SNC –Guide for Suppliers to Pitney Bowes
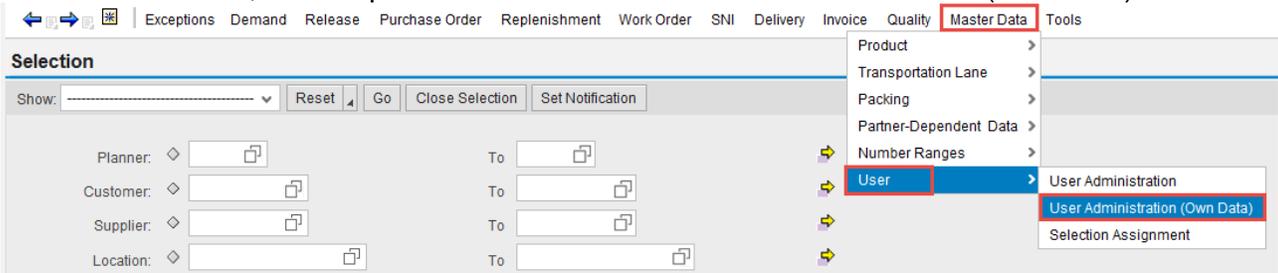
This document includes the following:

Section-1

SNC – User Settings and Navigation

- ✓ **Objective: Objective: User Settings.** This section shows how to set personal settings such as email, decimal notations, and date format.

Logon/Settings/Navigation – Overview

This job aid provides an overview of default settings and system navigation

Step	Description
1	Go to www.pb.com> *Our Company > Supplier Connect > Supplier Collaboration* Enter Username and Password. Click **Log On.** *(If prompted to logon to SAP or Active-Directory, ALWAYS logon to SAP)*
2	**When first logging onto the system follow the below steps to update your personal data and preferences. (This step generally only needs to be done once).** From the menu bar, use the path: Master Data > User - User Administration (Own Data) **Date and Decimal formats can be maintained on this view**. Name, Email address, phone number, Language, and Time Zone can also be maintained here. Click on Save when done.
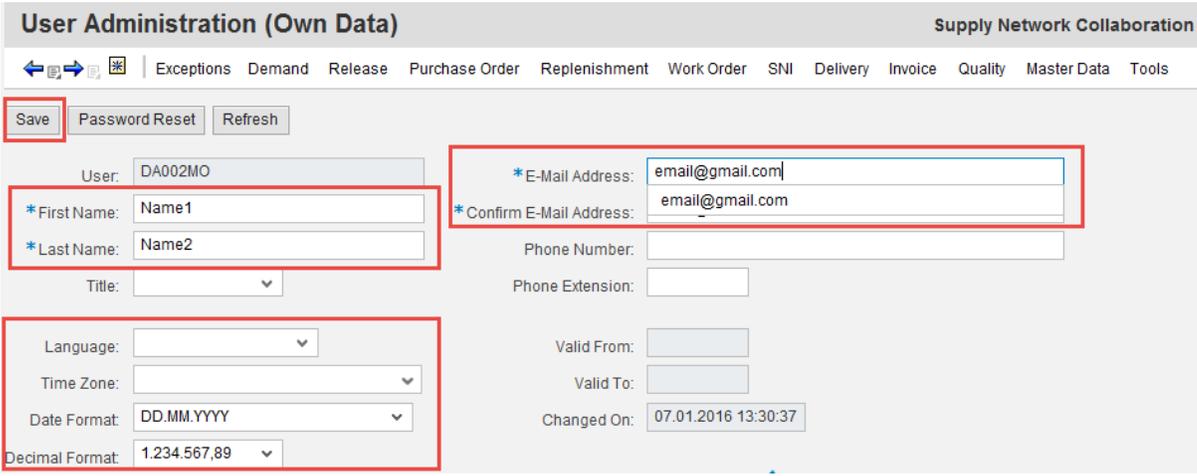
3

System Navigation;

Main Menu
- Overview decription of main-menu listed below. Detail instruction of how to access and use each area are described in other sections of this document.

- **Exceptions**: Alert Monitor reporting area
- **Demand:** Not Used
- **Release**: Schedule Agreements Details
- **Purchase Order**: Purchase Orders Confirmations and Details
- **Replenishment**: Forecast, Demands
- **Work Order:** Not Used
- **SNI:** Not Used
- **Delivery**: Due List open-order report
- **Invoice**: Invoice History
- **Quality**: Not Used
- **Master Data**: User settings, Partner Product Data (Vendor Part numbers)
- **Tools**: Upload/Download Functionality

End Of User Settings and Navigation

Section-2

SNC – Purchase Order Worklist

Objective: Process and Manage Purchase Orders / Scheduling Agreements via PO Worklist.

SNC Purchase Order Worklist – Overview

This job aid provides an overview of the Purchase Order Worklist within SNC. Pitney Bowes and suppliers can use the queries of the purchase order worklist to list purchase order items according to specific criteria. In the results list of a query, query-specific functions are available that the supplier or customer can use to complete their tasks. In the supplier view, the supplier can select purchase order items that have not yet been (completely) confirmed. In the results list of the query, the supplier can create, change, and publish purchase order confirmations, or reject purchase order items.

Purchase Order Worklist

The following are the steps involved in managing the Purchase Order Worklist:

Step	Description
1	From the menu bar, use the path *Purchase Order>Purchase Order Worklist* • Click on **Refresh** on bottom right of screen
2	• PO Items can be filtered by entering selection criteria • PO Items can be confirmed as requested by: o Check the box **Cnf. Rqstd**. > then click **Save and Publish**.

3	To change delivery quantiles/dates, do the following;

- Quantity can be changed by entering new quantity in **Conf. Qty** field.
- Delivery Date can be changed by entering new date in **CDD** field.

- If **Price** needs to be updated, please contact the Pitney Bowes Commodity Manager.
- *Optional: SO number (from supplier's system) can be entered in **SO No.** which can be used to tie Pitney Bowes PO with the supplier's SO.*
- Item Category: Normal = Ship to PB, TPOP = Drop Ship
- Ship-To Loc:
  - o If this field has a number (i.e 1001, 3001, 4001) the code is referring to a PB plant location
  - o If the Ship-to location is blank, this indicated the order is Drop Ship
  - o To view ship-to address click on PO Number> On next screen click on Locations
    - ▪ Ship-to address will display

4	The following are the steps involved in splitting the PO Items into schedule lines:

PO Items can be split into schedule lines (different delivery dates):
- Click R:C column for the specific Purchase Order Item.

Step	Description
5	 • Confirm schedule line screen is shown in new pop up window. • Click **Confirm** (once per schedule line) to create a schedule line. o For example, click confirm 3 times to split the PO Item into 3 schedule lines.
6	 • Update **Delivery Date** and **Sched. Qty** to create a schedule line. • Click **Ok**.

7

- Click **Save and Publish** to send changed to Pitney Bowes back-end system.

Note: Click "Refresh" to make sure lastest updates are displaying(lower right of the screen)

Changes can be acessed by clicking **Change Confirmations**.

Note: PO details can be accessed from the *Purchase Order Worklist* screen by clicking **PO No**.

Note: The Purchase Order Worklist can be exported by clicking **Export**.

END OF PO-CONFIRMATION PROCESS

Section-3

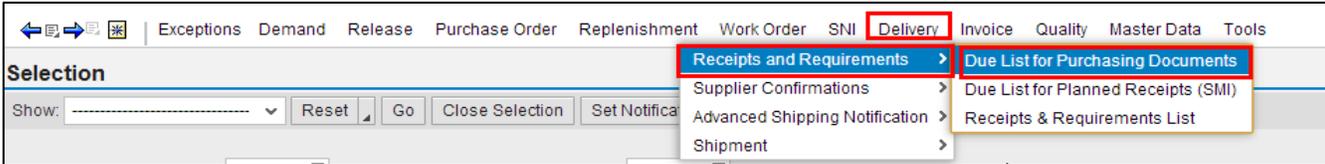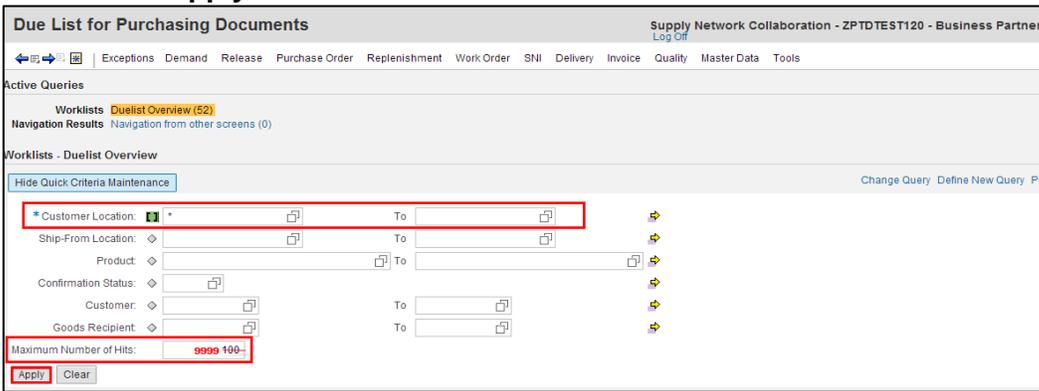# SNC – Due List for Purchasing Documents

Objective: Print Open Orders via Delivery Due List.

