Handout for the SupplyOn Service WebEDI

Scheduling Agreement, Delivery Forecast, Delivery Instruction and Delivery Schedule Response

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1 About this Manual

Your customer sends on a regular basis

✓ Scheduling Agreements

✓ Delivery Forecasts

✓ Delivery Instructions

and expects your regular Delivery Schedule Response.

- A Scheduling Agreement contains commercial key data and includes one or more positions (line items), the position net value, the first expected delivery date and the total quantity.

Depending on the customer settings, you may be requested to confirm the Scheduling Agreement.

- The Delivery Forecasts reference to the appropriate scheduling agreement.

A Delivery Forecast is usually sent **once per month** in a rolling process and includes Forecast Schedule lines. Forecast Schedules are provided for forecast purposes only and do not need to be delivered short-term.

- Delivery Instructions are sent **weekly** in a rolling process and include Schedule lines.

A Delivery Instruction contains:

- Short-term demands – with the commit level 'Fix'
- and long-term demands – with different other commit levels, e.g. 'Forecast'

Schedule lines as short-term demands need to be delivered and require an Advance Shipping Notice (ASN). How to create an ASN is shown in this video.

- Delivery Schedule Responses need to be performed by you also on a **weekly** basis. The short-term demands need to be confirmed. You can either confirm as the customer requested or change the delivery date. A quantity change cannot be performed.

1.1 Abbreviations

Abbreviation	Meaning
ASN	Advance Shipping Notice
CSV	Comma-separated values, a csv file is a delimited text file that uses a comma to separate values. A CSV file stores tabular data (numbers and text) in plain text.
PO	Purchase Order
SA	Scheduling Agreement
XLS	Microsoft Excel

2 Working with the Scheduling Agreement

This chapter describes how to confirm a Scheduling Agreement.

How to confirm a purchase order is explained in this [video](#).

To start working with Scheduling agreements:

1. Open the **SupplyOn Services** and select **WebEDI / VMI**.

2. Move the mouse over **Scheduling Agreements** within the menu **Demand**.

3. Select **Scheduling Agreements**.

> **NOTE**: Another option to enter the screen is to select the **open** or **dated** or **partly confirmed** SA in the **Dashboard** menu **Confirmable Scheduling Agreement.**

4. Open an SA by clicking into the line

Figure: **Scheduling Agreement**

5. Check if the material, net value and quantity is correct.

Figure: **Order details: Line items**

2.1 Confirming the Scheduling Agreement

If all entries are correct, confirm the Scheduling Agreement as-is.

6. Set the radio button next to **Confirm as-is**.

7. The Supplier Reference fields becomes a mandatory field. Enter your internal reference number for this SA and

8. confirm your entries with **Save & Send**.

Figure: **Order details: Line items –** confirm and save

2.2 Deviating Confirmation of the Scheduling Agreement

If for example the price is wrong,

9. set the radio button next to **Respond with changes**.

10. The Supplier Reference fields becomes a mandatory field. Enter your internal reference number for this SA.

11. Change the price and

12. confirm your entries with **Save & Send**.

Figure: **Order details: Line items –** confirm with changes and save

If you go back to the **Orders** overview screen, you can see which SAs are already confirmed and which you still need to work on.

Figure: **Orders:** Column **Response Status –** Status **Done**

NOTE: If you have confirmed deviating, the customer will send an updated version of the SA, the status will then be **Dated.** You need to confirm that status again. Only then do you have an agreed basis with your customer.
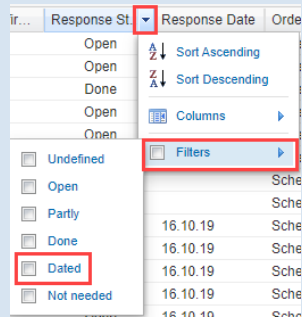
In the next chapter you see how to work with Delivery Forecasts and Delivery Instructions.

3   How to work with the Delivery Forecast

The Delivery Forecastreferences to the appropriate Scheduling Agreement.

It is usually sent **once per month** in a rolling process and includes Forecast Schedule lines.

SupplyOn informs you automatically via e-mail when a new Delivery Forecast has been created.

