

Whenever the status of a delivery was changed, the status change is logged. The logging overview of the ASN status changes can be viewed by using the function ASN History

To access ASN History, go via the previously explained ASN overview or via the main Delivery menu and select ASN History



## ASN Maintenance - ASN History (Supplier View)

[Exceptions](#)
[Release](#)
[Purchase Order](#)
[Delivery](#)
[Master Data](#)

### Selection

Show:  [Reset](#) [Go](#) [Close Selection](#)

Delivery plant:	<input type="text"/>	To	<input type="text"/>	
Ship-From Location:	<input type="text"/>	To	<input type="text"/>	
Ship-To Location:	<input type="text"/>	To	<input type="text"/>	
ASN No.:	<input type="text"/>	To	<input type="text"/>	
Inbound Delivery No.:	<input type="text"/>	To	<input type="text"/>	
ASN Status:	<input type="text"/>			
Delivery Date (ETA):	<input type="text"/>	To	<input type="text"/>	
Shipping Date:	<input type="text"/>	To	<input type="text"/>	
Document Date:	<input type="text"/>	To	<input type="text"/>	
Validation Status:	<input type="text"/>			

[ASN History Details](#)
[ASN Overview](#)
[History Comparison](#)

View:  [Print Version](#) [Export](#)

ASN No.	Change Time	User Name	Change Mode	ASN Status	Delivery Date	Creation Time	Ship-From
The table does not contain any data							

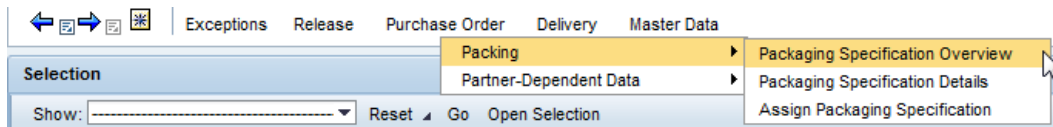
Limit your selection criteria and push the GO button:

ASN No.	Change Time	User Name	Change Mode	ASN Status	Delivery Date	Creation Time	Ship-From Location	Customer Location	Acceptance Status
ASN12345	14.11.2013 16:54:04	EU1096303	Manually	Draft	15.11.2013 12:00:00	14.11.2013 16:54:04	0000010963	1000	Accepted
ASN12345	15.11.2013 10:32:51	EU1096303	Manually	Draft	15.11.2013 12:00:00	14.11.2013 16:54:04	0000010963	1000	Accepted
ASN12345	15.11.2013 11:08:37	EU1096303	Manually	Published	15.11.2013 12:00:00	14.11.2013 16:54:04	0000010963	1000	Accepted

Now you can see the historical changes on the specific ASN.

