

SAP PLM

accessing and downloading from c-folders

Name: _____

enterprise learning
and development

2014



Mast Global

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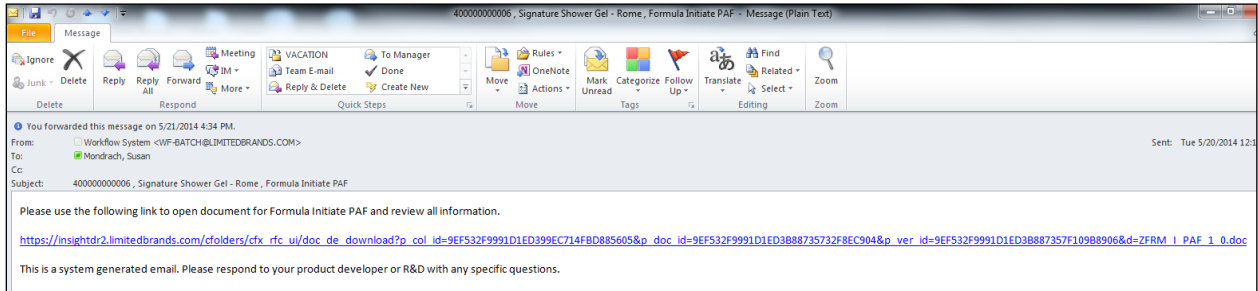
Table of Contents

Table of Contents	iii
Vendor Viewing	4
Vendor Viewing C-Folders for Off-Line Excel Forms	4
Downloading Off-line Excel Forms	4
Additional Information	6
Searching for Document	6
Appendix A: Tech Pack Statuses	8
Appendix B: Development Statuses	9
Appendix C: Optiva vs SAP Recipe Development	10
Appendix D: Spec and Article Glossary	13
Appendix E: Example of a Recipe Number	14

Vendor Viewing

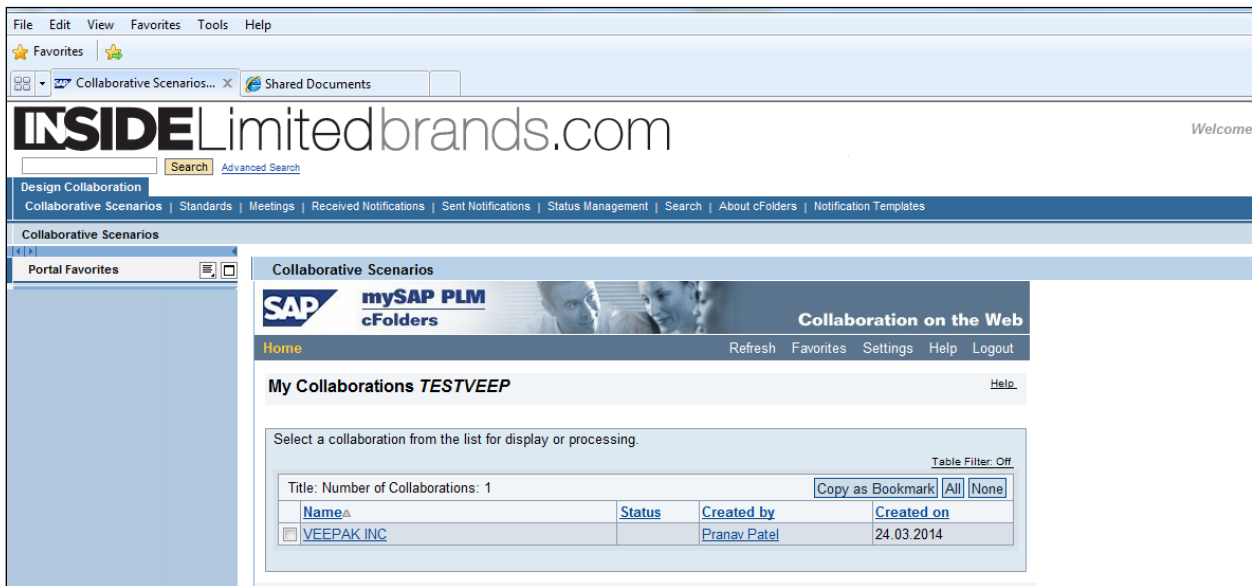
Vendor Viewing C-Folders for Off-Line Excel Forms

You will first receive an email about a specification number. This is the alert that a document is available for viewing in your c-folders location.



Step by step: Accessing the Forms

1. Click the **link** in the email.
2. Log into the **portal**.
 - o The link directs you to the Design Collaboration → Collaborative Scenarios tab and into your Vendor folder.

