

# Ariba Network SCC - Scheduling Agreements Supplier Training Guide

June 2022

# Agenda

1. Scheduling Agreement Release (General)
  - Introduction
  - Scheduling Agreement Release Process Workflow
  - Scheduling Agreement Release Documents
2. Scheduling Agreement Release (Portal)
3. Available Support

# Scheduling Agreement Releases

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

... Scheduling Agreement Documents

... Scheduling Agreement Collaboration Process

# Scheduling Agreement

## Introduction

1

Scheduling Agreement is a form of outline purchase agreement under which materials are procured on predetermined dates within a certain period of time. There are two forms of Scheduling Agreements as listed below:

- **Scheduling Agreement** is a purchasing document that contains schedule lines stating quantities and dates for specific shipments of a material.
- **Scheduling Agreement Release** is a release of schedule lines within the scheduling agreement.

2

Use Cases:

- Pricing & terms are agreed upon for the time period (horizon).
- Quantity should cover the horizon needs.
- Smaller quantities requested on “scheduled” basis.
- Delivery is on an “ASAP” basis (short term or immediately).
- Mid-to-long term requirements also communicated in the trade-off or forecast horizon.

3

Benefits:

Improved visibility into availability of supply.

Greater transparency for suppliers into longer term and near-term demands of their customers.

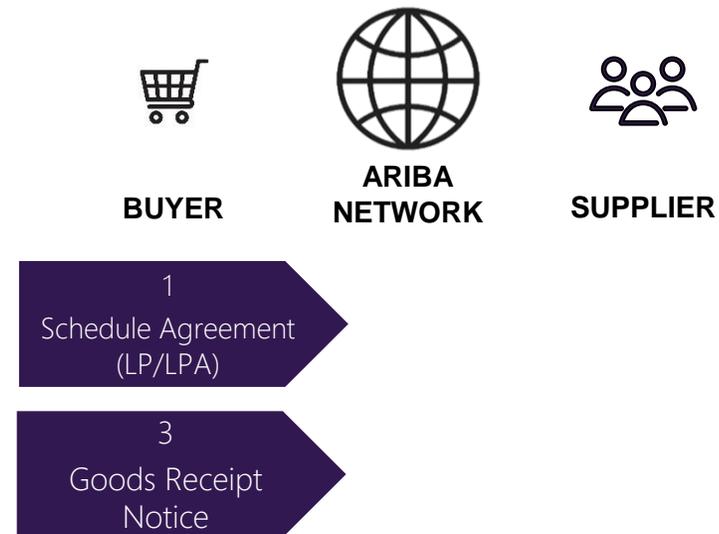
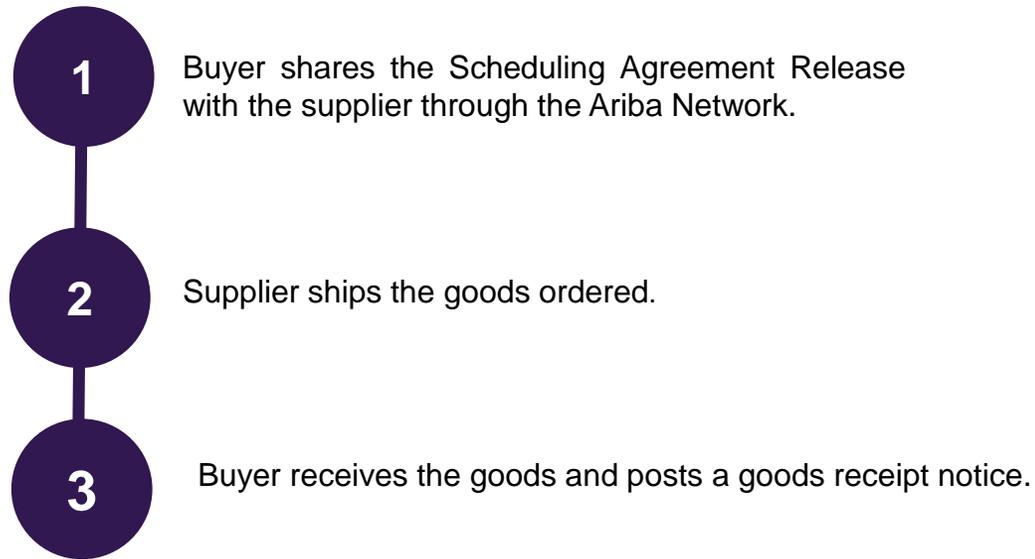
Flexible invoicing options, including self-billing and supplier-generated invoicing (increased billing accuracy).

