
Web-Enabled Solution for Contract Manufacturers

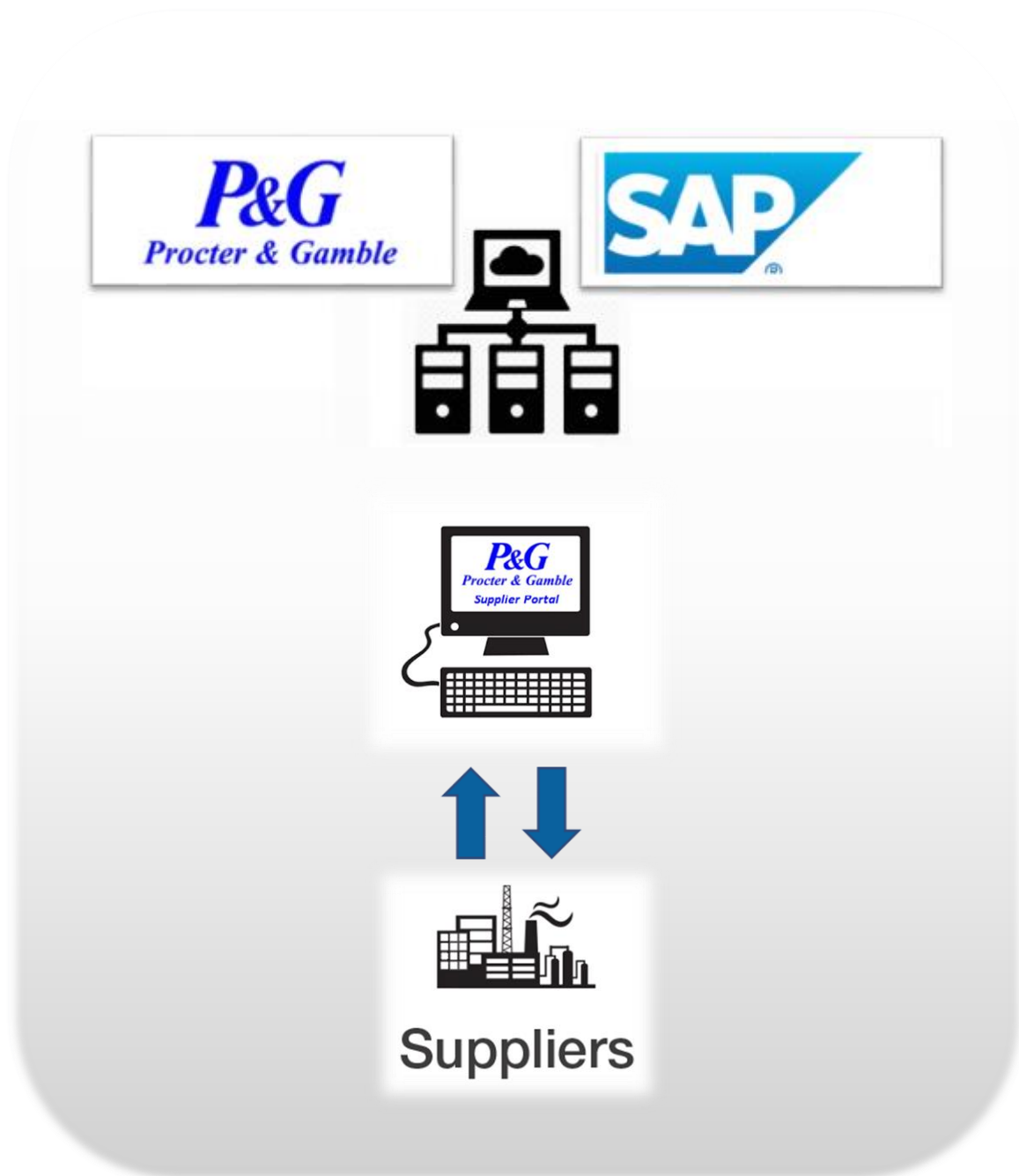


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Introduction

Objective

The objective of this Standard Operating Procedure is to define effective work process, key customers and success measure of Web-Enabled Solution for Contract Manufacturers and explain the procedure to be followed to manage and record inventory in P&G SAP for where Web-Enabled Solution is in place. This applies to P&G Owned Inventory only, located at Contract Manufacturing location and service orders created towards the Traditional Contract Manufacturer.

Principles

The ownership of the Supplier Portal application, used solution and this document is fully on P&G side.

In compliance with Global Materials Accuracy of Inventory Record CBA, all relevant inventory activities should be recognized in P&G SAP as soon as possible, but no later than 24h after physical event.

This SOP stays in compliance to SAFE policies INV 1.0 Inventories and INV 1.2 Contract Manufacturing and ensures proper management and record of P&G owned inventory in line with US GAAP.

Management of Inventory requires many different approaches within the site as well as commitment to excellence from P&G and Contract Manufacturer's leadership.

Inventory Management is not "one-dimensional"; control of additions and withdrawals from inventory must be in place, monitored, and measured, in addition to sampling of posted movements and monitoring of all used information channels.

Specific site procedures may vary based on equipment, operating model and systems, but they must conform to this SOP.

Desired Outcome

1. Clear understanding of the WES process by all parties involved
2. 100% compliance with established process in the ongoing events
3. 100% compliance with the P&G SAFE regulations for P&G owned Inventory Management
4. 100% of regional standardization in roles and responsibilities for Contract Manufacturers where WES process is in place

Definitions

Supplier Portal - web application available through internet browser from non-P&G equipment which enables CMs and suppliers:

1. Easy access to relevant planning data in P&G SAP assuring short and long term visibility
2. Structured and uncomplicated way to input of data directly to P&G SAP to ensure real-time information flow
3. Customizable user interface which allows users to retrieve data in most efficient manner
4. Customizable scope to be in place defined based on P&G and supplier needs and used model

CM – Contract Manufacturer – non-P&G entity providing the service of production, assembly, or repackaging of any P&G finished product. The processing of raw materials into an intermediate state also qualifies as a contract manufacturing relationship if the materials involved are P&G owned.

“Traditional” Contract Manufacturing - relationship in which P&G provides P&G-owned materials and/or finished product to the vendor for further processing such as production, assembly, or repackaging. In some cases, the CM is responsible for ordering materials directly from P&G's merchandise suppliers while P&G pays for these inventories.

P&G SNH – P&G Supply Network Hub – P&G department / person being first point of contact for all planning and ordering activities for CM such as:

5. Submitting valid plan to CM for Finished Good / Intermediate production / assembly / repackaging within respective lead time and lot-sizing procedure and resolving all related conflicts (per operating strategy)
6. Submitting valid material requirements plan for supplier deliveries for the entire horizon for P&G-owned materials Placing orders
7. Remains first point of contact for all matters related to P&G owned materials

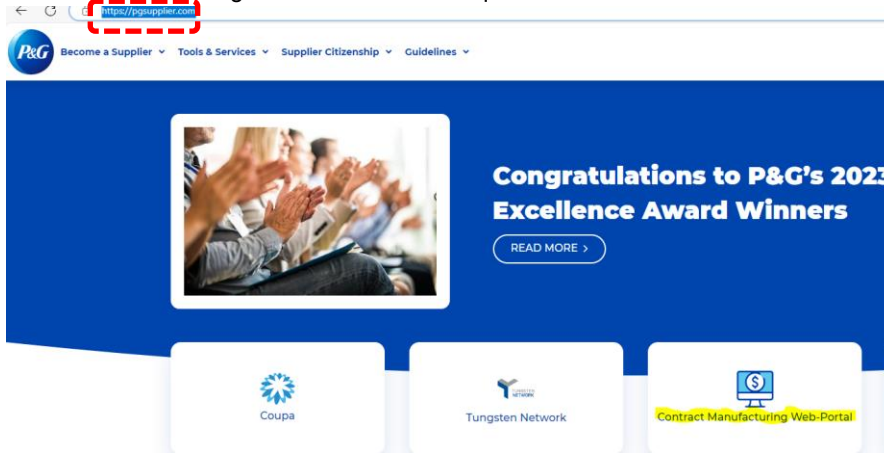
Authorizations


Supplier Portal access needs to be requested by Site Leader. Authorizations can be requested via itaccess by Key Users.

Procedure

1. Supplier Portal Logging In

1. In order to log into P&G SAP through the Supplier Portal, Go to URL [P&G Supplier Site \(pgsupplier.com\)](https://pgsupplier.com), click on "Contract Manufacturing Web-Portal" tile, and then click on "Login" on the subsequent screen.



