

# Supply Network Collaboration (SNC).

Guide for Suppliers  
June 2023



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## 1. What is it?

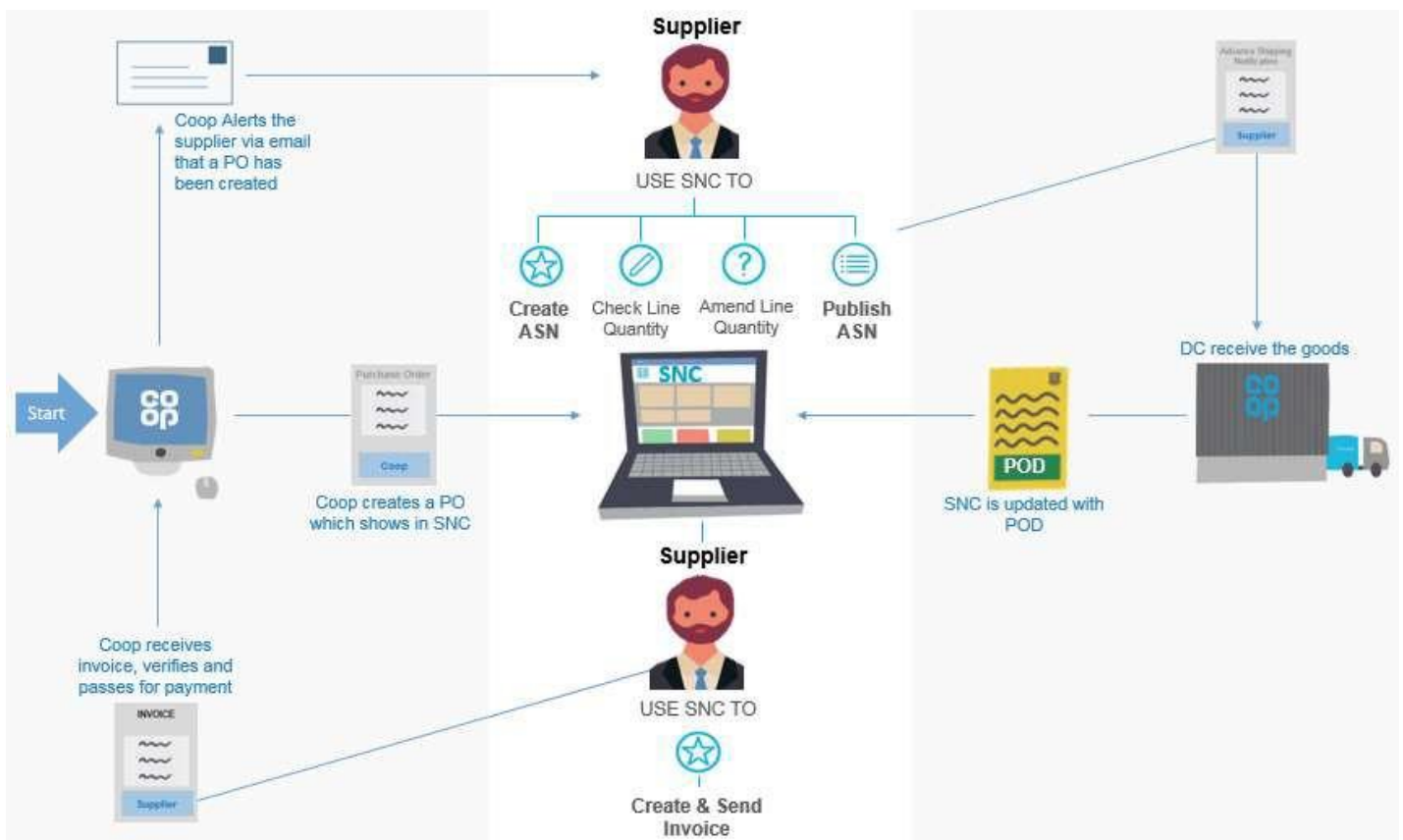
SNC is used for Purchase Order/ASN and Invoice management between the Co-op and Supplier.

It sends alerts to suppliers when a new PO has been created.

SNC is available for all suppliers not currently (EDI) enabled, it is also there as a fall-back system in case of EDI failure, as all information will also be held here.

You can use SNC to view the status of your invoices whether you are EDI enabled or not.

## 2. SNC - Process Flow Overview



### 3. Log on to the SNC system

All Suppliers will need log on details to access SNC for Pilot.

