Web-Enabled Solution for Contract Manufacturers
Table of Contents

Introduction .................................................................................................................................................. 3
Objective .................................................................................................................................................... 3
Principles .................................................................................................................................................... 3
Desired Outcome ....................................................................................................................................... 3
Definitions .................................................................................................................................................. 4
Authorizations .......................................................................................................................................... 4
Procedure ................................................................................................................................................... 5
  1. Supplier Portal Logging In .................................................................................................................. 5
  2. Inbound deliveries identification ....................................................................................................... 7
  3. Material receipts .................................................................................................................................... 10
  4. Production confirmation ....................................................................................................................... 12
  5. Extract production schedule report .................................................................................................. 14
  6. Quality status change ........................................................................................................................... 17
     a) Quality Non-Managed Site ............................................................................................................... 17
     b) Quality Managed Site ....................................................................................................................... 18
  7. Goods picking for Outbound deliveries from Contract Manufacturer .............................................. 21
  8. Goods Issue posting for Outbound deliveries from Contract Manufacturer ...................................... 25
Support model .......................................................................................................................................... 27
Downtimes of Supplier Portal .................................................................................................................. 27
Business Continuity Plan procedure ....................................................................................................... 27
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.
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) 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.

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.
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).

[Image of a table showing delivery information]
3. Material receipts

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. On the selection screen, input data as below and when completed, click ‘Enter’
   1. Movement type: 101
   2. Purchase Order: as provided by P&G spoc
   3. Plant: as provided by P&G spoc
4. Input required data: quantity and batch number reference number in respective cells and make sure that the line is selected. When completed, click on ‘Post’ button.
4. Production confirmation

1. 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.

2. 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.

3. 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.
<table>
<thead>
<tr>
<th>Check</th>
<th>Status</th>
<th>P/N</th>
<th>Production Line</th>
<th>Process Order</th>
<th>Purchase Order</th>
<th>Lot Number</th>
<th>Material</th>
<th>Batch</th>
<th>Description</th>
<th>Confirmed Qty</th>
<th>Confirmation Qty</th>
<th>Unit</th>
<th>Planned Date</th>
<th>Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>P2</td>
<td>C213260ST</td>
<td>9731957576</td>
<td>4510756577</td>
<td>10 075540306</td>
<td>TEST352</td>
<td>ARBIR DVCS SK JAPAN AX23019 MAR ID</td>
<td>0.000</td>
<td>0.000</td>
<td>CS</td>
<td>2,070,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>E</td>
<td>C213260ST</td>
<td>9731957518</td>
<td>4510756418</td>
<td>10 075540306</td>
<td>TEST351</td>
<td>ARBIR DVCS SK JAPAN AX23019 MAR ID</td>
<td>0.000</td>
<td>0.000</td>
<td>CS</td>
<td>2,070,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>E</td>
<td>C213260ST</td>
<td>9731957564</td>
<td>4510756953</td>
<td>10 075540306</td>
<td>TEST351</td>
<td>ARBIR DVCS SK JAPAN AX23019 MAR ID</td>
<td>0.000</td>
<td>0.000</td>
<td>CS</td>
<td>2,070,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>E</td>
<td>C213260ST</td>
<td>9731957588</td>
<td>4510757402</td>
<td>10 075540306</td>
<td>TEST351</td>
<td>ARBIR DVCS SK JAPAN AX23019 MAR ID</td>
<td>0.000</td>
<td>0.000</td>
<td>CS</td>
<td>2,070,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>E</td>
<td>C213260ST</td>
<td>9731957590</td>
<td>4510757827</td>
<td>10 075540306</td>
<td>TEST351</td>
<td>ARBIR DVCS SK JAPAN AX23019 MAR ID</td>
<td>0.000</td>
<td>0.000</td>
<td>CS</td>
<td>2,070,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>E</td>
<td>C213260ST</td>
<td>9731957560</td>
<td>4510757410</td>
<td>10 075540306</td>
<td>TEST351</td>
<td>ARBIR DVCS SK JAPAN AX23019 MAR ID</td>
<td>0.000</td>
<td>0.000</td>
<td>CS</td>
<td>2,070,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>E</td>
<td>C213260ST</td>
<td>9731957550</td>
<td>4510757605</td>
<td>10 075540306</td>
<td>TEST351</td>
<td>ARBIR DVCS SK JAPAN AX23019 MAR ID</td>
<td>0.000</td>
<td>0.000</td>
<td>CS</td>
<td>2,070,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>E</td>
<td>C213260ST</td>
<td>9731957505</td>
<td>4510757564</td>
<td>10 075540306</td>
<td>TEST351</td>
<td>ARBIR DVCS SK JAPAN AX23019 MAR ID</td>
<td>0.000</td>
<td>0.000</td>
<td>CS</td>
<td>2,070,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>E</td>
<td>C213260ST</td>
<td>9731957543</td>
<td>4510757586</td>
<td>10 075540306</td>
<td>TEST351</td>
<td>ARBIR DVCS SK JAPAN AX23019 MAR ID</td>
<td>0.000</td>
<td>0.000</td>
<td>CS</td>
<td>2,070,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>E</td>
<td>C213260ST</td>
<td>9731957505</td>
<td>4510757696</td>
<td>10 075540306</td>
<td>TEST351</td>
<td>ARBIR DVCS SK JAPAN AX23019 MAR ID</td>
<td>0.000</td>
<td>0.000</td>
<td>CS</td>
<td>2,070,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>E</td>
<td>C213260ST</td>
<td>9731957572</td>
<td>4510757614</td>
<td>10 075540306</td>
<td>TEST351</td>
<td>ARBIR DVCS SK JAPAN AX23019 MAR ID</td>
<td>0.000</td>
<td>0.000</td>
<td>CS</td>
<td>2,070,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>E</td>
<td>C213260ST</td>
<td>9731957507</td>
<td>4510757613</td>
<td>10 075540306</td>
<td>TEST351</td>
<td>ARBIR DVCS SK JAPAN AX23019 MAR ID</td>
<td>0.000</td>
<td>0.000</td>
<td>CS</td>
<td>2,070,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>E</td>
<td>C213260ST</td>
<td>9731957528</td>
<td>4510757612</td>
<td>10 075540306</td>
<td>TEST351</td>
<td>ARBIR DVCS SK JAPAN AX23019 MAR ID</td>
<td>0.000</td>
<td>0.000</td>
<td>CS</td>
<td>2,070,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>E</td>
<td>C213260ST</td>
<td>9731957517</td>
<td>4510757613</td>
<td>10 075540306</td>
<td>TEST351</td>
<td>ARBIR DVCS SK JAPAN AX23019 MAR ID</td>
<td>0.000</td>
<td>0.000</td>
<td>CS</td>
<td>2,070,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>E</td>
<td>C213260ST</td>
<td>9731957528</td>
<td>4510757608</td>
<td>10 075540306</td>
<td>TEST351</td>
<td>ARBIR DVCS SK JAPAN AX23019 MAR ID</td>
<td>0.000</td>
<td>0.000</td>
<td>CS</td>
<td>2,070,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>E</td>
<td>C213260ST</td>
<td>9731957500</td>
<td>4510757613</td>
<td>10 075540306</td>
<td>TEST351</td>
<td>ARBIR DVCS SK JAPAN AX23019 MAR ID</td>
<td>0.000</td>
<td>0.000</td>
<td>CS</td>
<td>2,070,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Plant: C214
Date: 20230105 to 20230226
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

