MTD556F: 3M Logistics in SAP Fiori® Simple Logistics

Supplier Training

Version: (20-07)

Date: (24-07-2020)

3M

3M Transformation, Technologies, and Services

Progress set in motion >

Course Introduction

Corcentric and SAP Fiori® are two new tools.

Corcentric is used for signing in Purchase Orders, production reporting materials, ship noticing and invoicing.

SAP Fiori® is used for receiving input materials, entering quality data, and printing labels.

After completing this course, you will be able to:

- Receiving – Inbound Processing
- Identify Queue Errors
- Internal Movements – Move goods to EWM
- Inventory Review – Display WHSE Stock
- Shipping – TU Outbound Wizard
- Document Reprinting – Reprint Documents

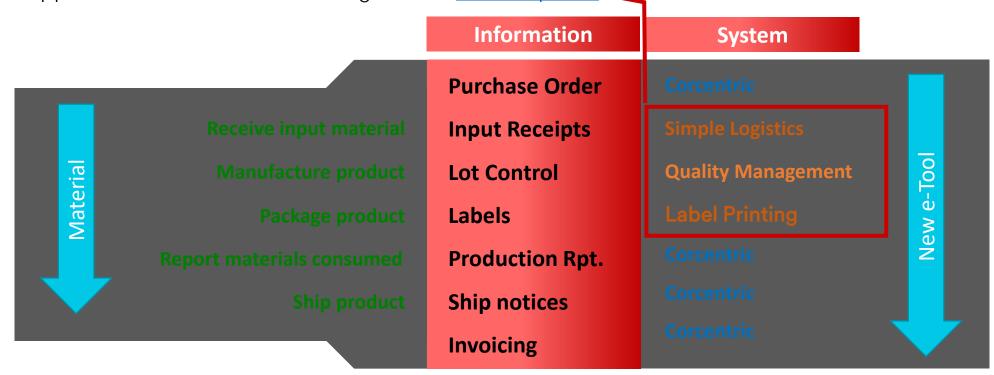*This training will only cover SAP Fiori Simple Logistics®

SAP Fiori® is the trademark or registered trademark of SAP SE or its affiliates in Germany and in several other countries.

Corcentric® is the trademark or registered trademark of Corcentric, LLC or its affiliates in the United States and in several other countries.

3M

Process Changes – eTool Detail

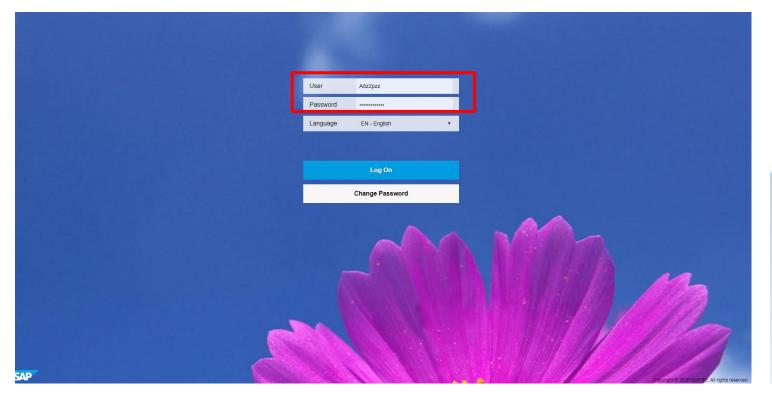SAP Fiori® Applications are accessed through a link: Partner portal.

	Information	System
Receive input material	Purchase Order	Corcentric
	Input Receipts	Simple Logistics
Manufacture product	Lot Control	Quality Management
Package product	Labels	Label Printing
Report materials consumed	Production Rpt.	Corcentric
Ship product	Ship notices	Corcentric
	Invoicing	Corcentric

Material

New e-Tool

3M

Accessing SAP Fiori®

SAP Fiori® log in screen.

SAP Fiori® has an easy tile system to navigate through the various applications and processes within the tool.

- Log into SAP Fiori® go to URL https://partnerportal.3m.com/ entering your UPIN/Password and the **Home Page** will be displayed.

3M

SAP Fiori® Home Page

- **Home Page** is the single point of entry for all SAP Fiori® applications. The applications are organized into groups which contain tiles.

- Only the groups needed for your business will displayed once the user has completed training. The user will receive an email notification that their access has been granted.

- A user may have access to multiple applications on the SAP Fiori® Partner Portal **Home Page**.

- To return to the **Home Page** from any application, there is a **Home** ⌂ icon that can be clicked.

Click any tile to access a specific application.

3M

Personalizing SAP Fiori®

To personalize your Home Page:

1. Click User Options ⬚.

2. Click Edit Home Page ✎ to switch to Edit mode.

In Edit mode, the user can:

- Drag and drop tiles.

- Add tiles.

- Hide unused tiles.
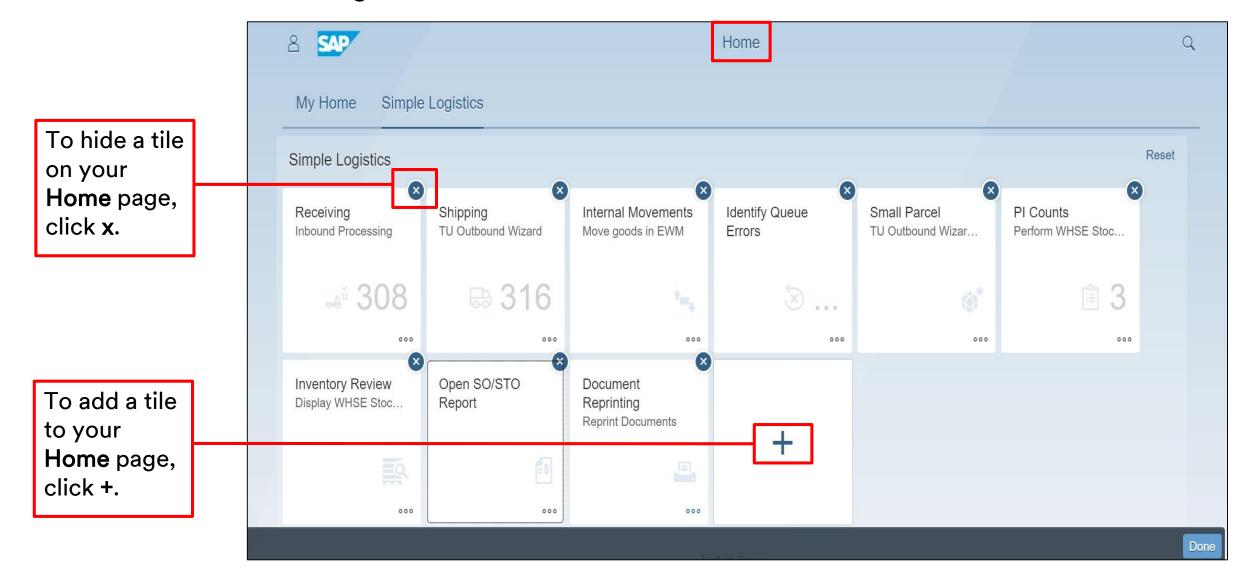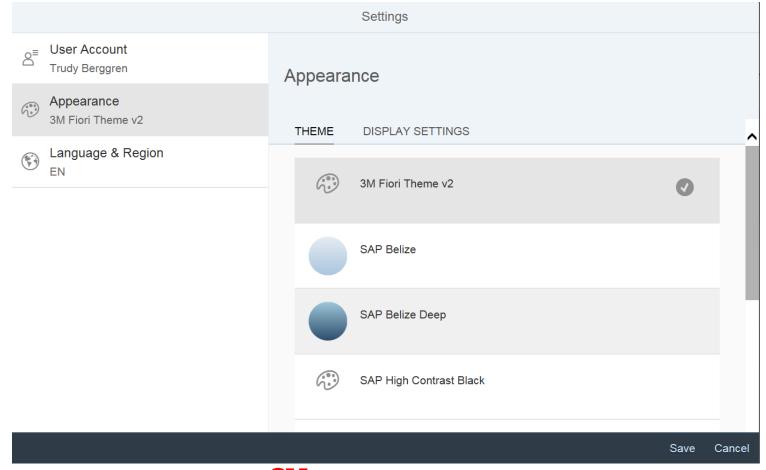
- Reset the tile group.

