

COTY PROJECT

USER MANUAL

Supplier Request Transmission

SCP-MSP-E2open_WI_'STD_Supplier Portal' Supplier Request Transmission_EN_GLO

FUNCTION: Supply Chain Planning

TOPIC	<ul style="list-style-type: none">• Data Transmission Timings• Orders<ul style="list-style-type: none">- Summary, Search, History- Order Structure and Status- Identifying comments from Suppliers / Planners- Exporting Orders to Excel<ul style="list-style-type: none">- New/Changed Orders Alerts
OBJECTIVES	How to view orders in E2open How to view MCV in E2open.
ROLE	MSP / SIP planner
TRAINER	
SYSTEM	E2open
TRAINING MEDIUM	
COURSE DURATION	
COUNTRY LOCALIZATION	Ashford and Galleria

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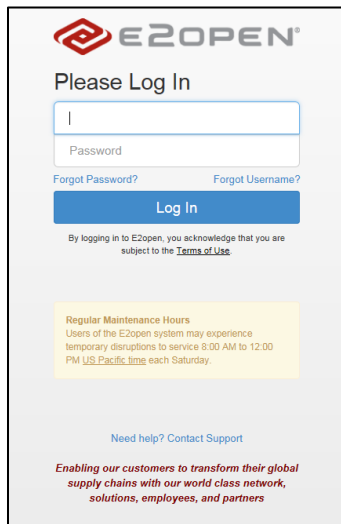
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1 Document history

Author	Version	Date	Description of change
David.Perez.batalla@accenture.com	1.0	29.11.2016	Document creation
Vishal.melwani@accenture.com	2.0	06.02.2017	Document update
Vishal.melwani@accenture.com	3.0	08.02.2017	Document update

2 Logging into the System

- To access the Login page, enter below URL in your browser:
 - <https://coty.e2open.com> for Production (Live) system
 - <https://coty.staging.e2open.com> for Testing/Training system
- Enter your user credentials. You should have received an email from e2open with invitation to the portal. Please use the username and password which you created.
- Click the **Log In** button to access the E2open application.



The image shows the E2open login page. At the top is the E2open logo. Below it is the text "Please Log In". There are two input fields: one for the username (containing a single character) 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. Below the button is a small disclaimer: "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. 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".

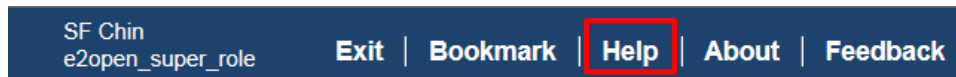
- On the Select an Application page, click the picture of **Process Manager** to access the application.



- 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.



3 Data Transmission Timings

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

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

4 Orders

Note:

- SAP will send the Order Quantity and the Delivery Date of the PR/PO/SL per Supplier with their period (Firm, Trade or Forecast).
- Order Quantity/Date from SAP are called *Requested Quantity/Date* in E2Open.
- Quantity and Date are the unique fields that will trigger E2Open orders status change. The re-scheduling messages and other information of the order/master data will be sent updated to the portal to allow the Supplier/Planner to take a decision, but will not trigger any status change.

Note: In the current design, reversing GR will move the schedule line status to Changed status – different logic might be considered in the future

- Order Open quantity will be calculated in E2Open

4.1 How to use (Summary, Search, History)

4.1.1 Summary

Summary is best used when you want to access items grouped by Status, and further refine the results based on particular selection. (max display of 1000 records)

1. In the navigation Tree click:
Order Management> Order > Summary
2. Scroll down in the Results section and you will be able to see orders grouped by different states as shown below (you will have a description of each status in Section 4.2):

COTY
Vital Motion Super City
[Exit](#) | [Bookmarks](#) | [Help](#) | [About](#) | [Feedback](#)

[Home](#)
[My Workspace](#)
[Exception](#)
[Supply Demand Planning \(Buy Here\)](#)
[Order Management \(Buy Here\)](#)
[Order](#)
[Summary](#)
[Search](#)
[History](#)
[Shipment](#)
[Receipt](#)
[Invoice](#)
[Master Data](#)
[Upload/Download](#)
[My Profile](#)
[Export Analytics](#)

Order Summary

set up summary

Print

Period: AS PAST FUTURE TREND

Order Creation Date: From - To

Planned Delivery Date: From - To

Reschedule Message: AS Explicit Response Cancel

Prod: AS YES NO

Approval Flag: AS YES NO

Weather Light:

Analysing:

Incoterm:

Ship To:

PurchReq Release Date: From - To

Match Map reviewed: AS yes No

Reschedule Delivery State: From - To

Request Schedule Last Modified Date: From - To

Results

Date	Total
New	1,000+
Changed	1,000+
Accepted	57
Accepted with Changes	20
Supplier Rejected	23
Partially Shipped	14
Shipped	67
Cancelled	558
Closed	658

3. In order to view the order in a particular state, you need to click on the number box in the “Total” column as shown below

- Note: In order to improve performance, once the Total count exceeds 1000 lines, the system displays a non-clickable value (illustrated in A).

To solve the unclickable count on the *Summary* page, enter search criteria, e.g. Order Number, Material Number, Plant, Period, etc., then click the **Search** button in order to reduce the *Total* value found to less than 1000 lines.

Results		Total
State		
New		1,000+
Changed		1,000+
Accepted		67
Accepted with Changes		68
Supplier Rejected		23
Partially Shipped		15
Shipped		30
Cancelled		604
Closed		651

