Supply Network Collaboration (SNC).

Guide for Suppliers
June 2023

Contents

1. What is it?

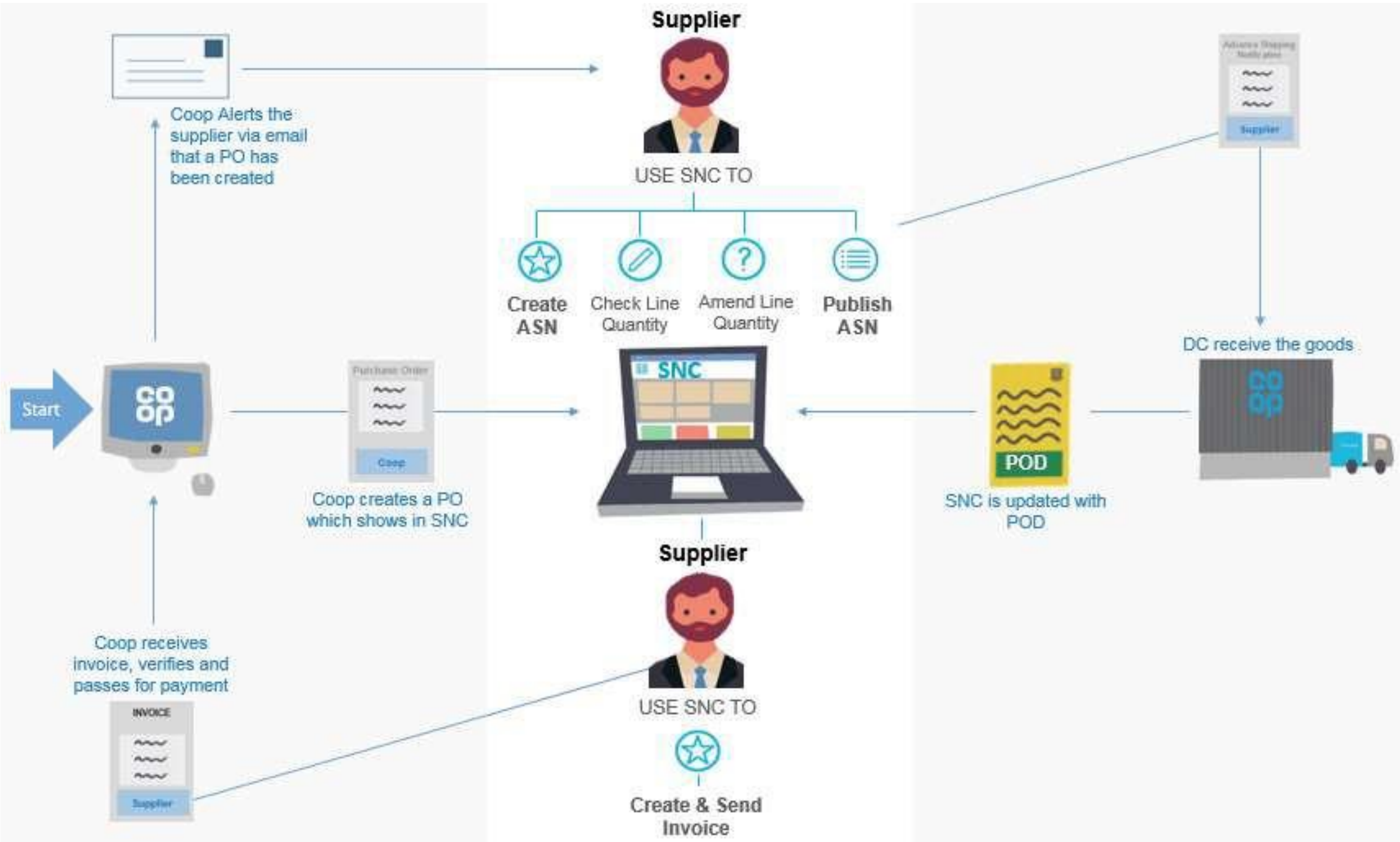
SNC is used for Purchase Order/ASN and Invoice management between the Co-op and Supplier.

