

# Schneider Electric

## Training documentation for suppliers

### Monthly Forecast in SupplyOn



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# 1 About this manual

This handout shall help suppliers of Schneider Electric to understand newly introduced supplier portal, SSP SCM 2.0, in regards to Monthly Forecast.

## 1.1 Intended Audience

Schneider Electric suppliers

## 1.2 Typographical and Graphical Conventions

The following typographical conventions are used throughout this manual:

| Example            | Meaning  |
|--------------------|--|
| <b>Screen Text</b> | Text visible in the user interface becomes <b>bold</b> . |
| <i>Reference</i>   | References are displayed in <i>italics</i> .             |

The graphical convention is used throughout the manual:

Figure: Red borders are used to indicate special areas. Yellow numbers are used to indicate steps. Those are not part of the UI.

## 1.3 Abbreviation

| Abbreviation | Meaning                                   |
|--------------|---|
| EDI          | Electronic data interchange               |
| DTM          | Download Template Manager                 |
| LI           | Line item(s)                              |
| MFC          | Monthly Forecast = Forecast Collaboration |
| PO           | Purchase Order                            |
| SE           | Schneider Electric                        |
| SO           | SupplyOn                                  |

## 2 Introduction

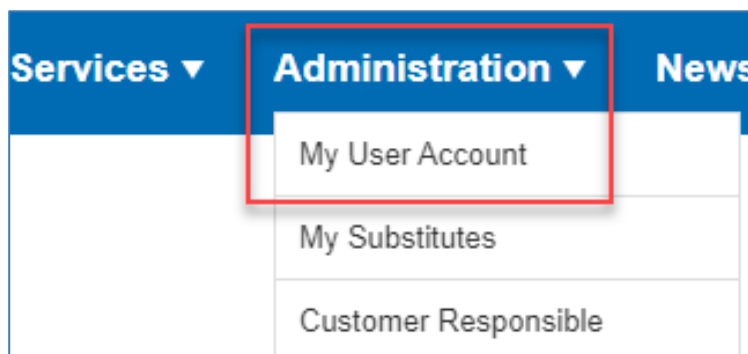
The Vendor Forecast collaboration module is used to consolidate and communicate forecasts with suppliers on a monthly basis, to enhance collaboration and integration of supply planning with suppliers. Monthly Rolling Forecasts are shared with you every month via SupplyOn.

Please note that in this how-to guide the terms 'Monthly Forecast' (MFC) and Forecast Collaboration are used synonymously.

## 3 Setup in SupplyOn WebEDI

### 3.1 Roles and Rights

Basic information about your user account, its roles and rights are visible under Administration – My User Account.



As soon as you click here, you will see basic information like your username, email address etc.

Of course, you can correct this information if there is something wrong here.

My SupplyOn > My user: My master data

My master data | My Areas of Responsibility | My service settings | My user administrators

**Contact data**

User ID\*: SE\_12345678

First name\*:

Last name\*:

Salutation\*:  ▼

E-mail\*:

Phone\*:

Language\*:  ▼

[Change Password](#)

Figure 1: My User Account overview

Under the tab My Areas of Responsibility you can see what actions your user is authorized to do.

SUPPLYON QAS/PrePRD My SupplyOn SupplyOn Services Administration News

My SupplyOn > My user: My Areas of Responsibility

My master data | **My Areas of Responsibility** | My service settings | My user administrators

*Expand the areas of responsibility for a more precise roles assignment.*

**Company Administration** (assigned): Company master data, users and permissions.

**Order Fulfillment, Finance Processes** (assigned): Supply Chain Management.

**Quality Management** (not assigned): Supplier Quality Management (QM).

**Sales** (not assigned): Sourcing to Contract, Progress to Order and Supplier Management.

**Shipping, Goods Receipts, Warehouse Management** (assigned): Shipping, goods receipts, warehouse management.

**Supply Chain Administration** (not assigned): Demand, logistics and finance processes.

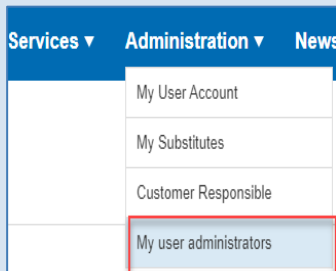
**Other Roles**

Figure 2: Areas of responsibility

Which areas of responsibility you will be unlocked and which roles you will receive depends on your user administrator. Only this administrator is capable of creating users or manage roles and rights.

**Note**

By clicking on Administration – My user administrators you are informed about your company admins.



These admins will get an interactive tour about the functionalities of user management.

