



Certis Belchim
GROWING TOGETHER

Global Supply Planning Work instructions

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Contents

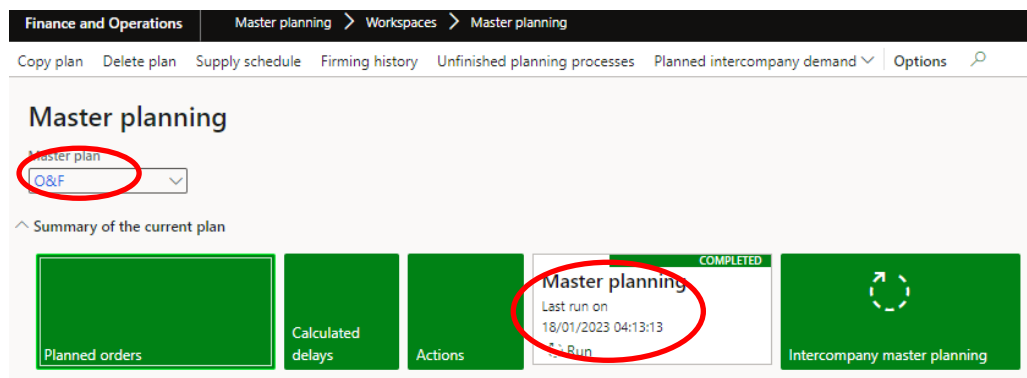
1. Global supply planning	3
1.1. Understanding the central overview	3
1.2. Interacting with the central overview	4
1.2.1. Adjusting planned purchase orders	6
1.2.2. Approving / Unapproving planned purchase orders	6
1.2.2.1. View the impact of your changes.....	7
1.2.3. Adjusting firm purchase orders.....	8
1.2.3.1. View the impact of your changes.....	8
1.2.4. Adjusting demand.....	9
1.3. Confirming a global resale purchase order	9
1.3.1. Firming an order.....	9
1.3.2. Issuing a global resale purchase order.....	11
1.4. Updating / changing a firm purchase order	14
1.4.1. Updating the confirmed purchase order	15
1.5. Receiving a global resale purchase order	16

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.

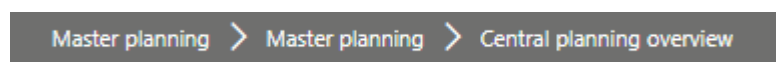
In the afternoon of WD4 after branch planners have completed their branch planning tasks, global planners can start to review the consolidated requirements for their vendors. The deadline for branch planning is midday CET at which point master planning will be manually updated in 01CE. Although the master 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.

Apply filter

SUPPLY AND DEMAND

Vendor name

Product family

Formulation

Master plan

Period template

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.

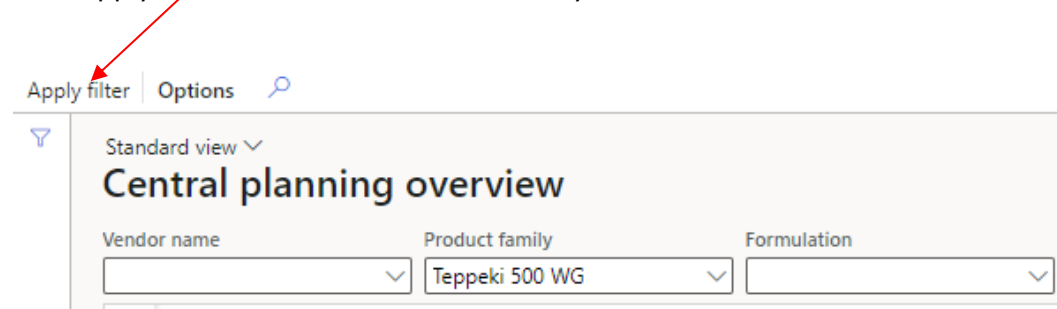
Standard view

Central planning overview

Vendor name: Product family: Formulation: Master plan: Period template:

number	Product name	Supplier name	Company	Pallet size	Unit	Supply/Demand	Backlog	Inventory	Month January	Inventory January	Month February	Inventory February	Month March	Inventory March
31136	TEPPEKI NL 10X500GR	10NL	0.00	PCE	Supply									
31136	TEPPEKI NL 10X500GR	10NL	0.00	PCE	Demand									
31137	TEPPEKI NL 4X2KG	10NL	400.00	KGM	Supply									
31137	TEPPEKI NL 4X2KG	10NL	400.00	KGM	Demand									
31141	TEPPEKI WG NL 10X500GR	10NL	0.00	PCE	Supply		1,180.00	2,000.00	-960.00		-1,085.00	1,200.00	-10.00	
31141	TEPPEKI WG NL 10X500GR	10NL	0.00	PCE	Demand		140.00	4,000.00		125.00		125.00		
31142	TEPPEKI WG NL 4X2KG	10NL	400.00	KGM	Supply		2,000.00	3,254.00	2,942.00	4,000.00	5,742.00	7,200.00	11,742.00	
31142	TEPPEKI WG NL 4X2KG	10NL	400.00	KGM	Demand		2,312.00			1,200.00		1,200.00		
32146	TEPPEKI BE 10X500GR	21BE	0.00	PCE	Supply		300.00	180.00	25,200.00	1,680.00	1,200.00	2,880.00	600.00	3,480.00
32146	TEPPEKI BE 10X500GR	21BE	0.00	PCE	Demand				24,000.00					
32147	TEPPEKI BE 4X2KG	21BE	400.00	KGM	Supply		720.00							
32147	TEPPEKI BE 4X2KG	21BE	400.00	KGM	Demand									

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.



Apply filter | Options

Standard view ▾

Central planning overview

Vendor name: Product family: Formulation:

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

Standard view ▾

Central planning overview

Vendor name: Product family: Formulation: Master plan: Period template:

number	Product name	Supplier name	Company	Pallet size	Unit	Supply/Demand	Backlog	Inventory	Month January	Inventory January	Month February	Inventory February	Month March	Inventory March
31136	TEPPEKI NL 10X500GR		10NL	0.00	PCE	Supply								
31136	TEPPEKI NL 10X500GR		10NL	0.00	PCE	Demand								
31137	TEPPEKI NL 4X2KG		10NL	400.00	KGM	Supply								
31137	TEPPEKI NL 4X2KG		10NL	400.00	KGM	Demand								
31141	TEPPEKI WG NL 10X500GR		10NL	0.00	PCE	Supply		1,180.00	2,000.00	-960.00		-1,085.00	1,200.00	-10.00
31141	TEPPEKI WG NL 10X500GR		10NL	0.00	PCE	Demand	140.00		4,000.00		125.00		125.00	
31142	TEPPEKI WG NL 4X2KG		10NL	400.00	KGM	Supply	2,000.00	3,254.00		2,942.00	4,000.00	5,742.00	7,200.00	11,742.00
31142	TEPPEKI WG NL 4X2KG		10NL	400.00	KGM	Demand	2,312.00				1,200.00		1,200.00	
32146	TEPPEKI BE 10X500GR		21BE	0.00	PCE	Supply	300.00	180.00	25,200.00	1,680.00	1,200.00	2,880.00	600.00	3,480.00
32146	TEPPEKI BE 10X500GR		21BE	0.00	PCE	Demand			24,000.00					
32147	TEPPEKI BE 4X2KG		21BE	400.00	KGM	Supply		720.00						
32147	TEPPEKI BE 4X2KG		21BE	400.00	KGM	Demand								
33159	TEPPEKI FR 10X500GR		40FR	0.00	PCE	Supply		6,145.00	6,000.00	10,560.00		10,560.00		10,560.00
33159	TEPPEKI FR 10X500GR		40FR	0.00	PCE	Demand	1,585.00							

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.

