

SNC Supplier quick guide

SAP SNC Version 7.5

Revision - 4th March 2021

Approved by Kumar Sivashanmugam

Language: EN

Scope and Field of Application

This document is meant for SNC suppliers and describes the steps and procedure on how to work with SNC Forecast, PO, ASN etc. in SNC web portal.

Table of contents:

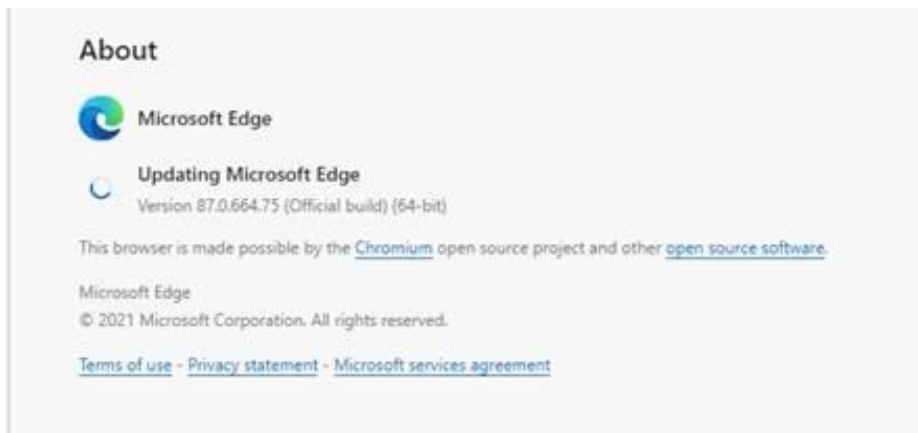
1	How do I log on?	2
2	General navigation in SNC.	3
	2.1 Quick View	3
	2.2 Navigation between Screens	5
3	Forecast	5
	3.1 How do I see Forecast	6
4	How is the normal order flow in SNC?	8
5	How to see and confirm new Orders?	9
	5.1 Confirm as requested.....	11
	5.2 What if I cannot confirm as requested.....	11
	5.3 To View the Approval Status of PO's which are not confirmed as requested.....	14
	5.3.1 How to reconfirm purchase orders rejected by planners.....	14
	5.4 How to change order confirmation for already confirmed PO.....	17
	5.5 What to do when there is Price Variance	18
	5.6 How to check the drawing number of a specific product in PO.....	18
	5.7 How do I Print an order	19
6	How do I make Advance Shipping Notifications?	20
7	How to Cancel wrong ASN and Create new ASN?	25
8	How do I logoff from SNC ?	26

1 How do I log on?

Use the following link:

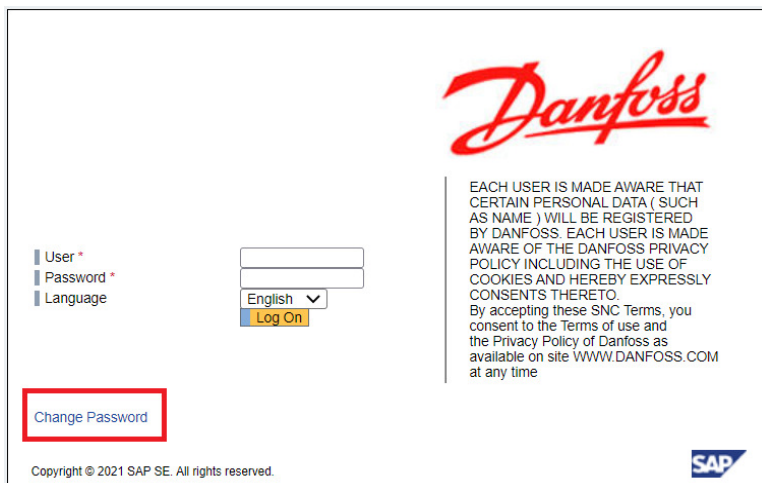
<https://suppliers.danfoss.com/> or suppliers.danfoss.com/

The recommended browser is Microsoft Edge and version as below



The SNC logon screen comes up. Read the text regarding terms for using SNC. Enter User id and password and click '**Log on**'

You can change password from this screen anytime.



Each user is made aware that certain personal data (such as name) will be registered by Danfoss. Each user is made aware of the Danfoss Privacy Policy including the use of cookies and hereby expressly consents thereto.

By accepting these SNC Terms, you consent to the Terms of use and the Privacy Policy of Danfoss as available on site WWW.DANFOSS.COM at any time

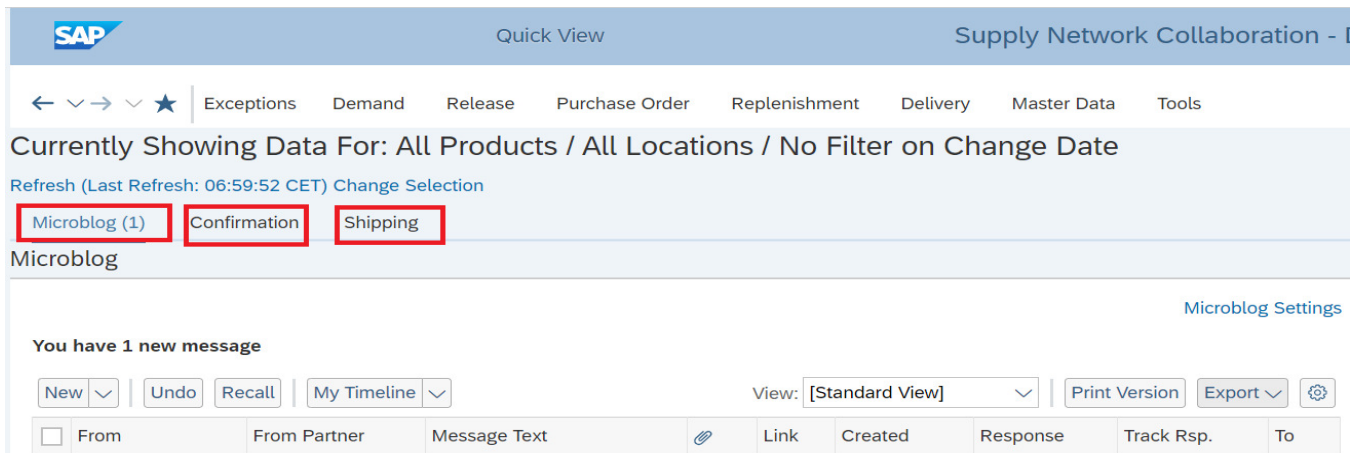
2 General navigation in SNC.

2.1 Quick View

Menu → Exceptions → Quick View.

To set as standard entry screen, press the star button in the upper left corner ★ .

When you enter SNC ‘Quick view screen’, you can see 3 tabs as standard settings done by Danfoss.

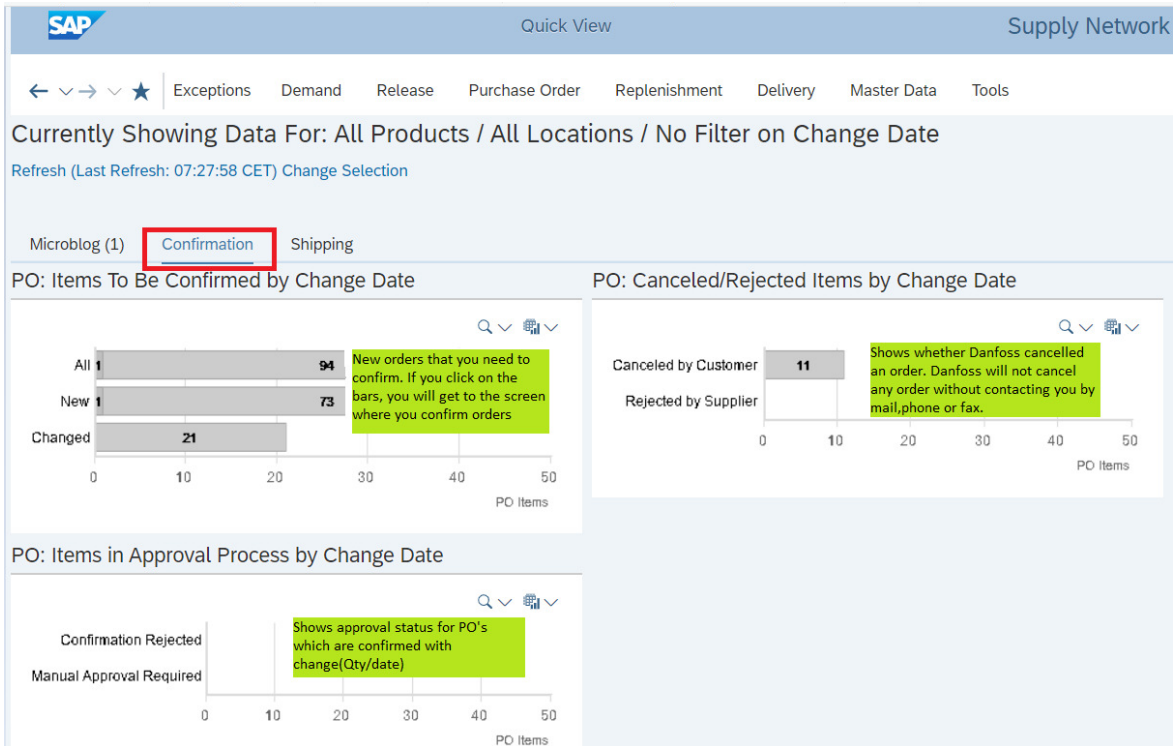


Microblog:

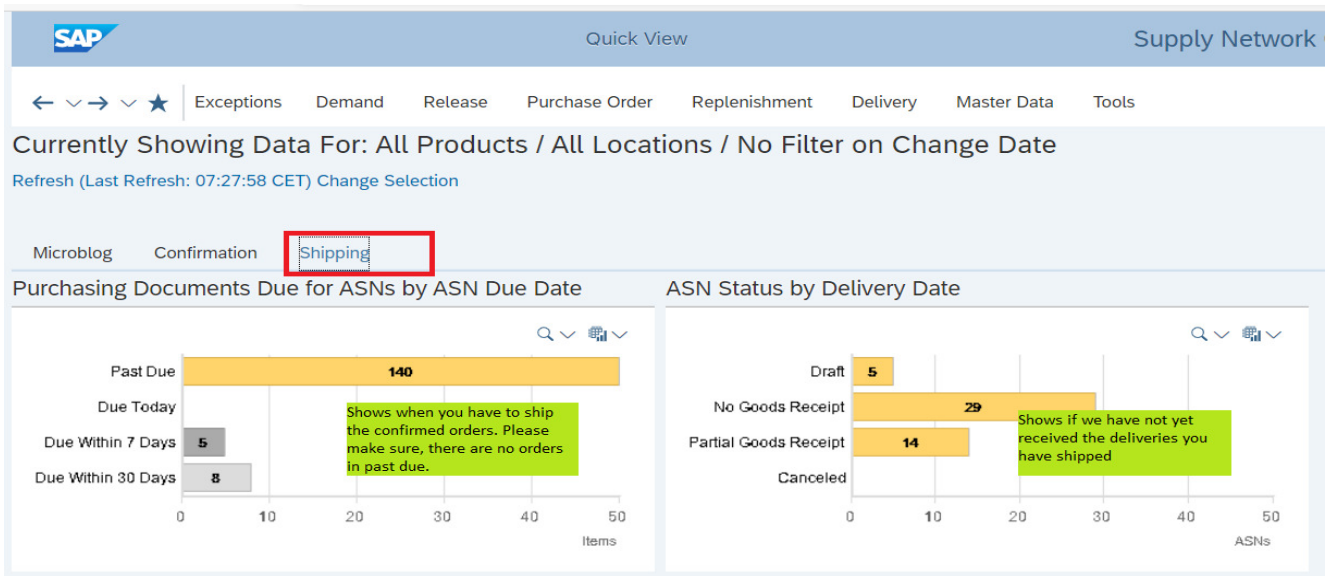
The Microblog is used to communicate short “Twitter” type messages of 140 characters or less between Danfoss and our Suppliers. Microblog will be used to send communication only from Danfoss side to suppliers. Danfoss person will mostly contact you via Email or Phone

Confirmation:

Go to next tab ‘**Confirmation**’ where you will see Purchase orders categorized into three tables as below. The green boxes explain the content of each part.

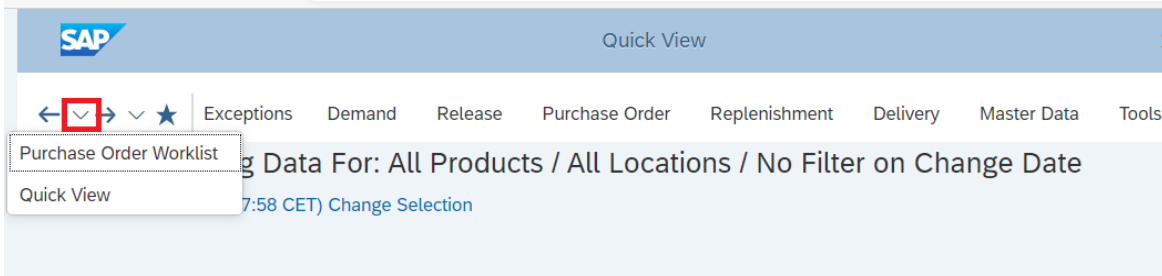


Shipping:



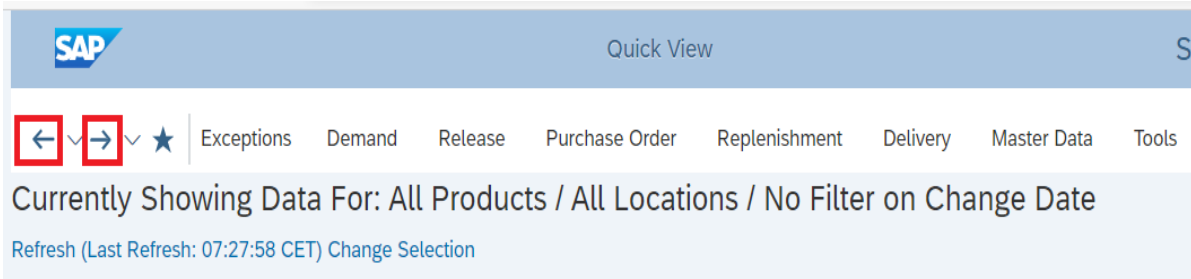
Please be aware of the “Refresh” link (here it is at the top left of the screen). SNC will only update the screens you work on if you press this link. So, if you cannot find an order or similar, you will probably have to press the “Refresh” link. This goes for all screens in SNC.

2.2 Navigation between Screens:



At any point of time, you can go to any of the previous screens by selecting the drop down next to arrow mark at the top left of Quick view.

You can also navigate to immediate previous or next screen by selecting the arrow mark as per below screen



3 Forecast

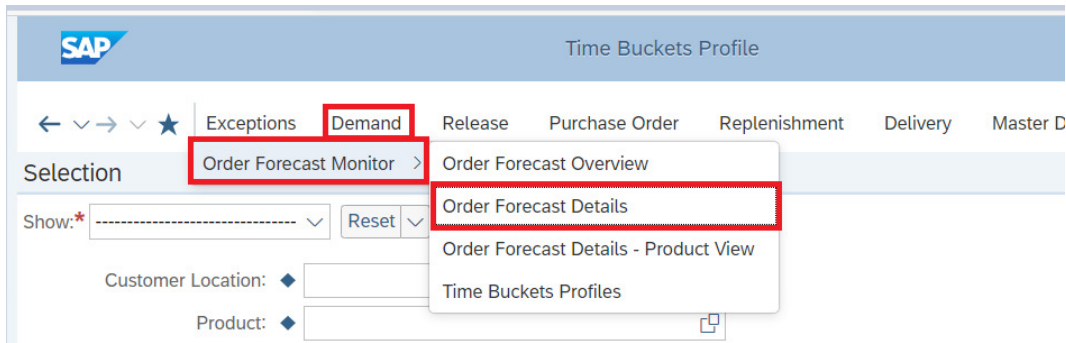
Please be aware, that forecast in SNC represents Danfoss best guess of future requirements on code number level. It changes Daily or Weekly depending on Danfoss order situation, production orders and purchase orders. It is the “raw data” from our ERP system and can contain errors. If you suspect the forecast is wrong, contact planner or purchaser for clarification.

Danfoss has a daily production planning process and normally the production forecasts are updated to SNC daily or weekly.

The first time you log on to SNC and want to see the forecasts, you have to define exactly how you want to see it. This is done by creating a forecast period (Time Buckets Profile)

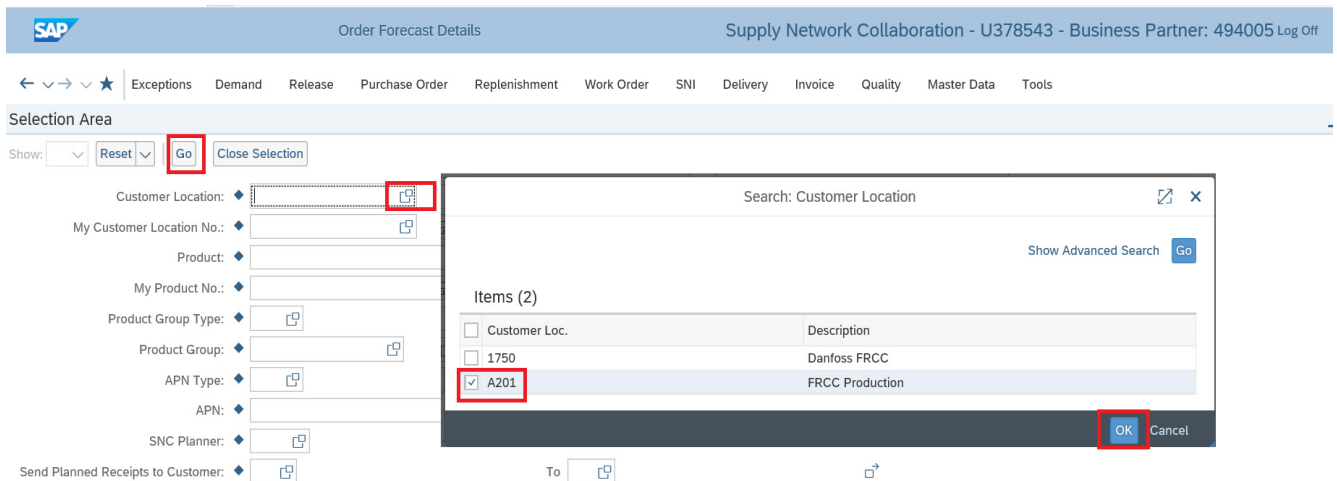
3.1 How do I see forecasts?

