

Supplier Quick Guide: Working with Scheduling Agreements

INNIO SupplyOn Implementation

SupplyOn – the Supply Chain Business Network

March 2023
Version 1.0



Introduction

Scheduling Agreements Scheduling Agreement line items

Edit confirmations Download More 1 row selected 1 applied search criterion Search Advanced search View

	Order	Order sta...	Confirmation	Read	Customer	Customer site	Order date	Order type	Material	Total price	Last update
<input checked="" type="checkbox"/>	2355079	Initial	⚠ Required	Read	INNIO Jenbac...	INNIO Jenbacher	2024/02/21	Schedulin...			2024/02/2
<input type="checkbox"/>	235507	Initial	⚠ Required	● Unread	INNIO Jenbac...	INNIO Jenbacher	2024/02/21	Schedulin...			2024/02/2
<input type="checkbox"/>	2355077	Initial	⚠ Required	● Unread	INNIO Jenbac...	INNIO Jenbacher	2024/02/21	Schedulin...	--		2024/02/2
<input type="checkbox"/>	2294168_AON	Compl...	Not requ...	Read	INNIO Jenbac...	INNIO Jenbacher	2023/06/15	Schedulin...	9034863 --		2023/06/1

Orders Order line items

Edit confirmations Download More 1 applied search criterion Search Advanced search View

	Order	Order sta...	Confirmation	Read	Customer	Customer site	Order date	Order type	Material
<input type="checkbox"/>	2355094-1	Initial	⚠ Required	● Unread	INNIO Jenbac...	INNIO Jenbacher	2024/02/27	Purchase ...	9032705 --
<input type="checkbox"/>	2355091-1	Initial	⚠ Required	● Unread	INNIO Jenbac...	INNIO Jenbacher	2024/02/27	Purchase ...	393573 --
<input type="checkbox"/>	2355079-1	Initial	⚠ Required	● Unread	INNIO Jenbac...	INNIO Jenbacher	2024/02/21	Purchase ...	1248530 --
<input type="checkbox"/>	2355074-1	Initial	⚠ Required	● Unread	INNIO Jenbac...	INNIO Jenbacher	2024/02/19	Purchase ...	1248530 --

- › This guide will provide you with an overview about how to find and confirm Scheduling Agreements. Scheduling Agreements are the SupplyOn tool to manage Blanket Purchase Agreements (BPAs). You might already be familiar with Blanket Purchase Releases, which are treated as standard POs by INNIO and are visible in the Orders overview. You can identify them by the Agreement number, followed by ‘-’ and the release number (e.g. 1234567-1).

Step 1: Selection of services – How to open Supply Chain Collaboration (SCC)

The screenshot displays the SupplyOn dashboard interface. At the top, there is a navigation bar with the 'SUPPLYON' logo and the text 'QAS/PrePRD'. The main navigation menu includes 'SupplyOn Services', 'News', 'Administration', and 'More'. A dropdown menu is open under 'SupplyOn Services', showing options for 'Sourcing', 'Business Directory', 'Supply Chain Collaboration' (highlighted with a yellow box), and 'Flexible Survey'. The dashboard content area features three main tiles: 'Business Directory', 'Flexible Survey', and 'Sourcing'. The 'Supply Chain Collaboration' tile is located at the bottom left of the main content area and is also highlighted with a yellow box. It includes a description: 'Access the demand and delivery processes including E-Invoicing.' and an 'Open' button. A 'Tips & tricks' sidebar is visible on the right side of the dashboard.

› There are two options to access Supply Chain Collaboration:

- Hover your mouse over “SupplyOn Services” and click on “Supply Chain Collaboration” in the drop-down menu.
- Click on the arrow or "Open" button that appear on the "Supply Chain Collaboration" tile in the dashboard.