4. After clicking on the number you can view all the details of the orders in that status:

COTY		Visual Mekani Buyer: Coty Exit Bookmark Help About Feedback									
Home My Workspace Exceptions Supply Demand Planning (Buy Item) Order Management (Buy Item) Order Summary Search History Shipment Receipt Invoice Master Data Upload/Download My Profile E2open Analytics		Order Summary / Order List Order Schedules - Page 1 of 4; 67 Records									
Order Number	Line Id	Schedule Line Id	Promise Line Id	Schedule Status	Material Number	Material Description	Period	Planned Delivery Date	Requested Qty	UOM	Resched
5500050693	20	1	1	Accepted	43010137	Pan-CG Smoothers Aqua Smooth MU	PKST	03/02/2017	25,000	PCE	
4500728172	20	3	1	Accepted	96404748	CARD CG LIQ/LBLST VIO/VOLT US	FIRM	27/01/2017	1,750	PCE	Cancel
4500728172	30	1	1	Accepted	96890213	CARD CG AQSMTH PHDTN CLSSORGE US	FIRM	30/01/2017	100,000	PCE	
4500729153	10	2	1	Accepted	11500000	METHYL PARABEN	FIRM	01/02/2017	20,000	KG	
4500729153	10	1	1	Accepted	11500000	METHYL PARABEN	FIRM	03/02/2017	30,000	KG	Postpone
4500729517	10	1	1	Accepted	43010137	Pan-CG Smoothers Aqua Smooth MU	FIRM	03/02/2017	5,994,000	PCE	Expedite
5500050693	160	10	1	Accepted	95050742	CG Shipper 1 lit eyeshadow	FIRM	06/02/2017	22,995,000	PCE	
5500050751	20	2	1	Accepted	95050742	CG Shipper 1 lit eyeshadow	FIRM	06/02/2017	148,500	PCE	Postpone
5500050693	160	9	1	Accepted	95050742	CG Shipper 1 lit eyeshadow	FIRM	07/02/2017	22,000	PCE	
5500050751	20	6	1	Accepted	95050742	CG Shipper 1 lit eyeshadow	FIRM	07/02/2017	15,000	PCE	Postpone
4500729516	10	1	1	Accepted	43010137	Pan-CG Smoothers Aqua Smooth MU	FIRM	08/02/2017	2,500	PCE	Expedite
4500729516	10	2	1	Accepted	43010137	Pan-CG Smoothers Aqua Smooth MU	FIRM	10/02/2017	2,500	PCE	Expedite
4500723772	100	2	1	Accepted	99030047825	MH Brow gel label 001	FIRM	13/02/2017	20,000	PCE	Expedite
5500050693	430	163	1	Accepted	99337700	SHPR CG AQSMTH PHDTN US	FIRM	13/02/2017	1,168,000	PCE	
5500050693	430	166	1	Accepted	99337700	SHPR CG AQSMTH PHDTN US	FIRM	13/02/2017	1,000	PCE	
4500728886	20	1	1	Accepted	96404748	CARD CG LIQ/LBLST VIO/VOLT US	FIRM	23/02/2017	100,000	PCE	Cancel
4500729080	10	1	1	Accepted	43008168	Base CG, MF Loose Powder	FIRM	28/02/2017	50,000	PCE	
BC00001339	40	7	1	Accepted	99865803	TRAV NICE N EASY ROOT TOUCH	FIRM	15/03/2017	100,000	PCE	Cancel
4500728916	10	1	1	Accepted	345330730000	FV/LIQ LIQ/LB/CODE LABEL	FIRM	07/04/2017	10,000	PCE	
4500728916	20	1	1	Accepted	345483290010	MASC SHLBL SCANDALEYES	FIRM	07/04/2017	100,000	PCE	Postpone

4.1.2 Search

Search is best used when you want to display orders for one material, supplier etc, that have different statuses. (max display of 1000 records)

1. In the navigation Tree click:
Order Management > Order > Search
2. You can search for the order or codes you want using the filters below such as:
 - Order Number (PO or BO number)
 - Material Number
 - Plant
 - Period
 - MRP Controller

You can perform wild card searches using the * character (ie. typing 45* in the Order Number Search Field will return all orders starting with 45...) and multi-value searches (coma separating the different values, ie. 450012345, 450023456)

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

- If you did not filter your orders, the E2open system will display all orders which exist in the system.

4. As a result you will see Order List based on your search criteria where you can view all the details of the orders:

Order Number	Line Id	Schedule Line Id	Promise Line Id	Schedule Status	Material Number	Material Description	Period	Planned Delivery Date	Requested Qty	UOM	Reschedule Message	Resc
4500728027	10	1	1	Closed	11618707	NIACINAMIDE USP	FIRM	01/02/2017	102,000	KG		

5. If you want to change some of your search criterias you can go back by clicking on Order Search at the top of the page, it will take you to the Search screen with all your previously entered search criterias

Order Number	Line Id	Schedule Line Id	Promise Line Id	Schedule Status	Material Number	Material Description	Period	Planned Delivery Date	Requested Qty	UOM	Reschedule Message	Resc
4500728459	10	1	1	New	000000345359600014		FIRM	09/12/2016	7,700	PCE	Postpone	
4500728459	10	1	1	New	345358600014	S/SH COMP BASE LABEL	FIRM	09/12/2016	8,000	PCE	Postpone	
4500728459	20	1	1	New	000000345359600014		FIRM	09/12/2016	15,400	PCE		
4500728459	20	1	1	New	345358600014	S/SH COMP BASE LABEL	FIRM	09/12/2016	15,400	PCE	Postpone	

4.1.3 History

E2Open provides functionality of viewing and searching order transaction history.

(max display of 1000 records)

Changes on below fields trigger the history update in the portal:

- Schedule State
- Currency
- Unit Price
- UOM
- Planned Delivery Date
- Requested Qty
- Confirmed Qty
- Confirmed Delivery Date
- Action

1. In the navigation Tree click:
Order Management > Order > History
2. You can search for the order or codes you want using the filters below such as:
 - Order Number (PO or BO number)
 - Material Number
 - Plant

You can perform wild card searches using the * character and multi-value searches (coma separating the different values)

You can add a list of materials in the search field by copying a material list from a document (such as excel) and paste it in the Advanced Search on Material Number Field:



The Advanced Search screen will pop up and you can past the material list to the Include list and click on Select

3. Click Search after you have entered your search criteria.
 - If you did not filter your orders, the E2open system will display transaction history for all orders which exist in the system (max display of 1000 records).

COTY Virtual Mekani Super City Exit | Bookmark | Help | About | Feedback

Home
My Workspace
Exceptions
Supply Demand/Planning (Buy Item)
Order Management (Buy Item)
Order
Summary
Search
History
Shipment
Receipt
Invoice
Master Data
Upload/Download
My Profile
E2open Analytics

Order History Search
Filtering in at least one field will return results more quickly.

Order Number

Order Type

Schedule Status

Material Status

Material Number

Supplier Material Number

Material Description

Supplier Name

Supplier Number

Purchasing Group

MRP controller

Material Type

Plant

Jansigam

Period

IncoTerms

Order Creation Date From To

Ship To

Planned Delivery Date From To

PurchReq Release Date From To

Reschedule Message

Resch. Map reviewed

Fixed

Reschedule Delivery Date From To

Approval Flag

Request Schedule Last Modified Date From To

4. You can view the history of the order (Audit Detail) such as Transaction Date/Operation Type as well as the fields that had been changed from old to new values:

COTY Virtual Mekani Super City Exit | Bookmark | Help | About | Feedback

Home
My Workspace
Exceptions
Supply Demand/Planning (Buy Item)
Order Management (Buy Item)
Order
Summary
Search
History
Shipment
Receipt
Invoice
Master Data
Upload/Download
My Profile
E2open Analytics