Sales orders

Display dimensions

Sales order	Company	Item number	Requested receipt ...	Requested ship date	Ordered q...	Net amount	Customer	Line status
SONL22000511	10nl	109031142	07/07/2022	07/07/2022	400.00	80,800.00	CUNL000021	Open order
SONL22001028	10nl	109031142	05/12/2022	02/12/2022	400.00	80,800.00	CUNL000005	Open order
SONL22001213	10nl	109031142	07/12/2022	06/12/2022	400.00	80,800.00	CUNL000004	Open order
SONL22001216	10nl	109031142	07/12/2022	06/12/2022	88.00	17,776.00	CUNL000003	Open order
# of rows					2,312.00			
					9 rows			

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


Demand forecast - reduced

Display dimensions






Company	Item number	Quantity	Date
10nl	109031142	-1,200.00	11/02/2023
10nl	109031142	-1,200.00	11/03/2023
10nl	109031142	-1,417.00	11/04/2023

Work Instructions

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

Standard view 

Central planning overview

Vendor name  Product family  Formulation  Master plan  Period template 


Item number	Product name	Supplier name	Company	Pallet size	Unit	Supply/Demand	Backlog	Inventory	Month January	Inventory January	Month February	Inventory February	Month March	Inventory March
109031136	TEPPEKI NL 10X500GR		10NL	0.00	PCE	Supply								
109031136	TEPPEKI NL 10X500GR		10NL	0.00	PCE	Demand								
109031137	TEPPEKI NL 4X2KG		10NL	400.00	KGM	Supply								
109031137	TEPPEKI NL 4X2KG		10NL	400.00	KGM	Demand								
109031141	TEPPEKI WG NL 10X500GR		10NL	0.00	PCE	Supply		1,180.00	2,000.00	-960.00		-1,085.00	1,200.00	-10.00
109031141	TEPPEKI WG NL 10X500GR		10NL	0.00	PCE	Demand	140.00		4,000.00		125.00		125.00	
109031142	TEPPEKI WG NL 4X2KG		10NL	400.00	KGM	Supply	2,000.00	3,254.00	2,942.00	4,000.00	5,742.00	7,200.00	11,742.00	
109031142	TEPPEKI WG NL 4X2KG		10NL	400.00	KGM	Demand	2,312.00				1,200.00		1,200.00	
109032146	TEPPEKI BE 10X500GR		21BE	0.00	PCE	Supply	300.00	180.00	25,200.00	1,680.00	1,200.00	2,880.00	600.00	3,480.00
109032146	TEPPEKI BE 10X500GR		21BE	0.00	PCE	Demand			24,000.00					
109032147	TEPPEKI BE 4X2KG		21BE	400.00	KGM	Supply		720.00						
109032147	TEPPEKI BE 4X2KG		21BE	400.00	KGM	Demand								
109033159	TEPPEKI FR 10X500GR		40FR	0.00	PCE	Supply		6,145.00	6,000.00	10,560.00		10,560.00		10,560.00
109033159	TEPPEKI FR 10X500GR		40FR	0.00	PCE	Demand	1,585.00							
109033160	TEPPEKI FR 4X2KG		40FR	400.00	KGM	Supply		7,750.00						

Purchase orders






Display dimensions

Purchase order	Company	Item number	Delivery date	Confirmed delivery...	Inventory ...	Net amount	Vendor account	Line status
PONL22000100	10nl	109031142	05/12/2022		2,000.00	186,640.00	VENL000589	Open order
PONL22000315	10nl	109031142	06/02/2023		4,000.00	373,280.00	VENL000589	Open order
PONL22000316	10nl	109031142	06/03/2023		7,200.00	671,904.00	VENL000589	Open order

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




Standard view * 

Central planning overview

Vendor name  Product family  Formulation  Master plan  Period template 

Item number	Product name	Supplier name	Company	Pallet size	Unit	Supply/Demand	Backlog	Inventory	Month January	Inventory January	Month February	Inventory February
109031136	TEPPEKI NL 10X500GR		10NL	0.00	PCE	Supply						
109031136	TEPPEKI NL 10X500GR		10NL	0.00	PCE	Demand						
109031137	TEPPEKI NL 4X2KG		10NL	400.00	KGM	Supply						
109031137	TEPPEKI NL 4X2KG		10NL	400.00	KGM	Demand						
109031141	TEPPEKI WG NL 10X500GR		10NL	0.00	PCE	Supply		1,180.00	2,000.00	-960.00		-1,085.00
109031141	TEPPEKI WG NL 10X500GR		10NL	0.00	PCE	Demand	140.00		4,000.00		125.00	
109031142	TEPPEKI WG NL 4X2KG		10NL	400.00	KGM	Supply	2,000.00	3,254.00	2,942.00	4,000.00	5,742.00	
109031142	TEPPEKI WG NL 4X2KG		10NL	400.00	KGM	Demand	2,312.00				1,200.00	
109032146	TEPPEKI BE 10X500GR		21BE	0.00	PCE	Supply	300.00	180.00	25,200.00	1,680.00	1,200.00	2,880.00
109032146	TEPPEKI BE 10X500GR		21BE	0.00	PCE	Demand			24,000.00			
109032147	TEPPEKI BE 4X2KG		21BE	400.00	KGM	Supply		720.00				
109032147	TEPPEKI BE 4X2KG		21BE	400.00	KGM	Demand						
109033159	TEPPEKI FR 10X500GR		40FR	0.00	PCE	Supply		6,145.00	6,000.00	10,560.00		10,560.00
109033159	TEPPEKI FR 10X500GR		40FR	0.00	PCE	Demand	1,585.00					
109033160	TEPPEKI FR 4X2KG		40FR	400.00	KGM	Supply		7,750.00				

Planned orders

Display dimensions  New  Approve  Firm

Item number	Company	Reference	Number	Requirement...	Modified date and time	Status	Order date	Delivery date	Requirement date	Cost amount	Vendor
109031141	10nl	Planned purchase orders	MRP-000106578	2,000.00	18/01/2023 04:01:03	Approved	17/01/2023	22/01/2023	22/01/2023		VENL000589
109031141	10nl	Planned purchase orders	MRP-000111140	600.00	18/01/2023 04:01:49	Unprocessed	06/08/2023	11/08/2023	11/08/2023		VENL000589

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.

