

COTY PROJECT

USER MANUAL

Supplier ASN

SCP-MSP-e2Open_WI_ASN in e2Open_Supplier_EN_GLO

FUNCTION: Supply Chain Planning

TOPIC	<ul style="list-style-type: none">• Create ASN (Advanced Shipping Notification)• Change ASN• Cancel ASN• Review Alerts
OBJECTIVES	How to Create/Change/Cancel ASN's directly in the portal from orders. How to Create/Change/Cancel ASN'S via Excel upload.
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.melwani@accenture.com	2.0	30.01.2017	Document update
Vishal.melwani@accenture.com	3.0	03.02.2017	Document update
Vishal.melwani@accenture.com	4.0	17.02.2017	Document update

2 Logging in to the System

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

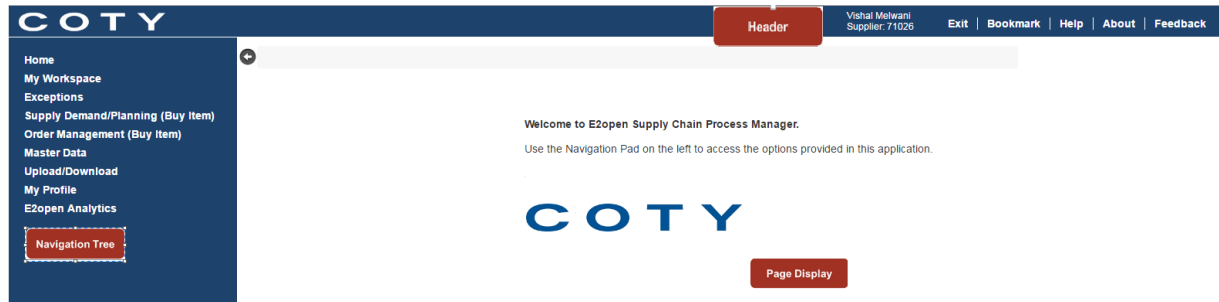
Note: https means the data is encrypted as it flows between the server and your computer.

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

3. On the *Select an Application* page, click **Process Manager**.

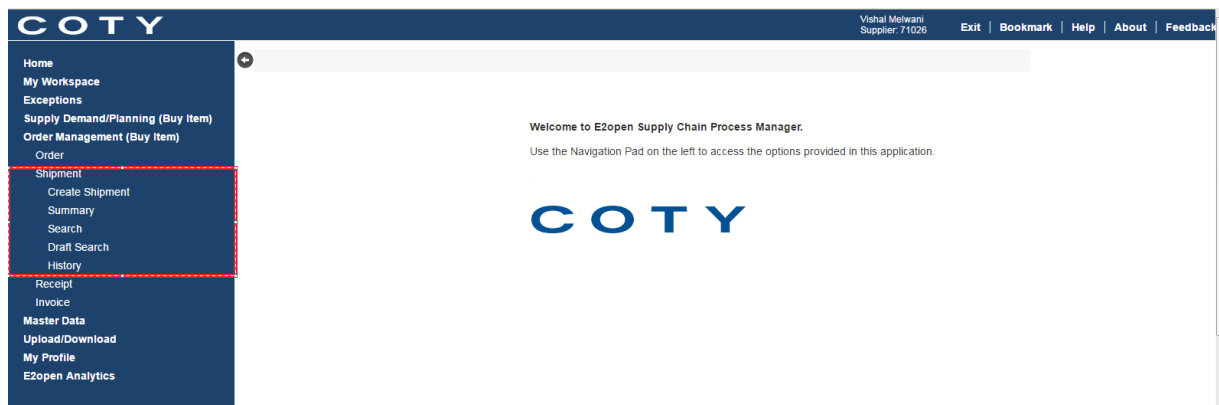


- The system display is divided into three sections.



Refer to manual “My Profile, My workspace in e2Open portal” for more details on Getting Started.

- Access ASN by clicking on Order Management (Buy Item) in the Navigation Tree and you will find the relevant fields under Shipment:



3 Pre Check order Quantity

This is an important step as you can only create an ASN for an existing order. You need to make sure the order is created in the system before creating an ASN. You must ensure that the quantity of the order line matches (or is within tolerance) of the quantity you plan to create the ASN for and send. Please follow the steps below to verify this:

1. Go to Order Management (Buy Item)
2. In the Search tab in Order, you can search for the order or codes you want to create the ASN for using the filters below such as:
 - Order Number (PO or BO number)
 - Material Number
 - Plant
3. Click Search

4. For each code you plan to add to the ASN, check the confirmed delivery date and quantity matches what you plan to deliver. This is only a verification step.

COTY											
Visual Mosaic Supplier: 71026 Exit Bookmark Help About Feedback											
Order Search / Order List											
Order Schedules - Page 1 of 2; 26 Records											
Order Number (i)	Line Id	Schedule Line Id	Promise Line Id	Schedule Status	Msp. reviewed	Confirmed Delivery Date	Confirmed Qty	COTY Comment	SUPPLIER Comment	Approval Flag	OTIF Reason Cod
5500048136	20	26	1	New		05/07/2016	259,072			No	C
5500048136	20	25	1	New		12/07/2016	287,232			No	C
5500048136	20	28	1	New		22/07/2016	225,280			No	C
5500048136	20	46	1	New		26/07/2016	168,960			No	C
5500048136	20	44	1	New		02/08/2016	148,432			No	C
5500048136	20	32	1	New		16/08/2016	185,856			No	C
5500048136	20	38	1	New		23/08/2016	236,544			No	C
5500048136	20	40	1	New		30/08/2016	236,544			No	C
5500048136	20	54	1	Changed		22/11/2016	152,064			No	C
5500048136	20	14	1	New		06/09/2016	135,168			No	C
5500048136	20	15	1	Shipped		13/09/2016	135,168			No	C
5500048136	20	39	1	New		20/09/2016	135,168			No	C
5500048136	20	49	1	Changed		27/09/2016	180,224			No	C
5500048136	20	48	1	New		04/10/2016	135,168			No	C
5500048136	20	11	1	Changed		11/10/2016	168,960			No	C
5500048136	20	12	1	Changed		18/10/2016	135,168			No	C
5500048136	20	53	1	Changed		27/09/2016	135,168			No	C

3.1 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):

5. Click the Document Type “Order Download”

Optional, enter Comments to identify your download job.