## 9 Master Data

### 9.1 Packaging Specifications

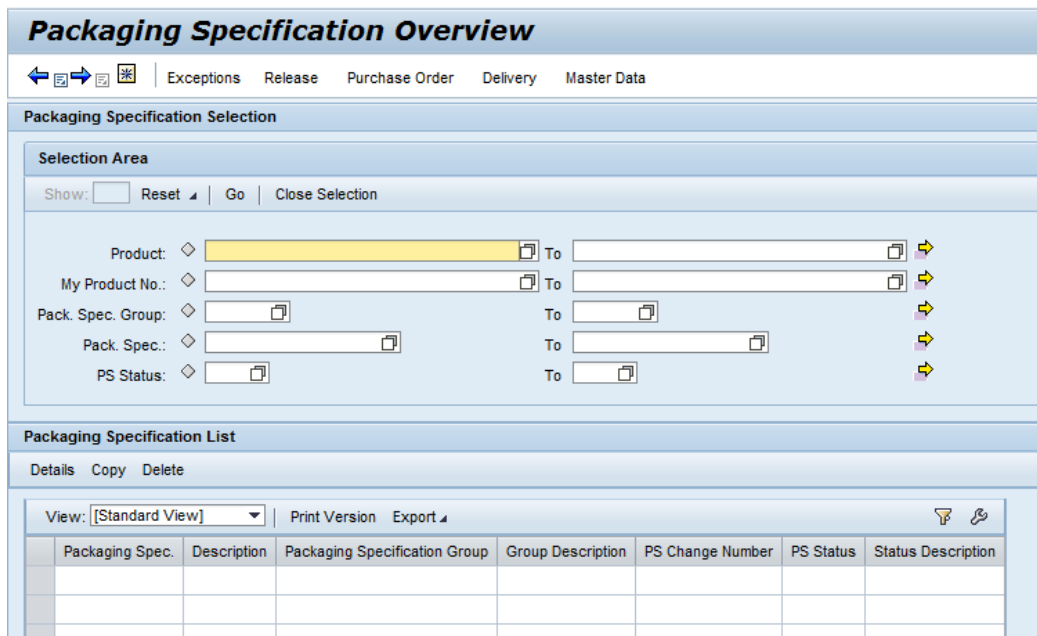


Packaging specifications should be maintained to use the automatic packing function during the ASN creation.



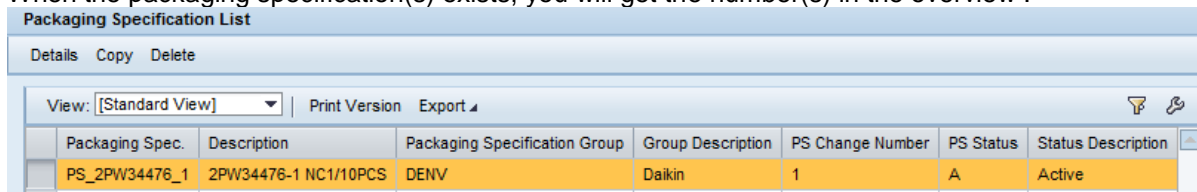
Each new pack.spec should first be created and then assigned to the vendor. You will not be able to use the automatic packing function if these 2 steps are not completed !

Before you start to create a new pack.spec, it should be good to check if it already exists. Or if you want to see the existing packaging specifications, select the option **“Packaging Specification Overview”** via the menu.

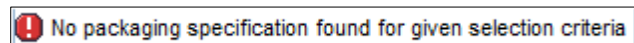


Fill in your materialnumber and press GO (or leave everything blank to see them all)

When the packaging specification(s) exists, you will get the number(s) in the overview :



When the packaging specification does not exist yet, you will get a message:



In this case, you need to create one.

## 9.1.1 Create packaging specification

Select the option “**Packaging Specification Details**” via the menu.

Push the **CREATE** button to create a new packaging specification

### HEADER DATA:

- **Pack Specification Group:** use default “DENV - Daikin”
- **Pack Specification ID** = unique reference for a packaging specification  
e.g. ‘PS\_4PW32097\_1A’
- **Pack Spec Description** = standard description of a packaging specification  
e.g. ‘4PW32097-1 A 100 pcs/EB2’



### REMARKS:

- In the DENV material numbers, there are 2 characters used which are not allowed in the packaging spec.ID: the space ‘ ’ and hyphen ‘-’ character. Use ‘\_’ underscore instead of the hyphen and delete the space character.
- We want to use a standard naming convention for the ID and the description:  
ID: **PS\_<materialnumber without hyphen or space>**  
Description: **<materialnumber with hyphen and space> <qty>pcs/<packtype>**

**Packaging Specification Header Data**

Packaging Specification Group: DENV - Daikin

Packaging Specification Identifier: PS\_2PW34476\_1

Packaging Specification Desc.: 2PW34476-1 10pcs/EB3

Packaging Specification Status: New

Pack. Spec. Change Number:

Push ENTER and continue with the **CONTENT** of the pack specification

**Content** | Level | Admin Details

**Content**

Add Content | Delete Content

View: \* [Standard View]

Cont. Seq. No.	Product	Product Desc.	Quantity
1	2PW34476-1	TOPPLATE	1

Normally the line is already selected and ready for input, otherwise click on the tab Add Content and fill in following data:

- Content Sequence*: always use "1"
- Product*: input the material to be packed e.g. 2PW34476-1
- Quantity*: enter smallest possible quantity for the packaging, so always "1"

When you push ENTER, the data will be validated and the material description will be automatically filled in.

