

# GSP User Guide for SEF Suppliers using Discrete POs

## (Supplier User Instructions)

### Overview

This document covers the standard functions within GSP that will be used by SEF suppliers when Discrete POs are used. GSP provides other functions that will not typically be used by SEF supplies and therefore they are not covered in this document. If you have questions about the functionality, please reach out to your key Supply Chain contact at SBD and they can provide direction or reach out to the correct contacts within SBD to get your question answered. Likewise, this document describes how the functionality works; the Supply Chain team at SBD will provide the expectations and business direction on how and when to use the functionality.

The main functions covered in this document are:

- 1) PO Confirmation – allow you to view and confirm your ability to fulfill the PO Lines as created by SBD. Based on your relationship with SBD you may be able to propose a change to the PO Line for the SBD to review and approve or reject.
- 2) Advanced Ship Notice (ASN) – allows you to create an ASN to inform SBD when a shipment leaves your plant and is expected to arrive at SBDs plant

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## Requesting GSP Account

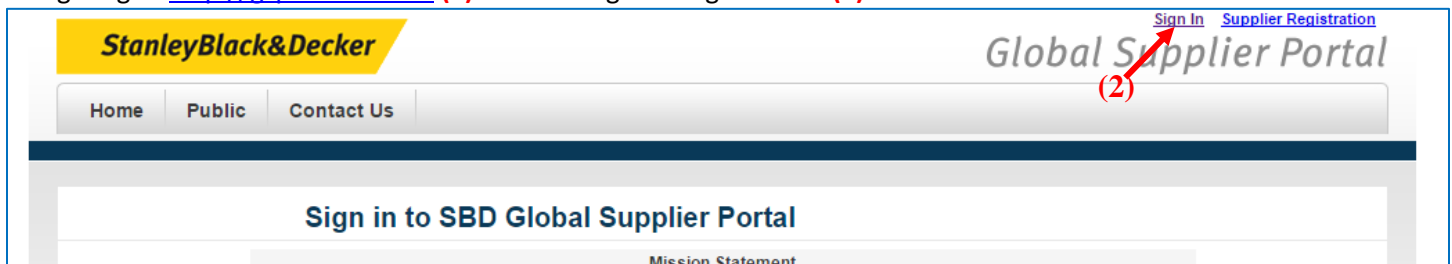
To request access to the Global Supplier Portal (GSP) please follow the instructions located at the following URL:

[https://gsp.sbdinc.com/Documents/Public/Training%20Document/Global%20Supplier%20Portal/Supplier%20Registration%20Instructions\\_GSP.PDF](https://gsp.sbdinc.com/Documents/Public/Training%20Document/Global%20Supplier%20Portal/Supplier%20Registration%20Instructions_GSP.PDF)

## Accessing GSP

Once your GSP account has been approved you will be able to log into the system with the following steps.

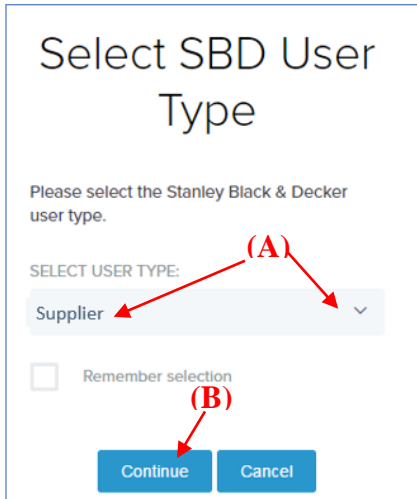
Navigating to <http://gsp.sbdinc.com> (1) and clicking the “Sign In” link (2).



On the SBD User Type page ensure that the selection (A) is set to “Supplier” and click the “Continue” button (B)

On the Supplier Sing On page enter your username (3a) and password (3b) then click the “Sign On” button (4)

*Note:* you can click the “Remember selection” option to keep your selection and bypass this page in the future



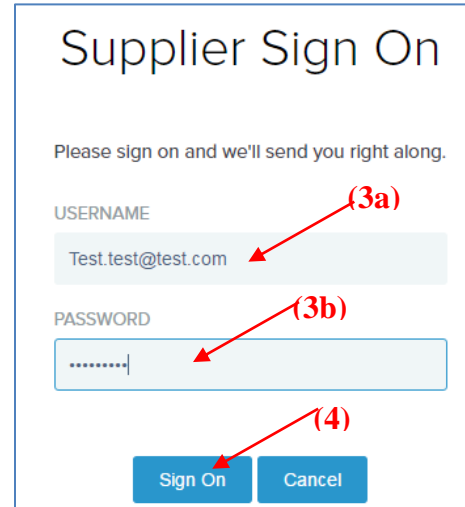
Select SBD User Type

Please select the Stanley Black & Decker user type.

SELECT USER TYPE: (A)   
 Supplier (B) ▼

☐ Remember selection

Continue Cancel



Supplier Sign On

Please sign on and we'll send you right along.

USERNAME (3a)   
 Test.test@test.com

PASSWORD (3b)   
 .....

