

# COTY PROJECT

## USER MANUAL

### My Profile

### My Workspace (Supplier)

SCP-MSP-e2Open\_WI\_My Profile, My Workspace in E2open portal\_Supplier\_EN\_GLO

FUNCTION: Supply Chain Planning

<b>TOPIC</b>	<ul style="list-style-type: none"><li>• E2open My Profile</li><li>• E2open My Workspace</li></ul>
<b>OBJECTIVES</b>	How the supplier can subscribe to receive email alerts and to filter exceptions in E2open.
<b>ROLE</b>	Supplier
<b>TRAINER</b>	
<b>SYSTEM</b>	E2open
<b>TRAINING MEDIUM</b>	
<b>COURSE DURATION</b>	
<b>COUNTRY LOCALIZATION</b>	Ashford and Galleria

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## 1 Document history

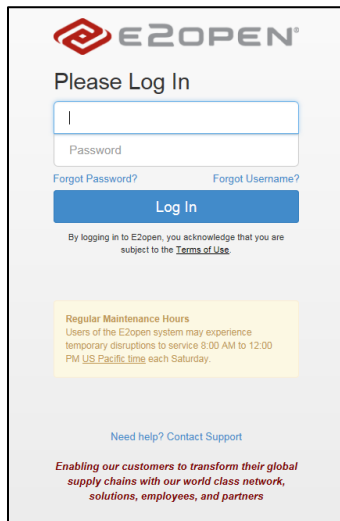
Author	Version	Date	Description of change
David.Perez.batalla@accenture.com	1.0	08.02.2017	Document creation

## 2 Logging in to the System

- To access the Login page, in your browser's Address box enter the URL:
  - <https://coty.e2open.com> for Production system
  - <https://coty.staging.e2open.com> for Testing/Training system

Note: https means the data is encrypted as it flows between the server and your computer.

- Enter your user credentials. You have received an email from e2open. Please use the credentials for your username and password which you created.
- Click the **Log In** button to access the application.

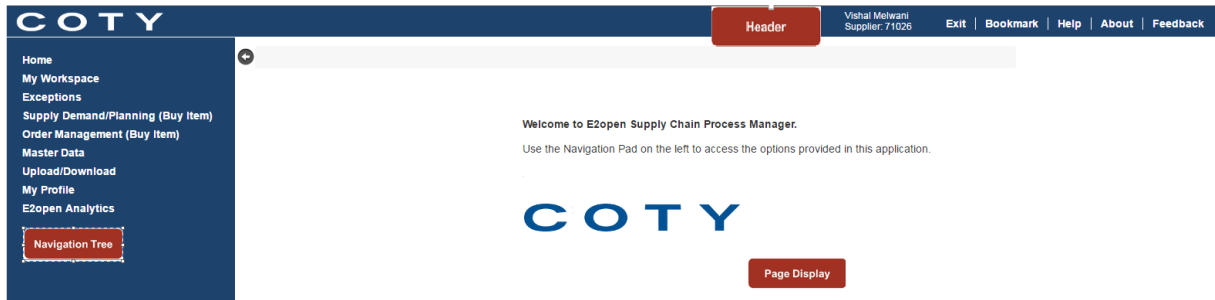


The image shows the E2OPEN login page. At the top is the E2OPEN logo. Below it, the text "Please Log In" is displayed. There are two input fields: one for the username (with a vertical line cursor) and one for the password. Below the password field are two links: "Forgot Password?" and "Forgot Username?". A blue "Log In" button is centered below these links. Under the button, a small disclaimer states: "By logging in to E2open, you acknowledge that you are subject to the [Terms of Use](#)." Below this is a yellow box containing "Regular Maintenance Hours" information: "Users of the E2open system may experience temporary disruptions to service 8:00 AM to 12:00 PM US Pacific time each Saturday." At the bottom, there is a link "Need help? Contact Support" and a red italicized tagline: "Enabling our customers to transform their global supply chains with our world class network, solutions, employees, and partners".

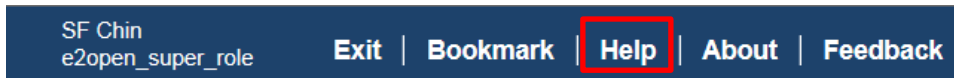
- On the *Select an Application* page, click the picture of Process Manager to access the application.