Select the menu Demand → Order Forecast Monitor → Order Forecast Details

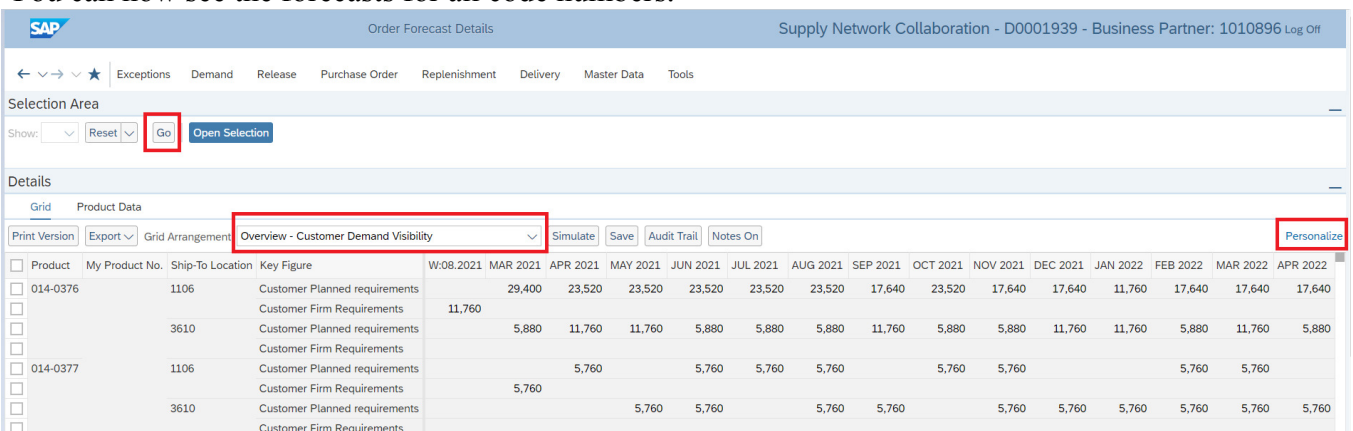


Select the Plant for which you need to view the forecast from the field “Customer location” and press the “Go” button.

Note: If you want to view forecast for all the plants together enter * key in “Customer Location” and press “Go”



You can now see the forecasts for all code numbers.



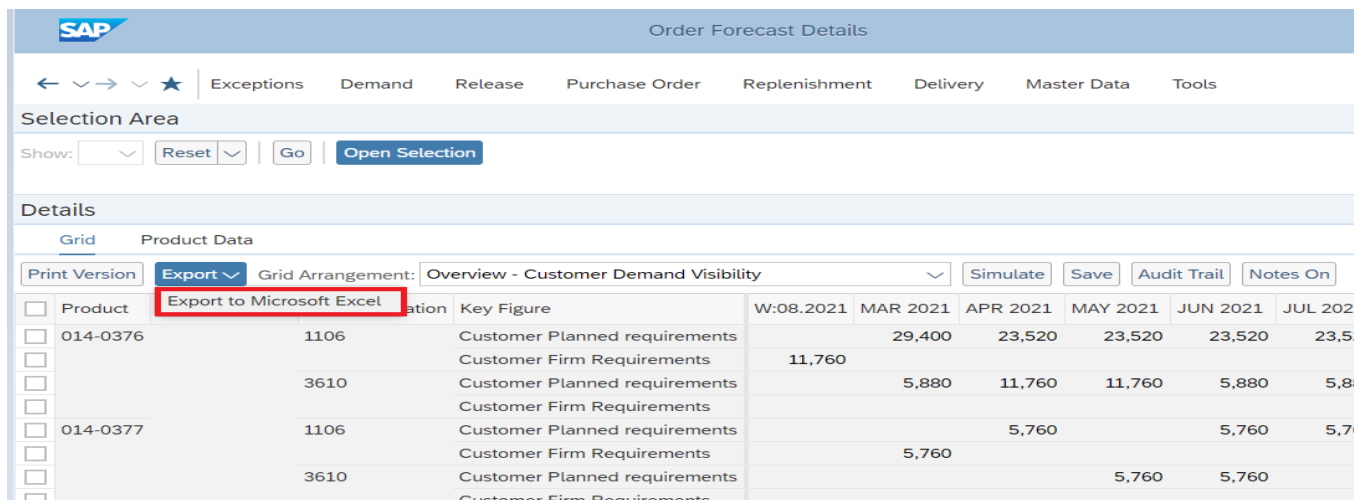
Product	My Product No.	Ship-To Location	Key Figure	W:08.2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	JUL 2021	AUG 2021	SEP 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022
014-0376	1106	Customer Planned requirements		29,400	23,520	23,520	23,520	23,520	23,520	17,640	23,520	17,640	17,640	11,760	17,640	17,640	17,640	
	3610	Customer Firm Requirements	11,760															
		Customer Planned requirements		5,880	11,760	11,760	5,880	5,880	5,880	11,760	5,880	5,880	11,760	11,760	5,880	11,760	5,880	
		Customer Firm Requirements																
014-0377	1106	Customer Planned requirements			5,760		5,760	5,760	5,760		5,760		5,760			5,760	5,760	
	3610	Customer Planned requirements					5,760	5,760		5,760	5,760		5,760	5,760	5,760	5,760	5,760	5,760
		Customer Firm Requirements																

“Customer Planned Requirements” are the forecast in the relevant time bucket.

“Customer Firm Requirements” are actual open orders – NOT FORECAST!

“**Personalize**” button at the right side above months can be used to increase or decrease the displayed rows/columns.

If you want to export the forecast to Microsoft Excel, press the button “Export” and select “Export to Microsoft Excel”.



The screenshot shows the SAP Order Forecast Details interface. The 'Export' dropdown menu is open, and 'Export to Microsoft Excel' is highlighted. The table below displays forecast data for two products, 014-0376 and 014-0377, across various months from August 2021 to July 2022.

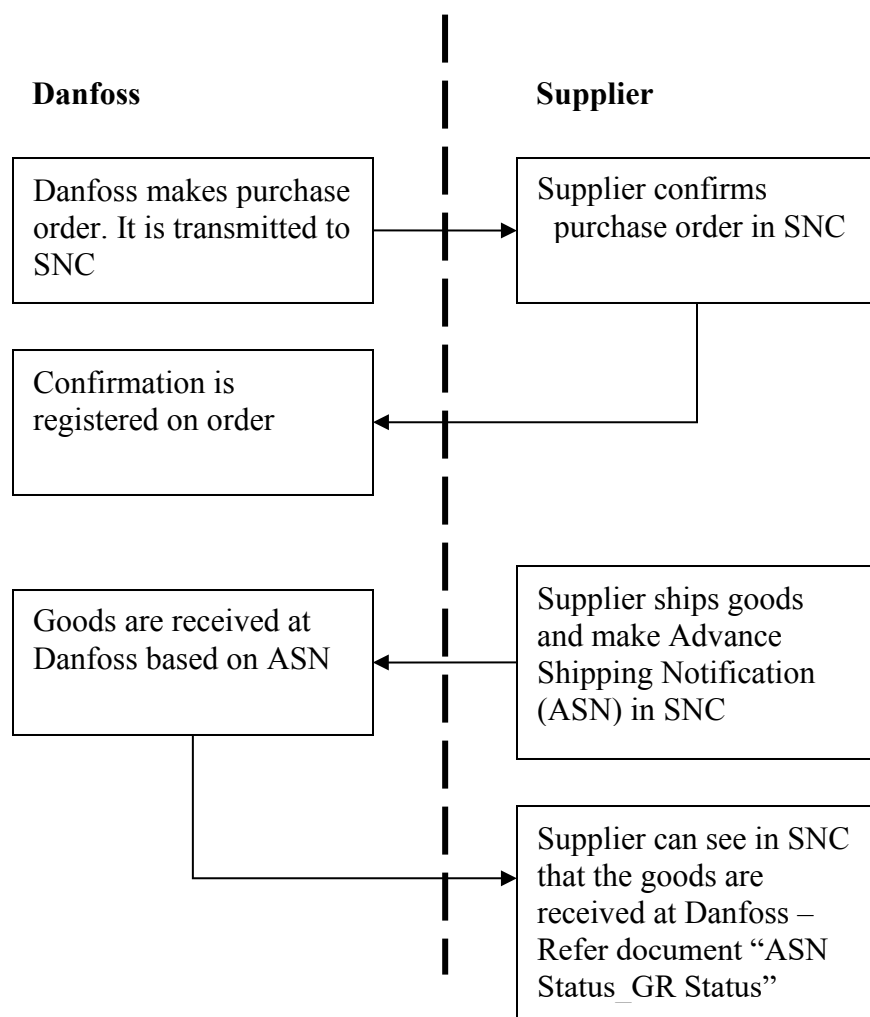
Product	Material	Key Figure	W:08.2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	JUL 2022
014-0376	1106	Customer Planned requirements		29,400	23,520	23,520	23,520	23,5
	3610	Customer Firm Requirements	11,760					
014-0377	1106	Customer Planned requirements		5,880	11,760	11,760	5,880	5,8
		Customer Firm Requirements						
	1106	Customer Planned requirements			5,760		5,760	5,7
	3610	Customer Firm Requirements		5,760				

The selected data will be extracted in .xls format and can be opened with Microsoft Excel.

Note: When you want to change the view of the forecast period, please contact your respective Danfoss planner/Buyer.

4 How is the normal order flow in SNC?

The drawing below shows the normal order flow.