If you would like to request new access to the Connect Portal and/or SNC applications, your Co-op Buyer (your main Commercial contact at Co-op, a buyer, junior buyer or buying assistant) must submit this on your behalf to the Co-op Connect team. Please speak to your buyer – they will send you an access request form to complete.

#### How to Log on

- Load the SNC Portal by selecting the URL Link provided
- On the Log on screen enter your provided user name in the 'User \*' field
- Enter your password in the 'Password' field – (this will have been provided by the Co-op, as per the instructions above)
- Select "Log on"
- The system will now prompt you to change your password, please follow the on screen instruction

#### Log in screen

**SAP NetWeaver**

System: 1001

User \*  
Password \*

Log On

Change Password

Go to Page

This computer system is provided for business use only. SAP is not responsible for any loss of data or other damage resulting from the use of this system. SAP is not responsible for any loss of data or other damage resulting from the use of this system. SAP is not responsible for any loss of data or other damage resulting from the use of this system.

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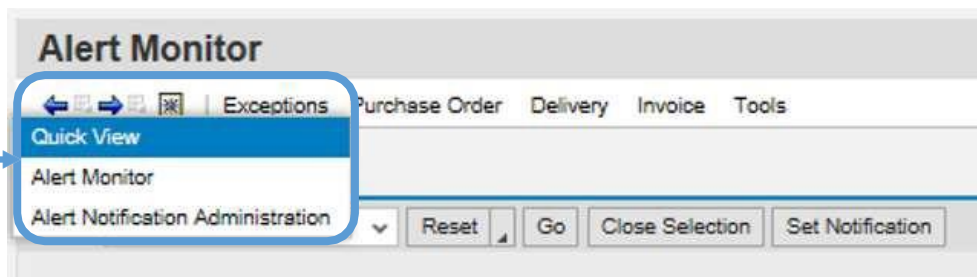
## 4. Accessing the Supplier Dashboard

Want a different home screen after log on? Instructions on how to customise your home screen are found in Step 11

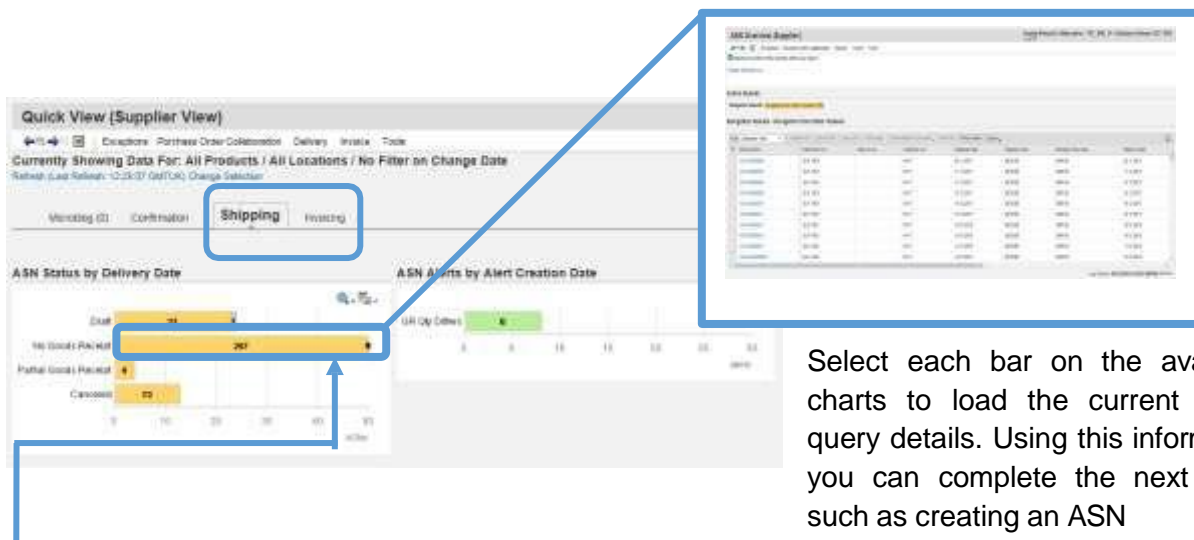
The dashboard is the easiest and quickest way to manage your Purchase Orders, ASNs and Invoices. The steps below show you how to navigate through the dashboard.

