

BorgWarner Supplier Workplace (SWP 3rd) Operation Guide For Suppliers

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1. SWP Introduction

- ◆ SWP is a Web EDI platform on which suppliers can view requirements and create ASN via your PC / Mobile Browser.
- ◆ Supplier can work on this platform for delivery schedule confirmation for both schedule agreement (55 SA) and standard PO (45 PO), ASN creation, LOT/Manufacturing Date uploading, delivery note print, label print.
- ◆ Google Explorer / Microsoft Edge are recommended.

2. SWP System Login

2.1. System website

https://sapep3.borgwarner.com/sap/bc/gui/sap/its/zmm_sa2asn_it?sap-client=025

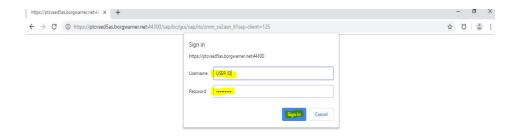
(omit other URL / address in the screenshots of this manual as they're based on our testing system to create this manual)

2.2. System account

If the supplier needs to use SWP, the account number and password should be obtained from BorgWarner, your business contact of each BorgWarner site will follow the "new SAP account request process" to apply.

2.3. System Login

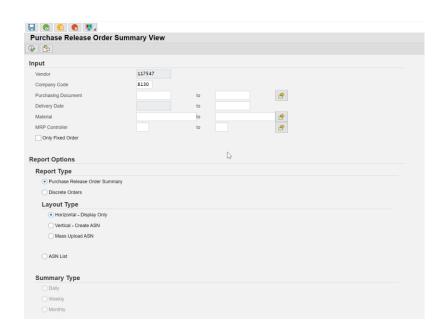
- ◆ The login steps.
 - a) The following figure shows the initial login interface



- b) Input vendor ID in "Username". (Provided by BW)
- c) Key password in "Password". Change it when first time login. (Initial password given by BW) .
- d) Click "Sign in" to login.

3. SWP Functions

3.1. Selection Screen

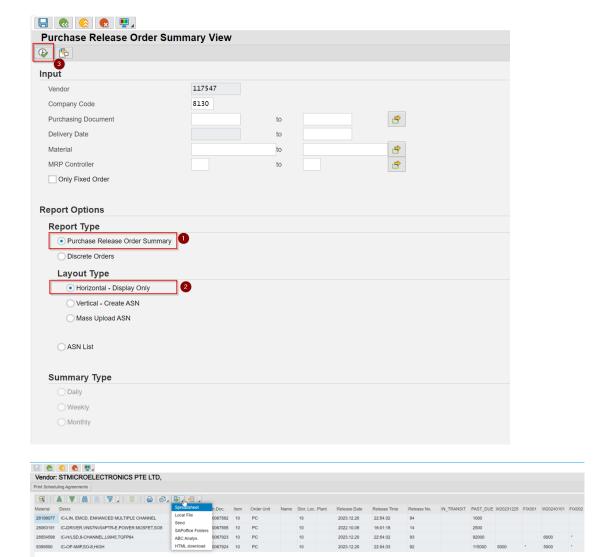


Field name	Туре	Field Usage Description
Vendor	R	Vendor ID, if you have one vendor ID linked with your account this is brought automatically; otherwise you need to input it manually
Company Code R BW Plant code, see Reference		BW Plant code, see Reference 1 for the correct code
Purchase Document	0	input what you need
Delivery Date	0	input what you need
Material	0	input what you need
MRP Controller	N	no need to input

(Note: On above table "R/O/N" column, R=required, O=optional, N=not required)

Field name	Field Usage Description
only Fixed Order	Only order in frozen period
Purchase Release Order Summary	Schedule releasing checking
Discrete Orders	Spot buy PO
Horizontal Display Only	Check demand schedule
Verticals create ASN	ASN creation
Mass upload ASN	ASN mass creation
ASN list	Display history ASN

