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## Quick-Reference Guide for Supplier Collaboration (SNC)

**Please Note:** in addition to this quick-reference-guide, a comprehensive User-Guide for SNC is located on pb.com. To access the full guide go to pb.com> Our Company > Supplier Connect > How-To Guide for Supplier Collaboration (SNC)

### 1) To Logon to SNC

- Go to www.pb.com> *Our Company* > *Supplier Connect* > *Supplier Collaboration*
- Enter Username and Password.
- Click **Log On**.  
(If prompted to logon to SAP or Active-Directory, always logon to SAP.)

**Note:** Refer to Section-1 in the How-To Guide for Supplier Collaboration for additional details.

### 2) Confirming Purchase Orders

- From the menu bar, use the path; **Purchase Order>Purchase Order Worklist**
- PO Items can be filtered by entering selection criteria.
- All PO's requiring confirmation will be shown.
- Click the box on the column **Cnf. Rqstd** for all PO's which you wish to confirm.
- Click **Save and Publish**
- This will send a PO-Acknowledgement to PB.

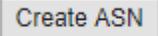
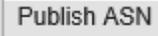
**Note:** Refer to Section-2 in the How-To Guide for Supplier Collaboration for additional details.

### 3) Report Open Purchase Orders

- From the menu bar, use the path; **Delivery > Receipts and Requirements> Due List for Purchasing Documents**.
- Purchase Orders can be filtered by location, material, order-number, using selection criteria (optional).
- Click **Apply** to retrieve orders
- All open Purchase Orders will display.
- *Optional:* Purchase Orders can be downloaded to Excel
  - Click *Export > Export to Microsoft Excel*

**Note:** Refer to Section-3 in the How-To Guide for Supplier Collaboration for additional details.

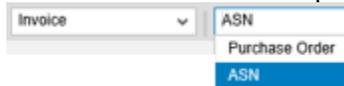
#### 4) ASN Creation

- From the menu bar, use the path; **Delivery > Receipts and Requirements > Due List for Purchasing Documents**.
- Locate the Purchase Order for which an ASN will be created.
- Select the item(s) for which an ASN will be created, this is done by clicking the grey-box on the left of the line item.
- Click .
- Enter **ASN No.**
  - Note: The ASN number can be 10 characters and must be unique. It is recommended that the pack slip number is used.
- Review the **Delivery Date** and **Shipping Date**; update as needed.
- Review the **Quantity**; update as needed.
- Click  to complete ASN.
  - The Confirmation box will display, click  to save and submit ASN.

**Note:** Refer to Section-4 in the How-To Guide for Supplier Collaboration for additional details.

#### 5) Invoice Creation

- From the menu bar, use the path; **Invoice > Create Invoice**
- Create Invoice view will display
- Select **ASN** from the drop down list.



- Enter ASN number and click on  button
- Create Invoice screen displays.
  - Enter the **Invoice Number**.
  - Review the **Quantity** and **Price**.
  - Click  to complete the invoice.
- Invoice is sent to PB

**Note:** Refer to Section-5 in the How-To Guide for Supplier Collaboration for additional details.

## 6) Viewing Order Ship-to Address

- From the menu bar, use the path; **Purchase Order>Purchase Order Worklist**, **click on the PO number, then the**  **tab.** Ship-to address will display.

**Note:** Refer to Section-2 in the How-To Guide for Supplier Collaboration for additional details.

## 7) Accessing Planned Orders (future requirements)

- From the menu bar, use the path; **Replenishment> SMI Monitor>SMI Details.**
- Enter Selection Criteria, then select **Go** button

**Note:** Refer to Section-6 in the How-To Guide for Supplier Collaboration for additional details.