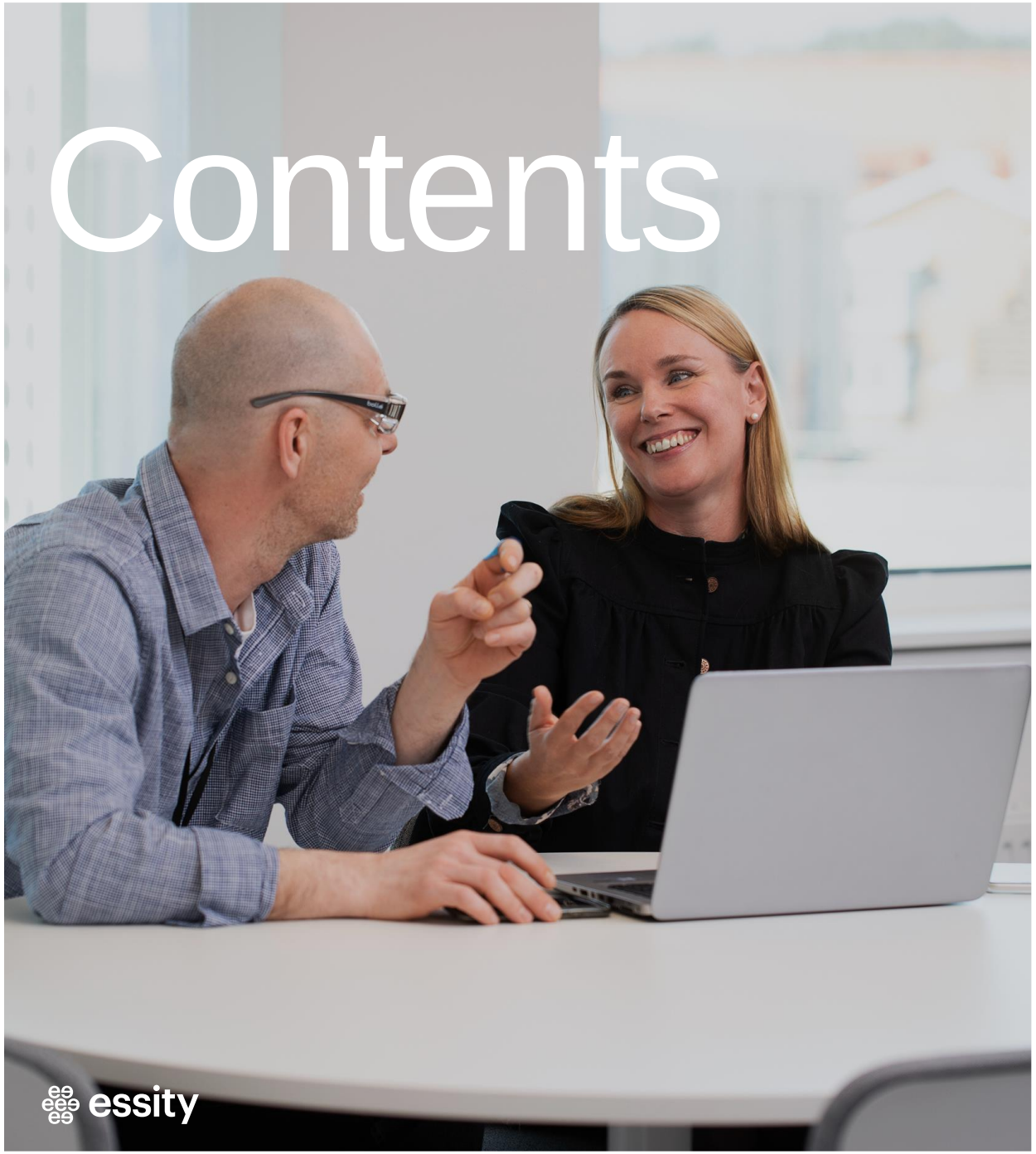
Supplier Managed Inventory Process

(Non-consignment item category)

SAP Business Network

essity



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7. Manual Advanced Ship Notice with CSV upload
8. Goods Receipt

ESSITY INTERNAL

Chapter 01

Introduction

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Supplier Managed Inventory process

Introduction

Supplier Managed Inventory

SMI allows vendors to perform replenishment planning on behalf of their customers.

Shipments planning

The suppliers should create optimal delivery schedules as an indication of intended planned shipments based on Essity's demand and other planning figures.

Demand visibility

Through the Supplier Managed Inventory (SMI) feature in the SAP Business Network, Essity will share their demand and inventory data with vendors and suppliers.

Despatch file submission

The supplier should create dispatch files for each delivery (if in scope) and send them through the selected method.

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Supplier Managed Inventory process

Introduction

Planning details

- **DEMAND HORIZON** - Essity will share the dependent demand spanning **16 weeks**, however the daily demand quantity will be shown in first **10 weeks only**. In the following **weeks 11-16**, demand quantity will be cumulated to weekly total value and displayed on beginning of each week. When the horizon reaches 10 weeks, then again will be shown in daily granularity.
- **PLANNING FIGURES UPDATE** – SMI figures [stock, demand data] are daily updated [the job starts at 4:00 am CET.]

Important notes for suppliers:

- Suppliers **should create optimal delivery schedules** as an indication of intended planned shipments **based on Essity's demand and other SMI figures.** All deliveries should be inserted on the Planning Collaboration Page – SMI view and the data should be sent to Essity by clicking **Send Data button**. This automatically updates the Scheduling Agreement with delivery schedule lines in Essity's SAP ERP system.
- Suppliers **should ensure to plan and deliver quantities within the delivery dates committed** in the planned shipment with respect to the min/max stock levels.
- Suppliers should **perform planning regularly** to keep the schedule lines converted into Firmed Orders. Only the deliveries planned for the next 14 days can be converted into Firmed Orders.
- In case suppliers are unable to deliver the planned quantities within the delivery date, they should **update the planned shipments beforehand** to avoid having undelivered planned shipments in the past. **The planned shipments with past dates can no longer be updated or removed by the supplier; however, the despatch file can still be sent out with the actual delivery date.**
- In case of a quantity discrepancy between initially planned and to be shipped, there is no need to update the values on the planning page as the system will clean up the schedule lines automatically based on Good Receipt (**10% tolerance setup for under delivery**).
- Supplier should create ship notice and send dispatch file thru the agreed communication channel [Manual ASN creation with CSV upload on SAP Business Network, .send despatch .CSV file to MFT server or via cXML connection]

ESSITY INTERNAL

Chapter 02

Supplier Managed Inventory process flow

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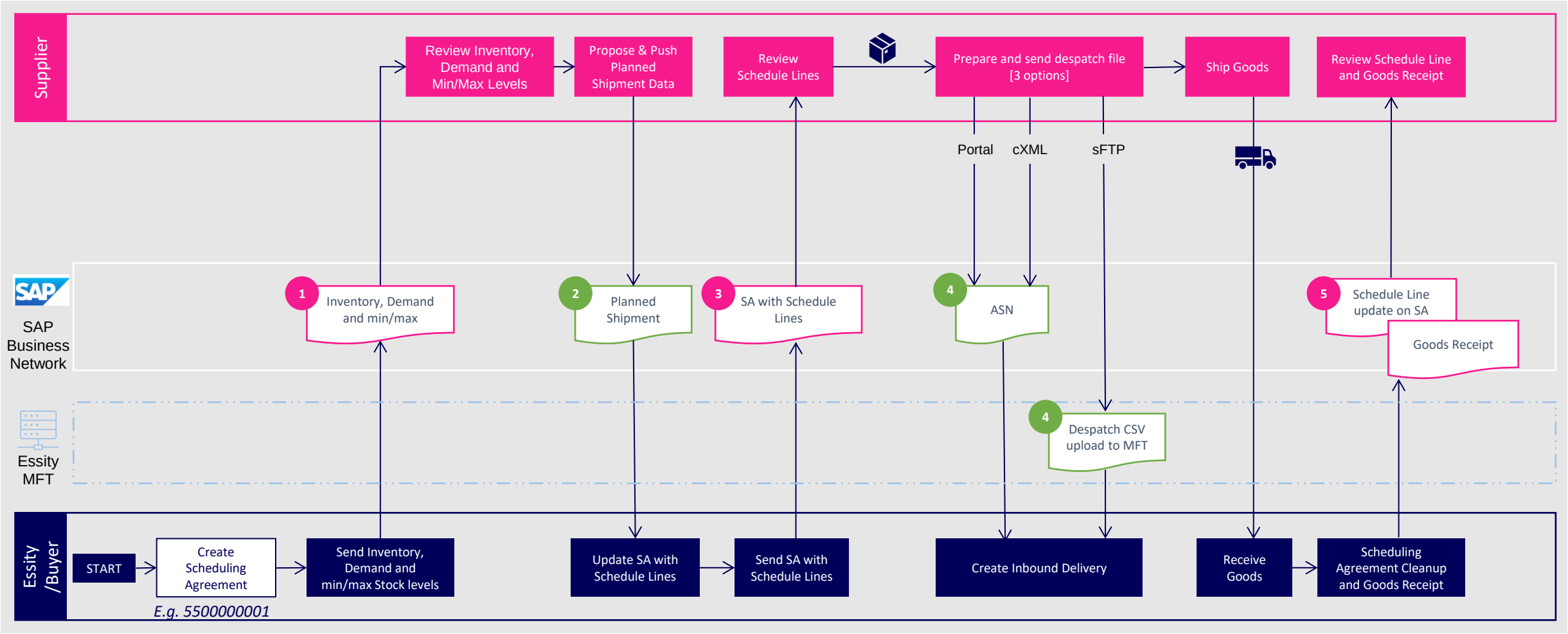
Supplier Managed Inventory process

Process flow



1,3, 5 Essity Tasks

2,4 Supplier Obligatory Tasks

ESSITY INTERNAL

Chapter 03

Planning Collaboration Page with Key figures

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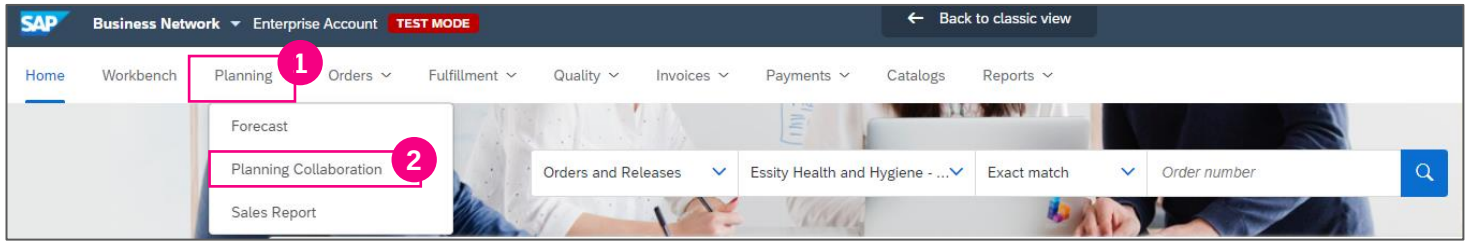
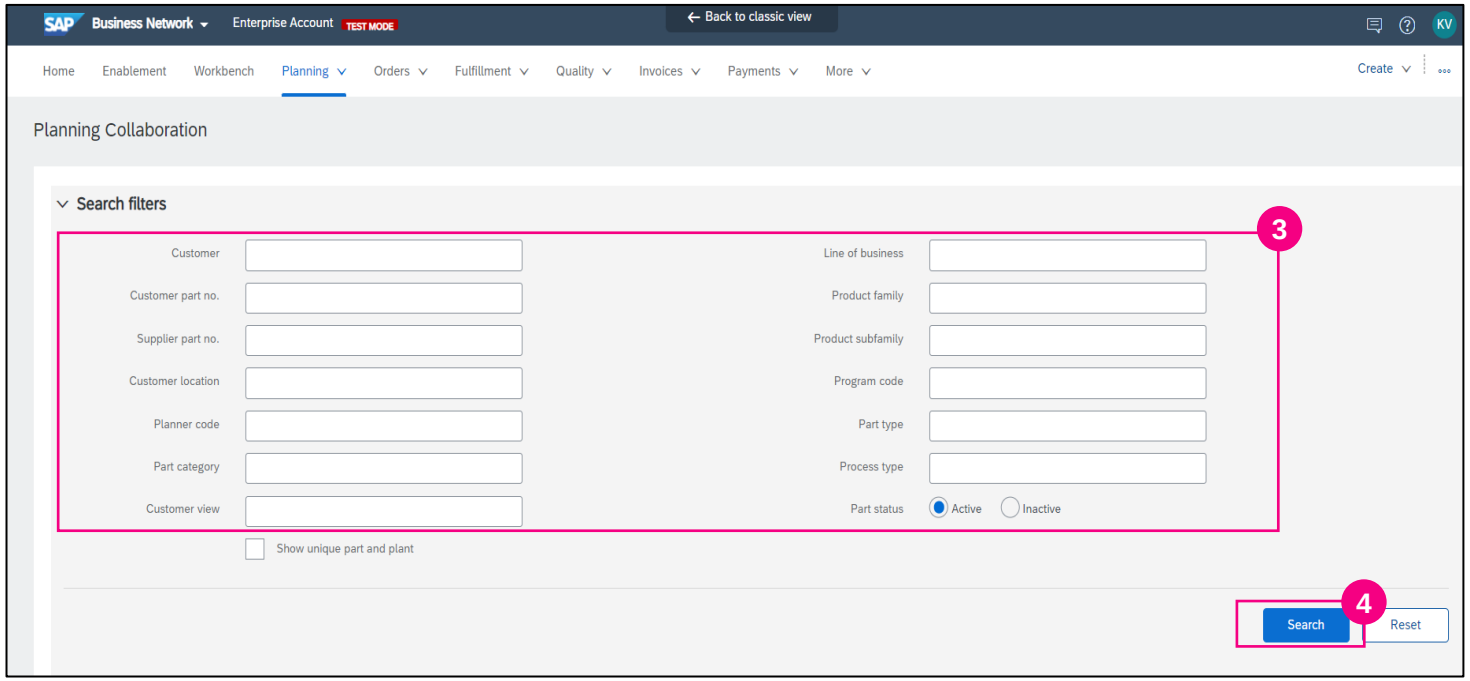
Supplier Managed Inventory process

Planning Collaboration Page with Key Figures



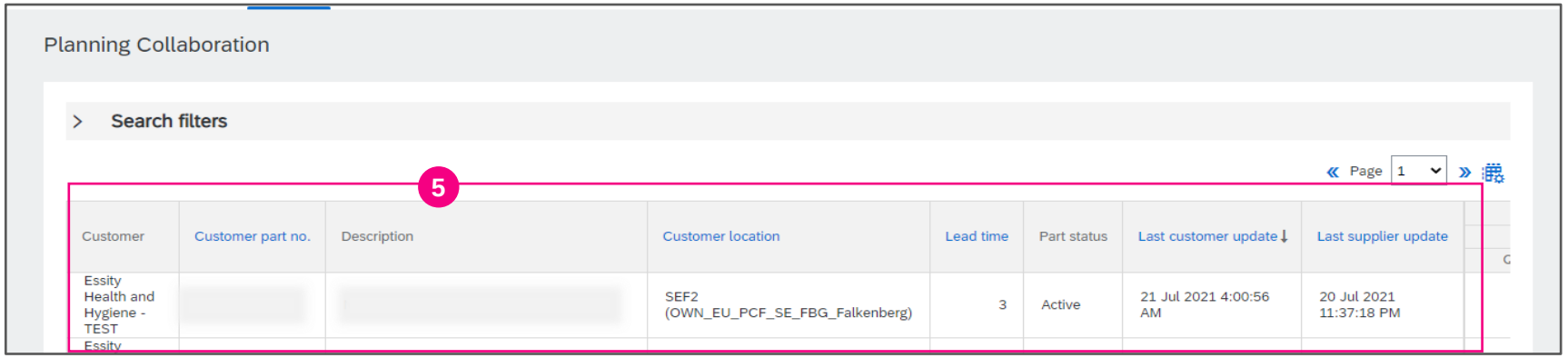


The SMI planning relevant data (gross demand, stock levels etc.) are reflected in the Planning Collaboration Page.

1. Click the **Planning** drop-down list.
2. Select the **Planning Collaboration** option.
3. **Search filters** allow identification of specific SMI data. Enter search criteria into any of the filter fields as desired.
4. Click the **Search** button.

