QRG – SCHEDULING AGREEMENT

Honeywell

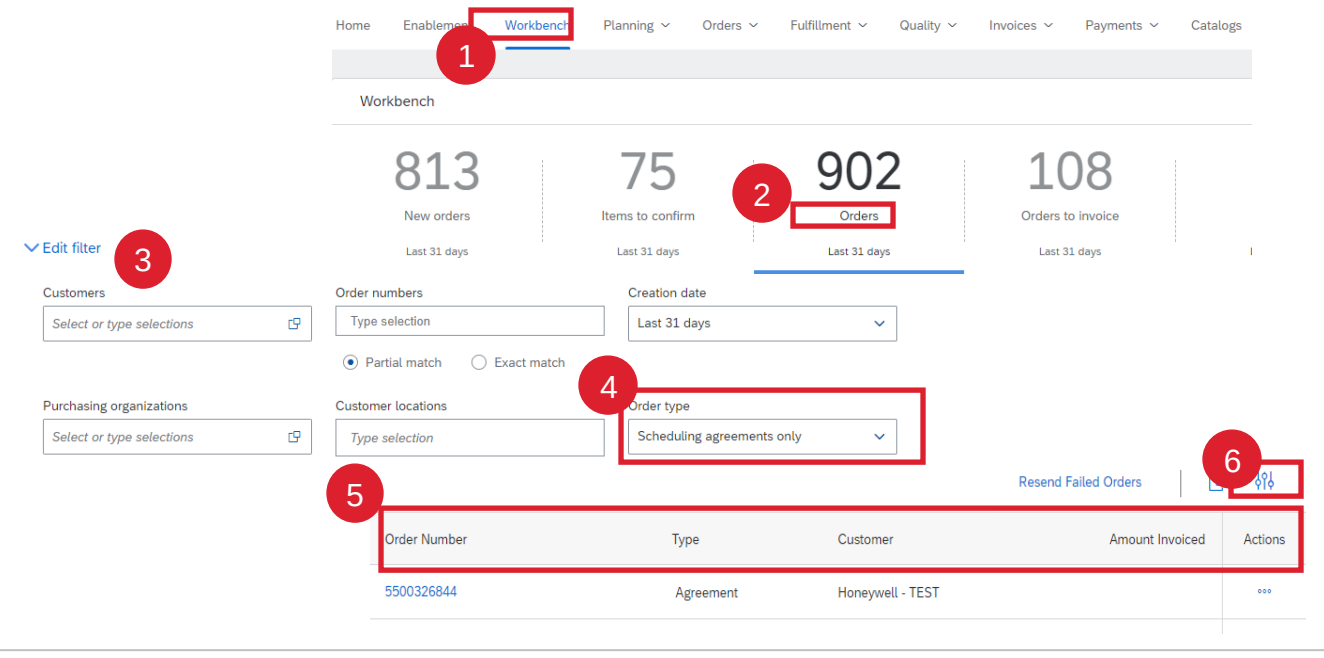
In this Quick Reference Guide: **WE EXPLORE SCHEDULING AGREEMENT ACTIVITY**

SEARCH & IDENTIFY CONSIGNMENT PO 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

