



# LTC Procurement Collaboration

## SUS Supplier Training Material

2012-03

**lenovo**

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THOSE  
WHO DO.

# Agenda

- **Introduction & kick-off**
- SUS Overview
- Logon to SUS
- Set Your Data
- Document Search
- Purchase Order
  
- Advanced Shipping Notification
- Invoice Processing
- Po Report / GR Report / Payment Advices Report
- Getting Help

# Abbreviation

Abbreviations appeared in this material:

- LTC – Lenovo Trading Center
- ASN – Advanced shipping notification

# Organization Code from Lenovo

- **For LTC**
  - **Company Code:**
    - **SG01** – Lenovo Singapore(Pte) Ltd
  - **Purchasing Organization:**
    - **SG21** – SPC AP Purch. Org
  - **Plant:**
    - **G000** – LIPC AG NB Option plan

# Purchase Order Type from Lenovo

- For LTC
  - ZPC1: Drop shipment
  - ZPC2: Buy ahead
  - ZPC3: VMI/Intel CCP

# Agenda

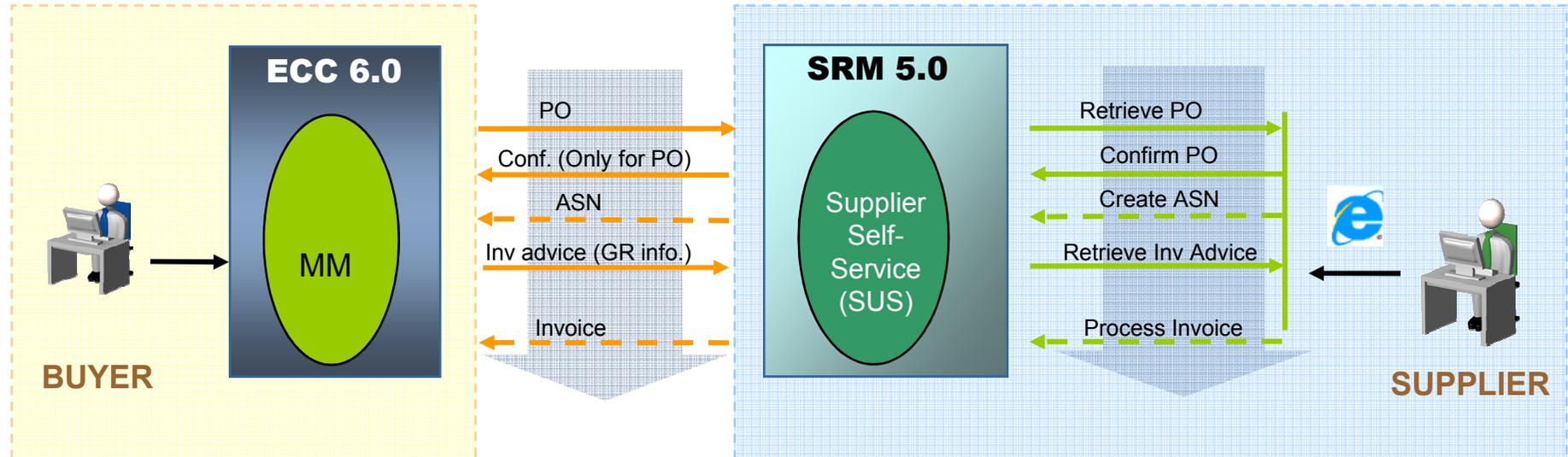
- Introduction & kick-off
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# SUS Overview

- SUS (Supplier Self-Service) is a web-based application that primarily supports distribution of purchase orders to suppliers, purchase order acceptance, advance shipping notification, invoice processing and routing to buying companies.
- It allows suppliers to:
  - Sign in using their registered profile ID and change their password
  - Receive new purchase orders or purchase order changes
  - Create purchase order acknowledgements
  - Create advanced shipping notification
  - Process invoices electronically
  - Print out purchase orders, scheduling agreement releases and invoices

# SUS Functionalities Overview

- SRM SUS – Web-based order and invoice collaboration



- New and changed Purchase Order (PO) can be sent to supplier. PO can be accepted or rejected via SUS. **(PO rejection is not allowed LTC.)** 供应商不可以拒绝PO
- Supplier could create Advanced Shipping Notification (ASN) via SUS and send to Lenovo.
- Invoice/Invoice advice which include Goods Receipt (GR) information can be sent to supplier
  - Invoicing advice is used and suppliers could process invoice based on invoicing advice and send it back to Lenovo.
- Detailed payment status.

# Application Usage Requirements

## Only Internet Browser & Internet Connection are required to access SUS

- Minimum internet browser versions - Your web browser should be Internet Explorer at version 5.0, 5.5 or 6.0; or Netscape Navigator at version 4.72 through 6.1.
- JavaScript enabled - SUS requires that your web browser be enabled for JavaScript. This is used for validating user input, initiating submission, controlling dynamic screen behavior, and controlling navigation through use of links.
- Cookies - SUS requires that your web browser be defined to accept cookies. Cookies are only used for SUS internal session management and are not used to store any information about users.
- Cascading Style Sheets - SUS requires that your web browser be enabled for cascading style sheets.
- **Web browser Back button - For consistent results on all web browsers, you should avoid using the browser's Back button to return to the previous screen in the SUS application. Instead you should use the Return button or other appropriate action buttons (Cancel, Submit...) to navigate in the SUS application. These buttons are designed to do the appropriate navigation for you. Where these SUS buttons are not available, you can use the SUS navigation links.**

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# How to log on to SUS?

- Enter the SUS URL <https://srmcn.lenovo.com.cn> in your browser. Enter your user id and password and click Log On button.

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Welcome to Lenovo Supplier Self Service

**Logon**

Users \*

Password \*

Language English

[Change Password](#)

**IT Support Information**

Lenovo IT Support E-mail: ITService@lenovo.com  
Lenovo IT Support Hotline: 800-999-3056 (China toll free)

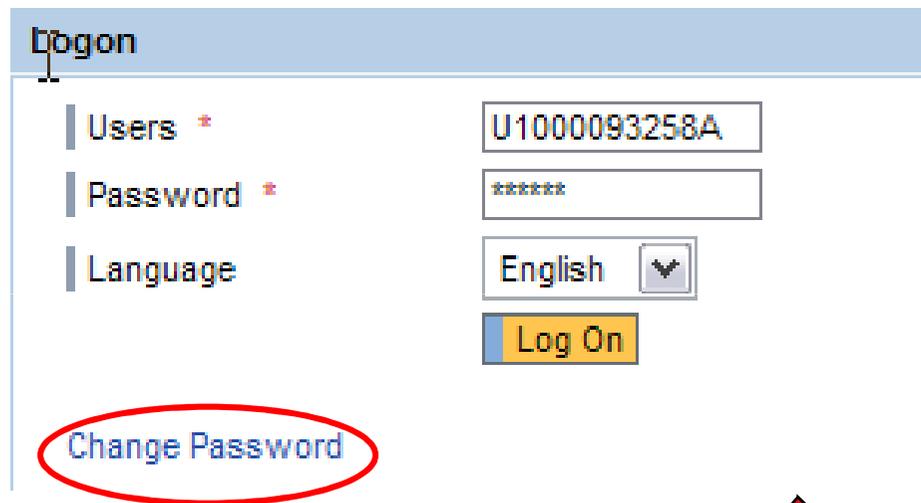
SUS Support Page: [Here](#)