Supplier Managed Inventory process

Planning Collaboration Page with Key Figures

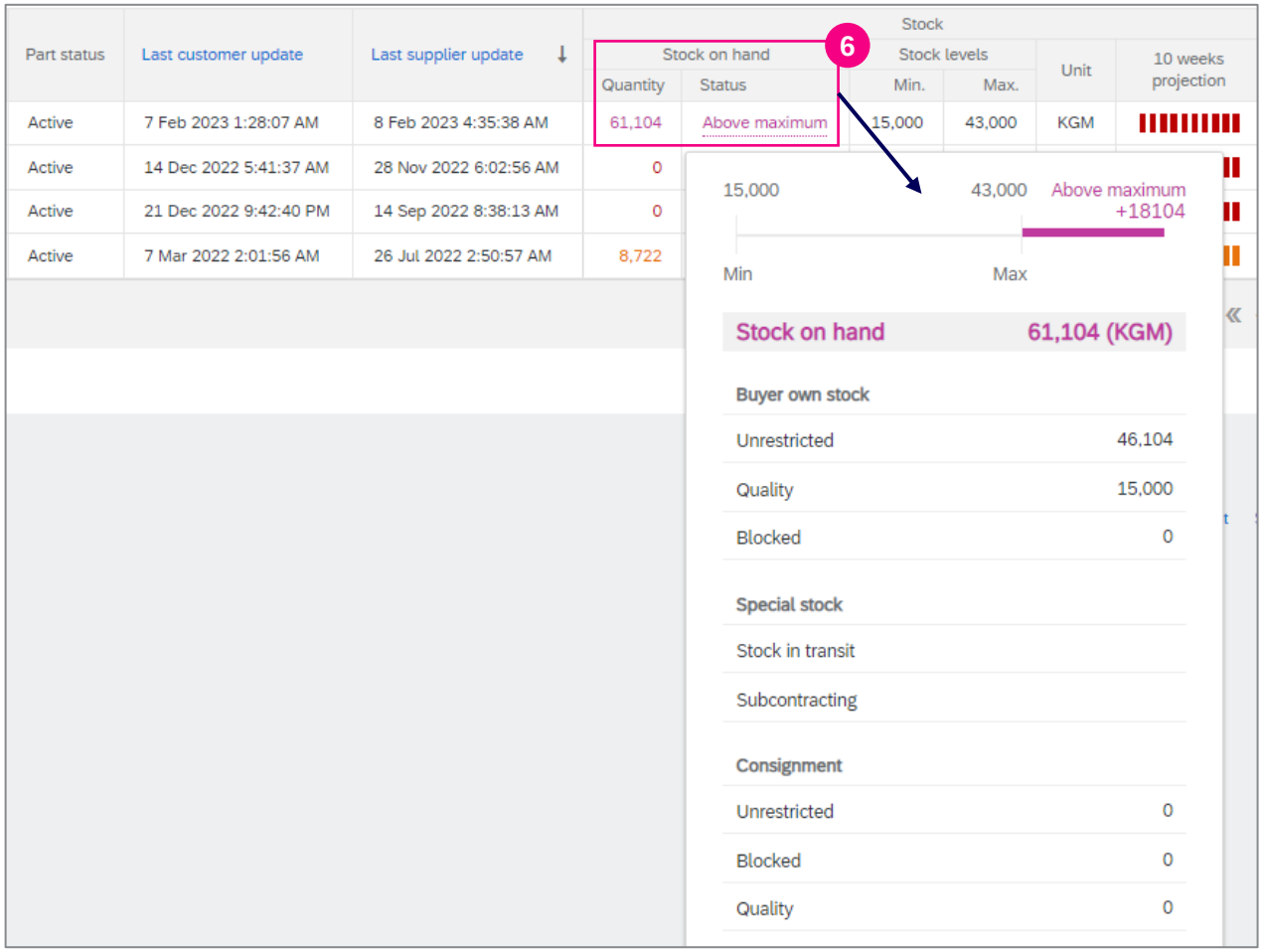


5 The **Planning Collaboration** page displays a table of inventory that can include the following columns:

- **Customer** – Customer's Company name
- **Customer part no. / Description –** Essity's material number and description
- **Customer location** - Essity's plant location
- **Lead time** – delivery time assigned to the material
- **Part status** – information if planning is active for the material
- **Last customer update** – date when data has been last updated by Essity. If the data is already updated by Essity, the supplier can start planning as the planning figures are up to date.
- **Last supplier update** – date when data has been last updated by Supplier

Supplier Managed Inventory process

Planning Collaboration Page with Key Figures



Furthermore, the Planning Collaboration page displays information about the inventory levels:

6 **Stock on Hand:**

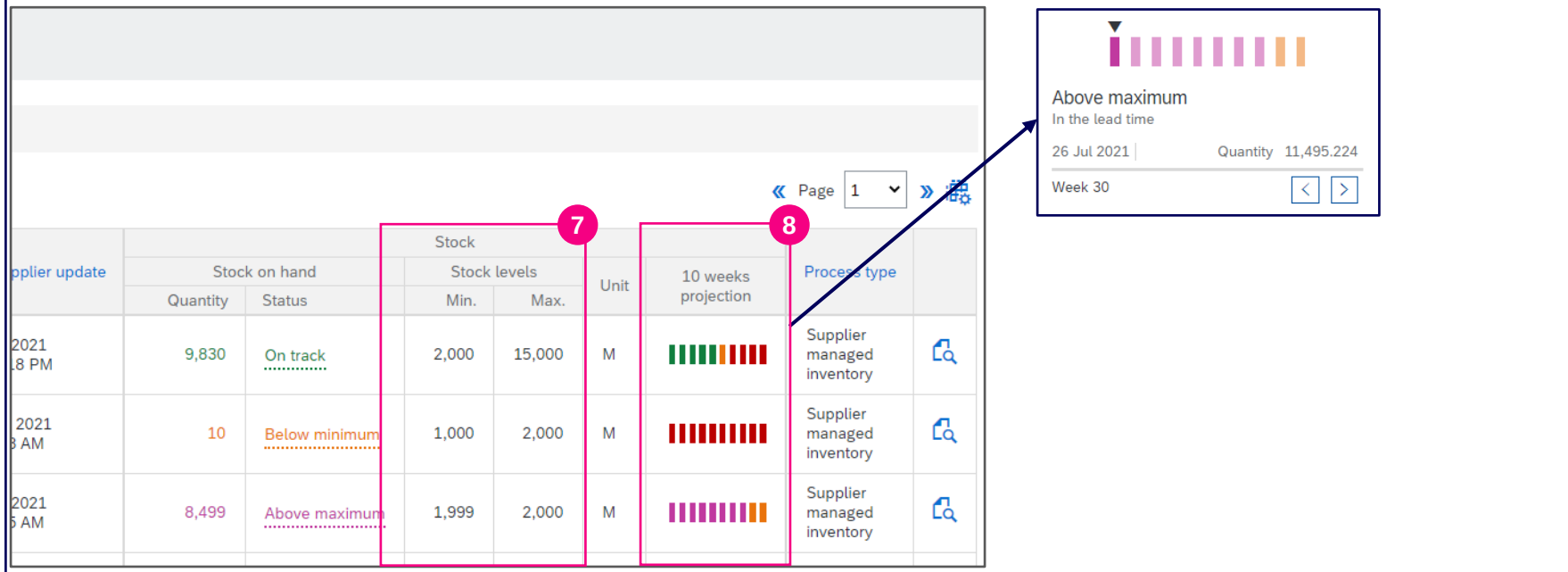
Quantity – shows the customer's current quantity available in the plant.

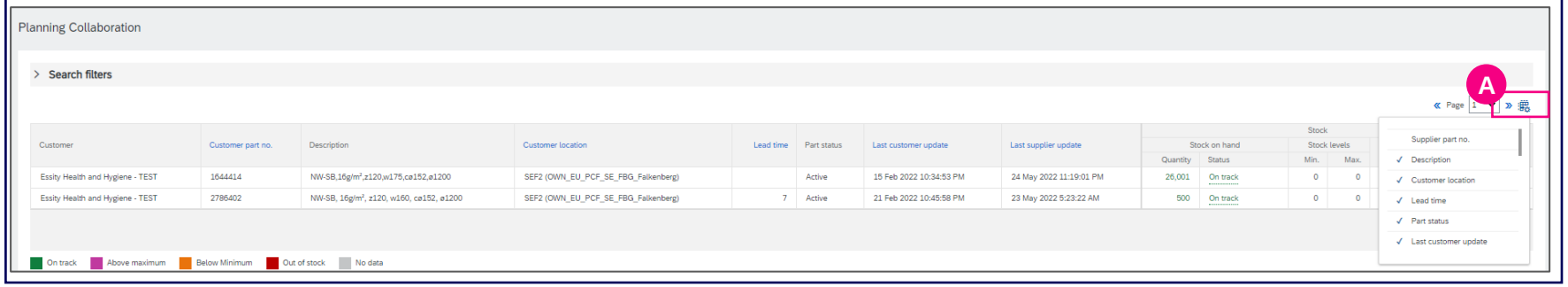
Status – based on the min/max levels, this shows if the current quantity on hand is within, going below, or over the defined inventory levels.

Clicking on the link will show further details on how materials are classified.

Supplier Managed Inventory process

Planning Collaboration Page with Key Figures





7 Stock Levels

- Min. stock level
- Max. stock level

8 10 weeks projection

Graphically shows how the planning will affect the inventory projected in 10 weeks' time.

A The table can be customized by clicking the table icon

NOTE

Please note that Essity does not have min/max levels set up for all materials.

It might happen that for some supplier's materials min/max level will be 0.

Supplier Managed Inventory process

Planning Collaboration Page with Key Figures

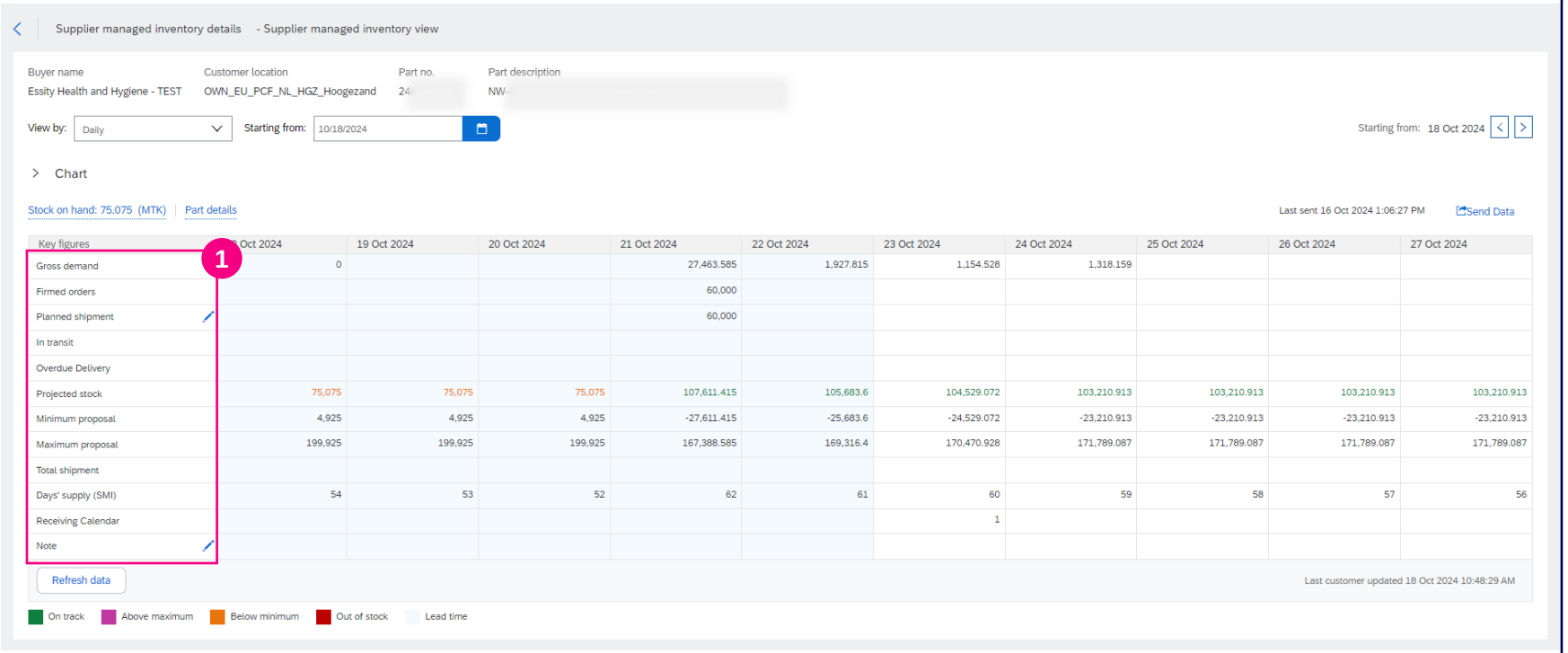
« Page 1 »

pplier update	Stock						Process type	
	Stock on hand		Stock levels		Unit	10 weeks projection		
	Quantity	Status	Min.	Max.				
2021 18 PM	9,830	On track	2,000	15,000	M		Supplier managed inventory	9
2021 3 AM	10	Below minimum	1,000	2,000	M		Supplier managed inventory	
2021 5 AM	8,499	Above maximum	1,999	2,000	M		Supplier managed inventory	

9 **Click the icon** to display SMI view, where suppliers should plan the deliveries.

Supplier Managed Inventory process

Planning Collaboration Page with Key Figures



Key figures	18 Oct 2024	19 Oct 2024	20 Oct 2024	21 Oct 2024	22 Oct 2024	23 Oct 2024	24 Oct 2024	25 Oct 2024	26 Oct 2024	27 Oct 2024
Gross demand	0			27,463.585	1,927.815	1,154.528	1,318.159			
Firmed orders				60,000						
Planned shipment				60,000						
In transit										
Overdue Delivery										
Projected stock	75,075	75,075	75,075	107,611.415	105,683.6	104,529.072	103,210.913	103,210.913	103,210.913	103,210.913
Minimum proposal	4,925	4,925	4,925	-27,611.415	-25,683.6	-24,529.072	-23,210.913	-23,210.913	-23,210.913	-23,210.913
Maximum proposal	199,925	199,925	199,925	167,388.585	169,316.4	170,470.928	171,789.087	171,789.087	171,789.087	171,789.087
Total shipment										
Days' supply (SMI)	54	53	52	62	61	60	59	58	57	56
Receiving Calendar						1				
Note										

1 The planning Collaboration Page – SMI view contains the list of **key figures** which will help suppliers plan the deliveries.

The detailed description is on the following slide.

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Supplier Managed Inventory process

Planning Collaboration Page with Key Figures

Figure	Description	Source
Gross demand	Total quantity representing the customer's gross requirements for the material extracted from the customer's ERP.	Buyer ERP. Update of this key figure is dependent on the SMI Job Schedule.
Firmed orders	Schedule line quantity within the firm zone. This is taken based on the latest Scheduling Agreement sent to Ariba.	Scheduling Agreement
Planned Shipment	Suppliers to insert planned deliveries in this section.	Supplier input
In transit	Total quantity shipped by the supplier (based on ASNs) but not yet received by the customer.	Ship Notice (ASN)
Overdue Delivery	Quantity shipped by supplier that are still in transit and not yet received in the last 2 weeks.	Buyer ERP Update of this key figure is dependent on the SMI Job Schedule.
Projected Stock	Projected stock calculation: Stock on Hand – Gross Demand + Planned Shipment + Overdue Delivery	SAP Business Network calculation
Minimum proposal	The Minimum Proposal key figure specifies the minimum planned shipment quantity required to bring the stock up to the defined minimum stock level.	SAP Business Network calculation
Maximum proposal	The Maximum Proposal key figure specifies the maximum planned shipment quantity required to bring the stock up to the defined maximum stock level.	SAP Business Network calculation
Total shipment	Total quantity shipped by the supplier (based on ASNs)	Ship Notice (ASN)
Days of supply (SMI)	Coverage of projected stock in respective time bucket.	SAP Business Network calculation
Receiving Calendar	Custom key figure where the value "1" in each of the time bucket represents Essity's preferred delivery day at the Essity site.	Buyer ERP
Note	Suppliers can insert notes in the field for their internal usage. *(Letters are not accepted in the field, only numbers)*	Supplier Input

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Supplier Managed Inventory process

Planning Collaboration Page with Key Figures

> Chart

Stock on hand: 601,045.803 (MTK) | Part details

1

Key figures	9 Jul 2024	10 Jul 2024	11 Jul 2024	12 Jul 2024	13 Jul 2024	14 Jul 2024	15 Jul 2024	16 Jul 2024	17 Jul 2024	18 Jul 2024
Gross demand	46,961.681	31,491.403	29,234.877	33,875.806	19,364.961	30,836.639	25,189.733	27,016.665	27,548.998	28,568.224
Firmed orders										

> Chart

Stock on hand: 601,045.803 (MTK) | Part details

2

Key figures	27 Sep 2024	28 Sep 2024	29 Sep 2024	30 Sep 2024	1 Oct 2024	2 Oct 2024	3 Oct 2024	4 Oct 2024	5 Oct 2024	6 Oct 2024
Gross demand				82,029.24						
Firmed orders										

The demand figures is sent by Essity for next 16 weeks.