- Organize tiles into groups.

3M

Personalizing SAP Fiori® *(continued)*

This is the Edit Home Page screen:

To hide a tile on your Home page, click x.

To add a tile to your Home page, click +.

Partner Portal - SAP Fiori® Overview

For optimal screen display, it is recommended the user change the appearance theme in settings, to SAP® Belize or SAP® Belize Deep

Logistics Execution Terminology

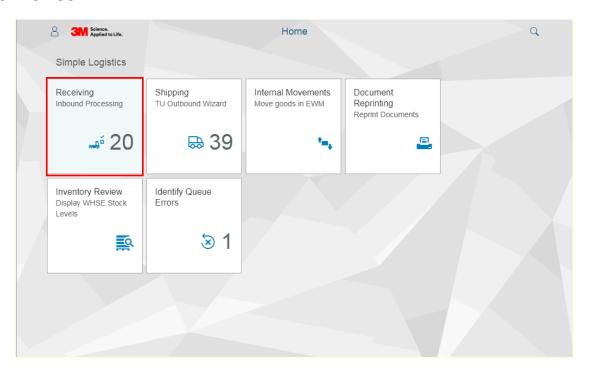|	
Warehouse Task (WT)	Document that uses Extended Warehouse Management (EWM) to execute goods movements
Storage Bin	The physical location of a storage space where the products are stored in a Warehouse
Handling Unit (HU)	A physical unit consisting of packaging materials and the goods contained on/in it. Carton, pallet, crate, etc
Transportation Unit (TU)	Refers to a master shipment consisting of a collection of orders/deliveries that will ship via truck, rail, air, etc.
Inbound Delivery (IBD)	Materials which will be received into the plant/warehouse
Outbound Delivery (OBD)	Materials that will be shipped out from the plant/warehouse
Goods Issue (GI)	Physical departure of products on TU (shipnotice). Triggers reduction of stock

3M

Receiving

SAP Fiori® Simple Logistics: Receiving - Inbound Processing

On the **Home** Page there is a **Receiving – Inbound Processing** tile.

The number displayed on the tile is the number of Inbound Deliveries

In this module the user will learn:
- How this tile will be used for receiving incoming shipments.
- How to create and search for Inbound Deliveries, also called IBDs
- How to perform a Goods Receipt on the IBD

Click on Receiving – Inbound Processing

SAP Fiori® Simple Logistics: Search, Select, Create

In SAP Fiori® Simple Logistics, the user can select single or multiple Inbound Deliveries Search by specific IBD number or Create a new IBD.

The Receiving process starts here. The material assigned to the user will be an inbound delivery and can do the following:

1. Select multiple IBDs by clicking on the **multi-select button** or available IBDs will be listed on the left-hand side of the screen.

2. Type in and **search** a specific IBD and apply filters if your list it too long – how to on the next slide.

3. Select an **IBD from the list**, use the scroll bar to locate the desired IBD and click on it or available IBDs will be listed on the left-hand side.

4. **Create** a new IBD click on the **+**.

*Note: It is recommended the user does not create a new IBD, if possible. The system does not allow the data to flow naturally, which could result in missing data or other errors.
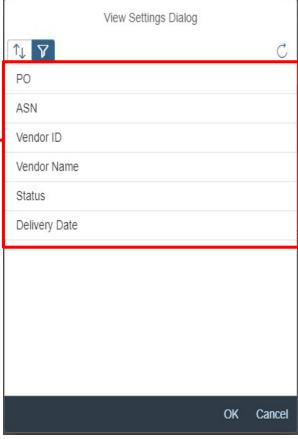
3M

SAP Fiori® Simple Logistics: Filters

Apply search filters to narrow the list of IBDs to view:
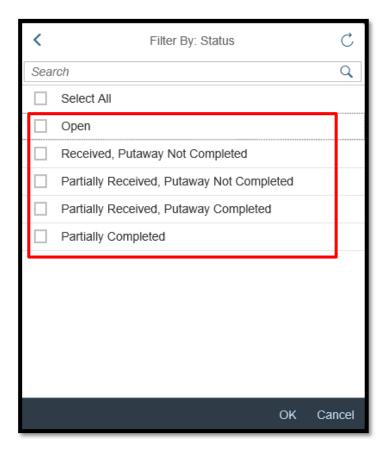

Click to apply filters

Filter options

This is example is filtered by IBD Status equal to Open:

- Received, but Putaway not Completed

- Partially Received, Putaway not completed

- Partially Received and Putaway Completed
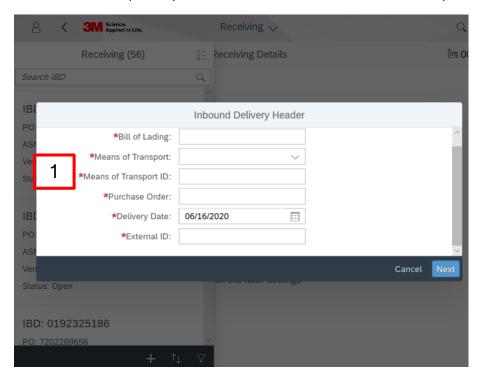
- Partially Completed

3M

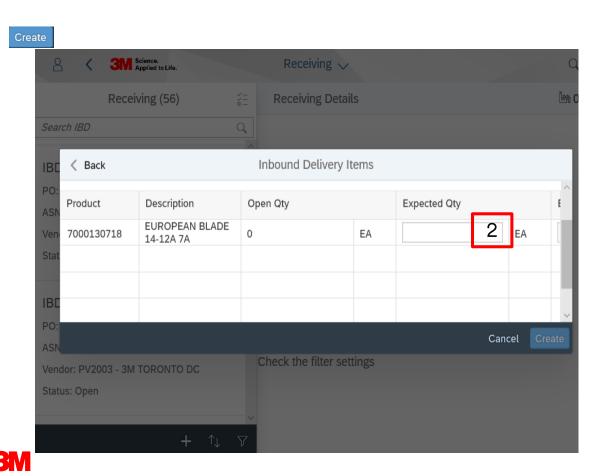# SAP Fiori® Simple Logistics: Create a new Inbound Delivery

There is the ability to manually create an IBD, if the IBD is not in Simple Logistics. The user needs to be on the Receiving Details page.