## Tip:

You should bookmark the URL so that you don't have to remember and type it again next time. To bookmark, go to Favorites and click on Add to Favorites from your browser

# Change Password

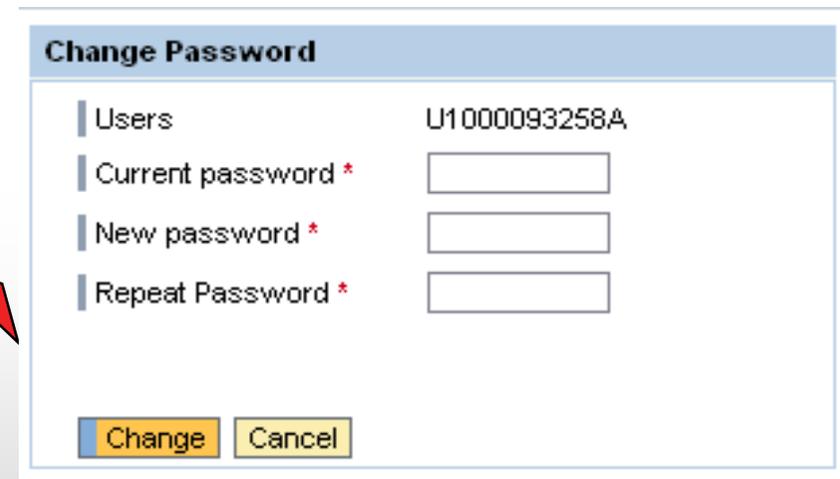
- Enter your User ID and the current Password and click on the “Change Password” button
- The next screen prompts you to enter the old password and the new password to which you want the old password to be changed to.



Logon

Users *	<input type="text" value="U1000093258A"/>
Password *	<input type="password" value="*****"/>
Language	English <input type="button" value="v"/>

[Change Password](#)



Change Password

Users	U1000093258A
Current password *	<input type="text"/>
New password *	<input type="text"/>
Repeat Password *	<input type="text"/>

**Tip:**

If it's your first time to logon SUS, system will prompt the change password screen to let you change the password

# Navigator & Start Page

- You can access documents through Navigator or Start Page.

The screenshot shows the SAP NetWeaver Start Page in a browser. A red oval highlights the 'Navigator' menu on the left side. A red box highlights the 'Start Page' content area, which contains various document links and statistics. A red box highlights the 'Messages' section at the bottom. A red arrow points from the 'Start Page' content area to a red box containing text.

**Navigator**

You can hide the Navigator

Start Page show overview of all documents with number of new documents.

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# Set your data I

- Click “own data” button, and then it will bring you to see your data.

Start Page

## Start Page



- [All Purchase Orders](#)
- [New \(18\)](#) and [Changed](#)
- [In Process](#)
- [Confirmed](#) and [Partially Confirmed](#)



- [All Confirmations](#)
- [Approved](#)
- [Rejected](#)
- [Create](#)



- [All ASNs](#)
- [Create](#)



- [All Invoices and Credit Memos](#)
- [Rejected](#)
- [Create](#)



- [All Sched.Agreemt Releases](#)
- [New \(7\)](#)
- [In Process](#)



- [All Goods Receipts](#)
- [All Canceled Goods Receipts](#)
- [All Return Deliveries](#)

 [Own Data](#)

### Messages

The table does not contain any entries

# Set your data II

- Click "process" button to change your data.

User:U1000093258A

**Process**

**General User Information**

User Name	U1000093258A
FormOfAddr	Select: ▾
*First Name	
*Last Name	U1000093258A
*E-Mail Address	
*Country	Afghanistan ▾
Language	English ▾
Company	Select: ▾
Assigned Roles	mySAP SRM SUS Dispatcher,mySAP SRM SUS Invoicing Party,mySAP SRM SUS Order Processor,mySAP SRM SUS Scheduling Agreement Release Processor

**Contact Information**

Telephone	
Fax	
Item	
Department	

**Settings**

Date Format	DD.MM.YYYY ▾
Decimal Format	12,345,687.90 ▾
Time Zone	UTC+08 ▾
<input type="checkbox"/> Save UI Settings	

# Set your data III

- Click "Save" button to save your setting.

User : U1000093258A

### General User Information

User Name	<input type="text" value="U1000093258A"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>
FormOfAddr	Select: <input type="button" value="v"/>
*First Name	<input type="text"/>
*Last Name	<input type="text" value="U1000093258A"/>
*E-Mail Address	<input type="text"/>
*Country	Select: <input type="button" value="v"/>
Language	English <input type="button" value="v"/>
Company	Select: <input type="button" value="v"/>
Assigned Roles	mySAP SRM SUS Dispatcher,mySAP SRM SUS Invoicing Party,mySAP SRM SUS Order Processor,mySAP SRM SUS Scheduling Agreement Release Processor

### Contact Information

Telephone	<input type="text"/>
Fax	<input type="text"/>
Item	<input type="text"/>
Department	<input type="text"/>

### Settings

Date Format	YYYY.MM.DD <input type="button" value="v"/>
-------------	---

# Agenda

- Introduction & kick-off
- SUS Overview
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- Set Your Data



- **Document Search**

- Purchase Order

- Advanced Shipping Notification
- Invoice Processing
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- Getting Help

# Document Search

lenovo™

Home | **Find** | Help | FAQ | Log off

Start Page

Find

Purchase Orders

- All
- New
- Changed
- In Process
- Confirmed
- Partly Confirmed
- Rejected
- Canceled by Customer

Shipping Notifications

- All
- In Process
- Sent

Confirmations

- All
- In Process
- Completion Reported
- Rejected
- Approved
- Canceled

Invoices and Credit Memos

Start Page

All Purchase Orders

New (6) and Changed

In Process

Confirmed and

All ASNs

Create

All Invoices and Cre

Rejected

Create

ERS report

Own Data

Messages

The table does not contain any entries

### Document Search

Type: Purchase Order

Timeframe: Today

Created After: 19.03.2007

Status: SUS PO number

Document Number: [ ]

Document Name: [ ]

Partner Number: ECC PO number

Purchase Order No.: [ ]

Search Only in Archive

Find

# Document Search for PO

- Search Purchase Order by timeframe, status, internal document number, customer PO number.

