

Supplier Relationship Management System (SRM)

Supplier Collaboration Process

USER MANUAL

for

SUPPLIERS

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Created by: SRM Core Team – HCL

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HCL Infosystems Ltd.



Contents....

Topic	Page No.
1. Introduction...	3
2. System Requirement for SRM – Supplier Collaboration Process)...	3
3. Supplier Collaboration Process for Supplier -- Process Steps...	3
4. How to access the Supplier System	5
5. Supplier Collaboration Process details (with screen shots).....	7
6. How to contact HCL for Support	30

1. Introduction ...

In SRM-Supplier Collaboration process/Supplier Self-Service (SUS) , the Supplier will get access to SUS Portal to view the purchase Order (P.O.) made by Buyer and it is visible as Sale Order(S.O) in Supplier system . Here, Supplier can view the Purchase Order online and respond to P.O, Like P.O. acknowledgement, Delivery Schedule confirmation, create the ASN (Advance Shipment Notification). Also Supplier gets the Status of GIRN, Invoice, Payment and “C’ Form issue details (wherever applicable). Complete Purchase cycle can be tracked by him in the Supplier Portal, including the Payment details.

By this process, Buyers will get the P.O. Confirmation in the Buyer system (in ECC6-MM)and ASN Details of Supplier are tracked easily.

For a Supplier to access the Supplier System, he must be provided with User ID and Password in advance, in Supplier Portal.

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2. System Requirement for SRM – Supplier Collaboration Process...

Supplier /User computer system should be installed with the following for using SRM Module-Supplier Collaboration Process:

- a) Windows XP or Windows 7 Operating system;
- b) Internet Explorer (IE) ver. 6 or 7 or 8 ;
- c) Java version 1.6 update 23 (specifically required for Reverse Auction Process).

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3. Supplier Collaboration– Process Steps...

In this process, Suppliers are provided access to HCL’s system via SRM Enterprise Portal.

Step 1: This process is initiated when a PO is created by Buyer in ECC6-MM and released and SUS message is created and saved for the PO and sent electronically to Supplier system.

In the PO item level Confirmation option/TAB, “Confirmation” should be set & Ack Reqd. option should be ticked to enable response to this PO from SRM supplier system(SRM) to Buyer System (ECC 6-MM).

Also, Supplier should be enabled for Supplier Collaboration Process in Vendor Master.

Step 2: Suppliers have to login to Supplier portal to view the PO available as SO in the Supplier System.

Note: For enabling suppliers to use SUS process, user ID and password need to be provided by HCL to them in advance.

Use IE(Internet explorer) and goto HCL Company Website: <http://www.hclinfosystems.com> and select SRM → Supplier Portal→SRM Enterprise Portal and login with the Login & password provided to them.

Step 3: For a PO created by Buyer in ECC6-MM, it will be sent to SRM-Supplier system (SUS) as S.O(Sale order) with status 'New'. The SO contains all relevant info. of the PO like PO no., PO date, Buyer Name, Payment Term, Incoterm, Header & Item Text, Message to & from Purchaser, Material Code with Description, Qty, Delivery date, PO value etc.

Step 4: S.O can be moved through various status: New ,Changed, In Process, Confirmed, Partly Confirmed or Rejected or Cancelled.

Step 5: After selecting the desired PO/SO ,Supplier has to select option 'Process' to do any modification / updation in the SO.

Step 6: If the Delivery dates are not suitable for the supplier, he can change date in the 'Confirmed for' option of the SO, else he can enter the same date and send his acknowledgement.

Step 7: If the supplier wants to split the delivery schedules, he can Select 'New Row' and enter the different Delivery dates with Qty in Multiple Rows.

Step 8: On the SO, there is an option to send 'Message to Purchaser' where supplier can enter any text which will get updated in PO text.

Step 9: Supplier can Select Option "Check" to verify the Changes in PO./ SO.

Once verified , the line item can be selected , then select Confirm item & select <back> to Item Overview & then Send.

Step 10: Once PO is confirmed /acknowledged by supplier, the confirmation details are updated and visible in the PO confirmation tab in ECC 6.

Step 11: If the delivery schedule is acceptable to the buyer, the schedule lines can be changed for PO in MM by Buyer ,as per conf. details in PO confirmation received from Supplier , PO is saved and version changed.

Step 12: Corresponding to changes in PO, SO version also changes.

Step 13: Once the supplier sends/ ships the material to HCL, he can select option **Create ASN** to create the Advance shipment Notification with Shipment date & Qty, Expected Delivery Date & Qty , AWB details, Flight details, Transport details etc.

Step 14: Documents like Supplier Bill, Invoice Copy, AWB details etc. can be attached with ASN doc.

Step 15: Once ASN is created in SRM by Supplier, it creates an Inbound delivery in PO confirmation TAB in ECC6-MM i.e Buyer system in Auto mode.

Step 16: Once material is received at HCL, GR doc. to be created w.r.t Inbound delivery in MM system (ECC6) and intimation for the GR done will be sent /visible in auto mode to the Supplier.

Step 17: In MM module(ECC6) at Buyer end, Vendor Invoice to be created w.r.t Inbound delivery and posted as per the standard MIRO for Domestic PO & Through ZIMP module for Imports PO. This invoice will be visible in Invoice Report in SRM-SUS.

Step 18: Corresponding to the Invoice, Payment doc to be created at Buyer end in MM in ECC6. Once this is processed, it will be visible in SRM in Invoice report.

Step 19: Option is available for Viewing the C-Form w.r.t Vendor Invoice and date. This will be visible in the Invoice Report ,once C-form nos. are updated by Accounts in ECC6.

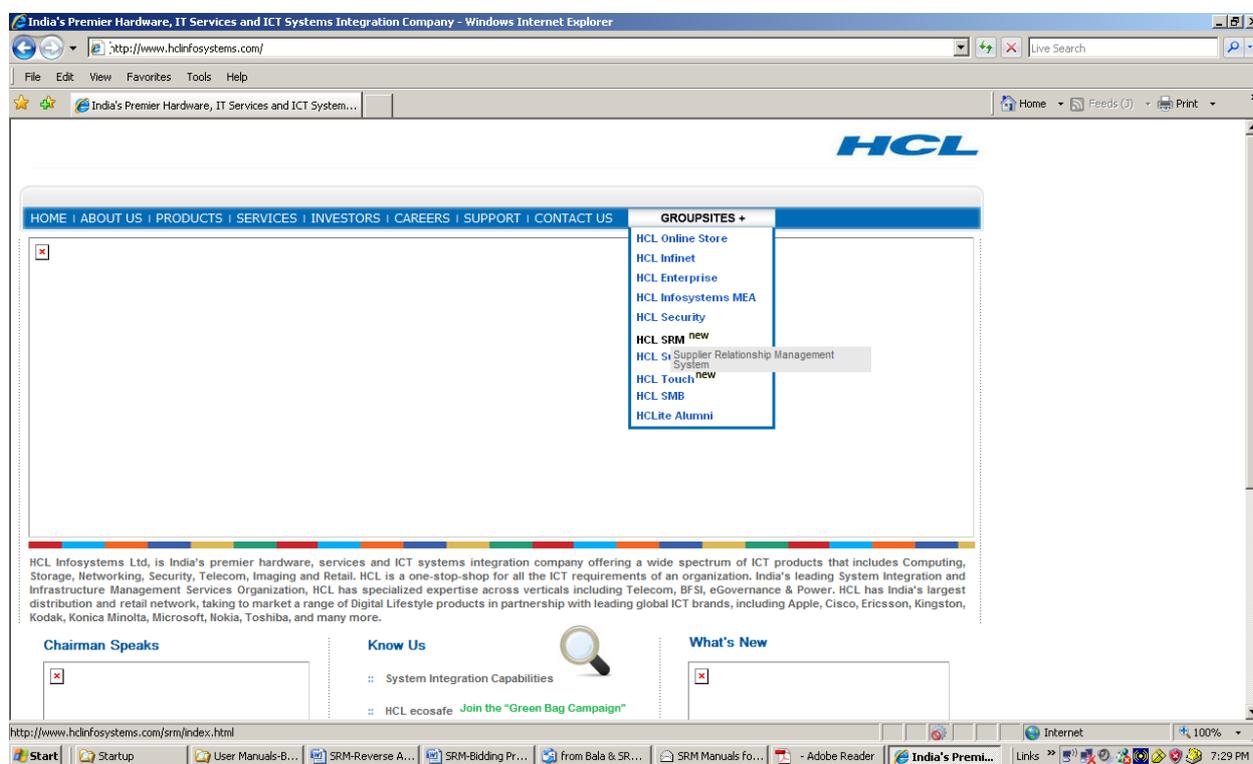
Note: The Above Process is applicable for Domestic Purchase Cycle.

The Process steps for Imports & Service Pos are same as done in Imports Cycle & Service Purchase cycle done in ECC, with the exception that PO ASN is created in SRM and subsequent MM docs are created w.r.t the Inbound Delivery in SRM.

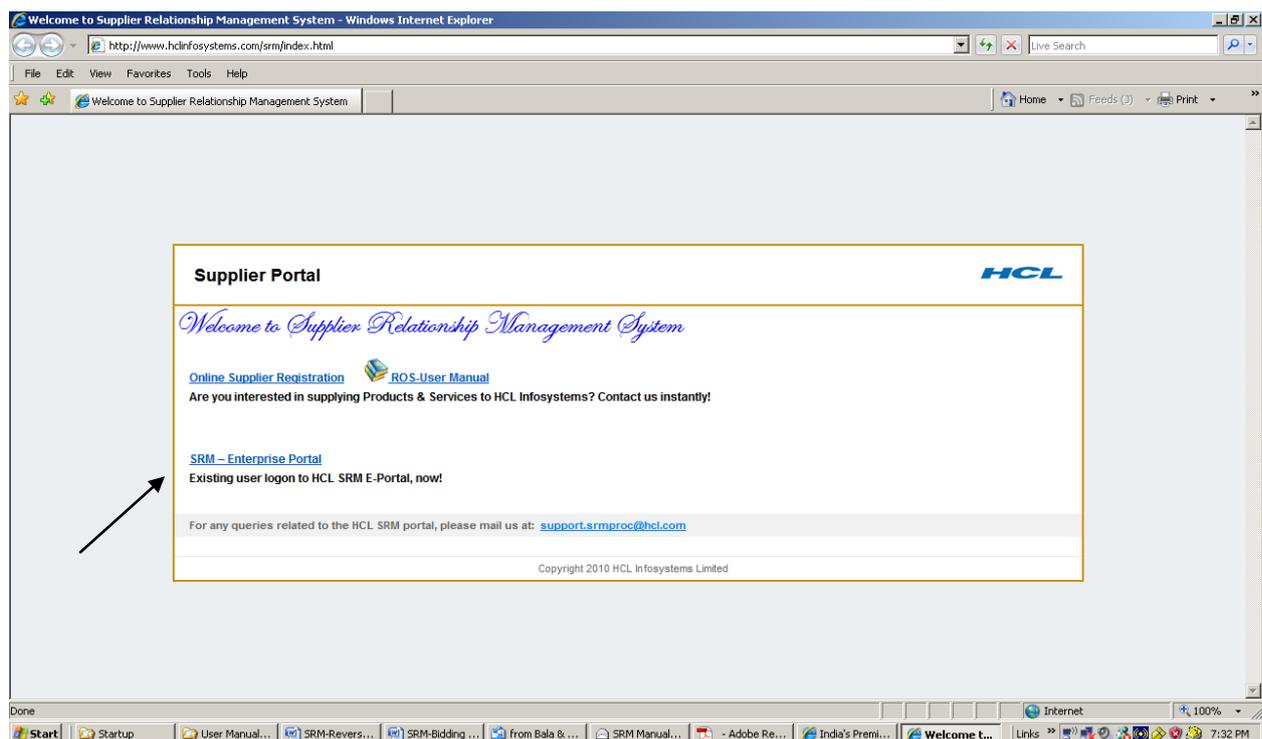
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4. How to access the Supplier System

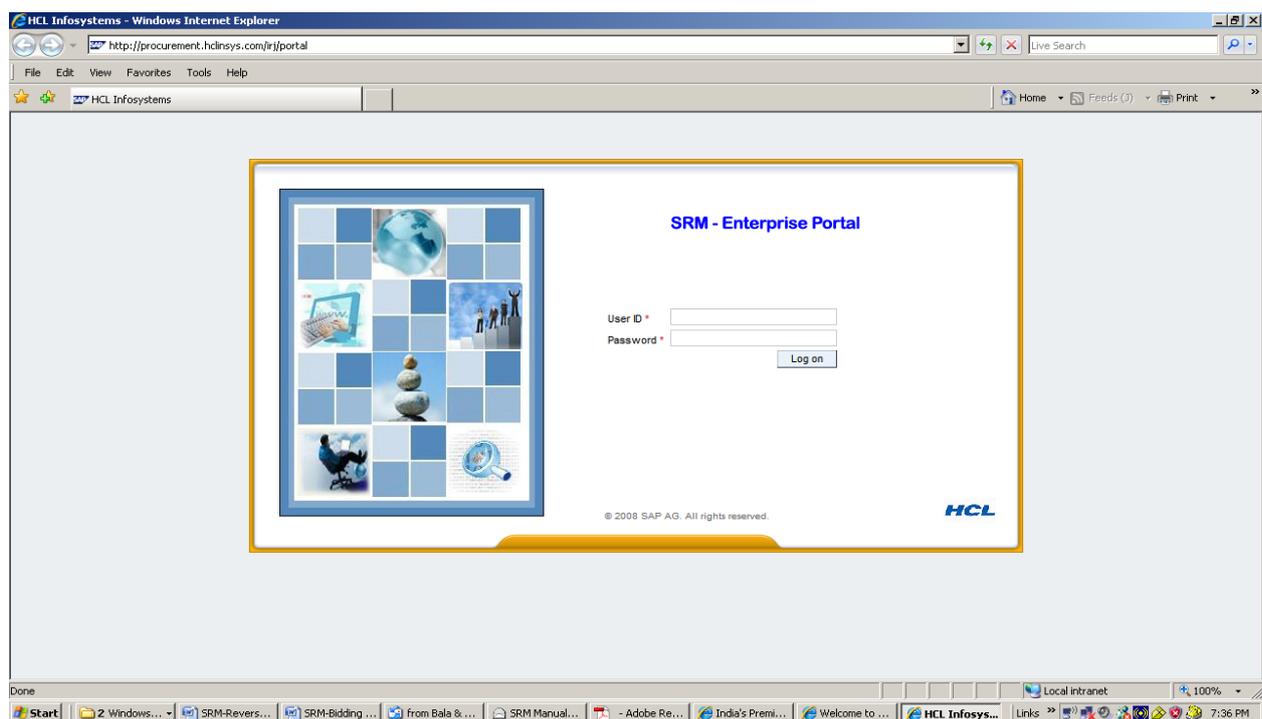
To access the Supplier Portal for Supplier Collaboration or Supplier Self-Service (SUS) process, supplier has to access the SRM Enterprise portal.



Using Internet Explorer, access HCL Website :<http://www.hclinfosystems.com>.
Select HCL SRM under GROUPSITES option and enter the Supplier Portal screen.



Select SRM-Enterprise Portal ...



Login using the User ID and Password provided by HCL.

Once the Supplier enters the Supplier Screen, he has to search for / locate the new released Purchase order.

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5. Supplier Collaboration Process details (with Screen shots)...

The Purchase Order Collaboration process is carried out by Supplier in SUS Portal and by Buyer in existing ECC system.

