

**Tubombe Tusunge
SAP Project Wave II**

← VISIBILITY OF THE OPERATIONS



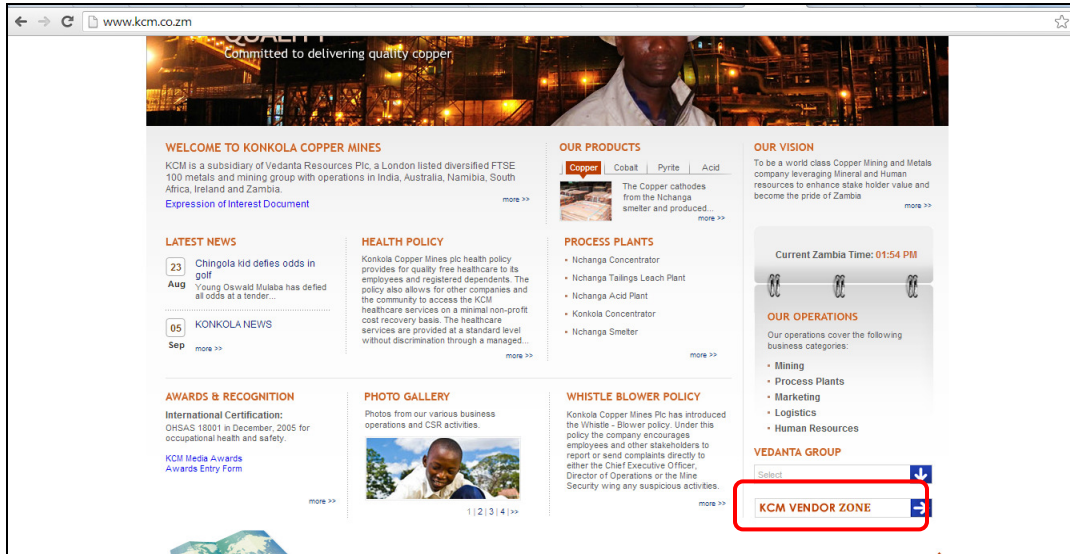
Vendor Manual – Collaboration

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