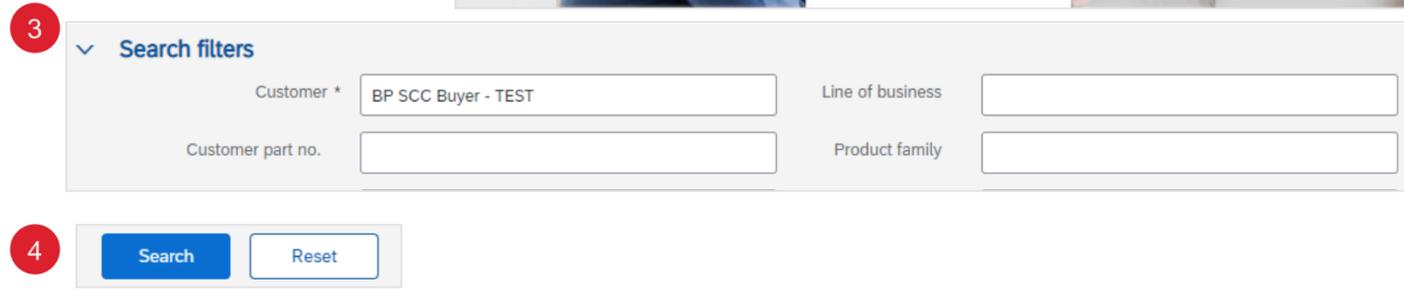
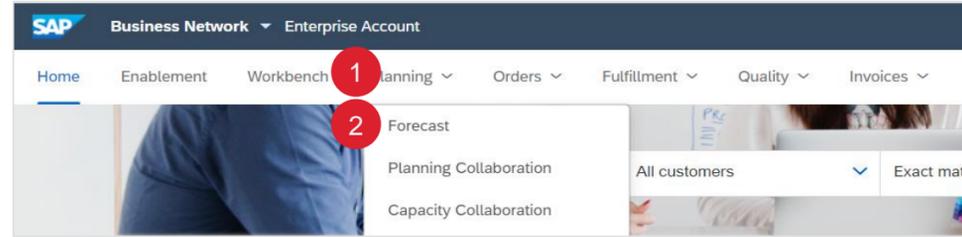


In this Quick Reference Guide: **WE EXPLORE FORECAST COLLABORATION - SHARE & COMMIT**

SEARCH & IDENTIFY FORECAST

From the Homepage:

1. Click on **Planning** tab.
2. From the dropdown list select **Forecast**.
3. Search **filters** allow to identify specific forecast. Enter search criteria into any of the filter fields as desired.
4. Click **Search**.

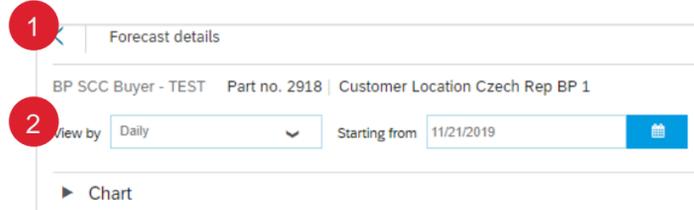


VIEW FORECAST DATA

1. Supplier can view **Forecast details**:
 - Current stock on hand.
 - Part details shared by the customer.
 - Forecasted quantities.
2. Supplier can set the **View by** criteria and **Starting date** as desired.

Stock on hand: 0 (EA) | Part details | Last sent 14 Jun 2022 8:36:44 PM | Send Data

