

SNC Quick Reference Guide 7.01v2

1. How do I see Forecast?

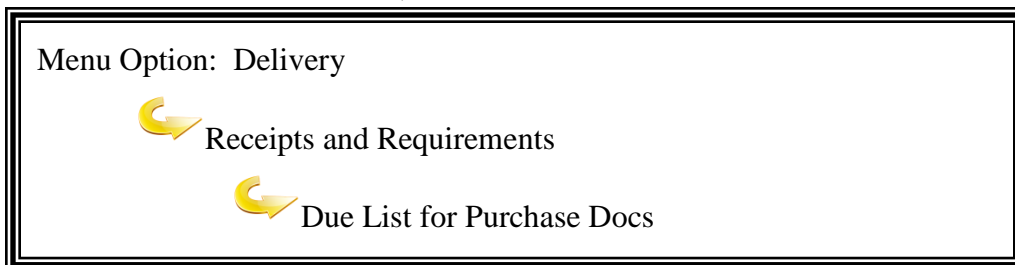
Note: You must not ship an order until it becomes firm



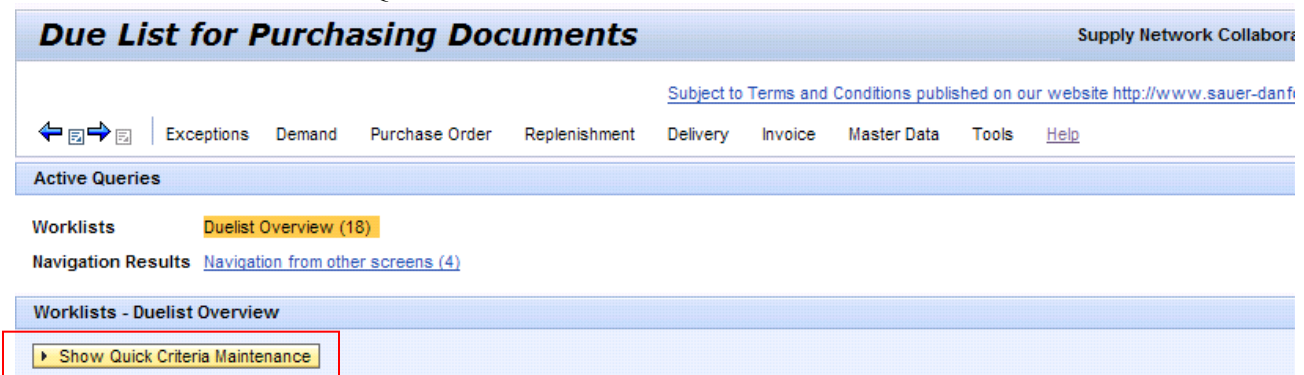
- Enter your criteria or just click the **Go** button
- Your forecast will be displayed in the grid
- You may Export to Excel (see item 7 of this document for help with exporting)
- You may set up your time buckets to change the date bucketing (refer to online training)


2. How do I see Firm Orders?

When an item becomes firm, it will be moved from the Order Forecast Monitor to the Delivery Due List



- Click on the “Show Quick Criteria Maintenance” Button



- Enter your criteria
- Please note that the system will remember the last query you created. In order to ensure you get the most accurate data, click the “Clear” button to reset before entering your criteria.
- You must put something in the customer location field. We suggest using the wildcard, which is an asterisk (*) so that you get data from all Sauer-Danfoss locations.
- If there is a value showing in the Maximum Number of Hits field, remove it before going to the next step.
- Click the  button. The apply button will filter the data based on your new criteria

- After you run your query, you may export to Excel (see item 7 of this document for help with exporting)
- Please note the “Go” button has been replaced by the “Refresh” link in the lower right hand corner of the screen. To get the most current data from Sauer-Danfoss, you will need to use the “Refresh” link. To filter based on newly entered criteria, you will need to click the “Apply” button.

Active Queries

Worklists [Duelist Overview \(30\)](#)

Navigation Results [Navigation from other screens \(4\)](#)

Worklists - Duelist Overview

[Change Query](#) [Define New Query](#) [Personalize](#)

Customer Location: * 001 * To

Ship-From Location: To

Product: To

Confirmation Status:

Customer: To

Goods Recipient: To

Maximum Number of Hits:

[Apply](#) [Clear](#)

View: [Standard View] [Create ASN](#) [Related ASNs](#) [Export](#) Filter Settings

