Global Supply Planning
Work instructions

Contents

1. Global supply planning

The concept of the global supply planning is to have one single point of contact for a resale vendor regardless of the sales branch.
By planning on a consolidated level the planner can aid efficiencies for the vendor by aligning the phasing of the supply plans whilst also monitoring stock levels to ensure buffer stock is available for the branches more likely to need it.

In the afternoon of WD4 after branch planners have completed their branch planning tasks, global planners can start to review the consolidated requirements for their vendors. The deadline for branch planning is midday CET at which point master planning will be manually updated in 01CE. Although the master planning does not need to run in 01CE for global resale planning, to ensure the approach is the same for all please wait until master planning has run in 01CE as a cue to begin global planning.

To check when master planning has completed check the plan is set to O&F and that the date and time correspond to the afternoon of WD4.
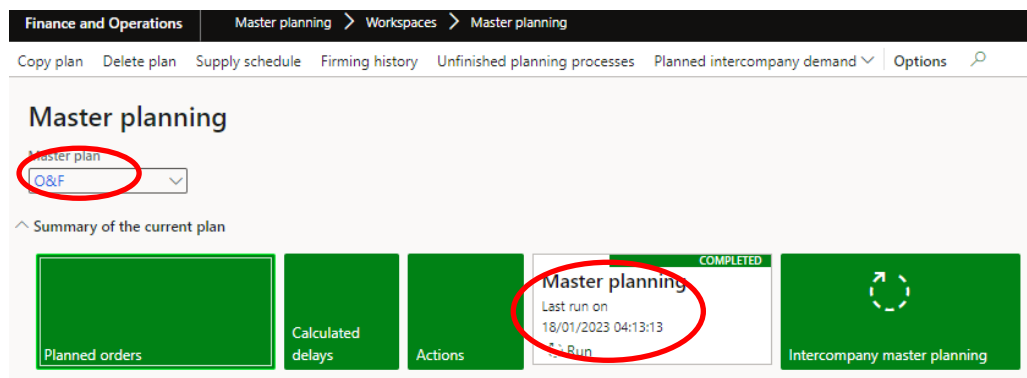
1.1. Understanding the central overview

The central overview should be opened on 01CE using the following path.
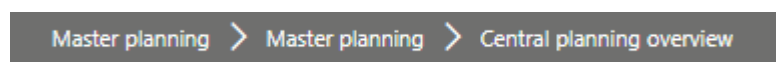
Total demand planning for all resale products in migrated branches and all make items for all countries are visible in central planning. When opening the central planning overview you will see the below filter.

You can filter on:

- Vendor name
- Product family (= former Belchim's Mastername)
- Formulation (= former Certis way of working and needed if you want to look on subassembly level e.g. Proman 500 sc formulation of Subassembly)

At least one of the above must be selected

- Masterplan – for global planning please set to O&F
  - O&F = orders and forecast
  - PURCH = proposals ONLY in relation to firmed productions
  - SFC = Simulation Feasibility Check
    Currently SFC and Forecast plans are not to be used.

- Period template= always 18 Months (M18)

Once the filters have been applied the total supply and demand planning + any backlog and inventory will be shown for the group of items selected.

The inventory is shown as the current inventory and the rolling projection per month based on the demand and supply proposals and is only shown on the supply line for the branch.
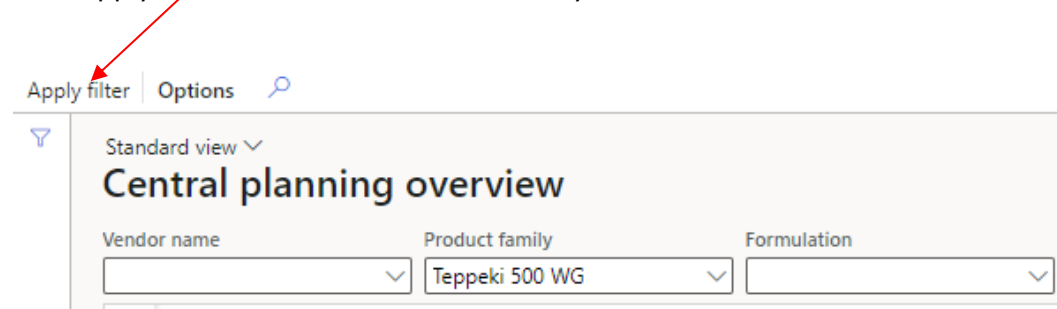
If in the central planning you want to change your selection you can change the filters in the main screen but you always need to click apply filter so see the new selection you have made.