6. Click the Next button to continue.

Search Order / Download Order

Select Document Type

Document Type: ☒ Order Download ☐ Order UI Export

Download Settings: Default Export

Comments:

Next

7. 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 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).

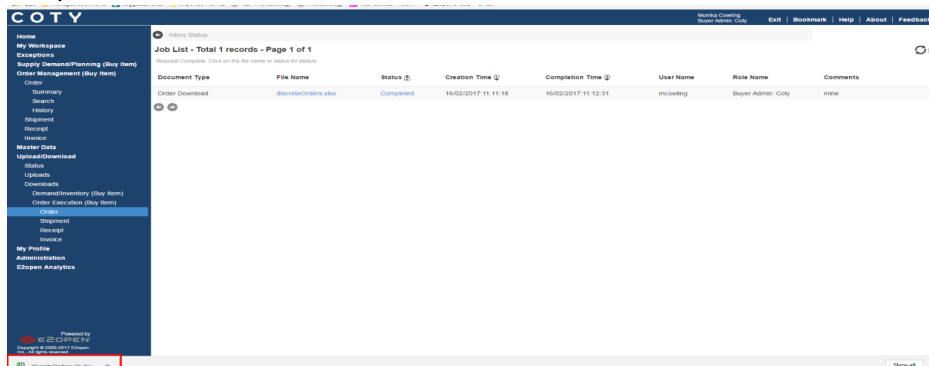
Inbox Status

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	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

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.

In order to prepopulate the ASN template (shown in section 4 below), make sure the Download Fields are in this order:

*Customer ID
*Supplier Number
*Shipping Date
*Arrival Date
*Ship To Type (Site/Hub)
*Plant
*Shipment Line
* Action
*Material Number
*Shipped Quantity
*Quantity UOM
*Ref Order Number
*Ref Order Line ID
*Ref Order Schedule Line Id

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

Search Order / Download Order

Select Document Type

Document Type

Download Settings

Order Download

Order UI Export 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/oi/inbox.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

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discreteOrders (4).xlsx

Job List - Total 1 records - Page 1 of 1

Request Complete. Click on the file name or status for details.

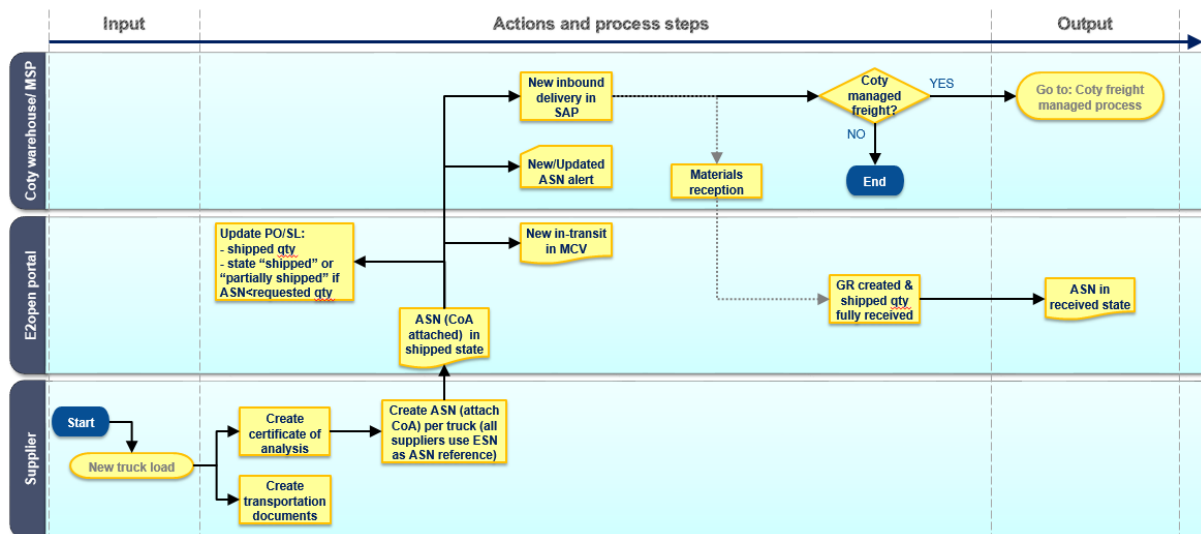
Document Type	File Name	Status	Creation Time	Completion Time	User Name	Role Name	Comments
Order Download	discreteOrders.xlsx	Completed	16/02/2017:11:11:18	16/02/2017:11:12:31	mcowling	Buyer Admin: Coty	mine

Show all

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

Supplier needs to first download the orders, and then copy the relevant columns to the ASN Template

4 Create ASN



- Shipments should be created based on the quantities and dates agreed upon in the order (between Coty and Supplier). One ASN should be created per shipment (i.e per truck) per destination. Every ASN line must reference a valid Order Number (PO/BO), Order Line Number, Schedule Line Number.

There are 2 ways to create an ASN:

- Direct in e2Open
- Excel Upload into E2OPEN.

4.1 Direct in e2open

- In the navigation Tree click:
Order Management> Shipment > Create Shipment
- You can search for the order or codes you want to create the ASN for 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)

COTY Vishal Melwani Supplier: 71026 Exit | Bookmark | Help | About | Feedback

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

Order Search

- Search Orders
Filtering in at least one field will return results more quickly.