### How to open and view dashboard information

- Select the 'Exceptions' button from the main menu bar
- Chose the 'Quick View' option



- Select the 'Shipping' or 'Invoicing' tabs



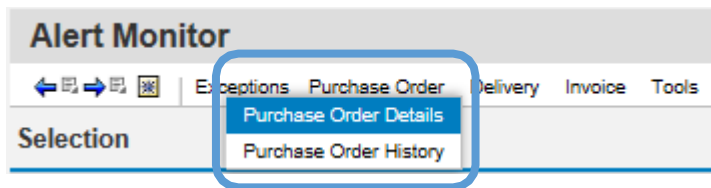
- Select the bars on the charts to see more information
- From the next screens you will be able to **complete tasks such as creating ASN's and Invoices**


## 5. Purchase Orders

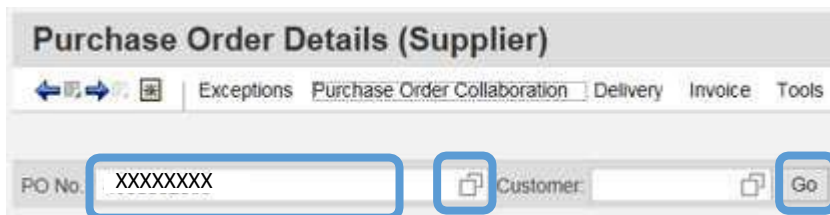
Once the Purchase Order has been created by Co-op, **suppliers will need to create the ASN**. Co-op provide suppliers with visibility of the Purchase Order through SNC as shown below, (as well as EDI messaging where enabled).

### How to view your Purchase Orders

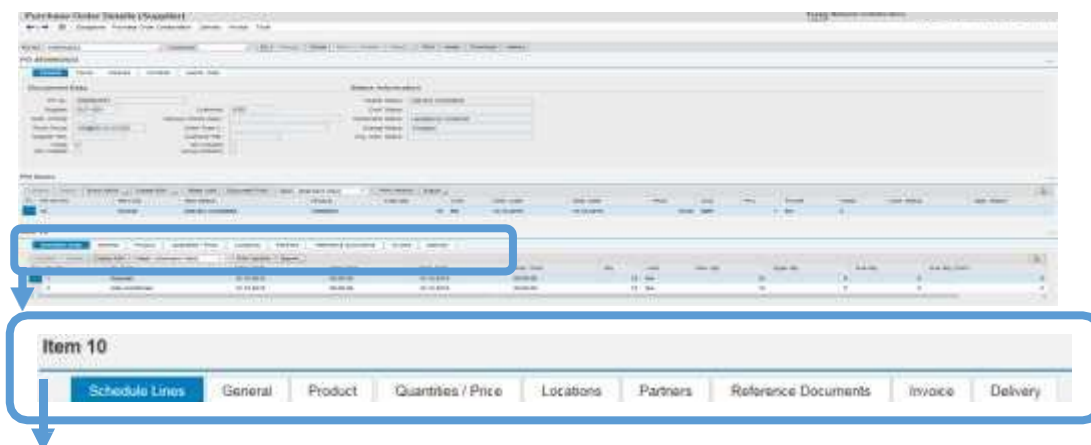
- Select the 'Purchase Order' option from the menu bar at the top of the screen.
- Select 'Purchase Order Details'



- Enter the Purchase Order number provided in the "PO No" field or alternatively select the search facility icon  to display a list of active purchase orders.
- Select "Go"



- The purchase order information will now be displayed in the below screen.




In the item detail section (Please note - Item numbering will be displayed in units of 10) section you will be able to see the details associated with the order:-

- By selecting each of the tabs, further information / data will be available for you to view.
- **Remember** to now create the ASN as shown in the next steps.

## 6. ASN (Advance Shipping Note)

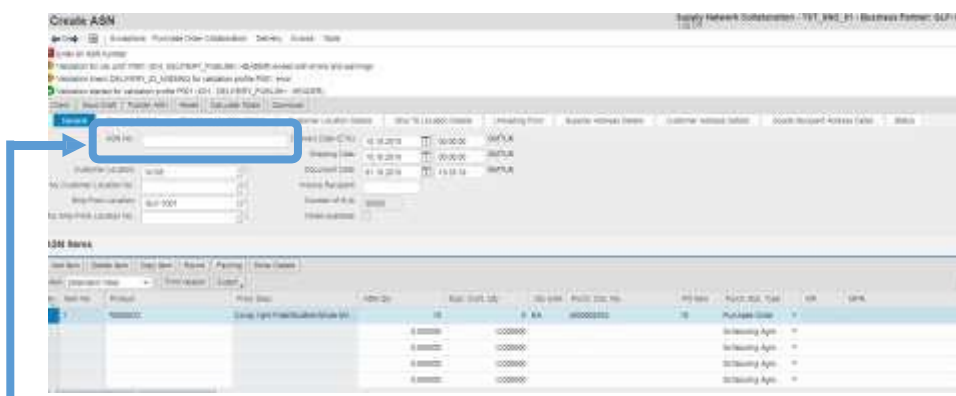
Once the details of the PO have been fulfilled and packed for shipping, Co-op need an ASN to be created in the SNC system so the goods delivered can be receipted correctly against the PO (the ASN can also be sent via EDI message which will be shown within SNC automatically).