To **Create** an Inbound Delivery (IBD), the user must have a valid SAP Purchase Order.

1. Enter all the required * Inbound Delivery Header fields and click [Next]

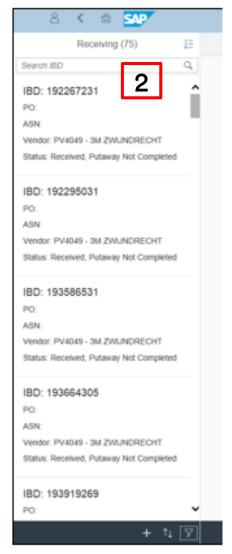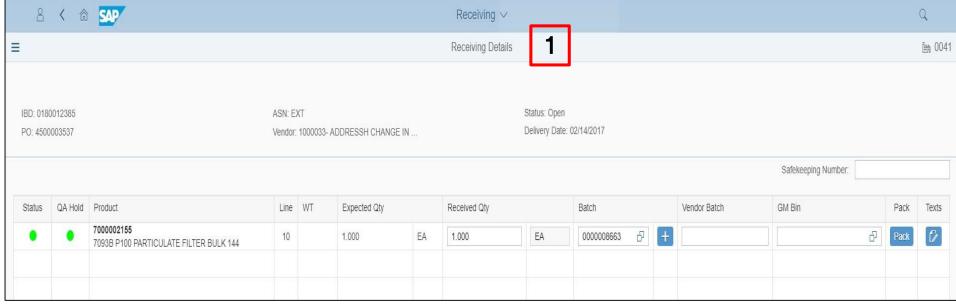2. Enter the quantity to be received in the Inbound Delivery Items then click [Create]

*Note: Manually creating the IBD, does not create the batch/lot number, if required.

SAP Fiori® Simple Logistics: Process the IBD/Receipt

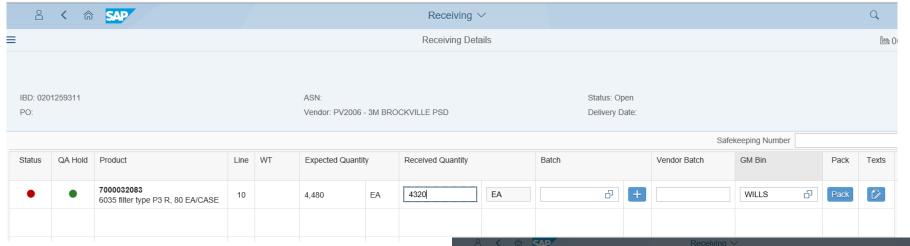Select the IBD to be processed to continue to the Receiving Details page

1. When creating a new IBD manually, the Receiving Details page will display.
•   The received quantity field will be grayed out as it was previously entered.

2. When selecting an IBD from the available list, the Receiving Details page will be displayed.
•   The received quantity will default to the same as expected quantity which can be updated.

3M

SAP Fiori® Simple Logistics: Edit the received quantity

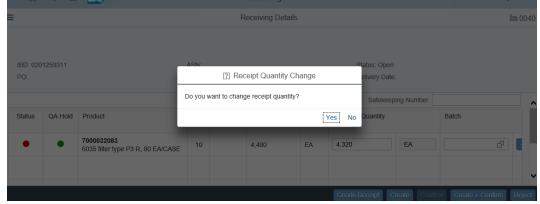If the user needs to edit the received quantity , type in the correct quantity and click enter.

Follow your current process for making any quantity changes to the receipt.
- User can edit the received quantity and click enter
- A confirmation window will be displayed
- If the change is allowed, the quantity will be updated

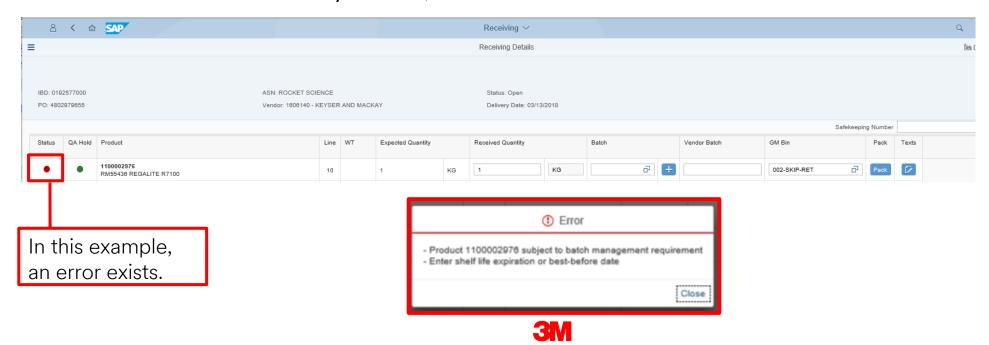*Note: If user is unable to update the quantity, a message will be displayed.

3M
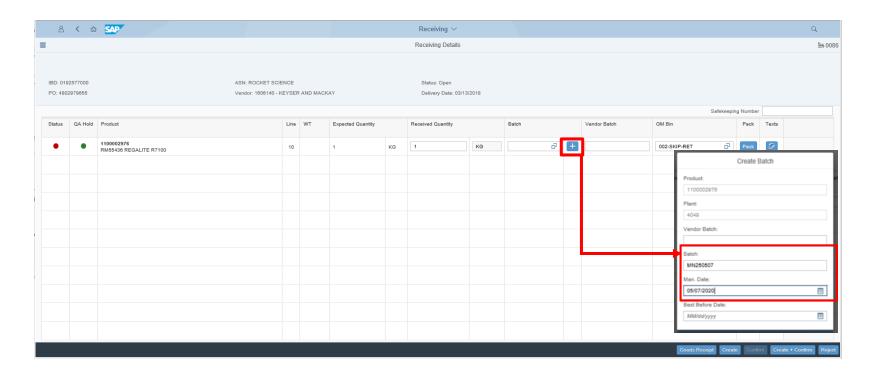
SAP Fiori® Simple Logistics: Status

To view the status of an IBD and the QA Hold indicator.

- A **green** circle indicates no errors exist.