SMI figures [stock, demand data] are daily updated [the job starts at 4:00 am CET.]

1 The daily demand quantity will be shown in first **10 weeks** only.

2 And in the following **weeks 11-16**, demand quantity will be cumulated to weekly total value and displayed on beginning of each week.

When the horizon reaches 10 weeks, then again will be shown in daily granularity.

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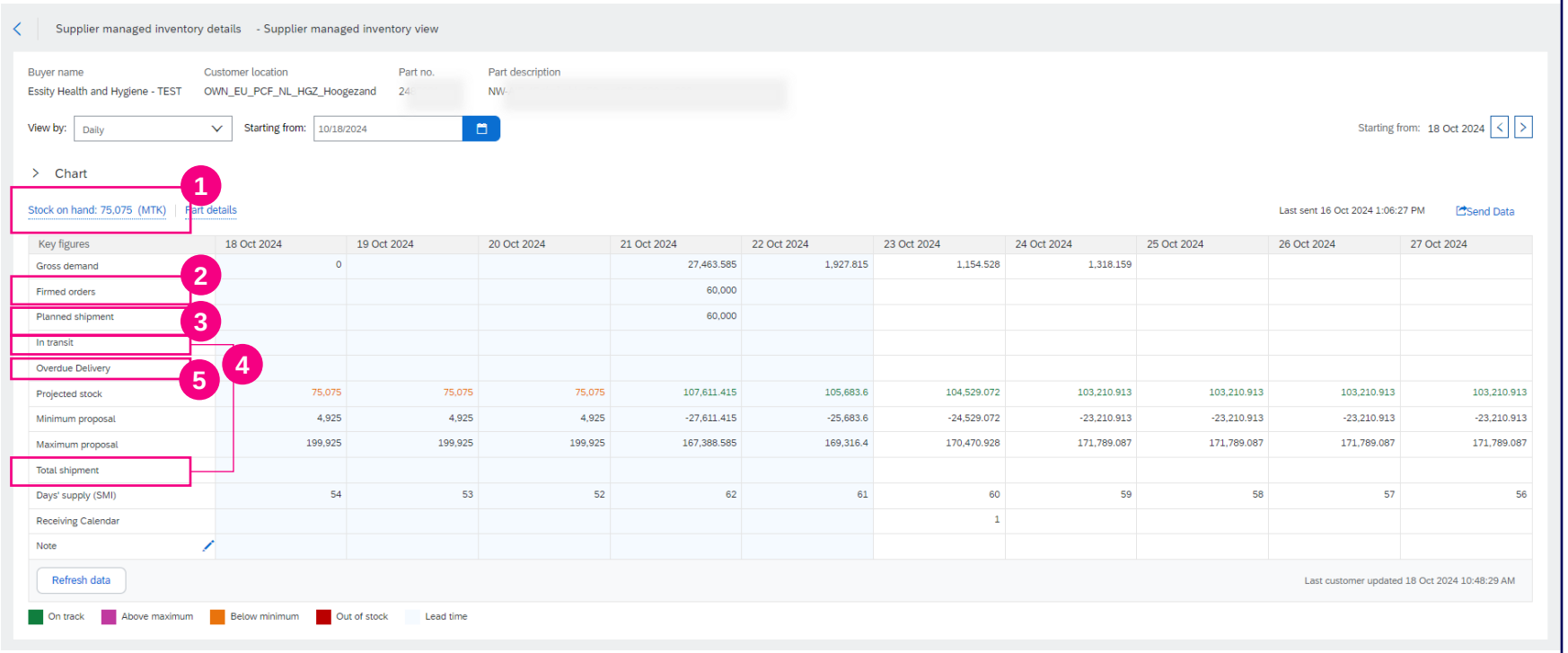
Supplier Managed Inventory process

Planning Collaboration Page with Key Figures

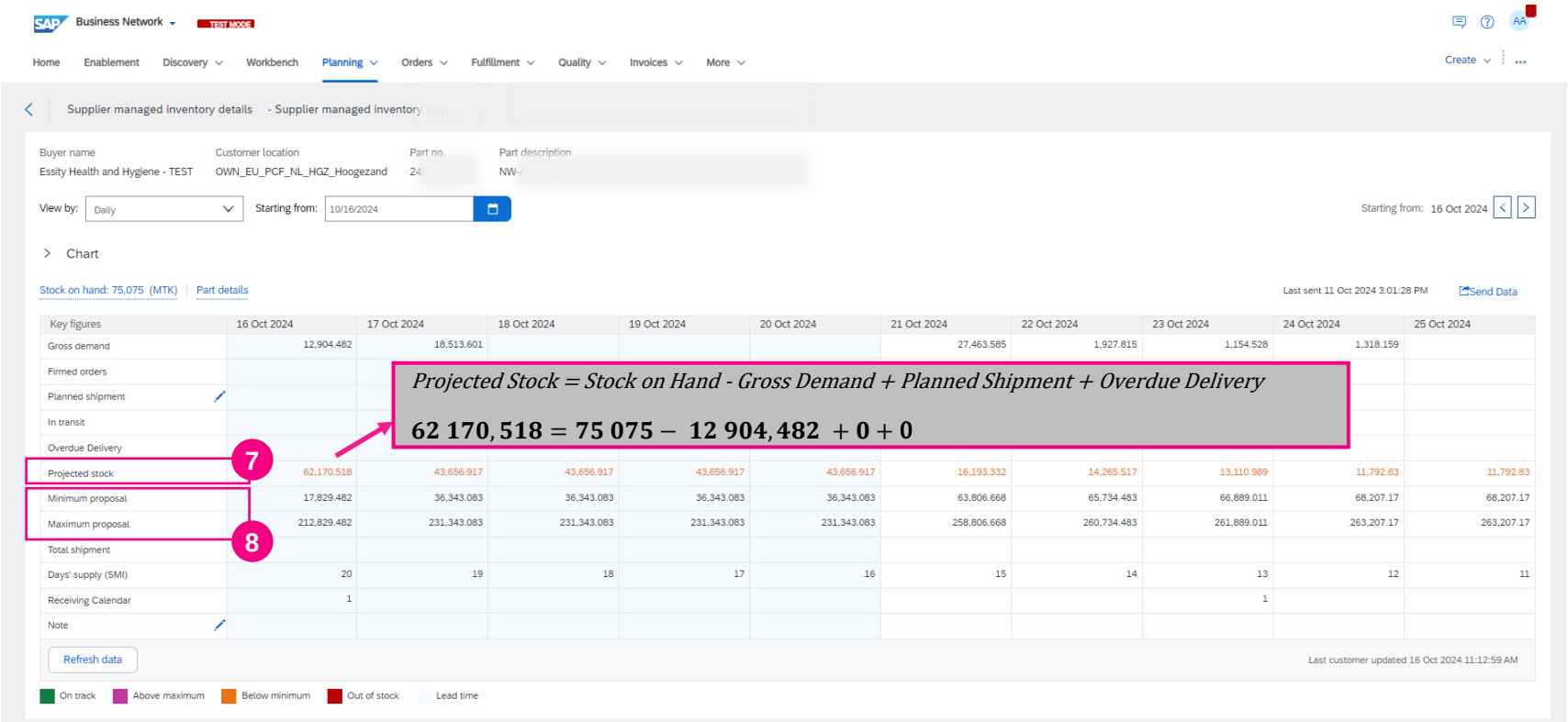


Key figures	18 Oct 2024	19 Oct 2024	20 Oct 2024	21 Oct 2024	22 Oct 2024	23 Oct 2024	24 Oct 2024	25 Oct 2024	26 Oct 2024	27 Oct 2024
Gross demand	0			27,463.585	1,927.815	1,154.528	1,318.159			
Firmed orders				60,000						
Planned shipment				60,000						
In transit										
Overdue Delivery										
Projected stock	75,075	75,075	75,075	107,611.415	105,683.6	104,529.072	103,210.913	103,210.913	103,210.913	103,210.913
Minimum proposal	4,925	4,925	4,925	-27,611.415	-25,683.6	-24,529.072	-23,210.913	-23,210.913	-23,210.913	-23,210.913
Maximum proposal	199,925	199,925	199,925	167,388.585	169,316.4	170,470.928	171,789.087	171,789.087	171,789.087	171,789.087
Total shipment										
Days' supply (SMI)	54	53	52	62	61	60	59	58	57	56
Receiving Calendar						1				
Note										

1. **Stock On Hand** – Display current stock on hand figure.
2. **Firmed Order** – Planned shipment is converted to Firmed Order on generating a schedule line in the Scheduling Agreement.
3. **Planned Shipment** – suppliers are obliged to insert planned deliveries by using ‚Pencil icon'. Then the editable section will appear.
4. **In Transit/Total Shipment** – Once the ASN is submitted, the In Transit and Total Shipment values are updated.[only valid for cXML and Portal vendors]
5. **Overdue Delivery** - inform about quantity/volume of shipments that's still not received in past 2 week.

Supplier Managed Inventory process

Planning Collaboration Page with Key Figures



Key figures	16 Oct 2024	17 Oct 2024	18 Oct 2024	19 Oct 2024	20 Oct 2024	21 Oct 2024	22 Oct 2024	23 Oct 2024	24 Oct 2024	25 Oct 2024
Gross demand	12,904.482	18,513.601				27,463.585	1,927.815	1,154.528	1,318.159	
Firmed orders										
Planned shipment										
In transit										
Overdue Delivery										
Projected stock	62,170.518	43,656.917	43,656.917	43,656.917	43,656.917	16,193.332	14,265.517	13,110.989	11,792.83	11,792.83
Minimum proposal	17,829.482	36,343.083	36,343.083	36,343.083	36,343.083	63,806.668	65,734.483	66,889.011	68,207.17	68,207.17
Maximum proposal	212,829.482	231,343.083	231,343.083	231,343.083	231,343.083	258,806.668	260,734.483	261,889.011	263,207.17	263,207.17
Total shipment										
Days' supply (SMI)	20	19	18	17	16	15	14	13	12	11
Receiving Calendar	1							1		
Note										

Projected Stock = Stock on Hand - Gross Demand + Planned Shipment + Overdue Delivery

$$62\,170{,}518 = 75\,075 - 12\,904{,}482 + 0 + 0$$

7 Projected Stock Calculation

Projected Stock Current Time Bucket = Stock On Hand – Gross Demand + Planned Shipment + Overdue Delivery

8 Minimum / Maximum Proposal Calculation

Minimum Proposal = Minimum Stock – Projected Stock.

Maximum Proposal = Maximum stock – Projected Stock.

Chapter 04

Planned Shipment

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Supplier Managed Inventory process

Planned Shipment

Stock on hand: 6,982,500 (MTK) | Part details

Key figures	22 Feb 2023	23 Feb 2023	24 Feb 2023	25 Feb 2023	26 Feb 2023	27 Feb 2023
Gross demand						
Firmed orders	400					
Planned shipment	400					
In transit						
Projected stock	6,982,900	6,982,900	6,982,900	6,982,900	6,982,900	6,982,900
Minimum proposal	-4,982,900	-4,982,900	-4,982,900	-4,982,900	-4,982,900	-4,982,900
Maximum proposal	-1,982,900	-1,982,900	-1,982,900	-1,982,900	-1,982,900	-1,982,900
Total shipment						
Days' supply (SMI)	1,094	1,093	1,092	1,091	1,090	1,089
Receiving Calendar	1	1	1			1
Note						
Overdue Delivery						

Refresh data

1 In order to insert a planned delivery please click **pencil icon** on the Planned Shipment key figure.

2 Preferred Essity's delivery dates are marked as „1" in **Receiving Calendar** section. Based on that information you can easily plan replenishment of the products.

NOTE

The **scheduling agreement firm zone is 14 days** and trade off is 30.

Supplier can do the planning for more than 14 days but only 14 days plan will appear as firmed orders. When the delivery date is reached (or nearing that date) the commitment level will not change to Firmed Orders automatically. Supplier should press „Send Data" button again in order to trigger that movement.

The quantity should be inserted without any (.) character. Please insert e.g., 30000 instead of 30.000.

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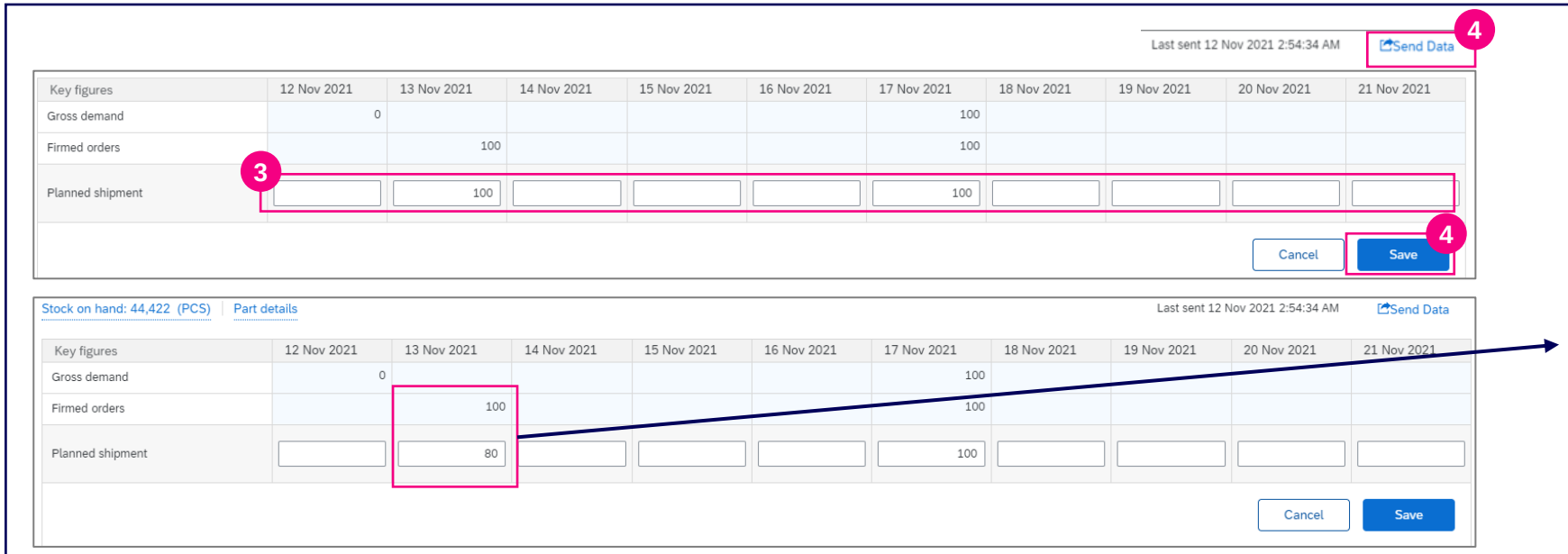
Supplier Managed Inventory process

Planned Shipment



In case a need to remove inserted planned shipments, supplier should always insert „0” value and „Send Data” to Essity. Otherwise, the updates will not be triggered on respective scheduling agreements. Supplier should always **“Send Data”** to Essity in order to trigger any change related to planned shipment.

3 The **Planned Shipment** editable fields will open, enter the quantity for replenishment under the appropriate date(s).

4 Click **Save** button and **Send Data.** Then the quantity should be populated in Firmed Order section for deliveries planned for next 14 days.

NOTE

The date for which planned shipment is entered will trigger the delivery date in the schedule line.