1.   Open the **e-mail** and click on the **link.**

2.   Enter your username and password:

> You are in the Delivery Forecast Details screen. Here you see the delivery date and related quantity. The commitment level is **Forecast.** A delivery is not needed.

Figure: **Delivery Forecast > Delivery Forecast Details – Commit Level**

NOTE: Another option to enter the Delivery Forecast Details screen is to

- Open the **SupplyOn Services** and select **WebEDI / VMI**.

- Select **Delivery Forecast** in the menu **Demand** or select the **Current New Delivery Forecasts** in the **Dashboard** menu **Delivery Forecast**.

- Open a Delivery Forecast by clicking into a line.

4 How to work with the Delivery Instruction

You customer has sent a Scheduling Agreement and you have confirmed the commercial information.

In the next step the customer informs you about the planned demands and delivery dates via the **Delivery Instruction**. You can open the Delivery Instruction, print or download it.

SupplyOn informs you automatically via e-mail when a new Delivery Instruction has been created.

1. Open the e-mail and click on the link.

2. Enter your username and password:

   You are in the **Delivery Instruction Details** screen. Here you see the different **delivery dates** and related quantities. In this example the **Commit** level is **Fix.** The customer can send different commitment levels like Fix and Forecast.

Figure: **Delivery Instruction > Delivery Instructions Details**

NOTE: Another option to enter the **Delivery Instruction Details** screen is to

- Open the **SupplyOn Services** and select **WebEDI / VMI**.

- Select **Delivery Instruction** in the menu **Demand** or the **Current New Delivery Instructions** in the **Dashboard** menu **Delivery Instruction**.

- Open a Delivery Instruction by clicking into a line.

3. You can print and/or download the Delivery Instruction. For further information how to download the Delivery Instruction Overview, which may include data of several Delivery Instructions, see chapter 4.1.

Figure: **Delivery Instruction > Delivery Instructions Details – Download and Print**

4. In the Demand History, you can see the different messages your customer sent in the past. Within each message you can see if the date or quantity has been changed and the related time stamp.

Figure: **Delivery Instruction > Delivery Instructions Details – Demand History**

Figure: **Demand History**

> **NOTE:** For the Advance Shipp Notice process (explained in a separate document) it is important that you perform this step **once.**
>
> The difference between the **Cumulative quantity supplier** and the **Current cumulated quantity received** reduces the suggested shipment quantity for the ASN process, therefore it is important to synchronize it.

5. Check the number in **Current cumulated quantity received** field. This is the quantity the customer reported as received so far.

6. Enter the same number into the **Supplier** field. This is the quantity you have shipped so far. It is automatically increased by sent and pending ASNs.

7. Click **Save.**

Figure: **Delivery Instruction Details – Synchronize Cumulative quantities**

The status shows **ok** if the **Cumulative quantity supplier** is greater than or equal to the **Current cumulated quantity received**. If the **Cumulative quantity supplier** is smaller than **Current cumulated quantity received**, the status is **not ok.**

4.1 How to download the Delivery Instruction Overview

In case you would like to get a complete overview of the delivery schedules of your customer as an Excel or CSV file, you can download the Delivery Instruction Overview.

To start working with Delivery Instructions:

1. Open the **SupplyOn Services** and select **WebEDI / VMI**.

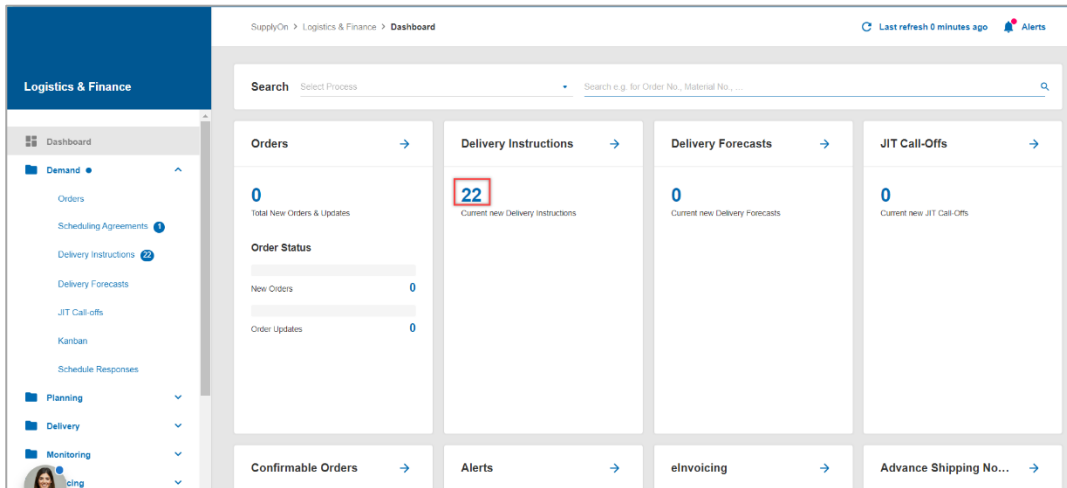2. Click in the card **Delivery Instructions** on the actual number of **current new Delivery Instructions.**

Figure: Logistics & Finance > **Dashboard – Delivery Instructions card**

> **NOTE:** A complete list of actual and yet to be read Delivery Instructions is displayed.

Figure: Actual **Delivery Schedules**

3. Select all entries with one click and

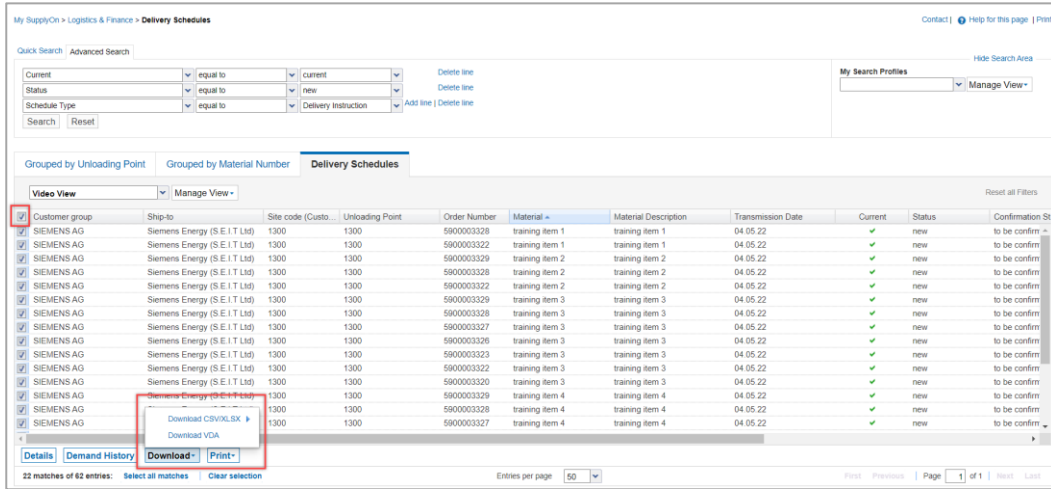**4.** Open the **download menu**.

Figure: **Delivery Schedules - Download Menu**

5. The recommended option is to select **Default Profile CSV.**
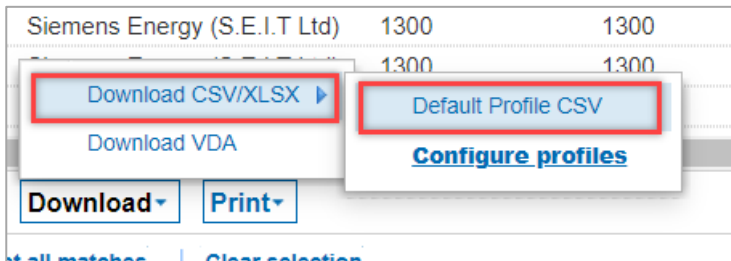

Figure: **Download Menu - Download CSV/XLSX - Default Profile CSV**

6. MS Excel Sheet opens automatically and displays the delivery schedule lines.

7. Scroll to the right to find the requested **Delivery date** and **Delivery quantity.**

8. You can use this file for uploading a batch of all actual delivery schedules into your own ERP or Order Management system.

