FORECAST COLLABORATION
SUPPLIER TRAINING GUIDE

Honeywell

SAP

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INTRODUCTION

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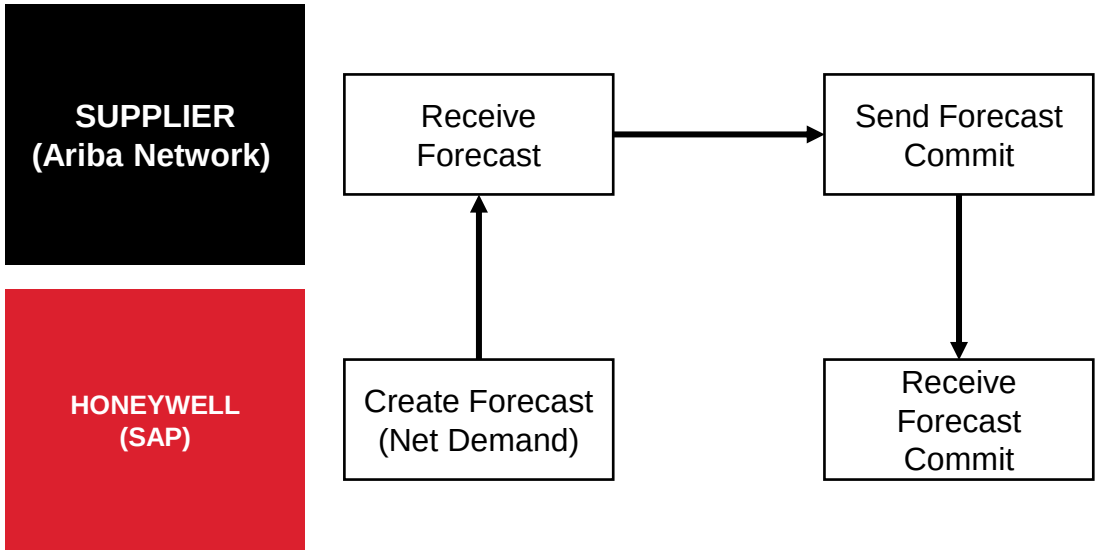
- The forecast collaboration feature enables Buyers to share their forecast with their suppliers. This then allows the suppliers to schedule operations, purchase raw materials and plan capacity accordingly.
- Additionally, the feature enables Suppliers to make commitments. The Buyer can use those commitments for their planning.
- 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, quarterly and yearly time-bucket views of forecast demand.
  - Integration with other ERP and planning systems in B2B integration, both for buyers and for suppliers.

FORECAST WORKFLOW

FORECAST WITH COMMITMENT

1. Honeywell 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 an Excel file.
3. The supplier can edit the quantities to show supply commitments.
4. Honeywell receives forecast commit.

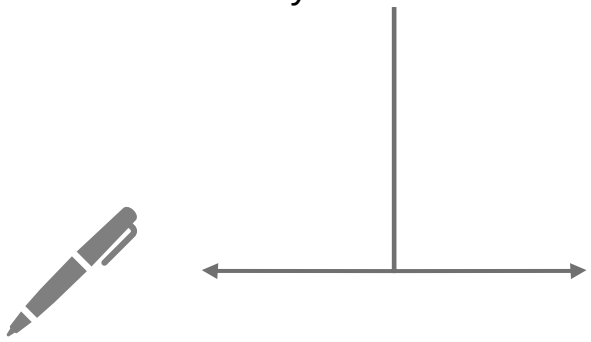


MODES OF INTEGRATION AND AUTOMATION

Ariba allows suppliers to work in different modes:

Ariba Portal: The Supplier works online through a Web Browser. Data entry can be on screen or using download and upload functionality.

Full System Integration: Ariba Network allows to electronically integrate with the network. For technical details please refer to your trainer.