Sign On (4) Cancel

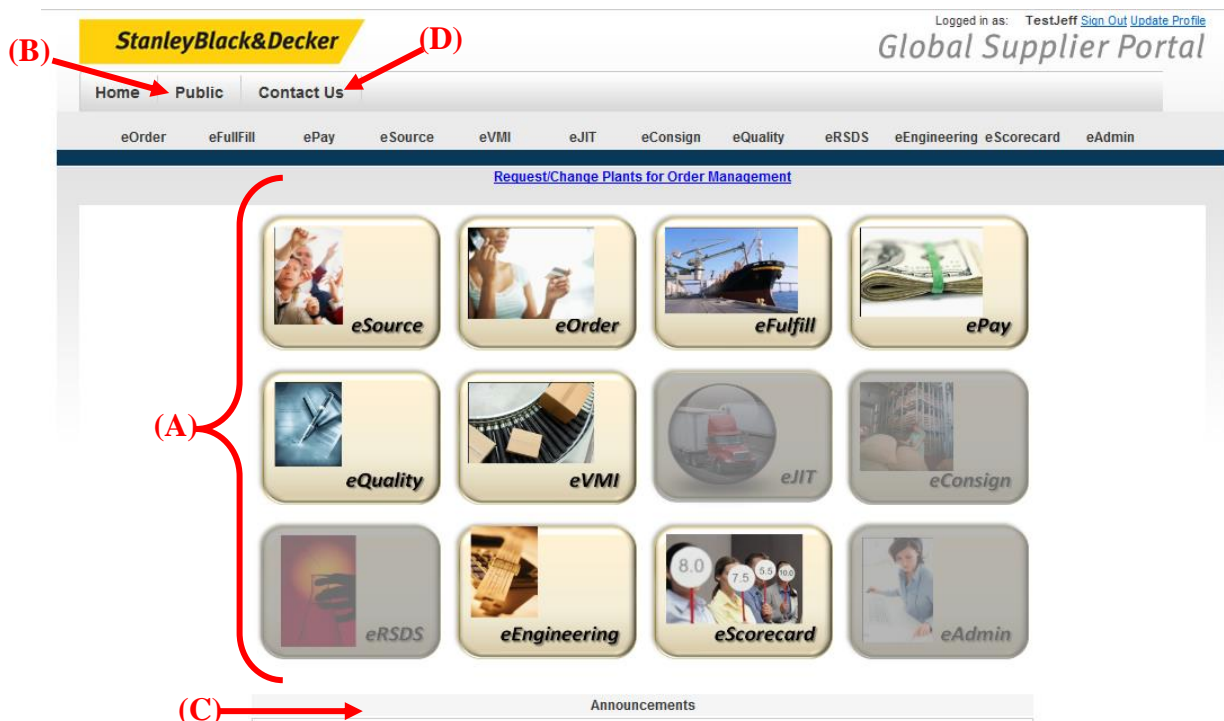
## Home Page Description

The home page gives you access to the following information:

Access to your transactions/functions (A), Access to Supplier Connect and other Documentation (B), Announcements (C), and Contact SBD functionality (D).

To access Global Supplier Portal functions use buttons in the center of the page (A). The buttons will be available or grayed out depending on the transactions you have access to.

*Note:* The navigation menu along the top of the page can be used instead of the buttons.



StanleyBlack&Decker (B) (D)

Logged in as: TestJeff [Sign Out](#) [Update Profile](#)

Global Supplier Portal

Home Public Contact Us

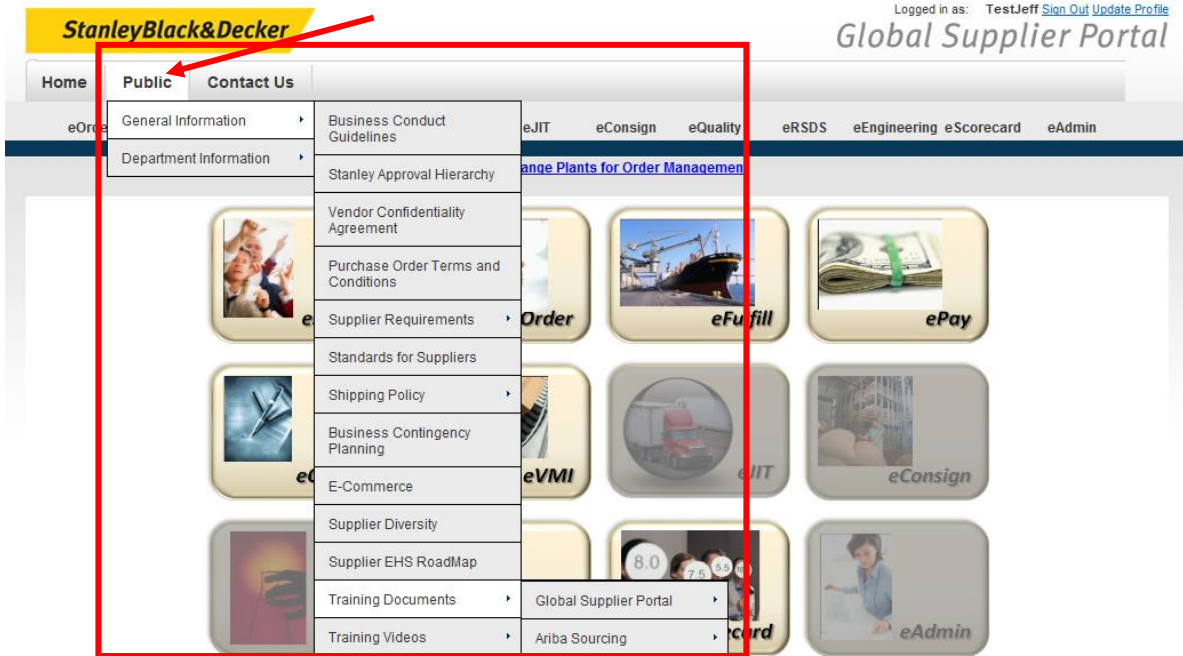
eOrder eFullfill ePay eSource eVMI eJIT eConsign eQuality eRSDS eEngineering eScorecard eAdmin

[Request/Change Plants for Order Management](#)

(A) { eSource eOrder eFulfill ePay eQuality eVMI eJIT eConsign eRSDS eEngineering eScorecard eAdmin }

(C) → Announcements

To access the Global Supplier Portal and other supplier related documents simply mouse over the “Public” tab and click on the file you want to view.



## PO Visibility/Confirmation

### Confirming PO Line

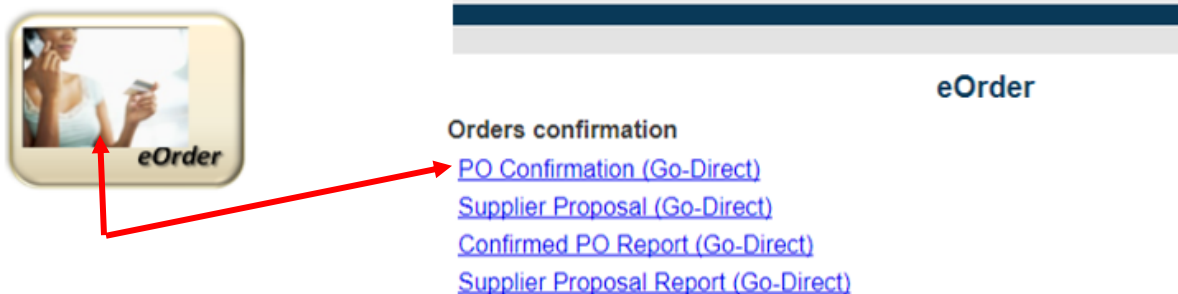
#### Overview

As a supplier, you can review the PO Lines for your company and confirm that you can meet the quantity and delivery date.

*Note:* This function may not be available to all suppliers depending business processes and DC/Plant capabilities.

#### Process

To access the Confirmed PO function, click the “eOrders” button on the home page and on the eOrders page click the “PO Confirmation” link.



Your vendor number will prepopulate the Vendor Number field (1), if you have multiple vendor numbers assigned to your account; use the dropdown to select the correct number. Select the Plant Number (2) for which you want to view open unconfirmed POs. Click the Execute button (3).