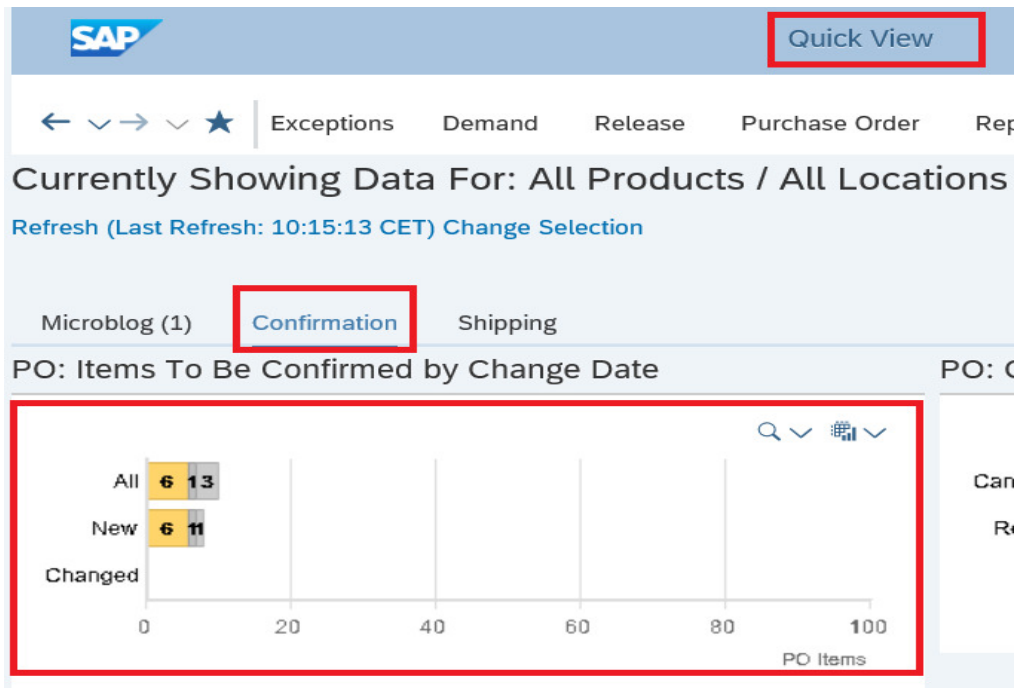
SNC provides the most updated order status. Basically, the supplier and Danfoss see the same.

Note: Please keep the initial confirmed delivery date. If not able to keep it, check the section Order Changes.

5 How to see and confirm new Orders?

There are two ways on how to view Purchase order in SNC. If you use either of the way, you will be redirected to Purchase order Worklist session. They are given below:

1. **Go to Quick view screen** → Go to 'Confirmation' tab → Click on the list of PO's available in table 'PO: Items To Be Confirmed by Change Date'



You will now get the Purchase Order Worklist screen where it is possible to download Excel sheet of the orders by pressing '**Export**' as well as confirm the PO's. If you want to filter the orders by any variable or arrange the orders to your preference, just press the column title, e.g. '**PO No.**' and choose the PO No. or the action you want the system to perform.

You can sort the orders in ascending or descending order from this menu. The same method applies in all screens in SNC that have table of variables that can be filtered:

SAP Purchase Order Worklist Supply Network Collaboration - U378543 - Business Partner: 494005 Log Off

Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools

Active Queries

Worklists Process Due Confirmations (0) Change Confirmations (1)

Navigation Results 11032019 (0) Process Due Confs (Navigation from Quick View) (4) PO Items (Navigation from Quick View) (2)

Without Category Assignment New query 1103 (0) To Be Published (0) Canceled / Blocked Items (0)

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

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

View: * UDAY [Save and Publish](#) [Base UoM](#) [Print Version](#) [Export](#)

Purchasing Group	PO No.	PO Item No.	Product	Ship-From Loc.	R:C	Cnf. Rqstd	Reject	Qty	Due Qty	Conf. Qty	UoM	CDD	Deliv. Date
Veronique Butillon	4401999637	10	5104028P01M	0001110184	1:1	<input type="checkbox"/>	<input type="checkbox"/>	880	10	870	ST	26.02.2021	26.02.2021
Veronique Butillon	4401999639	10	5104028P01M	0001110184	1:1	<input type="checkbox"/>	<input type="checkbox"/>	880	45	835	ST	26.02.2021	26.02.2021
Veronique Butillon	4401999640	10	5104028P01M	0001110184	1:0	<input type="checkbox"/>	<input type="checkbox"/>	880	880	0	ST	26.02.2021	26.02.2021
Veronique Butillon	4402000405	10	5104028P01M	0001110184	1:0	<input type="checkbox"/>	<input type="checkbox"/>	1,100	1,100	0	ST	22.03.2021	22.03.2021

Show Quick Criteria Maintenance

View: * UDAY [Save and Publish](#) [Base UoM](#) [Print Version](#) [Export](#)

Purchasing Group	PO No.	PO Item No.	Product	Ship-From Loc.	R:C	Cnf. Rqstd	Reject	Qty
Veronique Butillon			5104028P01M	0001110184	1:1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	880
Veronique Butillon			5104028P01M	0001110184	1:1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	880
Veronique Butillon			5104028P01M	0001110184	1:0	<input type="checkbox"/>	<input type="checkbox"/>	880
Veronique Butillon			5104028P01M	0001110184	1:0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1,100

Sort in Ascending Order
Sort in Descending Order
(All)
(User-Defined Filter...)
4401999637
4401999639
4401999640
4402000405

Note: If you want to search a particular PO, select “User-defined Filter” from the above screen and enter the PO number

2. Menu → Purchase order → Purchase Order Worklist

SAP Quick View

Exceptions Demand Release **Purchase Order** Replenishment

Currently Showing Data For: All **Purchase Order Worklist** Purchase Order Overview Purchase Order Details Purchase Order Item Groups

Refresh (Last Refresh: 10:15:13 CET) Change Selection

Microblog (1) Confirmation Shipping

The purchase order worklist screen will open.

Use every time the “**Refresh**” link which is on the right bottom of the page before you confirm an order

Now, Confirm the order by putting a checkmark in “Cnf. Rqstd” and press “Save and publish”. See below. The order is now confirmed as requested.

How to Confirm Purchase order in SNC

5.1 Confirm as Requested :

Confirm multiple PO lines as requested by Danfoss then click ‘**Save and Publish**’.

Note: PO lines with changes like quantity and delivery date - refer to chapter 5.1(b)

View:

Save and Publish

Base UoM

Print Version

Export

<input type="checkbox"/>	Purchasing Group	PO No.	PO Item No.	Product	Ship-From Loc.	R:C	Cnf. Rqstd
<input type="checkbox"/>	Veronique Butillon	4401999637	10	5104028P01M	0001110184	1:1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Veronique Butillon	4401999639	10	5104028P01M	0001110184	1:1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Veronique Butillon	4401999640	10	5104028P01M	0001110184	1:0	<input type="checkbox"/>
<input type="checkbox"/>	Veronique Butillon	4402000405	10	5104028P01M	0001110184	1:0	<input checked="" type="checkbox"/>

To refresh this page, go back to the quick view page and click refresh.

5.2 What if I cannot confirm as requested?

If you want to make any change of delivery date or/and quantity before confirming the PO, use any of the below two option

Option 1 is used when you don’t want to split the PO line but only Quantity/Delivery date changes need to be done.

Option 2 is used when you want to Split the PO line with multiple Delivery dates and Quantity.

OPTION 1(Not as Requested): Menu →Purchase Order → PO Worklist.

Please make sure **not** to put check mark in the field ‘Conf.Reqtd’ as you are not confirming as requested by Danfoss.

Select the PO line where you want to change delivery date / quantity and update new quantity or date or both and click on ‘Save and Publish’

View: * UDAY Save and Publish Base UoM Print Version Export

Selecting all PO lines

<input type="checkbox"/>	Purchasing Group	PO No.	PO Item No.	Product	Ship-From Loc.	R:C	Cnf. Rqstd	Reject	Qty	Due Qty	Conf. Qty	UoM	CDD	Deliv. Date
<input checked="" type="checkbox"/>	Veronique Butillon	4401999640	10	5104028P01M	0001110184	1:0	<input type="checkbox"/>	<input type="checkbox"/>	880	880	1000	ST	26.03.2021	26.02.2021
<input type="checkbox"/>	Veronique Butillon	4402000405	10	5104028P01M	0001110184	1:0	<input type="checkbox"/>	<input type="checkbox"/>	1,100	1,100	0	ST	22.03.2021	22.03.2021

OPTION 2 (Split Confirmation): Menu →Purchase Order → PO Worklist

If you want to deliver an order on two different delivery dates, then you need to split the quantity by clicking on the link **1:0** on the PO line.

View: * UDAY Save and Publish Base UoM Print Version Export

<input type="checkbox"/>	Purchasing Group	PO No.	PO Item No.	Product	Ship-From Loc.	R:C	Cnf. Rqstd	Reject	Qty
<input type="checkbox"/>	Veronique Butillon	4401999640	10	5104028P01M	0001110184	1:0	<input type="checkbox"/>	<input type="checkbox"/>	880
<input type="checkbox"/>	Veronique Butillon	4402000405	10	5104028P01M	0001110184	1:0	<input type="checkbox"/>	<input type="checkbox"/>	1,100

A new window will appear (Schedule Lines), where you have the option to create a new confirmation line by pressing the button “Confirm”.

Edit Qty and delivery date for both the lines(confirmation) shown below to make split confirmation.

Schedule Lines

Confirm

PO No.: 4401999640
 Item No.: 10
 Product: 5104028P01M
 Customer Loc.: A201
 SO No.:
 Price: 463.25 EUR
 Price Unit: 100 ST
 Approval Status:
 Item Confirmation Status: Not Confirmed

Schedule Lines

View: [Standard View]

<input type="checkbox"/>	SL No.	SL Type	Deliv. Date	Deliv. Time	Ship. Date	Ship. Time	Sched. Qty	Due Qty (Conf.)	UoM
<input checked="" type="checkbox"/>	1	Request	26.02.2021	00:00:00	25.02.2021	00:00:00	880	880	ST
<input type="checkbox"/>	0	Confirmed	26.03.2021	00:00:00	25.02.2021	00:00:00	440	0.000000	ST
<input type="checkbox"/>	2	Confirmed	26.04.2021	00:00:00	25.02.2021	00:00:00	440	0	ST

In the picture above the supplier can deliver 440 pieces on 2021.03.26 and the last 440 pieces on 2021.04.26.

Press the “Confirm” button 2 times to make 2 confirmation lines. Please be aware, that total confirmed quantity should be equal to requested quantity when you make a split.