To be able to commit the actions of this guide, at least the following role in the areas of responsibility (marked in grey) are required:

**Logistics and Finance**

WebEDISellerMFC

✓ Access to Monthly Forecast.

### 3.2 Dashboard

**WebEDI / VMI** is the SupplyOn service, which enables you to access the Monthly Forecast and other processes (Advanced Shipping Notification, Invoicing, ...) efficiently and easily.

1. Open **WebEDI / VMI**



Figure 3 : Access WebEDI / VMI

2. The **Logistic & Finance** Dashboard is displayed

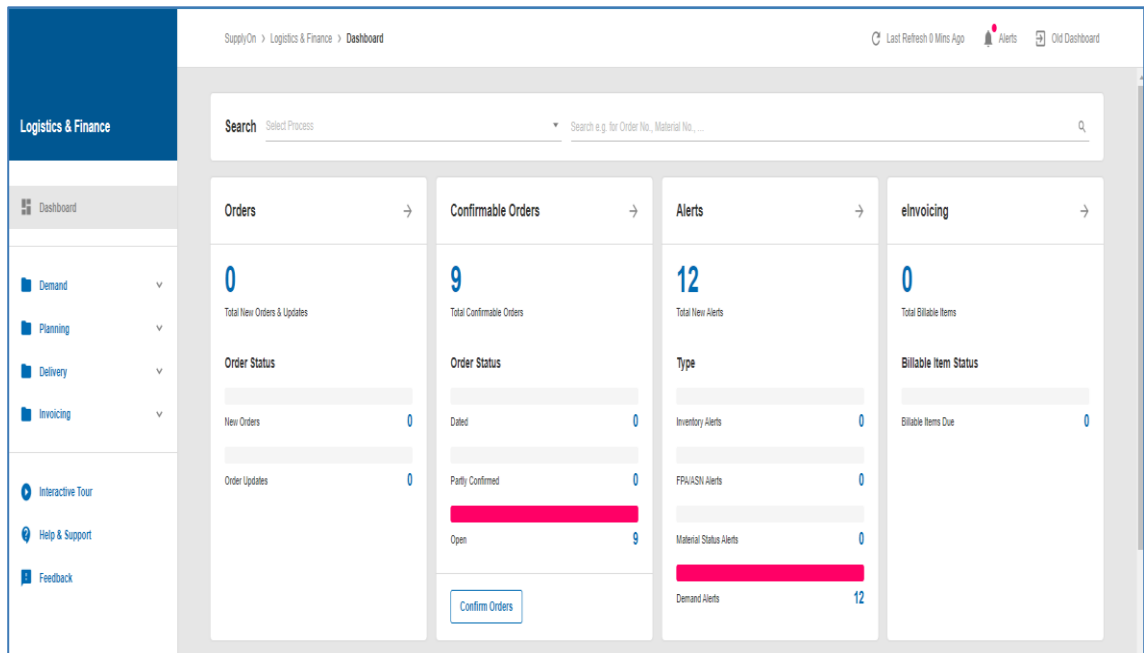


Figure 4 : Logistic & Finance Dashboard

The Dashboard shows at a glance all relevant information for you and is the central point of orientation for your processes. Here you see your open tasks. The tiles are only displayed if the related user rights have been assigned.

**Note**

By clicking on **Interactive Tour** on the lower left side of the dashboard, you will be guided through the User Interface (UI). At initial login this will be opened automatically as a pop up.

**3.3 Creating default view**

In order to personalize your view in the Forecast Collaboration Overview, you have different options:

Once visiting this application for the first time, a default set of table columns will be visible for the user. This can be changed:

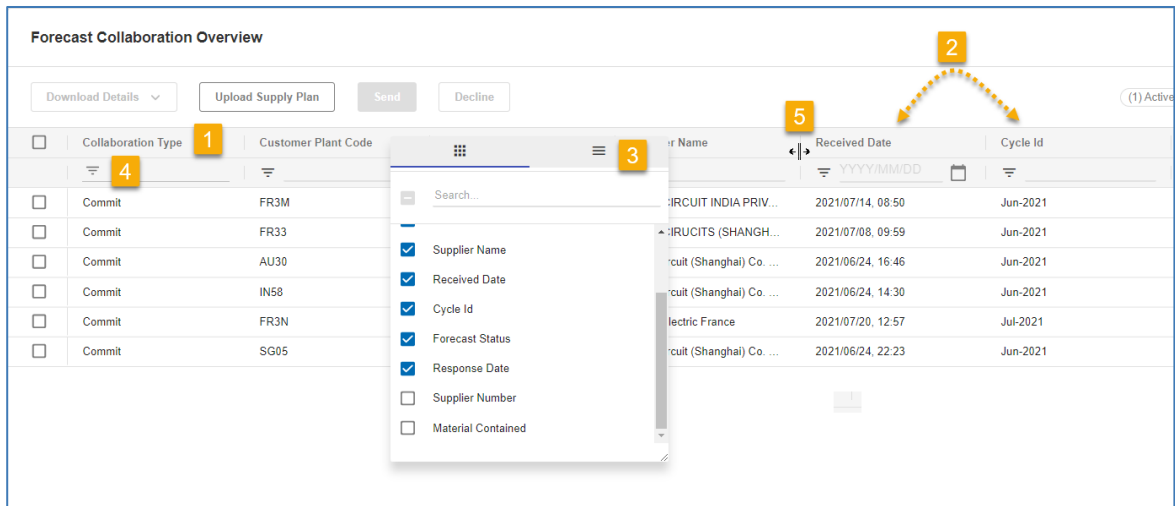





Figure 5 : Forecast Collaboration Overview screen

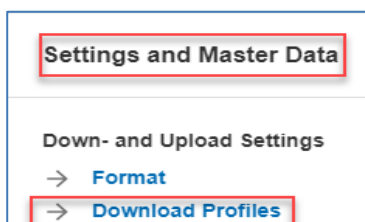
- (1) Sort the column content with a click on the column header.
- (2) Change the column position with drag and drop.
- (3) Hide or unhide columns by the menu  of any column header which appears by mouse over.
- (4) Filter for specific information (). The filter options depend on the column.
- (5) Adjust the column width ().

Your configured view will be saved for your user automatically. With your next access to the Forecast Collaboration Overview the same columns in the same positions will be displayed.

### 3.4 Download Template Manager and formats

The Download Template Manager enables the user to configure his download template with the relevant information for various applications according to his wishes.

Via the dashboard you access the Down- and Upload Settings:



This can be done as follows:



1. Select Download Profile to modify
2. Additional fields to be added to your customized template
3. Current content of your selected Download profile
4. Buttons to change Download profile (Add/Remove)
5. Functionality buttons to e.g. delete or save a download profile

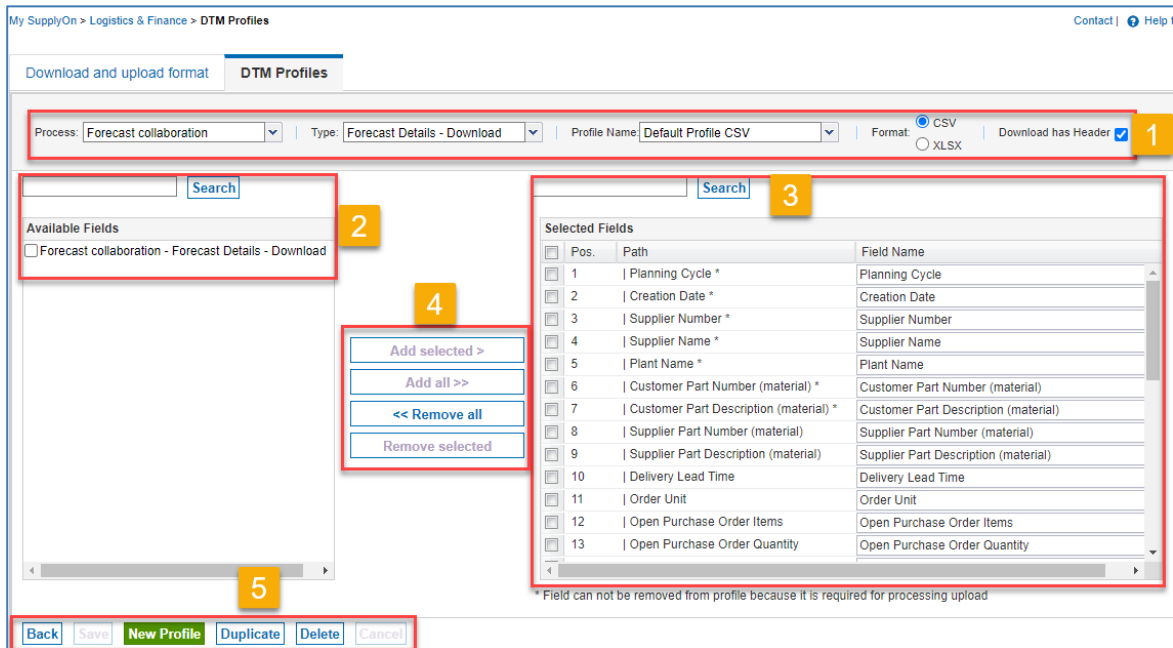


Figure 6: DTM Profiles (Process: Forecast Collaboration)

## 4 Monthly Forecast

The focus of following pages is on the Forecast collaboration process at SupplyOn.

