



# HP SKU PLANNER FAQ

## 1. How I get access to the tool?

Please initiate an email to “nidhi.sharma@bridgei2i.com” to get your access verified, which will be directed to the BRIDGEi2i technical team to grant access. We will be sending a password within an hour of receiving the request.

## 2. How many types of users are there?

On the basis of hierarchy there are 4 types of users: Product Manager, Category Manager, Category Director and Program Manager

## 3. How many types of modules are there?

There are three modules available- Planning, Report and Utilities Feedback

## Planning

## 4. What is a Planning module?

In planning module we do a forecast for upcoming weeks for a particular product, model and Category.

## 5. On What basis you make a forecast?

On the basis of past six weeks data.





## 6. What happen when we enter on planning module?

In planning module we have two cycles: Closed and Active Cycles


With some hyperlink on the basis of user hierarchy.

### Admin View

**SKU Planning**

 **Planning**  **Reports**  **Utilities**  Welcome Admin ▾





Welcome to SKU Planning Tool

	Start Date	Cycle End	WorkFlowStatus	PlanningStatus
Last Cycle	W21-2015	2015-04-24 00:00:03.0	Freeze	Closed
Active Cycle	<input type="text" value="W22-2015"/> 		Override	Initiated


[Planning Log](#) [Approve Planning Cycle](#) [Freeze Planning Cycle](#)

### Product Manager View

**SKU Planning**

 **Planning**  **Reports**  **Utilities**  Welcome PM\_USER ▾

Welcome to SKU Planning Tool

	Start Date	Cycle End	WorkFlowStatus	PlanningStatus
Last Cycle	W21-2015	2015-04-24 00:00:03.0	Freeze	Closed
Active Cycle	<input type="text" value="W22-2015"/> 		Override	Initiated

## 7. What is Last Cycle?

Last Cycle having properties with their meaning

**Start Date:** When this cycle was started.

**Cycle End:** It is defining the date of cycle closed.

**WorkflowStatus:** Cycle is Freeze or open for Override

**Planning Status:** In this we see the status of the cycle like Closed, Initiated, Upload and Review.

## 8. What are the different Planning Status available?

**Closed:** Cycle is Closed and Active Cycle Will start after this week.

**Upload:** After uploading the data status will change into Upload, Program Manager has

**Initiated:** After the uploading the data and run forecast status will changed into Initiated PM

## 9. What is Active Cycle?

Cycle will start from this week, with their different attribute like Status, Start Week, and Workflow Status.

## 10. How will we upload the data?

If the status is initialized, the home page will navigate to upload page and the user can upload the data and run the forecast reports

## 11. What happens before running the forecast?

Status will be Upload.

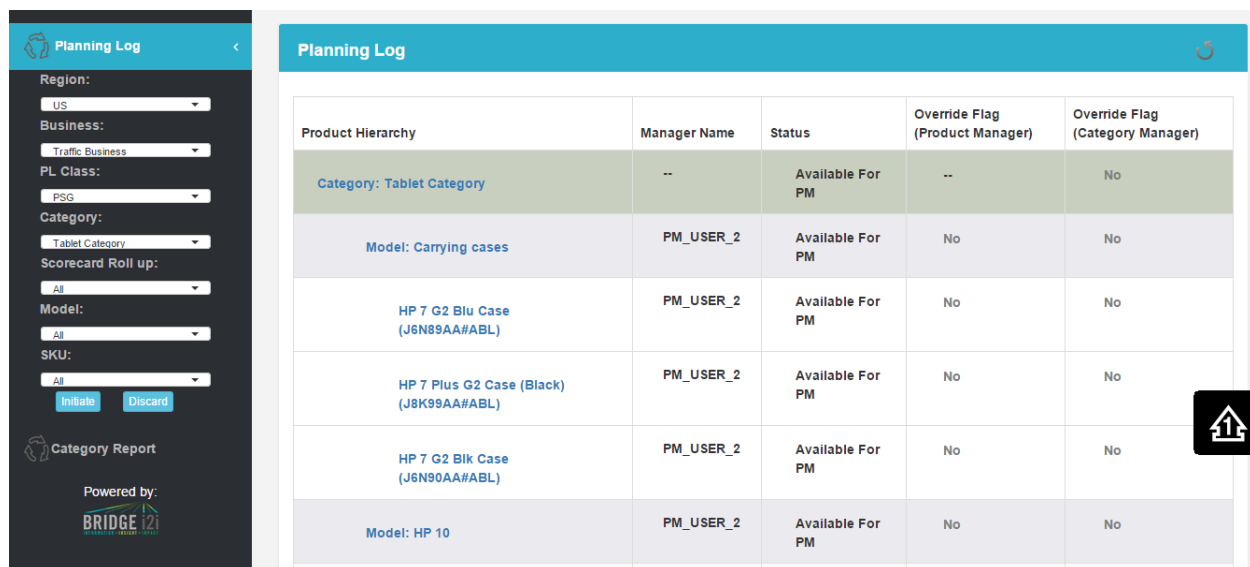
## 12. What happens after running the forecast?

