

End to End testing in Supplier 360



Introduction to the Supplier 360 Application for EDI Testing

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We will use the Supplier 360 application as a workflow tool and primary communication channel for the **E2E EDI testing**.

This guide will walk you through everything you need to know about Supplier360 in order to get started on your E2E testing of EDI messages and GTLs. It covers everything from accessing and logging in to the application, adding contact details, looking up case details, completing tasks, selecting test windows, writing comments or asking questions, uploading files, and sending completed tasks for review. It also explains what to do if a task gets rejected and provides tips for technical assistance.

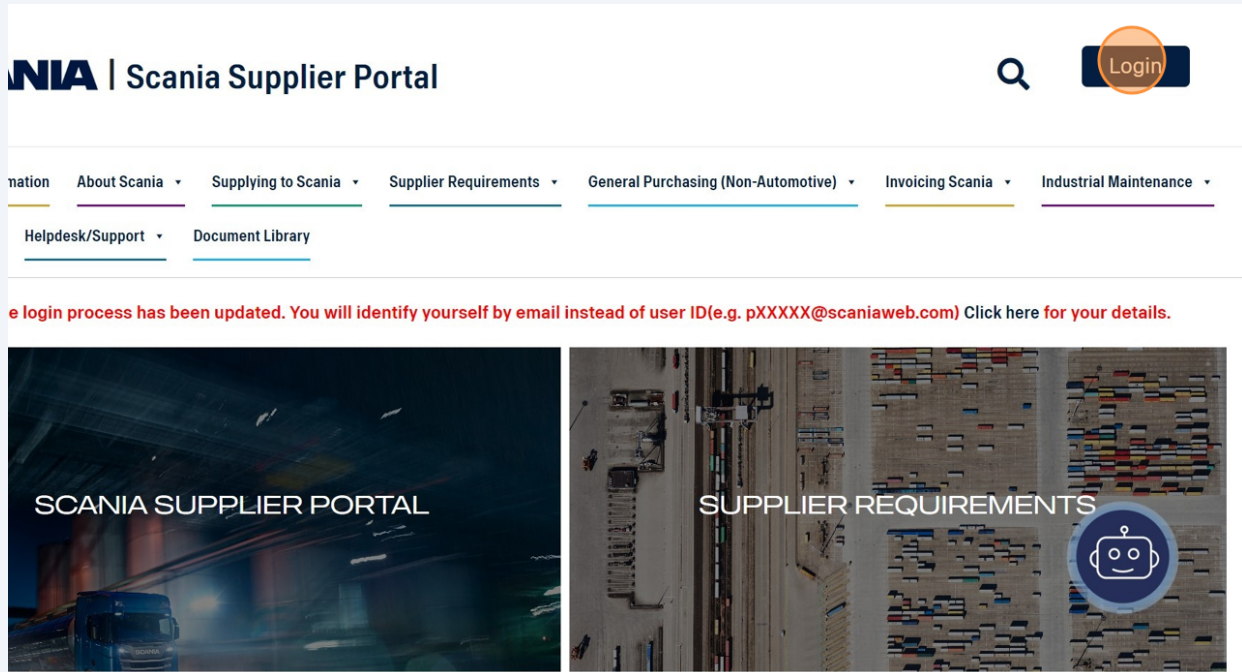
Following this guide will ensure a smooth and efficient E2E testing experience for EDI messages and GTLs.

Access and log in to Supplier 360 Application

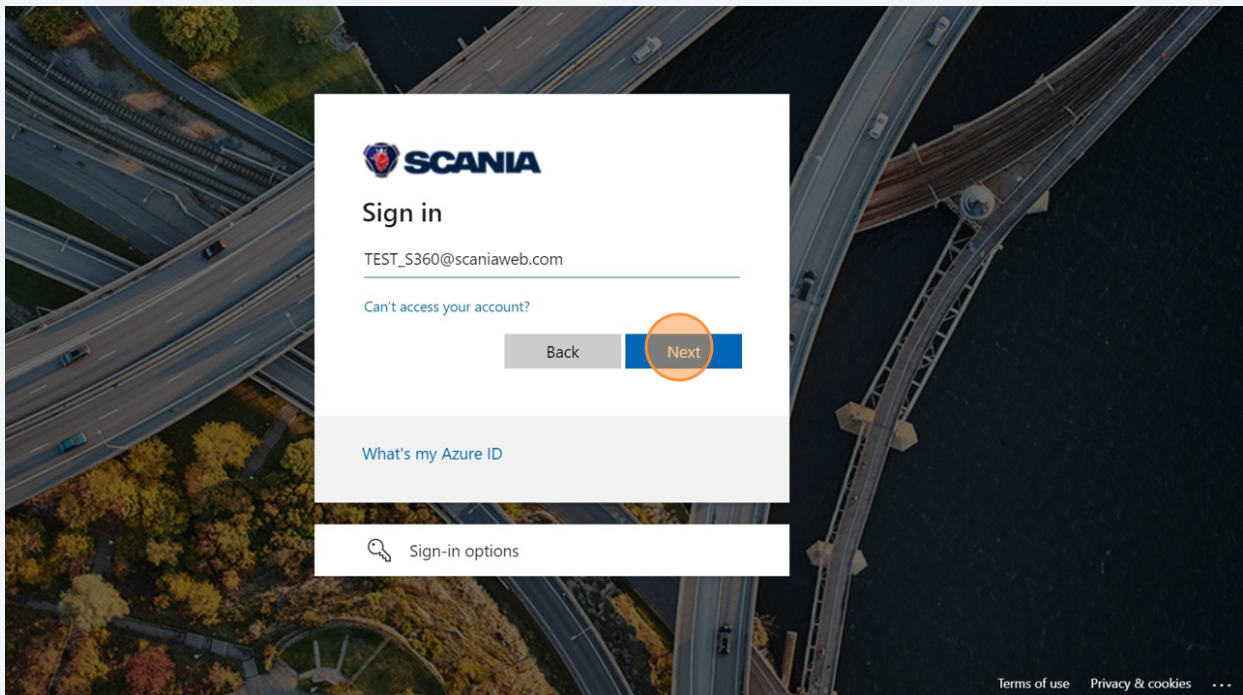
2

You will receive an email notification when a new EDI case has been assigned to you.

