

# COTY PROJECT

## USER MANUAL

### Supplier Reschedule messages

SCP-MSP-e2Open\_WI\_Review Re schedule messages in e2Open\_Supplier\_EN\_GLO\_YYYYMMDD

FUNCTION: Supply Chain Planning

TOPIC	<ul style="list-style-type: none"><li>• Exception Messages sent to e2Open</li><li>• Accessing Exceptions</li><li>• Reviewing Reschedule Messages</li><li>• Alerts</li></ul>
OBJECTIVES	How supplier can see reschedule messages in E2open
ROLE	Supplier
TRAINER	
SYSTEM	E2open
TRAINING MEDIUM	
COURSE DURATION	
COUNTRY LOCALIZATION	Ashford and Galleria

## Contents

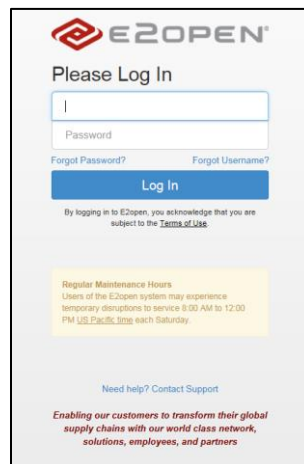
1	Document history .....	2
2	Logging in to the System .....	3
3	Overview of Rescheduling Messages .....	5
4	Types of messages sent to e2Open.....	5
5	Fields Explanation .....	6
6	Reschedule Message Exceptions .....	7
6.1	Exceptions.....	7
6.2	How to access exceptions.....	8
7	Reviewing Reschedulling Messages .....	9
7.1	Process .....	9
7.2	Mismatch alert.....	13
7.3	Email Alerts.....	14

## 1 Document history

Author	Version	Date	Description of change
David.Perez.batalla@accenture.com	1.0	29.11.2016	Document creation
<a href="mailto:Vishal.melwani@accenture.com">Vishal.melwani@accenture.com</a>	2.0	14.02.2017	Document update

## 2 Logging in to the System

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



The image shows the E2OPEN login page. At the top is the E2OPEN logo. Below it is the text "Please Log In". There are two input fields: "Username" and "Password". Below the "Password" field are links for "Forgot Password?" and "Forgot Username?". A blue "Log In" button is centered below these fields. 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 with "Regular Maintenance Hours" information. At the bottom, there is a link "Need help? Contact Support" and a tagline: "Enabling our customers to transform their global supply chains with our world class network, solutions, employees, and partners".

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



- The system display is divided into three sections.



Refer to E2open Helpfile "Getting Started" for more navigation details. You can click on the Help link on the E2open application portal to download the E2open Helpfiles.



### 3 Overview of Rescheduling Messages

Coty's MRP runs once a day and generates rescheduling messages as an output message to inform that the supply (PO, BO SL) must be adjusted according to the changes of the requirements (demand).

The purpose of sending the rescheduling messages to E2Open is to give visibility to the Supplier of those messages. The Supplier can review the messages and try to accommodate them if possible (if there is no impact on cost).

Important:

- Sending Rescheduling Messages will not influence the status of the order (it is only information)
- the Supplier should contact the Planner beforehand if there is any impact on cost

### 4 Types of messages sent to e2Open

Reschedule Message	Definition
Expedite	Message sent to notify the supplier that the delivery is too late to meet Coty's demand and if possible should be rescheduled to an earlier date.
Postpone	Message sent to notify the supplier that the delivery is too early and if possible should be delayed.
Cancel	Message sent to notify that the delivery is not needed and if possible should be cancelled.

## 5 Fields Explanation

In the ordering module each order schedule line has fields linked to the rescheduling message:

Field Name	Description
<b>Reschedule Message</b>	Expedite, Postpone, Cancel – field describing the type of rescheduling message
<b>Reschedule Delivery Date</b>	New delivery date suggested by Coty. Note: for Cancel messages the date will be dd/mm/9999.
<b>Reschedule Time Delta</b>	Difference in days between reschedule date and planned delivery date.
<b>Resch. Msg Reviewed</b>	Field with two possible values: Yes/No. It flags if the message has to be reviewed by the Supplier. Once Supplier checked if the reschedule date can be met or not, he needs to set this field to Yes.

