GSP User Guide for SEF Suppliers using Schedule Line Agreement POs
(Supplier User Instructions)

Overview

This document covers the standard functions within GSP that will be used by SEF suppliers when Schedule Line Agreement (SLA) 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) Weekly Open Order Report – allow you to view open firm and forecast orders
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

Contents

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

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)**.
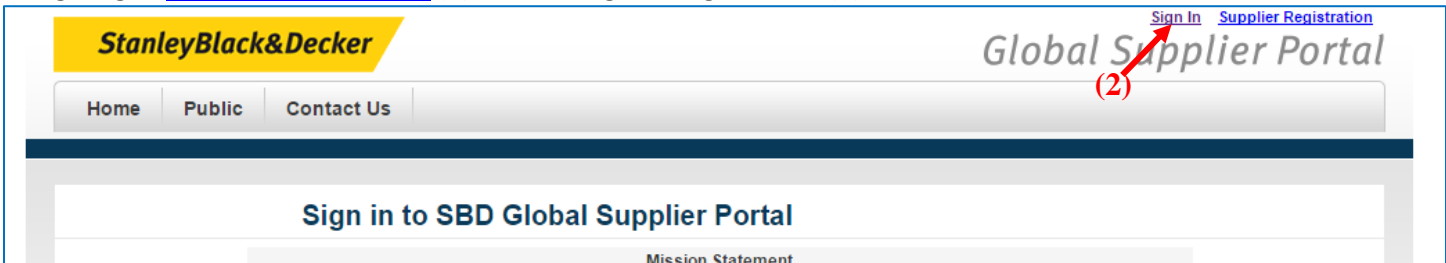
On the SBD User Type page ensure that the selection (A) is set to "Supplier" and click the "Continue" button (B)
Note: you can click the "Remember selection" option to keep your selection and bypass this page in the future

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

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.

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.
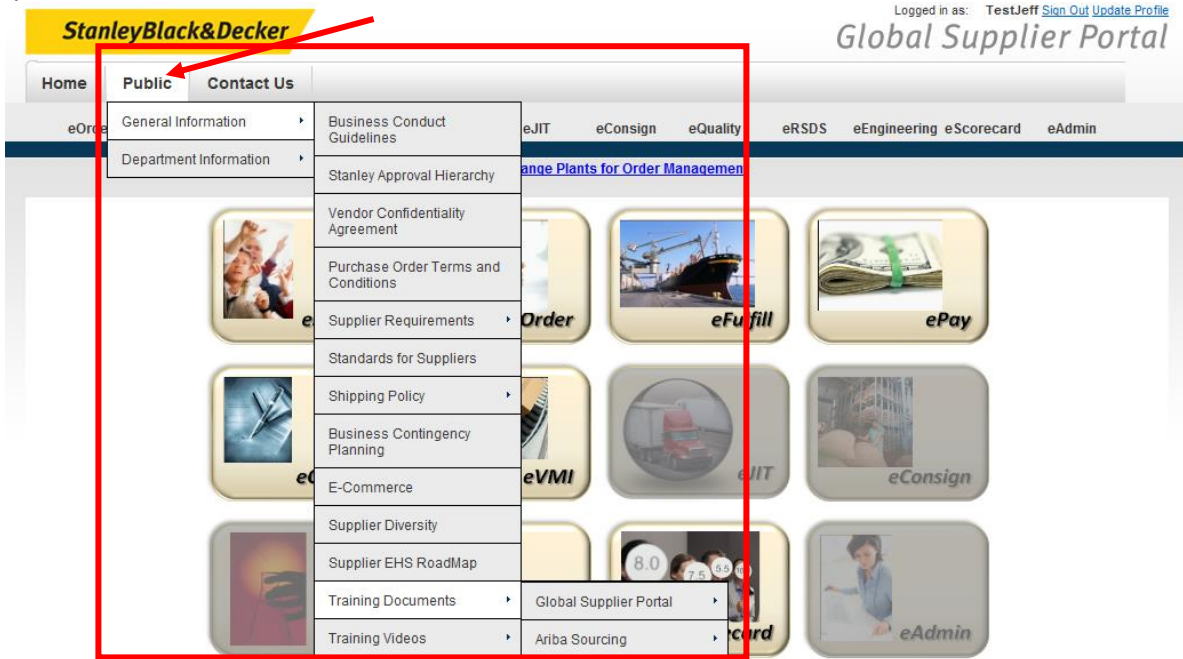
Weekly Open Order Report

Overview
As a supplier, you can review the PO Lines for your company including quantity and deliver due date.

