

# Planned Shipment Report

Training material

# Planned Shipment Report

## Introduction

The SAP Business Network platform allows to extract planned deliveries data using different extraction methods. This training material provides the instruction how to download a desired shipment report using 3 different options, depends on the need:

1

### Planned Shipment Report (short term horizon)

- Can be extracted from the Orders section
- Contains the planned deliveries for 14 days (the schedule lines with „Firm” Commitment Level on the Scheduling Agreement)

2

### 1st Planned Shipment Report (long term horizon)

- Can be extracted from the Orders section
- Can contain the planned deliveries for longer horizon than 14 days (the schedule lines with „Firm” „Trade off” and „Forecast” Commitment Level on the Scheduling Agreement)

3

### 2nd Planned Shipment Report (long term horizon)

- Can be extracted from the Report section
- Contains Schedule Line details with the Commitment level information (Firm, Tradeoff), Order status etc.

# Planned Shipment Report [Orders tab] – short horizon

# Planned Shipment Report

## 1. Planned Shipment Report [Orders section] – short horizon (1/3)

The screenshot shows the SAP Business Network interface for the 'Orders' section. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. The 'Orders' menu is highlighted with a red box and labeled '1'. Below the navigation bar, there is a summary of orders with the following data:

Category	Count	Time Period
Orders	3	Last 31 days
Items to confirm	1	Last 31 days
Items to ship	21	Last 31 days
Return items	0	Last 31 days
New orders	1	Last 31 days
Changed orders	0	Last 31 days
Orders to invoice	0	Last 31 days
Orders to Summary invoice	0	Last 31 days
Orders with service line	0	Last 31 days
Items to service	0	Last 31 days

The 'Items to ship' tile is highlighted with a red box and labeled '1a'. Below the summary, there is a filter section for 'Items to ship (21)' with the following options: 'Edit filter', 'Last 365 days', 'Exclude fully shipped, +1', 'Exclude fully received', and 'Exclude fully invoiced'. The filter section is highlighted with a red box and labeled '2'. There is also a 'Create ship notice' button at the bottom left of the filter section.

**1** The summary of the planned shipment data can be extracted directly from the **Orders** and **Orders and Releases** tab.

This report shows only the quantities in Firmed Orders on the planning collaboration page – SMI view.

**1a** Select **Items to Ship** tile.

**2** If you keep assigned filter criteria (Excluded Shipping Not allowed **as ticked**), the report will only contain the Firmed Orders with Commitment Level „Firm” displayed on respective Scheduling Agreement, meaning the shipments for next 14 days will be displayed.

# Planned Shipment Report

## 1. Planned Shipment Report [Orders section] – short horizon (2/3)

The screenshot displays the SAP Business Network interface. At the top, there's a navigation bar with 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. Below this, a 'Workbench' section shows several metrics: 'New orders' (0), 'Orders' (2), 'Items to confirm' (3), 'Items to ship' (3), 'Orders to invoice' (0), 'Invoices' (0), and 'Pinned documents' (0). A 'Table setting' dialog box is open, allowing users to customize the columns of the 'Items to ship' table. The dialog has two panes: 'Available columns' and 'Displayed columns'. A 'Creation Date' tooltip is visible over the 'Customer' column in the 'Available columns' pane. A red circle with the number '3' highlights the 'Customize' icon in the top right of the table. A red circle with the number '4' highlights the 'Apply' button at the bottom of the dialog box.

Need By	Commitment Level	Requested Quantity	Shipped Quantity	Actions
Apr 28, 2022	Firm	5,000.00 MTR	0.00 MTR	***
Apr 29, 2022	Firm	3,000.00 MTR	0.00 MTR	***
May 4, 2022	Firm	15,000.00 MTR	0.00 MTR	***

**3** The table can be customized. You can add more relevant columns (i.e. Customer Part ID) or delete the existing ones by using drag and drop option.

**4** Click **Apply**

# Planned Shipment Report

## 1. Planned Shipment Report [Orders section] – short horizon (3/3)

The screenshot shows the SAP Business Network interface for the 'Planned Shipment Report' in the 'Orders section'. The 'Items to ship' section is highlighted with a red box and a red circle containing the number 4. An 'Export' button is also highlighted with a red box and a red circle containing the number 5. A red arrow points from the 'Export' button to a detailed data table below the main interface.