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

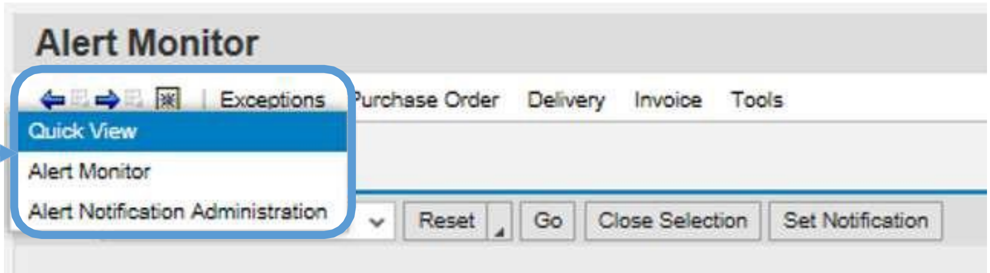
4. Accessing the Supplier Dashboard

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

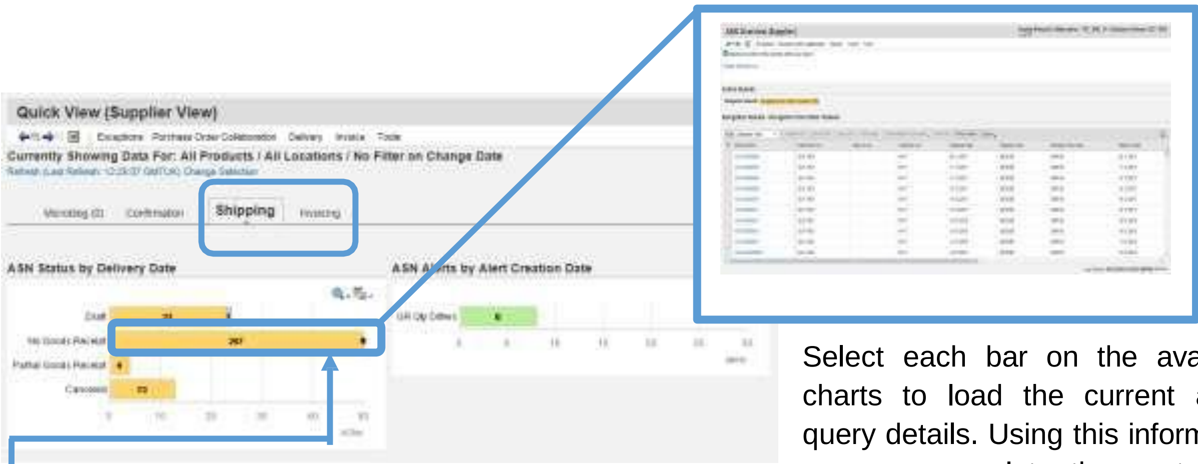
The dashboard is the easiest and quickest way to manage your Purchase Orders, ASNs and Invoices. The steps below show you how to navigate through the dashboard.

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 each bar on the available charts to load the current active query details. Using this information you can complete the next steps such as creating an ASN

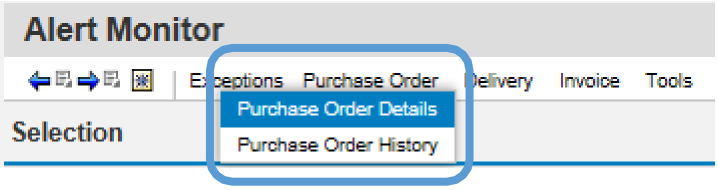
- Select the bars on the charts to see more information
- From the next screens you will be able to **complete tasks such as creating ASN’s and Invoices**

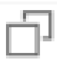
5. Purchase Orders

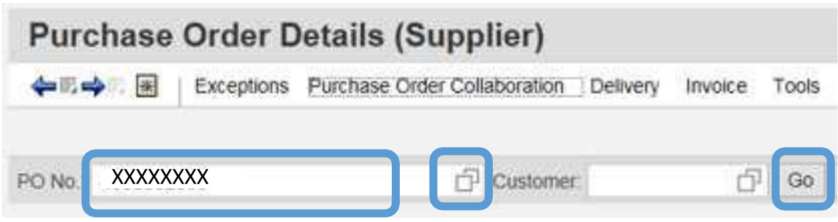
Once the Purchase Order has been created by Co-op, **suppliers will need to create the ASN**. Co-op provide suppliers with visibility of the Purchase Order through SNC as shown below, (as well as EDI messaging where enabled).

