



# **STOCKING AGREEMENT (SA)**

## **SAP BUSINESS NETWORK**

### **SUPPLIER GUIDE**

**Honeywell**

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# GENERAL CONSIDERATIONS

- The Stocking Agreement (SA) is a custom Ariba solution where Honeywell provides part numbers to suppliers, who then maintain an agreed stock level and provide periodic online inventory updates. This arrangement enables Honeywell visibility into the supplier's stock levels
- **Accuracy & Reduced Errors:** Streamlines data entry and minimizing discrepancies.
- **Efficient Communication:** Facilitates electronic data communication, speeding up issue resolution.

# STOCK AGREEMENT MAIN SCREEN

## Search

1. Click **Planning > Planning Collaboration**.
2. Use “**Search filters**” items:
  - Select Honeywell under Customer option
  - You can search for specific material details(leave blank entire list of materials is required)
  - Select Stocking Agreement under Customer view option
3. Click **Search** (multiple result pages can be displayed)
4. Review Stocking Agreement details:
  - Stocking Agreement Status and Date
  - Supplier Held Minimum and Maximum
  - Minimum Batch Size
5. Use **Settings** button to hide or display columns as needed.

## Note

- Don't copy paste information in “search filters” options, instead write the initials and then select from the drop-down list.

The screenshot shows the 'Planning Collaboration' search interface. At the top, a navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', and 'Create'. A dropdown menu under 'Planning' is open, showing 'Forecast', 'Planning Collaboration' (highlighted with a red box and callout 1), and 'Sales Report'. Below this, a 'Search filters' section (callout 2) contains various input fields: Customer, Customer part no., Supplier part no., Customer location, Planner code, Part category, Customer view, Line of business, Product family, Product subfamily, Program code, Part type, Process type, and Part status (with 'Active' selected). A 'Show unique part and plant' checkbox is also present. A 'Search' button (callout 3) and a 'Reset' button are at the bottom right of the filter section. Below the filters, a table header (callout 4) shows 'All customers' and pagination controls. A table (callout 5) displays search results with columns: Customer, Customer part no., Supplier part no. (sorted ascending), Customer location, Lead time, Part status, Last customer update, Last supplier update, and Stocking Agreement. The first row shows 'Honeywell - TEST' with a part number 'C58-0003-100' and a location '5205 (Honeywell MX31 El Paso 5205)'.

Customer	Customer part no.	Supplier part no. ↑	Customer location	Lead time	Part status	Last customer update	Last supplier update	Stocking Agreement
Honeywell - TEST	C58-0003-100		5205 (Honeywell MX31 El Paso 5205)	3	Active	13 Feb 2025 11:54:44 PM		

# STOCK AGREEMENT

## STOCK ON HAND

### Details

6. You can see information such as:
  - Min / Max stock levels shared by Honeywell
  - Different stock released dates for the Customer/Supplier update
  - From the color coding the Supplier can identify whether the material is on track or out of Honeywell stock.
7. Click on **Details icon** to see Weekly view.
8. With a **weekly recurrence**, every **Monday**, suppliers are required to update their stock levels in Ariba for the following week date, using the following options **Stock on hand** or an Excel sheet for the **mass upload**:

### Stock on hand

for manually update on specific line items

9. Click the **pencil icon** from **New Supplier on Hand Stock** row
10. Enter the **stock data** (always for next week)
11. Click **Save**
12. Click **Send Data**; the entered data will be sent to Honeywell.

The screenshot displays the Ariba Stock Agreement interface. The top section shows a table of stock levels for various parts, with columns for Customer location, Lead time, Last customer update, Last supplier update, Stock levels (Min, Max), Unit, and 10 weeks projection. A red box highlights the 'Details' icon (a magnifying glass) in the top right corner, labeled with a red circle containing the number 7. Another red box highlights the 'Details' icon (a magnifying glass) in the top right corner, labeled with a red circle containing the number 6.

The middle section shows the 'Weekly' view of the stock agreement. A red box highlights the 'View by: Weekly' dropdown menu and the 'Starting from: 03/24/2025' date selector, labeled with a red circle containing the number 8. Below this, a 'Chart' section shows the 'Stock on hand: 6 (EA)' and 'Part details' for the part 'IC LM 307 N'. A red box highlights the 'Send Data' button, labeled with a red circle containing the number 12.

The bottom section shows the 'New Supplier on Hand Stock' row. A red box highlights the pencil icon next to the 'New Supplier on Hand Stock' row, labeled with a red circle containing the number 9. Another red box highlights the input field for the 'New Supplier on Hand Stock' value, which is currently '3000', labeled with a red circle containing the number 10. A red box highlights the 'Save' button at the bottom right, labeled with a red circle containing the number 11. A final red box highlights the 'Send Data' button at the bottom right, labeled with a red circle containing the number 12.

