

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

Plant Customer	Consignee Name	Unloading Point	Order Number	Positions	Order Date	Last Change Date	Status	History	Attachment	Response	Confir...	Response St...	Response Date	Order Type	Incoter
Mount Vernon	Energy Build - Montreal	Lachine	1106891003	1	14.08.18	09.10.19 15:55	new			No	Open			Scheduling Agree...	FCA
Mount Vernon	Energy Build - Montreal	Lachine	1106891002	1	14.08.18	09.10.19 15:54	new			No	Open			Scheduling Agree...	FCA
Mount Vernon	Energy Build - Montreal	Lachine	1106891001	1	14.08.18	09.10.19 15:49	read			Yes	Done	15.10.19		Scheduling Agree...	FCA
Mount Vernon	Energy Build - Montreal	Lachine	2706	1	27.06.18	27.06.19 08:31	read			Yes	Done	18.07.19		Scheduling Agree...	FCA
Mount Vernon	Energy Build - Montreal	Lachine	1106891000	1	14.08.18	26.06.19 16:44	read	✓		Yes	Done	26.06.19		Scheduling Agree...	FCA
Trimley, GB	Siemens Pic - Energy M...	North Farm Roa...	0035285903	1	08.07.16	08.07.16 10:36	read			Yes	Done	27.07.16		Scheduling Agree...	DDP

Figure: Scheduling Agreement

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

LI	Material Number	Material Description	Unloading Point	Net value	First Delivery Date	UoM	Qty	Response-b...	Response...	Respons...	Delivery Sta...	Responded by	Invoice Status
00010	TRN17625	Tube Assy Oil Vent	Lachine	48.005,00 GBP	11.11.19	PCE	100			no respo...	n/a		

Pos. 00010: TRN17625 - Tube Assy Oil Vent

Unloading Point: Lachine Price Unit: 1

Ordered Quantity: 100 PCE

Price per price unit: 480,05 GBP

Net Value: 48.005,00 GBP

Line Item Details

Place of Consumption: 100_1300

Free Text: Tube Assy Oil Vent

Additional Information: Dimension assigned by Manufacturer: 30X6X4.19CM

Documents: CoC: Quality Certificates per the orderispec

Siemens Plant: 3800

Schedule Lines

Delivery Instruction

Supplier Response

No Response Supplier Reference:

Confirm as-is Supplier Material Number:

Supplier Material Description:

Buttons: Back, Set all to, Apply supplier reference, Save & Send, Transfer Data to start Invoice Creation, Print, Download

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**.

The screenshot displays the 'Order details' page for a Scheduling Agreement. The main table shows a line item for 'Tube Assy Oil Vent' with a net value of 48,005.00 GBP. Below the table, the 'Supplier Response' section is active, showing options to 'No Response', 'Confirm as-is' (selected), 'Respond with changes', or 'Decline Order Line'. The 'Supplier Reference' field is highlighted in yellow and contains the value '20191017'. Other fields include 'Supplier Material Number', 'Supplier Material Description', 'Price per price unit' (480.05), 'Price unit' (1), and 'Comment'. At the bottom, the 'Save & Send' button is highlighted with a red box.

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**.

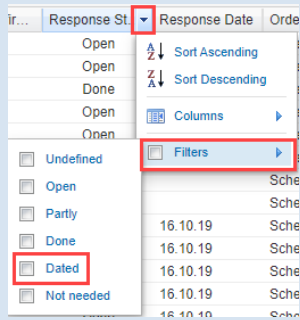
Figure: Order details: Line items – confirm with changes and save

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.