*Note:* You can also enter Material Number and/or PO Create Date Range to further refine your search. You can also select the display format for dates. (A)

### PO Confirmation

**Vendor Number :**

**Plant Number :**

**Material Number :**

☐ **PO's Created Range :**

**Date Format(Report Display)**

0001234567

703 - U.S. NC, Kannapol

From To

☐ DD/MMM/YYYY  
☒ MM/DD/YYYY  
☐ DD/MM/YYYY

Execute

(A)

(1)

(2)

(3)

The results will display the following key information for each PO Line:

- Date the PO was created **(B)**
- PO Line Number **(D)**
- Scheduled Delivery Date **(F)**
- Order Quantity **(H)**
- PO Number **(C)**
- Material Number **(E)**
- ETD – Estimated date order should be shipped **(G)**

*Note:* To limit the results you can enter a Material Number, PO Number or PO's Older than option and click the filter button **(I)**. To see the full list again remove the filter value and click the Filter button.

*Note:* The fields may not be in the same order as shown below, you may need to scroll right or left to find the field.

### PO Confirmation Result

Vendor Number : 0001234567

Plant Number : 4090

Material Number :

PO's Created Range : From : To :

Date Format(Report Display) : MM/dd/yyyy

ERP system : E03

**PO Confirmation Filter**

Material Number

PO Number

PO's Older Than ☐ Days

Filter

Select All UnSelect All
Export to Excel

Sel	PO/SL Release Creation	PO Number	PO Line	PO Line Status	Material Number	Description	Delivery Date	ETD Date	PO Line Quantity	PO Line Unit	Plant Number	Unit Price	Currency
<input type="checkbox"/>	07/07/2017	4501237550	10	UnConfirmed	1-13-903	31 PC BIT SET EXPERT LINE	10/21/2017	09/01/2017	504.00	ST	4090	3.4300	USD
<input type="checkbox"/>	08/04/2017	4501249611	30	UnConfirmed	1-13-903	31 PC BIT SET EXPERT LINE	12/02/2017	10/13/2017	504.00	ST	4090	3.4300	USD
<input type="checkbox"/>	09/08/2017	4501259201	40	UnConfirmed	1-13-903	31 PC BIT SET EXPERT LINE	12/30/2017	11/10/2017	912.00	ST	4090	3.4300	USD

To start the confirmation process, select the PO Lines you want to confirm using the check box **(4)** and click the Confirm button **(5)**.

Select All UnSelect All
Export to Excel

Sel	PO/SL Release Creation	PO Number	PO Line	PO Line Status	Material Number	Description	Delivery Date	ETD Date	PO Line Quantity	PO Line Unit	Plant Number	Unit Price	Currency
<input checked="" type="checkbox"/>	07/07/2017	4501237550	10	UnConfirmed	1-13-903	31 PC BIT SET EXPERT LINE	10/21/2017	09/01/2017	504.00	ST	4090	3.4300	USD
<input checked="" type="checkbox"/>	08/04/2017	4501249611	30	UnConfirmed	1-13-903	31 PC BIT SET EXPERT LINE	12/02/2017	10/13/2017	504.00	ST	4090	3.4300	USD
<input type="checkbox"/>	09/08/2017	4501259201	40	UnConfirmed	1-13-903	31 PC BIT SET EXPERT LINE	12/30/2017	11/10/2017	912.00	ST	4090	3.4300	USD

**(5)** → Confirm Back

On the next screen, you will see that there is an Estimated Ship Date field that is opened (J). Click the calendar button to select the date you intend to ship the PO Line (6).

Note: If all the PO Lines you are confirming have the same Estimated Ship Date you can enter that date in the header value (K) and click the Copy button (L) and that date will be assigned to all lines on this screen.

**PO Confirmation**

Estimate Ship Date:

Sel	PO/SL Release Creation	PO Number	PO Line	PO Line Status	Material Number	Description	Delivery Date	ETD Date	Estimated Ship Date	PO Line Quantity	PO Line Unit	Plant Number
<input type="checkbox"/>	07/07/2017	4501237550	10	UnConfirmed	1-13-903	31 PC BIT SET EXPERT LINE	10/21/2017	09/01/2017		504.00	ST	4090
<input type="checkbox"/>	08/04/2017	4501249611	30	UnConfirmed	1-13-903	31 PC BIT SET EXPERT LINE	12/02/2017	10/13/2017		504.00	ST	4090

Once you have added an Estimated Ship Date to all PO Lines click the Submit button (7) to complete the confirmation process.

**PO Confirmation**

Estimate Ship Date:

Sel	PO/SL Release Creation	PO Number	PO Line	PO Line Status	Material Number	Description	Delivery Date	ETD Date	Estimated Ship Date	PO Line Quantity	PO Line Unit	Plant Number
<input type="checkbox"/>	07/07/2017	4501237550	10	UnConfirmed	1-13-903	31 PC BIT SET EXPERT LINE	10/21/2017	09/01/2017	09/05/2017	504.00	ST	4090
<input type="checkbox"/>	08/04/2017	4501249611	30	UnConfirmed	1-13-903	31 PC BIT SET EXPERT LINE	12/02/2017	10/13/2017	09/05/2017	504.00	ST	4090

Click the OK button on the popup confirmation window (8).

**PO's confirmed successfully**

(8)

You will be taken back to the PO Confirmation Results and the PO Lines that you just confirmed should no longer be displayed in the list.

Select All   UnSelect All  

Sel	PO/SL Release Creation	PO Number	PO Line	PO Line Status	Material Number	Description	Delivery Date	ETD Date	PO Line Quantity	PO Line Unit	Plant Number	Unit Price	Currency
<input type="checkbox"/>	09/08/2017	4501259201	40	UnConfirmed	1-13-903	31 PC BIT SET EXPERT LINE	12/30/2017	11/10/2017	912.00	ST	4090	3.4300	USD

## Viewing Confirmed PO Lines

### Overview

The Confirmed PO Report function allows Go-Direct suppliers to view PO Lines that have been confirmed by the supplier but are still not fully received by SBD.

Note: This function may not be available to all suppliers depending on business processes and DC/Plant capabilities.