Suppliers should ensure to deliver quantities within the delivery dates committed in the planned shipment with respect to the min/max stock levels. In case unable to deliver planned quantities within the delivery date, you should update the planned shipments beforehand to avoid having undelivered planned shipments in the past.

Chapter 05

Scheduling agreement

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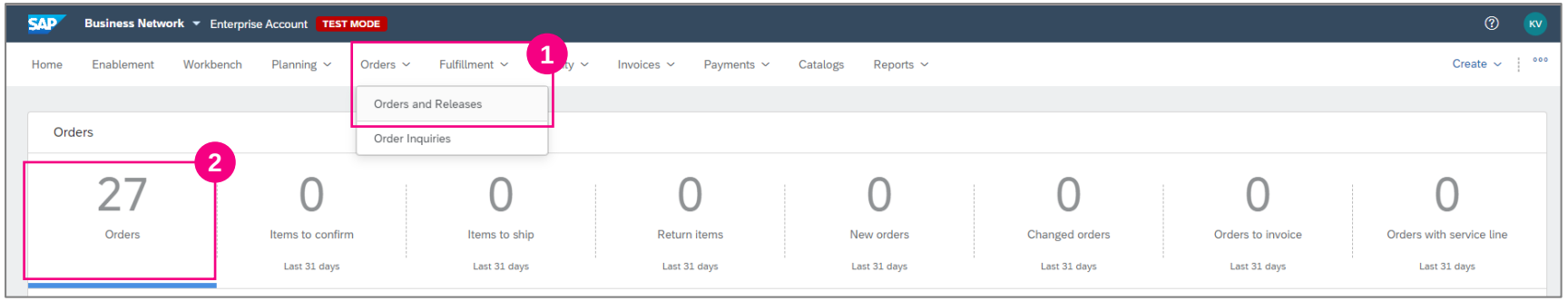
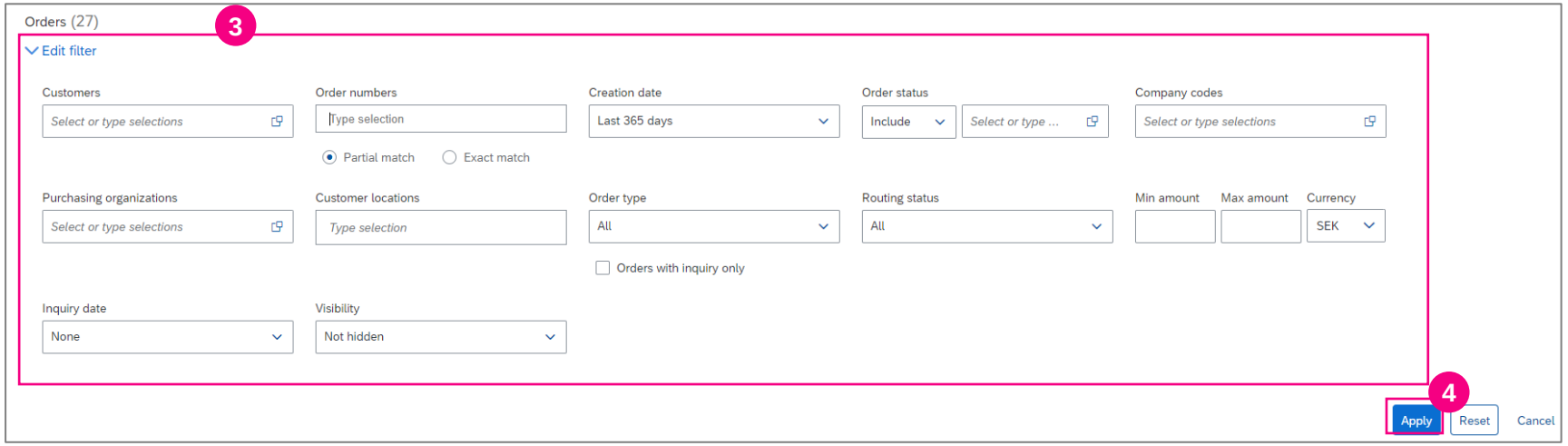
Supplier Managed Inventory process

Scheduling agreement





Once the planned deliveries will be inserted and sent to Essity on the Planning Collaboration Page – SMI view, the Scheduling Agreement will be updated with the updated Schedule Lines.

1 Click the **Orders** tab, then click **Orders and Releases** in order to display respective Scheduling Agreement.

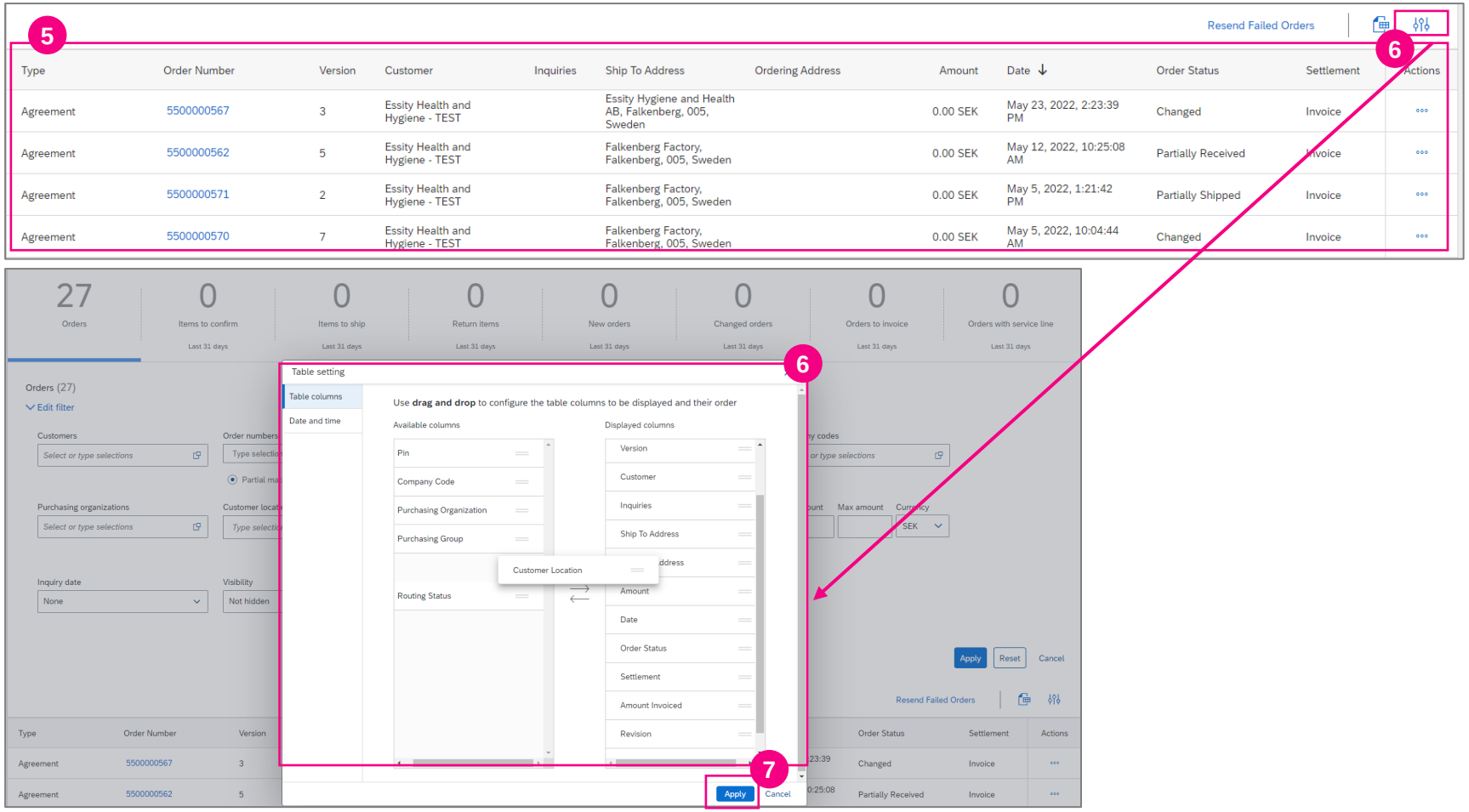
2 The list of Scheduling Agreements will be displayed under **1st tile: Orders.**

3 Using specific filtering criteria, you can search exact SA number by using Exact match under Order numbers filter and inserting exact SA number or you can display wider range of SAs.

4 Once filters will be selected, please click **Apply** button.

Supplier Managed Inventory process

Scheduling agreement



5 The list of Scheduling Agreements will be displayed in the table under Filtering section.

6 The table can be customized by clicking table setting icon.

In **table settings icon**, you can configure the table to hide or display columns.

Please **Drag and drop** column headers to hide or display.

7 Click **Apply** button for the table columns to update.

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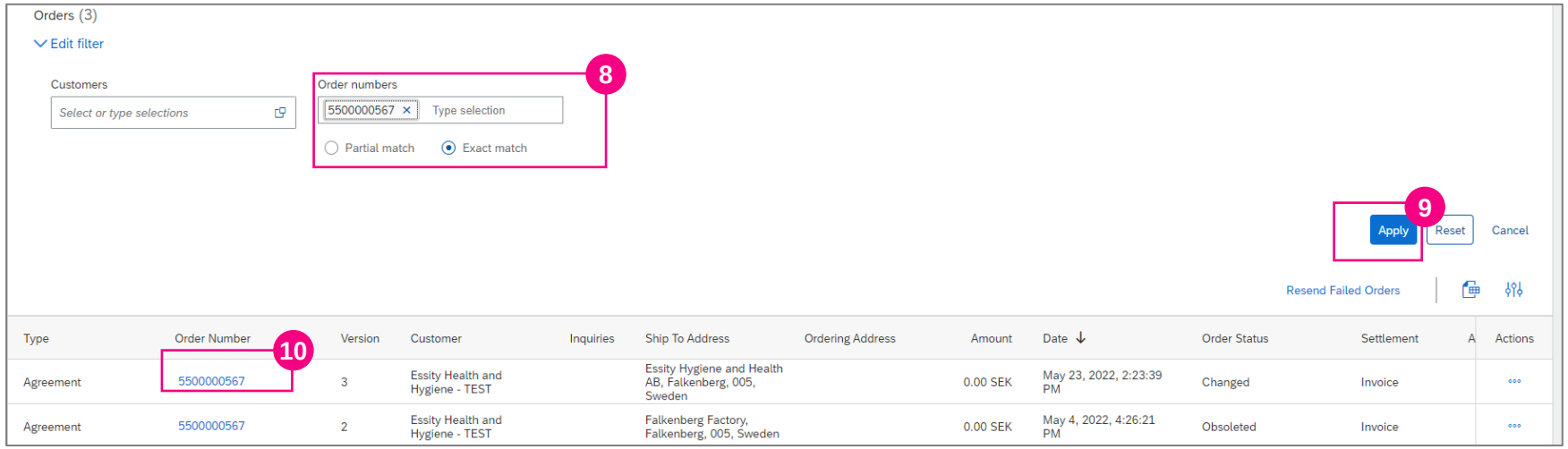
Supplier Managed Inventory process

Scheduling agreement



8 In order to display specific Scheduling Agreement, please select Exact match in the Filtering criteria and insert exact number of desired Scheduling Agreement.

9 Click the **Apply** button.

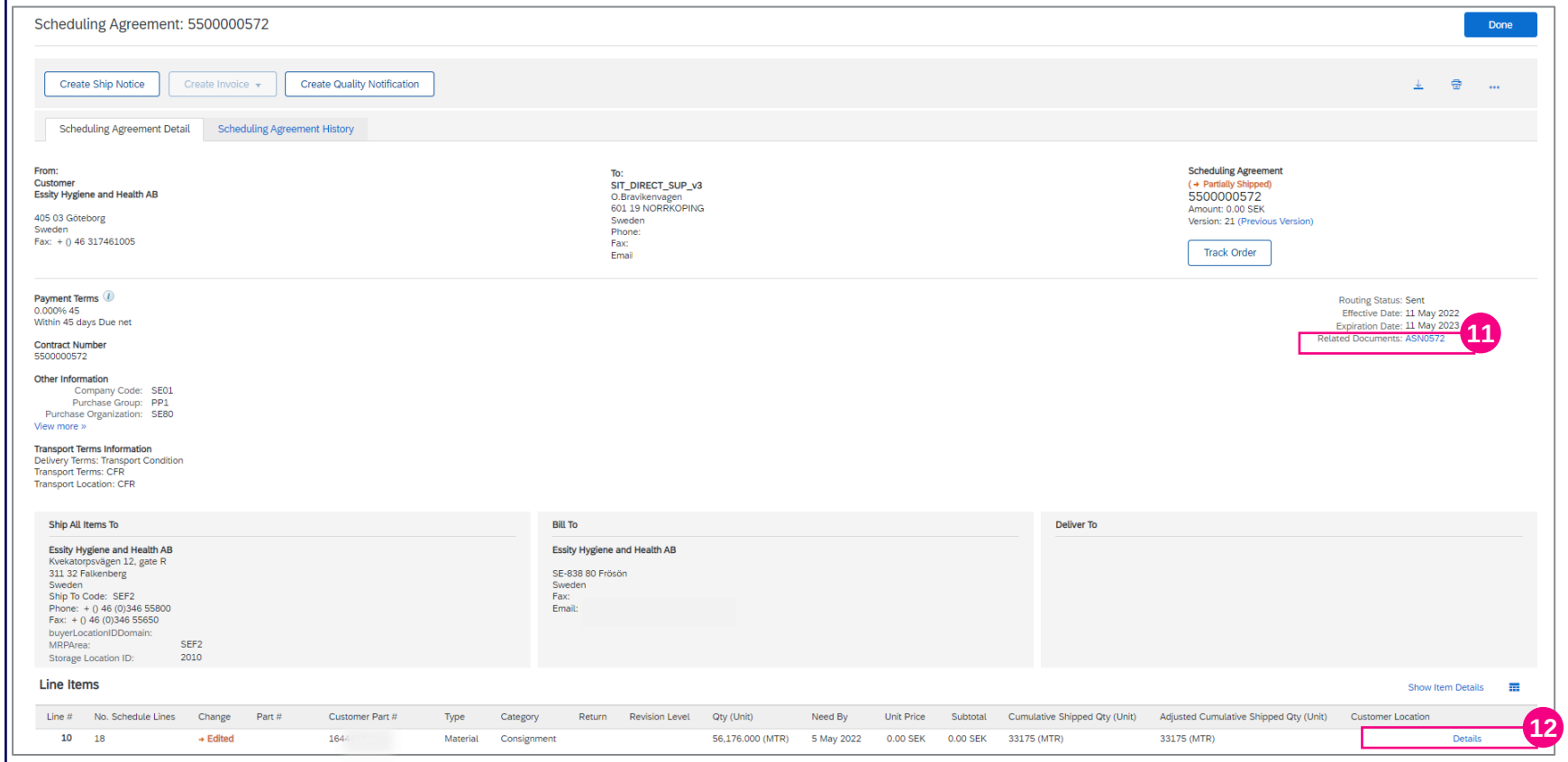
10 Click on the recent version of scheduling agreement number to view the details.

NOTE

If the Scheduling Agreement is newly created it will not be visible on this section until the first planed shipment be pushed by supplier.

Supplier Managed Inventory process

Scheduling agreement



The Scheduling Agreement contains general information such as: Customer/Suppliers details, payment terms, contract number, Transport conditions, Line Items level data etc.

11 In **Related Document** section supplier may find all related documentation created either by supplier (ASNs, canceled ASNs) or by Essity (Goods Receipt) in reference to this Scheduling Agreement.