Within the overview you can also filter the information if needed, but keep in mind you want to plan on a consolidated level and should take into account the demand and supply for the full global selection assigned to you.

1.2. Interacting with the central overview

Below the central planning overview you will see for the lines you select:

- all planned orders
- all purchase orders
- all production orders
- all sales orders
- demand forecast- reduced
- intercompany demand

To view the detail behind the numbers make sure you select the line you want to understand.

To check the demand select the item on the demand line and scroll down to 'sales orders' and 'demand forecast-reduced'.

In the sales orders you will see all open sales orders for the item selected.
In this example there is a total of 2,312KG on back order sales.

In the demand forecast you will see the demand forecast for the month less any sales.

To check the supply, highlight the item on the supply line.

For planned orders yet to be firmed scroll down to the 'planned orders'.

For intercompany orders data will also be available in the 'production orders' and 'intercompany demand' fields, this is more relevant to production and not global resale planning unless relabelling/repacking is taking place.

1.2.1. Adjusting planned purchase orders

To change a planned purchase order, select the supply line for the item in the overview and find the planned purchase order that needs amending.

Click through to the planned order.

In the planned order you can change the delivery date and the volume. **Be careful**, change the volume in the 'requirement quantity' field **NOT** the 'Purchase quantity' field. The requirement quantity relates to the inventory unit of measure which is the one shown in the overview. If purchase orders are raised in a different unit of measure the 'purchase quantity' field will automatically update to the correct quantity based on your requirement.

Select 'save' at the top left of the screen to commit the changes.

1.2.2. Approving / Unapproving planned purchase orders

If you have made a change you need to set the status to 'Approved' to prevent master planning from overwriting your change.

Equally if a planned order was approved and you no longer want it to be change the status from approved to unprocessed.
Select 'Save' at the top left of the screen to make sure the change has been implemented.

The approved planned orders following the global plan should not be changed by branch planners in subsequent SOP cycles, only global planners should change these. The approved status is used to communicate to the branch planners the updated supply proposal.

1.2.2.1. View the impact of your changes

To see the change you can re-apply the filter in the central overview screen BUT this will not re-calculate the rest of the plan based on your change.

To re-calculate the supply plan you need to run master planning at item level.
Open the amended order and choose 'Supply schedule' from the view tab.

Select 'master planning'

Check the parameters match shown here and then select 'OK'.
Once back in the supply schedule select the 'refresh' icon at the top right of the screen.
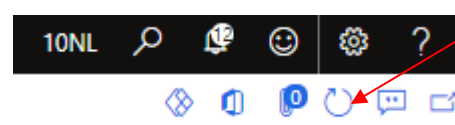
Go back to the central overview and 'apply filter' again and you will now see the updated supply plan taking into account the changes you made.

1.2.3. Adjusting firm purchase orders

In the central overview screen select the item supply line you want to amend and then scroll down to the purchase orders and click on the link to the order.

'Request change' in the purchase order tab.

Make the change you need and then resubmit the purchase order workflow.

1.2.3.1. View the impact of your changes

The impact of changes on an existing firm purchase order will take longer to be seen. Although it will update in the details of the purchase order it will not be seen in the overview screen until the purchase order has gone through the workflow back to the confirmed status. Once in the confirmed status you will need to run master planning on item level to recalculate the supply plan based on your changes.