Order Number

Schedule Status

Material Number

Material Description

Supplier Number

MRP controller

Plant

Period

Order Creation Date

Planned Delivery Date

Reschedule Message

Fixed

Approval Flag

Order Type

Material Status

Supplier Material Number

Supplier Name

Purchasing Group

Material Type

Amalgam

IncoTerms

Ship To

PurchReq Release Date

Resch. Mag. reviewed

Reschedule Delivery Date

Request Schedule Last Modified Date

3. Click Search.

COTY Vishal Melwani Supplier: 71026 Exit | Bookmark | Help | About | Feedback

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

Order Search / Select Order

Order Schedules - Page 1 of 1; 16 Records, 1 Selected

<input type="checkbox"/>	Order Number	Line Id	Schedule Line Id	Promise Line Id	Schedule Status	Material Number	Material Description	Period	Plannec
<input checked="" type="checkbox"/>	5500048136	20	5	1	Accepted	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC	FIRM	31/01/20
<input type="checkbox"/>	5500048136	20	6	1	Accepted with Changes	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC	PAST	06/12/20
<input type="checkbox"/>	5500048136	20	7	1	Accepted with Changes	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC	PAST	06/12/20
<input type="checkbox"/>	5500048136	20	8	1	New	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC		01/11/20
<input type="checkbox"/>	5500048136	20	9	1	New	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC		08/11/20
<input type="checkbox"/>	5500048136	20	11	1	New	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC		11/10/20
<input type="checkbox"/>	5500048136	20	12	1	New	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC		18/10/20
<input type="checkbox"/>	5500048136	20	15	1	Shipped	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC		13/09/20
<input type="checkbox"/>	5500048136	20	39	1	New	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC		20/09/20
<input type="checkbox"/>	5500048136	20	49	1	New	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC		27/09/20
<input type="checkbox"/>	5500048136	20	51	1	New	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC		15/11/20
<input type="checkbox"/>	5500048136	20	52	1	New	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC		25/10/20
<input type="checkbox"/>	5500048136	20	53	1	New	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC		27/09/20
<input type="checkbox"/>	5500048136	20	54	1	New	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC		22/11/20

Records per page: 20

You can chose multiple SL`s or PO lines to add to the ASN by ticking the boxes to the far left of the display screen.

4. Fill in mandatory fields with an asterisk mark (*) and click on Create Shipment

COTY Vishal Melwani Supplier: 71026 Exit | Bookmark | Help | About | Feedback

Order Search / Select Order / Create Shipment

Shipment Header

* Denotes required field.

ASN ID: ASN110 (0)

Supplier Name: Gerresheimer Moulded Glass GmbH

Supplier Number: 71026

Shipment Creation Date: 30/01/2017

Carrier:

Transport Mode:

Carrier Reference #:

Waybill #:

Shipper Reference #:

Packing Slip #:

Arrival Date: * 30/01/2017

Shipping Date: * 30/01/2017

License Plate:

Pallets: 0

Foreign Port Of Unloading:

Consignee #:

Ship-to-Party Name:

Plant: CUB5

Place Of Delivery:

Booking Party Name:

Ship To Address: Coty Manufacturing UK As

Supplier Address: Gerresheimer Moulded Gl

Customer Address:

Bill To Address: 0050

Shipment Line Items

Delivery Id	Shipment Line	Ref Order Number	Ref Order Line Id	Ref Order Schedule Line Id	Material Number	Material Description	Suppl
1	1 (0)	5500048136	20	5	99030028287	30ML GLASS FNDN BOTTLE 33ML OFC	

Undo Save **Create Shipment**

Icon in the ASN ID is used to attach files but will not be used by the supplier

Mandatory fields are the ones below

Display Name	Description/Comments
*Shipping Date	When Shipment will be dispatched. Use your calendar date format to input the date here (this is to avoid error in the date format)
*Arrival Date	When Shipment will be delivered. Use your calendar date format to input the date here (this is to avoid error in the date format)
*Shipped Quantity	Shipped Quantity

4.2 Excel Upload

- For suppliers who are creating shipments via Excel upload, they must provide ASN ID.
- ASN ID is created by concatenation of the following elements:
 - Vendor SAP code: maximum 7 digits (could have from 3 to 7 digits)
 - Natural year: 4 digits
 - Shipment Number: 4 digits
- Date is in US format

- Download Excel template from e2open

- a. In the navigation Tree, Click:
Upload / Download>Downloads>Order Execution>Shipment
- b. Select Shipment Download and click on Search to Download
No need to input search criteria (used for existing ASN Search)
- c. You have two options
 - *Shipment Download*: This is a fixed format template and is used for download/upload) of shipments.
 - *Shipment 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.

The screenshot shows the COTY EE User Manual interface. On the left is a navigation tree with options like 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 'Shipment' option is highlighted. The main content area shows a 'Job List - Total 1 records - Page 1 of 1'. Below this is a table with columns: Document Type, File Name, Status, Creation Time, Completion Time, User Name, Role Name, and Comments. The table contains one record: Shipment Download, shipment.xlsx, Completed, 27/01/2017:14:34:59, 27/01/2017:14:35:05, vishal.melwani@accenture.com, Supplier: 71026. The 'shipment.xlsx' file name is highlighted with a red box.

Note: Please don't delete/change any columns from the template as this will result in errors while uploading the file to e2Open. Excel Template will be attached with this manual

2. Open the downloaded E2open Excel template/spreadsheet by clicking on shipment.xlsx under File Name and Save the template to your desktop and use 'SAVE AS' function each time you are uploading a new ASN (this will keep the original template blank)
3. Fill in all mandatory data columns which denoted with an asterisk mark (*) and blue fonts (you can hide columns but not delete):
 - To create an ASN, enter "InsertOrUpdate" in the Action field. Make sure the line created is for the appropriate order number/order line number/schedule line number. The order fields must also be provided when creating ASN.

This is canse sensitive and if incorrectly entered, the upload will fail.

A	B	O	AC	AD	AE	AF	AM	AT	CP	CQ	CR	CS	CT	CW
#0	1	14	28	29	30	31	38	45	93	94	95	96	97	100
#* ASN ID	*Customer ID	*Supplier Number	Shipment Creation Date	Shipment Status	*Shipping Date	*Arrival Date	*Ship To Type (Site/Hub)	*Plant	*Shipment Line	ASN Status	*Action	*Material Number	Material Description	*Shipped Quantity
	Coty						Site				InsertOrUpdate			

The below table explains the mandatory columns in the excel file which need to be completed to allow a successful upload.