View: * UDAY

<input type="checkbox"/>	Purchasing Group	PO No.	PO Item No.	Product	Ship-From Loc.	R:C	Cnf. Rqstd	Reject	Qty	Due Qty	Conf. Qty	UoM	CDD	Deliv. Date
<input checked="" type="checkbox"/>	Veronique Butillon	4401999640	10	5104028P01M	0001110184	1:2	<input type="checkbox"/>	<input type="checkbox"/>	880	880	880	ST	26.03.2021	26.02.2021
<input type="checkbox"/>	Veronique Butillon	4402000405	10	5104028P01M	0001110184	1:0	<input type="checkbox"/>	<input type="checkbox"/>	1,100	1,100	0	ST	22.03.2021	22.03.2021

To finish the confirmation, press the “OK” button and then in the purchase order worklist press the “Save and publish” button.

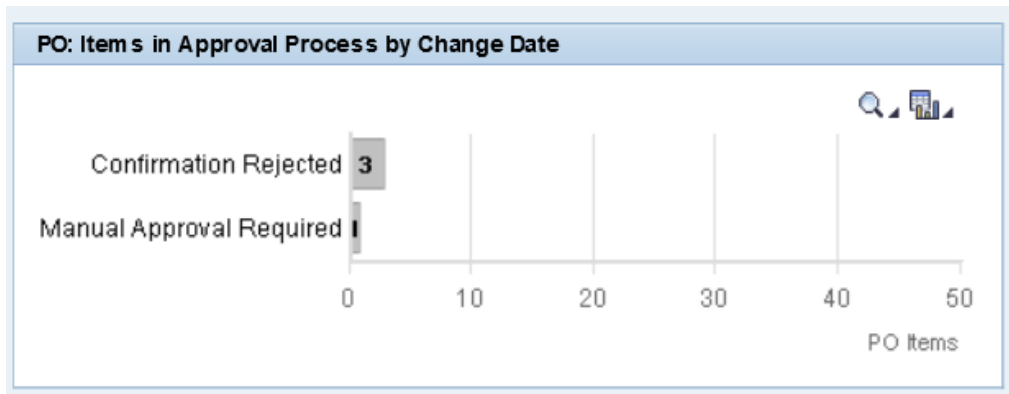
Note: Whenever a Danfoss purchase order is not confirmed as requested, it needs to be reviewed and approved by the Danfoss Planner/Buyer.

Only after the Danfoss **planner/buyer approval**, the **delivery date field changes to your Confirmed Delivery date (CDD)** and the PO will **disappear** from Quick view screen upon clicking ‘Refresh’.

<input type="checkbox"/>	Purchasing Group	PO No.	PO Item No.	Product	Ship-From Loc.	R:C	Cnf. Rqstd	Reject	Qty	Due Qty	Conf. Qty	UoM	CDD	Deliv. Date
<input checked="" type="checkbox"/>	Veronique Butillon	4401999640	10	5104028P01M	0001110184	1:2	<input type="checkbox"/>	<input type="checkbox"/>	880	880	880	ST	26.03.2021	26.02.2021

5.3 To View the Approval Status of PO's which are not confirmed as requested

You can track the approval status of the PO's which are confirmed not as requested in the table **"PO Items in approval process by Change date"** present in the confirmation tab of the quick view screen.



Manual Approval required:

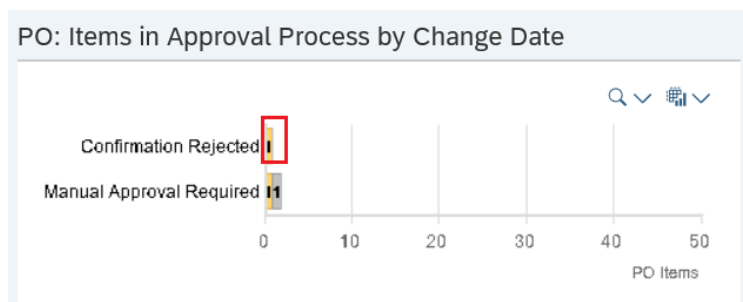
This gives the list of purchase orders which are yet to be reviewed by your Danfoss planners. If a PO is not approved for a long time, you may contact your corresponding Danfoss planner to approve the PO in SNC.

Confirmation Rejected:

This gives the list of purchase order which are reviewed and **rejected** by the Danfoss planner. Suppliers need to contact their Danfoss planners regarding these orders & must work at their end to improve the ETA (Dock date) further.

5.3.1 How to reconfirm purchase orders rejected by planners.

To reconfirm the rejected purchase order, click on the confirmation reject chart



Click on the PO which you need to re-confirm, this will open purchase order details screen.

SAP Purchase Order Worklist Supply Network

← ▾ ▹ ▹ ★ | Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice

Active Queries

Worklists [Process Due Confirmations \(0\)](#) [Change Confirmations \(1\)](#)

Navigation Results [11032019 \(0\)](#) [Process Due Confs \(Navigation from Quick View\) \(0\)](#) [PO Items \(Navigation from Quick View\) \(1\)](#)

Without Category Assignment [New query 1103 \(0\)](#) [To Be Published \(0\)](#) [Canceled / Blocked Items \(0\)](#)

Navigation Results - PO Items (Navigation from Quick View)

View: [Standard View] ▾ | [Base UoM](#) [Print Version](#) [Export ▾](#)

<input type="checkbox"/>	PO No.	PO Item No.	Item Status	Product	Total Qty	Open Qty	Received Qty
<input type="checkbox"/>	4402000808	10	Open	5104028P01M	880	880	0
<input type="checkbox"/>							

In the purchase order details screen, click “Change” button

SAP Purchase Order Details Supply Network Collaboration - U3785

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

PO No.: 4402000808 ☐ Customer: ☐ Go [Change](#) [Check](#) [Save](#) [Publish](#) [Reject](#) [Print](#) [Notes](#) [Download](#) [History](#)

PO 4402000808

[General](#) [Terms](#) [Partners](#) [Contacts](#) [Admin. Data](#)

Document Data

PO No.: 4402000808

Supplier: 494005

Deliv. Priority:

Purch.Group: CC1

Supplier Ref.:

Notes: ☒

WO Created: ☐

Customer: DANFOSS

Delivery Priority Desc.:

Order Type C.:

Customer Ref.:

QN Created: ☐

Group Indicator: ☐

Status Information

Header Status: Open

Conf. Status: Confirmed

Distribution Status: Published by Supplier

Change Status:

Chg. Distr. Status: Updated by Customer

Now go to the Item details area (bottom of the screen), You can see your current delivery date & Qty in the “**confirmed**” schedule line.

Update this delivery date or Qty with the new date (Improvised date) and click on **Publish** (top of the screen).

Purchase Order Details Supply Network Collaboration - 03/8543 - Business Partner: 494005 Log

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

PO No.: 4402000808 Customer: [] Go Display Check Save **Publish** Reject Print Notes Download History

PO 4402000808

PO Items

Confirm Reject Show ASNs Create ASN Base UoM View: [Standard View] Print Version Export

PO Item No.	Item Cat.	Item Status	Product	Total Qty	UoM	Deliv. Date	Ship. Date	Price	Crcy	PrU.	PrUoM	Notes	Conf. Status	Appr. Status
10	Normal	Open	5104028P01M	880	ST	15.03.2021	14.03.2021	463.25	EUR	100	ST	1	Confirmed	Rejected

Item 10

Schedule Lines General Product Quantities / Price Locations Partners Reference Documents Invoice Delivery

Confirm Delete Create ASN View: [Standard View] Print Version Export

SL No.	SL Type	Deliv. Date	Deliv. Time	Ship. Date	Ship. Time	Qty	UoM	Rec. Qty	Open Qty	Due Qty	Due Qty (Conf.)
1	Request	15.03.2021	00:00:00	14.03.2021	00:00:00	880	ST	0	880	880	0
2	Confirmed	15.03.2021	00:00:00	14.04.2021	00:00:00	880	ST	0	0	880	0

A Pop up window will appear as below, click on **Yes**.

Confirmation

Do you really want to publish PO?
Change may not be possible after publishing.

Yes No Cancel

Split Confirmation (If required)

If you want to split the quantity to two dates, click on the **request line (1)**, then click **confirm (2)**. A new schedule line will be created, enter your **new commit date and Qty (3)**. Then click on **publish (4)**, to finish your split confirmation.

PO No.: 4402000684 Customer: [] Go Display Check Save **Publish** Reject Print Notes Download History

PO 4402000684

PO Items

Confirm Reject Show ASNs Create ASN Base UoM View: [Standard View] Print Version Export

PO Item No.	Item Cat.	Item Status	Product	Total Qty	UoM	Deliv. Date	Ship. Date	Price	Crcy	PrU.	PrUoM	Notes	Conf. Status	Appr. Status
10	Normal	Open	5104028P01M	880	ST	15.03.2021	14.03.2021	463.25	EUR	100	ST	1	Confirmed	New

Item 10

Schedule Lines General Product Quantities / Price Locations Partners Reference Documents Invoice Delivery

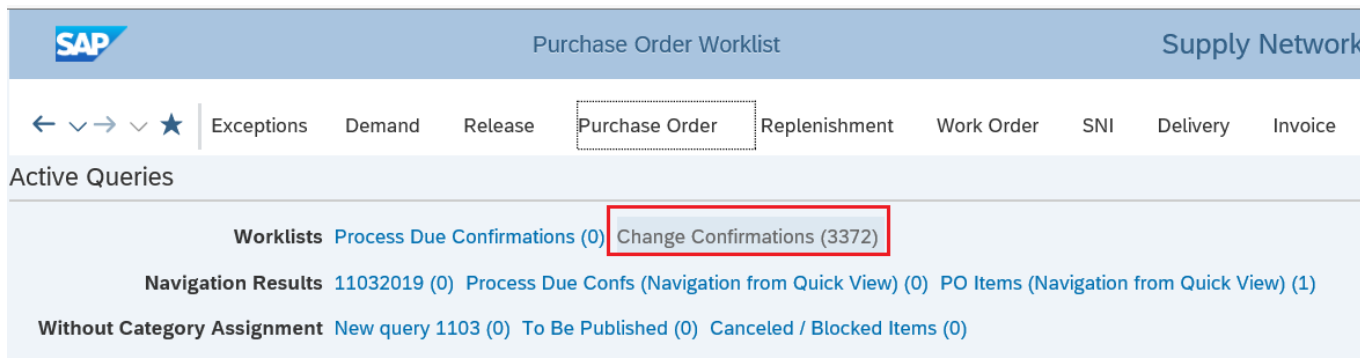
Confirm Delete Create ASN View: [Standard View] Print Version Export

SL No.	SL Type	Deliv. Date	Deliv. Time	Ship. Date	Ship. Time	Qty	UoM	Rec. Qty	Open Qty	Due Qty	Due Qty (Conf.)
1	Request	15.03.2021	00:00:00	14.03.2021	00:00:00	880	ST	0	880	880	0
2	Confirmed	15.04.2021	00:00:00	14.03.2021	00:00:00	440	ST	0	0	880	0
3	Confirmed	15.05.2021	00:00:00	14.03.2021	00:00:00	440	ST	0	0	0	0

5.4 How to Change Order Confirmation in PO which is already confirmed

Menu → Purchase Order → Purchase Order Worklist

In the Worklists Queries select **Change Confirmation** as shown below.