Customer	Ship To Address	Order No.	Item No.	Description	Schedule Line No.	Need By	Creation Date	Commitment Level	Requested Quantity	Shipped Quantity	Received Quantity	Due Quantity
Essity Health and Hygiene - TEST	Falkenberg Factory Falkenberg,005 SWE	5500000565	10	NW-SB, [REDACTED]	18	28 kwi 2022 12:00:00 PM	27 kwi 2022 06:49:12 PM	Firm	5 000,00 MTR	0,00 MTR	0,00 MTR	5 000,00 MTR
Essity Health and Hygiene - TEST	Falkenberg Factory Falkenberg,005 SWE	5500000565	10	[REDACTED]	19	29 kwi 2022 12:00:00 PM	27 kwi 2022 06:49:12 PM	Firm	3 000,00 MTR	0,00 MTR	0,00 MTR	3 000,00 MTR
Essity Health and Hygiene - TEST	Falkenberg Factory Falkenberg,005 SWE	5500000565	10	[REDACTED]	20	04 maj 2022 12:00:00 PM	27 kwi 2022 06:49:12 PM	Firm	15 000,00 MTR	0,00 MTR	0,00 MTR	15 000,00 MTR

4 Checked the exact lines

5 Click **Export** button. The excel file will be downloaded and will contain planned deliveries for next 14 days. The report contains also: assigned Scheduling Agreement, Schedule Line No., Commitment Level, Requested Quantity, Shipped Quantity, Received Quantity or Due Quantity.

# Planned Shipment Report [Orders tab] – long horizon

# Planned Shipment Report

## 2. Planned Shipment Report [Orders section] – long horizon (1/4)

The screenshot displays the SAP Business Network interface for the 'Orders' section. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. The 'Orders' section is active, showing a summary of order metrics for the last 31 days:

Metric	Value
Orders	3
Items to confirm	1
Items to ship	21
Return items	0
New orders	1
Changed orders	0
Orders to invoice	0
Orders to Summary invoice	0
Orders with service line	0
Items to service	0

The 'Items to ship (21)' tile is highlighted with a red box and labeled '1a'. Below this tile, there is a filter section with an 'Edit filter' button and several filter options: 'Last 365 days', 'Exclude fully shipped, +1', 'Exclude fully received', and 'Exclude fully invoiced'. A red box labeled '2' highlights the filter section.

**1** The summary of the planned shipment data can be extracted directly from the **Orders** and **Orders and Releases** tab.

This report shows only the quantities in Firmed Orders on the planning collaboration page – SMI view.

**1a** Select **Items to Ship** tile.

**2** Edit filter in Items to Ship in order to select specific searching criteria

# Planned Shipment Report

## 2. Planned Shipment Report [Orders section] – long horizon (2/4)

Items to ship (4)

▼ Edit filter

Customers  
Select or type selections

Ship by date  
None

Purchasing groups  
Type selection

Product group  
All

Planner codes  
Type selection

Customer locations  
Type selection

Company codes  
Select or type selections

Part numbers  
Select or type selections

Order type  
All

Need by date  
Custom date range  
10/1/2021 - 6/13/2022

Purchasing organizations  
Select or type selections

Customer part numbers  
Select or type selections

Category  
All

Custom date range dialog:  
Date range is limited to 365 days  
10/1/2021 - 6/13/2022  
October 2021  
1

**2a** For long term horizon please use **custom date range** in Need by Date.  
Select the exact period and click apply. Date range is limited to 365 days

After applying the filters this section will show not only the Firmed Orders but also Tradeoff (planned shipments for longer horizon than 14 days) or Forecast (planned shipments for longer horizon than 30 days).

# Planned Shipment Report

## 2. Planned Shipment Report [Orders section] – long horizon (3/4)

Items to ship (4)  
▼ Edit filter

Purchasing groups Type selection	Ordering address IDs Type selection	Part numbers Select or type selections	Customer part numbers Select or type selections
Product group All	Planner codes Type selection	Order type All	Category All
Stock transfer type All	Ship from location Select or type selections	Supplier batch ID Select or type selections	Confirmation status Select or type selections
Shipping status Exclude fully shipped <input type="checkbox"/> Exclude unshipped <input type="checkbox"/> Exclude partially shipped <input checked="" type="checkbox"/> Exclude fully shipped <input type="checkbox"/> Exclude shipping not allowed <input type="checkbox"/> Exclude shipped under tolerance	Receiving status Exclude fully received Storage locations Select or type selections	Invoicing status Exclude fully invoiced	External document type Type selection