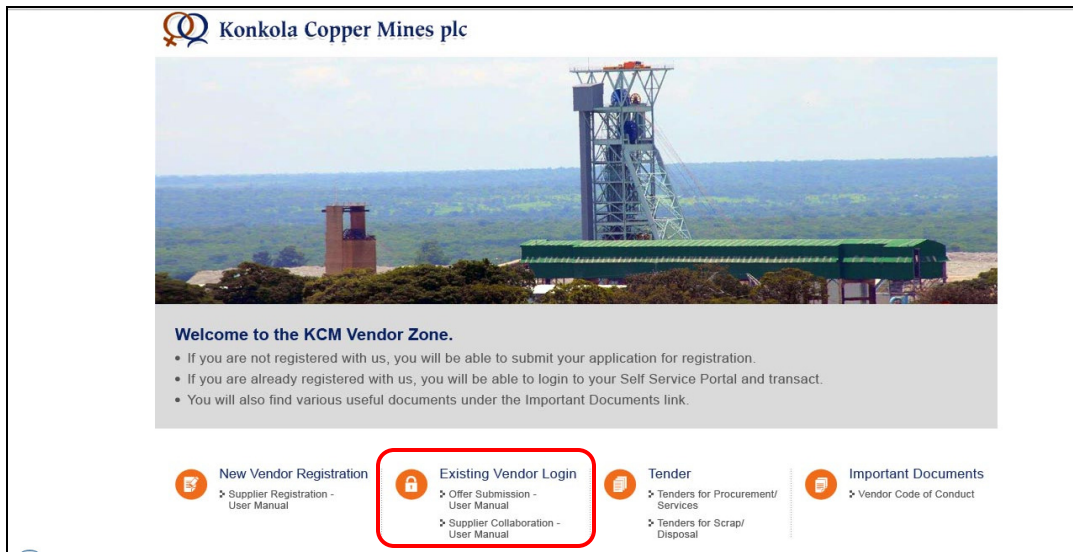
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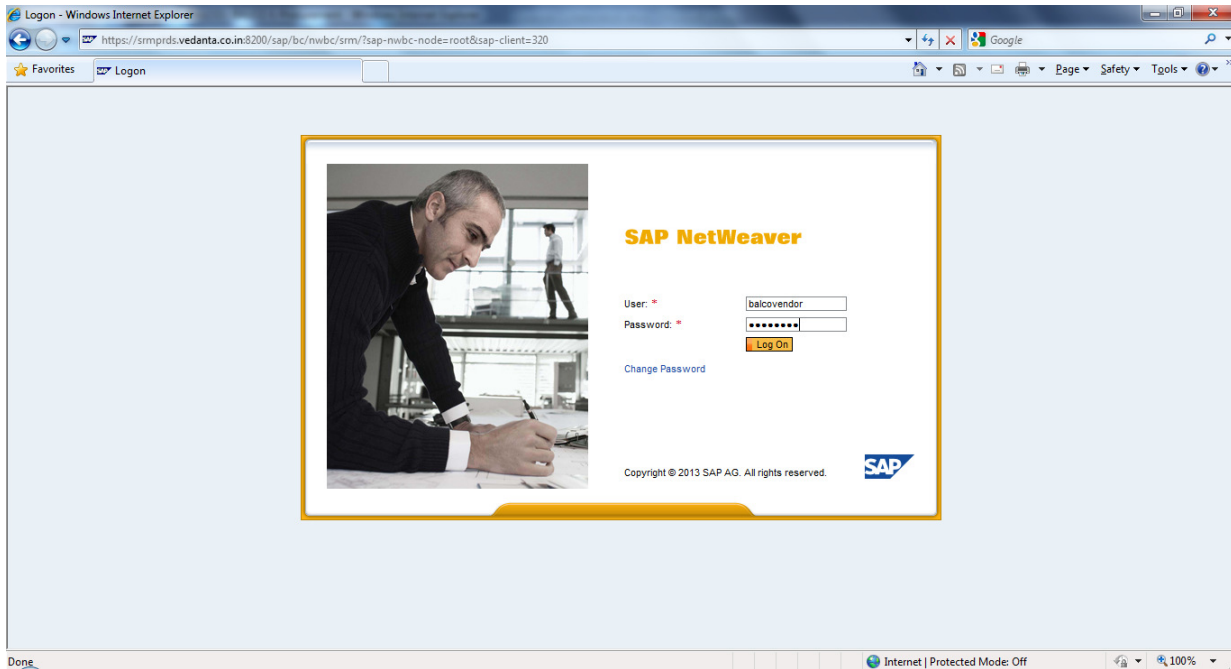
1. View Purchase Order in SUS

Go to KCM’s website and click on KCM Vendor Zone.

