

# Supplier Workplace



HELP.MMPURSWP

**Release 4.6C**



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## Icons

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	Caution
	Example
	Note
	Recommendation
	Syntax
	Tip

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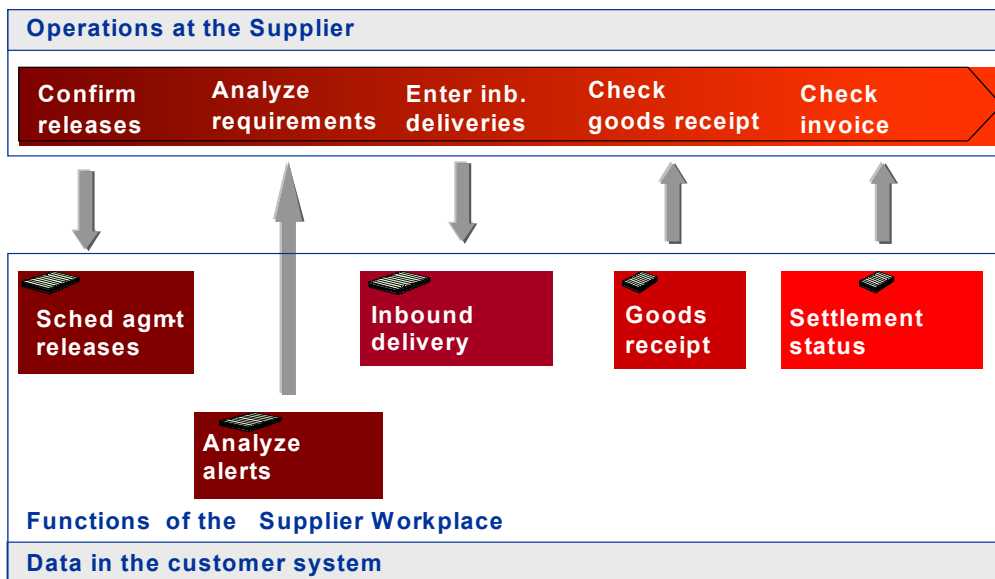
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## Supplier Workplace

### Purpose

The Supplier Workplace (SWP) allows suppliers (vendors) access to a manufacturers' (customers') SAP System. The E-Commerce application serves as an alternative or enhancement to the EDI communication that is used in material procurement. That does not mean, however, that the Web application should completely replace the electronic exchange of important trade documents using EDI. It is a cost-saving means for even small suppliers to enter into competition in the supplier market. This Internet technology makes it possible for suppliers to access information in a customer's system and to enter shipping notifications, without time delay. E-commerce is also a cost-saving and time-saving procedure for the customer with regard to purchasing raw materials, parts or systems. It saves time for getting information, telephone costs and costs for the connection and maintenance of an EDI line. When new suppliers enter the market, the range of products on offer is broadened and competition is encouraged. As a result, the products can become cheaper for the manufacturer in the long term.

The following graphic shows how the process may work in the manufacturers' system. The necessary data for the material procurement process is saved in the customer system and can be accessed and checked by the supplier over the Internet. The supplier can also confirm the scheduling agreement releases actively. Suppliers calculate requirements using the scheduling agreement schedule lines. They can also view error messages in the customer system. As soon as suppliers have delivered the goods, they can check the goods receipt at the customer. After placing the invoice, suppliers can monitor the price agreements over the Internet.



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**Supplier Workplace****Implementation Considerations****Technical Prerequisites:**

The necessary data for the Supplier Workplace is supplied by the R/3 System. The alerts can be displayed from MRP in the R/3 System or, if the APO system is available, from the APO Rapid Planning Matrix.

**Logging On to the System:**

You log on using an R/3 user in the R/3 System. You can find this link on the manufacturer's homepage. As a user, you enter your user ID on the initial screen. Each supplier can have multiple user IDs and every user should have the option of using several supplier IDs.

**Authorizations:**

Suppliers can only view data that is related to them. After the supplier has logged on to the system, it runs an authorization check and calls up a menu with the functions that the user is allowed to use.

**Navigation:**

The user can access all the functions of the Supplier Workplace from the Workplace itself.

Suppliers can search using four different criteria. On the left of the screen they enter either the vendor ID (supplier), the product name used by the vendor (external product) or by the customer (internal product) or the purchasing document number.