Order History Search / List

History Selector

Change Field

Operation Type

Audit Detail - Total 4 records Page 1 of 1

Transaction Date	Operation Type	Role	User	Order Number	Order Status	Line Id	Rev #	MRP controller	Material Number	Change Field	Old Value	New Value
02/02/2017:15:53:47	Update	e2open_super_role	e2open_super_user	4500729027	Closed	10		CO2	11618707	Schedule Status	Shipped	Closed
23/01/2017:18:13:41	Update	e2open_super_role	e2open_super_user	4500729027	Shipped	10			11618707	Action	DepUpdateShipmentInfo	DepUpdateReceiptInfo
19/01/2017:19:45:10	Update	Supplier: 1533726	nina_alizadeh@cotyinc.com	4500729027	Shipped	10			11618707	Schedule Status	New	Shipped
19/01/2017:18:46:37	Insert	e2open_super_role	e2open_super_user	4500729027	New	10			11618707	All		

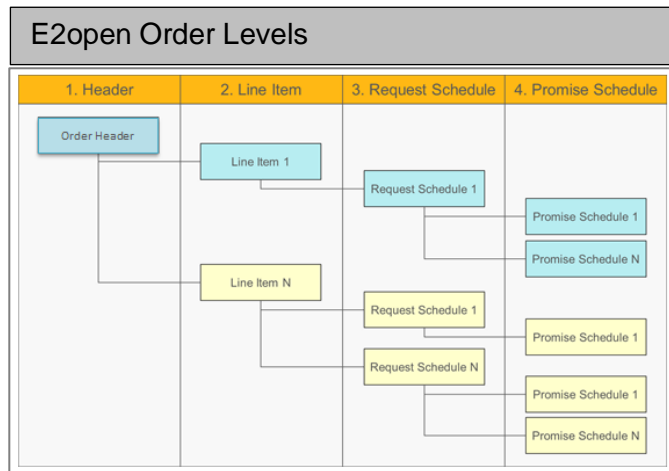
4.2 Order Status Summary

Status	Description
New	When BO SL, PO or PR are sent for the 1st time to E2Open
Changed	When the quantity and/or date is changed <i>Note #1: In the current design, reversing GR will move the schedule line status to Changed status – different logic might be considered in the future</i> <i>Note #2: A previously canceled SL in any of these periods PAST/FIRM/TRADE/FORECAST can be reused by SAP and enter the FIRM period as changed.</i>
Rejected	When the Supplier rejects an order due to e.g. a discontinued material or as a response to cancel message.
Accepted with changes	When the Supplier confirmed quantity or date is different than the Coty requested one. <i>(This status requires Coty approval before sending the changes to SAP; after Planner's approval, status is moved to Accepted once updated in SAP order is sent back from SAP to E2Open).</i>
Accepted	When the Supplier confirmed quantity and date are equal to the Coty requested one. <i>(Confirmation from Supplier is not mandatory, but recommended. Strategy to be decided per site).</i>
Partially shipped	When the Shipped Qty (ASN) is smaller than the requested Qty.
Shipped	When the shipped Qty (ASN) is equal or greater than the requested Qty.
Cancelled	When an order is cancelled in Coty's SAP <i>(in any period: firm, trade, fcst)</i>
Closed	When the order schedule line has been closed in SAP (fully received)

4.3 Order Structure in E2open

Order in E2open has four levels:

- **Header** – order level
- **Line** – material level
- **Schedule Line** – scheduled delivery level
- **Promise Schedule Line** – Supplier's confirmation level



Component	Definition
Header	<p>The highest level component of the Order, the Header contains the following important field (but not limited to, for complete field definition refer to wireframe):</p> <ul style="list-style-type: none"> • Order Number, Order Creation Date, Supplier Number, Supplier Name, Total Order Value, IncoTerms, Payment Terms, Order Type, Header Status
Line Item	<p>The second level of the Order, each Line Item contains the following important field (but not limited to):</p> <ul style="list-style-type: none"> • Line Id, Material Number, Supplier Material Number, Unit Price, Supplier Price, Total Line Value, Purchasing Group, MRP Controller
Request Schedule	<p>The third level of the Order, each Request Schedule contains the following important field (but not limited to):</p> <ul style="list-style-type: none"> • Schedule Line Id, Schedule Status, Planned Delivery Date, Requested Quantity, Plant, Period, Reschedule Delivery Date, Availability Date
Promise Schedule	<p>The fourth level of the Order, each Request Schedule contains the following important field (but not limited to):</p> <ul style="list-style-type: none"> • Promise Line Id, Confirmed Date, Confirmed Quantity

All BO SL, PO, PR are displayed at schedule line level (delivery level) in Order List

To display the order header details click on the order number from your order list:

Order Number	Line Id	Schedule Line Id	Promise Line Id	Schedule Status	Material Number	Material Description	Period	Planned Delivery Date	Requested Qty	UOM	Reschedule Mess
4500728459	10	1	1	New	345358600014	S/SH COMP BASE LABEL	FIRM	09/12/2016	8,000	PCE	Postpone
4500728459	20	1	1	New	345358600014	S/SH COMP BASE LABEL	FIRM	09/12/2016	15,400	PCE	Postpone

Then you will see order header and schedule line details:

Header

Order Number: 4500723772
Order Status: New
Order Creation Date: 08/10/2016
Supplier Number: 68397
Supplier Contact: Tina Williams
Buyer Email:
Planner Email:
Release Strategy: S2
Release Indicator: 5
Total Order Value: 880.00
Rev #:
Header LastModifiedDate: 02/07/2017

Order Type: Purchase Order
BO Validity Start:
BO Validity End:
Supplier Name: SKANEM CARDIFF
Supplier Email: angela.james@skanem.com
Supplier Address:
Bill To Address:
Remit To Address: Remit To Address
Payment Terms: N120
IncoTerms: DDU
Coty Header Comment: None

Line Item

Order Schedules - Page 1 of 1; 2 Records, 1 Selected

Line Id	Schedule Line Id	Promise Line Id	Schedule Status	Material Number	Material Description	Period	Planned Delivery Date	Requested Qty
100	4	1	Accepted with Changes	99030047825	MH Brow gel label 001	FIRM	02/03/2017	2,000
100	4	2	Accepted with Changes	99030047825	MH Brow gel label 001	FIRM	02/03/2017	2,000

Requested Schedule Line Qty

Order Schedules - Page 1 of 1; 2 Records, 1 Selected

Line Id	Schedule Line Id	Promise Line Id	Schedule Status	Confirmed Delivery Date	Confirmed Qty	COTY Comment	SUPPLIER Comment	Coty Lir
100	4	1	Accepted with Changes	02/09/2017	1,500			
100	4	2	Accepted with Changes	02/16/2017	500			None

Promise Schedule

4.4 Identifying Comments from Suppliers / Planners

Coty Planners and Suppliers are able to add and view their comments in the order schedule line.