The master planning can be accessed via the purchase order. When the purchase order is back in the confirmed status you can choose the 'product and supply' tab above the purchase order lines and then select 'Net requirements'.

Once in the net requirements choose 'Master planning' from the 'update' tab.

Check the paramters match the ones below and select 'OK'. Once back in the central overview screen you should see a new supply calculation based on the changes made in your purchase order.

1.2.4. Adjusting demand

For resale items demand should not be adjusted by the global planner.
Sales orders relate to commerical sales orders and should only be amended by customer services.

Demand forecast relates to the management forecast from Arkieva and should be adjusted directly in Arkieva and if needs be in D365 in the branch by the branch demand planner. It cannot be amended directly from the central overview screen, adjustments can be made following the work instructions for branch planning.

1.3. Confirming a global resale purchase order

The global planner is responsible for firming and issuing global resale orders.

A branch planner should update the branch at the Pre-SOP/SOP meetings with the proposed purchase plan, if the branch has a valid reason for wanting to change the plan, the planner should discuss this with the global planner.

1.3.1. Firming an order

Orders can only be firmed in the branch admin of D365. You can either access them as you would a national resale order, directly via the planned purchase order overview in the branch (see branch planning work instructions) or you can use the central overview and click through to the planned purchase order that you want to confirm.

Check the details of the order are correct.

If an item is bought in a different unit of measure to the inventory unit used at Certis Belchim, make sure any changes are made in the 'Requirement quantity' field and not the 'Purchase quantity'.

If you try to change the delivery date to one earlier than the lead time of the item allows, it will automatically revert back to the earliest delivery date based on the lead time. It is possible to change this once the purchase order is firmed but it can't be done in this screen.

When the details are correct select 'Firm', once this is done the order will disappear from the screen and you will see the next planned purchase order in the list. Close this screen.

A pop up screen will appear, check the parameters match the below and then choose 'OK'.

A quicker method to firm an order if you are sure all the details are correct is to directly firm it from the overview screen. Make sure the order is selected by showing the tick mark in the left column and then select 'Firm'. The same pop up screen will appear as above.

BE CAREFUL – it is advisable not to select multiple orders or to use the 'Firm all' option.

To view your now firmed purchase order you can either open the branch admin and go to the following path. Depending on the sorting order of your screen the new purchase order will show either at the top or bottom of the list of purchase orders.

Or you can access it from the central overview screen under the Purchase Order section.

1.3.2. Issuing a global resale purchase order

Before an order can be sent to the supplier some changes are needed to the order and then it has to go through the approval workflow. Currently the status of the order is still 'Draft'.

Open the order by clicking through on the link.

Once in the order open the header page by selecting 'Header'

In the 'Customer reference' field enter a description of the order, this can be used in the list of purchase orders to identify which product is on the order.

The format should be as follows:
- Your initials followed by /
- The description of the item SKU

e.g. FS/JET 5 IBC 1000KG

Check the delivery address is correct.
Check the requested delivery date, if you want to request delivery for a date earlier than the lead time in the system allows, change it here.

The system calculates the delivery date based on the demand (sales order or forecast date). The demand forecast is assigned a date in the system, due to technicalities it is set to mid month and then rolls forward until the end of the month BUT in order to supply in time we should always assume the demand can be sold from the 1st of the month therefore it is advisable to request supply for the start of a month and not later in the month.

Check the delivery terms are correct and add the mode of delivery if known.
Select 'Save' at the top left of the screen.

If you change the delivery date you will get a pop up screen asking if you want to update order lines, choose 'yes' and then 'Ok'.

