

COTY PROJECT

USER MANUAL

Supplier Confirmation_Supplier

SCP-MSP-e2Open_WI_'STD_Supplier Portal' Supplier Confirmation_Supplier_EN_GLO_YYYYMMDD

FUNCTION: Supply Chain Planning

TOPIC	<ul style="list-style-type: none">• Confirmation through the portal<ul style="list-style-type: none">a. Order Statusb. Response Optionsc. Submitted confirmation• Confirmation through Excel<ul style="list-style-type: none">a. Periodb. Data to completec. How to return Excel File updated [Email]• Interface timings• Alerts• Coty Planner Approval
OBJECTIVES	How the supplier can confirm orders in E2open.
ROLE	Supplier
TRAINER	
SYSTEM	e2open
TRAINING MEDIUM	
COURSE DURATION	
COUNTRY LOCALIZATION	Ashford and Galleria

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1 Document history

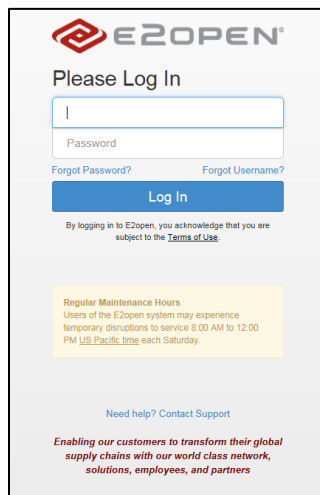
Author	Version	Date	Description of change
David.perez.batalla@accenture.com	1.0	29.11.2016	Document creation
Vishal.melwanoi@accenture.com	2.0	09.02.2017	Document creation
Vishal.melwani@accenture .com	3.0	15.02.2017	Document creation

2 Logging in to the System

- To access the Login page, in your browser's Address box enter the URL:
 - o <https://coty.e2open.com> for Production system
 - o <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 is the text "Please Log In". There are two input fields: "Username" and "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](#)". Further down is a yellow box titled "Regular Maintenance Hours" containing text about system downtime on Saturdays. 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".

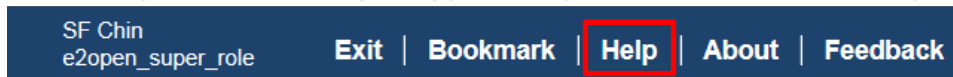
- On the Select an Application page, click the picture of Process Manager to access the application.



- The system display is divided into three sections.



- Refer to E2open Help File “Getting Started” for more navigation details. You can click on the Help link on the E2open application portal to download the E2open Help File.



3 What can you do with the Order as a Supplier?

3.1 Order Overview

- The supplier can respond to the Orders in the E2open system either via the web user interface or Excel Upload. The promise schedules include Confirmed Quantity and Confirmed Date. Suppliers have the following options when responding:
 1. **Acknowledge:** The supplier can agree to meet the needs (Requested Quantity & Planned Delivery Date) specified by Coty.
 - Confirmed Date validation: Confirmed Date cannot be in the past.
 - Confirmed Quantity validation: Confirmed Quantity can exceed Requested Quantity.
 2. **Edit Promise:** the Supplier creates multiple promise schedules by proposing multiple confirmed quantities and dates.
 3. **Reject:** The supplier deems that the request isn't valid.

3.2 Access Order

1. In the Navigation Tree, click:
Order Management > Order > Summary
2. Scroll the page to the bottom to find a list of order states with the Total counts.
3. To access orders in a particular state, click on the number under the Total column for that state.

Note: **Summary** is best used when you want to access items grouped by State, and further refine the results based on particular parameters

State	Total
New	64
Changed	64
Accepted	2
Accepted with Changes	10
Supplier Rejected	5
Partially Shipped	0
Shipped	0
Cancelled	12
Closed	62

System displays the order list page for the state you have clicked on.

Order Summary / Order List

Order Schedules - Page 1 of 1; 2 Records

Order Number	Line Id	Schedule Line Id	Promise Line Id	Schedule Status	Material Number	Material Description	Period	Planned Delivery Date
4500723772	100	2	1	Accepted	99030047825	MH Brow gel label 001	FIRM	02/13/2017
4500728916	20	1	1	Accepted	345483290010	MASC SHLBL SCANDALEYES	FIRM	04/07/2017

Alternatively,

- You can navigate to Order Management > Order > Search
- You can enter your search criteria such as:
 - Order Number (PO or BO number)
 - Material Number
 - Plant
- Click Search

Note: Search is best used when you know something particular about the item, such as number, name or description that can be typed into the search fields.

