# Nurol ERP Transformation SAP 1809 S4Hana Project

**SNC Module Supplier Documentation** 

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#### 1. Introduction

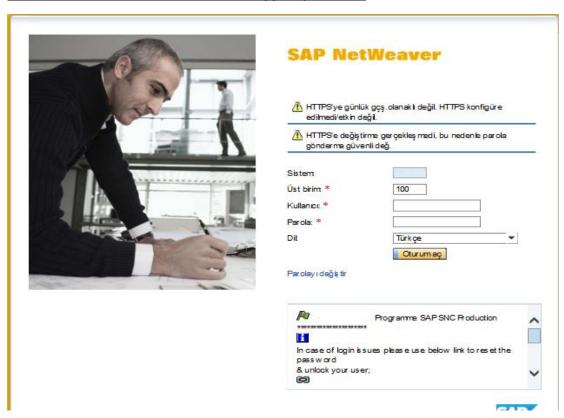
SNC (Supplier Network Cooperation) is a product that does the logistic execution of the purchasing and that centralizes the integration with the suppliers. A supplier that uses SNC ensures the process that starts with the purchasing order and ends with the entry of the goods, and the communication with the location of production (Nurol) through this module. Through this system, the Suppliers and Nurol can accomplish the following:

- 1) View the purchasing orders and give confirmation.
- 2) Nurol user can enter the confirmation process if there are changes made to the purchasing order by the Supplier.
- 3) The Supplier can create a Received Delivery Document (RDD) regarding an order by the Supplier.
- 4) The RDD that is created by the Supplier can be sent by taking a printout during the goods issue at the supplier's warehouse.
- 5) The supplier can create a pre-registered invoice.

#### 2. SNC Supplier User Pages

The users can access the SNC System via the link at <a href="https://tedarikci.nurol.com.tr/EN">https://tedarikci.nurol.com.tr/EN</a> by entering their usernames and passwords.

#### It can be accessed via SAP SNP with the supplier password.

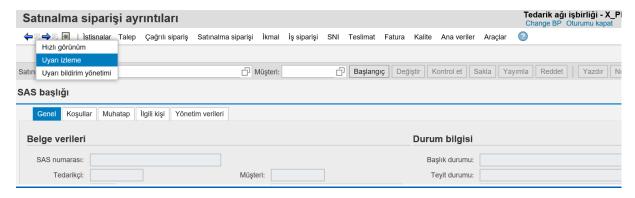


## 3. SNC Notification Monitoring Steps

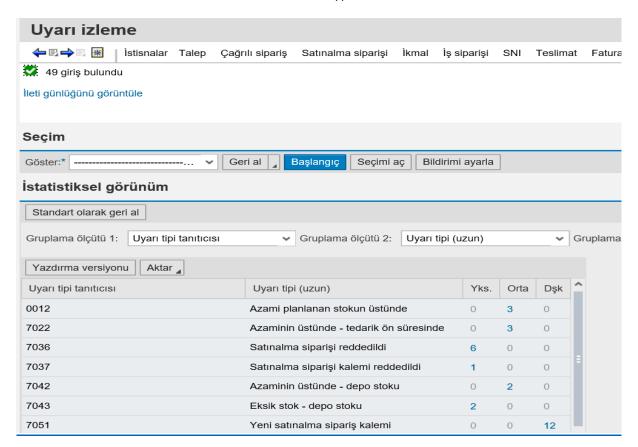
There are two ways to monitor the notifications in the Supplier page.

➤ The first way is the "Notification Monitoring" button.

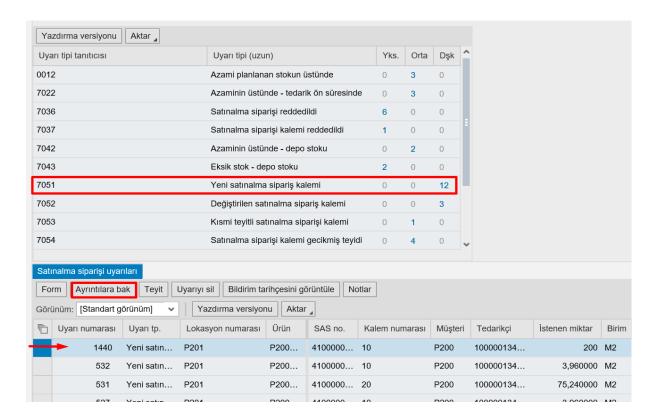
Exceptions Tab is clicked on and "Notification Monitoring" is chosen.



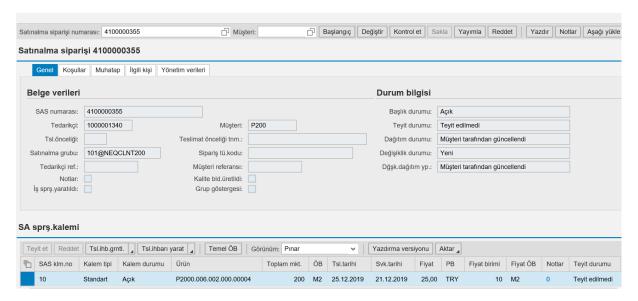
"Start" button is clicked on. The notification types are viewed as it can be seen below.



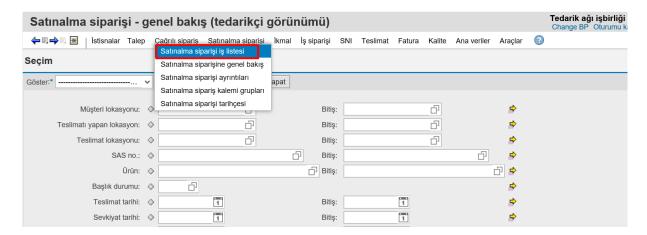
When you click on the number next to the notification type that you wish to view, the notification type that you have chosen will appear in the field below. You can view details or delete the notification by selecting the purchasing orders in this field.