2.  **Login**
You will be redirected to another page
Login requires multi-factor authentication (MFA)
[Forgot Password?](#) [Forgot username?](#)

2. Provide you credentials on the login screen. You may be asked to authenticate your login with PingID.

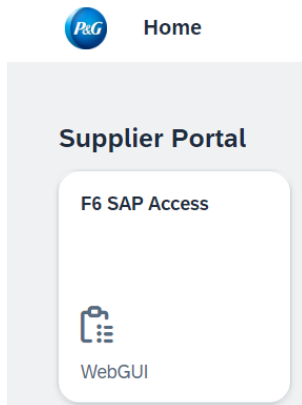
SupplierPortal

Username

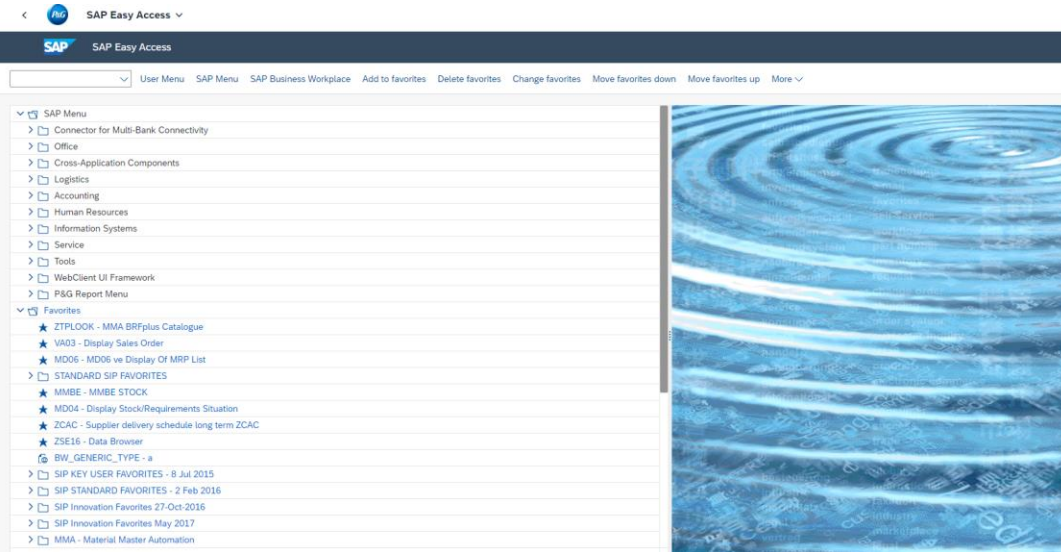
Password

[Sign On](#)

3. After logging in, click on "F6 SAP Access" tile.

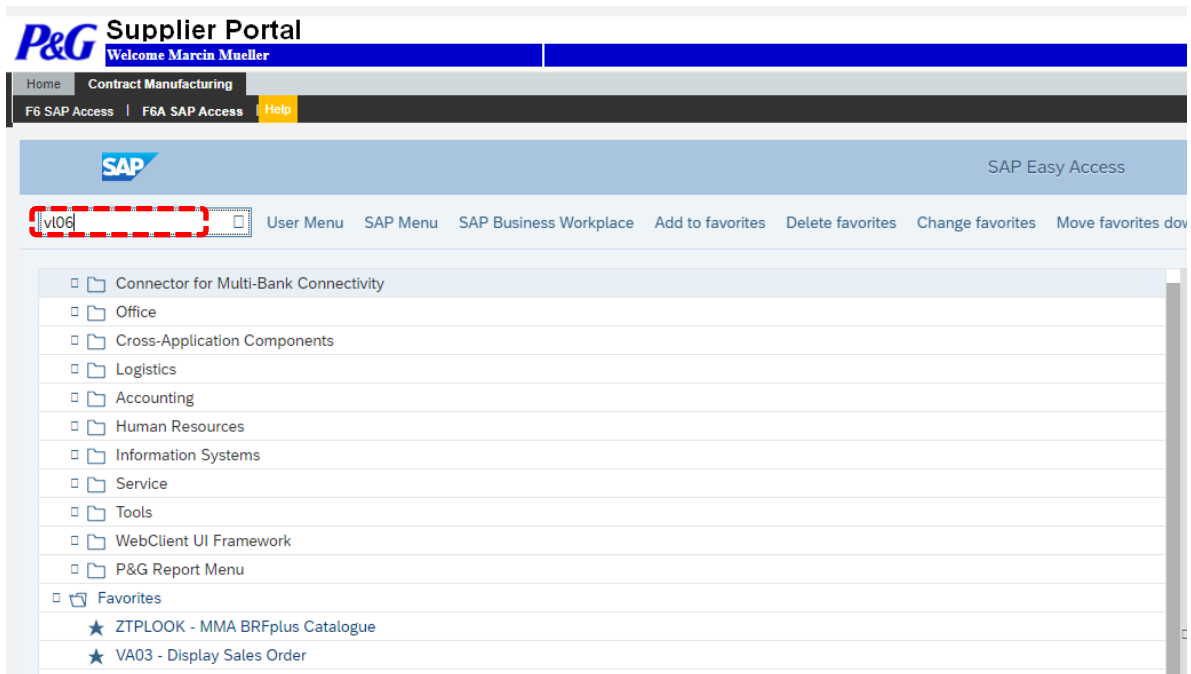


4. Following these steps as described above should direct the user to the SAP Easy Access screen which can be seen below.



2. Inbound deliveries identification

1. From the SAP Easy Screen, input the transaction code VL06I in the Command field and confirm it with Enter key or choose it from the Favorites folder in the Menu list



2. Click on 'List Inbound Deliveries' icon

The screenshot shows the 'Delivery Monitor' interface in the P&G Supplier Portal. The user is logged in as Marcin Mueller. The main menu includes 'Home', 'Contract Manufacturing', 'F&S SAP Access', and 'Help'. The 'Delivery Monitor' section has a search bar and several filter buttons: 'Get Variant...', 'Display Variants', 'Only Inbound Deliveries', 'Only Outbound Deliveries', and 'More'. Below these are buttons for 'For Transport. Planning' and 'List Outbound Deliveries'. The 'Inbound Deliveries' section has a 'Selection Type' dropdown and buttons for 'For Transport. Planning', 'For Distribution', 'For Putaway', 'For Confirmation', 'For Goods Receipt', and 'List Inbound Deliveries'. The 'List Inbound Deliveries' button is highlighted with a red dashed box.

3. Input correct Receiving Point and if needed adjust the 'Delivery Date' range. Unless justified to narrow the selection criteria, leave the remaining fields blank. Once ready, click on 'Execute' button

The screenshot shows the 'List of Inbound Deliveries' screen. The user is logged in as Marcin Mueller. The main menu includes 'Home', 'Contract Manufacturing', 'F&S SAP Access', and 'Help'. The 'List of Inbound Deliveries' section has a search bar and several filter buttons: 'Save as Variant...', 'Selection Options', 'Get Variant...', 'Delete Selection Criterion', 'Selection Screen Help', 'List in Background', and 'More'. Below these are buttons for 'Print' and 'Exit'. The 'Organizat. Data' section has a 'Shipping Point/Receiving Point' field set to 'PL34'. The 'PO Data' section has 'Purchasing Document' and 'Item' fields. The 'Document Editing' section has 'Created by' and 'Created on' fields. The 'Time Data' section has a 'Delivery Date' range set from '2023-01-01' to '2023-02-08'. The 'Putaway Data' section has 'Warehouse Number', 'Check at Header Level', 'Check at Item Level', and 'Storage location' fields. The 'Partner Data' section has a 'Partner' field. The 'Execute' button is highlighted with a red dashed box.

4. On the following screen, there will be list of all Inbound deliveries created for the site which are scheduled to be delivered in the selected date range. To expand to detailed view, click on 'Item View' icon