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

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

Order Search

Search Orders

Filling 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

Save Reset Search

System displays the order list page with orders pertinent to your search criteria.

Order Search / Order List

Order Schedules - Page 1 of 1; 13 Records

Order Number	Line Id	Schedule Line Id	Promise Line Id	Schedule Status	Material Number	Material Description	Period	Planned Delivery Date	Re
4500729133	10	2	1	New	99030047825	MH Brow gel label 001	FIRM	02/01/2017	
4500723772AJ	100	4	1	New	99030047825	MH Brow gel label 001	FIRM	02/03/2017	
4500723772	100	7	1	New	99030047825	MH Brow gel label 001	FIRM	02/14/2017	
4500723772	100	8	1	New	99030047825	MH Brow gel label 001	FIRM	02/15/2017	
4500723772	100	9	1	New	99030047825	MH Brow gel label 001	FIRM	02/16/2017	

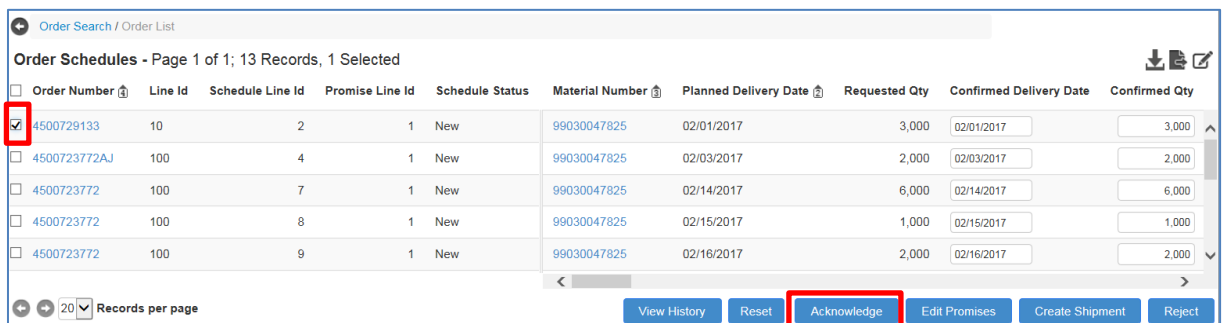
3.3 Respond to the Order directly on the portal

You have several options to respond to the orders, such as Acknowledge (i.e. confirm the order as is but also you can confirm with different date or quantity), Edit Promises (i.e. modify the Delivery Date/Qty or split lines and confirm the order) and Reject an order. All these actions can be done through the web user interface on the portal.

3.3.1 Acknowledge the order directly on the portal

1. Repeat the steps in Section 3.2
2. Click the checkbox of the Order Number
3. Click the Acknowledge button

Note: **Acknowledge** means the Supplier agrees and confirms to meet the needs (i.e. requested Delivery Date/Quantity) as specified by COTY. The supplier has the option to change the quantity/date and acknowledge the order aswell. You also can add the necessary comment in the “SUPPLIER Comment” field.



Order Search / Order List

Order Schedules - Page 1 of 1; 13 Records, 1 Selected

<input type="checkbox"/>	Order Number	Line Id	Schedule Line Id	Promise Line Id	Schedule Status	Material Number	Planned Delivery Date	Requested Qty	Confirmed Delivery Date	Confirmed Qty
<input checked="" type="checkbox"/>	4500729133	10	2	1	New	99030047825	02/01/2017	3,000	02/01/2017	3,000
<input type="checkbox"/>	4500723772AJ	100	4	1	New	99030047825	02/03/2017	2,000	02/03/2017	2,000
<input type="checkbox"/>	4500723772	100	7	1	New	99030047825	02/14/2017	6,000	02/14/2017	6,000
<input type="checkbox"/>	4500723772	100	8	1	New	99030047825	02/15/2017	1,000	02/15/2017	1,000
<input type="checkbox"/>	4500723772	100	9	1	New	99030047825	02/16/2017	2,000	02/16/2017	2,000

20 Records per page

View History Reset **Acknowledge** Edit Promises Create Shipment Reject

The supplier also can add the necessary comment in the “**SUPPLIER Comment**” field:

Order Summary / Order List

Order Schedules - Page 1 of 9; 162 Records

Order Number	Line Id	Schedule Line Id	Promise Line Id	Schedule Status	Confirmed Delivery Date	Confirmed Qty	COTY Comment	SUPPLIER Comment	Approval Flag	OTIF Reason Code	Supplier Ma
5500043583	10	19	1	New	04/07/2016	31,690			No	C	
5500043583	20	14	1	New	04/07/2016	20,655			No	C	
5500043583	20	18	1	New	04/07/2016	20,655			No	C	
5500043572	20	15	1	New	11/07/2016	31,690			No	C	
5500043583	10	24	1	New	11/07/2016	31,690			No	C	
5500043583	20	22	1	New	11/07/2016	41,310			No	C	
5500043572	10	27	1	New	18/07/2016	20,655			No	C	
5500043583	20	24	1	New	18/07/2016	20,655			No	C	
5500043572	10	16	1	New	25/07/2016	41,310			No	C	
5500043572	20	19	1	New	25/07/2016	31,690			No	C	
5500043583	10	25	1	New	25/07/2016	31,690			No	C	
5500043572	10	22	1	New	01/08/2016	41,310			No	C	
5500043572	20	22	1	New	01/08/2016	57,360			No	C	
5500043583	10	22	1	New	01/08/2016	26,080			No	C	
5500043583	20	11	1	New	01/08/2016	41,310			No	C	
5500043572	10	11	1	New	08/08/2016	20,655			No	C	
5500043572	20	31	1	New	08/08/2016	31,690			No	C	
5500043583	20	27	1	New	08/08/2016	41,310			No	C	
5500043572	10	35	1	New	15/08/2016	61,665			No	C	
5500043572	20	32	1	New	15/08/2016	95,040			No	C	

Jump 20 Records per page

View History Reset Acknowledge Edit Promises Create Shipment Reject

What is the expected result: E2open moves the Request Schedule to the “Accepted” state.

3.3.2 Split Order Lines directly on the portal

1. Repeat the steps in Section 3.2
2. Click the checkbox of the Order Number
3. Click the Edit Promises button to open up the Order Schedules page

Order Search / Order List

Order Schedules - Page 1 of 1; 13 Records, 1 Selected

Order Number	Line Id	Schedule Line Id	Promise Line Id	Schedule Status	Material Number	Planned Delivery Date	Requested Qty	Confirmed Delivery Date	Confirmed Qty
<input checked="" type="checkbox"/> 4500729133	10	2	1	New	99030047825	02/01/2017	3,000	02/01/2017	3,000
<input type="checkbox"/> 4500723772AJ	100	4	1	New	99030047825	02/03/2017	2,000	02/03/2017	2,000
<input type="checkbox"/> 4500723772	100	7	1	New	99030047825	02/14/2017	6,000	02/14/2017	6,000
<input type="checkbox"/> 4500723772	100	8	1	New	99030047825	02/15/2017	1,000	02/15/2017	1,000
<input type="checkbox"/> 4500723772	100	9	1	New	99030047825	02/16/2017	2,000	02/16/2017	2,000

Records per page

View History Reset Acknowledge Edit Promises Create Shipment Reject

4. To split the original request schedules, click the checkbox on the schedule line, and enter your new confirmed Planned Delivery Date and Quantity. If you want to split the order schedule into 2 lines, click on the checkbox for 2 schedule lines (

15 schedule lines maximum can be added). Remember to save the change you've made.

Example (as illustrated in the screen) below shows that the original Requested Qty is 3000 and the Planned Delivery Date is 02/01/2017.

Based on your business scenario, you can split the order schedule into 2 lines with different Confirmed Qty's (2000 and 1000) and Delivery Date's (2/10 and 2/24).

Note: Edit Promises means the Supplier splits the order and changes the Confirmed Delivery Date and/or Quantity and accepts the order.

Order Schedules -
* Denotes required field.

Order Number: 4500729133 Customer Name: Coty
Supplier Number: 68397 Supplier Name: SKANEM CARDIFF
Buyer Code: Buyer Contact:
Bill To: Payment Terms: N120
Line Id: 10 Net Price: 16.80

Order Schedules -

	Requested Qty	Confirmed Qty	Planned Delivery Date	Confirmed Delivery Date
<input checked="" type="checkbox"/>	3,000	2,000	02/01/2017	02/10/2017
<input checked="" type="checkbox"/>		1000		02/24/2017

Cancel Save

5. Click OK when prompted

Message from webpage

Are you sure you want to accept or modify the purchase order schedule by adding these promises?

