

Accelerating Essity's Digital Transformation

SUPPLIER MANAGED INVENTORY

(Non-consignment and Consignment Item Category)



Audience: Essity Suppliers



Direct Materials



Supplier Managed Inventory

How to download Scheduling Agreement report?

The screenshot shows the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. The 'Reports' menu is highlighted with a red box and a red circle containing the number '1'. Below the navigation bar, there is a search bar with filters for 'Orders and Releases', 'Essity Health and Hygiene - ...', 'Exact match', and 'Order number'. The main content area is titled 'Reports' and contains a table of report templates. The table has columns for Title, Schedule Type, Report Type, Status, Last Run, and Next Run. The 'Create' button at the bottom of the table is highlighted with a red box and a red circle containing the number '2'.

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	27 Apr 2022	

Buttons: Run, Download, Edit, Copy, Delete, **Create**, Refresh Status

1 In order to download Scheduling Agreement report please go to **Reports**

2 And then select **Create** button

Supplier Managed Inventory

How to download Scheduling Agreement report?

Report

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](#)

1 Report Description

2 Criteria

Title: * Scheduling Agreement Report

Description:

Time zone: America/Los_Angeles

Language: English

Report type: * Order

Next Exit

Next Exit

- 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

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How to download Scheduling Agreement report?

The screenshot shows a web interface for generating a report. On the left, there is a sidebar with two tabs: '1 Report Description' and '2 Criteria'. The main area contains a form with the following fields and options:

- Customer:** A dropdown menu showing 'Essity Health and Hygiene - TEST' with a 'Select' button next to it. A red box highlights this area with a '6' callout.
- Order Number:** A text input field.
- Order Amount:** Two text input fields separated by 'to'.
- Order Routing Status:** A dropdown menu with 'Any' selected.
- Order Status:** A dropdown menu with 'Any' selected.
- Include Active Orders Only:** An unchecked checkbox.
- Order Date:** Two date pickers showing '10 Apr 2022' and '10 May 2022' with a 'To' label between them. A red box highlights this area with a '7' callout.
- Maximum Results Returned:** A dropdown menu with '100' selected.
- Include Spot Buy Marketplace Information:** An unchecked checkbox.
- Include Line Item Information:** A checked checkbox. A red box highlights this area with an '8' callout.
- Include Order Confirmation Information:** An unchecked checkbox.
- Include Serial Number Information:** An unchecked checkbox.
- Include Schedule Line Information:** A checked checkbox.

At the top right of the form area are buttons for 'Previous', 'Submit', and 'Exit'. At the bottom right, there are also buttons for 'Previous', 'Submit', and 'Exit'. A red box highlights the 'Submit' button with a '9' callout.

- 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”
- 9 Click on **Submit** button

Supplier Managed Inventory

How to download Scheduling Agreement report?

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		23 KB
<input type="radio"/>	Report 1	Manual	Order	Processed	22 Apr 2022		22 Apr 2022		25 KB
<input type="radio"/>	Scheduling Agreement Report	Manual	Order	Processed	10 May 2022		10 May 2022		33 KB
<input type="radio"/>	Ship Notice 1	Manual	Ship Notice	Processed	27 Apr 2022		27 Apr 2022		23 KB

↳

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

10 Click then **Download** button in order to download the file to Excel