# Scheduling Agreement Documents

| Document                     | Description   |
|------------------------------|---|
| Scheduling Agreement         | Defines the actual agreement of quantities and dates for the shipments desired for a period of time |
| Scheduling Agreement Release | Defines releases of quantities and dates for the shipments desired for a period of time             |
| Goods Receipt                | Customer confirmation of final product receipt.   |

# Scheduling Agreement

## Schedule Agreement Collaboration Process Flow Diagram



# Scheduling Agreement Releases

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

- ... how to find scheduling agreements
- ... read the parts of scheduling agreements
- ... how to read scheduling agreements and releases

# Scheduling Agreement

## Search and Identify a Scheduling Agreement

- 1 Go to **Orders** tab to view and manage your purchase orders. Select **Orders and Releases** from the dropdown.
- 2 **Search filters** allow you to search using multiple criteria. Expand the search filters by clicking an arrow on the left-hand side of your screen. Filter by SGRE in "Customer" field.
- 3 Select **Search only scheduling agreement releases or scheduling agreements** to narrow down your search.
- 4 Enter your search criteria and click **Search**. List of displayed scheduling agreements will contain only those for the specified time range.
- 5 To view the scheduling agreement, click on its number.

The screenshot shows the 'Orders and Releases' interface. At the top, there are navigation tabs: 'Orders', 'Fulfillment', and 'Quality'. The 'Orders' tab is selected, and a dropdown menu is open, showing 'Orders and Releases' as the selected option. Below this, there are sub-tabs: 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. The 'Orders and Releases' sub-tab is active. On the left, there is a 'Search Filters' section with the following fields: 'Customer' (set to 'Siemens Gamesa Renewable Energy...'), 'Order Number' (with radio buttons for 'Partial number' and 'Exact number'), 'Show orders by' (with radio buttons for 'Creation Date' and 'Inquiry Date'), and 'Date Range' (with a dropdown menu set to 'Other'). A date range picker is open, showing options: 'Last 24 hours', 'Last 7 days', 'Last 14 days', 'Last 31 days', and 'Other'. On the right, there are search filters: 'Search only blanket purchase orders', 'Search only scheduling agreement releases or scheduling agreements' (checked), 'Search only stock transport orders', 'View all active', and 'Search only service purchase orders'. At the bottom right, there are 'Search' and 'Reset' buttons.

Orders and Releases (12)

| Type    | Order Number  | Ver | Customer                               | Inquiries | Ship To Address   | Ordering Address                                       | Amount    | Date ↑     | Order Status | Settlement | Amount Invoiced | Revision | Actions |
|---------|---------------|-----|--|-----------|---|--|-----------|------------|--------------|------------|-----------------|----------|---------|
| Release | 5500001242FOR | 1   | Siemens Gamesa Renewable Energy - TEST |           | UK Blades Production Hull (OF)<br>Hull, East Riding of York<br>United Kingdom | Tromsø Vind ARBSCC<br>Great Yarmouth<br>United Kingdom | 10.00 EUR | 1 Apr 2022 | New          | Invoice    | 0.00 EUR        | Original | Actions |
| Release | 5500001248FOR | 4   | Siemens Gamesa Renewable Energy - TEST |           | Hull Calibration<br>Hull, East Riding of York<br>United Kingdom               | Tromsø Vind ARBSCC<br>Great Yarmouth<br>United Kingdom | 30.00 EUR | 3 Apr 2022 | Changed      | Invoice    | 0.00 EUR        | Changed  | Actions |

# Scheduling Agreement

## Header Level

- 1 Document Type, status, number and version.
- 2 From Information (Buyer)/ To Information (Supplier)
- 3 Ship to/Bill To Information
- 4 Routing Status
- 5 Processing and release history is available in the appropriate tabs.