SAP Purchase Order Worklist Supply Network

← ▾ ▾ ▾ ★ Exceptions Demand Release **Purchase Order** Replenishment Work Order SNI Delivery Invoice

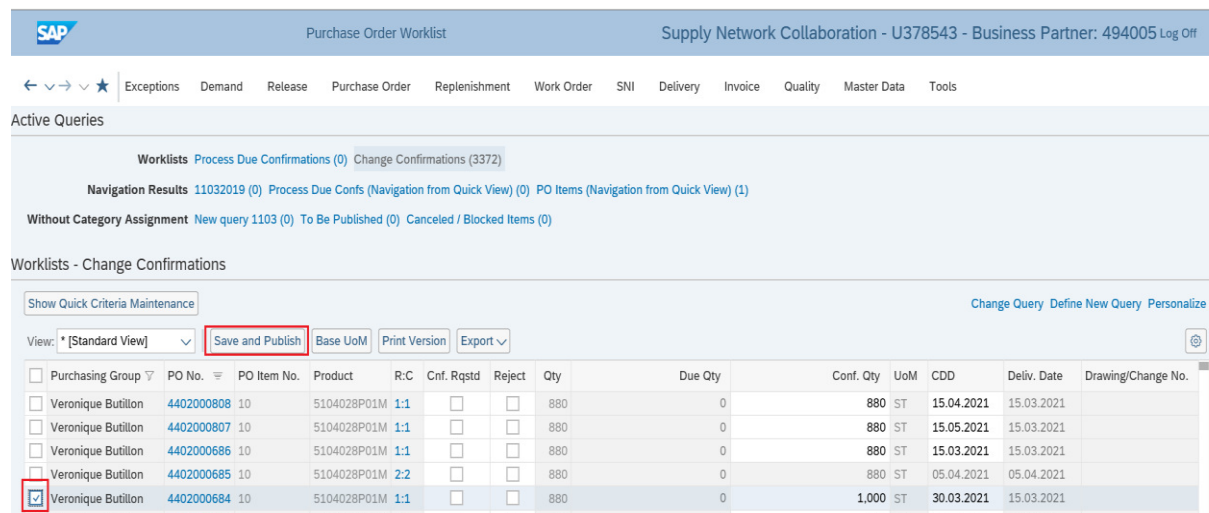
Active Queries

Worklists [Process Due Confirmations \(0\)](#) **[Change Confirmations \(3372\)](#)**

Navigation Results [11032019 \(0\)](#) [Process Due Confs \(Navigation from Quick View\) \(0\)](#) [PO Items \(Navigation from Quick View\) \(1\)](#)

Without Category Assignment [New query 1103 \(0\)](#) [To Be Published \(0\)](#) [Canceled / Blocked Items \(0\)](#)

Click the 'Refresh' button at the right bottom of the screen.



SAP Purchase Order Worklist Supply Network Collaboration - U378543 - Business Partner: 494005 Log Off

← ▾ ▾ ▾ ★ Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools

Active Queries

Worklists [Process Due Confirmations \(0\)](#) [Change Confirmations \(3372\)](#)

Navigation Results [11032019 \(0\)](#) [Process Due Confs \(Navigation from Quick View\) \(0\)](#) [PO Items \(Navigation from Quick View\) \(1\)](#)

Without Category Assignment [New query 1103 \(0\)](#) [To Be Published \(0\)](#) [Canceled / Blocked Items \(0\)](#)

Worklists - Change Confirmations

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

View: * [Standard View] **Save and Publish** Base UoM Print Version Export ▾

<input type="checkbox"/>	Purchasing Group ▾	PO No. ▾	PO Item No. ▾	Product	R:C	Cnf. Rqstd	Reject	Qty	Due Qty	Conf. Qty	UoM	CDD	Deliv. Date	Drawing/Change No.
<input type="checkbox"/>	Veronique Butillon	4402000808	10	5104028P01M	1:1	<input type="checkbox"/>	<input type="checkbox"/>	880	0	880	ST	15.04.2021	15.03.2021	
<input type="checkbox"/>	Veronique Butillon	4402000807	10	5104028P01M	1:1	<input type="checkbox"/>	<input type="checkbox"/>	880	0	880	ST	15.05.2021	15.03.2021	
<input type="checkbox"/>	Veronique Butillon	4402000686	10	5104028P01M	1:1	<input type="checkbox"/>	<input type="checkbox"/>	880	0	880	ST	15.03.2021	15.03.2021	
<input type="checkbox"/>	Veronique Butillon	4402000685	10	5104028P01M	2:2	<input type="checkbox"/>	<input type="checkbox"/>	880	0	880	ST	05.04.2021	05.04.2021	
<input checked="" type="checkbox"/>	Veronique Butillon	4402000684	10	5104028P01M	1:1	<input type="checkbox"/>	<input type="checkbox"/>	880	0	1,000	ST	30.03.2021	15.03.2021	

Now change the order confirmation as needed, select the line and click 'Save and Publish' to send the changed confirmation to Danfoss which must be approved to see back the changes in SNC.

Note: If this approved then you can see in the PO detail page, the request line delivery date or quantity will be changed as you confirmed.

Call the Danfoss respective person to approve immediately or will be approved when the planner /Buyer see the message.

5.5 What to do when there is Price Variance?

Confirm after changing the PO price

If the Purchase order price need to be changed, please contact your respective Danfoss purchaser / Inbound planner and request to change the PO price in their ERP system before confirming the order.

Once the correct price is updated, it will be immediately reflecting in SNC. After verifying the new price proceed further with the confirmation steps.
This is the recommended practice.

Confirm without changing the price (With Price variance)

Supplier should contact the responsible Danfoss Purchaser and if the price discussion takes longer time, Supplier can confirm the order, create ASN and send the Goods.
If Invoice comes with more than the PO price, then this will be taken care from Danfoss.

5.6 How to check the drawing number of the specific product in PO?

It is your responsibility as a supplier to deliver according to the correct drawing number. The drawing number can be found by clicking the PO number.

View:

UDAY

Save and Publish

Base UoM

Print Version

Export

<input type="checkbox"/>	PO No.	PO Item No.	Product	Ship-From Loc.	R:C	Cnf. Rqstd	Reject	Qty
<input type="checkbox"/>	4402000405	10	5104028P01M	0001110184	1:0	<input type="checkbox"/>	<input type="checkbox"/>	1,100
<input type="checkbox"/>	4401999640	10	5104028P01M	0001110184	1:0	<input type="checkbox"/>	<input type="checkbox"/>	880
<input type="checkbox"/>								


The purchase order detail screen will open.


If you click the “Notes” button, the purchase order notes window will open. Here you can see the drawing number.

PO No.: 4402000405 Customer:

PO 4402000405

[General](#) [Terms](#) [Partners](#) [Contacts](#) [Admin. Data](#)

Supply Network Collaboration (Supplier View) 

View: [Standard View] 

Object Desc.	Notes	Reason	Last Changed By	Last Changed At	Partner
<input type="radio"/> Notes for PO Header	Supplier:1110184		System account 17-PO	25.02.2021 11:43:57	DANFOSS
<input checked="" type="radio"/> Notes for Item 10	Document:5104028 Version number:M		System account 17-PO	25.02.2021 11:43:57	DANFOSS
<input type="radio"/> Notes for Schedule Line 1 - Item 10					

DPS Supplier can see Revision Level/Drawing No from both Purchase order details ◇ Notes as well as on “Due list for Purchasing Document” session. Path: Menu ◇ Delivery ◇ Receipts and Requirements ◇ Due list for Purchasing Document

Replenishment Work Order SNI **Delivery** Invoice Quality Master Data Tools

ons / No Filter **Receipts and Requirements** > **Due List for Purchasing Documents**

Here you can see the Revision level on the field “Drawing / Change No”

View: [Standard View]

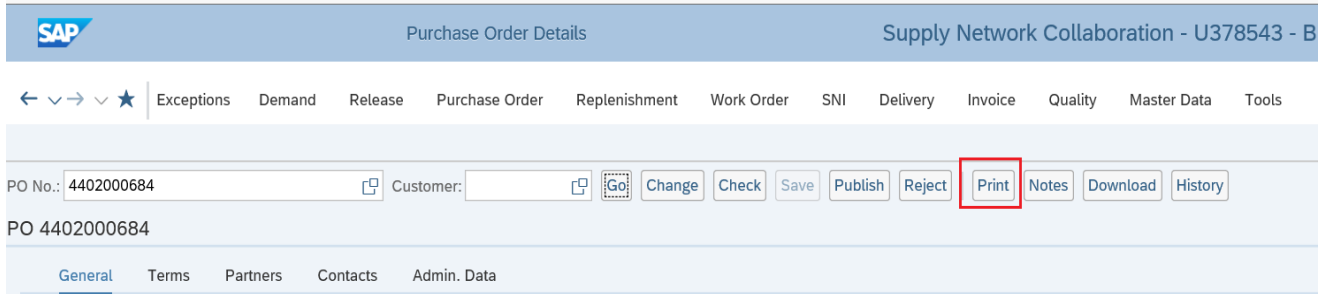
<input type="checkbox"/>	UOM	Net Price	Price Unit	Currency	Delivery Date	Ship-To Location	Storage Location	Drawing / Change No.	Customer Location
<input type="checkbox"/>	PC	1.058,84	1	DKK	2019.02.04	1201	Qual.SteeringL16	DD034697, D, 1	1201

5.7 How do I Print an order?

Use either option 1 or option 2 at your convenience to print out an order.