Supplier Portal
Welcome Marcin Mueller

Home
Contract Manufacturing
F6 SAP Access
F6A SAP Access
Help

☐

List of Inbound Deliveries

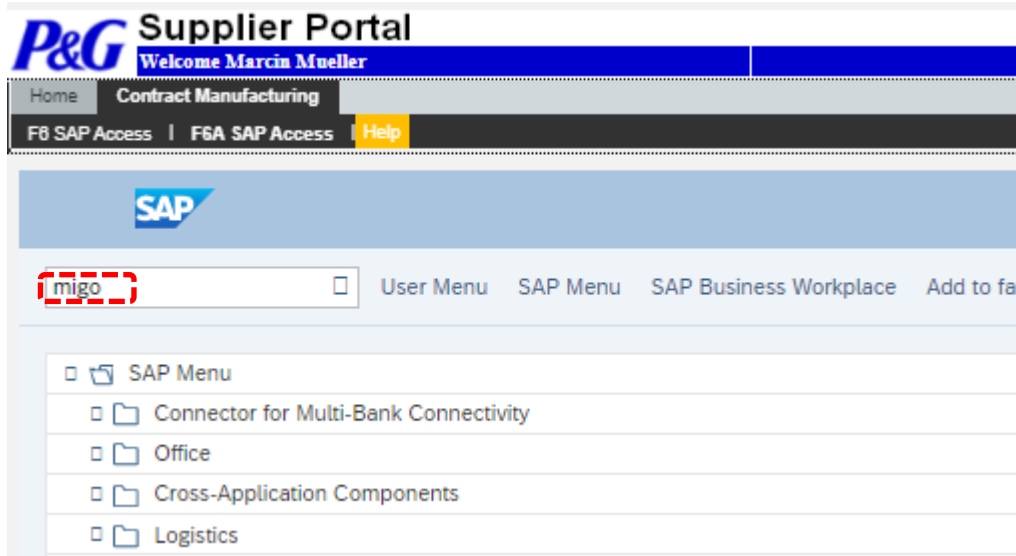
Delivery	Deliv.date	External Delivery ID
<input type="checkbox"/> 192975011	2022-01-03	
<input type="checkbox"/> 193016510	2022-01-24	
<input type="checkbox"/> 193045117	2022-02-07	
<input type="checkbox"/> 193065753	2022-02-16	
<input type="checkbox"/> 193084978	2022-02-25	
<input type="checkbox"/> 193105982	2022-03-10	
<input type="checkbox"/> 193267585	2022-06-07	
<input type="checkbox"/> 193324977	2022-07-09	
<input type="checkbox"/> 193369041	2022-08-01	
<input type="checkbox"/> 193369059	2022-08-01	
<input type="checkbox"/> 193387329	2022-08-09	
<input type="checkbox"/> 193400813	2022-08-16	
<input type="checkbox"/> 193400826	2022-08-16	
<input type="checkbox"/> 193436445	2023-01-31	

5. The report outcome in the standard layout should be displayed as on the screen below. It includes the information such as: material number, material description, quantity, reference Purchasing Document number and the Item nr, Vendor number and description. Note that the report may be downloaded to the MS Excel file using WebGUI File Browser (for details see [Extract of the Production Schedule report to MS Excel file](#))

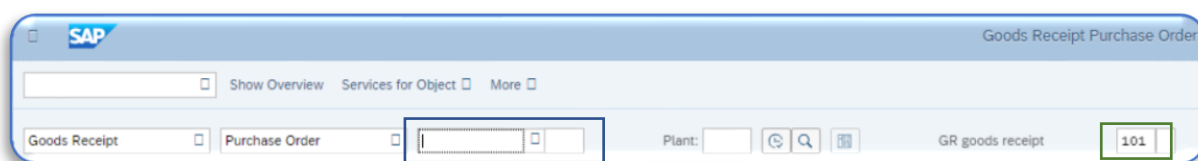
Home Contract Manufacturing						
F6 SAP Access F6A SAP Access Help						
List of Inbound Deliveries						
Refresh List Header View Deselect All More						
Delivery	Item	Material	Item Description	Delivery Quantity	BUn	Purch.Doc
<input type="checkbox"/> 193436445	10	90127013	TP MULTI XX THERMOTRANSFER SC	66,400	M	550007670
<input type="checkbox"/> 193400813	10	90127013	TP MULTI XX THERMOTRANSFER SC	16,600	M	550007670
<input type="checkbox"/> 193400826	10	90127013	TP MULTI XX THERMOTRANSFER SC	8,300	M	550007670
<input type="checkbox"/> 193387329	10	90127013	TP MULTI XX THERMOTRANSFER SC	16,600	M	550007670
<input type="checkbox"/> 193369041	10	90127013	TP MULTI XX THERMOTRANSFER SC	4,150	M	550007670
<input type="checkbox"/> 193369059	10	90127013	TP MULTI XX THERMOTRANSFER SC	4,150	M	550007670
<input type="checkbox"/> 193324977	10	90127013	TP MULTI XX THERMOTRANSFER SC	4,150	M	550007670
<input type="checkbox"/> 193267585	10	90127013	TP MULTI XX THERMOTRANSFER SC	4,150	M	550007670
<input type="checkbox"/> 193105982	10	90127013	TP MULTI XX THERMOTRANSFER SC	12,450	M	550007670
<input type="checkbox"/> 193084978	10	90127013	TP MULTI XX THERMOTRANSFER SC	24,900	M	550007670
<input type="checkbox"/> 193065753	10	90127013	TP MULTI XX THERMOTRANSFER SC	12,450	M	550007670
<input type="checkbox"/> 193045117	10	90127013	TP MULTI XX THERMOTRANSFER SC	12,450	M	550007670
<input type="checkbox"/> 193016510	10	90127013	TP MULTI XX THERMOTRANSFER SC	12,450	M	550007670
<input type="checkbox"/> 192975011	10	90127013	TP MULTI XX THERMOTRANSFER SC	4,150	M	550007670

3. Material receipts

- From the SAP Easy Screen, input the transaction code **MIGO** in the Command field and confirm it with Enter key or choose it from the Favorites folder in the Menu list



- On the selection screen, select from the first dropdown list: **Goods Receipt** and from second dropdown list **Purchase order** as in screen below:



Then input data as below and when completed, click "Enter"

Movement type: 101

Purchase Order:

Plant: as provided by P&G spoc

- In case of delivery from external (non-P&G) suppliers, the two Purchase Order number fields should be usually populated with Scheduling Agreement number and line. This combination (SA + line no.) indicates a particular material code. A complete list of Scheduling Agreement – line – material code combinations should be shared by P&G and be regularly updated if any changes occur.
- In case of delivery from P&G (from factories, distribution centers, other contractors), only the first "Purchase Order" field should be populated and the number to be used there should be provided each time to you to P&G planner, as every delivery of such goods has its unique number.

Press enter

- After pressing Enter, detailed data related to the selected purchase order/scheduling agreement will be displayed. Provide in the header part in Delivery Note field the Supplier delivery note number.

General Vendor

Document Date: 2023-10-18
Posting Date: 2023-10-18
☐ Individual Slip

Delivery Note:
Bills of Lading:
GR/IR Slip No.:

Supplier: KWONNIE ELECTRICAL PRODUCTS U
HeaderText:

Line	Material	Mat. Short Text	Quantity	Sloc	Warranty	S...	OK	Profit Center	Qty in Unit	Elm	Stock Segment	Batch	Valuation Type	M...	D...	Stock Type
6	90160283	Marathon 3Vd Plug UK - Marathon 2.0 DPP	47,520	CM01 Storage				9C21402802	47,520	EA				102	+	Unrestricted-Use

Material: DEVICE ELEC AC APOLLO 1C AMBIP C
Supplier Mat. No.:
Material Group: DUMMY
EAN in Order Unit:
EAN Check:

Item OK Line: 1

4. In order to fill in the data for this specific delivery use the bottom section of the transaction.

5. Verify and Input required data:

- **Material:** verify material number in material tab in the bottom section

Material Quantity Where Purchase Order Data Partner Batch Account Assignment

Material: DEVICE ELEC AC APOLLO 1C AMBIP C
Supplier Mat. No.:
Material Group: DUMMY
EAN in Order Unit:
EAN Check:

- **Quantity:** go to Quantity tab -> **WATCH OUT:** There are several recommendations what quantity to provide in MB01 transaction depending on scenario:
 - Delivery from external (non-P&G) supplier, usually these are deliveries of raw and pack materials – use quantity which was **actually delivered** and is mentioned in the delivery documents
 - Delivery from P&G (from factories, distribution centers, contractors), usually these are deliveries of intermediate materials, bulks, Finish Products to be manipulated – **use only quantity which system is proposing**. If there is a **discrepancy** between quantity actually delivered and proposed by the system please **inform your P&G contact**, he/she will need to do adjustment.

Material Quantity Where Purchase Order Data Partner Batch Account Assignment

Qty in Unit of Entry: 44,280
Qty in SKU: 44,280
Qty in Delivery Note:
No. of GR Slips: 1
Quantity Ordered: 8,571,493.512
GR Quantity: 7,929,072

Item OK Line: 1

- **Storage location and plant:** Verify storage location and plant code (as provided by P&G Spoc) in Where tab

Material Quantity **Where** Purchase Order Data Partner Batch Account Assignment

Movement type: 101 ☒ GR goods receipt Stock type: Quality Inspection ☐

Plant: LUESUN CB S.L.U-MATARO-PGIO C214

Storage location: M01 Storage CM01

Goods Recipient:

Unloading Point:

Text:

☐ Item OK Line: 1

- **Batch number:** Provide the batch number (as provided by P&G spoc) in the Batch tab

Material Quantity Where Purchase Order Data Partner **Batch** Account Assignment

Batch: Classification

Supplier Batch: ☐ SU Batch

Date of Manufacture:

SLED/BBD:

☐ Item OK Line: 1

- *You can also verify the purchase order/ scheduling agreement in the Purchase order data tab

Material Quantity Where **Purchase Order Data** Partner Batch Account Assignment

Purchase order: 5500071971 10 Item category: Standard

- After all data is filled in and verified select the item for processing by marking the item ok (Item ok has to be ticked)

Material Quantity Where Purchase Order Data Partner Batch Account Assignment

Material: DEVICE ELEC AC APOLLO 1C AMBIP C 92292882

Supplier Mat. No.:

Material Group: DUMMY

EAN in Order Unit:

EAN Check:

☐ Item OK Line: 1

7. When completed, click on 'Check' button to verify if no errors are displayed (Red light will be displayed) and if no error click 'Post' button

Goods Receipt Purchase Order 5500071971 - Marcin Mueller

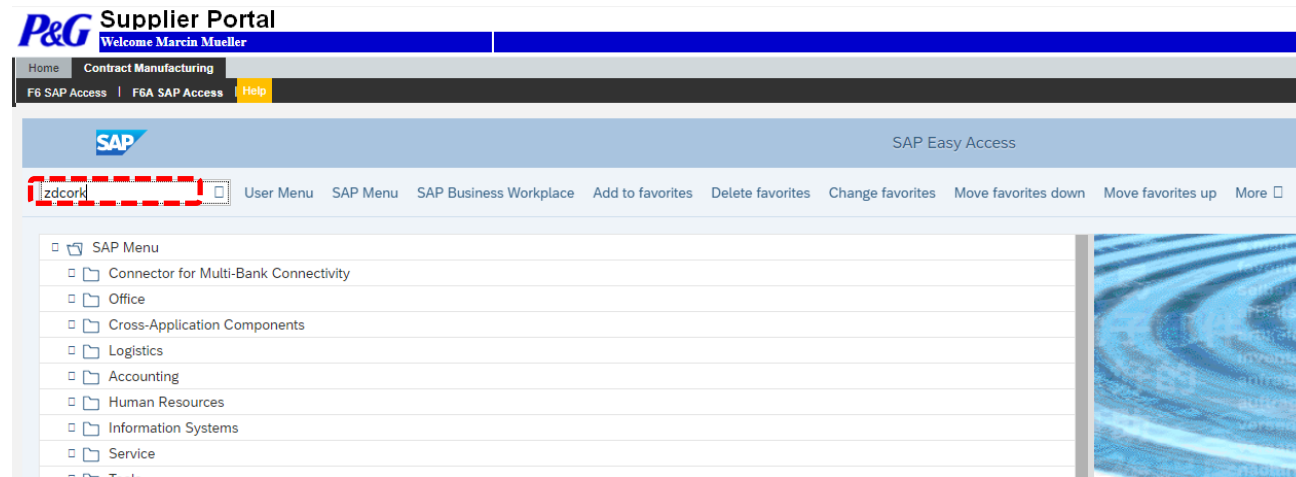
Document Date: 2023-10-18
Posting Date: 2023-10-18
Supplier: EPCONNE ELECTRICAL PRODUCTS U
Material: 90540283
Quantity: 47,120
SLoc: CM01 Storage
Profit Center: 9C31402802
Valuation Type: 101

Check

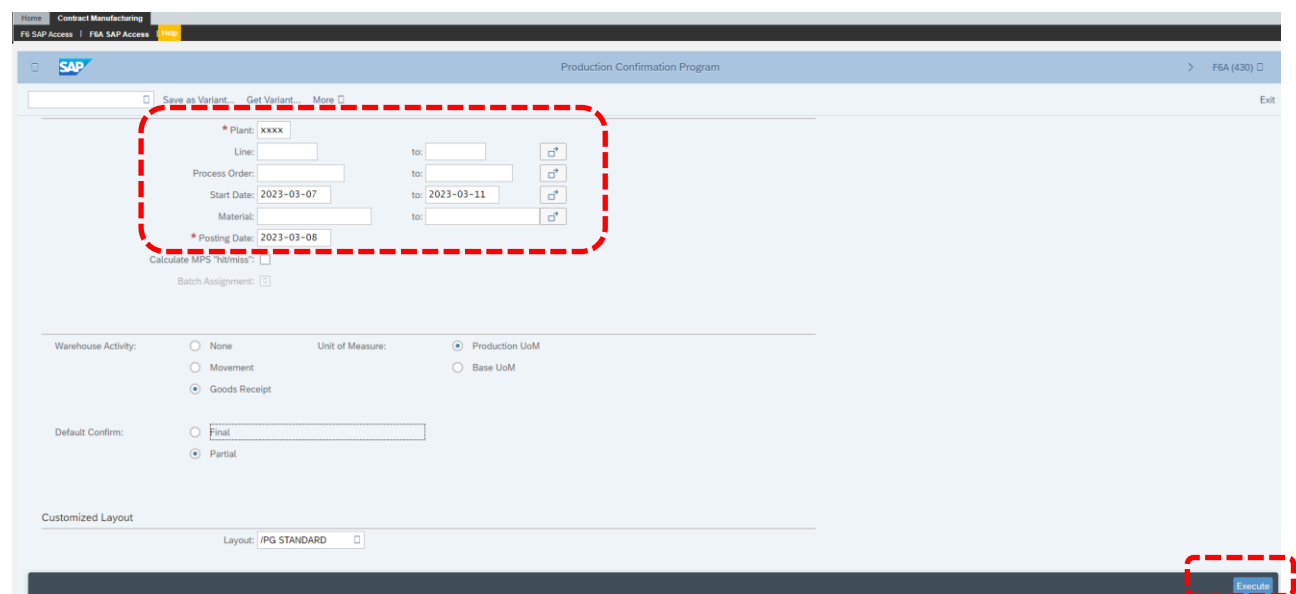
*In case of any errors/issues encountered during the Check that will not allow to post the Material receipt contact the respective planner.

4. Production confirmation

- From the SAP Easy Screen, input the transaction code ZDCORK in the Command field and confirm it with Enter key or choose it from the Favorites folder in the Menu list



- In the selection screen, input the 'Plant' code and the 'Process Order' number(s) or alternatively 'Plant' code and the 'Start date' range.
In the 'Warehouse Activity' section, select the option 'None' and 'Unit of Measure' as 'Base UoM' unless advised otherwise by P&G contact.
In the 'Default Confirmation' section, select as appropriate as aligned with P&G contact. Then select '/PG STANDARD' Layout. When ready, select 'Execute' button



- On the following screen, for the orders to be confirmed, check the box to select the line, input correct 'Confirmation Qty' and if applicable 'Bill of Lading'. Then click on 'Execute' icon. Once all the needed fields are correctly populated, click on 'Execute' icon to process the confirmation.

WARNING: Note that depending on the Layout selected in the previous screen, the sequence of displayed columns may be varying from the screen below.

5. Extract production schedule report

1. From the SAP Easy Screen, input the transaction code ZCPRS in the Command field and confirm it with Enter key or choose it from the Favorites folder in the Menu list

The screenshot shows the SAP Easy Access interface. At the top, there is a navigation bar with the P&G logo and 'SAP Easy Access'. Below this, a search bar contains the text 'ZCPRS'. To the right of the search bar are links for 'User Menu', 'SAP Menu', 'SAP Business Workplace', 'Add to favorites', 'Delete favorites', and 'Change'.

2. In the selection screen, input the data as below. For different sites, there may be different sets of data to narrow the selection criteria. Make sure in the 'Print list' section, 'Print Purchasing Info' is selected – this will enable display of Service Orders which grants the authorization to CM to execute production of ordered goods. After all data is populated, click on 'Execute' icon.

The screenshot shows the 'Detailed Production Scheduling Report' selection screen in SAP. A red dashed box highlights the input fields for selection criteria. The fields include: Plant (abcd), Work Center, MRP Controller, Process Order #, Material #, Production Version, Material Type, Period (2024-04-06 to 2024-04-12), and Bucket Size (D). Below the input fields are sections for 'Aggregate Options' and 'Reporting Options'. The 'Reporting Options' section shows 'Selection Profile: ZCZPRS'. At the bottom right, there is a red dashed box around the 'Execute' button.

3. On the next screen, you will be able to see orders placed by P&G representative towards CM. This includes below data:

- B. Production date
- C. Material number
- D. Purchase Order
- E. Planned Quantity

The screenshot shows the results of the production scheduling report. The table has columns for Start Date, Start Time, End Date, End Time, Plant, Work Center, Material, Description, Order Number, Batch #, MRP Element, Planned Quantity, Deliv. Quantity, and Cc. The data is filtered by the selection profile 'ZCZPRS - Production Schedule Profile'.