Create Ship Notice
Create Invoice ▾
Create Quality Notification

Release Detail | Processing History | Release History

**SIEMENS Gamesa**  
RENEWABLE ENERGY

**From:**  
Customer  
Siemens Gamesa Renewable Energy Lim  
Sir William Siemens Way, Alexandra  
Hull

HU9 1TA  
United Kingdom  
Fax:

2

**To:**  
Tromsø Vind ARBSCC - TEST  
Boundary Road  
Great Yarmouth

42750  
United Kingdom  
Phone:  
Fax:  
Email: v @siemensgamesa.com

1

**Scheduling Agreement Release**  
(New)  
5500001242FOR  
Version: 1

[Track Order](#)

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**Payment Terms** ⓘ

**Scheduling Agreement ID**  
5500001242

**Contact Information**  
**Supplier Address**  
**Tromsø Vind ARBSCC**  
190 Boundary Road  
Great Yarmouth

United Kingdom  
Email: 1.ext@siemensgamesa.com  
Phone: +44 ( ) 080 335 54639  
Fax:  
Address ID: 4000001930  
Buyer ID: 4000001930  
ILN:

**Other Inform**  
Company Code: 441T  
Purchase Group: AAZ  
Purchase Organization: FB01  
Requester: S1103125  
Incoterms: CFR  
Customer VAT/Tax ID: GB324778185  
Purchase Group name: M ,Marco  
[View less »](#)

**Transport Terms Information**  
Delivery Terms: Transport Condition  
Transport Terms: CFR  
Transport Location: CFR

4

Routing Status: Sent  
Effective Date: 1 Apr 2022  
Expiration Date: 1 Apr 2022

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**Ship All Items To**

**UK Blades Production Hull (OF)**  
East Gate, Alexandra Dock  
Hull  
East Riding of York  
HU9 1TA  
United Kingdom  
Ship To Code: GB31  
buyerLocationIDDomain:  
MRPArea: GB31

**Bill To**

**Siemens Gamesa Renewable Energy Lim**  
Sir William Siemens Way, Alexandra  
Hull

HU9 1TA  
United Kingdom  
Fax:

**Deliver To**

# Scheduling Agreement

## Line Level

- 1 The Line-Item section includes detailed Commitment Information, including Release Information and Commitment Level
- 2 Schedule Lines (Delivery Schedules) for Line Items contain date and quantity for each schedule line
- 3 Commitment Levels of schedule lines

Line Item 1

| Line # | No. Schedule Lines | Part # | Customer Part # | Type     | Category | Return | Revision Level | Qty (Unit)    | Need By    | Unit Price | Subtotal |
|--------|--------------------|--------|-----------------|----------|----------|--------|----------------|---------------|------------|------------|----------|
| 10     | 1                  |        | A9B00910707     | Material |          |        |                | 0.000 (KGM) ⓘ | 1 Apr 2022 | 10.00 EUR  | 0.00 EUR |

Description: BIAX600 W:0,635m

### Control Keys

|                                 |
|---------------------------------|
| Order Confirmation: not allowed |
| Ship Notice: not allowed        |
| Invoice: is not ERS             |

### Release Information

|                        |
|------------------------|
| Release Type: Forecast |
|------------------------|

### Information on Ship Notice [Optional]

|                |
|----------------|
| Supplier Batch |
|----------------|

### Schedule Lines

| Schedule Line # | Shipment Status | Delivery Date           | Ship Date | Quantity (Unit) | Customer Proposed Qty (Unit) | Customer Proposed Delivery Date | Cumulative Scheduled Qty (Unit) | Received Qty (Unit) | Commitment Level |
|-----------------|-----------------|-------------------------|-----------|-----------------|------------------------------|---------------------------------|---------------------------------|---------------------|------------------|
| 1               |                 | 1 Apr 2022 2:00 PM CEST |           | 1 (KGM) ⓘ       |                              |                                 | 1.00 (KGM) ⓘ                    |                     | Forecast         |

### Other Information

|                        |                  |
|------------------------|------------------|
| Release Version:       | 1                |
| Classification Domain: | ERPCommodityCode |
| Classification Code:   | WBD              |

### Transport Terms Information

|                     |                             |
|---------------------|-----------------------------|
| Delivery Terms:     | Transport Condition         |
| Transport Terms:    | DDP ( Delivered Duty Paid ) |
| Transport Location: | er                          |

# Scheduling Agreement

## Scheduling Agreement Release Versions

Note that with Scheduling Agreement Releases there are different versions depending on the customer sending or not a change Release to the Ariba Network.

1

Versions are noted in the status detail of your release. Older Versions are viewable by clicking the **Previous Version** hyperlink.

