

SAP Ariba 

# SAP SCC Forecast Collaboration Supplier Training Guide

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# Agenda

## Forecast Collaboration

- Introduction
- Forecast Collaboration Workflow Diagram
- Different Modes of Integration/ Automation

## Forecast Portal User Interaction

- Overall Considerations
- View forecast data
- Commit to given forecast quantities
- Edit forecast quantities before committing
- Excel upload for forecast commit

## Support

## Forecast Collaboration

### In this Chapter You Will Learn About ...

- ... the benefits of using forecast functionality
- ... the forecast collaboration workflow
- ... the methods of submitting forecast commit

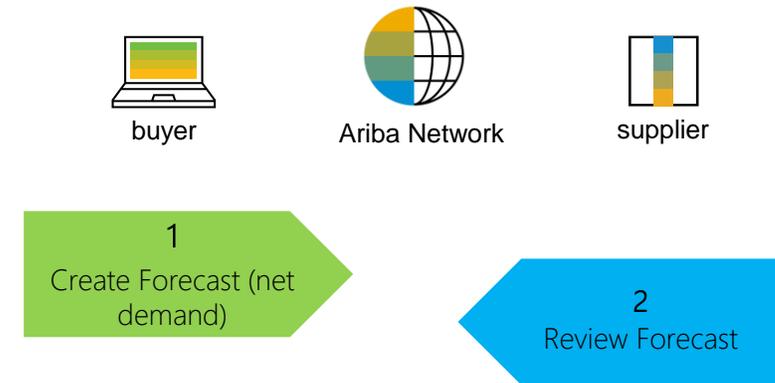
# Introduction

- The forecast collaboration feature enables Buyers to share their forecast with their suppliers. This then allows the suppliers to schedule operations, purchase raw materials and plan capacity accordingly.
- Additionally, the feature enables Suppliers to make commitments. The Buyer can use those commitments for their PUBLIC constrained based planning and provide an Available to Promise back to their end-customer.
- The forecast collaboration feature provides the following to suppliers:
  - A simple table view of buyer forecast demand.
  - The ability to commit to forecast quantities based on supplier capacity and inventory.
  - Daily, weekly, monthly, and yearly time-bucket views of forecast demand.
  - Integration with other ERP and planning systems, both for buyers and for suppliers.

# Forecast Collaboration Workflow Diagram

## Option 1: Forecast Without Commitment

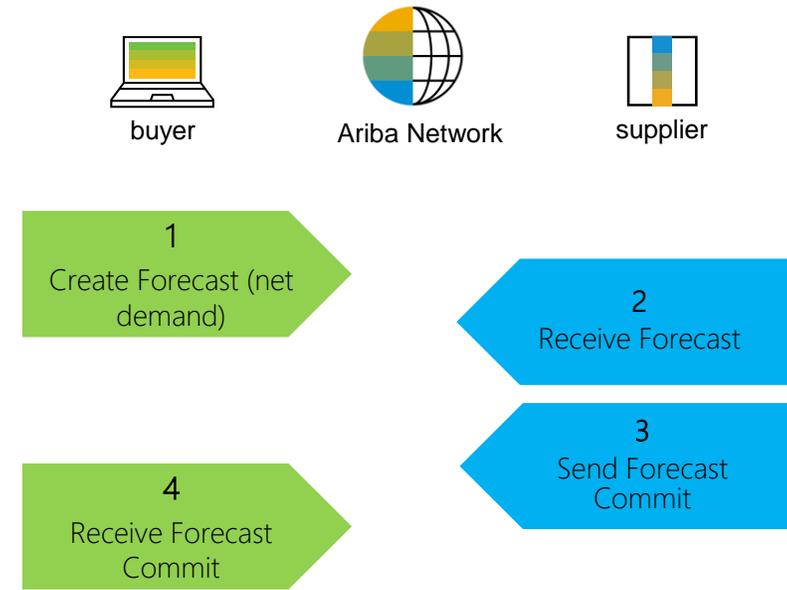
1. The buyer extracts net demand data after material requirements planning or forecast planning, and transmits this data to Ariba Network.
2. The supplier logs on to Ariba Network to view forecast demand data or download the forecast demand data to a Excel file.