How to view your Purchase Orders

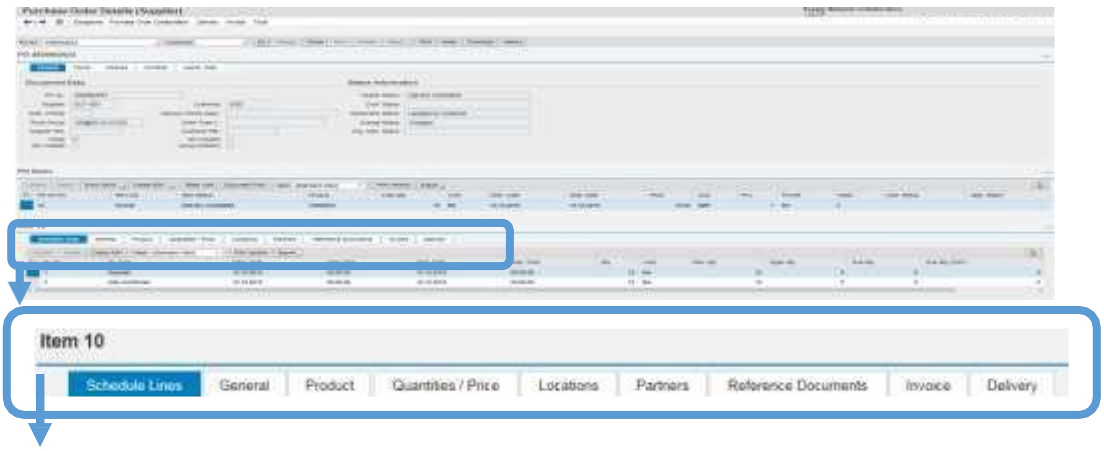
- Select the 'Purchase Order' option from the menu bar at the top of the screen.
- Select 'Purchase Order Details'



- 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.

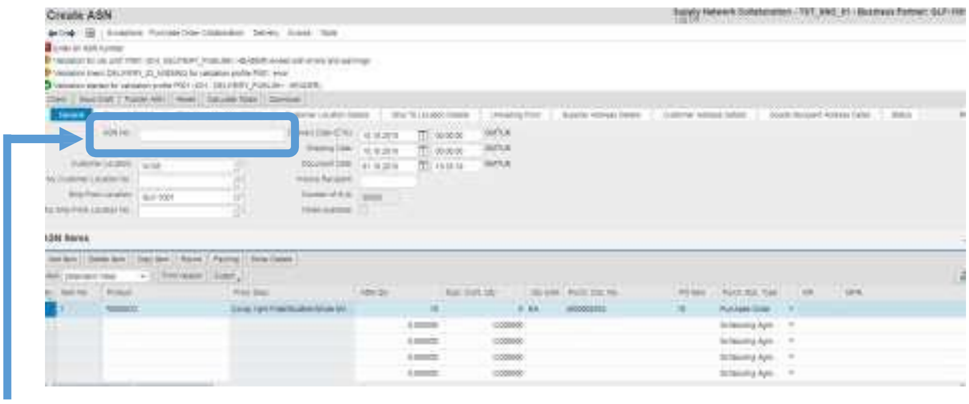
6. ASN (Advance Shipping Note)

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. <u>This needs to be a unique number for each ASN</u>, 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 <u>must</u> 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

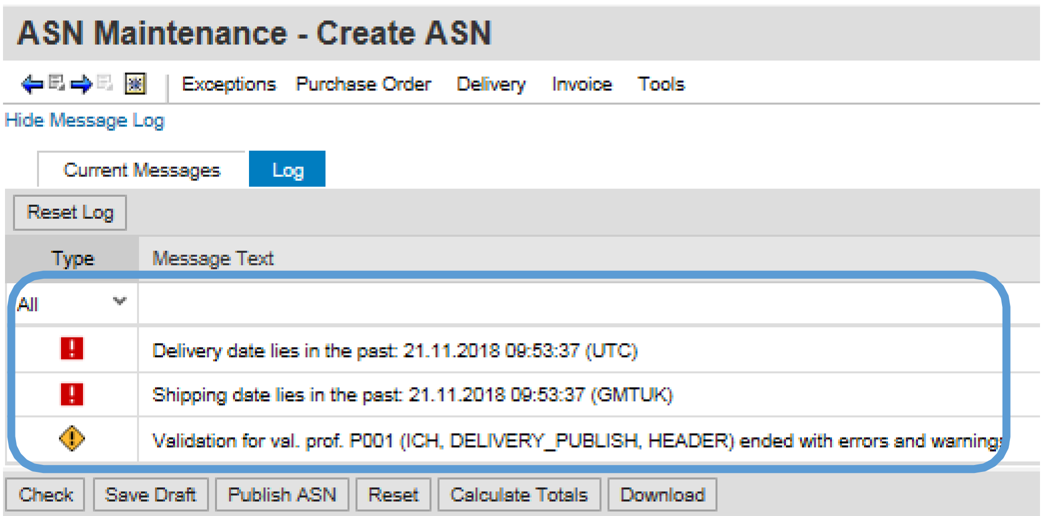
You can now check and ensure that the quantity of each line item you are shipping is correct. If it is lower than recorded on the PO, you are able to change the quantity in this screen. (Please note you cannot increase the line quantity of the PO)

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.

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.

