

Supplier Quick Guide: Working with Scheduling Agreements

INNIO SupplyOn Implementation

SupplyOn – the Supply Chain Business Network

March 2023 Version 1.0

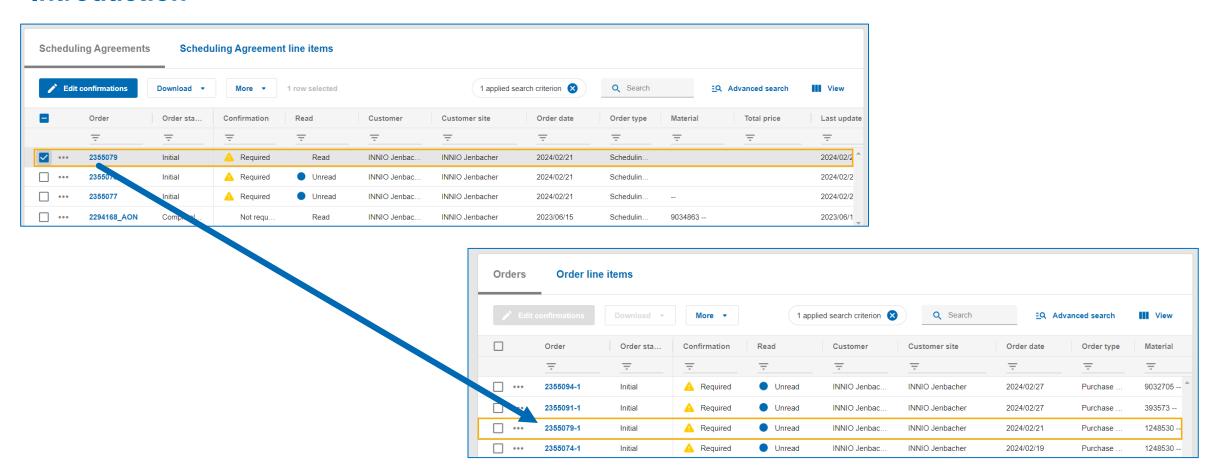








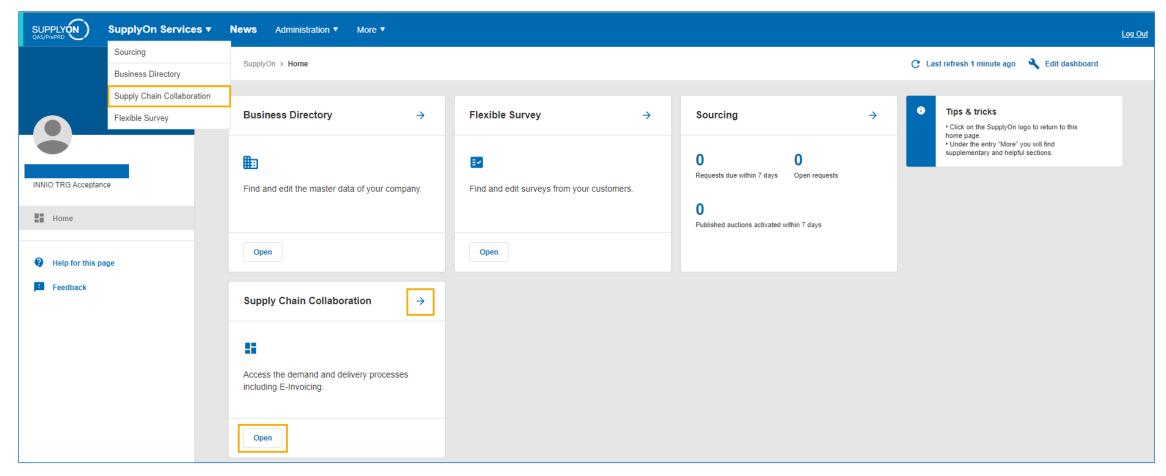
Introduction



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).