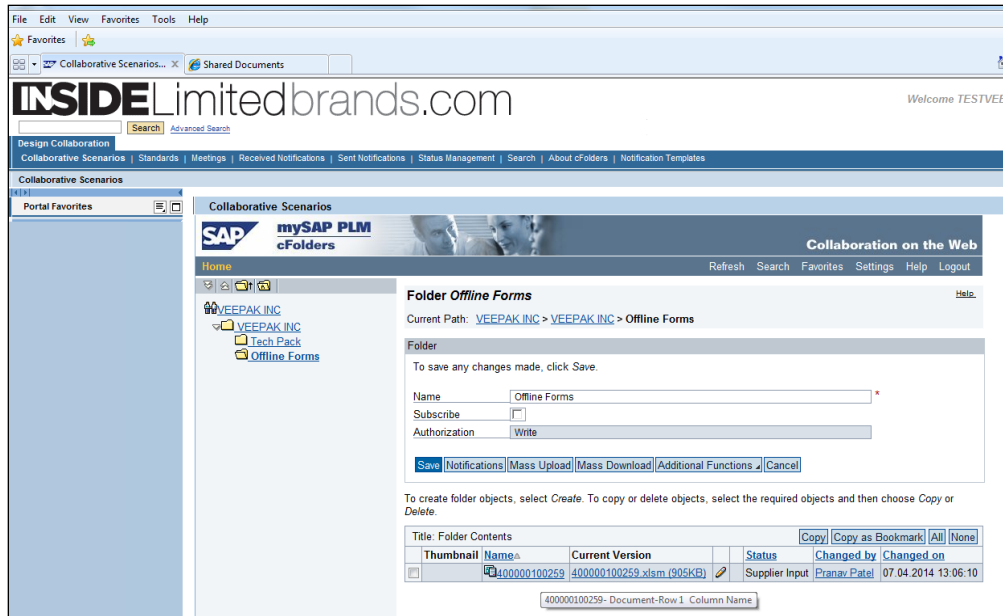


Downloading Off-line Excel Forms

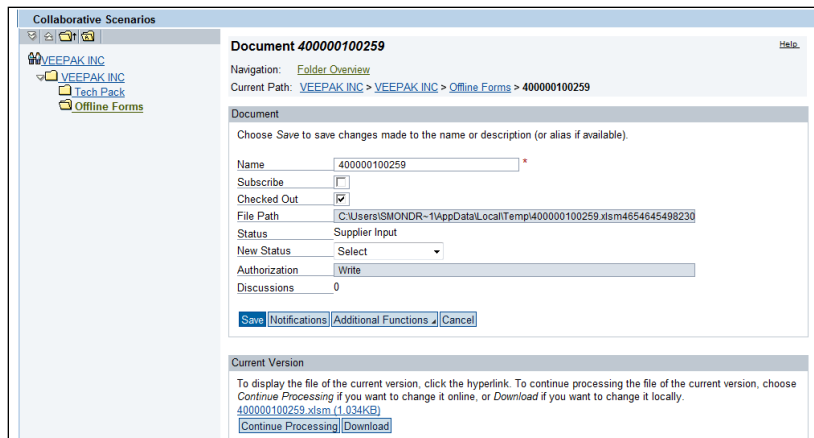


Step by step:

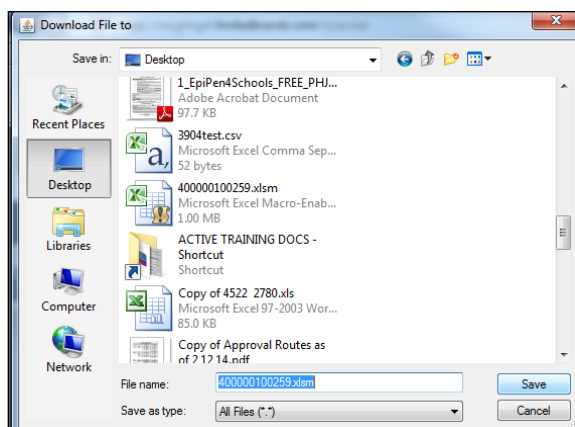
1. Click the **specification number** in the Name column.