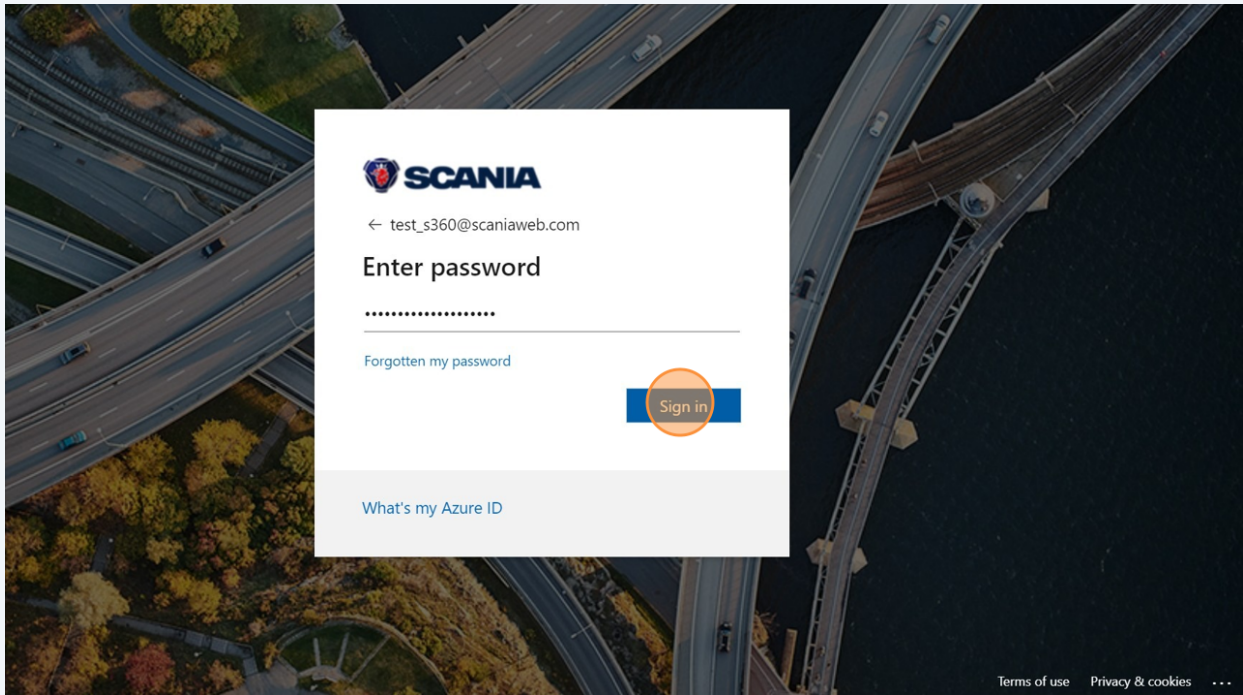
3 Go to Scania Supplier Portal - <https://supplier.scania.com/> - and click "Login".



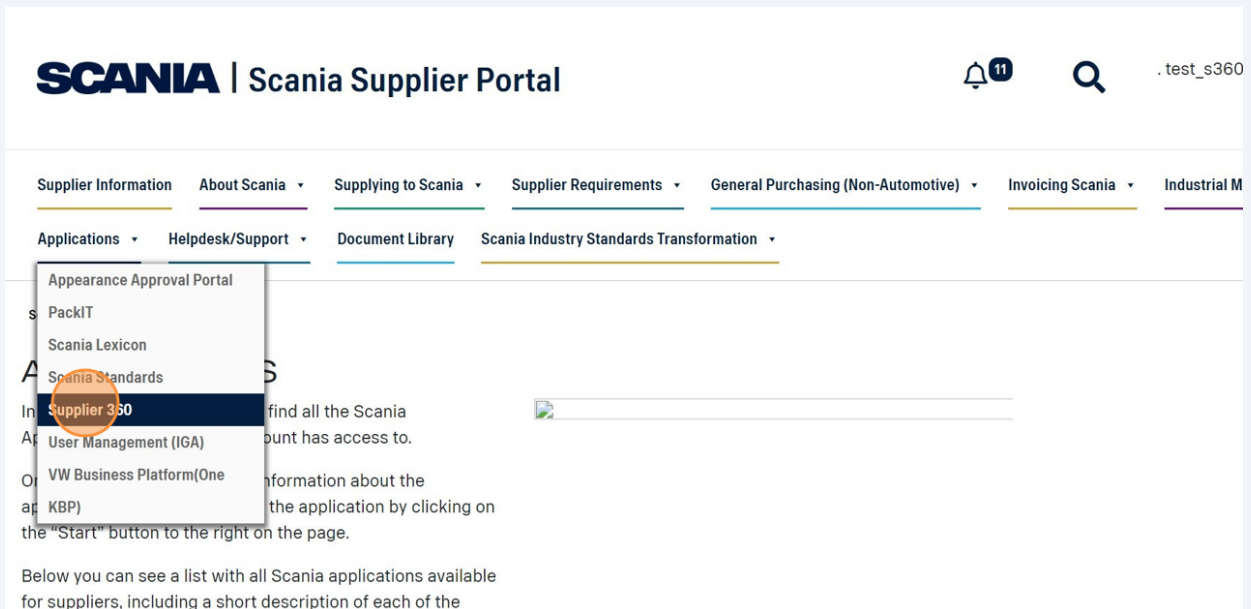
4 Enter your username for the Scania Supplier Portal and click "Next".



