Handout

Capacity Management

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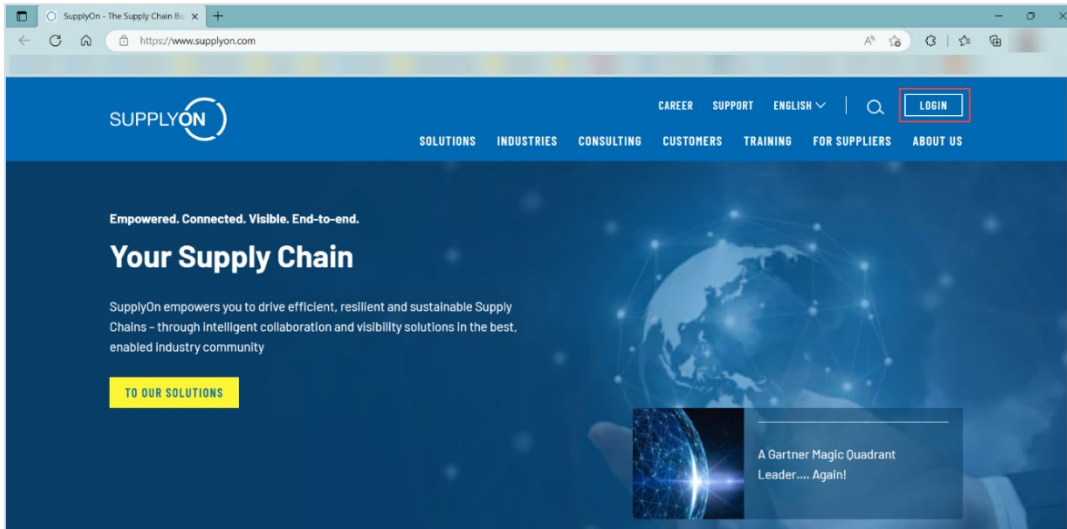
1 How to access SupplyOn and the service Capacity Management

To work with SupplyOn, your company administrator must set up an account and an initial password for you. The administrator will assign you the appropriate roles (see Chapter 5, Roles and permissions).
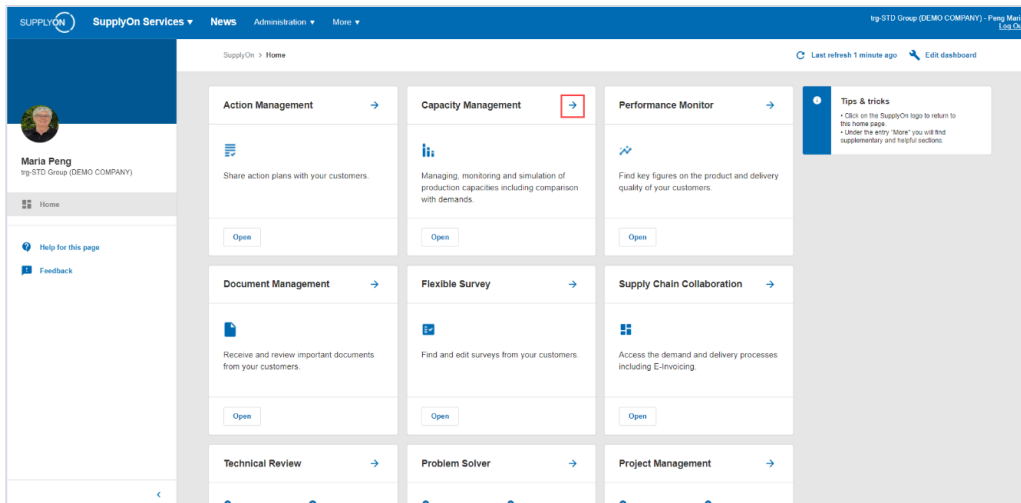
Log in to SupplyOn.

1. Open an internet browser, go to "https://www.supplyon.com" and click on "Login".

2. Log in with your account credentials.

› Enter your User-ID.

› Enter your password.

› Click the button "Login".

Depending on your roles, you may see different cards than shown in this screenshot.

3. Click on the tile **Capacity Management.**

2   How to enter and update capacity data

1. In the Navigation Bar on the left-hand side, click on "Capacity data".

This is where you maintain your part numbers and capacities.

2. Click on Add part details.


A new pop-up window will appear with the part details.

Fill-out the mandatory fields marked with a "*".

A. Make sure the appropriate customer is selected.

B. Enter the part number of your customer for which you want to record part families (and production details).

C. Assign the part to a Supplier part family.

> Note: A Supplier part family groups parts together in a way that allows you to specify capacity. Usually, a part family is defined by a common bottleneck process (e.g. machine, fixture, inspection, etc.).