# Forecast Collaboration Workflow Diagram

## Option 2: Forecast With Commitment

1. The buyer extracts net demand data after material requirements planning or forecast planning, and transmits this data to Ariba Network.
2. The supplier logs on to Ariba Network to view forecast demand data or download the forecast demand data to a Excel file.
3. The supplier can edit the quantities to show supply commitments or proposed changes.
4. The buyer receives forecast commit.



# Different modes of Integration/ Automation

Ariba allows to work / to integrate in different modes with the system

- **Portal:** The Supplier works online through its Web Browser.
- **Excel:** The Supplier can utilize Excel options to upload data..

## Forecast Portal User Interaction

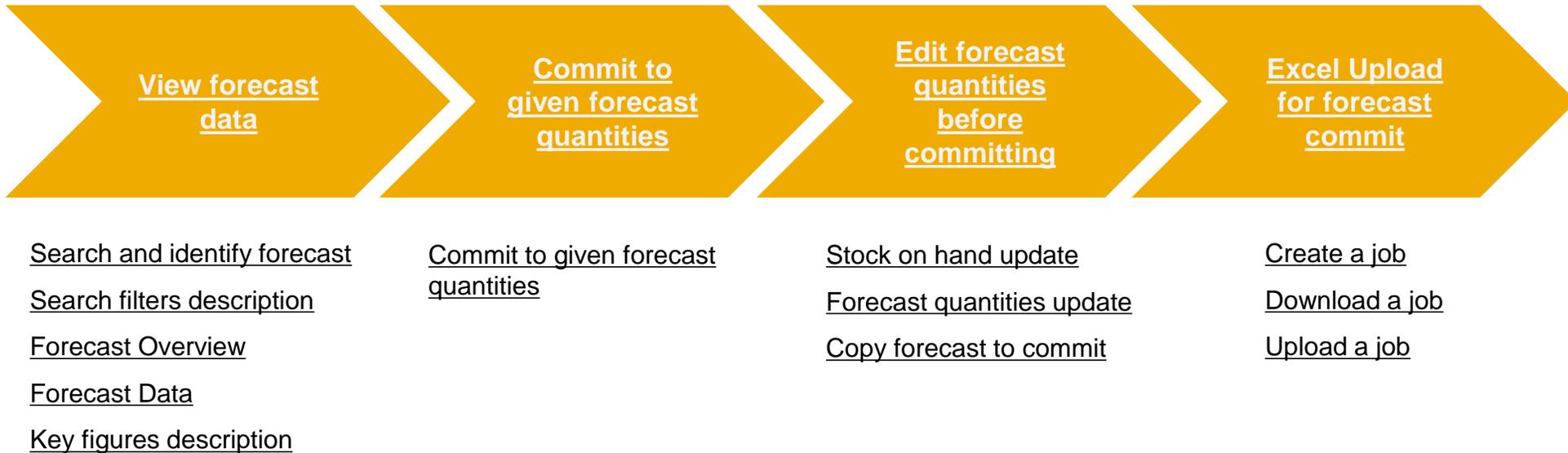
### In this Chapter You Will Learn About ...

- ... how to view forecast collaboration data
- ... how to commit to given forecast quantities
- ... how to edit forecast quantities before committing
- ... how to upload Excel for forecast commit

# Overall Considerations

- Forecasts can be filtered based on location (i.e. NAMER), but only North America is in scope.
- Forecast will be sent out monthly prior month-end, and commits are expected back within a week.
- The forecast Horizon will encompass 6 months.
- Commits are expected to be sent back in 6 month allotments.
- Inventory is required to be sent back on the commit.
- In the Forecast Commit include you're the Stock on Hand for the first month.
- Adding their Stock on Hand in the actual Stock on Hand screen is optional.