# STOCK AGREEMENT MASS UPLOAD (EXCEL)

## Mass Upload (Excel)

1. Click “...” (top-right corner) button and select **Upload/Download**.
2. Click Create
3. Complete mandatory fields:
  - Name: Enter Name of batch, Type: Inventory, Customer View: Stocking Agreement, Time bucket: Custom and select the next week date, End: 52 (for one year reported)
4. Click **Save**
5. Click **Run**.
6. You will be moved to the Downloads section. Click “**Refresh Status**” until it updates to “**Completed**”
7. Click “**Download**” button from File column. Save the file on your computer and open it.
8. Suppliers can **edit** the information for Supplier on Hand Stock only for the next week date.
9. **Save** the excel and go to the **Upload file** option (“...”> Upload/Download ) and then click “**Upload**”
10. Complete required information (File name, Type Inventory, attach file) and then click “Upload” which will trigger an email to Honeywell’s ERP for approval.

The screenshots illustrate the following steps:

- Clicking the “...” button in the top-right corner of the “Create” dropdown menu.
- Clicking the “Create” button.
- Completing mandatory fields in the “Job Search Criteria” form:
  - Name: STOCK AGREEMENT 4568
  - Type: Inventory
  - Customer: Honeywell - TEST
  - Time bucket: Weekly
- Clicking the “Save” button.
- Clicking the “Run” button in the “Jobs” section.
- Clicking the “Refresh Status” button in the “Downloads” section.
- Clicking the “Download” button in the “Downloads” section.
- Clicking the “Upload” button in the “Uploads” section.
- Clicking the “Upload” button in the “Uploads” section.
- Clicking the “Upload” button in the “Uploads” section.

# QUICK REFERENCE GUIDE

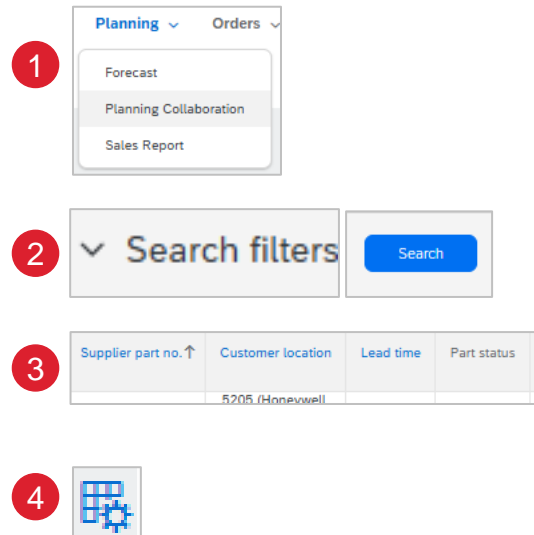
## STOCK AGREEMENT

### GENERAL CONSIDERATIONS

- Stock Agreement provides Honeywell visibility into the supplier's stock levels
- Supplier maintains an agreed stock level and provide periodic online inventory updates.

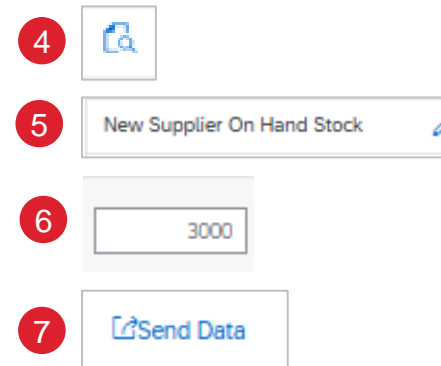
### SEARCH

1. Click Planning > Planning Collaboration.
2. Use "Search filters" and click Search
3. Review Stocking Agreement details:
4. Hide or display columns as needed from settings



### UPDATE – STOCK ON HAND

1. Click Planning > Planning Collaboration.
2. Use "Search filters" and click Search
3. Review Stocking Agreement details
4. Click on Details icon to see Weekly view.
5. Click the pencil icon from New Supplier on Hand Stock row
6. Enter the stock data (always for next week)
7. Click Save and Click Send Data; the entered data will be sent to Honeywell.



### UPDATE – MASS UPLOAD

1. Click "... " and select Upload/Download.
2. Click Create and Complete mandatory fields
3. Click Save and Click Run.
4. Refresh status until it updates to "Completed". Download and open the file.
5. Edit "Hand Stock" for the next week date.
6. Go to the Upload file option ("..."> Upload/Download ) and click "Upload"
7. Complete required information and click "Upload"

