



SKU Data Management Web-form Quick Reference Card

Version 2, Jun 2018

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Web-form Overview

- Replace current Paper Registration Form
- Requesters can submit SKU Creation, Extension and Update Requests
- Function approvers can do paralleled online validation

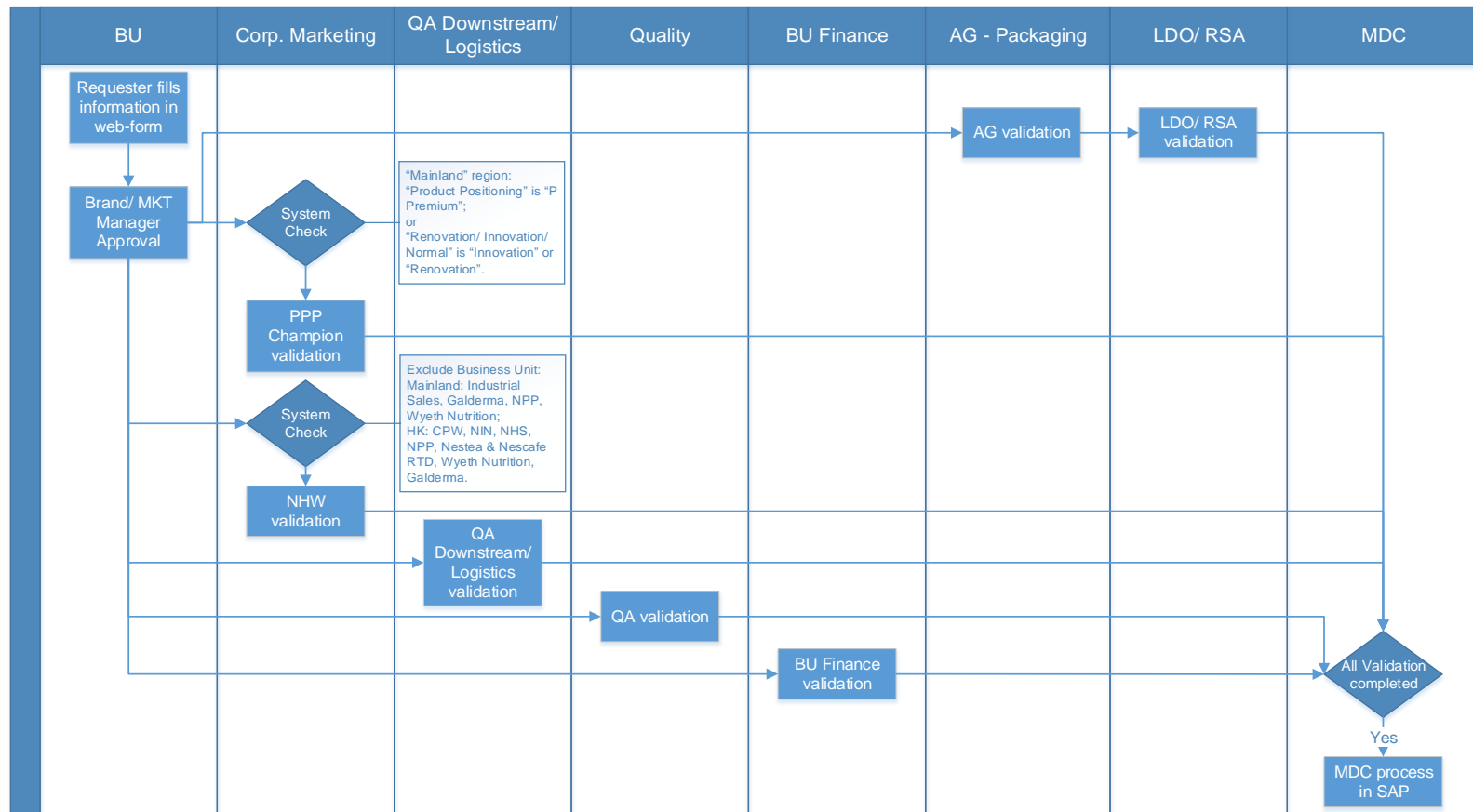


Web-form Overview

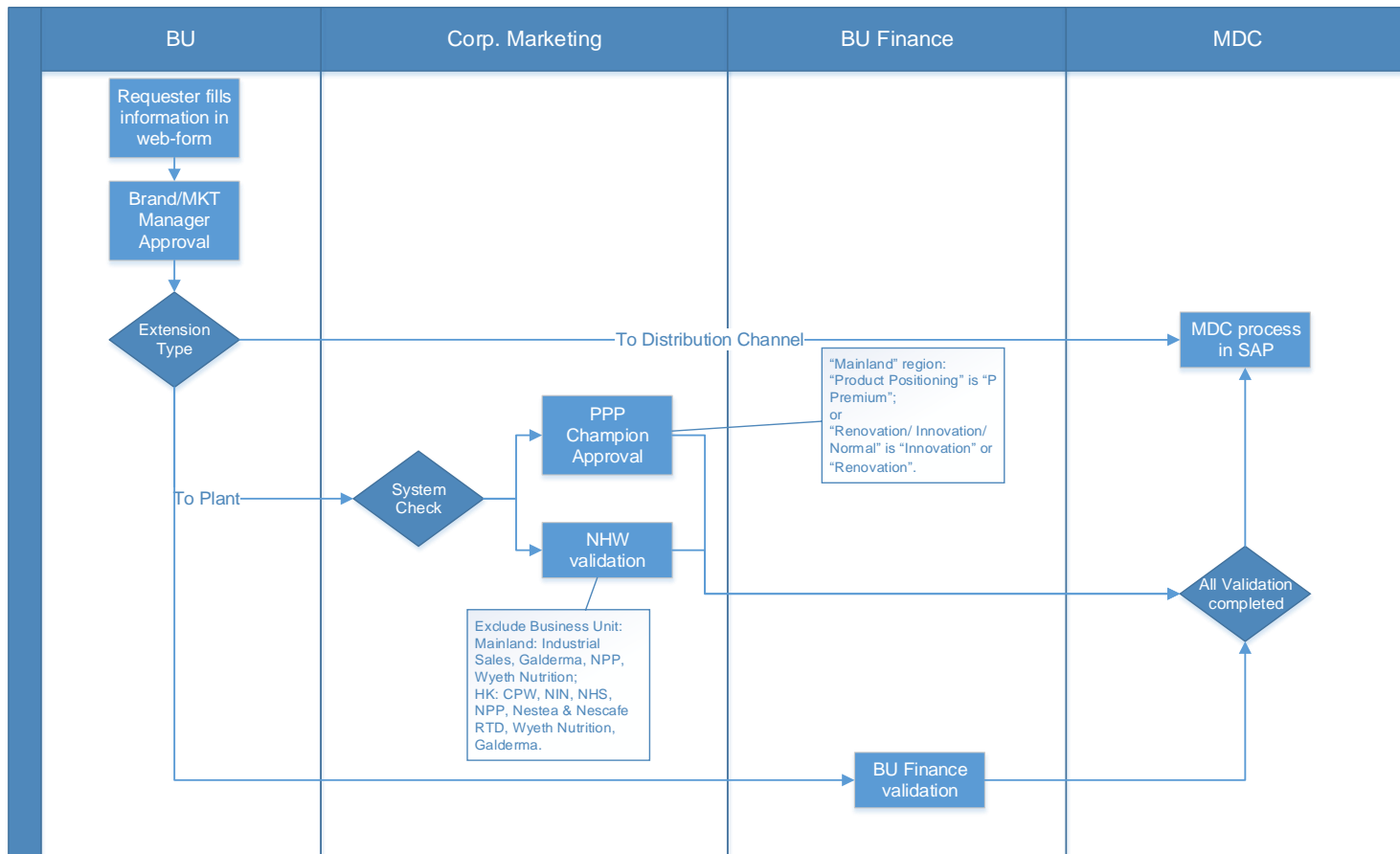
- Web-form link:
<http://cnbeii0002.nestle.com/SKURegistration/>
- You will also be able to access through Nest Homepage