SUPPLY (N)

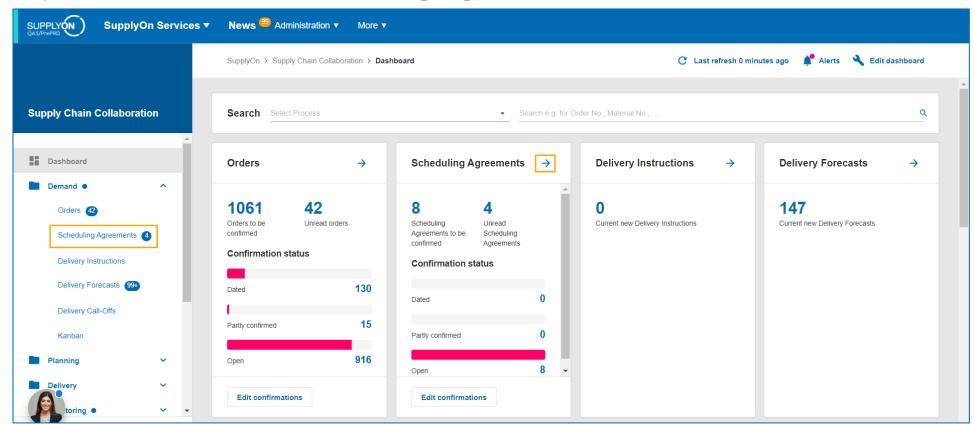
Step 1: Selection of services – How to open Supply Chain Collaboration (SCC)



- > 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.



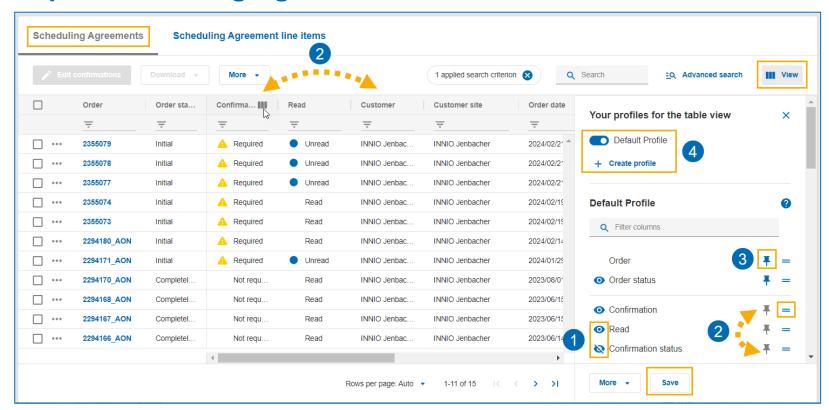
Step 2: How to access Scheduling Agreements



- > 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.

SUPPLY (N)

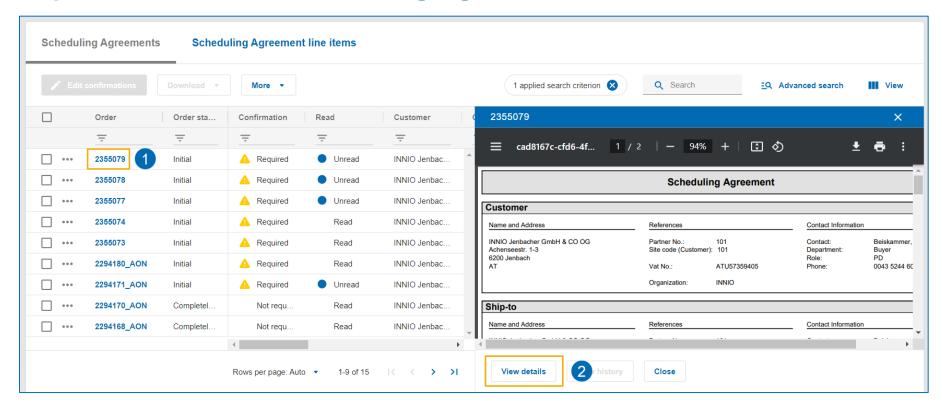
Step 3: Scheduling Agreement Overview



- > 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.