OK Cancel

What is the expected result: E2open moves the Request Schedule to "Accepted with Changes" state, and the order will show 2 schedule lines.

Order Search / Order List

Order Schedules - Page 1 of 1; 2 Records

Order Number	Line Id	Schedule Line Id	Promise Line Id	Schedule Status	Material Number	Planned Delivery Date	Requested Qty	Confirmed Delivery Date	Confirmed Qty
4500729133	10	2	1	Accepted with Changes	99030047825	02/01/2017	3,000	02/10/2017	2,000
4500729133	10	2	2	Accepted with Changes	99030047825	02/01/2017	3,000	02/23/2017	1,000

3.3.3 Reject Order directly on the portal

1. Repeat the steps in Section 3.2
2. Click the checkbox of the Order Number
3. Click the Reject button

Note: **Reject** means the Supplier is unable to meet the requests or deems that the request is not valid.

Order Search / Order List

Order Schedules - Page 1 of 1; 13 Records, 1 Selected

<input type="checkbox"/>	Order Number	Line Id	Schedule Line Id	Promise Line Id	Schedule Status	Material Number	Planned Delivery Date	Requested Qty	Confirmed Delivery Date	Confirmed Qty
<input checked="" type="checkbox"/>	4500729133	10	2	1	New	99030047825	02/01/2017	3,000	02/01/2017	3,000
<input type="checkbox"/>	4500723772AJ	100	4	1	New	99030047825	02/03/2017	2,000	02/03/2017	2,000
<input type="checkbox"/>	4500723772	100	7	1	New	99030047825	02/14/2017	6,000	02/14/2017	6,000
<input type="checkbox"/>	4500723772	100	8	1	New	99030047825	02/15/2017	1,000	02/15/2017	1,000
<input type="checkbox"/>	4500723772	100	9	1	New	99030047825	02/16/2017	2,000	02/16/2017	2,000

Records per page: 20

View History Reset Acknowledge Edit Promises Create Shipment **Reject**

What is the expected result: E2open moves the Request Schedule to “Rejected” state. Rejected Order Exception will be flagged.

REJECT is only used with advance approval of the planner outside the system.

3.4 Respond to the Order via Excel Upload

You have several options to respond to the orders, such as Acknowledge (i.e. confirm the order as is), Edit Promises (i.e. modify the Delivery Date/Qty and confirms the order) and Reject an order. All these actions can be done through the Excel Upload via the portal.

Steps:

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

3.4.1 Download an Excel template from the portal

1. In the Navigation Tree, click
Upload/Download > Downloads > Order Execution (Buy Item) > Order
2. Enter your search criteria and click the Search to Download button

The screenshot displays the 'Search Orders' interface. On the left, a navigation tree includes 'Home', 'My Workspace', 'Exceptions', 'Supply Demand/Planning (Buy Item)', 'Order Management (Buy Item)', 'Master Data', 'Upload/Download', 'Status', 'Uploads', 'Downloads', 'Demand/Inventory (Buy Item)', 'Order Execution (Buy Item)', 'Order', 'Shipment', 'Receipt', 'Invoice', 'My Profile', and 'E2open Analytics'. The 'Order' option under 'Order Execution (Buy Item)' is highlighted. The main area is titled 'Search Orders' and contains a search bar and various filters. The filters include 'Order Number', 'Order Type', 'Schedule Status', 'Material Number', 'Material Description', 'Supplier Number', 'MRP controller', 'Plant', 'Period', 'Material Status', 'Supplier Material Number', 'Supplier Name', 'Purchasing Group', 'Material Type', 'Amalgam', and 'IncoTerms'. A dropdown menu for 'Schedule Status' is open, showing options like 'New', 'Changed', 'Accepted', 'Accepted with Changes', 'Supplier Rejected', 'Partially Shipped', 'Shipped', 'Cancelled', and 'Closed'. At the bottom right, there are 'Save', 'Reset', and 'Search to Download' buttons, with the 'Search to Download' button highlighted.

3. You will then have two options to choose from:
 - Order Download: This is a fixed format Excel template and is used 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.

4. Click the Document Type "Order Download"
Supplier will use this first option for download so that it can use the same template for upload
Optional, enter Comments to identify your download jobs.
5. Click the Next button to continue.