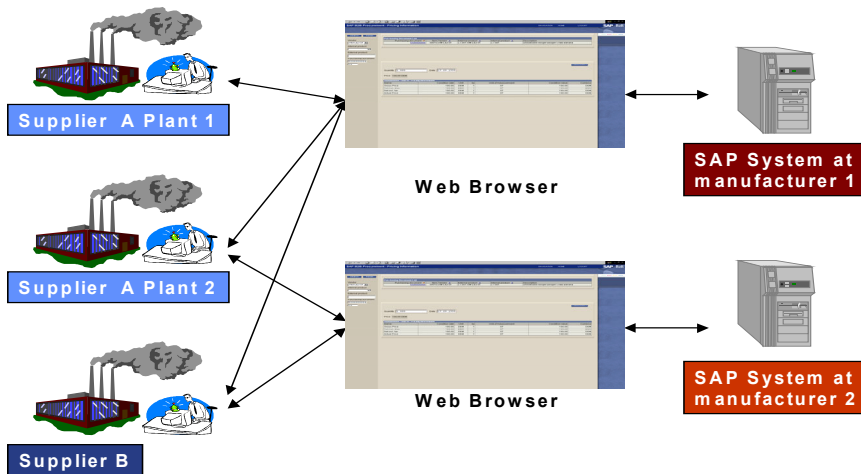
For each function, the system displays a list with all the documents related to the search criteria. Users can find the relevant document in this list.

**Integration**

The Supplier Workplace consists of applications from the Materials Management (MM) and Sales and Distribution (SD) components, which have been simplified and limited to their most important functions for the Internet.

The SWP represents procedures for the material procurement process and is therefore an important part of Supply Chain Management.

The following graphic describes the process for material procurement using the Internet. Using the Internet, the supplier can access information from the systems of different manufacturers, from various plants:



## Features

The following functions are available in the Supplier Workplace:

- Display of purchasing document information
- Display of pricing information
- Display and confirmation of scheduling agreement releases
- Display of goods receipts
- Display of credit memos
- Display of alerts
- Creation and changing of inbound deliveries

## Constraints

The supplier can view data in the customer's system, but the system does not automatically write the data in the supplier's ERP system. As a user, you transfer the data manually into your system. You also have a write authorization in two of the functions mentioned: In the function for scheduling agreement releases you can set a confirmation indicator and you can create and change inbound deliveries.

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**Display Purchasing Document Information**

## Display Purchasing Document Information

### Use

You use the purchasing document to procure materials and services. In the R/3 system, the purchasing document contains a series of detailed information. By using this function, the supplier can view this information in the manufacturers' system. The SWP displays business data as well as terms of delivery and payment, for example, scheduling agreement, validity dates, target quantity and target value. The SWP also displays logistical data such as underdelivery and overdelivery time.

### Procedure

1. In the Workplace, choose *Purchasing document information*.
2. Enter a vendor (supplier), the product number used by the customer (manufacturer) or vendor, or a purchasing document number and choose *Search*.
3. The system displays the complete list with all purchasing documents that exist for the search criteria entered.
4. You can sort the purchasing documents in ascending or descending order for the purchasing document number, vendor ID and product number used by the customer or vendor criteria.
5. The logistical data is on the second tab page.
6. If you choose *Reset*, your entries are deleted and you can start a new search.



## Display Pricing Information

### Use

Using this function, the supplier (vendor) can view the price agreements, which exist between the supplier and the manufacturer (customer) and which are stored in the R/3 system such as, for example, surcharges, discounts and freight costs. In the R/3 system, price information is included in the conditions and is entered in bids, outline agreements and info records and is used to determine prices in purchase orders. The information is assigned to purchase documents and is used as additional data for items.

The system displays the following prices:

- Gross price: price without taking into account possible surcharges and discounts
- Net price: price taking into account surcharges and discounts
- Effective (actual) price: Net price minus cash discount and plus miscellaneous provisions and delivery costs as well as non-deductible input tax

The supplier can also run a price simulation for the scheduling agreements in order to calculate the price for a particular purchase order quantity or for another date.

### Prerequisites

You have created conditions in the R/3 System.

### Procedure

2. In the Workplace, choose *Pricing information*.
7. Enter a vendor ID (supplier), the product number used by the customer (manufacturer) or vendor, or a purchasing document and choose *Search*.
8. The system displays the complete list with all purchasing documents that exist for the search criteria entered.
9. You can sort the purchasing documents in ascending or descending order for the purchasing document number, vendor ID and product number used by the customer or vendor criteria.
10. You can run the price simulation by varying the quantity and date and choosing *Simulate*. The system displays the effective (actual) price for this purchase order quantity.
11. If you choose *Reset*, your entries are deleted and you can start a new search.

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**Display and Confirm Scheduling Agreement Releases**

## Display and Confirm Scheduling Agreement Releases

### Use

For scheduling agreements with release documentation, the releases are documented in the system. You can therefore check which releases you have sent to suppliers and when you sent them. In the R/3 System, schedule lines can be generated automatically for scheduling agreements. The releases are created using the schedule lines.

Using the Web application, the supplier can view the releases directly in the manufacturers' system and get information about quantities and delivery dates. The supplier can confirm open scheduling agreement releases. The system displays the most up-to-date JIT delivery schedules and forecast delivery schedules. In the schedules, you find information such as delivery date and time, the received quantity and the agreed quantity.