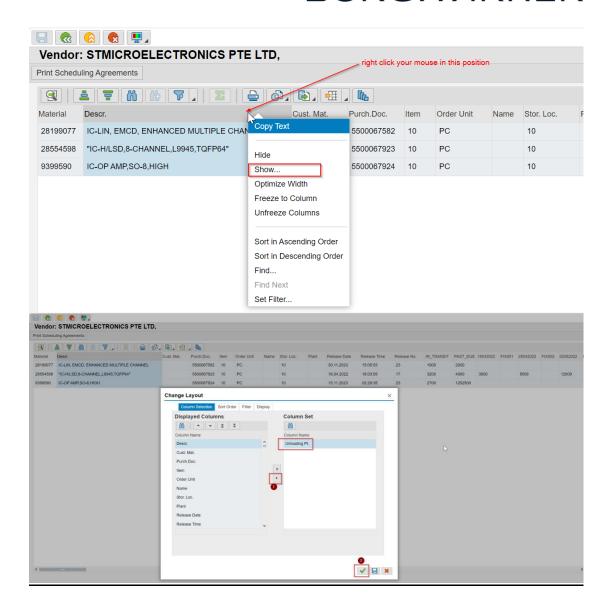
3.2. Display Forecast of Release Order / SA



Main features:

- Frozen period with "*" marked behind scheduling date;
- Parts in transportation without GR will display in "IN TRANSIT" field;
- "PAST_DUE" field shows cumulated past due gty with in transit;
- Only display the latest schedule release;
- Choose "only fixed Order" and "Purchase Release Order Summary" to display only frozen zone demand;
- The forecast could be downloaded with Spreadsheet into local excel file.

^{*} Specially, if you are having business with a BorgWarner plant like PDS Suzhou who has multiple physical buildings/locations to ship goods to, you may do as below to show out the hidden column "Unloading point" in the result screen.

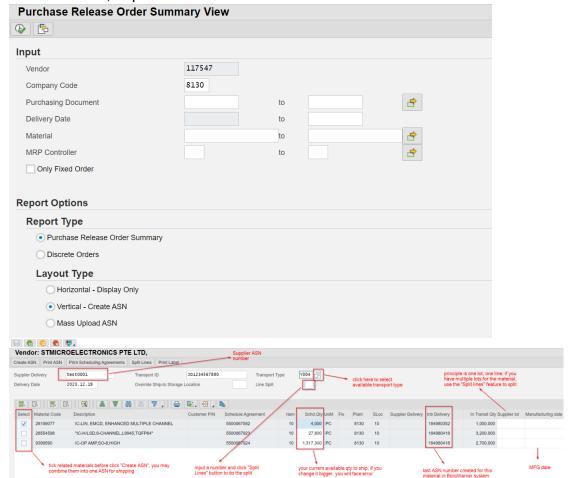




3.3. ASN Creation – Manually on web

Steps:

- a) Choose "Purchase Release Order Summary", and "Vertical- Create ASN"; (ASN based on spot buy is similar)
- b) Click to run all open scheduling. If you need to create ASN by part number, input accurate P/N in "Material" field.



c) Notice the individual fields in above screenshot, below is the definition of the fields:

Field name	Туре	Field Usage Description
Supplier Delivery	R	Supplier own ASN number
Transport ID	0	tracking number if have
Transport Type	R	Y004 (fixed)
Delivery Date	R	input the day cargoes delivered
Override Ship-to Storage Location	N	keep blank
Line Split	0	Depends on if multiple lots involved
Select	R	choose the material you need to create ASN
Schd. Qty	R	input the qty you would ship
In transit Qty	N	show the qty on the way
Supplier Lot	0	Recommended to input