### How to create the ASN

- Display the PO information screen as previously instructed – (How to view purchase orders).
- Within the “PO items” section, select all the items you are sending for this ASN by using the select all function button 
- Once all the items are highlighted, select the ‘Create ASN’ button.



- The ASN screen will appear, with pre populated Purchase Order Information, as shown below



- Enter your ASN number in the ASN No field. This needs to be a unique number for each ASN, it can also be alpha numeric, but no more than 17 characters including spaces.
- Select the Check button to make sure all the required information has been added.
- Information / error messages will be display, with instructions on what action if any is required
  - **Red** = something must be changed/amended/corrected before proceeding.
  - **Amber** = please check all the information before proceeding.
  - **Green** = All ok, you can proceed as planned.

## 7. Check Line Item Quantity

You can now check and ensure that the quantity of each line item you are shipping is correct. If it is lower than recorded on the PO, you are able to change the quantity in this screen. (Please note you cannot increase the line quantity of the PO)

### How to check line item quantity

- From the ASN screen you are able to check / change the quantity. Locate the 'ASN Qty' column under the ASN items section.



Item No.	Product	Prod Desc	ASN Qty	PO Curr Qty	Qty Unit	ASN Doc No.	PO Item	ASN Doc Type	ASN
1	LAST	PROD product	12	0	EA	1800001781	12	Purchase Order	1800
			3.000000	3.000000				Scheduling Agreement	

### How to amend line item quantity

- Click in the ASN Qty field and enter the correct quantity you have shipped to the Co-op.
- Select the check button to ensure the system has all the data required, if all fields have been correctly populated you will see the green validation tick. If validation fails please return to the screen and correct the information required.

### ASN Maintenance - Create ASN

Exceptions Purchase Order Delivery Invoice Tools

Hide Message Log

Current Messages Log

Reset Log

Type	Message Text
All	
!	Delivery date lies in the past: 21.11.2018 09:53:37 (UTC)
!	Shipping date lies in the past: 21.11.2018 09:53:37 (GMTUK)
!	Validation for val. prof. PD01 (ICH, DELIVERY_PUBLISH, HEADER) ended with errors and warnings

Check Save Draft Publish ASN Reset Calculate Totals Download

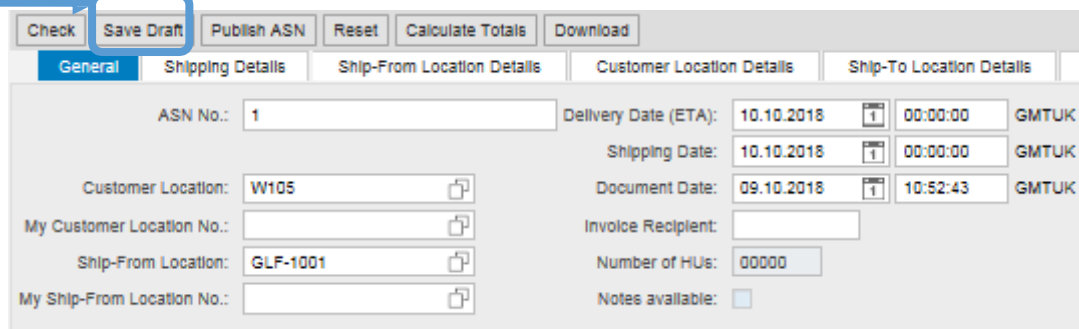
Error message key:

- Red** = something must be changed/amended/corrected before proceeding.
- Amber** = please check all the information before proceeding.
- Green** = all ok, you can proceed as planned.



## 8. Publish ASN (Advance Shipping Note)

If you need to perform further check before publishing the ASN you can save a draft version by selecting the Save Draft button, as shown below.