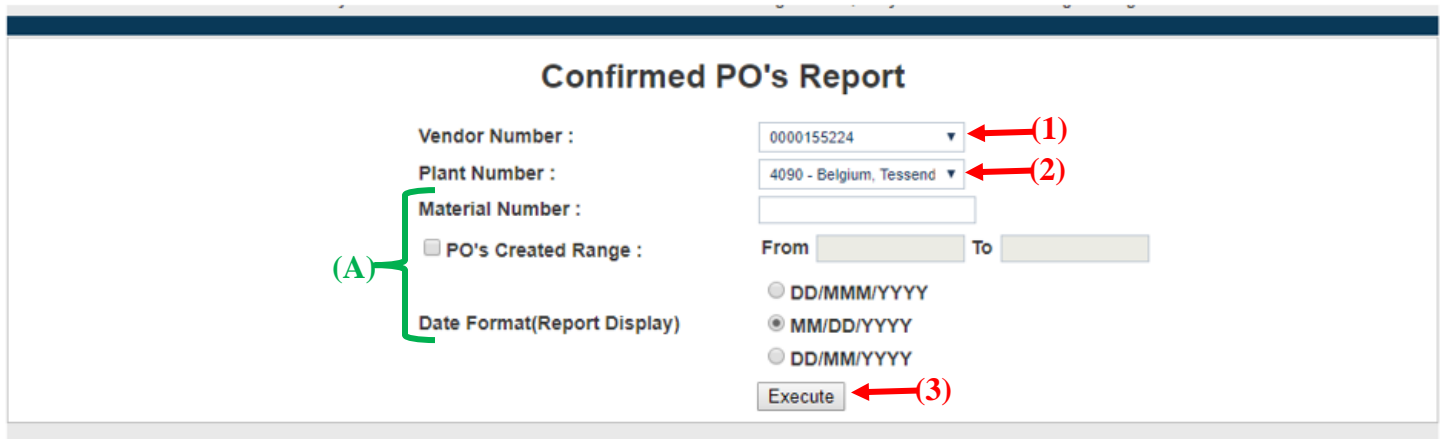
### Process

To access and run the Confirmed PO Report function, click the “eOrders” button on the home page and on the eOrders page, click the “Confirmed PO Report (Go-Direct)” link.



Your vendor number will prepopulate the Vendor Number field (1), if you have multiple vendor numbers assigned to your account, use the dropdown to select the correct number. Select the Plant Number (2) for which you want to view open confirmed PO Lines. Click the Execute button (3).

Note: you can also enter Material Number, PO Create Date Range to further refine your search. You can also select the display format for dates. (A)



The screenshot shows the 'Confirmed PO's Report' form. It includes fields for Vendor Number (0000155224), Plant Number (4090 - Belgium, Tessend), and Material Number. There is a checkbox for 'PO's Created Range' and a 'Date Format(Report Display)' section with radio buttons for DD/MM/YYYY, MM/DD/YYYY (selected), and DD/MM/YYYY. An 'Execute' button is at the bottom. Red arrows point to the Vendor Number dropdown (1), Plant Number dropdown (2), and Execute button (3). A green bracket labeled (A) groups the Material Number, PO's Created Range, and Date Format options.

The results will display the following key information for each order:

- Date the PO was created (B)
- PO Number (C)
- PO Line Number (D)
- Material Number (E)
- Scheduled Delivery Date (F)
- Original Delivery Date from PO (G)
- Delivery Date confirmed by supplier (H)
- ETD – Estimated date order should be shipped (G)
- Order Quantity (H)

Note: The fields may not be in the same order as shown below, you may need to scroll right or left to find the field.





The results will display the following key information each order:

- Date the PO was created **(B)**
- PO Number **(C)**
- Po Line Number **(D)**
- Material Number **(E)**
- Scheduled Delivery Date **(F)**
- Estimated date order should be shipped **(G)**
- Order Quantity **(H)**

Note: To limit the results you can enter a Material Number, PO Number or PO's Older than option and click the filter button **(I)**. To see the full list again remove the filter value and click the Filter button.

**PO Confirmation Result**

Vendor Number : 0001234567  
 Plant Number : 4090  
 Material Number :  
 PO's Created Range : From : To :  
 Date Format(Report Display) : MM/dd/yyyy  
 ERP system : E03

**PO Confirmation Filter**

Material Number

PO Number

PO's Older Than  Days

Filter

Select All UnSelect All Export to Excel

Sel	PO/SL Release Creation	PO Number	PO Line	PO Line Status	Material Number	Description	Delivery Date	ETD Date	PO Line Quantity	PO Line Unit	Plant Number	Unit Price	Currency
<input type="checkbox"/>	07/07/2017	4501237550	10	UnConfirmed	1-13-903	31 PC BIT SET EXPERT LINE	10/21/2017	09/01/2017	504.00	ST	4090	3.4300	USD
<input type="checkbox"/>	08/04/2017	4501249611	30	UnConfirmed	1-13-903	31 PC BIT SET EXPERT LINE	12/02/2017	10/13/2017	504.00	ST	4090	3.4300	USD
<input type="checkbox"/>	09/08/2017	4501259201	40	UnConfirmed	1-13-903	31 PC BIT SET EXPERT LINE	12/30/2017	11/10/2017	912.00	ST	4090	3.4300	USD

Confirm Back

To propose a change to a PO Line select the line(s) using the check box **(4)** and click the Change button **(5)**.

Select All UnSelect All Export to Excel

Sel	PO/SL Release Creation	PO Number	PO Line	PO Line Status	Material Number	Description	PO Line Quantity	PO Line Unit	Delivery Date	Unit Price	Currency	Payment Terms	Plant Number
<input checked="" type="checkbox"/>	06/23/2017	0004567439	50	UnConfirmed	BTHTHT550	BT STPL AV HAMMER TACKER	560.00	EA	10/06/2017	11.8900	USD	ZD31	703
<input type="checkbox"/>	06/23/2017	0004567439	90	UnConfirmed	DWHTHT450	DW HAMMER TACKER	960.00	EA	10/06/2017	10.3500	USD	ZD31	703

Confirm Change Back

On the next screen, you will see that there the Delivery Date field **(J)** and Comments field **(K)** that are open for editing.

Note: The fields may not be in the same order as shown below, you may need to scroll right or left to find the field.

Note: You cannot change the PO Line Quantity only the Delivery Date

Click the calendar **(6)** button to select the date to which you are requesting the Delivery Date be changed. Use the dropdown arrow **(7)** to identify why you are requesting the change.

Note: If you are requesting the same delivery date for all the selected PO Lines you can enter that date in the header value **(L)** and click the Copy button **(M)** and that date will be assigned to all lines on this screen.



**PO Confirmation**

Delivery Date:   (L) (M)

PO/SL Release Creation	PO Number	PO Line	Material Number	PO Line Quantity	Split	Delivery Date	Comments	PO Line Status	Description
06/23/2017	0004567439	50	BTHTHT550	560 000	<input type="button" value="Split"/> (J)	10/06/2017	Supplier Issue - limited capacity (share with other customers) (K)	UnConfirmed	BT STPL AV HAMM

(7)

Once you have entered the proposed Delivery Date and selected the change reason, click the Submit button (8) to submit your request.

Note: if you need to reset the values back to the initial values you can click the Refresh button.

**PO Confirmation**

Delivery Date:

PO/SL Release Creation	PO Number	PO Line	Material Number	PO Line Quantity	Split	Delivery Date	Comments	PO Line Status	Description
06/23/2017	0004567439	50	BTHTHT550	560 000	<input type="button" value="Split"/>	10/13/2017	Supplier Issue - limited capacity (share with other customers)	UnConfirmed	STRIP HDAY LGHT

(8)

Click the OK button on the popup confirmation window (9).