Display Name	Description/Comments
*ASN ID	Unique Reference Number <ul style="list-style-type: none"> • Vendor SAP code: maximum 7 digits (could have from 3 to 7 digits) • Natural year: 4 digits • Shipment Number: 4 digits
*Customer ID	This should be "Coty"
*Supplier Number	Coty Supplier Number
*Shipping Date	When Shipment will be dispatched. Need to be in this format: DD/MM/YYYY HH:MM:SS
*Arrival Date	When Shipment will be delivered. Need to be in this format: DD/MM/YYYY HH:MM:SS
*Ship To Type (Site/Hub)	This should be "Site"
*Plant	Key uniquely identifying a plant, i.e. CU05
*Shipment Line	Line number in the ASN
*Action	To create new Shipments, enter "InsertOrUpdate"
*Material Number	Coty Material number
*Shipped Quantity	Shipped Quantity

4. Upload file to E2open

- Click on Upload/Download
- Under Uploads, under Order Execution (Buy Item), hit the Shipment Upload button
- Click Browse... and locate the file you want to upload.
- Click the Next button to continue.
- If uploaded successfully you will see the status Completed, meaning the system is done writing the data to be downloaded or uploaded:

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
VMI Open Planned Receipts Upload	Coty-Planned Receipts...	Completed	10/18/2016:07:02:52	10/18/2016:07:03:18	e2open_super_user	Supplier: 68397	

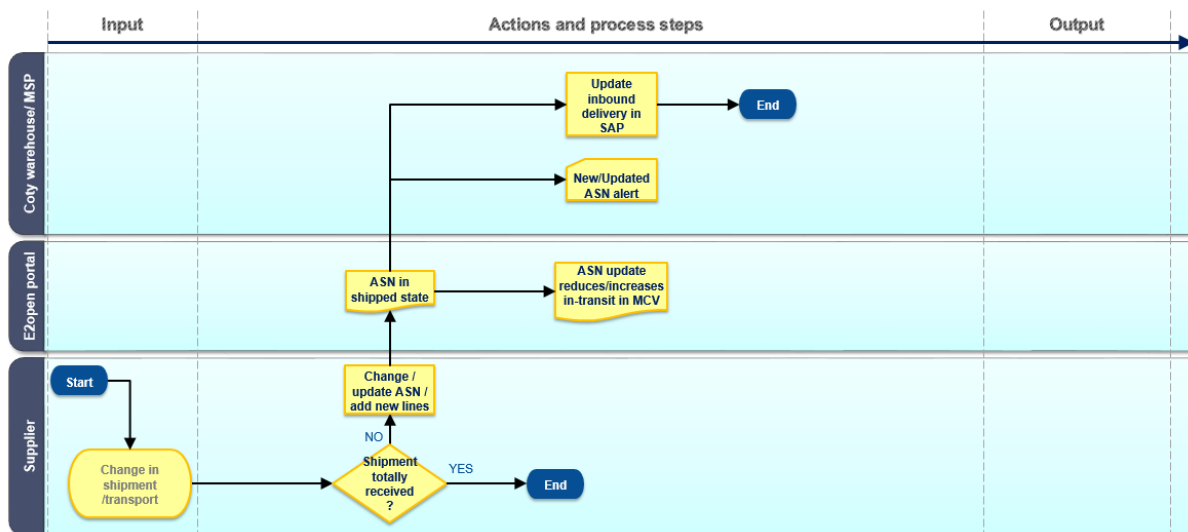
- If the upload is unsuccessful, you will see the status Completed with Errors as below, meaning the upload is completed but has an error.

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
Shipment Upload	shipment.xlsx	Completed With Errors	02/02/2017:18:01:45	02/02/2017:18:01:51	vishal.melwani@accenture.com	Supplier: 71026	

- g. To see the error, you need to click on “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:

The screenshot shows the COTY EE interface. On the left is a navigation menu with options like Home, My Workspace, Exceptions, Supply Demand/Planning (Buy Item), Order Management (Buy Item), Order, Summary, Search, History, Shipment, Create Shipment, Summary, Search, Draft Search, History, Receipt, Invoice, Master Data, Upload/Download, Status, Uploads, Demand/Inventory (Buy Item), Order Execution (Buy Item), Order Upload, and Shipment Upload. The main area displays a job list with one record: 'Shipment Upload' with file 'shipment.xlsx' and status 'Completed With Errors'. A red box highlights the status. A red box highlights the error details in a pop-up window. The error details show a list of failed actions, all stating 'Action in column 95 is required'.

5 Change ASN



Once an ASN is created and published, changes can still be made to:

- Dates (Shipping date, Arrival date)
- Quantities (Shipped quantity)

ASN can be changed either: :

- Direct in e2Open
- Excel Upload into E2OPEN.

Suppliers can update shipment lines in the Shipped state (this implies shipment lines which are not fully received).

Changes can only be done in the existing lines in the ASN. No additional lines can be added in an existing ASN. If it is needed, the supplier has two options:

- To create a new ASN with the additional line
- To cancel the full ASN and create a new ASN with all lines

Amendments to ASN directly in e2Open

- For Shipment Update via the E2open portal, the following fields are updateable via the 'Update' Action button:
 - Shipping Date
 - Arrival Date
 - Shipped Qty

5.1.1 Updating ASN via Search Function

Search Function is a general search capability where the user can search by the predefined search criteria.

1. In the navigation Tree click:
2. Order Management> Shipment > Search
3. You can search for the ASN using the filters below such as:
 - ASN ID (case sensitive)
 - Material Number
 - Plant
4. Enter 'new' dates and / or quantities.
5. THEN click update ASN

Shipment Search / Shipment List / Details

- Shipment Details

ASN ID: ASN71 (0)
Supplier Number: 79689
Customer Address:
Shipment Creation Date: 12/01/2017
Transport Mode:
Waybill #:
Packing Slip #:
Shipping Date: 12/01/2017
Pallets: 0
Consignee #:
Place Of Delivery:
ShipTo Address: ShipTo Address
Booking Party Address:
State Change Date: 12/01/2017

Shipment Status: Shipped
Supplier Name: HCP PACKAGING HONG KONG LIMITED
Supplier Address: Supplier Address
Carrier:
Carrier Reference #:
Shipper Reference #:
Arrival Date: 12/01/2017
License Plate:
Foreign Port Of Unloading:
Ship-to-Party Name:
Plant: CU05
Booking Party Name:
BillTo Address: BillTo Address
Shipment Last Modified Date: 12/01/2017

- Shipment List - Page 1 of 1; 1 Records, 1 Selected

Shipment Line	Ref Order Number	Ref Order Line Id	Ref Order Schedule Line Id	UOM	Net Weight	Volume	Volume UOM	Shipped Quantity	Quantity UOM	Manufacturing Date	Pick up Date
1 (0)	5500050720	10	1		0	0		20	KG		

Records per page: 20

Buttons: View History, Reset, **Update ASN**, Cancel

5.1.2 Updating ASN via Summary

Search by Summary will aggregate all shipments by the shipped/cancelled states. User still has the same search criteria as the general Search Function.