OPTION 1:

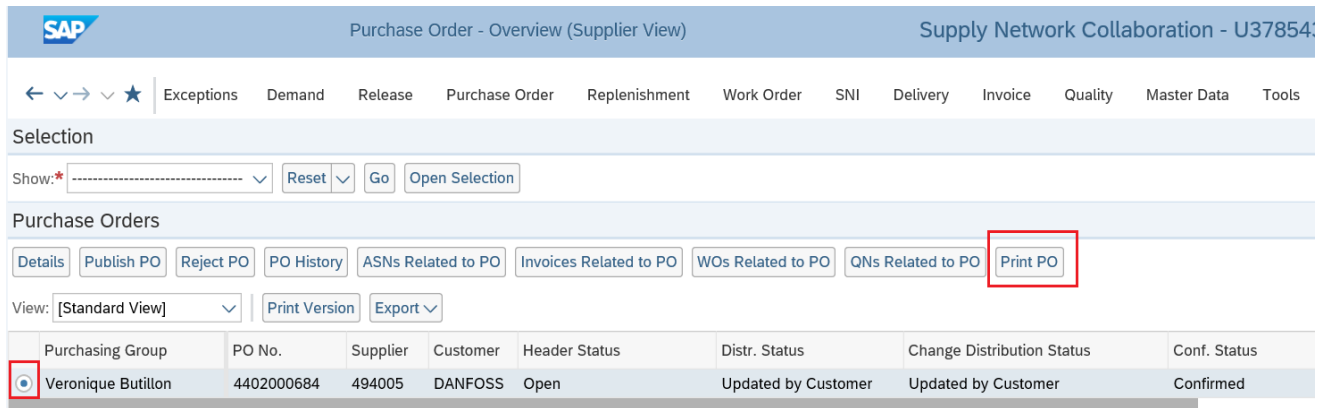
Menu → Purchase order → Purchase order details → Enter PO no. and Click ‘GO’ then Print or save the order



The screenshot shows the SAP 'Purchase Order Details' screen. At the top, there's a header with the SAP logo, 'Purchase Order Details', and 'Supply Network Collaboration - U378543 - B'. Below this is a navigation bar with tabs: Exceptions, Demand, Release, Purchase Order, Replenishment, Work Order, SNI, Delivery, Invoice, Quality, Master Data, and Tools. The main area contains a form with 'PO No.: 4402000684' and 'Customer:'. To the right of the customer field are buttons: Go, Change, Check, Save, Publish, Reject, Print (highlighted with a red box), Notes, Download, and History. Below the form, there's a section for 'PO 4402000684' with tabs: General, Terms, Partners, Contacts, and Admin. Data.

OPTION 2:

Go to Menu → Purchase order → Purchase order overview → Enter PO no and click 'GO',
Select PO line → Click on 'PRINT PO' button to print order.



The screenshot shows the SAP 'Purchase Order - Overview (Supplier View)' screen. At the top, there's a header with the SAP logo, 'Purchase Order - Overview (Supplier View)', and 'Supply Network Collaboration - U378543 - B'. Below this is a navigation bar with tabs: Exceptions, Demand, Release, Purchase Order, Replenishment, Work Order, SNI, Delivery, Invoice, Quality, Master Data, and Tools. The main area contains a 'Selection' section with a 'Show: *' dropdown, 'Reset', 'Go', and 'Open Selection' buttons. Below this is a 'Purchase Orders' section with buttons: Details, Publish PO, Reject PO, PO History, ASNs Related to PO, Invoices Related to PO, WOs Related to PO, QNs Related to PO, and Print PO (highlighted with a red box). Below the buttons is a 'View: [Standard View]' dropdown and 'Print Version' and 'Export' buttons. At the bottom, there's a table with columns: Purchasing Group, PO No., Supplier, Customer, Header Status, Distr. Status, Change Distribution Status, and Conf. Status. The first row is highlighted with a red box and contains the following data: Veronique Butillon, 4402000684, 494005, DANFOSS, Open, Updated by Customer, Updated by Customer, Confirmed.

Purchasing Group	PO No.	Supplier	Customer	Header Status	Distr. Status	Change Distribution Status	Conf. Status
Veronique Butillon	4402000684	494005	DANFOSS	Open	Updated by Customer	Updated by Customer	Confirmed

6 How do I make Advance Shipping Notifications (ASN)?

Points to be noted before ASN creation:

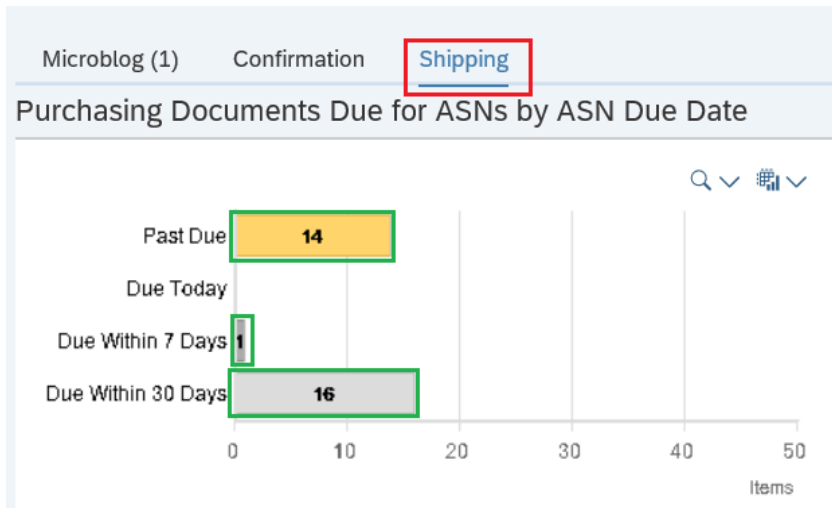
If there is any change in ASN Quantity (more or less than confirmed), please change order confirmation before creating ASN. This change of confirmation must be approved by Danfoss person before you create ASN for this order.

ASN needs to be created when shipping the goods from your location, so that Danfoss will do 'Goods receipt' with respect to this ASN.

Option 1:

ASN Creation from Quick View:

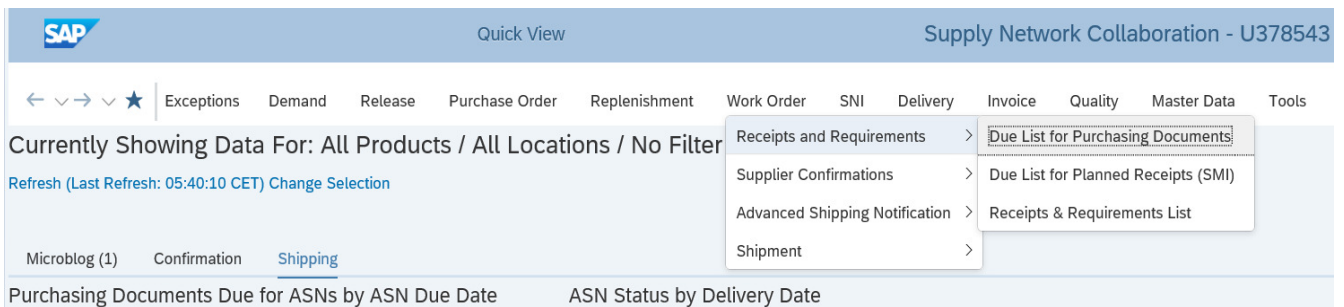
ASN can be created from Quick view by clicking on corresponding category: Go to Shipping tab where you can see category: Due today, **Due within 7 days & Due within 30 days (Marked in green color)**



Option 2:

ASN Creation from Menu

Select the menu Delivery → Receipts and requirements → Due list for purchasing document



If you are not able to see the PO for which ASN to be created after selecting the above screen, then use “**Refresh**” button at the right bottom of the screen.

If it is not visible, then follow the below steps:

Hide Quick Criteria Maintenance

* Customer Location: To

Ship-From Location: To

Product: To

Confirmation Status:

Customer: To

Goods Recipient: To

Maximum Number of Hits:

Enter Customer location as required (eg.A201 for France) and select Apply. By doing this you will be able to see the list of POs for ASN to be created and refresh the page.

If you don't see the required PO's, please contact respective Danfoss person (Planner) immediately when you have this kind of issue.

Select the purchase order you are going to ship by clicking the check box on the left side.

View:	[Standard View] ▼	<input type="button" value="Create ASN"/>	<input type="button" value="Related ASNs"/>	<input type="button" value="Document UoM"/>	<input type="button" value="Print Version"/>	<input type="button" value="Export ▼"/>
<input type="checkbox"/>	Purchasing Group	SL No.	Item No.	Order Type	Order Number	Product
<input checked="" type="checkbox"/>	Veronique Butillon	1	20	Purchase Order	4401907654	5104003P03D
<input checked="" type="checkbox"/>	Veronique Butillon	1	20	Purchase Order	4401913421	5104003P02D
<input checked="" type="checkbox"/>	Veronique Butillon	1	70	Purchase Order	4401952269	5104028P01M
<input checked="" type="checkbox"/>	Veronique Butillon	1	10	Purchase Order	4401952287	5104028P01M

Please make one ASN per delivery note you send to Danfoss. If you send more purchase orders on the same delivery note, you must select more purchase order lines. This is done by clicking the check box on the left side of each line

When all lines are selected, press the "Create ASN" button. The ASN window will open.

