

Handout for the SupplyOn Service Supply Chain Collaboration

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 Scheduling Agreements

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 **Supply Chain Collaboration**.



Figure: Access to the **Supply Chain Collaboration Dashboard**

2. Click on the arrow in the **Scheduling Agreements** tile located in the **Dashboard**.

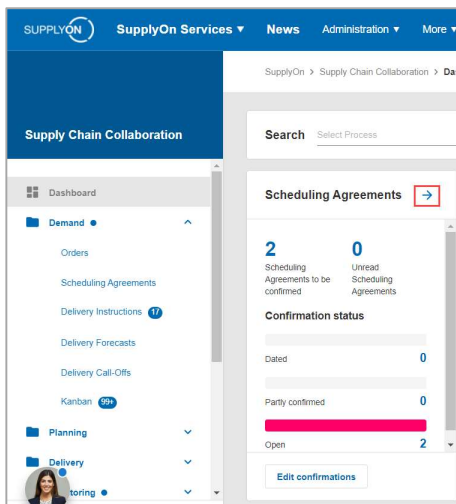


Figure: Access to the **Scheduling Agreement Overview**

3. Select **Scheduling Agreements**.
4. Select an SA by ticking the corresponding box and then click on **Edit confirmations**.

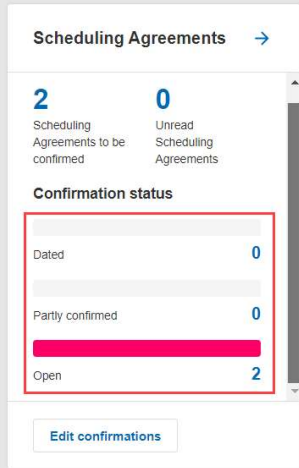
A screenshot of the 'Scheduling Agreement line items' table. The 'Edit confirmations' button is highlighted with a red box. The table contains two rows of data with columns for Order, Order status, Confirmation, Read, Customer, Customer site, Order date, Order type, Material, and Total price.

	Order	Order sta...	Confirmation	Read	Customer	Customer site	Order date	Order type	Material	Total price
<input checked="" type="checkbox"/>	5100000167	Initial	Required	Read	Siemens Hamburg (ARE 7718)	Siemens Hamburg, DE	2017/09/04	Schedulin...	A9B10059445	
<input type="checkbox"/>	5100000244	Initial	Required	Read	Siemens Hamburg (ARE 7718)	Siemens Hamburg, DE	2017/09/05	Schedulin...	A9B10059445	

Figure: **Scheduling Agreements Overview**

Note

Another option to enter the screen is to select the options **Open**, **Dated** or **Partly Confirmed** in the **Scheduling Agreement Tile**. By choosing one of these options you will be directed to an overview with prefiltered Scheduling Agreements.



5. Verify that the information in the SA is correct. Mandatory fields are highlighted in yellow. In case the price needs to be updated, overwrite this field. Add Supplier Reference and click on **Send confirmations**.

Scheduling Agreements Scheduling Agreement line items

Edit confirmations Download More 1 row selected View

	Order	Line Item	Confirmation	Customer	Confirmation status	Material	Confirmed price per unit	Confirmed price unit	Supplier reference
<input checked="" type="checkbox"/>	510000167	000010	Required	Siemens Hamburg (...)	Confirmed (draft)	A9B10058445	100.00 EUR	1.00 EA	

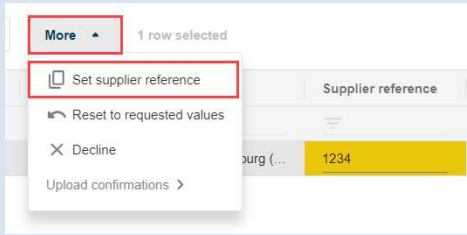
Cancel Send confirmations

Rows per page: Auto 1-1 of 1

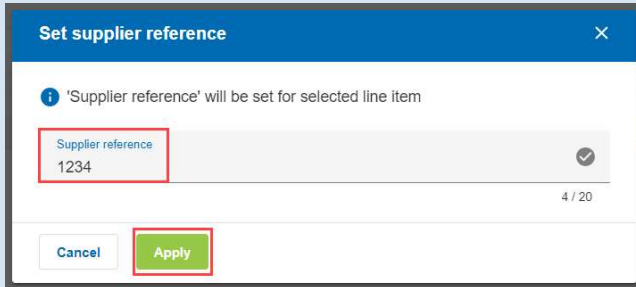
Figure: Scheduling Agreements – line items

Note

You can add a Supplier Reference for multiple line items by clicking on **More > Set supplier reference**.



Type in the Supplier reference and click on **Apply**. The reference number will be applied to all the line items in your SA.



The Scheduling Agreement's status will appear as "Completely confirmed" in the **Order status** column and as "Done" in the **Confirmation status** column.