1. In the navigation Tree click
2. Order Management> Shipment > Summary
3. Go to Results section at the bottom and select corresponding shipment status

COTY Vital Materials Supplier: 71026 Exit | Bookmark | Help | About | Feedback

Home

My Workspace

Exceptions

Supply Demand/Planning (Buy Item)

Order Management (Buy Item)

Order

Shipment

Create Shipment

Summary

Search

Draft Search

History

Receipt

Invoice

Master Data

Upload/Download

My Profile

E2open Analytics

Shipment Summary

Material Number:

Supplier Material Number:

Shipment Last Modified Date: -

Arrival Date: -

Waybill #:

ASN Status:

Batch ID:

Pick up Date: -

Material Description:

Shipment Creation Date: -

Shipping Date: -

Plant:

Carrier:

Packing Slip # (Line):

Manufacturing Date: -

Release Last Day: -

Buttons: Save, Reset, Search

Results

State	Total
Shipped	10
Received	0
Cancelled	5

4. Select the corresponding shipment
5. Dates and Quantity can be directly changed by clicking on Update ASN

Shipment Search / Shipment List / Details

Shipment Details

ASN ID: ASN71 (0)
 Supplier Number: 79689
 Customer Address:
 Shipment Creation Date: 12/01/2017
 Transport Mode:
 Waybill #:
 Packing Slip #:
 Shipping Date: 12/01/2017
 Pallets: 0
 Consignee #:
 Place Of Delivery:
 ShipTo Address: ShipTo Address
 Booking Party Address:
 State Change Date: 12/01/2017

Shipment Status: Shipped
 Supplier Name: HCP PACKAGING HONG KONG LIMITED
 Supplier Address:
 Carrier:
 Carrier Reference #:
 Shipper Reference #:
 Arrival Date: 12/01/2017
 License Plate:
 Foreign Port Of Unloading:
 Ship-to-Party Name:
 Plant: CU05
 Booking Party Name:
 BillTo Address: BillTo Address
 Shipment Last Modified Date: 12/01/2017

Shipment List - Page 1 of 1; 1 Records, 1 Selected

State: All (1) Filter

Shipment Line	Ref Order Number	Ref Order Line Id	Ref Order Schedule Line Id	UOM	Net Weight	Volume	Volume UOM	Shipped Quantity	Quantity UOM	Manufacturing Date	Pick up Date
1 (0)	5500050720	10	1		0	0		20	KG		

Records per page: 20

View History Reset **Update ASN** Cancel

5.2 Amendments to ASN through ASN Upload

- For an ASN which has already been published you can make changes to quantity and date in two different ways.
 - Download Excel template from e2open
 - See Section 4.2 Step 1. (or use previously downloaded blank template)
 - To modify the Shipping Date/Shipped Quantity, enter "InsertOrUpdate" in the Action field:

This is canse sensitive and if incorrectly entered, the upload will fail.

- To Amend the Quantity of an Existing ASN, change the quantity in field "Shipped Quantity". Make sure the line created is for the appropriate order number/order line number/schedule line number. The order fields must also be provided when creating/updating ASN.

#	A	B	O	P	AD	AE	AF	AM	AT	CP	CQ	CR	CS	CW	DU	DV	DW
#0 #ASN ID	1 *Customer ID	14 *Supplier Number	15 Supplier Name	29 Shipment Status	30 *Shipping Date	31 *Arrival Date	38 *Ship To Type (Site/Hub)	45 *Plant	93 *Shipment Line	94 ASN Status	95 *Action	96 *Material Number	100 *Shipped Quantity	124 Ref Order Number	125 Ref Order Line ID	126 Ref Order Schedule Line ID	
ASN23	Coty	71026	Gerresheimer Moulded Glass GmbH	Shipped	2016-12-15 00:00:00	2016-12-15 00:00:00	Site	CUS0	1	Shipped		99030028287	14,0000	22227620	10		
ASN23	Coty	71026	Gerresheimer Moulded Glass GmbH		2016-12-15 00:00:00	2016-12-15 00:00:00	Site	CUS0	2			99030028287	256,0000	22227624	10		

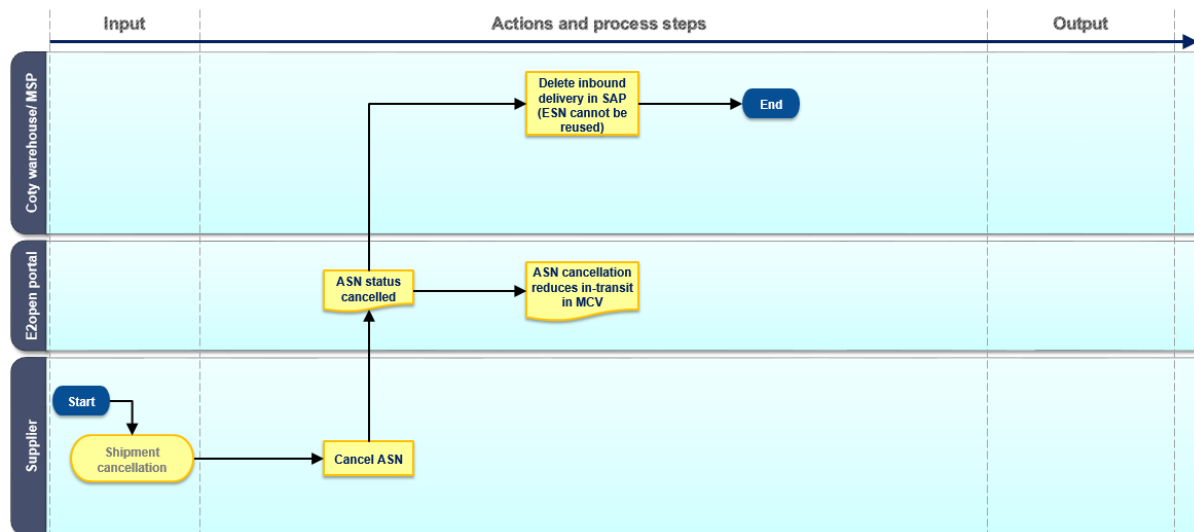
- To Amend the date of an existing ASN, change the date in the field "Shipping Date". Make sure the line created is for the appropriate order number/order line number/schedule line number. The order fields must also be provided when creating/updating ASN.