COTY										
<div> <div> Home My Workspace Exceptions Supply Demand/Planning (Buy Item) Order Management (Buy Item) Order Summary Search History Shipment Receipt Invoice Master Data Upload/Download My Profile </div> <div> Order Search / Order List Order Schedules - Page 1 of 4; 62 Records </div> </div>										
Order Number	Line Id	Schedule Line Id	Promise Line Id	Schedule Status	UOM	Reschedule Message	Reschedule Delivery Date	Reschedule Time Delta (Days)	Resch. Msg. reviewed	
4500729492	10	1	1	New	PCE	Expedite	21/02/2017	-85	No	
5500047348	130	38	1	Accepted	PCE	Expedite	21/02/2017	-11	No	
5500047348	130	55	1	Accepted with Changes	PCE	Expedite	21/02/2017	-9	No	
5500047348	130	57	1	New	PCE	Expedite	21/02/2017	-9	No	
5500047348	130	52	1	Changed	PCE	Expedite	21/02/2017	-8	No	
5500047348	130	54	1	Changed	PCE	Expedite	21/02/2017	-8	No	
5500047348	130	51	1	Changed	PCE	Expedite	21/02/2017	-7	No	

## 6 Reschedule Message Exceptions

### 6.1 Exceptions

To facilitate rescheduling messages review E2Open has defined exceptions that will allow the Supplier to do it in an efficient way.

Defined exceptions:

1. **Reschedule Msg. to Review** – Main exception for the Supplier to use to review the reschedule messages. All order schedule lines in the exception should be checked if the delivery could be modified to match the reschedule delivery date (or cancelled).
2. **Reschedule Delivery Date Mismatch** – Exception for both Supplier and Coty Planner showing orders where the delivery date doesn't match the reschedule message request.
3. **Approved Reschedule Messages** – Exception designed for the Coty Planner to facilitate quicker order confirmation approval.

Exception	Description	Reset Rule
<b>Reschedule Msg. to Review</b>	It is triggered when 'Reschedule Msg. to Review' flag (in the ordering module) is set to 'No'.	When 'Reschedule Msg. to Review' flag (in the ordering module) is set to 'Yes' or order moves to 'Cancelled' or 'Closed' state (has been cancelled or delivered).
<b>Reschedule Delivery Date Mismatch</b>	The exception is triggered when order has 'Accepted' or 'Accepted with Changes' status and the Confirmed Date is different to Reschedule Delivery Date (when it exists)	Order transitions to another state or Confirmed and Reschedule Dates match.
<b>Approved Reschedule Messages</b>	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".	The alert is reset when the order schedule line transitions into another state, or Reschedule Date does not match Confirmed Date, or Requested Qty does not match Confirmed Qty, or Approval Flag is set to "Yes".



## 6.2 How to access exceptions

### Option 1 via **My Workspace**

1. In the navigation Tree click My Workspace

The screenshot shows the 'My Workspace' page. On the left is a navigation tree with 'My Workspace' selected. The main content area is divided into two panels. The left panel, titled 'Supply Network Exceptions', contains a table with the following data:

Exception	Count	Total
Requested - Shipped Quantity Mismatch	10	10
New/Changed Orders	3786	3786
Reschedule Delivery Date Mismatch	19	19
Resch. Msg. to review	3683	3683
Requested - ASN Delivery Date Mismatch	70	70
Approved Resch. Messages	0	0
New/Updated/Cancelled ASN	3	3

The right panel, titled 'Supply Network Order Summary', contains a table with the following data:

State	Total
New	46
Accepted with Changes	3
Partially Shipped	1
Shipped	1

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

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

The screenshot shows the 'Order Problem Summary' page. On the left is a navigation tree with 'Exceptions > Order Execution > Order' selected. The main content area has a top section with filters and a bottom section with a table of exceptions.

**Filters:**

- Fixed: ☐ All, ☐ Yes, ☐ No
- Approval Flag: ☐ All, ☐ Yes, ☐ No
- Problem Creation Date: From - To
- Reschedule Delivery Date: From - To
- Request Schedule Last Modified Date: From - To

**Buttons:** Save, Reset, Search

**Results Table:**

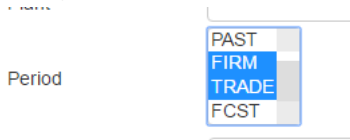
Exception	Total
Rejected Order	1
Accepted with Changes	20
Requested - Shipped Quantity Mismatch	10
New/Changed Orders	3786
Reschedule Delivery Date Mismatch	19
Resch. Msg. to review	3683
Requested - ASN Delivery Date Mismatch	70
Approved Resch. Messages	0

You can access any of the Exceptions by clicking on the number box in the Total column. It will take you to the List of Orders with required exception.