12 The scheduled deliveries will be displayed upon clicking on **Details**.

Supplier Managed Inventory process

Scheduling agreement

Status

33,175 Shipped (Shipping Date: 12 May 2022) Shipment Id: ASN0572 **13**

Control Keys

Order Confirmation: allowed

Ship Notice: allowed

Invoice: is not ERS

Contract Number

5500000572

Schedule Lines **14**

Page 1

Schedule Line #	Change	Shipment Status	Delivery Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date	Cumulative Scheduled Qty (Unit)	Received Qty (Unit)	Commitment Level
1		**15**	5 May 2022 12:00 PM CEST		33,176 (MTR)			33,176.00 (MTR)		Firm
2			31 May 2022 12:00 PM CEST		2,000 (MTR)			35,176.00 (MTR)		Firm
3			1 Jun 2022 12:00 PM CEST		4,000 (MTR)			39,176.00 (MTR)		Firm
102	New		11 Jun 2022 12:00 PM CEST		3,000 (MTR)			42,176.00 (MTR)		Firm
103	New		13 Jun 2022 12:00 PM CEST		2,000 (MTR)			44,176.00 (MTR)		Firm
104	New		16 Jun 2022 12:00 PM CEST		4,000 (MTR)			48,176.00 (MTR)		Firm
105	New		18 Jun 2022 12:00 PM CEST		5,000 (MTR)			53,176.00 (MTR)		Firm
106	New		20 Jun 2022 12:00 PM CEST		3,000 (MTR)			56,176.00 (MTR)		Firm
107	New		25 Jun 2022 12:00 PM CEST		4,000 (MTR)			60,176.00 (MTR)		Tradeoff

13 In Status section all shipped quantities are displayed.

14 The line items section of the scheduling agreement displays the delivery schedule lines. If supplier inserts planned deliveries on the Planning Collaboration Page – SMI view, then the lines should be reflected on the Scheduling Agreement.

15 The icon with truck and blue clock informs supplier which line should be sent next.

Supplier Managed Inventory process

Scheduling agreement

Schedule Lines

Page 1

Schedule Line #	Change	Shipment Status	Delivery Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date	Cumulative Scheduled Qty (Unit)	Received Qty (Unit)	Commitment Level
1			5 May 2022 12:00 PM CEST		33,176 (MTR)			33,176.00 (MTR)		Firm
2			31 May 2022 12:00 PM CEST		2,000 (MTR)			35,176.00 (MTR)		Firm
3			1 Jun 2022 12:00 PM CEST		4,000 (MTR)			39,176.00 (MTR)		Firm
102	New		11 Jun 2022 12:00 PM CEST		3,000 (MTR)			42,176.00 (MTR)		Firm
103	New		13 Jun 2022 12:00 PM CEST		2,000 (MTR)			44,176.00 (MTR)		Firm
104	New		16 Jun 2022 12:00 PM CEST		4,000 (MTR)			48,176.00 (MTR)		Firm
105	New		18 Jun 2022 12:00 PM CEST		5,000 (MTR)			53,176.00 (MTR)		Firm
106	New		20 Jun 2022 12:00 PM CEST		3,000 (MTR)			56,176.00 (MTR)		Firm
107	New		25 Jun 2022 12:00 PM		4,000 (MTR)			60,176.00 (MTR)		Tradeoff

16

17

Done

16 The lines with „Firm" Commitment Level, will be reflected in Items to Ship section as available for shipping and suppliers can send ASN only when the schedule line be in Firm Zone.

17 The document can be downloaded by clicking Download icon.

NOTE

When a supplier creates a planned shipment in SAP Business Network, this is transmitted to Essity SAP as schedule lines on the relevant scheduling agreement. As the schedule lines does not have the price information of the scheduling agreement line item, this does not trigger an update on the price for the scheduling agreement line item.

Essity is using the goods receipt date for price determination.

ESSITY INTERNAL

Chapter 06

Despatch file Overview

essity

Supplier Managed Inventory process

Despatch file overview

A

Manual ASN creation and CSV upload on SAP Business Network

- ✓ Supplier manually creates Ship Notice against the order in SAP Business Network and attaches a despatch .CSV file.
- ✓ Once it reaches Essity, this will be used as basis for generating the Inbound Delivery in backend.
- ✓ The status of sent file will be available on SAP Business Network
- ✓ Instruction – on the next slides

B

Automated solution – thru cXML connection

- ✓ This option allows to send shipping documentations to SAP Business Network programmatically but requires technical cXML development on supplier side.
- ✓ Supplier's IT team develops ShipNoticeRequest coded in cXML (commerce eXtensible Markup Language) and submit to SAP Business Network.
- ✓ The received ShipNoticeRequest document will create the Ship Notice in Ariba and then sent to Essity. Once it reaches Essity, this will be used as basis for generating the Inbound Delivery in backend.

C

Semi-automated solution – via sFTP [Secure File Transfer Protocol

- ✓ Uploading the despatch .CSV file to Essity MFT server via Secure File Transfer Protocol (sFTP) communication.[manual or automatic connection]
- ✓ The received despatch CSV file will be routed from the server to Essity and will be used as basis for generating the Inbound Delivery in backend.
- ✓ This is fully excluded from SAP Business Network scope, therefore the status of sent documents will not be visible on SAP Business Network, while supplier swill be notified via email about successful or failed file submission

ESSITY INTERNAL

Chapter 07

Manual Advanced Ship Notice creation with CSV upload

essity

Supplier Managed Inventory process

Despatch .csv file requirements

Header Name	Description
Material number	ESSITY material number
Pallet Quantity	Specify the quantity held in a pallet. Should follow the Unit of measure in the Order. Total of pallet quantity in the file should match the shipped quantity in the Ariba Ship Notice.
Vendor Batch id	Suppliers' production identification/production Lot Number (will be used by Essity in case of Q incident). Should be same as second barcode on pallet label. Maximum 20 characters, numbers, letters and signs are ok. Supplier can use one batch ID per SSCC code. **Using multiple batch IDs for 1 SSCC code is not allowed.**
SSCC	18 digits and may not start with "0". Should be same number as third barcode on pallet label. The code structure of the SSCC is as follows: **P MMMMMMM SSSSSSSS C** P: Packaging indicator. It's recommended in the EAN world that the packaging indicator be set to 3, unidentified package. M: Supplier number. Seven figures indicating the supplier. This ID is given the supplier by the national EAN organization. S: Series of numbers. Nine figures used to give a unique Id to the handling unit. The company that code marks the unit is responsible for this number series. The combination of supplier ID and this number should be unique. C: Check figure. The calculation of this check figure is based on the preceding figures. An EAN standard algorithm is used for this calculation.
Shipment id	Unique ID per shipment. One dispatch per shipment (can be equal Despatch id). Maximum 16 characters, numbers, letters and signs are ok.
Despatch id	Unique ID, one or many per shipment e.g. a rolling load number. Maximum 16 characters, numbers, letters and signs are ok.
Timestamp	Date is required. Hour, minute and second is preferred. Format that is ok: 2018-02-12 10:23:15.
Fixed value	In the as-is process Essity is not using this field and instructed vendor to default value to "xx"
Number of reels	a) Number of reels per pallet. b) Or number of boxes (non-reel material, for example glue) per pallet. Field may not start with "0". No decimals.
Reel id	Enter the unique Reel ID or Box ID. Should be same number as the number in reel barcode label. Max 18 characters, number, letters and signs are ok. If you have an Application identifier, this should not be included. For example if label has (21) 12234567, despatch should have 12234567.
Reel quantity	Quantity held per Reel or Box. Should follow the same Unit of measure in the Order. If total reel quantity for a pallet does not match pallet quantity 100%, it is ok. Deviation due to rounding is accepted as long as the difference is less than half of the last Reel. Decimals are allowed up to 3 decimal places. Sample: 28400.234
Essity Supplier id	Supplier ID provided by ESSITY. Can be different supplier ID for different plants.
Essity Factory id	Essity Plant ID
Order	Purchase Order # or the Scheduling Agreement # **(Optional for Manual ASN creation while mandatory for sFTP solution)**
Line Item	Line-item number**(Optional for Manual ASN creation while mandatory for sFTP solution)**

ESSITY INTERNAL

Supplier Managed Inventory process

Despatch .csv file requirements

The despatch CSV file describes the handling units (pallets/boxes/reels) that are part of the shipment. The required format is as follows:

- File extension should **be .csv** which stands for "comma-separated value". This is the only format acceptable.
- UTF-8 encoding
- Each data column should be separated by a semicolon (;)
- No header fields on the actual file
- Total of 15 columns [2 additional mandatory fields are relevant for sFTP solution]
- A dot (.) should be used for decimals (please remember to not use comma (,)
- The quantity inserted in the despatch file should be in the same UoM as on the Order or Scheduling Agreement.

NON – REEL despatch file sample with traceability at Pallet Level
(sample below is having 5 pallets and assigned to different vendor batches)

desfile_supplierName_date2022.csv

```
2415800;36.865;FS0625-A;37310791300370713 5;BRD2415800;BRD2415800;2022-01-19 05:43:20;xx;0;x;0;100065760;SEF2;5500000553;10
2415800;36.865;FS0625-B;37310791300370714 2;BRD2415800;BRD2415800;2022-01-19 05:43:20;xx;0;x;0;100065760;SEF2;5500000553;10
2415800;36.865;FS0625-C;37310791300370715 9;BRD2415800;BRD2415800;2022-01-19 05:43:20;xx;0;x;0;100065760;SEF2;5500000553;10
2415800;36.865;FS0625-D;37310791300370716 6;BRD2415800;BRD2415800;2022-01-19 05:43:20;xx;0;x;0;100065760;SEF2;5500000553;10
2415800;36.865;FS0625-E;37310791300370717 3;BRD2415800;BRD2415800;2022-01-19 05:43:20;xx;0;x;0;100065760;SEF2;5500000553;10
```

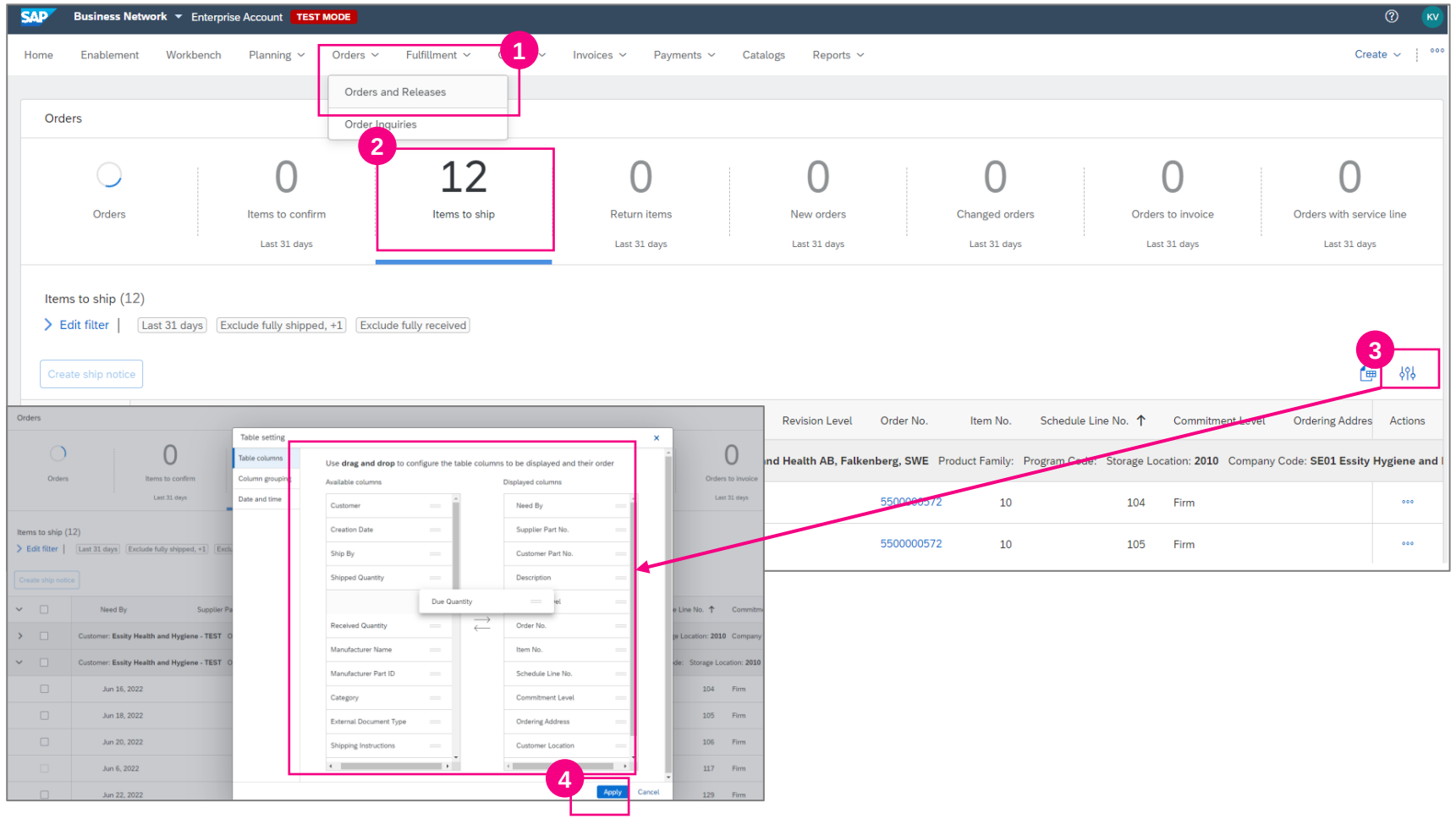
REEL despatch file sample with traceability at Reel Level
(sample below is having 2 pallets with 2 reels on each)

desfile_supplierName_date.csv

```
1069604;125;FS0744A;37310791300370749 4;ASN0744;ASN0744;2022-2-11 07:05:52;xx;2;FS0744A1;62.5;100060465;SEF2;4300000744;10
1069604;125;FS0744A;37310791300370749 4;ASN0744;ASN0744;2022-2-11 07:05:52;xx;2;FS0744A2;62.5;100060465;SEF2;4300000744;10
1069604;125;FS0744A;37310791300370750 0;ASN0744;ASN0744;2022-2-11 07:05:52;xx;2;FS0744A3;62.5;100060465;SEF2;4300000744;10
1069604;125;FS0744A;37310791300370750 0;ASN0744;ASN0744;2022-2-11 07:05:52;xx;2;FS0744A4;62.5;100060465;SEF2;4300000744;10
```

Supplier Managed Inventory process

Manual Advanced Ship Notice creation with CSV upload



1. In order to create Advance Ship Notice please click the **Orders** tab, then click **Orders and Releases**.

2. Click on the **Items to Ship** tile.

3. The table can be customized by clicking the **table settings icon** to show the list of available and displayed columns.

   In **table settings icon**, you can configure the table to hide or display columns.

   Please **Drag and drop** column headers to hide or display.

4. Click **Apply** button for the table columns to update.

Supplier Managed Inventory process

Manual Advanced Ship Notice creation with CSV upload

5 If you are going to create Advance Ship Notice for single Scheduling Agreement, please expand the **Edit filter** section.

6 In the **Order numbers** section, select the **Exact match** radio button then enter the exact Scheduling Agreement number.