2

In order to view the changes on the Release, click three dots in the bottom of the document screen and select **Show Changes**

3

The edits will be highlighted in orange.

Scheduling Agreement Release  
(+ Changed)  
5500001122FOR  
Version: 2 (Previous Version)

Track Order

| Line # | No. Schedule Lines | Change | Part # | Customer Part # | Type     | Return | Revision Level | Qty (Unit)    |
|--------|--------------------|--------|--------|-----------------|----------|--------|----------------|---------------|
| 20     | 2                  | + New  |        | A99000000001    | Material |        |                | 10,000 (PC) ⓘ |

Description: Cooling System gen 50Hz

### Control Keys

Order Confirmation: not allowed

Ship Notice: not allowed

Invoice: is not ERS

### Release Information

End of Firm Zone: 14 Mar 2022 1:00 PM CET

End of Tradeoff Zone: 24 Mar 2022 1:00 PM CET

Release Type: Forecast

### Schedule Lines

| Schedule Line # | Shipment Status | Delivery Date           | Ship Date | Quantity (Unit) | Customer Proposed Qty (Unit) | Customer Proposed Delivery Date |
|-----------------|-----------------|-------------------------|-----------|-----------------|------------------------------|---------------------------------|
| 1               | 🚚               | 11 Mar 2022 1:00 PM CET |           | 5 (PC) ⓘ        |                              |                                 |
| 2               | 🚚               | 11 Mar 2022 1:00 PM CET |           | 5 (PC) ⓘ        |                              |                                 |

⋮

Resend

Hide

Show Changes

# Goods Receipt

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

... where to find customer document

# Goods Receipt

## View Goods Receipt

1 In the **Fulfillment** dropdown, select **Good Receipts**

2 Use **Search Filters** to find the right document(s)

The screenshot shows the 'Goods Receipts' page in a web application. At the top, there are navigation tabs: 'Orders', 'Fulfillment', 'Quality', and 'Invoices'. The 'Fulfillment' tab is selected, and a dropdown menu is open, listing various document types: 'Order Confirmations', 'Service Sheets', 'Time and Expense Sheets', 'Ship Notices', 'Goods Receipts', 'Extended Collaboration', 'Product Replenishment', 'Sales Orders', and 'Drafts'. The 'Goods Receipts' option is highlighted. Below the navigation, there is a 'Goods Receipts' section with a 'Search Filters' panel. This panel contains several input fields: 'Customer' (set to 'All Customers'), 'Receipt ID', 'Buyer Location Code', 'Order Number', 'Start Date' (set to '14 May 2022'), and 'End Date' (set to '27 May 2022'). There is also a 'Routing Status' dropdown set to 'All'. At the bottom right of the search filters, there is a 'Number of Results' dropdown set to '100', a 'Search' button, and a 'Reset' button. Below the search filters, there is a table of 'Goods Receipts (258)'. The table has columns for 'Receipt Number', 'Reference', 'Customer', 'Date', and 'Routing Status'. The first five rows of the table are visible, showing receipt numbers ranging from 4900005631 to 4900005627, all with a routing status of 'Sent'.

| Receipt Number | Reference  | Customer                               | Date                   | Routing Status |
|----------------|------------|--|------------------------|----------------|
| 4900005631     | 4500011198 | Siemens Gamesa Renewable Energy - TEST | 16 May 2022 8:16:10 AM | Sent           |
| 4900005630     | 4500011198 | Siemens Gamesa Renewable Energy - TEST | 16 May 2022 8:10:52 AM | Sent           |
| 4900005629     | 4500011198 | Siemens Gamesa Renewable Energy - TEST | 16 May 2022 8:05:22 AM | Sent           |
| 4900005628     | 4500011198 | Siemens Gamesa Renewable Energy - TEST | 13 May 2022 8:29:45 AM | Sent           |
| 4900005627     | 4500011198 | Siemens Gamesa Renewable Energy - TEST | 13 May 2022 8:29:07 AM | Sent           |

# Goods Receipt

## View Goods Receipt

**1** Click **receipt number** to view receipt details.

**2** Finished good receipt belongs to the list of SA's related documents.  
 When finished good receipt reaches the Portal, the corresponding release status is being automatically updated to **Partially Received** or **Received**.