**2b** Untick **Exclude shipping not allowed** in Shipping status.

# Planned Shipment Report

## 2. Planned Shipment Report [Orders section] – long horizon (4/4)

Workbench

0 New orders Last 31 days

2 Orders Last 31 days

3 Items to confirm Last 31 days

3 Items to ship Last 31 days

0 Orders to invoice Last 31 days

0 Invoices Last 31 days

0 Pinned documents

Items to ship (3)

Next 90 days Last 31 days Exclude fully shipped, +1 Exclude fully received Exclude fully invoiced

Create ship notice

Order No.	Customer Part No.	Item No.	Supplier Part No.	Description	Supplier Batch ID	Schedule Line No.	Need By	Creation Date	Commitment Level	Requested Quantity	Shipped Quantity	Received	0.00 MTR	...
5500000567	5786402	10				2	08.06.2022	23 maj 2022 02:23:39 PM	Tradeoff	2 000,00 MTR	0,00 MTR	0,00 MTR	0.00 MTR	...
5500000572	1644414	10				107	25 cze 2022 12:00:00 PM	10 cze 2022 10:50:04 AM	Tradeoff	4 000,00 MTR	0,00 MTR	0,00 MTR	0.00 MTR	...
5500000572	1644414	10				106	20 cze 2022 12:00:00 PM	10 cze 2022 10:50:04 AM	Firm	3 000,00 MTR	0,00 MTR	0,00 MTR	0.00 MTR	...
5500000572	1644414	10				105	18 cze 2022 12:00:00 PM	10 cze 2022 10:50:04 AM	Firm	5 000,00 MTR	0,00 MTR	0,00 MTR	0.00 MTR	...
5500000572	1644414	10				104	16 cze 2022 12:00:00 PM	10 cze 2022 10:50:04 AM	Firm	4 000,00 MTR	0,00 MTR	0,00 MTR	0.00 MTR	...
5500000572	1644414	10				103	13 cze 2022 12:00:00 PM	10 cze 2022 10:50:04 AM	Firm	2 000,00 MTR	0,00 MTR	0,00 MTR	0.00 MTR	...
5500000572	1644414	10				102	11 cze 2022 12:00:00 PM	10 cze 2022 10:50:04 AM	Firm	3 000,00 MTR	0,00 MTR	0,00 MTR	0.00 MTR	...

3 Click Export button without selecting the rows to download the file. The report shows the planned deliveries for certain horizon of time.

4 In this report there is inconvenient date format but that can be easily formatted.

# Planned Shipment Report [Report tab] – long horizon

# Planned Shipment Report

## 3. Planned Shipment Report [Report tab] – long horizon (1/5)

SAP Business Network - Enterprise Account TEST MODE

Home Enablement Workbench Planning Orders Fulfillment Quality Invoices Payments Catalogs Reports Assessments

Support the people of Ukraine. Update the categories and service locations in your Marketing profile and support Ukraine toggle to match buyer postings for urgently-needed humanitarian aid for Ukraine. Learn More Update Profile

Orders and Releases Esstity Health and Hygiene - ... Exact match Order number

Overview Getting started

1 New orders 7 Orders 0 Items to confirm 0 Items to ship 0 Orders to invoice More

Reports

Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF-8 encoded files, you may need to convert them to UTF-8.

Report Templates

Title	Schedule Type	Report Type	Status	Last Run	Next Run
<input type="radio"/> Planned shipment	Manual	Ship Notice	Processed	22 Apr 2022	
<input type="radio"/> Report 1	Manual	Order	Processed	22 Apr 2022	
<input type="radio"/> Scheduling Agreement Report	Manual	Order	Processed	10 May 2022	
<input type="radio"/> Ship Notice 1	Manual	Ship Notice	Processed	22 Apr 2022	

Run Download Edit Copy Delete Create Refresh Status

1 Planned Shipment Report for longer horizon can be extracted in a different way as well, please go to **Reports**.

2 And then select **Create** button

# Planned Shipment Report

## 3. Planned Shipment Report [Report tab] – long horizon (2/5)

The screenshot shows a web form titled 'Report' with a 'Next' button in the top right. The form contains a sidebar with two tabs: '1 Report Description' (selected) and '2 Criteria'. The main content area has a header instruction: 'Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, select the Report Type. [More](#)'. Below this are several fields: 'Title:\*' with the value 'Planned Shipment Report', 'Description:' (empty text area), 'Time zone:' with a dropdown menu showing 'America/Los\_Angeles', 'Language:' with a dropdown menu showing 'English', and 'Report type:\*' with a dropdown menu showing 'Order'. At the bottom right, there are 'Next' and 'Exit' buttons.