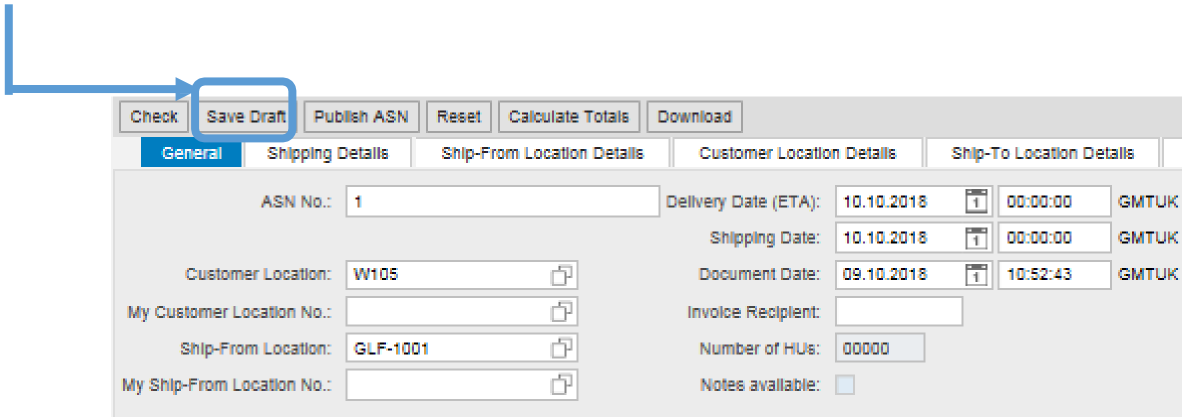


Error message key:

- **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.

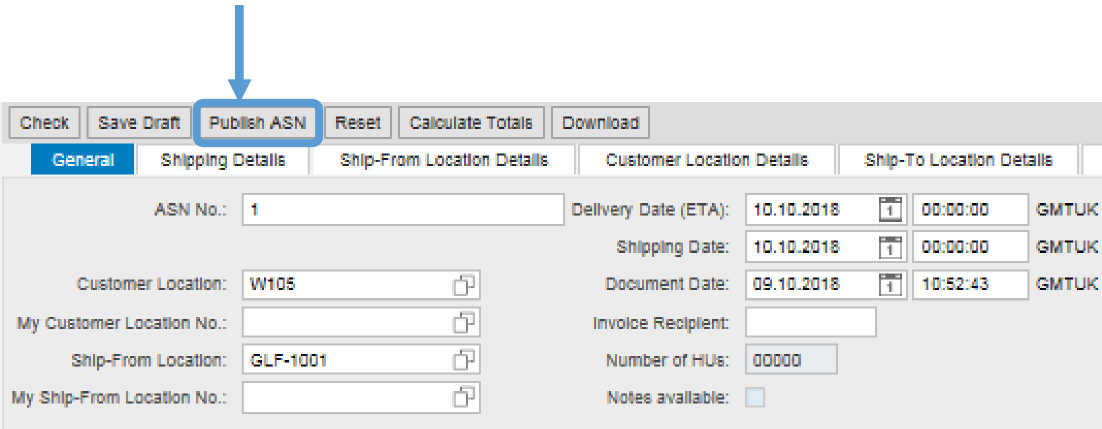
8. Publish ASN (Advance Shipping Note)

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.



How to Publish an ASN

- Select the Publish ASN button



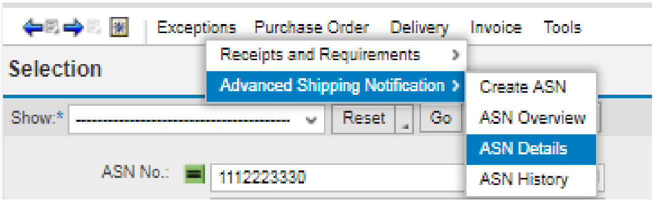
A confirmation ‘pop’ up box will appear asking you to confirm that you want the ASN to be sent to Co-op. click ‘Yes’ to proceed.