Start Date	Start Time	End Date	End Time	Plant	Work Center	Material	Description	Order Number	Batch #	MRP Element	Planned Quantity	Deliv. Quantity	Cc
2024-04-09	08:17:04	2024-04-09	09:02:57	9733	RF05	80779718	OLAY A/W F&L 100ML LOTION SPF15 UK	918868297	4100A007E0	PrdOrd	3,900.000	4,074.000	
2024-04-09	09:02:57	2024-04-09	13:15:30	9733	RF05	80778295	OLAY VITC AHA SERUM 40ML BNL	918868302	4100A007E0	PrdOrd	3,700.000		
2024-04-09	13:15:30	2024-04-09	15:16:23	9733	RF05	81754778	OLAY EC COMP UV LOTION 200ML UK IE	918868299	4100A007E0	PrdOrd	9,000.000		

Download of the Production Schedule report to MS Excel file

1. In order to download the production schedule report from P&G SAP to Excel file, when on the screen displaying the report outcome, click on 'Export File' icon,

SAP Detailed Production Scheduling Report

Selection Profile: ZCZPRS - Production Schedule Profile

	StartDate	StartTime	EndDate	EndTime	Plant	Work Center	Material	Description
<input type="checkbox"/>	2024-04-09	08:17:04	2024-04-09	09:02:57	9733	RF05	80779718	OLAY AW F&L 100ML LOTION SPF15 UK
<input type="checkbox"/>	2024-04-09	09:02:57	2024-04-09	13:15:30	9733	RF05	80778295	OLAY VITC AHA SERUM 40ML BNL
<input type="checkbox"/>	2024-04-09	13:15:30	2024-04-09	15:16:23	9733	RF05	81754778	OLAY EC COMP UV LOTION 200ML UK IE
<input type="checkbox"/>	2024-04-09	15:16:23	2024-04-09	19:31:41	9733	RF05	81754777	OLAY EC COMP UV LOTION SENS 100ML UK IE
<input type="checkbox"/>	2024-04-09	19:31:41	2024-04-10	08:16:41	9733	RF05	80701103	623 SatCare ShavePrepGel 190ml CE
<input type="checkbox"/>	2024-04-10	08:57:52	2024-04-10	09:39:03	9733	RF05	81710520	OLAY MAKE UP CLEAN MILK 200ML UK
<input type="checkbox"/>	2024-04-10	09:39:03	2024-04-10	13:59:42	9733	RF05	80729181	SFG LHS SFT CARE WITH ALOE 225ML SEE/CE
<input type="checkbox"/>						RF05		
<input type="checkbox"/>						G Total		

As a next step please name the file and save on your local disk and press ok.

Enter file name to save

File Name: Detailed Production Scheduling Report20240409.xls

Save as type: All Files (*.*)

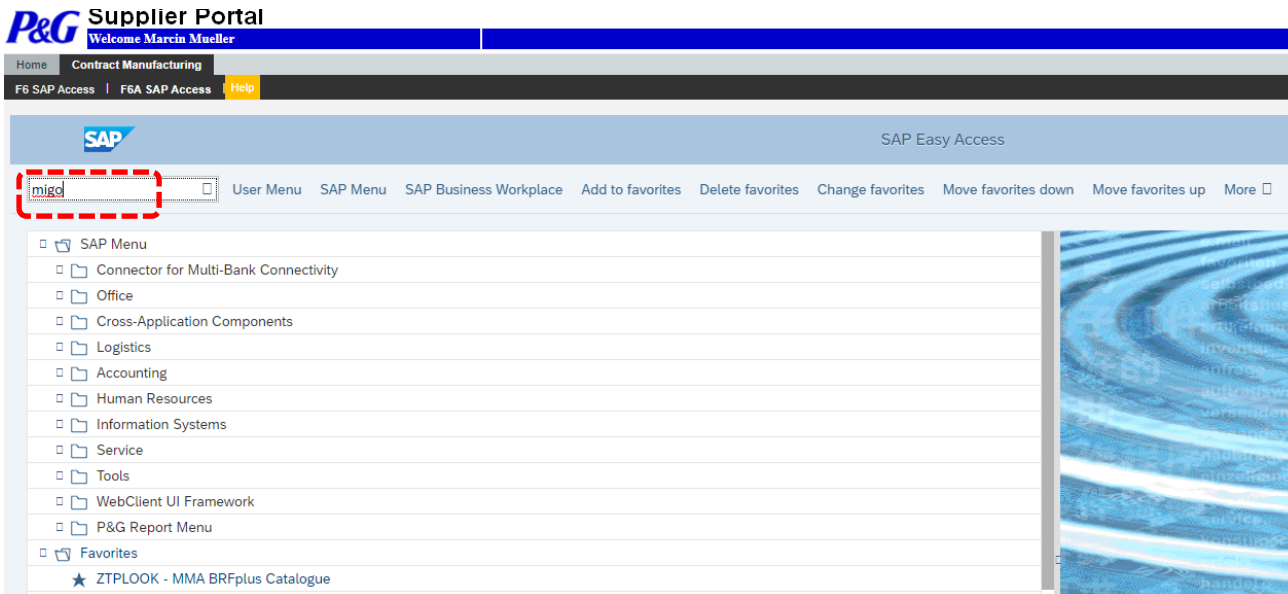
OK Cancel

EndTime	Plant	Work Center	Material	Description	Order Number	Batch #	Mrp Element
14:00:00	A171	A171CPL1	80761542	AMBI FEB AIR HAWAI 6X300ML ACT23 FBNLA	918867069		PrcOrd
14:00:00	A171	A171CPL1	80725557	AMBI FEB AIR OCE BER 6X300ML ACT22 FBNL	918867067		PrcOrd
14:00:00	A171	A171CPL1	80725559	AMBI FEB AIR LILA FIJ 6X300ML ACT22 FBNL	918867068		PrcOrd
14:00:00	A171						

6. Quality status change

a) Quality Non-Managed Site

- From the SAP Easy Screen, input the transaction code Migo in the Command field and confirm it with Enter key or choose it from the Favorites folder in the Menu list



- In the selection screen, input data as below and when completed, click 'Enter'

- Movement type: *as per list below:*

 - 321 Transfer Quality Inspection to Unrestricted
 - 322 Transfer Unrestricted to Quality Inspection
 - 343 Transfer Blocked to Unrestricted
 - 344 Transfer Unrestricted to Blocked
 - 349 Transfer Blocked to Quality Inspection
 - 350 Transfer Quality Inspection to Blocked

Purchase Order: *as provided by P&G spoc*

Plant: *as provided by P&G spoc*
- In the top part of transaction provide in the Document header text: short reason for movement posting or reference as agreed.

Standard Operating Procedure
Issue date: 09/05/2024

Supplier Portal for Contract Manufacturers

Document Owner: Krzysztof Sobczyk

5. Input required data: materials, quantities, batch number and issuing location in respective cells. When completed, click 'Enter' and then on 'Post' icon

6. Once all this data is filled in press 'Enter', the data will be filled in, and batch field will appear. In the Transfer posting tab:
- Provide **Batch**: Fill in the batch field input as provided by PG spoc in both sections From and Dest

Verify that the **Item ok** is marked/ticked.

*In case you want to provide more materials for the same movement use the [arrows button](#) (next to Item ok indicator) for new selection where you will have to provide all the required data as mentioned earlier.

7. When completed, click on 'Check' button to verify if no errors are displayed (Red light will be displayed) and if no error click 'Post' button

The screenshot shows the SAP 'Transfer Posting' screen. The 'General' tab is active, displaying fields for Document Date (2023-01-31), Posting Date (2023-01-31), and Material Slip. The 'Transfer Posting' tab is selected, showing a table with 'From' and 'Dest' columns. The 'From' column contains material 'TP MULTI XX THERMOTRANSFER SC' with quantity '90127013' and plant 'ALEKSANDROW PLANT- PGIO'. The 'Dest' column contains the same material with quantity '90127013' and plant 'ALEKSANDROW PLANT- PGIO'. The 'Post' button at the bottom right is highlighted with a red dashed box.

b) Quality Managed Site

1. From the SAP Easy Screen, input the transaction code QA32 in the Command field and confirm it with Enter key or choose it from the Favorites folder in the Menu list

The screenshot shows the P&G Supplier Portal interface. The 'Contract Manufacturing' tab is selected. The command field at the top contains 'qa32', which is highlighted with a red dashed box. Below the command field, the 'SAP Menu' is expanded, showing a list of options: 'Connector for Multi-Bank Connectivity', 'Office', 'Cross-Application Components', and 'Logistics'.