Standard view * v

Central planning overview

Vendor name: Product family: Formulation: Master plan: Period template:

Item number	Product name	Supplier name	Company	Pallet size	Unit	Supply/Demand	Backlog	Inventory	Month January	Inventory January
109031136	TEPPEKI NL 10X500GR		10NL	0.00	PCE	Supply				
109031136	TEPPEKI NL 10X500GR		10NL	0.00	PCE	Demand				
109031137	TEPPEKI NL 4X2KG		10NL	400.00	KGM	Supply				
109031137	TEPPEKI NL 4X2KG		10NL	400.00	KGM	Demand				
109031141	TEPPEKI WG NL 10X500GR		10NL	0.00	PCE	Supply	1,180.00	2,000.00		-960.00
109031141	TEPPEKI WG NL 10X500GR		10NL	0.00	PCE	Demand	140.00		4,000.00	
109031142	TEPPEKI WG NL 4X2KG		10NL	400.00	KGM	Supply	2,000.00	3,254.00		2,942.00
109031142	TEPPEKI WG NL 4X2KG		10NL	400.00	KGM	Demand	2,312.00			
109032146	TEPPEKI BE 10X500GR		21BE	0.00	PCE	Supply	300.00	180.00	25,200.00	1,680.00
109032146	TEPPEKI BE 10X500GR		21BE	0.00	PCE	Demand			24,000.00	
109032147	TEPPEKI BE 4X2KG		21BE	400.00	KGM	Supply		720.00		
109032147	TEPPEKI BE 4X2KG		21BE	400.00	KGM	Demand				
109033159	TEPPEKI FR 10X500GR		40FR	0.00	PCE	Supply		6,145.00	6,000.00	10,560.00
109033159	TEPPEKI FR 10X500GR		40FR	0.00	PCE	Demand	1,585.00			
109033160	TEPPEKI FR 4X2KG		40FR	400.00	KGM	Supply		7,750.00		

Planned orders

Display dimensions New v Approve Firm

Item number	Company	Reference	Number	Requirement...	Modified date and time	Status	Order date	Delivery date	Requirement date
109031141	10nl	Planned purchase orders	MRP-000106578	2,000.00	18/01/2023 04:01:03	Approved	17/01/2023	22/01/2023	22/01/2023
109031141	10nl	Planned purchase orders	MRP-000111140	600.00	18/01/2023 04:01:49	Unprocessed	06/08/2023	11/08/2023	11/08/2023

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.

Planned supply

PLANNED PURCHASE ORDERS

Delivery date:

Purchase order number:

Requirement quantity:

Purchase quantity:

Purchase unit:

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.

Save + New Delete Firm Firm all Approve Planned order View Options

Display: Dimensions | Related information: Capacity reservations | View: Gantt chart, On-hand inventory, Supply schedule | Requirements: Requirement profile, Explosion, Multilevel pegging

Planned orders | PLANNED PURCHASE ORDERS : MRP-000106578 | My view v

MRP-000106578: 109031141 TEPPEKI WG NL 10X500GR

General

Number: Formulation: Style:

Reference: Configuration:

Item number: Size:

Product name: Color:

GROUPS

Item group: Buyer group: Vendor group:

REQUIREMENT

Requirement date: Delivery date: Time:

SCHEDULED

Start date: End date:

ORDER

Order date: Order time:

STATUS



Status:


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.

Apply filter  Options 




Standard view * 

Central planning overview

Vendor name Product family Formulation Master plan Period template










Item number	Product name	Supplier name	Company	Pallet size	Unit	Supply/Demand	Backlog	Inventory	Month January	Inventory January
109031136	TEPPEKI NL 10X500GR		10NL	0.00	PCE	Supply				
109031136	TEPPEKI NL 10X500GR		10NL	0.00	PCE	Demand				
109031137	TEPPEKI NL 4X2KG		10NL	400.00	KGM	Supply				
109031137	TEPPEKI NL 4X2KG		10NL	400.00	KGM	Demand				
109031141	TEPPEKI WG NL 10X500GR		10NL	0.00	PCE	Supply	1,180.00	3,000.00	40.00	
109031141	TEPPEKI WG NL 10X500GR		10NL	0.00	PCE	Demand	140.00		4,000.00	
109031142	TEPPEKI WG NL 4X2KG		10NL	400.00	KGM	Supply	2,000.00	3,254.00		2,942.00
109031142	TEPPEKI WG NL 4X2KG		10NL	400.00	KGM	Demand	2,312.00			
109032146	TEPPEKI BE 10X500GR		21BE	0.00	PCE	Supply	300.00	180.00	25,200.00	1,680.00
109032146	TEPPEKI BE 10X500GR		21BE	0.00	PCE	Demand			24,000.00	
109032147	TEPPEKI BE 4X2KG		21BE	400.00	KGM	Supply		720.00		
109032147	TEPPEKI BE 4X2KG		21BE	400.00	KGM	Demand				
109033159	TEPPEKI FR 10X500GR		40FR	0.00	PCE	Supply		6,145.00	6,000.00	10,560.00
109033159	TEPPEKI FR 10X500GR		40FR	0.00	PCE	Demand	1,585.00			
109033160	TEPPEKI FR 4X2KG		40FR	400.00	KGM	Supply		7,750.00		

Planned orders


Display dimensions  New  Approve  Firm

Item number	Company	Reference	Number	Requirement	Modified date and time	Status	Order date	Delivery date	Requirement d
109031141	10nl	Planned purchase orders	MRP-000106578	3,000.00	18/01/2023 15:10:07	Approved	18/01/2023	23/01/2023	23/01/2023
109031141	10nl	Planned purchase orders	MRP-000111140	600.00	18/01/2023 04:01:49	Unprocessed	06/08/2023	11/08/2023	11/08/2023

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.