Now go back to the lines page.
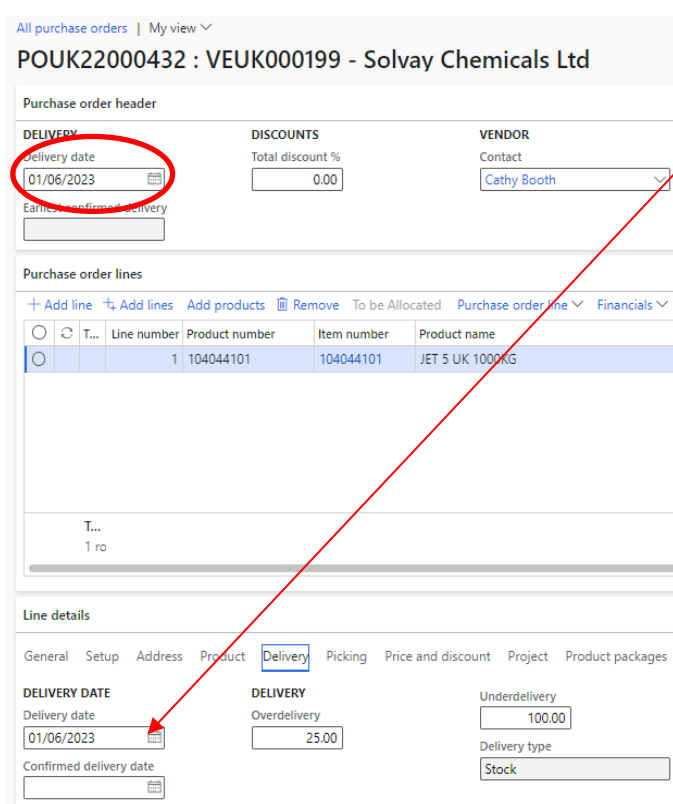
Make sure the date has been updated, if it doesn't update on line level change it here. This is important because it is the date on the line details that will be printed on the order confirmation.

Check the line details are correct for the item, delivery warehouse, quantity, purchase price and currency.
When all the details are correct the pruchase order is ready to be submitted into the purchase approval workflow.
Go to the 'Workflow' and choose 'Submit'.
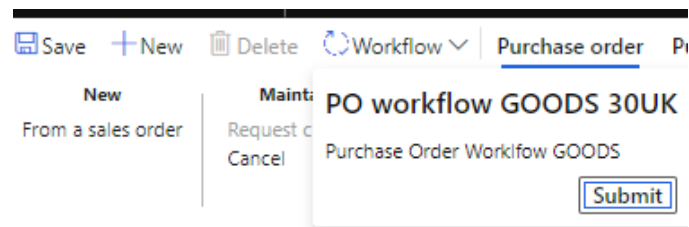
A pop up screen will appear where you can add a comment if needed, select 'submit' again and the order will go into the approval process.

Once submitted, you can monitor the status of the workflow by selecting 'Workflow' and 'workflow history'. Keep refereshing the screen to get the latest updates.
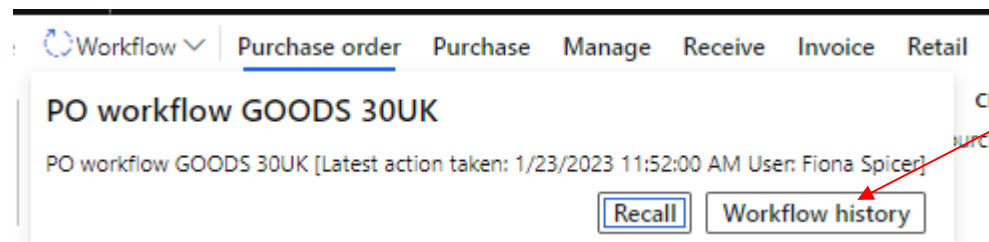
If an error has been made in the purchase order and something needs to be adjusted use the same path and select 'Recall', this will put the purchase order status back into draft so you can make amendments and then resubmit it again.