A	B	O	P	AD	AE	AF	AM	AT	CP	CQ	CR	CS	CW	DU	DV	DW
#0	1	14	15	29	30	31	38	45	93	94	95	96	100	124	125	126
#*ASN ID	*Customer ID	*Supplier Number	Supplier Name	Shipment Status	*Shipping Date	*Arrival Date	*Ship To Type (Site/Hub)	*Plant	*Shipment Line	ASN Status	*Action	*Material Number	*Shipped Quantity	Ref Order Number	Ref Order Line ID	Ref Order Schedule Line Id
ASN23	Coty	71026	Gerresheimer Houlded Glass GmbH	Shipped	2016-12-15 00:00:00	2016-12-15 00:00:00	Site	CU50	1	Shipped		99030028287	14,0000	22227620	10	
ASN23	Coty	71026	Gerresheimer Houlded Glass GmbH		2016-12-20 00:00:00	2016-12-15 00:00:00	Site	CU50	2			99030028287	287232,0000	22227624	10	

3. Upload file to E2open (see Step 2 under 4.2 Excel Upload)

A	B	O	AC	AD	AE	AF	AN	AU	CQ	CR	CS	CT	CU	CX	DV	DW
#0	1	14	28	29	30	31	39	46	94	95	96	97	98	101	125	126
#*ASN ID	*Customer ID	*Supplier Number	Shipment Creation Date	Shipment Status	*Shipping Date	*Arrival Date	*Ship To Type (Site/Hub)	*Plant	*Shipment Line	ASN Status	*Action	*Material Number	Material Description	*Shipped Quantity	Ref Order Number	Ref Order Line ID
ASN10087	Coty	68397	2016-10-18 08:49:26		2016-10-18 00:00:00	2016-10-18 00:00:00	Site	CU50	1		InsertOrUpdate	99030028613	CAR PRO'S SO MAT PERF B/C LBL 100	100.0000	PO16101810	1
ASN10087	Coty	68397	2016-10-18 08:49:26		2016-10-18 00:00:00	2016-10-18 00:00:00	Site	CU50	2		InsertOrUpdate	99030028613	CAR PRO'S SO MAT PERF B/C LBL 100	50.0000	PO16101810	1
ASN10089	Coty	68397	2016-10-18 09:02:56		2016-10-18 00:00:00	2016-10-18 00:00:00	Site	CU50	1		InsertOrUpdate	99030028613	CAR PRO'S SO MAT PERF B/C LBL 100	20.0000	PO16101811	1
ASN10090	Coty	68397	2016-10-18 09:14:54		2016-10-18 00:00:00	2016-10-18 00:00:00	Site	CU50	1		InsertOrUpdate	99030028613	CAR PRO'S SO MAT PERF B/C LBL 100	60.0000	PO16101812	1

6 Cancel ASN



ASN can be cancelled via:

- Direct in e2Open
- Excel Upload

Supplier cannot cancel one line in an ASN, the supplier needs to cancel the whole and create a new ASN for the correct lines.

The supplier has two options to cancel ASN:

- To cancel the full ASN
- To change the line within the ASN and change quantity to 0 (see Section 5 above)

Suppliers can't update a shipment line in the Cancelled state, but they can use the E2open web portal to reopen cancelled shipments and move them back to the Shipped state (See steps 1-4 in Section 5.1.2):

ASN ID	Shipment Line	Ref Order Number	Ref Order Line Id	Ref Order Schedule Line Id	ASN Status	Waybill #	Shipping Date	Shipped Quantity	Arrival Date	Manufacturing Date	Pick up Date	Release Last Day
ASN12	1	20863046	10	0	Cancelled		10/11/2016	10	10/11/2016			
ASN14	1	20863046	10	0	Cancelled		10/11/2016	100	10/11/2016			
ASN23	2	22227624	10	0	Cancelled		15/12/2016	287,232	15/12/2016			
ASN8	1	20863046	10	0	Cancelled		27/09/2016	200,000	27/09/2016			

6.1 Direct in e2Open

6.1.1 Cancelling ASN via Search Function

Search Function is a general search capability where the user can search by the predefined search criteria.

1. In the navigation Tree click:
2. Order Management> Shipment > Search
3. You can search for the ASN using the filters below such as:
 - ASN ID (case sensitive)
 - Material Number
 - Plant
4. Select ASN you wish to cancel and then click Cancel
 You have to make sure you are not just selecting and canceling 1 material from the ASN – select all function (small tick box in top left hand corner of the display screen) and delete whole ASN.

Shipment Search / Shipment List / Details

Shipment Details

ASN ID: ASN71 (0)
Supplier Number: 79689
Customer Address:
Shipment Creation Date: 12/01/2017
Transport Mode:
Waybill #:
Packing Slip #:
Shipping Date: 12/01/2017
Pallets: 0
Consignee #:
Place Of Delivery:
ShipTo Address: ShipTo Address
Booking Party Address:
State Change Date: 12/01/2017

Shipment Status: Shipped
Supplier Name: HCP PACKAGING HONG KONG LIMITED
Supplier Address: Supplier Address
Carrier:
Carrier Reference #:
Shipper Reference #:
Arrival Date: 12/01/2017
License Plate:
Foreign Port Of Unloading:
Ship-to-Party Name:
Plant: CU05
Booking Party Name:
BillTo Address: BillTo Address
Shipment Last Modified Date: 12/01/2017

Shipment List - Page 1 of 1; 1 Records, 1 Selected

Shipment Line	Ref Order Number	Ref Order Line Id	Ref Order Schedule Line Id	UOM	Net Weight	Volume	Volume UOM	Shipped Quantity	Quantity UOM	Manufacturing Date	Pick up Date
1 (0)	5500050720	10	1		0	0		20	KG		

Records per page: 20

View History Reset Update ASN Cancel

6.1.2 Cancelling ASN via Summary

Search by Summary will aggregate all shipments by the shipped/cancelled states. User still has the same search criteria as the general Search Function.