**Selection Profile:** ZISPROS  
**Plant:** C214  
**Production Line:** C214PAIT

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Start Time</th>
<th>End Date</th>
<th>End Time</th>
<th>Material</th>
<th>Description</th>
<th>Batch #</th>
<th>Practice / Plot</th>
<th>Planned Qty</th>
<th>Deliv. Qty</th>
<th>Confirmed Qty</th>
<th>Fin. WIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023-01-31</td>
<td>00:59:10</td>
<td>2023-01-31</td>
<td>24:00:00</td>
<td>83758363</td>
<td>AMPLP# JAVL SK JAPAN 4X20ML NAR 38</td>
<td>TEST835</td>
<td>937198721</td>
<td>2,970</td>
<td>0</td>
<td>0</td>
<td>CS</td>
</tr>
<tr>
<td>Total for Production Line C214PAIT CS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,970</td>
<td>0</td>
<td>0</td>
<td>CS</td>
</tr>
</tbody>
</table>

- **Grand Total:** 2,970

End of Report: ZISX00004 Production Schedule Report

---

**Business Use**

---
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’.
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:
   1. 321 - Transfer Quality Inspection to Unrestricted
   2. 322 - Transfer Unrestricted to Quality Inspection
   3. 343 - Transfer Blocked to Unrestricted
   4. 344 - Transfer Unrestricted to Blocked
   5. 349 - Transfer Blocked to Quality Inspection
   6. 350 - Transfer Quality Inspection to Blocked

7. Purchase Order: as provided by P&G spoc
8. Plant: as provided by P&G spoc
2. Input required data: materials, quantities, batch number and issuing location in respective cells. When completed, click ‘Enter’ and then on ‘Post’ icon.

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. 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.
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 clicking ‘Choose’ icon and ‘Save’.
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.
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.
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.

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 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.

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.
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

<table>
<thead>
<tr>
<th>Impact</th>
<th>Expected Resolution Time</th>
<th>Initial P&amp;G Support Response Time*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical</td>
<td>24h/1 working day</td>
<td>4h</td>
</tr>
<tr>
<td>Major</td>
<td>3 working days</td>
<td>8h</td>
</tr>
<tr>
<td>Minor</td>
<td>5 working days</td>
<td>8h</td>
</tr>
</tbody>
</table>

*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

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Change Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>04.01.2023</td>
<td>Marcin Mueller</td>
<td>Migo update</td>
</tr>
<tr>
<td>08.03.2023</td>
<td>Marcin Mueller</td>
<td>Screenshots update</td>
</tr>
</tbody>
</table>