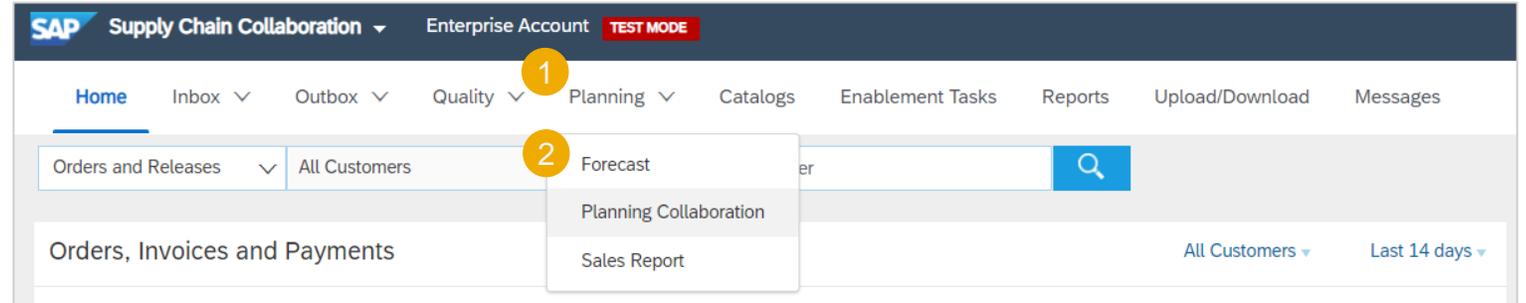
# Forecast Portal Interaction



# View Forecast Data

## Search and Identify Forecast

1. Click the **Planning**.
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**.



The screenshot shows the 'Forecast' search filters form. The form is titled 'Forecast' and has a 'Search filters' section. The filters are arranged in two columns. The left column includes: 'Customer' (BP SCC Buyer - TEST), 'Customer part no.', 'Supplier part no.', 'Customer location', 'Planner code', and 'Part category'. The right column includes: 'Line of business', 'Product family', 'Product subfamily', 'Program code', 'Part type', and 'Part status' (Active/Inactive). The 'Active' radio button is selected. At the bottom right of the form, there are 'Search' and 'Reset' buttons. A yellow circle with the number '3' is placed over the 'Search filters' section, and a yellow circle with the number '4' is placed over the 'Search' button.

# View Forecast Data

## Search Filters Description

Field	Description
Customer	Customer identification.
Customer Part Number	Customer's material number.
Supplier Part Number	Vendor's material number.
Customer Location	Customer Plant.
Planner Code	Customer planner identification.
Show Unique Part and Plant	Once checked, the result screen will show key figures for both supplier managed inventory and forecast data.
Part Category	Part Category as aligned with the customer.
Line of Business	Line of Business as aligned with the customer.
Product Family	Product Family as aligned with the customer.
Product Sub-Family	Product Sub-Family as aligned with the customer.
Program Code	Program Code of Business as aligned with the customer.
Part Type	Part Type as aligned with the customer.
Process Type	Specifies whether the part is using Replenishment Order for SMI (can be combined with Forecast).
Part Status	Specifies if the part is active or inactive.

# View Forecast Data

## Forecast Overview

1. Review the search results.
2. You can configure the view by clicking the configure button.
3. To view forecast details click the icon on the right hand side of you screen.

Customer	Customer part no.	Supplier part no.	Customer location	Lead time	Part status	Last customer update	Last supplier update	Stock on hand	Quantity	Unit	
BP SCC Buyer - TEST	2918		8540 (Czech Rep BP 1)	0	Active	8 Oct 2018 3:19:24 AM	4 Oct 2019 2:24:40 AM	36	EA		
BP SCC Buyer - TEST	2919	SUP_2919	8540 (Czech Rep BP 1)	5	Active	26 Sep 2019 1:47:43 AM	7 Aug 2019 6:43:19 AM	36	EA		

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- ✓ Supplier part no.
- ✓ Customer location
- ✓ Lead time
- ✓ Part status
- ✓ Last customer update
- ✓ Last supplier update

# View Forecast Data

## Forecast Data

- Supplier can view forecast details:
  - current stock on hand
  - part details shared by the customer
  - forecasted quantities
- Supplier can set the **View by** criteria and **Starting date** as desired.
- Color coding eases the processing of data in the UI.