Edit  + New  Delete  Firm  Firm all  Approve  Planned order  View  Options 

Display	Related information	View	Requirements
Dimensions	Capacity reservations	Gantt chart On-hand inventory Supply schedule	Requirement profile Explosion Multilevel pegging

Planned orders | PLANNED PURCHASE ORDERS : MRP-000106578 | My view 









MRP-000106578: 109031141 TEPPEKI WG NL 10X500GR

Select 'master planning'

109031141 : MRP-000106578 | My view 

Supply schedule

109031141, Site 01

Collapse  New  Master planning  Max. report as finished  Update planned orders  Level  Material plan policy by location  Kanban rule 

	Backlog	Month January	Month February	Month March	Month April	Month May	Month June	Month July	Month August
PERIOD START INVENTORY	1,180.00	1,040.00	40.00	-85.00	990.00	865.00	1,340.00	1,215.00	1,090.00
PERIOD END INVENTORY	1,040.00	40.00	-85.00	990.00	865.00	1,340.00	1,215.00	1,090.00	1,565.00
PERIOD END PEGGED INVENTORY	1,040.00	-960.00	-1,085.00	-10.00	-135.00	340.00	215.00	90.00	125.00
PERIOD NET SUPPLY	-140.00	-1,000.00	-125.00	1,075.00	-125.00	475.00	-125.00	-125.00	475.00
[+] DEMAND	140.00	4,000.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00
[-] SUPPLY		3,000.00		1,200.00		600.00			600.00
[-] PURCHASE		3,000.00		1,200.00		600.00			600.00
PURCHASE ORDERS				1,200.00		600.00			
[-] PLANNED PURCHASE ORDERS		3,000.00							600.00
NOT SUPPLY FORECAST		3,000.00							600.00

Master scheduling for item 109031141

Parameters

Master plan

Recalculate BOM levels ☐

Planning method

Run in the background ☐

Recurrence

Alerts

Batch processing ☐

Batch group

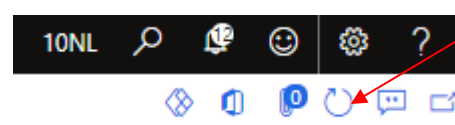
Private ☐

Critical Job ☐

Monitoring category

Start date: 18/01/2023 (15:39:29) (GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London

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.

Purchase orders									
Display dimensions									
<input type="radio"/> Purchase order	Company	Item number	Delivery date	Confirmed delivery...	Inventory ...	Net amount	Vendor account	Line status	
<input type="radio"/> PONL22000316	10nl	109031141	06/03/2023		1,200.00	65,736.00	VENL000589	Open order	
<input checked="" type="radio"/> PONL22000317	10nl	109031141	05/05/2023		600.00	32,868.00	VENL000589	Open order	

'Request change' in the purchase order tab.

+ New	Delete	Workflow ▼	Purchase order	Purchase	Manage	Receive	I
New		Maintain	Copy	View	EDI		
From a sales order		Request change	From all	Totals	EDI Purchase confirmation		
		Cancel	From journal		EDI history management		

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'.

Purchase order My view ▼	
PONL22000317 : VENL000589 - ISK Biosciences Europe NV	
Purchase order header	
DELIVERY Delivery date 05/05/2023 Earliest confirmed delivery	DISCOUNTS Total discount % 0.00
VENDOR Contact	REPLENISHMENT Service category Location
CROSS DOCKING DATES Delivery date 05/05/2023	
Purchase order lines	
+ Add line + Add lines Add products Remove To be Allocated Purchase order line ▼ Financials ▼ Inventory ▼ Product and supply ▼ Update line ▼ Warehouse ▼	
<input type="radio"/> T... Line number Product number Item number Product name <input checked="" type="radio"/> 1 109031141 109031141 TEPPEKI WG NL 10X500GR	PRODUCT MODEL Configure line QUALITY MANAGEMENT Non conformances Quality orders REQUIREMENTS Net requirements Explosion Multilevel pegging
T... 1 ro	Product category Warehouse Products NL006
Line details	

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

Update ▼	Options 🔍
Forecast planning	7 : 109031141 M Net requirements,
Master planning	
Continuity scheduling	
Plan	

Work Instructions

Check the parameters 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.

Master scheduling for item 109031141

Parameters

Master plan

O&F

Recalculate BOM levels

☐ No

Planning method

Regeneration

Run in the background

Recurrence

Alerts

Batch processing

☐ No

Task description

Master scheduling for item 1...

Batch group

Private

☐ No

Critical Job

☐ No

Monitoring category

Start date: 18/01/2023 (16:28:56) (GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London

1.2.4. Adjusting demand

For resale items demand should not be adjusted by the global planner.
Sales orders relate to commercial 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 firming 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.

Standard view

Central planning overview

Vendor name

Product family

Formulation

Master plan

Period template

hydrogenperoxide 210+per...

O&F

M18

Item number	Product name	Supplier name	Company	Pallet size	Unit	Supply/Demand	Backlog	Inventory	Month January	Inventory January	Month February
104039104	JET 5 IT 20L		80IT	480.00	LTR	Demand					
104043001	JET 5 AT 20L		01CE	480.00	LTR	Supply					
104043001	JET 5 AT 20L		01CE	480.00	LTR	Demand					
104043001	JET 5 AT 20L		52AT	480.00	LTR	Supply		1,600.00		1,600.00	
104043001	JET 5 AT 20L		52AT	480.00	LTR	Demand					
104044100	JET 5 UK 20L		01CE	640.00	LTR	Supply					
104044100	JET 5 UK 20L		01CE	640.00	LTR	Demand					
104044100	JET 5 UK 20L		30UK	640.00	LTR	Supply		5,600.00		5,600.00	
104044100	JET 5 UK 20L		30UK	640.00	LTR	Demand					680.00
104044101	JET 5 UK 1000KG		30UK	909.00	LTR	Supply	909.00			909.00	
104044101	JET 5 UK 1000KG		30UK	909.00	LTR	Demand					909.00
104044102	CLEANZAR UK 20L		30UK	640.00	LTR	Supply	1,920.00	3,320.00		5,240.00	3,840.00
104044102	CLEANZAR UK 20L		30UK	640.00	LTR	Demand					3,840.00
104044103	JET 5 UK 4X5L		30UK	600.00	LTR	Supply		3,080.00		2,760.00	
104044103	JET 5 UK 4X5L		30UK	600.00	LTR	Demand	320.00				400.00

Planned orders

Display dimensions

New

Approve

Firm

Item number	Company	Reference	Number	Requireme...	Modified date and time	Status	Order date	Delivery date	Requirement date	Cost amoun
104044102	30uk	Planned purchase orders	MRP-000062065	3,840.00	23/01/2023 04:03:05	Unprocessed	12/05/2023	11/07/2023	11/07/2023	
104044102	30uk	Planned purchase orders	MRP-000062066	640.00	23/01/2023 04:03:05	Unprocessed	12/05/2024	11/07/2024	11/07/2024	

Work Instructions

Check the details of the order are correct.

Planned orders | My view ▼

MRP-000062063: 104044101 JET 5 UK 1000KG

General

Number MRP-000062063	Formulation peracetic acid+hydrogenper...	Style
Reference Planned purchase orders	Configuration	Directly derived requ <input type="radio"/> No
Item number 104044101	Size	Supply forecast <input type="radio"/> No
Product name JET 5 UK 1000KG	Color	

Pegging

Reference	Number	Requirement
Demand forecast		11/06/2023

Planned supply

PLANNED PURCHASE ORDERS		Purchase order number	Purchase quantity
Delivery date 11/06/2023	Requirement quantity 909.00		1,000.00
			Purchase unit KGM

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.