**3** In the following page insert the **unique Title** that will help you find a file

**4** Select **Order** from a dropdown list as a report type

**5** Click on **Next** button

# Planned Shipment Report

## 3. Planned Shipment Report [Report tab] – long horizon (3/5)

The screenshot shows the 'Report' configuration page for a Planned Shipment Report. The page has a left sidebar with two tabs: 'Report Description' (1) and 'Criteria' (2). The main area contains the following fields and options:

- Customer:** A text field containing 'Essity Health and Hygiene - TEST' and a 'Select' button (6).
- Order Number:** An empty text input field.
- Order Amount:** Two empty text input fields separated by 'to'.
- Order Routing Status:** A dropdown menu set to 'Any'.
- Order Status:** A dropdown menu set to 'Any'.
- Include Active Orders Only:** An unchecked checkbox.
- Order Date:** Two date pickers set to '10 Apr 2022' and '10 May 2022' (7).
- Maximum Results Returned:** A dropdown menu set to '100'.
- Include Spot Buy Marketplace Information:** An unchecked checkbox.
- Include Line Item Information:** A checked checkbox (8).
- Include Order Confirmation Information:** An unchecked checkbox.
- Include Serial Number Information:** An unchecked checkbox.
- Include Schedule Line Information:** A checked checkbox.

At the bottom of the page are three buttons: 'Previous', 'Submit' (9), and 'Exit'. The 'Submit' button is highlighted with a red box.

6 Select the **customer name**.

7 Then please select the **time period** for which you would like to download a report.

8 In criteria check the box for “Include Line Item Information” and then “Include Schedule Line Information”.

Optionally you can check “Include Active Orders” so that obsolete orders are discarded.

9 Click on **Submit** button.

# Planned Shipment Report

## 3. Planned Shipment Report [Report tab] – long horizon (4/5)

Reports

Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF-8, it might not display all Asian and accented characters [More](#)

Report Templates

Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
<input type="radio"/> Planned shipment	Manual	Ship Notice	Processed	22 Apr 2022		22 Apr 2022	Kim Valentin	23 KB
<input type="radio"/> Report 1	Manual	Order	Processed	22 Apr 2022		22 Apr 2022	Kim Valentin	25 KB
<input type="radio"/> Scheduling Agreement Report	Manual	Order	Processed	10 May 2022		10 May 2022	Kim Valentin	33 KB
<input type="radio"/> Ship Notice 1	Manual	Ship Notice	Processed	27 Apr 2022		27 Apr 2022	Kim Valentin	23 KB

Run Download Edit Copy Delete Create Refresh Status

When the processing process will be done then the file will be reflected in **Reports** section with **Processed** status.

- 10 Choose the desired report from the title line by clicking on the circle button on the left.
- 11 Click **Run** button.
- 12 If the status in in the Queue you can click **Refresh Status** to view the most recent status.
- 13 **Download button** in order to download the file to Excel.

# Planned Shipment Report

## 3. Planned Shipment Report [Report tab] – long horizon (5/5)

Order No.	Customer	Customer ANID	Multi-Tier Order	Is CSC	Revision	Line Number
55000005	Essity Health and Hygiene			Yes	Changed	1
55000005	Essity Health and Hygiene			Yes	Changed	1
55000005	Essity Health and Hygiene			Yes	Changed	1
55000005	Essity Health and Hygiene			Yes	Changed	1

  

Schedule Line Number	Delivery Date	Ship Date	Schedule Line Quantity	Schedule Line UOM	Commitment Code	Cumulative Schedule Line	Cumulative UOM	Storage Location
1	5 May 2022 3:00 AM GM		33176	MTR	firm	33176	MTR	2010
2	31 May 2022 3:00 AM GM		2000	MTR	firm	35176	MTR	2010
3	1 Jun 2022 3:00 AM GM		4000	MTR	firm	39176	MTR	2010
4	20 Jun 2022 3:00 AM GM		3000	MTR	firm	42176	MTR	2010
1	5 May 2022 3:00 AM GM		33176	MTR	firm	33176	MTR	2010

**A** In the first sheet of the excel report you will be able to view **Order Line Items**, which include for example: Order number, Customer, Customer ANID, Line Number, Quantity, Unit of Measure, Material number, Needed by date, Currency, Order Status, Routing status, Ship to status, Payment Terms and many other attributes.

**B** In the second sheet of the excel report you will be able to view **Schedule Lines**.

Which include for example: Order Status, Line Number, Part Number, Delivery Date, **Commitment Code**, Cumulative Schedule Line, Cumulative UoM, Storage Location.