SNC Due List for Purchasing Documents – Overview

This job aid provides an overview of the Due List for Purchasing Documents within SAP SNC. The due list displays purchase orders (POs), replenishment orders, and scheduling agreement releases that have schedule lines, for which the supplier must still send deliveries to the customer, and for which the supplier must publish Advanced Shipping Notifications (ASNs) in SAP SNC. The due list only displays documents for which SAP SNC determines due schedule lines with an ASN-based due quantity greater than zero. The documents must thus meet certain prerequisites.

Due List for Purchasing Documents

The following are the steps involved in managing the Delivery Due List:

Step	Description
1	From the Delivery menu, use the menu path *Receipts and Requirements>Due List* for Purchasing Documents.
2	The Due List of Purchasing Documents will display. • **Customer Location** will default to all locations (*); Update as needed. • The **Maximum Number of Hits** will default to 100. Update to 9999 to capture all open orders. • Click **Apply** to retrieve orders. **Note:** If the selection criteria does not display click **Show Quick Criteria Maintenance** to open.

3	The Due List screen will display with all open POs and scheduling agreements. • Click **Export** ![Export]. • Click **Export to Microsoft Excel** to download open orders.
4	The Open Items report will download to excel which can be manipulated and used as appropriate.

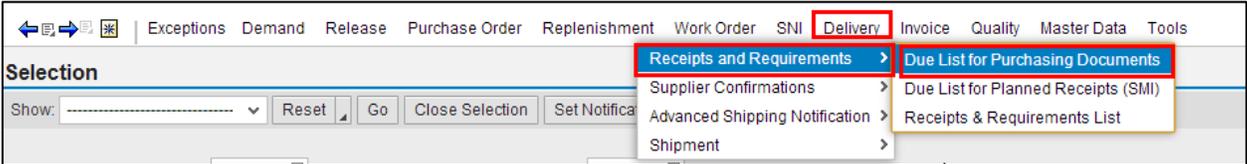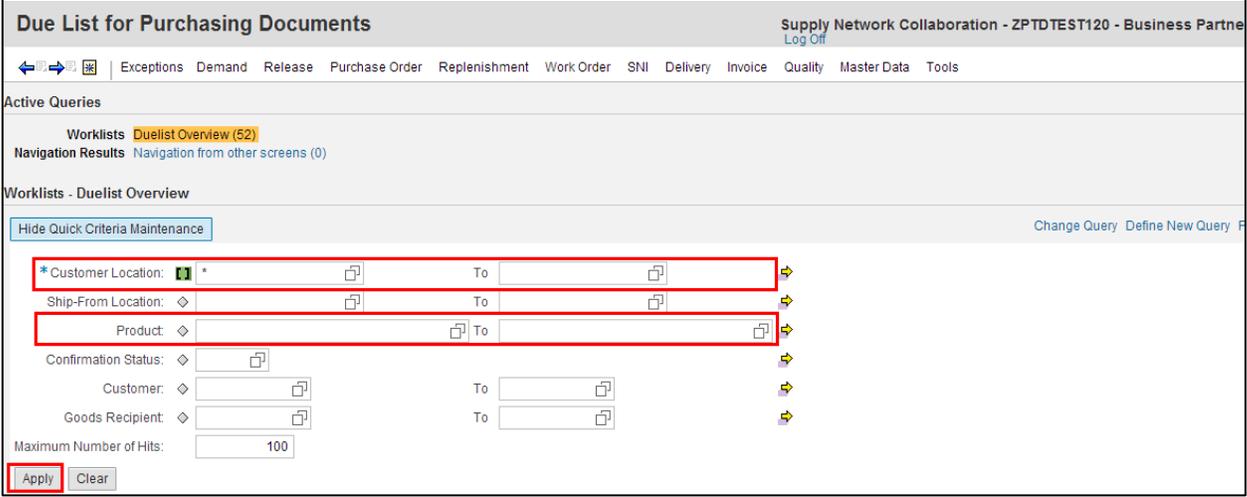**END OF DUE-LIST PROCESS**

Section-4

SNC – ASN Creation

Objective: Process to create Advanced Shipping Notifications (ASNs).

SNC ASN Maintenance – Overview

This job aid provides an overview of the process flow for creating ASNs. ASNs are key documents in the collaboration between suppliers and Pitney Bowes. A supplier uses an ASN to inform Pitney Bowes when a delivery has been sent. The ASN informs Pitney Bowes which products and quantities are in transit and the expected arrival time of the delivery.

Creating an ASN

The following are the steps involved in creating an ASN and, subsequently, an invoice:

Step	Description
1	From the Delivery menu, use the menu path *Receipts and Requirements>Due List for Purchasing Documents.*
2	The Due List of Purchasing Documents will display. • **Customer Location** will default to all locations (*); Update as needed. • The **Maximum Number of Hits** will default to 100. Update to 9999 to capture all open documents. • **Product** field will default to blank. Enter material number for ASN being created, as needed. • Click **Apply** to retrieve orders. **Note:** If the selection criteria does not display click **Show Quick Criteria Maintenance** to open. **Note:** It is a good practice to click on "**Refresh"** when going to a new screen, located on lower right of your screen. Refresh ensures the latest version is displaying.

3	• Select the item(s) for which an ASN needs to be created by clicking the grey-box on the left of the line item. • Click **Create ASN**.

*An ASN can include multiple line items. Hold down control-key and then select multiple lines.

4	The *Create ASN* screen will display. • Enter **ASN No.** (step-1) o Note: The ASN number can be 10 characters and must be unique. It is recommended that the pack slip number is used. • Review the **Delivery Date** and **Shipping Date**; update as needed. (step-2) • Review the **Quantity**; update as needed.(step-3) • *Optional*: To enter the Tracking Number, click the *Shipping Details* tab and enter the tracking number into **Bill/Lading No**. (optional) • Click **Publish ASN** to complete ASN. (step-4)

5	The Confirmation box will display.
	• Click **Yes** to save and send ASN to Pitney Bowes.

Confirmation ✕

Publish the ASN? If yes, the system will check the ASN and publish it if valid.

Yes   No
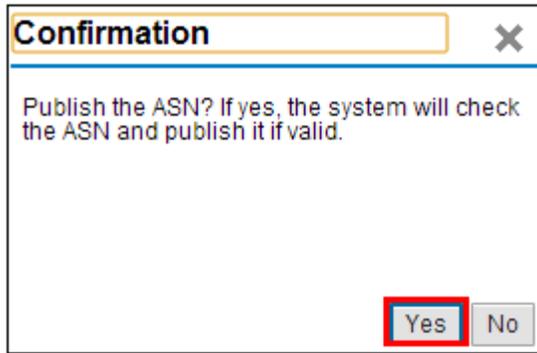
Note: Click the back arrow ⬅➡ twice on upper right of the screen to return to the Due List Report. Refresh screen.

Note: It is a good practice to click on "**Refresh"** when going to a new screen, located on lower right of your screen. Refresh ensures the latest version is displaying.