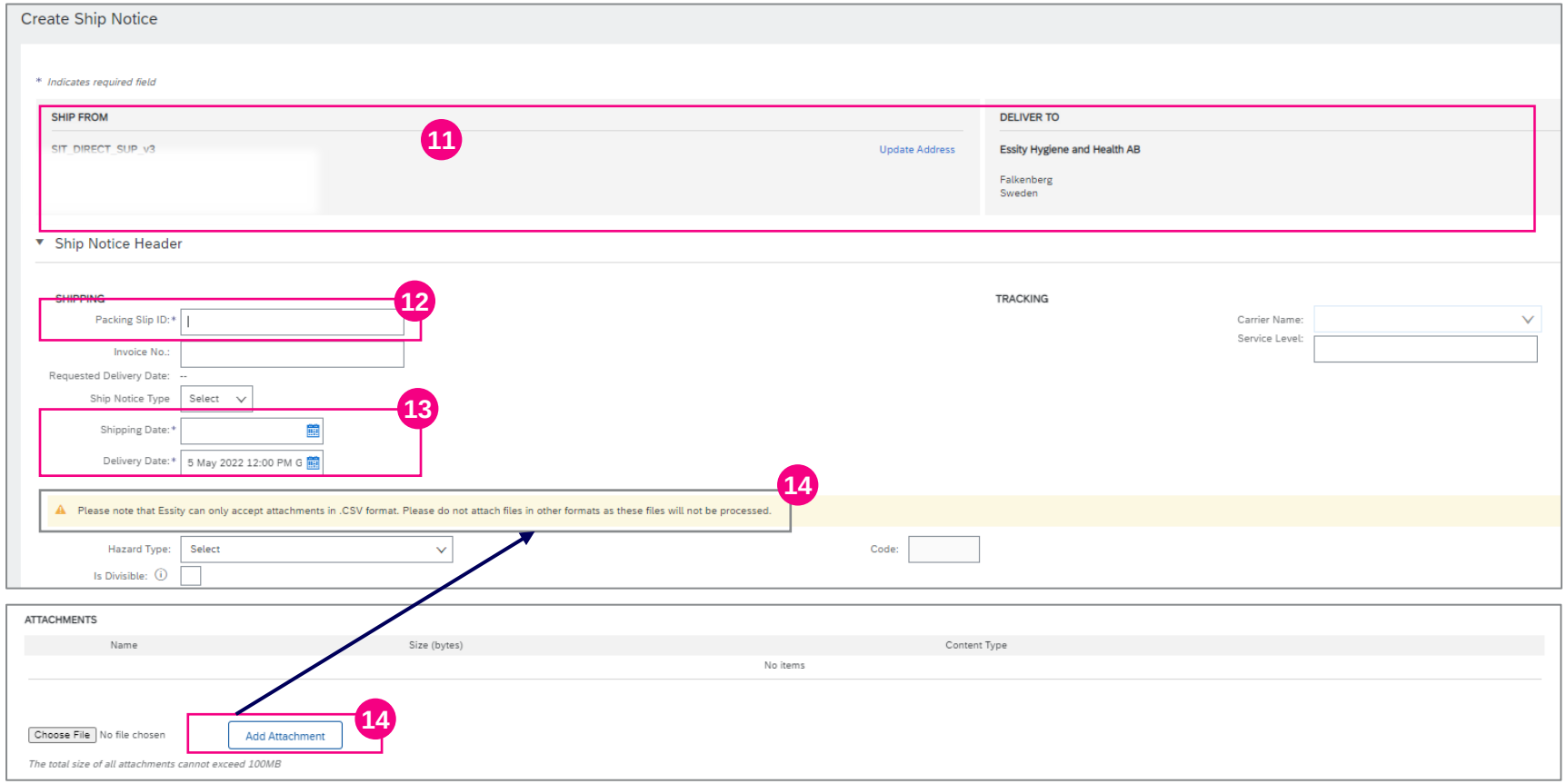
7 Click the **Apply** button to see the result.

8 Select the delivery schedule line for shipping.

9 Click on **Create ship notice** button. Next steps are indicated for ASN process creation with CSV file submission.

Supplier Managed Inventory process

Manual Advanced Ship Notice creation with CSV upload



11 Check the **SHIP FROM** and **DELIVER TO** information.

Fill out the obligatory information on the form:

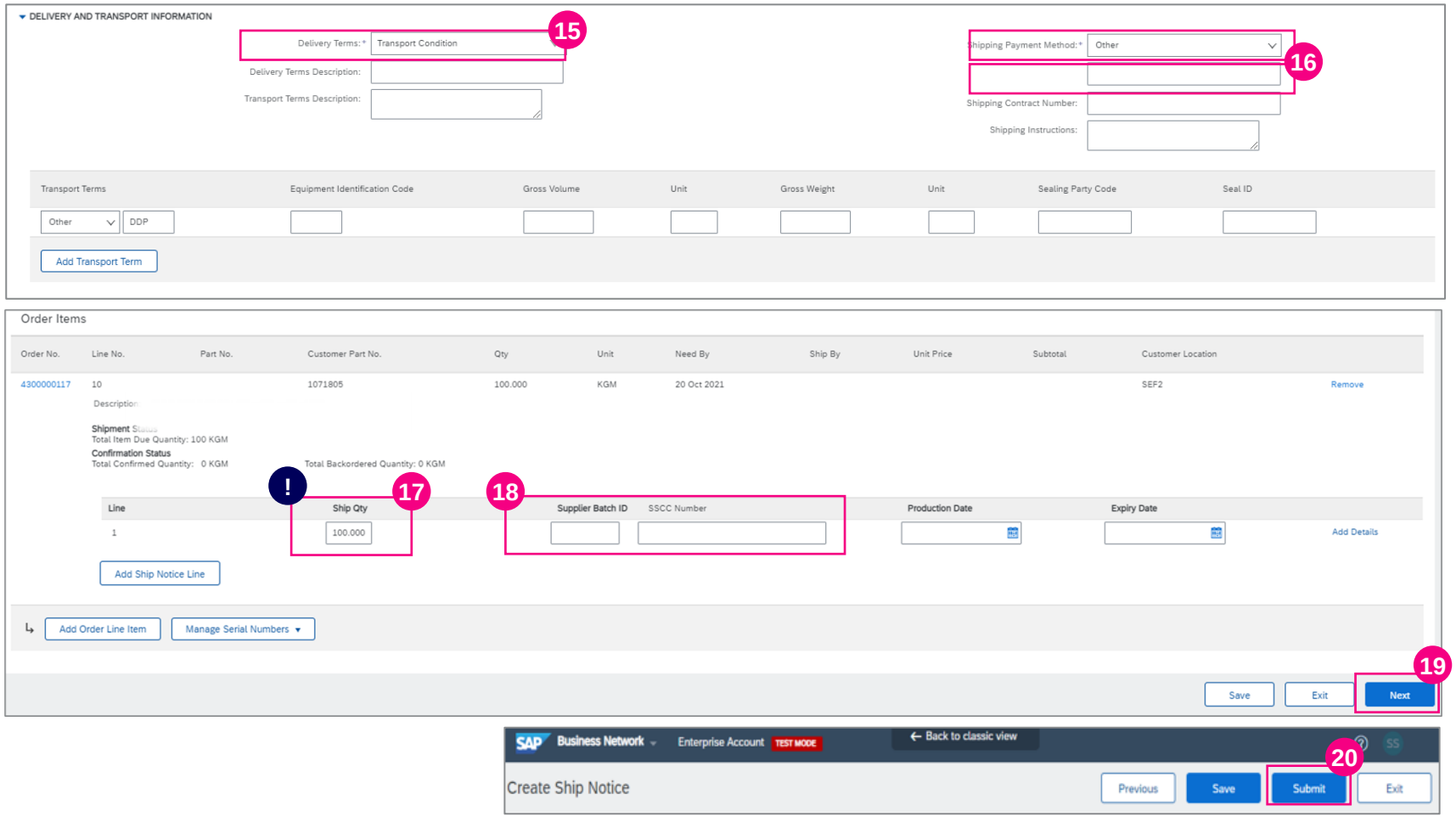
12 The **Packing Slip ID** is any number you use to identify the Ship Notice.

13 Select the **Shipping Date** and the **Delivery Date**.

14 Attach the Despatch CSV file by clicking the **Choose File** button, then locating, and selecting the file. It is a mandatory step.
Click the **Add Attachment** button.
The format of the despatch file must be .csv. Please only upload 1 file.

Supplier Managed Inventory process

Manual Advanced Ship Notice creation with CSV upload



15 Please provide **Delivery Terms** from drop down list.

16 Select **Shipping Payment Method.** If the selected Payment Method is ‚Other' please insert n/a in the following field.

17 **Ship Quantity** is automatically populated from the Scheduling Agreement. **If the CSV contains different quantity, please insert the correct value in this field. The value in this field should be equal to the shipped quantity.**

!

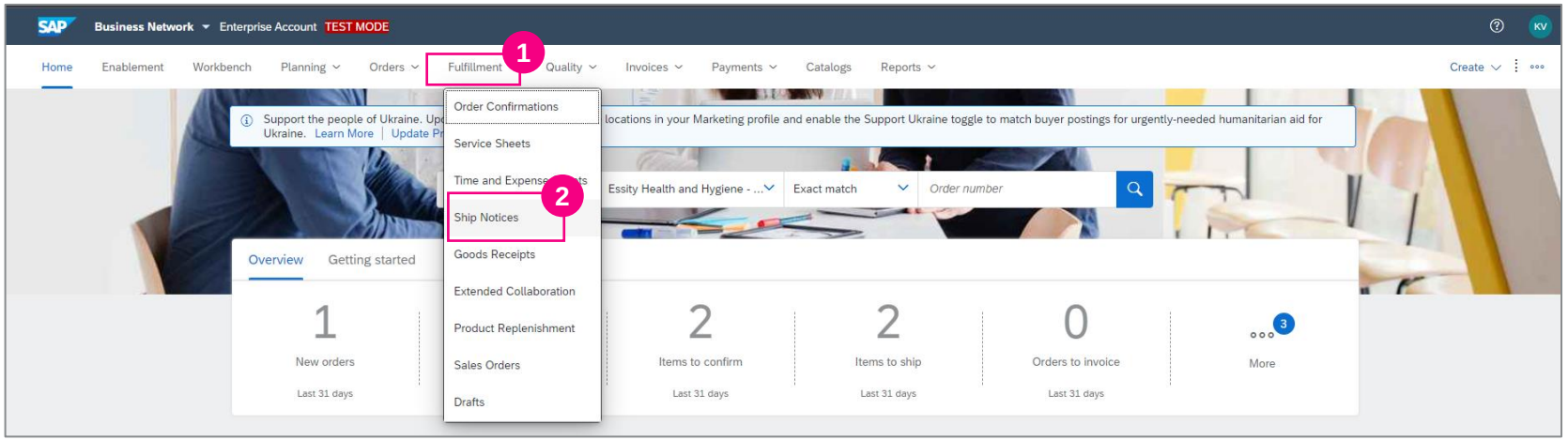
18 There is no need to indicate **Supplier Batch ID (Material ID) and SSCC Number. Those information will be automatically taken from CSV attachment.**

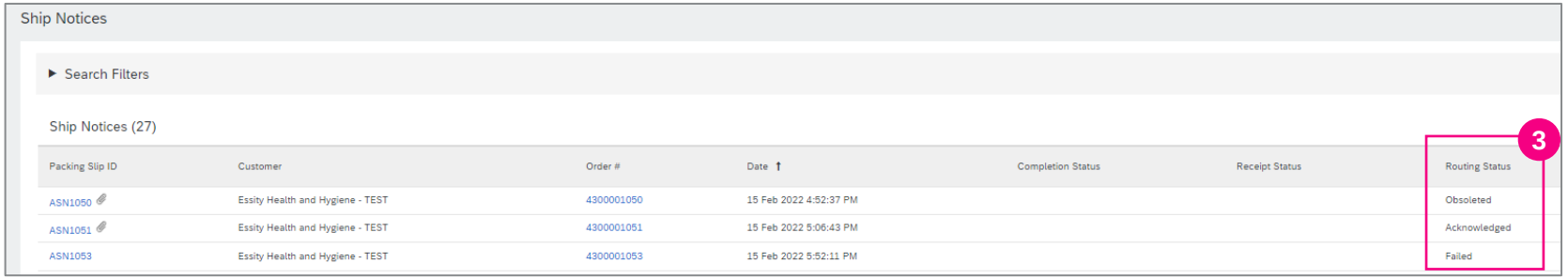
19 Click the **Next** button to proceed to review your Ship Notice.

20 Then click **Submit** button.

Supplier Managed Inventory process

Manual Advanced Ship Notice creation with CSV upload





! **If supplier sends the despatch file to Essity MFT server [automatically or manual upload] the status will not be reflected on SAP Business Network.**

1. All submitted Advanced Ship notices [either thru cXML or Manual ASN creation] are displayed under **Fulfillment section**.

2. Select **Ship Notices** from the dropdown list.

3. The **Routing status** informs if the document has been processed successfully. Supplier should review the status of submitted Advanced Shipping in order to reprocess the document in case of failure.

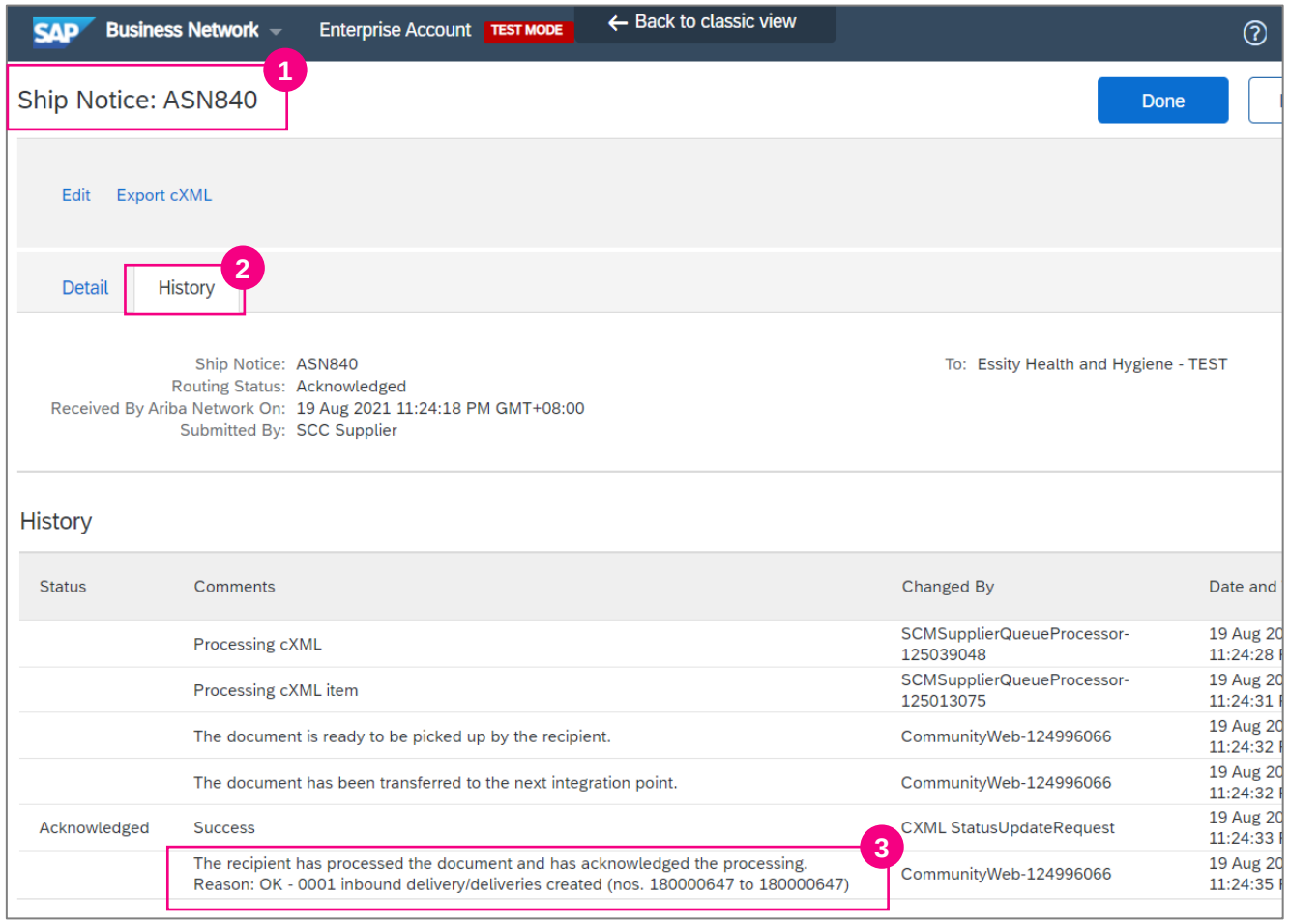
   Obsoleted – document has been cancelled

   Acknowledged – document has been submitted to Essity

   Failed – document has been rejected

Supplier Managed Inventory process

Manual Advanced Ship Notice creation with CSV upload



1. Essity is validating correctness of the Despatch file attached on the Ship Notice. If validation passes, then Routing Status will be shown as **Acknowledged.**
   Open the **Ship Notice** page and select the adequate Ship Notice number.

2. Click the **History** tab.

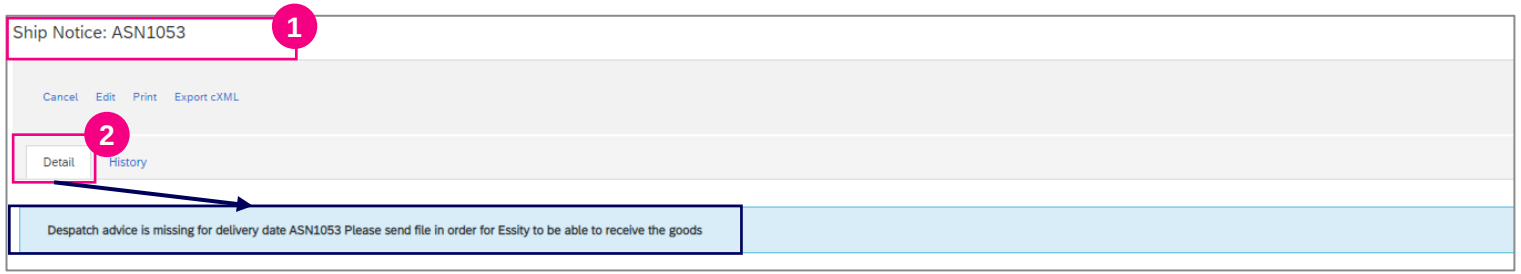
3. Check the confirmation message shown in the comment that the document has been processed in the receiving system and the Inbound Delivery ID.

