

Accelerating Essity's Digital Transformation

PLANNED SHIPMENT REPORTS



Audience: Essity Suppliers



Direct Materials



Planned Shipment Reports - Introduction

Ariba platform allows to extract planned deliveries data using different extraction methods. This training material provides the instruction how to download a desired shipment report using 3 different options, depends on the need:

1

Planned Shipment Report (short term horizon)

- Can be extracted from the Home Page
- Contains the planned deliveries for 14 days (the schedule lines with „Firm” Commitment Level on the Scheduling Agreement)

2

1st Planned Shipment Report (long term horizon)

- Can be extracted from the Home Page
- Can contain the planned deliveries for longer horizon than 14 days (the schedule lines with „Firm” „Trade off” and „Forecast” Commitment Level on the Scheduling Agreement)

3

2nd Planned Shipment Report (long term horizon)

- Can be extracted from the top Menu Bar
- Contains Schedule Line details with the Commitment level information (Firm, Tradeoff), Order status etc.

Planned Shipment Topic

1 Planned Shipment Report (short term horizon)

1st Planned Shipment Report (long term horizon)

2nd Planned Shipment Report (long term horizon)



Planned Shipment

Planned Shipment Report - short term horizon (1/3)

SAP Business Network - Enterprise Account - Test Mode

Home Enablement Workbench Planning Orders Fulfillment Quality Invoices Payments Catalogs Reports Assessments

Support the people of Ukraine. Update the categories and service locations in your Marketing profile and enable the Support Ukraine toggle to match buyer postings for urgently-needed humanitarian aid for Ukraine. [Learn More](#) [Update Profile](#)

Orders and Releases Essity Health and Hygiene - ... Exact match Order number

Overview Getting started

0 New orders Last 31 days

2 Orders Last 31 days

3 Items to confirm Last 31 days

3 Items to ship Last 31 days

0 Orders to invoice Last 31 days

More

Workbench

0 New orders Last 31 days

2 Orders Last 31 days

3 Items to confirm Last 31 days

3 Items to ship Last 31 days

0 Orders to invoice Last 31 days

0 Invoices Last 31 days

0 Pinned documents

Items to ship (3)

> Edit filter | Save filter | Next 90 days | Last 31 days | Exclude fully shipped, +1 | Exclude fully received | Exclude fully invoiced

The summary of the planned shipment data can be extracted directly from the Home page. This report shows only the quantities in Firmed Orders section on the planning collaboration page – SMI view.

- 1 Select **Items to Ship** part.
- 1a If this part is not displayed - click on the “More” section.

If you keep assigned filter criteria (Excluded Shipping Not allowed **as ticked**), the report will only contain the Firmed Orders with Commitment Level „Firm” displayed on respective Scheduling Agreement, meaning the shipments for next 14 days will be displayed.

Planned Shipment

Planned Shipment Report - short term horizon (2/3)

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. The 'Workbench' section displays a summary of orders and items. A 'Table setting' dialog box is open, allowing users to customize the table columns. The dialog has two panes: 'Available columns' and 'Displayed columns'. The 'Available columns' pane lists various fields like 'Customer', 'Creation Date', 'Ship By', 'Manufacturer Name', 'Manufacturer Part ID', 'Category', 'Customer Part No.', 'External Document Type', 'Shipping Instructions', 'Revision Level', and 'Planner Code'. The 'Displayed columns' pane shows the current table structure with columns: 'Need By', 'Commitment Level', 'Requested Quantity', 'Shipped Quantity', and 'Actions'. A red circle with the number '3' highlights the 'Customize' button in the top right corner of the table. A red circle with the number '4' highlights the 'Apply' button at the bottom of the 'Table setting' dialog box.

Workbench

0 New orders
Last 31 days

2 Orders

3 Items to confirm

3 Items to ship

0 Orders to invoice

0 Invoices
Last 31 days

0 Pinned documents

Table setting

Table columns

Column grouping

Date and time

Items to ship (3)

> Edit filter | Save filter

Create ship notice

Use **drag and drop** to configure the table columns to be displayed and their order

Available columns

Displayed columns

Customer

Creation Date

Ship By

Manufacturer Name

Manufacturer Part ID

Category

Customer Part No.