## Document Search

Type	Purchase Order	▼
Timeframe	Today	▼
Created After	19.03.2007	
Status	New	▼
Document Number	All	
Document Name	New	
Partner Number	In Process	
Purchase Order No.	Changed by Customer	
	Partially Confirmed	▼
	Confirmed	
	Rejected	
	Canceled by Customer	

Search Only in Archive

Find

# Document Search for Invoice

- Search Invoice by timeframe, status, supplier invoice number.

**Document Search**

Type	Invoice or Credit Memo	▼
Timeframe	Today	▼
Created After	19.03.2007	
Status	All	▼
Document Number	All	▼
Document Name	In Process	
Partner Number	Document Sent	
	Accepted by Customer	
	Rejected by Customer	▼

Search Only in Archive

Find

# Sort function

You may sort documents in ascending or descending order in the document list page. You can do this by clicking on the up/down arrows.

List of New Purchase Orders

Print Download

	Document Number	Document ...	Document Date	Status	Total Value	Purchase Order No.
<input type="checkbox"/>	<a href="#">4000000114</a>	PO	14.03.2007	New	144,00 USD	4500199454
<input type="checkbox"/>	<a href="#">4000000113</a>	PO	14.03.2007	New	12,00 USD	4500199453
<input type="checkbox"/>	<a href="#">4000000077</a>	PO	09.03.2007	New	20.000,00 USD	4500199415
<input type="checkbox"/>	<a href="#">4000000071</a>	PO	09.03.2007	New	1.176,00 USD	4500199408
<input type="checkbox"/>	<a href="#">4000000072</a>	PO	09.03.2007	New	1.200,00 USD	4500199408
<input type="checkbox"/>	<a href="#">4000000073</a>	PO	09.03.2007	New	9.702,00 USD	4500199408
<input type="checkbox"/>	<a href="#">4000000074</a>	PO	09.03.2007	New	100,00 USD	4500199404
<input type="checkbox"/>	<a href="#">4000000069</a>	PO	09.03.2007	New	1.176,00 USD	4500199408
<input type="checkbox"/>	<a href="#">4000000064</a>	PO	08.03.2007	New	800,00 USD	4500199405
<input type="checkbox"/>	<a href="#">4000000054</a>	PO	04.03.2007	New	6.662,00 USD	4500199399
<input type="checkbox"/>	<a href="#">4000000053</a>	PO	04.03.2007	New	6.663,00 USD	4500199398
<input type="checkbox"/>	<a href="#">4000000052</a>	PO	04.03.2007	New	6.664,00 USD	4500199397
<input type="checkbox"/>	<a href="#">4000000051</a>	PO	04.03.2007	New	6.665,00 USD	4500199396
<input type="checkbox"/>	<a href="#">4000000050</a>	PO	04.03.2007	New	6.666,00 USD	4500199395
<input type="checkbox"/>	<a href="#">4000000049</a>	PO	03.03.2007	New	4.443,00 USD	4500199394

Page 1 of 2

# Scroll function

There is a scroll function on the bottom of the page. Each page contains up to 15 documents. If you have more than 15, use the scroll function to move between pages. You can click on the page numbers or click "Next".

List of New Purchase Orders						
<input type="button" value="Print"/> <input type="button" value="Download"/>						
	Document Number	Document ...	Document Date	Status	Total Value	Purchase Order No.
<input type="checkbox"/>	<a href="#">4000000114</a>	PO	14.03.2007	New	144,00 USD	4500199454
<input type="checkbox"/>	<a href="#">4000000113</a>	PO	14.03.2007	New	12,00 USD	4500199453
<input type="checkbox"/>	<a href="#">4000000077</a>	PO	09.03.2007	New	20.000,00 USD	4500199415
<input type="checkbox"/>	<a href="#">4000000071</a>	PO	09.03.2007	New	1.176,00 USD	4500199408
<input type="checkbox"/>	<a href="#">4000000072</a>	PO	09.03.2007	New	1.200,00 USD	4500199408
<input type="checkbox"/>	<a href="#">4000000073</a>	PO	09.03.2007	New	9.702,00 USD	4500199408
<input type="checkbox"/>	<a href="#">4000000074</a>	PO	09.03.2007	New	100,00 USD	4500199404
<input type="checkbox"/>	<a href="#">4000000069</a>	PO	09.03.2007	New	1.176,00 USD	4500199408
<input type="checkbox"/>	<a href="#">4000000064</a>	PO	08.03.2007	New	800,00 USD	4500199405
<input type="checkbox"/>	<a href="#">4000000054</a>	PO	04.03.2007	New	6.662,00 USD	4500199399
<input type="checkbox"/>	<a href="#">4000000053</a>	PO	04.03.2007	New	6.663,00 USD	4500199398
<input type="checkbox"/>	<a href="#">4000000052</a>	PO	04.03.2007	New	6.664,00 USD	4500199397
<input type="checkbox"/>	<a href="#">4000000051</a>	PO	04.03.2007	New	6.665,00 USD	4500199396
<input type="checkbox"/>	<a href="#">4000000050</a>	PO	04.03.2007	New	6.666,00 USD	4500199395
<input type="checkbox"/>	<a href="#">4000000049</a>	PO	03.03.2007	New	4.443,00 USD	4500199394

Page 1 of 2

# Residence Time for Documents

Residence time for all documents in SUS are 200 days. **After 200 days, all documents will be archived and can't be processed any more.** You can search and show documents in Archive. (“Find”--- “Search Only in Archive”)

[Start Page](#) > Find

### Document Search

Type	Shipping Notif. <input type="button" value="v"/>
Timeframe	All <input type="button" value="v"/>
Created After	<input type="text"/> <input type="button" value="📅"/>
Status	All <input type="button" value="v"/>
Document Number	<input type="text"/>
Document Name	<input type="text"/>
Partner Number	<input type="text"/> <input type="button" value="v"/>

Search Only in Archive

Flag Search Only in Archive indicator and Click “Find”

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- ➔ • **Purchase Order**
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# PO Overview

In Start Page or Navigator there're function links available for you to work with, “All Purchase Orders ” “New”, “Changed”, “In process” , “Confirmed” and “Partially Confirmed ”



- Click every link, you can check details of purchase order with corresponding status.

# Process New Purchase Order

- Select a new Purchase Order to check details.