Product	Product Description	Change No.	Ship-To Location	Delivery Date	Due Quantity	Order Number	SL No.	Order Type	Net Price
8801303	RETAINER SPRING		1501	01/09/2009 12:00:00		5500001802	1	Forecast Delivery Schedule	18.96
8800837	SPRING-TORSION		1501	01/13/2009 12:00:00		5500001796	1	Forecast Delivery Schedule	39.56
8801116	SPRING-HELICAL COMPRESSION		1501	01/14/2009 12:00:00		5500001797	1	Forecast Delivery Schedule	9.56
8800837	SPRING-TORSION		1501	01/22/2009 12:00:00		5500001796	2	Forecast Delivery Schedule	39.56
8801303	RETAINER SPRING		1501	01/23/2009 12:00:00		5500001802	2	Forecast Delivery Schedule	18.96
8801303	RETAINER SPRING		1501	01/27/2009 12:00:00		5500001802	3	Forecast Delivery Schedule	18.96
8800837	SPRING-TORSION		1501	02/05/2009 12:00:00		5500001796	3	Forecast Delivery Schedule	39.56
8801116	SPRING-HELICAL COMPRESSION		1501	02/05/2009 12:00:00		5500001797	2	Forecast Delivery Schedule	9.56
8801303	RETAINER SPRING		1501	02/16/2009 12:00:00		5500001802	4	Forecast Delivery Schedule	18.96
8800837	SPRING-TORSION		1501	02/19/2009 12:00:00		5500001796	4	Forecast Delivery Schedule	39.56
8800837	SPRING-TORSION		1501	02/23/2009 12:00:00		5500001796	5	Forecast Delivery Schedule	39.56
8801116	SPRING-HELICAL COMPRESSION		1501	02/23/2009 12:00:00		5500001797	3	Forecast Delivery Schedule	9.56
8801303	RETAINER SPRING		1501	03/02/2009 12:00:00		5500001802	5	Forecast Delivery Schedule	18.96
8801303	RETAINER SPRING		1501	03/16/2009 12:00:00		5500001802	6	Forecast Delivery Schedule	18.96
8800837	SPRING-TORSION		1501	03/19/2009 12:00:00		5500001796	6	Forecast Delivery Schedule	39.56
8801116	SPRING-HELICAL COMPRESSION		1501	03/23/2009 12:00:00		5500001797	4	Forecast Delivery Schedule	9.56

Last Refresh 05/10/2011 16:14:29 CET [Refresh](#)

3. How do I create an ASN?

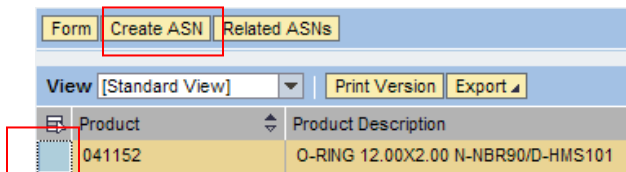
Note: You may create an ASN for less than the open Purchase Order Quantity, but not for more than the Open Purchase Order Quantity. Over-shipments may be returned at your shipping cost.

ASNs are **mandatory** and failure to create in a timely manner may negatively impact your delivery performance and potentially delay payment. ASN's should be created as soon as the product leaves your facility

- ASN's are created from the same screen that you use to view your firm orders. **Warning: NEVER create an ASN from any other screen.**



- Generate your firm orders query as explained in Item 2 of this document (How Do I See Firm Orders).
- Please create one ASN per pack slip/ delivery note.
- Click the box to the left of the product number for each of the items that are on the first pack slip/delivery note. You may select multiple lines by holding down the control key while clicking. Once selected, the lines will be highlighted.



Note: Before you click the “Create ASN button” you must review the price. If you do not agree with the price, STOP and contact your buyer!

- Once all items are selected, click the “Create ASN button” and you will be taken to the ASN creation screen
- Enter in your ASN number. The ASN number can be up to 10 characters and must be unique. We recommend you use your pack slip/delivery note number
- Do not use blank spaces or asterisks in your ASN number
- Review the Delivery and Shipping dates, and update as necessary.

Check Save Draft Publish ASN Reset Download

General Status Shipping Details Ship-From Location Details Customer Location Details Ship-To Location Details Unloading Point

ASN No.: 1234567 Customer Location: 1505
 My Customer Location: AIRPORT ROAD
 Delivery Date (ETA): 12/18/2008 12:00:00 CST Ship-From Location: 0000101626
 Shipping Date: 12/17/2008 12:00:00 CST My Ship-From Location:
 Document Date: 09/01/2009 09:04:32 CST Number of HUs: 00000
 Invoice Recipient: Notes available:

Note: You must create an ASN for each Pack Slip/Delivery Note. An ASN can have multiple PO's and parts

- If you are shipping the full Purchase Order Quantity, you do not need to make any additional changes. If you are shipping a partial quantity, please enter the correct quantity in the ASN Quantity field.

Show Details

View dank Print Version Export

Item No.	Product	Product Description	ASN Quantity
1	041152	O-RING 12.00x2.00 N-NBR90/D-HMS101	30

- After you have verified the ASN quantity and the dates, click the “Check” button to verify there are no conflicts. Review any error messages at the top of the screen. You only need to worry about the ones that are red.

Check Save Draft Publish ASN Reset Download

General Status Shipping Details Ship-From Location Details Customer Location Details Ship-To Location Details Unload

ASN No.: 1234567 Customer Location: 1505
 My Customer Location: AIRPORT ROAD
 Delivery Date (ETA): 12/18/2008 12:00:00 CST Ship-From Location: 0000101626
 Shipping Date: 12/17/2008 12:00:00 CST My Ship-From Location:
 Document Date: 09/01/2009 09:04:32 CST Number of HUs: 00000
 Invoice Recipient: Notes available:

- If there are any red error messages, your document cannot be published! If you have yellow and green messages, your document can be published.

! Enter an ASN number

! Validation for val. prof. P001 (ICH, DELIVERY_PUBLISH, HEADER) ended with errors and warnings

✓ Validation started for validation profile P001 (ICH - DELIVERY_PUBLISH - HEADER)

- If there are no red error messages, click the “Publish ASN” button.