Status will change into Initialized

## 13. What will initialized Cycle do?

After the status is initialized, different users have the access to override their product, model or category on the basis of their authorization.

## 14. What are the different measures present in Planning Log page?



The screenshot shows the 'Planning Log' interface. On the left is a sidebar with filters for Region (US), Business (Traffic Business), PL Class (PSG), Category (Tablet Category), Scorecard Roll up (All), Model (All), and SKU (All). There are 'Initiate' and 'Discard' buttons, and a 'Category Report' link. The main area displays a table with the following data:

Product Hierarchy	Manager Name	Status	Override Flag (Product Manager)	Override Flag (Category Manager)
Category: Tablet Category	--	Available For PM	--	No
Model: Carrying cases	PM_USER_2	Available For PM	No	No
HP 7 G2 Blu Case (J6N89AA#ABL)	PM_USER_2	Available For PM	No	No
HP 7 Plus G2 Case (Black) (J8K99AA#ABL)	PM_USER_2	Available For PM	No	No
HP 7 G2 Blk Case (J6N90AA#ABL)	PM_USER_2	Available For PM	No	No
Model: HP 10	PM_USER_2	Available For PM	No	No

Planning log having different measures with different meaning.

**Region:** For which region we are planning.

**Business:** For Traffic Business or Deal Business

**Category:** It will define the category, particular Model or SKU comes under which category

**Model:** For particular category which are the models are present, that are comes under this product.

**SKU:** It define on the basis of the previous values like model, category, PL Class, Business, Region

After Selection of the entire drop down values planning log table comes with Product Hierarchy, Manager Name, Status, and Override Flag for Product Manager and Category Manager.

### 15. What are the attributes of Planning Log table?

**Product Hierarchy:** SKU will come under this on the basis of model and Category.

**Manager Name:** Name of the Manager

**Status:** Define the product i.e. overridden or left to override by which user.

**Override Flag:** Product and Category still available for override for product manager and Category Manager.

### 16. Where are the values present in Planning Dashboard table?

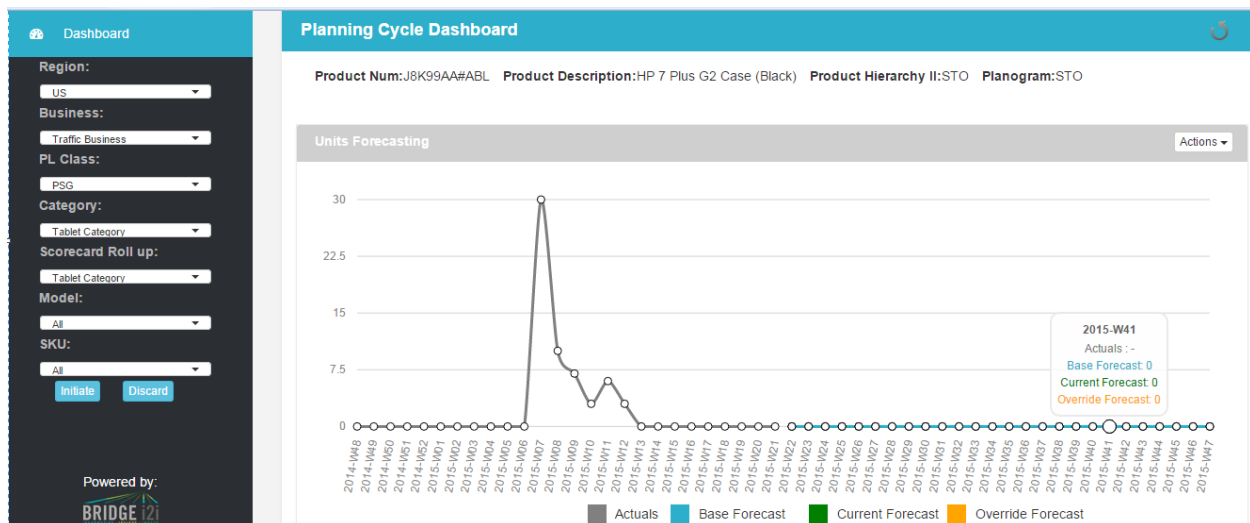
In Planning Dashboard, the values are based on Product Number, Product Description, Product Hierarchy, and Palnnogram