1 Forecast details

BP SCC Buyer - TEST Part no. 2918 Customer Location Czech Rep BP 1

2 View by  Starting from

▶ Chart

Stock on hand: 36 (EA) | [Part details](#)

Key figures	21 Nov 2019	22 Nov 2019	23 Nov 2019	24 Nov 2019	25 Nov 2019
Order forecast			3		9
Cumulative forecast	0	0	3	3	12
Forecast commit			0		
Cumulative forecast commit	0	0	0	0	0
Cumulative commit vs cumulative forecast	0	0	-3	-3	-12
Previous forecast			3		6
Cumulative previous forecast	0	0	3	3	9
Cumulative forecast vs Cumulative previous forecast	0	0	0	0	3
Forecast deviation	0	0	-3	0	-9
Forecast change	0	0	0	0	3
Previous forecast commit			3		
Upside forecast					
Firmed orders					
Priority					
Order received					
Goods received					
Total shipment					

3

■ On track
 ■ Above maximum
 ■ Below minimum
 ■ Out of stock
 ■ Lead time

# View Forecast Data

## Key Figures Description

Key Figures	Description	Data Source
Order forecast	Customer shared demand	T-Mobile standard
Cumulative forecast	Customer previous + current demand	T-Mobile calculated
Forecast commit	Quantity committed to the customer	Supplier standard
Cumulative forecast commit	Supplier previous + current commitment	Supplier calculated
Cumulative commit vs cumulative forecast	Cumulative commit - cumulative forecast per period	Network calculated
Previous forecast	Historic demand	T-Mobile standard
Cumulative previous forecast	Cumulative historic demand	T-Mobile calculated
Cumulative forecast vs Cumulative previous forecast	Cumulative forecast - Cumulative previous forecast	Network calculated
Forecast deviation	Forecast commit – Order forecast	Network calculated
Forecast change	Order forecast – Previous forecast	Network calculated
Previous forecast commit	Historic commit	Supplier standard
Upside forecast	Additional quantity available for the customer	T-Mobile standard
Firmed orders	T-Mobile confirmed orders within the firm zone.	Network calculated
Order received	Quantity received by the T-Mobile based on orders, within each of the user-selected time bucket.	Network calculated
Goods received	Cumulated received quantity per period	Network calculated
Total shipment	Based on total receipts by the T-Mobile for each time bucket.	Network calculated
On Hand Unallocated Quantity	Inventory in stock at T-Mobile plant	T-Mobile calculated
Vendor Open Quantity	Open quantities that have not been received from supplier against existing SA and PO	T-Mobile calculated
Locked Forecast	Locked forecast for next 3 months which supplier previously committed against	T-Mobile calculated

# Commit to Given Forecast Quantities

From the Forecast details screen:

1. Review forecasted quantities and click **Send data**.
2. Confirmation notice will appear.
3. Suppliers can commit quantities using any time-series view: Daily, Weekly, Monthly, and Yearly. **T-Mobile requests that commits are always monthly.**
4. Add the stock on hand to the Forecast Commit.
5. If a buyer sets a commit freeze horizon, suppliers see the freeze in effect in all time-series views.
6. When the supplier saves data using a different time series granularity than the previous one used, a popup warning appears.

The screenshot shows the 'Forecast details' screen for 'BP SCC Buyer - TEST' with 'Part no. 2937' and 'Customer Location Czech Rep BP 1'. The 'View by' is set to 'Daily' and 'Starting from' is '10/15/2020'. A 'Send Data' button is highlighted with a yellow box and callout 1. A table shows forecast data for dates from 15 Oct 2020 to 24 Oct 2020, with callout 4 pointing to the 15th and 16th. A confirmation dialog (callout 2) shows a green checkmark and the message 'Your data for the next 365 days has been sent to the customer.' A warning dialog (callout 5) asks 'You are saving commit in a time bucket that is different from the time bucket in which commit was saved last time. This might lead to overwriting of previously committed data. Do you want to proceed?' with 'Cancel' and 'OK' buttons.

Key figures	15 Oct 2020	16 Oct 2020	17 Oct 2020	18 Oct 2020	19 Oct 2020	20 Oct 2020	21 Oct 2020	22 Oct 2020	23 Oct 2020	24 Oct 2020
Order forecast										
Cumulative forecast	0	0	0	0	0	0	0	0	0	0
Forecast commit										

# Edit Forecast Quantities Before Committing

## Stock on Hand Update

Supplier is able to edit and send a snapshot of their inventories divided per categories as aligned with the customer. This is optional.