Process
To access the Confirmed PO function, click the "eOrders" button on the home page and on the eOrders page click the "Weekly Open Order Report" link.
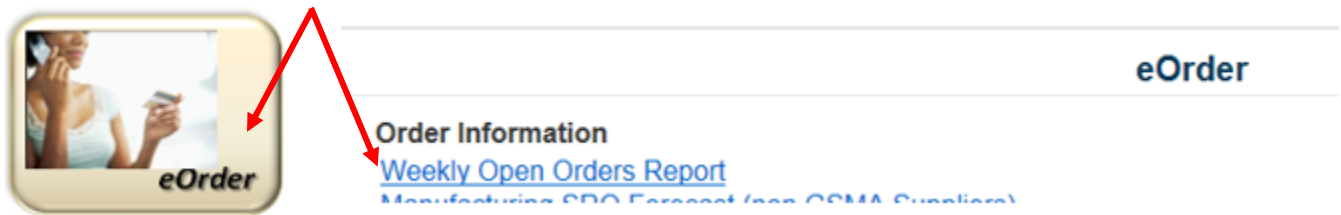
Your vendor number will prepopulate the Vendor Number field **(1)**, if you have multiple vendor numbers assigned to your account; use the dropdown to select the correct number. Select the Plant Number **(2)** for which you want to view open POs and click the Execute button **(4)**. *Note*: You can also enter a material number, select a date range, and/or choose a status to refine your search. You can also select the display format for dates. **(A)** If you want to export the results to excel instead of viewing on screen check the Excel option **(3)**.	

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

B: Material Number
C: Purchas Order Number
D: Purchas Order Line Number
E: Schedule Line Number – Unique 'sequence' identification for the specific release
F: Delivery Date – Date the material is due to arrive at SBD plant
G: Scheduled Quantity – Quantity from the PO
H: Delivered Quantity – Quantity received by SBD
I: Balance – Quantity not received by SBD
J: Firm/Planned – if the release is within or outside the firm zone
K: Release Number – The number of the release – it will always show the latest one
L: Release Date – The date on which the release was made

Open Orders

This data has been queried against the 340-SHD-S/4 Development.

Status: All

MRP Ctrlr	Material	PO#	PO Item	Schedule Line No.	Del Date	Sched. Qty	Del Qty	Balance	Firm/Planned	Release Number	Release Date
001	203326-00	5500000023	10	0019	03/29/2018	87000	20000	67000	Firm	0000000005	2018-03-19
001	203326-00	5500000023	10	0021	03/29/2018	311000	0	311000	Firm	0000000005	2018-03-19
001	203326-00	5500000023	10	0001	04/03/2018	112000	0	112000	Firm	0000000005	2018-03-19
001	996526-00	5500000152	10	0010	04/03/2018	425000	0	425000	Firm	0000000005	2018-03-19
001	996526-00	5500000152	10	0020	04/26/2018	225000	0	225000	Firm	0000000005	2018-03-19
001	203326-00	5500000152	20	0011	05/30/2018	200000	0	200000	Firm	0000000005	2018-03-19
001	203326-00	5500000152	20	0012	06/28/2018	150000	0	150000	Firm	0000000005	2018-03-19
001	116526-20	5500000602	30	0013	07/30/2018	275000	0	275000	Planned	0000000005	2018-03-19
001	116526-20	5500000602	30	0014	08/30/2018	220000	0	220000	Planned	0000000005	2018-03-19

The excel file has the same information as the onscreen with the following 3 additional columns. This file can be used to share information within your company or with SBD.