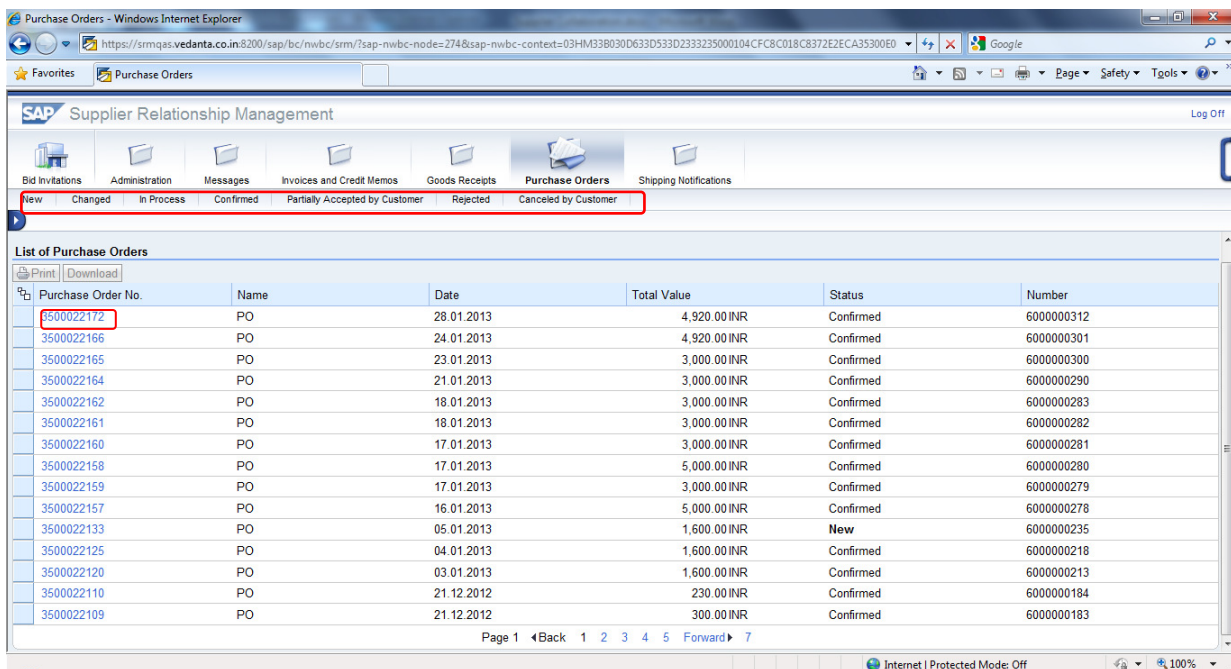


Click on ‘existing vendor login’ and login to the portal with your user-name and password.





On the home page, by clicking on 'Purchase Orders' tab, you can view a list of all the Purchase Orders awarded to you along with the status and total value of the Purchase Orders. You can also browse Purchase orders by their status as shown below.

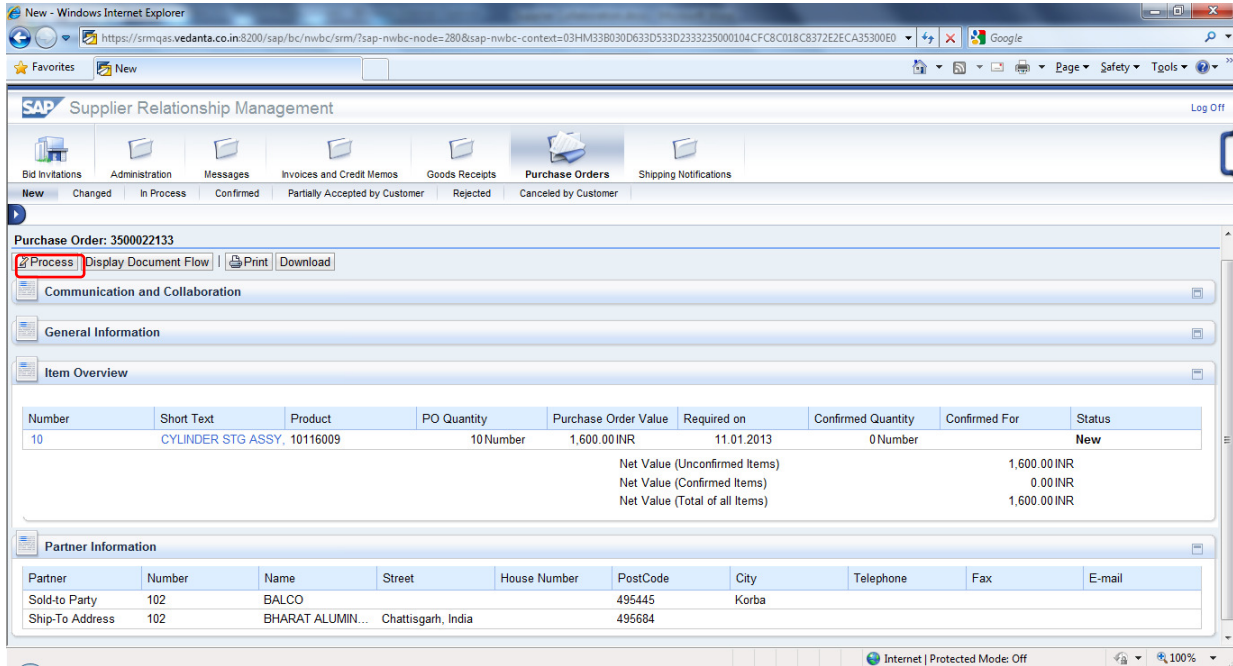


To view the details of a particular Purchase Order, click on the Order Number as shown above.