D. Click on "Save and close".
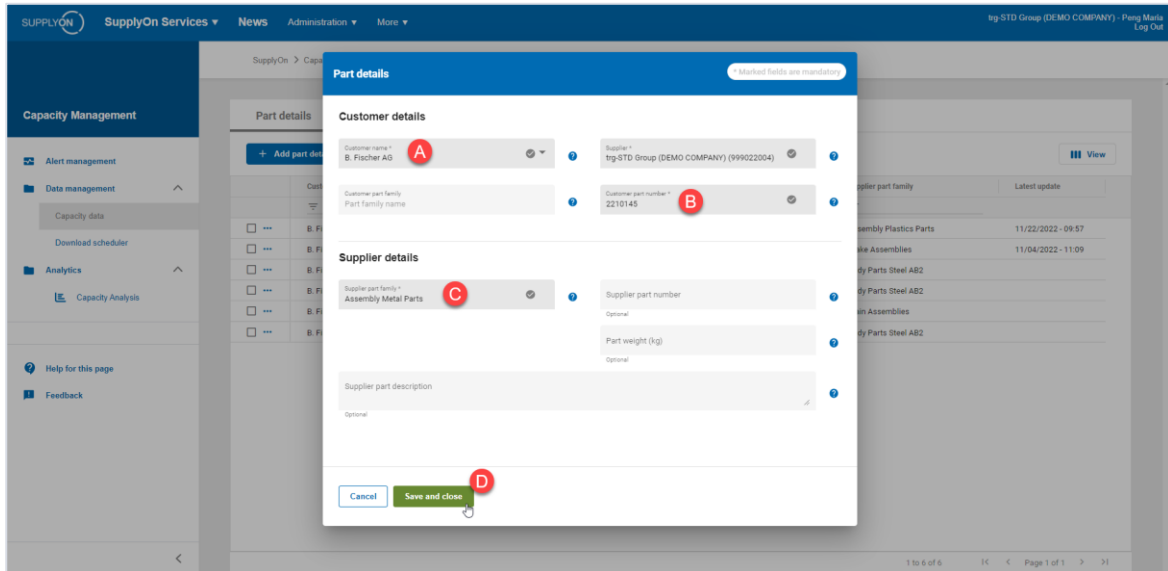
3. Now you can enter the capacity for the new part family you've just created. For this, click "Part family capacities" and "Add capacity".
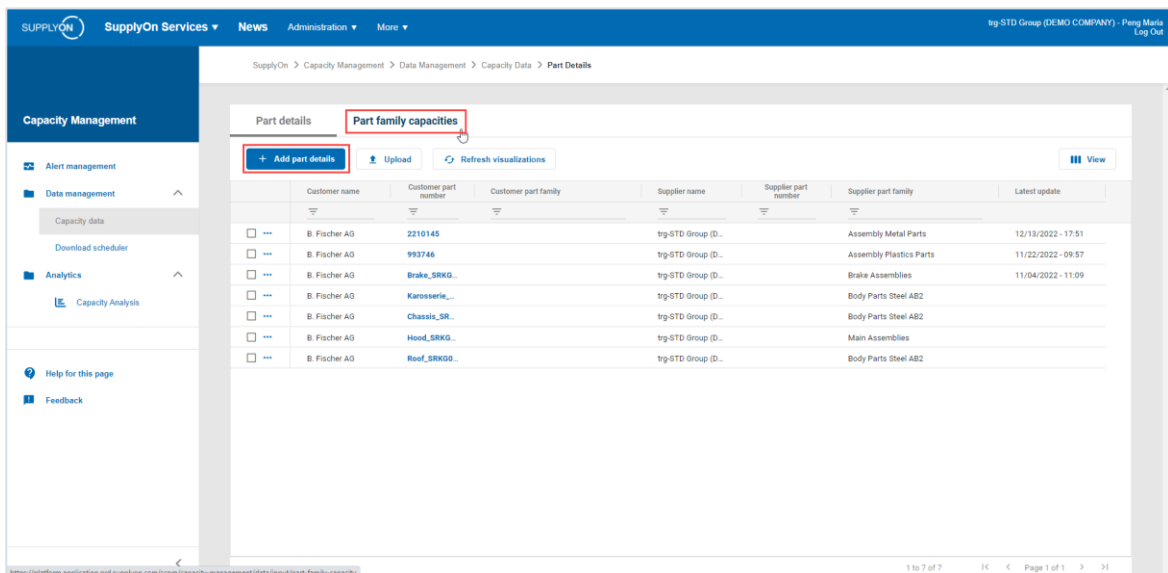
4. Fill-out the mandatory fields marked with a "*".

A. Select the Supplier part family you've created by clicking on the drop-down menu.

B. Enter your weekly capacity data for the part family.

C. Insert the unit of measurement. Even if this field is not mandatory your customer needs the UOM.

Note: If nothing is select for the optional field "unit of measurement", the quantity assumed will be PC=pieces.

D. Define a period of validity for the weekly capacity (optional).

Note: The period will automatically apply for the next two years.