From the Forecast details screen:

1. Click **Stock on hand**.
2. Click **Edit** to update the quantities.
3. Once done, click **Save** or **Save and Send**. In the latter case updated quantities will be sent to the customer.
4. Stock quantities will be recalculated.

1 [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)

Category	Buyer own	Supplier own
Unrestricted		1
Quality		2
Blocked		3
Special stock		
Stock in transit		4
Subcontracting		5
Consignment		
Unrestricted		6
Blocked		7
Quality		8

2 **Edit**

Stock on hand 36 (EA)

Category	Buyer own	Supplier own
Unrestricted		<input type="text" value="1"/>
Quality		<input type="text" value="2"/>
Blocked		<input type="text" value="3"/>
Special stock		
Stock in transit		<input type="text" value="4"/>
Subcontracting		<input type="text" value="5"/>
Consignment		
Unrestricted		<input type="text" value="6"/>
Blocked		<input type="text" value="7"/>
Quality		<input type="text" value="8"/>

3 **Cancel** **Save** **Save and Send**

4 [Stock on hand: 30 \(EA\)](#) | [Part details](#)



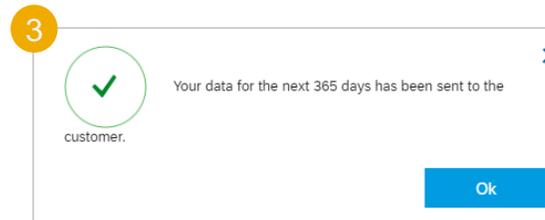
# Edit Forecast Quantities Before Committing

## Copy Forecast to Commit

Supplier is able to copy quantities from order forecast key figure to forecast commit key figure.

From the Forecast details screen:

1. Click **Copy forecast to commit**. Forecast quantities will get updated.
2. Click **Send data** on the right hand side of your screen.
3. Confirmation notice will appear.



Stock on hand: 30 (EA) | Part details

2

Send data

Key figures	21 Nov 2019	22 Nov 2019
Order forecast		
Cumulative forecast	0	0
Forecast commit		
Cumulative forecast commit	0	0
Cumulative commit vs cumulative forecast	0	0
Previous forecast		
Cumulative previous forecast	0	0
Cumulative forecast vs Cumulative previous forecast	0	0
Forecast deviation	0	0
Forecast change	0	0
Previous forecast commit		
Upside forecast		
Firmed orders		
Priority		
Order received		
Goods received		
Total shipment		

1

Refresh data Copy forecast to commit

# Excel Upload for Forecast Commit

## Create a Job

From the Home page:

1. Click the **Back to Classic View**
2. Click **Upload/Download**.
3. Click **Create** in the bottom of the screen New window will appear.
4. Set job type as **Forecast**.
5. Minimum required is to fulfill all mandatory fields:
  - Job name
  - Customer name
  - Time period
6. Click **Save**.

The screenshot displays the SAP Supply Chain Collaboration interface. At the top, the navigation bar includes 'SAP Supply Chain Collaboration', 'Enterprise Account', 'TEST MODE', and a 'Back to classic view' button (1). Below this, a menu bar contains 'Home', 'Inbox', 'Outbox', 'Quality', 'Planning', 'Catalogs', 'Enablement Tasks', 'Reports', and 'Upload/Download' (2). A secondary menu below the navigation bar has 'Jobs', 'Downloads', and 'Uploads'. A 'Create' button (3) is highlighted in a box. The main content area is a 'Create/Edit Job' form. It features a '\* Name' field (5) and a '\* Type' dropdown menu set to 'Forecast' (4). Under 'Job Search Criteria', the '\* Customer' field is populated with 'BP SCC Buyer - TEST'. Other fields include 'Supplier part number', 'Buyer part number', 'Product family', 'Product sub-family', 'Location', 'Program code', 'Planner code', 'Part category', 'Part type', 'Manufacturing type', 'Line of business', '\* Time period' (set to 'Weekly'), 'Buyer last modified', and 'Supplier last modified'. At the bottom right, there are 'Cancel' and 'Save' buttons (6).

# Excel Upload for Forecast Commit

## Download a Job

1. Select the job you created and click **Run**. You will be transferred to Downloads sub-tab.
2. Click **Refresh** status to update job status to Completed.
3. Download a job by clicking the icon.
4. Save Excel file on your computer. Update the qualities you desire within the file.