**Supplier proposals submitted successfully**

(9)

You will be taken back to the PO Confirmation Results and the PO Lines for which you have just submitted a proposed change should no longer be displayed in the list.

Select All UnSelect All

Sel	PO/SL Release Creation	PO Number	PO Line	PO Line Status	Material Number	Description	PO Line Quantity	PO Line Unit	Delivery Date	Unit Price	Currency	Payment Terms	Plant Number
<input type="checkbox"/>	06/23/2017	0004567439	90	UnConfirmed	DWHTHT450	DW HAMMER TACKER 450	960.00	EA	10/06/2017	10.3500	USD	ZD31	703

Once SBD reviews and either approves or rejects you will receive an email form the GSP system similar to the one below.

From: <GSP@sbdinc.com>  
 Date: Mon, Sep 11, 2017 at 12:26 PM  
 Subject: Approved Supplier Proposals  
 To: [potestsupplier2@gmail.com](mailto:potestsupplier2@gmail.com), [sbdtest200@gmail.com](mailto:sbdtest200@gmail.com), [sbdtest201@gmail.com](mailto:sbdtest201@gmail.com), [sbdtest202@gmail.com](mailto:sbdtest202@gmail.com)

Hello,

Please find the below proposals are Approved by SBD User.

PO Number	PO Line Item	Sequence Number	Material Number	Material Description	PO Status	Original Delivery Date	Approved Delivery Date	Original Quantity	Approved Quantity	Plant Number	Vendor Number	Approved By	Approved Date
0004567439	50	1	BTHTHT550	BT STPL AV HAMMER TACKER	Approved	10/06/2017	10/13/2017	560.00	560.00	703	0001234567	<a href="mailto:Jeff.McDonald@sbdinc.com">Jeff.McDonald@sbdinc.com</a>	09/11/2017

Regards,  
GSP Admin

## View Proposed Changes

### Overview

The Supplier Proposal function allows Go-Direct suppliers to view PO Lines for which they have proposed a change to a SBD provided PO Line.

*Note:* This function may not be available to all suppliers depending business processes and DC/Plant capabilities.

### Process

To access Supplier Proposal function, click the “eOrders” button on the home page and on the eOrders page click the “Supplier Proposal (Go-Direct)” link.



Your vendor number will prepopulate the Vendor Number field (1), if you have multiple vendor numbers assigned to your account use the dropdown to select the correct number. Select the Plant Number (2) for which you want to view open confirmed PO Lines. Click the Execute button (3).

*Note:* you can also enter Material Number and/or PO Number to further refine your search. (A)

### Supplier Proposals History Report

Vendor Number : 0001234567 (1)  
Plant Number : 703 - U.S. NC, Kannapol (2)  
Material Number : (A)  
PO Number :  
Proposal Status : Select  
Execute (3)

The results will display the following key information each order:

- PO Number (B)
- PO Line Number (C)
- PO Line Status (D)
- Original Delivery Date (E)
- Proposed Delivery Date (F)

*Note:* The fields may not display in this order, you may need to scroll right or left to find the field.

Supplier Proposals History Report											
Vendor Number :		0001234567									
Plant Number :		703									
Material Number :											
PO Number :											
Proposal Status :											
ERP System :		C11									
PO/SL Release Creation	PO Number	PO Line	PO Line Status	Original PO Line Delivery Date	Proposed PO Line Delivery Date	Original PO Line Quantity	Proposed PO Line Quantity	Material Number	Description	Plant Number	Vendor Number
06/23/2017	0004567439	30	New	10/06/2017	10/12/2017	2088.00	2088.00	DWHTTR350	DEWALT PRO TCKR NLR	703	
06/23/2017	0004567439	50	New	10/06/2017	10/13/2017	560.00	560.00	BTHTHT550	BT STPL AV HAMMER TACKER	703	

Export to Excel

Back

## Propose Split Delivery for PO Line

### Overview

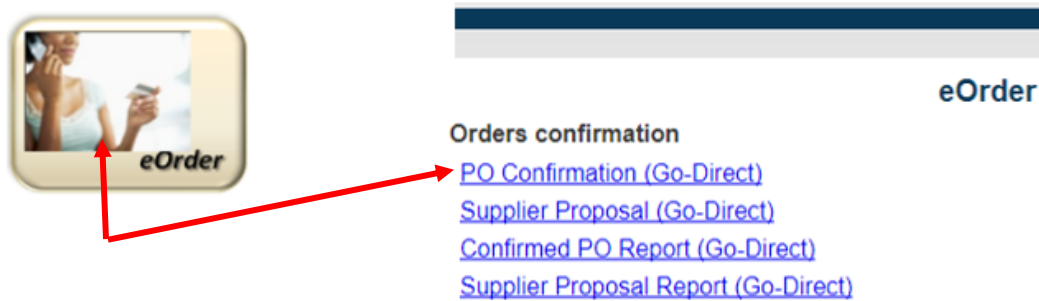
If you can deliver a portion of a PO Line on the delivery date but cannot deliver the full quantity on that date you can request to split the PO Line into multiple deliveries. This will not change the overall quantity due for the PO Line but only splits the delivery into multiple deliveries.

The ability to propose/request changes to a PO Line is restricted to specific supplier users. If you have this ability to propose a PO Line change you will see the “Change” option on the PO Confirmation (Go-Direct) screen. This process gives you the ability to request a change; however, any requested change to a PO Line must be reviewed and acted upon (approved or rejected) by SBD. Once the SBD user reviews and takes action on your proposal you will receive an automated email from the GSP system.

Note: This function may not be available to all suppliers depending business processes and DC/Plant capabilities.

### Process

To access the Confirmed PO function, click the “eOrders” button on the home page and on the eOrders page click the “PO Confirmation” link.



Your vendor number will prepopulate the Vendor Number field (1), if you have multiple vendor numbers assigned to your account; use the dropdown to select the correct number. Select the Plant Number (2) for which you want to view open unconfirmed POs. Click the Execute button (3).

Note: You can also enter Material Number and/or PO Create Date Range to further refine your search. You can also select the display format for dates. (A)

The image shows a screenshot of the 'PO Confirmation' form. The form has the following fields and controls:

- Vendor Number :** A dropdown menu with the value '0001234567'. A red arrow (1) points to this field.
- Plant Number :** A dropdown menu with the value '703 - U.S. NC, Kannapol'. A red arrow (2) points to this field.
- Material Number :** A text input field.
- PO's Created Range :** A checkbox.
- Date Format(Report Display) :** A group of radio buttons with three options: 'DD/MMM/YYYY', 'MM/DD/YYYY' (which is selected), and 'DD/MM/YYYY'.
- Execute :** A button. A red arrow (3) points to this button.