External Document Type

Shipping Instructions

Revision Level

Planner Code

Order No.

Supplier Part No.

Description

Supplier Batch ID

Schedule Line No.

Need By

Commitment Level

Requested Quantity

Shipped Quantity

Received Quantity

3

4

Apply

Cancel

3 The table can be customized. You can add more relevant columns (i.e. Customer Part ID) or delete the existing ones by using drag and drop option.

4 Click **Apply**

Planned Shipment Report - short term horizon (3/3)

- 4 Checked the exact lines
- 5 Click **Export** button. The excel file will be downloaded and will contain planned deliveries for next 14 days. The report contains also: assigned Scheduling Agreement, Schedule Line No., Commitment Level, Requested Quantity, Shipped Quantity, Received Quantity or Due Quantity.

Planned Shipment Topic

Planned Shipment Report (short term horizon)

2 1st Planned Shipment Report (long term horizon)

2nd Planned Shipment Report (long term horizon)



Planned Shipment

1st Planned Shipment Report -long term horizon (1/4)

1a Select **Items to Ship** part.

1 If this part is not displayed - click on the “More” section or select this page in Workbench tab.

2 Edit filter in Items to Ship in order to select specific searching criteria.

The summary of the planned shipment data can be extracted directly from the Home page. This report shows only the quantities in Firmed Orders section on the planning collaboration page – SMI view.

- 1** Select **Items to Ship** part.
- 1a** If this part is not displayed - click on the “More” section or select this page in Workbench tab.
- 2** Edit filter in Items to Ship in order to select specific searching criteria.

Planned Shipment

1st Planned Shipment Report -long term horizon (2/4)

The screenshot shows the 'Items to ship (4)' filter interface. A modal window titled 'Custom date range' is open, displaying a calendar for October 2021. The date range is set to 10/1/2021 - 6/13/2022. A red box highlights the 'Need by date' dropdown menu, which is set to 'Custom date range'. A red arrow points from the 'Need by date' dropdown to the 'Custom date range' modal. The modal also shows the text 'Date range is limited to 365 days' and '10/1/2021 - 6/13/2022'. The 'Apply' button is highlighted in blue.

Items to ship (4)

▼ Edit filter

Customers
Select or type selections

Ship by date
None

Purchasing groups
Type selection

Product group
All ▼

Planner codes
Type selection

Customer locations
Type selection

Company codes
Select or type selections

Part numbers
Select or type selections

Order type
All ▼

Category
All ▼

Need by date
Custom date range ▼
10/1/2021 - 6/13/2022

Custom date range
Date range is limited to 365 days
10/1/2021 - 6/13/2022
October 2021
1
Apply Cancel

2a For long term horizon please use **custom date range** in Need by Date.

Select the exact period and click apply. Date range is limited to 365 days

After applying the filters this section will show not only the Firm Orders but also Tradeoff (planned shipments for longer horizon than 14 days) or Forecast (planned shipments for longer horizon than 30 days).

Planned Shipment

1st Planned Shipment Report -long term horizon (3/4)

Items to ship (4)
▼ Edit filter

Purchasing groups
Type selection

Ordering address IDs
Type selection

Part numbers
Select or type selections

Customer part numbers
Select or type selections

Product group
All ▼

Planner codes
Type selection

Order type
All ▼

Category
All ▼

Stock transfer type
All ▼

Ship from location
Select or type selections

Supplier batch ID
Select or type selections

Confirmation status
Select or type selections

Shipping status
Exclude fully shipped X Select...
☐ Exclude unshipped
☐ Exclude partially shipped
☒ Exclude fully shipped
☐ Exclude shipping not allowed
☐ Exclude shipped under tolerance

Receiving status
Exclude fully received X Select...
☐ Exclude unshipped
☐ Exclude partially shipped
☒ Exclude fully shipped
☐ Exclude shipping not allowed
☐ Exclude shipped under tolerance

Invoicing status
Exclude fully invoiced X Select...
☐ Exclude unshipped
☐ Exclude partially shipped
☒ Exclude fully shipped
☐ Exclude shipping not allowed
☐ Exclude shipped under tolerance

External document type
Type selection

Storage locations
Select or type selections

2b

Untick **Exclude shipping not allowed** in Shipping status.