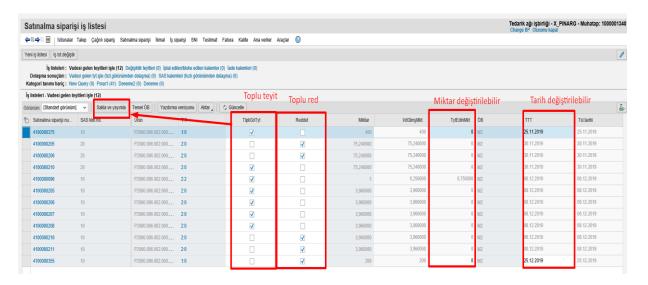
When you select and order and click on the "View Details" button, the purchasing order will appear.



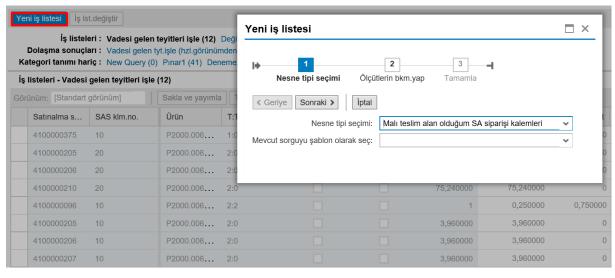
The second way to monitor the notifications is the work list. "Purchasing Order Work List" which can be found under the Purchasing Order tab is selected.

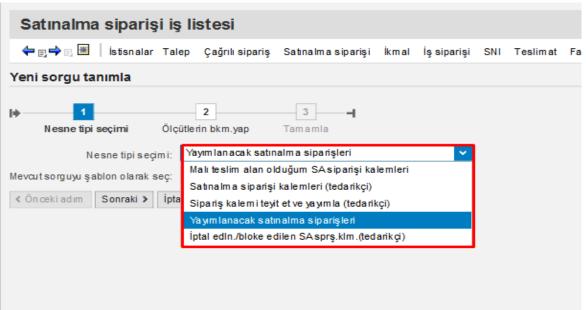


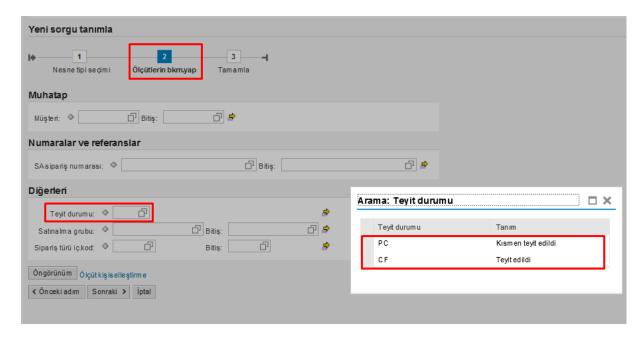
You can select the process due confirmations tab and view the purchasing orders list on that page. You can confirm or reject each of the purchasing orders that you wish to confirm or reject by marking the "Confirm" and "Reject" columns and by clicking on the "Save and Publish" buttons.

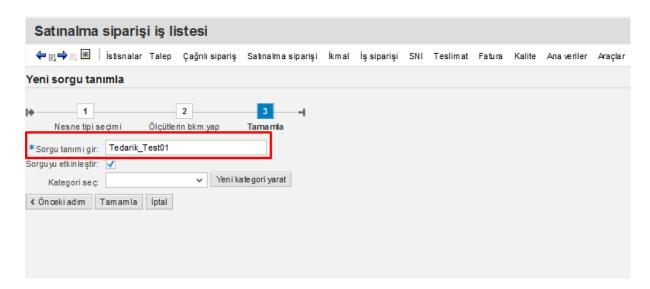


You can create a work list by clicking on the "New Work List" button on the same page.



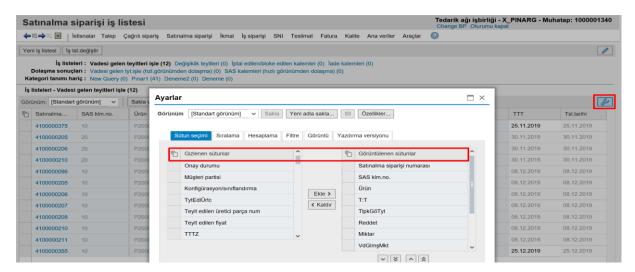






The user can determine a specific sorting criterion by using the pages.

Additionally, you can adjust the pages that you want to view by clicking on the settings tab that you can see on the page below in the Purchasing Order Work List page.