Manual: The Supplier can manually enter the data in Portal and upload

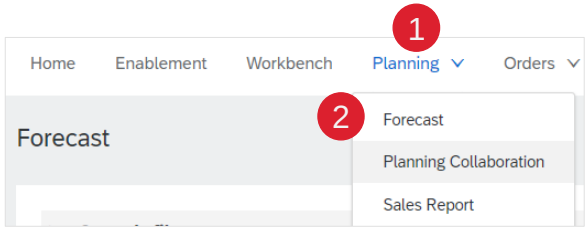
Excel: The Supplier can utilize Excel options to upload data.

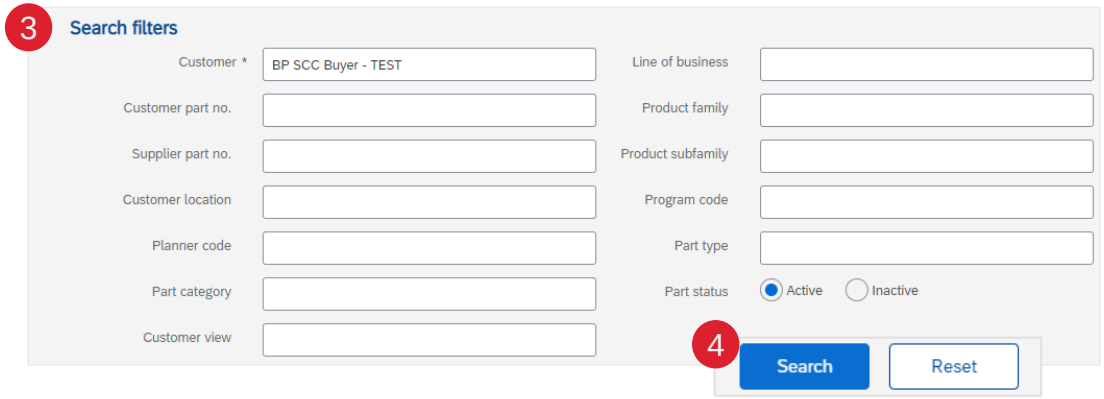
PORTAL USER INTERACTION

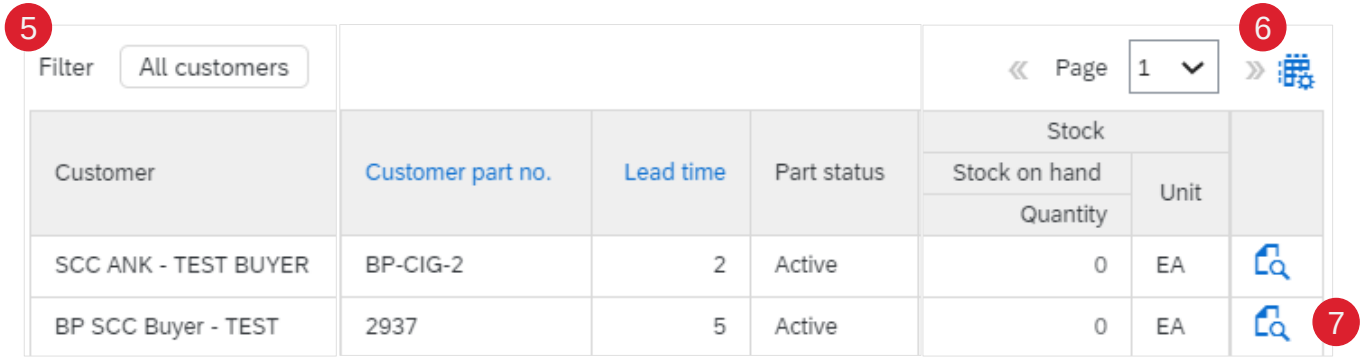
VIEW FORECAST DATA

SEARCH AND IDENTIFY FORECAST

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**
5. Review the search results**.**
6. You can configure the view by clicking the **configure** button.
7. To view forecast details, click the icon on the right-hand side of you screen.







