COTY

BEAUTY, LIBERATED

COTY PROJECT
USER MANUAL

Supplier ASN

SCP-MSP-e2Open_WI_ASN in e2Open_Supplier_EN_GLO

FUNCTION: Supply Chain Planning

TOPIC	- 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

Index

Contents

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.

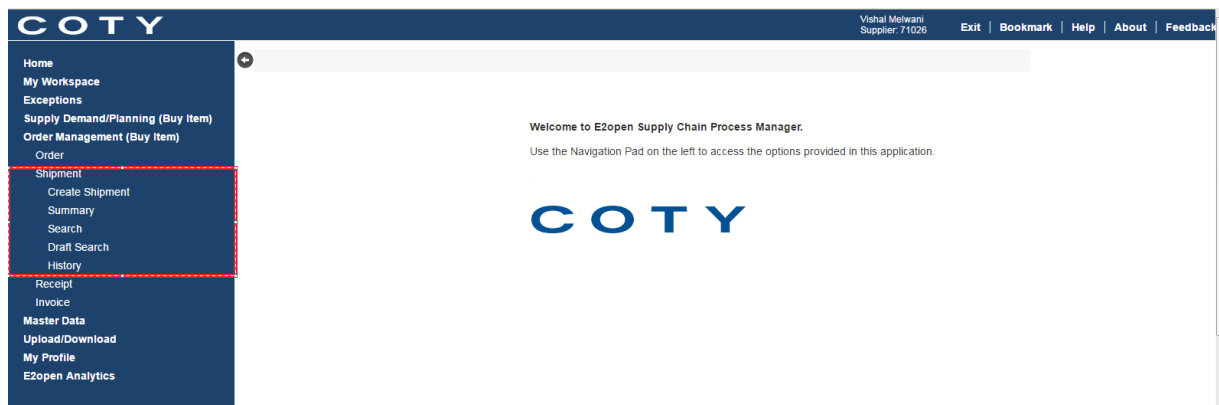3. On the *Select an Application* page, click **Process Manager**.

• The system display is divided into three sections.
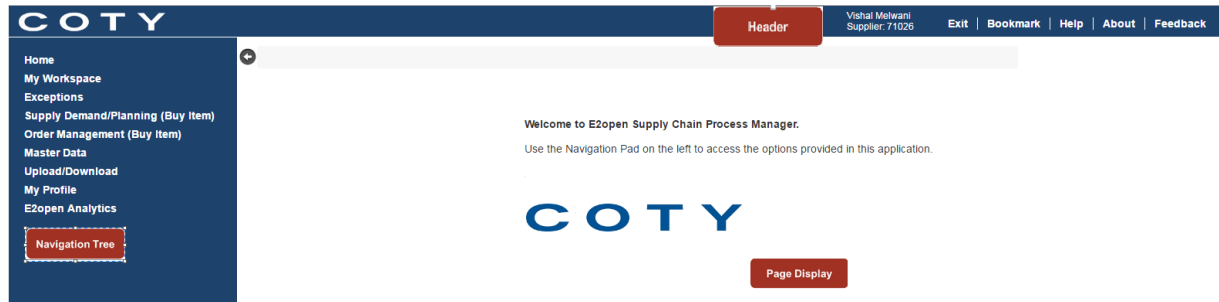
Refer to manual "My Profile, My workspace in e2Open portal" for more details on Getting Started.

• 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.

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 chose 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 configuarable 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.

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).
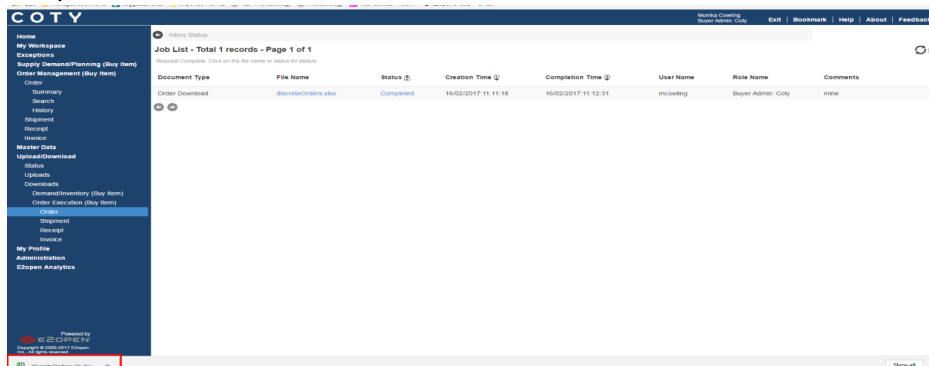

The file will be downloaded and you will see it at the bottom of the screen. Click on it to open it in Excel.

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

Order UI Export option (max 20000 records):

By chossing 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)

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).

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.

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

1. 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:

   a. Direct in e2Open

   b. Excel Upload into E2OPEN.

4.1   Direct in e2open

1. In the navigation Tree click:
   Order Management> Shipment > Create Shipment

2. 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)

3. Click Search.

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

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

1. 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 riteria (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 configuarable 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.

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 <u>mandatory</u> 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.

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 • 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
    a. Click on Upload/Download
    b. Under Uploads,under Order Execution (Buy Item), hit the Shipment Upload button
    c. Click Browse… and locate the file you want to upload.
    d. Click the Next button to continue.
    e. 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.