- A **red** circle indicates errors exist must be resolved (such as a missing Batch or Best Before Date).
  - Click on the red circle to view the message
  - A red circle for Quality Hold, the order line is on hold for some reason.

In this example, an error exists.

3M

SAP Fiori® Simple Logistics: Enter missing Batch information

- When the material is batch managed, batch information is required.

- When the batch data was sent on the IBD it will appear in the batch field.

- When the material is batch managed and the field is blank, the user may need to enter the batch manually

SAP Fiori® Simple Logistics: Enter Batch information *(continued)*

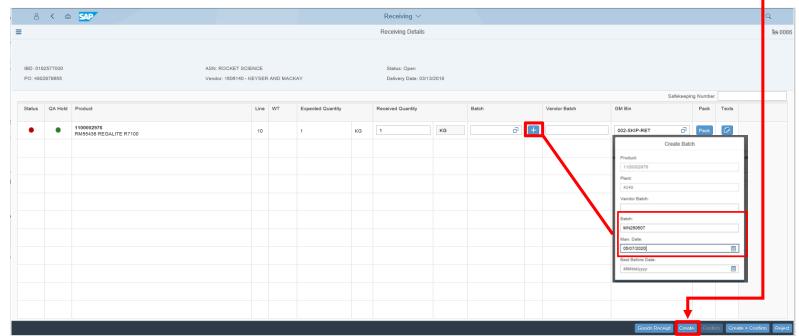By clicking on the **+ - Add** button, a Create Batch window will display and the required fields are:
Product, Plant, Vendor Batch, Batch, Manufacture Date, and Best Before Date.
The Product and plant fields are defaulted from the IBD.
Type in the Batch number.
Man. Date is the Date of Manufacture. It will default to today's date. This field can be updated, if needed.
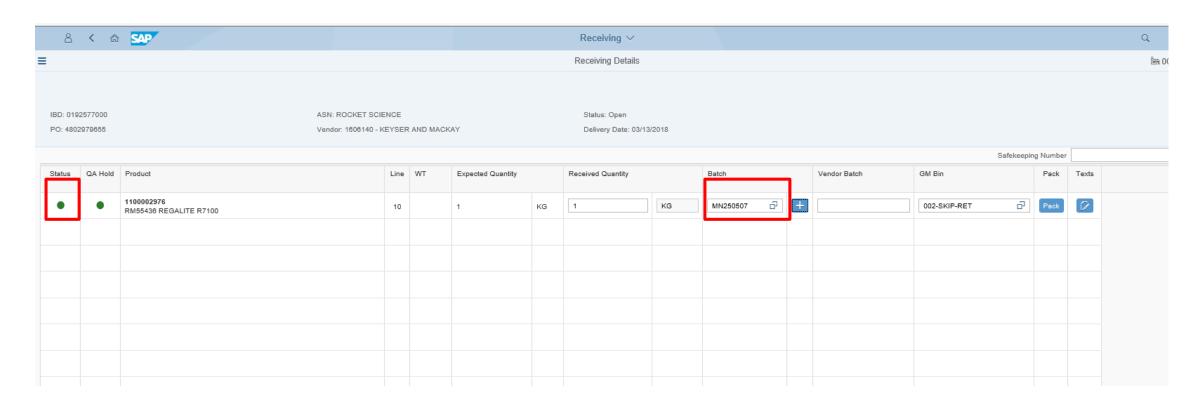Once you have entered the required batch information, click **Create**

What is a double box icon?

You can also click on the double box icon to see if the batch is already created but not assigned to the material for any reason.

3M

SAP Fiori® Simple Logistics: Entering a Batch
(continued)

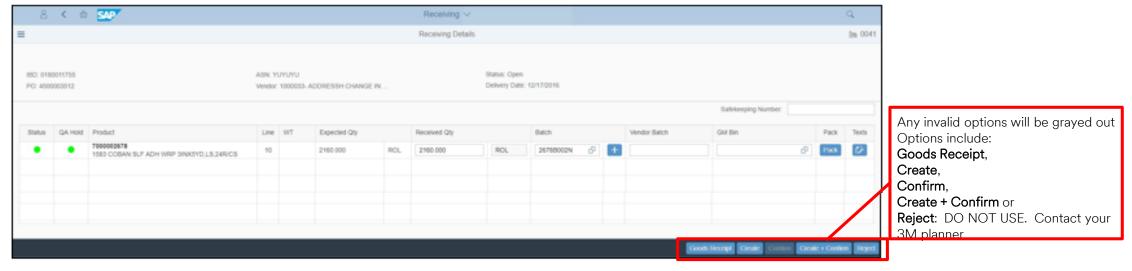Notice the Batch has been added/updated and the Status is now **green.**

SAP Fiori® Simple Logistics: Process the IBD

If both the Status and QA Hold fields are green, the user can process the IBD.

Available options to process the IBD are highlighted at the bottom of the page.

Any invalid options will be grayed out
Options include:
Goods Receipt,
Create,
Confirm,
Create + Confirm or
Reject: DO NOT USE. Contact your 3M planner

Subcontractors only select the Create to complete the Receiving process. If the user clicks on Create + Confirm and Confirm is not required, the system will display a message stating, Warehouse Tasks are already confirmed. Click OK to proceed.

*Note: The user will be asked if the receipt quantity should be changed. Select Yes to proceed. Remember, if the quantity change is not allowed, the system will display error message stating the reason. Contact your 3M resource person, if changes are needed and not allowed.

3M

SAP Fiori® Simple Logistics: Process the IBD
(continued)

Short descriptions for processing an IBD:

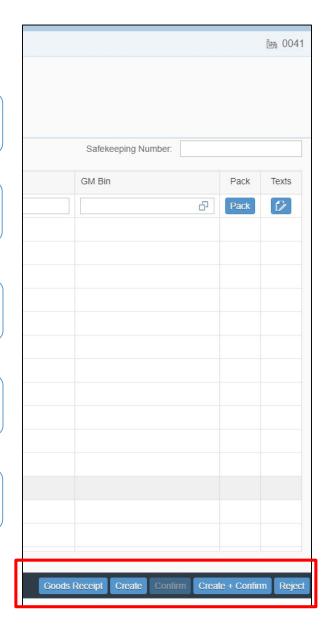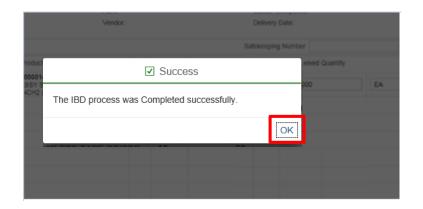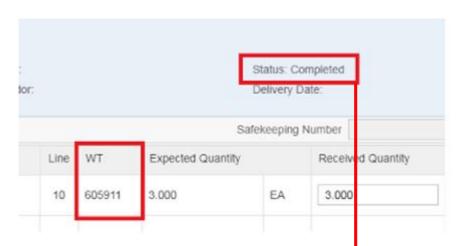|	
Goods Receipt	Executes a Goods Receipt on the IBD
Create	Executes a Good Receipt and creates the putaway Warehouse Task – This will be used by Subcons.
Confirm	Confirms open putaway Warehouse Tasks (grayed out- not used by subcontracting)
Create + Confirm	Executes a Goods Receipt and creates, then confirms, putaway Warehouse Tasks. Not used.
Reject	Exception process that allows IBD rejection. DO NOT USE.