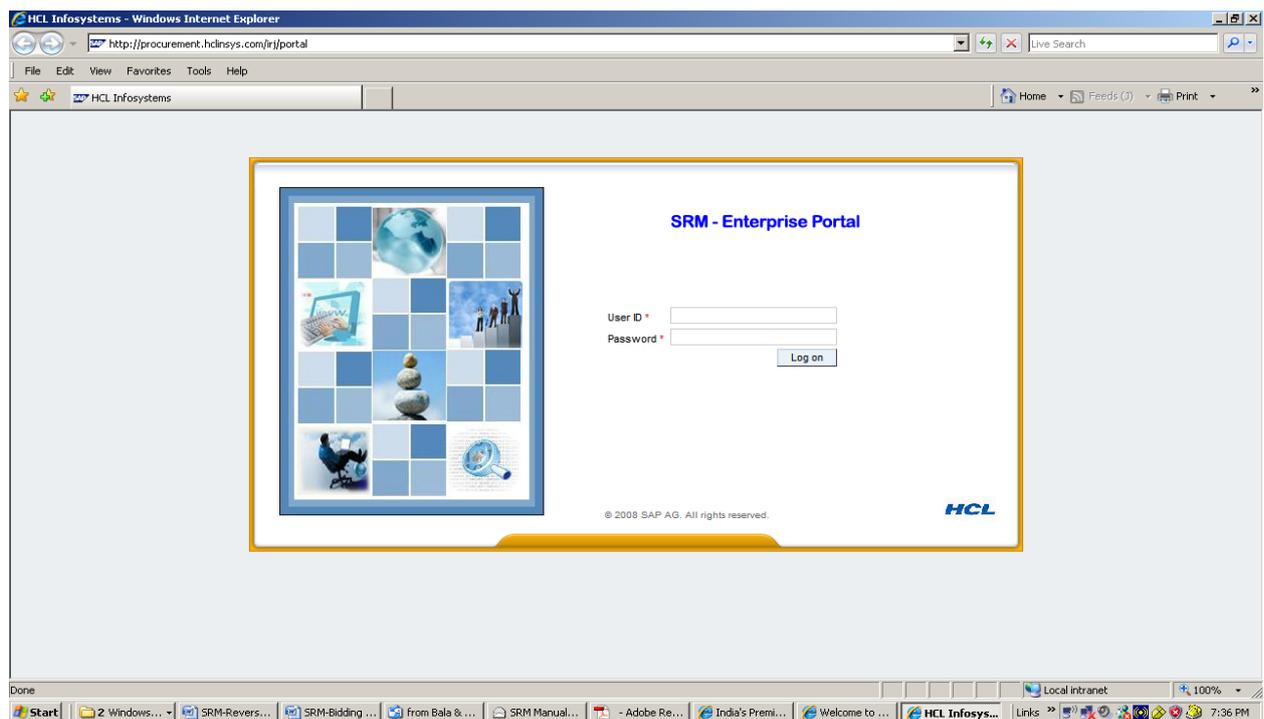
For accessing the Supplier system, User ID and Password are to be provided to the supplier in advance.

Purchaser will get a confirmation of PO and ASN details in the PO Confirmation TAB.

What Supplier has to do in Supplier Collaboration Process:

- Give Confirmation on Delivery Date in PO. & give delivery schedules.
- Create ASN & Mention the Dispatch Details of Shipment, like AWB No. Courier Name, Mode of shipment , Shipment date , qty, expected date & time of delivery etc , and attach necessary doc. like AWB ,invoice copy ,packing list etc.

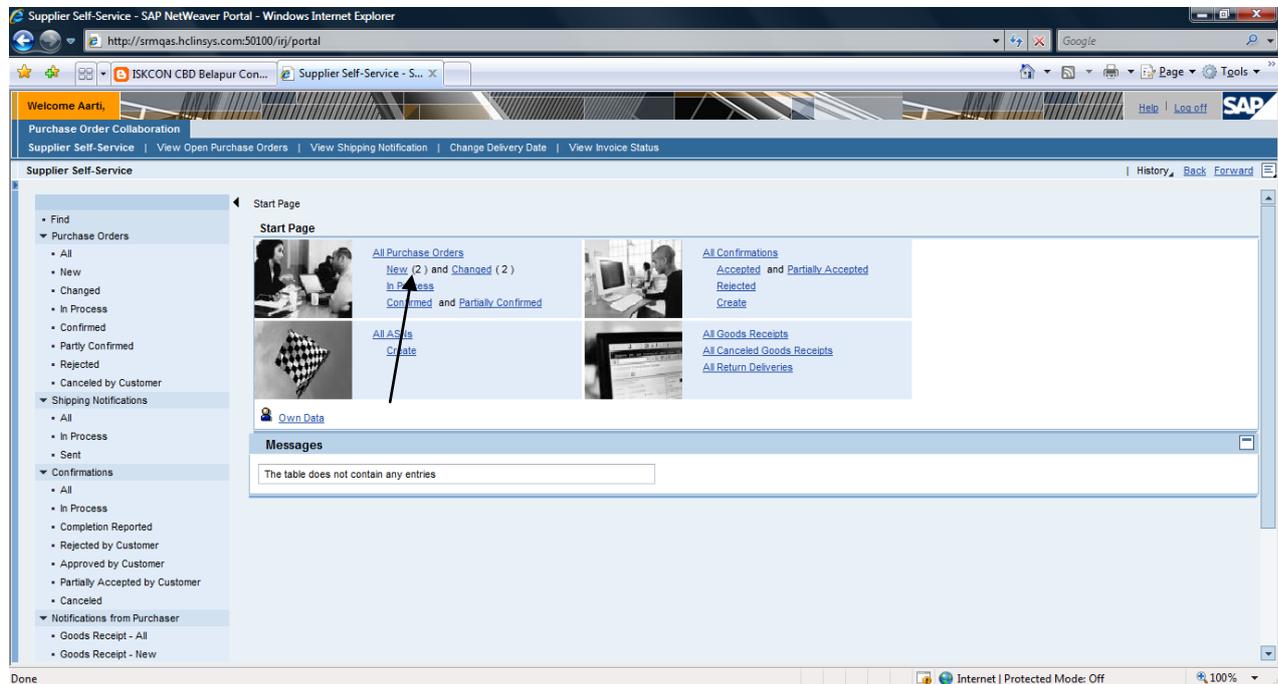
5.1 To access the transactions, Logon to the SRM Enterprise Portal via HCL Infosystems Ltd. Company Website or directly access the HCL SRM Website: <http://www.procurement.hlcinsys.com>.



Please logon with your User-Id and password provided by HCL.

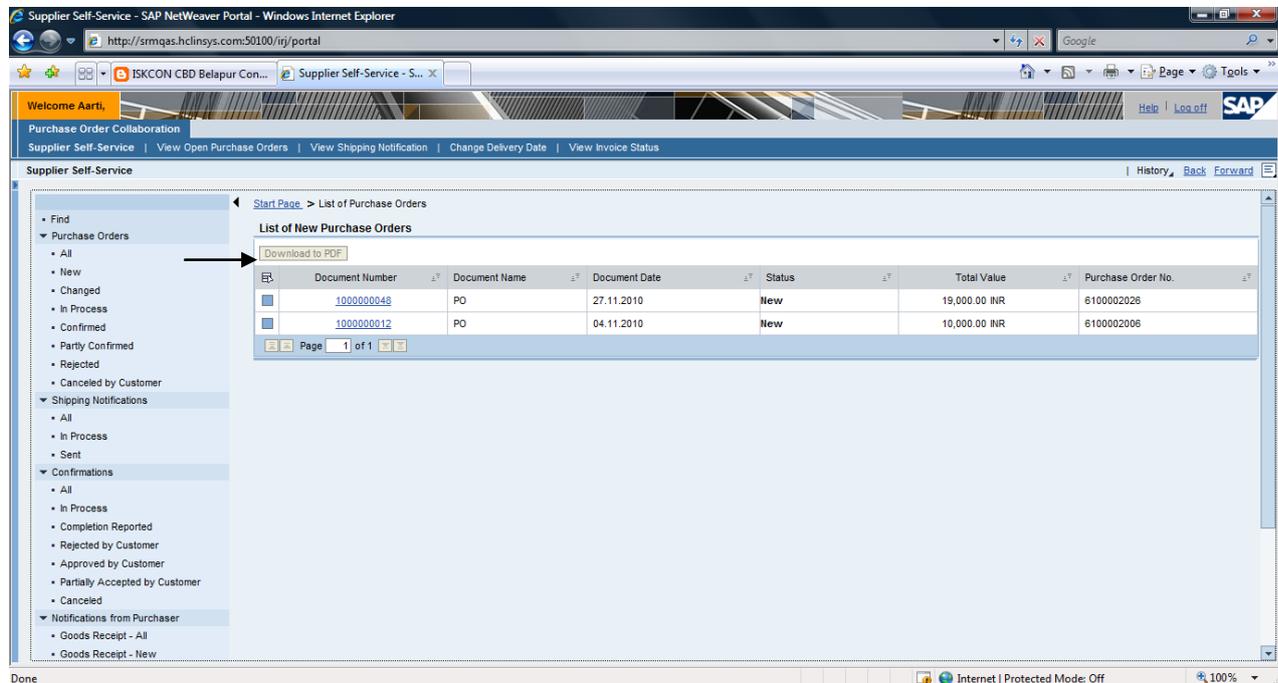
SECTION 1: PO CONFIRMATION

5.2 On the SUS screen, Select TAB : Purchase order Collaboration → Supplier Self-Service



Click on All Purchase Order → New

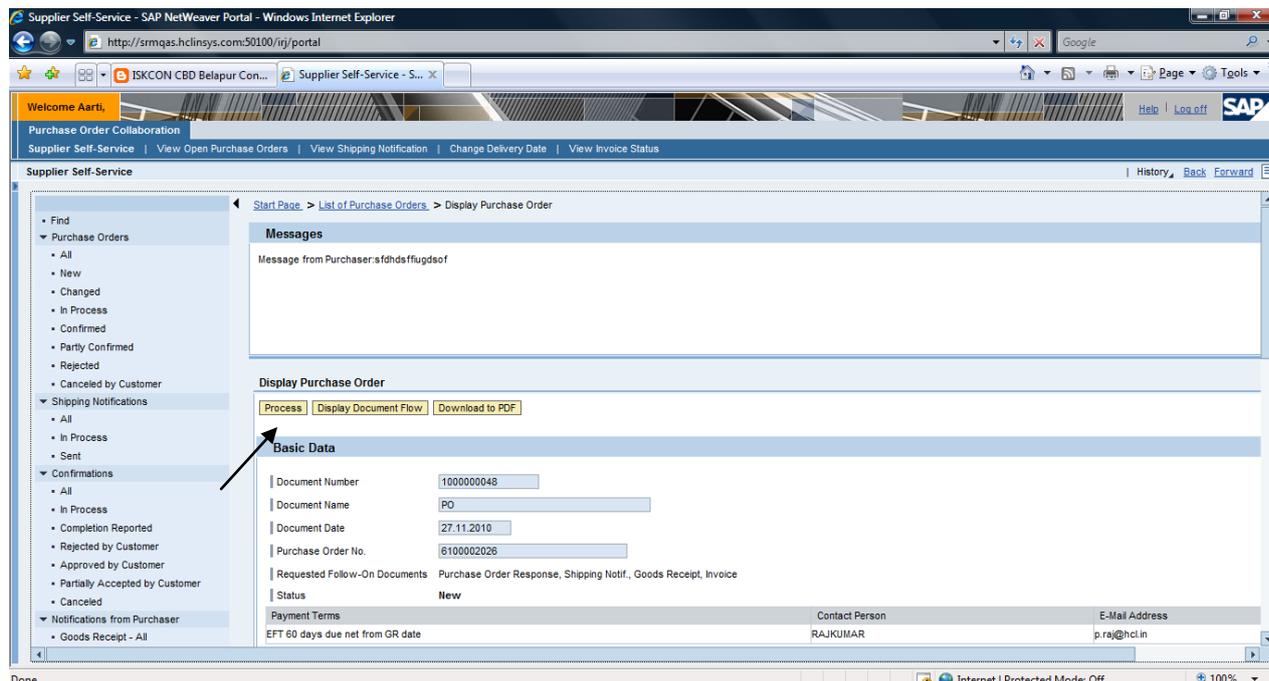
5.3 Select the new PO



Supplier can view the new P.O. list. Click the document no. as shown above.

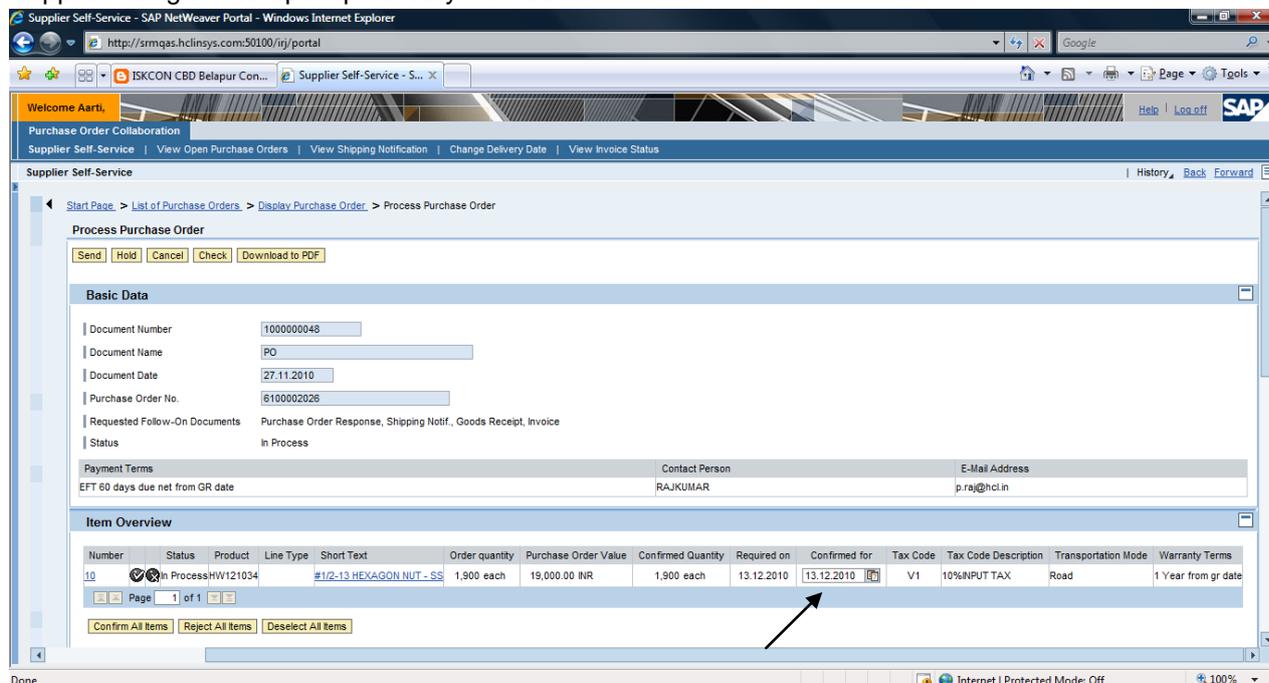
Note: Buyer P.O. (Purchase Order) will be read as Supplier S.O (Sales Order). If you do any amendments.

5.4 To acknowledge the PO , Supplier has to select the **Process** option ,to open the PO in Change mode.



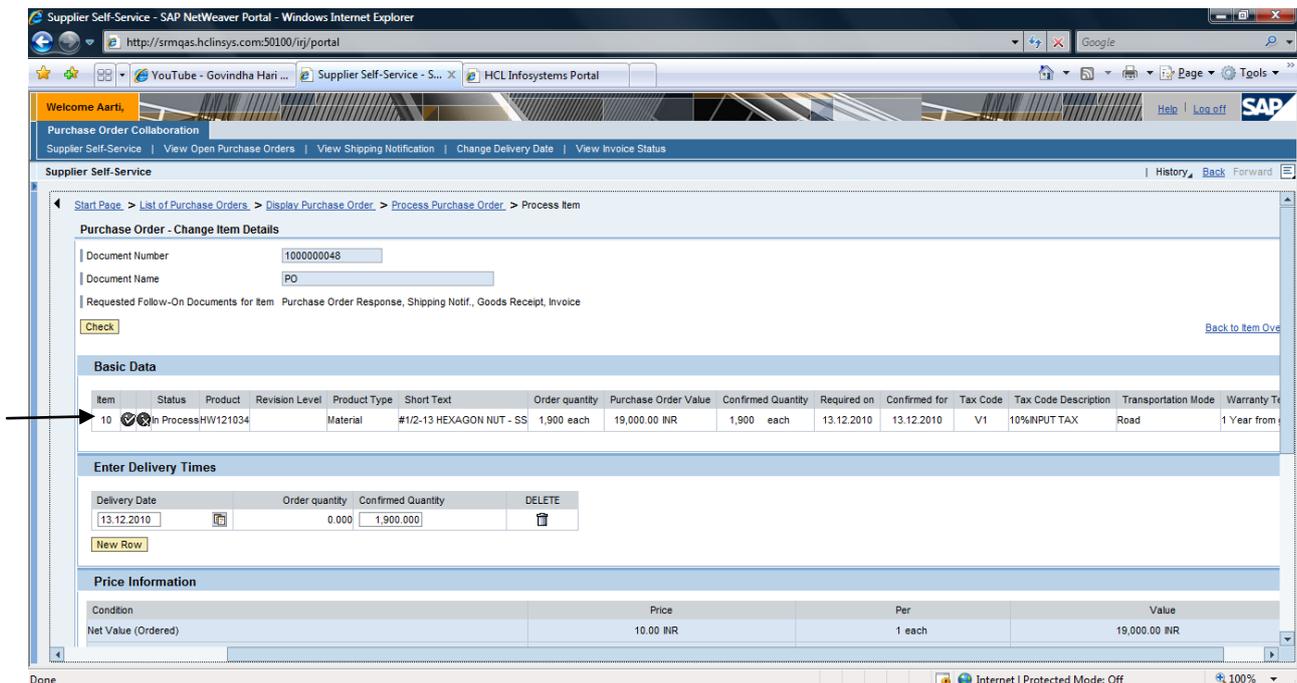
Click **Process** Option..