### Note:

- If a buyer sets a commit freeze horizon, a **Forecast** job downloaded by a supplier from the **Upload/Download** tab applies the freeze to any time-series view the download uses: **Daily, Weekly, Monthly, and Yearly**.
- When the buyer sets the preferred time series granularity to a value other than **All**, suppliers can edit and commit Excel files **only in the preferred time series granularity selected by the buyer**.

The screenshot displays the SAP Ariba Forecast Commit interface. At the top, there are buttons for 'Create', 'Edit', 'Run' (highlighted with a '1'), and 'Clear Downloads'. Below this, there are tabs for 'Jobs', 'Downloads' (highlighted with a '2'), and 'Uploads'. A 'Refresh Status' button is also visible. The main area shows a table of jobs with columns for Job Name, Type, Last Run, Last Run By, Status, and File. A job named 'ForecastExcel' is listed with a status of 'Completed' and a download icon (highlighted with a '3'). Below the job list, there is a 'Refresh Status' button (highlighted with a '4'). At the bottom, the SAP Ariba logo and 'Ariba Supply Chain Collaboration - Forecast' are displayed, followed by a detailed table of forecast data.

Job Name	Type	Last Run	Last Run By	Status	File
ForecastExcel	Forecast	20 Nov 2019 8:19:03 AM	Volha Smalianchuk	Completed	

Customer ANID	Customer Name	Customer part no.	Supplier part no.	Description	Plant ID	Location	Lead Time	Last updated	Line of business	Product family	Product subfamily
AN01055993515-T	BP SCC Buyer - TEST	2918		BP TST 2918	8540	Czech Rep 0		8 Oct 2018			

# Excel Upload for Forecast Commit

## Upload a Job

1. To upload updated Excel file go to **Uploads** sub-tab.
2. Click **Upload**. New window will appear.
3. Enter a job name and set the type as **Forecast**.
4. Browse the file from your computer.
5. Click **Upload**.
6. Status indicates whether upload was successful:
  - **Failed** – upload failed due to errors. Download Log file, fix the errors and reupload.
  - **Completed with errors** – the lines without errors were submitted. Download Log file, fix the lines with errors and reupload.
  - **Completed** – the file has been successfully submitted.

The screenshot illustrates the process of uploading an Excel file for a forecast commit. It shows the 'Uploads' sub-tab selected, the 'Upload' button, and the 'Upload File' dialog box where a job name and type (Forecast) are entered, and a file is chosen. The 'Upload' button is then clicked. The resulting 'Uploads' table shows the status of the upload, with a highlighted row indicating a 'Failed' status.

Name	Type	Last Uploaded	Last Uploaded By	Status	File	Log
				Failed	↓	↓
				Failed	↓	↓
				Completed With Errors	↓	↓
				Failed	↓	↓
				Completed	↓	↓

# Check List

1. Where do you search for Forecast? See Slide 11
2. How to view forecasted quantities? See Slide 13 and 14
3. How to configure the view? See Slide 13
4. How to edit stock on hand? See Slide 17
5. How to edit other forecast quantities? See Slide 18
6. How to commit without updating the quantities? See Slide 19
7. How to download forecast report? See Slide 20 and 21
8. How to upload Excel report for forecast commit? See Slide 22

**Support**

# Types of Support Available

Type of Support(Specify	Description
<b>Supplier Information Portal</b> (Location of Training Guide/s and Video/s)	On the Home screen: <ol style="list-style-type: none"><li>1. Click on Company Settings</li><li>2. Click on Customer Relationships</li><li>3. Click on Supplier Information Portal</li></ol>
<b>Help Centre</b>	Enter from your Supplier account: <ol style="list-style-type: none"><li>1. Learning Center<ul style="list-style-type: none"><li>• Training documentation</li><li>• User Community</li></ul></li><li>2. Support Center<ul style="list-style-type: none"><li>• Get help by email (Choose from the drop down list of problem type – Supply Chain Collaboration)</li><li>• Get help by live chat</li><li>• Request a phone call</li><li>• Attend a live webinar</li></ul></li></ol>

# Thank you.

Contact information:

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