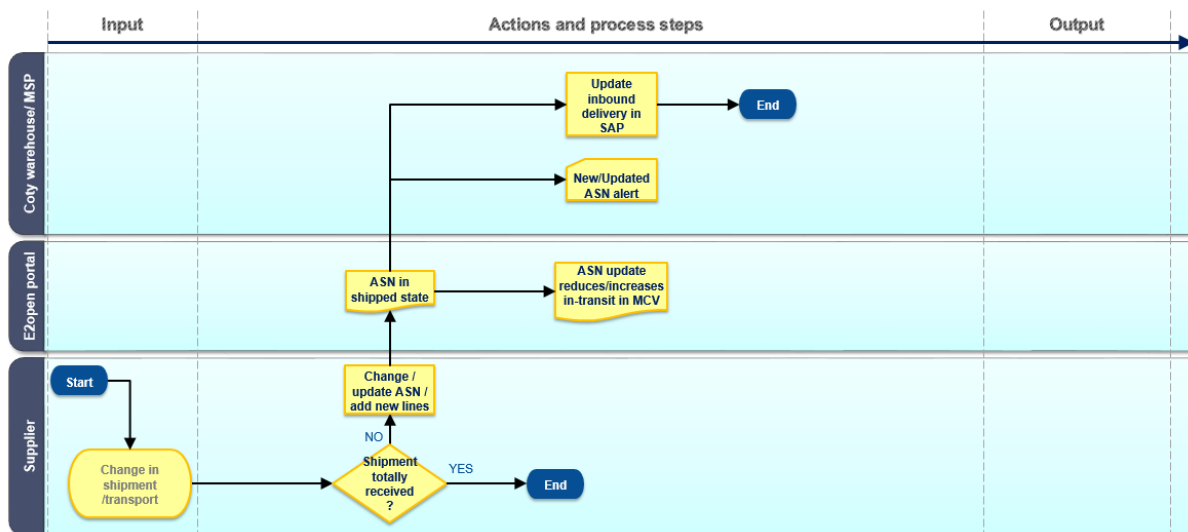| Document Type	File Name	Status	Creation Time	Completion Time	User Name	Role Name	Comments
VMI Open Planned Receipts Upload	Coty-Planned Receipts....	Completed	10/18/2016:07:02:52	10/18/2016:07:03:18	e2open_super_user	Supplier: 68397	

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

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:

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:
  o Shipping Date
  o Arrival Date
  o Shipped Qty

5.1.1 Updating ASN via Search Funtion

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

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

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

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.

    1. Download Excel template from e2open
        a. See Section 4.2 Step 1. (or use previously downloaded blank template)

    2. 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.

        a. 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.


        b. 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	*Custome r 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 Moulded 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 Moulded 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
1	#0	1	14	28	29	30	31	39	46	94	95	96	97	98	101	125	126
2	#*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
3	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
4	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
5	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
6	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

Shipment-flex   Specification
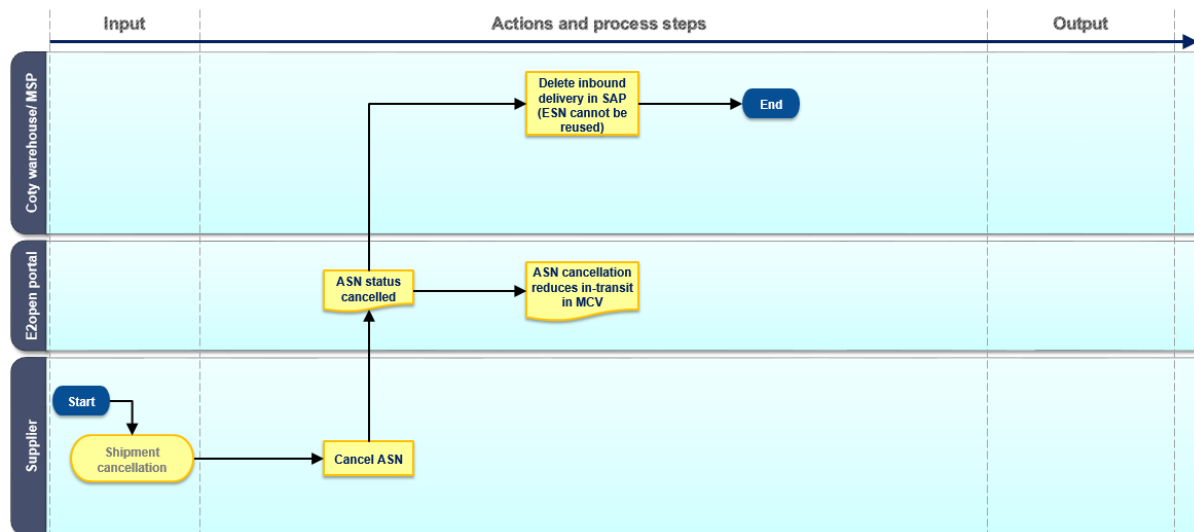
6   Cancel ASN

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):

6.1 Direct in e2Open

6.1.1 Cancelling ASN via Search Funtion

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.

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

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

6.2 Cancelling an ASN Via Excel Upload

1. Download Excel template from e2open

    1. See Section 4.2 Step 1. (or use previouly downloaded blank template)

    2. 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. If NO Shipment Lines belonging to the same ASN ID contain the 'Cancel'
        ACTION ➡ process the ASN
    b. If ALL Shipment Lines belonging to the same ASN ID contain the 'Cancel'
        ACTION ➡ process the ASN
    c. 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	• 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	• 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

- Option 2 via **Exceptions** Menu

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

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