Scheduling Agreements		Scheduling Agreement line items							
Order	Order status	Confirmation	Read	Confirmation status	Customer	Customer site	Order date	Order type	
...	5100000167	Completely confirmed	Not required	Read	Done	Siemens Hamburg (ARE 7718)	Siemens Hamburg, DE	2017/09/04	Schedulin
...	5100000244	Initial	Required	Read	Open	Siemens Hamburg (ARE 7718)	Siemens Hamburg, DE	2017/09/05	Schedulin

Figure: **Scheduling Agreements Overview: Columns Order Status – Confirmation Status**

Note

If you have confirmed the order with changes (e.g., by modifying the unit price), the customer will send an updated version of the SA, the status will then appear as **Dated**. In this case, the SA must be confirmed again.

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 > Supply Chain Collaboration > Delivery Schedules > Delivery Forecast Details

Delivery Forecast Details Partner Information Additional Information

Material-related information

Document No. 11-2023 3 Transmission Date: 11/4/23 2:28 pm Validity Period: 11/2/23 - 12/2/23
 Material (Customer): 1sa 20231125-2 Material (Supplier): - Planner: -
 Material description (Customer): Threaded Joint Message Number: 171 EA
 Engineering Change Level: FCA - Order Number: - Supply Model: Delivery Forecast
 Incoterms: - Delivery Instruction Number: - Order Position: -
 Production Release: - Delivery Instruction Number Old: - Date: 11/2/23
 Material Release: -
 Transport Mode: -

Additional Reference Data

Current cumulated quantity received: 4,800 Start date of current cumulated quantity: 1/1/23 Last cumulated quantity before resetting: 7,600

Cumulative quantities

Cumulative received quantity (cumulative quantity customer): 4,800 Latest confirmation by: 11/16/23 12:00 am
 Cumulative shipped quantity (cumulative quantity supplier): 0 Save
 Quantity from ASNs in draft status: 0
 Status: not ok

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

Default View Manage View

Delivery Date	Pickup Date	Dispatch Qty	cum. Quantity	Difference	Commit	Confirmed Date	Shipped Qty
11/20/23		500	5,300		Forecast	11/17/23	0
11/30/23		200	5,500		Forecast	11/30/23	0
12/11/23		400	5,900		Forecast	12/11/23	0
2/28/24		400			Forecast	2/28/24	0

Back Demand History Download Print

Figure: Delivery Schedules > Delivery Forecast Details – Commit Level

NOTE: Another option to enter the Delivery Forecast Details screen is to

- Open the **SupplyOn Services** and select **Supply Chain Collaboration**.
- 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 on the blue highlighted Material number of 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.

My SupplyOn > Supply Chain Collaboration > Delivery Schedules > Delivery Instruction Details

Contact | Help for this page | Print

Delivery Instruction Details Partner Information Additional Information

Packaging
Packaging Type: KLT-0815 Quantity: 2,090 Amount: 9

Material-related Information
Document No.: 17651
Material (Customer): ita 01012024-40
Material description (Customer): MDescr: 599
Engineering Change Level:
Incoterms: FOB Sao Bernardo
Production Release:
Material Release:
Transport Mode:
Transmission Date: 2/21/22 2:33 pm
Material (Supplier):
Message Number: O_123
UoM: EA
Order Number: 0055011340
Delivery Instruction Number: 6
Delivery Instruction Number Old: 7
Validity Period: -
Planner:
Supply Model:
Order Position: 10
Date: 2/21/22
Date: 2/21/22

Additional Reference Data
Deliverynote Number: 0
Current cumulated quantity received: 2,049
Date: 2/21/22
Start date of current cumulated quantity: 1/30/11
Quantity: 59
Last cumulated quantity before resetting: 59

Cumulative quantities
Cumulative received quantity (cumulative quantity customer): 2,049
Cumulative shipped quantity (cumulative quantity supplier): 2,049 Save
Quantity from ASNs in draft status: 0
Status: ok

Delivery Instruction Schedule Lines
Default View Manage View

Delivery Date	Pickup Date	Dispatch Qty	cum. Quantity	Difference	Commit	Shipped Qty
1/9/12		41			Fix	0

Back Demand History Download Print

Figure: Delivery Instruction > Delivery Instructions Details

NOTE: Another option to enter the **Delivery Instruction Details** screen is to

- Open the **SupplyOn Services** and select **Supply Chain Collaboration**.
- 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 on the blue highlighted Material number of 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 > Supply Chain Collaboration > Delivery Schedules > Delivery Instruction Details Contact | Help for this page | Print

Delivery Instruction Details Partner Information Additional Information

Packaging
Packaging Type: KLT-0815 Quantity: 2,090 Amount: 9

Material-related Information
 Document No.: 17651 Transmission Date: 2/21/22 2:33 pm Validity Period: -
 Material (Customer): tsa 01012024-40 Material (Supplier): Planner:
 Material description (Customer): MDesc: 999 Message Number: O_123
 Engineering Change Level: UoM: EA Supply Model:
 Incoterms: FOB Sao Bernardo Order Number: 0055011340 Order Position: 10
 Production Release: Delivery Instruction Number: 8 Date: 2/21/22
 Material Release: Delivery Instruction Number Old: 7 Date: 2/21/22
 Transport Mode:

Additional Reference Data
 Deliverynote Number: 0 Date: 2/21/22 Quantity: 59
 Current cumulated quantity received: 2,049 Start date of current cumulated quantity: 11/30/11 Last cumulated quantity before resetting:

Cumulative quantities
 Cumulative received quantity (cumulative quantity customer): 2,049
 Cumulative shipped quantity (cumulative quantity supplier): 2,049 Save
 Quantity from ASNs in draft status: 0
 Status: ok

Delivery Instruction Schedule Lines
 Default View - Manage View -

Delivery Date	Pickup Date	Dispatch Qty	cum. Quantity	Difference	Commit	Shipped Qty
1/8/12		41			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 > Supply Chain Collaboration > Delivery Schedules > Delivery Instruction Details Contact | Help for this page | Print

Delivery Instruction Details Partner Information Additional Information

Packaging
Packaging Type: KLT-0815 Quantity: 2,090 Amount: 9

Material-related Information
 Document No.: 17651 Transmission Date: 2/21/22 2:33 pm Validity Period: -
 Material (Customer): tsa 01012024-40 Material (Supplier): Planner:
 Material description (Customer): MDesc: 999 Message Number: O_123
 Engineering Change Level: UoM: EA Supply Model:
 Incoterms: FOB Sao Bernardo Order Number: 0055011340 Order Position: 10
 Production Release: Delivery Instruction Number: 8 Date: 2/21/22
 Material Release: Delivery Instruction Number Old: 7 Date: 2/21/22
 Transport Mode:

Additional Reference Data
 Deliverynote Number: 0 Date: 2/21/22 Quantity: 59
 Current cumulated quantity received: 2,049 Start date of current cumulated quantity: 11/30/11 Last cumulated quantity before resetting:

Cumulative quantities
 Cumulative received quantity (cumulative quantity customer): 2,049
 Cumulative shipped quantity (cumulative quantity supplier): 2,049 Save
 Quantity from ASNs in draft status: 0
 Status: ok

Delivery Instruction Schedule Lines
 Default View - Manage View -

Delivery Date	Pickup Date	Dispatch Qty	cum. Quantity	Difference	Commit	Shipped Qty
1/8/12		41			Fix	0

Back Demand History Download Print

Figure: Delivery Instruction > Delivery Instructions Details – Demand History

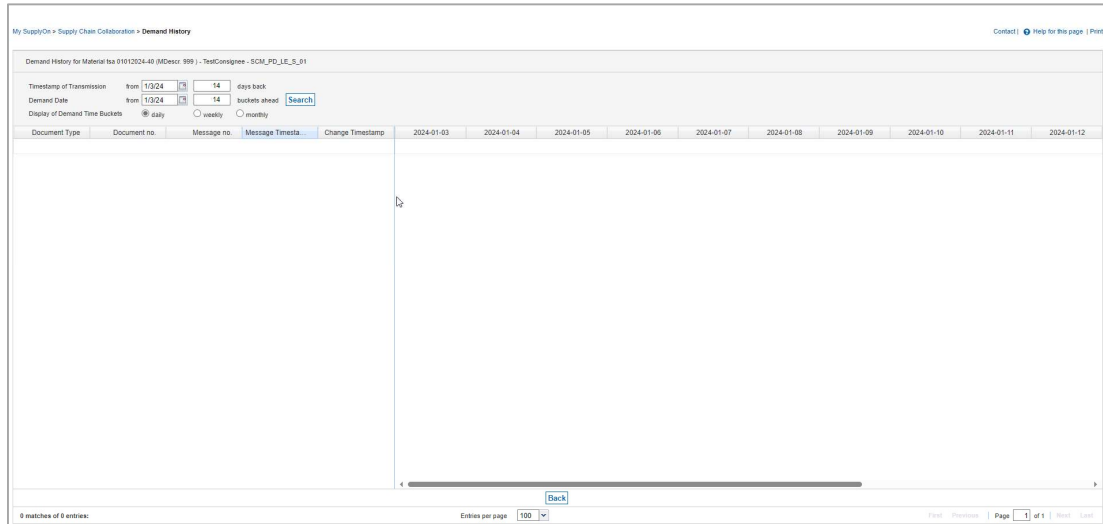


Figure: Demand History

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**.