Scheduling Agreement Release  
 (+ Partially Received)  
**5500001447FOR**  
 Version: 3 (Previous Version)

Track Order

**2**

Routing Status: Acknowledged  
 Effective Date: 22 Apr 2022  
 Expiration Date: 31 May 2022  
 Related Documents: 4900005380

**1**

Receipt: 4900005522 Done

[Print](#) | [Export cXML](#)

[Detail](#) | [History](#)

---

**From:** Siemens Gamesa Renewable Energy - TEST

**To:** Tromse Vind ARBSCC - TEST  
 Boundary Road  
 Great Yarmouth

42750  
 United Kingdom  
 Phone:  
 Fax:  
 Email: varun.hariharan.ext@siemensgamesa.com

**Receipt:** Receipt No.: 4900005522  
 Receipt Date: 2 May 2022

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Routing Status: Sent  
 Related Documents: 5500001533FOR

| Item  | Order Line Number | Part # | Customer Part # | Batch # | Customer Batch # | Packing Slip ID | Packing Slip Date | Qty (Unit) | Delivery Address | Type     | Unit Rate | Amount    | Status |
|---|-------------------|--------|-----------------|---------|------------------|-----------------|-------------------|------------|------------------|----------|-----------|-----------|--------|
| Scheduling Agreement Release: 5500001533FOR |                   |        |                 |         |                  |                 |                   |            |                  |          |           |           |        |
| 1   | 10                |        | A9B75002200     |         |                  | RUSHILCHECK     | 2 May 2022        | 7.000 PC ⓘ | Not Specified    | Received | 3.00 EUR  | 21.00 EUR |        |

Description: hub

# Available Support

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

- ... how to find available support resources
- ... how to contact SAP Ariba Support team

# Support

## Available Support Resources

1

Training materials prepared by Siemens Gamesa available in the **Supplier Information Portal (SIP)**.

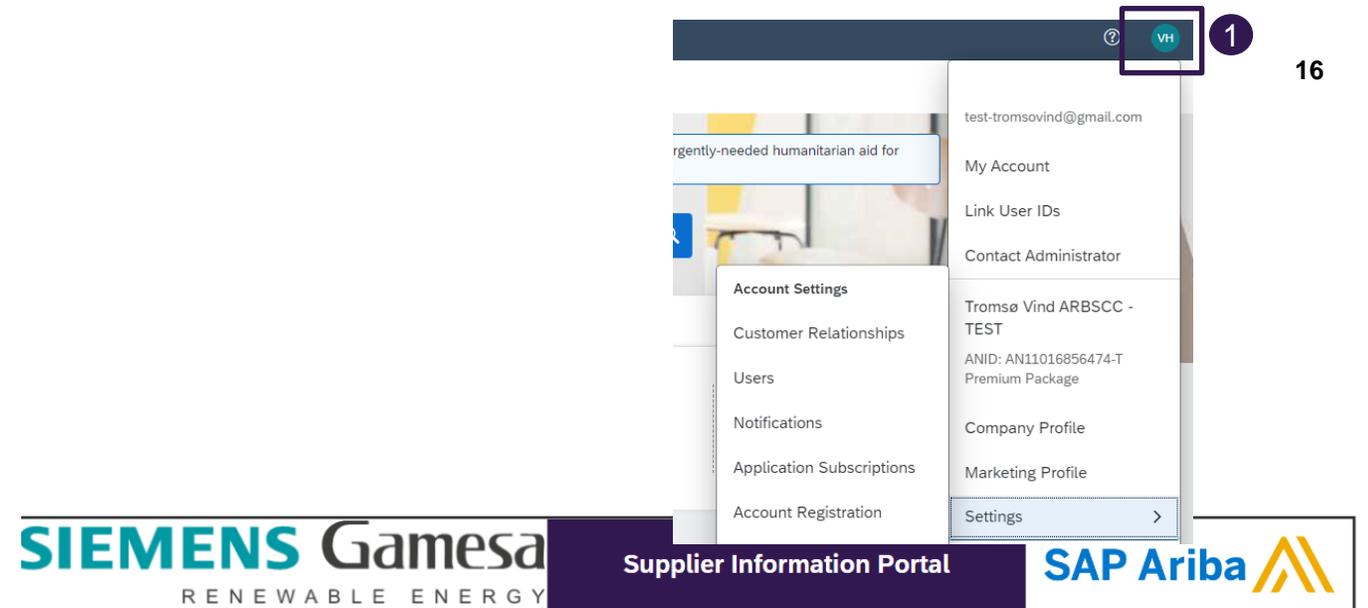
- Click on your initials in the right-hand top corner
- Choose Customer Relationships
- Click on Supplier Information Portal