E. You have the possibility to enter exceptions and to limit their duration. For example, the entry of a lower capacity if fewer shifts were to be run during the holiday period.

F. Click on "Save and close".
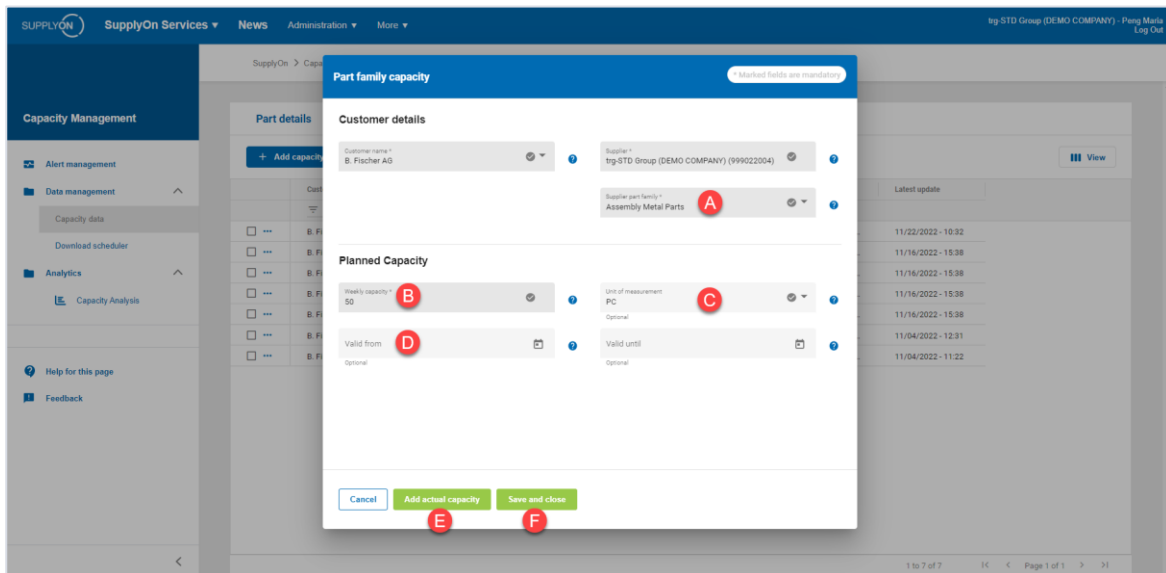
Note: the standard capacity is displayed in the overview.

5. You can update the data for production capacities quarterly or in the event of special occurrences/deviations.

3   How to upload multiple capacity data

If you do not want to manually create your capacity data, you have the possibility to upload a great amount of data at once.

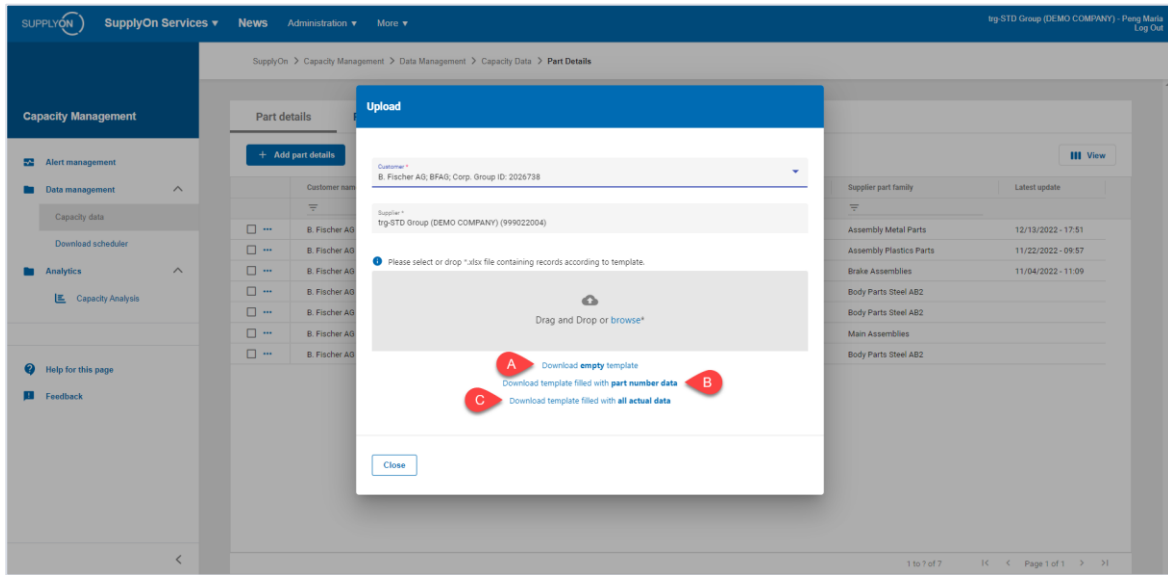1.   Click in the "Capacity data" menu, the tab "Part details".