## 7 Reviewing Rescheduling Messages

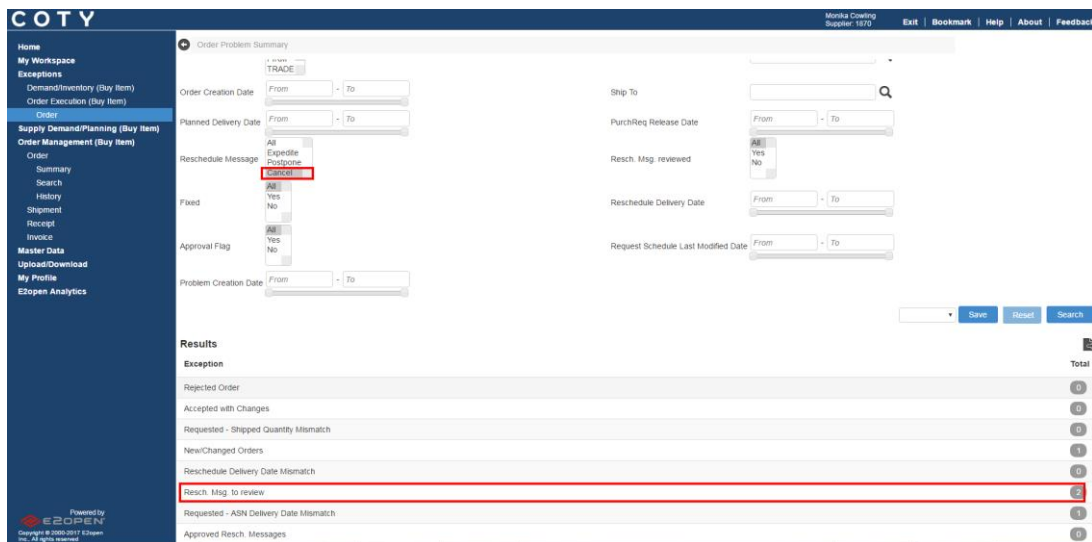
### 7.1 Process

1. In the Navigation Tree, go to:  
Exceptions/Order Execution (Buy Item)/Order
2. In the field Period select FIRM and TRADE only (Coty does not require reviewing orders in FCST). Click Search.



You can also save this search variant – see step 3.

3. At the lower part of the screen you will see all exceptions.  
You can click on “Reschedule Msg. to Review” (that will list all order schedule lines that have rescheduling messages : expedite, postpone or cancel) or you can add search filters ie. show only exceptions with cancel message).  
When you add search filters you need to click Search. Then the exceptions will refresh taking into account your search selection.  
Note: you can also Save your search selection by clicking on Save button and adding a name. That way instead of adding the same search filters next time you will be able to choose your saved search variant.



Saving search variant:

**Filter Criteria**

Please enter a name:  New

MC2 ▼ Save As

Name	Order Default
	<input type="radio"/>
Last Search	<input type="radio"/> <span>✕</span>
MC2	<input type="radio"/> <span>✕</span>

Update Close

Then next time you can choose your saved variant.

**Order Problem Summary**

Period: All PAST FIRM TRADE

Order Creation Date: From - To

Planned Delivery Date: From - To

Reschedule Message: All Expedite Postpone Cancel

Fixed: All Yes No

Approval Flag: All Yes No

Problem Creation Date: From - To

IncoTerms:  Q

Ship To:  Q

PurchReq Release Date: From - To

Resch. Msg. reviewed: All Yes No

Reschedule Delivery Date: From - To

Request Schedule Last Modified Date: From - To

Save Reset Search

**Results**

**Exception**

Last Search: MC2 test search

Total: 0

4. After clicking on the exception number you will see Order List displayed with the rescheduling messages to be checked.

Order Number	Line Id	Schedule Line Id	Promise Line Id	Schedule Status	Reschedule Message	Reschedule Delivery Date	Reschedule Time Delta (Days)	Resch. Msg. reviewed	Confirmed Delivery Date
5500047352	10	35	1	New	Postpone	16/01/2017		No	19/12/2016
5500047350	170	37	1	New	Postpone	09/01/2017		No	22/12/2016
5500047627	140	16	1	New	Postpone	08/03/2017		No	22/12/2016
5500047627	150	3	1	New	Postpone	13/02/2017		No	22/12/2016
5500048638	10	12	1	New	Postpone	30/01/2017		No	22/12/2016
5500047348	290	467	1	New	Postpone	16/01/2017		No	22/12/2016
5500047350	240	15	1	New	Postpone	16/01/2017		No	22/12/2016
5500047348	30	38	1	New	Postpone	23/01/2017		No	09/01/2017
5500047348	120	33	1	New	Postpone	30/01/2017		No	09/01/2017
5500047348	220	42	1	New	Postpone	23/01/2017		No	09/01/2017
5500047349	140	32	1	New	Postpone	23/01/2017		No	09/01/2017
5500047349	190	59	1	New	Postpone	30/01/2017		No	09/01/2017
5500047350	200	20	1	New	Postpone	23/01/2017		No	09/01/2017
5500047627	90	42	1	New	Postpone	06/02/2017		No	09/01/2017
5500047627	170	22	1	New	Postpone	13/02/2017		No	09/01/2017
5500047351	130	784	1	New	Postpone	06/02/2017		No	09/01/2017
5500047348	140	49	1	New	Expedite	09/01/2017		No	10/01/2017
5500047348	170	46	1	New	Postpone	30/01/2017		No	10/01/2017
5500047348	190	34	1	New	Postpone	30/01/2017		No	10/01/2017