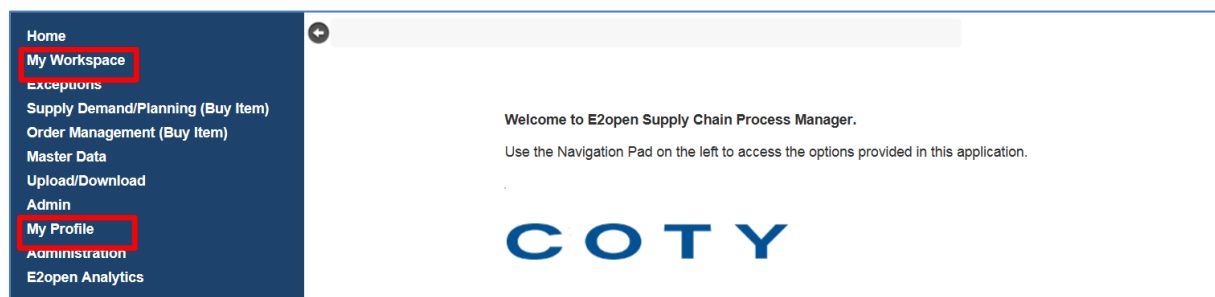
- The system display is divided into three sections.



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.



Access My Workspace or My Profile by clicking on My Workspace or My Profile in the Navigation Tree and you will find the relevant fields:




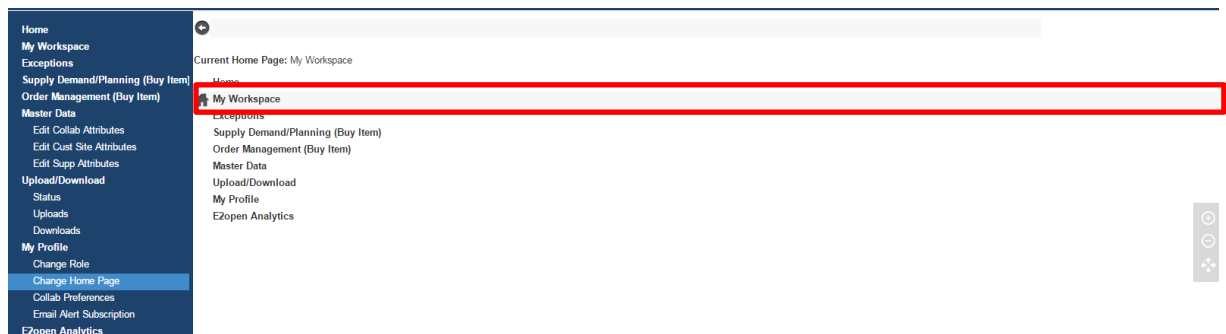
## 3 My Workspace

### 3.1 What can you do with My Workspace

- The My Workspace page is a dashboard of all the E2open data/information that is available to you.
- The totals displayed are based on all the data that your role can access.
- Difference between My Workspace and Exceptions is that My Worspace can be customized ( ie. can hide certain reschedule messages).
- If you don't want to see certain Exceptions in the Exceptions location, you can filter them out, however you will still see them in My Workspace with a 0 against them.

### 3.2 Change Home Page

1. You can configure what screen you want to see when you log in to e2Open ( your Home Screen)
2. Navigate to My Profile > Change Home Page
3. Your current Home Screen is displayed, and on this page it is highlighted and identified with icon .
4. To switch home page, just click the Home Page that you want to use.



**Note:** For supplier, he first needs to go to My Workspace to check any general broadcast message

### 3.3 View Various Summaries in My Workspace

1. Click **My Workspace**
  - A. A communication board that can be used to communicate or to drop in an announcement that is visible to all users in the E2open application portal.

- *Note: The functionality of editing an announcement or posting any communication messages is restricted to the users provisioned with the Buyer Admin role.*

- B. Supply Network Exceptions is a summary of all business objects that have violated business rules and are summarized with count which you can click on and be immediately linked to the objects flagged with exception.
- C. Supply Network Order Summary displays Orders summary by states, you can click on the Total count to immediately access the Orders in that state.

**My Workspace**

Welcome, sf-coty.

This space is intended for a public announcement in the E2open application portal.