5.5 Now the P.O. to be acknowledged with Delivery Date confirmation. Supplier can change the Delivery Date if the Delivery Date is not acceptable to him or accept the same delivery date as mentioned in **Required on** option if he can ship the Order Qty. in one Delivery Schedule. Also Supplier can give the Spilt-up delivery schedule.



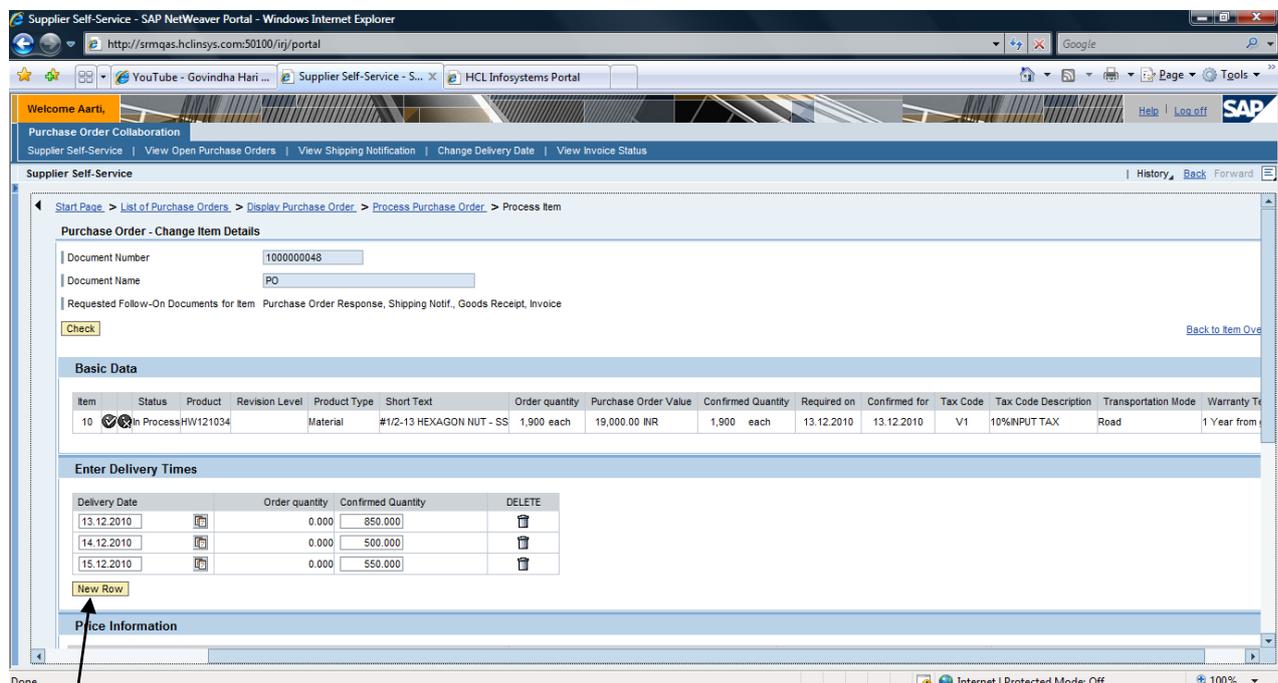
Click the **Confirmed for** option and update the same delivery date as mentioned in **Required on** option if you can ship the Order Qty. in one Delivery Schedule.

5.6 Also Supplier can give the Spilt-up Delivery Schedule.



Click the Line Item for Spilt of Delivery.

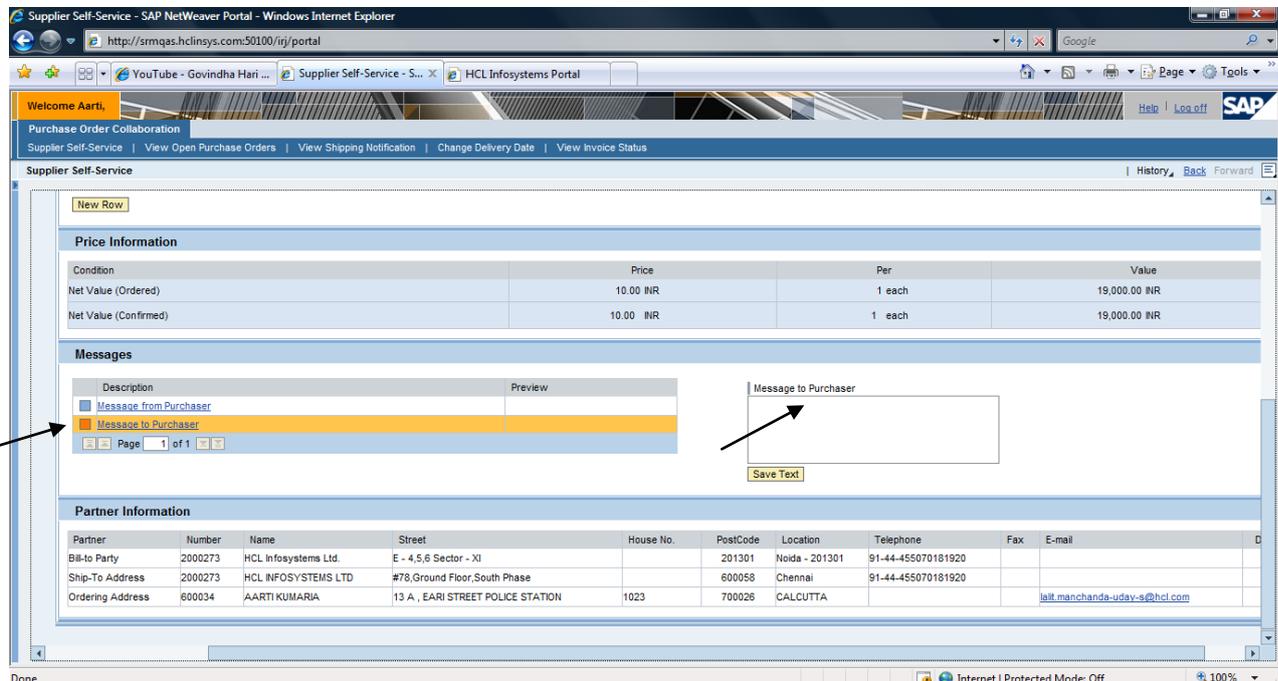
5.7 For Multiple Delivery Schedules for a particular line item, select option **New Row**.



Click New Row for Multiple Delivery Schedule.

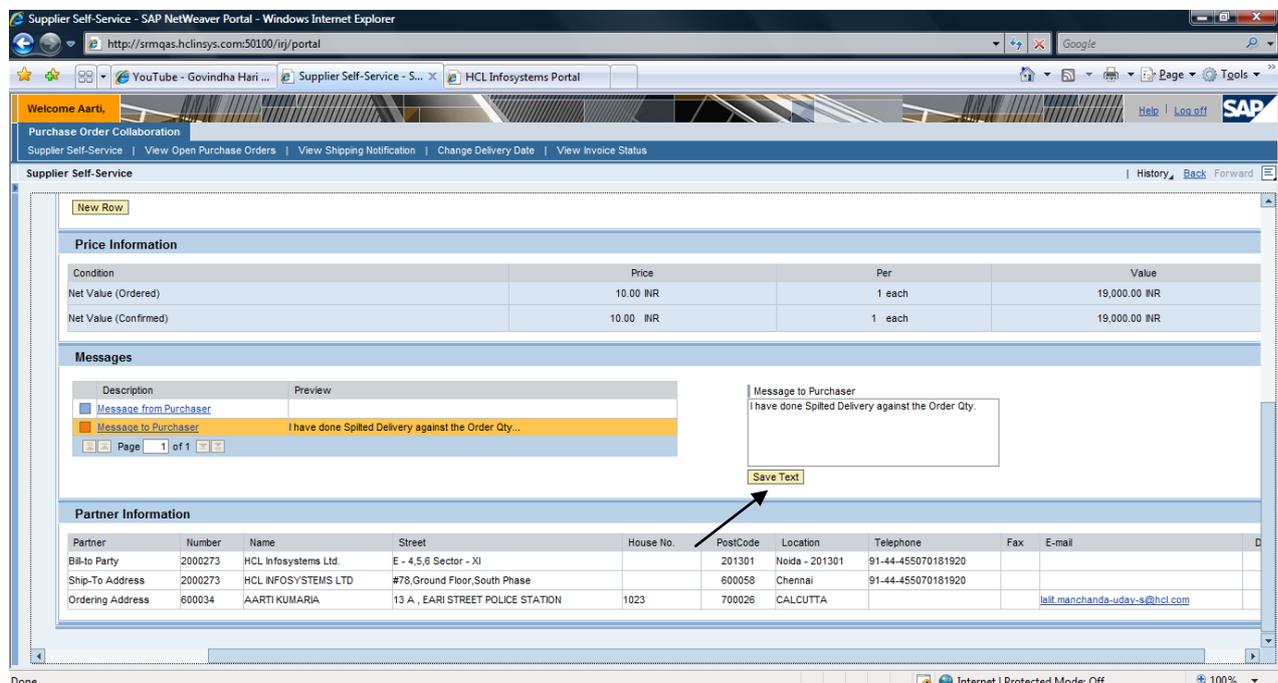
Note : Delivery Schedule can be given maximum up to Order Qty. Beyond Order Qty, It will show error.

5.8 For sending any message to Purchaser or receive any message from Purchaser, two message options are available: **Message to Purchaser** and **Message from Purchaser**.



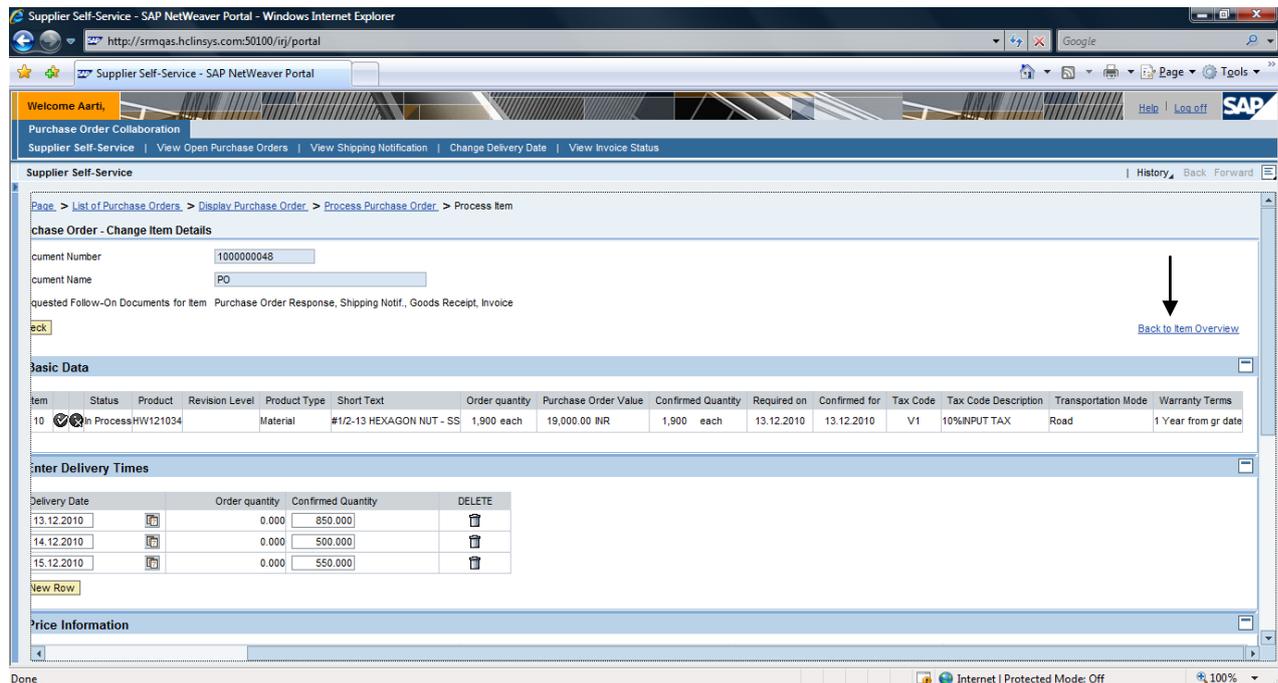
Click the Message to Purchaser...

5.9 Type the Message in the Right Side Box and save. The same can be viewable by Purchaser.



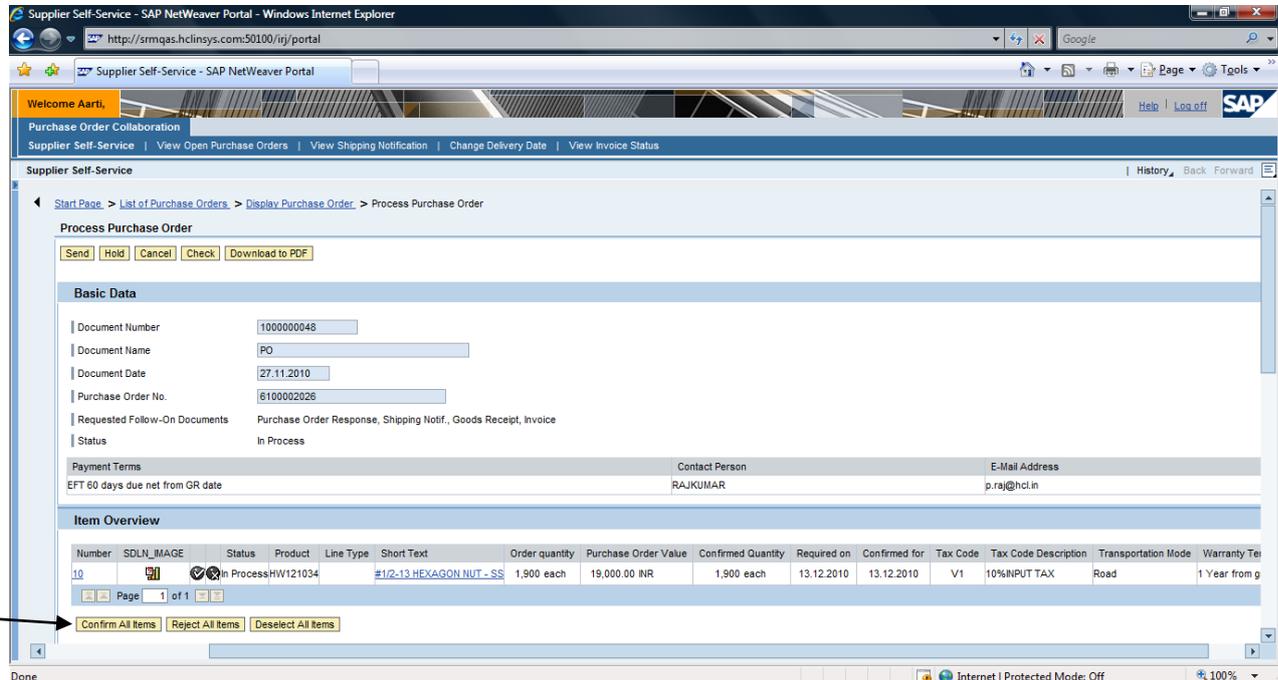
Type the Message to Purchaser in the Right Side Box and choose option **Save Text**.

5.10 For Confirming the PO, go back to Item Overview.



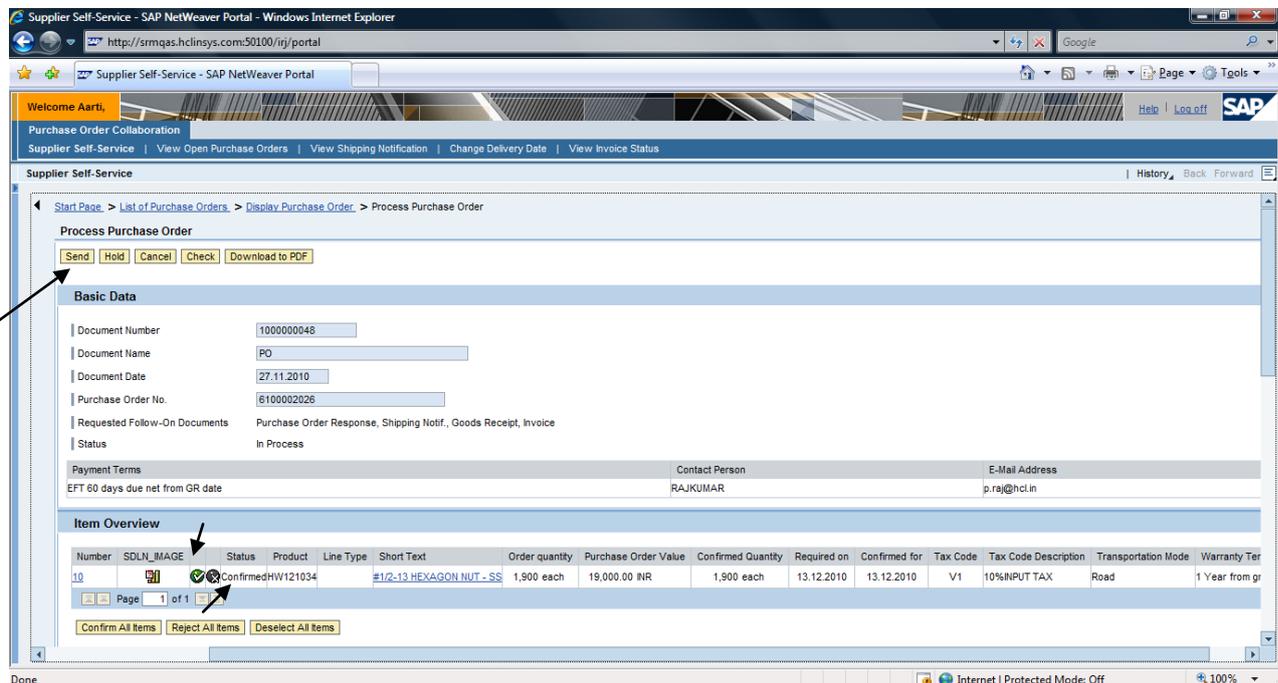
Click on **Back to item Overview**, the below screen will appear.