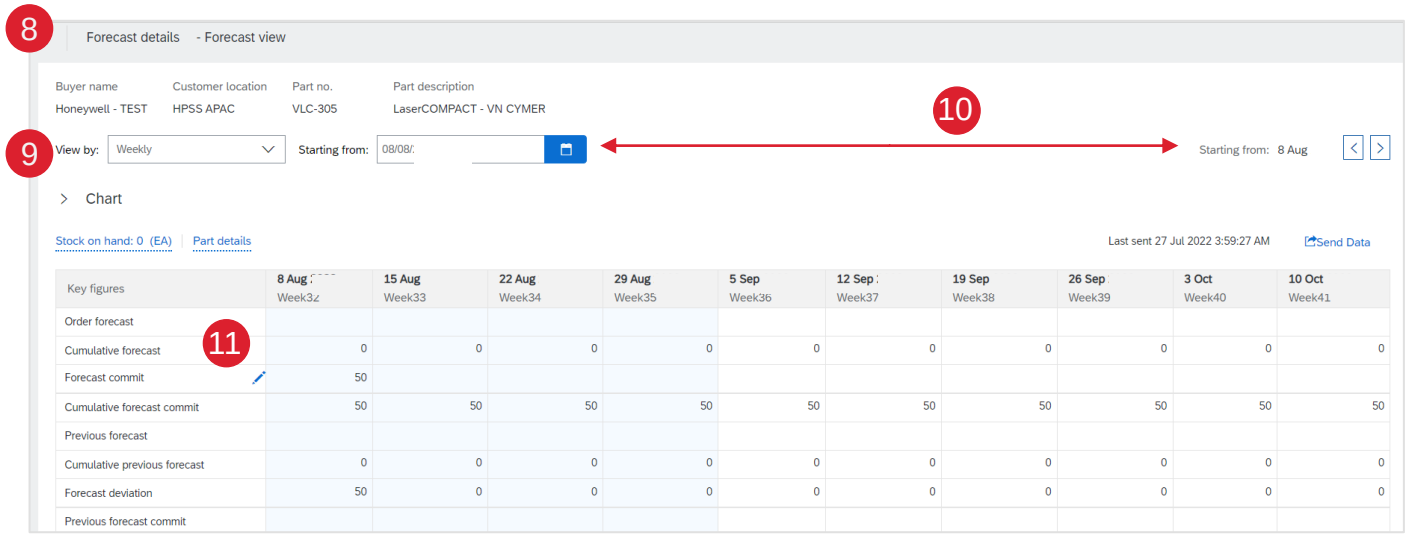
Note:

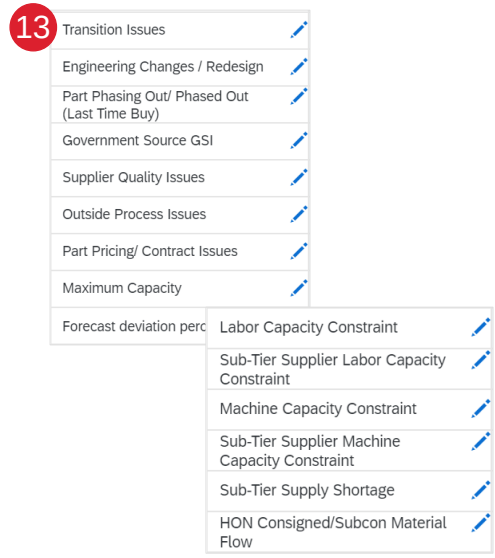
- Refer Appendix for Search Filters Option description
- Refer Appendix for Configure Options List

VIEW FORECAST DATA

SEARCH AND IDENTIFY FORECAST – MATERIAL DETAIL SCREEN

8. Detail forecast screen for selected material will appear
9. You can **view** the forecast in each time series views (weekly, monthly, quarterly and yearly)
10. You can start from specific **date** and scroll dates from the arrow buttons at right side
11. You can **Commit / Edit** forecast data only using the time series fixed by Honeywell (i.e weekly)
12. When the supplier saves data using a different time series granularity than the previous one used, a pop-up warning appears.
13. Supplier can provide **reason code** from following options whenever they are committing quantity different from the forecast