⚠ Shipping date lies in the past: 12/17/2008 12:00:00 (CST)
⚠ Validation for val. prof. P001 (ICH, DELIVERY_PUBLISH, HEADER) ended with errors and warnings
⚠ Arrival time lies in the past: 12/18/2008 12:00:00 (CST)

[Display Message Log](#)

Check Save Draft **Publish ASN** Reset Download

General Status Shipping Details Ship-From Location Details Customer Location Details Ship-To Location Details Unk

ASN No.:	123456	Customer Location:	1505	
		My Customer Location:	AIRPORT ROAD	
Delivery Date (ETA):	12/18/2008	12:00:00	CST Ship-From Location:	0000101626
Shipping Date:	12/17/2008	12:00:00	CST My Ship-From Location:	
Document Date:	09/01/2009	13:09:04	CST Number of HUs:	00000
Invoice Recipient:		Notes available:	<input type="checkbox"/>	

- You will see the following notice regarding price confirmation. If you have verified your price and you agree, click the “Yes” button. If you do not agree, click the “No” button and contact your buyer. The ASN will NOT be published if you click the “No” button.

Confirmation

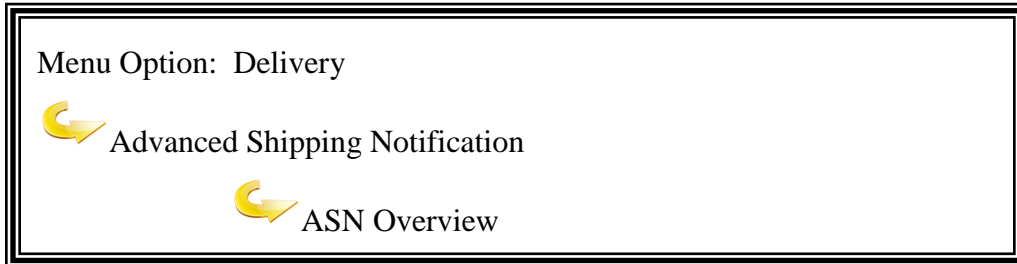
If you DO NOT AGREE WITH THE PRICE on the Due List, click 'No' and contact your buyer to resolve. Clicking 'Yes' states you agree to the price.

?

Yes No Cancel

4. ASN Cancellation

Note: You are not allowed to modify an existing ASN. You may cancel an ASN and create a new one. If you cancel an ASN, you can wait 5 minutes and then you will be allowed to reuse the ASN number. If you don't want to wait, we recommend you append the letter "A" to the end of your previous ASN number when creating the new one.



- Enter your criteria and click the **Apply** button
- Click on the ASN number you want to view or cancel and you will be taken to the ASN details screen.
-

ASN Number	Ship-From Loc.	Ship-To Loc.	Customer Loc.	Shipping Date
20090424A	0000102194	1540	1540	02/19/2009 12:00:00
20090424B	0000102194	1540	1540	02/19/2009 12:00:00

- You can only cancel an ASN that is in "Published" status. To Cancel, click the "Cancel ASN" button. The highlighted ASN will be cancelled and the PO will be put the order back on the Delivery Due list.

ASN No.:

Inbound Delivery No.:

Packing List:

Bill/Lading No.:

Customer Location:

Ship-From Location:

Change **Publish ASN** **Cancel ASN** **Notes** **Overview** **ASN History** **Show Invoices** **Download**

General Shipping Details **Ship-From Location Details** Customer Location Details Ship-To Location Details Unload

ASN No.: Customer Location:

ASN Status: My Customer Location No.:

Delivery Date (ETA): My Ship-From Location No.:

Shipping Date: Number of HUs:

Document Date: Notes Available:

Invoice Recipient:


ASN Items

Delete Item **Notes** Show Details Show Purchasing Document Show Invoices Create Invoice Document Flow Base UoM

View: [Standard View] Export

Item No.	Product	Prod. Desc.	ASN Qty	Qty UoM	Purch. Doc. No.	PD Item	Change No.	ASN Status
1	K04239	SPRING	300	PC	5500003784	10		Published

Note: It is possible that after you have cancelled an ASN, you will get an error message when you try to create the next ASN on that purchase order. If you see the following error message, please send a screen shot with PO number to sdsuppliernet@sauer-danfoss.com

 ASN 29444, item 000001: ASN quantity is greater than open purchase order qty

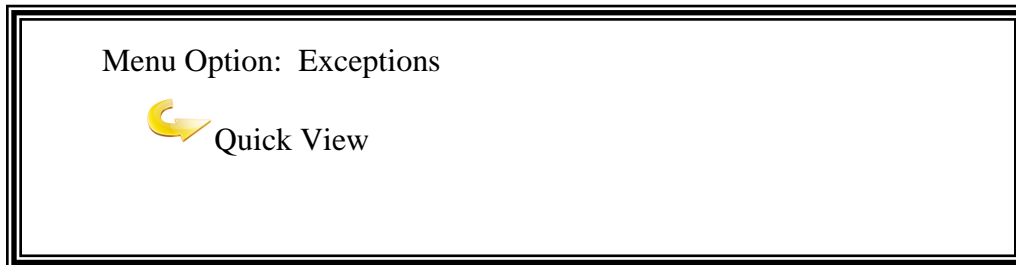
Note: if you have been on the screen for awhile, it may be necessary to use the “Refresh” link in the lower right hand corner of the screen to get the most up-to-date information from Sauer-Danfoss.

5. How Do I Create Order Acknowledgements

- Order Acknowledgements when requested by your buyer are completed in the following way.