You can also access SIP using this link:  
<https://support.ariba.com/item/view/194924>

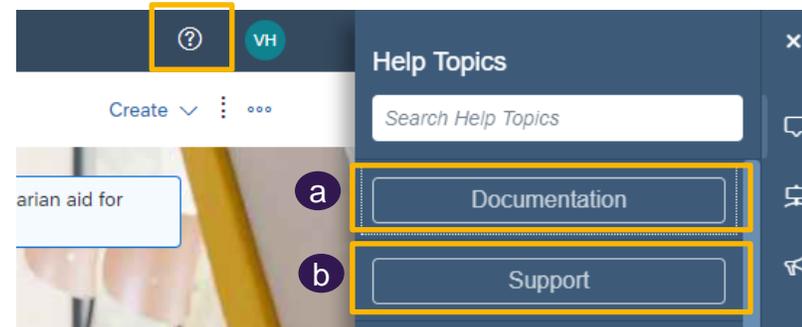
2

Resources available in Ariba Network. When you're logged in, click on the **question mark in the right-hand top corner** of the screen and choose:

- Documentation** – to read available documents related to Ariba Network functionalities
- Support** – to reach SAP Ariba Help Center where you can find answers to your questions or contact Ariba Support Team directly



Welcome to the **Siemens Gamesa Renewable Energy** Supplier Information Portal. Please click below for the appropriate Supplier Information Portal:



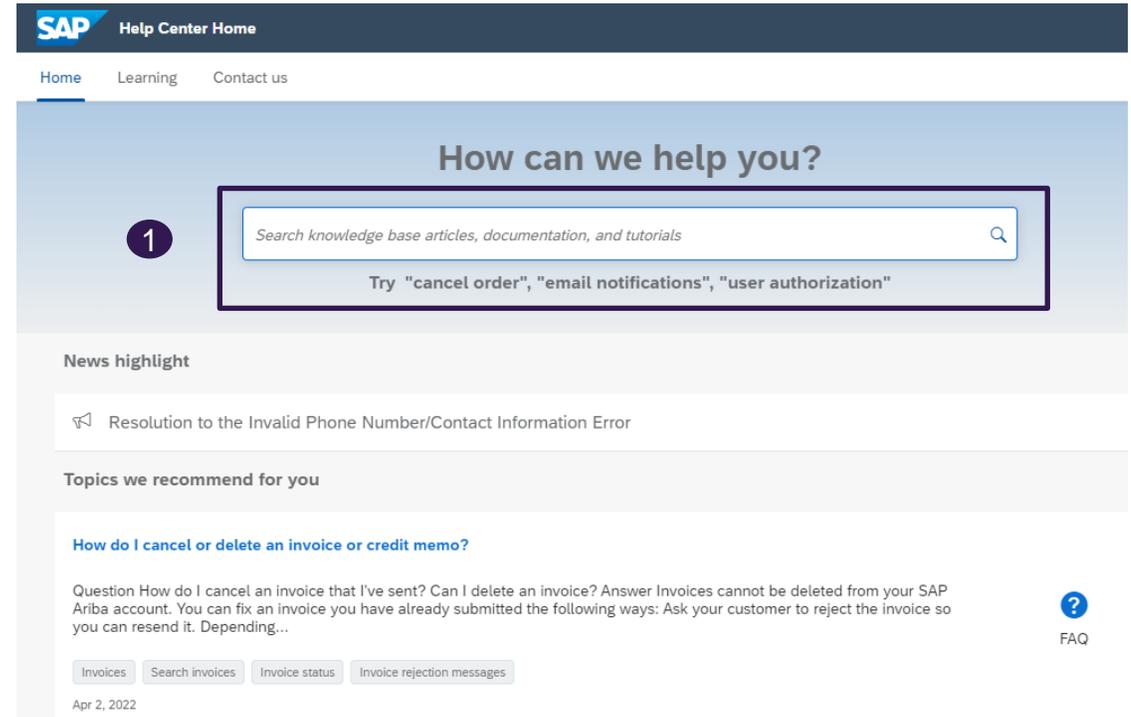
# Support

## Contact SAP Ariba Support Team – Step 1

1

After you click on Support button, you will be redirected to SAP Ariba Help Center

a) **Type your question** in the text field under *How can we help you?* and review the search results. These articles contain step by step instructions covering most activities you may wish to do on Ariba Network.