Note: Suppliers are always encouraged to reply with reason codes whenever the commit is different from the forecast

FORECAST COMMIT VIA PORTAL

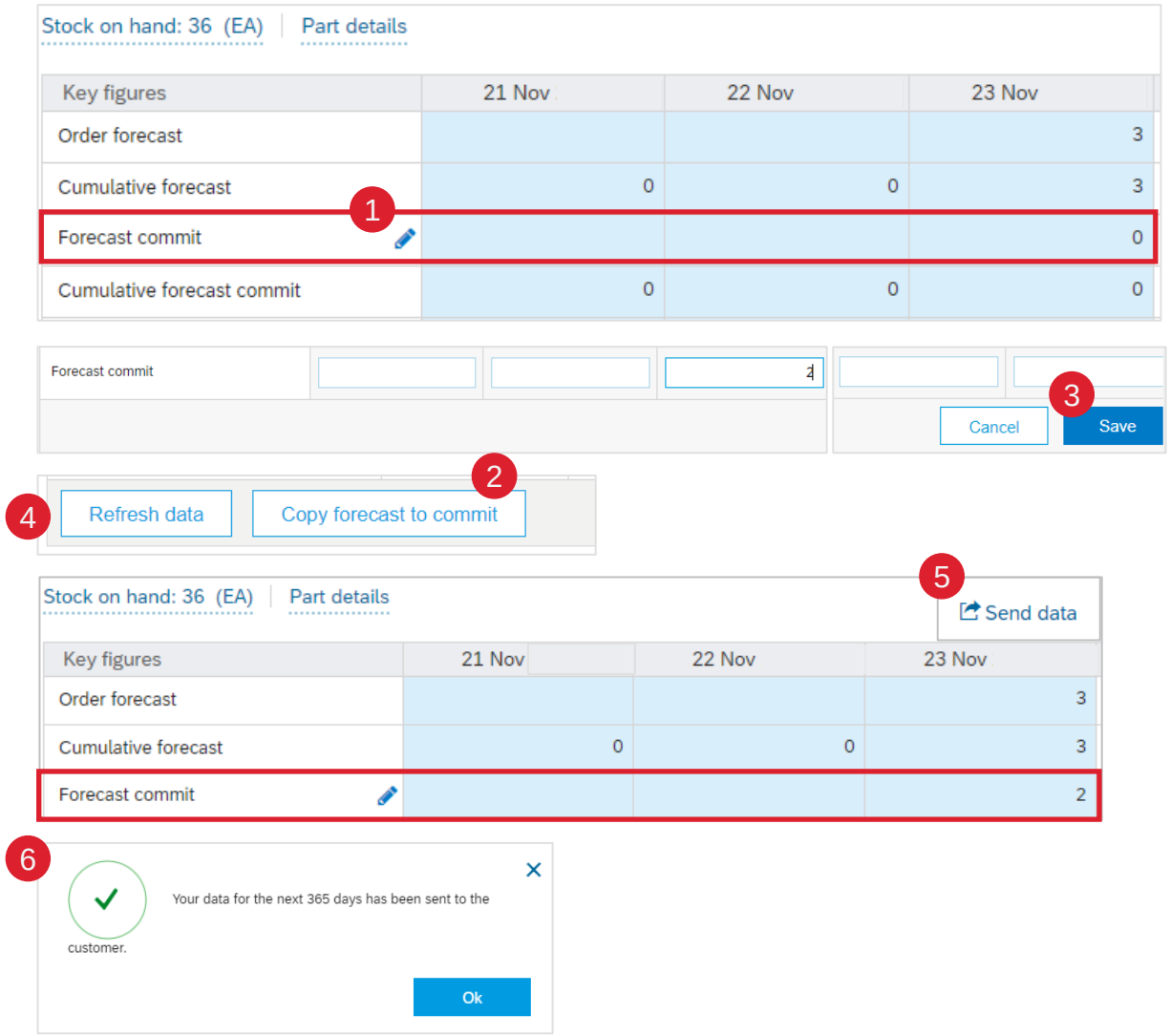
FORECAST UPDATE

Supplier can edit and send updated key figures quantities or copy forecast to commit