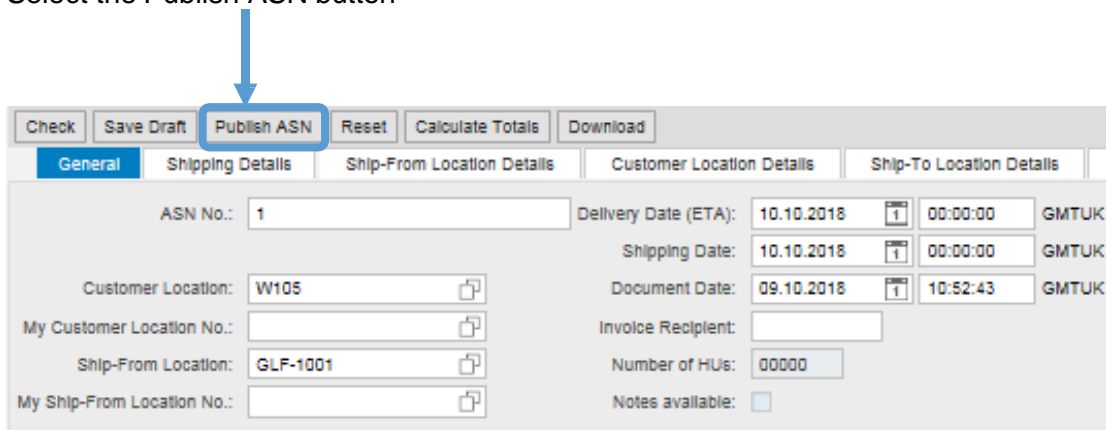


A screenshot of the 'General' tab in the ASN form. The 'Save Draft' button is highlighted with a blue box and a blue arrow pointing to it from the left. The form contains the following fields:

Field	Value
ASN No.:	1
Delivery Date (ETA):	10.10.2018 00:00:00 GMTUK
Shipping Date:	10.10.2018 00:00:00 GMTUK
Document Date:	09.10.2018 10:52:43 GMTUK
Customer Location:	W105
My Customer Location No.:	
Ship-From Location:	GLF-1001
My Ship-From Location No.:	
Invoice Recipient:	
Number of HUs:	00000
Notes available:	<input type="checkbox"/>

### How to Publish an ASN

- Select the Publish ASN button



A screenshot of the 'General' tab in the ASN form. The 'Publish ASN' button is highlighted with a blue box and a blue arrow pointing to it from the left. The form contains the following fields:

Field	Value
ASN No.:	1
Delivery Date (ETA):	10.10.2018 00:00:00 GMTUK
Shipping Date:	10.10.2018 00:00:00 GMTUK
Document Date:	09.10.2018 10:52:43 GMTUK
Customer Location:	W105
My Customer Location No.:	
Ship-From Location:	GLF-1001
My Ship-From Location No.:	
Invoice Recipient:	
Number of HUs:	00000
Notes available:	<input type="checkbox"/>

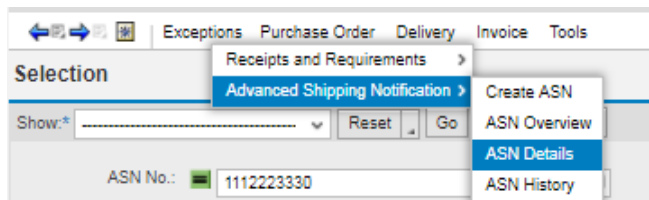
A confirmation 'pop' up box will appear asking you to confirm that you want the ASN to be sent to Co-op. click 'Yes' to proceed.



## 9. Goods Receipt

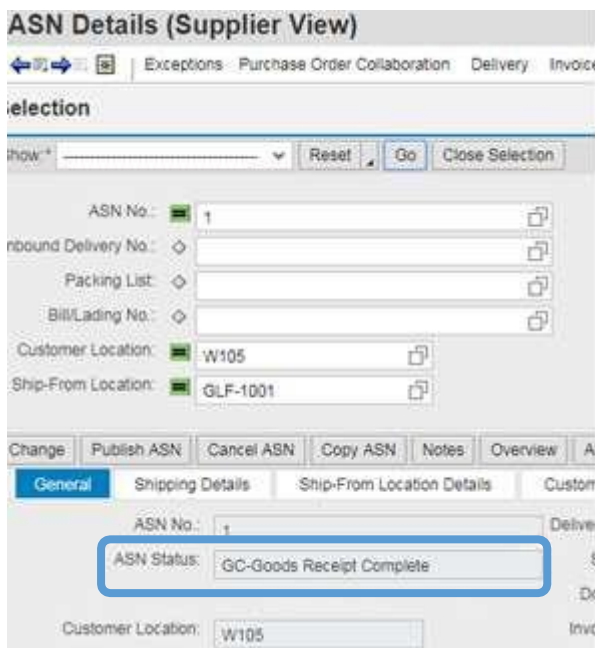
Once the goods have been receipted you can see this in the system.