9. Before uploading, filter column AR for **Status 1**, as this is the **Fix** quantity (or short-term demand).

Figure: **Delivery Schedules – MS Excel Download**

NOTE: You should download the current Delivery Schedules regularly according to the rolling planning cycle of your customer.

5 How to confirm the Schedule Response

The customer may request you to confirm the delivery schedules.

This can be done via the **Schedule Response** process in SupplyOn.

To start working with Schedule Response:

1. Open the **SupplyOn Services** and select **WebEDI / VMI**.
2. Open the **Demand** menu.
3. Click **Schedule Responses**.

NOTE: Only in case the customer requests a Schedule Response, the related schedule lines are displayed in the Schedule Response screen.

And only if you have confirmed the *scheduling agreement* as described in chapter 2.1, the schedule lines can be confirmed. All other lines are displayed but cannot be confirmed.

The SupplyOn application pre-filters automatically the **Demand Supply Date** to 30 days in the future. You can change the filter on your own.
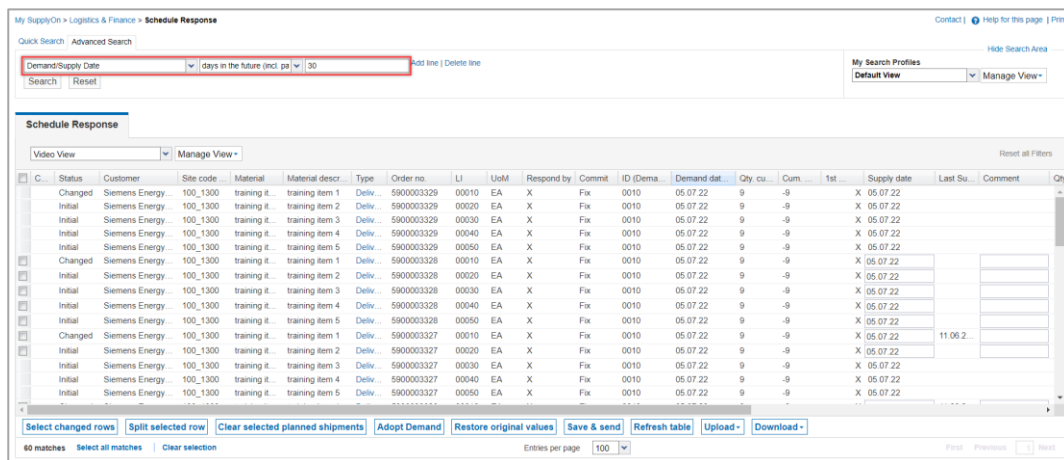

Figure: **Schedule Response –** pre-set filter with Demand Supply Date 30 days in the future

You are able to change the Supply / Delivery Date, but not the quantity. Furthermore, you can send your customer a comment.

Figure: **Schedule Response –** column **Supply date** and column **Comment**

5.1 Confirming the Delivery Schedule

If you agree with the proposed supply date, confirm it.

4. Select the line you want to confirm

5. and click **Adopt Demand**.

6. Send the information to your customer.

Figure: **Schedule Response –** confirm the supply date
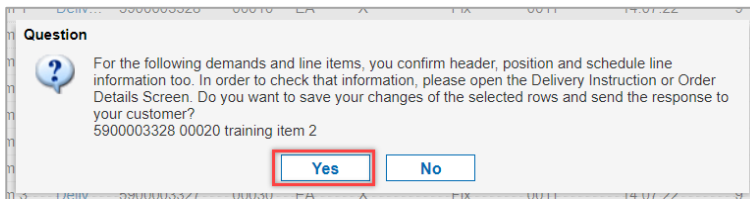
7. Confirm the pop-up screen

Figure: **Schedule Response –** confirm the supply date – pop-up screen

5.2 Deviating confirmation of the Schedule Response

Due to certain circumstances you are not able to deliver the requested quantity at the requested delivery date. You want to confirm deviating.

8. Select the line you want to change the delivery date.

9. Click on **Adopt Demand**.

10. Change the **Supply Date**,

11. enter a **Comment** if applicable.