Preferred Method:

From Quick View – this is also your starting page



Quick View

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[←](#) [→](#) [↻](#) | [Exceptions](#) [Demand](#) [Release](#) [Purchase Order](#) [Replenishment](#) [Work Order](#) [SNI](#) [Delivery](#) [Invoice](#) [Quality](#) [Master Data](#) [Tools](#) [Help](#)

Currently Showing Data For: All Products / All Locations / No Filter on Change Date

[Refresh \(Last Refresh: 09/09/14 CST\)](#) [Change Selection](#)

[Microblog \(6\)](#) [Confirmation](#) [Purchase Orders](#)

Microblog

[Microblog Settings](#)

You have 6 new messages

[New](#) [Undo](#) [Recall](#) [My Timeline](#) View: [Standard View] [Export](#) [Filter](#) [Settings](#)

	From	From Partner	Message Text		Link	Created	Response	Track Resp.	To
<input type="checkbox"/>	Yolanda Tan	100314	welcome email			6 days ago			
<input type="checkbox"/>	Henning Pape	100314	Attention!! MRP failed			9 days ago			

- Click on the “Confirmations” tab

Quick View

[Subject to Terms a](#)

[←](#) [↔](#) [→](#) | [Exceptions](#) [Demand](#) [Release](#) [Purchase Order](#) [Replenishment](#) [Work](#)

Currently Showing Data For: All Products / All Locations / No Filter on Change Date

[Refresh \(Last Refresh: 09:09:44 CST\)](#) [Change Selection](#)

[Microblog \(6\)](#) **Confirmation** [Purchase Orders](#)

PO: Items To Be Confirmed by Change Date

View:	[Standard View]	Export	Filter Settings	
PO Item Status	< 24 Hours	< 48 Hours	< 7 Days	All
All				24
New				13
Changed				6

- Check to see the last refresh time. You may need to click the refresh link to get the latest data
- Here the system will alert you to orders that need confirmation. By clicking on the numbers, you will be taken to the PO worklist, which will be filtered based on which grouping you clicked (ie: all, new or changed)

Currently Showing Data For: All Products / All Locations / No Filter on Change Date

Refresh (Last Refresh: 09:19:41 CST)

[Change Selection](#)

Selection Area

Show: [Reset](#) [Go](#) [Close Selection](#)

Product: To [↔](#)
 My Product No.: To [↔](#)
 Customer Location: To [↔](#)
 My Loc. No.: To [↔](#)
 Change Date:

- The change selection option will allow you to narrow down your selection

- Each time you open the Purchase Order Worklist or make any changes to it, you should click the “Refresh” button found in the lower right hand corner of the screen

Purchase Order Worklist Supply Network Collaboration - Z_DBRITT - Business Partner: 102194

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← → | Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools Help

Active Queries

Worklists [Process Due Confirmations \(0\)](#) [Change Confirmations \(0\)](#)

Navigation Results [PO Items \(Navigation from Quick View\) \(2\)](#) [Process Due Confs \(Navigation from Quick View\) \(13\)](#)

Without Category Assignment [To Be Published \(0\)](#) [Canceled / Blocked Items \(0\)](#)

Navigation Results - Process Due Confs (Navigation from Quick View)

Hide Quick Criteria Maintenance [Change Query](#) [Define New Query](#) [Personalize](#)

Product: To

Customer: To

[Apply](#) [Clear](#)

View: [Standard View] [Undo](#) [Save and Publish](#) [Base UoM](#) [Export](#) Filter Settings

PO No.	PO Item No.	Product	R:C	Cnf. Rqstd	Qty	Due Qty	Cnf. Qty	CDD	Deliv. Date	Appr. Status	CSD	Created On	Crncy	Customer Loc.	Document Date	Header Status
4501299441	1	156H0083	1:0	<input type="checkbox"/>	5,000	5,000	0	01/11/2	01/11/2010		01/10/20	11/07/2009 11:31:28	USD	1520	11/07/2009 12:00:00	Open
4501312489	2	156H0084	1:0	<input type="checkbox"/>	828	828	0	01/11/2	01/11/2010		01/10/20	11/21/2009 11:08:45	USD	1520	11/21/2009 12:00:00	Open
4501363395	1	3100059	1:0	<input type="checkbox"/>	1,600	1,600	0	01/18/2	01/18/2010		01/17/20	01/19/2010 11:31:03	USD	1502	01/19/2010 12:00:00	Open
4501363396	1	3104327	1:0	<input type="checkbox"/>	8,100	8,100	0	01/20/2	01/20/2010		01/19/20	01/19/2010 11:32:59	USD	1502	01/19/2010 12:00:00	Open
4501338818	1	156H0060	1:0	<input type="checkbox"/>	1,000	1,000	0	02/01/2	02/01/2010		01/31/20	12/17/2009 18:19:53	USD	1502	12/17/2009 12:00:00	Open
4501388146	1	3104327	1:0	<input type="checkbox"/>	7,200	7,200	0	02/04/2	02/04/2010		02/03/20	02/05/2010 11:53:06	USD	1502	02/05/2010 12:00:00	Open
4501350339	1	156H0084	1:0	<input type="checkbox"/>	3,000	3,000	0	02/15/2	02/15/2010		02/14/20	01/07/2010 13:59:02	USD	1520	01/07/2010 12:00:00	Open
4501369799	1	4570016	1:0	<input type="checkbox"/>	500	500	0	02/17/2	02/17/2010		02/16/20	02/17/2010 08:29:58	USD	1502	02/17/2010 12:00:00	Open
4501422118	1	4740043	1:0	<input type="checkbox"/>	250	250	0	03/09/2	03/09/2010		03/08/20	03/08/2010 08:36:54	USD	1502	03/08/2010 12:00:00	Open
4501425290	1	4800661	1:0	<input type="checkbox"/>	10,000	10,000	0	03/11/2	03/11/2010		03/10/20	03/10/2010 08:40:36	USD	1502	03/10/2010 12:00:00	Open
4501425292	1	3104327	1:0	<input type="checkbox"/>	5,400	5,400	0	03/24/2	03/24/2010		03/23/20	03/10/2010 08:46:45	USD	1502	03/10/2010 12:00:00	Open
4501377799	2	156H0083	1:0	<input type="checkbox"/>	4,640	4,640	0	03/25/2	03/25/2010		03/24/20	01/29/2010 16:29:29	USD	1520	01/29/2010 12:00:00	Open
4501548224	1	156H0083	1:0	<input type="checkbox"/>	5,000	5,000	0	08/02/2	08/02/2010		08/01/20	06/15/2010 21:21:00	USD	1520	06/15/2010 12:00:00	Open