Plant Customer	Consignee Name	Unloading Point	Order Number	Positions	Order Date	Last Change D.	Status	History	Attachment	Respond...	Confir...	Response St...	Response Date	Order Type
Lincoln, GB	Energy Build - Montreal	Lachine	1106891043	1	17.10.19	17.10.19 09:29	read				No	Open		Schedule
Lincoln, GB	Energy Build - Montreal	Lachine	1106891042	1	17.10.19	17.10.19 09:26	read				No	Open		Schedule
Lincoln, GB	Energy Build - Montreal	Lachine	1106891041	1	17.10.19	17.10.19 09:23	read				Yes	Done	17.10.19	Schedule
Lincoln, GB	Energy Build - Montreal	Lachine	1106891021	1	17.10.19	17.10.19 09:16	new				No	Open		Schedule
Lincoln, GB	Energy Build - Montreal	Lachine	1106891014	1	17.10.19	17.10.19 09:14	read				No	Open		Schedule
Lincoln, GB	Energy Build - Montreal	Lachine	1106891013	1	17.10.19	17.10.19 09:13	read				No	Open		Schedule
Lincoln, GB	Energy Build - Montreal	Lachine	1106891012	1	17.10.19	17.10.19 09:12	read				No	Open		Schedule
Lincoln, GB	Energy Build - Montreal	Lachine	1106891011	1	17.10.19	17.10.19 09:05	read				No	Open		Schedule
Lincoln, GB	Energy Build - Montreal	Lachine	1106891008	1	14.08.18	16.10.19 17:54	read				Yes	Done	16.10.19	Schedule
Mount Vernon	Energy Build - Montreal	Lachine	1106891007	1	16.10.19	16.10.19 16:45	read				Yes	Done	16.10.19	Schedule
Mount Vernon	Energy Build - Montreal	Lachine	1106891006	1	16.10.19	16.10.19 16:19	read				Yes	Done	16.10.19	Schedule
Mount Vernon	Energy Build - Montreal	Lachine	1106891005	1	16.10.19	16.10.19 16:11	read				Yes	Done	16.10.19	Schedule
Mount Vernon	Energy Build - Montreal	Lachine	1106891004	1	16.10.19	16.10.19 16:03	read				Yes	Done	16.10.19	Schedule
Mount Vernon	Energy Build - Montreal	Lachine	1106891003	1	14.08.18	09.10.19 15:55	read				Yes	Done	16.10.19	Schedule
Mount Vernon	Energy Build - Montreal	Lachine	1106891002	1	14.08.18	09.10.19 15:54	read				Yes	Done	16.10.19	Schedule

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 Forecast references 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.

My SupplyOn > Logistics & Finance > Delivery Forecast > Delivery Forecast Details

Contact | Help for this page | Print

Delivery Forecast Details | Partner Information | Additional Information

Material Related Information

Document No:	00000000363839	Transmission Date:	25.05.19 04:25	Validity Period:	-
Buyer Material Number:	TRN17625	Supplier Material Number:	00000000363839	Planner:	
Material Description:	Tube Assy Oil Vent	Message Number:	00000000363839	Supply Model:	Delivery Forecast
Engineering Change Level:		UoM:	PCE	Order Position:	00010
Inco terms:		Order Number:	1106891000	Date:	25.05.19
Production Release:		Delivery Instruction Number:	3	Date:	
Material Release:		Delivery Instruction Number Old:	2		

Additional Reference Data

Current cumulated quantity received: 0 Start date of current cumulated quantity: Last cumulated quantity before resetting:

Cumulative quantities

Buyer: 0
 Supplier: 0
 Quantity from ASNs in draft status: 0
 Status: ok

Delivery Forecast Schedule Lines

Default View | Manage...

Delivery Date	Dispatch Qty.	cum. Quantity	Difference	Commit	Confirmed Date	Delivered Qty
11.11.19	1	1		Forecast		0

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.

Delivery Date	Dispatch Qty	cum. Quantity	Difference	Commit	Confirmed Date	Deliver...
27.10.19	20	20		Fix		0
07.11.19	30	50		Fix		0
17.11.19	40	90		Fix		0
27.11.19	10	100		Fix		0

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.

- 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.

My SupplyOn > Logistics & Finance > Delivery Instruction > Delivery Instruction Details

Contact | Help for this page | Print

Delivery Instruction Details Partner Information Additional Information

Material Related Information

Document No.: 0000000359563 Transmission Date: 17.10.19 04:25 Validity Period: -
 Buyer Material Number: TRN17625 Supplier Material Number: 0000000359563 Planner: -
 Material Description: Tube Assy Oil Vent Message Number: 0000000359563
 Engineering Change Level: UoM: PCE Supply Model: Scheduling release order
 Incoterms: Order Number: 1106891041 Order Position: 00010
 Production Release: Delivery Instruction Number: 2 Date: 17.10.19
 Material Release: Delivery Instruction Number Old: 1 Date: -

Additional Reference Data

Current cumulated quantity received: 0 Start date of current cumulated quantity: Last cumulated quantity before resetting:

Cumulative quantities

Buyer: 0 Latest confirmation by: due date not set
 Supplier: 0 Save
 Quantity from ASNs in draft status: 0
 Status: ok

Delivery Instruction Schedule Lines > Click here to respond to schedule lines

Default View Manage View

Delivery Date	Dispatch Qty	cum. Quantity	Difference	Commit	Confirmed Date	Deliver...
27.10.19	20	20		Fix		0
07.11.19	30	50		Fix		0
17.11.19	40	90		Fix		0
27.11.19	10	100		Fix		0

Back Demand History Download Print

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

- 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.

