

How to Manage Order Forecasts & Commitments in Supplier Portal

You can use the supplier portal to view forecasts. All forecasts are non-binding, and are only meant to give you a preview of what our planning looks like.

There are no actions required on managing forecasts and commits; this is an optional process for our suppliers.



1. Log into the supplier portal and on the homepage select supplier portal

2. Go to manage order forecasts and commits.



3. When on the "Manage Order Forecasts and Commits" screen you can search by the ship to, item number, supplier name or a combination of all of them. For all current plans you can simply leave everything blank and click search.

Manage Order F	orecasts and Commits ③								Ogne
4 Search							Advanced Man	age Watchint Soved Sea	rch Application Default +
Supplier	٠	item Description							
Supplier Site	٠	Supplier Rem							
Ship Te	٩,	Collaboration Plan		•				N	
hen	•	* Current Planning Cycle	Yes w						
Search Results	+								Search Reset Save
Actors • View •,	/ 戸日上上の 味噌	ð							
Status Collabo	ration Plan 🗠 🗢 Ship To	Supplier Site	▲▼ ken ▲▼	7 Item Description	Supplier Item	UOM G	vecast Com uantity Quan	mit Forecast f Ry Change Count	forecast Commit Commit E Mismatch Count Date
Columns Hidden 1	2								

4. After you find the item that you'd like to see forecasts for you can click that item to get additional details.

▶ Search				Agvanced	Manage Watchlist Saved Search Application Default v
Search Results					
Actions • View • 🖉 🗊 🗈 土 七 🕫 🗐					
Status Collaboration Plan ▲♥ Ship To	Supplier Site ▲マ Item	▲▼ Item Description	Supplier Item UOM	Forecast Quantity	Commit Forecast Forecast Commit Due Quantity Change Count Mismatch Count Date
30 Global SCC Plan (Buy) 2092 3PL Parts & Service	RIDGELAND 05740208	M5-0.8 × 90mm ISO 4762 Hex Drive CI	MM00211244 Each	223	0 0

5. The additional view will allow you to see week by week.

Edit Order Forec	ast D	Details	0																													Save	Save	and Close	a <u>C</u> anc	ael
	Collabo Si	Supplier S Ship	lan 30 (ler ite To 209	Global Si 12 3PL Pa	CC Plan (i arts & Sen	Buy) vice (209	(2)							Supp	lier On I On I	Supplier Hand Qu Hand Qu	Item (Item I antity antity	15740208 MM002112	144								Iter Comm C P	m Categ iit Due D ommit D ublish D	ory late late late 3/5	24						
Order Forecast De r	ctions equire 4/1/	s are r ed as 2024	of	< 8													UUM I	ach																		
	1/1/24	1824	11524	12224	1/29/24	2524	2/12/24	21924	22624	314/24	3/11/24	3/18/24	32524	4/1/24	4824	41524	42224	42924	5624	51324	52024	527/24	6324	6/10/24	6/17/24	ธวันวง	7124	7824	7/15/24	72224	7/29/24	8524	81224	81924	8/26/24	9/20
Previous Forecast	1					1			1			1			1			1			1			1			1		1							
Previous Commit																																				
Current Forecast	0					0			0	202		0		1	0		1	0		1	0		1	0		1	0		1							
Current Commit																																				
Cumulative Forecast	0	0	0	0	0	0	0	0	0	202	202	202	202	203	203	203	204	204	204	205	205	205	205	206	206	207	207	207	208	208	208	208	208	208	208	200
Cumulative Commit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Open Purchase Orders																																				
Shipments in Receiving																																				
In-Transit Shipments											_	_																								

Committing to the forecast has no function and doesn't drive an action as of 4/1/2024 supplier portal. If this becomes required in the future we will communicate instructions to our suppliers and partners.

6. Once done reviewing, click save and close or cancel.

The revision will then appear on the PO.

Purchase Order: 38000023	35 🔿			Acknowledge	View POF	Actions *	Refresh	Dgre
Main								
.# General Solt-to-LepitExtty Bit-to-BU Order	Milwaulee Electric Tool Corporation MET 385050225	Supplier Supplier Ste Supplier Contact	FRANKLIN	Ordered Description Source Autoented	3.213.00 USD ANZ 11PC 5Z8 G	ASE CARTON		
Status Bryer Creation Date Terms Nutes and Attachments	Open Koly Jench &r10/23	Bill-to Location Ship-to Location	MET HO 1918 Greenwood Mig - BLDG2	Supplier Order	Teet021			
Required Acknowledgener Payment Term	d Yes	Shipping Method Freight Terms FOB	None Pres Carter		- Buyer Managed - Pay on receipt - Confirming order	Transportation		
4 Additional Information		Context Prompt						

Once a revision is submitted, the flag next to the PO will be removed.

Order	Order Dat	e Description
		•
900200	11/17/23	
900146	11/17/23	
900019	11/17/23	
0.900017	11/17/23	
900015	11/17/23	
703973	11/17/23	
703909	11/17/23	
700910	11/17/23	
700912	11/17/23	
900021	11/17/23	
700915	11/17/23	
700916	11/17/23	
703967	11/17/23	
A 380000337	8/16/23	Palet Fee
380000311	8/15/23	SLEEVE, 13PC BIM HS KIT
380000235	8/10/23	ANZ 11PC SZB CASE CARTON
A		