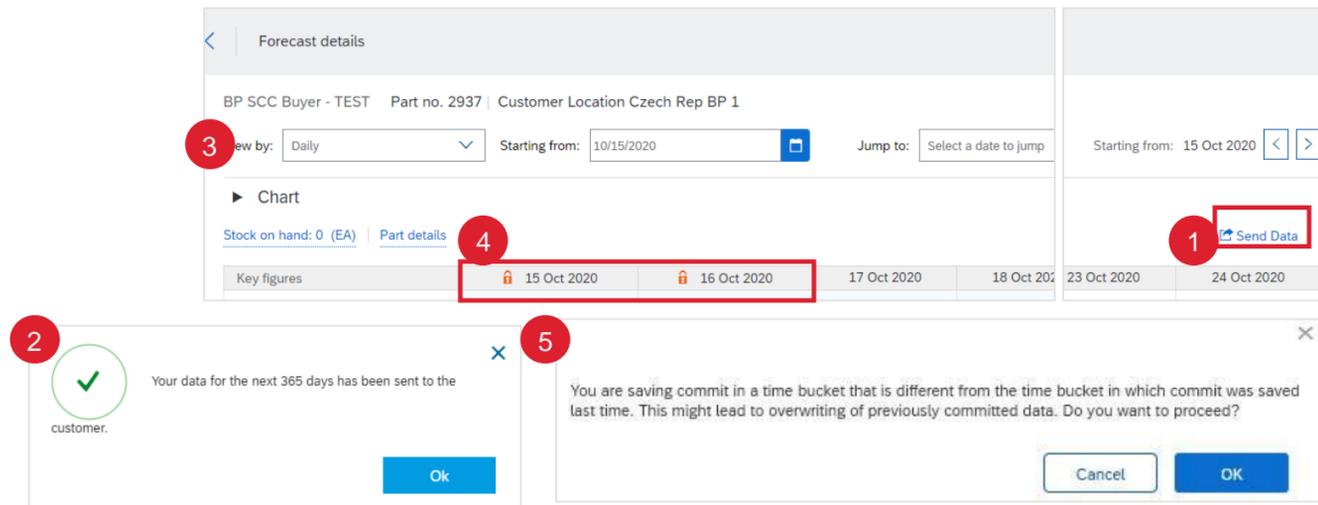
Key figures	13 Jun 2022 Week24	20 Jun 2022 Week25	27 Jun 2022 Week26	4 Jul 2022 Week27	11 Jul 2022 Week28	18 Jul 2022 Week29	25 Jul 2022 Week30	1 Aug 2022 Week31	8 Aug 2022 Week32	15 Aug 2022 Week33
Order forecast	0		4,273				500	668		
Cumulative forecast	0	0	4,273	4,273	4,273	4,273	4,773	5,441	5,441	5,441
Forecast commit							500	265		
Cumulative forecast commit	0	0	0	0	0	0	500	765	765	765
Previous forecast	0		3,633				500	497		
Cumulative previous forecast	0	0	3,633	3,633	3,633	3,633	4,133	4,630	4,630	4,630
Forecast deviation	0	0	-4,273	0	0	0	0	-403	0	0
Previous forecast commit							500	265		



COMMIT TO GIVEN FORECAST QUANTITIES

From the Forecast details screen:

1. Review forecasted quantities and click **Send data**.
2. Confirmation notice will appear.
3. Supplier can view the forecast in each time series views (weekly, monthly, quarterly and yearly).
4. Supplier can commit only using the time series fixed by Buyer.
5. When the supplier saves data using a different time series granularity than the previous one used, a popup warning appears.



EDIT FORECAST QUANTITIES BEFORE COMMITTING FORECAST QUANTITIES UPDATE

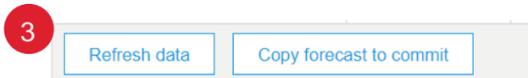
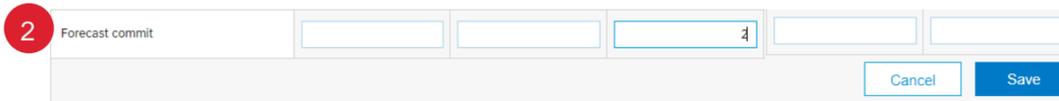
Supplier is able to edit and send updated key figures quantities or copy forecast to commit.

From the Forecast details screen:

1. Click the **pencil** icon next to key figure you desire to update.
2. Update the quantities as needed. Click **Save**.
3. Click **Refresh data** or **Copy forecast to commit** to update the quantities as per status.
4. Click **Send data** on the right-hand side of your screen.
5. Confirmation notice will appear.

Stock on hand: 36 (EA) | Part details

Key figures	21 Nov 2019	22 Nov 2019	23 Nov 2019
Order forecast			3
Cumulative forecast	0	0	3
Forecast commit			0
Cumulative forecast commit	0	0	0



Stock on hand: 36 (EA) | Part details | Send data

Key figures	21 Nov 2019	22 Nov 2019	23 Nov 2019
Order forecast			3
Cumulative forecast	0	0	3
Forecast commit			2