A green bracket (A) groups the 'Material Number', 'PO's Created Range', and 'Date Format' fields.

The results will display the following key information for each PO Line:

- Date the PO was created (B)
- PO Number (C)
- PO Line Number (D)
- Material Number (E)
- Scheduled Delivery Date (F)

- ETD – Estimated date order should be shipped (G)
- Order Quantity (H)

Note: To limit the results you can enter a Material Number, PO Number or PO's Older than option and click the filter button (I). To see the full list again remove the filter value and click the Filter button.

Note: The fields may not be in the same order as shown below, you may need to scroll right or left to find the field.

**PO Confirmation Result**

Vendor Number : 0001234567  
 Plant Number : 703  
 Material Number :  (Ctrl)  
 PO's Created Range : From : To :  
 Date Format(Report Display) : MM/dd/yyyy  
 ERP system : C11

**PO Confirmation Filter**

Material Number

PO Number

PO's Older Than  Days

Filter

Select All UnSelect All Export to Excel

Sel	PO/SL Release Creation	PO Number	PO Line	PO Line Status	Material Number	Description	Delivery Date	ETD Date	PO Line Quantity	PO Line Unit	Plant Number	Unit Price	Currency
<input type="checkbox"/>	07/14/2017	0004573234	10	UnConfirmed	TR250A	ST STPL BRAD GUN	10/14/2017	09/14/2017	2,016.00	EA	703	5.0400	USD
<input type="checkbox"/>	07/14/2017	0004573234	20	UnConfirmed	TR250	ST STPL BRAD GUN	10/14/2017	09/14/2017	288.00	EA	703	5.0400	USD
<input type="checkbox"/>	07/14/2017	0004573234	30	UnConfirmed	TR150HL	ST STPL GUN MAN HL	10/14/2017	09/14/2017	2,304.00	EA	703	4.9100	USD
<input type="checkbox"/>	07/14/2017	0004573234	40	UnConfirmed	TR150	ST STPL GUN MANUAL	10/14/2017	09/14/2017	1,152.00	EA	703	4.6400	USD

Confirm Change Back

To request splitting the delivery, select the PO Lines you want to split using the check box (4) and click the Change button (5).

Select All UnSelect All Export to Excel

Sel	PO/SL Release Creation	PO Number	PO Line	PO Line Status	Material Number	Description	Delivery Date	ETD Date	PO Line Quantity	PO Line Unit	Plant Number	Unit Price	Currency
<input type="checkbox"/>	07/14/2017	0004573234	10	UnConfirmed	TR250A	ST STPL BRAD GUN	10/14/2017	09/14/2017	2,016.00	EA	703	5.0400	USD
<input checked="" type="checkbox"/>	07/14/2017	0004573234	20	UnConfirmed	TR250	ST STPL BRAD GUN	10/14/2017	09/14/2017	288.00	EA	703	5.0400	USD
<input checked="" type="checkbox"/>	07/14/2017	0004573234	30	UnConfirmed	TR150HL	ST STPL GUN MAN HL	10/14/2017	09/14/2017	2,304.00	EA	703	4.9100	USD
<input type="checkbox"/>	07/14/2017	0004573234	40	UnConfirmed	TR150	ST STPL GUN MANUAL	10/14/2017	09/14/2017	1,152.00	EA	703	4.6400	USD

Confirm Change Back

On the next screen, you will see that there the PO Line Quantity (J), Delivery Date field (J) and Comments field (K) that are open for editing.

Note: The fields may not be in the same order as shown below, you may need to scroll right or left to find the field.

Note: When splitting a line, the total quantity must equal the original PO Line Quantity

Click the Split button (6) to create a new delivery line for the PO Line.

**PO Confirmation**

Delivery Date:

PO/SL Release Creation	PO Number	PO Line	Material Number	PO Line Quantity	Split	Delivery Date	Comments	PO Line Status	Description
07/14/2017	0004573234	20	TR250	288.00		10/14/2017	Supplier Issue - limited capacity (share with other customers) ▼	UnConfirmed	ST STPL BRAD GUN
07/14/2017	0004573234	30	TR150HL	2304.00		10/14/2017	Supplier Issue - limited capacity (share with other customers) ▼	UnConfirmed	ST STPL GUN MAN H

On the next screen, you will see the newly created delivery line (M). Note that the quantity field (M1) in the new delivery line is "0" and the delivery date (M2) has the same date as the original PO Line delivery date.

PO/SL Release Creation	PO Number	PO Line	Material Number	PO Line Quantity	Split	Delivery Date	Comments	PO Line Status	Description
07/14/2017	0004573234	20	TR250	288.00		10/14/2017	Supplier Issue - limited capacity (share with other customers) ▼	UnConfirmed	ST STPL BRAD GUN
07/14/2017	0004573234	20	TR250	0		10/14/2017	Supplier Issue - limited capacity (share with other customers) ▼	UnConfirmed	ST STPL BRAD GUN
07/14/2017	0004573234	30	TR150HL	2304.00		10/14/2017	Supplier Issue - limited capacity (share with other customers) ▼	UnConfirmed	ST STPL GUN MAN H

Enter the quantities for the new delivery line and the original PO Line (7) the PO Lines, click the calendar button (8) to select the delivery date for each line, use the dropdown (9) to select the reason for the change and click the Submit button (10).

PO/SL Release Creation	PO Number	PO Line	Material Number	PO Line Quantity	Split	Delivery Date	Comments	PO Line Status	Description
07/14/2017	0004573234	20	TR250	200		10/14/2017	Supplier Issue - limited capacity (share with other customers) ▼	UnConfirmed	ST STPL BRAD GUI
07/14/2017	0004573234	20	TR250	88		10/31/2017	Supplier Issue - limited capacity (share with other customers) ▼	UnConfirmed	ST STPL BRAD GUI
07/14/2017	0004573234	30	TR150HL	2304.00		10/14/2017	Supplier Issue - limited capacity (share with other customers) ▼	UnConfirmed	ST STPL GUN MAN I

If you want to split to PO Line into more than 2 delivery lines, click the Split button (11) to create the number of delivery lines you want to propose.