5.11 Follow the same process in case of multiple line items and send PO confirmation.



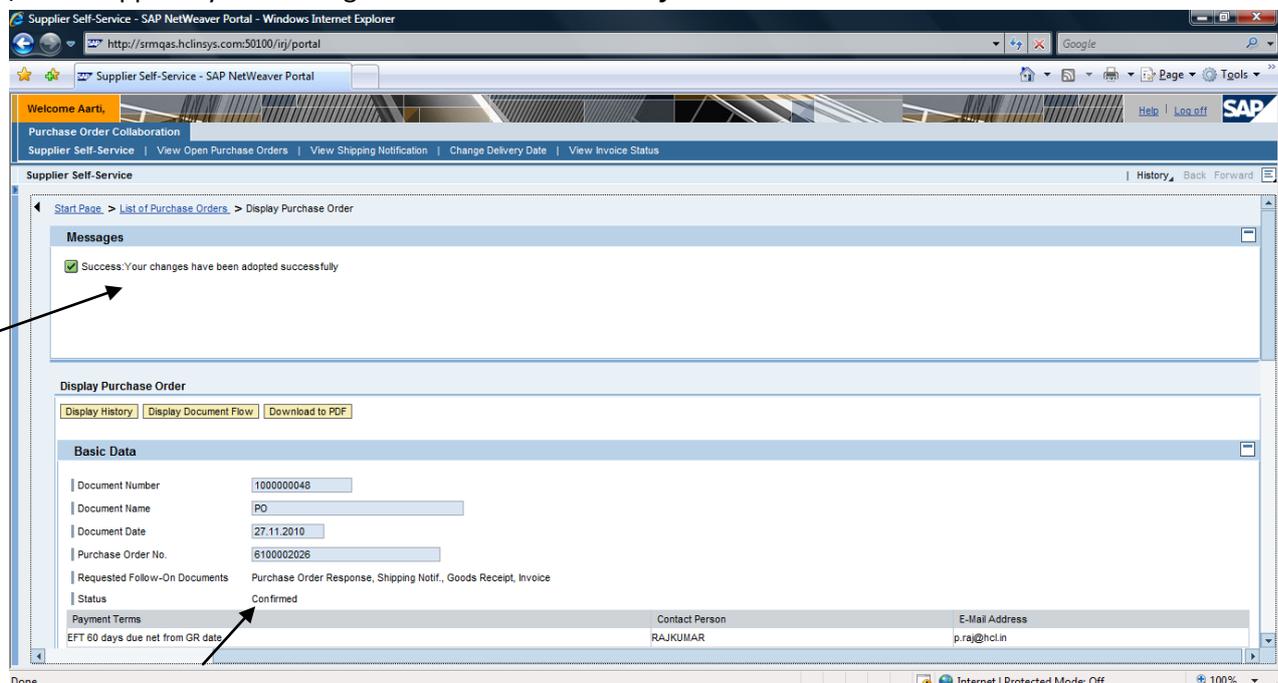
Click on **Confirm All Items..**

5.12 Send the Confirmed PO to Purchaser.



The **Tick** mark turns from RED to GREEN, & Click **Send** Button...

5.13 This completes the Supplier’s acknowledgement of the PO. At this stage, the Status of the S.O /PO in supplier system changes from **In Process** to **Confirmed**.



5.14 The Supplier Acknowledged the P.O. received by him and the same is reflected in the PO confirmation TAB in the Buyer’s PO.

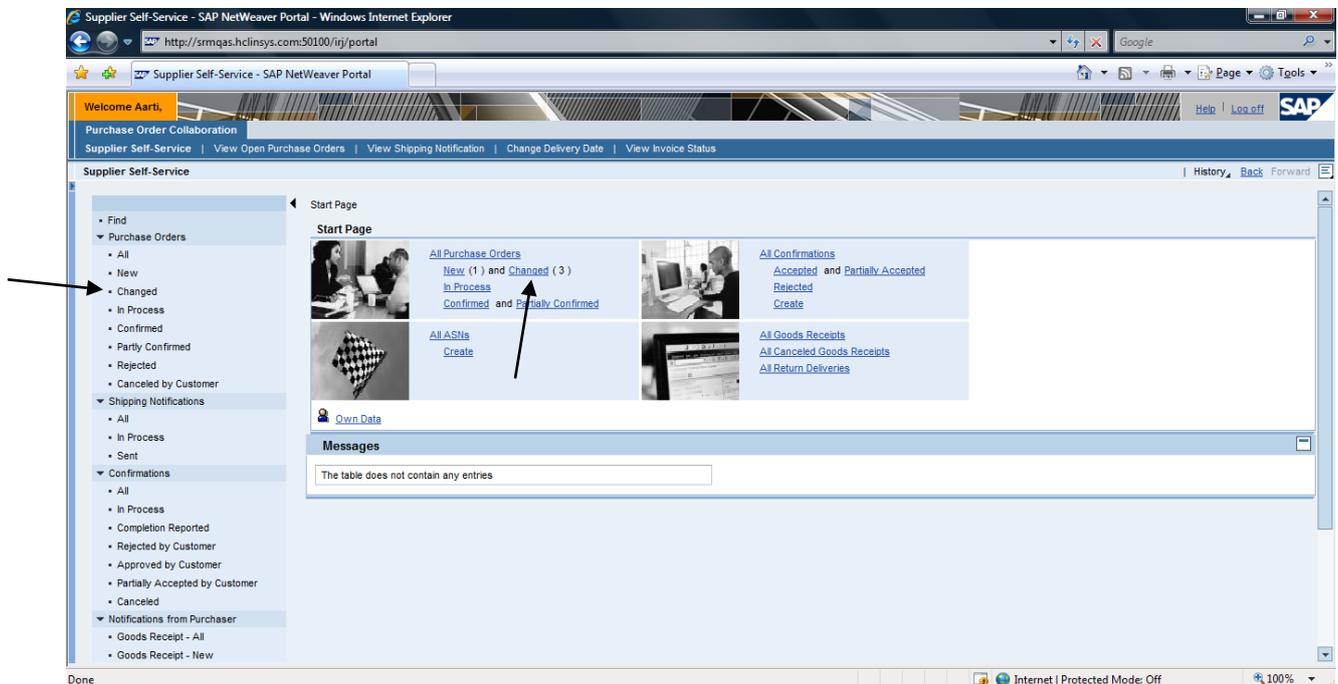
Thus, at this stage the Buyer gets the P.O. confirmation.

5.15 Now buyer decides whether the dates given by supplier is acceptable to him or to be changed. If Dates are acceptable, buyer will update these dates in delivery Schedule and saves the document with the version update. If the release Procedure is applied , PO has to be released also by Buyer .

If delivery dates are not acceptable, Buyer can send message to Supplier for revised delivery Schedule (option: Message from Purchaser). After mutually agreeing on some date, the buyer will update the date in delivery schedule of PO, and send the P.O. to supplier, where supplier can view the same in PO changed status.

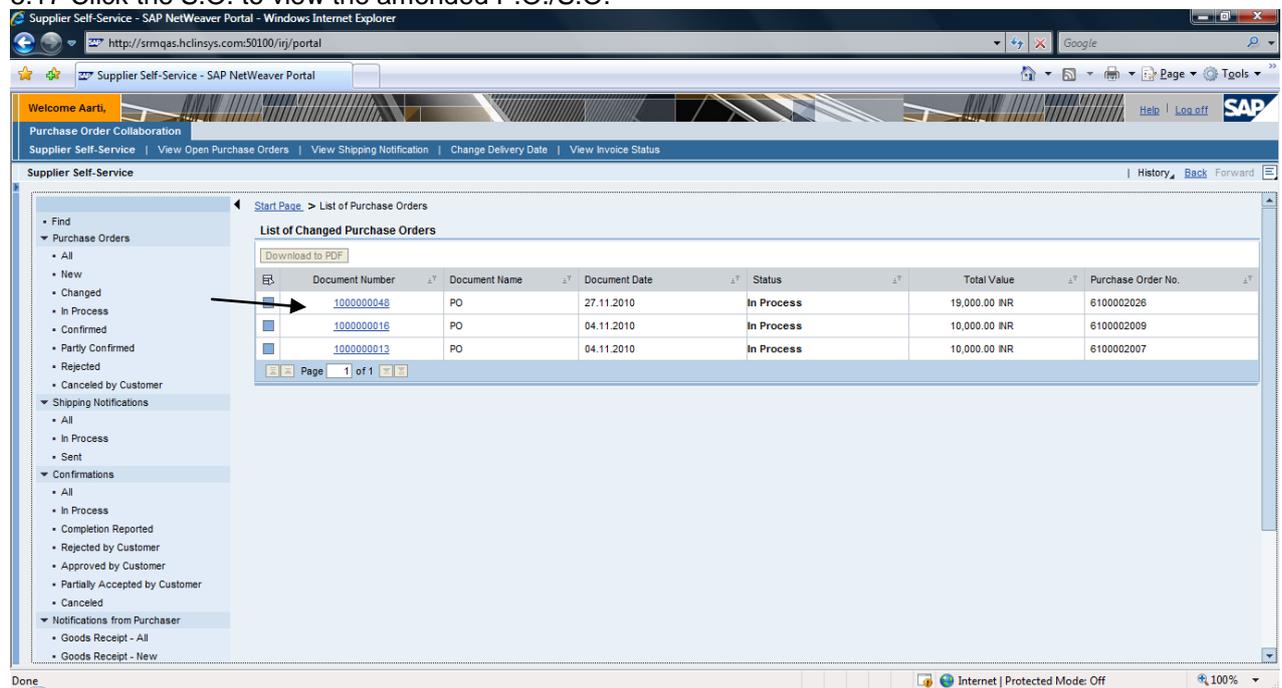
The modified PO is available in the Changed Purchase Order List in Supplier System.

5.16 Now Supplier Can View the Amended P.O. in Changed Option. The P.O / S.O. listed in Change mode is Amended P.O./S.O.

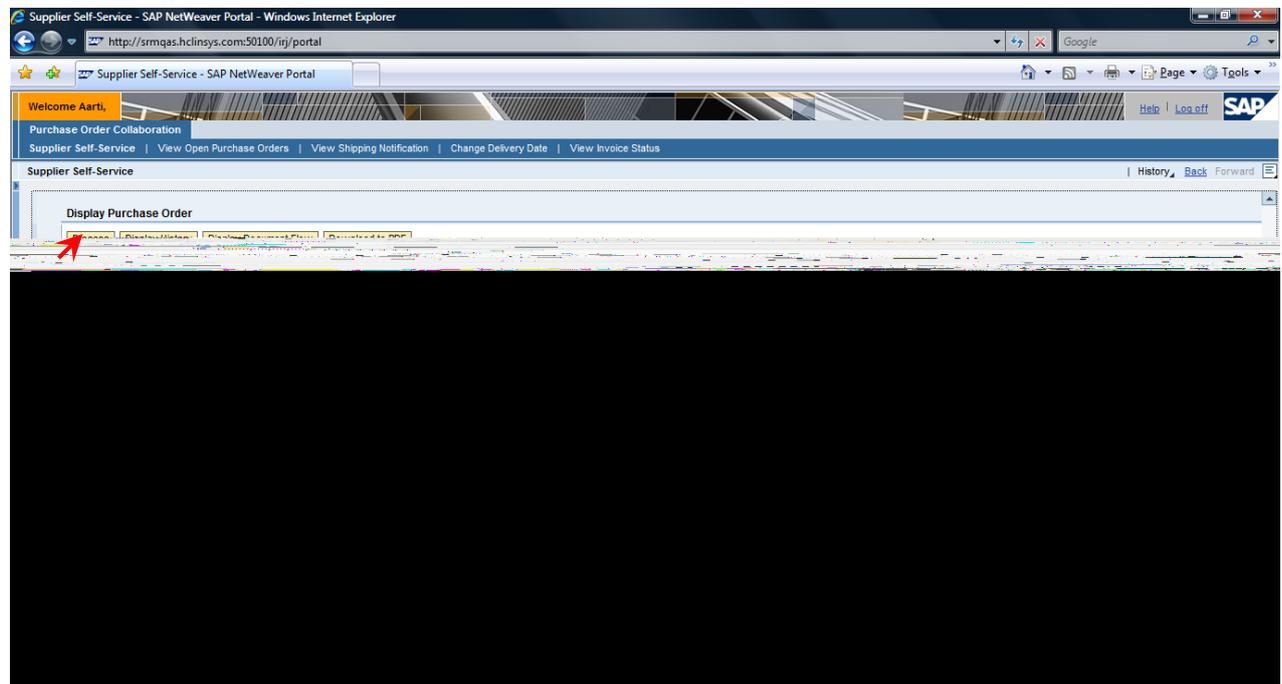


Click Changed Option to View the list of Changed P.O. /S.O.

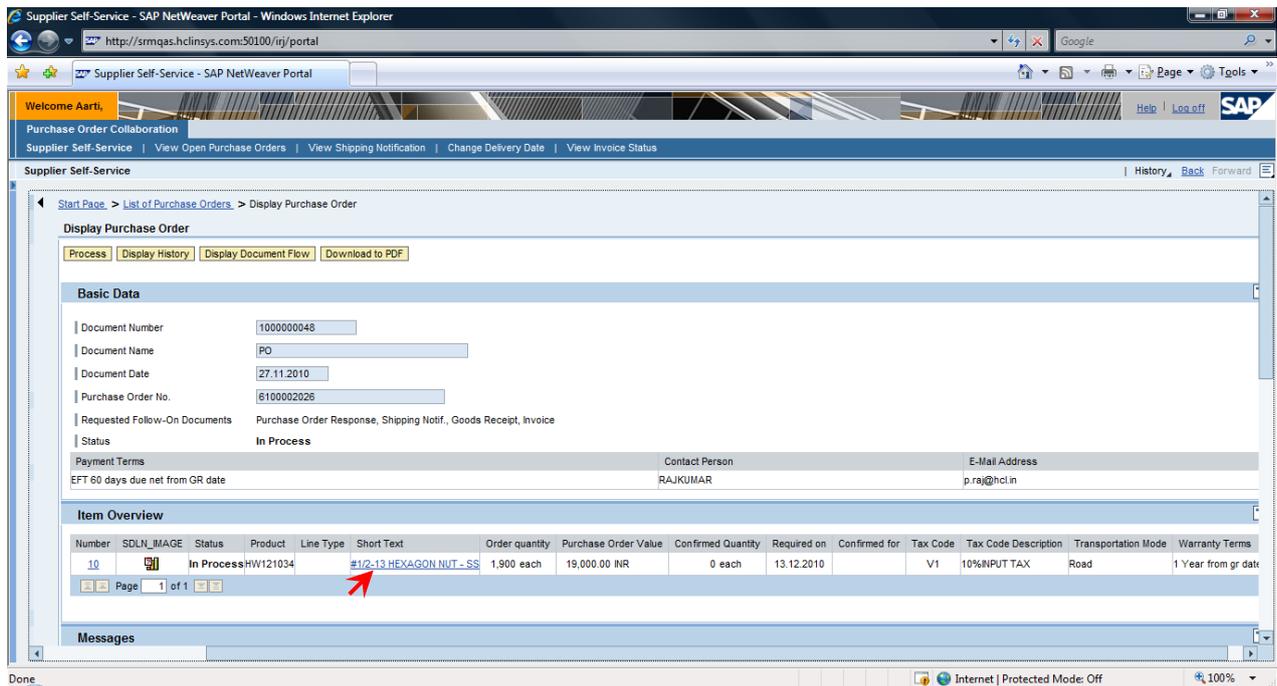
5.17 Click the S.O. to view the amended P.O./S.O.