Last Refresh **01.09.2015 10:43:05 EST** Refresh

END OF ASN PROCESS
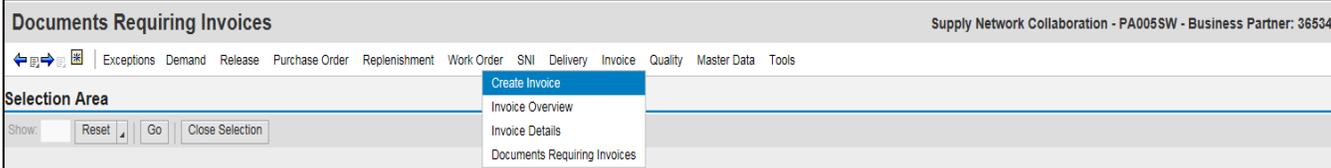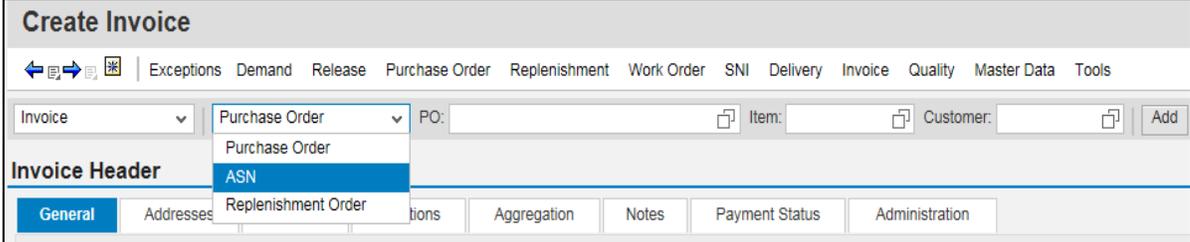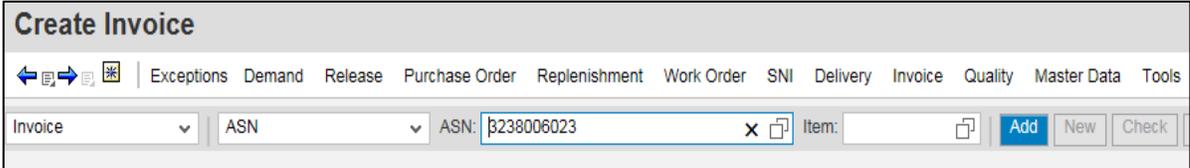
Section-5

SNC – Invoice Creation

Objective: Process to Create an Invoice

Invoice Creation Overview

This Job Aid provides an overview of the process for creating an invoice in the SNC system. Invoices are submitted to the PB payables system electronically and eliminates the need for paper invoices to be mailed to Pitney Bowes' Accounts Payable. Suppliers can create an invoice for a valid scheduling agreement or purchase order item by using an associated advanced shipping notification as a reference document

Invoice Creation

The following are the steps involved in creating an invoice:

Step	Description
1	From the Invoice menu, click **Create Invoice**
2	Select ASN from the drop down list: Enter or select the ASN number and click on Add: Note: One or more ASNs can be selected for invoice processing.

| 3 | Create Invoice screen displays.
• Enter the **Invoice Number.**
• Review the **Quantity** and **Price**.
• Where applicaple - enter tax (VAT)
• Click **Publish** to complete the invoice. |
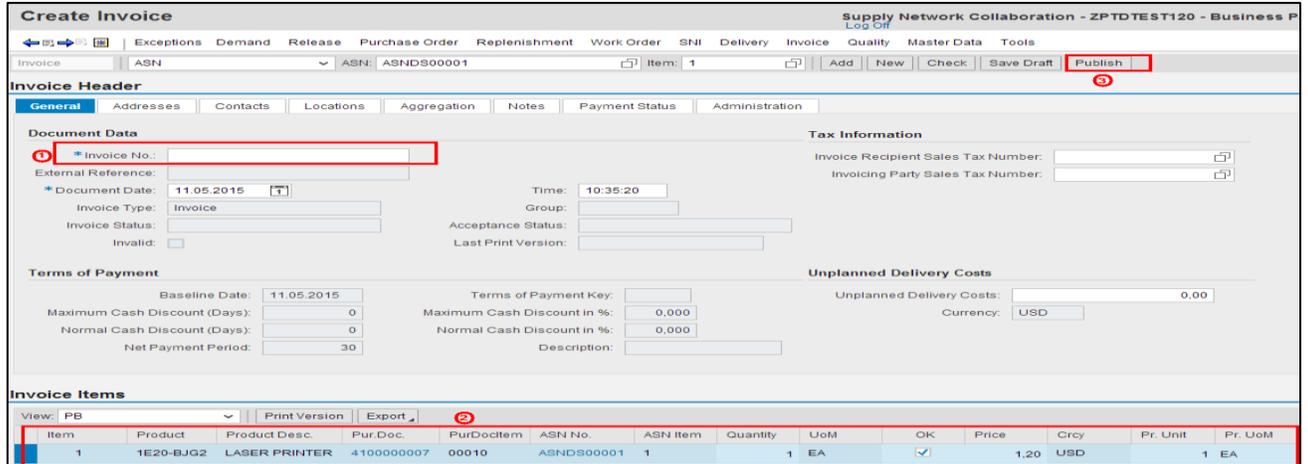
Where Applicaple: Entering VAT
Scroll to the right and enter total tax in **Tax Amt** field

Price	Crcy	Pr. Unit	Pr. UoM	Gross	Net	Tax Amt	Tax Code	Tax Code Desc.
7.74	GBP	1	EA	77.40	77.40	0.00	V2	GBTax code

Invoice Complete.

Note: Notice of a successful invoice creation will display on top left of screen. The invoice has now been sent to Pitney Bowes' Accounts Payable for processing.

Note: To view Invoice Status, click on Invoice, Invoice Overview.
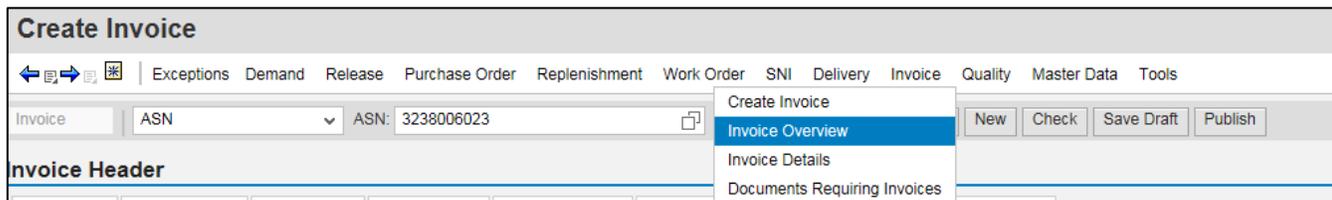
END OF INVOICE PROCESS

Section-6

SMI – Supplier Managed Inventory

**Objective:** Interpret SMI Replenishment Monitor and Create Replenishment Plan

Supplier Manager Inventory – Overview

This job aid provides an overview of planning using Supplier Managed Inventory (SMI)/ Replenishment Monitor with SAP SNC. The basis of SMI revolves around providing the supplier information about Pitney Bowes' dependent demand, the current stock level, the minimum stock (safety stock), and the maximum stock levels allowed. Based on this information the supplier can plan the deliveries through Advanced Shipping Notifications (ASN).

The supplier can view this information through the SMI monitor which shows the demand, the min/max stock levels and the projected stock levels based on the demand. The supplier can then enter planned receipts – to see the effect on the proposed stock levels. Alternatively, they can ask the system to suggest planned receipts as well.