PO/SL Release Creation	PO Number	PO Line	Material Number	PO Line Quantity	Split	Delivery Date	Comments	PO Line Status	Description
07/14/2017	0004573234	20	TR250	200		10/14/2017	Supplier Issue - limited capacity (share with other customers) ▼	UnConfirmed	ST STPL BRAD GUN
07/14/2017	0004573234	20	TR250	88		10/31/2017	Supplier Issue - limited capacity (share with other customers) ▼	UnConfirmed	ST STPL BRAD GUN
07/14/2017	0004573234	30	TR150HL	2304.00		10/14/2017	Supplier Issue - limited capacity (share with other customers) ▼	UnConfirmed	ST STPL GUN MAN H
07/14/2017	0004573234	30	TR150HL	0		10/14/2017	Supplier Issue - limited capacity (share with other customers) ▼	UnConfirmed	ST STPL GUN MAN H
07/14/2017	0004573234	30	TR150HL	0		10/14/2017	Supplier Issue - limited capacity (share with other customers) ▼	UnConfirmed	ST STPL GUN MAN H

Enter the quantities for the new delivery line and the original PO Line (12) the PO Lines, click the calendar button (13) to select the delivery date for each line, use the dropdown (14) to select the reason for the change and click the Submit button (15).



PO/SL Release Creation	PO Number	PO Line	Material Number	PO Line Quantity	Split	Delivery Date	Comments	PO Line Status	Description
07/14/2017	0004573234	20	TR250	200		10/14/2017	Supplier Issue - limited capacity (share with other customers)	UnConfirmed	ST STPL BRAD GUN
07/14/2017	0004573234	20	TR250	88	Split	10/31/2017	Supplier Issue - limited capacity (share with other customers)	UnConfirmed	ST STPL BRAD GUN
07/14/2017	0004573234	30	TR150HL	1004		10/14/2017	Supplier Issue - limited capacity (share with other customers)	UnConfirmed	ST STPL GUN MAN F
07/14/2017	0004573234	30	TR150HL	1000		10/31/2017	Supplier Issue - limited capacity (share with other customers)	UnConfirmed	ST STPL GUN MAN F
07/14/2017	0004573234	30	TR150HL	300	Split	12/01/2017	Supplier Issue - limited capacity (share with other customers)	UnConfirmed	ST STPL GUN MAN F

Submit Refresh Back

Note: if the quantities you enter on the delivery lines do not match the original PO Line quantity, you will receive the error message to the right. Click the OK button and reenter the delivery line quantities.

Quantity of Splited POLineItem (30):  
2308 is not matching with the  
POLineItem Original Quantity  
2304.000

OK

Click the OK button (16) on the successful popup window.

PO Confirmation									
							Delivery Date:		Copy
PO/SL Release Creation	PO Number	PO Line	Material Number	PO Line Quantity	Split	Delivery Date	Comments	PO Line Status	Description
07/14/2017	0004573234	20	TR250	200		10/14/2017	Supplier Issue - limited capacity (share with other customers)	UnConfirmed	ST STPL BRAD GUN
07/14/2017	0004573234	20	TR250	88			share with other customers)	UnConfirmed	ST STPL BRAD GUN
07/14/2017	0004573234	30	TR150HL	1004			share with other customers)	UnConfirmed	ST STPL GUN MAN H
07/14/2017	0004573234	30	TR150HL	1000			share with other customers)	UnConfirmed	ST STPL GUN MAN H
07/14/2017	0004573234	30	TR150HL	300	Split	12/01/2017	Supplier Issue - limited capacity (share with other customers)	UnConfirmed	ST STPL GUN MAN H

Submit Refresh Back

Supplier proposals submitted successfully

OK

You will be taken back to the PO Confirmation Results and the PO Lines that you just requested to be split should no longer be displayed in the list.

Select All		UnSelect All		Export to Excel									
Sel	PO/SL Release Creation	PO Number	PO Line	PO Line Status	Material Number	Description	Delivery Date	ETD Date	PO Line Quantity	PO Line Unit	Plant Number	Unit Price	Currency
<input type="checkbox"/>	07/14/2017	0004573234	10	UnConfirmed	TR250A	ST STPL BRAD GUN	10/14/2017	09/14/2017	2,016.00	EA	703	5.0400	USD
<input type="checkbox"/>	07/14/2017	0004573234	40	UnConfirmed	TR150	ST STPL GUN MANUAL	10/14/2017	09/14/2017	1,152.00	EA	703	4.6400	USD

Confirm Change Back

# Create Advanced Ship Notice

## Overview

The Advanced Ship Notice (ASN) functionality allows suppliers to submit information regarding the shipment of orders being sent to SBD. Suppliers can create multiple shipments against a single order and can therefore submit multiple ASNs for a single order. However, all ASNs for a given order cannot exceed the total quantity of the original order. For each ASN created in the Global Supplier Portal an associated Inbound Delivery (IBD) is created in the associated ERP system.

## Process

To access and run the Weekly Open Orders Report click the “eFulfill” button on the home page and on the eFulfill page click the “ASN - Creation” link.



### To run this transaction:

- If you have multiple vendor numbers in your profile, select the correct number using the dropdown (1).
- Select the correct plant number (2) from the dropdown.
- Then click the “Execute” button (3).

A screenshot of the 'ASN' form. It has a title 'ASN' at the top. Below it are two dropdown menus: 'Vendor:' with the value '0020008047' and 'Plant:' with the value '39'. Below these is an 'Execute' button. Red arrows with numbers point to each field: (1) points to the Vendor dropdown, (2) points to the Plant dropdown, and (3) points to the Execute button.

This will take you to the ASN-Selection screen. This screen shows all orders that are available for creation of an ASN for shipment. The ASN-Selection Page is divided into two sections; at the top of the page is a section labeled “Selected Items” (B), below that section is a list of all the orders that are available for you to submit an ASN for the shipment (A).

The key information provided for each order is as follows:

- C:** Order Selection Icon
- D:** PO Number & PO Line Item
- E:** Order Total Qty – Displays the quantity of the original order
- F:** Order Open Qty – Displays the quantity of the order that has not yet been received by SBD
- G:** Available For Confirmation – Displays the quantity of the order that is still remaining for shipping (ASN)

Click the green check marks ✓ (4) the order is moved from the available order section (A) to the “Selected Items” section (B).

### ASN - Selection

Material:

PO Number:

**Notice:**  
For direct shipments to plant 9155  
do not combine PO's on the same ASN.  
Each PO must have its own ASN

**Selected Items:**

	PO	PO Item	Material	Description	Order Total Qty	Order Open Qty	Available For Confirmation	UoM	Unit Price	Currency	Sched Line	Sched Line Date
✓	4618546	160	A123-00	Wrench	10,135.00	10,135.00	8,134.00	EA	\$14.8800	USD	0001	03/31/2018
✓	4618546	200	X985N55	Steel Wire	5,853.00	5,853.00	4,853.00	EA	\$16.2400	USD	0001	03/31/2018
✓	4618546	220	TC23-00	Drill	4,698.00	4,698.00	4,698.00	EA	\$9.7500	USD	0001	03/31/2018
✓	4618546	280	Y865NZ	Motor	9,820.00	9,820.00	9,820.00	EA	\$8.2100	USD	0001	03/31/2018
✓	4625815	330	AB32-12	Assembly	90.00	90.00	90.00	EA	\$7.6700	USD	0001	02/03/2018
✓	4632867	180	Y865NZ	Motor	210.00	210.00	210.00	EA	\$8.2100	USD	0001	02/24/2018
✓	4635040	320	AB32-12	Assembly	30.00	30.00	30.00	EA	\$7.6700	USD	0001	03/03/2018
✓	4637007	50	AB99-2-0	Fastener	3,010.00	3,010.00	2,120.00	EA	\$1.8200	USD	0001	03/10/2018

If you add an order in error you can remove it from the Selected Items section by clicking the blue Remove icon (K).