### Prerequisites

You have created scheduling agreements with release documentation in the R/3 System.

### Procedure

1. In the Workplace, choose *Scheduling agreement releases*.
2. Enter a vendor (supplier) or the product number used by the customer (manufacturer) or vendor and choose *Search*.
3. The system displays the complete list with all scheduling agreements that exist for the search criteria entered.
4. You can sort the scheduling agreements in ascending or descending order for the scheduling agreement number, vendor ID and product number used by the customer or vendor criteria.
5. If the list only consists of one entry, the system displays the forecast delivery schedules for this document automatically in the lower screen area. If there are several entries, the system displays the forecast delivery schedules for the first entry below the list.
6. The JIT delivery schedules are on the second tab page.
7. If you click on the individual schedules, the system displays the schedule lines in a new window. For scheduling agreements without release documents, the system displays the schedule lines directly underneath.
8. In the *Open web releases* view, the supplier can confirm scheduling agreement releases. As the supplier, you select the scheduling agreement release and choose *Confirm*.
9. In the *Current releases* view, a list appears with all the releases that are normal releases for the purchasing documents as well as open and confirmed web releases.
10. If you choose *Reset*, your entries are deleted and you can start a new search.

## Inbound Delivery History

### Use

Every time the customer receives goods, the system posts a goods receipt in Inventory Management. In the R/3 System, you can enter goods receipts for a purchase order in the Purchasing (MM) component, goods receipts for an order in the Production Planning and Control (PP) component and, if neither of these components are available, goods receipts for reservations. In the Supplier Workplace, you enter goods receipts for purchase orders and, in doing so, assign these to the purchase documents.

By using the Web application, the supplier can view the goods receipts in the manufacturer's system (the customer) and check deliveries.

### Prerequisites

In the R/3 System, you post goods receipts that you want to make accessible to the supplier.

### Procedure

1. In the Workplace, choose *Inbound delivery history*.
2. Enter a vendor (supplier), the product number used by the customer (internal product) or by the vendor (external product) or a purchasing document number. You can also enter the number of a reference document or a time period, for which all purchasing documents are to be displayed. Choose *Search*.
3. The system displays the complete list with all purchasing documents that match the search criteria.
4. You can sort the purchasing documents in ascending or descending order for the purchasing document number, vendor ID and product number used by the customer or vendor criteria.
5. If the list only consists of one entry, the system displays the goods receipts automatically in the lower screen area. If there are several entries, the system displays the goods receipts for the first entry below the list.
6. If you choose *Reset*, your entries are deleted and you can start a new search.

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**Create and Change Inbound Deliveries**

## Create and Change Inbound Deliveries

### Use

Shipping notifications are usually sent to the manufacturer using an EDI connection or as a fax and are then entered into the manufacturers' system as inbound deliveries. Suppliers can use this Internet application to create and edit all the deliveries that are planned for them directly in the customer system. The system ensures that the respective user can select only the deliveries for vendors that are assigned to the user. In these deliveries, you can modify general basic data such as delivery date or delivery quantity.

This process is an alternative to the order notification over EDI that has been used up to now. This is a service function of the supplier for customers to use and helps to process the goods receipt more efficiently.

### Prerequisites

In the SAP System, there are purchase orders for the vendors who are assigned to the user.

### Features

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[Change Inbound Deliveries \[Page 14\]](#)



In both functions, it is possible to change inbound deliveries in a detail screen. The *Change inbound delivery* function offers direct access to the list of created inbound deliveries.

## Create Inbound Deliveries

### Procedure

7. In the Workplace, choose *Create inbound delivery*. In the upper screen area, the system displays a list of purchase orders for the vendors assigned to you.
8. Enter the delivery date, the means of transport and the internal or external delivery number and choose *Create shipping notification*. As soon as the inbound delivery is created, an entry appears in the **list of shipping notifications that were created** and the order item in the **list of purchase orders** disappears.
9. The list of shipping notifications contains only header data. You can use the *With shipping notification item data* button to switch to view where all the items for the inbound delivery are listed.
10. Select an inbound delivery and choose *Detailed display*. In the detail view, you can change the order quantities and also select packaging for the material ordered.



A new order item for the difference quantity with regard to the original quantity appears in the list of purchase orders.

11. You can add new order items to the existing inbound deliveries by choosing *Change shipping notification*. To do this, you select the purchase order in the upper screen area and the respective shipping notification in the lower screen area.
12. If you wish to delete shipping notification, select the shipping notification and choose *Delete shipping notification*.
13. By choosing *Continue list display*, you access the *Process shipping notification* function.