2.   Click on "Upload".

3. There are three different templates available.

A. The 'empty' template does not show any data already entered.

B. In the 'part number/part family data' template, part numbers from demand data are shown. New parts can be added and assigned to part families.

C. The 'all actual data' template provides an overview of all entered values. You can adjust here.
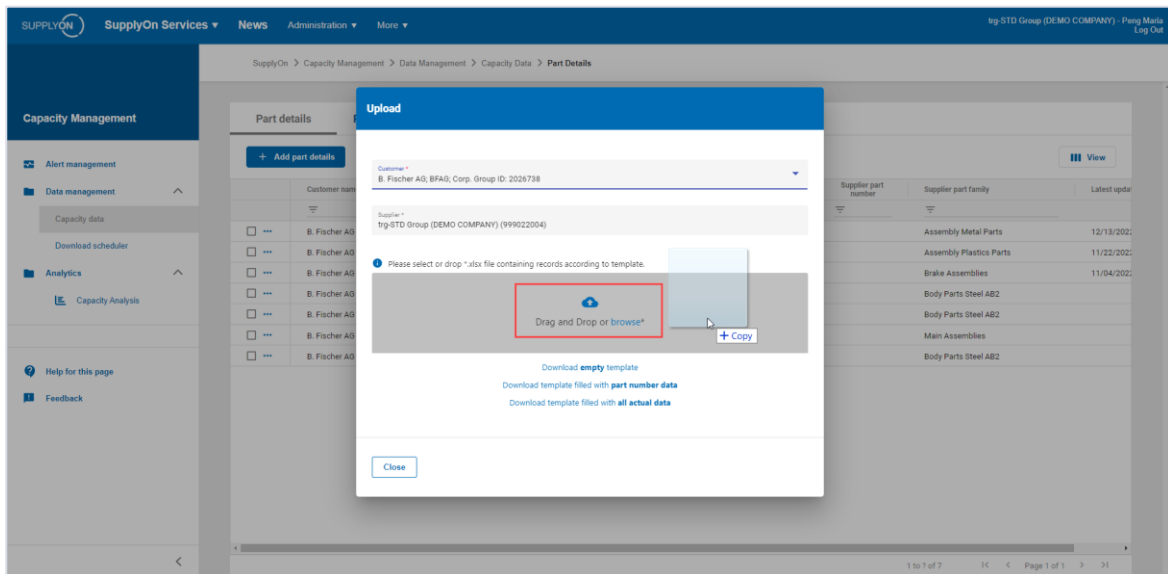

4. Once you have downloaded a template, open it and fill-out the mandatory fields marked in blue.

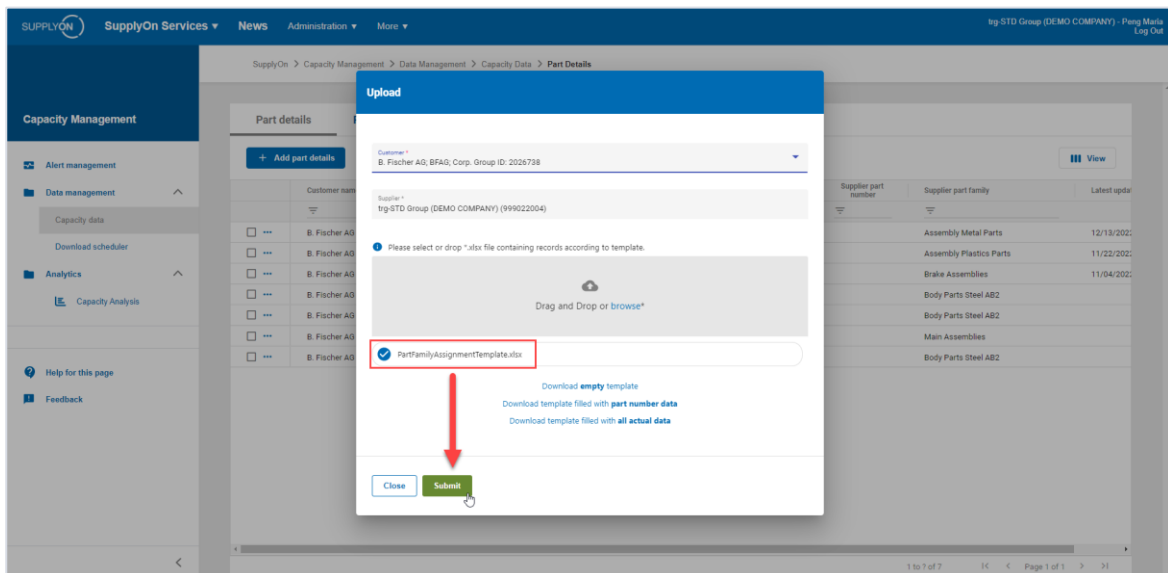Note: click on the individual header cell to see additional descriptions.

