

Scheduling Agreement Report

Training material

Planned Shipment Report

Scheduling Agreement Report (1/5)

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 '1' in a pink circle. Below the navigation bar, there is a search bar and a dashboard with metrics: 'New orders' (1), 'Orders' (7), 'Items to confirm' (0), 'Items to ship' (0), 'Orders to invoice' (0), and 'More' (3). The 'Reports' section is expanded, showing a table of Report Templates. The table has columns for Title, Schedule Type, Report Type, Status, Last Run, and Next Run. The 'Create' button is highlighted with a red box and a '2' in a pink circle.

Title	Schedule Type	Report Type	Status	Last Run	Next Run
Planned shipment	Manual	Ship Notice	Processed	22 Apr 2022	
Report 1	Manual	Order	Processed	22 Apr 2022	
Scheduling Agreement Report	Manual	Order	Processed	10 May 2022	
Ship Notice 1	Manual	Ship Notice	Processed	22 Apr 2022	

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

2 And then select **Create** button.

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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

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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Report

Previous Submit Exit

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Criteria

Customer: Essity Health and Hygiene - TEST 6

Order Number:

Order Amount: to

Order Routing Status: Any

Order Status: Any

This selection will refresh the page content.

Include Active Orders Only 7

Order Date:* 10 Apr 2022 To 10 May 2022

Maximum Results Returned: 100

Include Spot Buy Marketplace Information

Include Line Item Information 8

Include Order Confirmation Information

Include Serial Number Information

Include Schedule Line Information

Previous Submit Exit 9

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.

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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

Run Download Edit Copy Delete Create Refresh 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. When the processing will be then the file will be reflected in **Reports** section with **Processed** status

13 Click **Download button** in order to download the file to Excel

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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.