5. **Check** if you can meet Coty request:
  - a) For Expedite messages check if you can deliver earlier as per Reschedule Delivery Date.
  - b) For Postpone messages check if you can deliver later as per Reschedule Delivery Date.
  - c) For Cancel messages check if the delivery can be cancelled.

Note: if any additional cost should be involved contact COTY Planner before actioning changes.

6. If you **CAN** meet COTY request:
  - a), b) For Expedite and Postpone messages insert a new date in the 'Confirmed Date' field and change 'Reschedule Msg. Reviewed' to YES.  
Click Acknowledge button at the bottom of the screen.
  - c) For Cancel messages, change 'Reschedule Msg. Reviewed' to YES and Reject the schedule line.  
Click Acknowledge button at the bottom of the screen.

**COTY** Monika Cowling Supplier: 1870 Exit | Bookmark | Help | About | Feedback

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

Order Problem Summary / Problem List

Order Schedules - Page 5 of 9: 175 Records, 1 Selected

Resch. Msg. to review

Order Number	Line Id	Schedule Line Id	Promise Line Id	Schedule Status	Reschedule Message	Reschedule Delivery Date	Reschedule Time Delta (Days)	Resch. Msg. reviewed	Confirmed Delivery
5500047349	170	3	1	Accepted	Expedite	20/02/2017		No	27/02/2017
5500047349	240	17	1	New	Postpone	08/03/2017		No	27/02/2017
5500047350	10	9	1	Accepted	Expedite	20/02/2017		Yes	20/02/2017
5500047351	170	15	1	New	Postpone	08/03/2017		No	27/02/2017
5500047627	60	71	1	New	Postpone	08/03/2017		No	27/02/2017
5500047350	170	33	1	New	Postpone	08/03/2017		No	27/02/2017
5500047350	210	43	1	New	Postpone	08/03/2017		No	27/02/2017
5500047351	70	23	1	New	Postpone	08/03/2017		No	27/02/2017
5500047351	80	40	1	New	Postpone	08/03/2017		No	27/02/2017
5500047351	120	49	1	New	Postpone	08/03/2017		No	27/02/2017
5500047352	10	4	1	New	Postpone	08/03/2017		No	27/02/2017
5500048638	30	4	1	Accepted	Expedite	14/02/2017		No	27/02/2017
5500048638	40	19	1	Accepted	Expedite	14/02/2017		No	27/02/2017
5500047352	60	8	1	Accepted	Expedite	13/02/2017		No	27/02/2017
5500047352	70	50	1	Accepted	Expedite	14/02/2017		No	27/02/2017
5500047627	100	36	1	New	Postpone	08/03/2017		No	27/02/2017
5500047627	90	40	1	New	Postpone	08/03/2017		No	27/02/2017
5500048638	20	18	1	New	Postpone	08/03/2017		No	27/02/2017
5500047627	110	5	1	New	Postpone	08/03/2017		No	27/02/2017

Jump 20 Records per page

View History Reset Acknowledge Edit Promises Create Shipment Reject

Order Problem Summary / Problem List

Order Schedules - Page 1 of 1: 1 Records, 1 Selected

Resch. Msg. to review

Order Number	Line Id	Schedule Line Id	Promise Line Id	Schedule Status	Reschedule Message	Reschedule Delivery Date	Reschedule Time Delta (Days)	Resch. Msg. reviewed	Confirmed Delivery
5500048240	430	1	1	New	Cancel	31/12/9999	0	Yes	08/05/2017

20 Records per page

View History Reset Acknowledge Edit Promises Create Shipment Reject

- If you can **NOT** meet COTY request set 'Resch. Msg. Reviewed' as YES and click Acknowledge without changing 'Confirmed Date' field.
- Each plant will specify the frequency and what types of rescheduling messages need to be reviewed.