SNC SMI Planning Process

The following are the steps involved in planning with SMI:

Step	Description
1	From the menu goto *Replenishment> SMI Monitor>SMI Details*. Enter Selection Criteria, then select **Go** button

2	The SMI details will display.
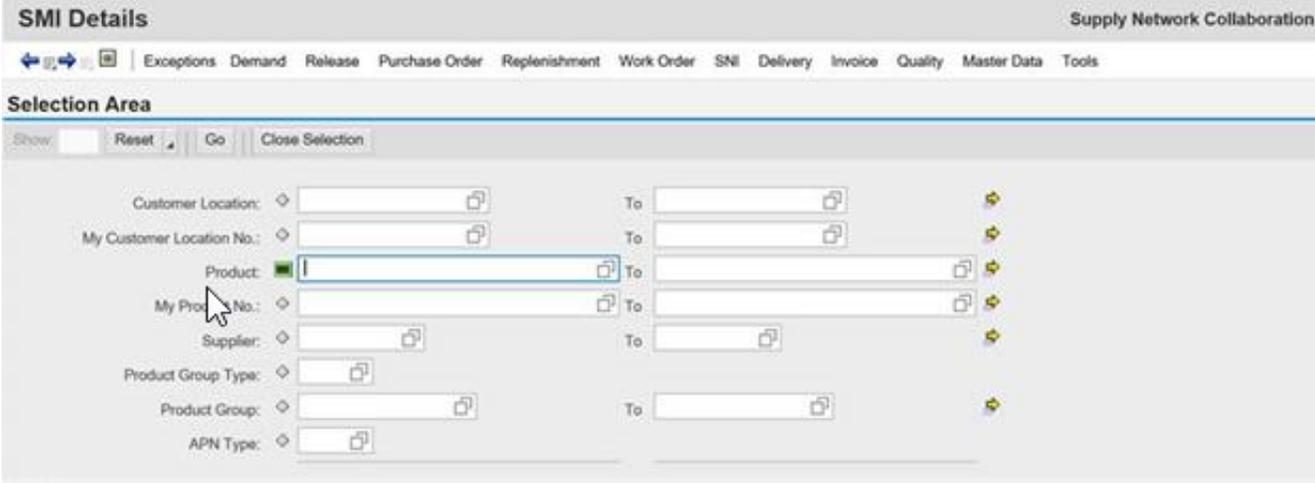
The SMI details will display.
- Suppliers should plan to keep projected stock between minimum and maximum stock levels.
- The formula for projected stock is:
  - (Stock on hand +*plus* Receipts) -*minus* Demand =*equals* projected stock on a given day
- To enter or propose planned receipts, choose '**SMI Ship From Location' Grid Arrangement** from the dropdown.

3	Enter Planned Receipts.

Enter Planned Receipts.
- Manually
  - Enter planned receipts and click **Enter** on your keyboard so that the projected stock is updated to consider newly entered planned receipts.
  - Click **Save** to save planned receipts.

- Propose Planned Receipts
  - Click **Propose Planned Receipts** option for the system to propose planned receipts.
    - Note: Propose planned receipts will propose planned receipts so that projected stock will reach maximum stock limit
  - Click **Save** to save planned receipts.

4	New "planned receipts" will calculate and update the "projected stock" (note this is green in the example below)

Note: This view can be exported by clicking **Export**.
Key figure values are displayed in periods set in **Time Buckets Profile**.

5	**Time Bucket Settings**
	• Time Buckets Profile can be updated/set by clicking **Time Buckets Profile** or using the menu path *Replishment>SMI>Time Buckets Profile*.
	    o **No. of Weeks** is the number of weeks to display in days.
	    o **No. of Months** is the number of months to display in weeks.
	    o **No. of Years** is the number of years to display in months.
	    o **Offset** is the number of days in the past.

Planned Receipts:
The following are the steps involved in downloading planned receipts in SMI:

Step	Description
1	To download planned receipts, follow the menu path *Tools>File Transfer>Download Center(External User).* • The *Download Center* screen is displayed. • Select **Create**.
2	• Enter 'PB' in the **Customer** field. • Click **Next**.
3	• Select **SMI Planned Receipts** from the dropdown. • Click **Next**.
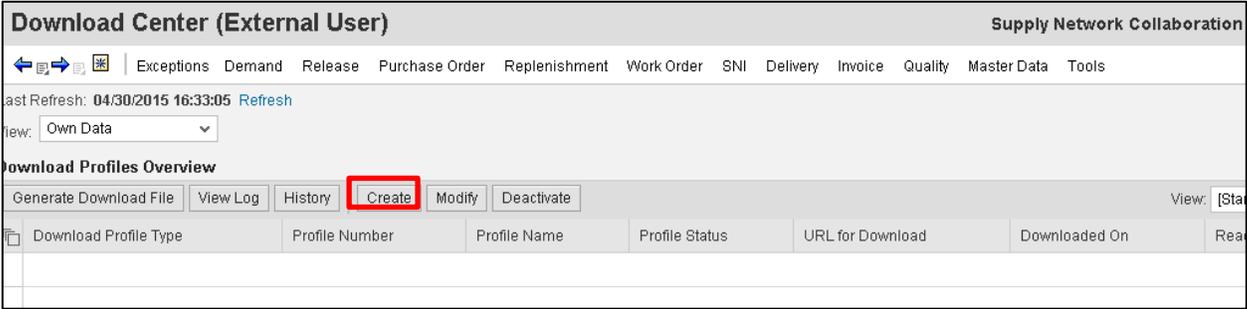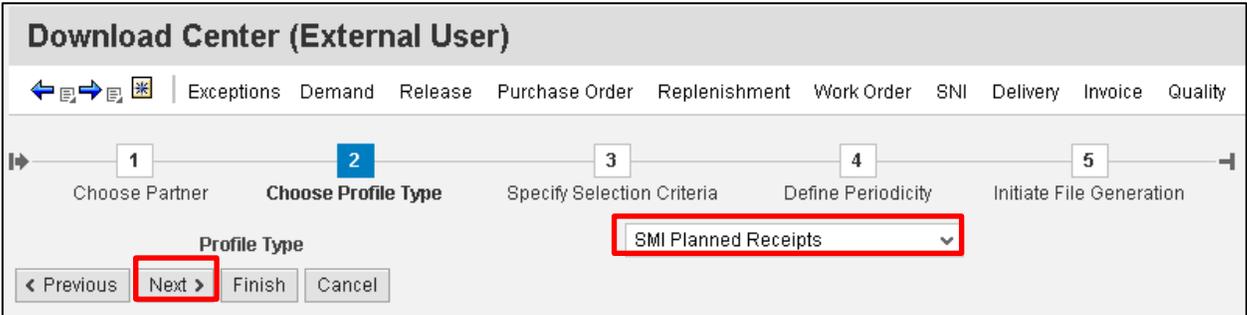
4	• Enter selection (PB Plant or Product). o Note: All products data is downloaded if no selection is maintained at this step. • Click **Next**.
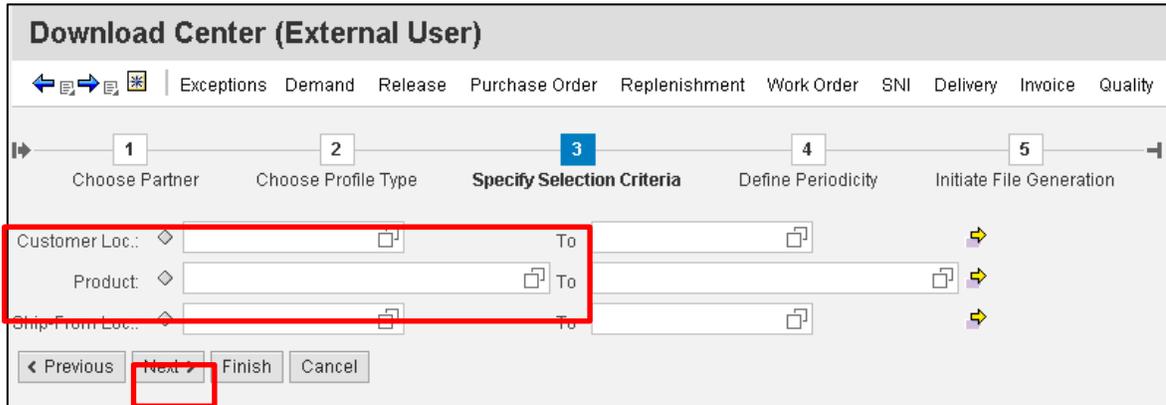
5	• Select **Choose Every day at this time** from the Periodicity dropdown. • Click **Next**.
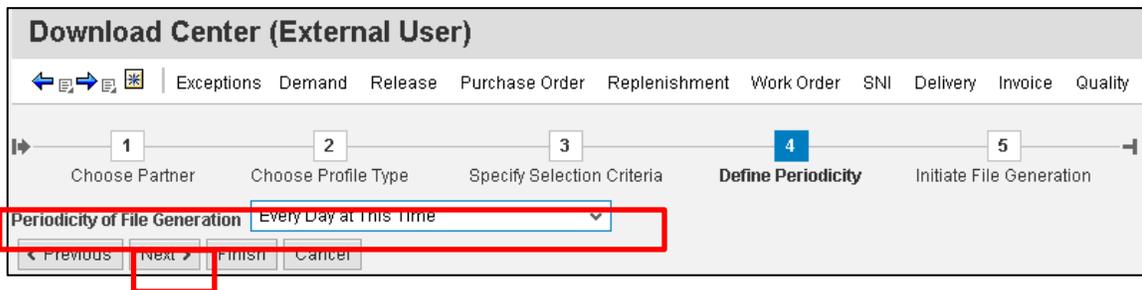
6	• Enter **Profile Name**
	• Select **Pick Up in Download Center** to access this from Download Center.
	    o **Note:** This can be sent as an attachment in email by selecting **Deliver as Attachment.**
	    o **Note:** This can be sent as a link in an email by selecting **Link to Document**.
	• Select **Finish.**

7	The *Download Center* screen is displayed with the profile.
	Note: The file is available for download since **Pick Up in Download Center** was selected. Click **Click Here to Download**. Save the file. The file can be downloaded from the Download Center.