Now continue with the **LEVEL** of the pack specification  
The level contains the lotsize and the packaging type you will use for one label.

**Content** | **Level** | Admin Details

**Level**

Add Level | Delete Level

View: \* [Standard View]

Level Sequence No.	Target Quantity	Minimum Quantity	HU
1	0	0	<input type="checkbox"/>

- *Level Seq*: level of packing, use "1" as we currently only work with single packaging.
- *Target Qty*: maximum quantity to be packed e.g. "10" (= lotsize per label)
- *Minimum Qty*: minimum quantity to be packed always "1"
- *HU Creation*: always mark the box for the creation of a handling unit number on the label

**Content** | **Level** | Admin Details

**Level**

Add Level | Delete Level


View: \* [Standard View]

Level Sequence No.	Target Quantity	Minimum Quantity	HU
1	10	1	<input checked="" type="checkbox"/>




Now scroll-down and add the packaging material type:

Push the **Add Element** button

Related Elements				
<input type="button" value="Add Element"/> <input type="button" value="Delete Element"/>				
View: * [Standard View] 				
Elem. Seq. No.	Packaging Material	Pack. Mat. Description	HU-Relevance	Quantity
1				0,000000000000000

Fill in the data. EB3 is used as packaging material in this example.

- **Element Sequence:** Sequence number for packaging materials used. Use always "1"
- **Packing Material:** Enter packing material e.g. EB3
- **Packaging Material Description:** will be filled in automatically once you pushed ENTER
- **HU relevance:** choose always 1, as we currently only use the main Packaging Material
- **Quantity:** number of packaging materials. Always enter 1

Related Elements				
<input type="button" value="Add Element"/> <input type="button" value="Delete Element"/>				
View: * [Standard View] 				
Elem. Seq. No.	Packaging Material	Pack. Mat. Description	HU-Relevance	Quantity
1	EB3	Euro Box Size 3	1	1


Push ENTER and **CHECK** the packaging instruction for errors:

Packaging specification is valid

**SAVE** the packaging instruction:

Packaging specification has been saved

The pack spec is created and saved now but the status is NEW.  
Push the **Activate** button to activate the packaging specification

Packaging Specification Details	
Pack. Spec. ID: PS_2PW34476_1 	Change Number: <input type="text"/> Go
<input type="button" value="Create"/> <input type="button" value="Change"/> <input type="button" value="Display"/> <input type="button" value="Check"/> <input type="button" value="Save"/> <input type="button" value="Activate"/> <input type="button" value="Deactivate"/> <input type="button" value="Create 2nd Version"/> <input type="button" value="Delete"/> <input type="button" value="Copy"/>	
<b>Packaging Specification Header Data</b> <div style="border: 1px solid gray; padding: 2px; display: inline-block;">Activate Packaging Specification</div>	
Packaging Specification Group:	DENV - Daikin
Packaging Specification Identifier:	PS_2PW34476_1
Packaging Specification Desc.:	2PW34476-1 10pcs/EB3
Packaging Specification Status:	New
Pack. Spec. Change Number:	00000002

After activation, following screen appears, with the message "Pack Spec has been activated"

### Packaging Specification Details

[←](#) [→](#) [🔍](#) | [Exceptions](#) [Release](#) [Purchase Order](#) [Delivery](#) [Master Data](#)

Packaging specification has been activated

[Display Message Log](#)