Finance and Operations | **Master planning** > Workspaces > Master planning

Edit + New Delete **Firm** Firm all Approve Planned order View Options

Display Dimensions **Related information** Capacity reservations **View** Gantt chart On-hand inventory Supply schedule **Requirements** Requirement profile Explosion Multilevel pegging

We were unable to apply the filters associated with this view due to security restrictions on this page. However, personal

Planned orders | My view ▼

MRP-000062063: 104044101 JET 5 UK 1000KG

General

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

Firming

Parameters

Firm the current planned order. Update marking ▼

Run in the background

Recurrence Alerts

Batch processing ☐ No

Task description

Batch group ▼

Private ☐ No

Critical Job ☐ No

Monitoring category ▼

Start date: 23/01/2023 (10:21:49) (GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London

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.

Standard view ▼

Central planning overview

Vendor name ▼ Product family ▼ Formulation ▼ Master plan ▼ Period template ▼

Item number	Product name	Supplier name	Company	Pallet size	Unit	Supply/Demand	Backlog	Inventory	Month January
104039104	JET 5 IT 20L		80IT	480.00	LTR	Demand			
104043001	JET 5 AT 20L		01CE	480.00	LTR	Supply			
104043001	JET 5 AT 20L		01CE	480.00	LTR	Demand			
104043001	JET 5 AT 20L		52AT	480.00	LTR	Supply		1,600.00	
104043001	JET 5 AT 20L		52AT	480.00	LTR	Demand			
104044100	JET 5 UK 20L		01CE	640.00	LTR	Supply			
104044100	JET 5 UK 20L		01CE	640.00	LTR	Demand			
104044100	JET 5 UK 20L		30UK	640.00	LTR	Supply		5,600.00	
104044100	JET 5 UK 20L		30UK	640.00	LTR	Demand			
104044101	JET 5 UK 1000KG		30UK	909.00	LTR	Supply	909.00		
104044101	JET 5 UK 1000KG		30UK	909.00	LTR	Demand			
104044102	CLEANZAR UK 20L		30UK	640.00	LTR	Supply	1,920.00	3,320.00	
104044102	CLEANZAR UK 20L		30UK	640.00	LTR	Demand			
104044103	JET 5 UK 4X5L		30UK	600.00	LTR	Supply		3,080.00	
104044103	JET 5 UK 4X5L		30UK	600.00	LTR	Demand	320.00		

Planned orders

Display dimensions New Approve **Firm**

Item number	Company	Reference	Number	Requireme...	Modified date and time	Status	Order date	Delivery date
104044102	30uk	Planned purchase orders	MRP-000062065	3,840.00	23/01/2023 04:03:05	Unprocessed	12/05/2023	11/07/2023
104044102	30uk	Planned purchase orders	MRP-000062066	640.00	23/01/2023 04:03:05	Unprocessed	12/05/2024	11/07/2024

Work Instructions

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

To view your now firm 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.

Procurement and sourcing > Purchase orders > All purchase orders

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

104044101	JET 5 UK 1000KG	30UK	909.00 LTR	Demand		
104044102	CLEANZAR UK 20L	30UK	640.00 LTR	Supply	1,920.00	3,320.00
104044102	CLEANZAR UK 20L	30UK	640.00 LTR	Demand		
104044103	JET 5 UK 4X5L	30UK	600.00 LTR	Supply		3,080.00
104044103	JET 5 UK 4X5L	30UK	600.00 LTR	Demand	320.00	

Planned orders									
Purchase orders									
Display dimensions									
Purchase order	Company	Item number	Delivery date	Confirmed delivery...	Inventory ...	Net amount	Vendor account	Line status	
POUK22000361	30uk	104044102	05/12/2022		1,920.00	4,277.32	VEUK000199	Open order	
POUK22000424	30uk	104044102	01/02/2023		3,840.00	8,554.64	VEUK000199	Open order	
POUK22000433	30uk	104044102	11/07/2023		3,840.00	0.00	VEUK000199	Open order	

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.

All purchase orders									
Open Item PO * ▾									
Filter									
Purchase order	Customer reference	Vendor name	Purchase type	Approval status	Purchase order stat...	Invoice type	Invoice reference	Delivery date	
POUK22000432		Solvay Chemicals Ltd	Purchase order	Draft	Open order	Normal		11/06/2023	

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

Finance and Operations										Procurement and sourcing > Purchase orders > All purchase orders										30UK																																								
Edit New Delete Workflow Purchase order Purchase Manage Receive Invoice Retail Warehouse Transportation General Options																																																												
New From a sales order										Maintain Request change Cancel										Copy From all From Journal										View Totals										EDI EDI Purchase confirmation EDI history management										Clean up Clean up purchase update history										
All purchase orders My view ▾										POUK22000432 : VEUK000199 - Solvay Chemicals Ltd										Lines Header Open order Draft																																								

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

All purchase orders My view ▾										POUK22000432 : VEUK000199 - Solvay Chemicals Ltd										Lines Header Open order Draft																																																	
General										POUK22000432 Solvay Chemicals Ltd VEUK000199 VEUK000199																																																											
PURCHASE ORDER Purchase order: <input type="text" value="POUK22000432"/> Vendor name: <input type="text" value="Solvay Chemicals Ltd"/> Purchase type: <input type="text" value="Purchase order"/>										VENDOR One-time supplier: <input type="radio"/> No Vendor account: <input type="text" value="VEUK000199"/> Invoice account: <input type="text" value="VEUK000199"/> Contact: <input type="text" value="Cathy Booth"/>										CONTACT INFORMATION Internet address: <input type="text"/> Email: <input type="text"/> STATUS Purchase order status: <input type="text" value="Open order"/>										Document status: <input type="text" value="None"/> Approval status: <input type="text" value="Draft"/> Header budget check results: <input type="text" value="Budget check not performed"/>										Quality order status: <input type="text"/> Direct delivery: <input type="radio"/> No INVOICE REFERENCE Invoice type: <input type="text" value="Normal"/> Invoice reference: <input type="text"/>										STORAGE DIMENSIONS Site: <input type="text" value="01"/> Warehouse: <input type="text" value="UK001"/> REASONS Reason: <input type="text"/> Reason comment: <input type="text"/>										REFERENCE Customer reference: <input type="text" value="FS/JET 5 IBC 1000KG"/> RMA number: <input type="text"/> Origin: <input type="text" value="Purchase"/> Customer requisition: <input type="text"/> Customer account: <input type="text"/> Transport order: <input type="text"/>									