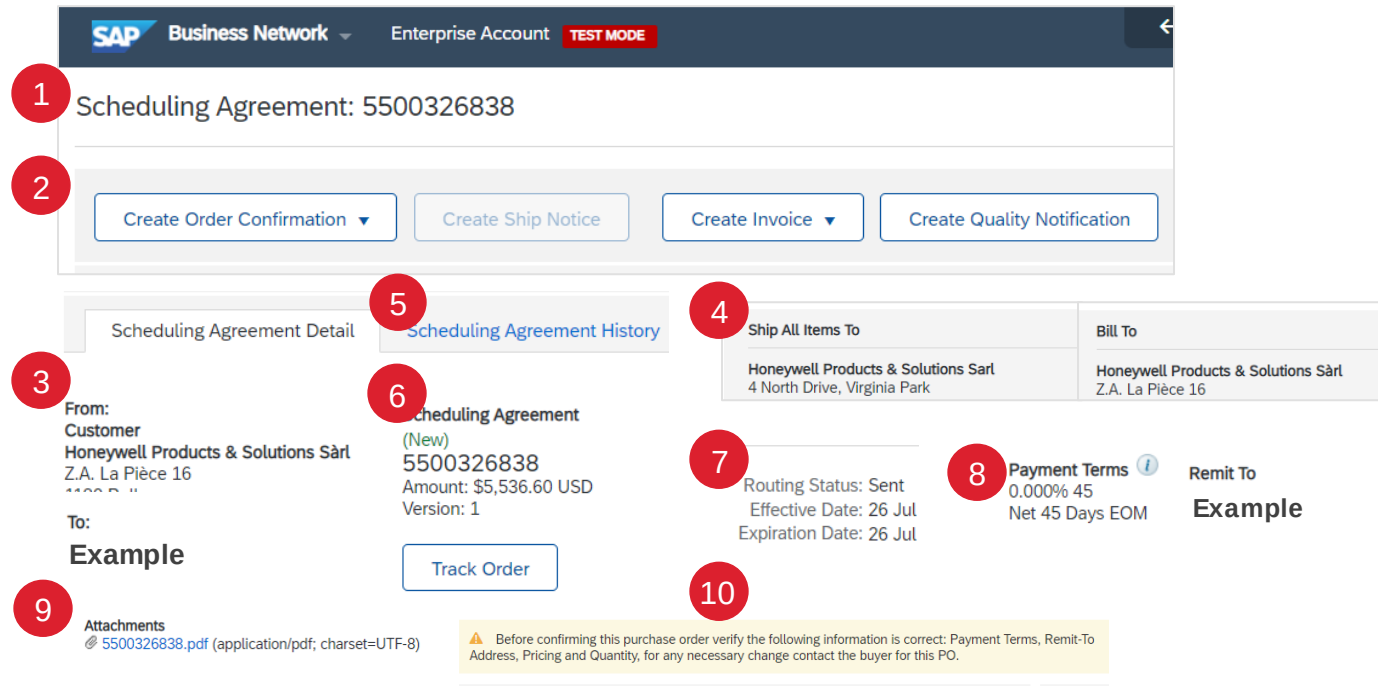
To view a particular scheduling agreement, click on the specific order number.



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.