2. In the selection screen, input the plant code and clear other cells if populated. In the list settings area, choose option 'Select only inspection lots without a usage decision'. Then click on 'Execute' icon

Inspection Lot Selection

Selection Profile: 2013-01-01

Lot Created: 2013-01-01

Plant: a171

Insp. Lot Origin: 1

Material:

Batch:

Supplier:

Manufacturer:

Customer:

Materials by Class

Maximum No. of Hits: 500

List Settings

☐ Select All Inspection Lots

☒ Select Only Inspection Lots Without a Usage Decision

☐ Select Only Inspection Lots with a Usage Decision

Layout: /STANDARD

Execute

3. On the following screen highlight the line with Inspection lot which needs to be released / blocked, click on the arrows icon to extend the selection menu and choose option

Monitor	Group	SLoc	Material	Short text for inspection object	Batch	Act. lot qty	System Status	Plant	Inspection Lot	STChar	User Status
	74122	PL34	1075364	HYDROXYPROPYL METHYLCELLULOSE-PrimG	9733201500	102.481	REL CALC SPRO PRII PRSI APG	9733	90000294913	2	INIT DEAP
	22313	PL34	10000815	Potassium Hydroxide PrimG	9733201944	223.809	REL CALC SPRO PRII PRSI APG	9733	90000295784	3	INIT DEAP
	22313	PL34	10000815	Potassium Hydroxide PrimG	9733202660	99.950	REL CALC SPRO PRII PRSI APG	9733	90000296458	3	INIT DEAP
	13631	PL34	10045079	Polyethylsiloxane-PrimG	9733201244	1.167	REL CALC SPRO PRII PRSI APG	9733	90000295157	5	INIT DEAP
	28649	PL34	10045232	PEG 7M-PrimG	9733213072	126.950	REL CALC SPRO PRII PRSI APG	9733	90000294951	3	INIT DEAP
	28649	PL34	10045232	PEG 7M-PrimG	9733213073	126.950	REL CALC SPRO PRII PRSI APG	9733	90000294952	3	INIT DEAP
	28649	PL34	10045232	PEG 7M-PrimG	9733213074	254.000	REL CALC SPRO PRII PRSI APG	9733	90000294953	3	INIT DEAP
	28649	PL34	10045232	PEG 7M-PrimG	9733213075	63.500	REL CALC SPRO PRII PRSI APG	9733	90000294954	3	INIT DEAP
	28649	PL34	10045232	PEG 7M-PrimG	9733213697	253.950	REL CALC SPRO PRII PRSI APG	9733	90000295818	3	INIT DEAP
	59384	PL34	10045751	Yellow 5 Cl 19140 Acid Yellow 23 -AltG	9733201579	0.572	REL CALC SPRO PRII PRSI APG	9733	90000295766	5	INIT DEAP
	59384	REWM	10045751	Yellow 5 Cl 19140 Acid Yellow 23 -AltG	9733201579	0.028	REL CALC SPRO PRII PRSI APG	9733	90000295767	5	INIT DEAP
	13647	PL34	10045960	Citric Acid PrimG	9733213428	299.900	REL CALC SPRO PRII PRSI APG	9733	90000294080	7	INIT DEAP
	13647	PL34	10045960	Citric Acid PrimG	9733214684	299.950	REL CALC SPRO PRII PRSI APG	9733	90000294239	7	INIT DEAP
	59771	PL34	10046903	Mineral Oil Light White-PrimG	9733213083	699.950	REL CALC SPRO PRII PRSI APG	9733	90000294955	5	INIT DEAP
	59771	PL34	10046903	Mineral Oil Light White-PrimG	9733214279	699.900	REL CALC SPRO PRII PRSI APG	9733	90000295856	5	INIT DEAP
	58665	PL34	10051003	Dye D&C Green No. 6 Dye-PrimG	9733202670	0.002	REL CALC SPRO PRII PRSI APG	9733	90000296459	4	INIT DEAP
	58664	PL34	10051055	D&C Violet Dye No. 2-PrimG	9733213712	0.508	REL CALC SPRO PRII PRSI APG	9733	90000295819	3	INIT DEAP
	58664	REWM	10051055	D&C Violet Dye No. 2-PrimG	9733213712	0.014	REL CALC SPRO PRII PRSI APG	9733	90000295820	3	INIT DEAP
	58664	PL34	10051055	D&C Violet Dye No. 2-PrimG	9733213905	0.994	REL CALC SPRO PRII PRSI APG	9733	90000295852	3	INIT DEAP
	73203	PL34	10201111	Sodium Salicylate - PrimG	9733213430	349.900	CRTD CALC SPRO PRII PRSI APNG	9733	90000294081	3	INIT DEAP
	73203	PL34	10201111	Sodium Salicylate - PrimG	9733214282	349.900	CRTD CALC SPRO PRII PRSI APNG	9733	90000295857	3	INIT DEAP
	13702	PL34	11080021	Glycerin (and) Glyceryl Acrylate/Ac-AltG	9733202763	14.359	REL CALC SPRO PRII PRSI APG	9733	90000296462	7	INIT DEAP
	13736	PL34	11080501	Sorbitan Stearate and Sucrose Coco-PrimG	9733214093	50.000	REL CALC SPRO PRII PRSI APG	9733	90000296021	4	INIT DEAP
	13736	PL34	11080501	Sorbitan Stearate and Sucrose Coco-PrimG	9733214094	549.900	REL CALC SPRO PRII PRSI APG	9733	90000296022	4	INIT DEAP
	30730	PI 34	11081718	Potassium Cetyl Phosphate-PrimG	9733201859	18.776	REL CALC SPRO PRII PRSI APG	9733	90000295750	5	INIT DEAP

Usage Decision

Usage decision (UD)'

4. In the 'Defect' tab, display selection list for 'UD code' field. From the displayed list, choose the folder for your site, expand the list and select correct decision 'Accept' to release or 'Reject' to block the stock. Then confirm by

Standard Operating Procedure
Issue date: 09/05/2024

Supplier Portal for Contract Manufacturers

Document Owner: Krzysztof Sobczyk

clicking 'Choose' icon and 'Save'

Home Contract Manufacturing FG SAP Access F&A SAP Access Help

Display reference lots Calculate Q-Score Defects Inspection Lot Defective Quantity Complete Inspection Administrative Data Status History Change History Services for Object More

Inspection Lot: 90000294913 Docu. Required 68
Material: 1075364 68
HYDROXYPROPYL METHYLCELLULOSE-PrimG
Batch: 9733201500 PL34 68
System Status: REL CALC SPRQ PRII PRSI APG User Status: INIT DEAP
End Date: 13.01.2023 You have not completed all characteristics

Defects Characteristics Inspection Lot Stock

> Characteristics with issues Characteristics: 2 / 0

Ch...	Va...	LT...	DS	Weighting	Defect Cl...	Specifications	Result	Short Text for Characteristic	Non...
			Stan...			white/off white fine powder		Appearance	0
			Stan...			<= 8.0		Loss on drying	0

Usage Decision

SLED/BDD: 25.11.2024

UD Code: Quality Score: 0 FollowUpAct: Quality score from usage decision code

Usage Decision for Inspection Lot

- 8285UD Usage Decision: Reading
- 8285VAL Inspection point valuation-8285
- 8289UD Usage Decision Reading Plant 8289
- 8347UD USAGE DECISION FOR PLANT 8347
- 8486UD Usage Decision for- Plant 8486
- 8860UD Usage Decision - Plant 8860 (Athens)
- 9120UD Usage Decision for SOCHACZEW(9120)
- 9316UD Usage Decision for UK Customization 9316
- 9416UD Usage Decision for 9416
- 9429UD Usage Decision for- Komora
- 9445PSIP UD for Pre shipment 9445
- 9445UD UD for 9445 (Targowek)
- 9626PRSH Pre shipment for Ibadan 9626
- 9626UD UD for Ibadan
- 9661UD Usage Decision - Plant 9661 (Lodz MFG)
- 9733UD UD for Aleksandrow
- > ACC Accept
- > REJ Reject
- 9733VAL Inspection point Valuation - 9733

Choose

HomeContract Manufacturing

F6 SAP AccessF6A SAP AccessHelp

SAP

Change Long text on usage decision: Language EN

F6A (430)

Select TextInsertLineFormatPagePasteReplaceProgram Symbols...Symbol DefinitionStandard...Services for ObjectMore

SearchCopyExit

F...L...Row TextR...

.....1.....2.....3.....4.....5.....6.....

Inspection completion was forced

Recorded By Cw4501 On 03.02.23 09:56:02

Enter comments:

Lines 1 - 3 / 3

Paragraph

HomeContract Manufacturing

F6 SAP AccessF6A SAP AccessHelp

SAP

Change Data for Inspection Lot: Worklist for Inspection Lots

F6A (430)