My SupplyOn > Logistics & Finance > Delivery Instruction > Delivery Instruction Details

Contact | Help for this page | Print

Delivery Instruction Details Partner Information Additional Information

Material Related Information

Document No.: 0000000359563 Transmission Date: 17.10.19 04:25 Validity Period: -
 Buyer Material Number: TRN17625 Supplier Material Number: 0000000359563 Planner: -
 Material Description: Tube Assy Oil Vent Message Number: 0000000359563
 Engineering Change Level: UoM: PCE Supply Model: Scheduling release order
 Incoterms: Order Number: 1106891041 Order Position: 00010
 Production Release: Delivery Instruction Number: 2 Date: 17.10.19
 Material Release: Delivery Instruction Number Old: 1 Date: -

Additional Reference Data

Current cumulated quantity received: 0 Start date of current cumulated quantity: Last cumulated quantity before resetting:

Cumulative quantities

Buyer: 0 Latest confirmation by: due date not set
 Supplier: 0 Save
 Quantity from ASNs in draft status: 0
 Status: ok

Delivery Instruction Schedule Lines > Click here to respond to schedule lines

Default View Manage View

Delivery Date	Dispatch Qty	cum. Quantity	Difference	Commit	Confirmed Date	Deliver...
27.10.19	20	20		Fix		0
07.11.19	30	50		Fix		0
17.11.19	40	90		Fix		0
27.11.19	10	100		Fix		0

Back Demand History Download Print

Figure: Delivery Instruction > Delivery Instructions Details – Demand History

My SupplyOn > Logistics & Finance > Demand History

Contact | Help for this page | Print

Demand History for Material TRN17625 (Tube Assy Oil Vent) - Energy Build - Montreal -

Timestamp of Transmission from 17.10.19 14 days back
 Demand Date from 17.10.19 14 buckets ahead Search
 Display of Demand Time Buckets: daily weekly monthly

Document Type	Document No.	Message Timesta...	Change Timestamp	2019-10	2019-11	2019-12	2020-01	2020-02	2020-03	2020-04
DeliveryInst net	0000000359563	17.10.19 00:00	17.10.19 08:05	20	80					
DeliveryInst net	0000000359563	17.10.19 00:00	17.10.19 08:20	20	80					
DeliveryInst net	0000000359563	17.10.19 00:00	17.10.19 08:16	20	80					
DeliveryInst net	0000000359563	17.10.19 00:00	17.10.19 08:28	10	40					
DeliveryInst net	0000000359563	17.10.19 00:00	17.10.19 08:34	10	215	275				
DeliveryInst net	0000000359563	17.10.19 00:00	17.10.19 08:24	20	80					

Back

6 matches of 7 entries: Entries per page 100 First Previous Page 1 of 1 Next Last

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**.

My SupplyOn > Logistics & Finance > Delivery Schedules > Delivery Instruction Details

Contact | Help for this page | Print

Delivery Instruction Details | Partner Information | Additional Information

Material Related Information

Document No.: 0000000359563 Transmission Date: 17.10.19 04:25 Validity Period: -
 Buyer Material Number: TRN117625 Supplier Material Number: 0000000359563 Planner:
 Material Description: Tube Assy Oil Vent Message Number: 0000000359563
 Engineering Change Level: UoM: PCE Supply Model: Scheduling release order
 Incoterms: Order Number: 1106891041 Order Position: 00010
 Production Release: Delivery Instruction Number: 2 Date: 17.10.19
 Material Release: Delivery Instruction Number Old: 1

Additional Reference Data

Current cumulated quantity received: **40** Start date of current cumulated quantity: Last cumulated quantity before resetting:

Cumulative quantities

Buyer: 0 Latest confirmation by: due date not set
 Supplier: **0** **Save**
 Quantity from ASNs in draft status: 0
 Status: ok

Delivery Instruction Schedule Lines > [Click here to respond to schedule lines](#)

Default View | Manage...

Delivery Date	Dispatch Qty	cum. Quantity	Difference	Commit	Confirmed Date	D...
27.10.19	20	20		Fix		0
07.11.19	30	50		Fix		0
17.11.19	40	90		Fix		0
27.11.19	10	100		Fix		0

Back | Demand History | Download | Print

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**.