Planned Shipment

1st Planned Shipment Report -long term horizon (4/4)

SAP

Business Network

Enterprise Account

TEST MODE

Home

Enablement

Workbench

Planning

Orders

Fulfillment

Quality

Invoices

Payments

Catalogs

Reports

Assessments

Create

...

Workbench

Customize

0

New orders

Last 31 days

2

Orders

Last 31 days

3

Items to confirm

Last 31 days

3

Items to ship

Last 31 days

0

Orders to invoice

Last 31 days

0

Invoices

Last 31 days

0

Pinned documents

Last 31 days

Items to ship (3)

Edit filter

Save filter

Next 90 days

Last 31 days

Exclude fully shipped, +1

Exclude fully received

Exclude fully invoiced

Create ship notice

Order No. ↓

Item No.

Supplier Part No.

Description

Supplier Batch ID

Schedule Line No.

Need By

Commitment Level

Requested Quantity

Shipped Quantity

Actions

Order No.	Customer Part No.	Item No.	Supplier Part No.	Description	Supplier Batch ID	Schedule Line No.	Need By	Commitment Date	Commitment Level	Requested Quantity	Shipped Quantity	Received
5500000567	5786402	10				2	08.06.2022	23 maj 2022 02:23:39 PM	Tradeoff	2 000,00 MTR	0,00 MTR	0,00 MTR
5500000572	1644414	10				107	25 cze 2022 12:00:00 PM	10 cze 2022 10:50:04 AM	Tradeoff	4 000,00 MTR	0,00 MTR	0,00 MTR
5500000572	1644414	10				106	20 cze 2022 12:00:00 PM	10 cze 2022 10:50:04 AM	Firm	3 000,00 MTR	0,00 MTR	0,00 MTR
5500000572	1644414	10				105	18 cze 2022 12:00:00 PM	10 cze 2022 10:50:04 AM	Firm	5 000,00 MTR	0,00 MTR	0,00 MTR
5500000572	1644414	10				104	16 cze 2022 12:00:00 PM	10 cze 2022 10:50:04 AM	Firm	4 000,00 MTR	0,00 MTR	0,00 MTR
5500000572	1644414	10				103	13 cze 2022 12:00:00 PM	10 cze 2022 10:50:04 AM	Firm	2 000,00 MTR	0,00 MTR	0,00 MTR
5500000572	1644414	10				102	11 cze 2022 12:00:00 PM	10 cze 2022 10:50:04 AM	Firm	3 000,00 MTR	0,00 MTR	0,00 MTR

