Forecast plan responses

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

For more information about carrier shipment status guidelines, see Forecast plan response transactions.

Create and submit forecast plan responses

Perform this task to create and submit new forecast plan response. Additionally, suppliers can begin work on a forecast plan response and save it for completion at a later time.

Create and submit a forecast plan response

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

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.

5. Select the Go button.

6. Select one of the following menu items depending on the orchestration used:

    - Select Manufacturing - Supplier from the left menu.
    - Select Commerce - Supplier from the left menu.

    Partners must have the correct rolesroles assigned if using the Owner's instance of Multienterprise Information Network Tower.

7. Select Forecast Plan Responses.
8. Select the New 

button.
9. On the New Forecast Plan Response screen, fill in the following fields:
    i. Response Number field – A unique identifier assigned to a forecast plan response.
    ii. Response Version field – The version number of the forecast plan response.
    iii. Response Type field – The type of the forecast plan response.
    iv. Date Created field – The date that the forecast plan response is created on.

10. Select the Save 

button.

    The screen refreshes with the saved forecast plan response in the draft state and with the required sections populated.

11. Select the Edit 

button.

12. In the Transaction Information section, select Submitted from the Process Status drop drown.
13. In the Forecast Plan Response Information section, fill in the following fields:
    i. Response Number field – A unique identifier assigned to a forecast plan response.

ii. Response Version field – The version number of the forecast plan response.
iii. Response Type field – The type of forecast plan response.
iv. Date Created field – The date when the forecast plan response is created.
v. Scheduled Delivery Date field – The scheduled delivery date for the inventory requested by the customer.
vi. Response Quantity Type drop-down – The forecast plan response quantity type.
vii. Action drop-down – A brief description stating the purpose of the transaction.

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

    i. 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.

    ii. Address 1 field – The address of the particular location.
    iii. Address 2 field – Any additional address information.
    iv. Country drop-down – The two-letter country code with country name for this location.
    v. State field – The state or region for this location.
    vi. City field – The city for this location.
    vii. Postal Code field – The postal code for this location's main address.
    viii. Contact Telephone Number field – The company or location's phone number.
    ix. Contact Fax Number field – The company or location's fax number

x. Party ID Type drop-down – The identifier type used for this company or location.
xi. Party ID Value field – The value associated with the identifier type.

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

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

       The remaining Supplier 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.

    ii. Address 1 field – The address of the particular location.
    iii. Address 2 field – Any additional address information.
    iv. Country drop-down – The two-letter country code with country name for this location.
    v. State field – The state or region for this location.
    vi. City field – The city for this location.
    vii. Postal Code field – The postal code for this location's main address.
    viii. Contact Telephone Number field – The company or location's phone number.
    ix. Contact Fax Number field – The company or location's fax number
    x. Party ID Type drop-down – The identifier type used for this company or location.
    xi. Party ID Value field – The value associated with the identifier type.
16. In the **Ship to Location and Ship From Location** section, in the Ship to Location group fill in the following fields:
    i. 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.

ii. Address 1 field – The address of the particular location.
iii. Address 2 field – Any additional address information.
iv. Country drop-down – The two-letter country code with country name for this location.
v. State field – The state or region for this location.
vi. City field – The city for this location.
vii. Postal Code field – The postal code for this location's main address.
viii. Contact Telephone Number field – The company or location's phone number.
ix. Contact Fax Number field – The company or location's fax number
x. Party ID Type drop-down – The identifier type used for this company or location.
xi. Party ID Value field – The value associated with the identifier type.

17. In the **Ship to Location and Ship From Location** section, in the Ship From Location group fill in the following fields:

    i. 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.

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

this location.

v. State field – The state or region for this location.
vi. City field – The city for this location.
vii. Postal Code field – The postal code for this location's main address.
viii. Contact Telephone Number field – The company or location's phone number.
ix. Contact Fax Number field – The company or location's fax number
x. Party ID Type drop-down – The identifier type used for this company or location.
xi. Party ID Value field – The value associated with the identifier type.

18. In the **Line Items** section:
    a. Select the Add + icon. At least one line item is required to submit a forecast plan response.
    b. In the New Line Items panel, fill in the following fields under Line Item Information section:
        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 name 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).
        iv. Item Code Value field – The product code.
        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 – The date the supplier will reconcile the shipped or promised inventory.
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. Select a item line row and then select the branch icon and fill in the following fields under Delivery Information section:
i. Forecast Qualifier field – The forecast qualifier for the line item.
ii. Forecast Period drop-down – The duration of the forecast 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. Select the line item row drop down to view the delivery information in a table.
g. Select a delivery information row and then select the branch icon and fill in the following fields under Date Information section:
   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.
h. Select Apply.