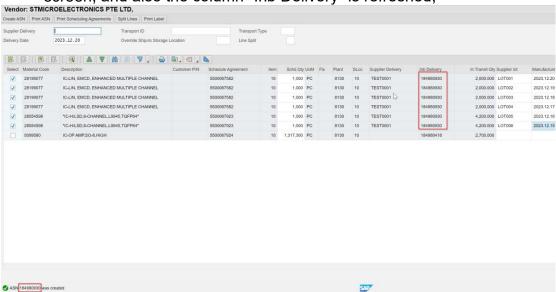
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Manufacturing Date O Recommended to input

(Note: On above table "R/O/N" column, R=required, O=optional, N=not required)

- d) By ticking the "Select" check box in front of each material, you can combine the shipping;
- e) Lot number / MFG date are highly recommended to fulfill, and if you have multiple lots for one material, split the lines by inputting "Line Split" first and select related material line, then click button "Split Lines";

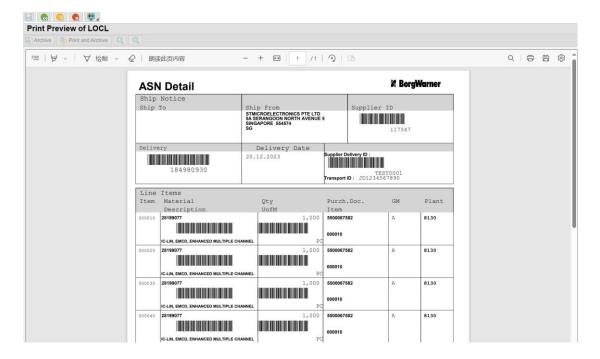
f) Complete all other requested fields, then click you will get a message "ASN xxxxxx was created" in the bottom of the screen, and also the column "Inb Delivery" is refreshed;



If failed, in the same position, you will get an error message, for example, below is in the situation you changed the shipping quantity to a larger one and exceeded our requirements.

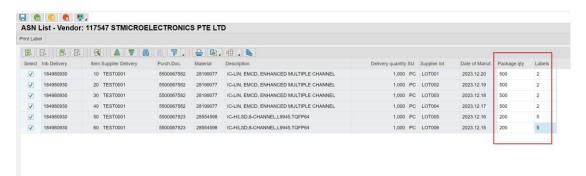
Cannot proceed. Entered quantity more than Open Quantity

- g) Since the ASN is created successfully, you are able to click the buttons "Print ASN", "Print Label" in current screen, you're also able to reprint them from the "ASN List Display", they are equivalent.
 - The sheet printed from "Print ASN" could be treated as delivery note to our plant with your shipment;
 - For "Print Label" feature, see paragraph 3.4.1.

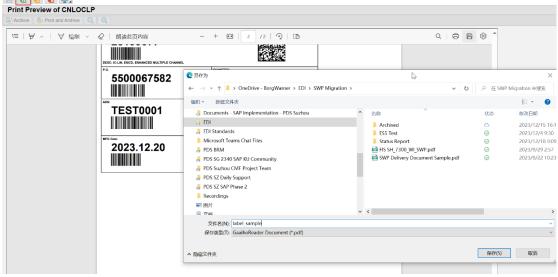


3.3.1. Print Label

The ASN List will be displayed either after creating a new ASN or from "ASN List Display", you need to complete the "Package qty" column and "Labels" column.



Click "Print Label" to see the Label Preview, you can either print the label to the printer connected to your PC or save the file to pdf format to a local drive.



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Note: The system will generate a pdf file (label) for each line item you have created. You need to click the icon in the above screenshot to advance to the next file.

The size of the label is 6 inch * 4 inch.