List of New Purchase Orders						
<input type="button" value="Print"/> <input type="button" value="Download"/>						
	Document Number	Document ...	Document Date	Status	Total Value	Purchase Order No.
<input type="checkbox"/>	<a href="#">4000000114</a>	PO	14.03.2007	New	144,00 USD	4500199454
<input type="checkbox"/>	<a href="#">4000000113</a>	PO	14.03.2007	New	12,00 USD	4500199453
<input type="checkbox"/>	<a href="#">4000000077</a>	PO	09.03.2007	New	20.000,00 USD	4500199415
<input type="checkbox"/>	<a href="#">4000000071</a>	PO	09.03.2007	New	1.176,00 USD	4500199408
<input type="checkbox"/>	<a href="#">4000000072</a>	PO	09.03.2007	New	1.200,00 USD	4500199408
<input type="checkbox"/>	<a href="#">4000000073</a>	PO	09.03.2007	New	9.702,00 USD	4500199408
<input type="checkbox"/>	<a href="#">4000000074</a>	PO	09.03.2007	New	100,00 USD	4500199404
<input type="checkbox"/>	<a href="#">4000000069</a>	PO	09.03.2007	New	1.176,00 USD	4500199408
<input type="checkbox"/>	<a href="#">4000000064</a>	PO	08.03.2007	New	800,00 USD	4500199405
<input type="checkbox"/>	<a href="#">4000000054</a>	PO	04.03.2007	New	6.662,00 USD	4500199399
<input type="checkbox"/>	<a href="#">4000000053</a>	PO	04.03.2007	New	6.663,00 USD	4500199398
<input type="checkbox"/>	<a href="#">4000000052</a>	PO	04.03.2007	New	6.664,00 USD	4500199397
<input type="checkbox"/>	<a href="#">4000000051</a>	PO	04.03.2007	New	6.665,00 USD	4500199396
<input type="checkbox"/>	<a href="#">4000000050</a>	PO	04.03.2007	New	6.666,00 USD	4500199395
<input type="checkbox"/>	<a href="#">4000000049</a>	PO	03.03.2007	New	4.443,00 USD	4500199394

Page 1 of 2

# Check New Purchase Order

- Purchase Order Overview

The screenshot shows the SAP 'Display Purchase Order' interface. At the top, there is a breadcrumb trail: 'Start Page > List of Purchase Orders > Display Purchase Order'. Below this, the title 'Display Purchase Order' is followed by a row of action buttons: 'Process', 'Display History', 'Display Document Flow', 'Print', and 'Download'. A red box highlights these buttons, with a callout box listing actions: '1. Process the new PO to accept or reject PO items', '2. Display history and document flow', and '3. Click Print to download the document by PDF'. Below the buttons is the 'Basic Data' section, which includes fields for Document Number (4000000113), Document Name (PO), Document Date (14.03.2007), Purchase Order No. (4500199453), Requested Follow-On Documents (Purchase Order Response, Shipping Notif., Goods Receipt, Invoice), and Status (New). A red speech bubble labeled 'Item overview' points to the 'Item Overview' table below. The table has columns for Number, Status, Product, Short Text, Order quantity, Purchase Order Value, Confirmed Quantity, Required on, and Confirmed for. The first row shows item 10, status New, product 000000000031002231, short text H-45B缓冲箱体, order quantity 12 Set, purchase order value 12,00 USD, confirmed quantity 0 Set, and required on 19.03.2007. A pagination bar at the bottom indicates 'Page 1 of 1'.

Start Page > List of Purchase Orders > Display Purchase Order

**Display Purchase Order**

Process Display History Display Document Flow Print Download

**Basic Data**

Document Number: 4000000113  
Document Name: PO  
Document Date: 14.03.2007  
Purchase Order No.: 4500199453  
Requested Follow-On Documents: Purchase Order Response, Shipping Notif., Goods Receipt, Invoice  
Status: New

**Item Overview**

Number	Status	Product	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
10	New	000000000031002231	H-45B缓冲箱体	12 Set	12,00 USD	0 Set	19.03.2007	

Page 1 of 1

Actions you can take:  
1. Process the new PO to accept or reject PO items  
2. Display history and document flow  
3. Click Print to download the document by PDF

Item overview

Click Process to confirm the new Purchase Order.

# Confirm New Purchase Order

Start Page > List of Purchase Orders > Display Purchase Order > Process Purchase Order

## Process Purchase Order

Send Hold Cancel Update Prices Print Download

### Basic Data

Document Number: 3000000586  
Document Name: PO  
Document Date: 2007.08.22  
Purchase Order No.: 4500508600  
Requested Follow-On Documents: Purchase Order Response, Goods Receipt, Invoice  
Status: In Process

Click "send" to send the ECC

### Item Overview

Number	Status	Product	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
10	In Process	31P9537	CPUD EON PREF 6000	100 each	1,000.00 USD	100 each	2007.08.27	2007.08.27

Confirm or reject item one by one

Confirm All Items Deselect All Items

Confirm all items

1. Order quantity
2. Confirmed quantity
3. Click to check item details and to enter phased delivery times
4. Confirmed date

**ATTN: PO rejection is not allowed for LTC. If you click the reject button on the page, an error msg. will appear on top of the page.**

# Phased Delivery Times

Start Page > List of Purchase Orders > Display Purchase Order > Process Purchase Order > Process Item

### Purchase Order - Change Item Details

Purch.Ord. 4000000380  
Document Name PO  
Requested Follow-On Documents for Item Purchase Order Response, Shipping Notif., Invoice

[Update Prices](#) [Back to Item Overview](#) [< Back One Item](#) [Next Item >](#)

#### Basic Data

Item	Status	Product	Product Type	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
20	<input checked="" type="checkbox"/> In Process	000000000011007323	Material	M 7067 C MB @I848P_AD1888_8100	200 Each	2.000,00 USD	200 Each	23.03.2007	23.03.2007

#### Enter Delivery Times

Delivery Date	Order quantity	Confirmed Quantity
23.03.2007	0,000	100,000
24.03.2007	0,000	100,000

[New Row](#)

Enter phased delivery times if needed

# Display Cancelled PO Items

[Start Page](#) > [List of Purchase Orders](#) > Display Purchase Order

## Display Purchase Order

Process | Display History | Display Document Flow | Print | Download

### Basic Data

Document Number: 4000000016  
Document Name: PO  
Document Date: 29.03.2007  
Purchase Order No.: 4500207821  
Requested Follow-On Documents: Purchase Order Response, Shipping Notif., Goods Receipt, Invoice  
Status: **New**

