



SCHEDULING AGREEMENT RELEASE (SAR)

SUPPLIER TRAINING GUIDE

AGENDA

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- Process Workflow
- Modes of Integration

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- Search & Identify SAR
- Header Level
- Line Level
- Versions
- Order Confirmation (OC), Advance Ship Notice (ASN),
Goods Received (GR), Invoice.

Appendix

INTRODUCTION

INTRODUCTION

- **Schedule Agreement** is a form of outline purchase agreement which is kind of like a purchase order, but the materials are procured on predetermined date. It also has payment terms & conditions.
- When you are creating a purchase order you might order 100 quantity of material A but in Schedule Agreement you can create schedules of material A such that 100 quantity is split into multiple quantity (25 + 35 + 15) and each can have different delivery dates
- Assume material A to be one line item in Schedule Agreement having its schedule and similarly there could be multiple line items in a single Schedule Agreement with their own schedules
- These schedules of line items in a Schedule Agreement which gets released from Honeywell are known as Schedule Agreement Release

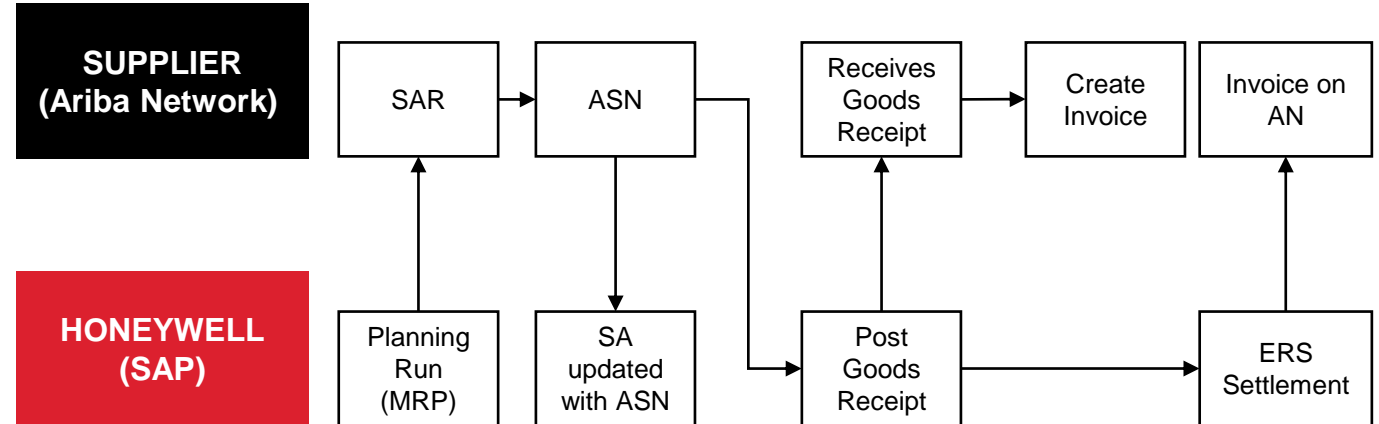
Benefits:

- One delivery schedule can replace many discrete Purchase Orders removing need to confirm multiple purchase orders
- Inventories can be reduced to minimum allowing companies to carry out manufacturing operations based on the Just-In-Time principle
- Reduced lead times facilitates smaller deliveries allowing supplier to plan and allocate resources and plan material purchases

SCHEDULING AGREEMENT RELEASE

PROCESS WORKFLOW

1. Honeywell performs a planning run (MRP) which can be automated or manual
2. Scheduling Agreement Release gets generated and is shared with the Supplier in the Ariba Network.
3. Supplier confirms SAR, performs Advance Ship Notice (ASN) and ships goods to Honeywell
4. Scheduling Agreement gets updated with ASN
5. Honeywell receives the goods and posts Goods Received
6. Invoices is generated in Ariba Network
 - a) Through Self billing / Evaluated Receipt Settlement (ERS) by Honeywell after posting GR
 - b) Directly by Supplier once the GR is done by Honeywell and is available on AN



MODES OF INTEGRATION AND AUTOMATION

Ariba allows suppliers to work in different modes:



Ariba Portal: The Supplier works online through a Web Browser. Data entry can be on screen or using download and upload functionality.



Full System Integration: Ariba Network allows to electronically integrate with the network. For technical details please refer to your trainer.



Manual: The Supplier can manually enter the data in Portal and upload



Excel: The Supplier can utilize Excel options to upload data.

PORTAL USER INTERACTION

SCHEDULING AGREEMENT RELEASE

SEARCH AND IDENTIFY FROM THE WORKBENCH

From the Homepage:

1. Click Workbench
2. Select the Orders tile.
3. Use filters to identify the right item.
4. Set order type as Scheduling agreements only
5. Results will start appearing with order numbers and other headings in columns
6. You can add/remove the displayed columns by clicking setting icon and then dragging/removing available columns to displayed columns as per your desired view
7. To view a particular scheduling agreement, click on the specific order number.