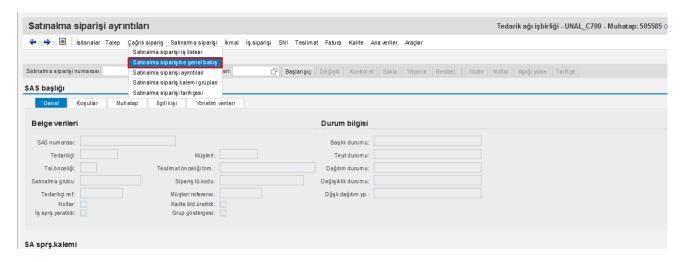


## 4. General Overview of the Purchasing Order

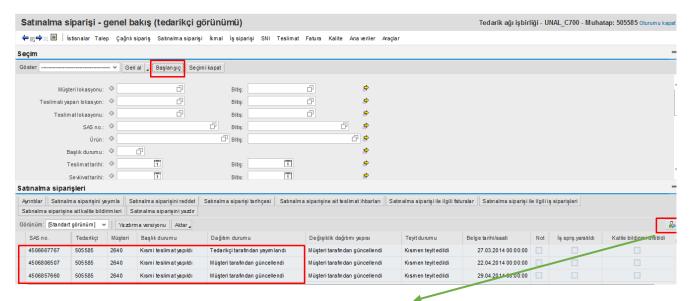
The following steps should be followed in order to confirm the newly opened purchasing orders.

To view the orders that are processed:

Viewing the order through the General Overview of the Purchasing Order

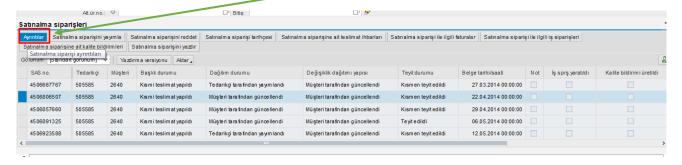


The "Start" button is clicked on. The orders are viewed in the page that appears afterwards.

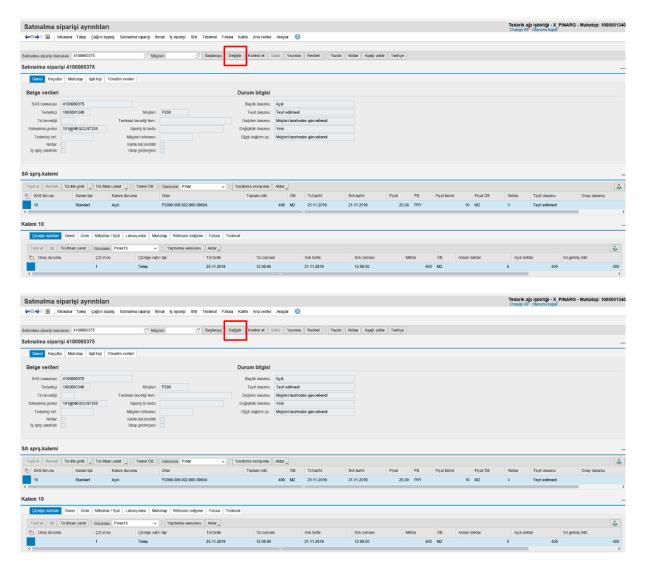


Note: Personal adjustments can be made on this page through the settings tab on the right.

The "Details" button is clicked on after clicking on the relevant order in the new page.



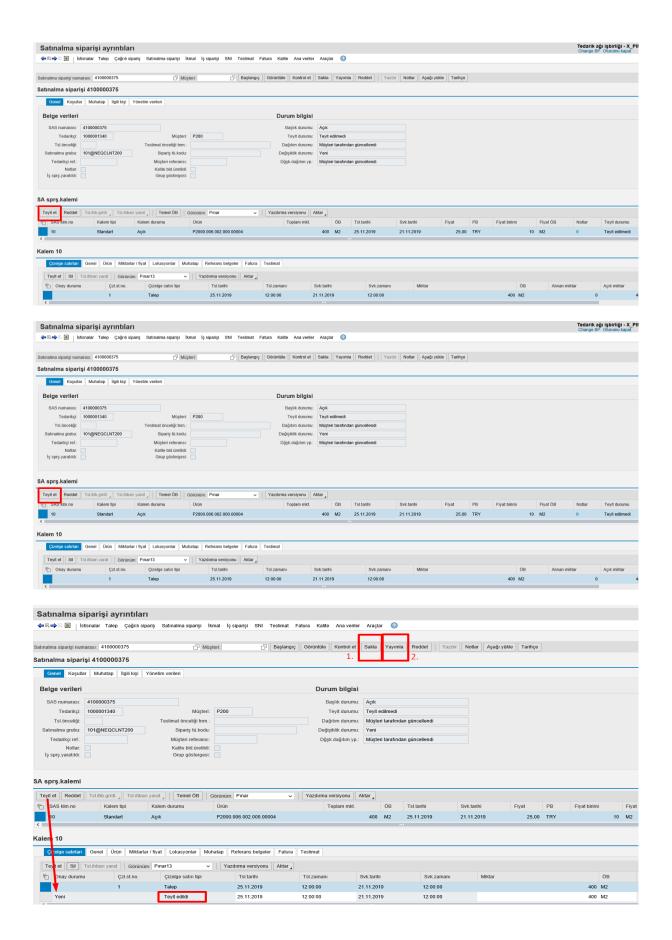
1) The fields are activated by clicking on the "Change" button.

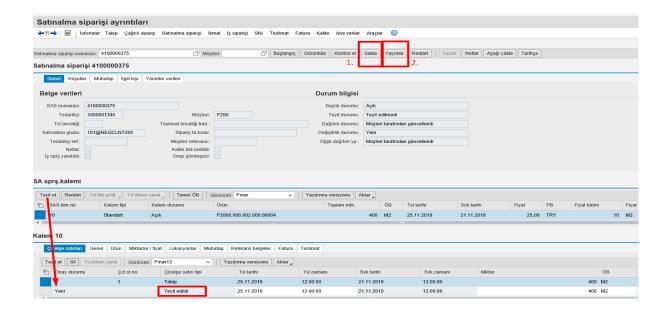


2) If there are no issues with the opened order:

First the "Confirm" button is clicked on and then the Save - Publish buttons are clicked on.

