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Forecast Plan Responses

Forecast plans allow buyers (e.g. pharmaceutical manufacturer) to communicate with their suppliers (e.g. CMOs and raw material vendors) about quantities and the schedule of products they plan to purchase in the future.

Create and submit forecast plan response

Perform this task to create and submit new forecast plan response.

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1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select Manufacturing - Supplier from the left menu.
   Partners must have the correct roles assigned by using the owner's instance of Multienterprise Information Network Tower.
4. Select Forecast Plan Response.
5. Select the New + New button.
6. On the New Forecast Plan Response screen, fill in the following fields:
   a. Response Number field – . A unique identifier assigned to a forecast plan response.

   b. Response Version field – The version number of the forecast plan response.
   c. Response Type field – The type of the forecast plan response.
   d. Date Created field – The date that the forecast plan response is created on.

7. Select the Save 

button.

   The screen refreshes with the saved forecast plan response in the draft state.

8. Select the Edit 

button.

9. IN the Forecast Plan Response Information section, fill in the following fields:
   a. Response Number field – A unique identifier assigned to a forecast plan response.
   b. Response Version field – The version number of the forecast plan response.
   c. Response Type field – The type of forecast plan response.
   d. Date Created field – The date when the forecast plan response is created.
   e. Scheduled Delivery Date field – The scheduled delivery date for the inventory requested by the customer.
   f. Response Quantity Type field – The forecast plan response quantity type.
   g. Action field – A brief description stating the purpose of the transaction.
10. In the **Customer and Supplier** section, fill in the following fields under Customer group:

   a. Company type-ahead field – The name of the company or location purchasing the product. This field pulls from the Owner's company and location master data.

      The remaining Customer fields are auto populated with the values from the company or location's master data entry. If the name of the company is not present in the Owners master data, the company name must be entered manually.

b. Address 1 field – The address of the particular location.
c. Address 2 field – Any additional address information.
d. Country drop-down – The two-letter country code with country name for this location.
e. State field – The state or region for this location.
f. City field – The city for this location.
g. Postal Code field – The postal code for this location's main address.
h. Contact Telephone Number field – The company or location's phone number.
i. Contact Fax Number field – The company or location's fax number
j. Party ID Type drop-down – The identifier type used for this company or location.
k. Party ID Value field – The value associated with the identifier type.

11. In the **Customer and Supplier** section, fill in the following fields under Supplier group:

    a. Company type-ahead field – The name of the company or location supplying. This field pulls from the Owner's company and location master data.

       The remaining customer fields are auto populated with the values from the company or location's master data entry. If the name of the company is not present in the Owners master data, the company name must be entered manually.

    b. Address 1 field – The address of the particular location.
    c. Address 2 field – Any additional address information.
    d. Country drop-down – The two-letter country code with country name for

this location.

e. State field – The state or region for this location.
f. City field – The city for this location.
g. Postal Code field – The postal code for this location's main address.
h. Contact Telephone Number field – The company or location's phone number.
i. Contact Fax Number field – The company or location's fax number
j. Party ID Type drop-down – The identifier type used for this company or location.
k. Party ID Value field – The value associated with the identifier type.

12. In the **Ship to Location and Ship From Location** section, in the Ship to Location group fill in the following fields:
    a. Company type-ahead field – The name of the company location where actual goods will be shipped by supplier. This field pulls from the Owner's company and location master data.
       The remaining Ship to Location fields in the section are auto populated with the values from the company or location's master data entry. If the company name is not present in the Owners master data, the company's name must be entered manually.
    b. Address 1 field – The address of the particular location.
    c. Address 2 field – Any additional address information.
    d. Country drop-down – The two-letter country code with country name for this location.
    e. State field – The state or region for this location.
    f. City field – The city for this location.
    g. Postal Code field – The postal code for this location's main address.
    h. Contact Telephone Number field – The company or location's phone number.
    i. Contact Fax Number field – The company or location's fax number
    j. Party ID Type drop-down – The identifier type used for this company or

location.

k. Party ID Value field – The value associated with the identifier type.