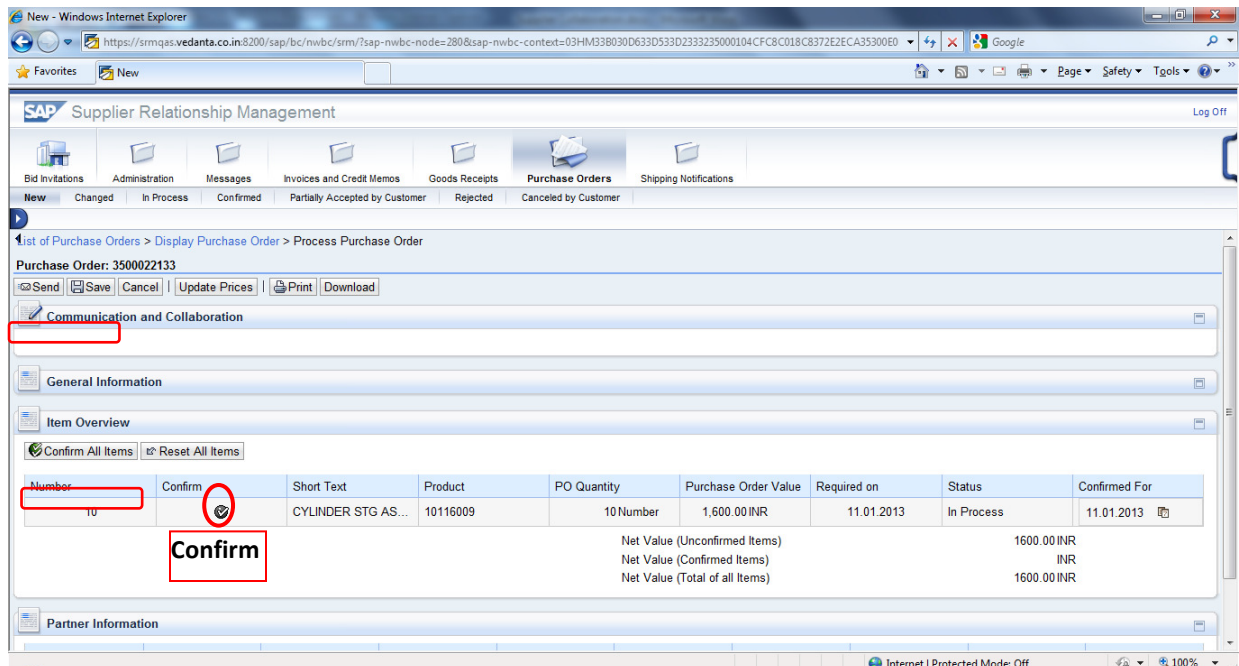
2. Send Purchase Order Confirmation/Acknowledgement

Vendor is expected to send an acknowledgement of the Purchase Order to the buyer.

Click on Process button as shown below in order to confirm the line-items in the purchase order.



