

# Accelerating Essity's Digital Transformation

## SCHEDULING AGREEMENT REPORT



Audience: Essity Suppliers



Direct Materials



# Supplier Managed Inventory

## Scheduling Agreement Report (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 menu, a search bar is visible. In the main content area, a table titled 'Report Templates' is displayed. The table has columns for Title, Schedule Type, Report Type, Status, Last Run, and Next Run. The 'Scheduling Agreement Report' is listed in the table. Below the table, a row of buttons is shown, with the 'Create' button highlighted by a red box and a red circle containing the number 2.

Title	Schedule Type	Report Type	Status	Last Run	Next Run
Planned shipment	Manual	Ship Notice	Processed	22 Apr 2022	
Report 1	Manual	Order	Processed	22 Apr 2022	
Scheduling Agreement Report	Manual	Order	Processed	10 May 2022	
Ship Notice 1	Manual	Ship Notice	Processed	22 Apr 2022	

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

1 In order to download Scheduling Agreement report, please go to **Reports**.

2 And then select **Create** button.

# Supplier Managed Inventory

## Scheduling Agreement Report (2/5)

The screenshot shows a web form titled "Report" with a "Next" button in the top right. The form contains a sidebar with two options: "1 Report Description" (selected) and "2 Criteria". The main content area has a heading "Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, select the Report Type." followed by a "More" link. The form fields are: "Title:\*" with the value "Scheduling Agreement Report" (highlighted with a pink box and callout 3), "Description:" with an empty text area, "Time zone:" with a dropdown menu showing "America/Los\_Angeles", "Language:" with a dropdown menu showing "English", and "Report type:\*" with a dropdown menu showing "Order" (highlighted with a pink box and callout 4). At the bottom right, there is a "Next" button (highlighted with a pink box and callout 5) and an "Exit" button.

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.

# Supplier Managed Inventory

## Scheduling Agreement Report (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.

Customer: Essity Health and Hygiene - TESTSelect6

Order Number:

Order Amount:  to

Order Routing Status: 

Any

Order Status: 

Any

This selection will refresh the page content.

☐ Include Active Orders Only7

Order Date:\* 

10 Apr 2022

 To 

10 May 2022

Maximum Results Returned: 

100

☐ Include Spot Buy Marketplace Information

☒ Include Line Item Information8


☐ Include Order Confirmation Information

☐ Include Serial Number Information

☒ Include Schedule Line Information

PreviousSubmit9Exit

- 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”.
- 9 Click on **Submit** button.

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# Supplier Managed Inventory

## Scheduling Agreement Report (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 type="radio"/>	Planned shipment	Manual	Ship Notice	Processed	22 Apr 2022		22 Apr 2022		23 KB
<input type="radio"/>	Report 1	Manual	Order	Processed	22 Apr 2022		22 Apr 2022		25 KB
<input type="radio"/>	Scheduling Agreement Report	Manual	Order	Processed	10 May 2022		10 May 2022		33 KB
<input type="radio"/>	Ship Notice 1	Manual	Ship Notice	Processed	27 Apr 2022		27 Apr 2022		23 KB

↳

Run

Download

Edit

Copy

Delete

Create

Refresh 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 is in the Queue you can click **Refresh Status** to view the most recent status. When the processing will be then the file will be reflected in **Reports** section with **Processed** status

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

# Supplier Managed Inventory

## Scheduling Agreement Report (5/5)

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**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.