The following are the steps involved in <u>UPLOADING</u> planned receipts:

Step	Description

Step 1

- Open the downloaded file.

Interface SMIPLR
Owner Pa 106061
Partner: PBUSA
Selection 23
Selection SMI
Created B NEX08VI
Created O 04/30/2015 16:57:28 EST

PRODUCT	CUST_LOC	KPRM	KPRMDES	SHIPFROM	EDITABLE	PERID0	PERID1	PERID2	PERID3	PERID4	PERID5	PERID6	PERID7	PERID8	PE
Product	Customer	Key Figure	Key Figure	Ship-From	Editable L	01/20/201	########	5/1/2015	5/2/2015	5/3/2015	5/4/2015	5/5/2015	5/6/2015	5/7/2015	5/
787-D	1001	DEMAND	Demand			2.083									
787-D	1001	AVGDEMA	Average Demand												
787-D	1001	PLANSHIP	Planned Receipts - Aggregated					10	20	30					
787-D	1001	PLANSHIP	Planned R	106061				10	20	30					
787-D	1001	PLANSHIP	Planned R	106061	X										
787-D	1001	URPLANSI	Raw Net Demand												
787-D	1001	INTRANSI	In-Transit Quantity - Aggregated												
787-D	1001	INTRANSI	In-Transit	106061											
787-D	1001	PROJSTOC	Projected Stock			-1.502	-1.502	-1.492	-1.472	-1.442	-1.442	-1.442	-1.442	-1.442	
787-D	1001	DAYSOFSU	Days' Supply												
787-D	1001	MINPROP	Minimum Proposal			1.512	1.512	1.502	1.482	1.452	1.452	1.452	1.452	1.452	
787-D	1001	MAXPROP	Maximum Proposal			1.602	1.602	1.592	1.572	1.542	1.542	1.542	1.542	1.542	

Step 2

- Update **Ship From Location** field to add leading zeros (total 10 characters) when numeric
- Update Planned Receipts in row marked with 'X' on time buckets.

Interface SMIPLR
Owner Pa 106061
Partner: PBUSA
Selection 23
Selection SMI
Created B NEX08VI
Created O 04/30/2015 16:57:28 EST

PRODUCT	CUST_LOC	KPRM	KPRMDES	SHIPFROM	EDITABLE	PERID0	PERID1	PERID2	PERID3	PERID4	PERID5	PERID6	PERID7	PERID8	
Product	Customer	Key Figure	Key Figure	Ship-From	Editable L	01/20/201	########	5/1/2015	5/2/2015	5/3/2015	5/4/2015	5/5/2015	5/6/2015	5/7/2015	
787-D	1001	DEMAND	Demand			2.083									
787-D	1001	AVGDEMA	Average Demand												
787-D	1001	PLANSHIP	Planned Receipts - Aggregated					10	20	30					
787-D	1001	PLANSHIP	Planned R	106061				10	20	30					
787-D	1001	PLANSHIP	Planned R	000010606	X							50	80	90	
787-D	1001	URPLANSI	Raw Net Demand												
787-D	1001	INTRANSI	In-Transit Quantity - Aggregated												
787-D	1001	INTRANSI	In-Transit	106061											
787-D	1001	PROJSTOC	Projected Stock			-1.502	-1.502	-1.492	-1.472	-1.442	-1.442	-1.442	-1.442	-1.442	
787-D	1001	DAYSOFSU	Days' Supply												
787-D	1001	MINPROP	Minimum Proposal			1.512	1.512	1.502	1.482	1.452	1.452	1.452	1.452	1.452	
787-D	1001	MAXPROP	Maximum Proposal			1.602	1.602	1.592	1.572	1.542	1.542	1.542	1.542	1.542	

3	• Save the file in .csv format to your local drive • Follow the menu path *Tools>File Transfer>Upload Center (External User)* • The *Upload Center* screen is displayed. **Upload Center (External User)** Supply Network Collaboration Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools Last Refresh: **04/30/2015 17:07:30** (EST, 0 seconds ago) Refresh View: My Business Partner's Data **Upload Profiles Overview** Upload	View Log	History	Create	Modify	Deactivate View: [Sta Type	Profile Number	Name	Status	Posted On	Uploaded On	URL to View File Click **Create**.
4	• Enter **Profile Name**. • Choose **SMI Planned Receipts** as Object Type. • Enter **PB** as Customer • Click **Browse** to select the file. • Click **Save**. **Upload Center (External User)** Supply Networl Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools Last Refresh: **04/30/2015 17:11:51** (EST, 0 seconds ago) Refresh View: My Business Partner's Data **Upload Profiles Overview** Upload	View Log	History	Create	Modify	Deactivate Type	Profile Number	Name	Statu **Create Upload Profile** ＊Profile Name: [ ] Object type: SMI Planned Receipts Supplier: 106061 ＊Customer: [ ] Supplier User: NEX08VI File to Upload: [ ] Browse... Save	Cancel

Planned receipts are updated in SMI when the status shows **Ready**.

The same profile can be used to upload new files by clicking Upload.

END OF SMI PROCESS

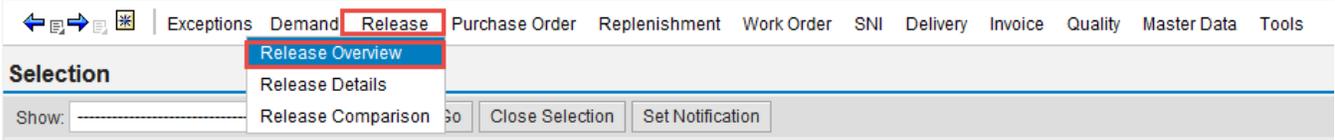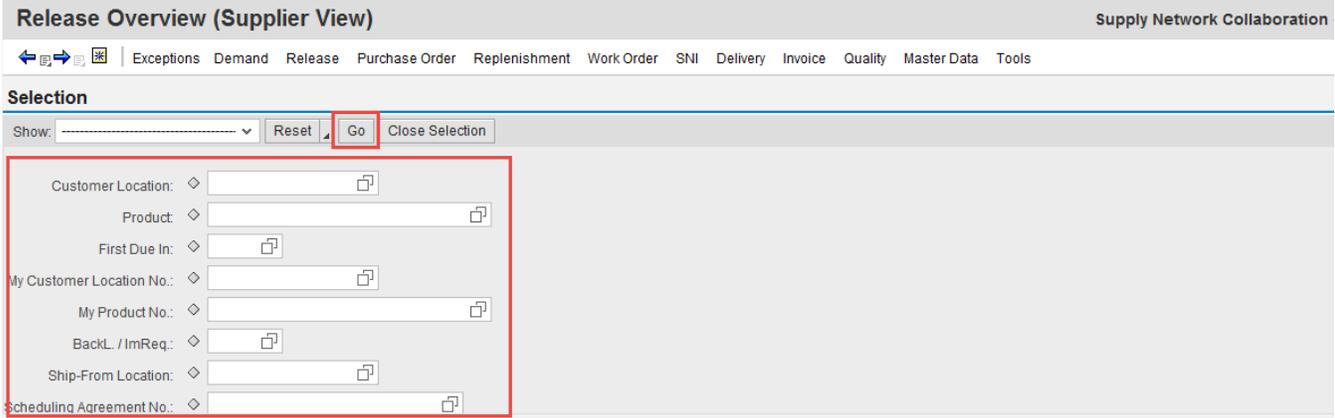# Section-7

Scheduling Agreements

Objective: Scheduling Agreement Overview and Details views

Scheduling Agreement – Overview

This job aid provides an overview of how to access Scheduling Agreements and order details within SAP SNC. .