5. Save your file in a .xlsx format.

6. Drop the saved file or use the browse function to upload your data.

7. The successfully imported file will appear and you can click on "Submit".

8. Now you can upload the capacity data for each part family. Go in "Part family capacities" and click on "Upload".

9. Download the 'part number/part family data' template, open it and fill-out the mandatory fields marked in blue.

> Note: click on individual header cell to see additional description.

A. Insert the Supplier part family you've created.

B. Enter your weekly capacity data for the part family.

C. Insert the unit of measurement. Even if this field is not mandatory your customer needs the UOM.

> Note: If nothing is select for the optional field "unit of measurement", the quantity assumed will be PC=pieces.
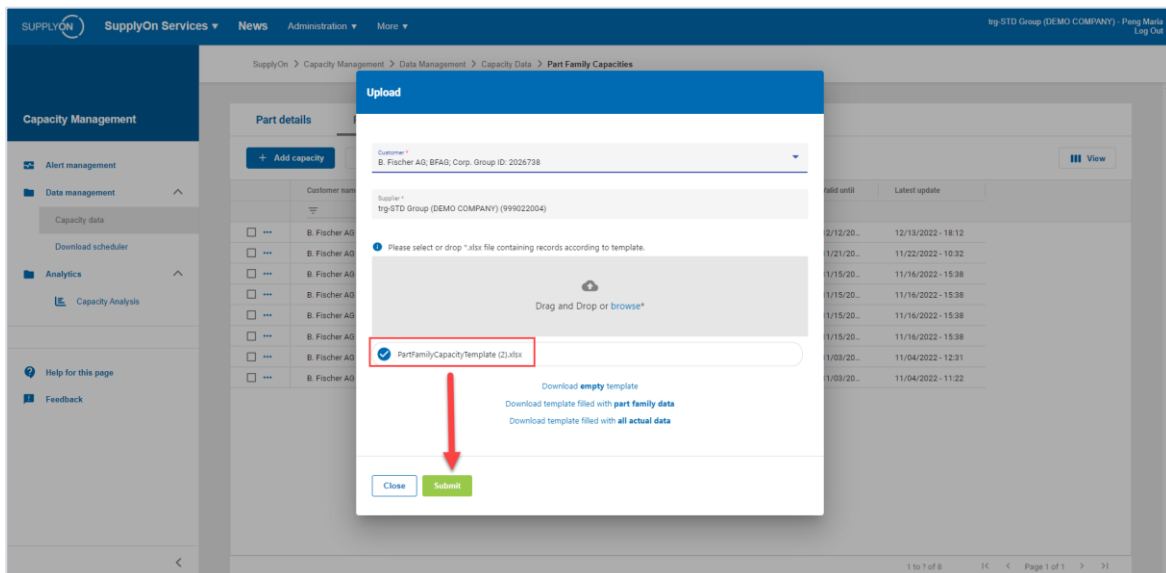

10. Save your file in a .xlsx format.

11. Drop the saved file or use the browse function to upload your data.
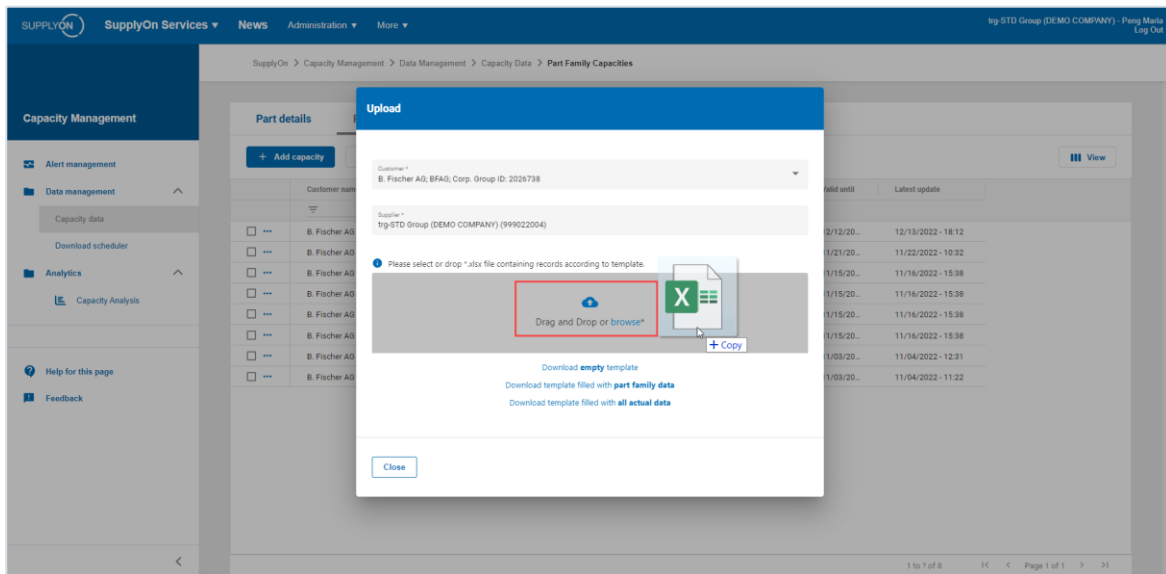
12. The successfully imported file will appear and you can click on "Submit".