The schedule information is added to delivery information table.

i. Select the delivery information row drop down to view the schedule information in a table.

19. In the Notes section, select the Add + icon to enter any additional comments or instructions.
20. 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 Add + icon, to add a new line item, where available.
- Select the Delete − icon, to remove an individual line item, where available.
- Select the branch icon, to add a new line item in the inserted table, where available.
- New forecast plan responses can also be created by selecting the New + New button on the Forecast Plan Responses Details screen for an existing forecast plan response.

Submit a draft forecast plan response

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

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.

4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Select one of the following menu items depending on the orchestration used:
    - Select Manufacturing - Supplier from the left menu.
    - Select Commerce - Supplier from the left menu.

    Partners must have the correct rolesroles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Forecast Plan Responses.
8. Select the Filter Filter button to find forecast plan responses in Draft state.
9. Select the Response Number link in the results table.
10. Select the Edit Edit button.
11. In the Transaction Information section, select Submitted from the Process Status drop drown.
12. Confirm the forecast plan response details and select the Edit icon associated with that line item to modify the fields if required.
13. 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.
14. Select the Save Save button.

    The forecast plan response is submitted.

Tips

- Select the response number row and then select the Delete icon on the top of the Search Forecast Plan Response screen, to delete a forecast plan response in draft state.

A deleted transaction cannot be retrieved.

Search and view forecast plan responses

Search for and view forecast plan responses

Perform this task to search for and view the details of the forecast plan response sent or received by suppliers or customers. Viewing the details of a forecast plan response enables suppliers or customers to quickly access transaction 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 the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Select one of the following menu items depending on the orchestration used:

    - Select Manufacturing - Customer or Manufacturing - Supplier from the left menu.

    - Select Commerce - Customer or Commerce - Supplier from the left menu.

Partners must have the correct rolesroles assigned if using the Owner's instance of Multienterprise Information Network Tower.

7. Select Forecast Plan Responses.
8. Select the Filter Filter button.
9. In the Filters panel, fill in one or more of the following fields to filter the results:

    i. 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.

    ii. Response Number field – A unique identifier assigned to a forecast plan response.
    iii. Response Version field – The version number of the forecast plan response.
    iv. Response Type drop-down – The type of the forecast plan response.
    v. Receiver type-ahead – Displays only if the menu item is Sent Forecast Plan Responses for Manufacturing - Supplier and Commerce - Supplier. The name of the company the forecast plan response was sent to.

   If the name of the company is not present in the Owners master data then the company's name must be entered manually.

   vi. Sender type-ahead – Displays only if the menu item is Received Forecast Plan Responses for Manufacturing - Customer and Commerce - Customer. The name of the company the forecast plan response was received from. If the name of the company is not present in the Owner's master data then the company's name must be entered manually.

   vii. Last Modified drop-down – 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.

10. Select Apply.

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

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

    The View Forecast Plan Responses screen displays.

12. To view all fields for each line item, select the View icon on the Forecast Plan Responses Details screen.

Reprocess and resubmit forecast plan responses

Reprocess forecast plan response

After the forecast plan responses is submitted, the user might encounter an error and the processed status will be set to Paused With Error. Use the following procedure to resolve any error messages encountered while submitting a forecast plan responses.

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Select one of the following menu items depending on the orchestration used:
    - Select Manufacturing - Supplier from the left menu.
    - Partners must have the correct rolesroles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Forecast Plan Responses.
8. Select the Filter [Filter] button to find the forecast plan responses in Processing, Processed, Preparing to Send, or Sending state.
9. Select Response Number link in the results table.
10. View the following fields for error in the Transaction Information section:
    - Process Status - Displays the status of the submitted transaction.
    - Last Transaction Error - Displays the error message.
11. Select the Edit [Edit] button.
12. In the Transaction Information section, select Submitted from the Process Status drop drown.

13. Select the Save [Save] button.
    The forecast plan responses request is moved from Processing state to Sending state indicating that the forecast plan responses is submitted successfully.

⚠ Do not select the Move To button, as it will cause the transaction to skip a workflow state, preventing successful delivery.

Resubmit forecast plan responses

If a transaction is successfully sent to a partner but an issue occurs on the partner's side (e.g. in their ERP system), the sender can avoid re-entering all the details by rolling back to a previous workflow state and resending the transaction, thus saving time and effort for both parties.

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Select one of the following menu items depending on the orchestration used:
    - Select Manufacturing - Supplier from the left menu.
    - Partners must have the correct rolesroles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Forecast Plan Responses.
8. Select a Response Number in Sent state.
9. Select the Edit [Edit] button.

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

10. 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.

11. Select the Save Save button.

    The forecast plan response is submitted.

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

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