Purchase Order Worklist

The following are the steps involved in managing the Purchase Order Worklist:

Step	Description
1	From the menu bar, use the path Release -> Release Overview
2	Enter selection criteria as required. Click **Go**.

3	Scheduling Agreement Releases will display

4	Select Scheduling Agreement by clicking the box to the left of the order number, then **Details** button to display details

5	Details of selected Scheduling Agreement will display

6	Note the "Commitment Level" of the scheduled delivery;
	• <u>Production and Material Go-Ahead</u> = This is a firm order, build and ship according to the delivery-date and quantity listed *unless managing materials using SMI*.
	• <u>Material Go-Ahead</u> = *If authorized by PB Procurement*, the material go-ahead status allows for the purchase of materials but not to build as dates and quantities may change.
	• <u>Forecast</u> = Forecast line for informational purposes only.

Release History - Product R700066 (Scheduling Agreement 5500020417 Item 10) Ship-To Location : 1040

Display SL | Print | Acknowledge | Reject | Compare Releases | Notes | Related ASNs | Due List | R/R List

View: [Standard View] ∨ | Print Version | Export

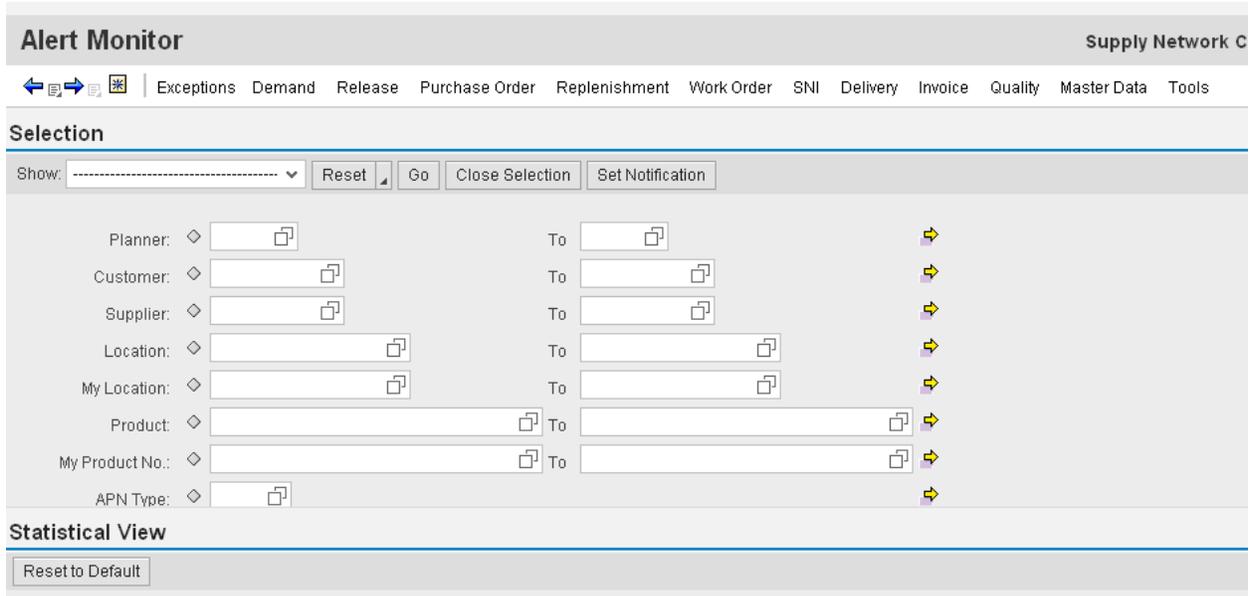| Period	Shipping Date	Delivery Date	Schedule Line Quantity	Due Quantity	UoM	Commitment Level	Cml. Sched. Qty	Change No.	Notes
Day	01.04.2016	01.04.2016		142	142 EA	Production and Material Go-Ahead	142		☐
Day	02.05.2016	02.05.2016		378	378 EA	Production and Material Go-Ahead	520		☐
Day	01.06.2016	01.06.2016		252	252 EA	Production and Material Go-Ahead	772		☐
Day	05.07.2016	05.07.2016		756	756 EA	Material Go-Ahead	1.528		☐
Day	01.08.2016	01.08.2016		500	500 EA	Material Go-Ahead	2.028		☐
Day	01.08.2016	01.08.2016		1.152	1.152 EA	Forecast	142		☐
Day	01.09.2016	01.09.2016		1.152	1.152 EA	Forecast	520		☐

END OF SCHEDULING AGREEMENT PROCESS

Section-8

Alerts – Alert-Monitor

Objective: Setting and Using Alerts

Follow menu path Exceptions – Alert Monitor


In order to use alert notification users must save selections first. This selection determines which alerts are sent in alert notification email.

To receive all alerts in email click on save button without entering any selection filters. To filter alerts enter alert types that should be displayed/emailed.

To save selection, click on dropdown icon on bottom-right corner to expand and click on "Save as".

Receive all alerts:
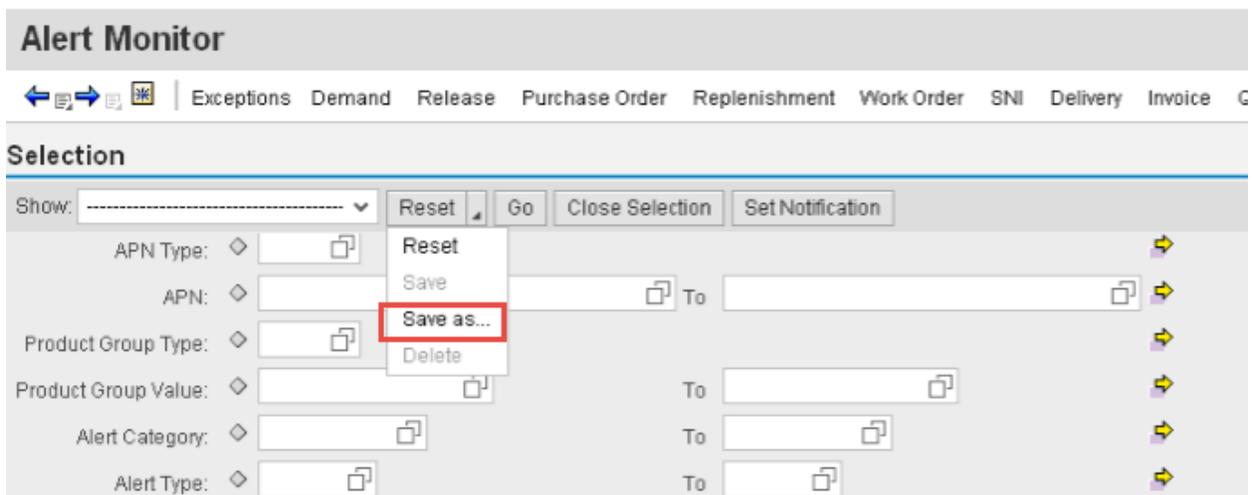
Receive New PO, change PO alerts:

Enter the following Alert Types;

- 7051 – New PO Item
- 7052 – Changed PO Item

Provide a unique name. Choose "Default" checkbox if this should be used as default selection every time alert monitor screen is called.

The dropdown User-Specific and Partner-Specific determines whether the selection can be used by other users within your organization or is the selection is only valid for your user id.
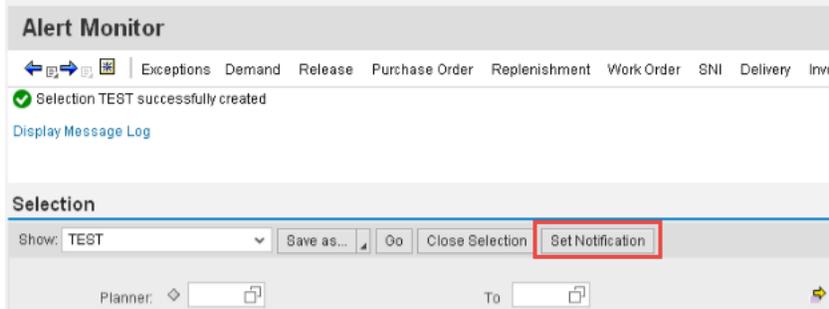

Click on Ok to save. System will display a message that selection is saved.