Note: We recommend that you update the production capacity data on a quarterly basis or when special events/deviations occur. It is best to use the 'all actual data' template for this.
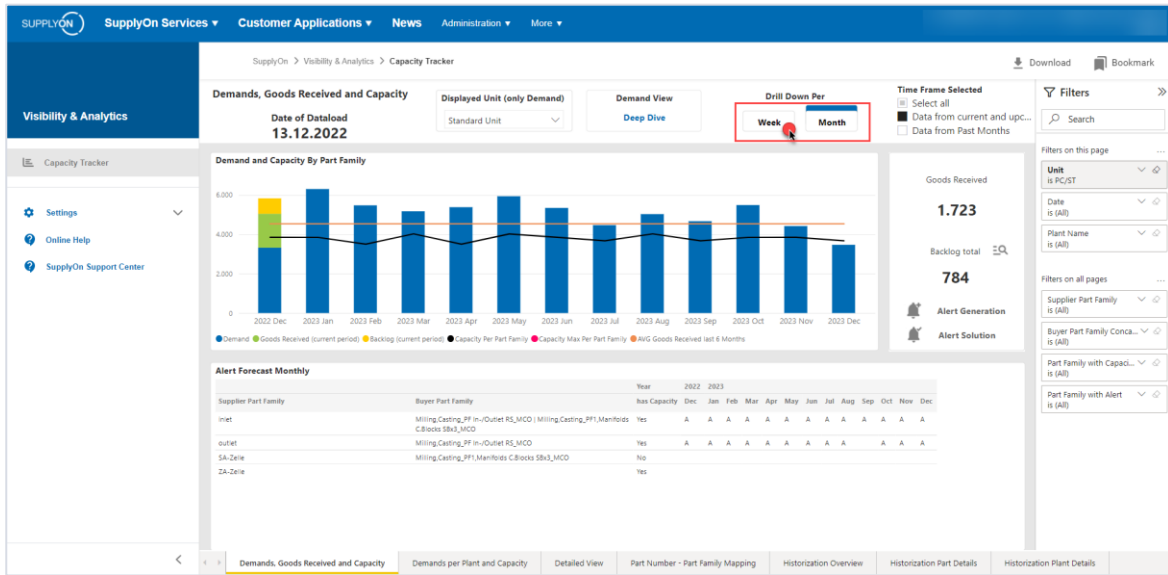
4 How to work with the Capacity Tracker