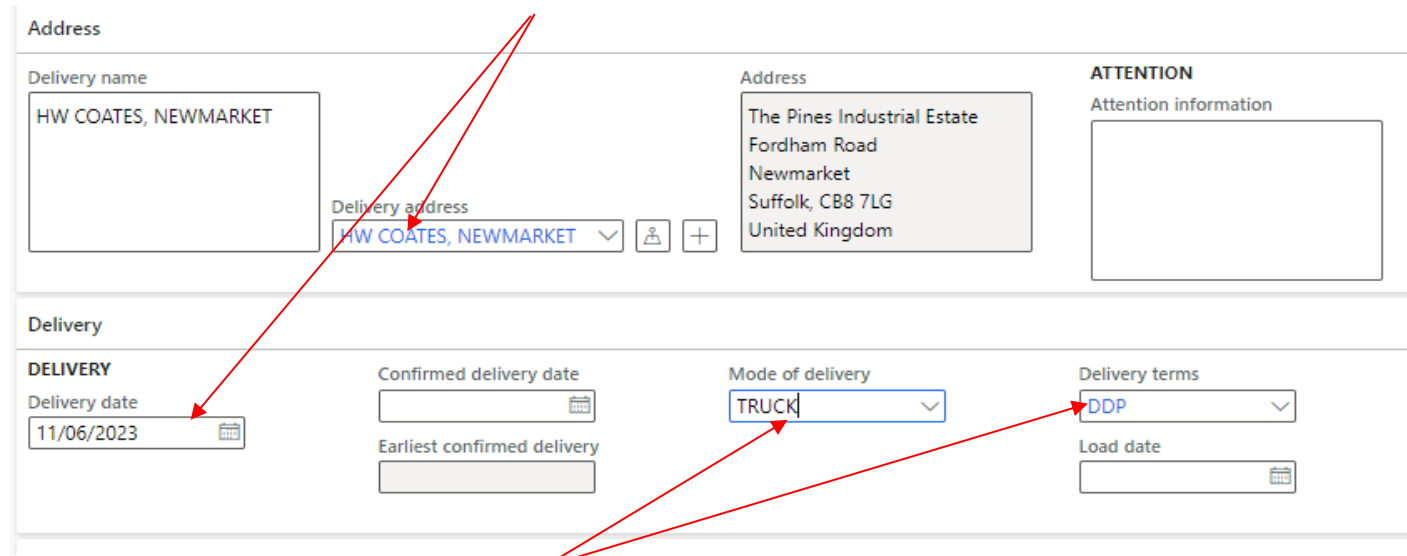
Work Instructions

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.



Address

Delivery name: HW COATES, NEWMARKET

Address: The Pines Industrial Estate
Fordham Road
Newmarket
Suffolk, CB8 7LG
United Kingdom

ATTENTION: Attention information

Delivery

DELIVERY

Delivery date: 11/06/2023

Confirmed delivery date: [Calendar icon]

Earliest confirmed delivery: [Calendar icon]

Mode of delivery: TRUCK

Delivery terms: DDP

Load date: [Calendar icon]

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'.

Update order lines

Parameters

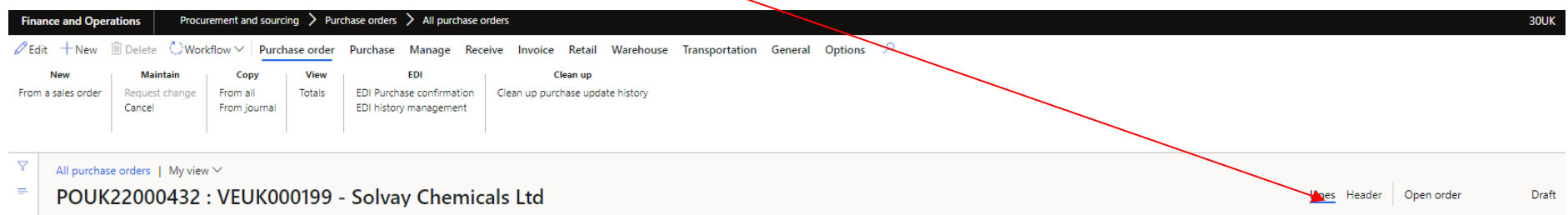
The following fields have changed:

DELIVERY DATE

Update Delivery date

☒ Yes

Now go back to the lines page.



Finance and Operations | Procurement and sourcing > Purchase orders > All purchase orders 30UK

Edit | New | Delete | Workflow | Purchase order | Purchase | Manage | Receive | Invoice | Retail | Warehouse | Transportation | General | Options

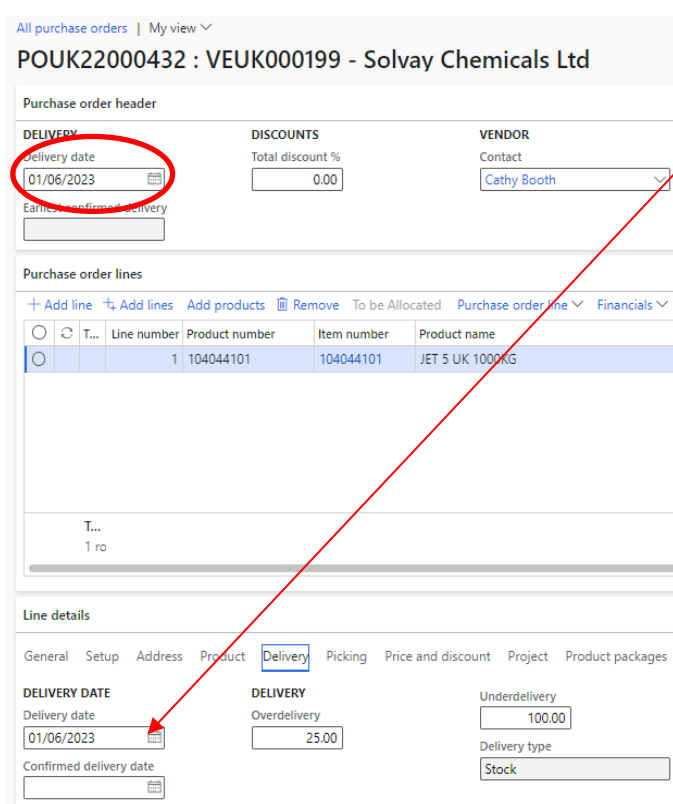
New: From a sales order | Maintain: Request change, Cancel | Copy: From all, From journal | View: Totals | EDI: EDI Purchase confirmation, EDI history management | Clean up: Clean up purchase update history

All purchase orders | My view

POUK22000432 : VEUK000199 - Solvay Chemicals Ltd

Yes | Header | Open order | Draft

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.