The screenshot shows the SAP Business Network Workbench interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench' (highlighted with a red box and number 1), 'Planning', 'Orders', 'Fulfillment', 'Quality', 'Invoices', 'Payments', and 'Catalogs'. Below the navigation bar, the 'Workbench' section displays four tiles: 'New orders' (813), 'Items to confirm' (75), 'Orders' (902, highlighted with a red box and number 2), and 'Orders to invoice' (108). Below these tiles, the 'Orders (902)' section shows filter options for 'Customers', 'Order numbers', 'Creation date', 'Purchasing organizations', and 'Customer locations'. The 'Order type' dropdown is set to 'Scheduling agreements only' (highlighted with a red box and number 4). Below the filters, a table displays the results. The table has columns: 'Order Number', 'Type', 'Customer', 'Amount Invoiced', and 'Actions'. The first row is highlighted with a red box and number 5. The second row is highlighted with a red box and number 7. The third row is highlighted with a red box and number 6. The fourth row is highlighted with a red box and number 7. The table data is as follows:

Order Number	Type	Customer	Amount Invoiced	Actions
5500326844	Agreement	Honeywell - TEST		...
5500326840	Agreement	Honeywell - TEST		...
5500326838	Agreement	Honeywell - TEST		...
5500003315	Agreement	Honeywell - TEST		...

For more information on how to manage your workbench and create specific tiles, please refer to SCC General Functionality.

SCHEDULING AGREEMENT RELEASE

HEADER LEVEL

View the header level information:

1. View Scheduling Agreement Number
2. View allowed actions
3. From Information (Customer) / To Information (Supplier)
4. Ship to/Bill To Information
5. Processing and release history is available in the Scheduling Agreement History
6. View document type, status, number and version.
7. Routing Status
8. View Payment Terms and Remit To
9. Find attached a pdf copy of the Schedule Agreement with details and terms and conditions
10. Caution message to check payment, remit to, quantity, price etc and for any discrepancy contact buyer.

The screenshot displays the SAP Business Network interface for a Scheduling Agreement Release. The header shows the SAP Business Network logo, Enterprise Account, and TEST MODE. The main content area is titled "Scheduling Agreement: 5500326838". Below this, there are four buttons: "Create Order Confirmation", "Create Ship Notice", "Create Invoice", and "Create Quality Notification". A tabbed interface shows "Scheduling Agreement Detail" and "Scheduling Agreement History". The "Scheduling Agreement Detail" tab contains the following information:

- From:** Customer Honeywell Products & Solutions Sarl, Z.A. La Pièce 16, 4 North Drive, Virginia Park
- To:** Example
- Ship All Items To:** Honeywell Products & Solutions Sarl, 4 North Drive, Virginia Park
- Bill To:** Honeywell Products & Solutions Sarl, Z.A. La Pièce 16
- Scheduling Agreement (New):** 5500326838, Amount: \$5,536.60 USD, Version: 1
- Track Order** button
- Routing Status:** Sent, Effective Date: 26 Jul, Expiration Date: 26 Jul

Additional information on the right side includes:

- Payment Terms:** 0.000% 45, Net 45 Days EOM
- Remit To:** Example
- Attachments:** 5500326838.pdf (application/pdf; charset=UTF-8)

A caution message at the bottom states: "Before confirming this purchase order verify the following information is correct: Payment Terms, Remit-To Address, Pricing and Quantity, for any necessary change contact the buyer for this PO."

SCHEDULING AGREEMENT RELEASE

LINE LEVEL

1. In the Line-Item you can see line number and in that the number of delivery schedules, customer part number etc.
2. Quantity and deliverable dates
3. Status of the delivery, changes when the material gets confirmed, shipped etc.
4. Click on Show more details icon for summary
5. Control keys (which changes with Supplier) here showing that OC, ASN is allowed whereas ERS not
6. Unit Details
7. Price Details, here showing price is \$553660 for 1000 units
8. Truck Icon under “Shipment status” column is showing item next to ship
9. Schedule lines with required quantity and dates
10. Other technical details

The next steps would be to create the Order Confirmation and the Advance Ship Notice, then Honeywell would send the Goods Receipt and the Invoice will be generated.

For more information on the steps above (Purchase Order and Invoice Collaboration), please refer to their training guides.