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

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	

3.4.2 Fill in the Excel template with all the mandatory details

1. Open the downloaded E2open Excel template/spreadsheet.
2. Fill in all mandatory data columns which denoted with an asterisk mark (*) and blue fonts:
 - Date is in US format

Display Name	Description/Comments
*Order Number	SAP order number
*Order Creation Date	Date when the order was created
*Customer ID	This should be "Coty"
*Supplier Number	Coty Supplier Number
*Line Id	SAP item line ID
*Material Number	Coty Material number

Display Name	Description/Comments
*Schedule Line Id	Schedule Line ID
*Action	“Accept” , “Reject” or “Update” as explained below
*Requested Qty	Quantity to be delivered
*Planned Delivery Date	Delivery date for the schedule line. Need to be in this format: DD/MM/YYYY HH:MM:SS
*Plant	Key uniquely identifying a plant, i.e. CU05
Confirmed Delivery Date	Delivery date confirmed by the Supplier Need to be in this format: DD/MM/YYYY HH:MM:SS
Confirmed Quantity	Quantity confirmed by the Supplier

- Depending on your business scenario, enter appropriate Action Code into the Excel spreadsheet.
 - To acknowledge/accept the Orders as is, enter “**Accept**”
 - To reject Orders, enter “**Reject**”
 - To modify the Confirmed Quantity and Confirmed Delivery Date or split the lines, make the appropriate change and then accept the Orders, enter “**Update**”

Note: Action Code is Case Sensitive

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

	A	B	E	F	G	H	J	AZ	BA	BB	BC	BI	BW	BX	BZ	CA	CB	CY	CZ	DA	
1	#9	1	4	5	6	7	9	51	52	53	54	60	74	75	76	77	78	79	102	103	104
2	*Order Number	*Order Creation Date	Order Status	Order Type	Rev #	*Customer ID	*Supplier Number	*Line Id	Line Status	*Material Number	Material Description	Total Line Value	*Schedule Line Id	Schedule Status	*Action	*Requested Qty	*Planned Delivery Date	*Plant	Promise Line Id	Confirmed Qty	Confirmed Delivery Date
3	PO16092717	2015-09-27 00:00:00	New	Purchase Order	1	Coty	68397	1	New	99030039571	PERFECT FND FRT LBL 402	35820.0000	1	New	Accept	1000.0000	2016-09-27 00:00:00	CU50	1	1000.0000	2016-09-27 00:00:00
4	PO16092717	2015-09-27 00:00:00	New	Purchase Order	1	Coty	68397	1	New	99030039571	PERFECT FND FRT LBL 402	35820.0000	2	New	Accept	2000.0000	2016-09-30 00:00:00	CU50	1	2000.0000	2016-09-30 00:00:00
5	PO16092718	2015-09-27 00:00:00	New	Purchase Order	1	Coty	68397	1	New	99030048083	Shade label 900	35820.0000	2	New	Accept	2000.0000	2016-09-30 00:00:00	CU50	1	2000.0000	2016-09-30 00:00:00
6	PO16092718	2015-09-27 00:00:00	New	Purchase Order	1	Coty	68397	2	New	99030039571	PERFECT FND FRT LBL 402	35820.0000	2	New	Accept	4000.0000	2016-09-30 00:00:00	CU50	1	4000.0000	2016-09-30 00:00:00
7	PO16092723	2015-09-27 00:00:00	New	Purchase Order	1	Coty	68397	1	New	99030048083	Shade label 900	35820.0000	1	New	Update	1000.0000	2016-09-27 00:00:00	CU50	1	1000.0000	2016-09-27 00:00:00
8																					
<div><div></div><div></div><div>DiscreteOrder-flex</div><div>Specification</div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>																					

- To split the line of an existing order, change the quantity in field “Confirmed Quantity” and “Confirmed Delivery Date” for the existing line and create an extra line. Make sure the line created is for the appropriate order number/order line number/schedule line number. Supplier doesn't need to add Promise ID, as E2open are generating this internally:

Suppliers should always upload all the promise lines, also if only changing 1 promise line