If the purchase order is within your LOA, once it has gone through the stages of assessment the workflow will give you an option to approve the purchase order. A pop up screen will appear asking you to confirm that you want to approve the order, choose 'Ok'.
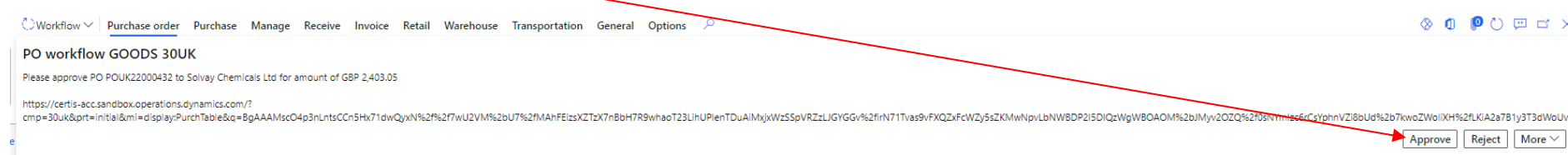
You can also reject it at this stage if you still need to make a change.

Once approved the status of the order will change from 'In review' to 'Approved'. You may need to refresh the page to see this update.
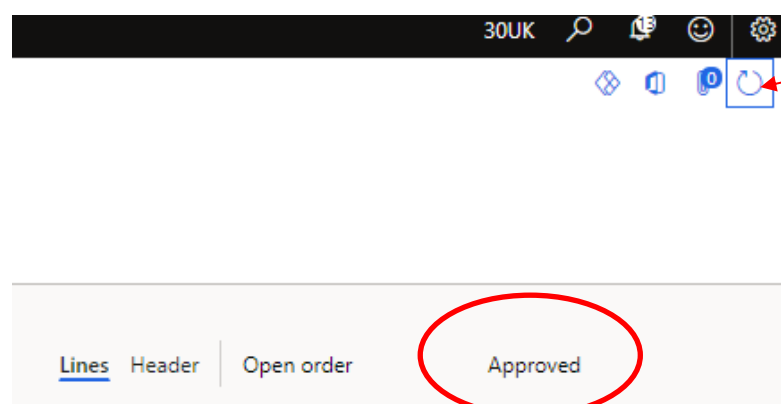
If the purchase order is not within your LOA, it will be sent to users with a higher limit of approval. You can check the status to see when it has been approved.

Once approved it is ready to confirm and send to the supplier. Within the purchase menu choose 'Confirmation'.
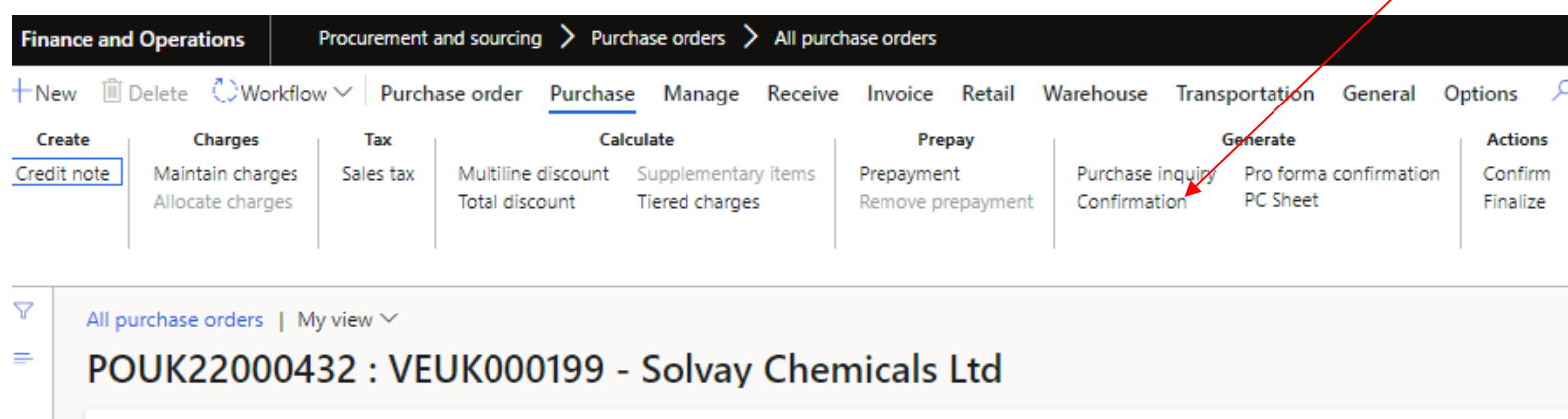
Confirm purchase order