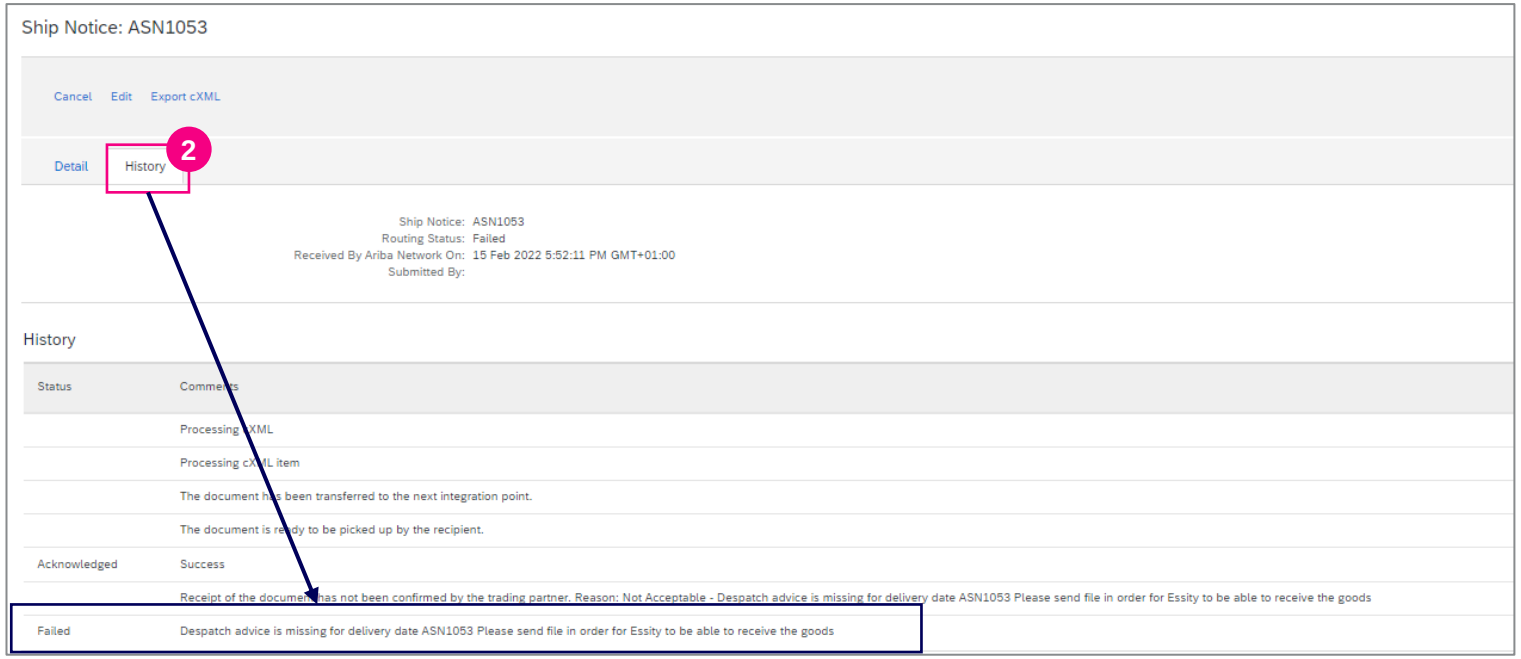
NOTE

If ASN routing status is already Acknowledged, **supplier cannot not edit/delete the ASN.** The inbound delivery is already generated in the backend system and changes is no longer allowed.

Supplier Managed Inventory process

Manual Advanced Ship Notice creation with CSV upload - failure





Essity is validating correctness of the Despatch file attached on the Ship Notice.

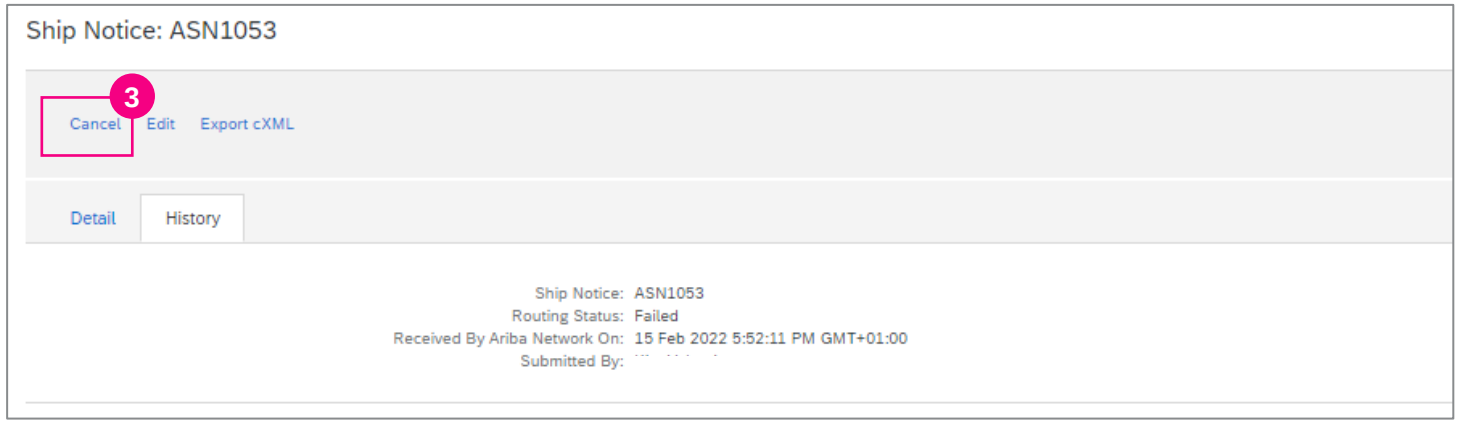
1 Open the **Ship Notice** page (Fulfillment tab) and select the adequate Ship Notice number.

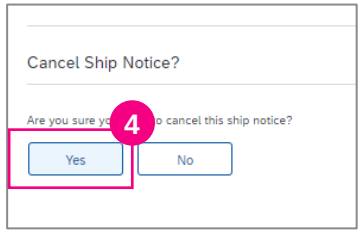
2 The rejection reason will be displayed in **Detail** and **History** section.

If validation fails, then Routing Status will be shown as **Failed** and Supplier is expected to cancel Failed ASN and resubmit the corrected Ship Notice.

Supplier Managed Inventory process

Manual Advanced Ship Notice creation with CSV upload - failure





3 Click the **Cancel** button.

4 Click **Yes**, in order to confirm cancelation of Advanced Ship Notice.

5 Once the document will be canceled the **Routing Status** and **Ship Notice Status** will be changed.

Perform necessary correction on the Despatch CSV file and attach to the Ship Notice.

Resubmit the Ship Notice.

Supplier Managed Inventory process

Email notification

Recent Ariba Network document failures | Immediate notification

1

no-reply@ansmtp.ariba.com
Mon 12/6/2021 9:51 PM
To: |

Here is a list of errors, relating to recent transactions, that occurred up to this time: 6 Dec 2021 5:51 AM PST

Buyer: Essity Health and Hygiene - TEST

Error Code	Document Type Document Number Payload ID	Reference Purchase Order	Timestamp	Status	Reason
ANL-0000009	ShipNoticeDocument ASN1277 1638798395333-8007689742766566849@10.162.96.192	4300001277	6 Dec 2021 5:46 AM PST	Failed	*Receipt of the document has not been confirmed by the trading partner.*

If you have any questions regarding this error notification, please contact Ariba Support.

Please do not reply to this email. Replies to this email will not be read.
© 2018 Ariba, Inc. All rights reserved.
Unsubscribe

Reply | Reply all | Forward

1 Suppliers can receive email notification when an Advanced Ship Notice **failed.** This setting is controlled by suppliers in SAP Business Network. Buyers cannot configure it on behalf of their suppliers.

Procedure:

1. Click the **Account Settings** icon in the upper right corner
2. Click Settings > **Network Notification**
3. Go to the **Error Email Notification section**, enable **Send immediate notification upon failure**

Supplier Managed Inventory process

Email notification

Recent Ariba Network document failures | Immediate notification

no-reply@ansmtp.ariba.com
Mon 12/6/2021 9:51 PM
To: |

Here is a list of errors, relating to recent transactions, that occurred up to this time: 6 Dec 2021 5:51 AM PST

Buyer: Essity Health and Hygiene - TEST

Error Code	Document Type Document Number Payload ID	Reference Purchase Order	Timestamp	Status	Reason
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If you have any questions regarding this error notification, please contact Ariba Support.

Please do not reply to this email. Replies to this email will not be read.
© 2018 Ariba, Inc. All rights reserved.
Unsubscribe

Reply | Reply all | Forward

If desired, you can also enable an option to send a notification digest (an email with summary of failed documents recorded for the chosen time interval)

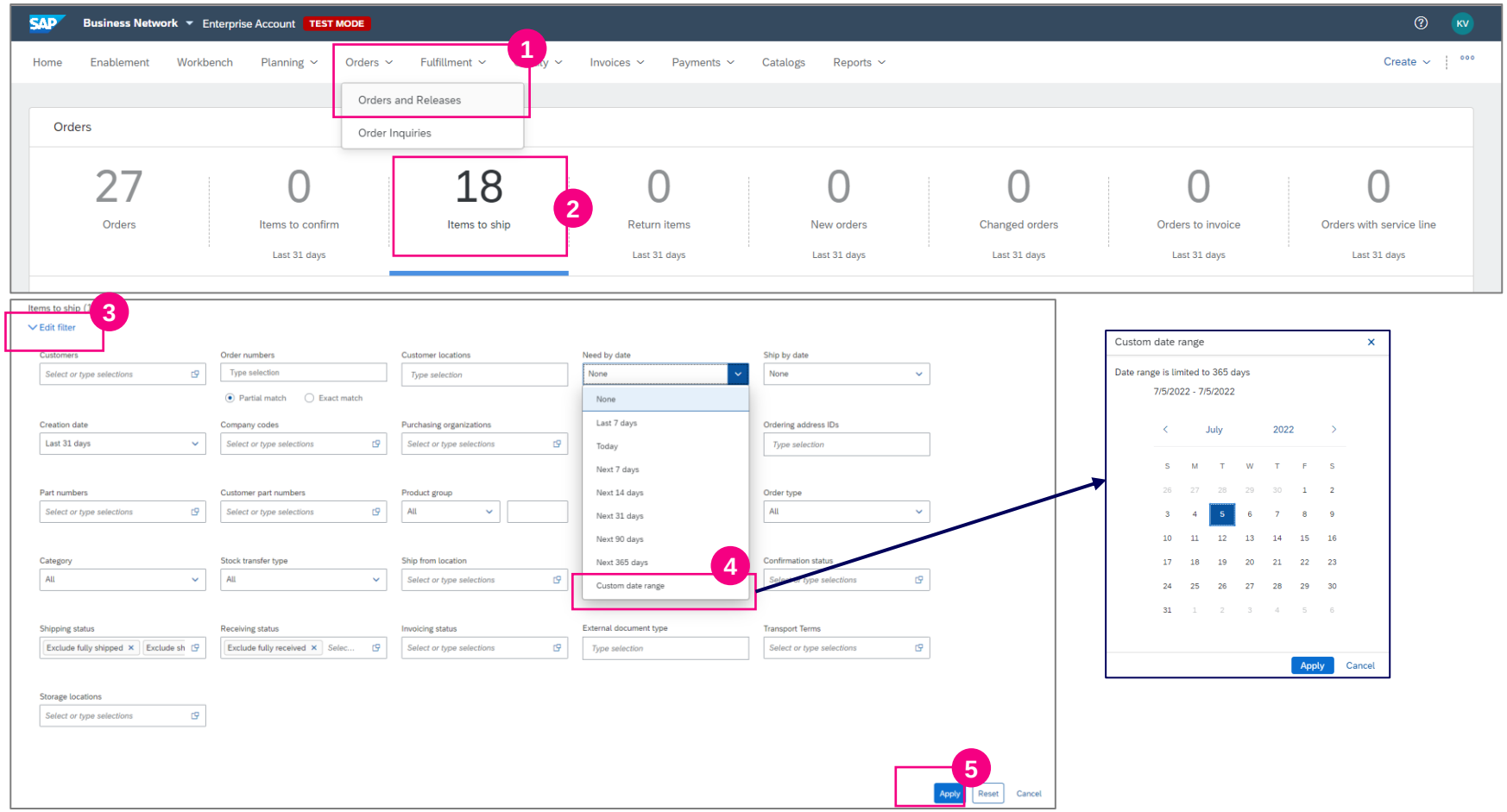
4. Go to the **Ship Notice** section, enable **Send a notification when ship notices are undeliverable** and **Send notification when a Declined Document status update request is received**

5. Specify the email address to send the notifications in the **To email addresses field**

As this notification displays only a generic failure reason, login to SAP Business Network to see full details

Supplier Managed Inventory process

Manual Advanced Ship Notice creation with CSV upload – multiple materials

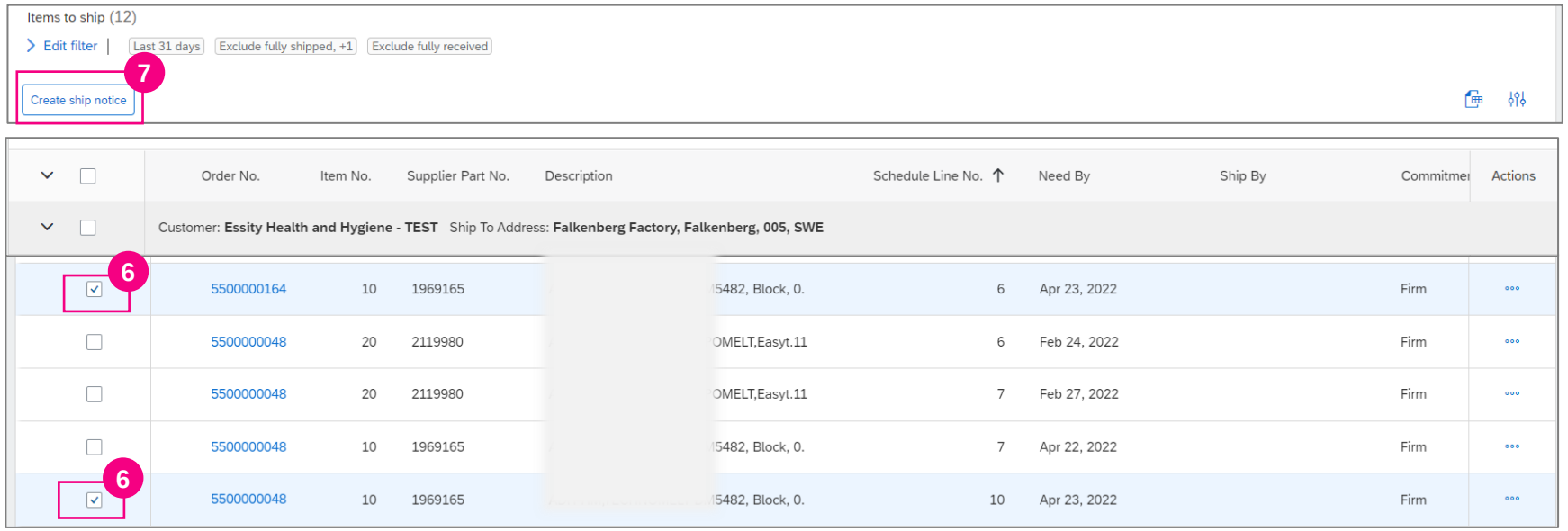


Supplier can select materials from different Scheduling Agreements (only from the same location and delivery date) and consolidate into one Advance Ship Notice.