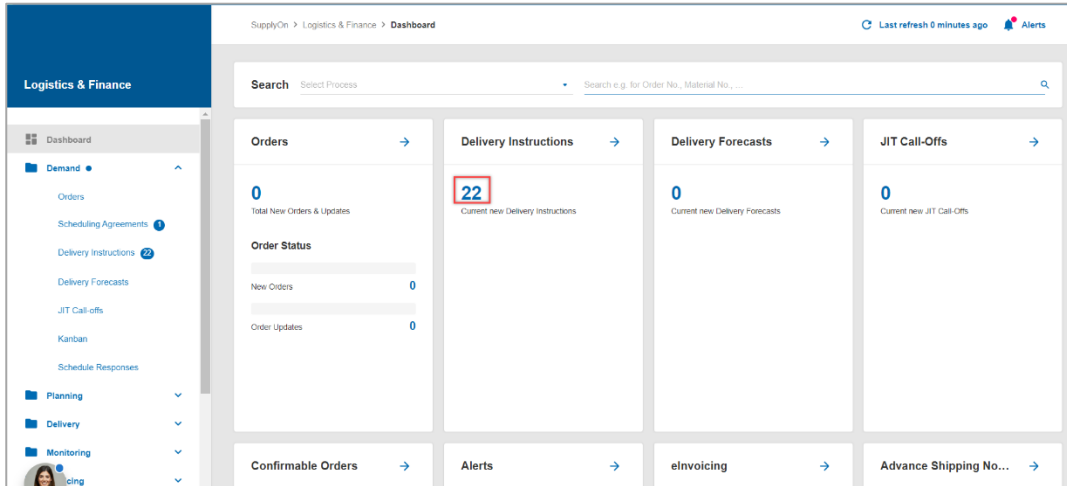


Figure: Logistics & Finance > Dashboard – Delivery Instructions card

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

My SupplyOn > Logistics & Finance > Delivery Schedules

Quick Search: Advanced Search

equal to [Delete line](#)
 equal to [Delete line](#)
 equal to [Add line](#) | [Delete line](#)

My Search Profiles: [Manage View](#)

Grouped by Unloading Point | Grouped by Material Number | **Delivery Schedules**

Customer group	Ship-to	Site code (Custo...)	Unloading Point	Order Number	Material	Material Description	Transmission Date	Current	Status	Confirmation St...
SIEMENS AG	Energy (S E I T Ltd)	1300	1300	5900003328	training item 1	training item 1	04.05.22	✓	new	to be confirm...
SIEMENS AG	Energy (S E I T Ltd)	1300	1300	5900003322	training item 1	training item 1	04.05.22	✓	new	to be confirm...
SIEMENS AG	Energy (S E I T Ltd)	1300	1300	5900003329	training item 2	training item 2	04.05.22	✓	new	to be confirm...
SIEMENS AG	Energy (S E I T Ltd)	1300	1300	5900003328	training item 2	training item 2	04.05.22	✓	new	to be confirm...
SIEMENS AG	Energy (S E I T Ltd)	1300	1300	5900003322	training item 2	training item 2	04.05.22	✓	new	to be confirm...
SIEMENS AG	Energy (S E I T Ltd)	1300	1300	5900003329	training item 3	training item 3	04.05.22	✓	new	to be confirm...
SIEMENS AG	Energy (S E I T Ltd)	1300	1300	5900003328	training item 3	training item 3	04.05.22	✓	new	to be confirm...
SIEMENS AG	Energy (S E I T Ltd)	1300	1300	5900003327	training item 3	training item 3	04.05.22	✓	new	to be confirm...
SIEMENS AG	Energy (S E I T Ltd)	1300	1300	5900003326	training item 3	training item 3	04.05.22	✓	new	to be confirm...
SIEMENS AG	Energy (S E I T Ltd)	1300	1300	5900003323	training item 3	training item 3	04.05.22	✓	new	to be confirm...
SIEMENS AG	Energy (S E I T Ltd)	1300	1300	5900003322	training item 3	training item 3	04.05.22	✓	new	to be confirm...
SIEMENS AG	Energy (S E I T Ltd)	1300	1300	5900003320	training item 3	training item 3	04.05.22	✓	new	to be confirm...
SIEMENS AG	Energy (S E I T Ltd)	1300	1300	5900003329	training item 4	training item 4	04.05.22	✓	new	to be confirm...
SIEMENS AG	Energy (S E I T Ltd)	1300	1300	5900003328	training item 4	training item 4	04.05.22	✓	new	to be confirm...
SIEMENS AG	Energy (S E I T Ltd)	1300	1300	5900003327	training item 4	training item 4	04.05.22	✓	new	to be confirm...

22 matches of 82 entries: [Select all matches](#) [Clear selection](#) Entries per page: 50 Page 1 of 1