All purchase orders | My view

POUK22000432 : VEUK000199 - Solvay Chemicals Ltd

Purchase order header

DELIVERY: Delivery date: 01/06/2023

DISCOUNTS: Total discount %: 0.00

VENDOR: Contact: Cathy Booth

Purchase order lines

Line number	Product number	Item number	Product name
1	104044101	104044101	JET 5 UK 1000KG

Line details

General | Setup | Address | Product | Delivery | Picking | Price and discount | Project | Product packages

DELIVERY DATE

Delivery date: 01/06/2023

Confirmed delivery date: [Calendar icon]

DELIVERY

Overdelivery: 25.00

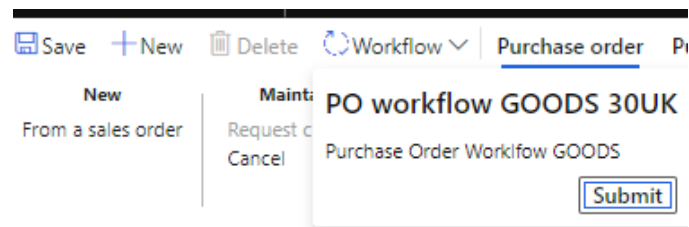
Underdelivery

Underdelivery: 100.00

Delivery type: Stock

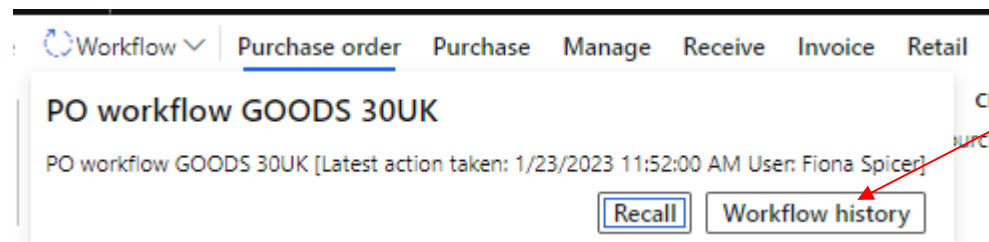
Work Instructions

Check the line details are correct for the item, delivery warehouse, quantity, purchase price and currency. When all the details are correct the purchase order is ready to be submitted into the purchase approval workflow. Go to the 'Workflow' and choose 'Submit'.



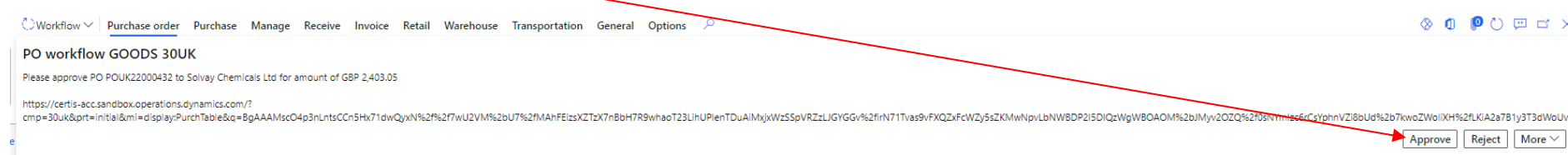
A pop up screen will appear where you can add a comment if needed, select 'submit' again and the order will go into the approval process.

Once submitted, you can monitor the status of the workflow by selecting 'Workflow' and 'workflow history'. Keep refreshing the screen to get the latest updates.



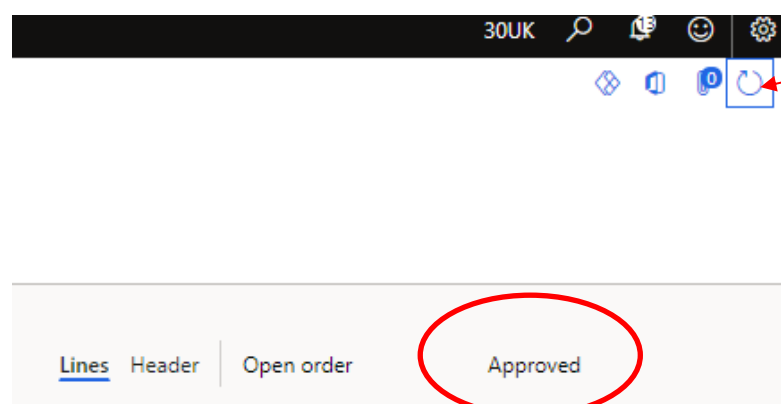
If an error has been made in the purchase order and something needs to be adjusted use the same path and select 'Recall', this will put the purchase order status back into draft so you can make amendments and then resubmit it again.

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'.



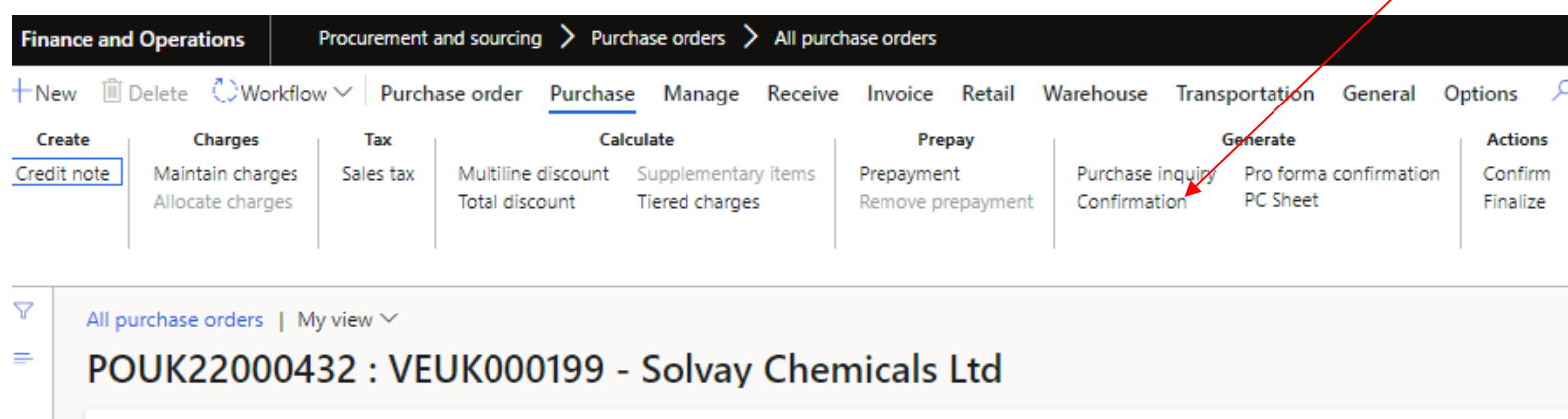
You can also reject it at this stage if you still need to make a change.

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'.

Settings

Select Printer setup View charges

PARAMETER Purchase order

Quantity Purchase order (copy)

Ordered quantity

Posting ☒ Yes

Late selection ☐ No



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.

