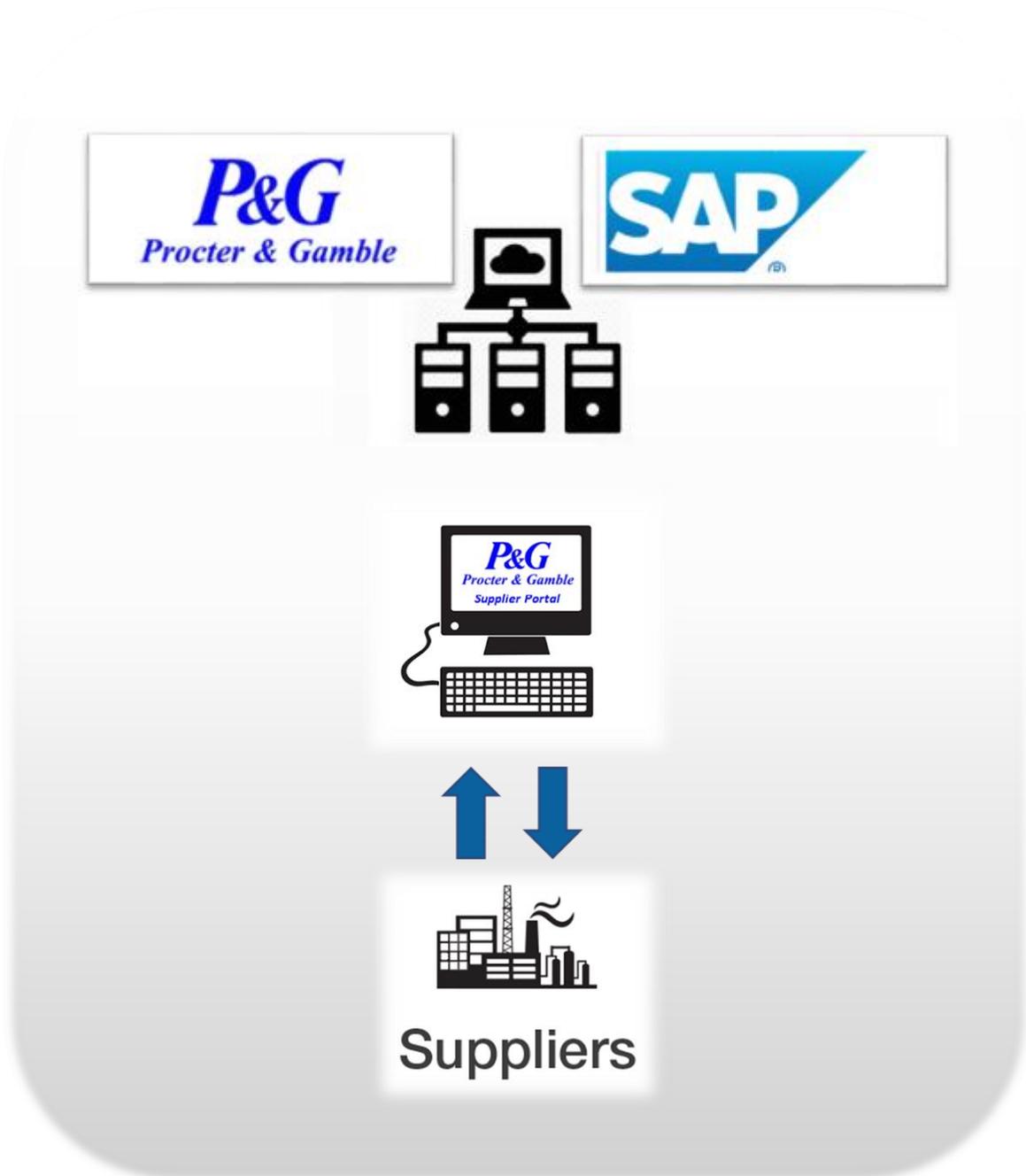


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# Web-Enabled Solution for Contract Manufacturers



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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