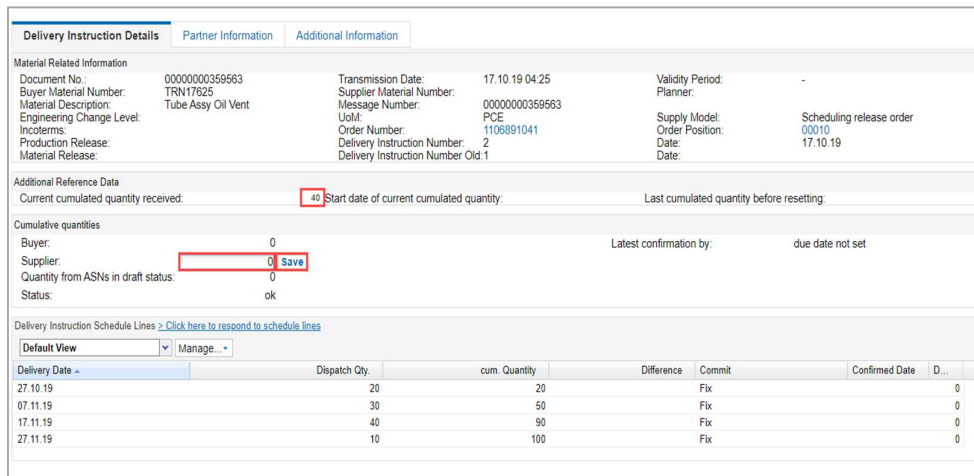


Figure: Delivery Instruction Details – Synchronize Cumulative quantities

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 **Supply Chain Collaboration**.
2. Click on the arrow in the **Delivery Instructions** tile to access the Delivery Instructions Overview.

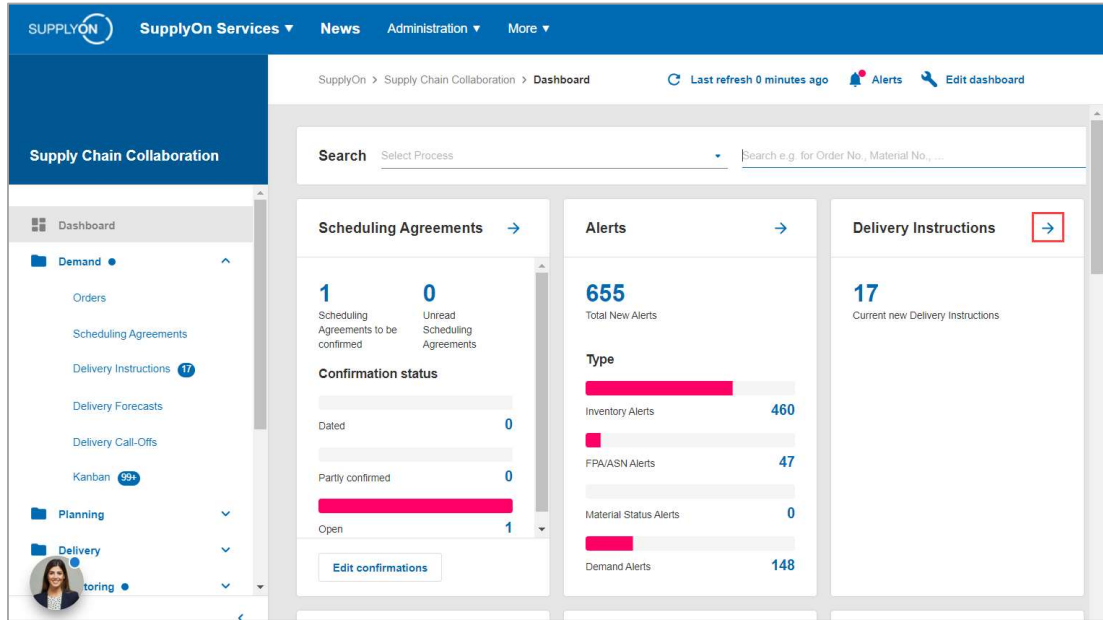


Figure: Supply Chain Collaboration Dashboard – Delivery Instructions tile

3. The list of actual and yet to be read Delivery Instructions is displayed.

The screenshot displays the 'Delivery Instructions' list view. At the top, there is a 'Download' button and search filters. The table below lists individual delivery instructions with the following columns: Material (Cus...), Material description (Custo...), Order no., Current, Read, Confirmation sta..., Site code (C..., and Supplie. The table contains 10 rows of data, each with a checkbox on the left and a status indicator (green checkmark for 'Current', blue dot for 'Unread').

	Material (Cus...)	Material description (Custo...)	Order no.	Current	Read	Confirmation sta...	Site code (C...	Supplie
<input type="checkbox"/>	2556011428	Current	Read	To be confirmed		
<input type="checkbox"/>	2556011544	Current	Unread	To be confirmed		
<input type="checkbox"/>	2556011377	Current	Read	Confirmed		
<input type="checkbox"/>	2556011370	Current	Read	Confirmed		
<input type="checkbox"/>	2556010488	Current	Read	Confirmed		
<input type="checkbox"/>	2556010488	Current	Read	Confirmed		
<input type="checkbox"/>	2556008345	Current	Read	Not to be confirmed		
<input type="checkbox"/>	1705002811	Current	Read	Not to be confirmed		
<input type="checkbox"/>	1705002810	Current	Read	Not to be confirmed		
<input type="checkbox"/>	2556006894	Current	Read	Not to be confirmed		

At the bottom of the table, there is a pagination control showing 'Rows per page: Auto' and '1-10 of 12'.