### 17. How override forecast, current forecast, base forecast are projected and color coding applied?

**Orange:** Override Forecast Values

**Green:** Current Forecast values

**Blue:** Base Forecast Values



## 18. What are the Actions in unit forecasting header?

- Export to excel
- Table view
- Chart view

**Units Forecasting**

Actions

Period	Actuals	Base Forecast	Current Forecast	Override Forecast
2014-W48	0	---	---	---
2014-W49	0	---	---	---
2014-W50	0	---	---	---
2014-W51	0	---	---	---
2014-W52	0	---	---	---
2015-W01	0	---	---	---
2015-W02	0	---	---	---
2015-W03	0	---	---	---

Legend: Actuals (Grey), Base Forecast (Blue), Current Forecast (Green), Override Forecast (Orange)

## 19. What are different types of charts in Planning Dashboard?

Charts for Units Forecasting, Average Selling Price, Forecasting, Revenue Forecasting, ESC Forecasting, Product Margin Forecasting.

## 20. Can we change the forecast value?

Yes we can change the override forecast value.

**Edit Forecast Units:**

**BaseForecast:**

2015-W22	2015-W23	2015-W24	2015-W25	2015-W26	2015-W27	2015-W28	2015-W29
115	107	108	109	100	100	107	105

**Current Forecast:**

2015-W22	2015-W23	2015-W24	2015-W25	2015-W26	2015-W27	2015-W28	2015-W29
115	107	108	109	100	100	107	105

**Override Forecast:**

2015-W22	2015-W23	2015-W24	2015-W25	2015-W26	2015-W27	2015-W28	2015-W29
115	107	108	109	100	Win? Pro_May...	Touch...	Supplies_May...

Comments:

## 21. How I get access to the tool?

Please initiate an email to “nidhi.sharma@bridgei2i.com” to get your access verified, which will be directed to the BRIDGEi2i technical team to grant access. We will be sending a password within an hour of receiving the request.

## Reports

## 22. How many types of report modules are there?

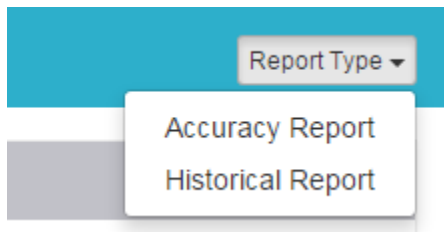
There are four reports accessible – Historical actual, Accuracy report, Override report, Executive report.

## 23. What is Historical actual?

The representation of the overall past actuals in a report across Units, Average selling price, Revenue and Product margin.

## 24. What is Accuracy report?

There are two types of report:



### Accuracy report:

It's a measure of how good your forecasts are as compare to actuals.

Formula to calculate accuracy:

$$(1 - \text{Forecast/Actual}) * 100$$

### Historical report:

Comparison between base forecast and overridden forecast.

BASE FORECAST: It is calculated using 6 weeks moving average

OVERRIDDEN FORECAST: Numbers overridden by category managers, product managers and approved by category directors in weekly planning cycles.

## 25. What is Override report?

Lower level manager will override the predicted values based on the higher level manager's decision.

## 26. What is Executive report?

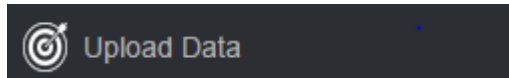
It is a summary report at category level and a visual representation, that gives executives a quick and easy way to view the performance in real-time with their given data.



## 27. Can someone else view my report?

Yes. All users who have access to the report is intended can access the report.

## Utilities




It is used to upload Target, BTB, Event calendar Data.

## 28. What are the maximum and minimum file size limitation?

Minimum file size should be 10 Kb and maximum file size is 2Mb.

## 29. Can I upload the file in any kind of format I want?

No. Only .xls file format can be uploaded. Data in that file should be in same order as in the sample data. (You can download it by clicking )

## 30. Can I interchange Target data, BTB data and upload files?

No. Data should be uploaded in a specified order for proper functioning.