Last Refresh 03/30/2011 09:22:17 CST [Refresh](#)

- Creating an Order Acknowledgement is now a one step process of Save and Publish instead of the previous 2 step process.

Purchase Order Worklist

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← → | Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data T

Active Queries

Worklists [Process Due Confirmations \(0\)](#) [Change Confirmations \(0\)](#)

Navigation Results [PO Items \(Navigation from Quick View\) \(2\)](#) [Process Due Confs \(Navigation from Quick View\) \(13\)](#)

Without Category Assignment [To Be Published \(0\)](#) [Canceled / Blocked Items \(0\)](#)

Navigation Results - Process Due Confs (Navigation from Quick View)

Show Quick Criteria Maintenance

View: [Standard View] [Undo](#) [Save and Publish](#) [Base UoM](#) [Export](#)

PO No.	PO Item No.	Product	R:C	Cnf. Rqstd	Qty	Due Qty	Cnf. Qty	CDD	Deliv. Date
4501299441	1	156H0083	1:0	<input type="checkbox"/>	5,000	5,000	0	01/11/2	01/11/2010

- You must confirm the quantity 100% but you can break it into multiple deliveries. To do so, click on the 1:0 in the R:C column (Requested:Confirmed)
- The following confirm box will appear

Schedule Lines □ ×

Confirm

PO No.: 4501299441
 Item No.: 1
 Product: 156H0083
 Customer Loc.: 1520
 SO No.:
 Price: 9.52 USD
 Price Unit: 100 PC
 Item Confirmation Status: Not Confirmed

Schedule Lines

Confirm Delete View: [Standard View] Export Filter Settings

SL No.	SL Type	Deliv. Date	Deliv. Time	Ship. Date	Ship. Time	Sched. Qty	Due Qty (Conf.)	UoM
1	Request	01/11/2010	12:00:00	01/10/2010	11:00:00	5,000	5,000	PC

OK Cancel

- Click on the confirm button to add new Confirmation lines. You can add as many as you wish but the total of all line must add up to the Requested Qty, in this example 5000

Schedule Lines □ ×

Confirm

PO No.: 4501299441
 Item No.: 1
 Product: 156H0083
 Customer Loc.: 1520
 SO No.:
 Price: 9.52 USD
 Price Unit: 100 PC
 Item Confirmation Status: Not Confirmed

Schedule Lines

Confirm Delete View: [Standard View] Export Filter Settings

SL No.	SL Type	Deliv. Date	Deliv. Time	Ship. Date	Ship. Time	Sched. Qty	Due Qty (Conf.)	UoM
1	Request	01/11/2010	12:00:00	01/10/2010	11:00:00	5,000	5,000	PC
2	Confirmed	01/27/2010	12:00:00	01/10/2010	11:00:00	4,000	0	PC
3	Confirmed	01/30/2010	12:00:00	01/10/2010	11:00:00	1000	0	PC

OK Cancel

- In the above example, I have clicked the confirm button twice to add two confirmation lines. Here I have proposed changes to the Delivery Date and the Scheduled Quantity. My total quantity of the Confirmed lines must equal the Requested line quantity.
- Click ok to save this proposal.

Purchase Order Worklist

[Subject to Terms and Co](#)

← → | Exceptions Demand Release Purchase Order Replenishment Work Order

Active Queries

Worklists [Process Due Confirmations \(0\)](#) [Change Confirmations \(0\)](#)

Navigation Results [PO Items \(Navigation from Quick View\) \(2\)](#) [Process Due Confs \(Naviga](#)

Without Category Assignment [To Be Published \(0\)](#) [Canceled / Blocked Items \(0\)](#)

Navigation Results - Process Due Confs (Navigation from Quick View)

▶ Show Quick Criteria Maintenance

View: [Standard View]	Undo	Save and Publish	Base UoM	Export	
PO No.	PO Item No.	Product	R:C	Cnf. Rqstd	Qty
4501299441	1	156H0083	1:2	<input type="checkbox"/>	5,000

- Now you will see in the R:C column 1:2. Meaning 1 requested and 2 lines confirmed. You may now click on the “Save and Publish” button to send the confirmation to Sauer-Danfoss.
- Please keep in mind that submitting a confirmation date that is later than our requested date, may result in a negative impact to your delivery performance.
- If you have confirmed a late delivery, the Sauer-Danfoss buyer will be required to acknowledge (approve) the late delivery.