1. In the navigation Tree click
2. Order Management > Shipment > Summary
3. Go to Results section at the bottom and select corresponding shipment status

COTY Vishal Malwani Supplier: 71028 Exit | Bookmark | Help | About | Feedback

Home

My Workspace

Exceptions

Supply Demand/Planning (Buy Item)

Order Management (Buy Item)

Order

Shipment

Create Shipment

Summary

Search

Draft Search

History

Receipt

Invoice

Master Data

Upload/Download

My Profile

E2open Analytics

Shipment Summary

Material Number

Supplier Material Number

Shipment Creation Date: From - To

Shipment Last Modified Date: From - To

Shipping Date: From - To

Plant

Carrier

Packing Slip # (Line)

Manufacturing Date: From - To

Release Last Day: From - To

Save Reset Search

Arrival Date: From - To

Waybill #

ASN Status: Shipped Received Cancelled

Batch ID

Pick up Date: From - To

Results

State	Total
Shipped	10
Received	0
Cancelled	5

4. Select the corresponding shipment
5. Select ASN and click on Cancel

Shipment Search / Shipment List / Details

Shipment Details

ASN ID: ASN71 (0)
 Supplier Number: 79689
 Customer Address:
 Shipment Creation Date: 12/01/2017
 Transport Mode:
 Waybill #:
 Packing Slip #:
 Shipping Date: 12/01/2017
 Pallets: 0
 Consignee #:
 Place Of Delivery:
 ShipTo Address: ShipTo Address
 Booking Party Address:
 State Change Date: 12/01/2017

Shipment Status: Shipped
 Supplier Name: HCP PACKAGING HONG KONG LIMITED
 Supplier Address:
 Carrier:
 Carrier Reference #:
 Shipper Reference #:
 Arrival Date: 12/01/2017
 License Plate:
 Foreign Port Of Unloading:
 Ship-to-Party Name:
 Plant: CU05
 Booking Party Name:
 BillTo Address: BillTo Address
 Shipment Last Modified Date: 12/01/2017

Shipment List - Page 1 of 1; 1 Records, 1 Selected

Shipment Line	Ref Order Number	Ref Order Line Id	Ref Order Schedule Line Id	UOM	Net Weight	Volume	Volume UOM	Shipped Quantity	Quantity UOM	Manufacturing Date	Pick up Date
1 (0)	5500050720	10	1		0	0		20	KG		

Records per page: 20

View History Reset Update ASN Cancel

6.2 Cancelling an ASN Via Excel Upload

1. Download Excel template from e2open

- See Section 4.2 Step 1. (or use previously downloaded blank template)
- To cancel Shipments created, enter "Cancel" Refer to step 2 in 5.2 but you need to input "Cancel" in the Action field
 If you want to cancel ASN via excel, download the ASN into the excel download template. To cancel, fill the field action with Cancel as shown below:

This is canse sensitive and if incorrectly entered, the upload will fail.

#	A	B	C	AC	AD	AE	AF	AN	AU	CQ	CR	CS	CT	CU	CX	DV	DW
1	#0	1	14	28	29	30	31	39	46	94	95	96	97	98	101	125	126
2	*ASN ID	ID	*Customer Number	Shipment Creation Date	Shipment Status	*Shipping Date	*Arrival Date	*Ship To Type (Site/Hub)	*Plant	*Shipment Line	ASN Status	*Action	*Material Number	Material Description	*Shipped Quantity	Ref Order Number	Ref Order Line ID
3	ASN10087	Coty	68397	2016-10-18 08:49:26		2016-10-18 00:00:00	2016-10-18 00:00:00	Site	CU05	1		Cancel	99030028613	CAR PRO'S SO MAT PERF B/C LBL 100	100.0000	PO16101810	1
4	ASN10087	Coty	68397	2016-10-18 08:49:26		2016-10-18 00:00:00	2016-10-18 00:00:00	Site	CU05	2		Cancel	99030028613	CAR PRO'S SO MAT PERF B/C LBL 100	50.0000	PO16101810	1
5	ASN10089	Coty	68397	2016-10-18 09:02:56		2016-10-18 00:00:00	2016-10-18 00:00:00	Site	CU05	1		Cancel	99030028613	CAR PRO'S SO MAT PERF B/C LBL 100	20.0000	PO16101811	1
6	ASN10090	Coty	68397	2016-10-18 09:14:54		2016-10-18 00:00:00	2016-10-18 00:00:00	Site	CU05	1		Cancel	99030028613	CAR PRO'S SO MAT PERF B/C LBL 100	60.0000	PO16101812	1

- If NO Shipment Lines belonging to the same ASN ID contain the 'Cancel'
 ACTION ➡ process the ASN
- If ALL Shipment Lines belonging to the same ASN ID contain the 'Cancel'
 ACTION ➡ process the ASN
- If one or more Shipment Lines belonging to the same ASN ID contain both the 'Cancel' and 'InsertOrUpdate'
 ACTION ➡ fail the ASN

Regarding the cancellation logic for the Excel Template upload, please note that the logic only works based on the data in the upload file itself. What this means is:

- a. If a supplier is uploading 5 lines belonging to the same ASN, and he tries to cancel 1, 2, 3, or 4 out of the 5 lines, then the validation will FAIL and prevent the upload.
- b. If a supplier is uploading 5 lines belonging to the same ASN, and he tries to cancel all 5 lines, then the validation will PASS and allow the upload.
- i. In this scenario however there could be 10 ASN lines in the portal. Based on this, 5 lines would be cancelled (from the upload file), while the other 5 would be open (which were not in the upload file). So while this approach is not ideal, it was intended to help to prevent selective line cancellation as much as possible.

3. Upload file to E2open (see Step 2 under 4.2 Excel Upload)

7 Review Alerts

E2Open calculates exceptions that can be reviewed by the the Supplier.

The purpose of exceptions is to enable the Supplier to work in the efficient way and navigate directly to desired ASN instead of using a search.

There are 2 alerts that can used for ASN:

ASN alerts

Alert	Description
Requested - ASN Delivery Date Mismatch	<ul style="list-style-type: none"> The alert is triggered when a shipment is loaded into the E2Open system and the Planned Delivery Date on the referenced order schedule line <> Arrival Date on the corresponding ASN Line.
Requested – Shipped Quantity Mismatch	<ul style="list-style-type: none"> the alert is triggered when Total Shipped Quantity does not match Request Quantity on the order schedule line.