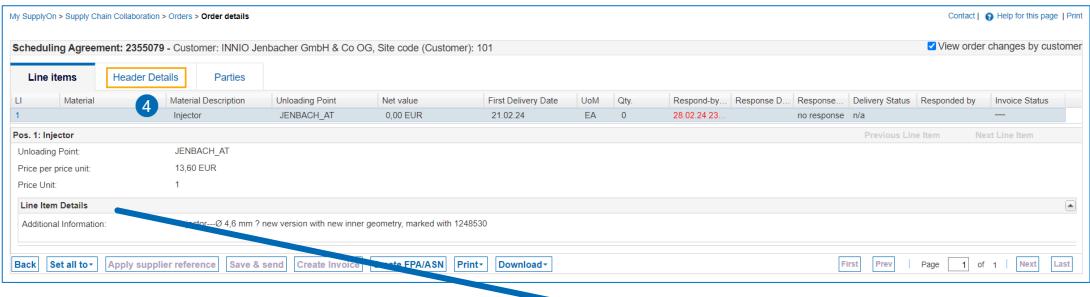
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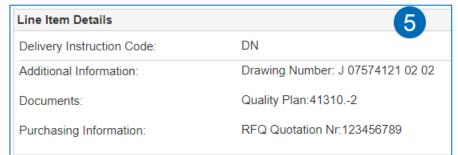
Step 4: How to check Scheduling Agreement details 1/3



- 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

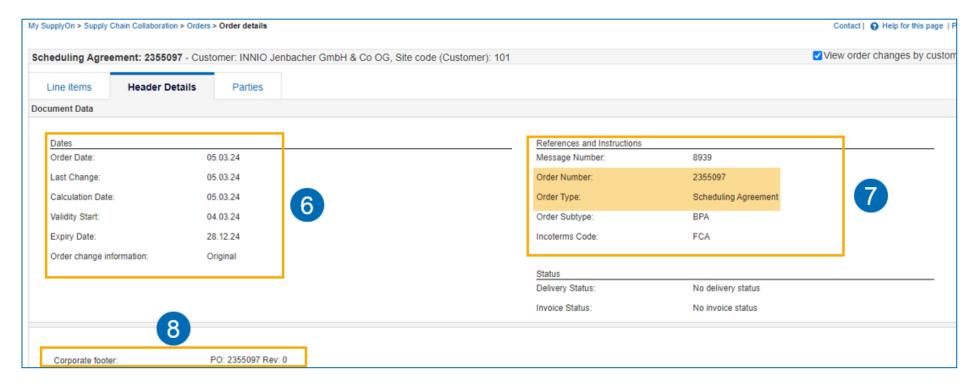




- 3. The Order details overview is shown, including all important details.
- Go to Header Details for more information.
- 5. Depending on material, extra information can be included, which will be displayed in the section "Line Item Details".



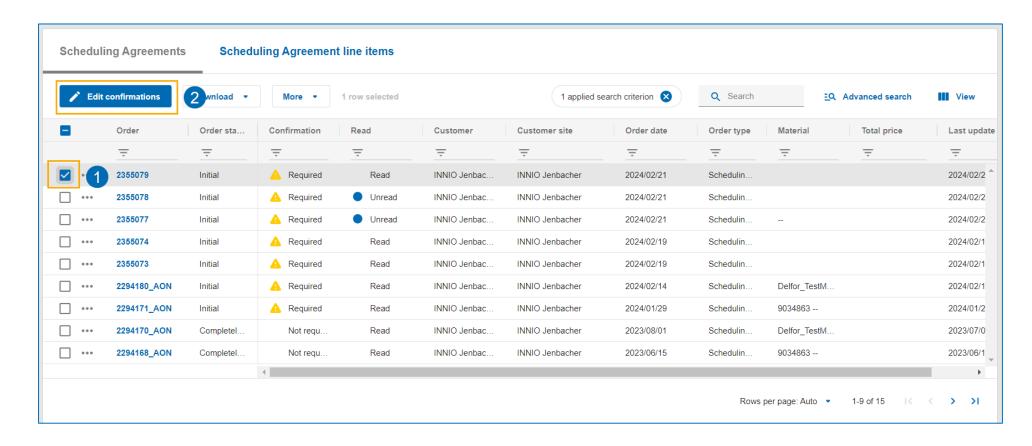
Step 4: How to check Scheduling Agreement details 3/3



- 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.