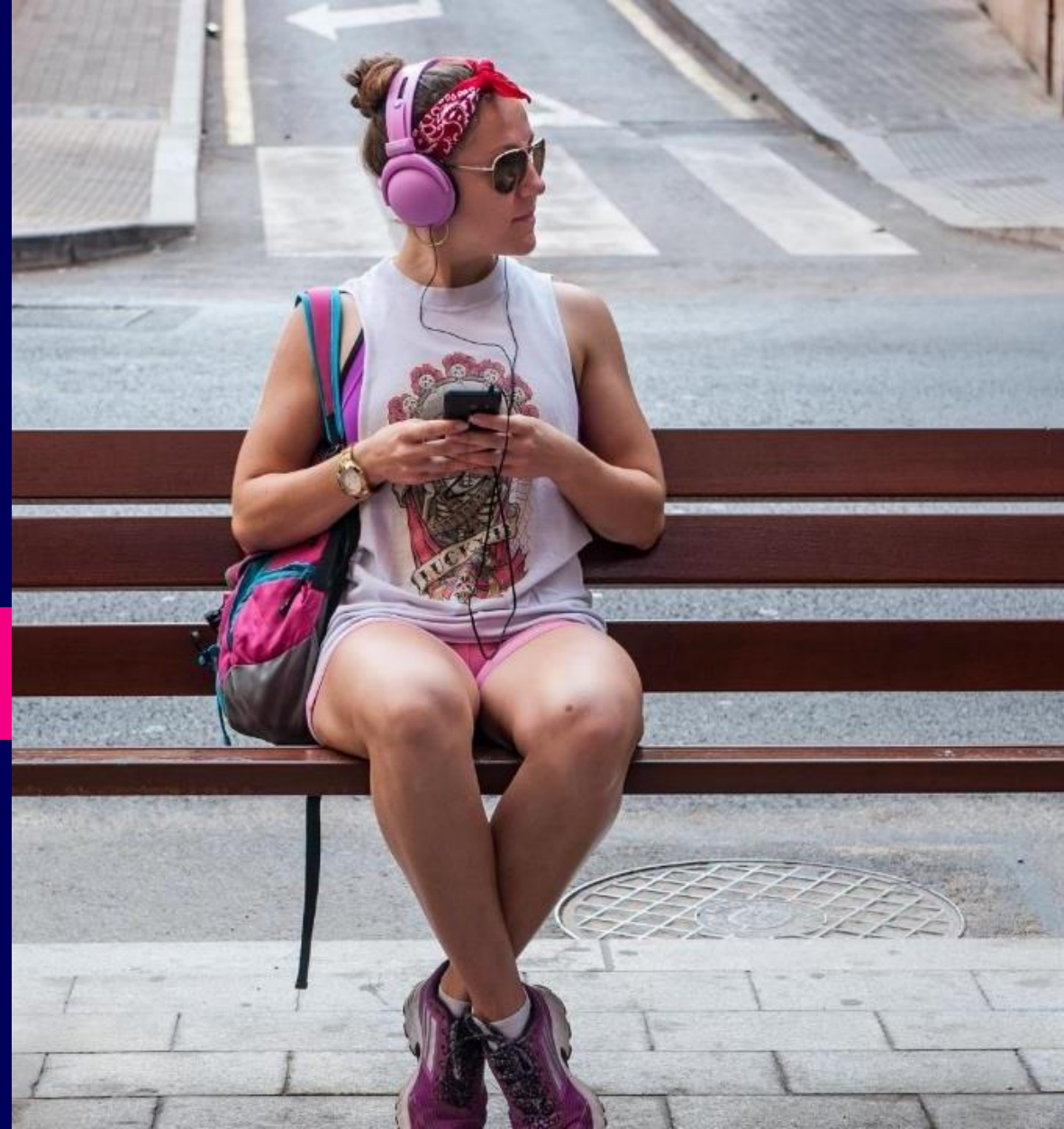
- 3 Click Export button without selecting the rows to download the file. The report shows the planned deliveries for certain horizon of time.
- 4 In this report there is inconvenient date format but that can be easily formatted.

Planned Shipment Topic

Planned Shipment Report (short term horizon)

1st Planned Shipment Report (long term horizon)

3 2nd Planned Shipment Report (long term horizon)



Planned Shipment

2nd Planned Shipment Report -long term horizon (1/5)

The screenshot shows the SAP Business Network interface. At the top, the 'Reports' menu is highlighted with a red box and a red circle containing the number 1. Below the navigation bar, there is a search bar and a dashboard with various metrics. The 'Reports' section is expanded, showing a table of Report Templates. The table has columns for Title, Schedule Type, Report Type, Status, Last Run, and Next Run. The 'Create' button at the bottom of the table is highlighted with a red box and a red circle containing the number 2.