In the next screen go to 'printer setup' and select 'Purchase order'.

It can be helpful to copy the purchase order number from this screen to use it in the next step as a description for the purchase order.

In the pop up screen choose 'lasernet email' in the print destination.

Make sure the 'To' field contains your email address – once it has been entered it should be there as default next time you see this screen. DO NOT enter the email address of the supplier – all emails should be checked before issuing them, sending them to yourself allows you to check the details and add any additional information needed. It also allows you to save a copy of the email that you sent as proof

Give the 'Subject' field a description so you and the supplier can identify the order. A suggested format would be:

- The purchase order reference copied from the previous screen
- A description of the item on the purchase order

In the text box you can choose to enter text which will be seen in the body of the email. It can be useful to enter a standard text which can be used for all your future purchase orders. It can still be changed within the email if you need to make adjustments to it for specific orders.

Select 'Ok' when you are happy with the content and then 'Ok' again on the next screen.

The email together with the purchase order attachment and our purchase terms and conditions will be sent to your inbox.

Forward the email to your supplier, making any necessary changes to the body of the email text and adding additonal information such as label artwork pdf's.

Save the sent email on sharepoint.

BEX Purchase Orders - Home (sharepoint.com)

Choose the correct branch on sharepoint, find the correct supplier for your order and create a new folder for the purchase order. This folder should be used to save all correspondence relating to the purchase order.

1.4. Updating / changing a firm purchase order

Once a supplier confirms a purchase order it can be necessary to make a change to the order, it is also good practice to update the confirmed delivery date to indicate what has been agreed.

To make a change open the purchase order and in the purchase order tab choose 'Request change'.

This puts the status of the order back into draft status allowing you to make changes to the order.
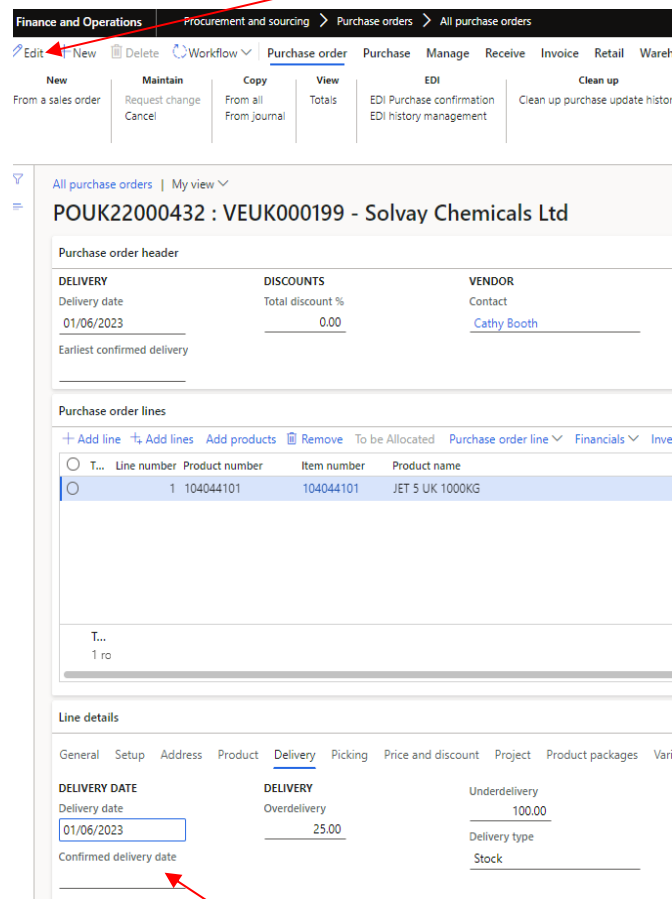
Once a change has been made the workflow needs to be resubmitted. If the change is deemed to be significant it will need to go through the approval process again e.g. increase in volume, increase in price. For changes that decrease the value of the order, approval will be automatic.