2. Click the **Download** button.



3. Map to the **desired location** to save this file.



4. Click **Save**.

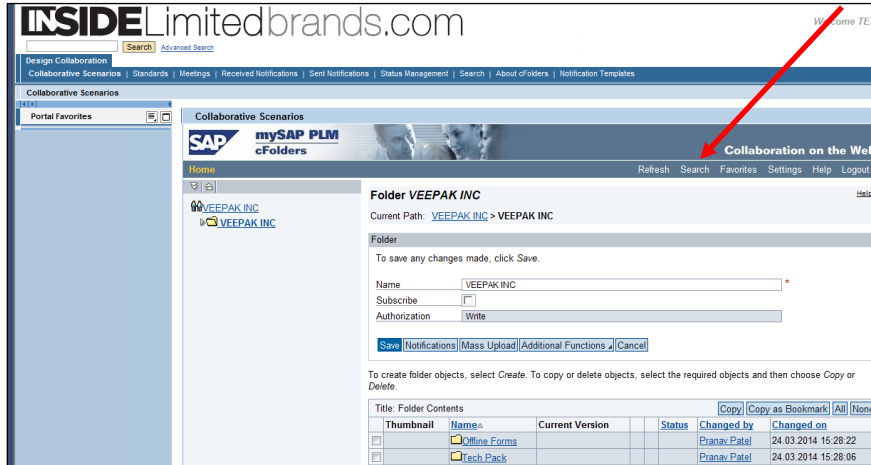
Searching for Document



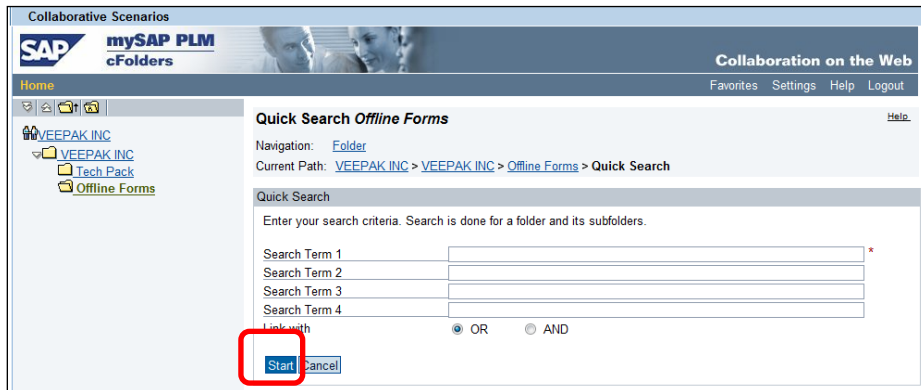
Step by step:

In the VENDOR folder...

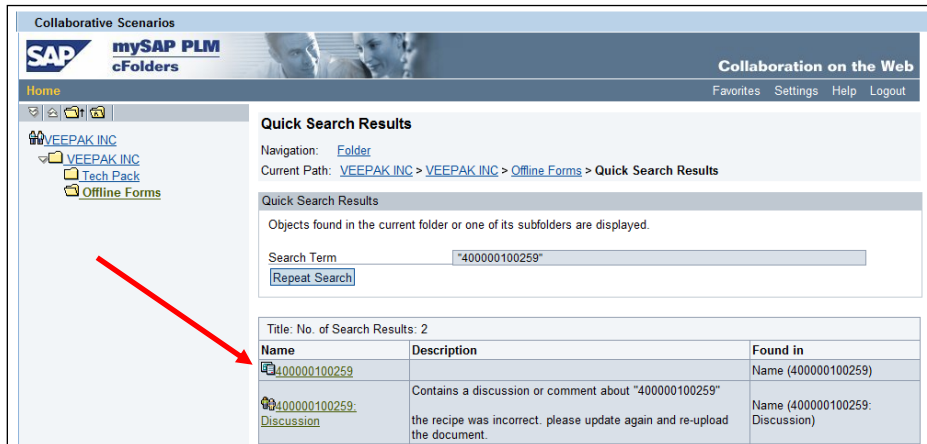
1. Select **Search** in the header menu.



2. Populate the search criteria.
3. Select **Start**.



4. Click the **Name** in Search results.



Appendix A: Tech Pack Statuses

	Status	Tech Pack	Explanation	Why
Finished Good	610	Approved To Buy-Do Not Produce	Finished Good & Component Specifications are defined for Costing purposes, minor specification adjustments may still be needed, Formula Testing has progressed to the point where we have a high confidence all testing will be acceptable (Acceptable Risk)	Finished Good & Formula Specifications are believed to be accurate & complete enough for Costing
	615	Approved To Produce	Finished Good & Component Specifications updates are Complete/Final	Finished Good Specification is Complete and therefore approved for Production
	710	Approved To Ship	Formula Testing is officially complete and results are acceptable, Package & Formula are Completely Approved	All Specification are Complete & Approved
Component	610	Approved to Buy	Component Specifications are defined for Costing purposes, minor specification adjustments may still be needed	Component Specifications are believed to be accurate & complete enough for Costing
	710	Approved To Produce & Ship	Component Specifications updates are Final	All Specification are Complete & Approved