Figure: Actual Delivery Schedules

3. Select all entries with one click and
4. Open the **download** menu.

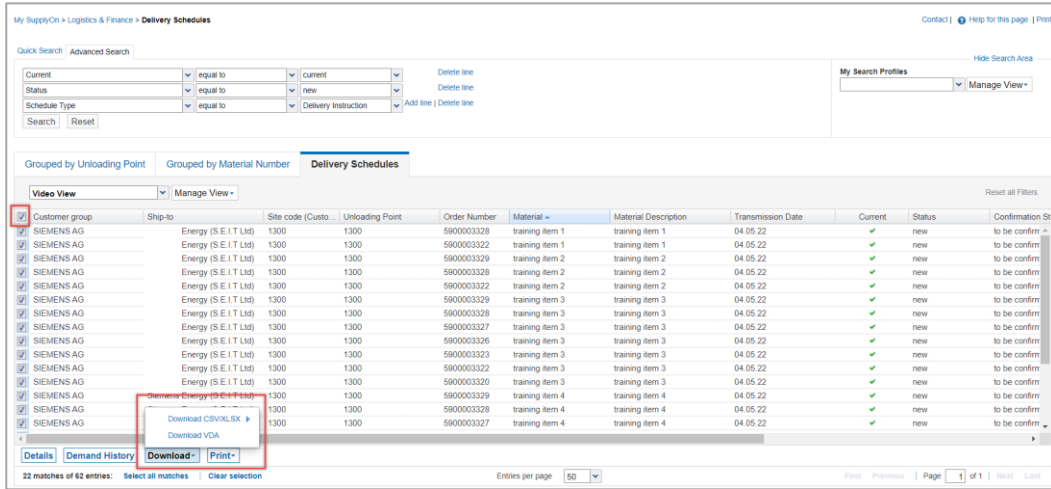


Figure: Delivery Schedules - Download Menu

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

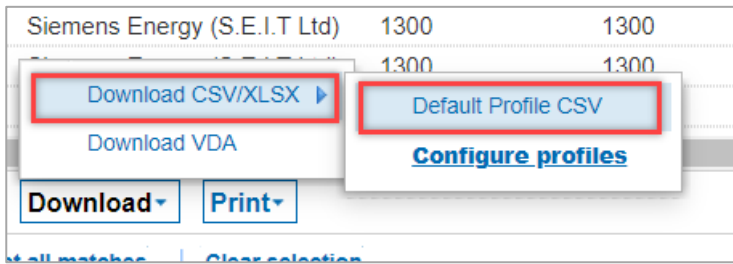


Figure: Download Menu - Download CSV/XLSX - Default Profile CSV

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).

	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT
	Order Num	Order Positi	Deliverymot	Deliverymot	Quantity	Cum Qty.	Cu	Start Date of Reinitializat	Unit of meas	Delivery dat	Delivery qua	Sum Qty.	Difference	Supplier Arti	Supply Mod	BGM Code	Status	Siemens Pla	Release num
1	5900003329	20			0				EA	05.07.2022	9	9			3	241	1		
2	5900003329	20			0				EA	14.07.2022	9	18			3	241	1		
3	5900003329	20			0				EA	21.07.2022	7	25			3	241	4		
4	5900003329	20			0				EA	01.08.2022	8	33			3	241	4		
5	5900003329	20			0				EA	01.08.2022	10	43			3	241	4		
6	5900003329	10			0				EA	05.07.2022	9	9			3	241	1		
7	5900003329	10			0				EA	14.07.2022	9	18			3	241	1		
8	5900003329	10			0				EA	21.07.2022	7	25			3	241	4		
9	5900003329	10			0				EA	01.08.2022	8	33			3	241	4		
10	5900003329	10			0				EA	01.08.2022	10	43			3	241	4		
11	5900003328	30			0				EA	05.07.2022	9	9			3	241	1		
12	5900003328	30			0				EA	14.07.2022	9	18			3	241	1		
13	5900003328	30			0				EA	21.07.2022	7	25			3	241	4		
14	5900003328	30			0				EA	01.08.2022	10	43			3	241	4		
15	5900003328	30			0				EA	01.08.2022	8	33			3	241	4		
16	5900003328	30			0				EA	01.08.2022	8	33			3	241	4		

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.

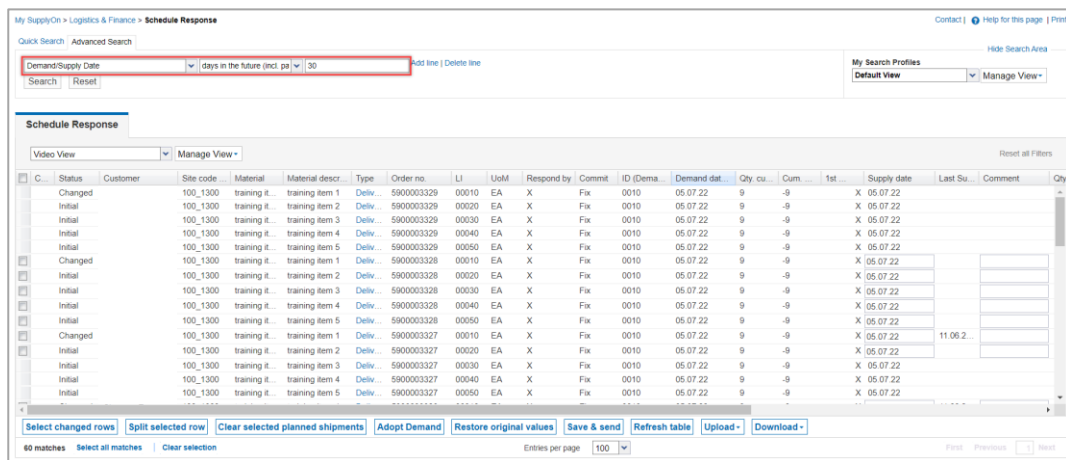


Figure: **Schedule Response** – pre-set filter with Demand Supply Date 30 days in the future