**Supply Network Exceptions**

Exception	Count	Total
Projected Inventory Exception	89	113
Rejected Order	10	10
Accepted with Changes	19	19
Requested - Shipped Quantity Mismatch	20	20
New/Changed Orders	7330	7330
Reschedule Delivery Date Mismatch	12	12
Resch. Msg. to review	5402	5402
Requested - ASN Delivery Date Mismatch	296	296

**Supply Network Order Summary**

State	Total
New	1,000+
Changed	1,000+
Accepted	59
Accepted with Changes	63
Supplier Rejected	26
Partially Shipped	16
Shipped	90

## 3.4 View Exceptions in My Workspace




- Navigate to My Profile > Exceptions > Order Execution > Order and you will see all exceptions at the bottom section ( under Results)

1. In the **Count** column, click the **number** to view a list of these items.  
Numbers indicate the Line Items.



Supply Network Exceptions				
	Exception	Count		
▼	Rejected Order	6	Total :	6
▼	Accepted with Changes	21	Total :	21
▼	Requested - Shipped Quantity Mismatch	36	Total :	36
▼	New/Changed Orders	8003	Total :	8003
▼	Requested - ASN Delivery Date Mismatch	561	Total :	561



[Order Problem Summary / Problem List](#)

**Order Schedules** - Page 1 of 3; 53 Records New/Changed Orders   

Order Number	Line Id	Schedule Line Id	Promise Line Id	Schedule Status	Material Number	Material Description	Period	Planned Delivery Date	Requested
5500048136	20	26	1	New	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC	PAST	05/07/2016	256
5500048136	20	25	1	New	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC	PAST	12/07/2016	287
5500048136	20	28	1	New	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC	PAST	22/07/2016	225
5500048136	20	46	1	New	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC	PAST	26/07/2016	168
5500048136	20	44	1	New	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC	PAST	02/08/2016	146
5500048136	20	32	1	New	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC	PAST	16/08/2016	185
5500048136	20	38	1	New	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC	PAST	23/08/2016	236
5500048136	20	40	1	New	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC	PAST	30/08/2016	236
5500048136	20	54	1	Changed	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC	PAST	06/09/2016	135
5500048136	20	14	1	New	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC	PAST	06/09/2016	135
5500048136	20	39	1	New	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC	PAST	20/09/2016	135
5500048136	20	49	1	Changed	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC	PAST	27/09/2016	236
5500048136	20	55	1	New	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC	PAST	04/10/2016	135
5500048136	20	48	1	New	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC	PAST	04/10/2016	135
5500048136	20	11	1	Changed	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC	PAST	11/10/2016	152


  Jump 20 Records per page View History Reset 1 Acknowledge Edit Promises Create Shipment Reject






Users can directly execute actions from this page. For example,

- To acknowledge an order, click on the line(s) and click the Acknowledge button.
- To input a comment, select a line, scroll to the SUPPLIER comment column and enter your comment, then click the Acknowledge button.

### 3.5 Filter Exceptions in My Workspace

1. Click the **Filter** icon next to the item that you want to filter.

Supply Network Exceptions 

Exception	Count
 Rejected Order	6 Total : 6
 Accepted with Changes	21 Total : 21
 Requested - Shipped Quantity Mismatch	36 Total : 36
 New/Changed Orders	8003 Total : 8003
 Requested - ASN Delivery Date Mismatch	561 Total : 561

Note:

Be aware that any personalized default filter will affect your totals; and therefore, exclude records based on the filter you applied.

2. Enter your filter criteria.
3. Optional, click the **Search** button to test your filter.
4. Click the **Save Portal Preference** button to save your filter.


My Workspace / My Workspace Problem Summary Filter







**- Order Problem Summary** Order

Set the filter criteria for the following problems: Accepted with Changes, EDC Request Review Alert, Order Requested and Promised Quantity Mismatch Alert, Order Received and Invoiced Quantity Mismatch Alert, New/Open Discrete Order Alert, Rejected Order, Order - Item Unit Price Mismatch Exception, Order Requested and Invoiced Quantity Mismatch Alert, Approved Resch. Messages, New/Changed Orders, Order Requested and Promised Delivery Date Mismatch Alert, Requested - ASN Delivery Date Mismatch, Resch. Mag. to review, Order Requested and Received Quantity Mismatch Exception, Requested - Shipped Quantity Mismatch, Order Requested and Shipped Quantity Mismatch Exception, Reschedule Delivery Date Mismatch, Missing Order Response Alert, EDC Pending Response Alert, Over Invoice Alert