### Item Overview

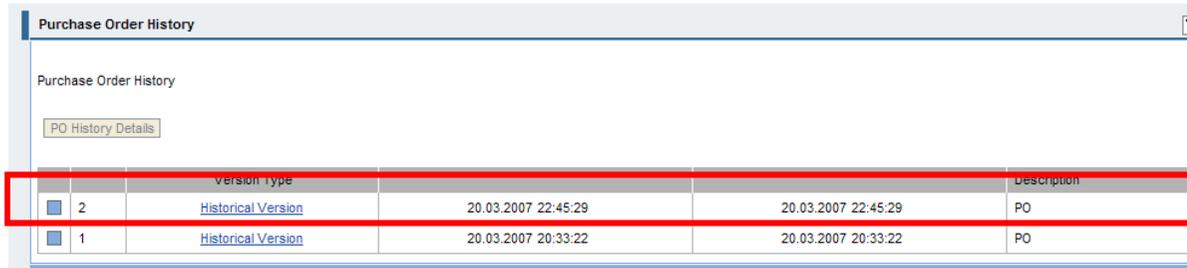
Number	Status	Product	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
<a href="#">10</a>	New	000000000001004345	<a href="#">INTEL ICP347 3.06/533/512K/775CPU#882918</a>	100 each	10.000,00 USD	0 each	05.04.2007	
<a href="#">20</a>	<b>Cancelled by Customer</b>	000000000001004345	<a href="#">INTEL ICP347 3.06/533/512K/775CPU#882918</a>	50 each	5.000,00 USD	0 each	05.04.2007	

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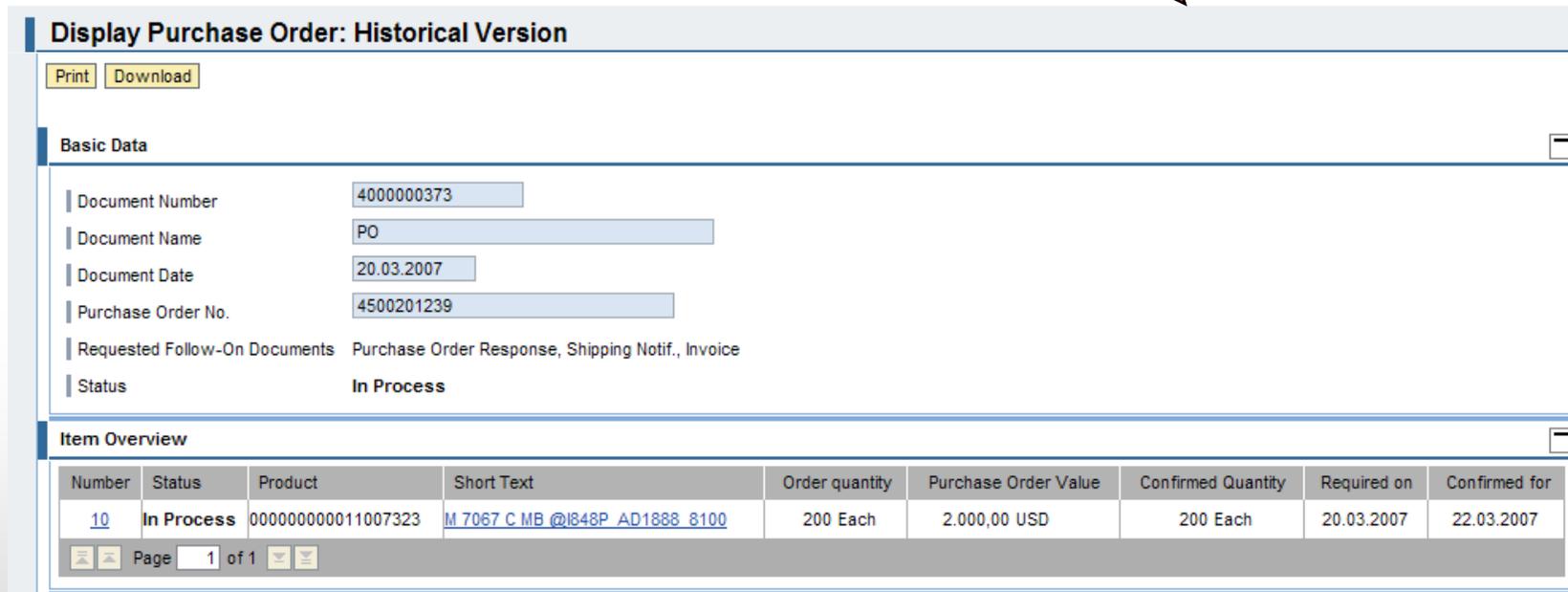
Indicates that this item has been cancelled by Lenovo

# Display Purchase Order History

- Select a new Purchase Order History to check details.



	version type			Description	
<input checked="" type="checkbox"/>	2	<a href="#">Historical Version</a>	20.03.2007 22:45:29	20.03.2007 22:45:29	PO
<input type="checkbox"/>	1	<a href="#">Historical Version</a>	20.03.2007 20:33:22	20.03.2007 20:33:22	PO



### Display Purchase Order: Historical Version

Print Download

#### Basic Data

Document Number	4000000373
Document Name	PO
Document Date	20.03.2007
Purchase Order No.	4500201239
Requested Follow-On Documents	Purchase Order Response, Shipping Notif., Invoice
Status	In Process

#### Item Overview

Number	Status	Product	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	Required on	Confirmed for
<a href="#">10</a>	In Process	000000000011007323	M 7067 C MB @I848P_AD1888_8100	200 Each	2.000,00 USD	200 Each	20.03.2007	22.03.2007

Page 1 of 1

# Specific fields – Header Level

**Display Purchase Order**

Process Display Document Flow Print Download

**Basic Data**

Document Number	3000000622
Document Name	PO
Document Date	2007.08.21
Purchase Order No.	7500001317
Requested Follow-On Documents	Purchase Order Response, Shipping Notif., Goods Receipt, Invoice
Status	New

**Additional Information**

Ordering Plant	G000
Document Type	ZPC2
Ship Complete Indicator	
Supplier number	(1000093258)SANMINA SCI
Purchasing org.	SG21
Customer PO number	
Inside Deliv. Msg	
Shipping condition	
Method of transport	
Customer Order Datetime	

Specific fields of PO Header Level

# Specific fields – Item Level

Additional Information	
Delivery group number	<input type="text"/>
Ship Complete Indicator	<input type="text"/>
Lenovo Sales Order number	<input type="text"/>
Lenovo Sales Order Item	<input type="text"/>
Customer Line Level PO Number	<input type="text"/>
Original Customer PO Line Number	<input type="text"/>
Customer's Header Level PO Number	<input type="text"/>
Legal contract document number	<input type="text"/>
Scac Code	<input type="text"/>
Order Fill Priority within Sch Ship Date	<input type="text" value="00"/>
Email Address for Intagibles	<input type="text"/>
Customer committed Arrival Date	<input type="text"/>
Requested Material Availability date	<input type="text"/>
Customer requested arrival date	<input type="text"/>
Committed material availability date	<input type="text"/>
Requested Ship Date from End-Customer	<input type="text"/>
Ship Date Committed to End-Customer	<input type="text" value="20071024"/>

# Agenda

- Introduction & kick-off
- SUS Overview
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- Document Search
- Purchase Order

- ➔ **Advanced Shipping Notification**
- Invoice Processing
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- Getting Help

# ASN Overview

On Start Page or Navigator there is only one function link available for you to work with, “Create ”