DisplayRefreshSearchCopyPasteInspection reportCertificateMore

SearchCopyExit

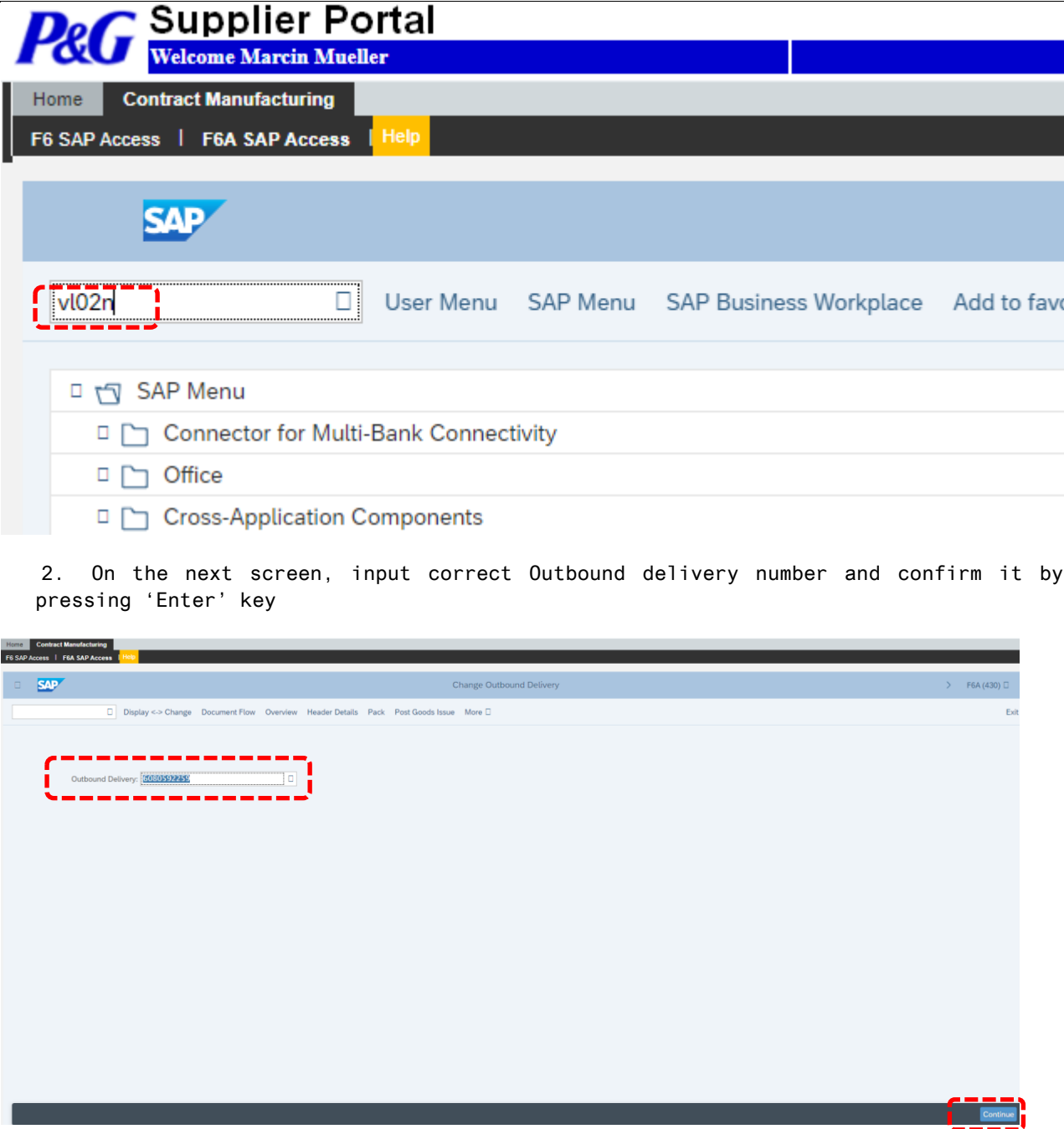
Monitor	Group	SLoc	Material	Short text for inspection object	Batch	Act. lot qty	System Status	Plant	Inspection Lot
<input type="checkbox"/>	74122	PL34	1075364	HYDROXYPROPYL METHYLCELLULOSE-PrimG	9733201500	102.481	REL CALC SPRO PRII PRSI APG	9733	90000294913
<input type="checkbox"/>	22313	PL34	10000815	Potassium Hydroxide PrimG	9733201944	223.809	REL CALC SPRO PRII PRSI APG	9733	90000295784
<input type="checkbox"/>	22313	PL34	10000815	Potassium Hydroxide PrimG	9733202660	99.950	REL CALC SPRO PRII PRSI APG	9733	90000296458
<input type="checkbox"/>	13631	PL34	10045079	Polymethylsilsesquioxane-PrimG	9733201244	1.167	REL CALC SPRO PRII PRSI APG	9733	90000295157
<input type="checkbox"/>	28649	PL34	10045232	PEG 7M-PrimG	9733213697	253.950	REL CALC SPRO PRII PRSI APG	9733	90000295818
<input type="checkbox"/>	59384	PL34	10045751	Yellow 5 Cl 19140 Acid Yellow 23 -AltG	9733201579	0.572	REL CALC SPRO PRII PRSI APG	9733	90000295766
<input type="checkbox"/>	59384	REWM	10045751	Yellow 5 Cl 19140 Acid Yellow 23 -AltG	9733201579	0.028	REL CALC SPRO PRII PRSI APG	9733	90000295767
<input type="checkbox"/>	13647	PL34	10045960	Citric Acid PrimG	9733213428	299.900	REL CALC SPRO PRII PRSI APG	9733	90000294080
<input type="checkbox"/>	13647	PL34	10045960	Citric Acid PrimG	9733214684	299.950	REL CALC SPRO PRII PRSI APG	9733	90000294239
<input type="checkbox"/>	59771	PL34	10046903	Mineral Oil Light White-PrimG	9733214279	699.900	REL CALC SPRO PRII PRSI APG	9733	90000295856
<input type="checkbox"/>	61204	PL34	10049585	Pentadecalactone-PrimG	9733214811	4.950	REL CALC SPRO PRII PRSI APG	9733	90000294499
<input type="checkbox"/>	58665	PL34	10051003	Dye D&C Green No 6 Dye-PrimG	9733202670	0.002	REL CALC SPRO PRII PRSI APG	9733	90000296459
<input type="checkbox"/>	58664	PL34	10051055	D&C Violet Dye No. 2-PrimG	9733213712	0.508	REL CALC SPRO PRII PRSI APG	9733	90000295819
<input type="checkbox"/>	58664	REWM	10051055	D&C Violet Dye No. 2-PrimG	9733213712	0.014	REL CALC SPRO PRII PRSI APG	9733	90000295820
<input type="checkbox"/>	58664	PL34	10051055	D&C Violet Dye No. 2-PrimG	9733213905	0.994	REL CALC SPRO PRII PRSI APG	9733	90000295852
<input type="checkbox"/>	73203	PL34	10201111	Sodium Salicylate - PrimG	9733213430	349.900	CRTD CALC SPRO PRII PRSI APNG	9733	90000294081

Usage decision for lot 9733 90000294913 is saved

Usage DecisionResultsCreate DefectChange DefectInspection lot

7. Goods picking for Outbound deliveries from Contract Manufacturer

1. From the SAP Easy Screen, input the transaction code VL02N in the Command field and confirm it with Enter key or choose it from the Favorites folder in the Menu list



The screenshot shows the P&G Supplier Portal interface. At the top, the P&G logo is followed by 'Supplier Portal' and 'Welcome Marcin Mueller'. Below this is a navigation bar with 'Home', 'Contract Manufacturing', 'F6 SAP Access', 'F6A SAP Access', and 'Help'. The main content area features the SAP logo and a search bar containing 'vl02n'. To the right of the search bar are links for 'User Menu', 'SAP Menu', 'SAP Business Workplace', and 'Add to favorites'. A sidebar on the left lists 'SAP Menu', 'Connector for Multi-Bank Connectivity', 'Office', and 'Cross-Application Components'. Below the sidebar, a text instruction reads: '2. On the next screen, input correct Outbound delivery number and confirm it by pressing 'Enter' key'. The next screenshot shows the 'Change Outbound Delivery' screen. It has a top bar with 'SAP' and 'Change Outbound Delivery'. Below this is a search bar with 'Outbound Delivery: 20303529235'. At the bottom right, there is a 'Continue' button.

2. On the next screen, input correct Outbound delivery number and confirm it by pressing 'Enter' key

3. Go to 'Picking tab' and fill in the 'Picked Qty' and 'Batch' fields with correct values. Picked quantity should be equal to 'Deliver. Qty' and at the same time match the physically loaded goods

F6 SAP Access | F6A SAP Access | **Help**

Repl. Div. QI 6080592259 Change: Overview F6A (430)

Display <-> Change Other Outbound Delivery Document Flow Header Details Pack Incompleteness Dangerous Goods Check Services for Object More

Outbound Deliv.: 6080592259 Document Date: 2022-08-16
Ship-to party: PB145 LUIS SIMOES LOGISTICA INTEGRADA S.A. / AVENIDA LA VEGUILLA 6-8 (10) / E-19171 CA

Item Overview **Picking** Loading Transport Status Overview Goods Movement Data

Pick Date/Time: 2022-08-17 00:0... OvrllPickStatus: C Fully Picked Adv. SR Relevance: Not Relevant
Warehouse No.: WM Activity Sts: No WM Trnsf Ord Reqd Warehouse Execution: Not Relevant