---

#### Packaging Specification Details

Pack. Spec. ID:  [🔍](#) Change Number:  [Go](#)

[Create](#) [Change](#) [Display](#) [Check](#) [Save](#) [Activate](#) [Deactivate](#) [Create 2nd Version](#) [Delete](#) [Copy](#)

#### Packaging Specification Header Data

Packaging Specification Group:   
 Packaging Specification Identifier:   
 Packaging Specification Desc.:   
 Packaging Specification Status:   
 Pack. Spec. Change Number:

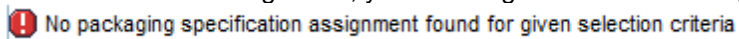
Now the packaging specification is created but not assigned yet to the vendor. Do this final step to be able to use the automatic packing function.

### 9.1.2 Assign packaging instruction to vendor

Go to the main menu and select “Assign Packaging Specification”

First fill in your material number to check if there is already an existing assignment, and push GO

When there is no assignment, you should get this error message:



Push the **Create/change PS Assignments** button to add your assignment. The system will switch to EDIT mode:

### Assign Packaging Specification

[←](#) [→](#) [🔍](#) | [Exceptions](#) [Release](#) [Purchase Order](#) [Delivery](#) [Master Data](#)

#### Search for Packaging Specification Assignments

**Selection Area**  
 Show:  [Reset](#) [Go](#) [Open Selection](#)

#### Packaging Specification Assignments

[Pack Spec Details](#) [Display PS Assignments](#) [Copy line](#) [Insert line](#) [Delete line](#) [Save all changes](#) [Reset](#)

View:  [Print Version](#) [Export](#) [🔍](#) [🔗](#)

Product	Priority	Packaging Spec.

Push **INSERT LINE**

And fill in following data:

**Product:** materialnumber you want to assign to you as vendor

**Priority:** fill in number 10. We could use priorities but we only have one version.

**Pack Spec Identifier:** pack specification ID (PS\_number) you want to allocate to the product

After filling in the data, do not forget to save the data: **SAVE all changes**

Now you are able to use the function “Automatic Packing” in the ASN creation.

### 9.1.3 Change an existing packaging specification

It could happen that the packaging quantity or the packaging type is changing for a certain material. Unfortunately it is not possible just to change the existing one. You should create a second version of the existing version one, change it and overwrite the existing one by activating the second version ...

Go to Packaging Specification Overview & enter your material. In this example 2PW34476-1 Press “Go”.

Select the line with the Packaging Specification when it is not selected yet and push on the **DETAILS** button to go to the packaging specifications details.

Now, you should see your active packaging specification that you want to change.

Push the '**Create 2<sup>nd</sup> version**' button :

### Packaging Specification Details

← → ↻ 📄 Exceptions Release Purchase Order Delivery Master Data

Packaging Specification Details

Pack. Spec. ID:  Change Number:  Go

Packaging Specification Header Data

Packaging Specification Group:

Packaging Specification Identifier:

Packaging Specification Desc.:

Packaging Specification Status:

Pack. Spec. Change Number:

An information message appears :

2nd version has been created

Now go again to “Packaging Specification Overview”, fill in your material 2PW16771-1 and press GO

Packaging Specification List						
Details Copy Delete						
View: [Standard View] Print Version Export						
Packaging Spec.	Description	Packaging Specification Group	Group Description	PS Change Number	PS Status	Status Description
PS_2PW34476_1	2PW34476-1 10pcs/EB3	DENV	Daikin	1	A	Active
PS_2PW34476_1	2PW34476-1 10pcs/EB3	DENV	Daikin	2	I	Inactive

You can see now 2 packaging specifications for 1 product:

- 1st line: the active Packaging specification (Status = A = Active)
- 2<sup>nd</sup> line: the copy of the original Packaging specification (Status = I = Inactive)