Click “Create” to show all the POs with confirmed items

# Select a confirmed PO to create ASN

- Select a PO confirmed to create ASN

[Start Page](#) > List of Purchase Orders

### List of Purchase Orders

[Print](#) [Download](#)

<input type="checkbox"/>	Document Number	Document	Document Date	Status	Total Value	Purchase Order No.
<input type="checkbox"/>	<a href="#">3000000149</a>	PO	18.06.2007	Confirmed	10.00 USD	4500208942
<input type="checkbox"/>	<a href="#">3000000139</a>	PO	18.06.2007	Confirmed	10.00 USD	4500208927
<input type="checkbox"/>	<a href="#">3000000091</a>	PO	11.06.2007	Confirmed	10.00 USD	4500208838
<input type="checkbox"/>	<a href="#">3000000081</a>	PO	08.06.2007	Confirmed	3,000.00 USD	4500208815
<input type="checkbox"/>	<a href="#">3000000064</a>	PO	30.05.2007	Confirmed	10.00 USD	4500208752
<input type="checkbox"/>	<a href="#">3000000059</a>	PO	29.05.2007	Confirmed	10.00 USD	4500208741
<input type="checkbox"/>	<a href="#">3000000056</a>	PO	29.05.2007	Confirmed	10.00 USD	4500208736

Page 1 of 1

# Create ASN – Header Level

## Process ASN

Go Back Delivered to Recipient Hold Cancel Print Download

### Basic Data

Shipping Notif. 6000000067  
Document Name PO  
Document Date 2007.08.09  
Status Created

### Delivery Information

Delivery Date (Expected) 2007.08.09  
Delivery Time (Expected) 20:00  
Shipping Date 2007.08.09  
Shipping Time 20:00  
Means of Transport  
Transport ID Code  
Bill of Lading

### Additional Information

## Display Purchase Order

Create ASN

Display History

D

Click Create ASN to process ASN

Key in the header level additional information.

### Item Overview

Number	Product	Description	Quantity	Unit of Measure	COO	Purchase Order No.	Order Item
10	0000033P3366	10.1GB HARD DRIVE, MAXTOR ARES, 5400 RPM	88	PIECES		7500001067	10

Page 1 of 1

lenovo

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lenovo FOR  
THOSE  
WHO DO.

# Create ASN – Header Level Specific Fields

**Process ASN**

---

**Basic Data**

Shipping Notif.   
 Document Name   
 Document Date   
 Status

---

**Delivery Information**

Delivery Date (Expected)    
 Delivery Time (Expected)   
 Shipping Date    
 Shipping Time   
 Means of Transport    
 Transport ID Code   
 Bill of Lading

---

**Additional Information**

These are header level LTC specific fields to allow suppliers to key in the information as below:

- ✓ Total Weight \*
- ✓ Unit of Measure (Weight Unit) \*
- ✓ Count of Cartons (No. of packages) \*
- ✓ L/C Number
- ✓ Case Dimension
- ✓ Vendor's Delivery Note\*
- ✓ Shipping Port\*
- ✓ COO at item overview level \*

**Item Overview**

Number	Product	Description	Quantity	Unit of Measure	COO	Purchase Order No.	Order Item
<a href="#">10</a>	0000033P3366	10.1GB HARD DRIVE, MAXTOR ARES, 5400 RPM	<input type="text" value="88"/>	PIECES	<input type="text"/>	7500001067	10

Page 1 of 1



# Create ASN – Logical Control

There are some mandatory fields . And if you do not finish the mandatory fields, an error message with related field names will appear on top of the page when you send ASN to Lenovo.

## Mandatory Fields:

- Means of Transport 运输方式\*
- Transport ID Code 装箱单号\*
- Goods Supplier
- Delivery Note 发货号

## Control:

If you key in Total Weight, UOM will be a required field.

Delivery date should be the same as Ship date.

Duplicate Delivery Note# for unique PO is not allowed.

For VMI/Intel CCP (**ZPC3**), Delivery date not later than PO confirmed **for** date.无发货不要确认订单

# Create ASN – Send to Lenovo

Inbound delivery would be created in ECC automatically when ASN is sent from SUS and inbound delivery document number would be shown on confirmation tab in PO



A success message would be shown on top of the page if ASN was created successfully in SUS when clicking **Good Delivered to Recipient** with the information keyed in as above

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In Start Page or Navigator there're function links available for you to work with, **“All Invoices and Credit Memos ” “Rejected”, “Create ”**.

Click All Invoices and Credit Memos to check new Invoicing Advice and process your invoices. (or use **“Find”** to search new Invoice)

For **LTC**, Invoicing advice which includes Goods Receipt (GR) information will be generated in Lenovo system and received in SUS with status **“In Process”**. You could process your invoices based on received invoicing advice with the status of “In Process”.



# Check Invoicing Advice

Start Page > List of Invoices

### List of Invoices and Credit Memos

Print Download

Type	Document Number	Document Name	Document Date	Status	Gross Price
Invoice	<a href="#">8000000092</a>		18.03.2007	In Process	10,00 USD
Invoice	<a href="#">8000000091</a>		18.03.2007	In Process	10,00 USD

Start Page > List of Invoices > Display Invoice

### Display Invoice

Process Copy Display Document Flow Print Download

**Click Process to process invoice**

**Basic Data**

Invoice: 8000000194  
 Status: In Process  
 Description:   
 Document Date: 2007.08.21  
 External Reference: 9999106104  
 Local tax information:   
**Item overview**

**Products and Services**

Number	Product Type	Vendor Product Number	Description	Quantity	Net Value	Tax	Purchase Order No.	Purchase Order Item	Delivery Note	Goods Receipt Date
1	Material	0000026R9624	<a href="#">LENS RearClearPlate</a>	100 each	100.00 USD	No Tax	5900000064	10	0821SA	

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**Partner Information**

Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax	E-mail
Sold-to Party	9	0000000009							

# Check Invoicing Advice details

Start Page > List of Invoices > Display Invoice

## Display Invoice

Process Copy Display Document Flow Print Download

### Basic Data

Invoice: 8000000194  
 Status: In Process  
 Description:   
 Document Date: 2007.08.21  
 External Reference: 9999106104  
 Local tax information:

### Products and Services

Number	Product Type	Vendor Product Number	Description	Quantity	Net Value	Tax	Purchase Order No.	Purchase Order Item	Delivery Note	Goods Receipt Date
1	Material	0000026R9624	LENS RearCleanPlate	100 each	100.00 USD	No Tax	5900000064	10	0821 SA	

Page 1 of 1

### Partner Information

Partner	Number	Name	Street	House No.	PostCode	Location	Telephone	Fax	E-mail
Sold-to Party	9	0000000009							

1. Part number
2. Part description
3. Invoicing quantity
4. Invoicing net value
5. Purchase document number
6. Delivery note ID
7. Goods Receipt Date