Step 2: How to access Scheduling Agreements

The screenshot displays the SupplyOn dashboard interface. At the top, the navigation bar includes 'SUPPLYON QAS/PrePRD', 'SupplyOn Services', 'News 99', 'Administration', and 'More'. The breadcrumb trail shows 'SupplyOn > Supply Chain Collaboration > Dashboard'. The main content area features a search bar and four tiles: 'Orders', 'Scheduling Agreements', 'Delivery Instructions', and 'Delivery Forecasts'. The 'Scheduling Agreements' tile is highlighted with a yellow box and contains the following data:

Category	Count
Orders to be confirmed	1061
Unread orders	42
Scheduling Agreements to be confirmed	8
Unread Scheduling Agreements	4

Below the counts, a 'Confirmation status' section shows progress bars and counts for 'Dated' (130), 'Partly confirmed' (15), and 'Open' (916). A 'Delivery Instructions' tile shows 0 current new instructions, and a 'Delivery Forecasts' tile shows 147 current new forecasts. The left-hand navigation bar includes 'Demand' (with 'Scheduling Agreements 4' highlighted), 'Delivery Instructions', 'Delivery Forecasts 99+', 'Delivery Call-Offs', 'Kanban', 'Planning', and 'Delivery'.

› Select any of the options described below to access the Scheduling Agreement Overview:

- On the left-hand side navigation bar, open the drop-down list with the arrow next to "Demand", then select "Scheduling Agreements".
- Click on the arrow in the "Scheduling Agreements" tile that appears in the Supply Chain Collaboration dashboard.
- Click on any of the options within the "Scheduling Agreements" tile (Dated, Partially confirmed, Open, Unread Scheduling Agreements or Scheduling Agreements to be confirmed) to see a prefiltered overview of the Scheduling Agreements.

Step 3: Scheduling Agreement Overview

The screenshot shows the 'Scheduling Agreement Overview' interface. At the top, there are tabs for 'Scheduling Agreements' and 'Scheduling Agreement line items'. Below the tabs are action buttons: 'Edit confirmations', 'Download', 'More', and 'View'. A search bar and 'Advanced search' option are also present. The main area is a table with columns: Order, Order sta..., Confirma..., Read, Customer, Customer site, and Order date. The table contains 12 rows of data. On the right side, there is a 'Your profiles for the table view' panel with a 'Default Profile' section. This panel includes a 'Filter columns' search bar, a list of columns with eye icons, and a 'Save' button. Numbered callouts (1-4) point to specific elements: 1 points to the 'More' button, 2 points to the 'View' button, 3 points to the pin icon for the 'Order' column, and 4 points to the 'Create profile' button.

Order	Order sta...	Confirma...	Read	Customer	Customer site	Order date
2355079	Initial	Required	Unread	INNIO Jenbac...	INNIO Jenbacher	2024/02/21
2355078	Initial	Required	Unread	INNIO Jenbac...	INNIO Jenbacher	2024/02/21
2355077	Initial	Required	Unread	INNIO Jenbac...	INNIO Jenbacher	2024/02/21
2355074	Initial	Required	Read	INNIO Jenbac...	INNIO Jenbacher	2024/02/15
2355073	Initial	Required	Read	INNIO Jenbac...	INNIO Jenbacher	2024/02/15
2294180_AON	Initial	Required	Read	INNIO Jenbac...	INNIO Jenbacher	2024/02/14
2294171_AON	Initial	Required	Unread	INNIO Jenbac...	INNIO Jenbacher	2024/01/25
2294170_AON	Completel...	Not requ...	Read	INNIO Jenbac...	INNIO Jenbacher	2023/08/01
2294168_AON	Completel...	Not requ...	Read	INNIO Jenbac...	INNIO Jenbacher	2023/06/15
2294167_AON	Completel...	Not requ...	Read	INNIO Jenbac...	INNIO Jenbacher	2023/06/15
2294166_AON	Completel...	Not requ...	Read	INNIO Jenbac...	INNIO Jenbacher	2023/06/15

- › The Scheduling Agreement overview opens automatically. Each column provides relevant information regarding each individual order.
- › Customize your own personal view:
 1. You can show and hide columns by setting the eye icon to visible or not visible.
 2. You can reorganize the columns by drag and drop in the overview or by dragging and dropping the icon in the view menu.
 3. Click on the pin icon to freeze a column and keep it visible when you scroll.
 4. You can save your customized overview for your next login by saving the changes to the Default Profile or by creating your own profile.