### How to view a Goods Receipt

- Select the delivery tab from the main menu bar and choose ASN > ASN Details

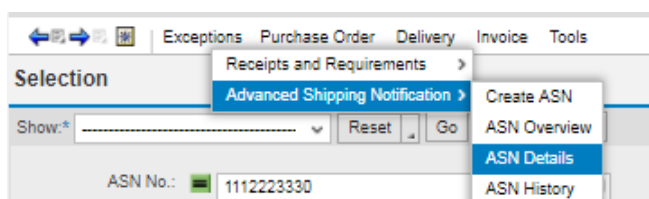




- Enter the ASN number or select the search facility 
- Once the number has been entered select 
- The ASN Status field will be populated, showing the good receipt has been completed

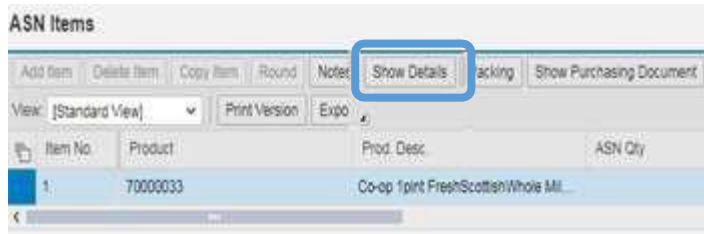


### How to view goods booked against ASN's

- Select the delivery tab from the main menu bar and choose ASN > ASN Details



- Enter the ASN number or select the search facility 
- Once the number has been entered select 
- Highlight the ASN item and select the show detail button



- You will now see the GR Qty and the ASN Qty.



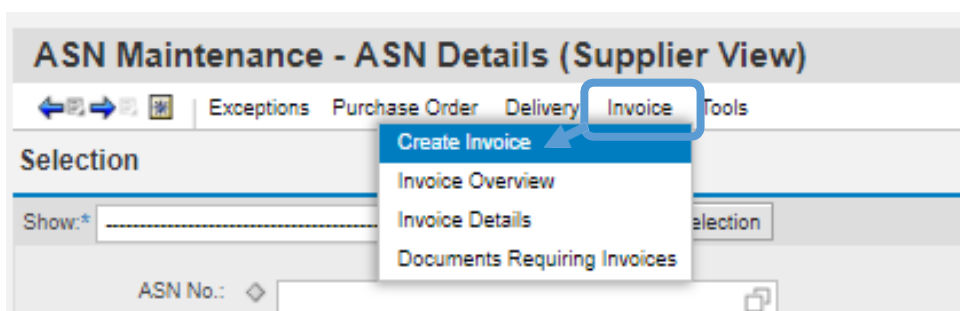
## 10. Invoicing

When you create an invoice in SNC you will need to provide the original PO number your invoice relates to. The PO number will have been provided in the e-mail notification sent to your company, alternatively you can look up the PO number within SNC by accessing the supplier dashboard (step 4).

- You can now invoice for the goods you have sent.

### How to create an invoice

- Select the 'Invoice' button at the top of the screen.
- Chose the 'Create invoice' option from the drop down list.



- Enter the Purchase Order number

Create Invoice

Exceptions Purchase Order Delivery Invoice Tools

Invoice Purchase Order PO: 4500000236 Item: Customer: Add

- Select the 'Add' button
- The line items from the Purchase Order will now appear in the "Invoice items" section
- Enter the invoice number. (Note - price and tax code should match the PO)
- To amend the price select the 'Price' box and enter the new amount. (please note this will create an invoice matching query, if different to the original PO price, a warning will show to validate this)
- The document Date is populated to the date working, this needs to be populated to the true invoice date - this is important if it is an historic invoice as it determines the payment terms date.
- To amend the Tax Code – click on the drop down box and select which code you require.

Create Invoice (Supplier)

Enter Invoice Number

Click 'Check'

Change Tax Code

Click to amend price

- Click 'Check'. (Please note this is on a slightly different position than on other screens) the check button validates the invoice information you are about to submit.
- Information / errors messages will be displayed at the top of the screen.