5 Enter your password and click "Sign in".



6 Go to "Applications" in the top bar and click "Supplier 360" from the drop down menu.



7 Click "Start Application" to launch the Supplier 360 Application.

Supplier Information | About Scania | Supplying to Scania | Supplier Requirements | General Purchasing (Non-Automotive) | Invoicing Scania | Industrial Maintenance | Applications | Helpdesk/Support | Document Library | Scania Industry Standards Transformation

Information that you as a supplier have given us for your 7-digit Scania Supplier Number. You could edit and update the information and add contact persons. It is possible to add contact persons who don't have an account within Scania. It is also possible to have the same contact for several roles.

Start Application

User Guide Supplier 360 for Suppliers	28 Oct, 2020
Information Material Suppliers	28 Oct, 2020
User Guide Supplier 360 for Scania	28 Oct, 2020
Information Material Scania	28 Oct, 2020
FAQExportControl2021-06-01	11 May, 2023

How to add contact details

8 To add a contact, go to the left-hand side of the front page, click 'contacts'

Scania Supplier 360

Contacts

My Cases 15

SCANIA CONTACT

Please contact your Purchaser at Scania. If you need further Contact details, Please check on this webpage [Click Here](#)

Buyer Code : 555	Buyer Name :
Buyer Scania ID :	Buyer Status : ACTIVE

9

Click 'add contact' and a pop-up window will open. Fill in the information and click 'save'

SCANIA CONTACT

Please contact your Purch on this webpage Click Her

Buyer Code : 555
Buyer Scania ID :

Active Expir

Add Contact

All Contacts Admin

Show 10 entries

Action	Supplier ID
	1234567
	1234567
	1234567
	1234567
	1234567

Contact Type*

Supplier ID* 1234567

Supplier Name* Test Supplier Shital

DUNS ID

Buyer code 555

Country* Australia

User ID Select...

First Name*

Last Name*

Job Title*

Email Address*

Phone Number* +

Save Close

10

If you need to edit a contact, click the edit-icon, and the pop-up window will reopen

Action	Supplier ID	Supplier Name	Country	Contact Type	User ID	First Name	Last Name	Job Title
	1234567	Test Supplier Shital	Australia	Key Account Manager	S38854	Testa	Test	KAM

How to look up a case and see the details of a case



Tip! You can expect to receive an email notification when:

- A test case is created
- A task is approved/rejected
- A case is marked complete
- A comment is added by Scania
- A file is uploaded by Scania

11

From the Supplier 360 Application home page, click "My Cases" on the left hand menu to open your case space.

The screenshot shows the Scania Supplier 360 application interface. The top navigation bar includes the title "Scania Supplier 360", a search icon, and a "Back To SSP" button. The left-hand menu is visible, with "My Cases" highlighted and circled in orange, indicating it has 10 items. The main content area is divided into two columns: "SCANIA CONTACT" and "ADMIN CONTACT". The "SCANIA CONTACT" section contains a message: "Please contact your Purchaser at Scania. If you need further Contact details, Please check on this webpage [Click Here](#)". Below this message are fields for "Buyer Code : 555" and "Buyer Name :". The "ADMIN CONTACT" section lists two contacts: "Test_ssp1" with email "vetrivel.elumalai@scania.com" and "Testa Test" with email "vetrivel.elumalai@scania.com". Below these sections are tabs for "Active" and "Expired", an "Add Contact" button, and a filter bar with categories: "All Contacts", "Admin", "Capacity", "Export Control Responsible", "IT - EDI", "Packaging", "Product Quality", and "Sustainability". A "Show 10 entries" dropdown and a search box are also present. At the bottom, a table displays contact details for a specific entry.

Action	Supplier ID	Supplier Name	Country	Contact Type	User ID	First Name	Last Name	Job Title	Email Address
	1234567	Test Supplier Shital	Australia	Packaging		a	a	a	vetrivel.elumalai@scania.c

12 Select the "EDI testing" filter to see any open EDI cases.

SUPPLIER DETAILS

Supplier ID : 1234567
Supplier Name : Test Supplier Shital

CASES

Cases Closed Cases All Cases

Export Control CRM/LSM Obsolescence Management Parts Buffer Size EDI Development **EDI Testing** Capacity(Test) EDI Preparat

Case ID	Case Name	Case State
5004	Contact Management	Awaiting Supplier Response
5542	Contact Management	Awaiting Supplier Response

13 Click on "Case ID" to open the case details page.

<

SUPPLIER DETAILS





Supplier ID : 1234567
Supplier Name : Test Supplier Shital

CASES

Open Cases Closed Cases All Cases

All Case Export Control CRM/LSM Obsolescence Management Parts Buffer Size EDI Development **EDI Testing** Capacity(

Show 10 entries

Action	Case ID	Case Name	Case State
 	10538	EDI Testing	In Progress
 	10539	EDI Testing	In Progress

Showing 1 to 2 of 2 entries

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Now, the "case details" page will open. In the top of the page, you can see important information about the case including a) the status of your case, b) due date, c) and if you are delayed.

In the 'Tasks'-overview, the tasks for the case is displayed. Here, you can see the activity checklist, name, description, due date, status and comment overview for each task.

Pay close attention to the deadline of each task - it is important you complete the activities on time.

CASE DETAILS

Action	Case State	On Track/Delayed	Case Type	Supplier ID	Supplier Name	Case ID
	In Progress		EDI Testing	1234567	Test Supplier Shital	14198

Tasks	Task State	Task Name	Due date	On Track / Delayed	Comment
Activities	Approved	Receive and understand testing details	2024-04-25		



Tip! Hover your mouse over the "I" icon for a task to see a high level description.

