

# COTY PROJECT

# USER MANUAL

## 'Excel' Supplier Request Transmission\_Supplier

SCP-MSP-e2Open\_WI\_'Excel' Supplier Request Transmission\_Supplier\_EN\_GLO

FUNCTION: Supply Chain Planning

<b>TOPIC</b>	<ul style="list-style-type: none"><li>• Process Overview (STDS)</li><li>• Read and complete Report</li></ul>
<b>OBJECTIVES</b>	Explanation of the STDS template.
<b>ROLE</b>	Supplier
<b>TRAINER</b>	
<b>SYSTEM</b>	Mail/Excel
<b>TRAINING MEDIUM</b>	
<b>COURSE DURATION</b>	
<b>COUNTRY LOCALIZATION</b>	Ashford and Galleria

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3.2.1	Fill in the Excel template with all the mandatory details .....	<b>Error! Bookmark not defined.</b>

## 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	15.02.2017	Document update

## 2 System

Suppliers connecting with Coty on excel model will receive the STDS report (Short Term Delivery Schedule) as an attachment to an email.

## 3 Process Overview

### 3.1 STDS Report

The STDS (Short term delivery schedule) will detail all order lines in the Past (in any), Firm Zone, Trade Zone and then some forecast (as defined at supplier level)  
You will receive this report at a defined frequency with your plant contacts and will return as per the agreed frequency back to your Coty contact.

Once you receive the report;

You will need to review any 'Coty Comments'

And based on the report information and these comments, complete 'Coty Comment', Confirmed Date and Confirmed Qty (if different to that in the report already)

Display Name	Description/Comments
<b>*Plant</b>	Key uniquely identifying a plant, i.e. CU05
<b>*Supplier Number</b>	Coty Supplier Number
<b>*Supplier Name</b>	Coty Supplier Name
<b>*Order Status</b>	New/Changed/Rejected/Accepted with Changes/Accepted/Partially shipped/Shipped/Cancelled/Closed ( *check appendix)
<b>*Planned Delivery Date</b>	Delivery date for the schedule line. Need to be in this format: DD/MM/YYYY HH:MM:SS
<b>*Order Number</b>	SAP order number
<b>*Line Id</b>	SAP item line ID
<b>*Schedule Line Id</b>	Schedule Line Id
<b>*Period</b>	Horizon: Firm, Trade, Forecast. Calculated in the SAP-E2Open interface: If PO = FIRM, If PR = FCST, If BO: If Planned Delivery Date < (BO Firm + current date) = FIRM, If Planned Delivery Date > (BO TRADE + current date) = FCST Else = TRADE

<b>Display Name</b>	<b>Description/Comments</b>
<b>*Material Number</b>	Coty Material number
<b>*Material Description</b>	Coty Material Description
<b>*UOM</b>	Unit Of Measure (kg, pcs)
<b>*Requested Qty</b>	Quantity to be delivered
<b>*Actual Quantity Shipped (Sched)</b>	Actual quantity shipped
<b>*Open Qty</b>	E2Open calculates Open Qty as follows: if 'Total Shipped Qty' = [0,null,empty], then 'Open Qty' = 'Remaining Qty to be Received', else 'Open Qty' = 'Remaining Qty to be Shipped'.
<b>*COTY Comment</b>	Editable field in E2Open where Planner can put his comments. New comments will be highlighted for visibility.
<b>*SUPPLIER Comment</b>	Editable field in E2Open where Supplier can put his comments. New comments will be highlighted for visibility
<b>*Confirmed Date</b>	Delivery date confirmed by the Supplier Need to be in this format: DD/MM/YYYY HH:MM:SS
<b>*Confirmed Quantity</b>	Quantity confirmed by the Supplier

### 3.2 Confirmation by Email

1. Open the Excel template/spreadsheet sent from the Planner.
2. Fill in the SUPPLIER Comment (if needed), Confirmed Delivery Date and Confirmed Quantity
3. Sent it back to the planner by email

<b>*SUPPLIER Comment</b>	Editable field in E2Open where Supplier can put his comments. New comments will be highlighted for visibility
<b>*Confirmed Date</b>	Delivery date confirmed by the Supplier Need to be in this format: DD/MM/YYYY HH:MM:SS
<b>*Confirmed Quantity</b>	Quantity confirmed by the Supplier