#0	A	B	AZ	BA	BB	BV	BW	BX	BY	BZ	CA	CV	CW	CX	CY	CZ	DA
1	*Order Number	*Order Creation Date	*Line Id	Line Status	*Material Number	*Schedule Line Id	Schedule Status	*Action	*Requested Qty	*Planned Delivery Date	*Plant	Availability Date	Reschedule Avail. Date	101 Promise Line Id	102 Confirmed Qty	103 Confirmed Delivery Date	104 SUPPLIER Comment
3	POB17010902	2017-01-09 00:00:00	1	New	ITM23	2	New	Update	0.0000.0000	2017-12-15 00:00:00	CUS1	2017-12-27 00:00:00	2017-11-15 00:00:00	1	5000.0000	2017-11-15 00:00:00	
4	POB17010902	2017-01-09 00:00:00	1	New	ITM23	2	New	Update	0.0000.0000	2017-12-15 00:00:00	CUS1	2017-12-27 00:00:00	2017-11-15 00:00:00	1	5000.0000	2017-12-15 00:00:00	

4. Save (use Save As) the file to your desktop.


3.4.3 Upload the Excel File on the portal

1. In the Navigation Tree, click
Upload/Download > Order Execution (Buy Item) > Order Upload
2. Click the document type Order Upload
3. Click Browse... and locate the file you want to upload
4. Click the Next button to continue

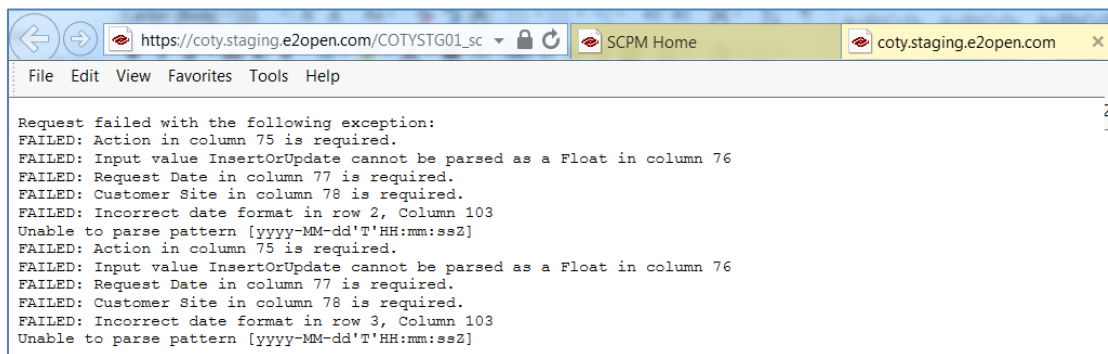
5. If uploaded successfully you will see the status Completed, meaning the system is done writing the data to the system:

Job List - Total 9 records - Page 1 of 1						
Document Type	File Name	Status	Creation Time	Completion Time	User Name	Role Name
Order Upload	UploaddiscreteOrders (...)	Completed	02/08/2017:23:36:14	02/08/2017:23:36:17	sf-coty	Supplier: 68397

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

Job List - Total 9 records - Page 1 of 1							
Document Type	File Name	Status	Creation Time	Completion Time	User Name	Role Name	
Order Upload	UploaddiscreteOrders (...)	Completed With Errors 	02/09/2017:06:08:05	02/09/2017:06:08:07	sf-coty	Supplier: 68397	

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



Supplier not accessing the portal will need to send the excel file by email, and the planner will upload it in the portal (by following steps 3.4.3).

4 Interface Timings

There are some data that will periodically be updated in E2open coming from Coty SAP. Those are:

Name	From	To	Description	Frequency
PO inbound interface	E2Open	SAP	E2Open will send new (in case of a split) and changed Purchase Orders scheduled	Every 20 minutes for new and changed lines

			lines to SAP where the new line will be created and existing ones updated.	
Schedule lines inbound interface	E2Open	SAP	E2Open will send new (in case of split) and changed Schedule Lines to SAP where the new line will be created and existing updated (Note: Schedule Lines will become 'fixed' in SAP).	Every 20 minutes for new and changed lines,

5 Alerts

Exception Alerts

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.