Here is a sample label which is finally tagged onto the cargo packages:

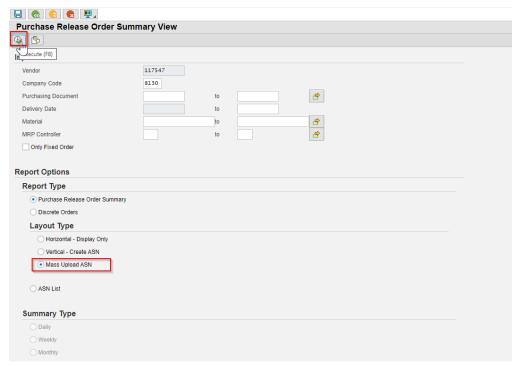


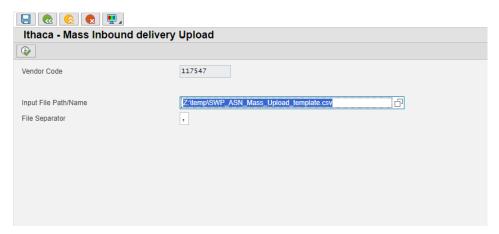


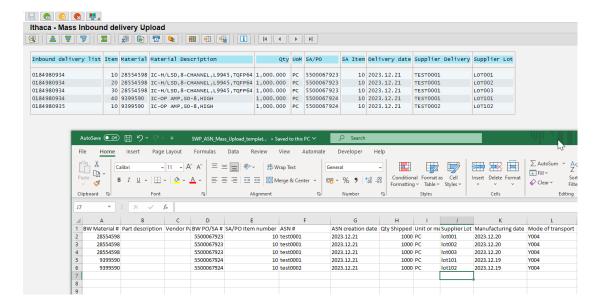
3.4. ASN Creation - Mass Upload

- Steps:
 - a) Choose "purchase release order summary" and "Mass Upload ASN".
 - b) Click to log in.
 - c) Fulfill the excel format in all required field and upload to website.





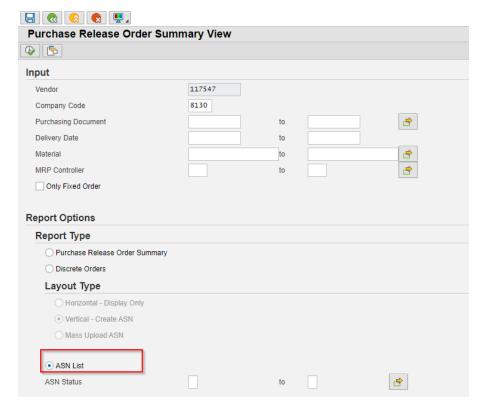


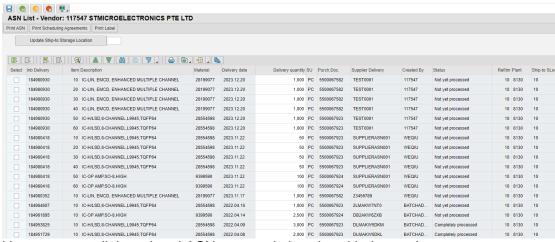


This sample shows both the content of the file to upload and the result screen, you see the inbound delivery number generated successfully.

3.5. ASN List Display

- ◆ ASN list display
 - a) Choose ASN list.
 - b) Click to run report. If need to check by material level, input part number in "Material".





Here you see all the related ASNs created already, with the top buttons you can reprint the ASN delivery note or labels.

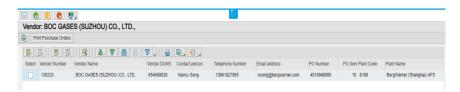
The column status here also makes you know whether the ASN is GR finished ("Completely processed") or not ("Not yet processed").



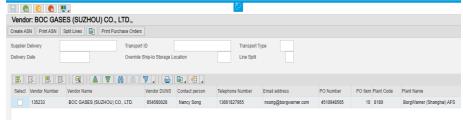
3.6. Display Spot Buy Order / ASN creation

In case you also have spot buy business with BorgWarner, you may have below operations:

a) Choose "Discrete Orders" + "Horizontal Display Only" to check Standard PO open qty and delivery schedule.



b) Choose "Discrete Orders" + "Vertical- Create ASN" to create ASN with standard PO. Operation is the same with scheduling agreement.



c) ASN under standard PO can be displayed together with ASN under schedule agreement (SA).