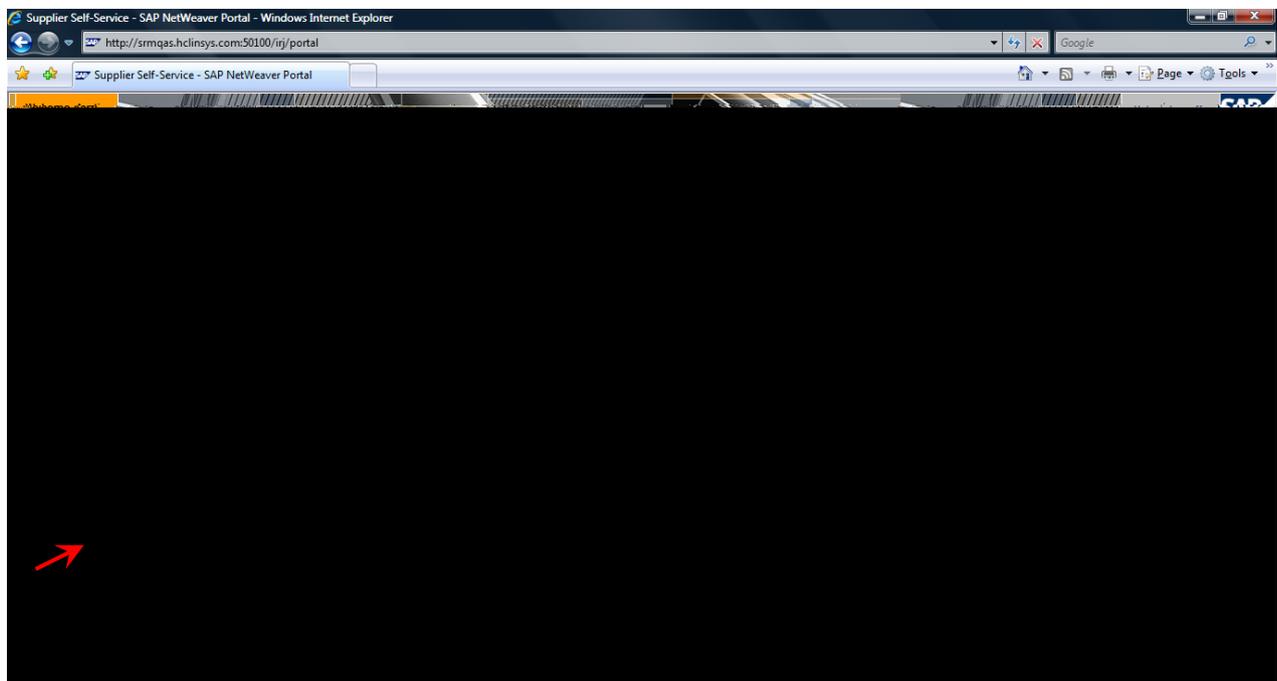
5.18. Click Process to change or confirm the P.O



5.19. Click the Item Line to view the delivery Dates confirmed by Buyer.

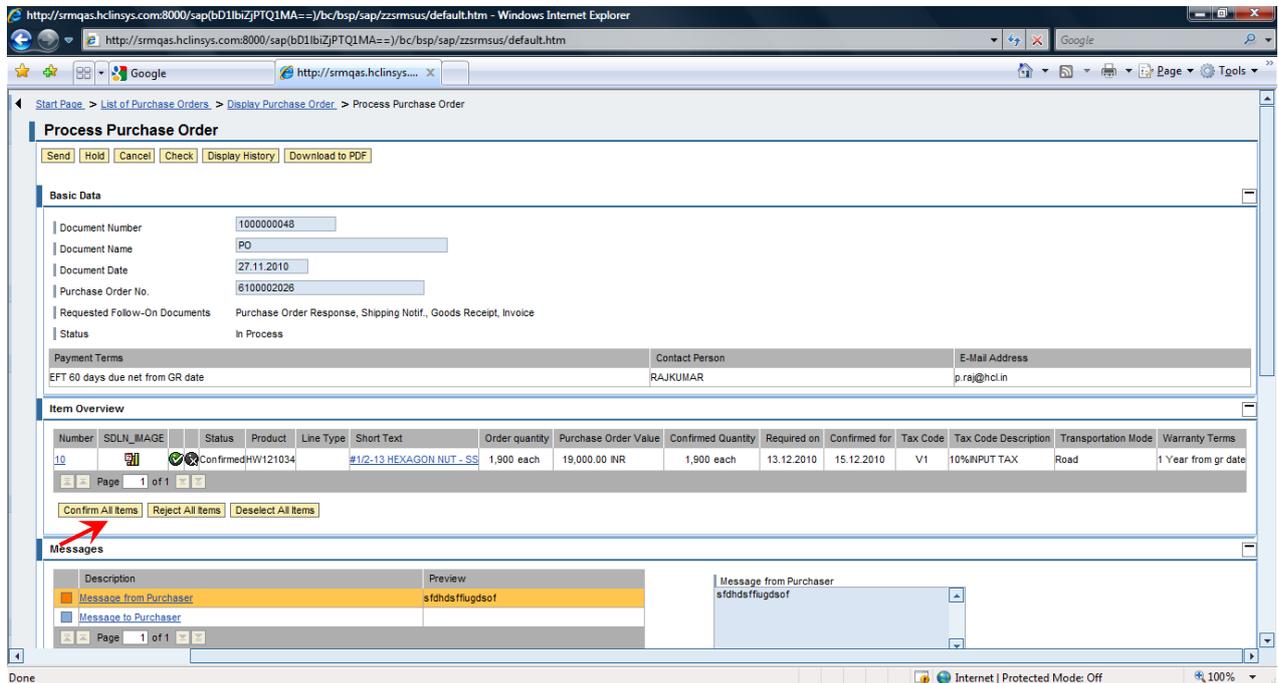


5.20 Suppliers View the Delivery Dates confirmed by Buyer.



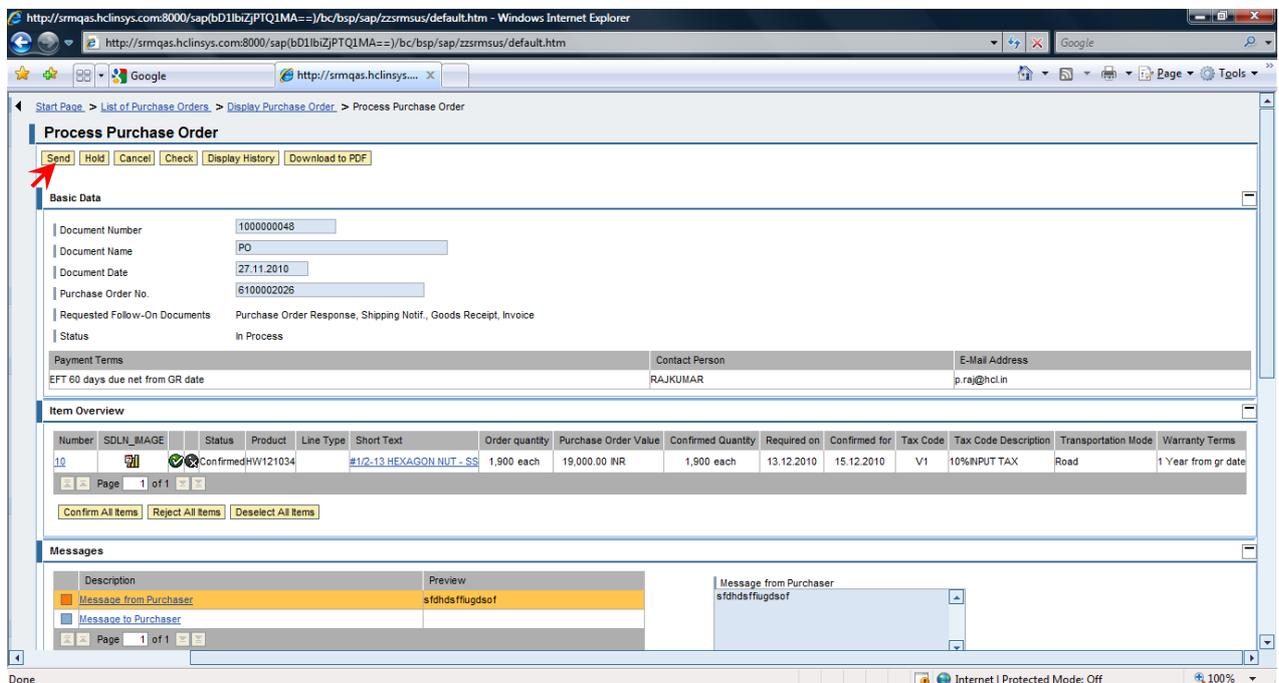
Click Back to Item Overview.

5.21 If the Delivery date is accepted by Buyer, then enter the exact delivery date (last schedule) in the **Confirmed for** option of Item Overview.



Click Confirm All Items after entering the exact delivery dates.

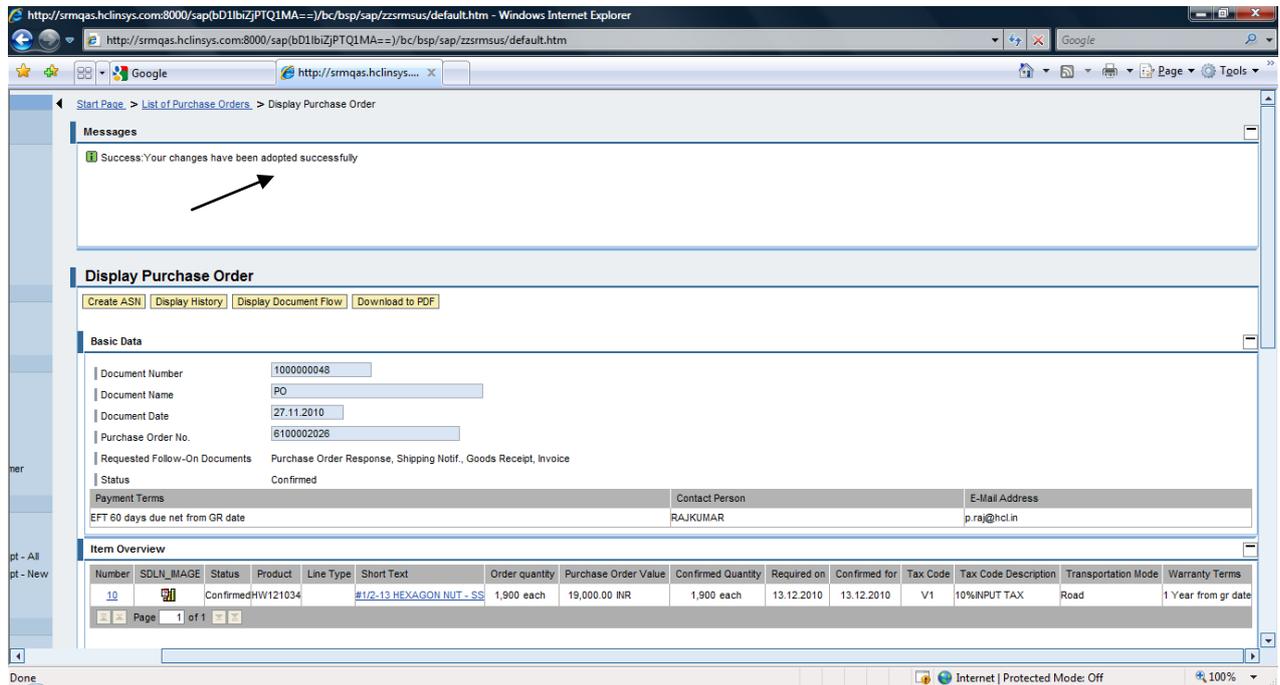
5.22 Click the send option to send the PO Confirmation.



Click Sent Button to Confirm the PO./S.O.

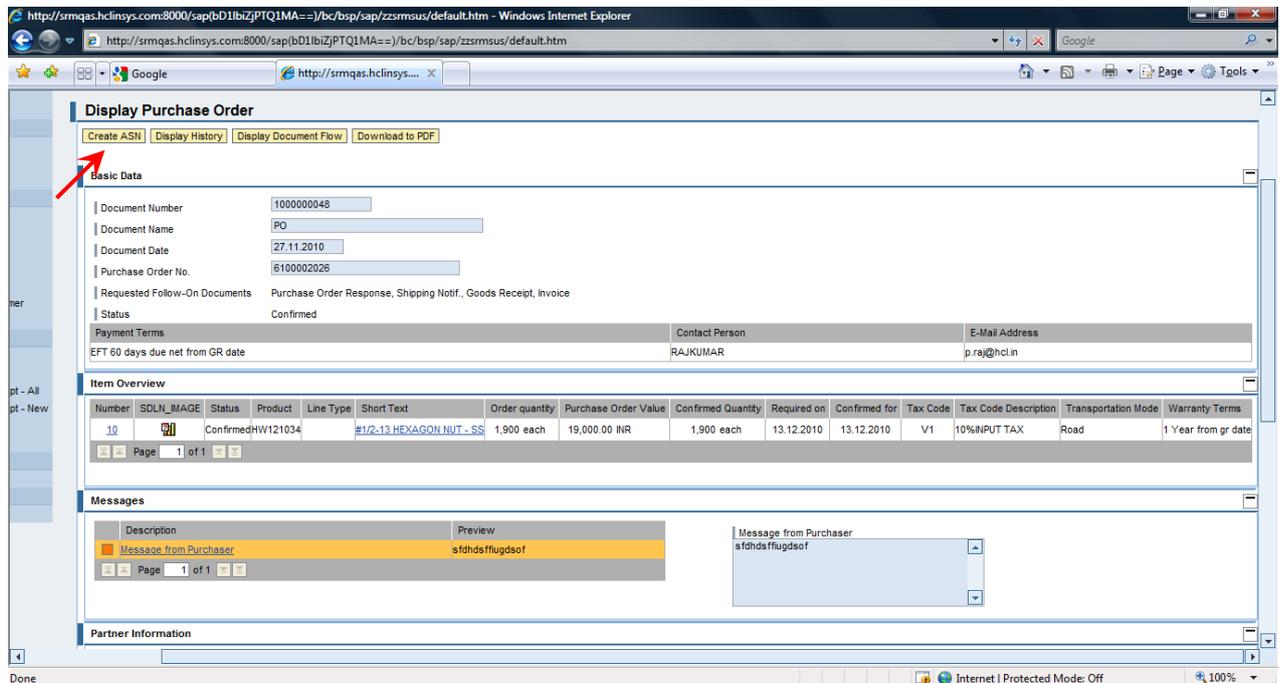
5.23 Now the P.O./S.O. Successfully Acknowledged.

Buyer Gets the P.O./S.O. Acknowledgement and it is viewable in P.O. Confirmation Tab.