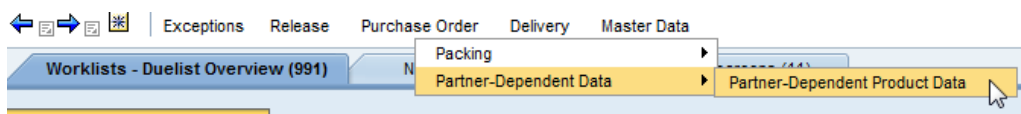
Now select the inactive version and change the packaging data where needed

- Select the inactive version
- Click on the button “Details”
- Click on the button “Change”
- Go to the level tab (lines should be selected already)
- Change for example the packaging from EB3 to EB1 (drag over the EB3)
- Change for example the target qty from 10 to 25 (drag over the 10)
- Do not forget to update your PS description
- Save the packaging instruction
- A message appears :  Packaging specification has been saved
- Now select the button “Activate” and again the message appears  Packaging specification has been activated
- The old Packaging specification that was “active” is deleted and replaced (overwritten) by the new one

When you now go again to “Packaging Specification Overview”, fill in your material and push GO

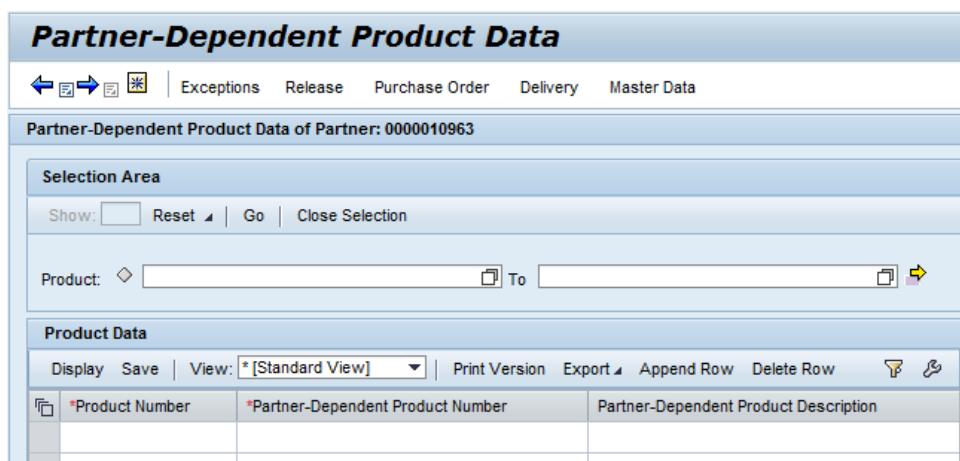
Packaging Specification List						
Details Copy Delete						
View: [Standard View] Print Version Export						
Packaging Spec.	Description	Packaging Specification Group	Group Description	PS Change Number	PS Status	Status Description
PS_2PW34476_1	2PW34476-1 25pcs/EB1	DENV	Daikin	1	A	Active

## 9.2 Partner-Dependent Product Data

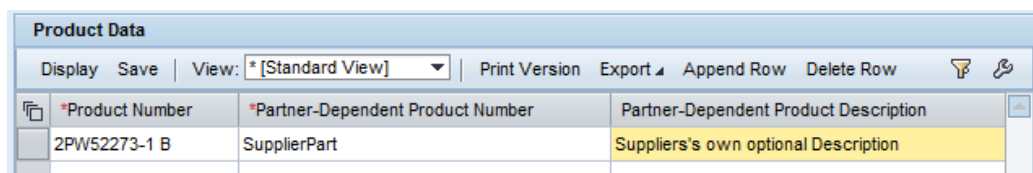


The partner dependent product data is optional and can be used by the supplier to link their own material numbers with the DENV material numbers. The supplier material numbers will then be visible in the Due List and printed on the Odette Labels of the ASN.