Web-form Approval Workflow

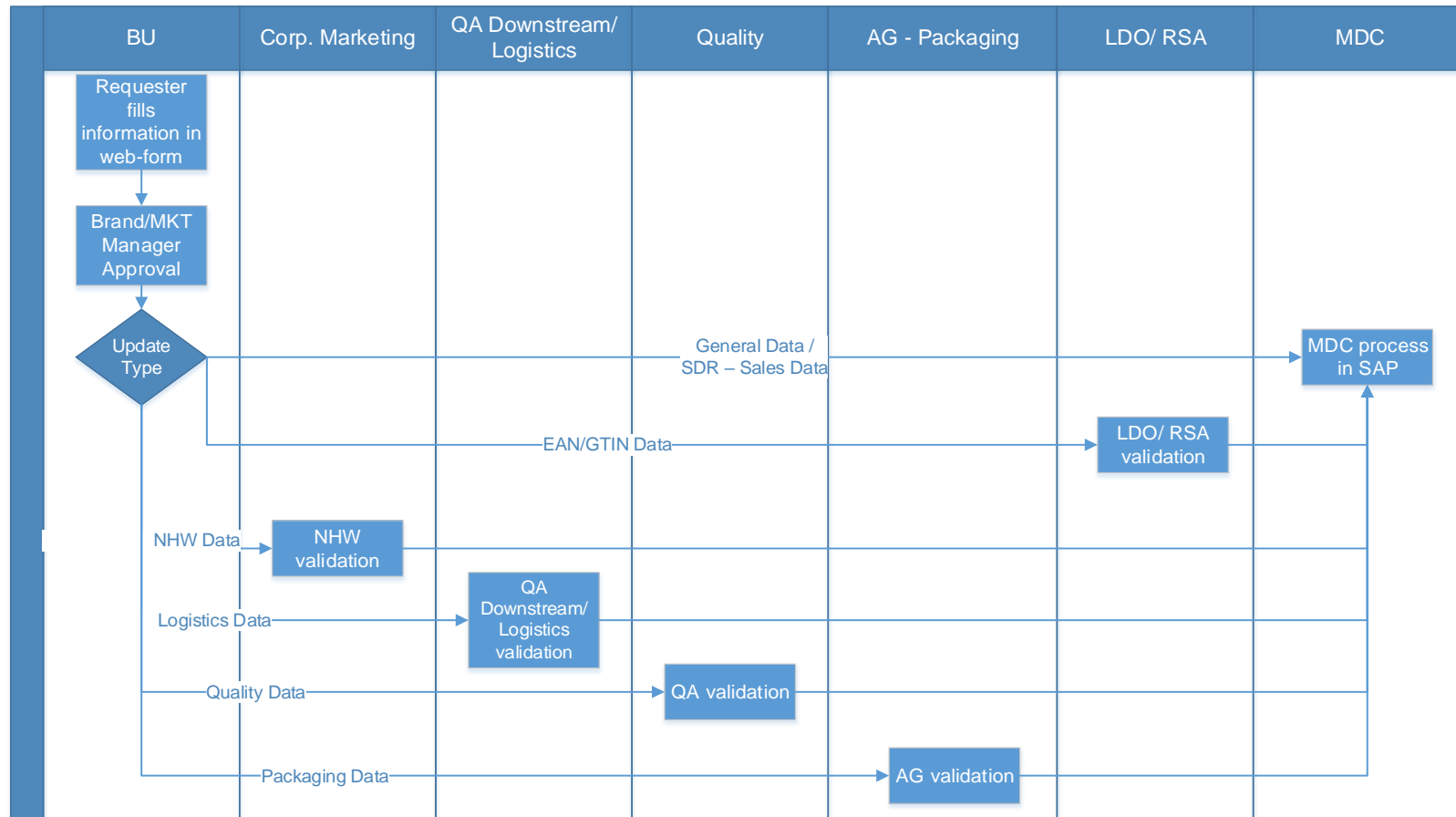
Web-form Approval Flow - Creation



Web-form Approval Flow - Extension



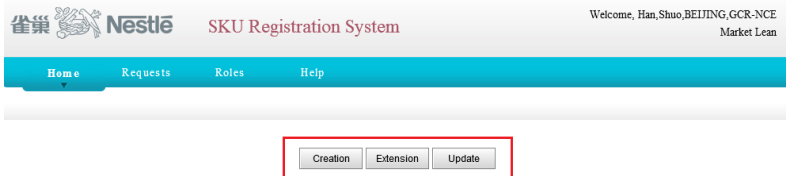
Web-form Approval Flow - Update



QRC for Requester

How to fill in Web-form

Step 1: Choose the type of request by clicking one of the buttons:



- Creation: if you want to create a new SKU code
- Extension: if you want to extend an existing SKU to another Distribution Channel or Plant
- Update: if you want to change part of an existing SKU's data