Figure: **Schedule Response –** confirm the supply date deviating

12. Click **Save & send** in order to send the changed Schedule 'Response to your customer.

Figure: **Schedule Response –** Save and send

The application warns you that the deviating confirmation has consequences on the Delivery Instruction and Order,
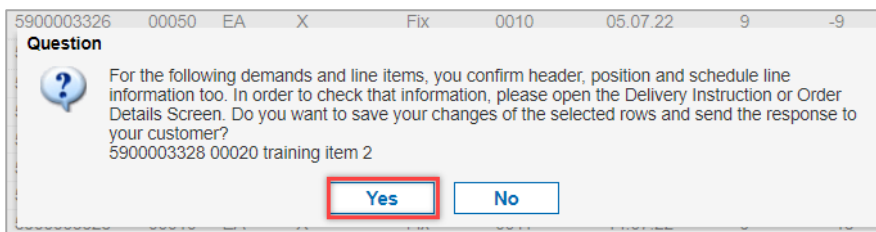

Figure: **Schedule Response –** confirm the supply date deviating – pop-up screen

and refers to the related Order number, order position and material number.
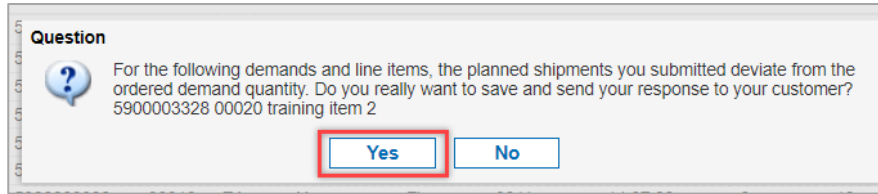
Figure: **Schedule Response –** confirm the supply date deviating – pop-up screen

The customer sends a regular update of the Delivery Instructions according to the agreed rolling planning cycle. Ensure that you always confirm the lines with the Status Initial and Changed.
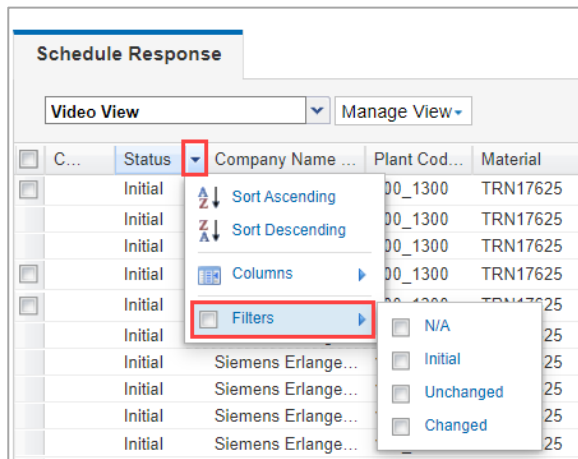

Figure: **Schedule Response –** column **Status – Filters**

In the next chapter further buttons and functions in the Schedule Response will be explained.

5.3 Further Buttons in Schedule Response

In this chapter we explain the buttons and their function, but not the complete process.

5.3.1 Select changed rows

If you have changed schedule line items for response, either set a tick in front of each row, or click select changed rows. This sets the ticks for you in front of each changed line item automatically.

5.3.2 Split selected row

This is not relevant for the use cases of your customer.

5.3.3 Clear selected planned shipments

This is not relevant for the use cases of your customer.

5.3.4 Restore original values

In case you have changed the delivery dates in several lines and you may be unsure if you have mixed up something, click restore original values and re-start again.

5.3.5 Refresh table

This is not relevant for the use cases of your customer.

6 Roles and Rights

The SupplyOn Company Admin is authorized to create new users or to assign roles to already existing users.

For using the WebEDI Scheduling Agreement, Delivery Forecast and Delivery Instruction process the following role has to be assigned to the user:

WebEDISellerAdmin:

✓ Has access to all WebEDI functions. The ControlPointAdmin needed for setting the master data is not included

1. Log on to → **SupplyOn**.
2. On the main menu, point to **Administration**, and then click **User Management**.
3. Click the **User Accounts** tab.
4. Select a user.
5. Click the **Roles** tab.

Figure: The **WebEDISellerAdmin** role in the section **Logistics and Finance** in the **User Management**.