9. Goods Receipt

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

How to view a Goods Receipt

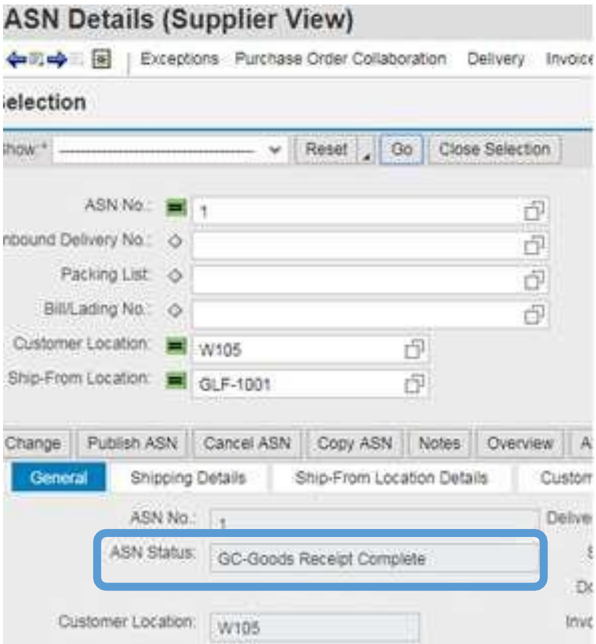
- Select the delivery tab from the main menu bar and choose ASN > ASN Details



- Enter the ASN number or select the search facility 

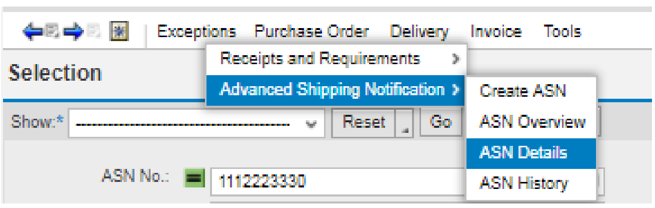
- Once the number has been entered select 

- The ASN Status field will be populated, showing the good receipt has been completed



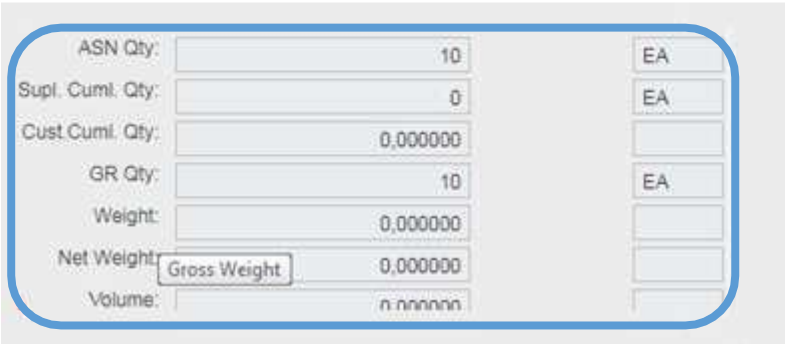
How to view goods booked against ASN's

- 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 Go
- Highlight the ASN item and select the show detail button

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



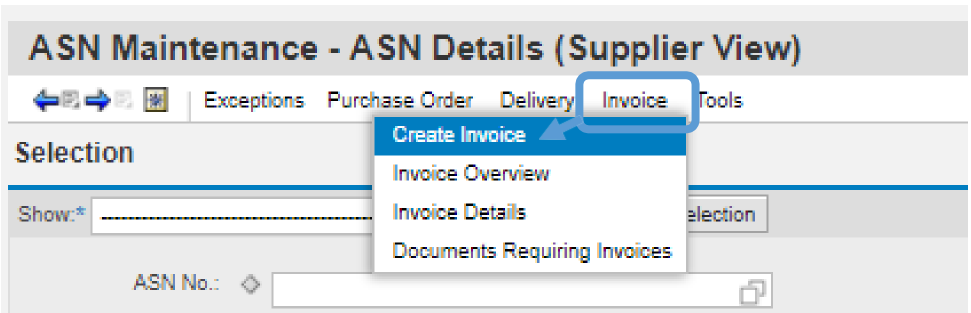
10. Invoicing

When you create an invoice in SNC you will need o 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).

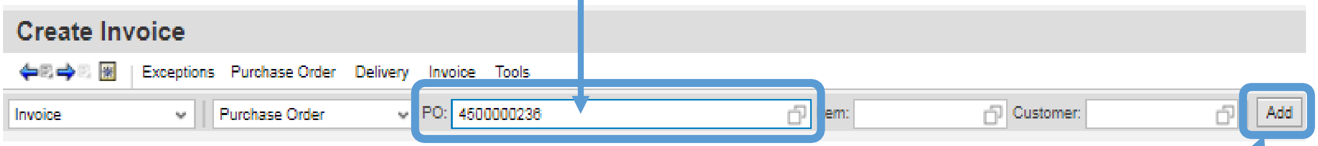
- You can now invoice for the goods you have sent.