13. In the **Ship to Location and Ship From Location** section, in the Ship From Location group fill in the following fields:
    a. Company type-ahead field – The name of the company location where actual goods will be shipped from by the supplier. This field pulls from the Owner's company and location master data.
       The remaining Ship From Location fields in the section are auto populated with the values from the company or location's master data entry. If the company name is not present in the Owners master data, the company's name must be entered manually.
    b. Address 1 field – The address of the particular location.
    c. Address 2 field – Any additional address information.
    d. Country drop-down – The two-letter country code with country name for this location.
    e. State field – The state or region for this location.
    f. City field – The city for this location.
    g. Postal Code field – The postal code for this location's main address.
    h. Contact Telephone Number field – The company or location's phone number.
    i. Contact Fax Number field – The company or location's fax number
    j. Party ID Type drop-down – The identifier type used for this company or location.
    k. Party ID Value field – The value associated with the identifier type.
14. In the **Line Items** section:
    a. Select the Add + icon. At least one line item is required to submit a purchase order.
    b. In the New Line Items panel, fill in the following fields under Item Information:
       i. Line field – The number to identify the line item by (e.g. 50).

ii. Item field – The name of the product. If the user enters an item code instead, the field automatically displays the corresponding item name.

    The Item Code Type, Item Code Value and Description fields are auto populated with the values from the Owner's product master data entry for the product. If the product is not present in the Owner's product master data then the product name must be entered manually.
iii. Item Code Type field – The product code type (e.g. IN-Product Code). If the item code type is not present in the Owner's product master data then the item code type must be entered manually.
iv. Item Code Value field – The product code. If the item code number is not present in the Owner's product master data then the item code value must be entered manually.
v. Description field – A brief description of the product. If the description is not present in the Owners product master data then the description must be entered manually.
vi. Order Quantity field – The number of units ordered.
vii. Order Quantity Unit of Measure drop-down – The unit of measure for the order quantity in the line item.
viii. Open Quantity field - The quantity of open items in the line item.
ix. Open Quantity Unit Of Measure drop-down – The unit of measure for the quantity of open items in the line item.
x. Lot Number field - The lot number of the line number.
xi. Expiration Date field - The expiry date of the line item.
xii. Unloading Point field - The preferred location for unloading the inventory.
xiii. Consumption Point field – The designated location for inventory consumption.
xiv. Plant Identifier field – The unique identifier Plant number for the

consumption point location.

   xv. Scheduled Delivery Date field – The date when the delivery is scheduled.
   xvi. Reconciliation Date field –
   xvii. Line Notes field – Additional information about the line item being added.

c. Select Apply.

   The new line item is added to the forecast plan response.

d. To add delivery information to a line item, select a item line row and then select the branch icon and fill in the following fields under Delivery Information:
   i. Forecast Qualifier field – The forecast qualifier for the line item.
   ii. Forecast Period drop-down – The shelf life value of the Line Item.
   iii. Reason for Order field – The reason for ordering the Line Item.
   iv. PO Number field –The unique identifier of the purchase order for the associated line item.
   v. Delivery Number field – The unique identifier of the delivery number for the associated line item.
   vi. Transport Description field – The transport description of the Line Item.

e. Select Apply.

   The delivery information is added to line item.

f. To add schedule line, select a delivery information row and then select the branch icon and fill in the following fields under Date Information:
   i. Released Quantity field – The quantity that has been released or shipped for delivery by the supplier.
   ii. Unit of Measure drop-down – The unit in which the line item is

measured.

iii. Goods Issue Date field – The date the goods are issued.

iv. Goods Receipt Date field – The date when goods are received.

v. Schedule Line Date field – The date when goods are schedule to deliver.

g. Select Apply.

The schedule information is added to delivery information table.

15. In the Notes section, enter any additional comments or instructions.
16. To submit the forecast plan response:

    To save the forecast plan response in a Draft state and finish it later, ensure the Move To button is not selected and then select the Save Save button in the draft state.

    1. Select the Move To button at the top of the screen.

       The submit status indicator circle is filled in with green to indicate the desired action upon selecting save.

    2. Select the Save Save button.

       The forecast plan response is submitted.