Depending on which process you use with the respective customer plant, the process is done either with type Commit or Acknowledge.

### 4.1 Accessing MFC

As soon as you receive a new Forecast from SE, a real-time message will be sent to your email address. Starting from here by clicking on **Respond to Forecast Plan** you will be re-directed to SupplyOn in order to review the new forecast plan. Attached to the mail is **the Open PO report** as well as the **consolidated forecast** (both as Excel XLSX).

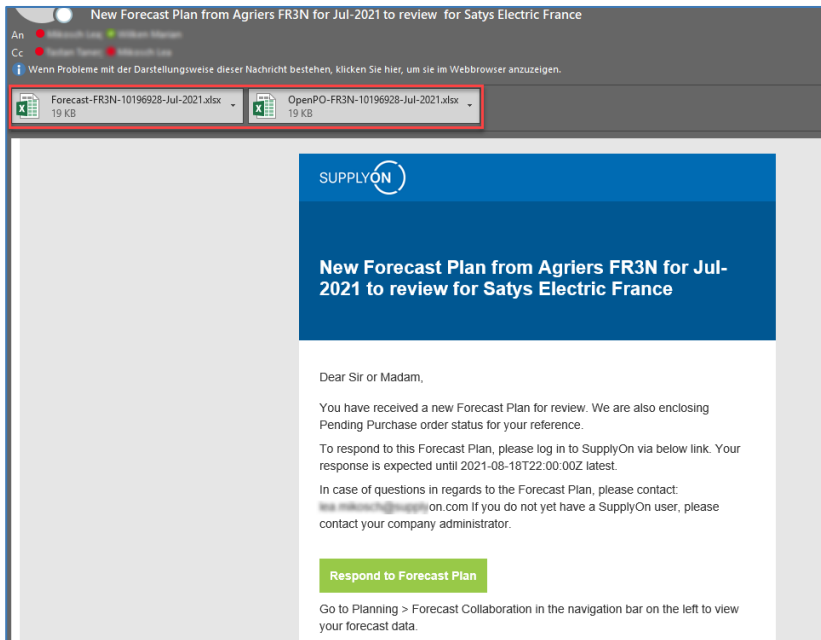


Figure 7: Mail notification for new Forecast

Alternatively, you can logon to SupplyOn by entering your user credentials.

Once logged in you can enter the Forecast Collaboration by heading towards the Navigation Drawer Link on the left: **Planning > Forecast Collaboration**.

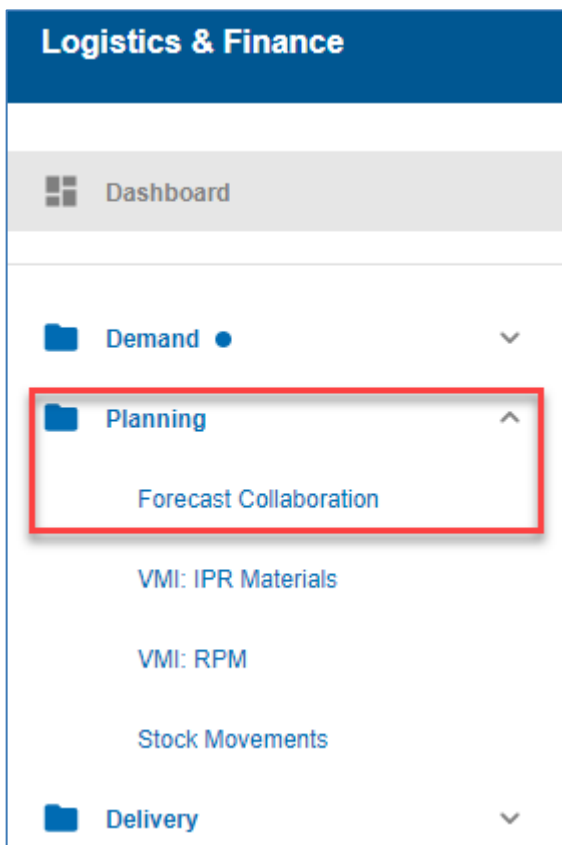


Figure 8 : Access New Forecast

You will automatically be directed to the **Forecast Collaboration Overview** screen, which in the standard consists of the following columns:

- **Collaboration Type** = Can be either Commit or Acknowledge. Depending on the collaboration type, the process differs slightly.
- **Customer Plant Code** = Plant code of your customer, e.g. FR3M
- **Customer Plant Name** = Name of your customers plant, e.g. SEF Espagnac FR3M
- **Supplier Name** = Your company name
- **Received Date** = date of receipt of the forecast
- **Cycle ID** = monthly forecast cycle, e.g. Jun-2021
- **Forecast Status** (is described in more detail in the [next chapter](#))
- **Response Date** = Date on which you responded to the particular Forecast

| Collaboration Type | Customer Plant Code | Customer Plant Name | Received Date     | Cycle Id | Forecast Status | Response Date |
|--------------------|---------------------|---------------------|-------------------|----------|-----------------|---------------|
| Commit             | FR3M                | SEF Espagnac FR3M   | 2021/07/14, 08:50 | Jun-2021 | Closed          |               |

Figure 9: Standard Columns in Forecast Overview

To get to the details of a forecast all you have to do is:

1. click on the box at the beginning of the line
2. click on **Download Details**
3. click on **Download Consolidated Forecast**
4. click on **Default Profile CSV / Default Profile XLSX**

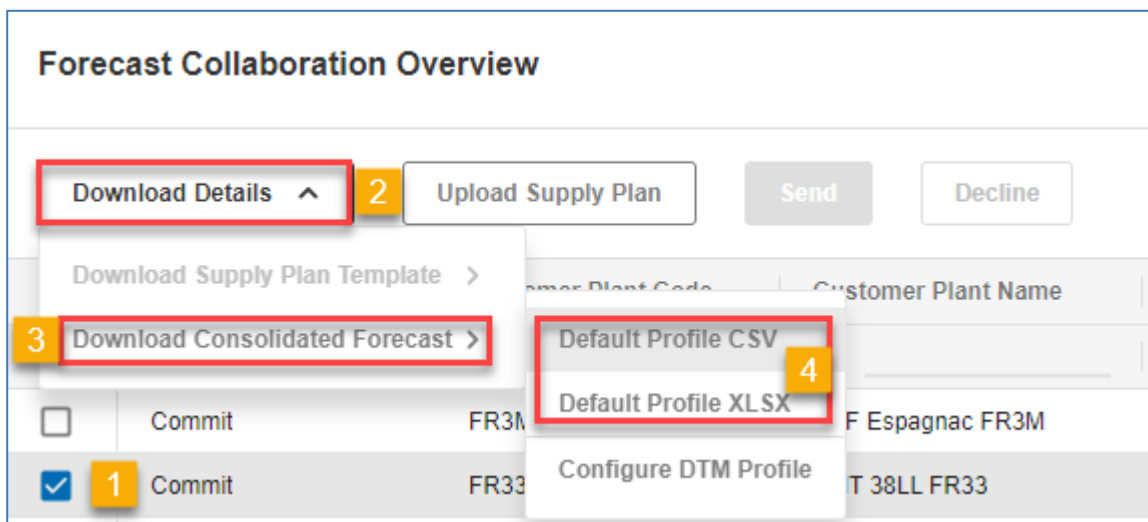


Figure 910: Download Consolidated Forecast

## 4.2 Forecast Status

Once you have reached the Forecast Collaboration Overview, you will see that the forecasts your customer SE shared with you may have various status. These can be as follows

| Name  | Explanation  |
|---|--|
| <b>New Received</b>                             | The Forecast has been received   |
| <b>Draft (Only for Type Commit)</b>             | A Supply Plan has been uploaded but was not sent to the customer yet. Still to be send.  |
| <b>Sent as requested</b>                        | The MFC has been opened and confirmed as-is by you and sent to SE  |
| <b>Sent with changes (Only for Type Commit)</b> | The MFC has been opened and confirmed with changes by the supplier and sent to SE  |
| <b>Declined (Only for Type Acknowledge)</b>     | The MFC (Acknowledge) has been declined by you as a supplier and sent to SE  |
| <b>Closed</b>                                   | With Status Closed, the forecast will still be shown, but no action can be done any longer (expiration date has been reached)  |
| <b>Inactive</b>                                 | A new Forecast has been provided by your customer for this plant-supplier relation, switching the old forecast into <i>inactive</i> and the new one into <i>New received</i> . |

## 4.3 Confirming Forecast

### 4.3.1 Type Commit

A published forecast of the commit type can be confirmed either "as requested" or "with changes".