Figure: Actual Delivery Instructions

4. Select all entries with one click.

The screenshot shows a table titled "Delivery Instructions" with 12 rows selected. The table has columns for Material (Cus...), Material description (Custo...), Order no., Current, Read, Confirmation sta..., Site code (C...), and Suppli. The "Download" button is highlighted with a red box. The table content is as follows:

	Material (Cus...)	Material description (Custo...)	Order no.	Current	Read	Confirmation sta...	Site code (C...	Suppli
<input checked="" type="checkbox"/>				Current	Read	To be confirmed		
<input checked="" type="checkbox"/>				Current	Unread	To be confirmed		
<input checked="" type="checkbox"/>				Current	Read	Confirmed		
<input checked="" type="checkbox"/>				Current	Read	Confirmed		
<input checked="" type="checkbox"/>				Current	Read	Confirmed		
<input checked="" type="checkbox"/>				Current	Read	Confirmed		
<input checked="" type="checkbox"/>				Current	Read	Not to be confirmed		
<input checked="" type="checkbox"/>				Current	Read	Not to be confirmed		
<input checked="" type="checkbox"/>				Current	Read	Not to be confirmed		
<input checked="" type="checkbox"/>				Current	Read	Not to be confirmed		
<input checked="" type="checkbox"/>				Current	Read	Not to be confirmed		
<input checked="" type="checkbox"/>				Current	Read	Not to be confirmed		

5. Click on the **download** menu.

The screenshot shows the same "Delivery Instructions" table with 12 rows selected. The "Download" button is highlighted with a red box. The table content is as follows:

	Material (Cus...)	Material description (Custo...)	Order no.	Current	Read	Confirmation sta...	Site code (C...	Suppli
<input checked="" type="checkbox"/>				Current	Read	To be confirmed		
<input checked="" type="checkbox"/>				Current	Unread	To be confirmed		
<input checked="" type="checkbox"/>				Current	Read	Confirmed		
<input checked="" type="checkbox"/>				Current	Read	Confirmed		
<input checked="" type="checkbox"/>				Current	Read	Confirmed		
<input checked="" type="checkbox"/>				Current	Read	Confirmed		
<input checked="" type="checkbox"/>				Current	Read	Not to be confirmed		
<input checked="" type="checkbox"/>				Current	Read	Not to be confirmed		
<input checked="" type="checkbox"/>				Current	Read	Not to be confirmed		
<input checked="" type="checkbox"/>				Current	Read	Not to be confirmed		
<input checked="" type="checkbox"/>				Current	Read	Not to be confirmed		
<input checked="" type="checkbox"/>				Current	Read	Not to be confirmed		