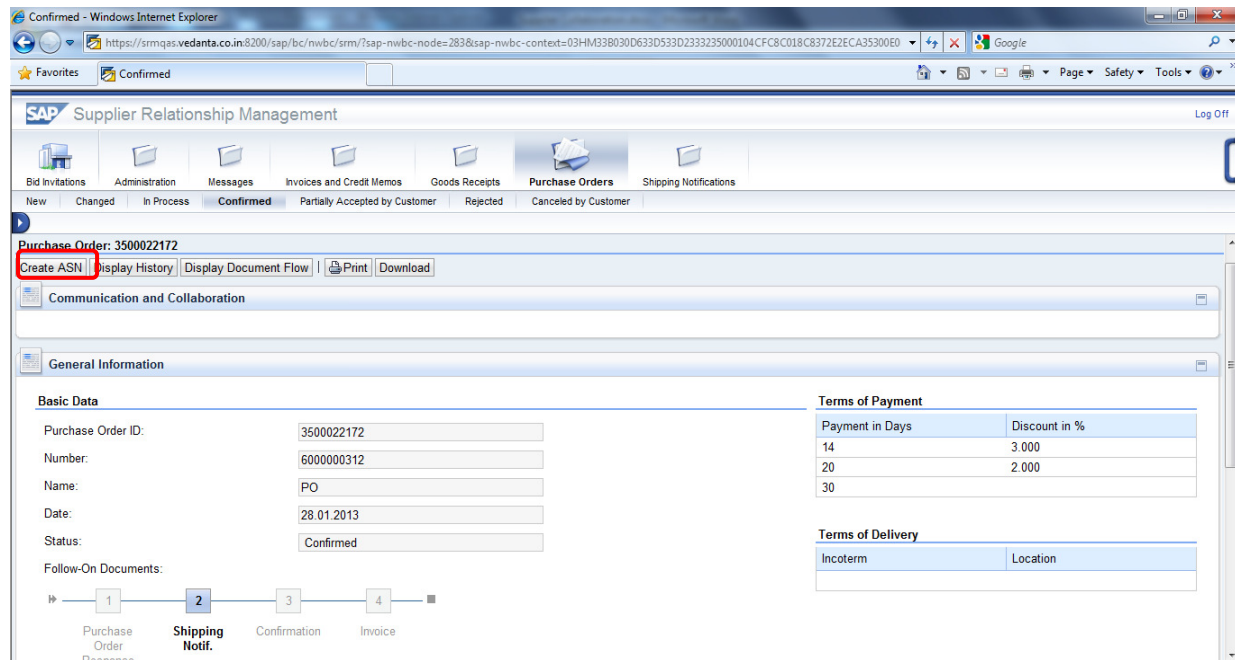
Vendor can 'confirm' the line items and send the 'Confirmation' back to the purchaser. To confirm all line-item simultaneously, click on 'Confirm All Items' Vendor can also save the document for further processing.



Once the acknowledgement is sent, the status of the document is changed from 'New' to 'In Process'.

3. Create ASN (Advance Shipping Notification)

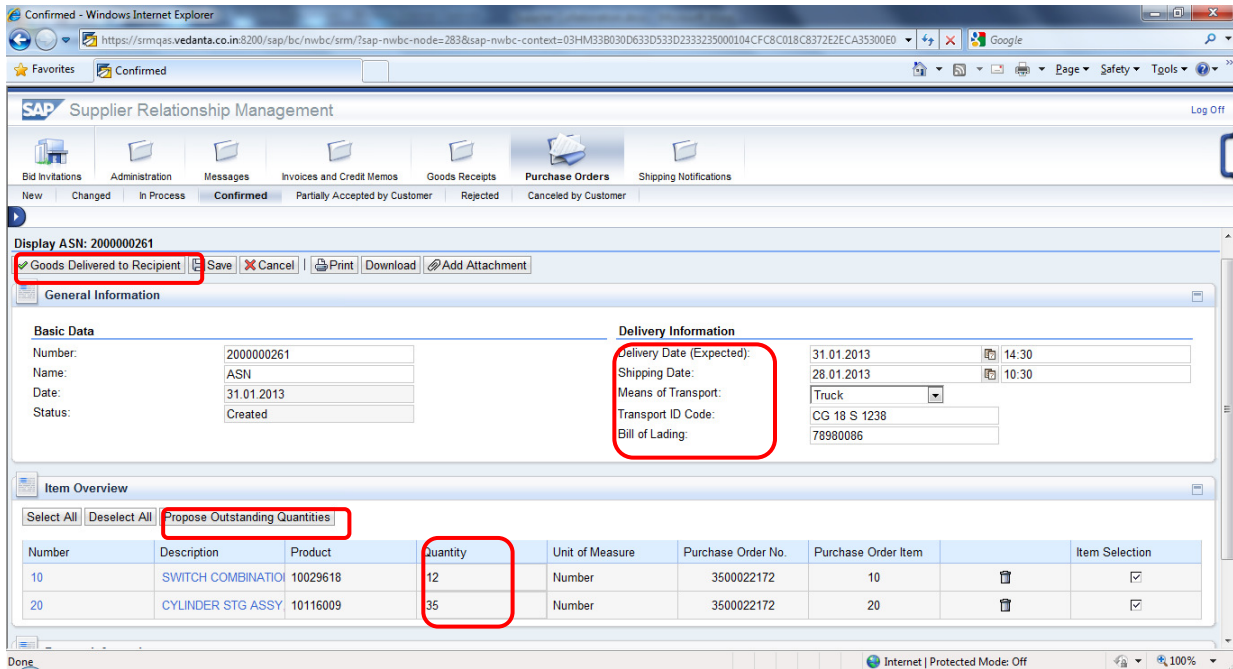
When the goods are ready to be shipped, vendor can send an 'Advance Shipping Notification' (ASN) to the purchaser by clicking on 'Create ASN' button.