Select the option “Partner-Dependent Product Data” via the menu



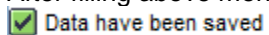
Press the button “Append Row” to add a new link



You have now the possibility to fill in your own reference data per article number:

- **Product Number:** Product Number in Daikin Europe NV
- **Partner-dependent Product Number:** Material number at the supplier
- **Description:** Description of the article @ the supplier

After filling above mentioned data, press “Save”



You can also download the full list to Excel by pushing the GO button without any selection and push the Export button (similar as the Due List).

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## 10 FAQ

- Q: My ASN is saved as draft but I cannot publish it.  
A: Check your delivery date and time. It could be that the date is correct but the time is already in the past (default 12:00 noon)
- Q: I created an ASN and finally it seems there is a packaging specification missing to publish it. Should I start over again?  
A: No, you can save the ASN as draft, go to the packaging specification masterdata to create it and recall your ASN in the ASN overview. You will notice that the pack.spec is filled in now.
- Q: I was creating an ASN, waited for a while and now there is a system time-out. Is my data lost?  
A: It depends if you saved your ASN as draft. Check in the ASN overview if you find back your ASN. If not, you have to start over again.
- Q: My password is locked. How can I continue?  
A: Call Amanda Morina (+32 (0)59 55 47 95) or send a mail to [morina.a@daikineurope.com](mailto:morina.a@daikineurope.com) and give your user-ID. She will ask the helpdesk to reset it.
- Q: I created an ASN, saved it as draft but while attaching the labels it seems there are some extra parts that should be loaded. Can I add them to the existing ASN?  
A: Yes, but it is recommended and easier to create an additional ASN with the extra parts. You cannot use the same ASN number but just add 'A' or similar after the ASN number.
- Q: I created an ASN and it seems that one material cannot be loaded on truck anymore on the truck. What should I do?  
A: It depends on the ASN status. When your ASN is still in draft mode, you can remove the item or reduce the quantity and should delete the packlabels (select it and CUT) for the same qty. When your ASN is already published, you can cancel and start over with a new ASN but you have to inform DENV to delete the inbound in SAP.
- Q: There has been a shipment without ASN to DENV. Will the due list be updated automatically?  
A: Not for Purchase Orders. You ALWAYS have to create an ASN and should contact your MRP controller to see if the inbound at DENV was not created manually yet. The due list will be updated the next day (after the release in SAP) in case of schedule agreements.
- Q: Can I reprint some labels?  
A: Yes. Go to the ASN overview, enter your ASN and go to the packing. There you select again to print all (or selection of) labels.

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## 11 Technical Requirements

### 11.1 Internet connection

Before going live, check if the connection is working properly. If the connection is not working, please take contact with your local IT administrator / internet provider.

### 11.2 Browser Requirements

- Internet Explorer
- Or Mozilla Firefox
- Or Google Chrome
- Or Netscape Navigator
- And Printer Requirements
- And Acrobat Reader (version 6.0 or higher) is needed to open / print the generated labels.

### 11.3 Testing SAP SNC functionalities

Please test SAP SNC all functionalities you need before going live. If something is not working, please contact Purchase department (Amanda Morina ( [morina.a@daikineurope.com](mailto:morina.a@daikineurope.com)))

### 11.4 Agreement - Packaging information per product for start up

Before starting up, please agree upon the packaging specification that will be used in SAP SNC. This should be transparent and clear for both parties before a go-live can be given.

### 11.5 Agreement – Rounding values

Check if rounding values are correct and check if they are in correlation with the packaging quantity.

### 11.6 Contact persons

For support (during set-up or in case of problems):

- Daikin Europe Purchase Department  
Amanda Morina  
[morina.a@daikineurope.com](mailto:morina.a@daikineurope.com)

Technical Related Questions:

- Daikin Europe Information Systems Department  
David Longueville  
[longueville.d@daikineurope.com](mailto:longueville.d@daikineurope.com)

### 11.7 Questions – suggestions about this SAP SNC manual

Contact person: Amanda Morina – [morina.a@daikineurope.com](mailto:morina.a@daikineurope.com)