Figure: Delivery Schedules - Download Menu

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

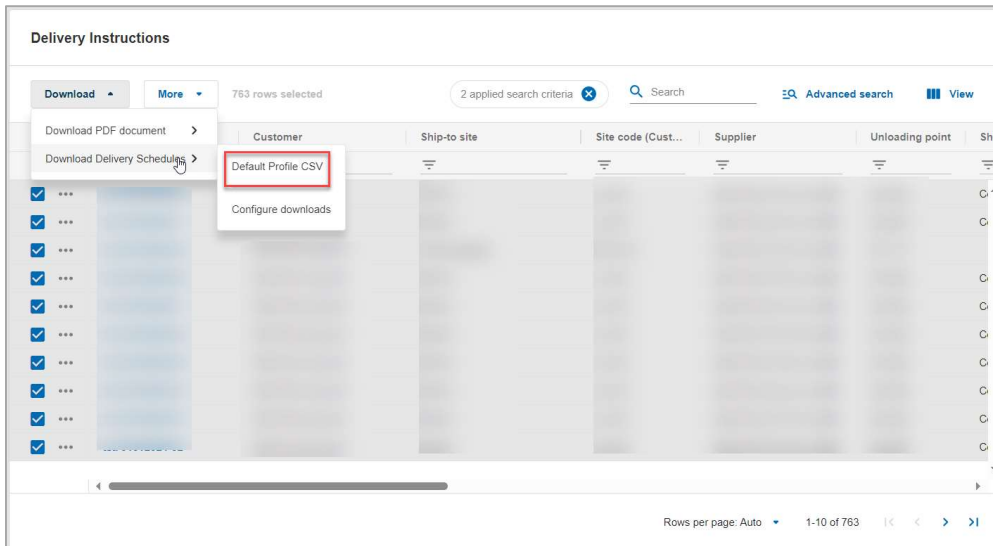


Figure: Download Menu - Download Delivery Schedules - Default Profile CSV

7. MS Excel Sheet opens automatically and displays the delivery schedule lines.
8. Scroll to the right to find the requested **Delivery date** and **Delivery quantity**.
9. You can use this file for uploading a batch of all actual delivery schedules into your own ERP or Order Management system.
10. 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 Numb	Order Positi	Delivernoty	Delivernoty	Quantity	Cum Qty.	Cu	Start Date of	Reinitializati	Unit of meas	Delivery dat	Delivery quan	um Qty.	Difference	Supplier Arti	Supply Modi	BGM Code	Status	Siemens Plai	Release num
2	5900003329	20				0			EA	05.07.2022	9	9				3	241	1		
3	5900003329	20				0			EA	14.07.2022	9	18				3	241	1		
4	5900003329	20				0			EA	21.07.2022	7	25				3	241	4		
5	5900003329	20				0			EA	01.08.2022	8	33				3	241	4		
6	5900003329	20				0			EA	01.08.2022	10	43				3	241	4		
7	5900003329	10				0			EA	05.07.2022	9	9				3	241	1		
8	5900003329	10				0			EA	14.07.2022	9	18				3	241	1		
9	5900003329	10				0			EA	21.07.2022	7	25				3	241	4		
10	5900003329	10				0			EA	01.08.2022	8	33				3	241	4		
11	5900003329	10				0			EA	01.08.2022	10	43				3	241	4		
12	5900003328	30				0			EA	05.07.2022	9	9				3	241	1		
13	5900003328	30				0			EA	14.07.2022	9	18				3	241	1		
14	5900003328	30				0			EA	21.07.2022	7	25				3	241	4		
15	5900003328	30				0			EA	01.08.2022	10	43				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 Schedule Responses

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.

The screenshot shows the 'Schedule Response' interface. At the top, there is a search bar with a dropdown menu for 'Demand/Supply Date' and a text input field containing '30'. The main area displays a table of schedule lines with columns for 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., and Comment. The table contains 20 rows of data, each representing a different training item for Siemens Energy. Below the table, there are several action buttons: 'Select changed rows', 'Split selected row', 'Clear selected planned shipments', 'Adopt Demand', 'Restore original values', 'Save & send', 'Refresh table', 'Upload', and 'Download'. The status bar at the bottom indicates '60 matches' and 'Entries per page 100'.

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.

This screenshot is similar to the previous one, but with the 'Supply date' and 'Comment' columns highlighted in red. The 'Supply date' column shows dates like '05.07.22' and '11.08.22'. The 'Comment' column is currently empty for most rows, with a few containing '11.08.22'. The same action buttons and status bar are visible at the bottom.

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	Qty
	Initial	Siemens Energy	100_1300	training it.	training item 5	Deliv.	5900003329	00050	EA	X	Fix	0011	14.07.22	9	-18		14.07.22			
	Changed	Siemens Energy	100_1300	training it.	training item 1	Deliv.	5900003328	00010	EA	X	Fix	0011	14.07.22	9	-18		14.07.22			
	Initial	Siemens Energy	100_1300	training it.	training item 2	Deliv.	5900003328	00020	EA	X	Fix	0011	14.07.22	9	-18		14.07.22			
	Initial	Siemens Energy	100_1300	training it.	training item 3	Deliv.	5900003328	00030	EA	X	Fix	0011	14.07.22	9	-18		14.07.22			
	Initial	Siemens Energy	100_1300	training it.	training item 4	Deliv.	5900003328	00040	EA	X	Fix	0011	14.07.22	9	-18		14.07.22			
	Initial	Siemens Energy	100_1300	training it.	training item 5	Deliv.	5900003328	00050	EA	X	Fix	0011	14.07.22	9	-18		14.07.22			
	Changed	Siemens Energy	100_1300	training it.	training item 1	Deliv.	5900003327	00010	EA	X	Fix	0011	14.07.22	9	-18		14.07.22		11.06.2.	
	Initial	Siemens Energy	100_1300	training it.	training item 2	Deliv.	5900003328	00020	EA	X	Fix	0011	14.07.22	9	-18		14.07.22			
	Initial	Siemens Energy	100_1300	training it.	training item 3	Deliv.	5900003327	00030	EA	X	Fix	0011	14.07.22	9	-18		14.07.22			
	Initial	Siemens Energy	100_1300	training it.	training item 4	Deliv.	5900003327	00040	EA	X	Fix	0011	14.07.22	9	-18		14.07.22			
	Initial	Siemens Energy	100_1300	training it.	training item 5	Deliv.	5900003327	00050	EA	X	Fix	0011	14.07.22	9	-18		14.07.22			
	Changed	Siemens Energy	100_1300	training it.	training item 1	Deliv.	5900003326	00010	EA	X	Fix	0011	14.07.22	9	-18		14.07.22		13.06.2.	
	Initial	Siemens Energy	100_1300	training it.	training item 2	Deliv.	5900003328	00020	EA	X	Fix	0011	14.07.22	9	-18		14.07.22			
	Initial	Siemens Energy	100_1300	training it.	training item 3	Deliv.	5900003328	00030	EA	X	Fix	0011	14.07.22	9	-18		14.07.22			
	Initial	Siemens Energy	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