Vendor can enter the following fields in ASN.

- Shipping Date
- Delivery Date (Expected)
- Means of Transport
- Transport ID code
- Bill of Lading

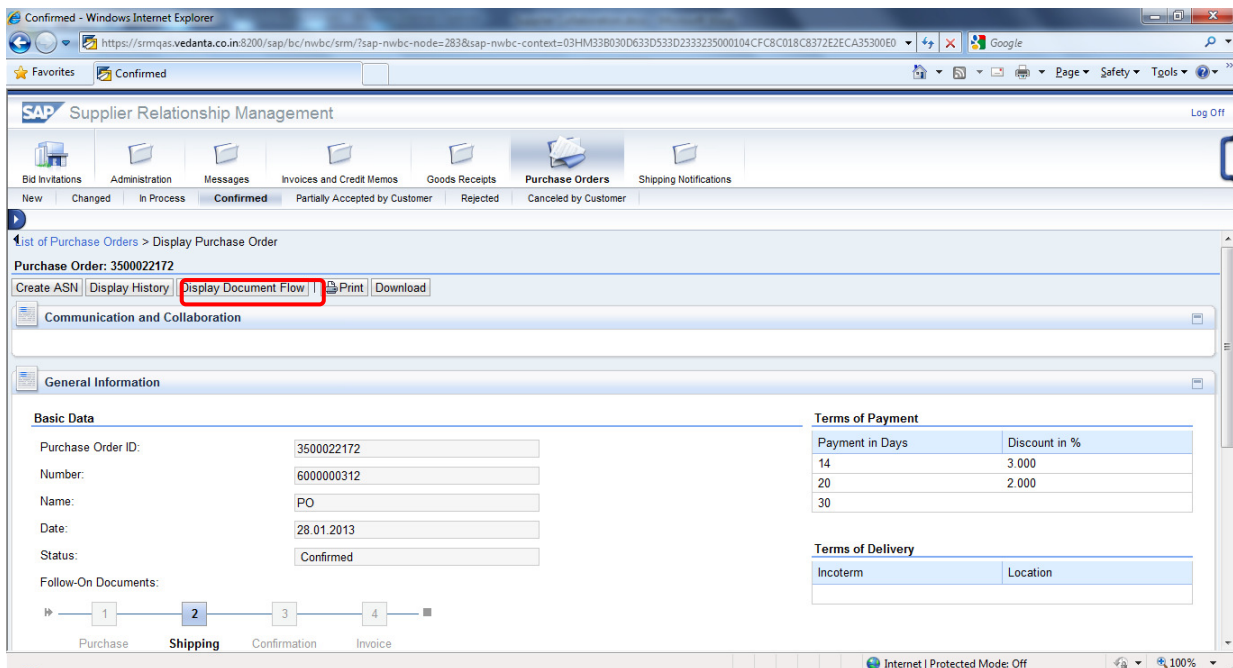
By checking the 'Item Selection' checkbox and clicking on 'Propose Outstanding Quantities', the outstanding quantity for that line item from the PO is auto-populated.