# Process Invoice based on Invoicing Advice from Lenovo (I)

Start Page > List of Invoices > Display Invoice > Process Invoice

## Process Invoice

Send Hold Cancel Update Prices Print Download

### Basic Data

Invoice	ABC12345
Status	In Process
Description	
Document Date	2007.09.04
External Reference	9999074677
Local tax information	

### Products and Services

Number	Product Type	Vendor Product Number	Description	Quantity	Unit of Measure	Net Value	Tax	Purchase Order No.	Purchase Order Item	Confirmation
1	Material	000000000001003645	<a href="#">IP4 524 3.06/533/1/775 HT#80727.877</a>	11	EA	0.11 USD	J0	6500000007	10	5000002

Page 1 of 1

### Partner Information

Partner	Number	Name	Street	House No.	PostCode	Location	T
Sold-to Party	1	LIPC					

Key in your invoice number which can contain at most 15 digits. The 16th digit is reserved for special processing like splitting your invoice into multiple SUS invoices, re-sending invoice for rejected invoice, etc

Check invoice details. If invoicing price is not correct, click item to revise invoicing price.

# Process Invoice based on Invoicing Advice from Lenovo (II)

Start Page > List of Invoices > Display Invoice > Process Invoice > Process Item

### Invoice - Change Item Details

ERS Invoice: ABC12345  
Description:

[Update Prices](#) [Back to Item Overview](#)

#### Basic Data

Item	Vendor Product Number	Description	Quantity	Unit of Measure	Net Value	Tax	Purchase Order No.	Purchase Order Item	Confirmation Number	Confirmation Item
1	000000000011007322	天工 865G CPU长卡	1	KUA	10,00 USD	J0	5500000013	10	5000000443	1

#### Price Information

Condition	Price	Per	Value
Net Value	<input type="text" value="11,00"/>	USD	<input type="text" value="1"/> Each

#### Partner Information

Partner	Number	Name	Street
Sold-to Party	163	上海新工厂有限公司	上海市外

[Edit or Add Service Agent](#)

The price in invoicing advice is only for your reference, not real payment base (GR price). Key in your invoicing price if it is not correct, but you can change this price under 15% variety rate, or error msg. will appear when clicking "Back to Item Overview" or "Update Prices"

Check invoice details. If invoicing price is not correct, click item to revise invoicing price.

# Process Invoice based on Invoicing Advice from Lenovo (III)

Start Page > List of Invoices > Display Invoice > Process Invoice

## Process Invoice

**Send** **Hold** Cancel Update Prices Print Download

**Basic Data**

Invoice: ABC12345  
Status: In Process  
Description:   
Document Date: 2007.09.04  
External Reference: 9999074677  
Local tax information:

**Products and Services**

Number	Product Type	Vendor Product Number	Description	Quantity	Unit of Measure	Net Value	Tax	Purchase Order No.	Purchase Order Item	Confirmation
1	Material	000000000001003645	IP4 524 3.06/533/1/775 HT#80727.877	11	EA	0.11 USD	J0	6500000007	10	5000002

Page 1 of 1

**Partner Information**

Partner	Number	Name	Street	House No.	PostCode	Location	T
Sold-to Party	1	LIPC					

If the invoice is finished, click Send to send invoice to Lenovo. You can also click Hold to save the invoice first and send it later

# Process Invoice based on Invoicing Advice from Lenovo (IV)

Start Page > List of Invoices > Display Invoice

## Messages

 Success: Your changes have been adopted successfully

Display success message by SUS automatically if operating correctly

## Display Invoice

Set Status Copy Display Document Flow Print Download

## Basic Data

Invoice	8000000210
Status	Document Sent
Status (New)	Accepted by Customer <input type="button" value="v"/>
Description	
Document Date	2007.08.10
External Reference	9999074588
Local tax information	

# Process Invoice with Local Tax information

**Process Invoice**

Send Hold Cancel Update Prices Print Download

**Basic Data**

Invoice: 8000000253  
Status: In Process  
Description:   
Document Date: 2007.09.05  
External Reference: 9999074678  
**Local tax information: CZK;T8550.00;B45000.00;E4.521#**

**Products and Services**

Number	Product Type	Vendor Product Number	Description	Quantity	Unit
1	Material	SPC1001	SPC Part 1 (UT)	100	

Page 1 of 1

Currency - First 3 digit denotes the tax reporting currency  
T - Denotes Tax Amount  
B - Denotes Tax Base Amount (Usually the gross amount)  
E - Denotes Exchange Rate that between the tax reporting currency and transaction currency.  
; - Denotes separator for each field value  
# - Denotes end of tax information.  
The figures after the each character (T, B, E) denotes the value of the character representation.  
For example,  
CZK;T8550.00;B45000.00;E4.521#  
Means:  
CZK is the tax reporting currency.  
Tax amount will CZK 8550.00  
Base amount will be CZK 45000.00  
Exchange rate will be 4.521

# Process Rejected Invoice (I)

Find the rejected invoice and copy the invoice to create a new invoice.

**Display Invoice**

Copy | Display Document Flow | Print | Download

**Basic Data**

Invoice	INV PPV1
Status	Rejected by Customer
Description	
Document Date	2007.08.30
External Reference	9999074647
Local tax information	

**Products and Services**

Number	Product Type	Vendor Product Number	Description	Quantity	Net Value	Tax	Purchase Order No.	Purchase Order Item
<a href="#">1</a>	Material	31P9537	<a href="#">CPUD EON PREF 6000</a>	10 each	12,000 JPY	No Tax	4500508613	10

Click Copy to create a new invoice by referring to the rejected invoice

# Process Rejected Invoice (III)

Finish required fields and send.

**Process Invoice**

Send Hold Cancel Update Prices Print Download

**Basic Data**

Invoice: INVOICENO2

Status: In Process

Description:

Document Date: 2007.09.06

External Reference: 9999074647

Local tax information:

**Products and Services**

Number	Product Type	Vendor Product Number	Description	Quantity	Unit of Measure	Net Value	Tax	Purchase Order No.	Purchase Order It
1	Material	31P9537	CPUD EON PREF 6000	10	EA	12,000 JPY	J0	4500508613	10