M: Ship Quantity
N: Ship Date
O: Carrier

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Black and Decker - Supplier Connect														
2	Open Orders														
3	This data has been queried against the 340-SHD-S/4 Development.														
4	Report Created On: 6/27/2018 5:48:23 PM by														
5															
6	Status: All														
7	MRP Ctrlr	Material	PO#	PO Item	Schedule Line No.	Del Date	Sched. Qty	Del Qty	Balance	Firm/Planned	Ship Qty	Ship Date	Carrier	Release Number	Release Date
8	1	203326-00	5500000023	10	19	3/29/2018	87000	20000	67000	Firm				5	3/19/2018
9	1	203326-00	5500000023	10	21	3/29/2018	311000	0	311000	Firm				5	3/19/2018
10	1	203326-00	5500000023	10	1	4/3/2018	112000	0	112000	Firm				5	3/19/2018
11	1	996526-00	5500000152	10	10	4/3/2018	425000	0	425000	Firm				5	3/19/2018
12	1	996526-00	5500000152	10	20	4/26/2018	225000	0	225000	Firm				5	3/19/2018
13	1	203326-00	5500000152	20	11	5/30/2018	200000	0	200000	Firm				5	3/19/2018
14	1	203326-00	5500000152	20	12	6/28/2018	150000	0	150000	Firm				5	3/19/2018
15	1	116526-20	5500000602	30	13	7/30/2018	275000	0	275000	Planned				5	3/19/2018
16	1	116526-20	5500000602	30	14	8/30/2018	220000	0	220000	Planned				5	3/19/2018

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 you profile, select the correct number using the dropdown **(1)**.
- Select the correct plant number **(2)** from the dropdown.
- Then click the "Execute" button **(3)**.

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 in 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)
   H: Schedule Line Date – the date the schedule line was created/released

Click the green check marks ✔ **(4)** the order is moved from the available order section **(A)** to the "Selected Items" section **(B)**.

Please note that not all rows have a green check mark to select, this is because they are part of a PO/PO Line combination and you must ship the oldest order first based on the PO Schedule Line Date. So, in the example below for PO 5500000023 you must ship the 112,000 quantity line before you ship the 425,000 quantity line.

However, if you have 200,000 items to ship you can ship 112,000 on the first line and the remaining 88,000 against the next line; see step 5 below.

ASN - Selection

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

[Filter]

(B)

(C) **(D)** **Selected Items:** **(E)** **(F)** **(G)** **(H)**

[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
✓	5500000023	10	203326-00	Steel Wire	2,454,000.00	112,000.00	112,000.00	EA	$12.6700	GBP	0001	2018-04-03
	5500000023	10	203326-00	Steel Wire	2,454,000.00	425,000.00	425,000.00	EA	$12.6700	GBP	0010	2018-04-03
	5500000023	10	203326-00	Steel Wire	2,454,000.00	225,000.00	225,000.00	EA	$12.6700	GBP	0020	2018-04-26
	5500000023	10	203326-00	Steel Wire	2,454,000.00	200,000.00	200,000.00	EA	$12.6700	GBP	0011	2018-05-30
	5500000023	10	203326-00	Steel Wire	2,454,000.00	150,000.00	150,000.00	EA	$12.6700	GBP	0012	2018-06-28
	5500000023	10	203326-00	Steel Wire	2,454,000.00	275,000.00	275,000.00	EA	$12.6700	GBP	0013	2018-07-30
✓	5500000023	30	996526-00	Wrench	20.00	20.00	20.00	ST	$100.0000	GBP	0001	2018-06-18
✓	5500000024	10	116526-20	Assembly	1,541,000.00	180,000.00	149,000.00	EA	$15.0000	GBP	0001	2018-03-26
	5500000024	10	116526-20	Assembly	1,541,000.00	111,000.00	111,000.00	EA	$15.0000	GBP	0010	2018-04-03
	5500000024	10	116526-20	Assembly	1,541,000.00	200,000.00	200,000.00	EA	$15.0000	GBP	0002	2018-05-01
	5500000024	10	116526-20	Assembly	1,541,000.00	125,000.00	125,000.00	EA	$15.0000	GBP	0003	2018-06-01
	5500000024	10	116526-20	Assembly	1,541,000.00	130,000.00	130,000.00	EA	$15.0000	GBP	0004	2018-07-02
	5500000024	10	116526-20	Assembly	1,541,000.00	140,000.00	140,000.00	EA	$15.0000	GBP	0005	2018-08-01
	5500000024	10	116526-20	Assembly	1,541,000.00	210,000.00	210,000.00	EA	$15.0000	GBP	0006	2018-09-03