Action	Case State	On Track/Delayed	Case Type	Supplier ID
	Awaiting Supplier Response	Delayed	EDI Testing	1234567

Tasks	Task State	Task Name	Due date	On Track / Delayed
Activities			2024-04-19	Delayed
Activities	Awaiting Supplier Response	select test window with Scania	2024-04-19	Delayed

The purpose of this task is to ensure that a test date and time have been agreed with Scania to ensure that resources have been reserved by both you and Scania. On the selected date, Scania test team will trigger DELFOR and you are expected to retrigger DESADV, INVOIC and send labels.

Checklist and activity tracking

15

Each task has a checklist of activities that must be completed. Click "Activities" to open the checklist for a task.

Action	Case State	On Track/Delayed	Case Type	Supplier ID	Supplier Name	Case ID
	Awaiting Supplier Response	Delayed	EDI Testing	1234567	Test Supplier Shital	14213

Tasks	Task State	Task Name	Due date	On Track / Delayed	Comment
Activities	Awaiting Supplier Response	Receive and understand testing details	2024-04-19	Delayed	
Activities	Awaiting Supplier Response	Select test window with Scania	2024-04-19	Delayed	
Activities	Awaiting Supplier Response	Populate ERP system with test data	2024-04-19	Delayed	
Activities	Awaiting Supplier Response	EDI message - DELFOR	2024-04-19	Delayed	

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A pop-up window will open with a checklist for that step

Awaiting Supplier Response	Delayed	EDI Testing	1234567	Test Supplier Shital
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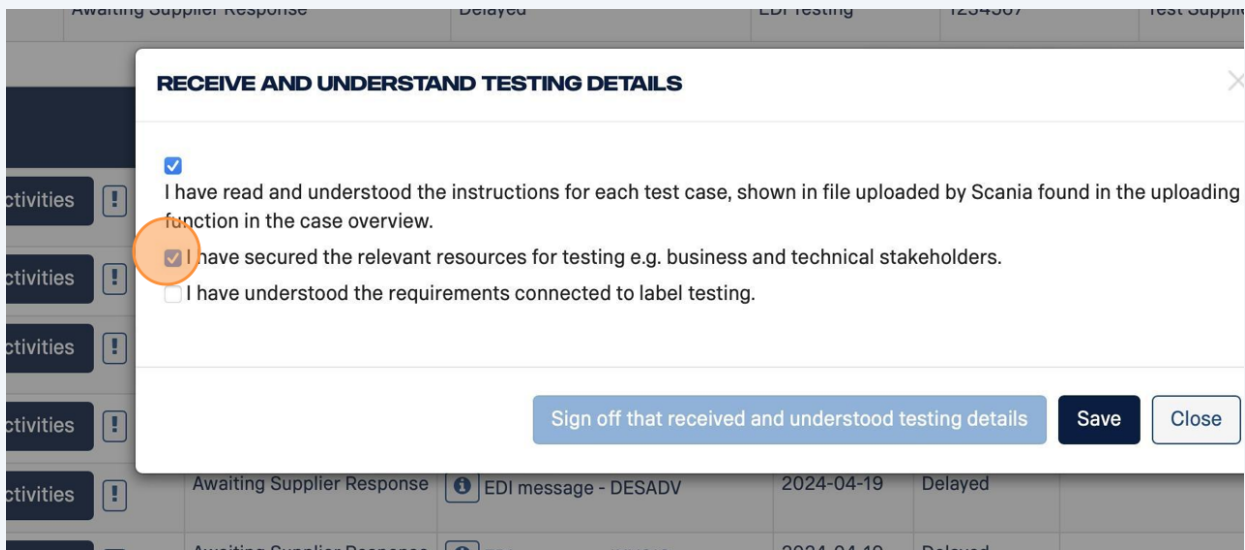
RECEIVE AND UNDERSTAND TESTING DETAILS ✕

- I have read and understood the instructions for each test case, shown in file uploaded by Scania found in the uploading function in the case overview.
- I have secured the relevant resources for testing e.g. business and technical stakeholders.
- I have understood the requirements connected to label testing.

[Sign off that received and understood testing details](#) [Save](#) [Close](#)

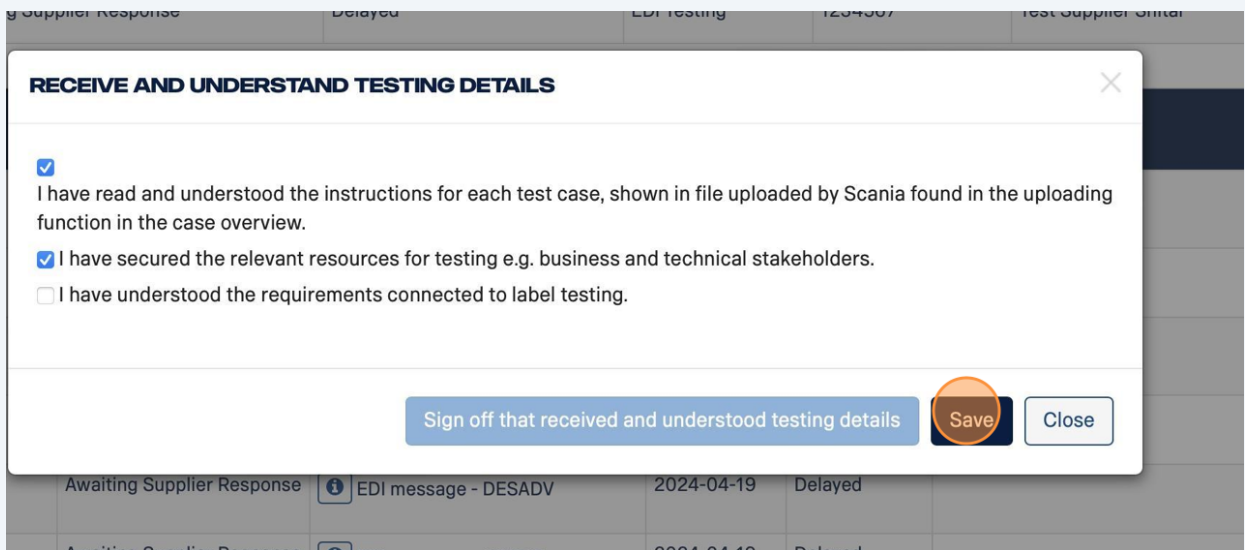
Awaiting Supplier Response	EDI message - DESADV	2024-04-19	Delayed	
Awaiting Supplier Response	EDI message - INVOIC	2024-04-19	Delayed	