Order Number	<input type="text"/>	Order Type	<input type="text" value="Blanket Order"/>
Schedule Status	<div> New Changed Accepted Accepted with Changes Supplier Rejected Partially Shipped Shipped Cancelled Closed </div>	Material Status	<input type="text"/>
Material Number	<input type="text"/>	Supplier Material Number	<input type="text"/>
Material Description	<input type="text"/>	Supplier Name	<input type="text"/>
Supplier Number	<input type="text"/>	Purchasing Group	<input type="text"/>
MRP controller	<input type="text"/>	Material Type	<input type="text"/>
Plant	<input type="text" value="CU50"/>	Amalgam	<input type="text"/>
Period	<div> All PAST FUTURE TRADE </div>	IncoTerms	<input type="text"/>
Order Creation Date	From <input type="text"/> To <input type="text"/>	Ship To	<input type="text"/>
Planned Delivery Date	From <input type="text"/> To <input type="text"/>	PurchReq Release Date	From <input type="text"/> To <input type="text"/>



Your filter is applied and the icon shows a checkmark to indicate this.

Supply Network Exceptions 

Exception	Count
 Rejected Order	Total : 0
 Accepted with Changes	Total : 0
 Requested - Shipped Quantity Mismatch	1 Total : 1
 New/Changed Orders	53 Total : 53
 Reschedule Delivery Date Mismatch	Total : 0
 Requested - ASN Delivery Date Mismatch	4 Total : 4

Note: If you find the list of exceptions has missing ones, click the “eye” icon to show record with zero co

Supply Network Exceptions 

Exception	Count
 Rejected Order	Total : 0
 Accepted with Changes	Total : 0

units

### 3.6 Edit or Remove the Filters in My Workspace

1. To edit or remove filtering, click the **Edit Filter** button.
  - A. To **edit** your filter criteria, set up your new filters and click the **Save Portal Preference** button.
  - B. To **remove** your search criteria, click the **Delete Portal Preference** button for filter removal.

My Workspace / My Workspace Problem Summary Filter

**- Order Problem Summary** Order

Set the filter criteria for the following problems: Accepted with Changes, EDC Request Review Alert, Order Requested and Promised Quantity Mismatch Alert, Order Received and Invoiced Quantity Mismatch Alert, New/Open Discrete Order Alert, Rejected Order, Order - Item Unit Price Mismatch Exception, Order Requested and Invoiced Quantity Mismatch Alert, Approved Resch. Messages, New/Changed Orders, Order Requested and Promised Delivery Date Mismatch Alert, Requested - ASN Delivery Date Mismatch, Resch. Mag. to review, Order Requested and Received Quantity Mismatch Exception, Requested - Shipped Quantity Mismatch, Order Requested and Shipped Quantity Mismatch Exception, Reschedule Delivery Date Mismatch, Missing Order Response Alert, EDC Pending Response Alert, Over Invoice Alert

Order Number	<input type="text"/>	Order Type	<input type="text"/>
Schedule Status	<div> <div>New</div> <div>Changed</div> <div>Accepted</div> <div>Accepted with Changes</div> <div>Supplier Rejected</div> <div>Partially Shipped</div> <div>Shipped</div> <div>Cancelled</div> <div>Closed</div> </div>	Material Status	<input type="text"/>
Material Number	<input type="text"/>	Supplier Material Number	<input type="text"/>
Material Description	<input type="text"/>	Supplier Name	<input type="text"/>
Supplier Number	<input type="text"/>	Purchasing Group	<input type="text"/>
MRP controller	<input type="text"/>	Material Type	<input type="text"/>
Plant	CU50	Amalgam	<input type="text"/>
Period	<div> <div>All</div> <div>PAST</div> <div>FIRM</div> <div>TRADE</div> </div>	IncoTerms	<input type="text"/>
Order Creation Date	From <input type="text"/> To <input type="text"/>	Ship To	<input type="text"/>
Planned Delivery Date	From <input type="text"/> To <input type="text"/>	PurchReq Release Date	From <input type="text"/> To <input type="text"/>

Supply Network Exception: Save Portal Preference Reset Search Delete Portal Preference

## 4 My Profile

### 4.1 What can you do with My Profile

- **Email Alert Subscription**
  - The email alerts are generated by an automated process and designed to keep you alerted with your supply chain activities.
  - You need to subscribe to receive email alerts.
  - Email alerts are actions associated with workflow rules, thus you will receive email notification only when a business exception occurs.