Once you have all the orders you want to include in the ASN in the Selected Items section, click the “Process Selected Items” button (5) to move to the next step.

### ASN - Selection

Material:

PO Number:

**Notice:**  
For direct shipments to plant 9155  
do not combine PO's on the same ASN.  
Each PO must have its own ASN

**Selected Items:**

	PO	PO Item	Material	Description	Order Total Qty	Order Open Qty	Available For Confirmation	UoM	Unit Price	Currency	Sched Line	Sched Line Date
⬅	4618546	160	A123-00	Wrench	10,135.00	10,135.00	8,134.00	EA	\$14.8800	USD	0001	03/31/2018
⬅	4618546	200	X985N55	Steel Wire	5,853.00	5,853.00	4,853.00	EA	\$16.2400	USD	0001	03/31/2018
⬅	4618546	220	TC23-00	Drill	4,698.00	4,698.00	4,698.00	EA	\$9.7500	USD	0001	03/31/2018

	PO	PO Item	Material	Description	Order Total Qty	Order Open Qty	Available For Confirmation	UoM	Unit Price	Currency	Sched Line	Sched Line Date
✓	4618546	280	Y865NZ	Motor	9,820.00	9,820.00	9,820.00	EA	\$8.2100	USD	0001	03/31/2018
✓	4625815	330	AB32-12	Assembly	90.00	90.00	90.00	EA	\$7.6700	USD	0001	02/03/2018
✓	4632867	180	Y865NZ	Motor	210.00	210.00	210.00	EA	\$8.2100	USD	0001	02/24/2018
✓	4635040	320	AB32-12	Assembly	30.00	30.00	30.00	EA	\$7.6700	USD	0001	03/03/2018

On the ASN-Execution Data Entry screen, enter the header information for the ASN (6) including; supplier invoice number, expected delivery date, container number, select the correct transportation type from the dropdown, and enter the bill of lading number.

The Transportation Type options of “SCAC” is used for all ground transportation methods.

Unless informed otherwise by your SBD contact; the expected delivery date entered in step 6 should be the date you expect the shipment to arrive at the SBD location to which you are shipping.

A container number is required for each order line included in the ASN. If all items are in the same container you can click the “Copy” button (H) to copy into all the line. If the items are in different containers you need to enter a container number in each line (I).

Once you have all the header information completed, enter the quantity you will be shipping for each order line (7) and click the Execute button (8). Note: you cannot ship more than the available quantity (N).

**ASN - Execution**

**Notice:**  
For direct shipments to plant 9155 do not combine PO's on the same ASN. Each PO must have its own ASN.

(H) Invoice Number: 12345678  
Expected Delivery Date: 06/29/2018  
Container Number: 225588 Copy  
Transportation Type: SCAC  
Bill of Lading: 336699

(I)

Container	PO	PO Item	Material	Description	Order Open Qty	Available	Confirmation	UoM	Unit Price	Currency	Sched Line	Sched Line Date
225588	4618546	160	A123-00	Wrench	10,135.00	8,134.00	8,134.00	EA	\$14.8800	USD	0001	03/31/2018
225588	4618546	200	X985N55	Steel Wire	5,853.00	4,853.00	2400	EA	\$16.2400	USD	0001	03/31/2018

(7)

(8) Execute (N)

You will be taken to the ASN-Execution Data Review page which allows you to review your entered information, ensure that all the information (including confirmed quantity) is correct and click the “Execute” button (9).

**ASN - Execution**

Invoice Number: 12345678  
Expected Delivery Date: 06/29/2018  
Transportation Type: SCAC  
Bill of Lading: 336699

Container	PO	PO Item	Material	Description	Order Open Qty	Available	Confirmation	UoM	Unit Price	Currency	Sched Line	Sched Line Date
225588	4618546	160	A123-00	Wrench	10,135.00	8,134.00	8134.00	EA	\$14.8800	USD	0001	03/31/2018
225588	4618546	200	X985N55	Steel Wire	5,853.00	4,853.00	2400	EA	\$16.2400	USD	0001	03/31/2018

(9) Execute

The system will take you to the ASN-Execution Confirmation Screen and process your order and provide a confirmation message; as long as the message is “ASN Created Successfully” your ASN has been submitted. If you receive any other message or do not receive a message at all please contact your SBD contact to confirm if the IBD created successfully. Click the “OK” button (10) to complete the process.

## ASN - Execution

Invoice Number: 12345678  
 Expected Delivery Date: 06/29/2018  
 Transportation Type: SCAC  
 Bill of Lading: 336699

Container	PO	PO Item	Material	Description	Order Open Qty	Available	Confirmation	UoM	Unit Price	Currency	Sched Line	Sched Line Date
225588	4618546	160	A123-00	Wrench	10,135.00	8,134.00	8134.00	EA	\$14.8800	USD	0001	03/31/2018
225588	4618546	200	X985N55	Steel Wire	5,853.00	4,853.00	2400	EA	\$16.2400	USD	0001	03/31/2018

### Results:

Confirmation	Item	Qty	Message
0180427206	000001	8134.00	ASN Created Successfully
0180427206	000002	2400.00	ASN Created Successfully

(10)

OK

You will be taken back to the selection screen and you will see that the lines you shipped in full will no longer show and any partially shipped will still show with a reduced quantity available for confirmation (0).

## ASN - Selection

Material:   
 PO Number:

### Notice:

For direct shipments to plant 9155  
 do not combine PO's on the same ASN.  
 Each PO must have its own ASN

Filter

### Selected Items:

Process Selected Items

	PO	PO Item	Material	Description	Order Total Qty	Order Open Qty	Available For Confirmation	UoM	Unit Price	Currency	Sched Line	Sched Line Date
✓	4618546	200	X985N55	Steel Wire	5,853.00	5,853.00	2,453.00	EA	\$16.2400	USD	0001	03/31/2018
✓	4618546	200	X985N55	Steel Wire	5,853.00	5,853.00	2,453.00	EA	\$16.2400	USD	0001	03/31/2018

(0)