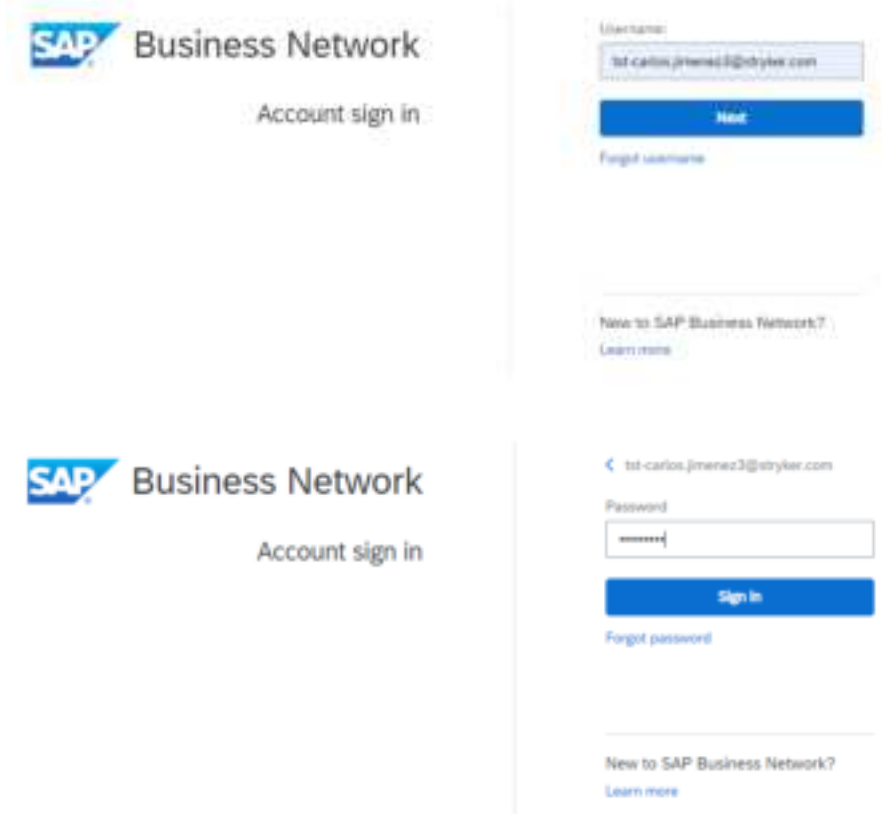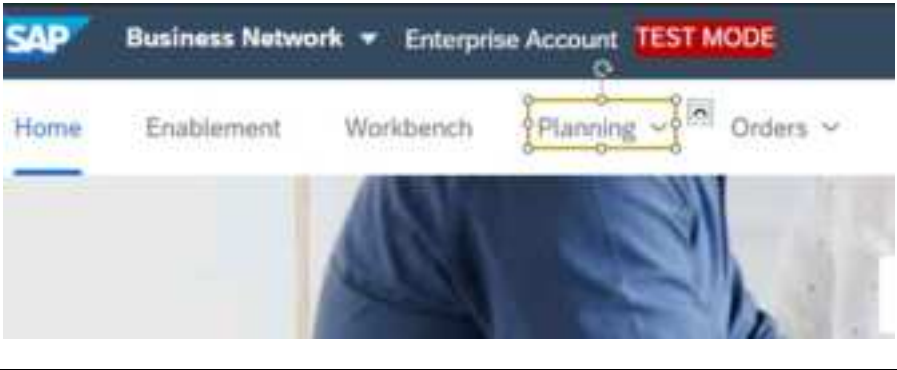