How to create an invoice

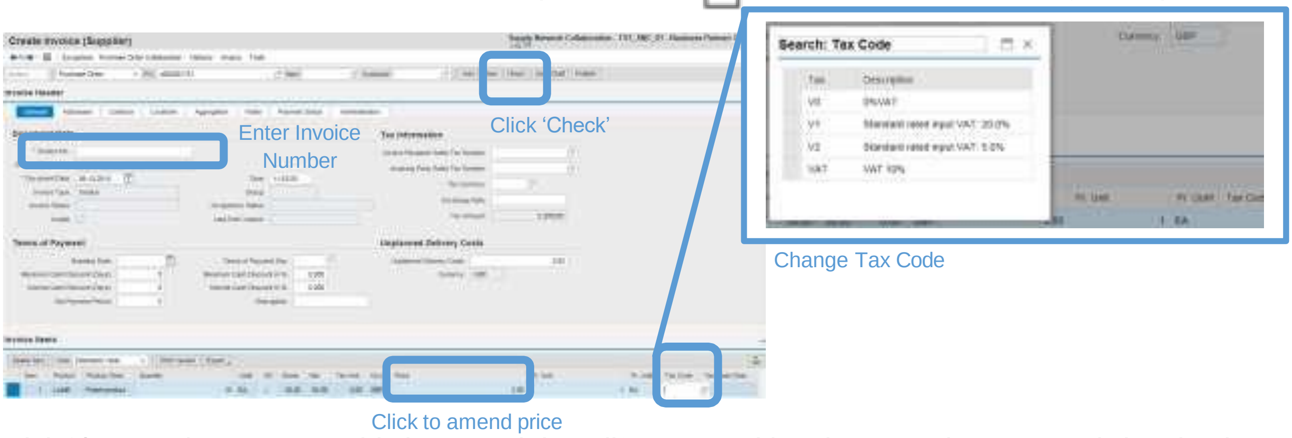
- Select the 'Invoice' button at the top of the screen.
- Chose the 'Create invoice' option from the drop down list.



- Enter the Purchase Order number



- 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.



- 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.

- 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.

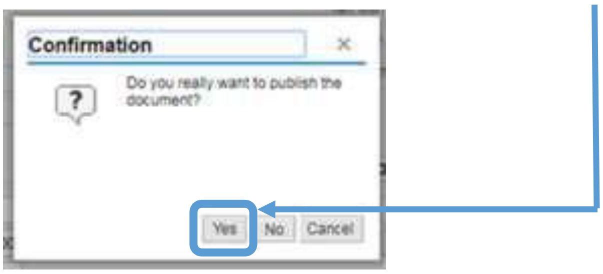
Error message key:

- **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.



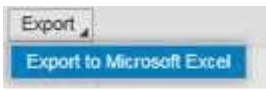
- Invoice now published and can only be cancelled by contacting the accounts team.

Contact details for invoice queries

- Direct to store queries: GFRInvoiceProcessing@coop.co.uk
- Depot queries: 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.

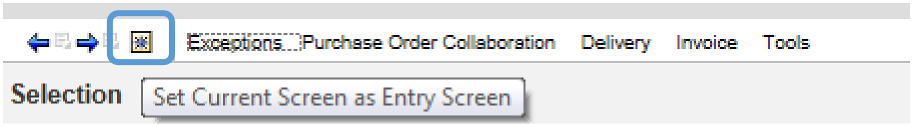
12. Further guidance

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

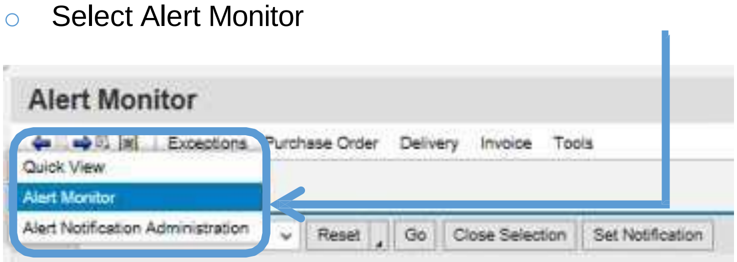
You can log on to SNC at any time to view alerts using the Alert Monitor, however Coop will also send email alerts to the email account you've registered.

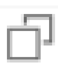
How to View Alerts from an email

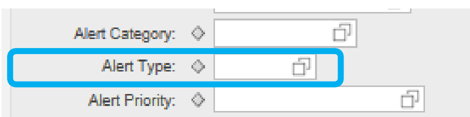
- Select the link that's embedded on the email.
- This will take you to the log on screen. Log on following the step 2 instructions