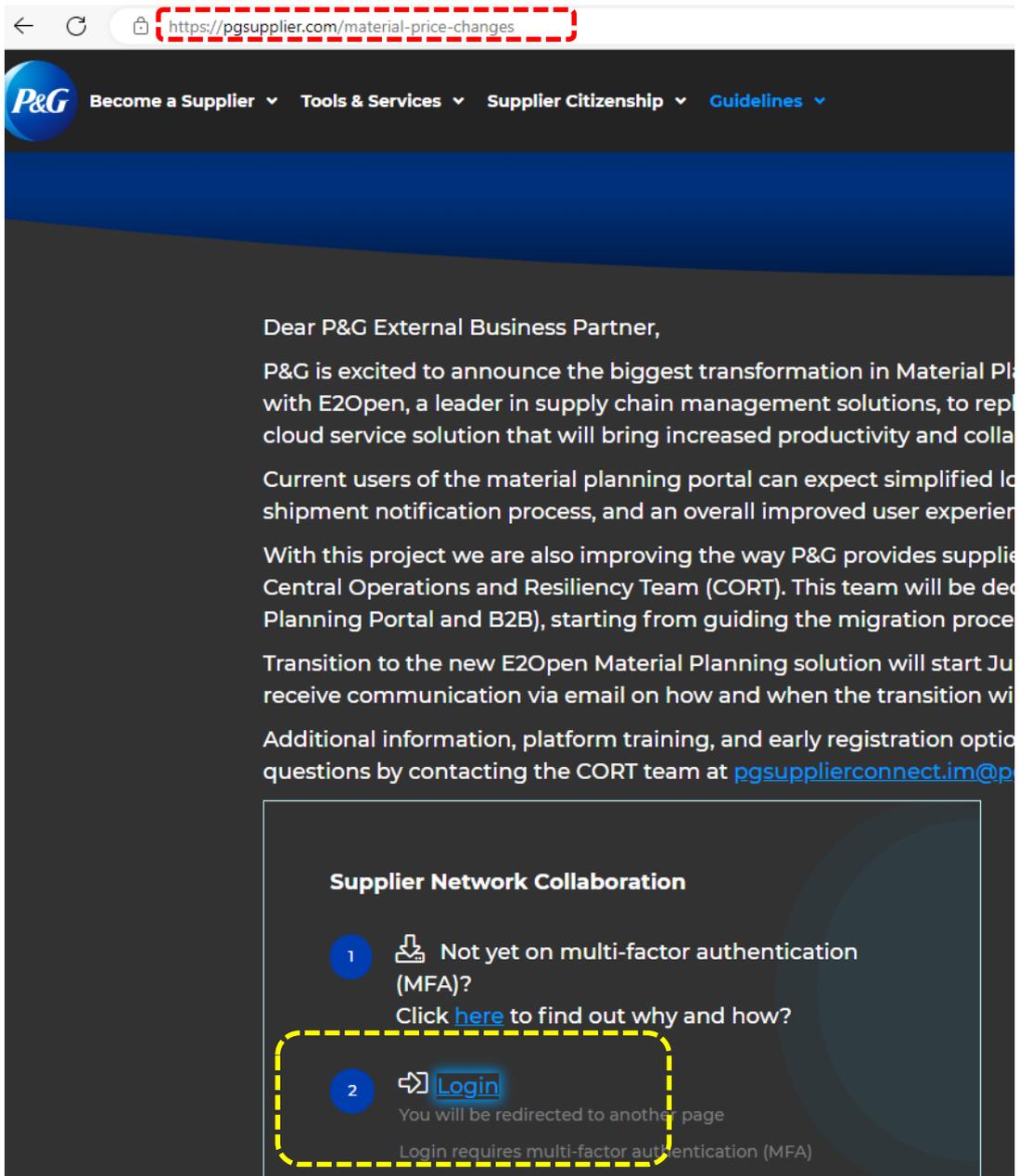
## Authorizations

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

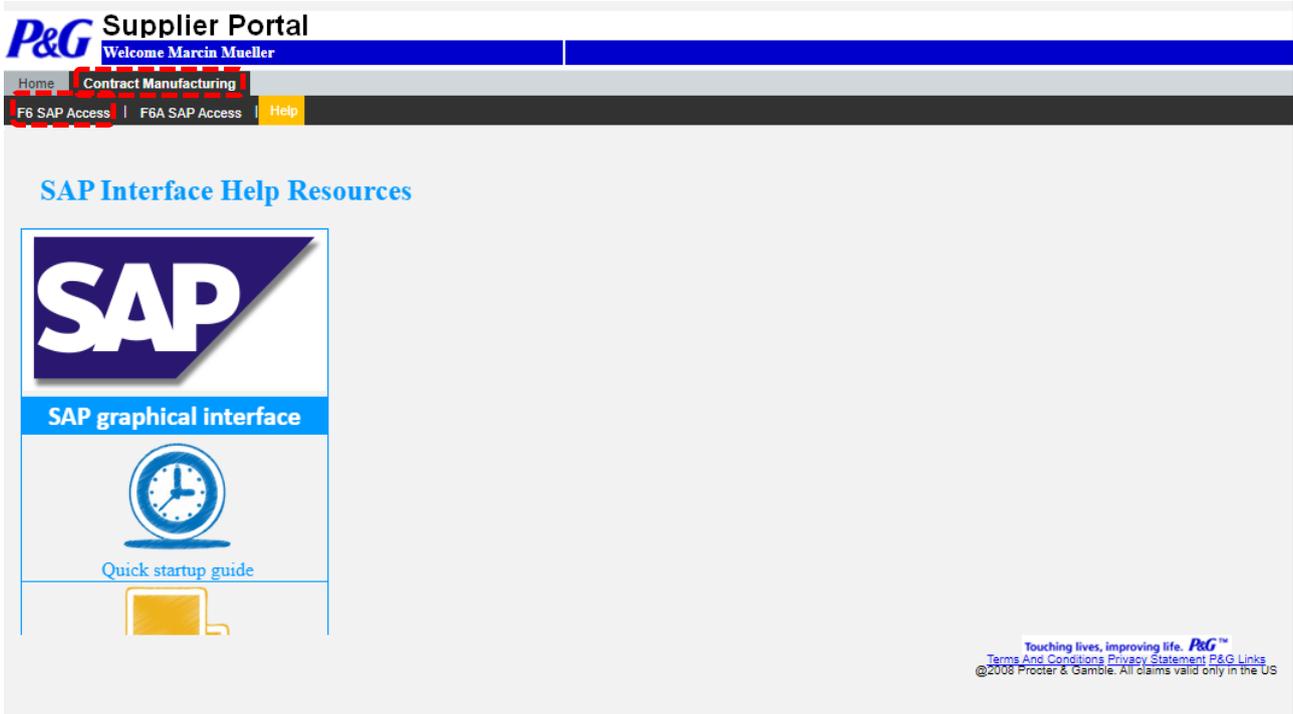
# Procedure

## 1. Supplier Portal Logging In

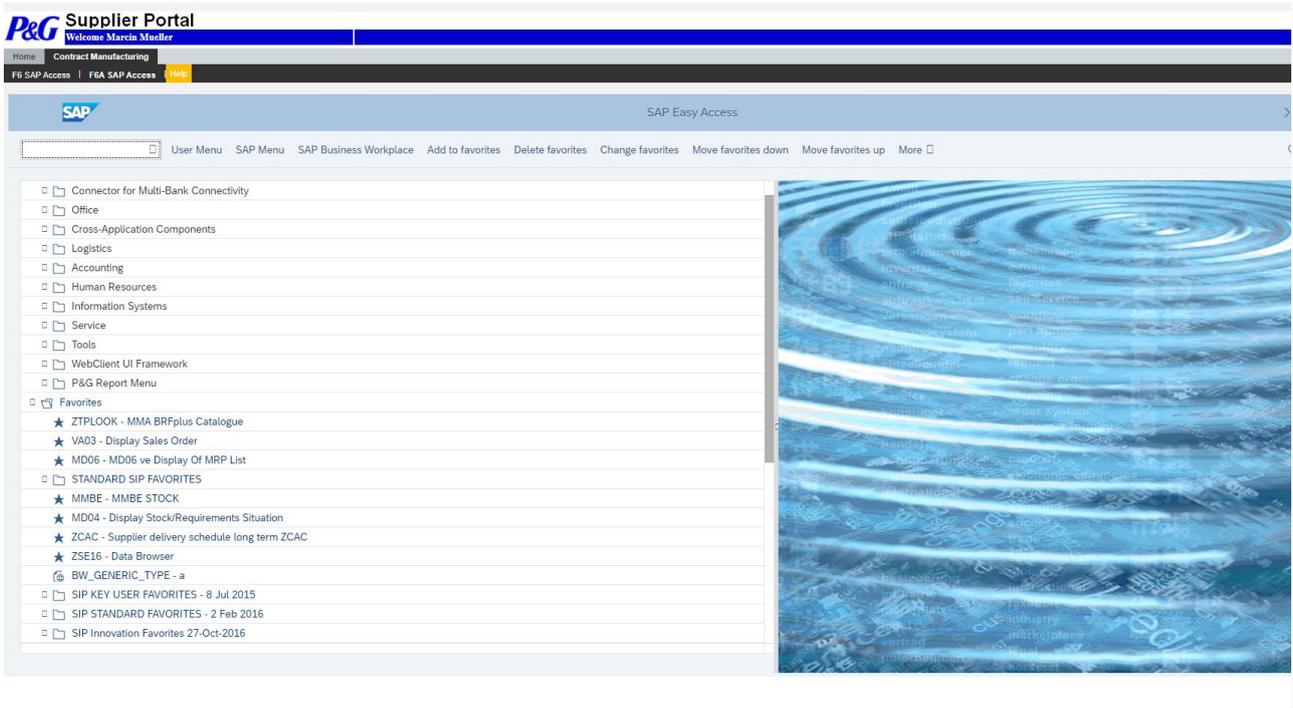
1. In order to log into P&G SAP through the Supplier Portal, Go to URL [Material Planning \(pgsupplier.com\)](https://pgsupplier.com) and input your credentials in 'Purchasing Solution – Material Planning Quality' section, using the individual Supplier Portal ID as Username and password and press on 'Login'



2. Click on the 'Contract Manufacturing' and then on 'F6 SAP Access' icons

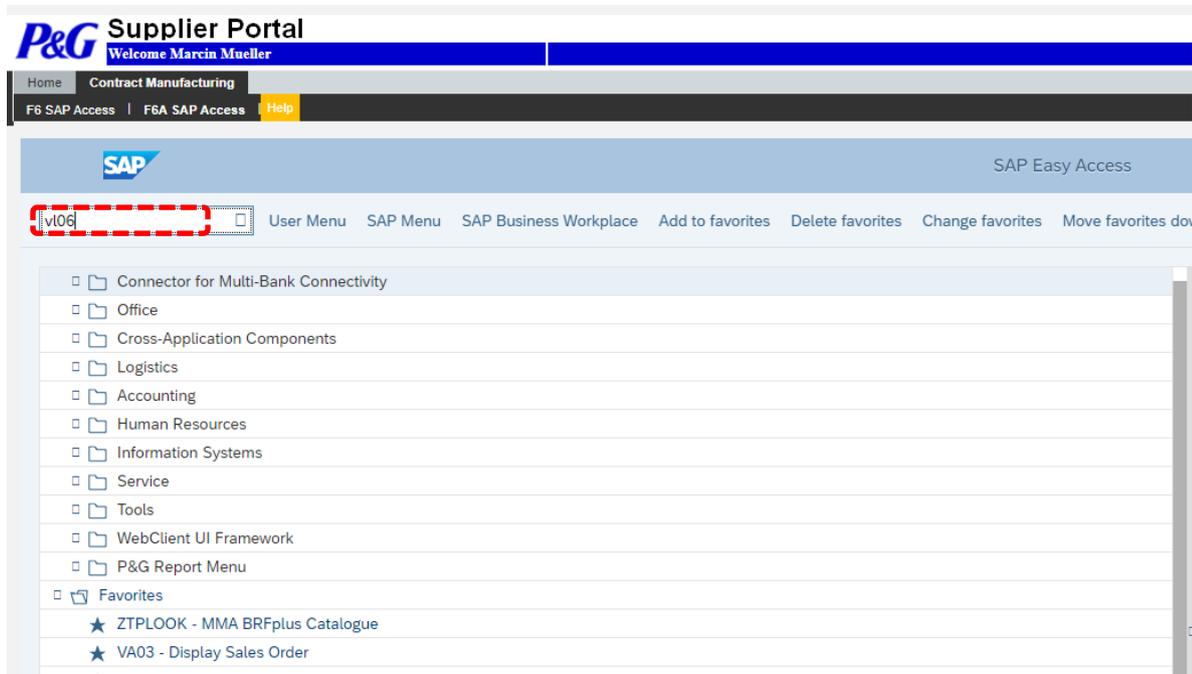


3. Following these steps as described above should direct the user to the SAP Easy Access screen which can be seen below

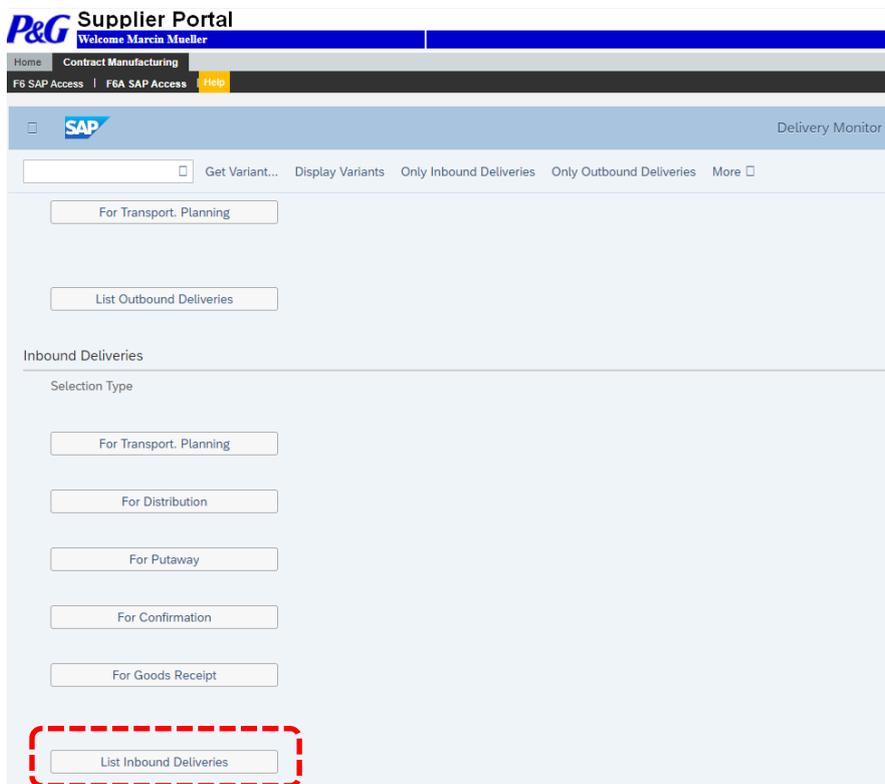


## 2. Inbound deliveries identification

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



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

Organizat. Data  
Shipping Point/Receiving Pt: PL34

PO Data  
Purchasing Document: to:  
Item: to:

Document Editing  
Created by: to:  
Created on: to:

Time Data  
Delivery Date: 2022-01-01 to: 2023-02-08

Putaway Data  
Warehouse Number: to:  
Check at Header Level:   
Check at Item Level:   
Storage location: to:

Partner Data  
**Execute**

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

**P&G Supplier Portal**  
Welcome Marcin Mueller

Home Contract Manufacturing  
F6 SAP Access | F6A SAP Access Help

SAP List of Inbound Deliveries

Refresh List **Item View** Deselect All

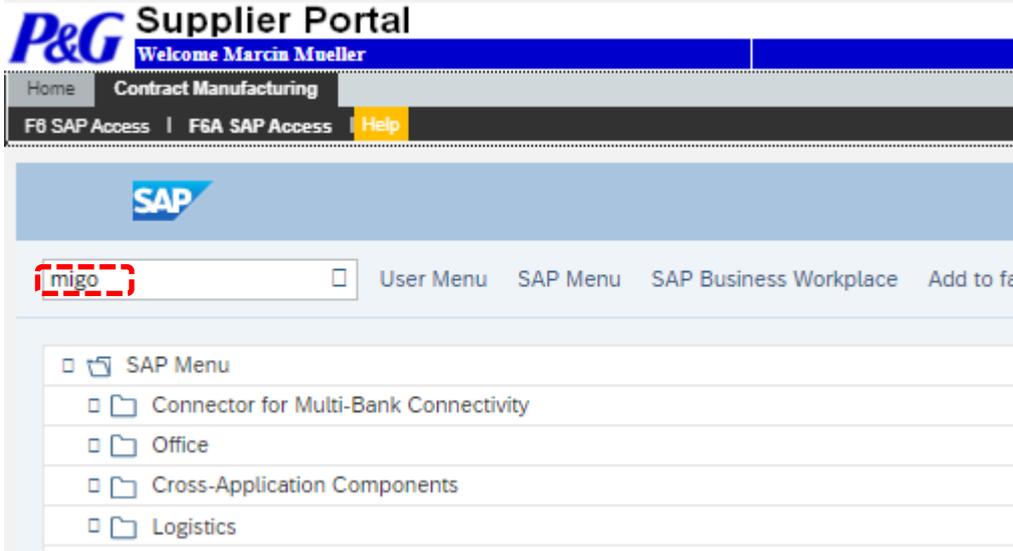
Delivery	Deliv.date	External Delivery ID
<input type="checkbox"/> 192975011	2022-01-03	
<input type="checkbox"/> 193016510	2022-01-24	
<input type="checkbox"/> 193045117	2022-02-07	
<input type="checkbox"/> 193065753	2022-02-16	
<input type="checkbox"/> 193084978	2022-02-25	
<input type="checkbox"/> 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](#))

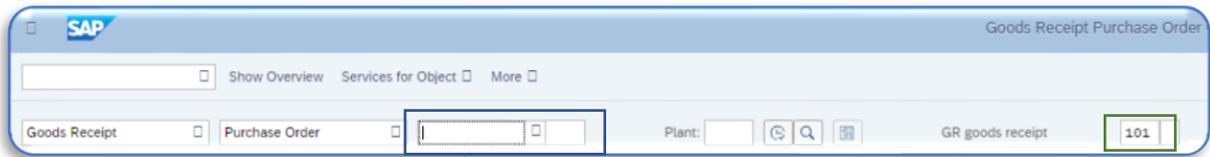
Delivery	Item	Material	Item Description	Delivery Quantity	BU	Purch.Doc
<input type="checkbox"/> 193436445	10	90127013	TP MULTI XX THERMOTRANSFER SC	66,400	M	550007670
<input type="checkbox"/> 193400813	10	90127013	TP MULTI XX THERMOTRANSFER SC	16,600	M	550007670
<input type="checkbox"/> 193400826	10	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

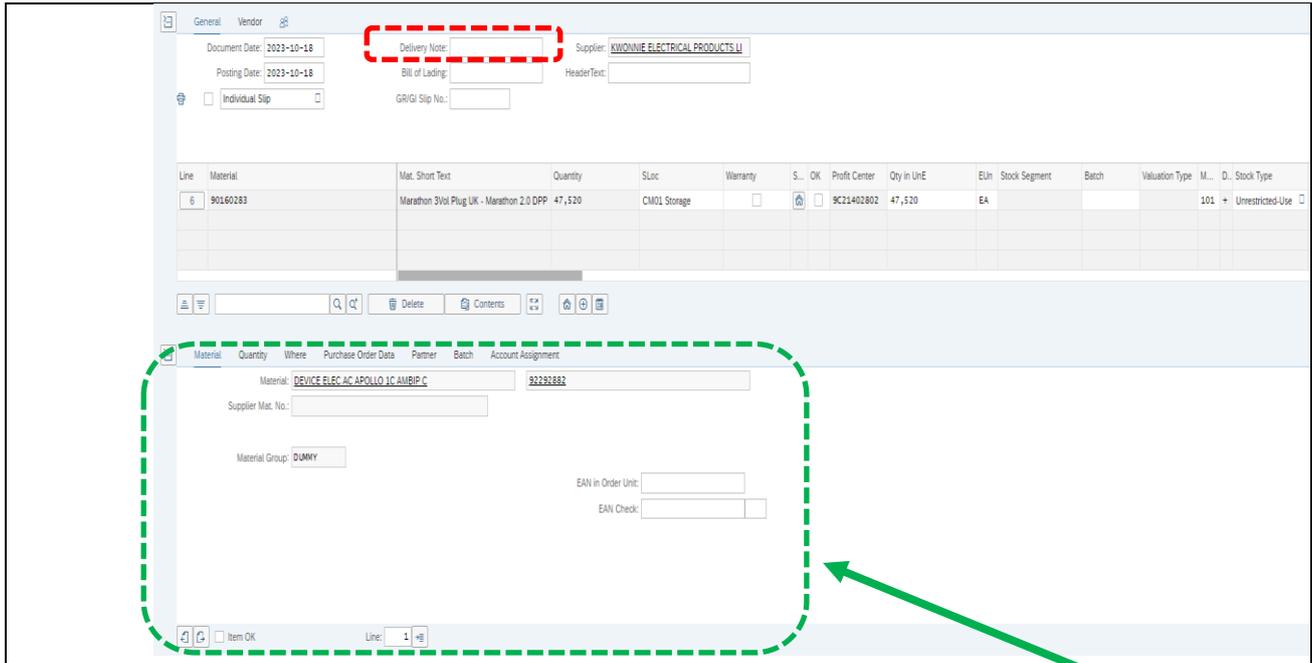
Purchase Order:

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

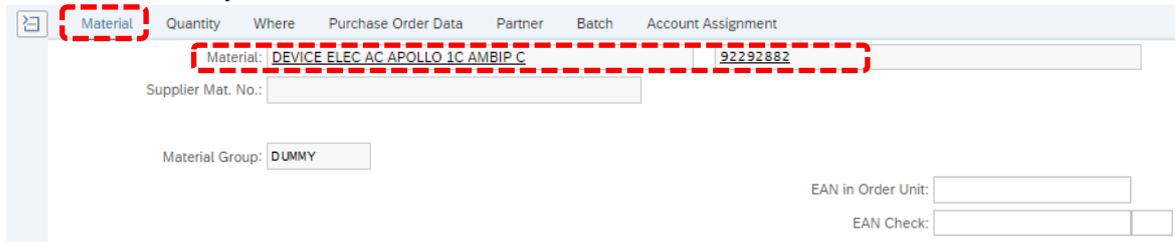
- After pressing Enter, detailed data related to the selected purchase order/scheduling agreement will be displayed. Provide in the header part in Delivery Note field the Supplier delivery note number.



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

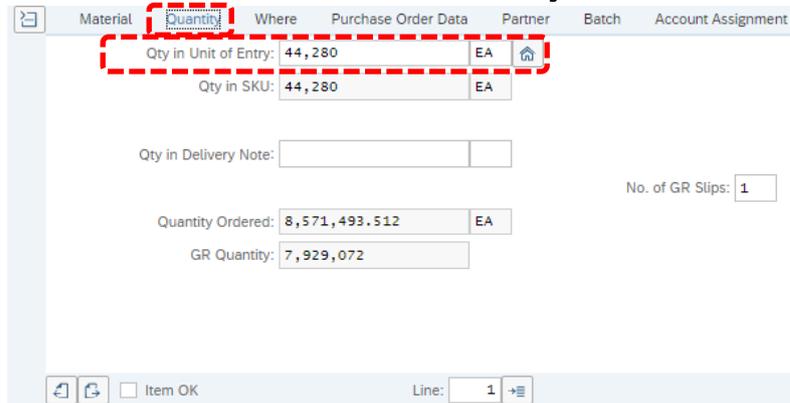
5. Verify and Input required data:

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



- **Quantity:** go to Quantity tab -> **WATCH OUT:** There are several recommendations what quantity to provide in MIGO transaction depending on scenario:

- a) 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
- b) 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.



- **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

Item OK Line: 1

- 6. 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

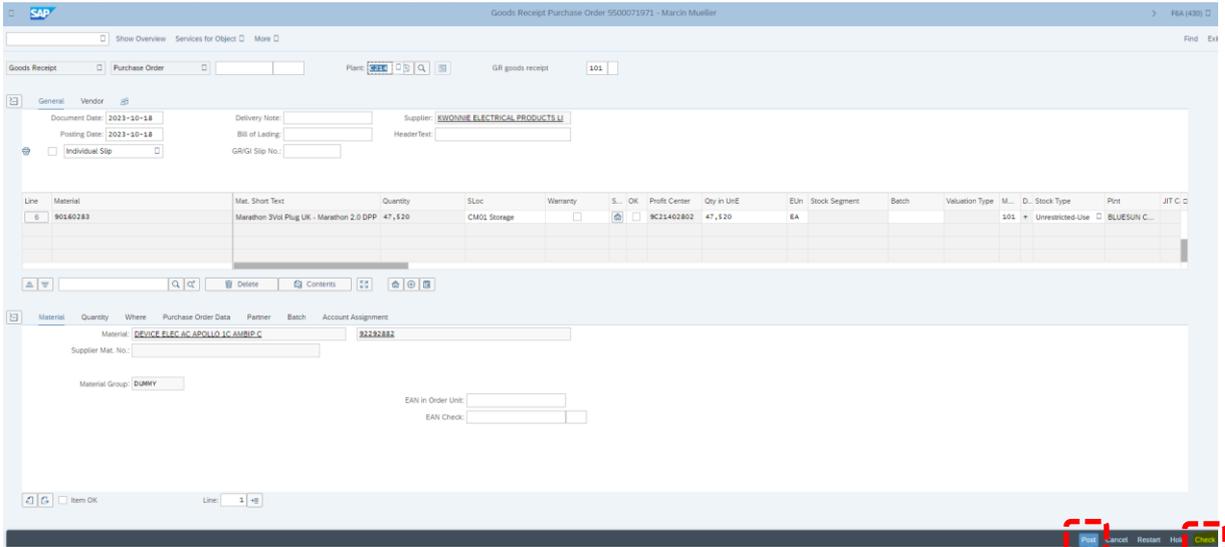
EAN in Order Unit:

EAN Check:

Item OK Line: 1

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

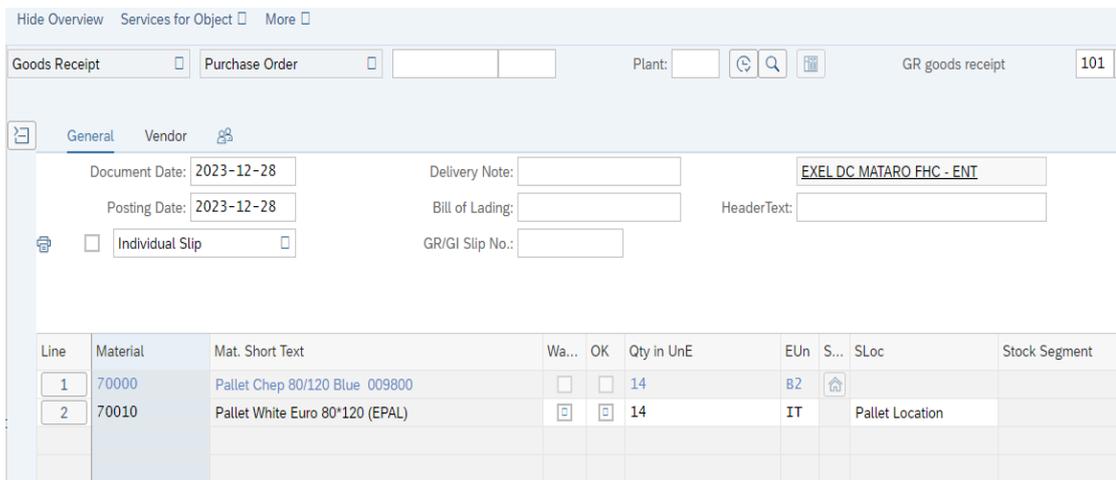


\*In case of any errors/issues encountered during the Check that will not allow to post the Material receipt contact the respective planner.