#### Note

Currently, the gross demands of each bucket are combined in the *non-split* variant; in other words: The displayed quantity in the XLXS / CSV file will be the Total Forecast Quantity (= Open Order quantity + Open forecast quantity).

#### 4.3.1.1 Confirming the Forecast as-is

In order to confirm the Forecast *as-is* (after validation of the demand) you have to click on the box at the beginning of the line and then on **Send**.

| Forecast Collaboration Overview     |                    |                     |                     |                   |          |                            |
|-------------------------------------|--------------------|---------------------|---------------------|-------------------|----------|----------------------------|
| Download Details ▾                  |                    | Upload Supply Plan  |                     | <b>Send</b>       | Decline  |                            |
| ☐                                   | Collaboration Type | Customer Plant Code | Customer Plant Name | Received Date     | Cycle Id | Forecast Status            |
| ☐                                   | ☐                  | ☐                   | ☐                   | ☐ YYYY/MM/DD      | ☐        | ☐ (6) Closed, Declined, Dr |
| <input checked="" type="checkbox"/> | Commit             | FR3N                | Agriers FR3N        | 2021/07/23, 13:55 | Jul-2021 | New Received               |

After that, the Forecast Status will change from **New Received** into **Sent as requested**.

SupplyOn > Logistics & Finance > Forecast Collaboration Overview

**Forecast Collaboration Overview**

Download Details ▾ Upload Supply Plan Send (D) Decline

| <input type="checkbox"/> | Collaboration Type | Customer Plant ... | Customer Plant Name  | Received Date     | Cycle Id | Forecast Status   |
|--------------------------|--------------------|--------------------|----------------------|-------------------|----------|-------------------|
| <input type="checkbox"/> | Commit             | IN54               | SEPFC Mfg. Prod IN54 | 2021/06/21, 10:37 | 2021-05  | Sent as requested |
| <input type="checkbox"/> | Acknowledge        | IN54               | SEPFC Mfg. Prod IN54 | 2021/06/21, 08:19 | 2021-05  | Inactive          |

Any new upload for a current cycle will overwrite previous values, only the latest upload values will be stored; the upload functionality is possible as long as Forecast was not transmitted yet (Status = new or draft).

### 4.3.1.2 Confirming the Forecast with changes

In order to confirm the Forecast with changes, you need to download the **Supply Plan Template** and reconcile the data with the internal production planning from your own ERP:

1. Therefore, please select the Forecast to confirm by checking the box.  
(It is also possible to download multiple forecasts at once; in this case SON will combine your files within a .zip file)
2. Now click on **Download Details > Download Supply Plan Template**
3. The file can be downloaded either in **CSV** or **XLSX** format.  
(In case you want to change the download slightly, you can click on Configure DTM Profile. What you can do there, is described in [this chapter](#).)

Forecast Collaboration Overview

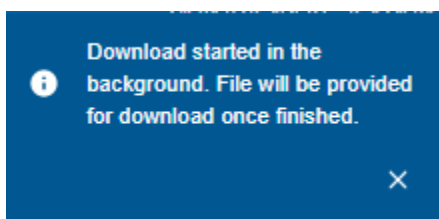
Download Details ^ Upload Supply Plan Send Decline

2 Download Supply Plan Template > Default Profile CSV 3  
Download Consolidated Forecast > Default Profile XLSX

| <input type="checkbox"/>            | Collaboration Type | Customer Plant ... | Customer Plant Name  | Received Date     | Cycle Id | Forecast Status |
|-------------------------------------|--------------------|--------------------|----------------------|-------------------|----------|-----------------|
| <input type="checkbox"/>            | Commit             | FR3M               | F Espagnac FR3M      | 2021/07/14, 08:50 | Jun-2021 | Closed          |
| <input type="checkbox"/>            | Commit             | FR33               | EMT 38LL FR33        | 2021/07/08, 09:59 | Jun-2021 | Closed          |
| <input type="checkbox"/>            | Commit             | AU30               | Benalla Plant AU30   | 2021/06/24, 16:46 | Jun-2021 | Closed          |
| <input type="checkbox"/>            | Commit             | IN58               | ETO VDR IN58         | 2021/08/24, 14:30 | Jun-2021 | Closed          |
| <input checked="" type="checkbox"/> | Commit             | FR3N               | Agriers FR3N         | 2021/07/21, 12:58 | Jul-2021 | New Received    |
| <input type="checkbox"/>            | Commit             | SG05               | EAJ VirtualFact SG05 | 2021/08/24, 22:23 | Jun-2021 | Closed          |