Note: You can also access rescheduling messages through order search:

1. In the Navigation Tree go to : Order Management > Order > Search
2. You can search for Reschedule Message and Resch. Msg. reviewed as shown below:

3. Once you have made your selection and Clicked Search, the screen below will appear:

Order Schedules - Page 1 of 29; 851 Records									
Order Number	Line Id	Schedule Line Id	Promise Line Id	Schedule Status	Requested Qty	UOM	Reschedule Message	Reschedule Delivery Date	Reschedule Time Delta (Days)
5500047433	20	24	1 New		46,848	PCE	Expedite	22/08/2016	No
5500047433	50	23	1 New		67,392	PCE	Expedite	22/08/2016	No
5500047349	170	9	1 New		57,600	PCE	Expedite	22/08/2016	No
5500047433	40	34	1 New		43,200	PCE	Expedite	22/08/2016	No
5500047348	270	31	1 New		120,000	PCE	Expedite	05/09/2016	No
5500047348	140	31	1 New		45,000	PCE	Expedite	22/08/2016	No
5500047435	170	53	1 New		63,000	PCE	Expedite	22/08/2016	No

4. Further steps will be the same as above: steps 5-8.

## 7.2 Mismatch alert

After confirming the order we still want to monitor the orders that have delivery date different to the reschedule delivery date.

In case of production plan changes, when the planned delivery date could be changed, supplier can use 'Reschedule Delivery Date Mismatch' exception. That can be done weekly or as often as the production plan changes at the supplier's site.

1. Go to Exceptions/Order Execution (Buy Item)/Order
2. Add your search selection ie. select just FIRM and TRADE period.
3. At the lower section of the screen you will see exception 'Reschedule Delivery Date Mismatch'. Click on the number in the Total column.

The screenshot shows the 'Order Problem Summary' screen in the COTY EE User Manual. The 'Results' section is expanded, showing a list of exceptions. The 'Reschedule Delivery Date Mismatch' exception is highlighted with a red box, and the number '49' in the 'Total' column is also highlighted.

4. You will see a list of orders that COTY would like to reschedule.

The screenshot shows the 'Order Schedules' table in the COTY EE User Manual. The table lists various orders with columns for Order Number, Line Id, Schedule Line Id, Promise Line Id, Schedule Status, Planned Delivery Date, Requested Qty, UOM, Reschedule Message, Reschedule Delivery Date, and Reschedule Time Delta (Days). The 'Planned Delivery Date' and 'Reschedule Delivery Date' columns are highlighted with red boxes to show the difference between the two dates.

Order Number	Line Id	Schedule Line Id	Promise Line Id	Schedule Status	Planned Delivery Date	Requested Qty	UOM	Reschedule Message	Reschedule Delivery Date	Reschedule Time Delta (Days)
5500050777	10	1	1	Accepted	15/04/2017	500	PCE	Expedite	01/03/2017	
JDF01	60	27	1	Accepted with Change	30/09/2016	33,600			25/09/2016	36
JDF02	60	27	1	Accepted with Change	30/09/2016	33,600			25/09/2016	36
0019134682	10	1	1	Accepted with Change	07/10/2016	10,000			27/12/2016	81
0022633033	10	1	1	Accepted with Change	07/10/2016	20,000			27/12/2016	81
MATSTATDESC1	60	27	1	Accepted with Change	26/11/2016	33,600			25/09/2016	95
0023324101	10	1	1	Accepted	27/12/2016	1,003,200		Postpone	21/12/2016	6
4500728639	30	1	1	Accepted	02/03/2017	41,600	PCE	Cancel	27/12/9999	2,915,665
0023316438	10	1	1	Accepted with Change	22/03/2017	400	KG		11/12/2016	100
0023350980	10	1	1	Accepted	07/02/2016	8,462,400			30/12/2016	403
0023350982	10	1	3	Accepted with Change	12/03/2016	8,467,200			30/12/2016	436
0023372689	10	1	1	Accepted	21/03/2016	8,467,200			03/01/2017	441
0023372690	10	1	1	Accepted	09/04/2016	10,156,800			03/01/2017	465

You can see that the Planned Delivery Date is different from the Reschedule Delivery Date.

## 7.3 Email Alerts

To subscribe to receive email notification for the Exceptions:

1. Click My Profile > Email Alert Subscription
2. Click the checkbox next to the exception you want to turn an Alert on
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

Note: Email Alert is sent to subscribers twice a day (10am and 3pm CET) with a summary of business exceptions, that the role has access to and is experiencing the exception, and were not included in the last email alert.

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

**Email Alert Subscription**

**Setup to Receive Email Alerts**

Group Name Filter

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

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

Reset Save











## 2. Add the relevant search filters in the fields below and click on **Save Alert Criteria**

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

**- Search**

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

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