All Items

Item	Material	Plant	S Loc	Req. Segment	Deliv. Qty	Un	Picked Qty	Un	Batch	B...	P...	W.	Stag. Date	Matt ...	Val. Type	Description
<input type="checkbox"/> 1	81763704	9733	PL34		3,588	IT	3,588	IT	2224A007F0	C			2022-08-17	00:0...		OLAY RG VITC AH24 FM 50ML
<input type="checkbox"/> 2	81765008	9733	PL34		5,500	IT	5,500	IT	2224A007F0	C			2022-08-17	00:0...		OLAY RETINOL MAX FM 50ML E
<input type="checkbox"/> 3	81782939	9733	PL34		5,080	IT	5,080	IT	2224A007F0	C			2022-08-17	00:0...		OLAY RET MX 50ML LE XMAS 50
<input type="checkbox"/> 4	81783236	9733	PL34		1,944	IT	1,944	IT	2180A007M0	C			2022-08-17	00:0...		OLAY GS VIT C 50ML + RET24 1
<input type="checkbox"/> 5	81783237	9733	PL34		2,118	IT	2,118	IT	2069A007M0	C			2022-08-17	00:0...		OLAY GS RG LDT 50ML + RET24
<input type="checkbox"/> 6	700000	9733	0066		27	IT	27	IT		C			2022-08-17	00:0...		Pallet Chap 80/120 Blue 009800

Batch Split Main Items All Items

Change restricted shipment 43657124 is processed for transportation Save Cancel

4. If multiple batches of the same code need to be shipped, highlight the relevant line in the delivery and then click on 'Batch Split' icon. This will allow to input several batch codes for the same material within one delivery document. The summed quantity for all batches should be equal to quantity planned for shipment for that material

Outbound Deliv.: 6080592259 Document Date: 2022-08-16
Ship-to party: PB145 LUIS SIMOES LOGISTICA INTEGRADA S.A. / AVENIDA LA VEGUILLA 6-8 (10) / E-19171 CA

Item Overview **Picking** Loading Transport Status Overview Goods Movement Data

Pick Date/Time: 2022-08-17 00:0... OvrllPickStatus: C Fully Picked Adv. SR Relevance: Not Relevant
Warehouse No.: WM Activity Sts: No WM Trnsf Ord Reqd Warehouse Execution: Not Relevant

All Items

Item	Material	Plant	S Loc	Req. Segment	Deliv. Qty	Un	Picked Qty	Un
<input type="checkbox"/> 1	81763704	9733	PL34		3,588	IT	3,588	IT
<input type="checkbox"/> 2	81765008	9733	PL34		5,500	IT	5,500	IT
<input type="checkbox"/> 3	81782939	9733	PL34		5,080	IT	5,080	IT
<input type="checkbox"/> 4	81783236	9733	PL34		1,944	IT	1,944	IT
<input type="checkbox"/> 5	81783237	9733	PL34		2,118	IT	2,118	IT
<input type="checkbox"/> 6	700000	9733	0066		27	IT	27	IT

Batch Split Main Items All Items

5. On the following screen, fill in cells 'Batch' and 'Delivery quantity' with correct data and confirm by pressing 'Enter' key – this will enable all remaining data to be automatically populated. Once this activity is completed, click on 'Back' icon to return to previous view

Standard Operating Procedure
Issue date: 09/05/2024

Supplier Portal for Contract Manufacturers

Document Owner: Krzysztof Sobczyk

SAP F6 SAP Access | F6A SAP Access | Help

Repl. Div. QI 6080655061 Change: Item Details

Display <-> Change Other Outbound Delivery Delete Document Flow Overview Header Details Pack Incompleteness Dangerous Goods Check Post Goods Issue Services for Object More

Item: 2 Item Category: ZNLQ QI Stock/Transfer Material: 81770742 FEBREZE AIR APPRIFLEN 6X300ML CUPID DACH

Processing Material Batch Split Picking Loading and Shipment International Trade Financial Processing Texts Conditions Predecessor Data Administration Additional Data Material Characteristics (054)

Plant: A171 Open qty: 4,851 CS Convey: 1 CS MatSigDate: 2023-02-23 00:00 Cumul.qty: 0 <-> 1 CS

Batch split items

Item	Mat.	Val. Type	Batch	Qty	SI	Available	SLED/BD	Supplier Batch	WOT	Stock Segment
1	81770742		CHW12 234							
2	81770742		CHW12 234							

Batch determin. Batch determin. Batch determin.

6. If all picking was completed correctly with full quantities that were planned, 'Overall Picking Status' will change to 'C' – Fully picked. Once ready, click 'Save' icon

SAP F6 SAP Access | F6A SAP Access | Help

Repl. Div. QI 6080592259 Change: Overview

Display <-> Change Other Outbound Delivery Document Flow Header Details Pack Incompleteness Dangerous Goods Check Services for Object More

Outbound Deliv.: 6080592259 Document Date: 2022-08-16 Ship-to party: PB145 LUIS SIMOES LOGISTICA INTEGRADA S.A. / AVENIDA LA VEGUILLA 6-8 (10) / E-19171 CA

Item Overview Picking Loading Transport Status Overview Goods Movement Data

Pick Date/Time: 2022-08-17 00:00 OverallPickStatus: C Fully Picked Adv. SR Relevance: Not Relevant Warehouse No.: WM Activity Sts: No WM Transf Ord Req'd Warehouse Execution: Not Relevant

All Items

Item	Material	Plant	SLoc	Req. Segment	Deliv. Qty	Un	Picked Qty	Un	Batch	B...	P...	W...	Stag. Date	Matl...	Val. Type	Description
1	81763704	9733	PL34		3,588	IT	3,588	IT	2224A007F0		C		2022-08-17	00:00		OLAY RG VITC AHA24 FM 50ML
2	81765008	9733	PL34		5,500	IT	5,500	IT	2224A007F0		C		2022-08-17	00:00		OLAY RETINOL MAX FM 50ML E
3	81782939	9733	PL34		5,080	IT	5,080	IT	2224A007F0		C		2022-08-17	00:00		OLAY RET MX 50ML LE XMAS 50
4	81783236	9733	PL34		1,944	IT	1,944	IT	2180A007M0		C		2022-08-17	00:00		OLAY GS VIT C 50ML + RET24 1
5	81783237	9733	PL34		2,118	IT	2,118	IT	2069A007M0		C		2022-08-17	00:00		OLAY GS RG LDT 50ML + RET24
6	70000	9733	0066		27	IT	27	IT			C		2022-08-17	00:00		Pallet Chep 80/120 Blue 009800

Batch Split Main Items All Items

Change restricted shipment 43657124 is processed for transportation

Save

8. Goods Issue posting for Outbound deliveries from Contract Manufacturer

1. From the SAP Easy Screen, input the transaction code VT02N in the Command field and confirm it with Enter key or choose it from the Favorites folder in the Menu list

P&G Supplier Portal
Welcome Marcin Mueller

Home Contract Manufacturing F6 SAP Access F6A SAP Access Help

SAP

vt02n User Menu SAP Menu SAP Business Workplace Add to favorites Delete fa

SAP Menu

- Connector for Multi-Bank Connectivity
- Office
- Cross-Application Components
- Logistics
- Accounting
- Human Resources

2. Input correct 'Shipment Number' and confirm it with Enter key

Home Contract Manufacturing F6 SAP Access F6A SAP Access Help

SAP

Shipments and Deliveries Deliveries Overview

Shipment Number: Selection Var.:

Support model

Downtimes of Supplier Portal

In case of unplanned downtimes or issues, Supplier Portal users contact first level of support in P&G SNH.

If issue cannot be fixed by 1st level of support, a ticket should be raised to 2nd level of support by P&G personnel. The ticket will be marked as Critical/Major/Minor based on the issue impact.

Guidelines:

Critical: Users cannot log in to Supplier Portal or when user is logged in, Supplier Portal does not function as expected. This does not include cases when user is missing security access allowing certain activities or user account has been locked due to using incorrect credentials. Issue applies to all users on site

Major: Existing issue is limited to specific number of users on site and is not related to overall functioning of Supplier Portal, but causes significant difficulties in recording of ongoing operations

Minor: Existing issue is limited to specific number of users on site and is not related to overall functioning of Supplier Portal. May cause difficulties in ongoing operations, but there is existing and known back-up solution covering the gap, which can be executed without enabling BCP

Timings for fixing issue as per severity of Impact

Impact	Expected Resolution Time	Initial P&G Support Response Time*
Critical	24h/1 working day	4h
Major	3 working days	8h
Minor	5 working days	8h

* Timings during working days 8AM to 4PM CET

Business Continuity Plan procedure

BCP procedure is to be defined per site and may vary depending on operating model and supply chain complexity of CM. To ensure business stability and compliance to SAFE regulations, detailed procedure should include the sustainable process for both P&G and CM. CM needs to be familiar with the BC solution and it is recommended to provide regular refreshment training. It is critical to ensure clearly defined time and operational criteria, which if are met, will serve as primary input to decision sheet if Business Continuity Plan should be enabled in production environment.

Revision table

Date	Name	Change Description
04.01.2023	Marcin Mueller	Migo update
08.03.2023	Marcin Mueller	Screenshots update
18.10.2023	Marcin Mueller	Migo update (more detailed)
09.04.2024	Marcin Mueller	ZCPRS download update
09.05.2024	Krzysztof Sobczyk	Login screens update to SAP BTP solution