Once approved generate the confirmation again to create a new email order to send to the supplier.

1.4.1. Updating the confirmed purchase order

To update the delivery date to the one agreed with the supplier regardless of whether it is the same as the requested one or different you will need to request the purchase order change as in the previous step.
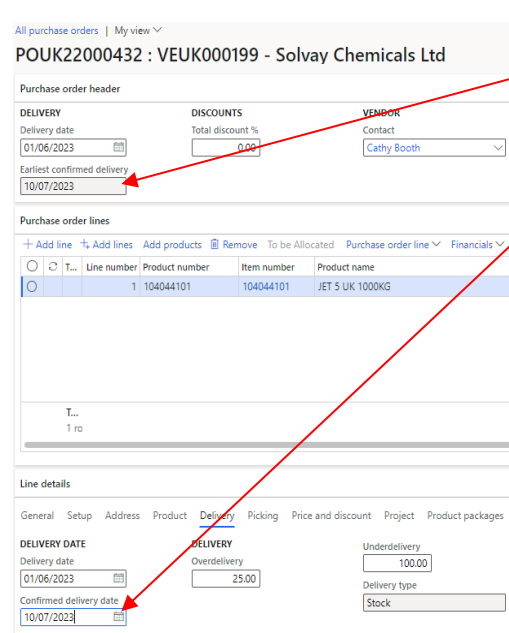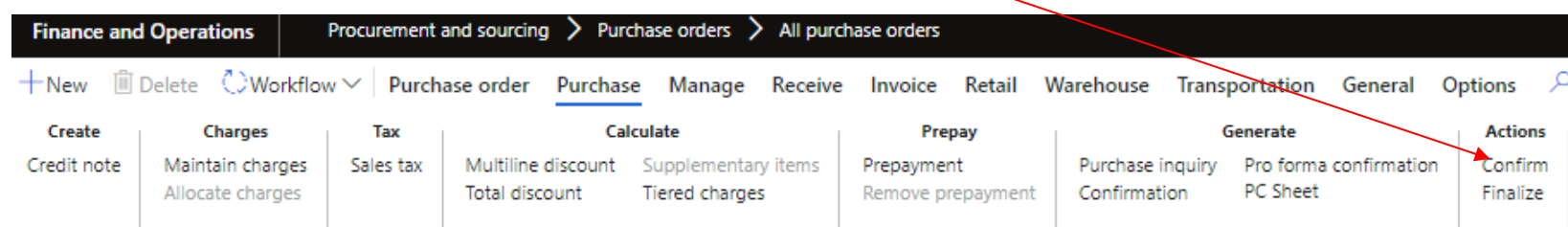
Once back in the draft status, select 'Edit'.

Enter the confirmed delivery date in the line detail, if you have multiple items on the order make sure you select the correct line.

Select 'save' at the top left of the screen. Once saved the updated date will appear in the line detail and the header.

A change in date is a minor change so the workflow will automatically approve the order. To put the status back to confirmed status but without issuing a new email, go to the 'purchase' tab and select 'Confirm'.

1.5. Receiving a global resale purchase order

The receipt of a global resale purchase order is the responsibility of the branch planner as they will receive the notification from the inbound warehouse that the goods have been received. For details on how to book in the goods please see the working instructions for Branch Planning.

1.5. Receiving a global resale purchase order