1. In the navigation Tree click:
Order Management > Order > Search
2. You can search for the order or codes you want using the filters below such as:
 - Order Number (PO or BO number)
 - Material Number
 - Plant

You can perform wild card searches using the * character and multi-value searches (coma separating the different values)

The screenshot displays the 'Search Orders' interface within the COTY EE system. On the left, a navigation tree lists various modules: Home, My Workspace, Exceptions, Supply Demand/Planning (flag icon), Order Management (flag icon), Order, Summary, Search, History, Shipment, Receipt, Invoice, Master Data, Upload/Download, My Profile, and E2open Analytics. The main content area is titled 'Search Orders' and includes a sub-header 'Filtering in at least one field will return results more quickly'. Below this, there are two columns of search filters. The left column includes filters for Order Number, Schedule Status (with a dropdown menu showing options like New, Changed, Accepted, etc.), Material Number, Material Description, Supplier Number, MRP controller, Plant, Period (with a dropdown menu showing All, POST, FROM, TRADE), Order Creation Date (From - To), Planned Delivery Date (From - To), Reschedule Message (with a dropdown menu showing All, Expedite, Postpone, Cancel), Fixed (with a dropdown menu showing All, Yes, No), and Approval Flag (with a dropdown menu showing All, Yes, No). The right column includes filters for Order Type, Material Status, Supplier Material Number, Supplier Name, Purchasing Group, Material Type, Analogue, Incoterms, Ship To, PurchReq Release Date (From - To), Resch. Map. reviewed (with a dropdown menu showing All, Yes, No), Reschedule Delivery Date (From - To), and Request Schedule Last Modified Date (From - To). At the bottom right, there are buttons for 'Save', 'Reset', and 'Search'.

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

- If you did not filter your orders, the E2open system will display all orders which exist in the system.

The screenshot shows the 'Search Orders' interface in the COTY EE system. The left sidebar contains navigation links like Home, My Workspace, Exceptions, Supply Demand/Planning, Order Management, Order, Summary, Search, History, Shipment, Receipt, Invoice, Master Data, Upload/Download, My Profile, and E2open Analytics. The main area is titled 'Search Orders' and contains a grid of search criteria fields. Fields include Order Number, Schedule Status (with a dropdown menu showing options like New, Changed, Accepted, etc.), Material Number, Material Description, Supplier Number, MRP controller, Plant, Period, Order Creation Date, Planned Delivery Date, Reschedule Message, Fixed, Approval Flag, Order Type, Material Status, Supplier Material Number, Supplier Name, Purchasing Group, Material Type, Arrangement, IncoTerms, Ship To, PurchReq Release Date, Resch. Map. reviewed, Reschedule Delivery Date, and Request Schedule Last Modified Date. A 'Search' button is highlighted in the bottom right corner.

4. Coty Planner comment is visible in “COTY Comment” field. Supplier comment can be added in “SUPPLIER Comment” field. You need to Acknowledge the schedule line to save the comment.

Note: if the order line is in New/Changed state Acknowledging the line will move it to Accept state.

5. Once comment is saved it will be highlighted. The highlighted one is the most recent comment

Order Search / Order List

Order Schedules - Page 1 of 1; 4 Records

Order Number	Line Id	Schedule Line Id	Promise Line Id	Schedule Status	s)	Resch. Map. reviewed	Confirmed Delivery Date	Confirmed Qty	COTY Comment	SUPPLIER Comment	Approval Flag	OTIF Reason Code	Supplier Material Number	Supplier Number	Supplier I
5500047348	130	38	1	Accepted	12	No	04/03/2017	99,999		test comment	No	C	00009336	1870	GEKA Gr
jdt17	1	1	1	Accepted			31/12/2016	100			No	C		1870	1870
jdt18	1	1	1	Accepted			31/12/2016	150	sf test for doc.		Yes	C		1870	1870
5500047349	10	14	1	Accepted			28/11/2017	33,000			Yes	C	00009298	1870	GEKA Gr

Records per page: 20

Buttons: View History, Reset, Acknowledge, Edit Promises, Create Shipment, Reject

4.5 Exporting orders to excel

4.5.1 Upload/Download Template

1. To download an Excel spreadsheet, select the following menu path on the Navigation Tree:
Upload/Download > Downloads > Order Execution (Buy Item) > Order
2. Enter your search criteria for Orders to be downloaded.
3. Click the “Search to Download” button to continue.

4. You will then have two options to choose from:
 - Order Download: This is a fixed format template and is used also for upload of order response (by the suppliers).
 - Order UI Export: This is a user configurable template format (the user can remove/add columns, change sequence of columns, etc...) and is only used for download, you cannot use this template for uploading order confirmation.

Order Download option (max 20000 records):

- Click the Document Type “Order Download”

Optional, enter Comments to identify your download job.

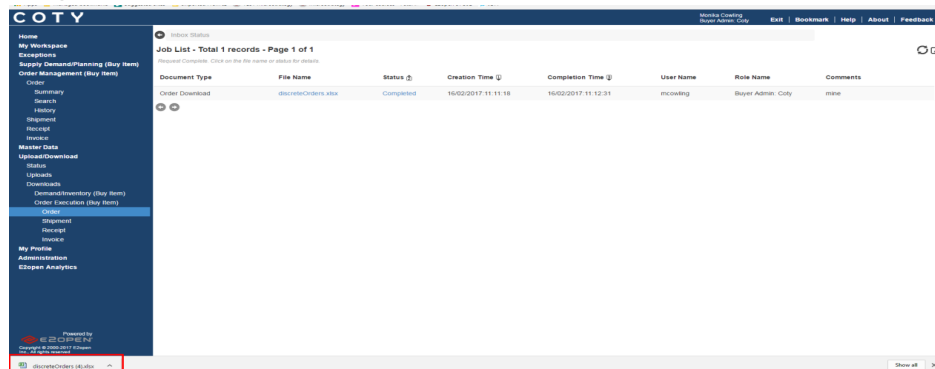
- Click the Next button to continue.