17 Upon completion of an activity, mark the box to sign off the task.

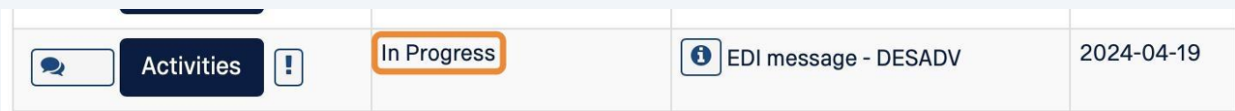


18 Click "Save" every time you have updated the checklist.

The checklist can be opened as many times as needed and will show the current progress updated by you.



19 When you have updated the checklist and clicked 'save' the task will change to the status *In Progress*.



How to select test window with Scania

20

To select a test window, click on the 'activities' box on the left, and a window will open. Click the empty box, to open the calendar

Tasks	Task State	Task Name	Due date
Activities	Awaiting Supplier Response	Recieve and understand testing details	2024-05-13
Activities	Awaiting Supplier Response	Select test window with Scania	2024-05-13
Activities			
Activities			
Activities			
Activities			
Activities			

SELECT TEST WINDOW WITH SCANIA

2024-05-09

< May 2024 > coming weeks
m will trigger DELFOR and you are expected to r

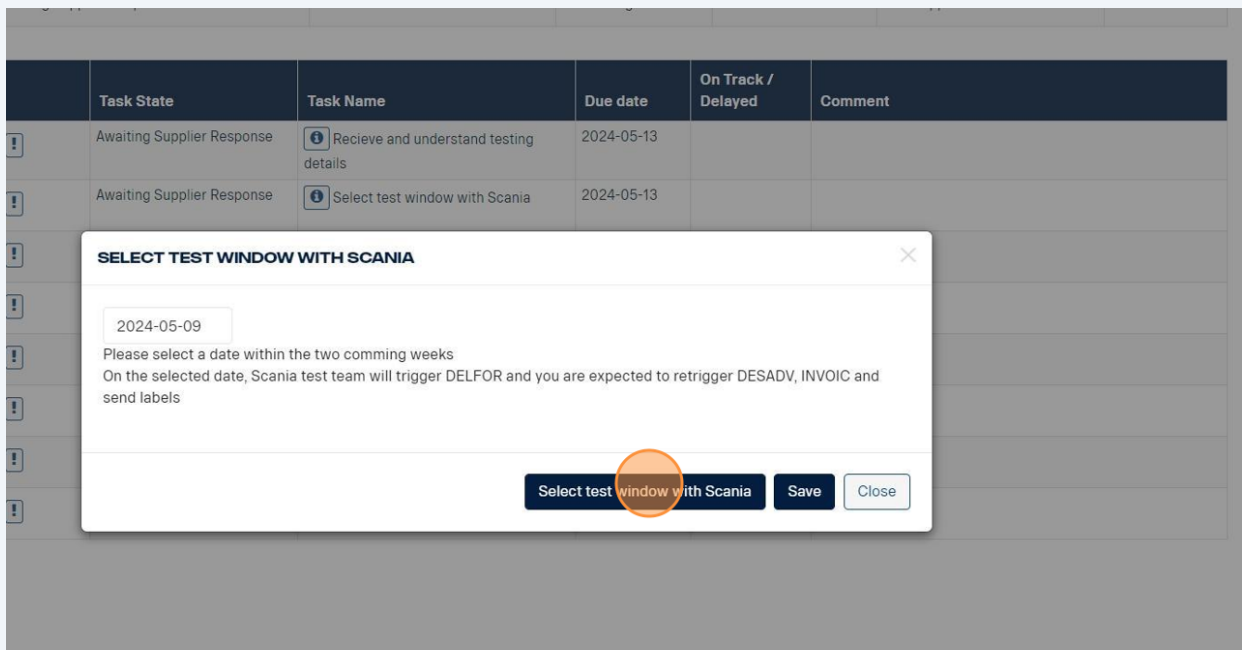
Mo	Tu	We	Th	Fr	Sa	Su
18	29	30	1	2	3	4 5
19	6	7	8	9	10	11 12
20	13	14	15	16	17	18 19
21	20	21	22	23	24	25 26
22	27	28	29	30	31	1 2

Select test window v

21

Select a date within the next 10 business days, and click 'Select test window with Scania'.



You have now booked a date for your testing with Scania.












How to write a comment or ask a question to the Scania team

22

To create a new comment click the speech bubbles next to the activity you want to comment upon.