**IMPORTANT!**

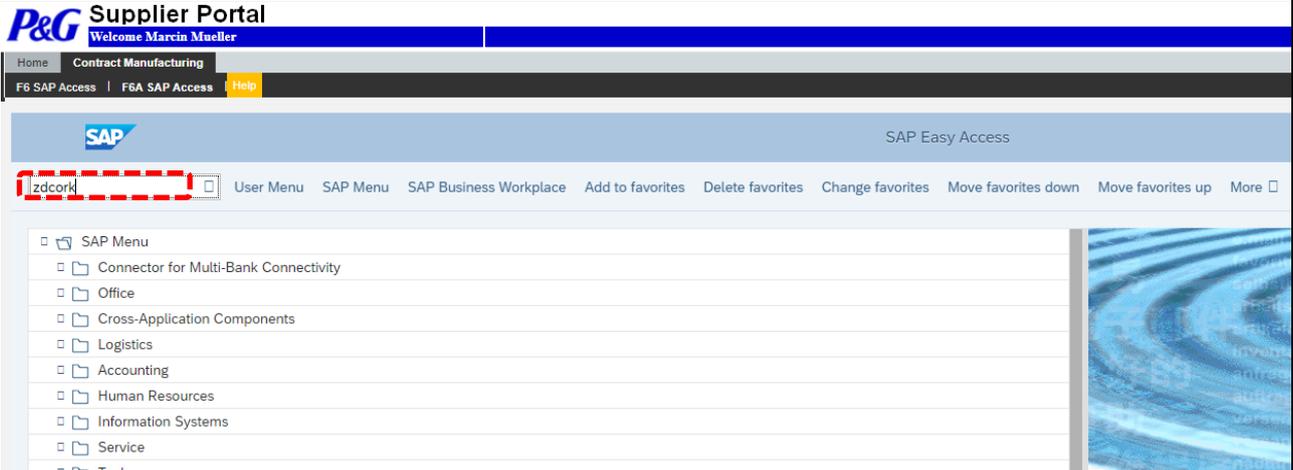
Please remember to GR full Qty of Pallets (codes 70000 70005 70128 99414161) For deliveries from PG (from factories, distribution centers, contractors), usually these are deliveries of intermediate materials, bulks, Finish Products there might be also line with pallets – please don't ignore the line.

Please remember to receive this line for full Qty of Pallets (codes 70000 70005 70128 84944180 99414161) – you also have to mark this line item as OK as for any other material.

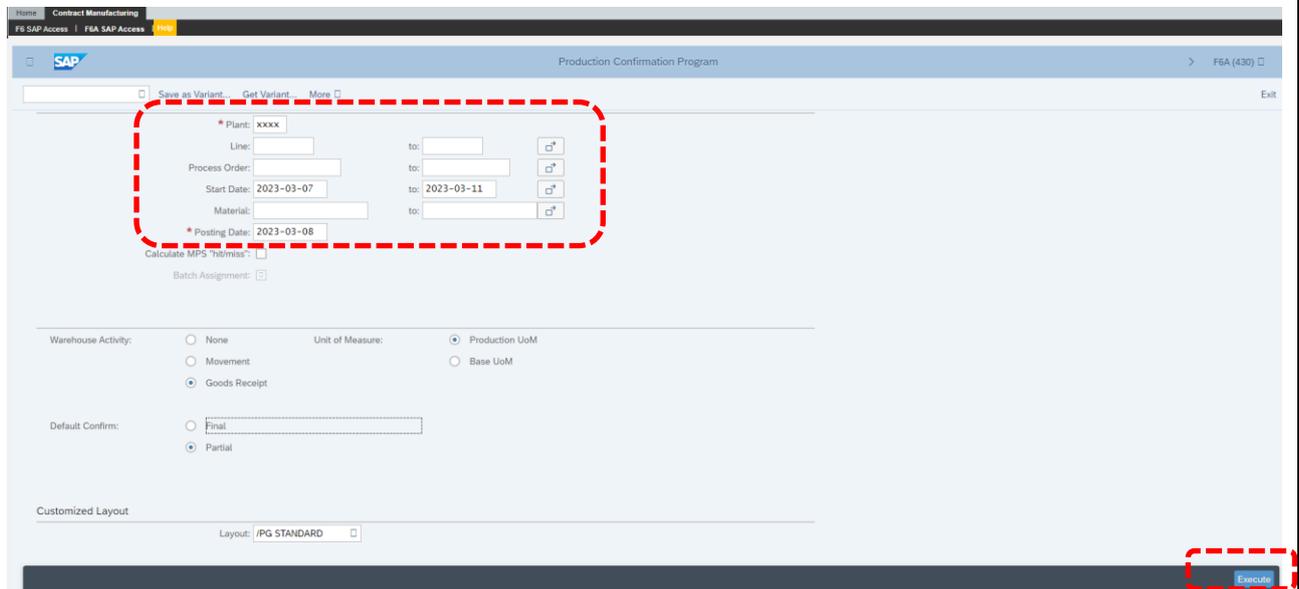


## 4. Production confirmation

- 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.

Status light should be green or yellow (in case there are multiple process orders displayed for one material). If the light is red, please contact P&G SPOC. It will not be possible to confirm production with red light.

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

**P&G Supplier Portal**  
Welcome Marcin Mueller My User Settings  
Tuesday, January

Home Contract Manufacturing F6A (430)

FB SAP Access | F6A SAP Access Help

SAP Production Confirmation Program

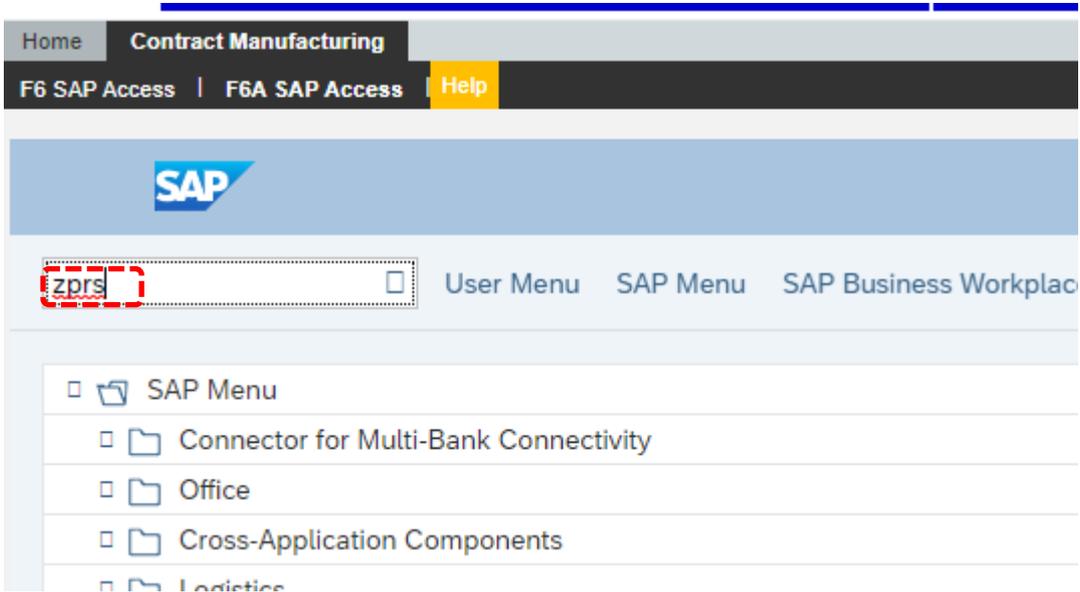
Plant: C214  
Date: 20230101 to 20230228