Figure 10 : Downloading MFC (Commit)

Once the format has been selected the file will be downloaded in the background:




Now you have to upload your previously downloaded and modified file with your changes as follows:

**Forecast Collaboration Overview**

Download Details ▾ **Upload Supply Plan** Send Decline

| <input type="checkbox"/> | Collaboration Type | Customer Plant Co... | Customer Plant Name  | Received Date     | Cycle Id |
|--------------------------|--------------------|----------------------|----------------------|-------------------|----------|
|                          | ▾                  | ▾                    | ▾                    | ▾ YYYY/MM/DD      | ▾        |
| <input type="checkbox"/> | Commit             | FR3M                 | SEF Espagnac FR3M    | 2021/07/14, 08:50 | Jun-2021 |
| <input type="checkbox"/> | Commit             | FR33                 | EMT 38LL FR33        | 2021/07/08, 09:59 | Jun-2021 |
| <input type="checkbox"/> | Commit             | AU30                 | Benalla Plant AU30   | 2021/08/24, 16:46 | Jun-2021 |
| <input type="checkbox"/> | Commit             | IN58                 | ETO VDR IN58         | 2021/08/24, 14:30 | Jun-2021 |
| <input type="checkbox"/> | Commit             | FR3N                 | Agriers FR3N         | 2021/07/21, 12:58 | Jul-2021 |
| <input type="checkbox"/> | Commit             | SG05                 | EAJ VirtualFact SG05 | 2021/08/24, 22:23 | Jun-2021 |

**Upload Supply Plan**



Drag and Drop or Browse

- Supported File Types: XLSX

Close Upload

After successful upload, the **Forecast Status** for this particular Cycle ID will change into **Draft**.

**Forecast Collaboration Overview**

Download Details ▾ Upload Supply Plan Send Decline

| <input type="checkbox"/> | Collaboration Type | Customer Plant Co... | Customer Plant Name | Received Date     | Cycle Id | Forecast Status               |
|--------------------------|--------------------|----------------------|---------------------|-------------------|----------|-------------------------------|
|                          | ▾                  | ▾                    | ▾                   | ▾ YYYY/MM/DD      | ▾        | ▾ (6) Closed, Declined, Draft |
| <input type="checkbox"/> | Commit             | FR3N                 | Agriers FR3N        | 2021/07/21, 12:58 | Jul-2021 | Draft                         |

To finalize the confirmation, mark the Forecast click on **Send**.

**Forecast Collaboration Overview**

Download Details ▾ Upload Supply Plan **Send** Decline

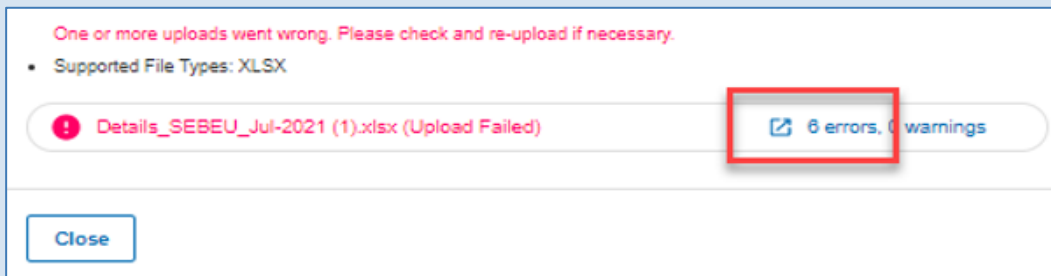
| <input checked="" type="checkbox"/> | Collaboration Type | Customer Plant Co... | Customer Plant Name | Received Date     | Cycle Id | Forecast Status               |
|-------------------------------------|--------------------|----------------------|---------------------|-------------------|----------|-------------------------------|
|                                     | ▾                  | ▾                    | ▾                   | ▾ YYYY/MM/DD      | ▾        | ▾ (6) Closed, Declined, Draft |
| <input checked="" type="checkbox"/> | Commit             | FR3N                 | Agriers FR3N        | 2021/07/21, 12:58 | Jul-2021 | Draft                         |

In case your upload was successful, the Forecast Status will change from **Draft** into **Sent with changes**.

| Forecast Collaboration Overview  |                    |                      |                     |                   |          |                            |
|--|--------------------|----------------------|---------------------|-------------------|----------|----------------------------|
| <input type="button" value="Download Details"/> <input type="button" value="Upload Supply Plan"/> <input type="button" value="Send"/> <input type="button" value="Decline"/> |                    |                      |                     |                   |          |                            |
| <input type="checkbox"/>   | Collaboration Type | Customer Plant Co... | Customer Plant Name | Received Date     | Cycle Id | Forecast Status            |
|  |                    |                      |                     | YYYY/MM/DD        |          | (6) Closed, Declined, Draf |
| <input type="checkbox"/>   | Commit             | FR3N                 | Agners FR3N         | 2021/07/21, 14:23 | Jul-2021 | Sent with changes          |

**Note**

In case there will be errors during upload of the file, SupplyOn will show you the errors once you click on the respective text passage.