Step 2: Fill in the Web-form

- There are 5 types of input:
 - Text box
 - Text box with back-up data source
 - Single choice
 - Multiple choice
 - Attachment
- Please follow the instructions next to the data field

Step 3: Save

Every time when you start a new request, there is a specific ID assigned for that, you can check through "Request" page or address bar of your Internet explorer:

Id	Type	Status	SKU Number	PreparedBy	Last Approver	Reviewed Result	Reviewed Time	View	Delete
55	Creation	Draft		Han, Shuo, BEIJING, GCR-NCE Market Lean				Details	Delete

http://cnbeii0002.nestle.com/SKURegistration/WF/Preview?id=55

If you cannot complete the request at one time, you can save and come back later from "Request" page.

Step 4: Submit

Once all information is completed, please click the "Preview" button at the bottom of the page;

If you have missed any mandatory data, there will be system warning and you cannot move to next step until it's all filled up;

After "Preview", you can go through all the details of your request, and if everything is confirmed, please click the "Submit" button.

How to track the status of your request

Go to “Requests” page, you can see all your created requests and their latest status as shown below:

Home

Requests

Roles

Help

Status

Search

Export

ID	Type	Status	SKU Number	PreparedBy	Last Approver	Reviewed Result	Reviewed Time	View	Delete
54	Creation	Draft		Lu, Max, BEIJING, GLOBE IS/IT - GCR				Details	
53	Creation	Draft		Han, Shuo, BEIJING, GCR- NCE Market Lean				Details	Delete
52	Creation	Submitted		Han, Shuo, BEIJING, GCR- NCE Market Lean	Chen, Monica, BEIJING, GCR-NFBD SC Corp. Distribution	Approve	5/10/2018 3:27:26 PM	Details	

By clicking the “Details” button, you can see the “Workflow Status” table at the end of the page:

Workflow Status: Submitted					
Step Name	Title	Name	Review Result	Review Comment	Review Time
Requester	Market Lean Office Pillar leader	Han,Shuo,BEIJING,GCR-NCE Market Lean	Submit		5/9/2018 2:57:34 PM
Brand Manager	Brand Manager	Rong,Jessie,BEIJING,GCR-CONF Marketing Sugar	Approve		5/9/2018 2:58:05 PM
AG	AG	Li,Huiling,TIANJIN,Technical	Pending		
MDC	MDC	Zhang,Amber,BEIJING,GLOBE IS/IT - GCR			

Once your request is completed in MDC, you will receive an email notification.

QRC for Approver

How to process request in Web-form

Notification:

You will receive an email notification once there is a new request for you to review and validate.

You can also enter the main page of the web-form and check through “Requests” page to see if any pending approval from your side. Click the “Review” to see details of the request:

Home Requests (13) Help											
<div> <div>Status ▾</div> <div></div> <div>Search</div> <div>Export</div> </div>											
ID	Requester	Name	Type	Status	Last Approver	Reviewed Result	Comment	Reviewed Time	Created Time	My Action	Review
52	Han, Shuo, BEIJING, GCR -NCE Market Lean	xx	Creation	Submitted	Chen, Monica, BEIJING, GCR-NFBD SC Corp. Distribution	Approve		5/10/2018 3:27:26 PM	5/10/2018 3:10:25 PM	Pending for my approval	Review

Approve/ Return:

- Approve: you have checked the information & documents in your scope and all is valid;
- Return: you found some mistakes in the uploaded information or documents and return to Requester for modification. After data correction, the workflow will directly come back to you without passing the others once more.



Approval Check Points per Role

Brand/ MKT Manager:

- General quality check for requester's input

PPP Champion:

- Data consistency check with NPD system

NHW:

- NHW Global Data
- NHW Local Data
- Portion Guidance Specifics

QA Downstream/ Logistics:

- Transportation Group
- Storage Condition
- Temperature Condition

QA:

- Total Shelf Life

BU Finance:

- Nestec Code
- Profit Center
- Oversize
- Multipack
- Net weight for RIG Calculation

AG - Packaging:

- Packaging Data

LDO/ RSA:

- Check EAN/GTIN input by requester
- Input EAN/GTIN variant

Help Chain

Help Chain

- Any technical issues regarding the web-form, please contact:
Max.Lu@cn.nestle.com
- Any questions regarding the required information & supporting documents, please contact MDC:
GreaterChina.MDC@cn.nestle.com

Thank you