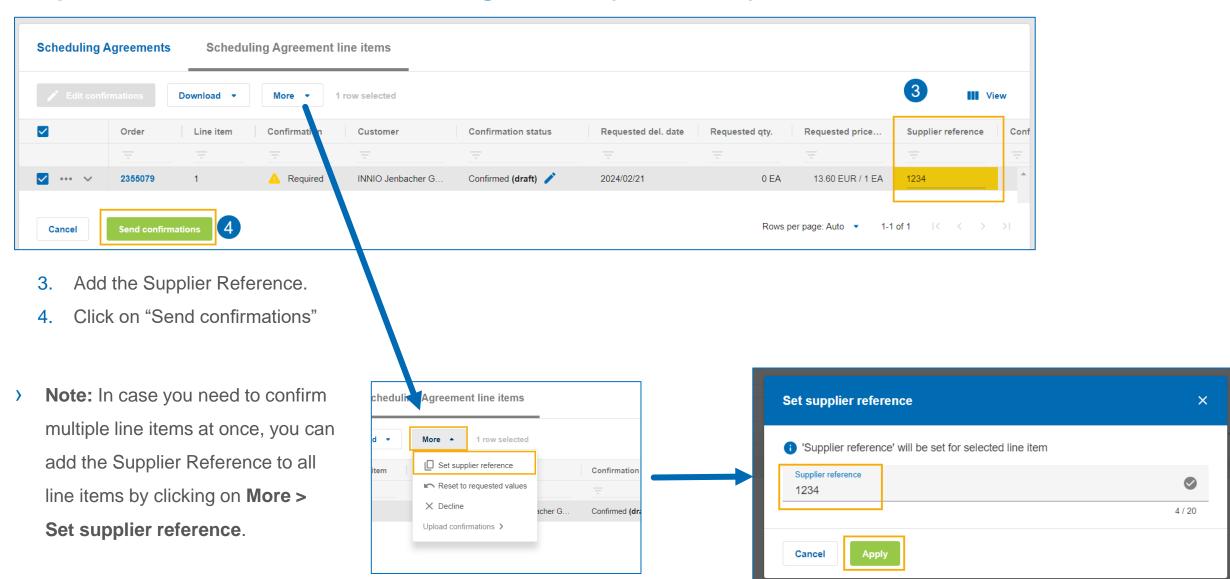
Step 5: How to confirm a Schedule Agreement



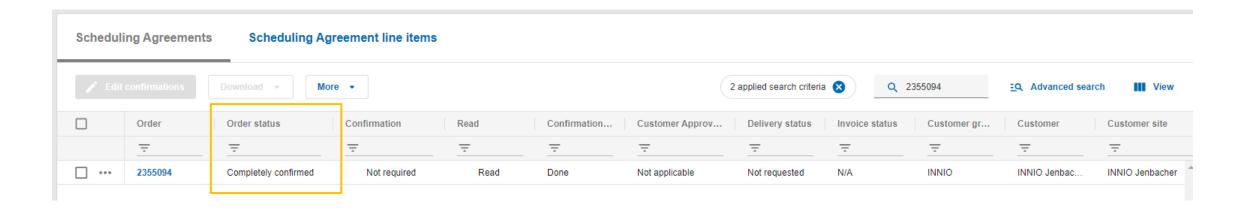
- 1. Select the order you want to confirm.
- Click on "Edit confirmations"



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



Step 8: Successful Scheduling Agreement Confirmation



Your Scheduling Agreement was successfully transmitted if the status "Completely confirmed" appears in the column "Order status".