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

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

Document Type	File Name	Status	Creation Time	Completion Time	User Name	Role Name	Comments
Order Download	discreteOrders.xlsx	Completed	01/25/2017:05:53:51	01/25/2017:05:54:17	e2open_super_user	Supplier: 68397	

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



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

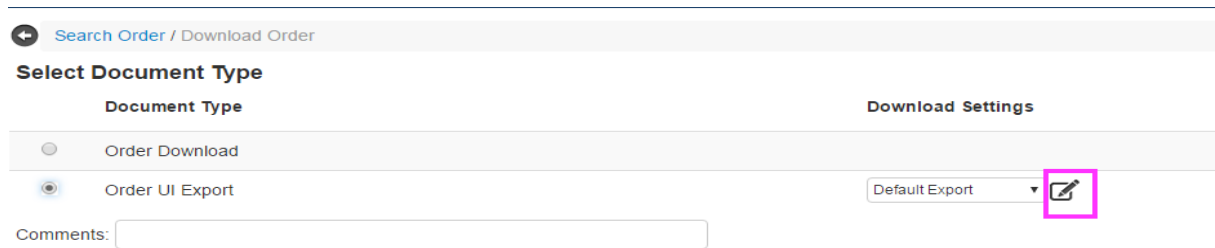
Order UI Export option (max 20000 records):

By choosing this option user can configure what columns will be downloaded to excel.

5a. Click the Document Type “Order UI Export”

Optional, enter Comments to identify your download jobs.

6a. Click the configuration icon



Search Order / Download Order

Select Document Type

Document Type

Order Download

Order UI Export

Download Settings

Default Export

Comments:

7a. You can select what data columns from the Available Fields menu. To **add** data fields into your download file, click the desired fields from the Available Fields (Left), then click the ► button to move it to the Download Fields (Right).

The data columns that to be downloaded are listed in the Download Fields menu. To **remove** data fields from your download file, click the unwanted fields from the Download section (Right), then click the ◀ button to move it to the Available section (Left).

- Note: Note: Use **Move-All** ►► and ◀◀ to move all data fields from Available Fields to Download Fields or vice versa.

Use **Move-Up** ⬆ to reorder the data fields displayed in your download file.

You can also choose the sorting order for the data downloaded. In below example the data will be sorted by Period, Planned Delivery Date, Material Number and then by Order Number.

You need to save your selection under your chosen name – in this example we named it “my selection”. Click save as.

Search Order / Download Order

Download Configurator

In sort order, prefix '*' indicates sorting in ascending order; prefix 'V' indicates sorting in descending order.

Default Export: my selection Save As

Available Fields	Download Fields	Sort Order
Supplier Contact	Order Number	* Sort Period
Supplier Email	Order Type	* Planned Delivery Date
Buyer Email	Order Status	* Material Number
	BO Validity Start	* Order Number
	Order Creation Date	
	BO Validity End	
	Supplier Number	
	Supplier Name	
	Supplier Address	
	Planner Email	
	Bill To Address	
	Release Strategy	

Close Delete Update

8a. Click next (see that “my selection” template was selected)

Search Order / Download Order

Select Document Type

Document Type: Order Download Order UI Export

Download Settings: my selection

Comments:

Next

9a. Once the download is completed (see status field) you can then click on link under File Name to download the file . Note: If the job status shows “In Process” you can refresh the page by clicking on the refresh arrows icon in the top right corner to see if the job is completed (page is automatically refreshed every 10 seconds).

Secure | https://coty.staging.e2open.com/COTYSTG01_sc/e2sc/oiInbox.do

Job List - Total 1 records - Page 1 of 1

Document Type	File Name	Status	Creation Time	Completion Time	User Name	Role Name	Comments
Order UI Export	DiscreteOrder.xlsx	Completed	22/02/2017:14:41:05	22/02/2017:14:41:08	mcowling	Buyer Admin: Coty	

+ - ↻

10a. The file will be downloaded and you will see it at the bottom of the screen. Click on it to open it in Excel.

COTY Monika Cowling Buyer Admin: Coty Exit | Bookmark | Help | About | Feedback

Home
My Workspace
Exceptions
Supply Demand/Planning (Buy Item)
Order Management (Buy Item)
Order
Summary
Search
History
Shipment
Receipt
Invoice
Master Data
Upload/Download
Status
Uploads
Downloads
Demand/Inventory (Buy Item)
Order Execution (Buy Item)
Order
Shipment
Receipt
Invoice
My Profile
Administration
E2open Analytics

Inbox Status
Job List - Total 1 records - Page 1 of 1
Request Complete. Click on the file name or status for details.

Document Type	File Name	Status	Creation Time	Completion Time	User Name	Role Name	Comments
Order Download	discreteOrders.xlsx	Completed	16/02/2017:11:11:18	16/02/2017:11:12:31	mcowling	Buyer Admin: Coty	mine

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discreteOrders (4).xlsx Show all X

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

4.5.2 Directly from Order List

- To download user configurable list of order, in the Navigate Tree, click

Order Management > Order > Search

- Enter your search criteria, and click Search

Home
My Workspace
Exceptions
Supply Demand/Planning (Buy Item)
Order Management (Buy Item)
Order
Summary
Search
History
Shipment
Receipt
Invoice
Master Data
Upload/Download
My Profile
E2open Analytics

Order Search
- Search Orders

Schedule Status: New, Changed, Accepted, Accepted with Changes, Supplier Rejected, Partially Shipped, Shipped, Cancelled, Closed

Material Number: 99030047825

Material Description:

Supplier Number:

MRP controller:

Plant:

Period: PAST, FIRM, TO DO

Order Creation Date: From To

Planned Delivery Date: From To

Reschedule Message: All, Expedite, Postpone, Cancel

Material Status:

Supplier Material Number:

Supplier Name:

Purchasing Group:

Material Type:

Amalgam:

IncoTerms:

Ship To:

PurchReq Release Date: From To

Resch. Msg. reviewed: All, Yes, No

Save Reset Search

b. System lists all orders pertinent to your search.

Download option (max 1000 records):

- Click the Download icon to download all the filtered orders displayed on the list page into an Excel file.

Order Search / Order List

Order Schedules - Page 1 of 1; 20 Records

<input type="checkbox"/>	Order Number	Line Id	Schedule Line Id	Promise Line Id	Schedule Status	Period	Planned Delivery Date	Requested Qty	UOM	Reschedule Message
<input type="checkbox"/>	4500723772AJ	100	4	1	Accepted with Changes	FIRM	02/03/2017	2,000	PCE	Expedite
	4500723772AJ	100	4	2	Accepted with Changes	FIRM	02/03/2017	2,000	PCE	Expedite
<input type="checkbox"/>	4500723772AJ	100	2	1	Accepted with Changes	FIRM	02/13/2017	20,000	PCE	Expedite
	4500723772AJ	100	2	2	Accepted with Changes	FIRM	02/13/2017	20,000	PCE	Expedite
<input type="checkbox"/>	4500723772AJ	100	5	1	Accepted with Changes	FIRM	02/13/2017	18,000	PCE	Expedite
	4500723772AJ	100	5	2	Accepted with Changes	FIRM	02/13/2017	18,000	PCE	Expedite
<input type="checkbox"/>	4500723772AJ	100	6	1	Accepted with Changes	FIRM	02/13/2017	12,000	PCE	Expedite
	4500723772AJ	100	6	2	Accepted with Changes	FIRM	02/13/2017	12,000	PCE	Expedite


- Pop up window will appear. You can further customize the data columns that to be downloaded on the Order UI Export. Click on the Configure icon.