3M

SAP Fiori® Simple Logistics: Process the IBD
(continued)

When IBD process is completed, a Success message will be display, click OK and the user will be redirected to the master IBD list.

A message will display should there be any errors and how to resolve the issue.

*Note: Status displays **Completed** and the Warehouse Task field is now populated on the Receiving Details page.
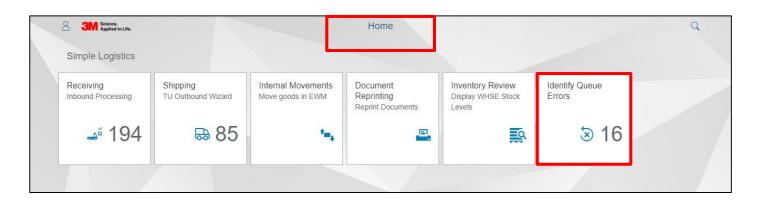
3M

Identify Queue Errors

SAP Fiori® Simple Logistics: Identify Queue -Errors

On the **Home** Page there is a **Identify Queue – Errors** tile.
The number displayed on the tile lets the user know there are current queue errors logged in the system for your warehouse. In this example (16)

In this module the user will learn:
- How to Filter Queue Error reports
- How to View/Identify Queue Errors
- How to Reprocess Queue Errors

Click on **Identify Queue - Errors**

Note: Queue errors prevent subsequent transactions from getting processed until the error is resolved.

3M

Queue Error Report: Filters
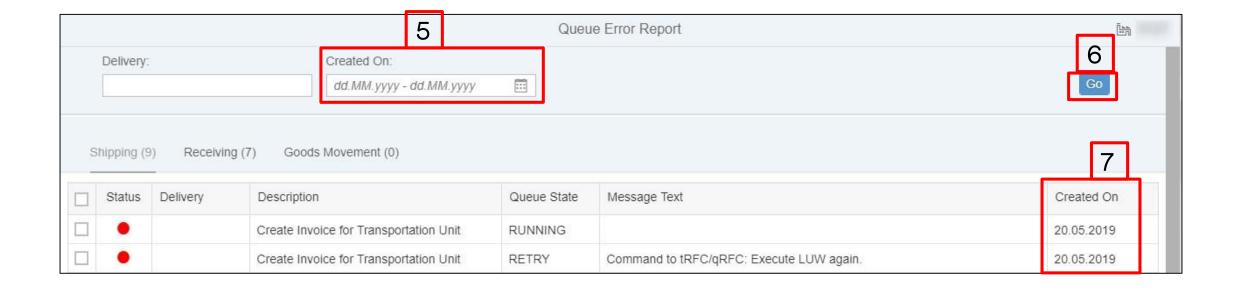
1. Queue Error Report displays
2. Enter the Inbound Delivery (IBD) or Outbound Delivery (OBD) number
3. Click Go
4. The results will be displayed for the Delivery that was entered

3M

Queue Error Report: Filters *(continued)*

5. Enter a date or a date range in the Created On field to limit the number of errors displayed

6. Click Go

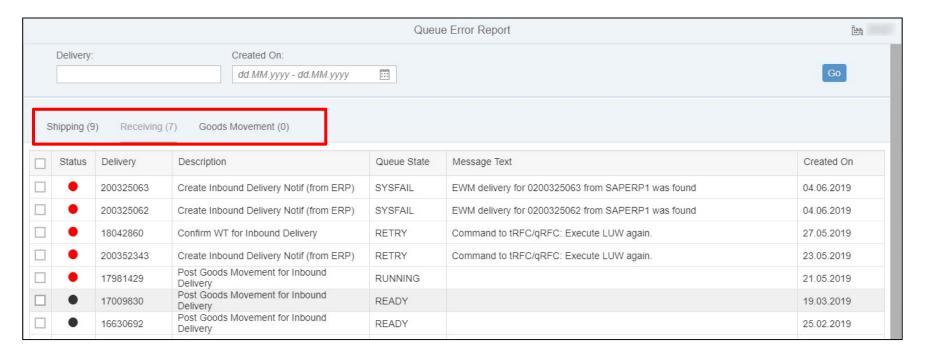7. The results will be displayed for the Created On Date that was entered

Queue Error Report: Tabs

Below the **Delivery** and **Created On** search fields are tabs that separate results into **Shipping, Receiving,** or **Goods Movement** queue errors.

Click on the Receiving tab to view queue errors associated with missing IBDs

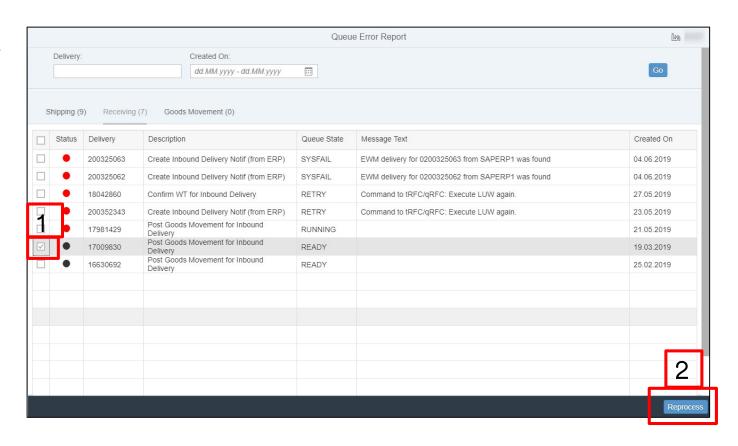***Note:** The view will default to Shipping.

3M

SAP Fiori® Simple Logistics: Identify Queue Errors
(continued)

Many errors are caused by timing issues. These errors can be resolved by:

1. Click in the box next to the status and a checkmark appears

2. Click **Reprocess**.

A black circle in the Status indicates there are errors in the report. The user can **Reprocess** and usually clears the errors.

*Note: If the status is Black or Green, the queue error may have recently been resolved either by manual reprocess or a background job run.
The Queue State of 'READY' means that the error has been resolved, and those errors should drop off the next time that the report is run

3M

SAP Fiori® Simple Logistics: Identify Queue Errors
(continued)

3. When the Reprocess is successful, this message displays

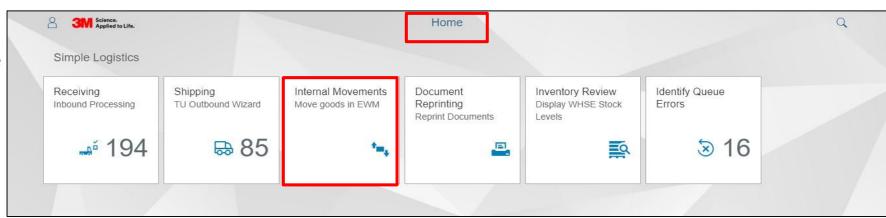When the Reprocess is unsuccessful, an error message displays:

3M

Internal Movements

The SAP Fiori® Simple Logistics Internal Movements – Move goods in EWM

On the **Home** Page there is an **Internal Movements – Move goods in EWM** tile.