1. Click the **Orders** tab, then click **Orders and Releases**.
2. Click on the **Items to Ship** tile.
3. In order to display all shipment planned to be delivered on certain delivery date please expand the **Edit filter** section.
4. In the **Need by date** field, select the Custom Date Range and indicate exact delivery date. Then please click **Apply** button.
5. Click the **Apply** button to see the result.

Supplier Managed Inventory process

Manual Advanced Ship Notice creation with CSV upload – multiple materials



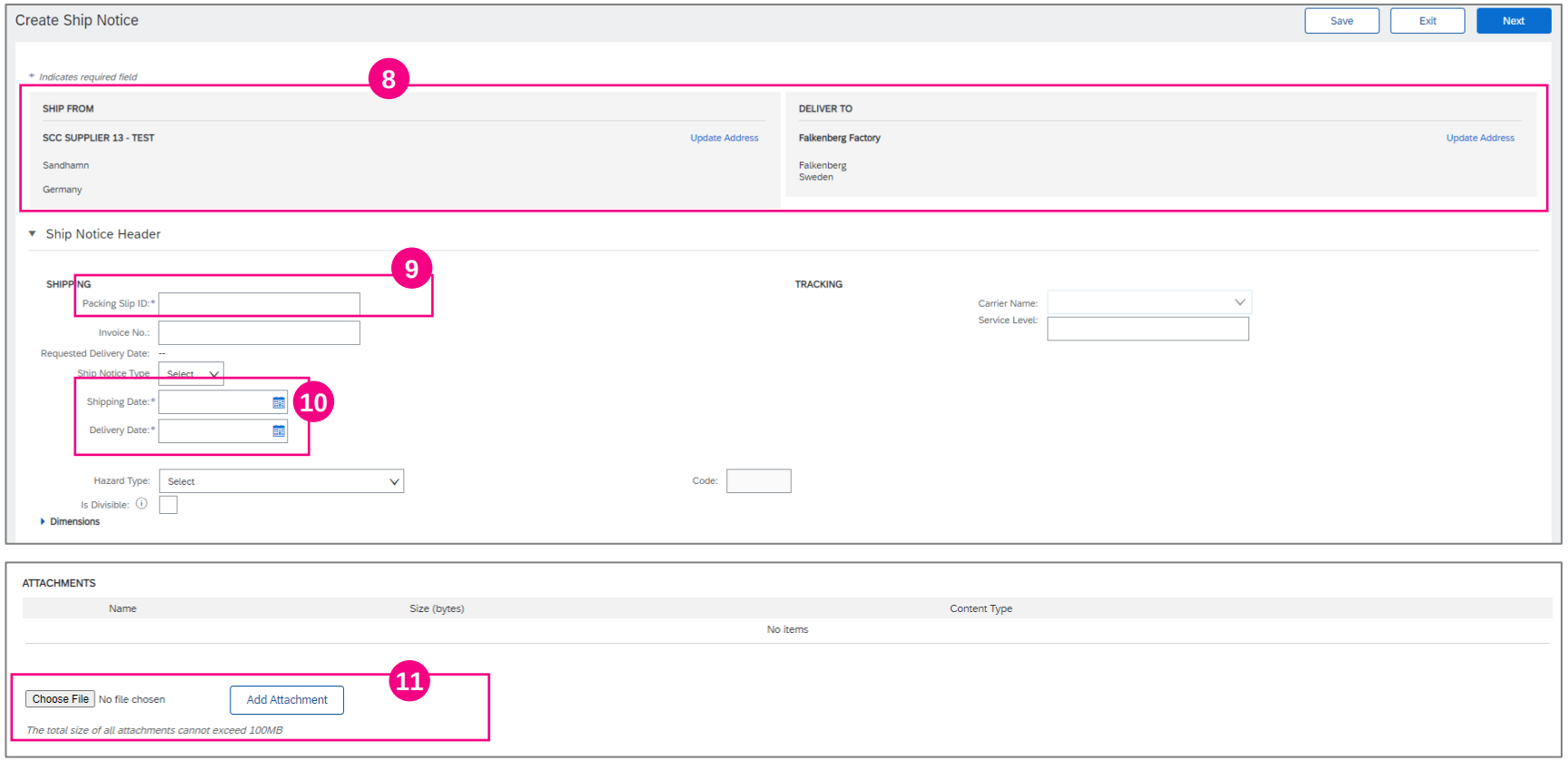
6 Select the **delivery schedule lines** for shipping from the different scheduling agreements.

7 Click on **Create ship notice** button.

Then you will be redirected to the ship notice creation page.

Supplier Managed Inventory process

Manual Advanced Ship Notice creation with CSV upload – multiple materials



8 Check the **SHIP FROM** and **DELIVER TO** information.

Fill out the requested information on the form:

9 The **Packing Slip ID** is any number you use to identify the Ship Notice.

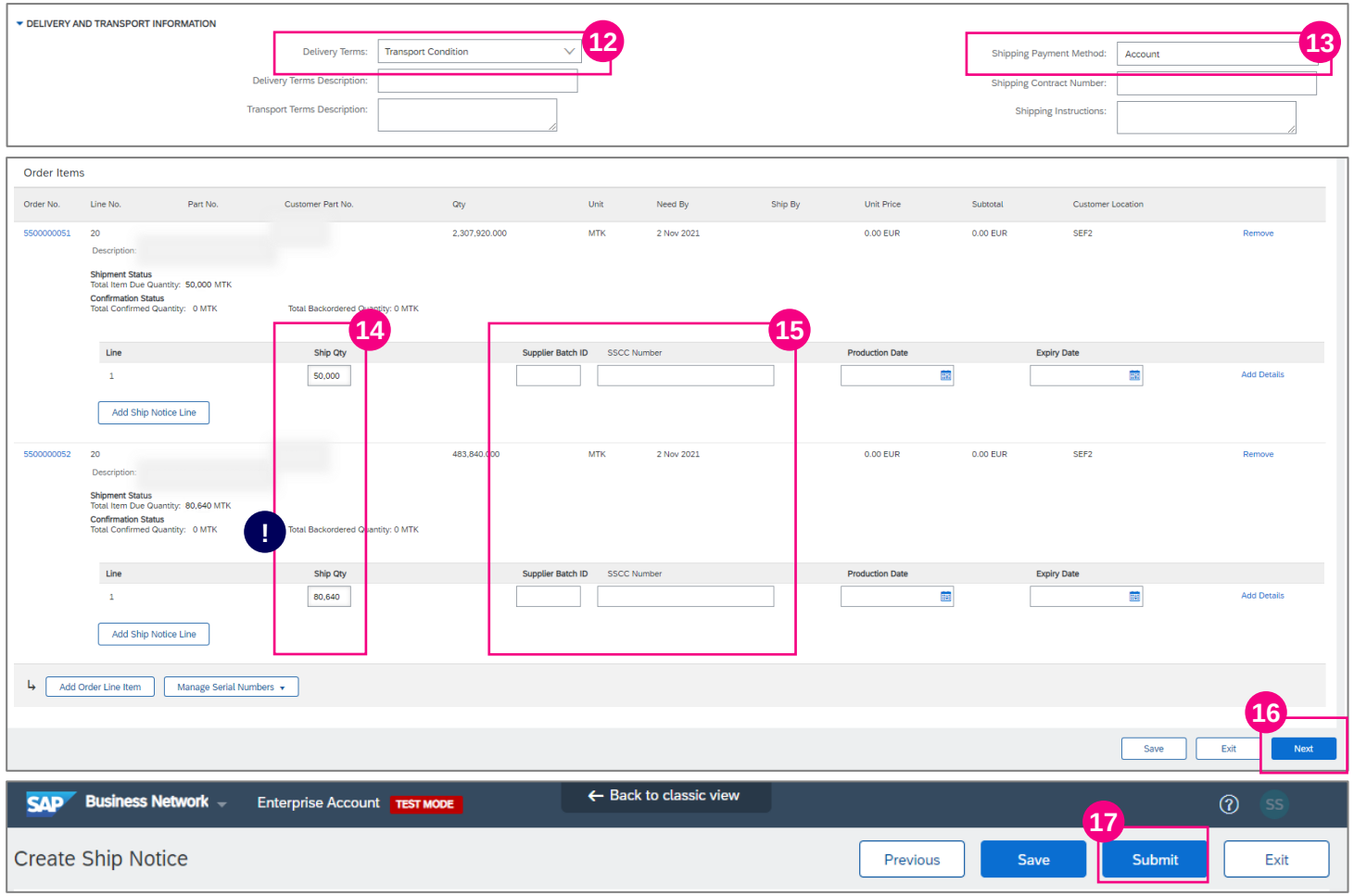
10 Select the **Shipping Date** and **Delivery Date**

11 Attach the Despatch CSV file by clicking the **Choose File** button, then locating, and selecting the file. The file must contain all relevant handling unit information for all the materials in the ship notice line items.

It is a **mandatory** step. Click the **Add Attachment** button.

Supplier Managed Inventory process

Manual Advanced Ship Notice creation with CSV upload – multiple materials



12 Provide **Delivery Terms** from the drop down list

13 Select Shipping **Payment Method**

14 **Ship Quantity** is automatically populated from the Scheduling Agreement. **If the CSV contains different quantity, please insert the correct value in this field.**

! **The value in this field should be equal to the shipped quantity.**

15 There is no need to indicate Supplier Batch and SSCC Number. This information will be automatically populated from CSV attachment.

16 Click the **Next** button to proceed to review your Ship Notice.

17 Then click the **Submit** button

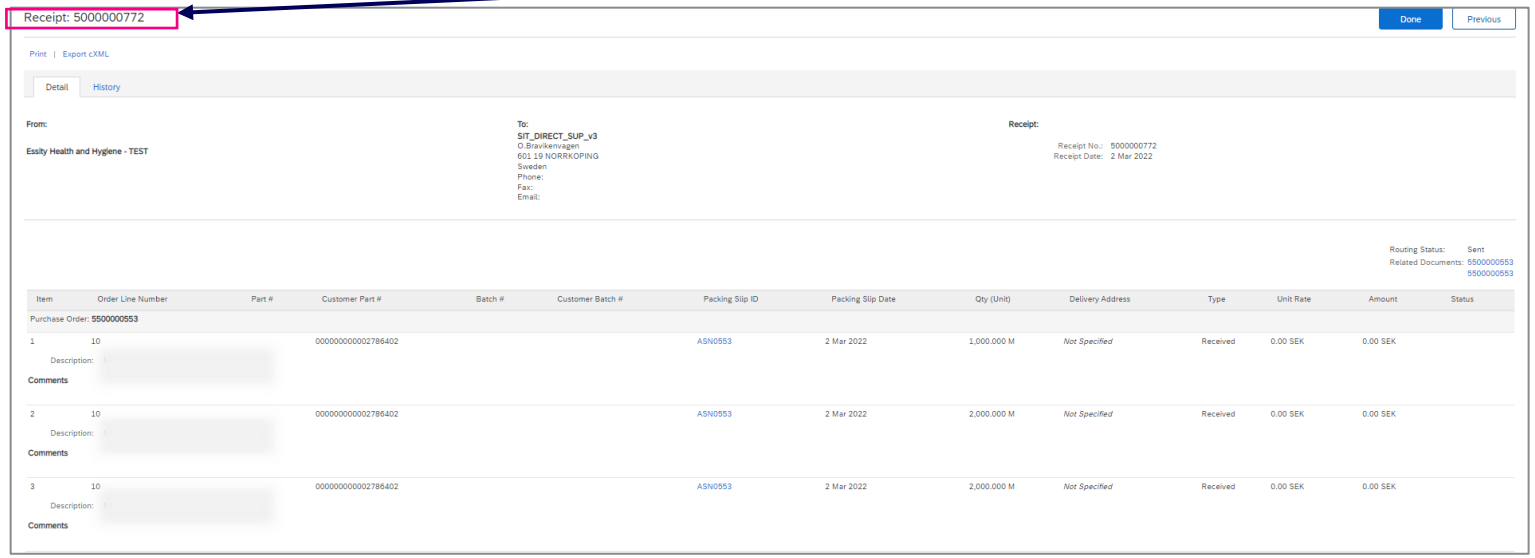
Chapter 08

Goods Receipt

essity

Supplier Managed Inventory process

Goods Receipt



Once goods receipt is posted, the information will be reflected on the respective Scheduling Agreement.

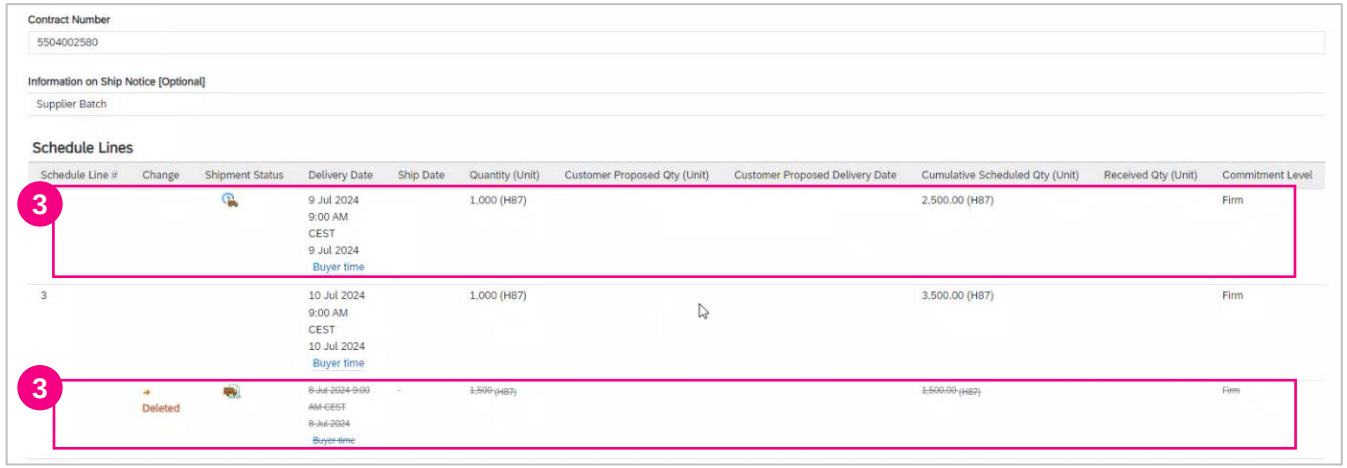
In the **Related Documents section** there will be a list of relevant documents.

2 Documents which starts from 50xxxxxxxx refer to the Goods Receipt.
The details of receipt can be displayed by clicking on the document number.

The list of Good Receipt documents is available under **Fulfillment and then Goods Receipt section.**

Supplier Managed Inventory process

Goods Receipt



Contract Number

5504002580

Information on Ship Notice [Optional]

Supplier Batch

Schedule Lines

Schedule Line #	Change	Shipment Status	Delivery Date	Ship Date	Quantity (Unit)	Customer Proposed Qty (Unit)	Customer Proposed Delivery Date	Cumulative Scheduled Qty (Unit)	Received Qty (Unit)	Commitment Level
3			9 Jul 2024 9:00 AM CEST 9 Jul 2024 Buyer time		1,000 (H87)			2,500.00 (H87)		Firm
3			10 Jul 2024 9:00 AM CEST 10 Jul 2024 Buyer time		1,000 (H87)			3,500.00 (H87)		Firm
3	Deleted		~~8 Jul 2024 9:00 AM CEST 8 Jul 2024 Buyer time~~	-	~~1,500 (H87)~~			~~1,500.00 (H87)~~		~~Firm~~

3 After Goods Receipt done by Essity, the schedule line is deleted

4 The next schedule line is open for a delivery

ESSITY INTERNAL

Planning process

Key takeaways

Regular planning update

Suppliers should perform planning regularly to keep the schedule lines converted into Firmed Orders. Only the deliveries planned for the next 14 days can be converted into Firmed Orders

Planned Shipment update to Avoid Undelivered Quantities

In case suppliers are unable to deliver the planned quantities within the delivery date, they should update the planned shipments beforehand to avoid having undelivered planned shipments in the past

Ensuring Timely Deliveries in Compliance with Min/Max Stock Levels

Suppliers should ensure to plan and deliver quantities within the delivery dates committed in the planned shipment with respect to the min/max stock levels

Automatic schedule line cleanup based on GR

In case of a quantity discrepancy between initially planned and to be shipped, there is no need to update the values on the planning page as the system will clean up the schedule lines automatically based on Good Receipt and 10% tolerance setup for under delivery

Thank you!

supplierinfo@essity.com

essity

essity