Now, click on Set Notification tab to create alert notification.

- Recipient Type:
  - U – User in System (Uses email address associated with the user)
  - C- Channel (Enables to enter email address and/or phone, fax numbers)

- Message Channel: Email – Email (alert management) – Choose this option for email.
- Minimum Priority: Choose 3 – information
- Immediate notification/periodic notification: Choose immediate notification to be notified immediately every time an alert is created. (For example, every time a new PO is created in SNC)
- Provide start date, time, and interval for periodic jobs.
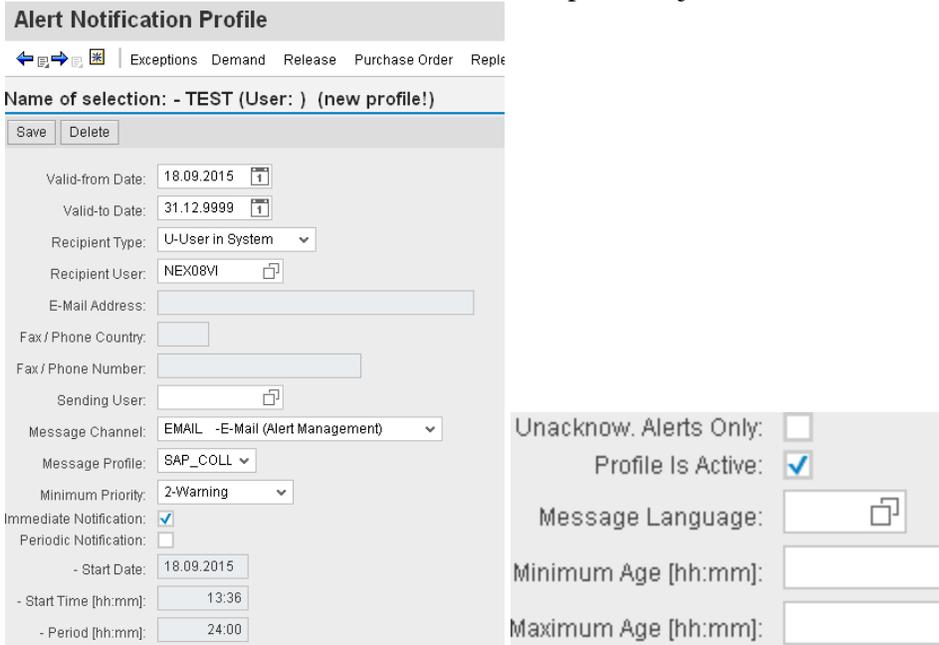
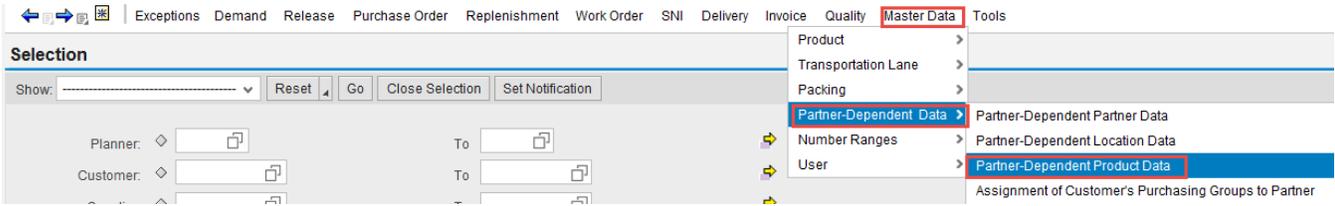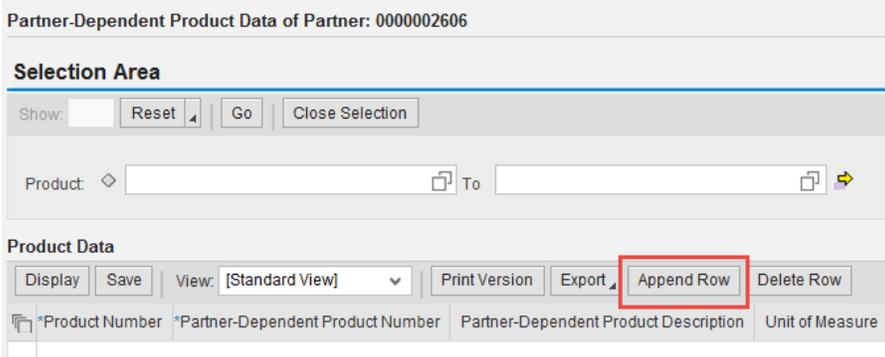**END OF ALERT PROCESS**

Section-9
Product Data (vendor part number)
Report Settings
Download/Upload Center

✓ **Objective: Product Data and Report Settings.** Here you'll also find how to add your part numbers to SNC and adjust report formats to include and exclude fields.

This job aid provides an overview of how to associate your part numbers with PB part numbers .
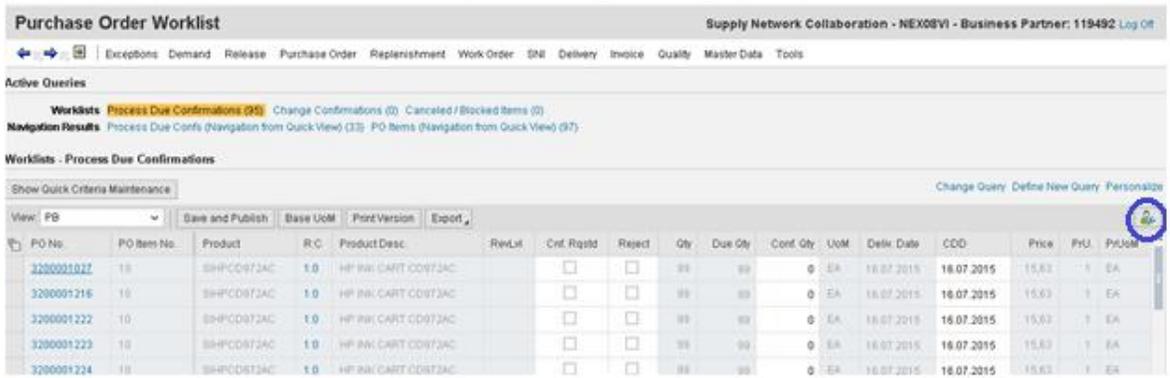
Product Data Administration (Vendor Part Numbers)

The following are the steps involved in managing vendor/customer material numbers

Step	Description
1	Vendor Material Numbers Navigation Path: Master Data > Partner Dependent Data >Partner Dependent Product Data
2	Select Append Row button

Step	Description
3	Editable row is added. In each row enter the PB part-number, then your part-number, followed by description. Unit-of-measure enter "EA", Numerator/Denominator enter "1" in each field. Click "Save".

Selection Area

Show: [ ] Reset [▾] | Go | Close Selection

Product: ◇ [   ] To [   ] ➡

Product Data

Display | Save | View: [Standard View] ▾ | Print Version | Export ▾ | Append Row | Delete Row

*Product Number	*Partner-Dependent Product Number	Partner-Dependent Product Description	Unit of Measure	Numerator	Denominator	Customer's Purchasing Group
PB-PartNumber	Vendor-PartNumber	My Material description	EA	1	1	

Step	Description
4	Repeat process to add additional parts. Click Append Row, enter data, click Save. Repeat as needed.

Product Data

Display | Save | View: [Standard View] ▾ | Print Version | Export ▾ | Append Row | Delete Row

*Product Number	*Partner-Dependent Product Number	Partner-Dependent Product Description	Unit of Measure	Numerator	Denominator	Customer's Purchasing Group
PR00`	3530E	My Material description	EA	1	1	
3C00`	176	My Material description	EA	1	1	

END OF VENDOR PART NUMBER ADD PROCESS

Report Settings

The following are the steps involved in adding or removing columns to a report.