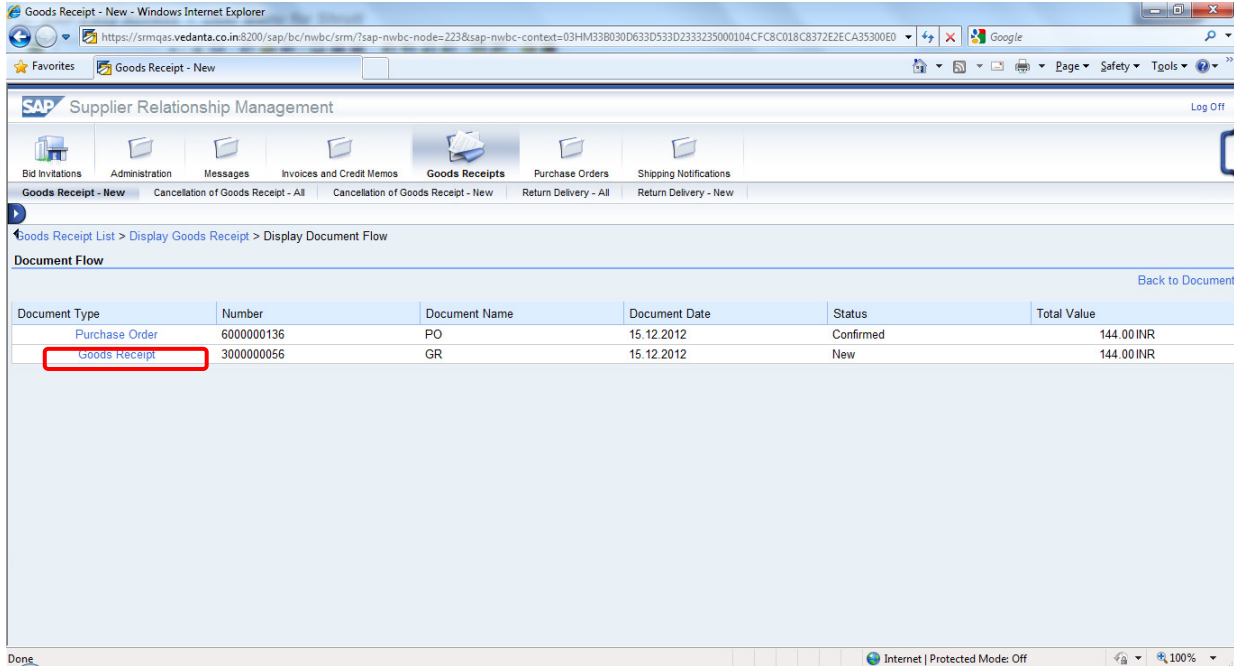
Vendor can 'Save' the document for editing and sending later or click on 'Goods Delivered to Recipient' to send the ASN to the buyer.

4. View Goods Receipt Notification

Once purchaser posts Goods Receipt Notification, vendor can see the same in SUS portal by clicking on Display Document Flow for a particular PO.



Vendor can view a list of all the documents posted and received against that Purchase Order along with their status.



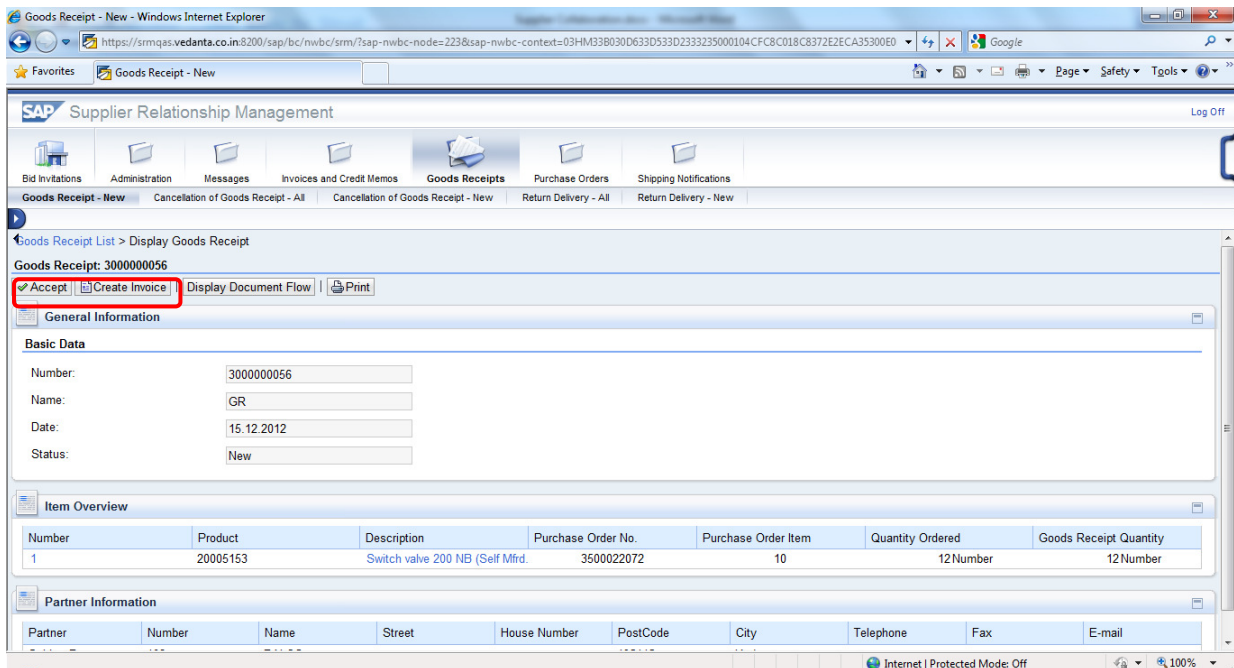
Goods Receipt List > Display Goods Receipt > Display Document Flow