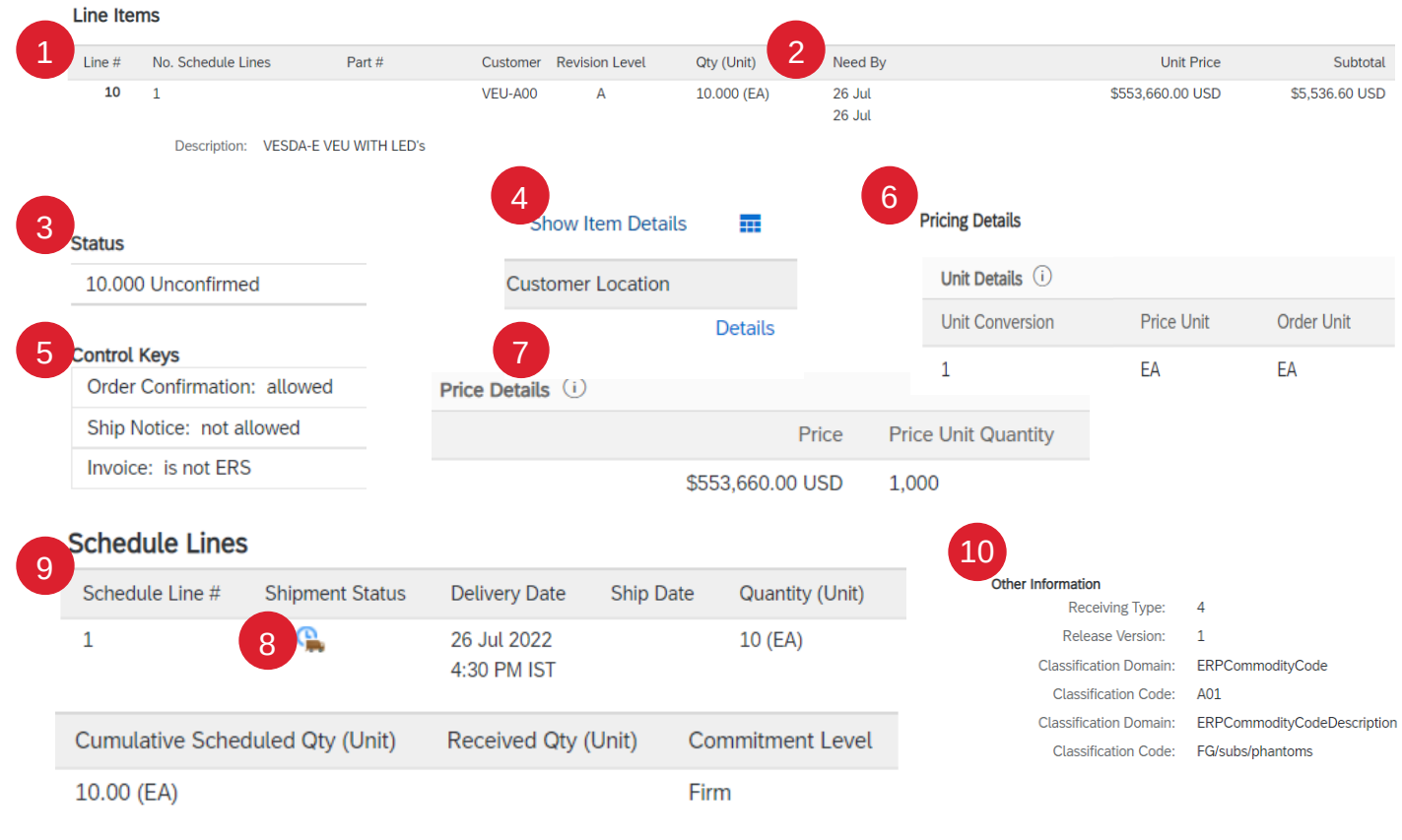


LINE LEVEL

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.

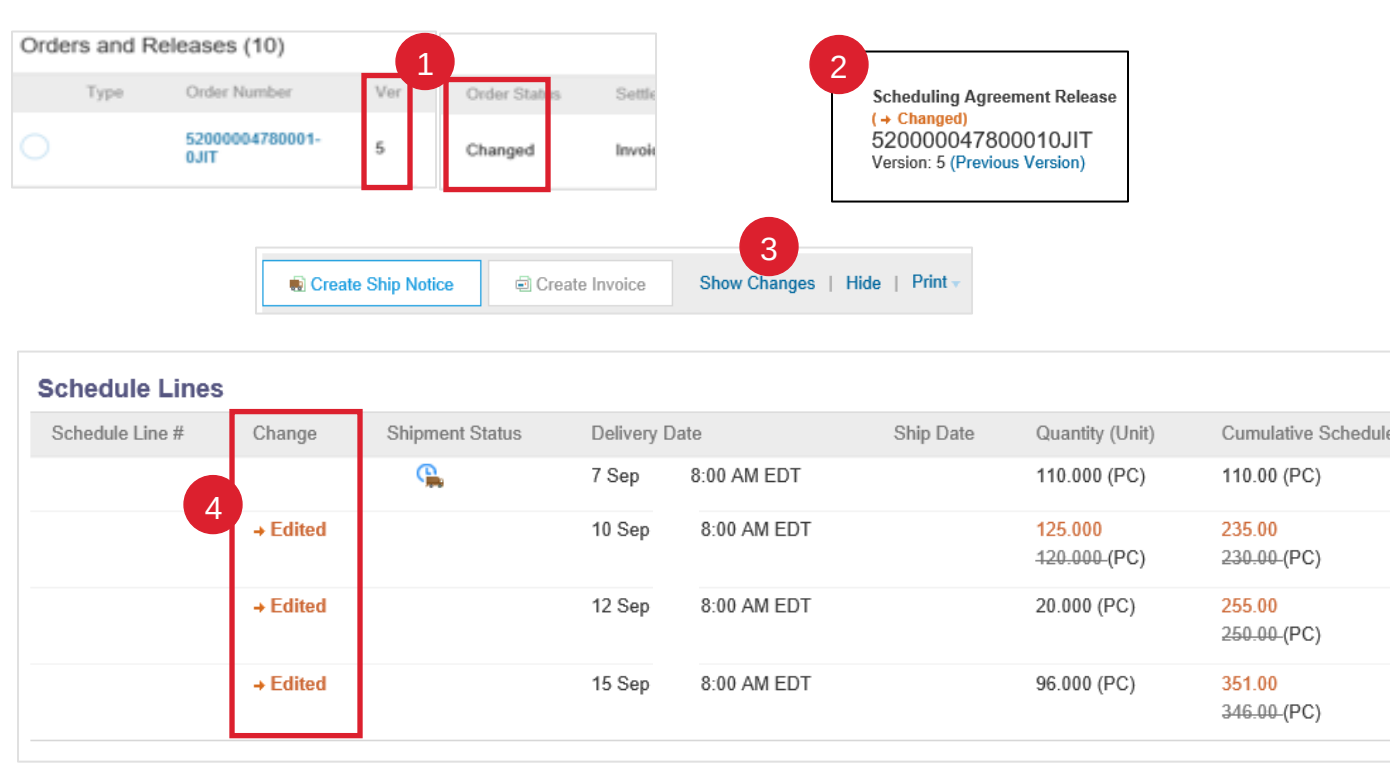
For more information on the steps above (Purchase Order and Invoice Collaboration), please refer to their training guides.



SCHEDULE AGREEMENT VERSION HISTORY

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.



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