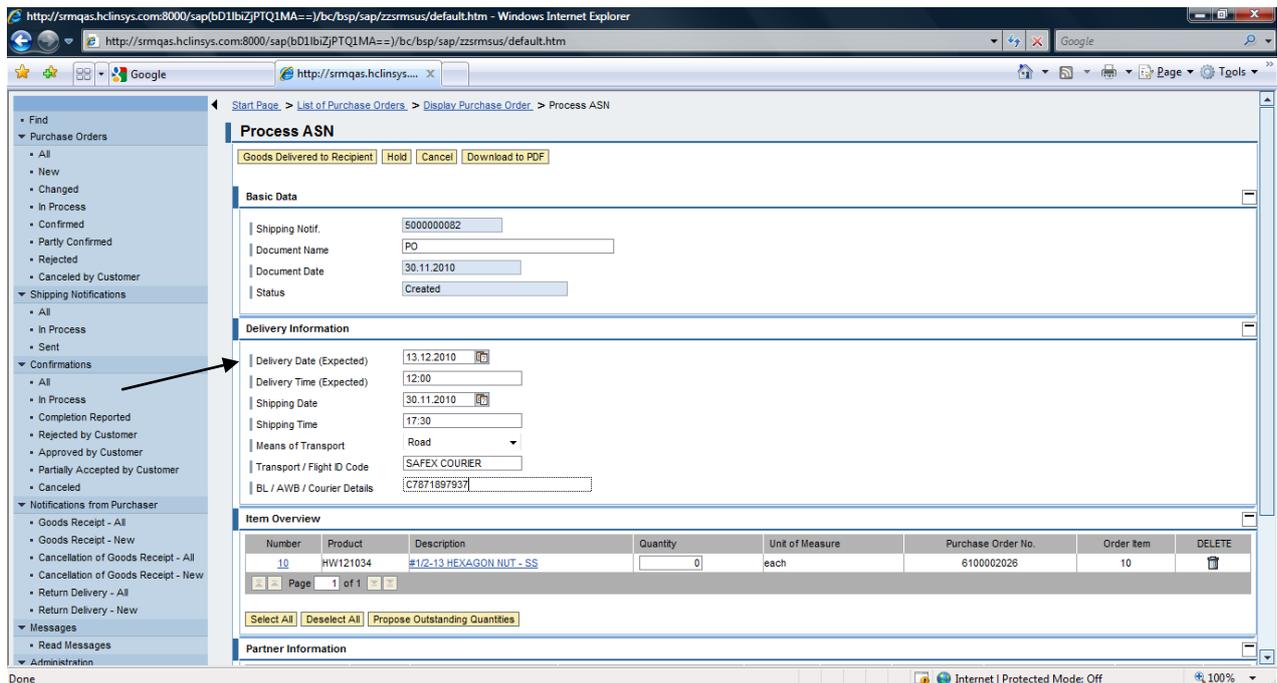
SECTION 2: ASN CREATION

5.24 Create ASN



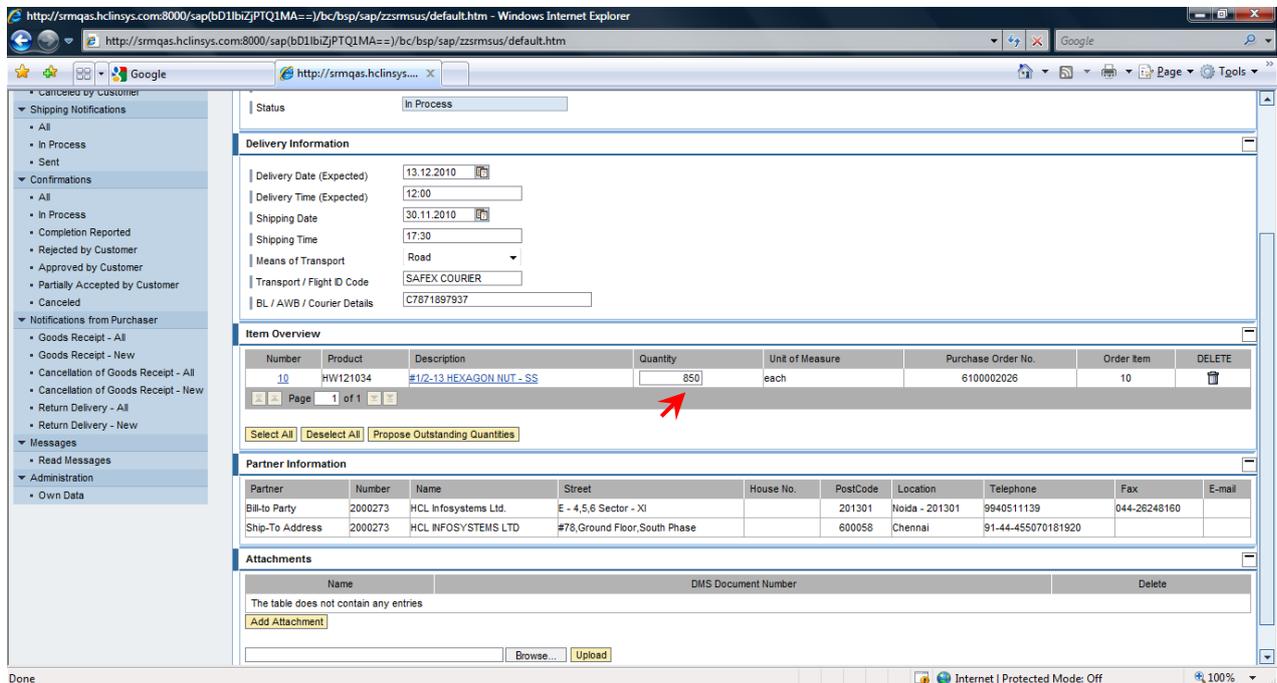
Click Create ASN (Advance Shipment Notification) of the Material Dispatched.

5.25 Update ASN Details for the list delivery schedule.



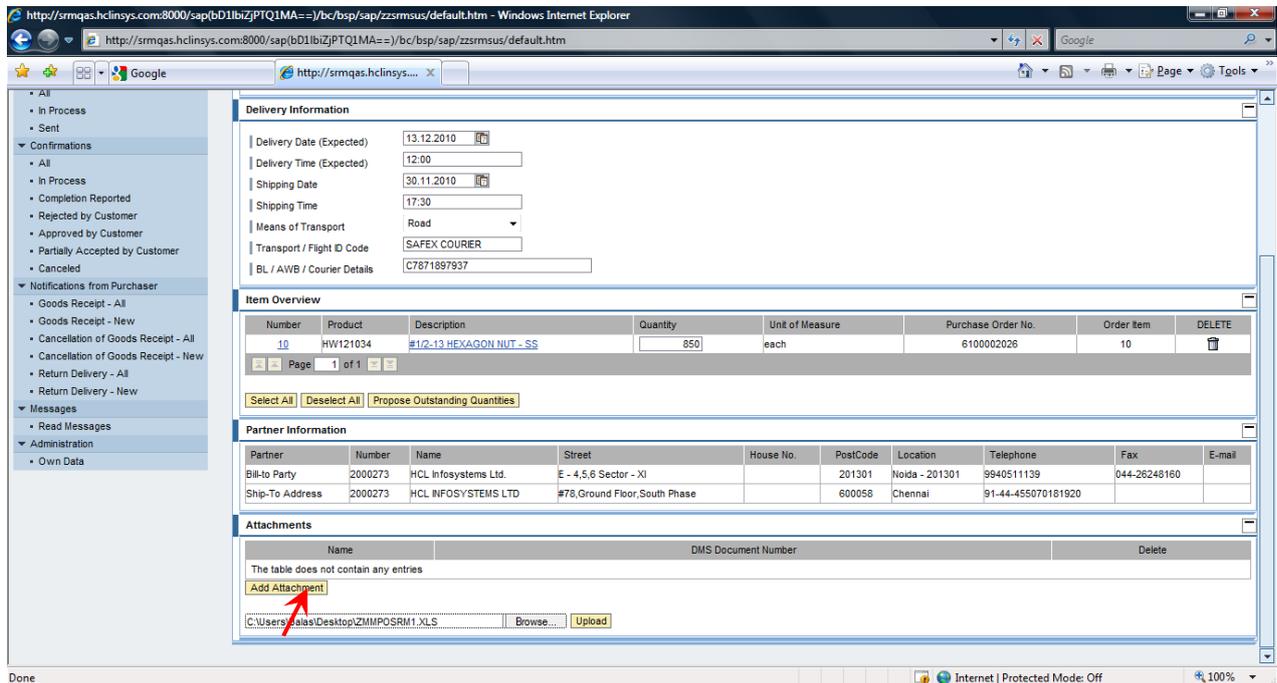
In the ASN Delivery Information, Supplier has to fill the *Expected Delivery Date & Time, Shipping Date & time, Means of Transport, Transporter Name* in case of Road, *Flight No.*, in case of Air Shipment., & *Air Way Bill, Courier, BL/AWB /Courier Doc. no. etc.* is whichever applicable.

5.26 In the ASN Item Overview, enter the Qty shipped in the 1st schedule.



Fill the Shipped Qty in Qty. Field.

5.27 Click the Add attachment option to upload the Shipping Documents like, Invoice, Packing Slip, AWB Details, etc.



Click Browse Button to search for the scanned copy of the Shipment Documents (files) from Supplier's computer and click on Upload option.

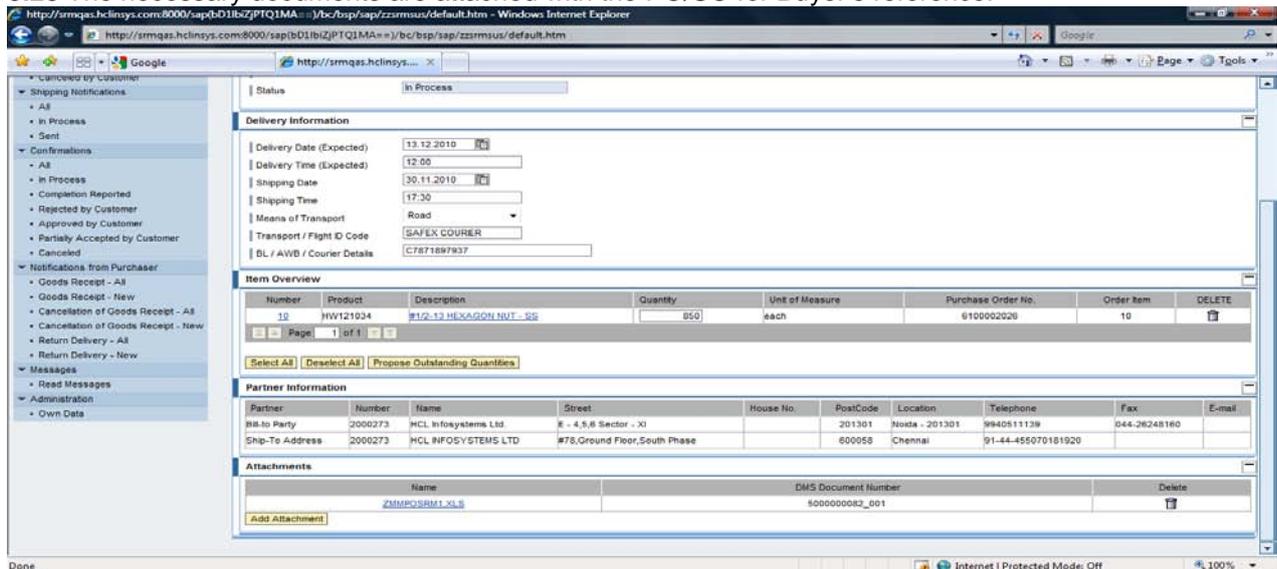
NOTE: Maximum Three Files can be attached, File Capacity 1 MB for each attachment.

NOTE: Supplier should create the scanned files for attachment with naming convention as:

PO doc no-INV, PO doc no-AWB, PO doc no-DC, etc.

For Example: File 1 as 61-2026-INV, File 2 as 61-2026-AWB, File 3 as 61-2026-DC (1st two digits-last few non-zero digits of the PO no. separated by – sign).

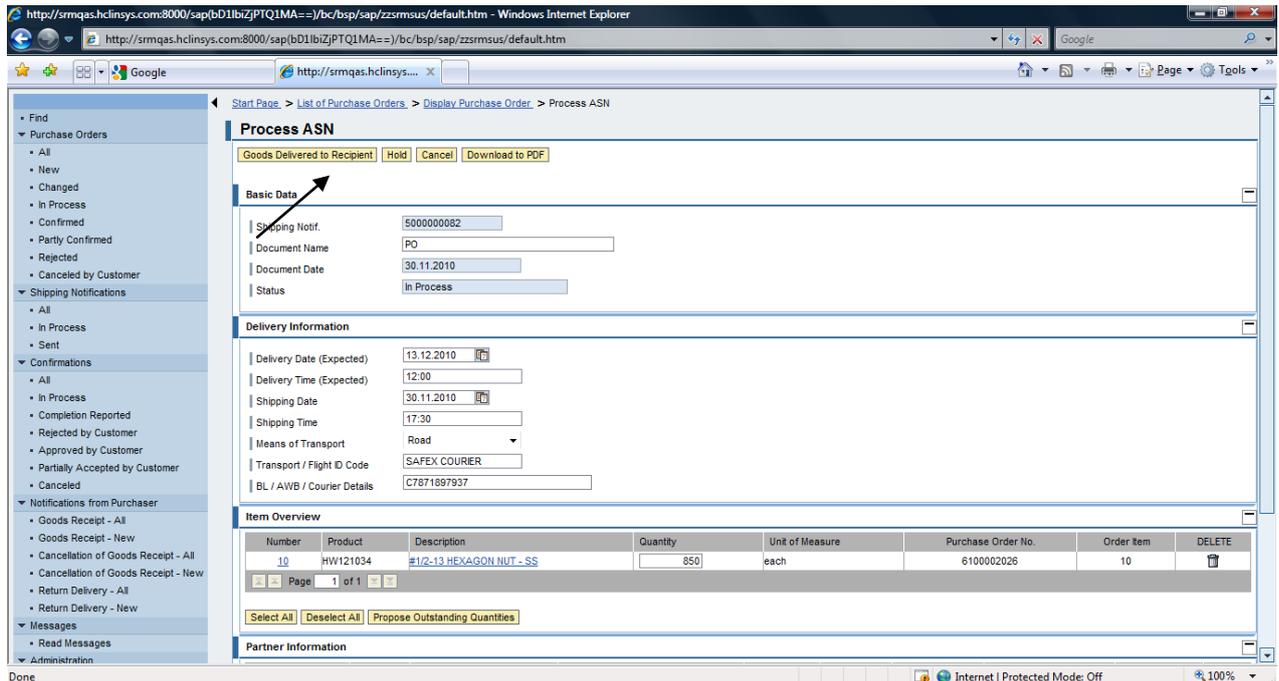
5.28 The necessary documents are attached with the PO/SO for Buyer's reference.



Now the File has been attached.

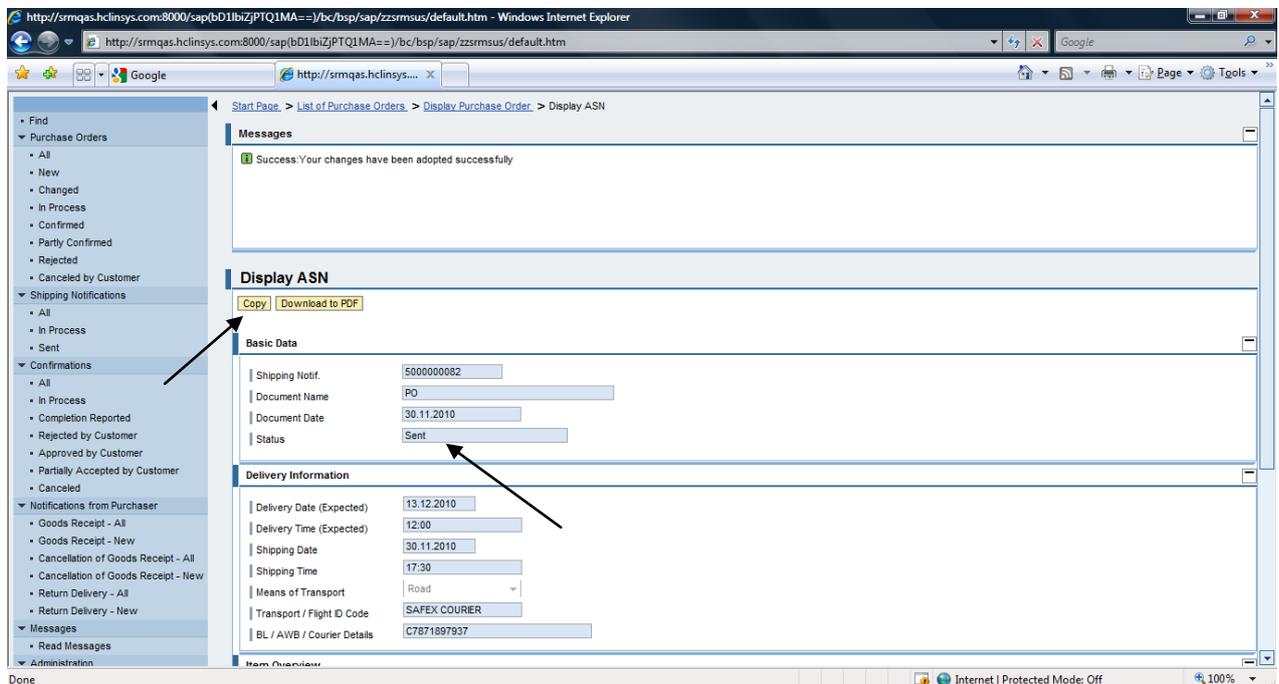


5.29 Now the ASN to be sent to the Buyers.



Click **Goods Delivered to Recipient** Option to Confirm the ASN.

5.30 Now the Status of the ASN is changed from *In process* to *Sent*.



For the next scheduled shipments of the same PO, click **Copy** option and Repeat the ASN Cycle till the complete Order Qty is shipped.

5.31 The ASN details are now reflected as Inbound Delivery in the Buyer’s PO under Confirmation TAB in ECC6-MM system.

Buyers can see the ASN Details in P.O. Confirmation Tab. Like ASN Qty, ASN No, and In-bound Delivery.