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

C	Status	Customer	Site code	Material	Material descr.	Type	Order no.	LI	UoM	Respond by	Commit	ID (Dema.)	Demand dat.	Qty. cu.	Cum.	1st	Supply date	Last Su.	Comment
	Changed		100_1300	training it.	training item 1	Deliv.	5900003329	00010	EA	X	Fix	0010	05.07.22	9	-9		X	05.07.22	
	Initial		100_1300	training it.	training item 2	Deliv.	5900003329	00020	EA	X	Fix	0010	05.07.22	9	-9		X	05.07.22	
	Initial		100_1300	training it.	training item 3	Deliv.	5900003329	00030	EA	X	Fix	0010	05.07.22	9	-9		X	05.07.22	
	Initial		100_1300	training it.	training item 4	Deliv.	5900003329	00040	EA	X	Fix	0010	05.07.22	9	-9		X	05.07.22	
	Initial		100_1300	training it.	training item 5	Deliv.	5900003329	00050	EA	X	Fix	0010	05.07.22	9	-9		X	05.07.22	
	Changed		100_1300	training it.	training item 1	Deliv.	5900003328	00010	EA	X	Fix	0010	05.07.22	9	-9		X	05.07.22	
	Initial		100_1300	training it.	training item 2	Deliv.	5900003328	00020	EA	X	Fix	0010	05.07.22	9	-9		X	05.07.22	
	Initial		100_1300	training it.	training item 3	Deliv.	5900003328	00030	EA	X	Fix	0010	05.07.22	9	-9		X	05.07.22	
	Initial		100_1300	training it.	training item 4	Deliv.	5900003328	00040	EA	X	Fix	0010	05.07.22	9	-9		X	05.07.22	
	Initial		100_1300	training it.	training item 5	Deliv.	5900003328	00050	EA	X	Fix	0010	05.07.22	9	-9		X	05.07.22	
	Changed		100_1300	training it.	training item 1	Deliv.	5900003327	00010	EA	X	Fix	0010	05.07.22	9	-9		X	05.07.22	11.06.22
	Initial		100_1300	training it.	training item 2	Deliv.	5900003327	00020	EA	X	Fix	0010	05.07.22	9	-9		X	05.07.22	
	Initial		100_1300	training it.	training item 3	Deliv.	5900003327	00030	EA	X	Fix	0010	05.07.22	9	-9		X	05.07.22	
	Initial		100_1300	training it.	training item 4	Deliv.	5900003327	00040	EA	X	Fix	0010	05.07.22	9	-9		X	05.07.22	
	Initial		100_1300	training it.	training item 5	Deliv.	5900003327	00050	EA	X	Fix	0010	05.07.22	9	-9		X	05.07.22	

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.

C	Status	Customer	Site code	Material	Material descr.	Type	Order no.	LI	UoM	Respond by	Commit	ID (Dema.)	Demand dat.	Qty. cu.	Cum.	1st	Supply date	Last Su.	Comment
	Initial		100_1300	training it.	training item 5	Deliv.	5900003329	00050	EA	X	Fix	0011	14.07.22	9	-18		14.07.22		
	Changed		100_1300	training it.	training item 1	Deliv.	5900003328	00010	EA	X	Fix	0011	14.07.22	9	-18		14.07.22		
	Initial		100_1300	training it.	training item 2	Deliv.	5900003328	00020	EA	X	Fix	0011	14.07.22	9	-18		14.07.22		
	Initial		100_1300	training it.	training item 3	Deliv.	5900003328	00030	EA	X	Fix	0011	14.07.22	9	-18		14.07.22		
	Initial		100_1300	training it.	training item 4	Deliv.	5900003328	00040	EA	X	Fix	0011	14.07.22	9	-18		14.07.22		
	Initial		100_1300	training it.	training item 5	Deliv.	5900003328	00050	EA	X	Fix	0011	14.07.22	9	-18		14.07.22		
	Changed		100_1300	training it.	training item 1	Deliv.	5900003327	00010	EA	X	Fix	0011	14.07.22	9	-18		14.07.22		11.06.22
	Initial		100_1300	training it.	training item 2	Deliv.	5900003327	00020	EA	X	Fix	0011	14.07.22	9	-18		14.07.22		
	Initial		100_1300	training it.	training item 3	Deliv.	5900003327	00030	EA	X	Fix	0011	14.07.22	9	-18		14.07.22		
	Initial		100_1300	training it.	training item 4	Deliv.	5900003327	00040	EA	X	Fix	0011	14.07.22	9	-18		14.07.22		
	Initial		100_1300	training it.	training item 5	Deliv.	5900003327	00050	EA	X	Fix	0011	14.07.22	9	-18		14.07.22		
	Changed		100_1300	training it.	training item 1	Deliv.	5900003326	00010	EA	X	Fix	0011	14.07.22	9	-18		14.07.22		13.06.22
	Initial		100_1300	training it.	training item 2	Deliv.	5900003326	00020	EA	X	Fix	0011	14.07.22	9	-18		14.07.22		
	Initial		100_1300	training it.	training item 3	Deliv.	5900003326	00030	EA	X	Fix	0011	14.07.22	9	-18		14.07.22		
	Initial		100_1300	training it.	training item 4	Deliv.	5900003326	00040	EA	X	Fix	0011	14.07.22	9	-18		14.07.22		