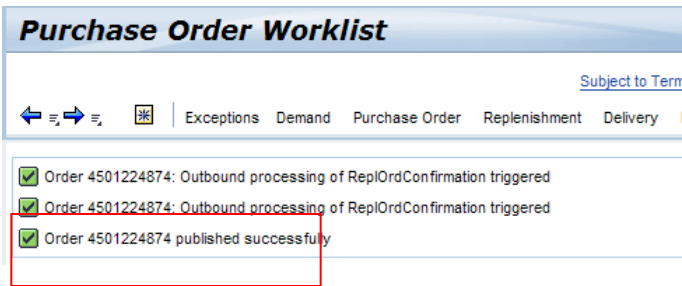
To confirm as requested:

- Check the box in the “Cnf.Rqstd” column
- When complete, click the “Save and Publish” button to send the confirmation to Sauer-Danfoss.

Navigation Results - Confirmation Due List (Navigation from Quick View)

▶ Show Quick Criteria Maintenance

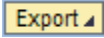
View: *[Standard View]	Undo	Save and Publish	Base UoM	Export						
PO No.	PO Item No.	Product	Customer Loc.	R:C	Cnf. Rqstd	Qty	Due Qty	Conf. Qty	CDD	Deliv. Date
4501775484	1	1200269	1501	1:1	<input checked="" type="checkbox"/>	480	0	480	05/1	05/10/2011



6. How Do I Log Out of SNC?

Simply exit your browser

7. How to Export to Excel

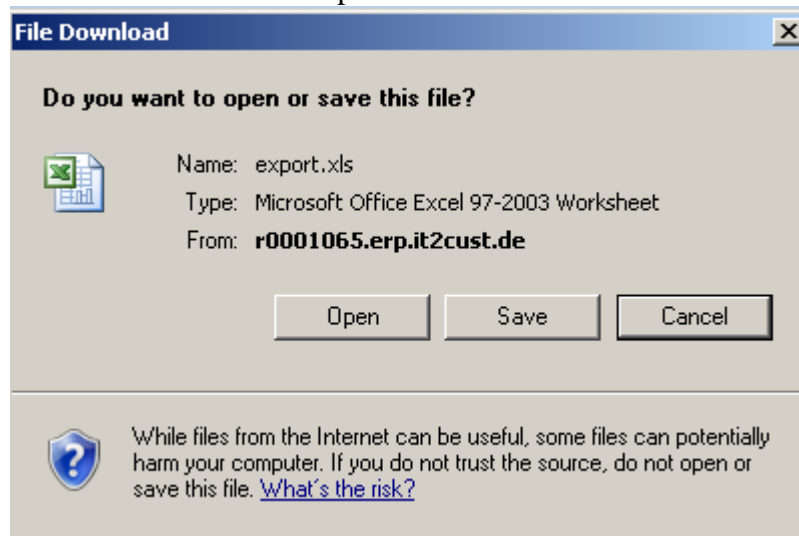
On most of the SNC screens, you will see an “Export” button.  It is typically found near the data grid.

To export to Excel, click on the “Export” button and then click on “Export to Microsoft Excel”

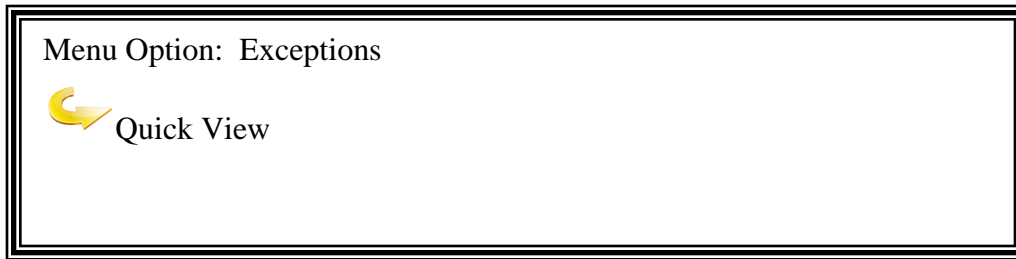


To bypass your pop-up-blocker, you can hold down the CTRL key while executing the above steps.