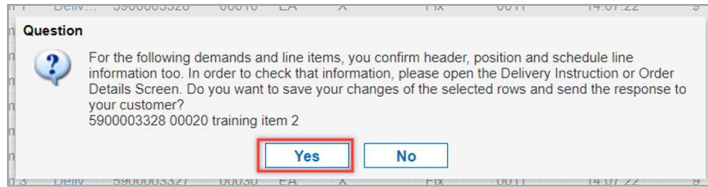


Figure: Schedule Response – confirm the supply date – pop-up screen

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	Commit	ID (Dema)	Demand dat.	Qty cu.	Cum.	1st...	Supply date	Last Su.	Comment	Qty sup.	Last Supply Qty.
	Initial	Siemens Energy	100_1300	training it.	training item 2	Deliv.	5900003329	00020	EA	X	Fix	0010	05.07.22	9	-9		05.07.22				
	Initial	Siemens Energy	100_1300	training it.	training item 3	Deliv.	5900003329	00030	EA	X	Fix	0010	05.07.22	9	-9		05.07.22				
	Initial	Siemens Energy	100_1300	training it.	training item 4	Deliv.	5900003329	00040	EA	X	Fix	0010	05.07.22	9	-9		05.07.22				
	Initial	Siemens Energy	100_1300	training it.	training item 5	Deliv.	5900003329	00050	EA	X	Fix	0010	05.07.22	9	-9		05.07.22				
	Initial	Siemens Energy	100_1300	training it.	training item 2	Deliv.	5900003328	00020	EA	X	Fix	0010	05.07.22	9	-9		05.07.22				
	Initial	Siemens Energy	100_1300	training it.	training item 3	Deliv.	5900003328	00030	EA	X	Fix	0010	05.07.22	9	-9		05.07.22				
	Initial	Siemens Energy	100_1300	training it.	training item 4	Deliv.	5900003328	00040	EA	X	Fix	0010	05.07.22	9	-9		05.07.22				
	Initial	Siemens Energy	100_1300	training it.	training item 5	Deliv.	5900003328	00050	EA	X	Fix	0010	05.07.22	9	-9		05.07.22				
	Initial	Siemens Energy	100_1300	training it.	training item 2	Deliv.	5900003327	00020	EA	X	Fix	0010	05.07.22	9	-9		05.07.22				
	Initial	Siemens Energy	100_1300	training it.	training item 3	Deliv.	5900003327	00030	EA	X	Fix	0010	05.07.22	9	-9		05.07.22				
	Initial	Siemens Energy	100_1300	training it.	training item 4	Deliv.	5900003327	00040	EA	X	Fix	0010	05.07.22	9	-9		05.07.22				
	Initial	Siemens Energy	100_1300	training it.	training item 5	Deliv.	5900003327	00050	EA	X	Fix	0010	05.07.22	9	-9		05.07.22				
	Initial	Siemens Energy	100_1300	training it.	training item 2	Deliv.	5900003326	00020	EA	X	Fix	0010	05.07.22	9	-9		05.07.22				
	Initial	Siemens Energy	100_1300	training it.	training item 3	Deliv.	5900003326	00030	EA	X	Fix	0010	05.07.22	9	-9		05.07.22				
	Initial	Siemens Energy	100_1300	training it.	training item 4	Deliv.	5900003326	00040	EA	X	Fix	0010	05.07.22	9	-9		05.07.22				
	Initial	Siemens Energy	100_1300	training it.	training item 5	Deliv.	5900003326	00050	EA	X	Fix	0010	05.07.22	9	-9		05.07.22				
	Initial	Siemens Energy	100_1300	training it.	training item 2	Deliv.	5900003329	00020	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial	Siemens Energy	100_1300	training it.	training item 3	Deliv.	5900003329	00030	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial	Siemens Energy	100_1300	training it.	training item 4	Deliv.	5900003329	00040	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial	Siemens Energy	100_1300	training it.	training item 5	Deliv.	5900003329	00050	EA	X	Fix	0011	14.07.22	9	-18		14.07.22				
	Initial	Siemens Energy	100_1300	training it.	training item 2	Deliv.	5900003328	00020	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.	U	UoM	Respond by	Commit	IO (Dema)	Demand dat	Qty. cu.	Cum.	1st	Supply date	Last Su.	Comment	Qty. sup.	Last Supply Qty.		
	Initial	Siemens Energy	100_1300	training it.	training item 2	Deliv.	5900003326	00020	EA	X	Fix	0010	05.07.22	9	-9		X	05.07.22					
	Initial	Siemens Energy	100_1300	training it.	training item 3	Deliv.	5900003326	00030	EA	X	Fix	0010	05.07.22	9	-9		X	05.07.22					
	Initial	Siemens Energy	100_1300	training it.	training item 4	Deliv.	5900003326	00040	EA	X	Fix	0010	05.07.22	9	-9		X	05.07.22					
	Initial	Siemens Energy	100_1300	training it.	training item 5	Deliv.	5900003326	00050	EA	X	Fix	0010	05.07.22	9	-9		X	05.07.22					
	X	N/A	Siemens Energy	100_1300	training it.	training item 2	Deliv.	5900003328	00020	EA	X			0						Production issue	9		
	Changed	Siemens Energy	100_1300	training it.	training item 1	Deliv.	5900003329	00010	EA	X	Fix	0011	14.07.22	9	-18								
	Initial	Siemens Energy	100_1300	training it.	training item 2	Deliv.	5900003329	00020	EA	X	Fix	0011	14.07.22	9	-18								
	Initial	Siemens Energy	100_1300	training it.	training item 3	Deliv.	5900003329	00030	EA	X	Fix	0011	14.07.22	9	-18								
	Initial	Siemens Energy	100_1300	training it.	training item 4	Deliv.	5900003329	00040	EA	X	Fix	0011	14.07.22	9	-18								
	Initial	Siemens Energy	100_1300	training it.	training item 5	Deliv.	5900003329	00050	EA	X	Fix	0011	14.07.22	9	-18								
	Changed	Siemens Energy	100_1300	training it.	training item 1	Deliv.	5900003328	00010	EA	X	Fix	0011	14.07.22	9	-18								
	Initial	Siemens Energy	100_1300	training it.	training item 2	Deliv.	5900003328	00020	EA	X	Fix	0011	14.07.22	9	-9								
	Initial	Siemens Energy	100_1300	training it.	training item 3	Deliv.	5900003328	00030	EA	X	Fix	0011	14.07.22	9	-18								
	Initial	Siemens Energy	100_1300	training it.	training item 4	Deliv.	5900003328	00040	EA	X	Fix	0011	14.07.22	9	-18								
	Initial	Siemens Energy	100_1300	training it.	training item 5	Deliv.	5900003328	00050	EA	X	Fix	0011	14.07.22	9	-18								
	Changed	Siemens Energy	100_1300	training it.	training item 1	Deliv.	5900003327	00010	EA	X	Fix	0011	14.07.22	9	-18						11.06.2	9	
	Initial	Siemens Energy	100_1300	training it.	training item 2	Deliv.	5900003327	00020	EA	X	Fix	0011	14.07.22	9	-18								
	Initial	Siemens Energy	100_1300	training it.	training item 3	Deliv.	5900003327	00030	EA	X	Fix	0011	14.07.22	9	-18								
	Initial	Siemens Energy	100_1300	training it.	training item 4	Deliv.	5900003327	00040	EA	X	Fix	0011	14.07.22	9	-18								
	Initial	Siemens Energy	100_1300	training it.	training item 5	Deliv.	5900003327	00050	EA	X	Fix	0011	14.07.22	9	-18								
	Changed	Siemens Energy	100_1300	training it.	training item 1	Deliv.	5900003326	00010	EA	X	Fix	0011	14.07.22	9	-18							13.06.2	9