Appendix B: Development Statuses

PLM Status	Description	Old Optiva Status
170	In Development	0, 170, 200
171	Article Refresh	N/A
175	Routing for Approval	200, 270, 500
270	Routing for Costing	620
610	Approved to Buy	N/A
615	Approved to Produce	710
680	Change Specification	480, 490, 680
710	Approved to Ship	500, 550, 551, 700, 710
799	Cancelled	799
888/Z1	Obsolete	888
999	Rejected	999

Optiva vs. SAP Recipe Development

Vendor communication



Optiva vs. SAP Recipe Development (all vendors)

Document Type	Optiva	SAP Recipe Development
Milestone Documents (PDR/PAF etc.)	<ul style="list-style-type: none"> Email is sent from Optivasystem@limitedbrands.com Email contains the milestone document 	<ul style="list-style-type: none"> Email will be sent from: Workflow System WF-BATCH@LIMITEDBRANDS.COM Email will contain a link to C- Folders and will need to be downloaded
Tech Pack	<ul style="list-style-type: none"> No notifications sent Downloaded from Live Links by vendor 	<ul style="list-style-type: none"> Notification will be sent from: Workflow System WF-BATCH@LIMITEDBRANDS.COM Will be available in C-folders Will receive at 3 different times <ul style="list-style-type: none"> ○ Approved to Buy ○ Approved to Produce ○ Approved to Ship
Status network	<ul style="list-style-type: none"> Approved Statuses <ul style="list-style-type: none"> ○ Ingredients = 500 ○ Formulas = 551 ○ Packaging Components = 700 ○ Finished Goods (BOM's) = 710 	<ul style="list-style-type: none"> Approved Statuses <ul style="list-style-type: none"> ○ Ingredients = 710 ○ Formulas = 710 ○ Packaging Components = 710 ○ Finished Goods (BOM's) = 710

Optiva vs. SAP Recipe Development (fragrance houses only)

Fragrance Documents	Optiva	SAP Recipe Development
Specification Sheet	<ul style="list-style-type: none"> • Sent to PFD/PI/R&D Partner 	<ul style="list-style-type: none"> • Sent to PFD/PI/R&D Partner
MSDS	<ul style="list-style-type: none"> • Sent to: PFD/PI/R&D Partner 	<ul style="list-style-type: none"> • Sent to: PFD/PI/R&D Partner
Attestation	<ul style="list-style-type: none"> • Sent to: MastProductSafety@mast.com 	<ul style="list-style-type: none"> • Sent to: MastProductSafety@mast.com
Allergen	<ul style="list-style-type: none"> • Required 10 business days after PDR is received • Vendor creates allergen list in vendor specific format • Sent to: BAVFormulaControl@beautyavenues.com • FDI responsible for follow up and communications 	<ul style="list-style-type: none"> • Will receive an email from : Workflow System WF-BATCH@LIMITEDBRANDS.COM • Notifying that new form is available upon fragrance creation (1 week prior to or day of PDR) • Vendor will download, populate and upload standard off line Excel form through C-folders Regulatory will now be responsible for importing Off Line Excel Form into the system

Appendix D: Spec and Article Glossary

PLM Name	Optiva Name	PLM Specification #	Optiva Number	Article #
List Sub Group	C- Item	100000000000	C-1009	N/A
List Sub	SUB	100000000000	SUB0000011	50000000
Ingredient	CON	200000000000	CON0000002	30000000
Variant Formula	FRM	400000000000	FRM0001098	60000000
Variant Formula Recipe	FRM	400000000000/000/000	FRM0001098	60000000
Component	CMP	500000000000	CMP0090911	30000000
SBA	SBA	500000000000	SBA0013375	30000000
Variant Finished Good	Variant Finished Good / BOM	300000000000	11025131-009	20000000
Variant Finished Good Recipe	Variant Finished Good / BOM	300000000000/000/000	11025131-009	20000000
Allergen	N/A	600000000000	N/A	N/A
Generic Finished Good	Generic Finished Good / BOM	800000000000	11025131	11025131
Generic Finished Good Recipe	Generic Finished Good / BOM	800000000000/000/000	11025131	11025131
Variant Gift Set	Variant Gift Set / BOM	350000000000	11038652-001	25000000
Variant Gift Set Recipe	Variant Gift Set / BOM	350000000000/000/000	11038652-001	25000000
Generic Gift Set	Generic Gift Set / BOM	850000000000	N/A	N/A
Generic Gift Set Recipe	Generic Gift Set / BOM	850000000000/000/000	N/A	N/A
List Sub Group	C- Item	100000000000	C-1009	N/A

Appendix E: Example of a Recipe Number

Description	Specification Number	Alternate Number	Version Number
Original Development	400000000000	000	000
Superseded In Development	400000000000	000	001
Added Dual Source to Original Development	400000000000	001	000
Superseded Dual Source	400000000000	001	001