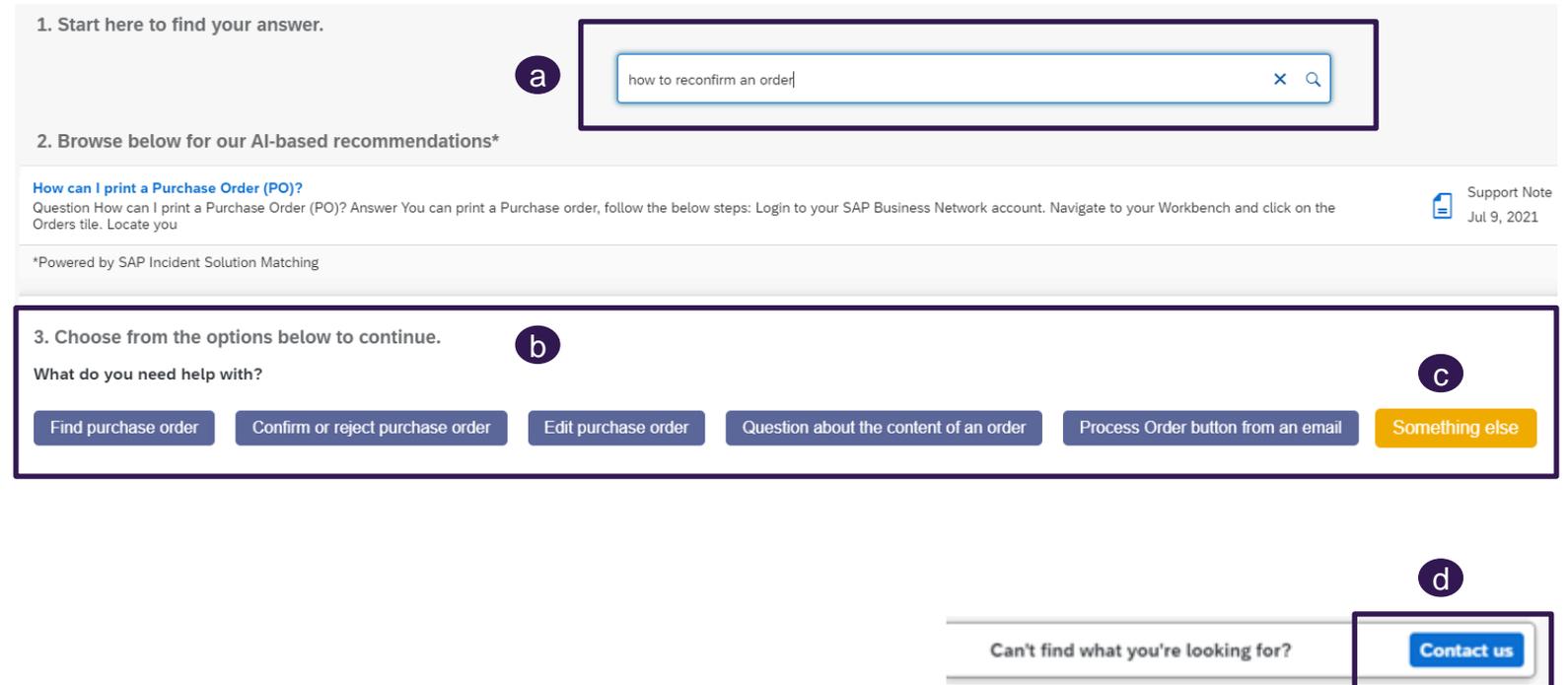
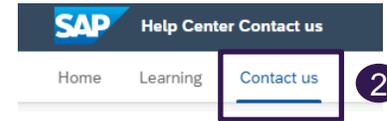


## Contact SAP Ariba Support Team – Step 2

2

If you haven't found an answer to your question, go to **Contact us** tab and follow the steps on the screen:

- a) Enter your question/issue in the text field. Include **Ariba SCC** in the subject to receive quick support.
- b) Choose what you need help with and review suggested instructions
- c) If none of them matches, choose **Something else** tile
- d) In the bottom of the screen you will see **Contact us** button – click it and you'll be redirected to the next page



# Support

## Contact SAP Ariba Support Team – Step 3

3

Fill in all required fields on the contact form

4

Click on **One Last Step** button – it will pop up in the bottom right-hand side corner of your screen once you complete the form

Requested language of support: English [Change?](#)

Note: If agents are unavailable to support in the language you've chosen, support will be provided with the assistance of a translation service.