Check	Status	F/P	Production Line	Process Order	Purchase Order	Item Number	Material	Batch	Description	Confirmed	Confirmation Qty	UoM	Planned	Delivered
<input type="checkbox"/>	▲	F	C214PA3T	917195376	4516576577	10	81758363	TEST522	AMBIPR 3VOL SK JAPAN 4X21ML MAR IB	0.000	0.000	CS	2,970.000	0.0
<input type="checkbox"/>	▲	F	C214PA3T	917195818	4516576818	10	81758363	XC214	AMBIPR 3VOL SK JAPAN 4X21ML MAR IB	0.000	0.000	CS	2,970.000	0.0
<input type="checkbox"/>	▲	F	C214PA3T	917195949	4516576421	10	81758363	XC214	AMBIPR 3VOL SK JAPAN 4X21ML MAR IB	0.000	0.000	CS	2,970.000	0.0
<input type="checkbox"/>	▲	F	C214PA3T	917195958	4516576562	10	81758363	XC214	AMBIPR 3VOL SK JAPAN 4X21ML MAR IB	0.000	0.000	CS	2,970.000	0.0
<input type="checkbox"/>	▲	F	C214PA3T	917195959	4516576570	10	81758363	TEST798	AMBIPR 3VOL SK JAPAN 4X21ML MAR IB	0.000	0.000	CS	2,970.000	0.0
<input type="checkbox"/>	▲	F	C214PA3T	917195960	4516576571	10	81758363	XC214	AMBIPR 3VOL SK JAPAN 4X21ML MAR IB	0.000	0.000	CS	2,970.000	0.0
<input type="checkbox"/>	▲	F	C214PA3T	917195993	4516576460	10	81758363	TEST44	AMBIPR 3VOL SK JAPAN 4X21ML MAR IB	0.000	0.000	CS	2,970.000	0.0
<input type="checkbox"/>	▲	F	C214PA3T	917195998	4516576564	10	81758363	XC214	AMBIPR 3VOL SK JAPAN 4X21ML MAR IB	0.000	0.000	CS	2,970.000	0.0
<input type="checkbox"/>	▲	F	C214PA3T	917196000	4516576567	10	81758363	TEST428	AMBIPR 3VOL SK JAPAN 4X21ML MAR IB	0.000	0.000	CS	2,970.000	0.0
<input type="checkbox"/>	▲	F	C214PA3T	917196023	4516576390	10	81758363	TEST114	AMBIPR 3VOL SK JAPAN 4X21ML MAR IB	0.000	0.000	CS	2,970.000	0.0
<input type="checkbox"/>	▲	F	C214PA3T	917196043	4516576391	10	81758363	XC214	AMBIPR 3VOL SK JAPAN 4X21ML MAR IB	0.000	0.000	CS	2,970.000	0.0
<input type="checkbox"/>	▲	F	C214PA3T	917196071	4516576566	10	81758363	XC214	AMBIPR 3VOL SK JAPAN 4X21ML MAR IB	0.000	0.000	CS	2,970.000	0.0
<input type="checkbox"/>	▲	F	C214PA3T	917196072	4516576614	10	81758363	TEST465	AMBIPR 3VOL SK JAPAN 4X21ML MAR IB	0.000	0.000	CS	2,970.000	0.0
<input type="checkbox"/>	▲	F	C214PA3T	917196087	4516576610	10	81758363	TEST394	AMBIPR 3VOL SK JAPAN 4X21ML MAR IB	0.000	0.000	CS	2,970.000	0.0
<input type="checkbox"/>	▲	F	C214PA3T	917196132	4516576594	10	81758363	TEST672	AMBIPR 3VOL SK JAPAN 4X21ML MAR IB	0.000	0.000	CS	2,970.000	0.0
<input type="checkbox"/>	▲	F	C214PA3T	917196138	4516576819	10	81758363	XC214	AMBIPR 3VOL SK JAPAN 4X21ML MAR IB	0.000	0.000	CS	2,970.000	0.0
<input type="checkbox"/>	▲	F	C214PA3T	917196147	4516576563	10	81758363	XC214	AMBIPR 3VOL SK JAPAN 4X21ML MAR IB	0.000	0.000	CS	2,970.000	0.0
<input type="checkbox"/>	▲	F	C214PA3T	917196159	4516576996	10	81758363	XC214	AMBIPR 3VOL SK JAPAN 4X21ML MAR IB	0.000	0.000	CS	2,970.000	0.0
<input type="checkbox"/>	▲	F	C214PA3T	917196183	4516576624	10	81758363	TEST659	AMBIPR 3VOL SK JAPAN 4X21ML MAR IB	0.000	0.000	CS	2,970.000	0.0

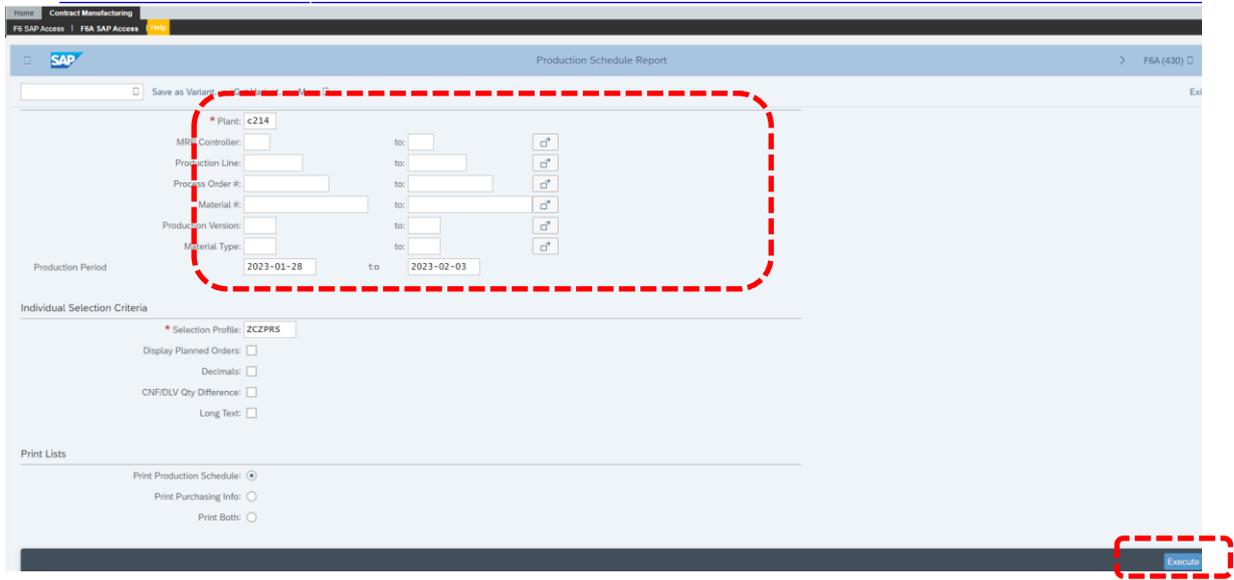
Save Cancel

### 5. Extract production schedule report

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



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.



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

Production Schedule Report

ZDXX0004  
2023-01-31 11:48:25

Production Schedule Report  
Production Schedule

Page : 1  
Client: 430 F6A

Selection Profile ZCZPRS Production Schedule Profile  
Plant C214  
Production Line C214PA3T Planning Res HomeCare - C214 A3T

StartDate	StartTime	EndDate	EndTime	Material	Description	Batch #	ProcOrd# / PlndOrd#	Planned Qty	Deliv.	Confirmed Qty	Pro Ver
2023-01-31	20:58:10	2023-01-31	24:00:00	81758363	AMBIPR 3VOL SK JAPAN 4X21ML MAR IB	TEST835	917198721	2,970	0	0	CS T31
Total for Production Line C214PA3T CS								2,970	0	0	CS
Total for Production Line C214PA3T								2,970	0	0	
Grand Total								2,970	0	0	

End of Report: ZDXX0004 Production Schedule Report

**Download of the Production Schedule report to MS Excel file**

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

Production Schedule Report

ZDXX0004  
2023-01-31 11:48:25

Production Schedule Report  
Production Schedule

Page : 1  
Client: 430 F6A

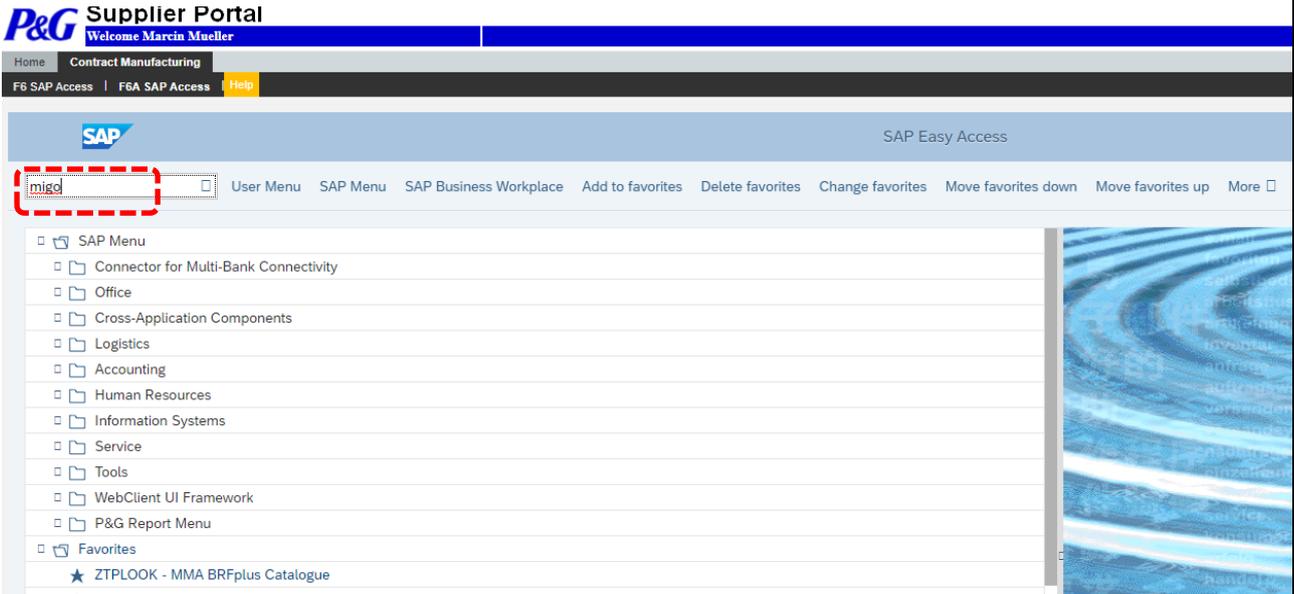
Selection Profile ZCZPRS Production Schedule Profile  
Plant C214  
Production Line C214PA3T Planning Res HomeCare - C214 A3T

StartDate	StartTime	EndDate	EndTime	Material	Description	Batch #	ProcOrd# / PlndOrd#	Planned Qty	Deliv.	Confirmed Qty	Pro Ver
2023-01-31	20:58:10	2023-01-31	24:00:00	81758363	AMBIPR 3VOL SK JAPAN 4X21ML MAR IB	TEST835	917198721	2,970	0	0	CS T31
Total for Production Line C214PA3T CS								2,970	0	0	CS
Total for Production Line C214PA3T								2,970	0	0	
Grand Total								2,970	0	0	

## 6. Quality status change

### a) Quality Non-Managed Site

1. 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



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



3. 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
4. In the top part of transaction provide in the Document header text: short reason for movement posting or reference as agreed.