Document Flow

Document Type	Number	Document Name	Document Date	Status	Total Value
Purchase Order	6000000136	PO	15.12.2012	Confirmed	144.00 INR
Goods Receipt	3000000056	GR	15.12.2012	New	144.00 INR

Vendor can now create the Invoice against that GRN by clicking on 'Create Invoice' button.

By clicking on 'Accept' button, you can change the status of the Goods Receipt document from 'New' to 'Read'.



Goods Receipt List > Display Goods Receipt

Goods Receipt: 3000000056

Accept | Create Invoice | Display Document Flow | Print

General Information

Basic Data

Number: 3000000056
 Name: GR
 Date: 15.12.2012
 Status: New

Item Overview

Number	Product	Description	Purchase Order No.	Purchase Order Item	Quantity Ordered	Goods Receipt Quantity
1	20005153	Switch valve 200 NB (Self Mfrd.	3500022072	10	12Number	12Number

Partner Information

Partner	Number	Name	Street	House Number	PostCode	City	Telephone	Fax	E-mail
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5. Post Invoice

Vendor can enter any message he wishes to send to the buyer. Terms of Payment are automatically from PO. Vendor can add any unplanned Delivery costs

The screenshot shows the SAP Supplier Relationship Management interface. The main window displays the 'Process Invoice' screen for invoice number 5000000141. The 'General Information' section is expanded, showing 'Basic Data' and 'Terms of Payment'. The 'Unplanned Delivery Costs' field is highlighted with a red box, showing a value of 0.00 INR.

Basic Data	
Number:	5000000141
Name:	PO
Date:	01.02.2013
Purchase Order No.:	3500022172
Status:	In Process
Unplanned Delivery Costs:	0.00 INR

Terms of Payment	
Payment in Days	Discount in %
14	3.000
20	2.000
30	

Vendor can enter quantity and Tax details and send the Invoice or save it for processing later.

The screenshot shows the SAP Supplier Relationship Management interface. The main window displays the 'Item Overview' table. The 'Quantity' and 'Tax' columns are highlighted with red boxes. The table shows two items with their respective quantities, net values, and taxes.

Number	Description	Product	Quantity	Unit of Measure	Net Value	Tax	Purchase Order No.	Purchase Order It...
1	SWITCH COMBINAT	10029618	9	Number	2,700.00 INR	Zero Tax	3500022172	10
2	CYLINDER STG AS	10116009	12	Number	1,920.00 INR	Zero Tax	3500022172	20
							Net Value	4,620.00 INR
							Unplanned Delivery Costs	0.00 INR
							Tax	0.00 INR
							Gross Price	4,620.00 INR

Partner Information									
Partner	Number	Name	Street	House Number	PostCode	City	Telephone	Fax	E-mail
Sold-to Party	102	BALCO			495445	Korba			
Ship-To Address	102	BHARAT ALUMIN...	Chattisgarh, India		495684				