1. Access the Capacity Tracker by clicking on "SupplyOn Services", "Visibility & Analytics".

2. In the Dashboard "Demands, Goods Received and Capacity", you can compare the demands of your customer and your production capacities.
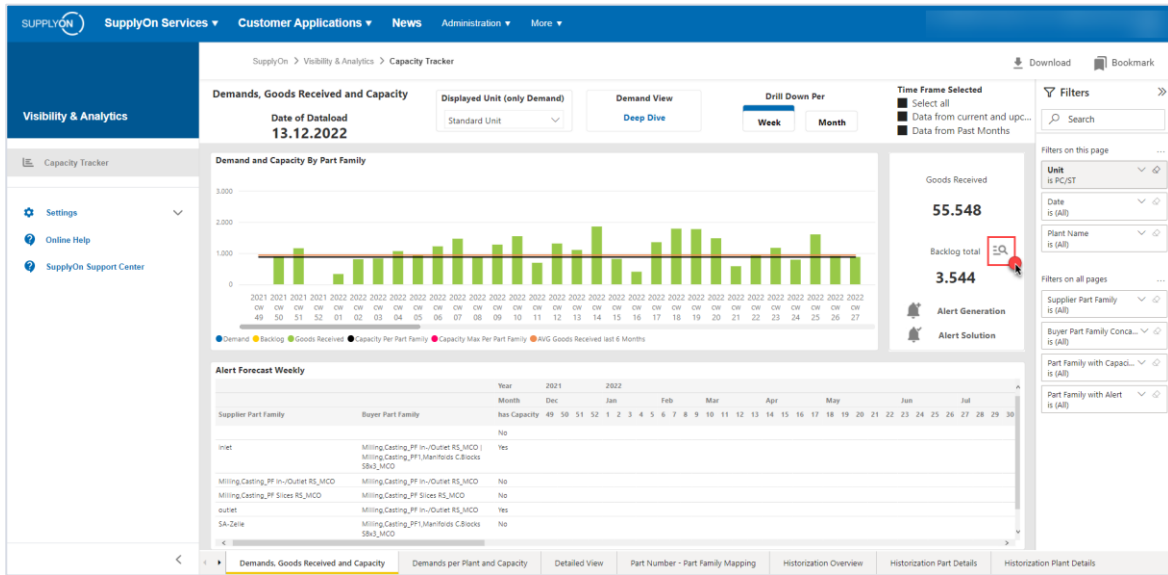
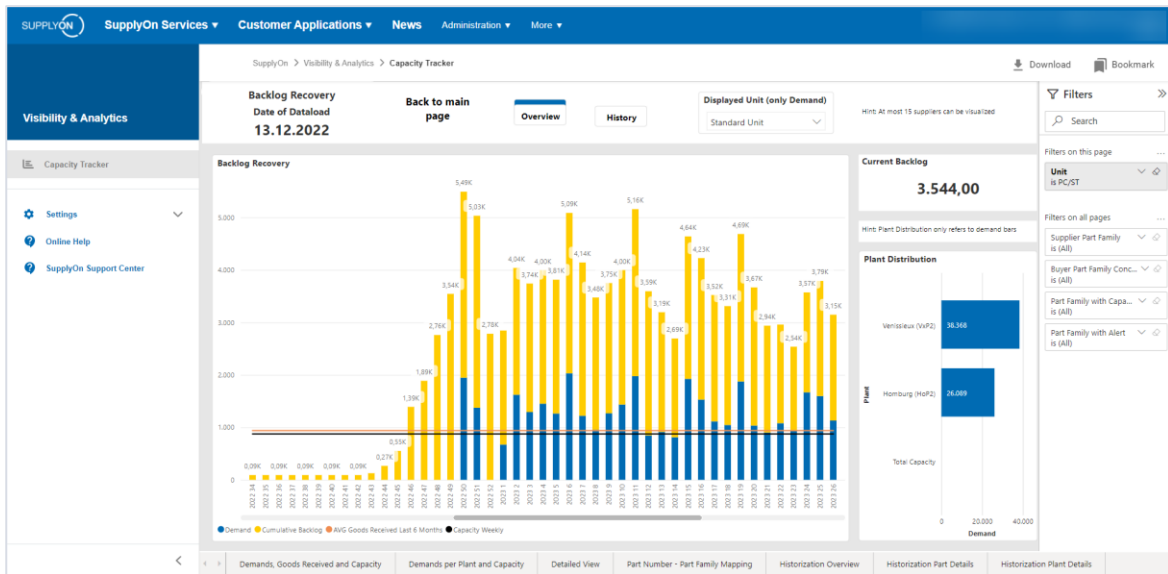You can drill down the overview per "Month" or per "Week".

You can view past and future demands. Select the relevant period in filtering function of the "Time Frame Selected" box.
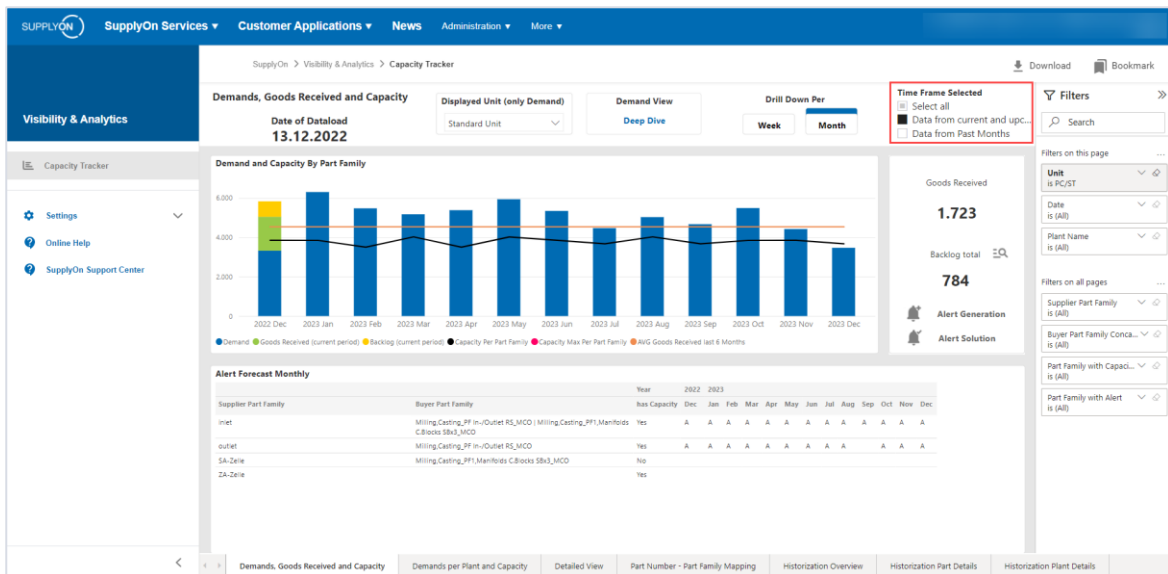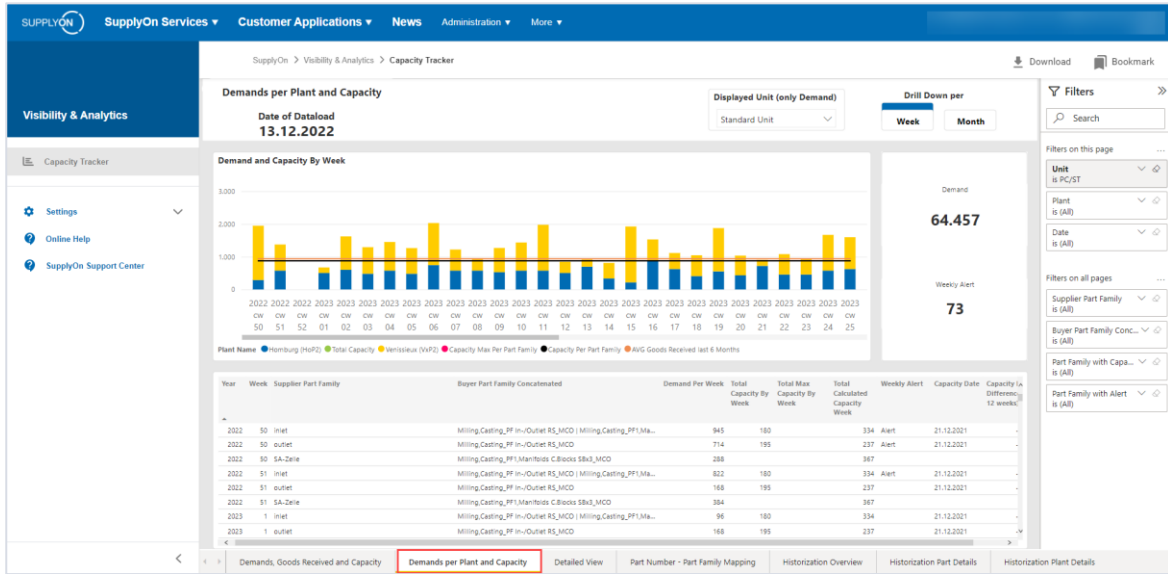
You can have a look at the Backlog in detail by clicking on the magnifying glass.