How to use the Alert Monitor

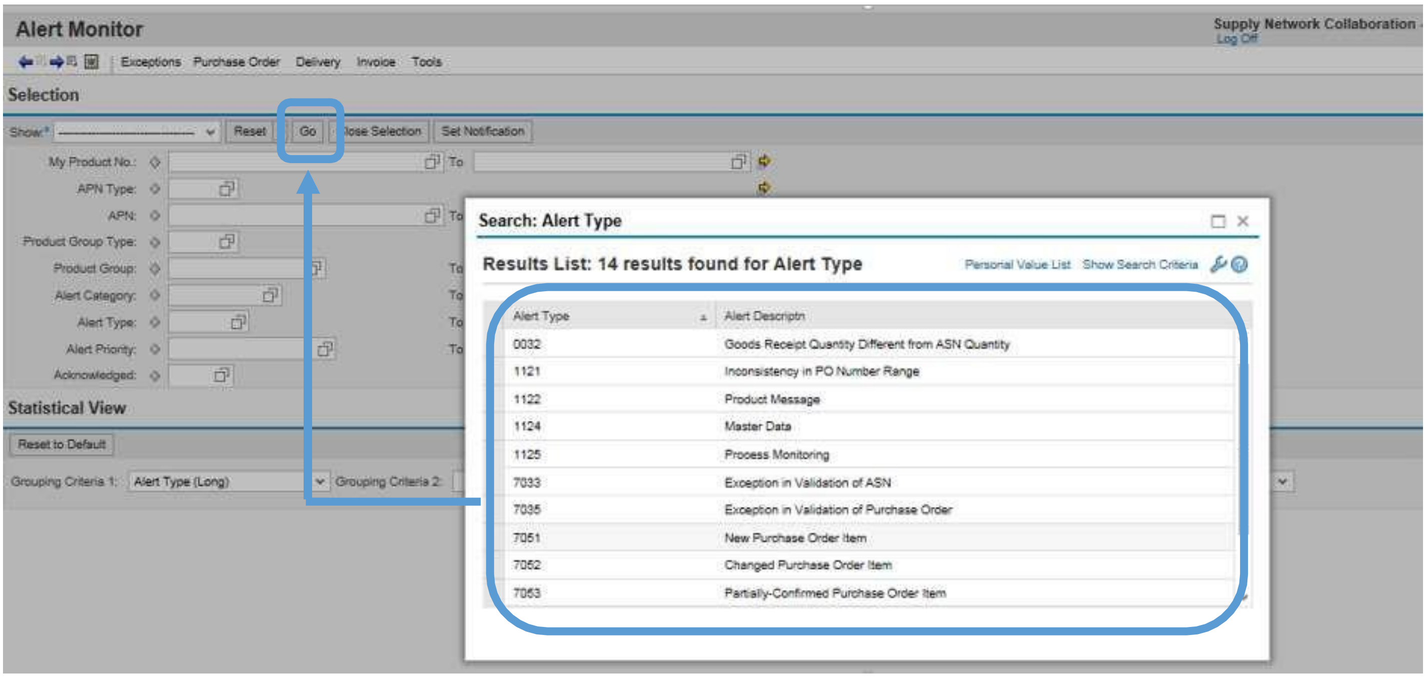
- Select the Exceptions button at the top of the screen
- Select Alert Monitor



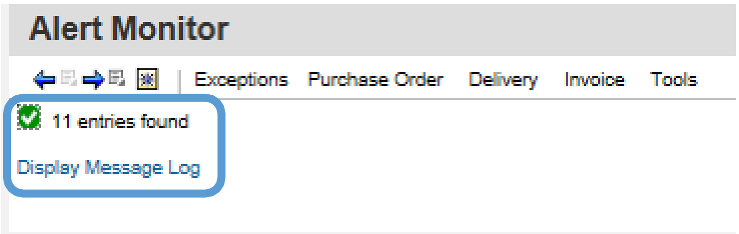
- Below is the Alert monitor screen
- Use the Scroll bar on the right to move down the screen to see more information
- Select the search facility  to see the full list of alert types