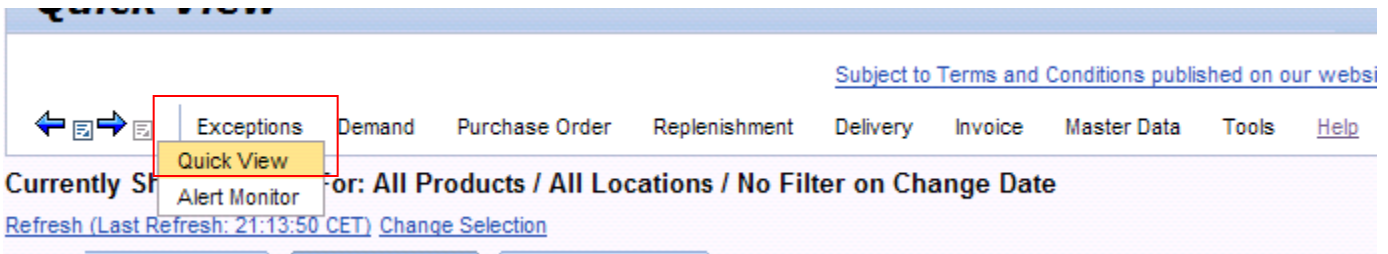
You can now choose to Open or Save



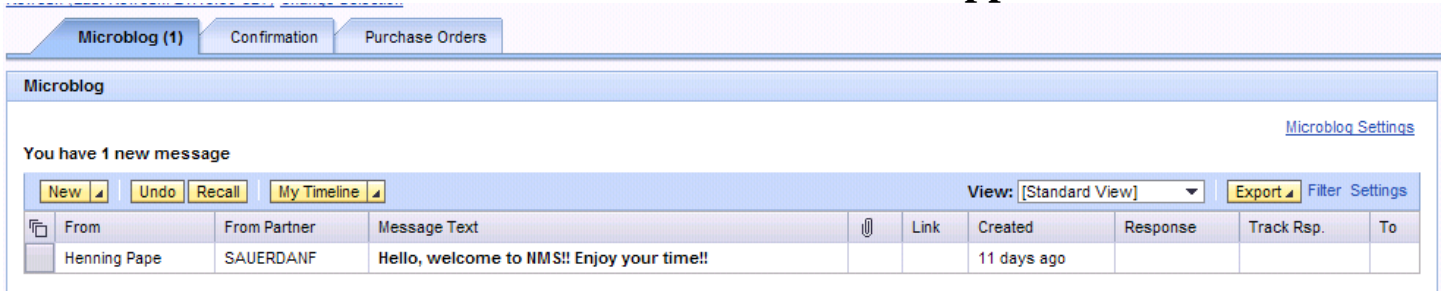
8. Quick View



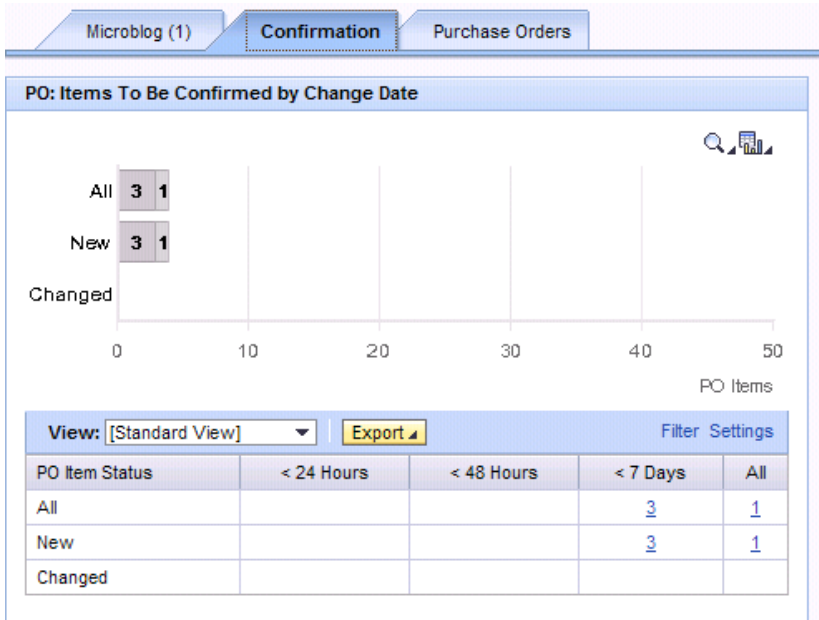
- Quick View is now the starting screen for all users
- You can find “Quick View” from the “Exceptions Menu



The Microblog is used to communicate short Twitter type messages of 140 characters or less between Sauer-Danfoss and our Suppliers



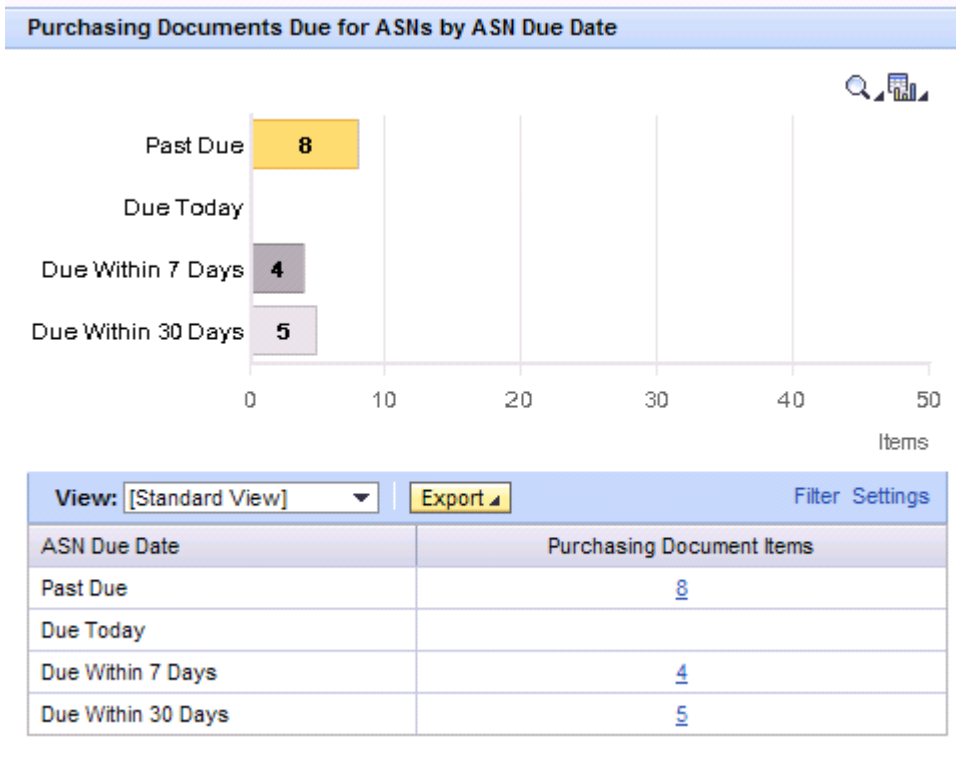
The Confirmation Tab is used by suppliers who are required by their buyer to submit order confirmations