To sign up to these alerts, for notification via email please refer to manual “My Profile My Workspace”

7.1.1 Viewing Exceptions

Exceptions can be viewed in two different ways via the portal:

- My Workspace
- Exceptions

Option 1 via **My Workspace**

1. In the navigation Tree click
2. My Workspace

Supply Network Exceptions

Exception	Count
Projected Inventory Exception	1 Total: 1
Rejected Order	Total: 0
Accepted with Changes	Total: 0
Requested - Shipped Quantity Mismatch	1 Total: 1
New/Changed Orders	30 Total: 30
Reschedule Delivery Date Mismatch	Total: 0
Resch. Msg. to review	30 Total: 30
Requested - ASN Delivery Date Mismatch	4 Total: 4
Approved Resch. Messages	Total: 0

Supply Network Order Summary

State	Total
New	31
Changed	23
Accepted	1
Accepted with Changes	2
Supplier Rejected	1
Partially Shipped	1
Shipped	4

• Option 2 via **Exceptions** Menu

1. In the navigation Tree click
2. Exceptions > Order Execution > Order

Order Problem Summary

Plant:

Period:

Order Creation Date: From To

Planned Delivery Date: From To

Reschedule Message:

Planned:

Approval Flag:

Problem Creation Date: From To

Arrival:

Incoterms:

Ship To:

PurchReq Release Date: From To

Resch. Map reviewed:

Reschedule Delivery Date: From To

Request Schedule Last Modified Date: From To

Results

Exception	Total
Rejected Order	0
Accepted with Changes	0
Requested - Shipped Quantity Mismatch	1
New/Changed Orders	30
Reschedule Delivery Date Mismatch	0
Resch. Map to review	30
Requested - ASN Delivery Date Mismatch	4
Approved Resch. Messages	0

Alerts are reset when the corresponding action is taken for ASN/Shipment:

1. Requested – ASN Delivery Date Mismatch Alert
 - The alert is reset when Planned Delivery Date on the referenced order schedule line = Arrival Date on the corresponding ASN Line.
2. Requested – Shipped Quantity Mismatch Alert
 - The alert is reset when Total Shipped Quantity matches Request Quantity on the order schedule line

8 Definitions / Appendix

- ASN Status

Table: ASN status summary

Status	Description
Shipped	Default state when a ASN is created as it is requested to be created at the time of shipment
Received	Coty loaded a receipt line, which references the shipment line that indicates the shipment was completely received. Note: Received Qty must be ≥ Shipped Qty
Cancelled	The supplier has cancelled the shipment line.

- ASN Fields in E2open

- Table: sample of ASN fields in E2open

Display Name	Description/Comments
ASN ID	unique reference number (will be saved in SAP in BoL number field)
Shipment Line	Line number in the ASN
Ref Order Number	Referenced Order Number
Ref Order Line Id	Referenced Order Line Number
Ref Order Schedule Line Id	Referenced Order Schedule Line Number
ASN Status	Line Status of the Shipment (i.e. Shipped, Received)
Waybill #	A waybill is a document issued by a carrier giving details and instructions relating to the shipment of a consignment of goods.
Shipment Creation Date	When ASN was created
Shipping Date	When Shipment will be dispatched
Material Number	Coty Material number
Material Description	Coty Material Description
Supplier Material Number	Corresponding material number used by the Supplier in his ERP system
Supplier Material Description	Corresponding material description used by the Supplier in his ERP system
Supplier Number	Supplier Number
Supplier Name	Supplier Name
Plant	Key uniquely identifying a plant, i.e. CU05
MRP controller	Specifies the number of the MRP controller or group of MRP controllers responsible for material planning for the material
Batch ID	Batch number
Cartons	Number of cartons shipped
Pieces (per Carton)	Number of units per carton
Weight	Gross weight
Weight UOM	Weight Unit of Measure
Net Weight	Net Weight
Volume	Volume
Volume UOM	Volume Unit of Measure
Shipped Quantity	Shipped Quantity
Arrival Date	When Shipment will be delivered
Quantity UOM	Quantity Unit of Measure
Manufacturing Date	Date when the material was manufactured
Pick up Date	Pick up date by the forwarder
Release Last Day	Date of material release
Packing Slip # (Line)	Packing slip number
Bill To	Bill to Name
BillTo Address	Pop up window with Bill To address

Display Name	Description/Comments
Country Of Origin	Country Of Origin
Commodity HTS-6	Commodity Harmonized Tariff System number (6 digits)
Manufacturer Name	Manufacturer Name
Ship From Address	Pop up window with Ship From address
Consolidator Name	Consolidator Name
Consolidator Address	Pop up window with Consolidator address
Item Status	Material status: Indicates the life cycle of the material.
Dangerous Goods	At ASN header level, if the shipment contains dangerous goods
Shipment Last Modified Date	Date of a last change to the shipment line
Received Qty	Received Quantity
Remaining Qty to be Received	Calculated as: Shipped Qty – Received Qty
Carrier	Carrier Name
Carrier Reference #	Carrier Reference
Shipper Reference #	Shipper Reference
Customer Address	Pop up window with Customer address
Transport Mode	I.e. truck, boat, air
Pallets	Number of pallets
Consignee #	The party to whom goods are shipped and delivered.
Place Of Delivery	Place of delivery
ShipTo Address	Pop up window with ShipTo address
Booking Party Address	Pop up window with Booking Party address
State Change Date	System date tracking the date on which ASN/Shipment Status was last updated.
Shipment Status	Header Status of the Shipment (i.e. Shipped, Received); aggregation of the Line status
Supplier Address	Pop up window with Supplier address
License Plate	License plates are often used with warehouse management systems. They are basically an ID number placed on a pallet, carton, or other container, and are used to track the contents of that container as it moves through the warehouse.
Foreign Port Of Unlading	The port in a foreign country where the goods are removed from the exporting carrier.
Ship-to-Party Name	Ship to Party Name
Booking Party Name	Booking Party Name

- ASN Search Fields

Table 8-1: ASN search fields

Search fields	Search fields (continuation)
ASN ID	Arrival Date
Ref Order Number	Plant
Supplier Number	Waybill #
Supplier Name	Carrier
Material Number	ASN Status
Material Description	Packing Slip # (Line)
Supplier Material Number	Batch ID
Shipment Creation Date	Manufacturing Date
Shipment Last Modified Date	Pick up Date
Shipping Date	Release Last Day