



# Review and Commit to Forecast with .CSV

**Purpose:** Step by Step Instructions for downloading a .CSV forecast and submitting it

**Prerequisites:** A Forecast will have to be sent to your company in Ariba  
These steps start with the assumption that you are already logged into Ariba.

1. Click **PLANNING** near the top left corner.
2. Click **Search Filters**
3. Enter your search criteria into the appropriate boxes to find the Forecast.
4. Click **Search**
5. The Forecasted items that match your search criteria will now appear near the bottom of the page
6. Enter a committed quantity in the committed field in the .csv file, then save the file
7. Upload the .csv file
8. Verify Success

HOMEINBOXOUTBOX**PLANNING**CATALOGSREPORTSUPLOAD/DOWNLOADMESSAGES

CSV DocumentsCreate

ForecastPlanning CollaborationSales Report

Forecast

Search Filters

Customer:Generac Power Systems

Customer Planner Code:

Customer Part #:

Supplier Part #:

Customer Location:

Display Forecast By:DayWeekMonthYear

From:11/09/2018

SearchReset

Generac Power Systems, Inc. - TEST Forecast

| Customer Part # | Customer Location | Last Modified          | Actions | 9 Nov 2018 |        |           | 10 Nov 2018 |        |           | 11 Nov 2018 |        |           |
|-----------------|-------------------|------------------------|---------|------------|--------|-----------|-------------|--------|-----------|-------------|--------|-----------|
|                 |                   |                        |         | Forecast   | Change | Committed | Forecast    | Change | Committed | Forecast    | Change | Committed |
| 0H9838D         | 1008              | 11 Sep 2018 8:34:52 AM |         |            |        |           |             |        |           |             |        |           |
| G0059435        | 1005              | 12 Sep 2018 7:59:05 AM |         |            |        |           |             |        |           |             |        |           |

Generac Power Systems, Inc. - TEST Forecast

| Customer Part # | Customer Location | Last Modified           |
|-----------------|-------------------|-------------------------|
|                 | 1005              | 12 Sep 2018 10:28:05 AM |

Download CSV

Upload CSV

|           |        |           |
|-----------|--------|-----------|
| 30-Nov-18 |        |           |
| Forecast  | Change | Committed |
| 2000      | 2000   | 2000      |



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**Upload File**

Name:

CSV File: 

Choose File

 No file chosen

| Search Filters   |                 |                        |                        |           |                   |                   |
|------------------|-----------------|------------------------|------------------------|-----------|-------------------|-------------------|
| Previous Uploads |                 |                        |                        |           |                   |                   |
| Name             | Last Updated By | Date Created           | Last Updated ↓         | Status    | File              | Log File          |
| Test forecast    | Generac Test    | 11 Nov 2018 2:14:04 PM | 11 Nov 2018 2:14:04 PM | Completed | <a href="#">↓</a> | <a href="#">↓</a> |