Figure: Schedule Response – confirm the supply date

7. Confirm the pop-up screen

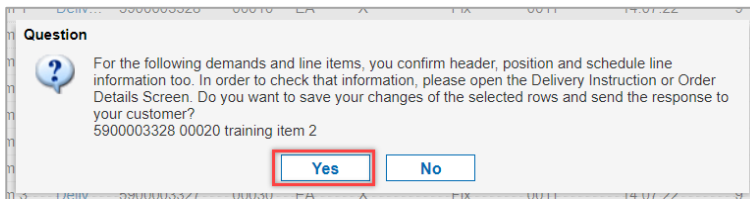


Figure: Schedule Response – confirm the supply date – pop-up screen

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.

C	Status	Customer	Site code	Material	Material descr.	Type	Order no.	LI	UoM	Respond by	Commt	ID (Dem)	Demand dat.	Qty cu.	Cum.	1st	Supply date	Last Su	Comment	Qty sup.	Last Supply Qty
	Initial		100_1300	training it.	training item 2	Deliv.	5900003326	00020	EA	X	Fix	0010	05.07.22	9	-9		X 05.07.22				
	Initial		100_1300	training it.	training item 3	Deliv.	5900003329	00030	EA	X	Fix	0010	05.07.22	9	-9		X 05.07.22				
	Initial		100_1300	training it.	training item 4	Deliv.	5900003329	00040	EA	X	Fix	0010	05.07.22	9	-9		X 05.07.22				
	Initial		100_1300	training it.	training item 5	Deliv.	5900003329	00050	EA	X	Fix	0010	05.07.22	9	-9		X 05.07.22				
	Initial		100_1300	training it.	training item 2	Deliv.	5900003328	00020	EA	X	Fix	0010	05.07.22	9	-9		X 05.07.22				
	Initial		100_1300	training it.	training item 3	Deliv.	5900003328	00030	EA	X	Fix	0010	05.07.22	9	-9		X 05.07.22				
	Initial		100_1300	training it.	training item 4	Deliv.	5900003328	00040	EA	X	Fix	0010	05.07.22	9	-9		X 05.07.22				
	Initial		100_1300	training it.	training item 5	Deliv.	5900003328	00050	EA	X	Fix	0010	05.07.22	9	-9		X 05.07.22				
	Initial		100_1300	training it.	training item 2	Deliv.	5900003327	00020	EA	X	Fix	0010	05.07.22	9	-9		X 05.07.22				
	Initial		100_1300	training it.	training item 3	Deliv.	5900003327	00030	EA	X	Fix	0010	05.07.22	9	-9		X 05.07.22				
	Initial		100_1300	training it.	training item 4	Deliv.	5900003327	00040	EA	X	Fix	0010	05.07.22	9	-9		X 05.07.22				
	Initial		100_1300	training it.	training item 5	Deliv.	5900003327	00050	EA	X	Fix	0010	05.07.22	9	-9		X 05.07.22				
	Initial		100_1300	training it.	training item 2	Deliv.	5900003326	00020	EA	X	Fix	0010	05.07.22	9	-9		X 05.07.22				
	Initial		100_1300	training it.	training item 3	Deliv.	5900003326	00030	EA	X	Fix	0010	05.07.22	9	-9		X 05.07.22				
	Initial		100_1300	training it.	training item 4	Deliv.	5900003326	00040	EA	X	Fix	0010	05.07.22	9	-9		X 05.07.22				
	Initial		100_1300	training it.	training item 5	Deliv.	5900003326	00050	EA	X	Fix	0010	05.07.22	9	-9		X 05.07.22				
	Initial		100_1300	training it.	training item 2	Deliv.	5900003329	00020	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 3	Deliv.	5900003329	00030	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 4	Deliv.	5900003329	00040	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 5	Deliv.	5900003329	00050	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 2	Deliv.	5900003328	00020	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 3	Deliv.	5900003328	00030	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 4	Deliv.	5900003328	00040	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 5	Deliv.	5900003328	00050	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 2	Deliv.	5900003327	00020	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 3	Deliv.	5900003327	00030	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 4	Deliv.	5900003327	00040	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 5	Deliv.	5900003327	00050	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 2	Deliv.	5900003326	00020	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 3	Deliv.	5900003326	00030	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 4	Deliv.	5900003326	00040	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 5	Deliv.	5900003326	00050	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				