Process	Alert Name	How the Alert is triggered
Order Management	Requested – ASN Delivery Data Mismatch	• The alert is triggered when a shipment is loaded into the E2open system and the Planned Delivery Date on the referenced order schedule line does not match the Arrival Date on the corresponding ASN Line.
	Reschedule Delivery Date Mismatch	• The alert is triggered (based on a Supplier Action) when the order schedule line transitions into the 'Accepted' or 'Accepted with Changes' state AND Confirmed Date does not match the Reschedule Delivery Date (where Reschedule Delivery Date is not empty).
	Rejected Order	• The alert is triggered when the order schedule line transitions into the 'Supplier Rejected' state AND the Approval Flag = "No".
	Accepted with Changes	• The alert is triggered when the order schedule line transitions into the 'Accepted with Changes' state AND Approval Flag = "No".
	Requested – Shipped Quantity Mismatch	• The alert is triggered when Total Shipped Quantity does not match Request Quantity on the order schedule line.
	New/Changed Orders	• The alert is triggered when an order schedule line is loaded into the E2open system and transitions into the 'New' or 'Changed' state.
	Resch. Msg. to review	• The alert is triggered when an order schedule line is loaded into the E2open system and transitions into [New, Changed, Accept, Accept with Changes, Partially Shipped, Shipped] AND 'Resch. Msg. reviewed' flag = "No".
	Approved Resch. Messages	• The alert is triggered when the order transitions into the 'Accepted with Changes' state AND Reschedule Date = Confirmed Date AND Requested Qty = Confirmed Qty AND Approval Flag = "No".

5.1 Viewing Exceptions

Option 1 via **My Workspace**

1. In the Navigation Tree, click My Workspace

Exception	Count
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

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
My Workspace
Exceptions
Demand/Inventory (Buy Item)
Order Execution (Buy Item)
Order
Shipment
Supply Demand/Planning (Buy Item)
Order Management (Buy Item)
Master Data
Upload/Download
My Profile
Administration
E2open Analytics

Exception	Total
Rejected Order	6
Accepted with Changes	18
Requested - Shipped Quantity Mismatch	35
New/Changed Orders	7682
Reschedule Delivery Date Mismatch	12
Resch. Msg. to review	5691
Requested - ASN Delivery Date Mismatch	420
Approved Resch. Messages	0

Alerts are reset when the corresponding action is taken for.

5.1.1 To subscribe to receive email notification for the Exceptions

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

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

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 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 type="checkbox"/>	Order	Reschedule Delivery Date Mismatch	Reschedule Delivery Date Mismatch	

Reset Save

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)..

From: donotreply@e2open.com [mailto:donotreply@e2open.com]
Sent: Friday, October 07, 2016 7:53 AM
To:
Subject: Accepted with Changes Alert

At the time of this email, there were recent orders which the supplier accepted with proposed changes. To review these orders, go to https://e2projectdev.dev.e2open.com/COTYQA01_pl/portal.

Category	Total
Accepted with Changes 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 of this communication by unintended recipients is not authorized. If you received this communication in error, please delete all copies of this communication from your system. Thank you. This message was generated automatically, please do not reply to this message.

6 Approval of Coty Planner of supplier response

Once the supplier has responded to the order via portal or excel, the planner will have to approve it first before it is interfaced with Coty SAP system. If the supplier doesn't change the order, the planner doesn't need to approve it.

6.1 Approve Schedule Lines on the portal (Planner role)

Note: This feature is only available on the web user interface and no Excel Upload is supported.

1. Repeat the steps in section 3.2.
2. Click on the checkbox for order schedule line (you can select multiple lines)
3. Click the **Approve Sch. Line** button

Order Summary / Order List

Order Schedules - Page 2 of 3; 51 Records, 3 Selected

<input type="checkbox"/>	Order Number	Line Id	Schedule Line Id	Promise Line Id	Schedule Status	Confirmed Delivery Date	Confirmed Qty	COTY Comment	SUPPLIER Comment
<input checked="" type="checkbox"/>	5500047106	20	30	1	Accepted	12/22/2016	50,000		Ok can meet date
<input checked="" type="checkbox"/>	0023324101	10	1	1	Accepted	12/27/2016	1,003,200		moved delivery date out
<input type="checkbox"/>	5500047318	10	50	1	Accepted	12/28/2016	30,400		
<input checked="" type="checkbox"/>	5500047318	10	47	1	Accepted	01/10/2017	274,000	ok to approve	price cannot be changed!
<input type="checkbox"/>	5500050694	30	1	1	Accepted	01/18/2017	6		
<input type="checkbox"/>	5500047106	20	31	1	Accepted	01/23/2017	100,000		
<input type="checkbox"/>	5500050693	470	5	1	Accepted	02/01/2017	451,850,400		

Jump 20 Records per page

View History Reset Approve sch. Line Save Coty Comments

What is the expected result: The Approval Flag for this order schedule line is marked as “Yes”.