### 4.2 Access Email Alert Subscription in My Profile

1. Click My Profile > Email Alert Subscription
2. Click the **checkbox** to turn on or off an Alert (to select or de-select the email alerts that you want to receive).
3. Click the **Save** button to save change you have made.

Home  
My Workspace  
Exceptions  
Order Management (Buy Item)  
Master Data  
Upload/Download  
My Profile  
Change Role  
Change Home Page  
Collab Preferences  
Email Alert Subscription  
E2open Analytics

Email Alert Subscription

Setup to Receive Email Alerts

Group Name Filter

Preferences set by an admin are greyed out and cannot be changed

Subscribe	Group Name	Alert Name	Alert Description	Last Changed By
<input checked="" type="checkbox"/>	Order	Accepted with Changes	Accepted with Changes	
<input checked="" type="checkbox"/>	Order	Approved Resch. Messages	Approved Resch. Messages	
<input type="checkbox"/>	Order	New/Changed Orders	New/Changed Orders	
<input type="checkbox"/>	Order	Rejected Order	Rejected Order	
<input type="checkbox"/>	Order	Requested - ASN Delivery Date Mismatch	Requested - ASN Delivery Date Mismatch	
<input type="checkbox"/>	Order	Requested - Shipped Quantity Mismatch	Requested - Shipped Quantity Mismatch	
<input type="checkbox"/>	Order	Resch. Msg. to review	Resch. Msg. to review	
<input type="checkbox"/>	Order	Reschedule Delivery Date Mismatch	Reschedule Delivery Date Mismatch	

Reset Save

Note: Email Alert is sent to subscribers twice a day (10 CET and 15CET), and only recent last changes are shown ( for example, 5 changes in the order, the most recent one is reflected) and with a summary of business exceptions, that the role has access to and is experiencing the exception, and were not included in the last email alert.

### 4.3 Change Your Email Alert Preferences

1. You can make use of the Filter to receive email notifications you desire.
2. Enter your filter criteria.
3. Click the Save Alert Criteria button to save your filters.

Back to previous / Alert Filter Criteria

**- Search Orders**

Filling in at least one field will return results more quickly.

Order Number

Schedule Status

Material Number

Material Description

Supplier Number

MRP controller

Plant

Period

Order Creation Date  -

Planned Delivery Date  -

Order Type

Material Status

Supplier Material Number

Supplier Name

Purchasing Group

Material Type

Amalgam

IncoTerms

Ship To

PurchReq Release Date  -

## 5 Definitions / Appendix

### Exceptions and alerts

Table 5-1: E2Open implemented alerts

Alert	Description
<b>New/Changed Orders</b>	<ul style="list-style-type: none"> <li>The alert is triggered when the order transitions into the 'New' or 'Changed' state.</li> </ul>
<b>Accepted with Changes</b>	<ul style="list-style-type: none"> <li>The alert is triggered when the order transitions into the 'Accepted with Changes' state AND Approval Flag = "No".</li> </ul>
<b>Rejected Order</b>	<ul style="list-style-type: none"> <li>The alert is triggered when the order transitions into the 'Rejected' state AND the Approval Flag = "No".</li> </ul>
<b>Requested – Shipped Quantity Mismatch</b>	<ul style="list-style-type: none"> <li>the alert is triggered when Total Shipped Quantity does not match Request Quantity on the order schedule line.</li> </ul>
<b>Requested – Shipped Date Mismatch</b>	<ul style="list-style-type: none"> <li>The alert is triggered when a shipment is loaded into the E2Open system and the Planned Delivery Date on the referenced</li> </ul>

	order schedule line <> Arrival Date on the corresponding ASN Line.
<b>Reschedule Delivery Date Mismatch</b>	<ul style="list-style-type: none"> <li>the alert is triggered if the order schedule line transitions into the 'Accepted' or 'Accepted with Changes' state AND Confirmed Date &lt;&gt; Reschedule Delivery Date (where Reschedule Delivery Date is not empty).</li> </ul>
<b>New / Updated ASN</b>	<ul style="list-style-type: none"> <li>The alert is triggered when the <u>shipment</u> transitions into the 'Shipped' or 'Cancelled' state. Note: The alert is triggered for New and Updated shipments that transition into the 'Shipped' state.</li> </ul>