\* Do not forget to click on the "Publish" button.





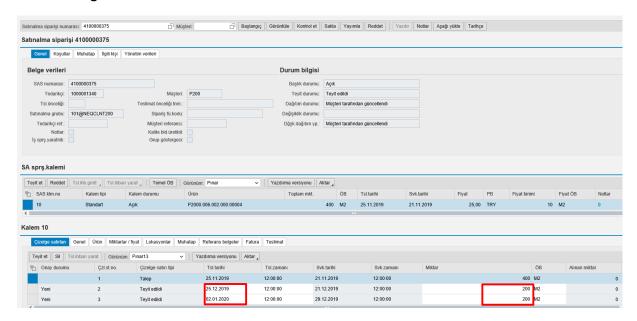
3) If you wish to make a change in the order:

For instance, let's say that an order of 400 pieces is opened:

Let's divide it as 200 pieces for the date of 25.12.2019 and 200 pieces for the date of 02.01.2020.

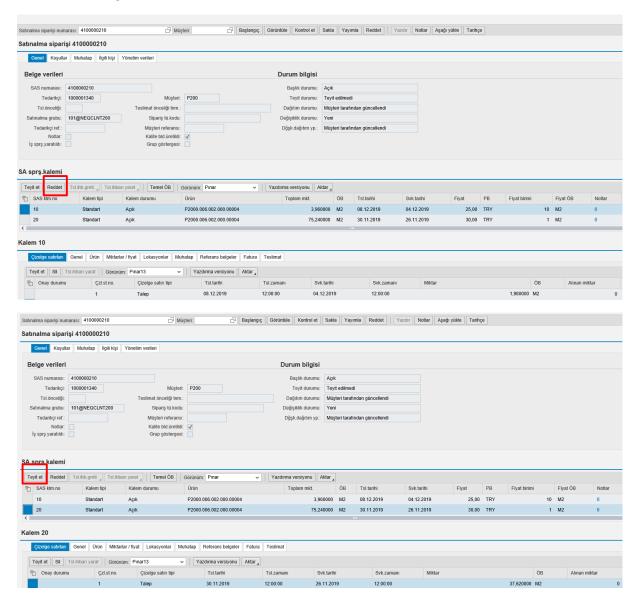
You need to first click on the "Save" button and then the "Publish" button. This means that this order is sent for the Nurol user's confirmation.

\* Do not forget to click on the "Publish" button.



- 4) Two ways can be followed to reject an order:
  - Rejection on item basis: Let's assume that we have an order with two items as it can be seen below. If one of the items cannot be sent to Nurol (e.g. for reasons such as raw material scarcity), then you need to select that item and click on the reject button.

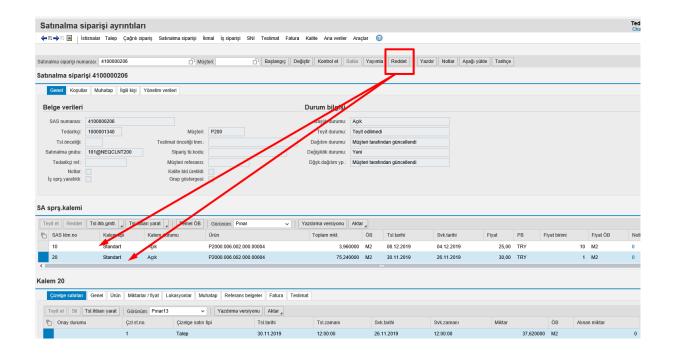
\* Do not forget to click on the "Publish" button.



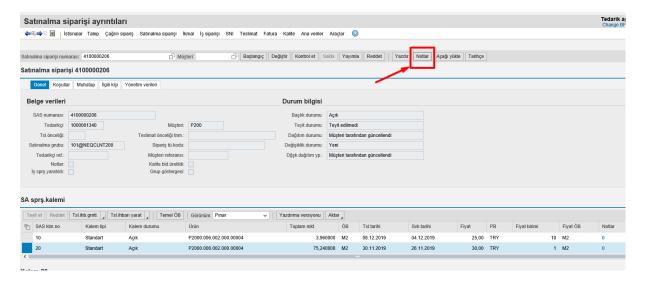
- \*\* If we assume that we have rejected the item number 10 and confirmed the item number 20, you can send this information to Nurol by clicking on the "Save" and "Publish" buttons.
- Rejection on the basis of topic:

This causes you to reject all the items.

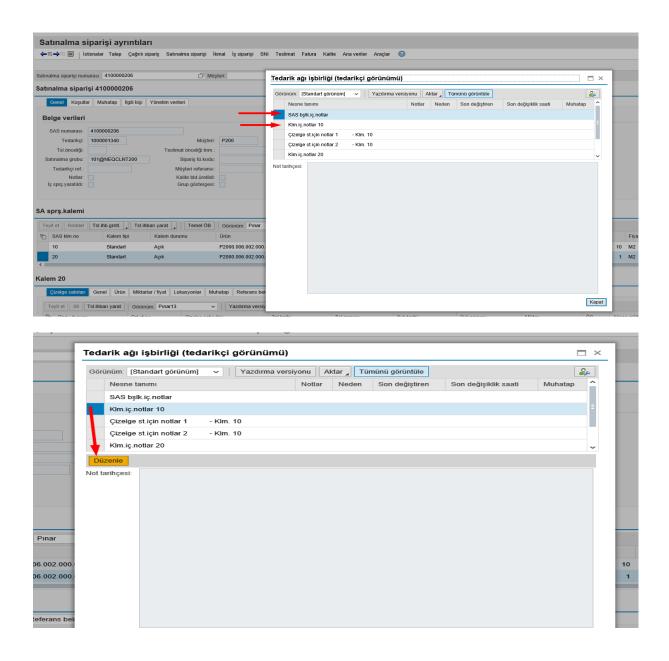
\* Do not forget to click on the "Publish" button.