Create Invoice (Supplier)

Enter an invoice number

Display Message Log

Invoice Purchase Order PO: 4500001751 Item: Customer: Add New Check Save Draft Publish

- If you receive a red error message the system will not allow you to submit your invoice, you will need to make the necessary amendments before you can proceed. Amber messages will still allow you to send your invoice but alerts you that the information within your invoice is different to the information recorded in the PO e.g. price information is different. Green confirms that all is okay with the invoice and you can proceed.
- By clicking on the aggregation tab it will show the total monies to be invoiced. Therefore if there are any discrepancies with the invoice total it will flag here and any amendments to price or quantity can be made to reflect the monies to be invoiced before publishing.

#### Error message key:

- Red** = something must be changed/amended/corrected before proceeding.
- Amber** = please check all the information before proceeding.
- Green** = all ok, you can proceed as planned.

- You can only publish the invoice once all errors have been corrected. The Publish Button sends the invoice to Co-op for payment.



- Publish the invoice by selecting the publish button.
- Click 'yes' on the confirmation screen to complete and publish.



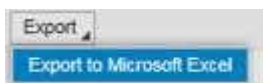
- Invoice now published and can only be cancelled by contacting the accounts team.

## Contact details for invoice queries

- Direct to store queries: [GFRInvoiceProcessing@coop.co.uk](mailto:GFRInvoiceProcessing@coop.co.uk)
- Depot queries: [SupplyChainInvMatching@coop.co.uk](mailto:SupplyChainInvMatching@coop.co.uk)

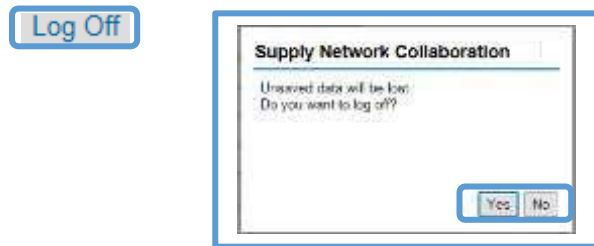
## How to export information to excel

- Wherever you see the 'Export' button, you can export the information to excel.
- Click 'Export'
- Select 'Export to Excel'



## 11. Log off the SNC system

- Click 'Log off' which is towards the top right of the SNC screen.
- Select 'Yes' from the confirmation screen.
- Your browser screen will close on logging off.




- Note: Pressing esc on your keyboard will return you to the previous screen and won't log you off.

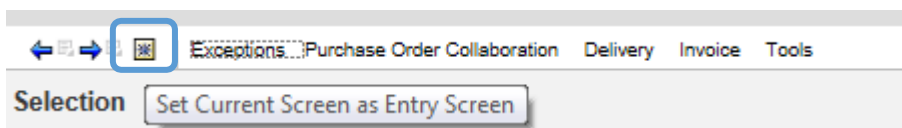
## 12. Further guidance

### User Screen Customisation – home screen setting

Any user can customise the screens to their own personal preference, you can set which screen you always want to see first when you log in to the system.

#### How to customise you view

- Select the star icon  at the top of the screen that you want to set as your home screen.
- You will see a pop up to say 'Set current screen as entry screen'



Why not set the supplier dashboard up as your home screen? More Information about the dashboard can be found in Step 3.

### SNC Alerts

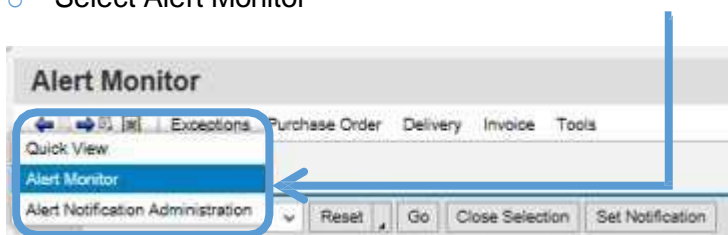
You can log on to SNC at any time to view alerts using the Alert Monitor, however Coop will also send email alerts to the email account you've registered.