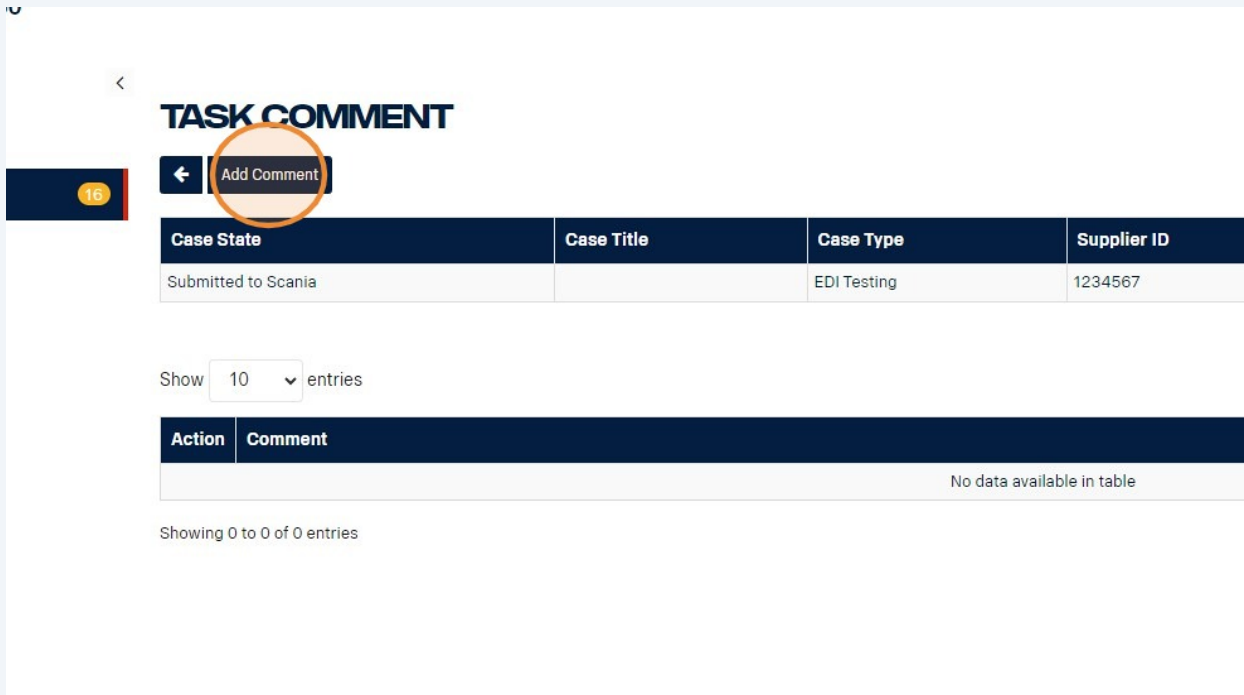
Action	Case State	On Track/Delayed	Case Type	Supplier ID	Supplier Name	Case ID
 	Awaiting Supplier Response	Delayed	EDI Testing	1234567	Test Supplier Shital	14213

Tasks	Task State	Task Name	Due date	On Track / Delayed	Comment
 Activities 	Awaiting Supplier Response	 Receive and understand testing details	2024-04-19	Delayed	
 Activities 	Awaiting Supplier Response	 Select test window with Scania	2024-04-19	Delayed	
 Activities 	Awaiting Supplier Response	 Populate ERP system with test data	2024-04-19	Delayed	

23

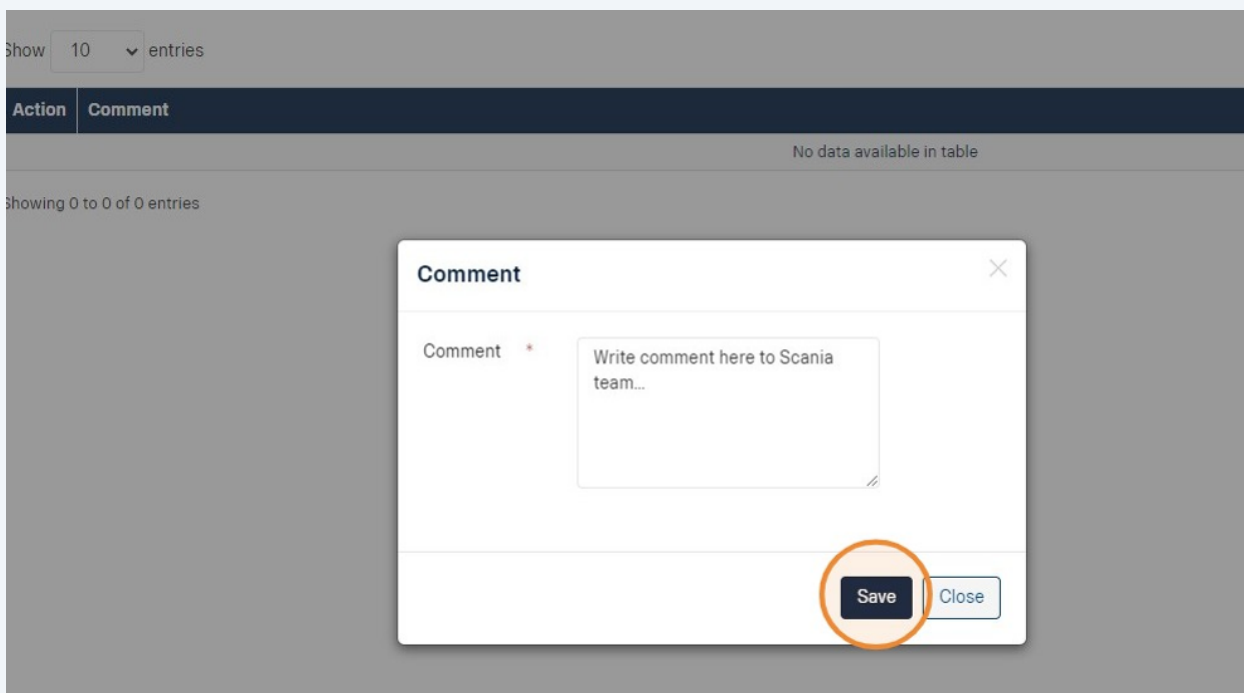
This will send you to the 'comment page' To create a new comment click "Add Comment".

In the 'Task Comment' section, you can also keep track of all previous comments - including who sent them and what date they were sent.