In this module the user will learn:
- How to perform internal movements
- Move product to Stock at Vendor allows user to consume the input material for subcontracting process
- Move materials from bin to bin
  - By Handling Unit (HU)
  - By Product
- Change Product Stock type
  - Quality
  - Blocked
  - Available

Click **Internal Movements – Move goods to EWM**

SAP Fiori® Simple Logistics: Internal Movements – Move goods in EWM

Use Internal Movements to create and confirm a Warehouse Task (WT). The most common action for Subcontracting is moving material to **Stock at Vendor.**

Subcontracting may use the Internal Movements and Stock at Vendor.

■ It is the movement from the receiving bin of the Subcon to stock at vendor (stock at vendor is like the shop floor of the subcon). This transaction has to happen as the inventory has to be in the shop floor (stock at vendor) to be consumed from.

Change Owner

■ Is used to change ownership of the inventory from Consign to 3M Owned. This is rarely used, if ever.

3M

SAP Fiori® Simple Logistics Internal Movements - Move goods in EWM *(continued)*

From is the current state, where you identify the material that needs to move or be changed.

Search by *Product or HU. This populates the associated data and eliminates issues with missing information needed by the system to perform the movement.

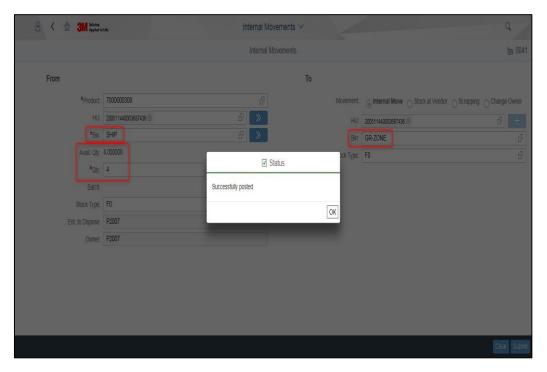*Subcontracting will search by Product

From

*Product:

Search for Product

HU:

Search for HU   »

*Bin:

»

Avail. Qty:

*Qty:

When searching by Product, enter the product ID and then click on the search icon. It will pull in all the inventory for that product by HU. Select the one you want to move.

When searching by HU, you must first select the search icon, and that will bring up a popup where you enter the HU. After you type in the HU click on the search icon to find that specific HU. Click on the HU to pull in the data.
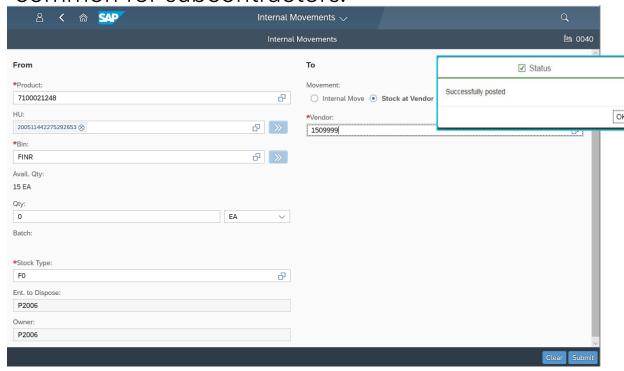
3M

SAP Fiori® Simple Logistics Internal Movements – Move goods in EWM: Example

Here is an example of Internal Bin Move. We are moving 4 ROL of **Product 7000000308** from **Bin SHIP** to **Bin GR-ZONE**.

Here is an example of moving inventory to Stock at Vendor. This is the most common for subcontractors.

Note: When performing a bin-to-bin movement with a HU, the entire HU quantity moves regardless of the value entered into the **Qty** field on the **From** side.

Note: Vendor will default to the Supplier Vendor ID when Stock at Vendor is selected. Click Submit to update the inventory to Stock at Vendor

3M

Inventory Review

The SAP Fiori® Simple Logistics Inventory Review – Display WHSE Stock

On the **Home** Page there is an **Inventory Review – Display WHSE Stock** tile.

In this module the user will learn:
- Inventory Review process for all inventory at the location

Click **Inventory Review – Display WHSE Stock**

3M

Inventory Review – Display WHSE Stock *(continued)*

To view inventory status the best practice is to filter by a specific **Product.** The user can view inventory for all products, by entering an ***** in the **Product** filter and press **Enter.**

Inventory Review				
Product	Batch	Stock Type	Storage Bin	HU
Enter Product or Search				

*Note: To narrow the search down the user can enter data in each field (Batch, Stock Type, Storage Bin, and HU)

3M

Inventory Review – Display WHSE Stock *(continued)*

Inventory Review filters include:

Product	Search for a specific product or all products
Batch	Search for products with specific batch numbers
Stock Type	Search for products with a specific stock type
Storage Bin	Search for products in a specific storage bin
HU	Search for products in a specific Handling Unit

3M

Inventory Review – Display WHSE Stock *(continued)*

Stock View and Stock at Vendor display additional filters. This may be used if you are managing multiple plant/vendor locations

Plant	When user parameters are set up properly, the **Plant** filter populates. **Note**: The **Plant** filter displays only on the **Stock View** and **Stock at Vendor** tabs.
Vendor	When user parameters are set up properly, the **Vendor** filter populates. **Note**: The **Vendor** filter only displays on the **Stock View** and **Stock at Vendor** tabs.

*Note: for Subcontracting, these filters are configured to your vendor location

3M

Shipping

NOTE: This section does not apply to Cross Plant Consumption – Confirm with your 3M contact

The SAP Fiori® Simple Logistics Shipping – TU Outbound Wizard

On the **Home** Page is a **Shipping – TU Outbound Wizard** tile.

The number displayed on the tile is the number of Active TUs. In this example (317)

In this module the user will learn:

- Explains Outbound Shipping process
- Perform the Shipping process
- Shipping back to 3M plant/Distribution Centers are not used

Click **Shipping – TU Outbound Wizard**

3M

Shipping - Search and Create

Search by specific TU (Transportation Unit) or create a new TU

1. **Scroll or select** from the available list of TUs on the left-hand side of the screen.

2. Type a specific TU number in the **Search** field.

3. **Create** a new TU click on the +.

The TU will include shipping information:
- Carrier ID and Name
- Departure Date
- Means of Transport
- Booking information if required
- TU status

*Note: A user can create and add TUs ahead before they are ready to be shipped. The Master List will only show Active TUs.