Step	Description
1	When in any report view click on "Open Settings Dialog" (Tool) button.
2	Hidden fields are displayed on the left side, displayed fields are on the right side. To Hide fields: • Select field from 'Displayed Columns' and click on Remove button to hide fields. To Unhide fields: • Select field or fields from 'Hidden Columns' and click on Remove button to hide fields. To Change column position. • Select column and click on move up or move down buttons (Change Sequence).
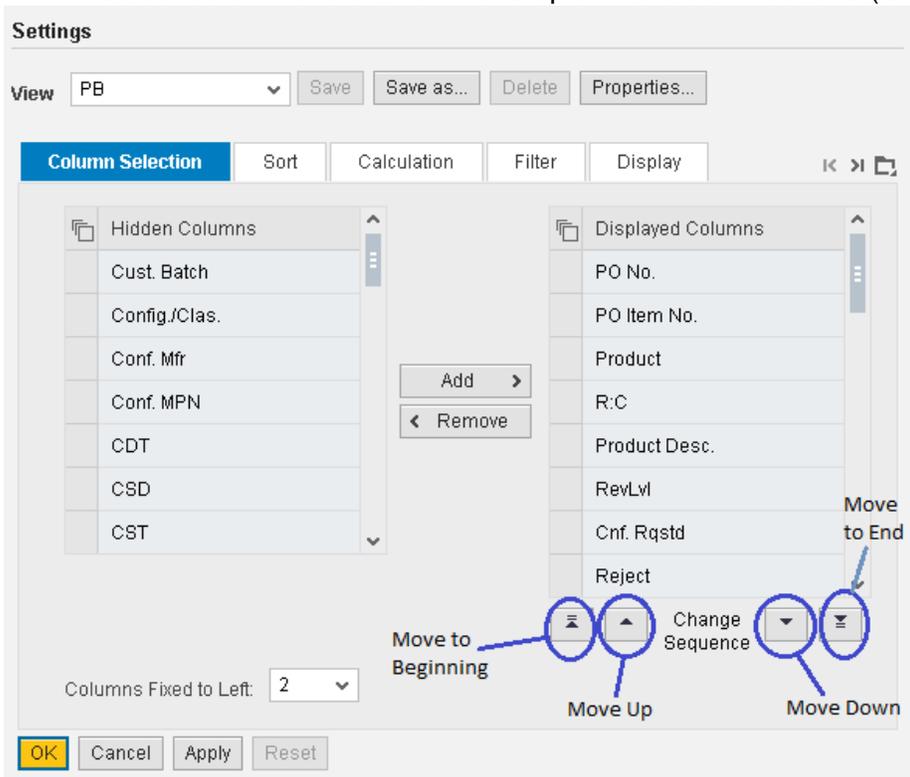
3	Print PO: • Go to PO details screen • PO Details are displayed. Click "Print" button. **END OF REPORT FORMATTING PROCESS**
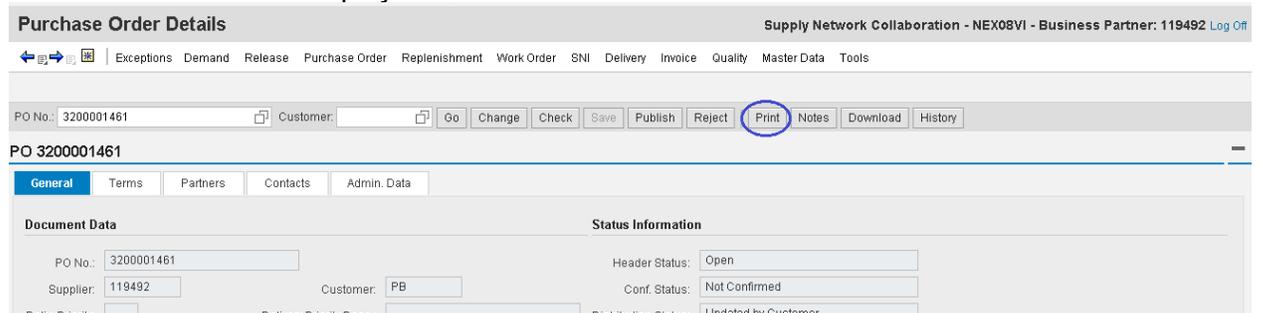
Download and Upload Center
The following are the steps involved in downloading (and uploading)information from SNC.

Step	Description
1	Go to Tools > File Transfer > Download Center (External user).
2	Download Center will display. Click "Create" button.
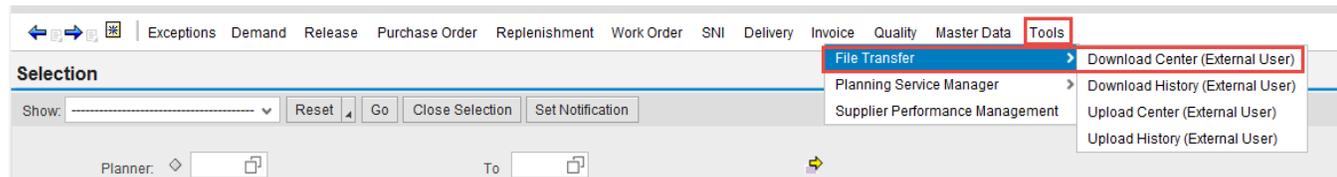
Pitney Bowes logo
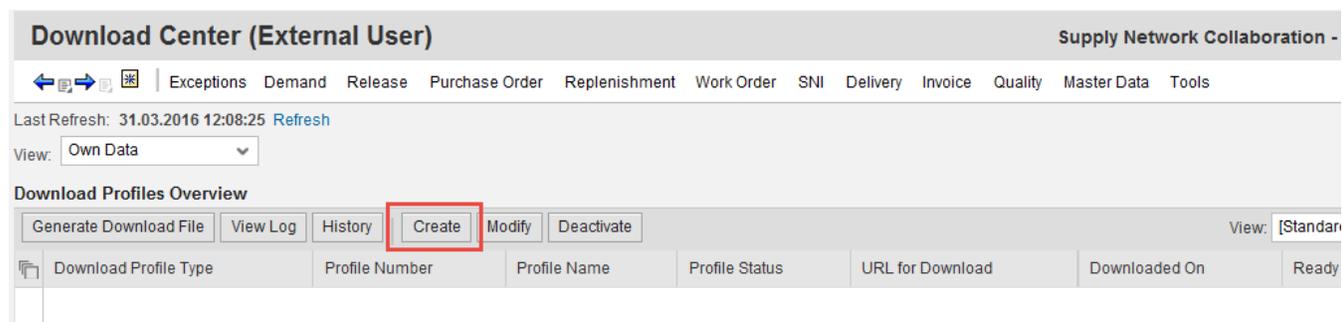
3	Select Customer "PB", then click "Next" button

4	Choose Report to Download using dropdown (in this example we will use Due-List for Purchasing Documents). Then click "Next" button.

5	Enter Selections (if needed), then click "Next"

6	Select frequency of report generation (i.e. one-time, every-day, etc). Then click "Next"

7	Enter a name for the report in the "Profile Name "field. Select Delivery type;

- o "Pick Up in Download Center" means it will be picked up within SNC
- o "Delivered as Attachment" means it will be emailed as an attachment to the email address noted in the "E-Mail Address" field
- o "Link to Document" means a link will be emailed to access the report within SNC

8	Click "Refresh", then "Click here to download"

9	Report will Download

10	Enter ASN Number, Ship Date. Update Means of Transportation(in this field you must leading zeros '0001) Update Quantity if needed. SAVE the file locally after updates.

11	Go to SNC Menu and access Upload Center

12	Upload Center will display, click on "Create" button

13	Enter the following;
	- "Profile Name" enter report name (any name you choose)
	- "Object Type" select from drop-down
	- "Customer" enter PB
	- Browse and select file for upload
	- Click "Save" when done

Create Upload Profile   □ ✕

* Profile Name:	My report upoad	
Object type:	Due List for Purchasing Documents ▾	
Supplier:	2606	
* Customer:	PB ⊡	
Supplier User:	DA002MO	
File to Upload:		Browse...

Save   Cancel

Due List for Purchasing Documents ▾
Due List for Purchasing Documents
Due List for Planned Receipts
Documents Requiring Invoices
Order Forecast Collaboration
Purchase Order Confirmation
SMI Planned Receipts
Supply Network Inventory
Work Order Actual Reporting

END OF DOWNLOAD-UPLOAD CENTER PROCESS