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

Transfer Posting  Other  TF quality to unrest **321**

General

Document Date: 2023-03-08 Material Slip:

Posting Date: 2023-03-08 Doc. Header Text:

Collective Slip  GR/GI Slip No.:

Transfer Posting Material Quantity Where

From Dest

Material:

Plant:

Stor. Loc.:

Spec. Stock:

Qty in UnE:

- 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 spec in both sections From and Dest

Transfer Posting Material Quantity Where Partner Batch

From Dest

Material: FEBREZ 3VOL SK VANILLA 3X20ML SPR22 UK FEBREZ 3VOL SK VANILLA 3X20ML SPR22 UK

81775147 81775147

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

Stor. Loc.: CM01 Storage CM01 CM01 Storage CM01

Batch: XC214 XC214

Spec. Stock:

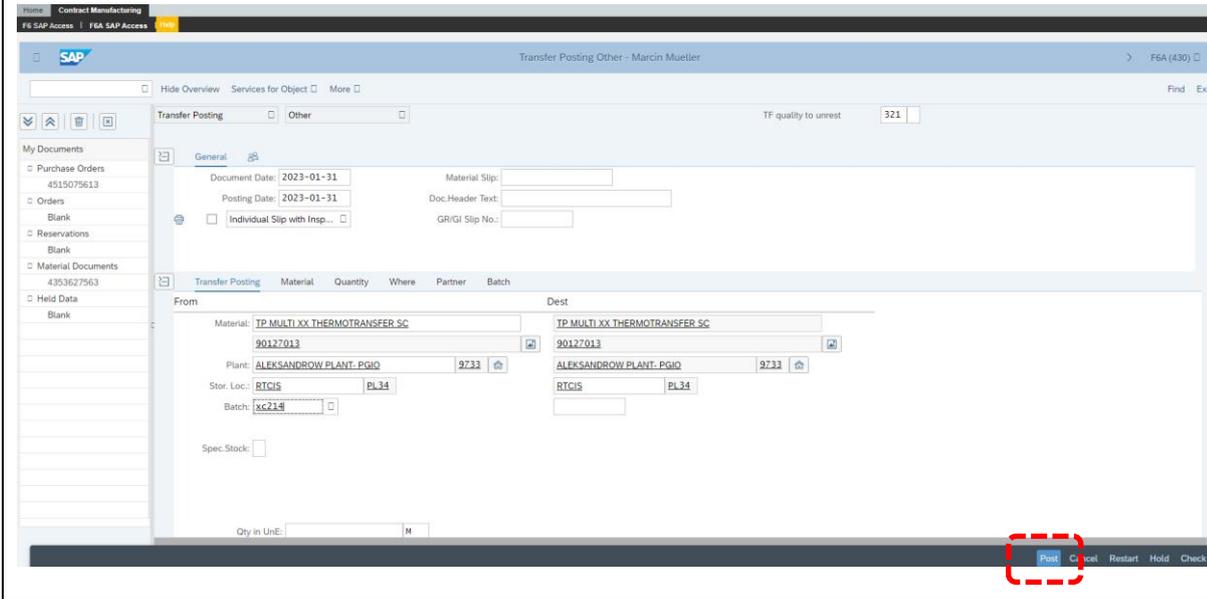
Qty in UnE: 123 CS

Item OK Line: 1

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

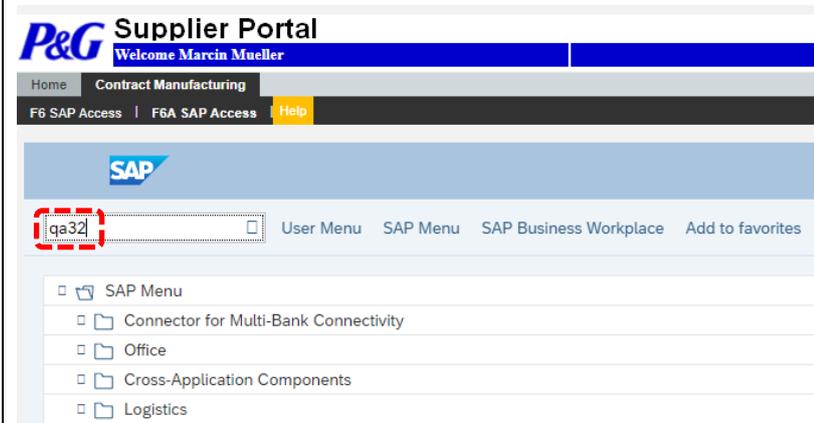
\*In case you want to provide more materials for the same movement use the [arrows button](#) (next to Item ok indicator) for new selection where you will have to provide all the required data as mentioned earlier.

- 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

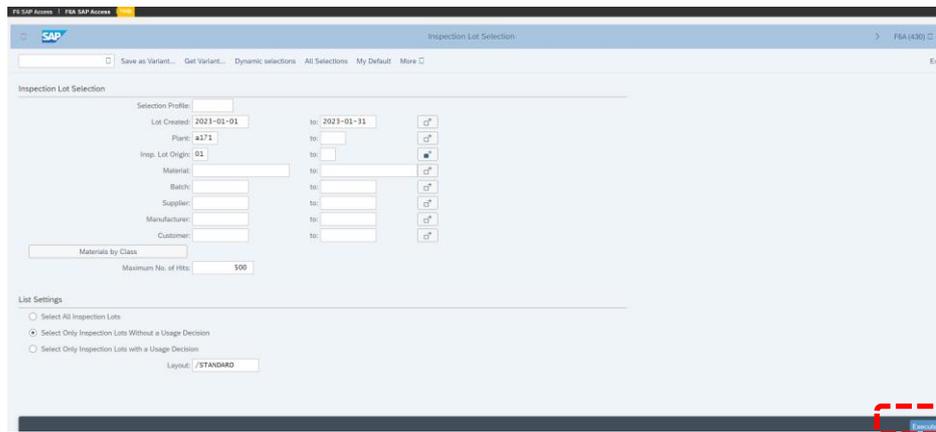


### b) Quality Managed Site

- 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



- 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



- 3.

4. 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
<input type="checkbox"/>	74122	PL34	1075364	HYDROXYPROPYL METHYLCELLULOSE-PrimG	9733201500	102.481	REL CALC SPRO PRII PRSI APG	9733	90000294913	2	INIT DEAP
<input type="checkbox"/>	22313	PL34	10000815	Potassium Hydroxide-PrimG	9733201344	223.809	REL CALC SPRO PRII PRSI APG	9733	90000295784	3	INIT DEAP
<input type="checkbox"/>	22313	PL34	10000815	Potassium Hydroxide-PrimG	9733202660	99.950	REL CALC SPRO PRII PRSI APG	9733	90000296458	3	INIT DEAP
<input type="checkbox"/>	13631	PL34	10045079	Polymethylsilsesquioxane-PrimG	9733201244	1.167	REL CALC SPRO PRII PRSI APG	9733	90000295157	5	INIT DEAP
<input type="checkbox"/>	28649	PL34	10045232	PEG 7M-PrimG	9733213072	126.950	REL CALC SPRO PRII PRSI APG	9733	90000294951	3	INIT DEAP
<input type="checkbox"/>	28649	PL34	10045232	PEG 7M-PrimG	9733213073	126.950	REL CALC SPRO PRII PRSI APG	9733	90000294952	3	INIT DEAP
<input type="checkbox"/>	28649	PL34	10045232	PEG 7M-PrimG	9733213074	254.000	REL CALC SPRO PRII PRSI APG	9733	90000294953	3	INIT DEAP
<input type="checkbox"/>	28649	PL34	10045232	PEG 7M-PrimG	9733213075	63.500	REL CALC SPRO PRII PRSI APG	9733	90000294954	3	INIT DEAP
<input type="checkbox"/>	28649	PL34	10045232	PEG 7M-PrimG	9733213697	253.950	REL CALC SPRO PRII PRSI APG	9733	90000295818	3	INIT DEAP
<input type="checkbox"/>	59384	PL34	10045751	Yellow 5 CI 19140 Acid Yellow 23 -AltG	9733201579	0.572	REL CALC SPRO PRII PRSI APG	9733	90000295766	5	INIT DEAP
<input type="checkbox"/>	59384	REWM	10045751	Yellow 5 CI 19140 Acid Yellow 23 -AltG	9733201579	0.028	REL CALC SPRO PRII PRSI APG	9733	90000295767	5	INIT DEAP
<input type="checkbox"/>	13647	PL34	10045960	Citric Acid-PrimG	9733213428	299.900	REL CALC SPRO PRII PRSI APG	9733	90000294080	7	INIT DEAP
<input type="checkbox"/>	13647	PL34	10045960	Citric Acid-PrimG	9733214684	299.950	REL CALC SPRO PRII PRSI APG	9733	90000294239	7	INIT DEAP
<input type="checkbox"/>	59771	PL34	10046903	Mineral Oil Light White-PrimG	9733213083	699.950	REL CALC SPRO PRII PRSI APG	9733	90000294955	5	INIT DEAP
<input type="checkbox"/>	59771	PL34	10046903	Mineral Oil Light White-PrimG	9733214279	699.900	REL CALC SPRO PRII PRSI APG	9733	90000295856	5	INIT DEAP
<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	4	INIT DEAP
<input type="checkbox"/>	58664	PL34	10051055	D&C Violet Dye No. 2-PrimG	9733213712	0.508	REL CALC SPRO PRII PRSI APG	9733	90000295819	3	INIT DEAP
<input type="checkbox"/>	58664	REWM	10051055	D&C Violet Dye No. 2-PrimG	9733213712	0.014	REL CALC SPRO PRII PRSI APG	9733	90000295820	3	INIT DEAP
<input type="checkbox"/>	58664	PL34	10051055	D&C Violet Dye No. 2-PrimG	9733213905	0.994	REL CALC SPRO PRII PRSI APG	9733	90000295852	3	INIT DEAP
<input type="checkbox"/>	73203	PL34	10201111	Sodium Salicylate - PrimG	9733213430	349.900	CRTD CALC SPRO PRII PRSI APNG	9733	90000294081	3	INIT DEAP
<input type="checkbox"/>	73203	PL34	10201111	Sodium Salicylate - PrimG	9733214282	349.900	CRTD CALC SPRO PRII PRSI APNG	9733	90000295857	3	INIT DEAP
<input type="checkbox"/>	13702	PL34	11080021	Glycerin (and) Glyceryl Acrylate/Ac-AltG	9733202763	14.359	REL CALC SPRO PRII PRSI APG	9733	90000296462	7	INIT DEAP
<input type="checkbox"/>	13736	PL34	11080501	Sorbitan Stearate and Sucrose Coco-PrimG	9733214093	50.000	REL CALC SPRO PRII PRSI APG	9733	90000296021	4	INIT DEAP
<input type="checkbox"/>	13736	PL34	11080501	Sorbitan Stearate and Sucrose Coco-PrimG	9733214094	549.900	REL CALC SPRO PRII PRSI APG	9733	90000296022	4	INIT DEAP
<input type="checkbox"/>	30230	PL34	11081718	Potassium Cetyl Phosphate-PrimG	9733201859	18.276	REL CALC SPRO PRII PRSI APG	9733	90000295750	5	INIT DEAP