Step 4: How to check Scheduling Agreement details 1/3

The screenshot displays the SAP Scheduling Agreement interface. At the top, there are tabs for "Scheduling Agreements" and "Scheduling Agreement line items". Below the tabs, there are buttons for "Edit confirmations", "Download", and "More". A search bar contains "1 applied search criterion". The main area shows a table of scheduling agreements with columns for Order, Order status, Confirmation, Read status, and Customer. The first row, with order number 2355079, is highlighted with a blue circle and the number 1. To the right, a detailed view of the selected agreement is shown, titled "Scheduling Agreement". This view includes a "Customer" section with fields for Name and Address, References, and Contact Information. The "Ship-to" section is also visible. At the bottom of the detailed view, there are buttons for "View details" (highlighted with a blue circle and the number 2), "history", and "Close".

Order	Order sta...	Confirmation	Read	Customer
2355079	Initial	Required	Unread	INNIO Jenbac...
2355078	Initial	Required	Unread	INNIO Jenbac...
2355077	Initial	Required	Unread	INNIO Jenbac...
2355074	Initial	Required	Read	INNIO Jenbac...
2355073	Initial	Required	Read	INNIO Jenbac...
2294180_AON	Initial	Required	Read	INNIO Jenbac...
2294171_AON	Initial	Required	Unread	INNIO Jenbac...
2294170_AON	Completel...	Not requ...	Read	INNIO Jenbac...
2294168_AON	Completel...	Not requ...	Read	INNIO Jenbac...

Scheduling Agreement

Customer

Name and Address	References	Contact Information
INNIO Jenbacher GmbH & CO OG Achenseestr. 1-3 6200 Jenbach AT	Partner No.: 101 Site code (Customer): 101 Vat No.: ATU57359405 Organization: INNIO	Contact: Beiskammer, Department: Buyer Role: PD Phone: 0043 5244 60

Ship-to

Name and Address	References	Contact Information
------------------	------------	---------------------

Rows per page: Auto | 1-9 of 15 | View details | history | Close

1. Click on any of the Scheduling Agreement numbers the view the details.
2. A preview will be shown on the right corner. Scroll through it or click on "View details" to see more information on the selected Scheduling Agreement.

Step 4: How to check Scheduling Agreement details 2/3

My SupplyOn > Supply Chain Collaboration > Orders > **Order details** Contact | Help for this page | Print

Scheduling Agreement: 2355079 - Customer: INNIO Jenbacher GmbH & Co OG, Site code (Customer): 101 View order changes by customer

Line items | **Header Details** | Parties

LI	Material	Material Description	Unloading Point	Net value	First Delivery Date	UoM	Qty.	Respond-by...	Response D...	Response...	Delivery Status	Responded by	Invoice Status
1		Injector	JENBACH_AT	0,00 EUR	21.02.24	EA	0	28.02.24 23...		no response	n/a		—

Pos. 1: Injector Previous Line Item | Next Line Item

Unloading Point: JENBACH_AT
Price per price unit: 13,60 EUR
Price Unit: 1

Line Item Details

Additional Information: Injector...Ø 4,6 mm ? new version with new inner geometry, marked with 1248530

Buttons: Back | Set all to | Apply supplier reference | Save & send | Create invoice | Create EPA/ASN | Print | Download

Page 1 of 1 | First | Prev | Next | Last

Line Item Details 5

Delivery Instruction Code:	DN
Additional Information:	Drawing Number: J 07574121 02 02
Documents:	Quality Plan:41310.-2
Purchasing Information:	RFQ Quotation Nr:123456789

- The Order details overview is shown, including all important details.
- Go to Header Details for more information.
- Depending on material, extra information can be included, which will be displayed in the section “Line Item Details”.

Step 4: How to check Scheduling Agreement details 3/3

My SupplyOn > Supply Chain Collaboration > Orders > Order details Contact | Help for this page | P

Scheduling Agreement: 2355097 - Customer: INNIO Jenbacher GmbH & Co OG, Site code (Customer): 101 View order changes by custom

Line items | **Header Details** | Parties

Document Data

Dates	
Order Date:	05.03.24
Last Change:	05.03.24
Calculation Date:	05.03.24
Validity Start:	04.03.24
Expiry Date:	28.12.24
Order change information:	Original

References and Instructions	
Message Number:	8939
Order Number:	2355097
Order Type:	Scheduling Agreement
Order Subtype:	BPA
Incoterms Code:	FCA

Status

Delivery Status:	No delivery status
Invoice Status:	No invoice status

Corporate footer: PO: 2355097 Rev: 0

6. The “Dates” section of the “Header Details” tab shows information regarding the critical dates of the Scheduling Agreement, such as Order Date, Last Change, Expiry Date, etc.