It is used for maintaining details of newly introducing products into the market.

## 31. How can I introduce multiple new products details?



New Product details can be added in two ways.

- Adding new products details one by one by using “Add new” Button
- Uploading a single .xls file which contains all the details of the new products in specific.

New NPI

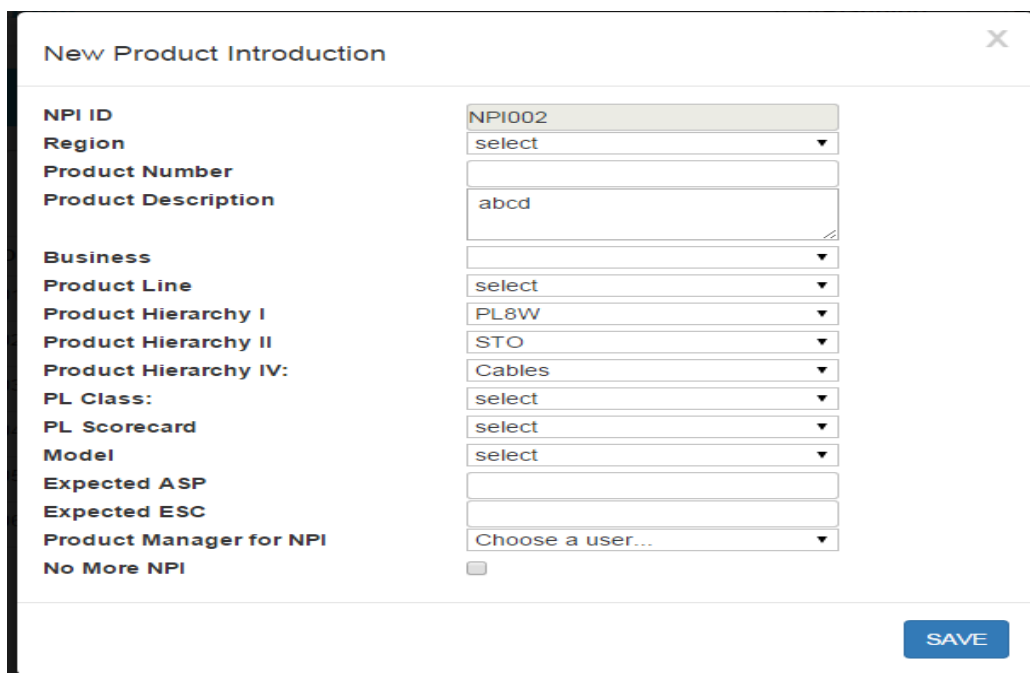
**Mapped NPI**

Mapped NPI is a utility to map an existing NPI to a new product number in the system

## Navigation

**Step 1.** Click on the Edit button  which is present at the right end of respective column.

**Step 2.** The following pop up will open. Fill all the details and click save.



The image shows a 'New Product Introduction' form with the following fields:

NPI ID	NPI002
Region	select
Product Number	
Product Description	abcd
Business	
Product Line	select
Product Hierarchy I	PL8W
Product Hierarchy II	STO
Product Hierarchy IV:	Cables
PL Class:	select
PL Scorecard	select
Model	select
Expected ASP	
Expected ESC	
Product Manager for NPI	Choose a user...
No More NPI	<input type="checkbox"/>

SAVE




End Of Life

It is used for maintaining database of all the products which are scheduled to stop supplying.

### 32. How can I enter End of Life week for a product?

- Search for the required product ID by either scrolling down or entering the Product ID in the search box provided.

Search:

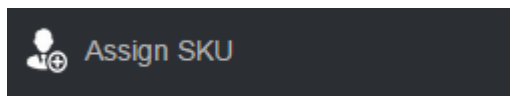
- Click on the Edit  button which is the top right corner.
- A pop up will open. At the end of the pop up you can see a column where you can add Week and Year as shown below. Enter Ending week and Year and click save.

End Of Life: \*Week:  Year:

*\*Please select start of week*

### 33. Can I change previous End of Life week directly?

Yes, if Previous End of Life is completed and you want to continue supply of the product, one can change End of Life date directly by editing the previous End of Life week.



It is assignment of new SKU or already assigned SKU to new product manager.

### 34. How can I assign new SKU's?

- Select the required Product either by scrolling down or directly searching in the search window.

Search:

- Choose the new manger from the managers list and then press Assign button at left top corner.