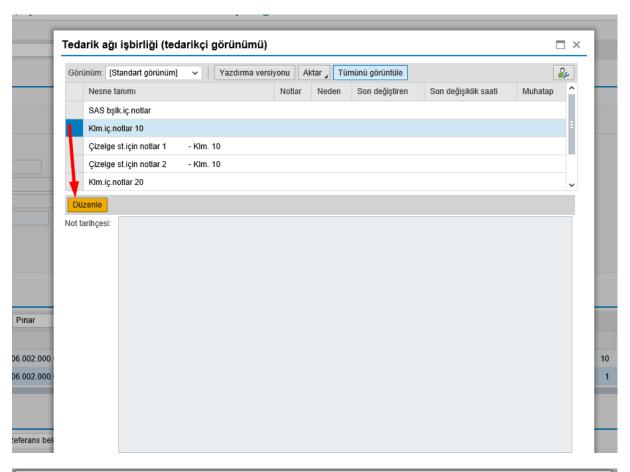


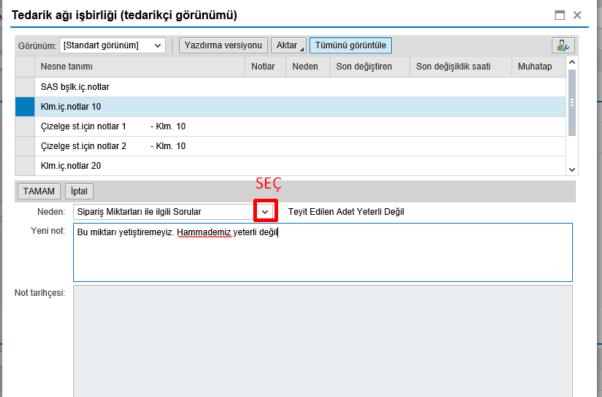
5) In order to enter notes and view the notes that are sent by Nurol, the following steps need to be followed:



When you write a note in the Notes under Topic, it becomes a general note. If you would like to write notes under an item, then you need to type "**Notes.und.Itm X**" for each item (material):





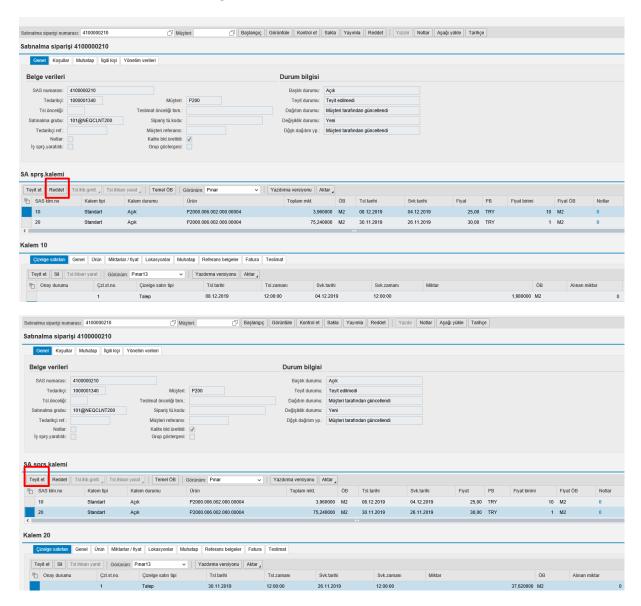


\*\*\* Click on the "**OK**" button. You need to click on the "**OK**" button after each item. If you have finished entering notes, then you can click on the "**Close**" button.

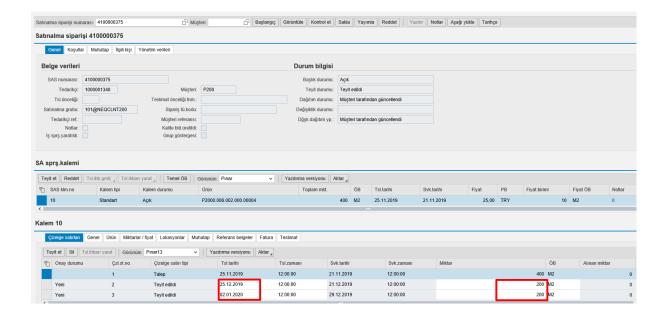
Do not forget to click on the "**PUBLISH**" button if the changes in the order are completed after the note entry.

## 5. Partial Confirmation and Delivery Date Change Scenarios

When we reject one item and accept another in an order, this becomes a partial confirmation scenario. This is shown in the image below.



As in the example in the third item in the General Overview of the Purchasing Orders topic, you can make changes to an order by dividing it into two different dates and quantities.