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**Partner Information**

Key in the invoice number with a signal at last digit

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# PO Report



## PO Report Download

Download

List

	Document Number	Document Date	Purchase Order No	Object Status	Ordering Plant	Document Type	Header ship complete indicator	Go
<input type="checkbox"/>	3000000115	07-20-2007	4500508146		G400	NB		
<input type="checkbox"/>	3000000255	07-27-2007	4500508496		G401	NB		
<input type="checkbox"/>	3000000272	08-01-2007	4500508519		G400	NB		
<input type="checkbox"/>	3000000273	08-01-2007	4500508520		G400	NB		
<input type="checkbox"/>	3000000274	08-01-2007	4500508521		G400	NB		
<input type="checkbox"/>	3000000275	08-02-2007	4500508522		G400	NB		
<input type="checkbox"/>	3000000276	08-02-2007	4500508523		G400	NB		
<input type="checkbox"/>	3000000277	08-02-2007	4500508524		G400	NB		
<input type="checkbox"/>	3000000278	08-02-2007	4500508525		G400	NB		
<input type="checkbox"/>	3000000463	08-09-2007	4500508572		G401	NB	X	
<input type="checkbox"/>	3000000312	08-02-2007	4500508536		G400	NB		
<input type="checkbox"/>	3000000431	08-07-2007	7500000913		G400	ZOF1	X	
<input type="checkbox"/>	3000000464	08-09-2007	4500508573		G401	NB	X	
<input type="checkbox"/>	3000000512	08-14-2007	7500001086		G400	ZOF1		10
<input type="checkbox"/>	3000000541	08-17-2007	7500001126		G400	ZOF1		10
<input type="checkbox"/>	3000000729	09-12-2007	7500001613		G400	ZOF1		10
<input type="checkbox"/>	3000000729	09-12-2007	7500001613		G400	ZOF1		10
<input type="checkbox"/>	3000000644	08-31-2007	7500001426		G400	ZOF1		10
<input type="checkbox"/>	3000000644	08-31-2007	7500001426		G400	ZOF1		10
<input type="checkbox"/>	3000000645	08-31-2007	7500001427		G400	ZOF1		10

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- You can view all of the POs and download to local file in Excel

# GR Report

- All Invoices and Credit Memos
- Rejected
- Create
- ERS report
- GR Report**
- Payment advices

Start Page > GR Report

## GR Report

Company Code \* SG01-Lenovo (Singapore)Pte Ltd

Purchasing org. \* SG20-SOH AP Pur. Org TO

Plant \* G200 TO

Purchase Group TO

GR Date \* 2012.03.01 TO 2012.03.12

**Query** Reset

Download

- Download to Excel
- Download as XML
- Download as HTML

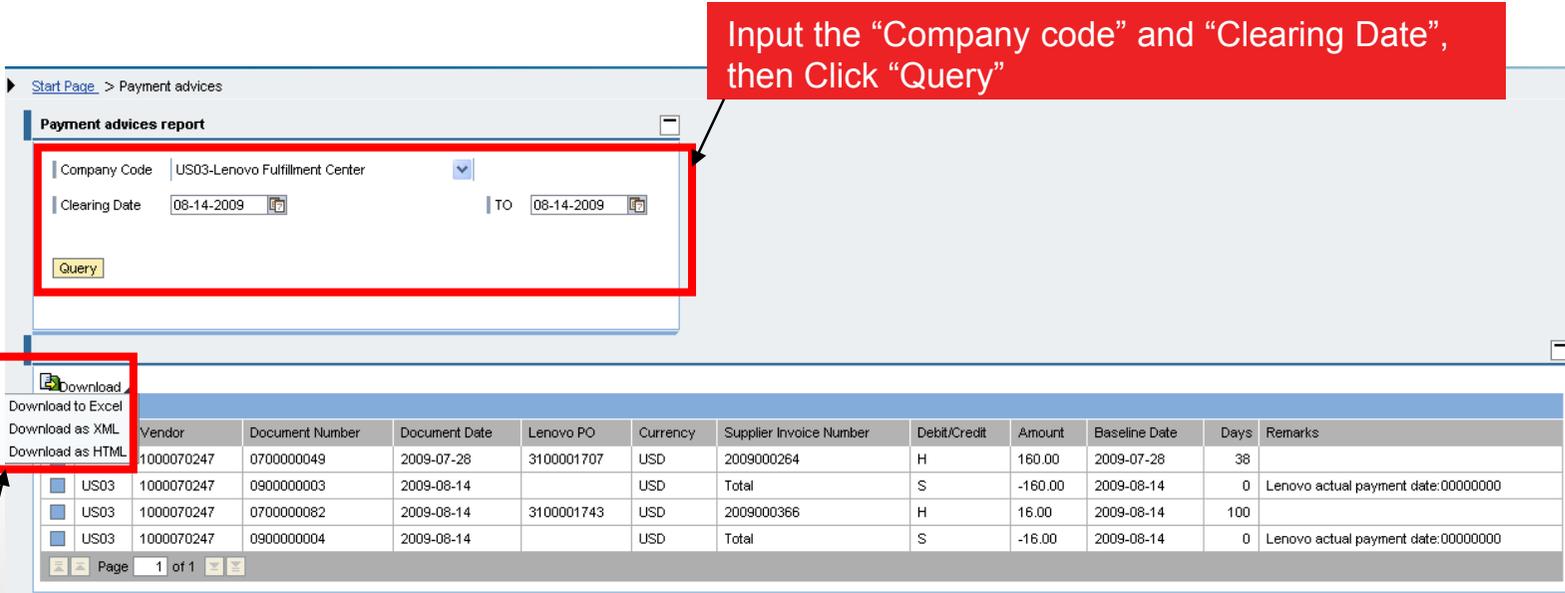
No.	Pur Doc.	PO Item	GR Doc.	GR Item	ERS No.	Pur. Grp	Product	Product Descriptio
1000322749	7501450451	00030	5000858201	0001	9909914009	SG1	59322951	IdeaPadS110GTF2
1000322749	7501450451	00030	5000858201	0002	9909914009	SG1	59322951	IdeaPadS110GTF2
1000322749	7501450451	00030	5000858201	0003	9909914009	SG1	59322951	IdeaPadS110GTF2



# Payment Advices Report

- Payment advices report function is developed for suppliers to check the Payment for

- p 



Payment advices report

Company Code: US03-Lenovo Fulfillment Center

Clearing Date: 08-14-2009 TO 08-14-2009

Query

Vendor	Document Number	Document Date	Lenovo PO	Currency	Supplier Invoice Number	Debit/Credit	Amount	Baseline Date	Days	Remarks
1000070247	0700000049	2009-07-28	3100001707	USD	2009000264	H	160.00	2009-07-28	38	
US03	1000070247	0900000003	2009-08-14	USD	Total	S	-160.00	2009-08-14	0	Lenovo actual payment date:00000000
US03	1000070247	0700000082	2009-08-14	USD	2009000366	H	16.00	2009-08-14	100	
US03	1000070247	0900000004	2009-08-14	USD	Total	S	-16.00	2009-08-14	0	Lenovo actual payment date:00000000

Supplier can download this report via Excel

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# Getting Help – How to submit ticket



Microsoft Office  
Word 文档

**THANK YOU GRAZIE MERCI DANKE GRAZIAS 謝謝 СПАСИБО**  
**GRACIAS OBRIGADO ありがとう DANK TAKK BEDANKT DAKUJEM**