24

Click the "Comment" box and type your message to Scania. Click "Save".



25

Your saved comment is now visible. Navigate back to the detailed case page by clicking the arrow button.

TASK COMMENT

← Add Comment

Case State	Case Title	Case Type	Supplier ID
Submitted to Scania		EDI Testing	1234567

Show 10 entries

Action	Comment
	Write comment here to Scania team...

Showing 1 to 1 of 1 entries

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When there is a new comment in the system, you will get a notification both in the top right corner and by the speech bubble-icon next to the activity in question.

Back To SSP test_s360

CASE DETAILS

← Subscribe Upload file

Action	Case State	On Track/Delayed	Case Type	Supplier ID	Supplier Name	Case ID
	In Progress	Delayed	EDI Testing	1234567	Test Supplier Shital	14213

Tasks	Task State	Task Name	Due date	On Track / Delayed	Comment
Activities	Approved	Receive and understand testing details	2024-04-19		Write comment to the Scania Team...

How to upload a file in Supplier 360 to Scania team

27 To upload a new file select the button "upload file" from the task overview.

CASE DETAILS

← Subscribe Upload file 0

Action	Case State	On Track/Delayed	Case Type	Supplier ID
0	In Progress	Delayed	EDI Testing	1234567

Tasks	Task State	Task Name	Due date	On Track/Delayed
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28 Click the "Upload" box, select the file you would like to upload and click on "open".

CASE DOCUMENTS

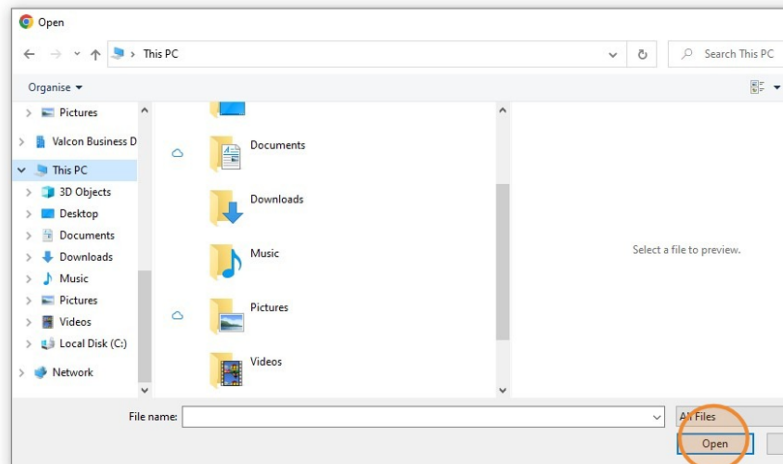
← 17

Case ID	Case State	Case Type	Supplier Details	Case Owner	Case Status
10538	InProgress	EDIT	1234567		

Select file to upload:

Click here to choose

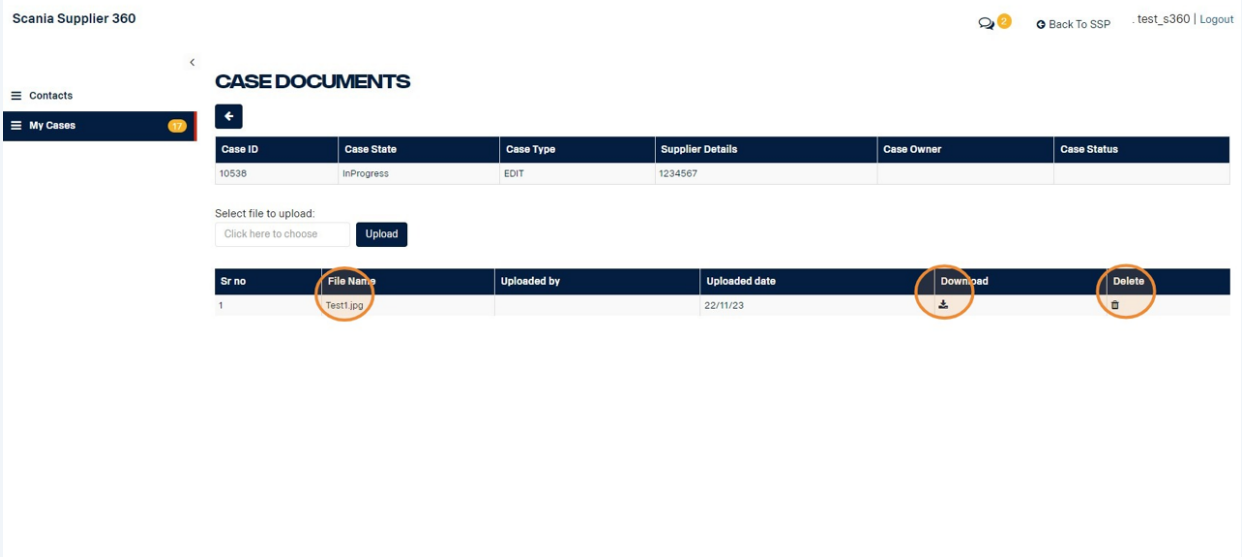
Upload



29

When you have uploaded a file, it will be shown in the overview 'Case Documents'. The file is now visible to the Scania Team, who can review it and provide you with feedback.