3

1. Tell us what you need help with.

Subject: \*

Full description: \*

3000 characters remaining

Attachment:

Issue type: \*

Issue area: \*

PO/Invoice Number:

**Top Recommendations:**

- I need help with purchase orders
- How can I increase the amount or change the currency of a purchase order?

2. How does this impact your normal business processes?

Business Impact: \*

3. Please review your contact information for correctness:

First name: \*

Last name: \*

Username:

Company: \*

Email: \*

Phone: \*

Extension:

Confirm phone: \*

My phone number is correct.

Ariba Network ID: \*

4

One last step

## Contact SAP Ariba Support Team – Step 4

4 Select a contact method that suits you best and click on **Submit**.

SAP Help Center Contact us

Home Learning Contact us

### Contact us

We're here to help you. Please provide as much information as possible so our support agents can respond to you faster.

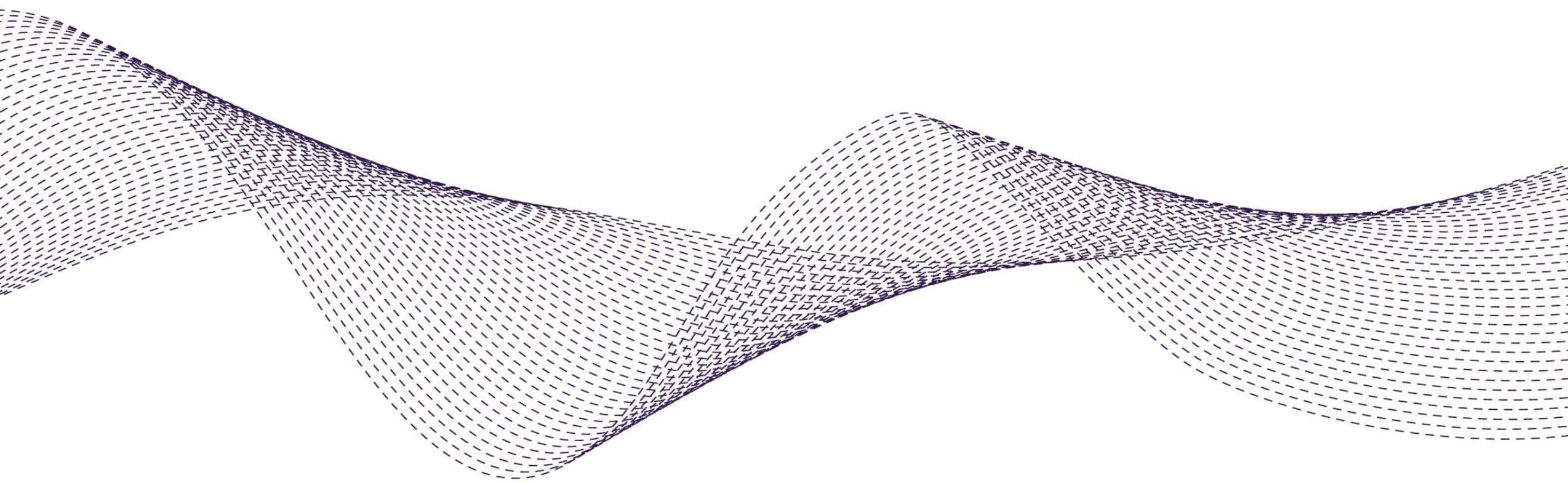
Choose this contact method for the fastest resolution of your issue:

**Recommended**  
**1** Email  
A support engineer will respond to your Service Request by email.

Other methods you may choose:

Live chat: **open**  
You will chat with the same product expert that would normally work your Service Request, soon after you click Submit.  
Note: Pop-ups need to be enabled in your browser.

Phone  
A support engineer will respond to your Service Request by phone.  
 Do not record my phone call.



# Thank you!

[SGRE\\_SCC\\_Support@siemensgamesa.com](mailto:SGRE_SCC_Support@siemensgamesa.com)