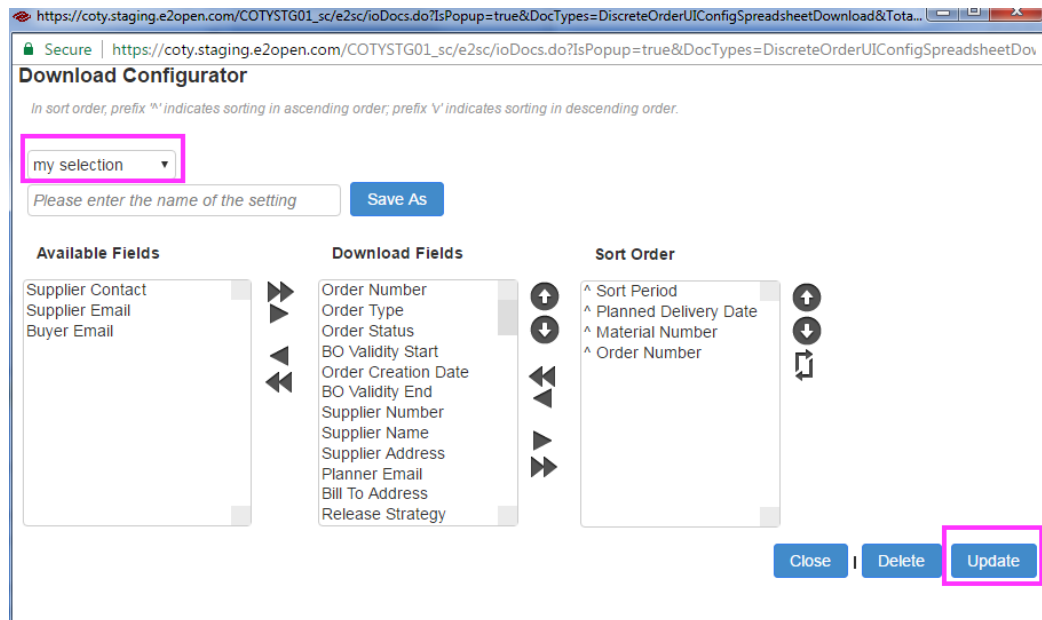
Select Document Type

Document Type	Download Settings
<input checked="" type="radio"/> Order UI Export	Default Export
Comments: <input type="text"/>	
<input type="button" value="Next"/>	

You can select one of existing templates and modify it or create a new one (you can save it as a new name). In this example we chose an existing template "my selection".

- You can select what data columns from the Available Fields menu. To **add** data fields into your download file, click the desired fields from the Available Fields (Left), then click the ► button to move it to the Download Fields (Right).
- The data columns that to be downloaded are listed in the Download Fields menu. To **remove** data fields from your download file, click the unwanted fields from the Download section (Right), then click the ◀ button to move it to the Available section (Left).
- Note: Note: Use **Move-All** ►► and ◀◀ to move all data fields from Available Fields to Download Fields or vice versa.

- Use **Move-Up**  to reorder the data fields displayed in your download file.
- Click the **Update** button to download your customized file.



https://coty.staging.e2open.com/COTYSTG01_sc/e2sc/ioDocs.do?IsPopup=true&DocTypes=DiscreteOrderUIConfigSpreadsheetDownload&Tota...

Secure | https://coty.staging.e2open.com/COTYSTG01_sc/e2sc/ioDocs.do?IsPopup=true&DocTypes=DiscreteOrderUIConfigSpreadsheetDov

Download Configurator

In sort order, prefix '^' indicates sorting in ascending order; prefix 'v' indicates sorting in descending order.

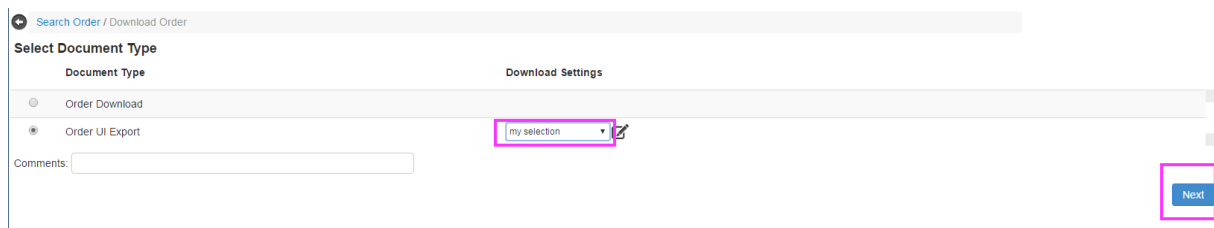
my selection ▼

Please enter the name of the setting **Save As**

Available Fields	Download Fields	Sort Order
Supplier Contact	Order Number	^ Sort Period
Supplier Email	Order Type	^ Planned Delivery Date
Buyer Email	Order Status	^ Material Number
	BO Validity Start	^ Order Number
	Order Creation Date	
	BO Validity End	
	Supplier Number	
	Supplier Name	
	Supplier Address	
	Planner Email	
	Bill To Address	
	Release Strategy	

Close **Delete** **Update**

4. Click next (see that “my selection” template was selected)



Search Order / Download Order

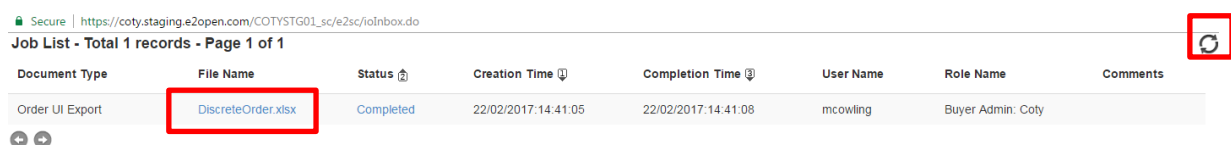
Select Document Type

Document Type	Download Settings
<input type="radio"/> Order Download	
<input checked="" type="radio"/> Order UI Export	my selection ▼

Comments:

Next

5. Once the download is completed (see status field) you can then click on link under File Name to download the file . Note: If the job status shows “In Process” you can refresh the page by clicking on the refresh arrows icon in the top right corner to see if the job is completed (page is automatically refreshed every 10 seconds).