Usage decision (UD)

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 (Targovek)
- 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

Usage Decision

SLED/IBD: 25.11.2024

UD Code:

Quality Score: 0

FollowUpAct:

5. 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 clicking 'Choose' icon and 'Save'

The screenshot displays two SAP windows. The top window is titled 'Change Long text on usage decision: Language EN' and shows a text editor with the following content:

```

.....1.....2.....3.....4.....5.....6.....
Inspection completion was forced
Recorded By CW4501 On 03.02.23 09:56:02
Enter comments:
    
```

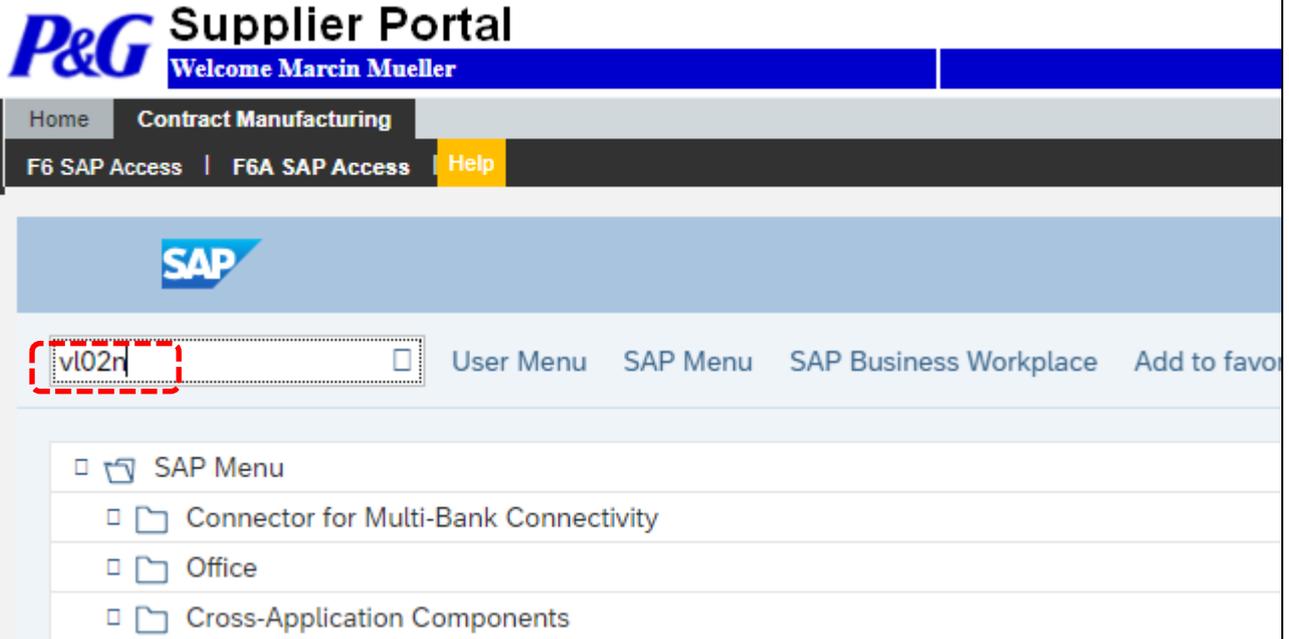
The bottom window is titled 'Change Data for Inspection Lot: Worklist for Inspection Lots' and displays a table with the following data:

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

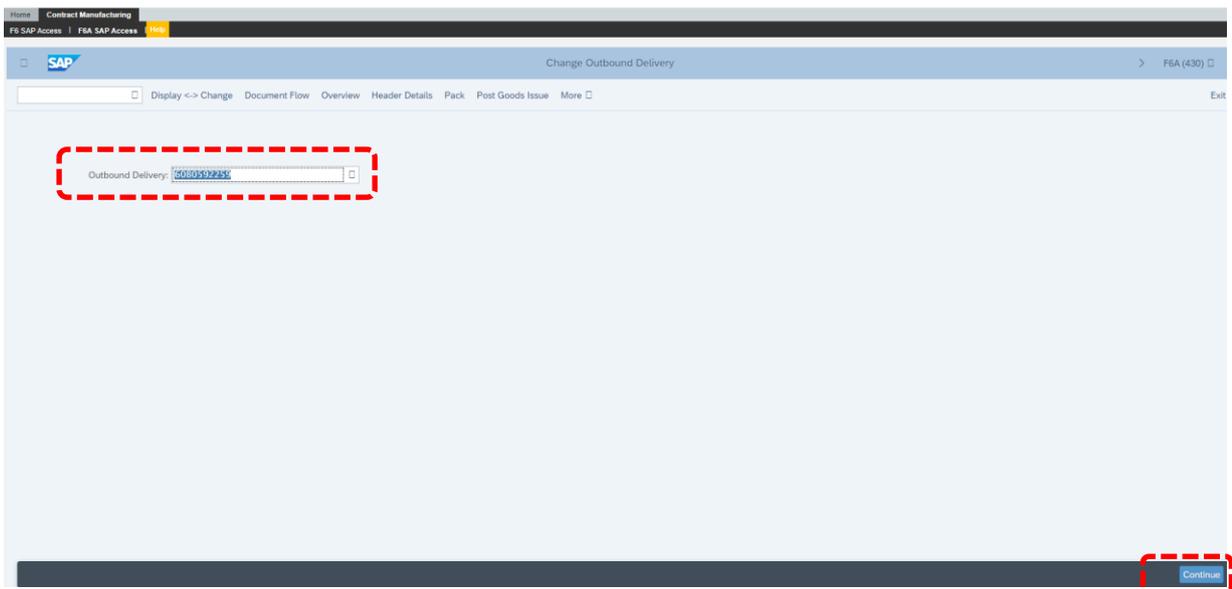
At the bottom of the second window, a status bar indicates: 'Usage decision for lot 9733 90000294913 is saved'. Navigation buttons include 'Usage Decision', 'Results', 'Create Defect', 'Change Defect', and 'Inspection lot'.

## 7. Goods picking for Outbound deliveries - 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



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

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

Pick Date/Time: 2022-08-17 00:00:00  
 Warehouse No.: [ ]

Item Overview Picking Loading Transport Status Overview Goods Movement Data

Adv. SR Relevance: [ ] Not Relevant  
 WM Activity Sts: [ ] No WM Trnsf Ord Reqd  
 Warehouse Execution: [ ] Not Relevant

Item	Material	Plnt	SLoc	Req. Segment	Deliv. Qty	Un	Picked Qty	Un	Batch	B...	P...	W.	Stag. Date	Matt...	Val. Type	Description
1	81763704	9733	PL34		3,588	IT	3,588	IT	2224A007F0	[ ]	C		2022-08-17	00:00:00		OLAY RG VITC AH24 FM 50ML
2	81765008	9733	PL34		5,500	IT	5,500	IT	2224A007F0	[ ]	C		2022-08-17	00:00:00		OLAY RETINOL MAX FM 50ML E
3	81782939	9733	PL34		5,080	IT	5,080	IT	2224A007F0	[ ]	C		2022-08-17	00:00:00		OLAY RET MX 50ML LE XMAS 50
4	81783236	9733	PL34		1,944	IT	1,944	IT	2180A007F0	[ ]	C		2022-08-17	00:00:00		OLAY GS VIT C 50ML + RET24 1
5	81783237	9733	PL34		2,118	IT	2,118	IT	2069A007F0	[ ]	C		2022-08-17	00:00:00		OLAY GS RG LDT 50ML + RET24
6	70000	9733	0066		27	IT	27	IT		[ ]	C		2022-08-17	00:00:00		Pallet Chp 80/120 Blue 009800

Change restricted shipment 43657124 is processed for transportation

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

Pick Date/Time: 2022-08-17 00:00:00  
 Warehouse No.: [ ]

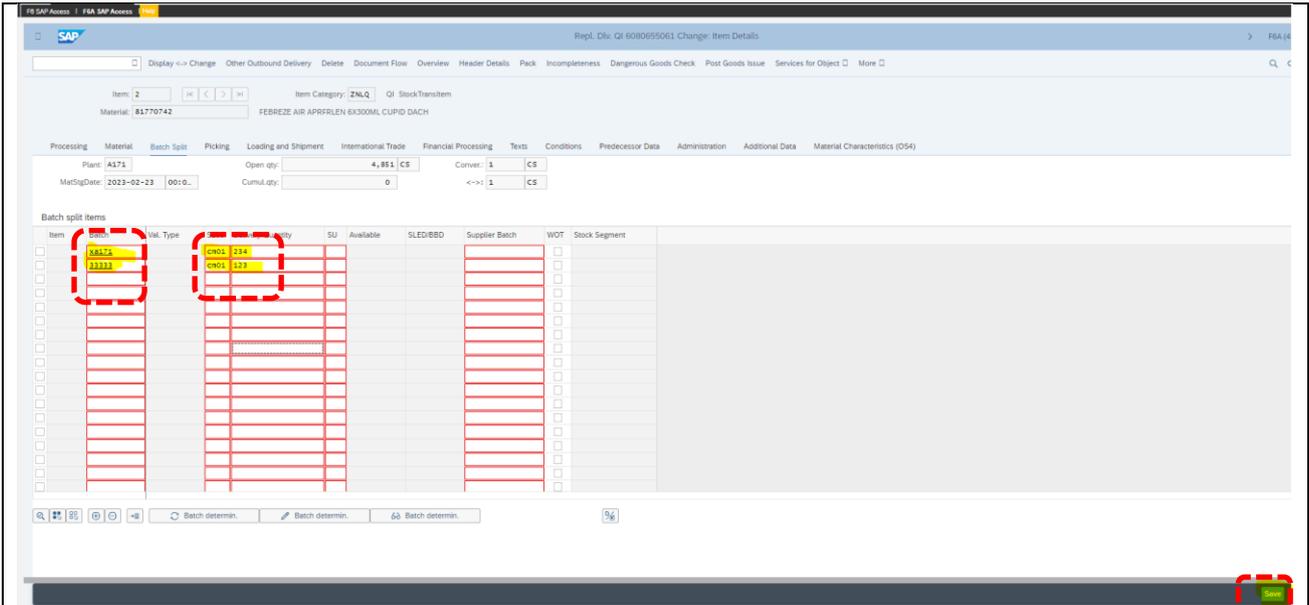
Item Overview Picking Loading Transport Status Overview Goods Movement Data