Title	Schedule Type	Report Type	Status	Last Run	Next Run
<input type="radio"/> Planned shipment	Manual	Ship Notice	Processed	22 Apr 2022	
<input type="radio"/> Report 1	Manual	Order	Processed	22 Apr 2022	
<input type="radio"/> Scheduling Agreement Report	Manual	Order	Processed	10 May 2022	
<input type="radio"/> Ship Notice 1	Manual	Ship Notice	Processed	22 Apr 2022	

Buttons: Run, Download, Edit, Copy, Delete, **Create**, Refresh Status

1 Planned Shipment Report for longer horizon can be extracted in a different way as well, please go to **Reports**.

2 And then select **Create** button

Planned Shipment

2nd Planned Shipment Report -long term horizon (2/5)

The screenshot shows a web form titled "Report" with a "Next" button in the top right. Below the title is a text area for a description and a "More" link. On the left, there are two tabs: "1 Report Description" (active) and "2 Criteria". The form contains several fields: "Title:*" with the value "Planned Shipment Report", "Description:" (empty), "Time zone:" with a dropdown set to "America/Los_Angeles", "Language:" with a dropdown set to "English", and "Report type:*" with a dropdown set to "Order". At the bottom right, there are "Next" and "Exit" buttons. Numbered callouts are placed as follows: 1 points to the "Report Description" tab; 2 points to the "Criteria" tab; 3 points to the "Title:*" field; 4 points to the "Report type:*" dropdown; and 5 points to the "Next" button at the bottom right.

3 In the following page insert the **unique Title** that will help you find a file

4 Select **Order** from a dropdown list as a report type

5 Click on **Next** button

Planned Shipment

2nd Planned Shipment Report -long term horizon (3/5)

Report

PreviousSubmitExit

1 Report Description

2 Criteria

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

6

Customer: Essity Health and Hygiene - TEST Select

Order Number:

Order Amount: to

Order Routing Status:

Order Status:

This selection will refresh the page content.

☐ Include Active Orders Only

7

Order Date:* 10 Apr 2022 To 10 May 2022

Maximum Results Returned: 100

8

☒ Include Line Item Information
☐ Include Order Confirmation Information
☐ Include Serial Number Information
☒ Include Schedule Line Information

9

PreviousSubmitExit

6 Select the **customer name**.

7 Then please select the **time period** for which you would like to download a report.

8 In criteria check the box for “Include Line Item Information” and then “Include Schedule Line Information”.

Optionally you can check “Include Active Orders” so that obsolete orders are discarded.

9 Click on **Submit** button.

Planned Shipment

2nd Planned Shipment Report -long term horizon (4/5)

Reports

Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF-8, it might not display all Asian and accented characters [More](#)

Report Templates

	Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
<input checked="" type="radio"/>	Planned shipment	Manual	Ship Notice	Processed	22 Apr 2022		22 Apr 2022	Kim Valentin	23 KB
<input type="radio"/>	Report 1	Manual	Order	Processed	22 Apr 2022		22 Apr 2022	Kim Valentin	25 KB
<input type="radio"/>	Scheduling Agreement Report	Manual	Order	Processed	10 May 2022		10 May 2022	Kim Valentin	33 KB
<input type="radio"/>	Ship Notice 1	Manual	Ship Notice	Processed	27 Apr 2022		27 Apr 2022	Kim Valentin	23 KB

↳

Run

Download

Edit

Copy

Delete

Create

Refresh Status

When the processing process will be done then the file will be reflected in **Reports** section with **Processed** status.

10 Choose the desired report from the title line by clicking on the circle button on the left.

11 Click **Run** button.

12 If the status in in the Queue you can click **Refresh Status** to view the most recent status.

13 **Download button** in order to download the file to Excel.

Planned Shipment

2nd Planned Shipment Report -long term horizon (5/5)

A In the first sheet of the excel report you will be able to view **Order Line Items**, which include for example: Order number, Customer, Customer ANID, Line Number, Quantity, Unit of Measure, Material number, Needed by date, Currency, Order Status, Routing status, Ship to status, Payment Terms and many other attributes.

B In the second sheet of the excel report you will be able to view **Schedule Lines**.

Which include for example: Order Status, Line Number, Part Number, Delivery Date, **Commitment Code**, Cumulative Schedule Line, Cumulative UoM, Storage Location.