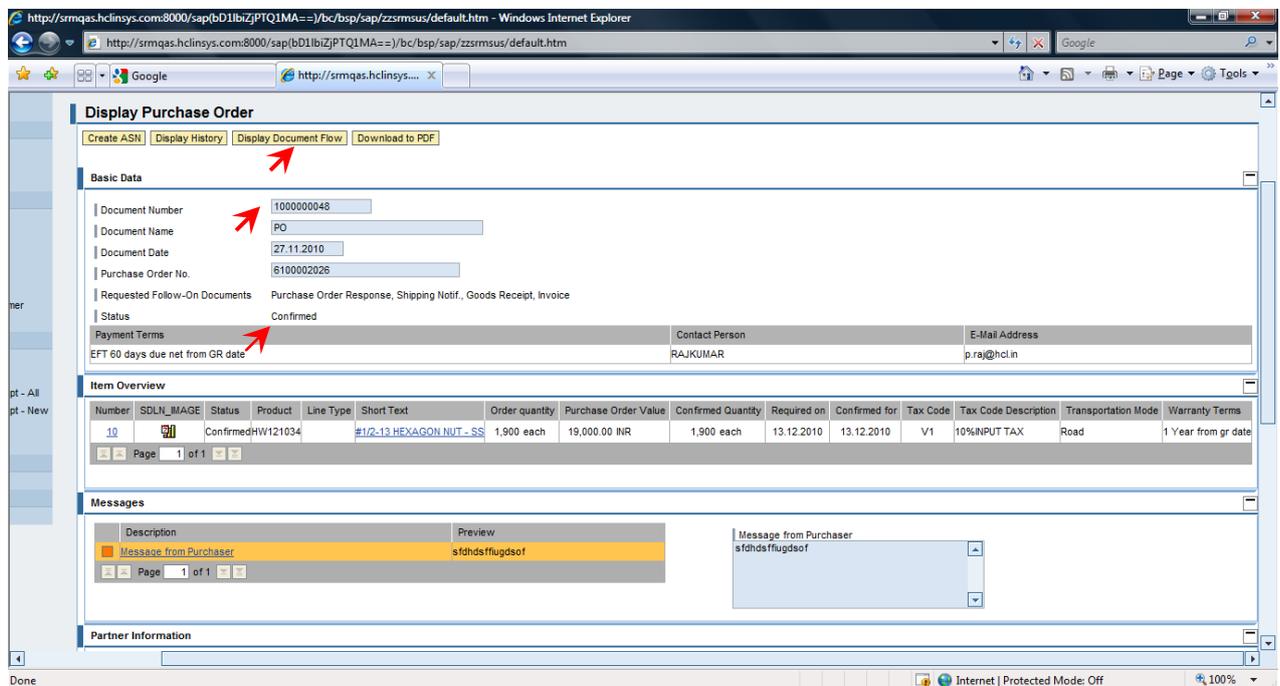
SECTION 3: GR NOTIFICATION

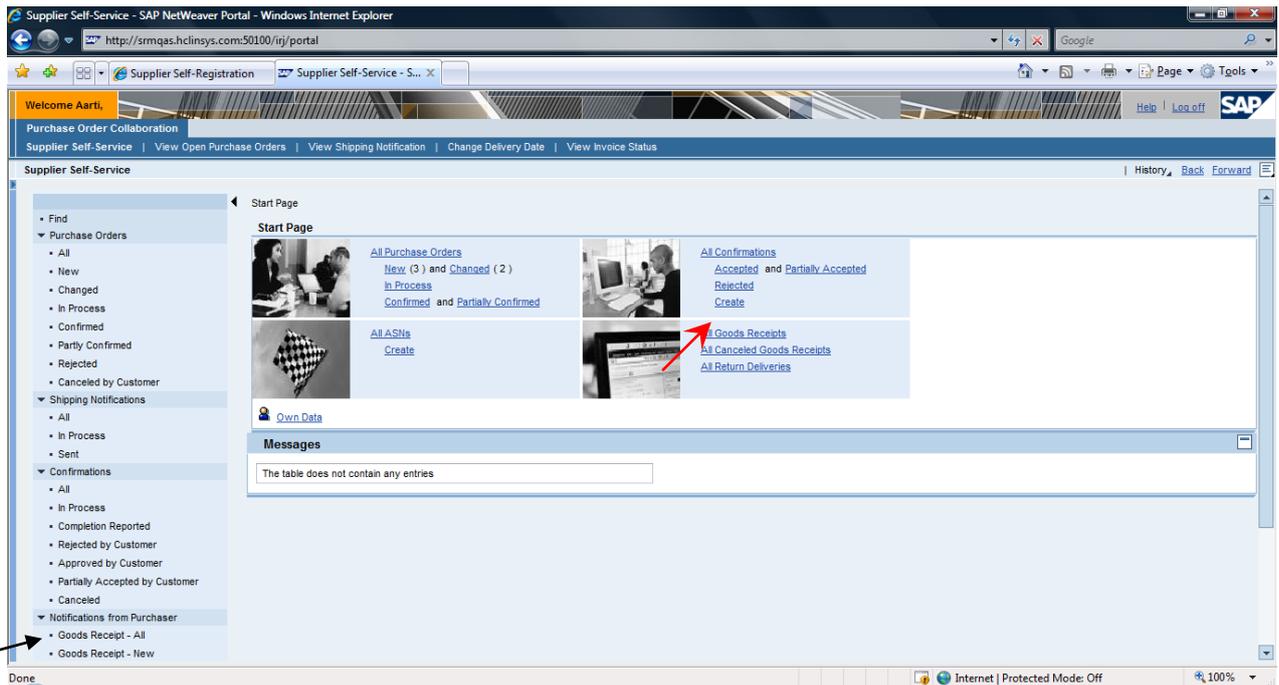
5.32 Now in Buyer system , GR to be made w.r.t. inbound Delivery No.

Once GR made for the particular In-bound Delivery, GR notification will be sent to Supplier in auto mode.

GIRN No. will be visible to supplier in the Supplier Portal.

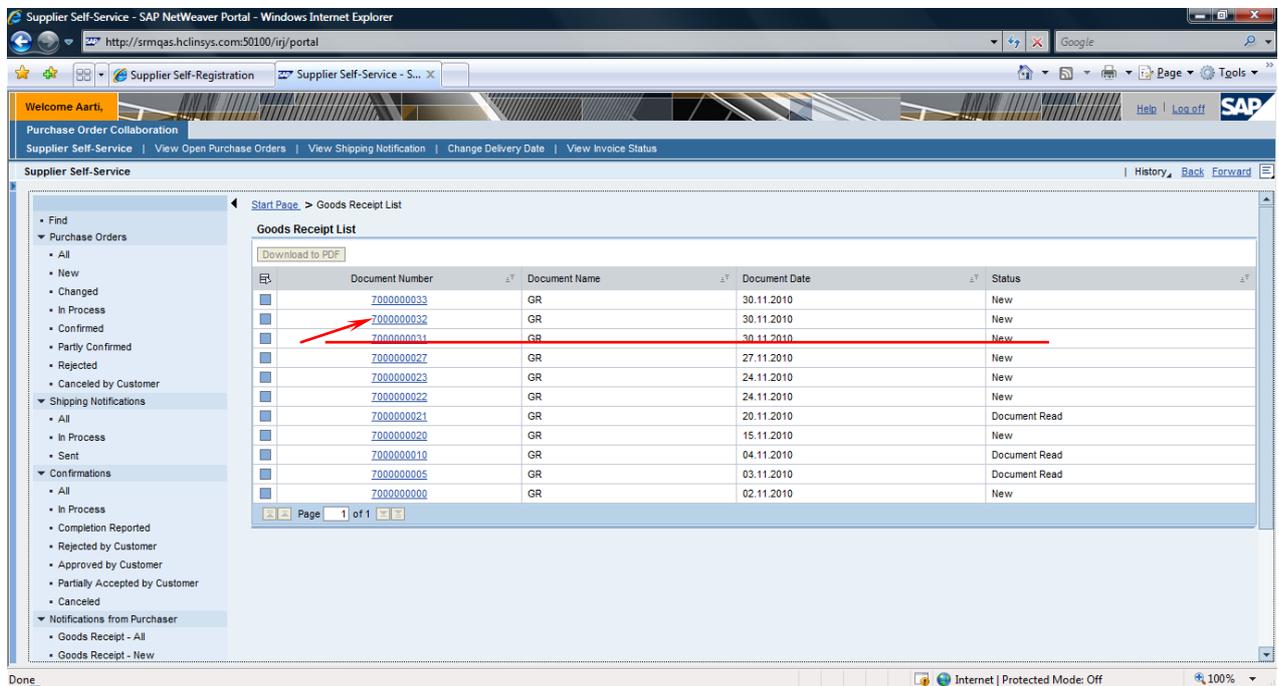
You can go to Confirmed purchase Order List . Select the PO. Select Display Document flow and Choose the GIRN no.





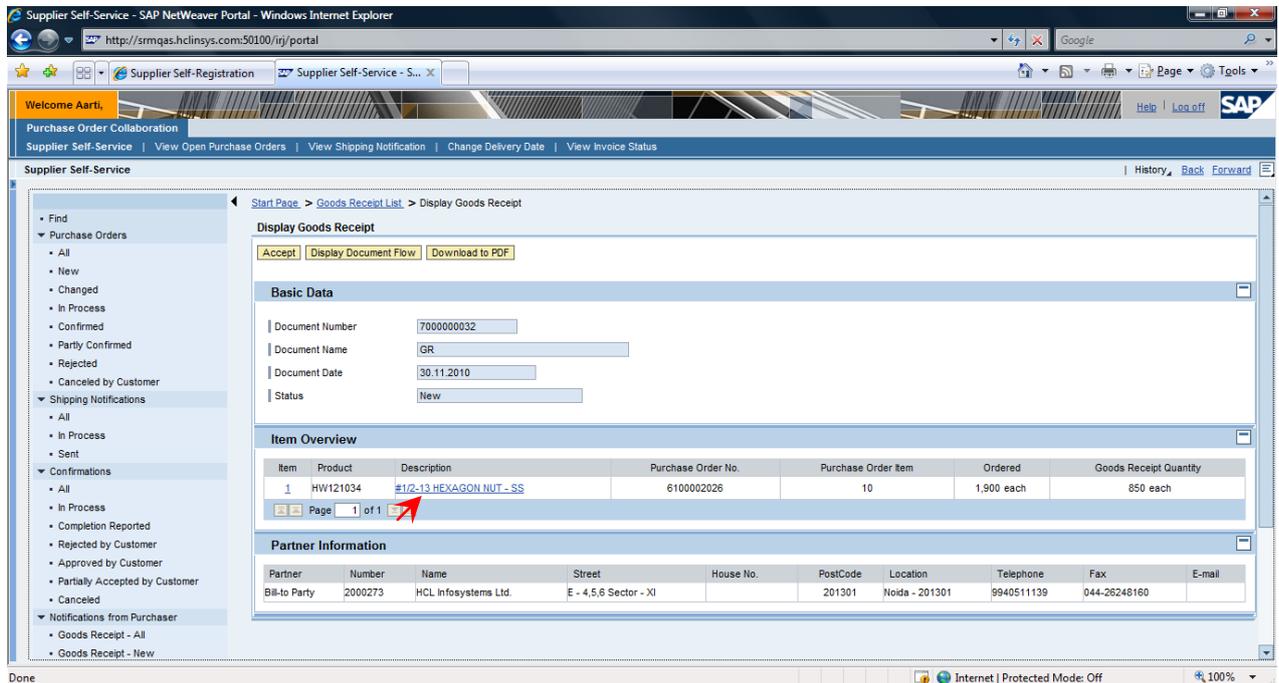
Supplier Can view the GIRN Status of the shipments dispatched.
Click on **Goods Receipts-All**.

5.33 List of GIRN documents will be displayed. Choose the desired GIRN no.



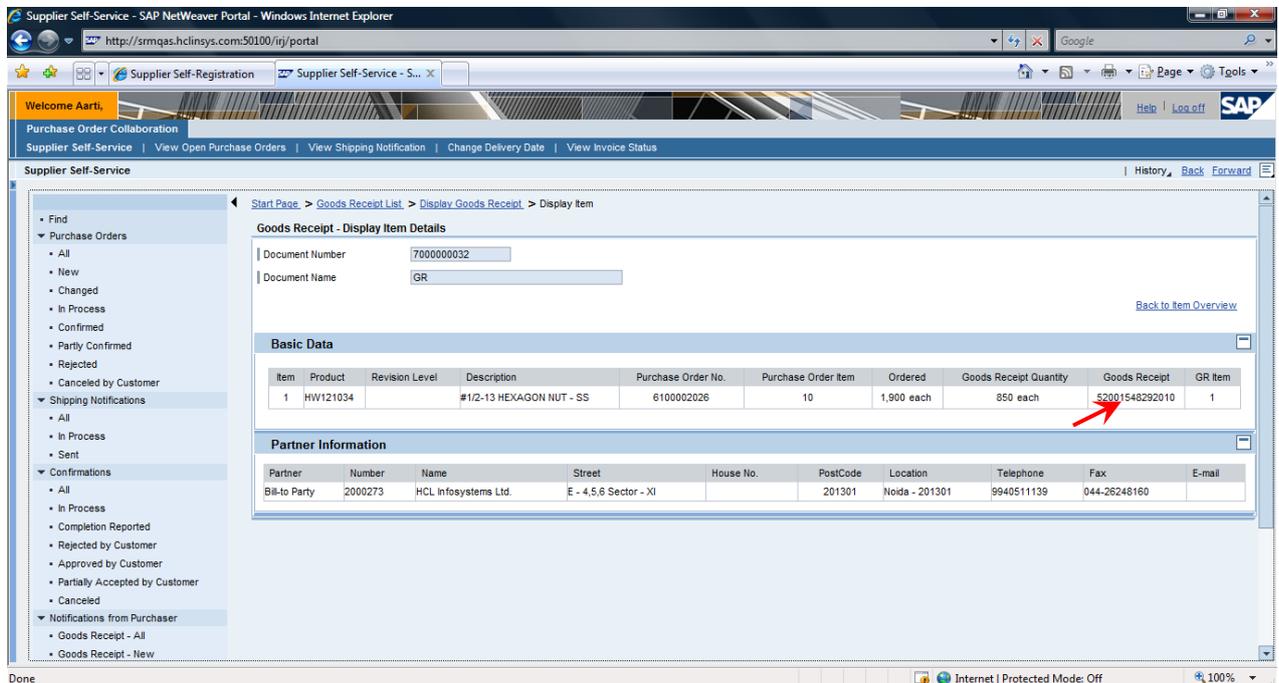
GIRN Notification for the shipments listed below. To Check the GIRN Status, Click the Document No.

5.34 The details of the GIRN doc will be visible like , Material Code,description,Qty received,GR date, PO no. etc.



Click the Item Description to View the GIRN No. in Buyers system (in ECC6-MM).

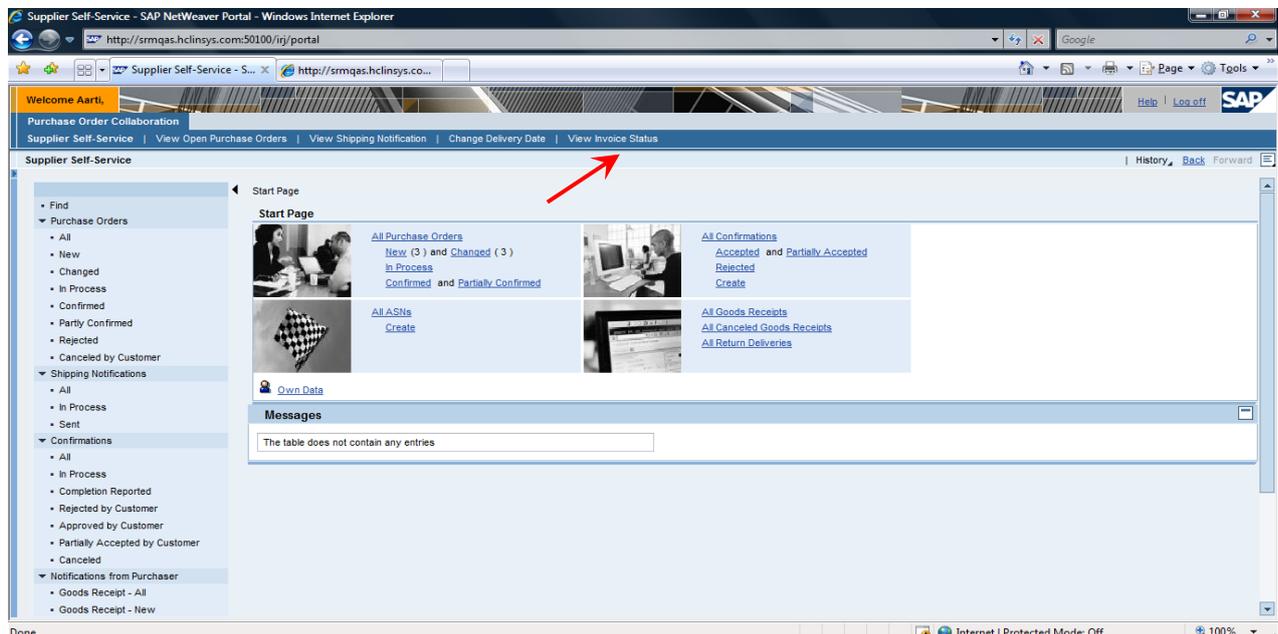
5.35 Supplier has to **Accept** the doc. for GIRN confirmation.