Tips

- Select the line item row drop down to view the delivery information in a table and then select the delivery information table to view the schedule information table.
- In the Line Items section, do one of the following:
    - Select the Edit icon, to edit the details of an individual line item.
    - Select the Delete icon, to remove an individual line item

- In the Notes section, do one of the following:
    - Select the Add + icon, to add comments or instructions.
    - Select the Delete − icon, to remove comments or instructions.

Submit a draft forecast plan response

Complete and submit a saved forecast plan response in the draft state.

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select Manufacturing - Supplier from the left menu.
   Partners must have the correct roles assigned by using the owner's instance of Multienterprise Information Network Tower.
4. Select Forecast Plan Response.
5. Filter to find the forecast plan response in Draft state.
6. Select the Response Number link in the results table.
7. Select the Edit button.
8. In the Transaction Information section, select Submitted from the Process Status drop drown.
9. Select the Move To button at the top of the screen.

   The submit status indicator circle is filled in with green to indicate the desired action upon selecting save.
10. Select the Save button.

    The forecast plan response is submitted.

Tips

- To edit the details of an individual line item, in the **Line Item** section, select the Edit icon.
- To delete a forecast plan response in draft state, select the response number row and then select the Delete icon on the top of the screen.

A deleted transaction cannot be retrieved.

Search and view forecast plan response

Search for and view forecast plan response

Perform this task to search for and view forecast plan response created by suppliers. Viewing the details of a forecast plan response enables suppliers to quickly access order information (e.g. the quantity for each line item in an order) in TraceLink without having to search through the actual B2B message.

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select Manufacturing - Customer or Manufacturing - Supplier from the left menu.
   Partners must have the correct roles assigned by using the owner's instance of Multienterprise Information Network Tower.
4. Select Forecast Plan Response.
5. Select the Filter Filter button.
6. In the Filters panel, fill in one or more of the following fields to filter the results:
   - State drop-down – The state of the forecast plan response:
     - Draft – The transaction is in the draft state.

        - Submit – The transaction has been created.
        - Processing – The application is getting ready to handle incoming transactions by doing some initial tasks, such as copying the files it receives.
        - Processed – The application changes the standard information into a format that is easy to use and specific to your transaction.
        - Preparing to Send – The application is getting ready to send out a transaction and is doing some initial tasks, like copying the necessary information for the process.
        - Sending –The application sends out business transactions to the buyer or supplier.
        - Sent – The transaction is successfully completed and shared with the receiving party.
    - Response Number field – A unique identifier assigned to a forecast plan response.
    - Response Version field – The version number of the forecast plan response.
    - Response Type field – The type of the forecast plan response.
    - Receiver type-ahead – The name of the receiver the forecast plan response was sent to.

      If the name of the receiver is not present in the Owners master data then the receiver name must be entered manually.
    - Last Modified field – The period of time in which the forecast plan response was last updated:
        - Today – The transaction was modified within the last few hours.
        - Yesterday – The transaction was updated within the past 24 hours.
        - Last Week – The transaction was modified in the last 7 days.
        - Last Month – The transaction was modified in the last 30 days.
        - Last 3 Months – The transaction was modified in the last 90 days.
        - Last 6 Months – The transaction was modified in the last 180 days.

- Custom Range – Select a specific period of time that the transaction was modified in from the calendar.

7. Select Apply.

   A list of forecast plan response displays based on the filter results.

8. Select the link for the forecast plan response from the results table.

   The View Forecast Plan Response screen displays.

Tips

- To view the details of an individual line item, select the View icon for the line item in the **Line Items** section on the Forecast Plan Response Details screen.

Resubmit forecast plan responses

Resubmit forecast plan responses

Perform this task if the user needs to resend a forecast plan response.

1. Select a [MPL Network] from the Network drop-down in the header.
2. Select a Team (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
3. Select Manufacturing - Supplier from the left menu.
   Partners must have the correct roles assigned by using the owner's instance of Multienterprise Information Network Tower.
4. Select Forecast Plan Response.
5. Select Response Number in Sent state.
6. Select the Edit Edit button.

The state of the forecast plan response is automatically moved to Sending state.

7. Select the Move To button at the top of the screen.

   The submit status indicator circle is filled in with green to indicate the desired action upon selecting save.

8. Select the Save 

button.

   The forecast plan response is submitted.

The statues of the forecast plan response moves to Sent state.

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