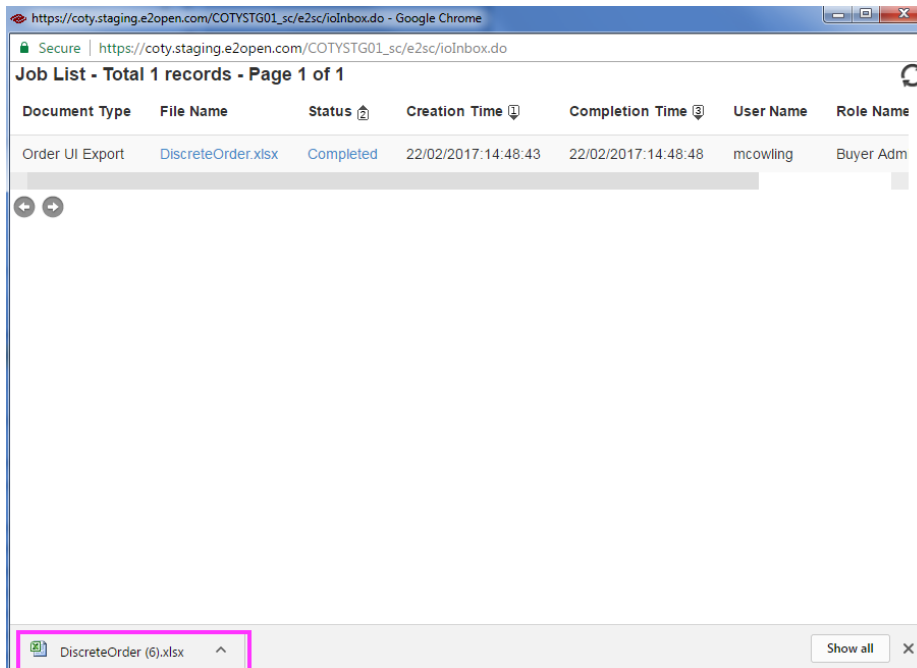
Secure | https://coty.staging.e2open.com/COTYSTG01_sc/e2sc/ioInbox.do

Job List - Total 1 records - Page 1 of 1

Document Type	File Name	Status	Creation Time	Completion Time	User Name	Role Name	Comments
Order UI Export	DiscreteOrder.xlsx	Completed	22/02/2017:14:41:05	22/02/2017:14:41:08	mcowling	Buyer Admin: Coty	

Refresh

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



Note: as in the Order List we can display max 1000 records the download from this screen will be limited to 1000 records.

Export option (exports only current page):

- 2a. Click the Export icon to download all the filtered orders displayed on the list page into an Excel file.

COTY										
<div> Home My Workspace Exceptions Supply Demand/Planning (Buy Item) Order Management (Buy Item) Order Summary Search History Shipment Receipt Invoice Master Data Upload/Download My Profile Administration E2open Analytics </div>										
<div> Order Search / Order List </div>										
<div> Order Schedules - Page 1 of 16; 452 Records </div>										
Order Number	Line Id	Schedule Line Id	Promise Line Id	Schedule Status	Material Number	Material Description	Period	Planned Delivery Date	Requested Qty	U
5500047318	20	23	1	New	99030042311	RIM THE ONLY 1 MATT BASE MECH 200	PAST	27/10/2016	52,600	Pi
5500047318	20	40	1	New	99030042311	RIM THE ONLY 1 MATT BASE MECH 200	PAST	01/12/2016	26,400	Pi
5500050693	270	2	1	New	96533716	LBBO CG AQSMTH FNDTN BUFBOE US	PAST	28/12/2016	18,000	Pi
5500050693	270	4	1	New	96533716	LBBO CG AQSMTH FNDTN BUFBOE US	PAST	28/12/2016	12,000	Pi
5500047318	20	37	1	New	99030042311	RIM THE ONLY 1 MATT BASE MECH 200	PAST	29/12/2016	26,400	Pi
5500050667	30	3	1	New	R1023	CYCLOPENTASILOXANE	PAST	29/12/2016	1	Ki
5500047433	40	28	1	New	341083280000	MASC BTL SCANDAL EYES WP	PAST	03/01/2017	43,200	Pi
5500047434	40	35	1	New	99030013117	RIM S/EYES CURVED MASC C/R/B	PAST	03/01/2017	47,520	Pi
5500047435	180	32	1	New	99030023785	RIM S/EYES ALB/BRUSH MASC CRB New P/Out	PAST	03/01/2017	37,800	Pi
5500048242	280	34	1	New	TRM017173	GARAMITE 7308 XR	PAST	05/01/2017	119,040	Ki
5500050667	30	5	1	New	R1023	CYCLOPENTASILOXANE	PAST	10/01/2017	500	Ki
4500728085	50	1	1	New	000000345358600014		PAST	13/01/2017	7,700	Pi
4500728171	10	1	1	New	10200541	"BENZYL ALCOHOL, JSQI, NF"	PAST	13/01/2017	100,170	Ki
4500728114	10	1	1	New	10200541	"BENZYL ALCOHOL, JSQI, NF"	PAST	13/01/2017	110,000	Ki

- 3b. The text file will appear at the bottom of the screen. Click on it to open it.