Figure: **Schedule Response** – Save and send

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

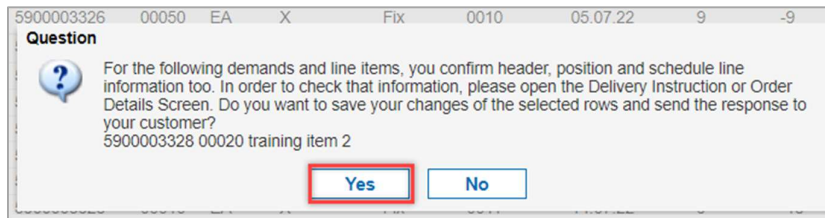


Figure: **Schedule Response** – confirm the supply date deviating – pop-up screen

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

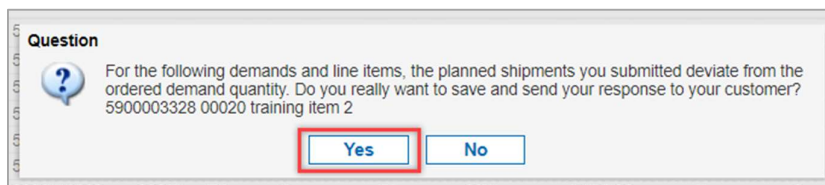


Figure: **Schedule Response** – confirm the supply date deviating – pop-up screen

The customer sends a regular update of the Delivery Instructions according to the agreed rolling planning cycle. Ensure that you always confirm the lines with the Status Initial and Changed.

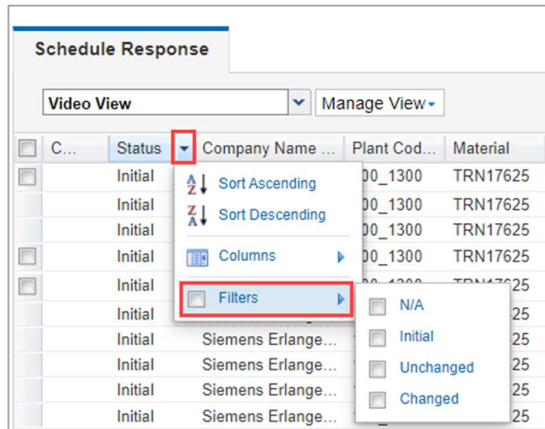


Figure: **Schedule Response** – column **Status** – **Filters**

In the next chapter further buttons and functions in the Schedule Response will be explained.

5.3 Further Buttons in Schedule Response

In this chapter we explain the buttons and their function, but not the complete process.

5.3.1 Select changed rows

If you have changed schedule line items for response, either set a tick in front of each row, or click select changed rows. This sets the ticks for you in front of each changed line item automatically.

5.3.2 Split selected row

This is not relevant for the use cases of your customer.

5.3.3 Clear selected planned shipments

This is not relevant for the use cases of your customer.

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**.