7. The “Reference and Instructions” section shows the Order Number linked to this specific Scheduling Agreement

8. The corporate footer shows the Agreement Revision.

Step 5: How to confirm a Schedule Agreement

Scheduling Agreements Scheduling Agreement line items

[Edit confirmations](#) **2** Download More 1 row selected 1 applied search criterion Search Advanced search View

	Order	Order sta...	Confirmation	Read	Customer	Customer site	Order date	Order type	Material	Total price	Last update
<input checked="" type="checkbox"/> 1	2355079	Initial	⚠ Required	Read	INNIO Jenbac...	INNIO Jenbacher	2024/02/21	Schedulin...			2024/02/2
<input type="checkbox"/>	2355078	Initial	⚠ Required	● Unread	INNIO Jenbac...	INNIO Jenbacher	2024/02/21	Schedulin...			2024/02/2
<input type="checkbox"/>	2355077	Initial	⚠ Required	● Unread	INNIO Jenbac...	INNIO Jenbacher	2024/02/21	Schedulin...	--		2024/02/2
<input type="checkbox"/>	2355074	Initial	⚠ Required	Read	INNIO Jenbac...	INNIO Jenbacher	2024/02/19	Schedulin...			2024/02/1
<input type="checkbox"/>	2355073	Initial	⚠ Required	Read	INNIO Jenbac...	INNIO Jenbacher	2024/02/19	Schedulin...			2024/02/1
<input type="checkbox"/>	2294180_AON	Initial	⚠ Required	Read	INNIO Jenbac...	INNIO Jenbacher	2024/02/14	Schedulin...	Delfor_TestM...		2024/02/1
<input type="checkbox"/>	2294171_AON	Initial	⚠ Required	Read	INNIO Jenbac...	INNIO Jenbacher	2024/01/29	Schedulin...	9034863 --		2024/01/2
<input type="checkbox"/>	2294170_AON	Completel...	Not requ...	Read	INNIO Jenbac...	INNIO Jenbacher	2023/08/01	Schedulin...	Delfor_TestM...		2023/07/0
<input type="checkbox"/>	2294168_AON	Completel...	Not requ...	Read	INNIO Jenbac...	INNIO Jenbacher	2023/06/15	Schedulin...	9034863 --		2023/06/1

Rows per page: Auto 1-9 of 15 << < > >>

1. Select the order you want to confirm.
2. Click on “Edit confirmations”

Step 5: How to confirm a Schedule Agreement (Continued)

Scheduling Agreements Scheduling Agreement line items

Edit confirmations Download More 1 row selected 3 View

	Order	Line item	Confirmation	Customer	Confirmation status	Requested del. date	Requested qty.	Requested price...	Supplier reference	Conf
<input checked="" type="checkbox"/>	2355079	1	Required	INNIO Jenbacher G...	Confirmed (draft)	2024/02/21	0 EA	13.60 EUR / 1 EA	1234	

Cancel Send confirmations 4

Rows per page: Auto 1-1 of 1

3. Add the Supplier Reference.
4. Click on “Send confirmations”

- › **Note:** In case you need to confirm multiple line items at once, you can add the Supplier Reference to all line items by clicking on **More > Set supplier reference.**

Scheduling Agreement line items

More 1 row selected

- Set supplier reference
- Reset to requested values
- Decline
- Upload confirmations >

Set supplier reference

'Supplier reference' will be set for selected line item

Supplier reference 1234 ✓

Cancel Apply

Step 8: Successful Scheduling Agreement Confirmation

Scheduling Agreements Scheduling Agreement line items

Edit confirmations Download More

2 applied search criteria 2355094 Advanced search View

<input type="checkbox"/>	Order	Order status	Confirmation	Read	Confirmation...	Customer Approv...	Delivery status	Invoice status	Customer gr...	Customer	Customer site
<input type="checkbox"/>	...	2355094	Completely confirmed	Not required	Read	Done	Not applicable	Not requested	N/A	INNIO	INNIO Jenbac... INNIO Jenbacher

- › Your Scheduling Agreement was successfully transmitted if the status “Completely confirmed” appears in the column “Order status”.



? Any Questions

SupplyOn AG

Ludwigstraße 49

85399 Hallbergmoos

customer-support@SupplyOn.com