Print destination settings

Lasernet Predefi...
Lasernet Fax
Lasernet Custom...
Lasernet Email
Lasernet Print
Lasernet Screen
Print archive
Screen
Printer
File
Email

To: fiona.spicer@certisbelchim.com

Cc:

Bcc:

Subject: POUK22000432 JET 5 IBC 1000KG

Font: A A

Dear Supplier
Please find attached a new purchase order.

We look forward to receiving your order confirmation (quantity, delivery date, price, incoterms and payment terms) within 72 hours.

Please ensure COA including production dates and batch numbers are issued prior to the arrival of the goods.

Please book in the delivery at Coates on +44 (0) 1638 720481 and ensure all drivers are equipped with the correct PPE, failure to do so could result in the refusal to unload the vehicle.

Kind regards
Fiona

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 additional 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'.

Finance and Operations Procurement and sourcing Purchase orders All purchase orders

New Delete Workflow Purchase order Purchase Manage Receive Invoice Retail Warehouse Transportation General Options

New Maintain Copy View EDI Clean up

From a sales order Request change From all From journal Totals EDI Purchase confirmation EDI history management Clean up purchase update history

All purchase orders | My view

POUK22000432 : VEUK000199 - Solvay Chemicals Ltd

This puts the status of the order back into draft status allowing you to make changes to the order.

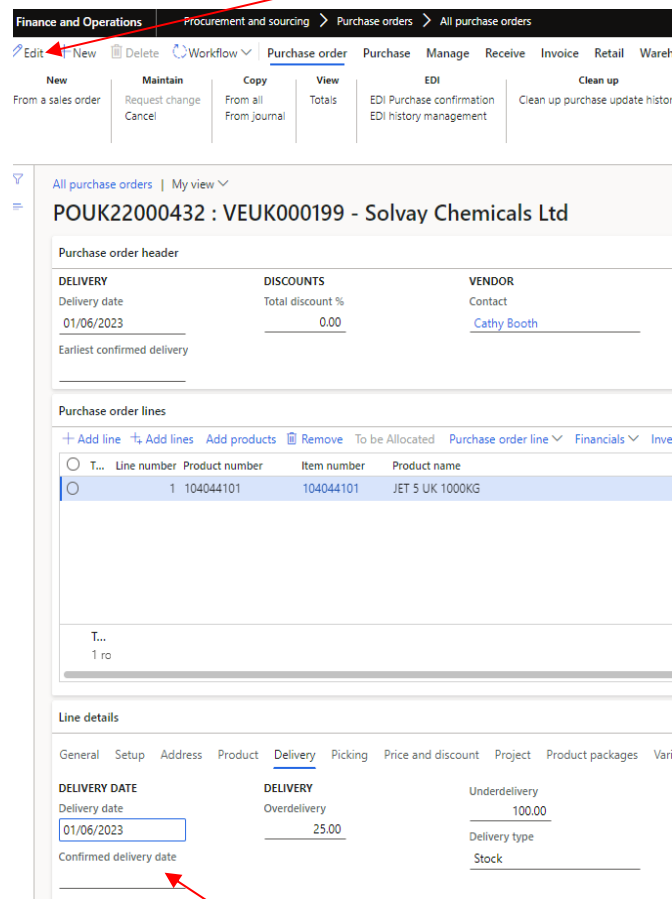
Once a change has been made the workflow needs to be resubmitted. If the change is deemed to be significant it will need to go through the approval process again e.g. increase in volume, increase in price. For changes that decrease the value of the order, approval will be automatic.

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.

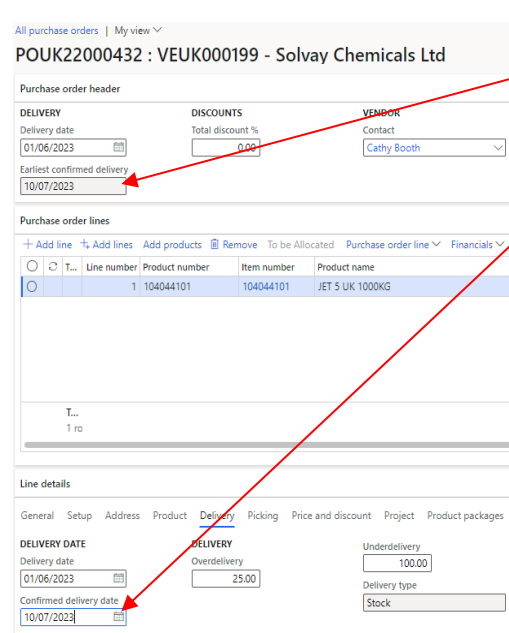
Once back in the draft status, select 'Edit'.



The screenshot shows the SAP Purchase Order interface. At the top, the 'Edit' button is highlighted with a red arrow. Below the header, the 'Purchase order lines' section is visible, showing a table with columns for Line number, Product number, Item number, and Product name. The first line is selected, showing details for 'JET 5 UK 1000KG'. The 'Line details' section is also visible, showing the 'Delivery' tab with fields for 'Delivery date' and 'Confirmed delivery date'.

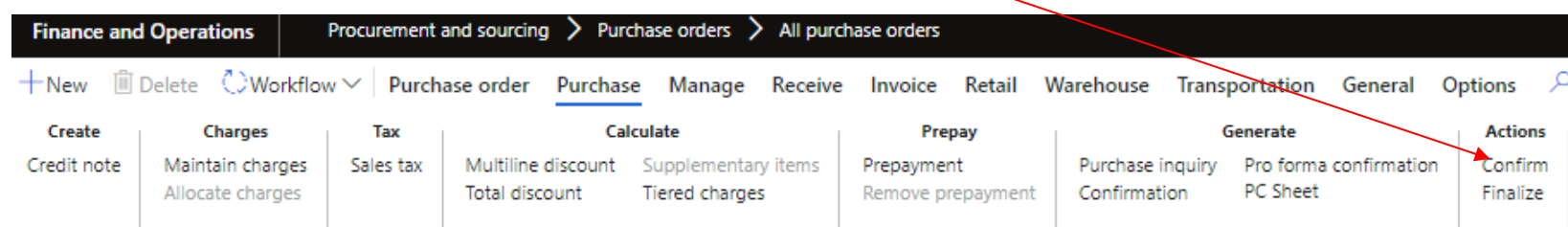
Enter the confirmed delivery date in the line detail, if you have multiple items on the order make sure you select the correct line.

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



The screenshot shows the SAP Purchase Order interface after the update. The 'Delivery date' in the header is now '01/06/2023'. The 'Confirmed delivery date' in the line details is also '01/06/2023'. A red arrow points to the 'Confirmed delivery date' field in the line details.

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'.



The screenshot shows the SAP Purchase Order interface with the 'Purchase' tab selected. The 'Confirm' button is highlighted with a red arrow.

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.