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**Change Inbound Deliveries**

## Change Inbound Deliveries

### Procedure

1. In the Workplace, choose *Change Inbound Delivery*. The system displays the inbound deliveries for the vendors assigned to you.
2. In order to restrict the selection further, enter a supplier (vendor), the time of creation, delivery number, material, delivery date or purchase order.
3. The list of shipping notifications only contains header data. You can use the *With shipping notification item data* button to switch to view where all the items for the inbound delivery are listed.
4. Select an inbound delivery and choose *Detailed display*. In the detail view, you can change the order quantities and also select packaging.



A new order item for the difference quantity with regard to the original quantity appears in the list of purchase orders.

14. If you wish to delete shipping notification, select the shipping notification and choose *Delete shipping notification*.
6. By choosing *List purchase orders*, you access the *Create inbound delivery* function.

## Display Settlement Status

### Use

In this application, the system displays the invoice documents that have been created for the goods receipts in the customer system. The system displays both invoice documents that have been created manually and invoice documents that have been created by the credit memo procedure (credit and debit memos).

The supplier can use the Web application to check quantities and values that have been calculated for deliveries. You can see the current settlement status, which means the settled quantity for an ordered product, for a purchasing document and related delivery notes.

### Prerequisites

You have posted credit memos in the R/3 System.

### Procedure

3. In the Workplace, choose *Settlement status*.
12. Enter a vendor ID (supplier), the product number used by the customer (manufacturer) or vendor, or a purchasing document and choose *Search*.
13. The system displays the complete list with all purchasing documents that exist for the search criteria entered.
14. You can sort the purchasing documents in ascending or descending order for the purchasing document number, vendor ID and product number used by the customer or vendor criteria.
15. If the list only consists of one entry, the system displays the deliveries that have been settled for the first purchasing document on the *Settlement data* tab page. If there are several entries, the system always displays the settled deliveries for the first entry in the list. You see the settled quantities, the invoiced amount, unit of measure and currency for the respective delivery.
16. On the *Reference data* tab page, you find further data such as the posting date as well as the internal and external invoice number.
17. If you choose *Reset*, your entries are deleted and you can start a new search.

## Display Alerts

# Display Alerts

## Use

Alerts are exception messages in MRP such as material excess and material shortage situations. The planner can use the alerts to decide whether it is necessary to change the dates and quantities for a procurement element, to create new procurement elements or to delete old ones.

The supplier can view the alerts in the customer system using the Internet application and thereby react quickly to new customer requirements, adjust planning accordingly and inform the suppliers' own suppliers of the changes. The alerts are accessed using the vendors that are assigned to the user.

If there is a link to APO, the system displays exception messages from both the APO system and the R/3 system. In MRP in the R/3 System, there are eight defined groups that group together particular types of exception messages. You can access all the exception messages, which exist for the purchasing documents that are assigned to the supplier, from these groups using the Supplier Workplace.

You can access the following exception messages:

*from the R/3 System:*

- New; opening date in the past
- New; start date in the past
- New; finish date in the past
- General messages
- Exceptions during BOM explosion
- Exceptions during availability calculation
- Exceptions during rescheduling
- Terminations

*from the APO system:*

- Shortage situation
- Excess situation
- Stock fallen below days' supply
- Due date validation

## Procedure

4. In the Workplace, choose *Display alerts*. The system displays the alert statistics for the vendors assigned to you. The system groups together the alerts in these statistics according to the type of exception message. For example, there can be a certain number of alerts for the exception message type referring to material shortage situations.
18. In order to restrict the alerts further, enter a vendor ID (supplier), the material number used by the customer (manufacturer) or vendor, or a purchasing document and choose *Search*.



## Display Alerts

19. Choose an exception message type. In the lower screen area, the system displays the individual alerts for this entry.
20. The alerts from the APO system are sorted by priority and within a priority by order number.
21. If you choose *Reset*, your entries are deleted and you can start a new search.



As an example, the system finds two materials for the **shortage situation** alert. If you click on an entry in the list, the system lists the alerts for each material in the lower screen area. As well as the product number and name, priority and plant, the system lists the current quantity (for example, zero stock) and the target quantity (for example, 190 pieces). There is therefore a shortage of 190 pieces. The supplier can react to this shortage accordingly and contact the manufacturer.



As an example, the system finds two materials for the alert where **stock has fallen below the days' supply**. The current days' supply for the first material is 1.94 days with a minimum range of coverage of 5 days. The current days' supply for the second material is 6.94 days with a minimum range of coverage of 10 days. The shortfall for the minimum range of coverage for the first material is greater than for the second material. It therefore has priority 1.



For the **exceptions during rescheduling** group of alerts in the R/3 System, the system finds, for example, 2 materials. The delivery date for a material has been brought forward after the planning run. The exception message is called **Reschedule in**. The delivery date for another material has been moved further into the future. This exception message is called **Reschedule out**.