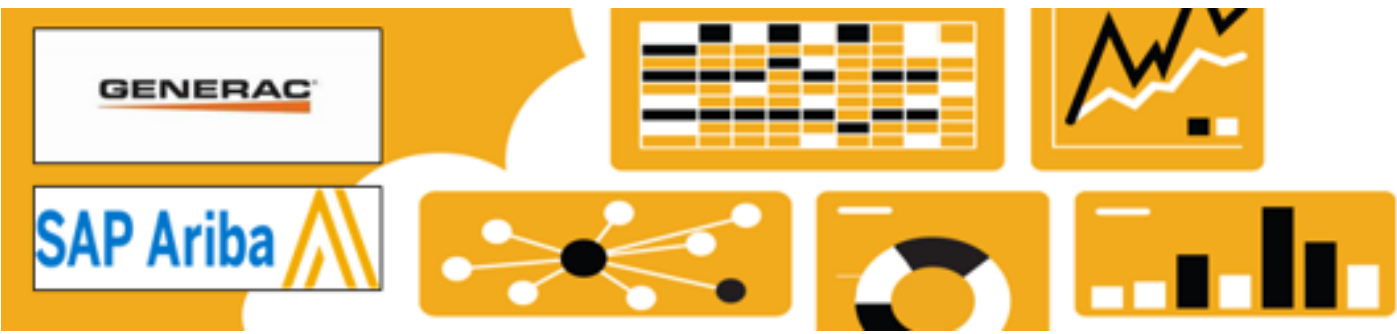




View and Commit to a Forecast in Ariba

Purpose: Step by Step instructions on viewing and committing to a Forecast in Ariba.

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. Click the appropriate icon under **Actions** to commit to this item on the Forecast
 - Click the Pencil Icon  to partially commit
 - Click the Check Mark Icon  to fully commit to the icon
7. Click the  Icon to send the Forecast Commitment to Generac
8. Repeat steps 6 and 7 for all items on the Forecast

A screenshot of the SAP Ariba interface showing the 'PLANNING' tab. The interface includes a top navigation bar with 'HOME', 'INBOX', 'PLANNING', 'CATALOGS', 'REPORTS', 'UPLOAD/DOWNLOAD', and 'MESSAGES'. Below this is a 'Forecast' section with 'Search Filters' and a 'Display Forecast By' dropdown set to 'Day'. The 'Search Filters' section has input fields for 'Customer' (filled with 'Generac Power Systems'), 'Customer Planner Code', 'Customer Part #', 'Supplier Part #', and 'Customer Location'. A 'From' date field is set to '11/09/2018'. A 'Search' button is at the bottom right of the filters. Below the filters, a table titled 'Generac Power Systems, Inc. - TEST Forecast' is displayed. The table has columns for 'Customer Part #', 'Customer Location', 'Last Modified', and 'Actions'. The 'Actions' column contains icons for 'Pencil', 'Checkmark', and 'Share'. The table lists two items: '0H9838D' and 'G0059435'. Numbered callouts (1-7) are placed over the interface: 1 points to the 'PLANNING' tab, 2 points to the 'Search Filters' section, 3 points to the 'Customer' input field, 4 points to the 'Search' button, 5 points to the 'Pencil' icon in the 'Actions' column, 6 points to the 'Checkmark' icon in the 'Actions' column, and 7 points to the 'Share' icon in the 'Actions' column.