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Line Items

Line #	No. Schedule Lines	Part #	Customer	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal
10	1		VEU-A00	A	10.000 (EA)	26 Jul 2 26 Jul 2	\$553,660.00 USD	\$5,536.60 USD

Description: VESDA-E VEU WITH LED's

2

3

Status

10.000 Unconfirmed

4

Show Item Details

Customer Location

Details

5

Control Keys

Order Confirmation: allowed

Ship Notice: not allowed

Invoice: is not ERS

6

Pricing Details

Unit Details

Unit Conversion	Price Unit	Order Unit
1	EA	EA

7

Price Details

Price	Price Unit	Quantity
\$553,660.00 USD		1,000

8

9

Schedule Lines

Schedule Line #	Shipment Status	Delivery Date	Ship Date	Quantity (Unit)
1	<div>8</div>	26 Jul 2022 4:30 PM IST		10 (EA)

Cumulative Scheduled Qty (Unit)

Received Qty (Unit)

Commitment Level

10.00 (EA)

Firm

10

Other Information

Receiving Type: 4

Release Version: 1

Classification Domain: ERPCommodityCode

Classification Code: A01

Classification Domain: ERPCommodityCodeDescription

Classification Code: FG/subs/phantoms

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SCHEDULING AGREEMENT RELEASE

VERSIONS

Note that with Scheduling Agreement Release there are different versions depending on if Honeywell sends a change Release to the Ariba Network.

- 1. Versions are noted in your Inbox and in the status detail of your release.
- 2. Older Versions are viewable by clicking the **Previous Version** hyperlink.
- 3. In order to view the changes on the Release, click the **Show Changes** in bottom of the document screen.
- 4. The edits will be highlighted in orange.

Orders and Releases (10)					
Type	Order Number	Ver	Order Status	Settle	
	52000004780001-0JIT	5	Changed	Invok	

2

Scheduling Agreement Release
(→ Changed)
520000047800010JIT
Version: 5 (Previous Version)

3

Create Ship Notice

Create Invoice

Show Changes | Hide | Print

Schedule Lines						
Schedule Line #	Change	Shipment Status	Delivery Date	Ship Date	Quantity (Unit)	Cumulative Schedule
			7 Sep	8:00 AM EDT	110.000 (PC)	110.00 (PC)
	→ Edited		10 Sep	8:00 AM EDT	125.000 420.000 (PC)	235.00 230.00 (PC)
	→ Edited		12 Sep	8:00 AM EDT	20.000 (PC)	255.00 250.00 (PC)
	→ Edited		15 Sep	8:00 AM EDT	96.000 (PC)	351.00 346.00 (PC)

SCHEDULING AGREEMENT RELEASE

OC, ASN, GR, INVOICE

Document	Description
Order Confirmation (OC)	Document sent by suppliers as an acceptance of a purchase order, it is an agreement to fulfil the order as proposed by Honeywell
Advanced Shipping Notification (ASN)	It is a packet of information containing details about an imminent delivery. The information is prepared by the Supplier and shared with the buyer to smoothen and improve the quality of the actual delivery event.
Goods Receipt (GR)	Information to supplier from Honeywell that the finish goods have reached their desired site.
Invoice	Document that maintains a record of a transaction between Honeywell and Supplier. In Schedule Agreement Release a Invoice can self-billing (evaluated receipt settlement) from Honeywell itself or can be made by a Supplier. It basically depends on the terms and conditions agreed between Supplier and Honeywell

Note:

- For details in OC, ASN, GR refer Order Collaboration training material
- For details in Invoice refer Invoice Collaboration training material

APPENDIX

SCHEDULING AGREEMENT RELEASE

SEARCH AND IDENTIFY (FROM THE ORDERS TAB)

From the Homepage:

1. Click **Orders**.
2. Go to **Orders and Releases** sub-tab
3. Use search filters to identify the right item.
4. Select “**Search only scheduling agreement releases or scheduling agreements**”.
5. You can configure the view if required by clicking configure icon.
6. Search results will appear.
7. To view the scheduling agreement, click on the number from “Order Number” column.

Note: This view will be replaced with the new Workbench concept soon

The screenshot shows the SAP Ariba Supply Chain Collaboration interface. The top navigation bar includes 'SAP Ariba Supply Chain Collaboration', 'Enterprise Account', and 'TEST MODE'. The main navigation menu has 'Home', 'Enablement', 'Workbench', 'Planning', 'Orders', and 'Fulfillment'. The 'Orders' menu is expanded, showing 'Orders and Releases' (highlighted with a red circle 1) and 'Order Inquiries'. The 'Orders and Releases' sub-tab is selected, showing tabs for 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. The 'Search Filters' section includes: 'Customer' (All Customers), 'Order Number' (Partial number selected), 'Order Status' (All), 'View' (All except hidden orders), 'Show orders by' (Creation Date selected), 'Date Range' (Last 31 days), and a list of checkboxes for search filters. The checkbox 'Search only scheduling agreement releases or scheduling agreements' is checked (highlighted with a red circle 4). A configure icon (highlighted with a red circle 5) is visible. The search results table (highlighted with a red circle 6) shows one result: a Release with Order Number 550000018100030FOR (highlighted with a red circle 7), Ver 3, Order Status Changed, and Revision Changed. The table has columns for Type, Order Number, Ver, Order Status, Revision, and Actions.

Type	Order Number	Ver	Order Status	Revision	Actions
Release	550000018100030FOR	3	Changed	Changed	Actions