SAP ASN Maintenance - Create ASN Supply Network Collaboration - U378543 - Business Partner: 494005 Log Off

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

Check Save Draft Publish ASN Reset Calculate Totals Download

General Shipping Details Ship-From Location Details Customer Location Details Ship-To Location Details Unloading Point Supplier Address Details

ASN No.: Delivery Date (ETA): 05.03.2021 06:23:06 CET
 Shipping Date: 04.03.2021 06:23:06 CET
 Document Date: 04.03.2021 05:53:06 CET

Customer Location: A201
 My Customer Location No.:
 Ship-From Location: 0001110184
 My Ship-From Location No.:

Invoice Recipient:
 Number of HUs: 00000
 Notes available: ☐

ASN Items

Add Item Delete Item Copy Item Round Packing Show Details

View: [Standard View] Print Version Export

Item No.	Product	Prod. Desc.	ASN Qty	Supl. Cuml. Qty	Qty UoM	Purch. Doc. No.	PD Item	Purch. Doc. Type	Mfr	MPN
1	5104003P03D	BIELLE BRUTE MT28 - 510...	600		0 ST	4401907654	20	Purchase Order		

Fill in the **Delivery Note number or Invoice number** whichever is sent along with the shipment in the **ASN number field**. Please check, that the shipping date and the delivery date at Danfoss are correct.

By default, shipping date and document date should be current date which is not supposed to be changed and Delivery date will be calculated with respect to transportation time from Current Shipping date.

If you want to change the Shipping date then remove the Delivery date, change Shipping date and click 'Check' which will update the delivery date according to Transportation time from Shipping date.

If Danfoss wants the supplier to send the material faster than normal mode of transport, then select '**Shipping Detail**' tab and change the '**Means of Transport**' as needed.

SAP ASN Maintenance - Create ASN Supply Network Collaboration - U378543 - Business Partner: 494005 Log Off

Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools

Check Save Draft Publish ASN Reset Calculate Totals Download

General Shipping Details Ship-From Location Details Customer Location Details Ship-To Location Details Unloading Point Supplier Address Details Customer Address Details

ASN No.: Means of Transport: 0001 Total Weight: 0.000000
 Grouping ID: Means of Transport ID: Total Net Weight: 0.000000
 Bill/Lading No.: Incoterm: EXW Total Volume: 0.000000
 Freight Inv. No.: Incoterm Loc.: Santena Dangerous Goods:
 Carrier Party: Carrier (SCAC) ID: Shipment Assignment:

ASN Items

Add Item Delete Item Copy Item Round Packing Show Details

View: [Standard View] Print Version Export

Item No.	Product	Prod. Desc.	ASN Qty	Supl. Cuml. Qty	Qty UoM	Purch. Doc. No.	PD Item	Purch. Doc. Type	Mfr	MPN
1	5104003P03D	BIELLE BRUTE MT28 - 510...	600	0	ST	4401907654	20	Purchase Order		
2	5104003P02D	BIELLE BRUTE MT22 - 510...	600	0	ST	4401913421	20	Purchase Order		
3	5104028P01M	1 Cyl Casting Frame	1,100	0	ST	4401952269	70	Purchase Order		
4	5104028P01M	1 Cyl Casting Frame	880	0	ST	4401952287	10	Purchase Order		

Whenever you do any changes in the means of Transport, remove the delivery date in General tab and Click on “Check button” once.

SNC will pick the Delivery date automatically according to the transport duration time maintained in the background.

Finally, click on the button “**Publish ASN**” to send ASN to update Danfoss PO

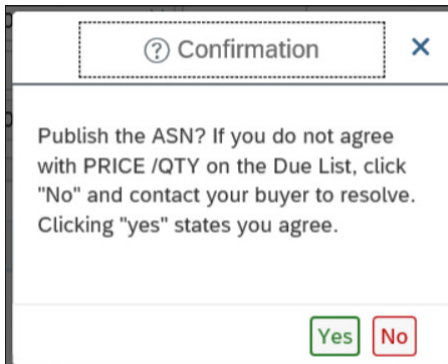
Check Save Draft Publish ASN Reset Calculate Totals Download

General Shipping Details Ship-From Location Details Customer Location Details Ship-To Location Details Unloading Point Supplier Address Details

ASN No.: TEST01 Delivery Date (ETA): 06.03.2021 11:15:48 CET
 Shipping Date: 05.03.2021 11:15:48 CET
 Document Date: 05.03.2021 10:45:48 CET
 Invoice Recipient:
 Number of HUs: 00000
 Notes available:

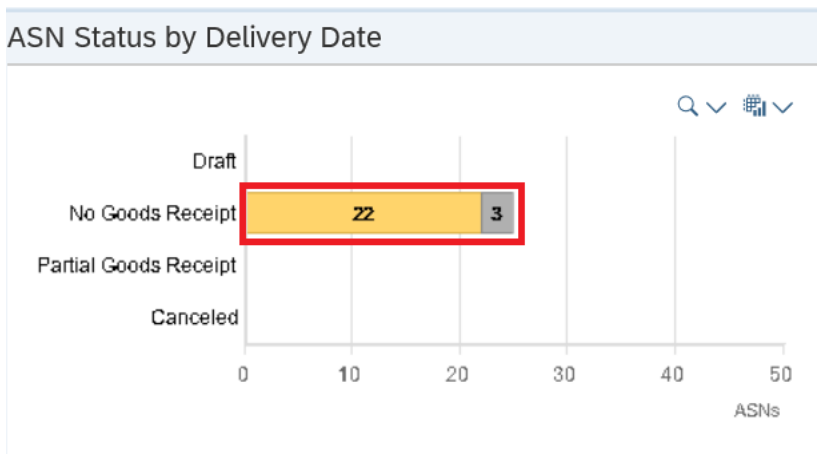
Customer Location: A201
 My Customer Location No.:
 Ship-From Location: 0001110184
 My Ship-From Location No.:

Now, you will see a new window pop up for your confirmation on the price & quantity. Please click on 'YES' to agree for price & quantity. ASN will now get published and sent to Danfoss.



7 How to Cancel the wrong ASN and Create New ASN?

To view the created ASNs, click here in Quick view



Select the line with corresponding ASN number and click on the button "Cancel ASN". This will cancel the ASN in SNC and will remove the ASN (LA line) from Danfoss system also.

View: * [Standard View] ▼	Publish ASN	Cancel ASN	Copy ASN	ASN History	Show Related Documents ▼	Print ASN	Print Version	Export ▼
<input type="checkbox"/> ASN Number	Ship-From Loc.	Ship-To Loc.	Customer Loc.	Shipping Date	Shipping Time			
<input checked="" type="checkbox"/> TEST ASN	0001110184		A201	04.03.2021	06:23:06			
<input type="checkbox"/> ASN1 TEST 0303	0001110184		A201	03.03.2021	08:12:58			
<input type="checkbox"/> ASN1 0216	0001110184		A201	16.02.2021	11:47:01			

If Danfoss has already used the SNC ASN for Goods receipt, then this ASN cancellation will not update in our system even if SNC allows it to cancel.

Note: SNC will not accept same ASN no. even after the ASN has been cancelled. You must add extra character in the old ASN no., example: ‘-1’, etc.

Or else you can add the letter “A” to the end of your previously used ASN number when creating the new ASN. This way it’s clear that the ASN is a revision of a previously published ASN.

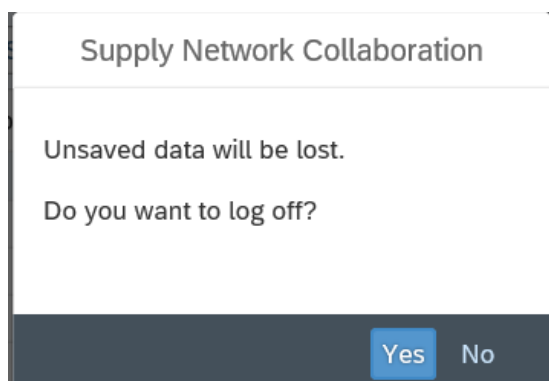
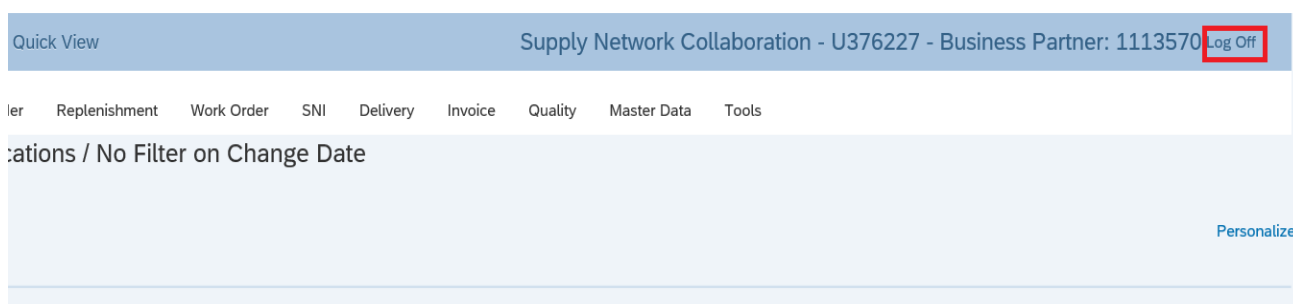
Example:

Original ASN: 123 this is the ASN that will be cancelled.

Revised ASN: 123A this is the revised ASN.

8. How do I logoff from SNC Portal?

You can logoff from SNC portal by pressing ‘Logoff’ on top right of screen and click ‘Yes’.



*****END OF DOCUMENT*****