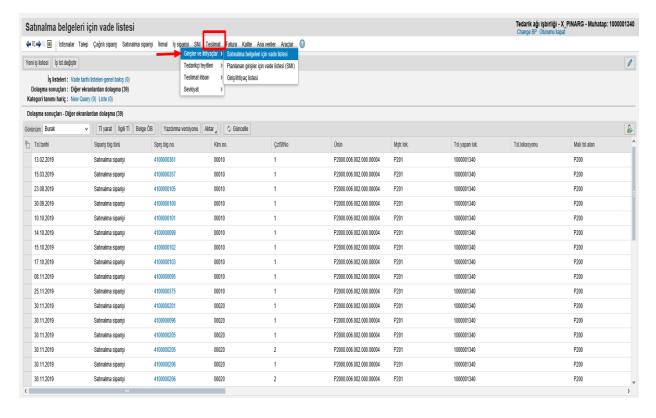


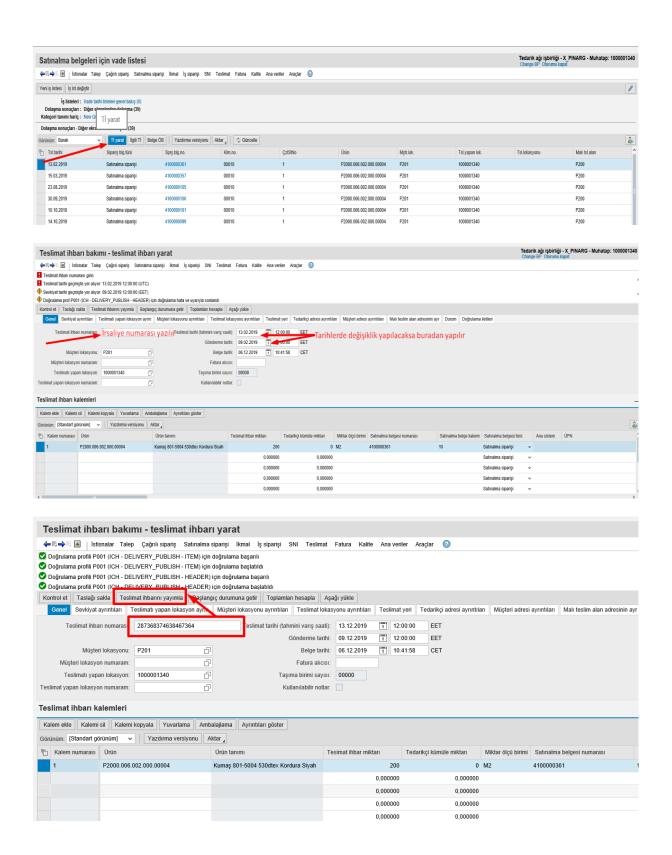
## 6. RDD Details (Delivery Notice Plan)

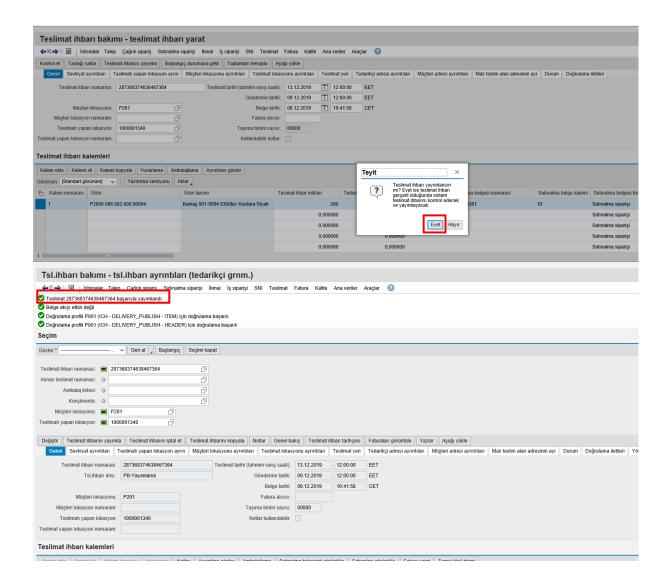
#### Creating an RDD:

1. Delivery > Entry and needs > Due date list for purchasing documents

In order to create a received delivery document for the due purchasing orders, the row is selected and "Create DN" button is clicked on:

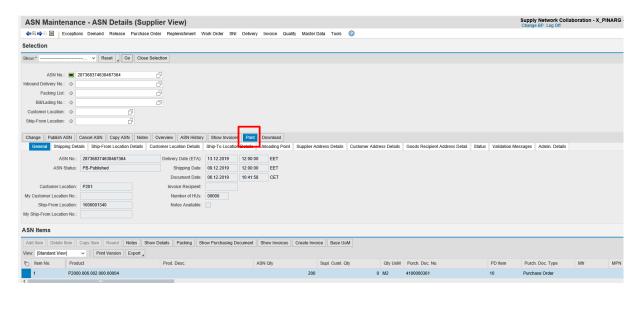






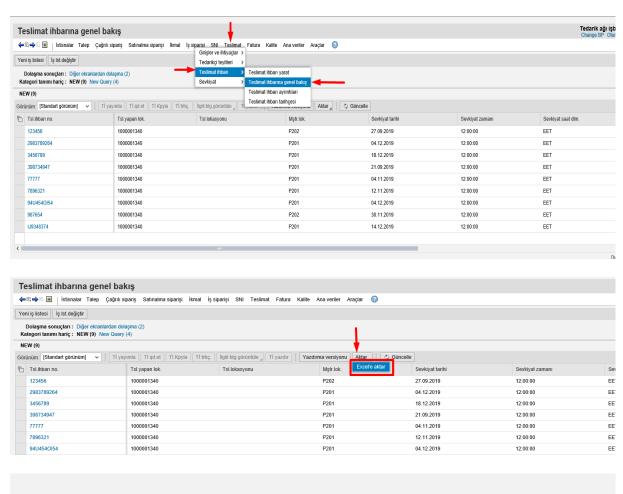
\*\*\* To be able to send and to place the RDD printout (delivery note) on the goods before loading it to a truck:

The "PRINT" button is clicked on. The PDF on the newly opened page can be printed by pressing CTRL+P on your keyboard or the button that can be seen below:





#### 2) To export the report to Excel:

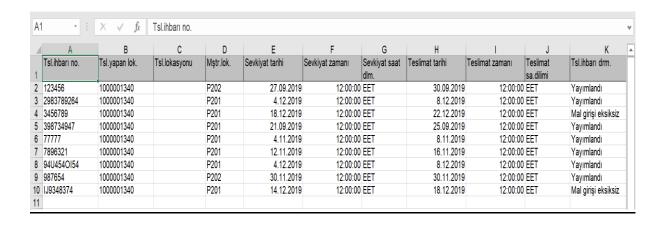


snctest.nurol.com.tr etki alanından export\_20191206104646.xlsx dosyasını açmak ya da kaydetmek istiyor musunuz?

Αç

Kaydet

İptal

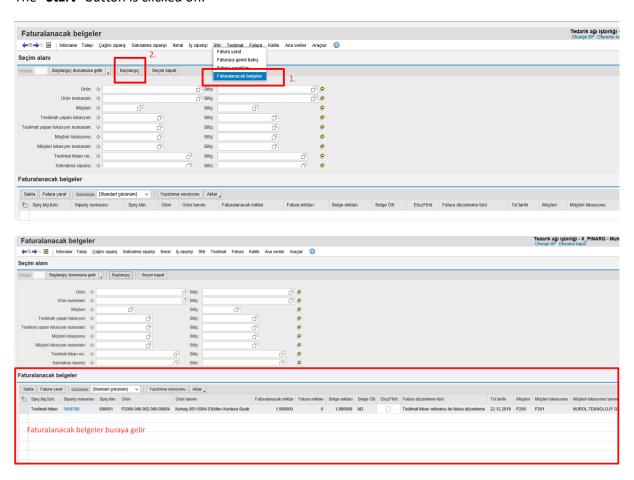


#### 7. Invoice Scenarios

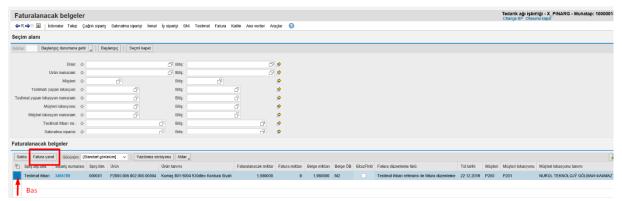
To create an invoice:

Invoice > Documents to Be Invoiced

The "Start" button is clicked on:

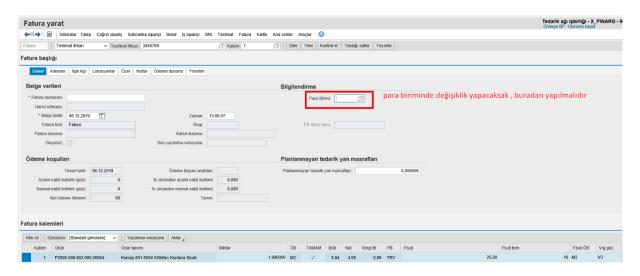


\*\* The top of the row is clicked on and the invoice creation page is reached by clicking on "Create Invoice" button:



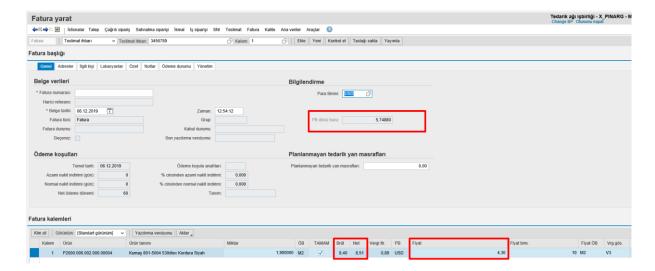
The invoice number is a required field.

If you would like to make a currency change, then click on the button and choose one of the currencies:

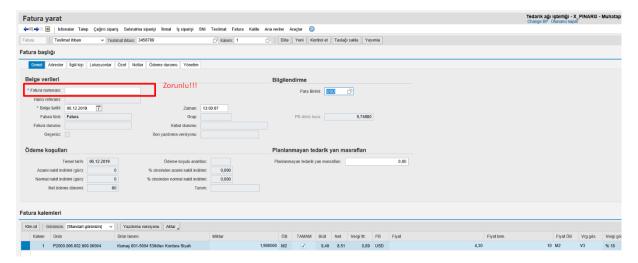


You will see the foreign exchange rates that are instantaneously provided by the Central Bank.

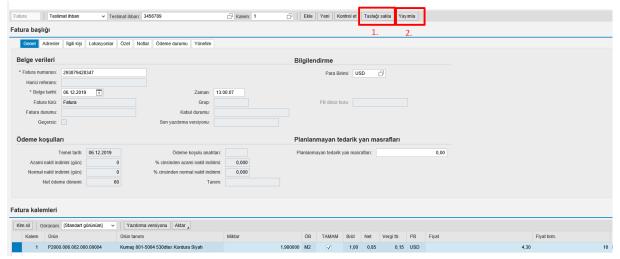
You will see the price – gross and net – value changes in the invoice items:

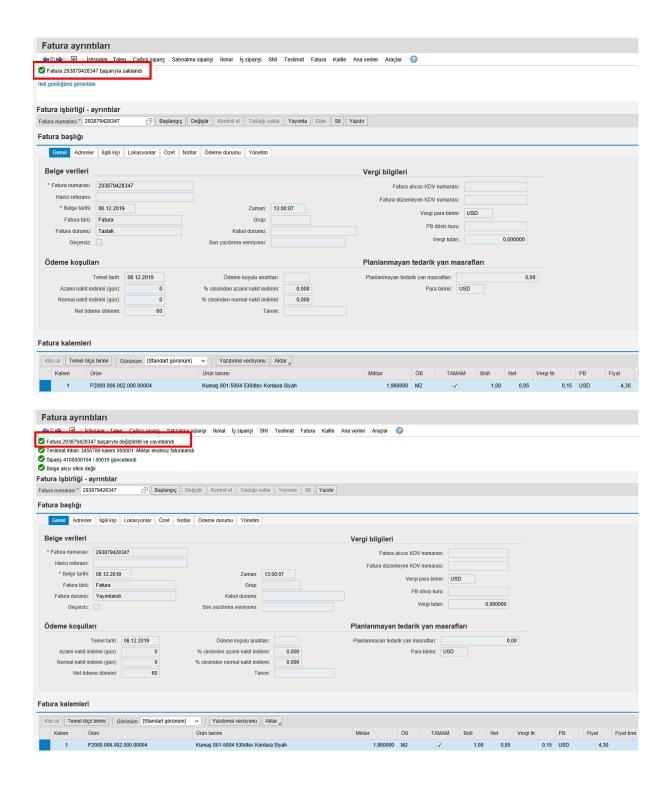


The required invoice number is needed to be entered afterwards:



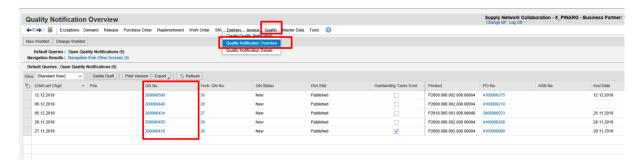
\*\*\* After you entered the invoice number, you first need to click on the "SAVE DRAFT" button and then the "PUBLISH" button. Thus, your invoice pre-registration will be sent to the system of Nurol.



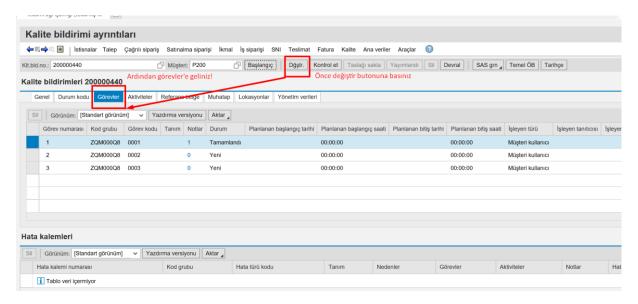


### 8. Quality Scenarios

You need to follow the following steps in order to complete the quality notifications that are opened by Nurol:

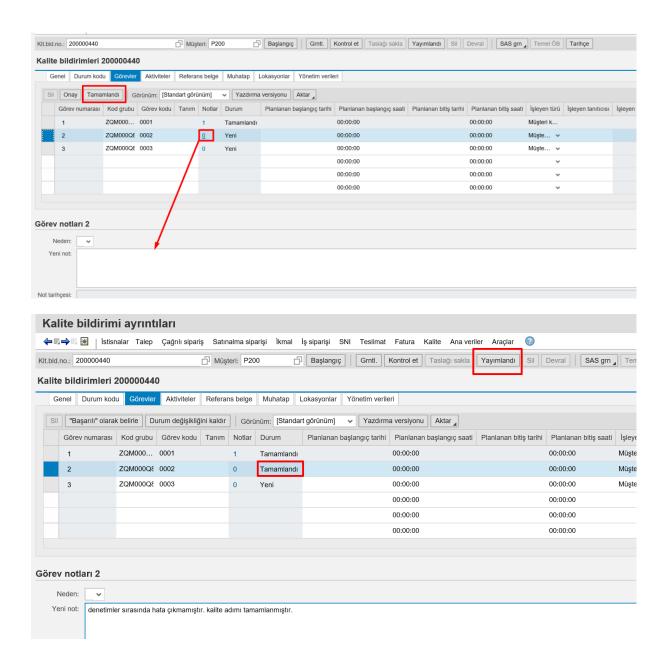


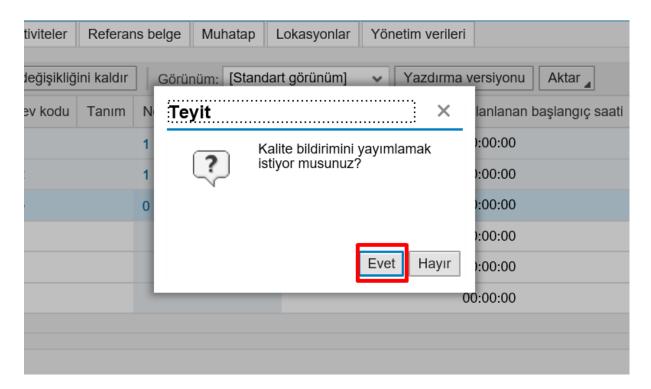
For instance, when you click on the quality notification numbered 200000440 and reach its details,



you need to check your tasks under the tasks header and see that its status is "**Completed**". Afterwards, you can click on 0 (zero) under the "**Notes**" and enter your note to the newly opened sub-window.

<sup>\*\*</sup> Do not forget to click on the "PUBLISH" button after you have completed your work.





\*\*\* You cannot create and RDD before you complete the tasks under the quality notification!