3M

Shipping: Create a new TU

- To Create a new TU, all the fields must be populated.
- Select the Carrier from the list. Click on the search list icon, and you will see the list of   available carriers configured for your location. You can enter a partial carrier name and click search. Then hit enter. This will narrow the list

Date defaults to today's date and pack material is defaulted from the Means of Transportation selected.

Shipping: Create a new TU *(continued)*

Example: Select Means of Transportation (MoT) for the Carrier selected.
Pack Material is auto populated when the Means of Transportation is selected.
Click **Save**

3M

Shipping: Create a new TU *(continued)*

When selecting an invalid MoT, the Pack Material field will not be populated. If this happens, re-enter a valid MoT.

Example: Rail is not a valid mode of transportation for DHL.

Shipping: Sort and Filter TU search

You can also sort and filter TUs. Sort or filter by **Carrier, Status,** or **Departure Date.**

Click the **Sort** icon to arrange TUs by **Carrier, Status,** or **Departure Date.**

Click the **Filter** icon to separate TUs by **Carrier, Status,** or **Departure Date.**

3M

Shipping: Sort and Filter *(continued)*

These are the pop-up windows that display after you click the Filter icon. This example displays TUs filtered by **Status**, then **Planned**:

Filter by **Status**

Filter by **Active**

Active TUs display

Completed Status = The TU is Goods Issued (ship noticed) and no changes can be made.

Invalidated Status = The TU has been Cancelled or Voided. Therefore cannot create a shipment with an invalid TU

Shipping: Select TU

To begin, select a TU from the Master TU List:

Shipping: Select *(continued)*

This screen displays after you select a TU.

Note: The **Activate** button is enabled only for TUs in **Planned** status. If the TU is not **Planned**, the **Activate** button is disabled, as you see here. Subcontract TU's will always be in Active status

3M

Shipping: Select *(continued)*

All actions needed to perform Goods Issue are indicated by the workflow. Based on your warehouse configuration, some steps may not be necessary. The Tasks are displayed below.

Pick

Pack

TU Overview

Review TU, Load, Goods Issue

Assign Delivery

*Note: For Subcontractors the Pick and Pack will already be done for the standard process.

3M

Shipping: TU Overview

This is the initial screen when selecting a TU. The TU is displayed and cannot be changed. Only the Departure Date can be update and modified until the TU is Load Completed. Click on the Delivery action to proceed to assigning deliveries to the TU.

Shipping: Assign Deliveries to TU

To assign deliveries:

1. If needed, use the **Search** fields to search and filter deliveries.

1. Select Delivery.
2. Click **Save**.
3. SUCCESS message displays

*Note: Green status are the only ones available to ship. If Red status appears, the errors need to be resolved before they are available to ship. Click on the red circle to view the error.

3M

Shipping: View Delivery detail

View the Delivery details by clicking on the 'Additional Details icon. Delivery status and line item details are displayed on the far right.

3M

Shipping: Pick and Pack

For Subcontracting, the Pick and Pack actions are automatically marked complete when the Delivery has been added. You can now proceed to the Review action.

*Note: Once the delivery is Added, the Pick and Pack actions are checked as complete. Pick and Pack are not required actions for subcontracting, and can now proceed to the Review tab where the user can Load and Print the BOL.

3M

Shipping: Load and Print

Note the Pick and Pack show **Completed**

Click on the **Load and Print** button

The **Load & Print** button:
-Executes loading.
-Triggers printing of (BOL) and any other shipping documents configured to print at Loading.

A SUCCESS message displays when the TU is loaded successfully.

3M

Shipping: Unload TU

To Unload a TU:

1. Click on Unload TU button

2. A SUCCESS message displays when the TU is unloaded

3. **Load** status is **Not Started** and Load and Print button is now displayed

Shipping: Remove Delivery from TU

If you need to remove a delivery from the TU, click on the Delivery icon and enter your delivery in the search field

Uncheck the delivery and click Save
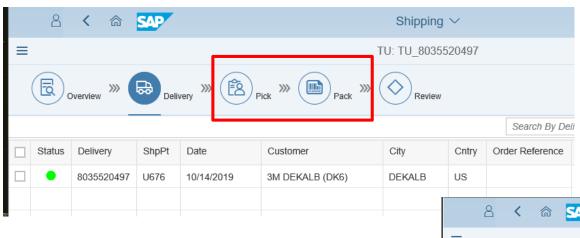
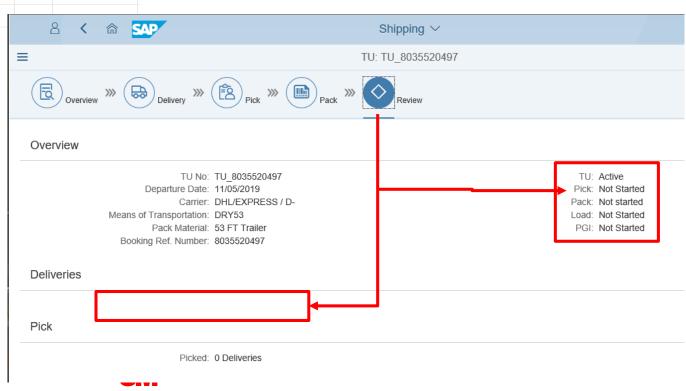A SUCCESS message displays when the delivery is removed.

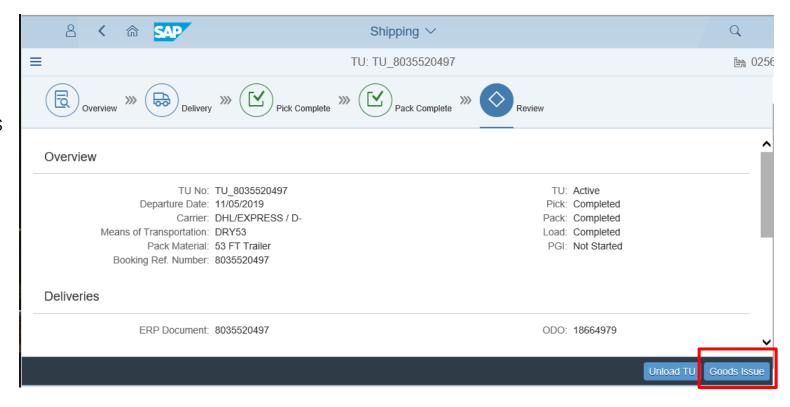**3M**

Shipping: Remove Delivery from TU
(continued)

When the delivery has been removed:
1. Checkmarks are removed from **Pick** and **Pack**
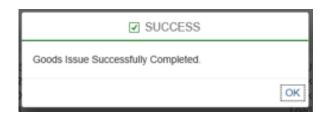2. In the Review tab, Status are Not Started and deliveries no longer display on the TU