(4) **(A)**

Per the statement above please note that since I have added the 112,000 quantity line for PO 5500000023 I can now add the next (425,000) line **(5)**.

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
←	5500000023	10	203326-00	Steel Wire	2,454,000.00	112,000.00	112,000.00	EA	$12.6700	GBP	0001	04/03/2018
←	5500000023	30	996526-00	Wrench	20.00	20.00	20.00	ST	$100.0000	GBP	0001	06/18/2018

[Process Selected Items]

(5)

	PO	PO Item	Material	Description	Order Total Qty	Order Open Qty	Available For Confirmation	UoM	Unit Price	Currency	Sched Line	Sched Line Date
✓	5500000023	10	203326-00	Steel Wire	2,454,000.00	425,000.00	425,000.00	EA	$12.6700	GBP	0010	04/03/2018
	5500000023	10	203326-00	Steel Wire	2,454,000.00	225,000.00	225,000.00	EA	$12.6700	GBP	0020	04/26/2018
	5500000023	10	203326-00	Steel Wire	2,454,000.00	200,000.00	200,000.00	EA	$12.6700	GBP	0011	05/30/2018
	5500000023	10	203326-00	Steel Wire	2,454,000.00	150,000.00	150,000.00	EA	$12.6700	GBP	0012	06/28/2018
	5500000023	10	203326-00	Steel Wire	2,454,000.00	275,000.00	275,000.00	EA	$12.6700	GBP	0013	07/30/2018
✓	5500000024	10	116526-20	Assembly	1,541,000.00	180,000.00	149,000.00	EA	$15.0000	GBP	0001	03/26/2018
	5500000024	10	116526-20	Assembly	1,541,000.00	111,000.00	111,000.00	EA	$15.0000	GBP	0010	04/03/2018
	5500000024	10	116526-20	Assembly	1,541,000.00	200,000.00	200,000.00	EA	$15.0000	GBP	0002	05/01/2018
	5500000024	10	116526-20	Assembly	1,541,000.00	125,000.00	125,000.00	EA	$15.0000	GBP	0003	06/01/2018
	5500000024	10	116526-20	Assembly	1,541,000.00	130,000.00	130,000.00	EA	$15.0000	GBP	0004	07/02/2018
	5500000024	10	116526-20	Assembly	1,541,000.00	140,000.00	140,000.00	EA	$15.0000	GBP	0005	08/01/2018
	5500000024	10	116526-20	Assembly	1,541,000.00	210,000.00	210,000.00	EA	$15.0000	GBP	0006	09/03/2018

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 **(6)** to move to the next step.

(K)

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	
←	5500000023	10	203326-00	Steel Wire	2,454,000.00	425,000.00	425,000.00	EA	$12.6700	GBP	0010	04/03/2018	**(B)**
	5500000023	10	203326-00	Steel Wire	2,454,000.00	112,000.00	112,000.00	EA	$12.6700	GBP	0001	04/03/2018	
←	5500000023	30	996526-00	Wrench	20.00	20.00	20.00	ST	$100.0000	GBP	0001	06/18/2018	