4. Reference 1: BW Plant codes

Company Code	Description
2220	PDS Reynosa
2310	PDS Blonie
2380	PDS Tianjin
2580	ETTS Beijing
2340	PDS Singapore
8130	PDS Suzhou

5. Reference 2: Q & A

Q: When the supplier account is locked, what can they do?

A: SWP account will be locked automatically by system if you don't log in for a long time (3 months), so keep it active; if locked, ask your BW business contact to raise a ticket to IT security team.

Q: If I created a wrong ASN, how I can delete it?

A: You have to reach the related BorgWarner planner to delete it.

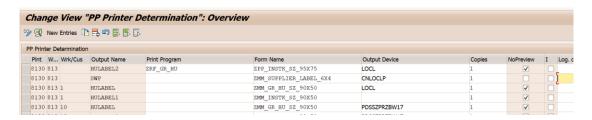


6. Reference 3: About Setup

This page is for BorgWarner L2 IT and KU only.

One-time setting for plant level:

 Use transaction code ZPRINTCTL to maintain below SWP record to define the label form and printer;



SWP dedicated creation profile with Internet flag, this is BW old standard in the old SWP versions, in the 3rd version SWP (this version) we found it's optional, talk with your local L2 IT about your decision, together with an output type.

Below is reference for several sites:

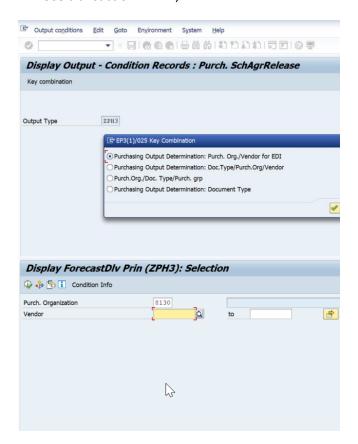
Plant	Plant Name	SWP Dedicated	Output Type	Medium
		Creation Profile		
2220	PDS Reynosa	Y	ZPHW	1
2310	PDS Blonie	Y	ZPHW	1
2340	PDS Singapore	N	ZPH3	1
8130	PDS Suzhou	N	ZPH3	1

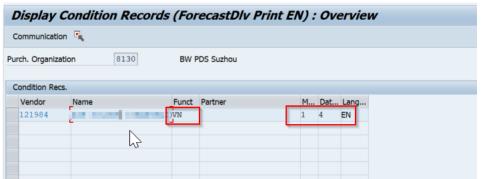
Each time setting for a new supplier:

- If a supplier ship to BW not frequently (< once per month), we suggest you don't setup the SWP;</p>
- ♦ Create / extend a SAP account for the new supplier
 - For request the new account, do as what you usually apply a SAP account;
 - Link related vendor numbers to the account;
 - Assign roles, XXXX means plant code:
 - ZD_WBGUI_MAINT_RPRTS_CCXXXX
 - ZD_WBS_DISP_ASN_VNDR_CCXXXX
 - ZD_WBS_MAINT_ASN_VNDR_CCXXXXPage 17 of 19

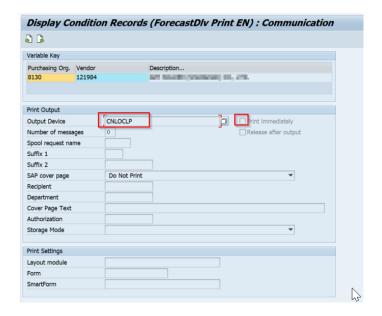
- ZS_IT_COMMON_USER_FUNC_CC9999
- ♦ Create Output record for the new supplier, take a 8130 ZPH3 as sample:

Use transaction MN11,





Double click the line to below screen:



7. Reference 4: Version Change History

Version	Description	Author	Date
1.0	Initial version	Qin Oliver (FIS SH KU)	2021/10/30
2.0	Add Label print features	BW Global One SAP EDI Team	2023/12/19