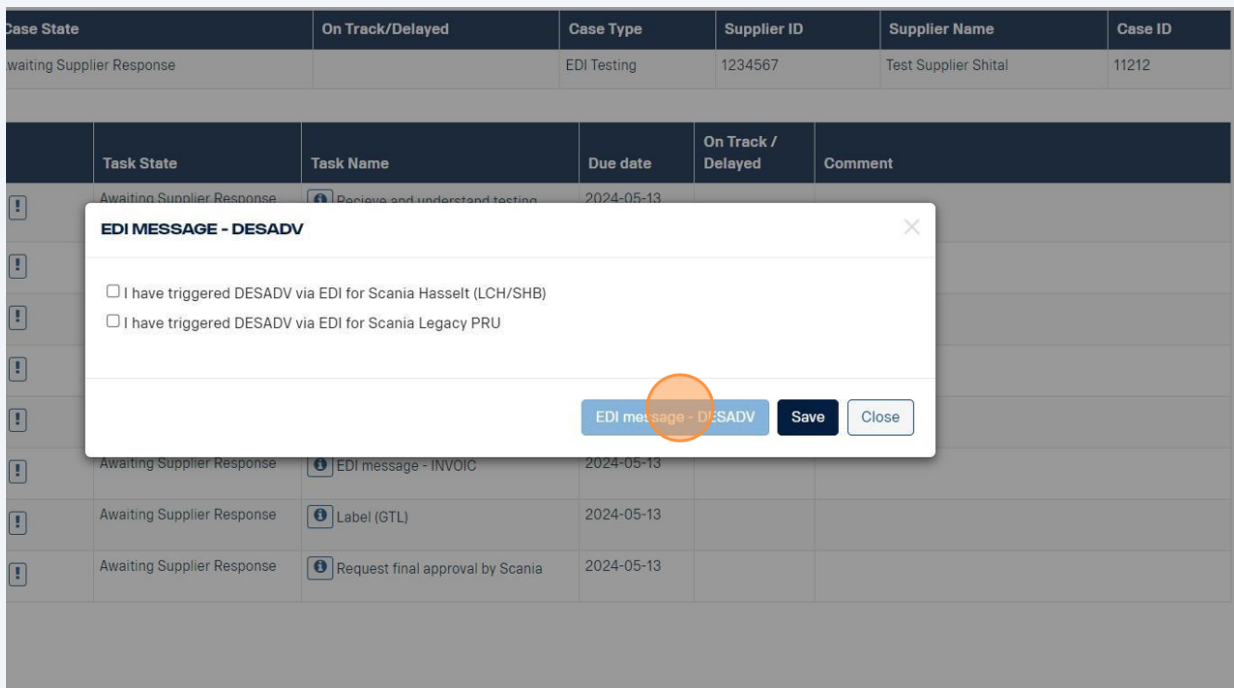
You can download files or delete them if they were wrongly uploaded.



Sending a completed task for review

30

When you have completed all activities within the task, click "Sign off that development is done". This will send the task to the Scania technical team for review.



31

When a task has been sent to the Scania technical team for review, the status of the task will change to *Awaiting Internal Check*.

This means there is no more action for you to take on the task at this point in time.

Please note that the first three tasks are automatically approved, and no review is needed from the Scania team.

	Task State	Task Name
Activities	Approved	Receive and understand testing details
Activities	Approved	Select test window with Scania
Activities	Approved	Populate ERP system with test data
Activities	Awaiting Internal Check	EDI message - DELFOR

32

If all activities have been completed correctly, the Scania technical team will approve the task and state will change to *Approved*.

This means that the task is done and you can move onto the next task.

You will receive an email notification when a task is approved by Scania.

Tasks	Task State	Task Name
Activities	Approved	Receive and understand testing details
Activities	Approved	Select test window with Scania
Activities	Approved	Populate ERP system with test data
Activities	Approved	EDI message - DELFOR
Activities	Approved	EDI message - DESADV
Activities	Approved	EDI message - INVOIC
Activities	Approved	Label (GTL)
Activities	Approved	Request final approval by Scania

If your task gets rejected ...

33

If an activity is not done correctly, the Scania team will reject the task. **You will get an email notification if this happens and it will show in the task comment field what you need to review and update.**

The task state will change back to *Rejected*, which means that you again need to take action on this task.

Scania Supplier 360 Back To

CASE DETAILS

Subscribe Upload file

Action	Case State	On Track/Delayed	Case Type	Supplier ID	Supplier Name
	In Progress		EDI Testing	1234567	Test Supplier Shital

Tasks	Task State	Task Name	Due date	On Track / Delayed	Comment
Activities	Approved	Recieve and understand testing details	2024-04-29		
Activities	Approved	Select test window with Scania	2024-04-29		
Activities	Approved	Populate ERP system with test data	2024-04-29		
Activities	Approved	EDI message - DELFOR	2024-04-29		
Activities	Rejected	EDI message - DESADV	2024-04-29		not approved due to...
Activities	Awaiting Internal Check	EDI message - INVOIC	2024-04-29		
Activities	Awaiting Internal Check	Label GTU	2024-04-29		
Activities	Awaiting Supplier Response	Request final approval by Scania	2024-04-29		



Tip! If you require technical assistance - you can contact the Supplier Readiness team via supplier.readiness@scania.com

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After reviewing and updating in accordance with the comment from Scania's technical team, click "Sign off" again (e.g. EDI message - INVOIC) to send to Scania for review.

The screenshot displays a task management interface. At the top, a table lists case details: Case State (waiting Supplier Response), On Track/Delayed, Case Type (EDI Testing), Supplier ID (1234567), Supplier Name (Test Supplier Shital), and Case ID (11212). Below this, a task list is visible with columns for Task State, Task Name, Due date, On Track / Delayed, and Comment. A modal dialog titled 'EDI MESSAGE - INVOIC' is open, containing two checked items: 'I have triggered INVOIC via EDI for Scania Hasselt (LCH/SHB)' and 'I have triggered INVOIC via EDI for Scania Legacy PRU'. At the bottom of the modal, there are three buttons: 'EDI message - INVOIC' (highlighted with an orange circle), 'Save', and 'Close'. The background task list includes entries like 'Review and understand testing' and 'Request final approval by Scania'.

Case closed

35

When all tasks are completed and approved by Scania's technical team, the case will be marked as closed.

You will receive an email notification when your case is closed.

Well done!