Figure: Schedule Response – confirm the supply date deviating

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

C	Status	Customer	Site code	Material	Material descr.	Type	Order no.	LI	UoM	Respond by	Commt	ID (Dem)	Demand dat.	Qty cu.	Cum.	1st	Supply date	Last Su	Comment	Qty sup.	Last Supply Qty
	Initial		100_1300	training it.	training item 2	Deliv.	5900003326	00020	EA	X	Fix	0010	05.07.22	9	-9		X 05.07.22				
	Initial		100_1300	training it.	training item 3	Deliv.	5900003326	00030	EA	X	Fix	0010	05.07.22	9	-9		X 05.07.22				
	Initial		100_1300	training it.	training item 4	Deliv.	5900003326	00040	EA	X	Fix	0010	05.07.22	9	-9		X 05.07.22				
	Initial		100_1300	training it.	training item 5	Deliv.	5900003326	00050	EA	X	Fix	0010	05.07.22	9	-9		X 05.07.22				
	Initial		100_1300	training it.	training item 2	Deliv.	5900003328	00020	EA	X	Fix	0011	14.07.22	9	-18		12.07.22				
	Initial		100_1300	training it.	training item 3	Deliv.	5900003328	00030	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 4	Deliv.	5900003328	00040	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 5	Deliv.	5900003328	00050	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 2	Deliv.	5900003329	00020	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 3	Deliv.	5900003329	00030	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 4	Deliv.	5900003329	00040	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 5	Deliv.	5900003329	00050	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 2	Deliv.	5900003328	00020	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 3	Deliv.	5900003328	00030	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 4	Deliv.	5900003328	00040	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 5	Deliv.	5900003328	00050	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 2	Deliv.	5900003327	00020	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 3	Deliv.	5900003327	00030	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 4	Deliv.	5900003327	00040	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 5	Deliv.	5900003327	00050	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 2	Deliv.	5900003326	00020	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 3	Deliv.	5900003326	00030	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 4	Deliv.	5900003326	00040	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial		100_1300	training it.	training item 5	Deliv.	5900003326	00050	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				

Figure: Schedule Response – Save and send

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

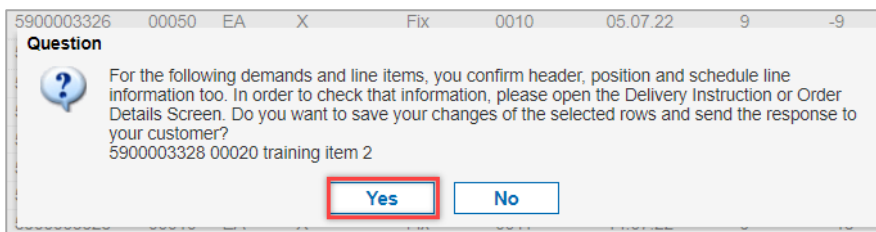


Figure: Schedule Response – confirm the supply date deviating – pop-up screen

and refers to the related Order number, order position and material number.

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.

<input type="checkbox"/>	WebEDISellerASN_TMSRead	not assigned	Read access to due deliveries and ASN (Transport Management). Execute print function for the ASN (Transport Management) process.
<input checked="" type="checkbox"/>	WebEDISellerAdmin	assigned	Access to WebEDI. The CompanyAdmin and ControlPointAdmin roles are not included. Show companies
<input type="checkbox"/>	WebEDISellerDP	not assigned	Access to development parts.
<input type="checkbox"/>	WebEDISellerDP_OR	not assigned	Access to development parts. Sending order confirmations to the purchasing company.
<input type="checkbox"/>	WebEDISellerDTM	not assigned	Access to DTM UI for configuration of downloads.
<input type="checkbox"/>	WebEDISellerDemandReminder	not assigned	Display to demand reminder messages.
<input type="checkbox"/>	WebEDISellerDemandReminderConf	not assigned	Display and confirm demand reminder messages.
<input type="checkbox"/>	WebEDISellerFPA	not assigned	Receiving delivery and transportation data for forwarding agents.

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