Edit Forecast:

From **Planning** > **Forecast** > **View document**

1. Click the **pencil icon** next to key figure you desire to update & update the quantities as needed or
2. If the commit is same as forecast, then copy forecast to commit option can be used
2. Click **Save**
3. Click **Refresh data** to update the key figures quantities
4. Click **Send data** on the right-hand side of your screen
5. Confirmation notice will appear

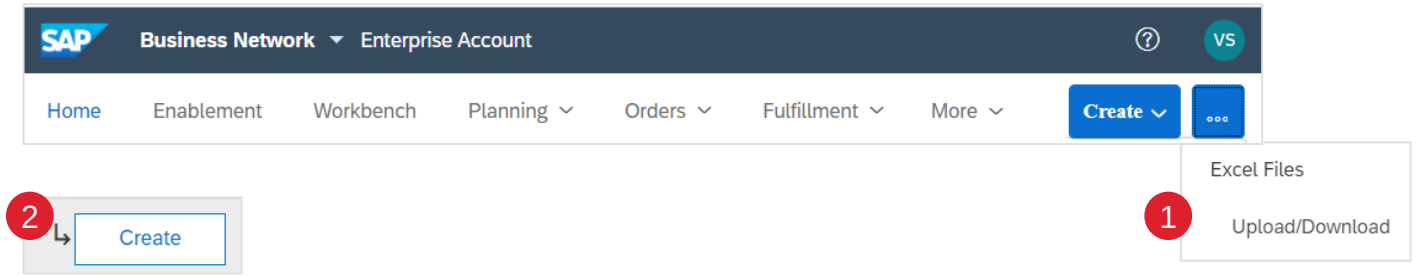


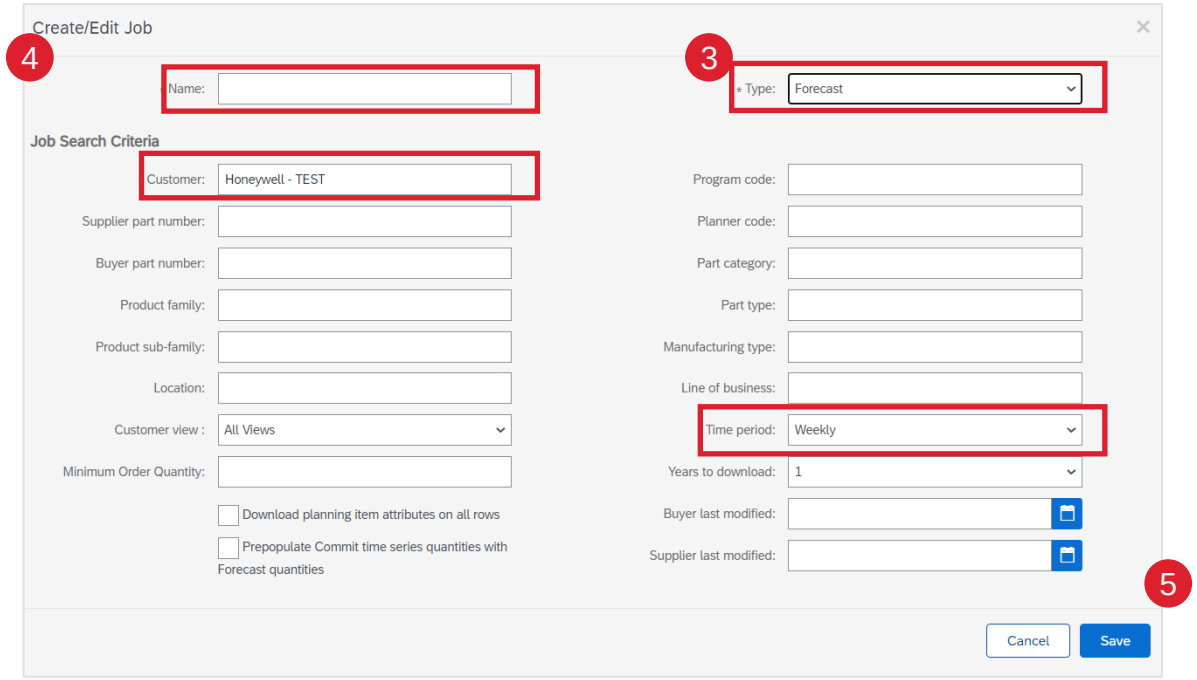
FORECAST COMMIT VIA EXCEL

CREATE A JOB

From the Home page:

1. Click **"…"** button and select **Upload/Download** from the drop down
2. In the Jobs sub-tab click **Create** in the bottom of the screen to create a new Job. New window will appear