Supplier now get the GIRN No. of the material dispatched.
 In the same way ,for all the dispatches made by supplier, supplier can view & Accept.

SECTION 4: INVOICE NOTIFICATION / REPORT

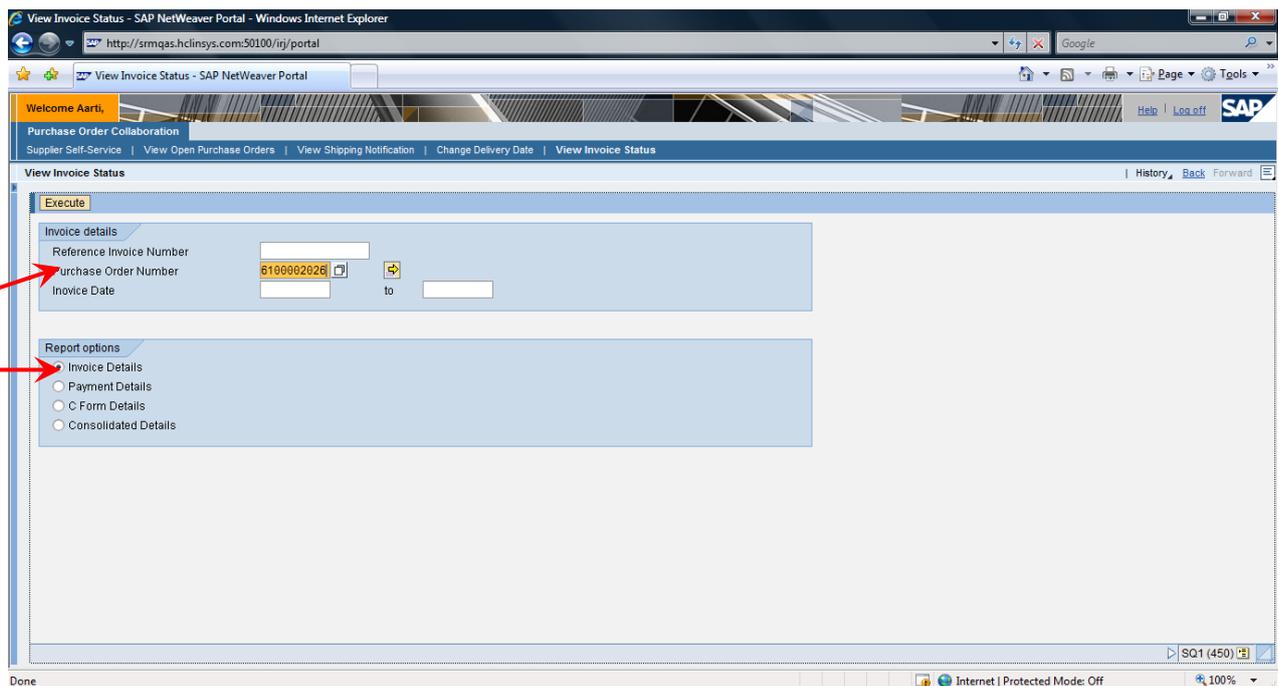
5.36 Supplier can **View Invoice Status** created in Buyers system.



To View the Invoice Status, Click on View Invoice Status. The below screen appears.

5.37 Based on the Purchase Order no., supplier's Invoice No. or Invoice Date /date range, **Report will be visible for Invoice Details, Payment details , C-Form Details, Consolidated Details for the above three options.**

Note: These Invoice, Payment and C-Form documents are created in Buyer's system in ECC6 and document details /intimations are sent to SRM-Supplier portal.



Fill the Invoice No., or Purchase Order No, or Date Range. And Select options for Invoice Details to View the Invoice Details.

5.38 Refer Invoice Details listed below by executing the above report. Output of Invoice Report.

Serial No.	Invoice No. (Suppl)	Invoice Date (suppl)	Invoice Number	Invoice Posting Date	Purchase Order No.	Item Number / Item Code	Item Description	Quantity	Net Value
1	2010	30.11.2010	5105618467	30.11.2010	6100002026	10 HW121034	#12-13 HEXAGON NUT - SS	500.000	5,000.00
2	2011	30.11.2010	5105618468	30.11.2010	6100002026	10 HW121034	#12-13 HEXAGON NUT - SS	500.000	5,000.00

The screenshot shows the 'View Invoice Status' page in the SAP NetWeaver Portal. The page displays a table with the following data:

(Suppl)	Invoice Date(suppl)	Invoice Number	Invoice Posting Date	Purchase Order No.	Item Number	Item Code	Item Description	Quantity	Net Value	Tax Value	=Total Amount
	30.11.2010	5105618467	30.11.2010	6100002026	10	HW121034	#1/2-13 HEXAGON NUT - SS	500.000	5,000.00	200.00	5,200.00
	30.11.2010	5105618468	30.11.2010	6100002026	10	HW121034	#1/2-13 HEXAGON NUT - SS	500.000	5,000.00	200.00	5,200.00
											10,400.00

This report shows the Supplier Invoice No.,Supplier Invoice Date, PO no.,Buyer's system generated Invoice Posting no. & date of posting in Buyer's system,Item no.,Item Description , Net value line item-wise, Tax value and total value line item-wise as well as Total Invoice Value.

SECTION 5: PAYMENT NOTIFICATION / REPORT

5.39 View *Payment Details*

The screenshot shows the 'View Invoice Status' page in the SAP NetWeaver Portal. The 'Execute' section is visible, with the following fields and options:

Invoice details

- Reference Invoice Number:
- Purchase Order Number:
- Invoice Date: to

Report options

- Invoice Details
- Payment Details**
- C Form Details
- Consolidated Details

To View the Payment Details Click the View Invoice Status. Enter the P.O. No. and Select Payment Details from Report Options and execute.

5.40 Output of payment details given below.

The screenshot shows the 'View Invoice Status' page in the SAP NetWeaver Portal. It displays a table with the following data:

Serial No.	Invoice No.(Suppl)	Invoice Date(suppl)	Invoice Amount	TDS Deduction	Amount Paid	Payment Date	Payment Doc Ref.	Remarks	Payment Method
1	Serial No.	30.11.2010	5,200.00	520.00	4,680.00	01.12.2010	1100000011		
2	2011	30.11.2010	5,200.00	520.00	4,680.00	01.12.2010	1100000011		
					9,360.00				

Output View of Payment Details.

This report lists the invoice No, Invoice Date, Invoice Amount, TDS Deduction done, Amount paid, Payment doc. reference no. (buyer system generated in ECC6-FI) & Payment posting date in Buyer's system.

SECTION 6: C-FORM REPORT

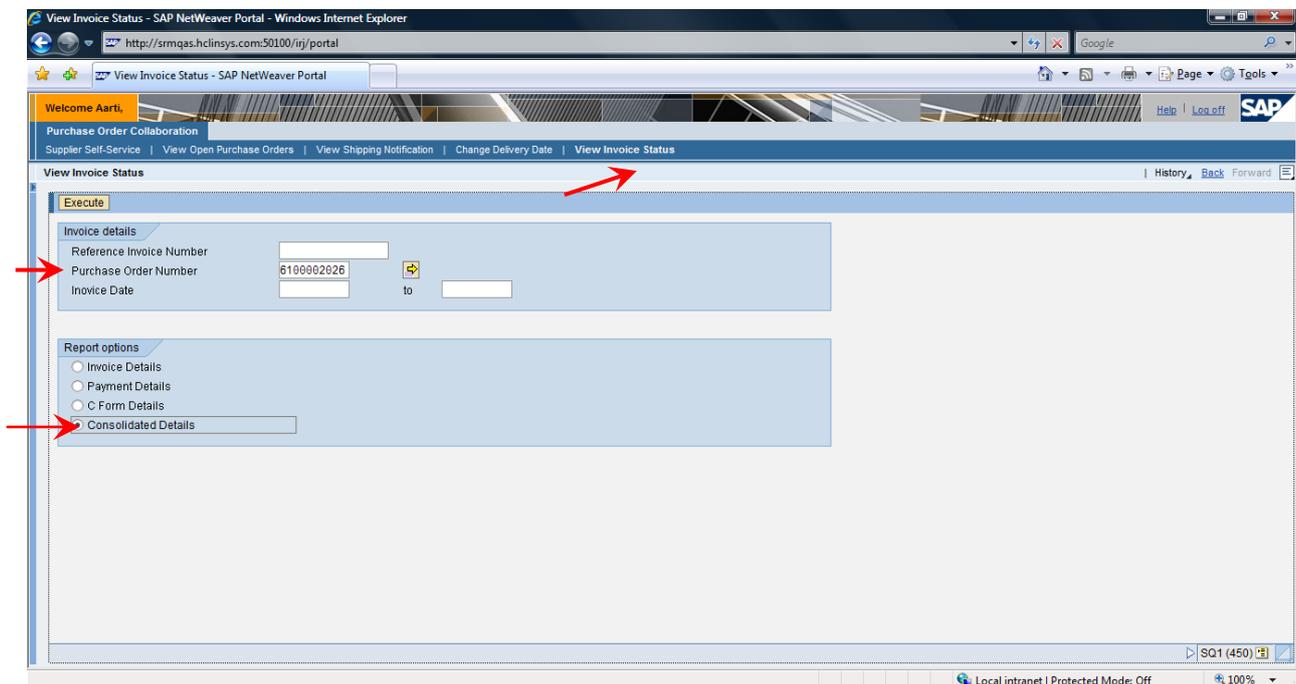
5.41 View C-Form Details

The screenshot shows the 'View Invoice Status' page with the 'Execute' section expanded. It contains the following fields and options:

- Invoice details:**
 - Reference Invoice Number: [input field]
 - Purchase Order Number: 6100002026
 - Invoice Date: [input field] to [input field]
- Report options:**
 - Invoice Details
 - Payment Details
 - C-Form Details
 - Consolidated Details

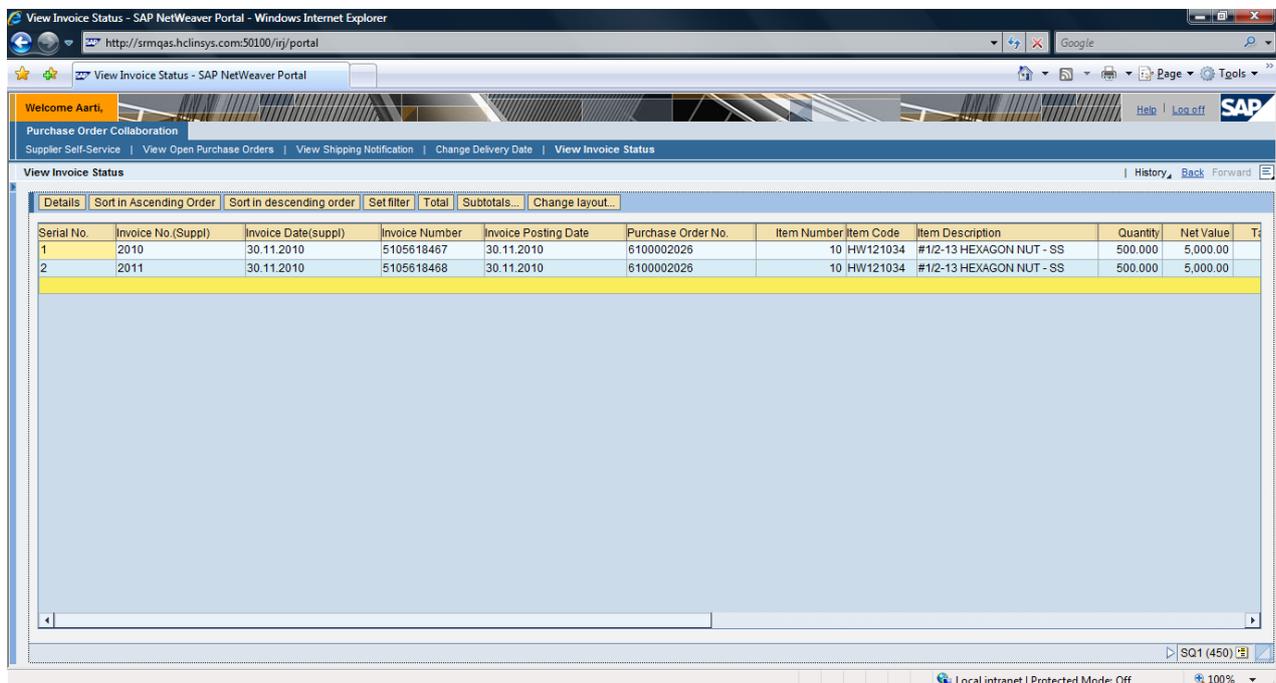
To View the C-Form Details, Click the View Invoice Status. Enter the P.O. No. and Select C-Form Details from Report Options and execute.

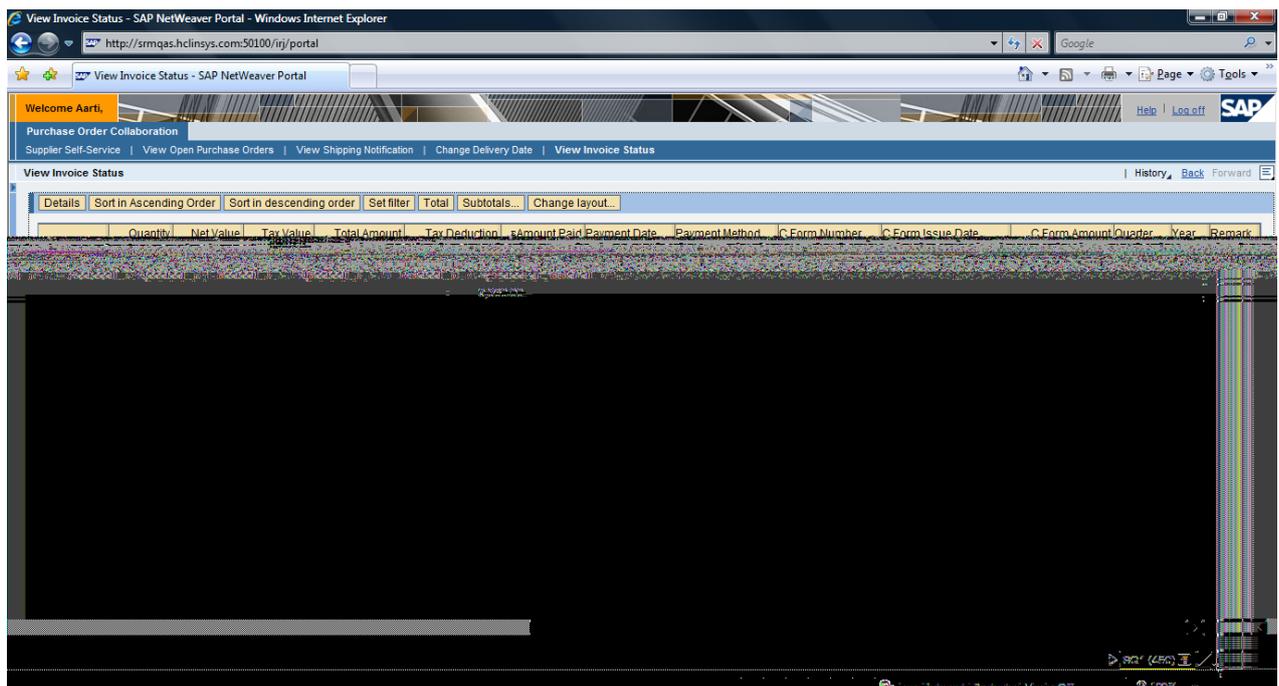
5.42 View Consolidated Report



To View the consolidated Details. Click the View Invoice Status. Enter the P.O. No. and Select Consolidated Details from Report Options and execute.

5.43 Output of Consolidated details given below:





The output of the Consolidated Report comprises of Invoice details, Payment Details, C-Form Details.

Thus, in the Supplier Portal, the Supplier is able to view complete details of all the documents related to any Purchase Order accepted & executed by him.

Complete Purchase cycle can be tracked in one system.

PO,ASN ,GIRN can be tracked in the PO document flow and Invoice , Payment, C-Form details can be tracked in View invoice Status Report.

This will help him in tracking his delivery & Payments easily.

6. How to contact HCL for Support ...

For any issues, external suppliers can contact HCL at support.srmproc@hcl.com .

This e-mail ID is available in our HCL Website :

URL: www.hclinfosystems.com -> HCL SRM ->Supplier Portal screen.

***** END *****