Adv. SR Relevance: [ ] Fully Picked  
 WM Activity Sts: [ ] No WM Trnsf Ord Reqd  
 Warehouse Execution: [ ]

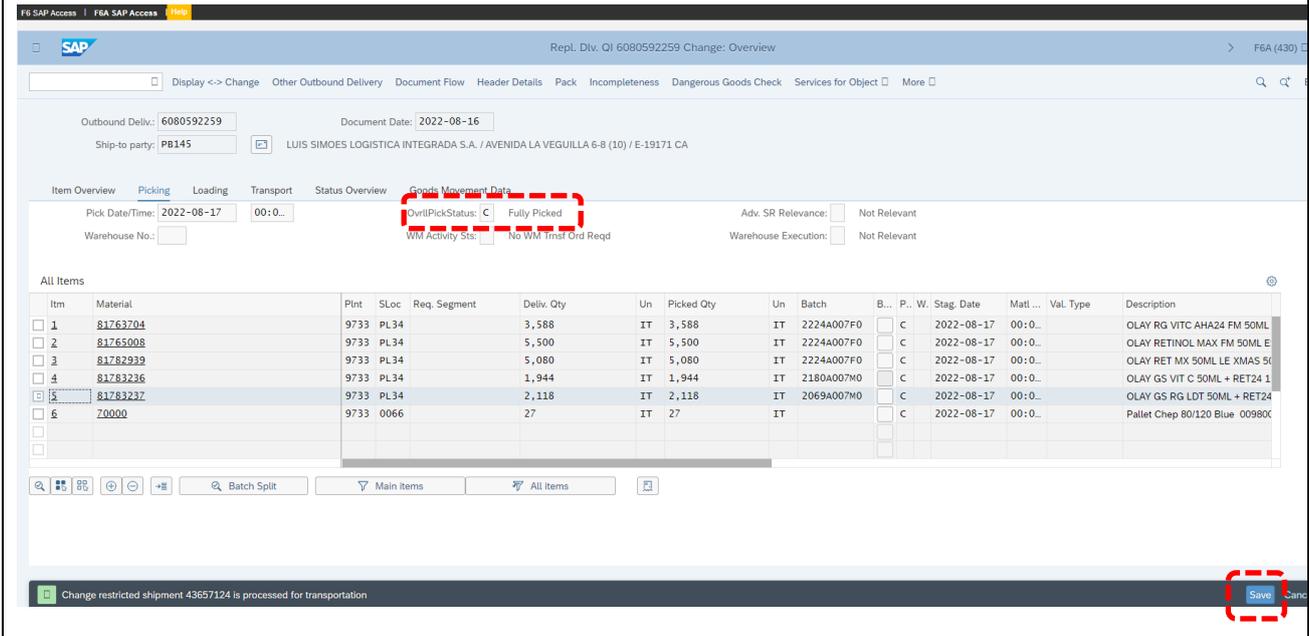
Item	Material	Plnt	SLoc	Req. Segment	Deliv. Qty	Un	Picked Qty	Un
1	81763704	9733	PL34		3,588	IT	3,588	IT
2	81765008	9733	PL34		5,500	IT	5,500	IT
3	81782939	9733	PL34		5,080	IT	5,080	IT
4	81783236	9733	PL34		1,944	IT	1,944	IT
5	81783237	9733	PL34		2,118	IT	2,118	IT
6	70000	9733	0066		27	IT	27	IT

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

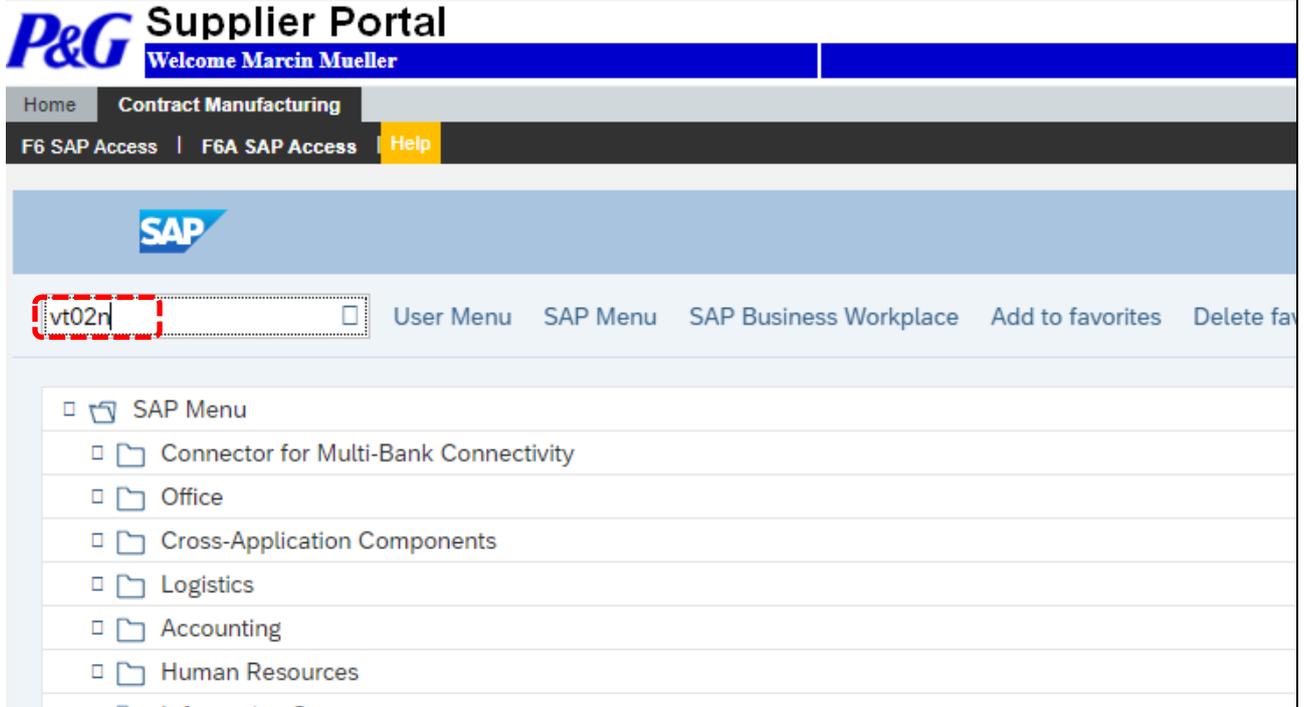


6. If all picking was completed correctly with full quantities that were planned, 'Overall Picking Status' will change to 'C' – Fully picked. Once ready, click 'Save' icon

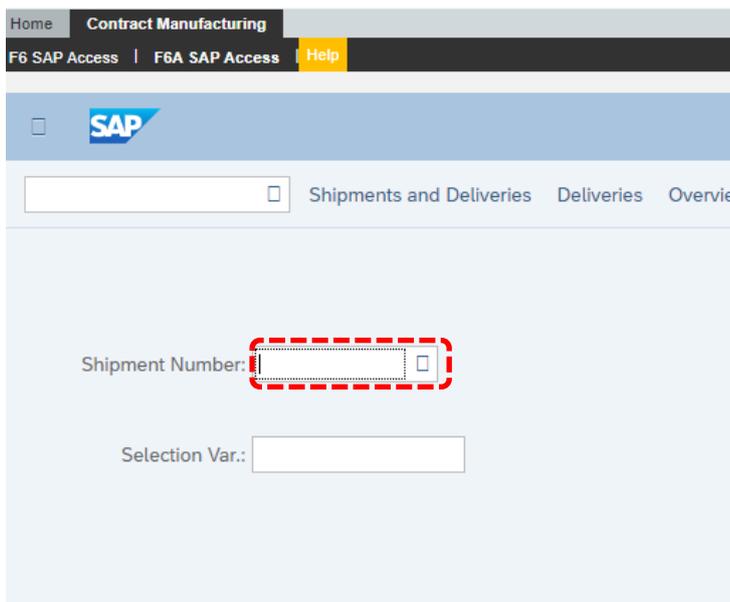


## 8. Goods Issue posting - Outbound deliveries from Contract Manufacturer

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



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



3. In the 'Processing' tab check if the shipment is planned for transport – 'Planning' icon is already confirmed and ✓ icon is displayed next to it. If that condition is met, confirm the physical goods dispatch by selecting first 'Check-in' and then 'Shipment start' icons. If done correctly ✓ icon will be displayed next to them similarly to 'Planning' icon. Then click on 'Save' icon – this will enable Goods Issue posting reflecting the goods have been dispatched from the plant and now are in-transit to its destination

The screenshot shows the SAP TMS shipment overview for shipment SC 44158715. The 'Processing' tab is active, showing various shipment details. A table below the details shows the 'Planning' and 'Execution' stages. The 'Planning' stage includes 'Check-in', 'Loading Start', 'Loading End', 'Shipment Start', and 'Shipment End'. The 'Execution' stage includes 'Check-in', 'Loading Start', 'Loading End', 'Shipment Start', and 'Shipment End'. A red dashed box highlights the 'Save' button in the bottom right corner of the interface.

Deat.	Further Dates	Stages	Partner	Texts	Duration and Distance	Status	Tender	Addit. Data	Dng. Goods	Continuous Move
		Planning								
		Execution								
		Check-in	2023-02-22	00:01	2023-02-20	13:37	✓			
		Loading Start	2023-02-22	00:01	2023-03-08	12:27	✓			
		Loading End		00:00		00:00				
		Shipment Start	2023-02-22	23:59	2023-03-08	12:27	✓			
		Shipment End	2023-02-24	09:00		00:00				

# 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.

Standard Operating Procedure  
Issue date: 01/02/2023

Supplier Portal for Contract Manufacturers

Document Owner: Marcin Mueller

## 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)