Shipping: Goods Issue

When you are ready to ship, click **Goods Issue**. This completes the ship notice, relieves inventory, and triggers financials.
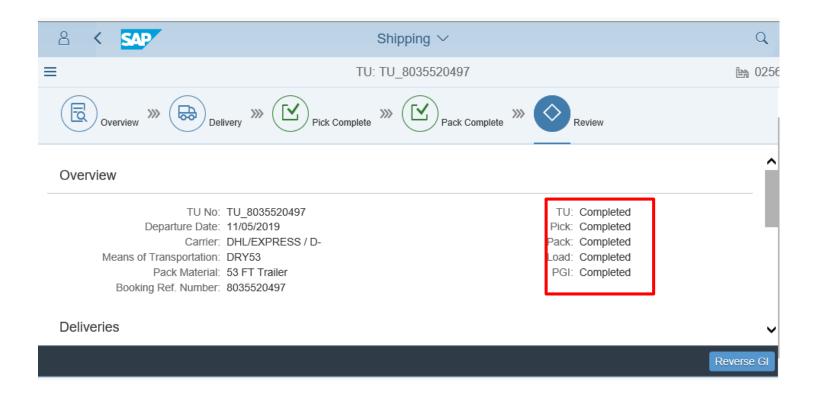

*Note: You cannot perform Goods Issue unless the Pick, Pack and Load steps are completed. If the transaction can't be completed, an error will be displayed with the resolution.
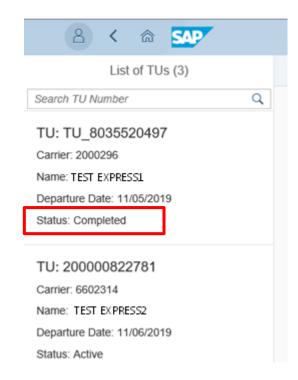

3M

Shipping: Goods Issue *(continued)*

When Goods Issue is complete, all status will show Completed.

TU Status is Completed on the List of TUs
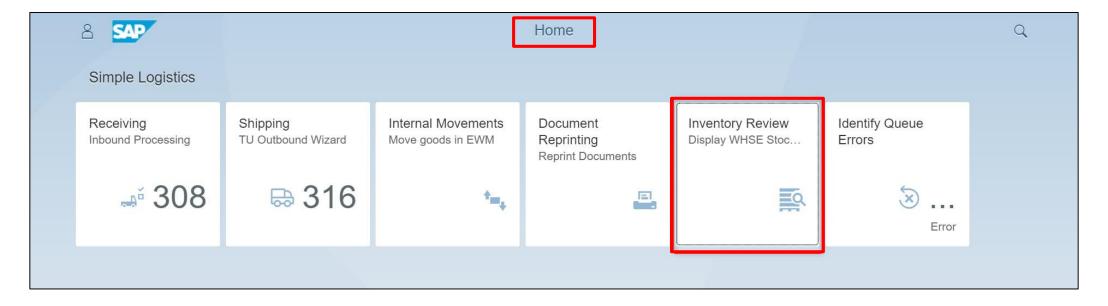

3M

Document Reprinting

NOTE: This section does not apply to Cross Plant Consumption – Confirm with your 3M contact

The SAP Fiori® Simple Logistics Document Reprinting

On the **Home** Page there is a **Document Reprinting – Reprint Documents** tile.

In this module the user will learn:
- Inventory Review process for all inventory at the location

Click **Inventory Review – Display WHSE Stock**

3M

Document Reprinting *(continued)*

To reprint a document, choose an option from the **I want to print** drop-down list. Then enter the required **Doc Number** and any other requested information.

3M

Document Reprinting *(continued)*

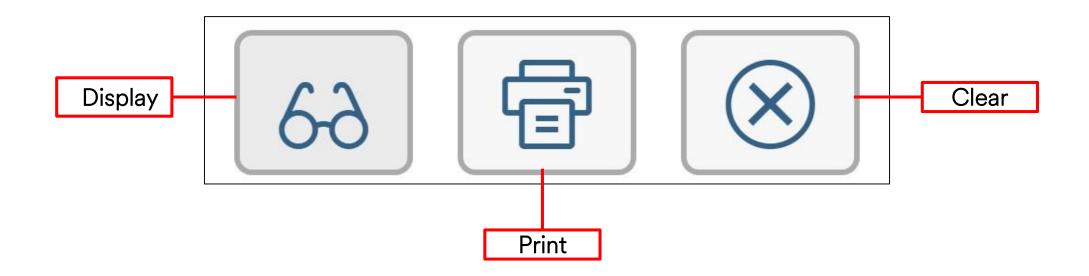This table shows the Document Reprint option, required Doc Number, and other requested information:

To reprint a HU Label, you will need to enter the HU number along with the printer, number of copies and enter the format of the label (Regular label, maintenance label or A4 label).

To reprint the Master Bill Of Lading (BOL) you will need the Transportation Unit.

Document Reprint Option	Doc Number (Required)	Other Requested Information
HU Label	Handling Unit (HU) number	• Printer • Number of copies • Format
Master BOL	Transportation Unit (TU) number	*Note: Master BOL, Packing List, and Picking List can only be **Reprinted**. HU Labels and Placards can be printed at any time, regardless of if the documents have already been printed once via the standard Shipping process
Packing List	ERP Document (Outbound Delivery) number	
Picking List	ERP Document (Outbound Delivery) number	
Placard	HU number	• Printer • Number of copies

3M

Document Reprinting *(continued)*

Once you enter the required information, the Document Reprinting app validates the value entered in the **Doc Number** field. If the entries are valid, you will see one or more of these additional buttons:

Display

Clear

Print

3M

Document Reprinting *(continued)*

For each document reprint of a valid Document Number, you will see one or both of the **Display** and **Print** buttons. The **Clear** button always displays.

Document Reprint Option	Buttons Display
HU Label	🖨️ ⊗
Master BOL	👓 🖨️ ⊗
Packing List	👓 🖨️ ⊗
Picking List	🖨️ ⊗
Placard	🖨️ ⊗

3M

Document Reprinting: Example

To reprint a Packing List:

1. Under the **I want to print** drop-down list, select **Packing List**.

2. Enter a **Doc Number** and press **Enter**.

3. Select the **Display** printing option.

3M

Document Reprinting: Example *(continued)*

The PDF displays. Save or print to any printer.

Save or print

3M

Conclusion

The key points covered in this course are:

- Receiving – Inbound Processing

- Identify Queue Errors

- Internal Movements – Move goods to EWM

- Inventory Review – Display WHSE Stock Levels

- Shipping – TU Outbound Wizard

- Document Reprinting – Reprint Documents

3M

Course Completion

- You now know how to use the SAP Fiori® Simple Logistics Application.

1. Please complete the [Training Acknowledgement](#)

2. Please send a reply email confirming your successful completion of the course to your primary 3M planner and/or 3M hiring manager.

If you have any questions, please contact your current 3M Division resource person.

Thank you for walking along this journey with 3M!

3M