Order Search / Order List							
Order Schedules - Page 1 of 1; 7 Records							
Action executed successfully for 1 schedule(s).							
Order Number	Line Id	Schedule Line Id	Promise Line Id	Schedule Status	TY Comment	SUPPLIER Comment	Approval Flag
5500047106	10	4	1	Accepted	y comment 4	vendor comment 4	No
5500047106	20	30	1	Accepted		Ok can meet date	Yes
5500047106	20	31	1	Accepted			No

7 Definitions / Appendix

Table 7-1 Ordering status summary

Status	Description	Priority
New	When SL, PO or PR are created 1st time in E2Open	100
Changed	When the quantity and/or date is changed in SAP and sent again to E2Open	200
Rejected	When the Supplier rejects an order due to e.g. a discontinued material or as a response to cancel message.	300
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 approval, status is moved to Accepted).</i>	400
Accepted	When the Supplier confirmed quantity or date is equal to the Coty requested one. <i>(Confirmation from Supplier is not mandatory, but recommended. Strategy to be decided per site).</i>	500
Partially shipped	When the shipped Qty. (ASN) is smaller than the requested Qty..	510
Shipped	When the shipped Qty. (ASN) is equal/greater than the requested Qty..	520
Cancelled	When an order is cancelled in Coty's SAP <i>(in any period: firm, trade, fc)</i>	600

Status	Description	Priority
Closed	When an order is closed in Coty's SAP (PO delivery complete flag, PurchReq converted to PO), the GR is equal/greater than the order Qty. (Total Received Qty >= Requested Qty)	700

Table 7-2 PO/SL fields in E2Open

Fields	Definition	System
Order Number	SAP order number	SAP
Line Id	SAP 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
Milestones	A graphic display of the schedule line lifecycle (New, Accepted, Closed etc)	E2Open
Material Number	Material number	SAP
Material Description	Material description/name	SAP
Period	Horizon: Firm, Trade, Forecast. Calculated in the SAP-E2Open interface: 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	SAP
Planned Delivery Date	Delivery date for the schedule line	SAP
Requested Quantity	Quantity to be delivered	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.	SAP
Reschedule Time Delta (Days)	Displayed in days, difference between current delivery date and suggested new delivery date (reschedule delivery date)	SAP
Resch. Msg. Reviewed	When a new reschedule message is sent to the portal this field is set to "No". When the Supplier	E2Open

Fields	Definition	System
	has reviewed the message he can set it to "Yes" to mark it was reviewed.	
Confirmed Delivery Date	Delivery date confirmed by the Supplier	E2Open
Confirmed Quantity	Quantity confirmed by the Supplier	E2Open
COTY Comment	Editable field in E2Open where Planner can put his comments. New comments will be highlighted for visibility.	E2Open
SUPPLIER Comment	Editable field in E2Open where Supplier can put his comments. New comments will be highlighted for visibility.	E2Open
Approval Flag	Indicator marking if the schedule line (in Accepted with Changes or Rejected states) has been approved by the Planner (Yes/No)	E2Open
OTIF Reason Code	Flag in the portal to enable the Planner to mark if the change has been a result of Supplier or Coty actions ("C" – Coty request, "V" – Suppliers request)	E2Open/SAP
Supplier Material Number	Corresponding material number used by the Supplier in his ERP system	SAP
Supplier Number	Supplier Number	SAP
Supplier Name	Supplier Name	SAP
Fixed	"X" or blank. "X" if line is fixed in SAP.	SAP
PR Release Date	Date when Purchase Requisition should be converted into Purchase Order	SAP
Manual Firming Date	Manual Firming Date set up in SAP.	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 and Purchase Requisition.	SAP

Fields	Definition	System
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
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: if 'Total Shipped Qty' = [0,null,empty], then 'Open Qty' = 'Remaining Qty to be Received', else 'Open Qty' = 'Remaining Qty to be Shipped'.	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 Shipped	Calculated as: Order Qty – Shipped Qty	E2Open
Remaining Quantity To Be Received	Calculated as: Shipped Qty – Received Qty	E2Open
Unit Price	Net price per price unit (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

Fields	Definition	System
Total Invoice Quantity (Line)	Aggregation of invoiced quantities for a line (item)	E2Open
Total Promise Quantity	Aggregation of confirmed quantities by the Supplier for a line (item)	E2Open
Request Schedule Last Modified Date	Date of a last change to the schedule line	E2Open

Those fields will be available for filtering when searching for PO/SL:

Figure 7-1 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