3. Set **job type** as Forecast
4. Minimum required is to fulfill all mandatory fields marked with an asterisks
   - Job name
   - Customer name
   - Time period
5. Click **Save**



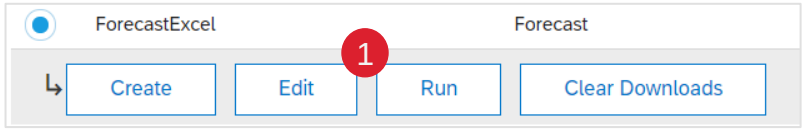


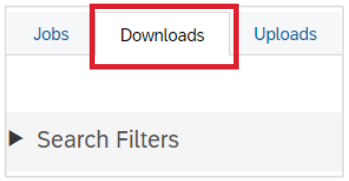
FORECAST COMMIT VIA EXCEL

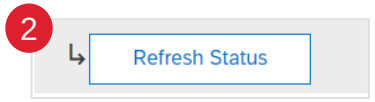
DOWNLOAD A JOB

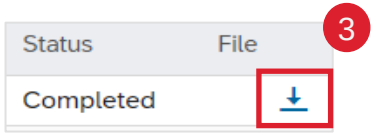
From **"…"** > **Upload/Download** > **Create**

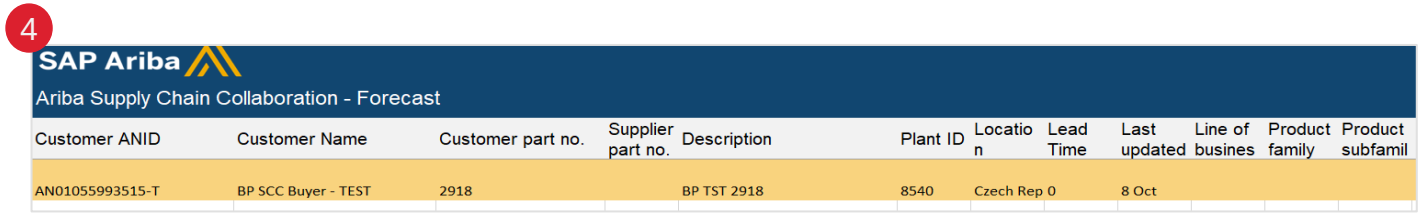
1. Select the job you created and click **Run**. You will be transferred to Downloads sub-tab
2. Click **Refresh** status to update job status to Completed.
3. **Download** a job by clicking the icon
4. Save Excel file on your computer. Update the qualities you desire within the file.