Common error messages are:

- “Mandatory information is missing” → Mandatory information is missing in line
- “Material not found in the cycle” → Material cannot be found in the given cycle
- “One ore more uploads went wrong. Please check and re-upload if necessary” → format or structure error in the upload file

### 4.3.2 Type Acknowledge

A published forecast of the type *Acknowledge* can either be *Sent as requested* or *declined*.

#### 4.3.2.1 Confirming the Forecast as-is

1. select the particular Forecast
2. click on **Send**:

**Forecast Collaboration Overview**

Download Details ▾ Upload Supply Plan **Send** Decline

|                                     | Collaboration Type | Customer Plant Co... | Customer Plant Name  | Received Date     | Cycle Id | Forecast Status |
|-------------------------------------|--------------------|----------------------|----------------------|-------------------|----------|-----------------|
| <input checked="" type="checkbox"/> | Acknowledge        | FR3N                 | Agriers FR3N         | 2021/07/21, 14:55 | Jul-2021 | New Received    |
| <input type="checkbox"/>            | Commit             | SG05                 | EAJ VirtualFact SG05 | 2021/06/24, 22:23 | Jun-2021 | Closed          |

The status of the cycle will change into **Sent as requested**.

**Forecast Collaboration Overview**

Download Details ▾ Upload Supply Plan Send Decline

|                          | Collaboration Type | Customer Plant Code | Customer Plant Name | Received Date     | Cycle Id | Forecast Status   |
|--------------------------|--------------------|---------------------|---------------------|-------------------|----------|-------------------|
| <input type="checkbox"/> | Acknowledge        | FR3N                | Agriers FR3N        | 2021/07/21, 14:55 | Jul-2021 | Sent as requested |

#### 4.3.2.2 Declining the Forecast

1. select the particular Forecast
2. click on **Decline**.

**Forecast Collaboration Overview**

Download Details ▾ Upload Supply Plan **Send** Decline

|                                     | Collaboration Type | Customer Plant Co... | Customer Plant Name  | Received Date     | Cycle Id | Forecast Status |
|-------------------------------------|--------------------|----------------------|----------------------|-------------------|----------|-----------------|
| <input checked="" type="checkbox"/> | Acknowledge        | FR3N                 | Agriers FR3N         | 2021/07/21, 14:55 | Jul-2021 | New Received    |
| <input type="checkbox"/>            | Commit             | SG05                 | EAJ VirtualFact SG05 | 2021/06/24, 22:23 | Jun-2021 | Closed          |

Afterwards, the status of the cycle will change from **New Received** into **Declined**.

**Forecast Collaboration Overview**

Download Details ▾ Upload Supply Plan Send Decline

|                                     | Collaboration Type | Customer Plant Code | Customer Plant Name | Received Date     | Cycle Id | Forecast Status |
|-------------------------------------|--------------------|---------------------|---------------------|-------------------|----------|-----------------|
| <input checked="" type="checkbox"/> | Acknowledge        | FR3N                | Agriers FR3N        | 2021/07/21, 15:06 | Jul-2021 | Declined        |



## 5 FAQs and SupplyOn Contact

### ➤ Forgot password?

You can get a new password at any time.  
Therefore you need your user ID and your e-mail address.  
You get an e-mail including a link you have to click within the next 24 hours.  
Subsequently you get directed to a website to specify your new password.  
You can start the process [here](#).

### ➤ Forgot User ID?

You can get notified about your user ID at any time.  
Therefore you need your first and last name and your e-mail address.  
You will receive an e-mail with your current user ID.  
Important:  
The e-mail address, first and last name have to be stored at SupplyOn.  
Your spam filter must not block the e-mail.

Get your user ID [here](#).

Further frequently asked questions can be read [here](#).

Detailed information regarding the SO applications and navigation on the UI is provided on the [SO media library](#).

E-mail address for productive issues: <https://contact.supplyon.com/en/>

- Worldwide support in 9 languages (English, German, French, Spanish, Portuguese, Italian, Chinese, Japanese and Korean)
- 365 days/24 hours available