The Backlog Detail gives you a cumulative view of a possible backlog and should help you to plan its reduction.
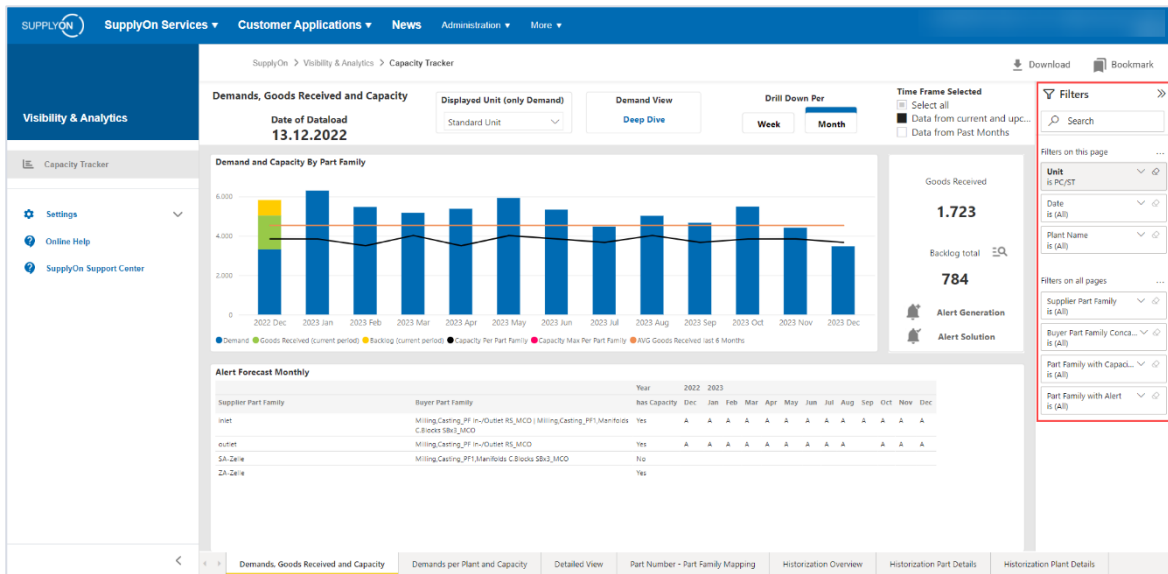
3. In the Dashboard "Demands per Plant and Capacity", you can see your capacity and the requirements per customer plant.

4. In the Tab "Detailed View", you can view all your data in details.

Note: You can use the filters on the right-hand side to narrow down the data to be displayed.

5 Roles and permissions

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

The following area of responsibility is required for the use of the Capacity Management process: **Sales.** The specific role for accessing Capacity Management is called **P2S Capacity**