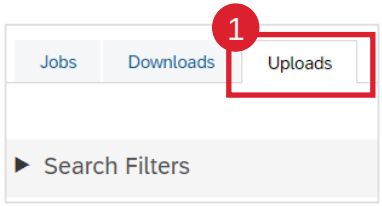


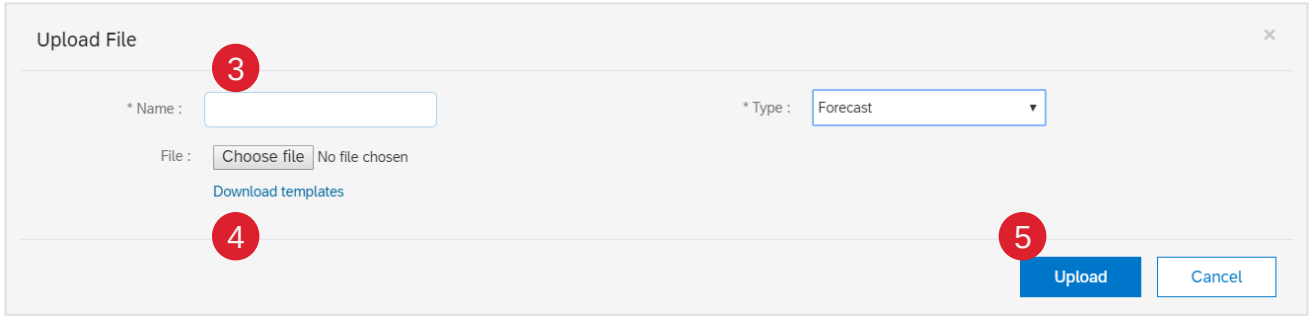
Note: Suppliers can edit and commit Excel files only in the preferred time series i.e. weekly fixed by Honeywell.

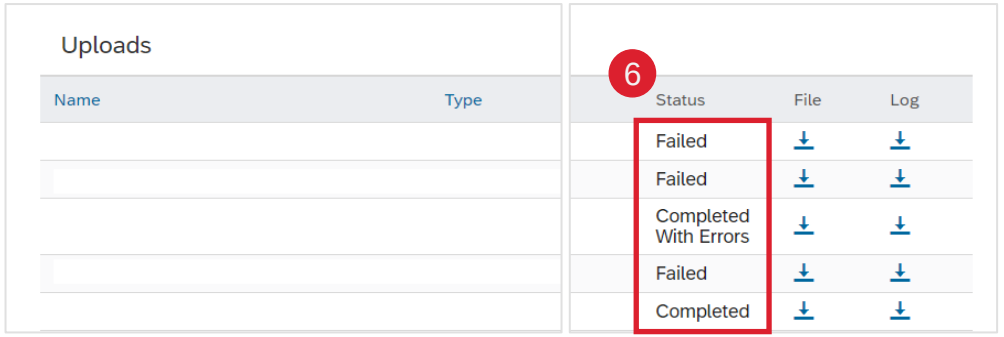
FORECAST COMMIT VIA EXCEL

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







APPENDIX

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.
Customer View	Buyers are allowed to create views, referred to as custom views, for planning processes and set conditions for their display

CONFIGURE OPTIONS
LIST

Supplier Part No.	Quantity	Line of business
Description	Status	Product family
Min Order Qty	Min Stock Level	Product subfamily
Customer Location	Part Category	External program code
Lead Time	Planner Code	Part type
Part Status	Customer View	Unit
Last Customer Update	Manufacturer name	Min Days of Supply
Last Supplier Update	Manufacturing part ID	System ID

VIEW FORECAST DATA

KEY FIGURES DESCRIPTION

Key Figures	Description	Data Source
Order forecast	Customer shared demand	Honeywell standard
Cumulative forecast	Customer previous + current demand	Honeywell calculated
Forecast commit	Quantity committed to the customer	Supplier standard
Cumulative forecast commit	Supplier previous + current commitment	Supplier calculated
Previous forecast	Historic demand	Honeywell standard
Cumulative previous forecast	Cumulative historic demand	Honeywell calculated
Forecast deviation	Forecast commit – Order forecast	Network calculated
Previous forecast commit	Historic commit	Supplier standard
Upside forecast	Additional quantity available for the customer	Honeywell standard
Firmed orders	Buyer confirmed orders within the firm zone.	Network calculated
Order received	Quantity received by the buyer 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 Buyer for each time bucket.	Network calculated