(6) ⟶ [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	
✓	5500000023	10	203326-00	Steel Wire	2,454,000.00	225,000.00	225,000.00	EA	$12.6700	GBP	0020	04/26/2018	**(A)**
	5500000023	10	203326-00	Steel Wire	2,454,000.00	200,000.00	200,000.00	EA	$12.6700	GBP	0011	05/30/2018	
	5500000023	10	203326-00	Steel Wire	2,454,000.00	150,000.00	150,000.00	EA	$12.6700	GBP	0012	06/28/2018	
	5500000023	10	203326-00	Steel Wire	2,454,000.00	275,000.00	275,000.00	EA	$12.6700	GBP	0013	07/30/2018	
✓	5500000024	10	116526-20	Assembly	1,541,000.00	180,000.00	149,000.00	EA	$15.0000	GBP	0001	03/26/2018	
	5500000024	10	116526-20	Assembly	1,541,000.00	111,000.00	111,000.00	EA	$15.0000	GBP	0010	04/03/2018	
	5500000024	10	116526-20	Assembly	1,541,000.00	200,000.00	200,000.00	EA	$15.0000	GBP	0002	05/01/2018	
	5500000024	10	116526-20	Assembly	1,541,000.00	125,000.00	125,000.00	EA	$15.0000	GBP	0003	06/01/2018	
	5500000024	10	116526-20	Assembly	1,541,000.00	130,000.00	130,000.00	EA	$15.0000	GBP	0004	07/02/2018	
	5500000024	10	116526-20	Assembly	1,541,000.00	140,000.00	140,000.00	EA	$15.0000	GBP	0005	08/01/2018	
	5500000024	10	116526-20	Assembly	1,541,000.00	210,000.00	210,000.00	EA	$15.0000	GBP	0006	09/03/2018	

On the ASN-Execution Data Entry screen, enter the header information for the ASN **(7)** 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 7 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 **(8)** and click the Execute button **(9)**. Note: you cannot ship more than the available quantity **(N)**.

> Please note that on the first line below I am only shipping 88,000 of the 425,000 available and the remaining will be shipped in a later ASN

ASN - Execution

(H)

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

Invoice Number:	12345678
Expected Delivery Date:	06/29/2018
Container Number:	225588 [Copy]
Transportation Type:	SCAC ▾
Bill of Lading:	336699

(7) **(8)**

(I)

Container	PO	PO Item	Material	Description	Order Open Qty	Available	Confirmation	UoM	Unit Price	Currency	Sched Line	Sched Line Date
225588	5500000023	10	203326-00	Steel Wire	425,000.00	425,000.00	88,000	EA	$12.6700	GBP	0010	04/03/2018
225588	5500000023	10	203326-00	Steel Wire	112,000.00	112,000.00	112,000.00	EA	$12.6700	GBP	0001	04/03/2018
225588	5500000023	30	996526-00	Wrench	20.00	20.00	20.00	ST	$100.0000	GBP	0001	06/18/2018

(9) ⟶ [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 **(10)**.

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	5500000023	10	203326-00	Steel Wire	425,000.00	425,000.00	200000	EA	$12.6700	GBP	0010	04/03/2018
225588	5500000023	30	996526-00	Wrench	20.00	20.00	20.00	ST	$100.0000	GBP	0001	06/18/2018

(10) ⟶ 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 **(11)** 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	5500000023	10	203326-00	Steel Wire	425,000.00	425,000.00	200000	EA	$12.6700	GBP	0010	04/03/2018
225588	5500000023	30	996526-00	Wrench	20.00	20.00	20.00	ST	$100.0000	GBP	0001	06/18/2018

Results:

Confirmation	Item	Qty	Message
0180000924	000010	200000.000	ASN Created Successfully
0180000925	000010	20.000	ASN Created Successfully

(11) ⟶ 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 **(O)**.

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:

(O)

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
✓	5500000023	10	203326-00	Steel Wire	2,454,000.00	425,000.00	337,000.00	EA	$12.6700	GBP	0010	2018-04-03
	5500000023	10	203326-00	Steel Wire	2,454,000.00	225,000.00	225,000.00	EA	$12.6700	GBP	0020	2018-04-26