COTY										
<div> Home My Workspace Exceptions Supply Demand/Planning (Buy Item) Order Management (Buy Item) Order Summary Search History Shipment Receipt Invoice Master Data Upload/Download My Profile Administration E2open Analytics </div>										
<div> Order Search / Order List </div>										
<div> Order Schedules - Page 1 of 4: 94 Records </div>										
Order Number	Line Id	Schedule Line Id	Promise Line Id	Schedule Status	Material Number	Material Description	Period	Planned Delivery Date	Requested Qty	
5500043572	10	15	1	Accepted with Changes	99030019232	RIM Kate Xmas LS Base mechanism	PAST	04/07/2016	20,655	
5500043572	20	20	1	Accepted with Changes	99030023066	RIM Kate Xmas LS Cover	PAST	04/07/2016	31,680	
5500043583	10	19	1	Accepted with Changes	99030032927	RIM Kate Nude LPK cap	PAST	04/07/2016	31,680	
5500043583	10	19	2	Accepted with Changes	99030032927	RIM Kate Nude LPK cap	PAST	04/07/2016	31,680	
5500043583	10	19	3	Accepted with Changes	99030032927	RIM Kate Nude LPK cap	PAST	04/07/2016	31,680	
5500043583	10	19	4	Accepted with Changes	99030032927	RIM Kate Nude LPK cap	PAST	04/07/2016	31,680	
JDF01	60	27	1	Accepted with Changes	99030033123	MSP FAB LSH STRCH IT MASC BOTTLE	TRADE	30/09/2016	33,600	
JDF02	60	27	1	Accepted with Changes	99030033123	MSP FAB LSH STRCH IT MASC BOTTLE	TRADE	30/09/2016	33,600	
0019134682	10	1	1	Accepted with Changes	000000345330730000	F/V LIQ L/G L B/CODE LABEL	PAST	07/10/2016	10,000	
0022833033	10	1	1	Accepted with Changes	000000345330730000	F/V LIQ L/G L B/CODE LABEL	PAST	07/10/2016	20,000	
5500047106	20	6	1	Accepted with Changes	000000342729320000	LPK COVER L/FINISH	PAST	08/11/2016	416,000	
5500050658	20	1	2	Accepted with Changes	R0396	BPA-500	PAST	19/11/2016	10,000	
5500050658	20	1	3	Accepted with Changes	R0396	BPA-500	PAST	19/11/2016	10,000	
MATSTATDESC1	60	27	1	Accepted with Changes	99030033123	MSP FAB LSH STRCH IT MASC BOTTLE	TRADE	28/11/2016	33,600	
5500047433	70	208	1	Accepted with Changes	000000099030047103	RIM SCANDAL EYES WIPER 5.15MM ORIFICE	PAST	02/12/2016	1,500,000	
5500048136	20	5	1	Accepted with Changes	000000099030028287	30ML GLASS FNDN BOTTLE 33ML OFC	PAST	06/12/2016	287,232	
5500047318	10	51	1	Accepted with Changes	99030042238	RIM THE ONLY 1 MATT COVER	PAST	29/12/2016	152,000	
approval01	1	1	1	Accepted with Changes	99030033123	Mat123	TRADE	31/12/2016	150	

4.6 New/Changed Orders Exception

The system has pre-defined business rules associated to the data measures of a collaboration item.

- If the business rules are violated, the system generates an exception to alert users of a potential problem.
- Exception counts are real time and always available in the User Interface for evaluation.
- Exceptions are indicated in the 'Exception' and 'My Workspace' menus.
- Exceptions trigger email alerts that a user can sign up to receive.

Exception Element	Description
Exception Definition /Trigger	<ul style="list-style-type: none"> New/Changed Orders alert is triggered when an order schedule line is loaded into the E2open system and transitions into the 'New' or 'Changed' state.
Alert Delivery	<ul style="list-style-type: none"> Email: Sent to subscribers twice a day (10am and 3pm CET) with a summary of the affected orders that the role can access and that weren't included in the prior email alert. Problem List - on My Workspace page
Reset Rule	<ul style="list-style-type: none"> The alert is reset when either the order schedule line transitions into another state.

You can view New/Changed Orders exception:

Option 1 via **My Workspace**

1. In the Navigation Tree, click My Workspace

Supply Network Exceptions		Count	
Exception			
Projected Inventory Exception	7	4	Total : 7
Rejected Order	1		Total : 1
Accepted with Changes	3		Total : 3
Requested - Shipped Quantity Mismatch	1		Total : 1
New/Changed Orders	177		Total : 177
Resch. Msg. to review	118		Total : 118
Requested - ASN Delivery Date Mismatch	1		Total : 1

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

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

Home	Results
My Workspace	Exception
Exceptions	Total
Demand/Inventory (Buy Item)	Rejected Order
Order Execution (Buy Item)	Accepted with Changes
Order	Requested - Shipped Quantity Mismatch
Shipment	New/Changed Orders
Supply Demand/Planning (Buy Item)	Reschedule Delivery Date Mismatch
Order Management (Buy Item)	Resch. Msg. to review
Master Data	Requested - ASN Delivery Date Mismatch
Upload/Download	Approved Resch. Messages
My Profile	
Administration	
E2open Analytics	

4.7 Email Alert Subscribtion for Exceptions

1. Click My Profile > Email Alert Subscription
2. Click the checkbox of New/Changed Orders to turn on an Alert

3. Click the **Save** button.

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

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"/>	Forecast	Projected Inventory Exception	Projected Inventory Exception	
<input type="checkbox"/>	Order	Accepted with Changes	Accepted with Changes	
<input checked="" type="checkbox"/>	Order	Approved Resch. Messages	Approved Resch. Messages	
<input checked="" 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 checked="" type="checkbox"/>	Order	Resch. Msg. to review	Resch. Msg. to review	
<input checked="" type="checkbox"/>	Order	Reschedule Delivery Date Mismatch	Reschedule Delivery Date Mismatch	

[Reset](#) [Save](#)

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

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"/>	Forecast	Projected Inventory Exception	Projected Inventory Exception	
<input type="checkbox"/>	Order	Accepted with Changes	Accepted with Changes	
<input checked="" type="checkbox"/>	Order	Approved Resch. Messages	Approved Resch. Messages	
<input checked="" 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 checked="" type="checkbox"/>	Order	Resch. Msg. to review	Resch. Msg. to review	
<input checked="" type="checkbox"/>	Order	Reschedule Delivery Date Mismatch	Reschedule Delivery Date Mismatch	

[Reset](#) [Save](#)

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

[Back to previous / Alert Filter Criteria](#)

- Search

Search Tip: Enter data values in one or more of the search fields to view all collaborations which match that criteria. Note that the search is case sensitive.

Supplier Number	<input type="text" value="Auto-complete search"/>	<input type="button" value="Q"/>	Supplier Name	<input type="text"/>	<input type="button" value="Q"/>
Plant	<input type="text" value="Auto-complete search"/>	<input type="button" value="Q"/>	Plant Name	<input type="text"/>	<input type="button" value="Q"/>
Material Number	<input type="text" value="Auto-complete search"/>	<input type="button" value="Q"/>	Material Description	<input type="text"/>	<input type="button" value="Q"/>
Supplier Material Number	<input type="text"/>	<input type="button" value="Q"/>	Global Supplier Id	<input type="text"/>	<input type="button" value="Q"/>
VMI Flag	<input type="checkbox"/> All <input type="checkbox"/> Yes <input type="checkbox"/> No				

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

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

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

At the time of this email, there were new or changed orders loaded into the E2open portal. To review these orders, go to https://coty.staging.e2open.com/COTYSTG01_pl/portal.

Category	Total
New/Changed Orders Alert	1

This email was sent from an automated source. Please do not reply to this message as all replies are automatically deleted.

E2OPEN CONFIDENTIAL INFORMATION. This communication (including any attachments) is intended for the sole use of the intended recipient and may contain confidential, non-public and/or privileged material. Use, distribution or reproduction

5 Definitions / Appendix

5.1 Fields in Orders

Table 5-1 PO/SL fields in E2Open

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

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

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

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

Figure 5-1 search filters for PO/SL

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