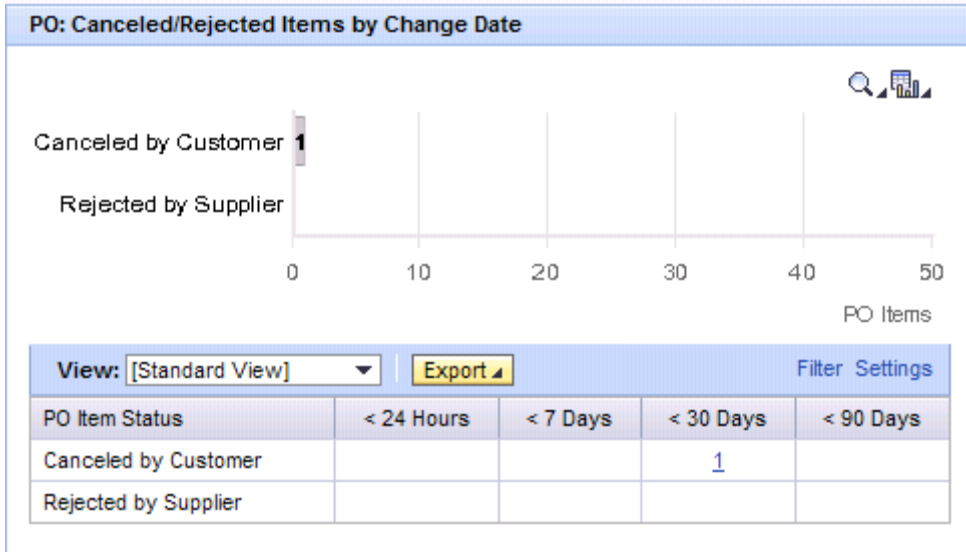
- Clicking on the numbers will open up the PO Worklist where you can create the order confirmations

The Purchase Orders Tab is used by all suppliers

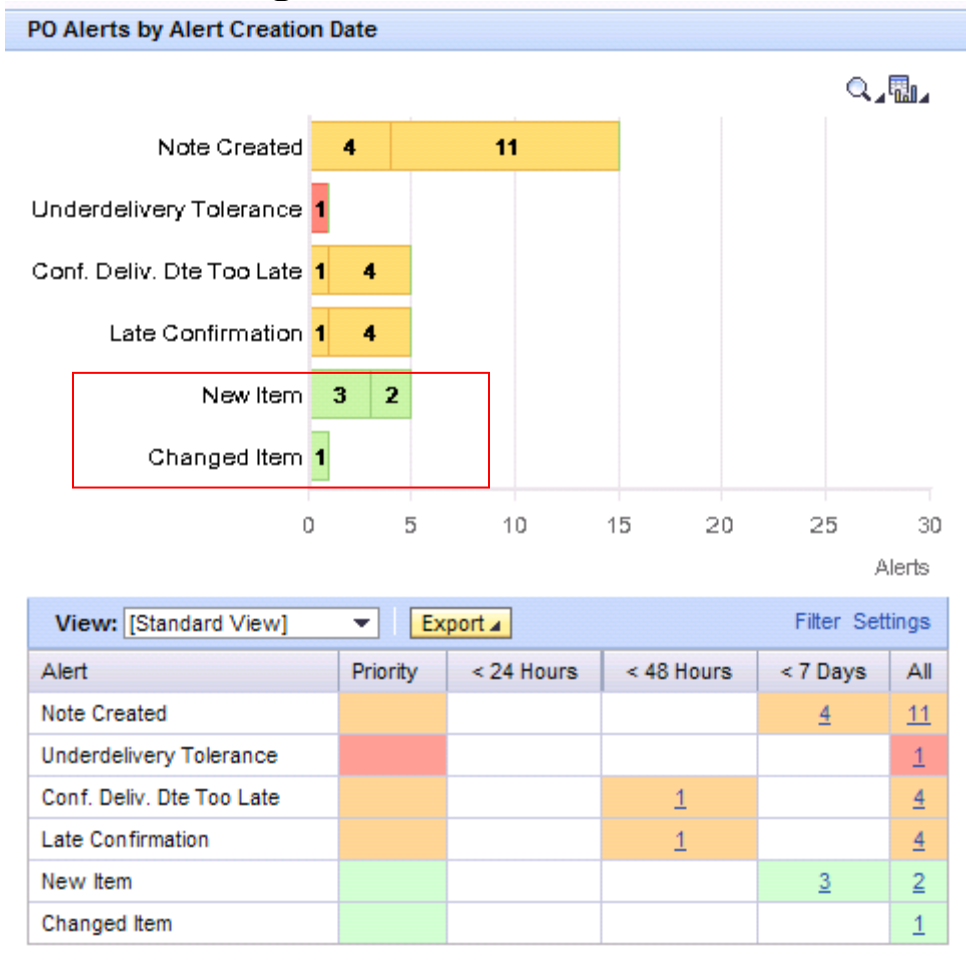
ASN exceptions



Cancelled PO's



New and Changed PO's



- Clicking on a number will open up detailed information