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

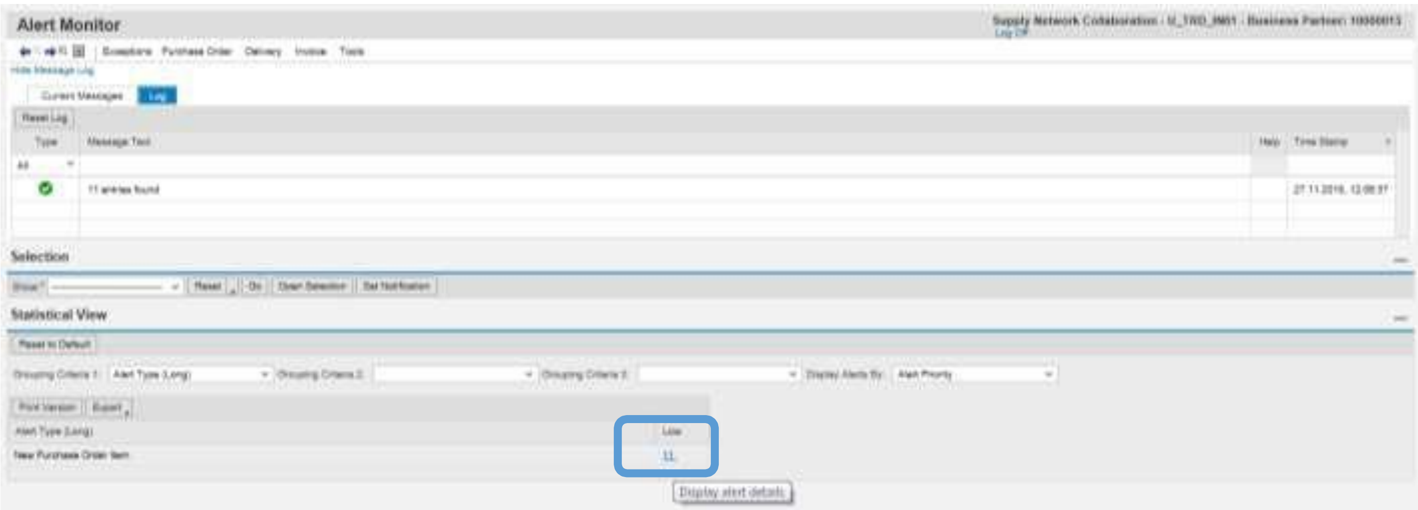


- Information for the alert type selected will be displayed in the top left of the screen
- Select the message log link to reveal more information

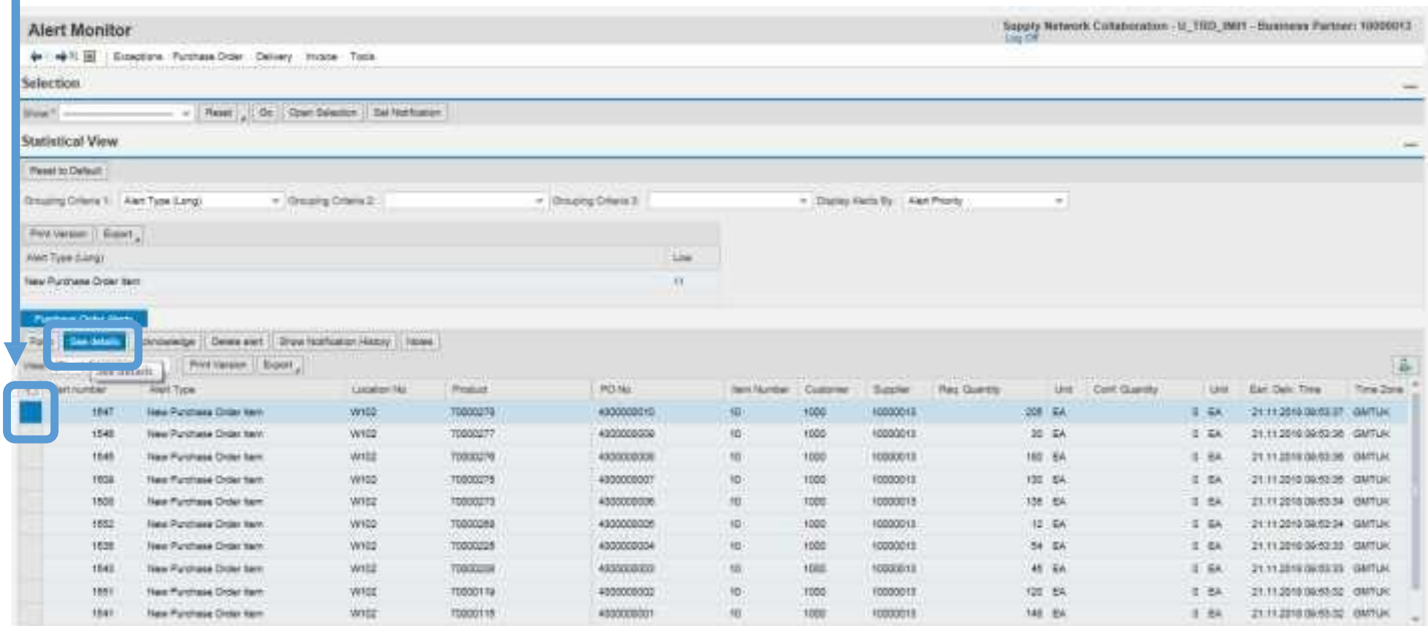


An easier way to view and respond to alerts is by using the supplier dashboard. See step 3 for more information

- Select the number link within the statistical view section



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



- 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