#### How to View Alerts from an email

- Select the link that's embedded on the email.
- This will take you to the log on screen. Log on following the step 2 instructions

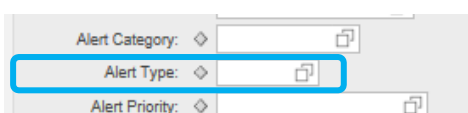
#### How to use the Alert Monitor

- Select the Exceptions button at the top of the screen
- Select Alert Monitor



- Below is the Alert monitor screen
- Use the Scroll bar on the right to move down the screen to see more information

- Select the search facility  to see the full list of alert types



- From the list, select the Alert Type you want to see
- Select Go

The screenshot shows the 'Alert Monitor' interface. In the 'Selection' section, the 'Go' button is highlighted with a blue box and an arrow. A search results pop-up is displayed, titled 'Search: Alert Type', showing 'Results List: 14 results found for Alert Type'. The pop-up contains a table with the following data:

Alert Type	Alert Description
0032	Goods Receipt Quantity Different from ASN Quantity
1121	Inconsistency in PO Number Range
1122	Product Message
1124	Master Data
1125	Process Monitoring
7033	Exception in Validation of ASN
7035	Exception in Validation of Purchase Order
7051	New Purchase Order Item
7052	Changed Purchase Order Item
7053	Partially-Confirmed Purchase Order Item

- Information for the alert type selected will be displayed in the top left of the screen
- Select the message log link to reveal more information

The screenshot shows the top left section of the 'Alert Monitor' interface. It displays a green checkmark icon, the text '11 entries found', and a link labeled 'Display Message Log' which is highlighted with a blue box.

An easier way to view and respond to alerts is by using the supplier dashboard. See step 3 for more information

- Select the number link within the statistical view section

The screenshot shows the 'Alert Monitor' interface with the 'Statistical View' section. The '11' link is highlighted with a blue box. The interface also shows a 'Current Messages' section with a 'Log' button and a table with columns 'Type', 'Message Text', 'Help', and 'Time Stamp'. The table contains one row with a green checkmark icon, the text '11 entries found', and a timestamp '21 11 2018, 12:08:37'.



- Select the line item/alert you want to see
- Select 'See Details'

**Alert Monitor**

Supply Network Collaboration - U\_TED\_IMT - Business Partner: 10000013

Selection

Alert Type (Long) = Alert Priority

Statistical View

Alert Type (Long) = Alert Priority

See Details

Alert Number	Alert Type	Location No	Product	PD No	Item Number	Customer	Supplier	Req Quantity	Unit	Cont Quantity	Unit	Earl Deliv Time	Time Zone
1547	New Purchase Order Item	W102	T0000279	4300000010	10	1000	10000013	208	EA		EA	21.11.2019 09:53:37	GMTUK
1548	New Purchase Order Item	W102	T0000277	4300000000	10	1000	10000013	20	EA		EA	21.11.2019 09:53:36	GMTUK
1549	New Purchase Order Item	W102	T0000279	4300000008	10	1000	10000013	180	EA		EA	21.11.2019 09:53:36	GMTUK
1550	New Purchase Order Item	W102	T0000279	4300000007	10	1000	10000013	130	EA		EA	21.11.2019 09:53:36	GMTUK
1551	New Purchase Order Item	W102	T0000273	4300000006	10	1000	10000013	136	EA		EA	21.11.2019 09:53:34	GMTUK
1552	New Purchase Order Item	W102	T0000289	4300000005	10	1000	10000013	12	EA		EA	21.11.2019 09:53:34	GMTUK
1553	New Purchase Order Item	W102	T0000229	4300000004	10	1000	10000013	54	EA		EA	21.11.2019 09:53:33	GMTUK
1554	New Purchase Order Item	W102	T0000289	4300000003	10	1000	10000013	45	EA		EA	21.11.2019 09:53:33	GMTUK
1555	New Purchase Order Item	W102	T0000119	4300000002	10	1000	10000013	120	EA		EA	21.11.2019 09:53:32	GMTUK
1556	New Purchase Order Item	W102	T0000115	4300000001	10	1000	10000013	146	EA		EA	21.11.2019 09:53:32	GMTUK

- On the next screen you'll be able to perform whatever action is needed...i.e create an ASN.

## How to Publish an ASN from a saved draft

- from the main menu bar select Delivery > ASN Details
- Enter the ASN number in the ASN No field and select 'Go'
- In the ASN Items section at the bottom of the screen select the button 'show details'
- If all the information is correct, select the button Publish ASN

**ASN Details (Supplier View)**

Supply Network Collaboration - TST\_SNC\_31 - Business Partner: GLF-1001

Selection

ASN No = ASN Status

ASN No: 4300000006

ASN Status: PB-Published

ASN Items

Show Details

Publish ASN

The ASN Status will change to PB-Published