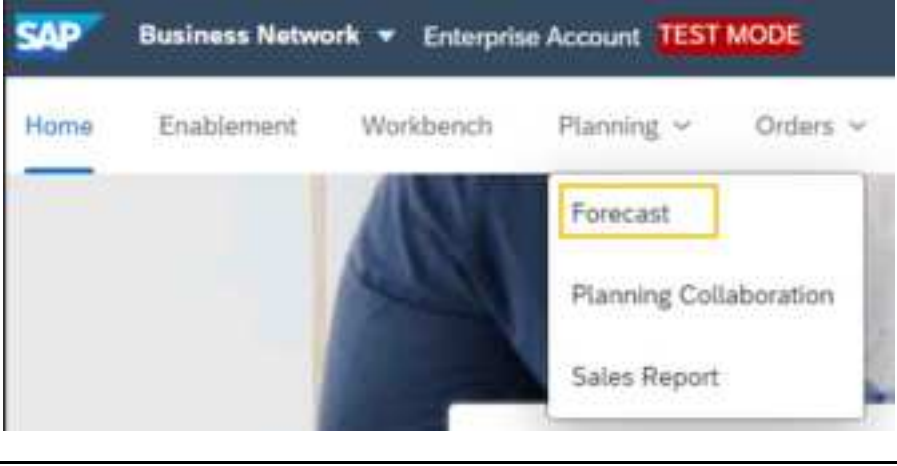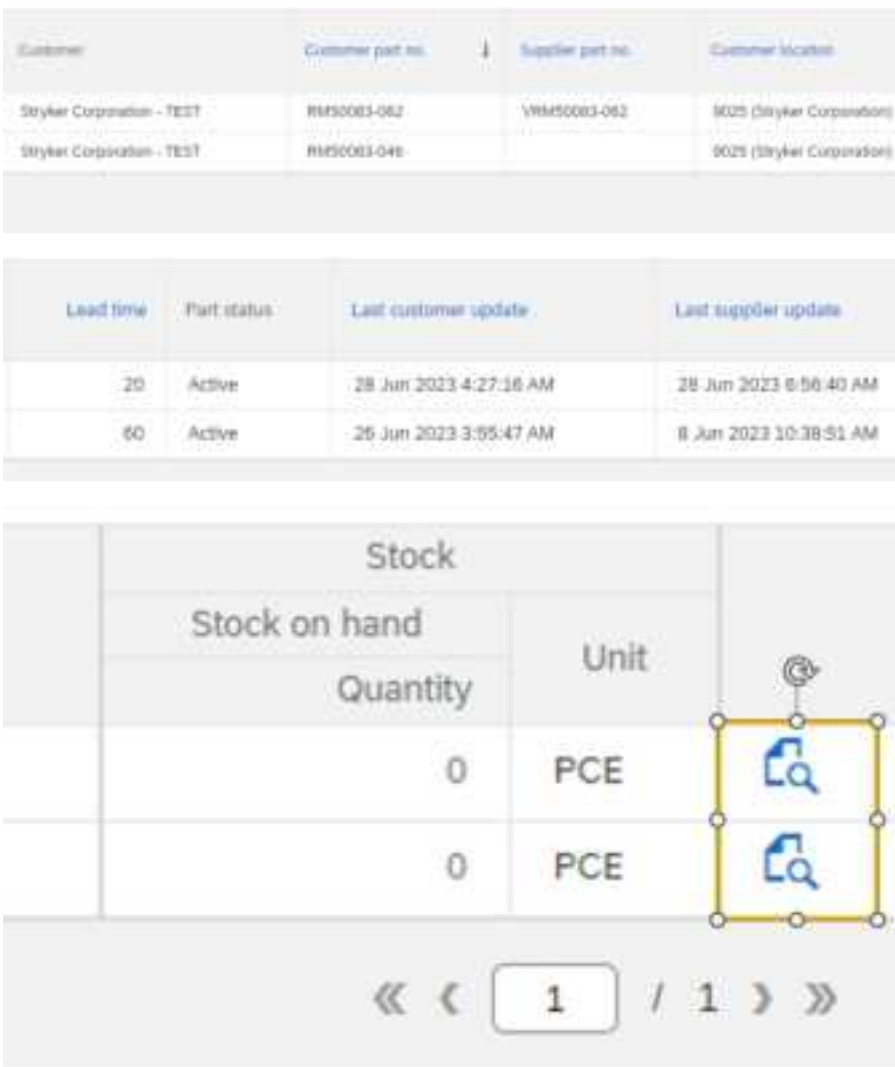# View/Commit to Forecast (Ariba)
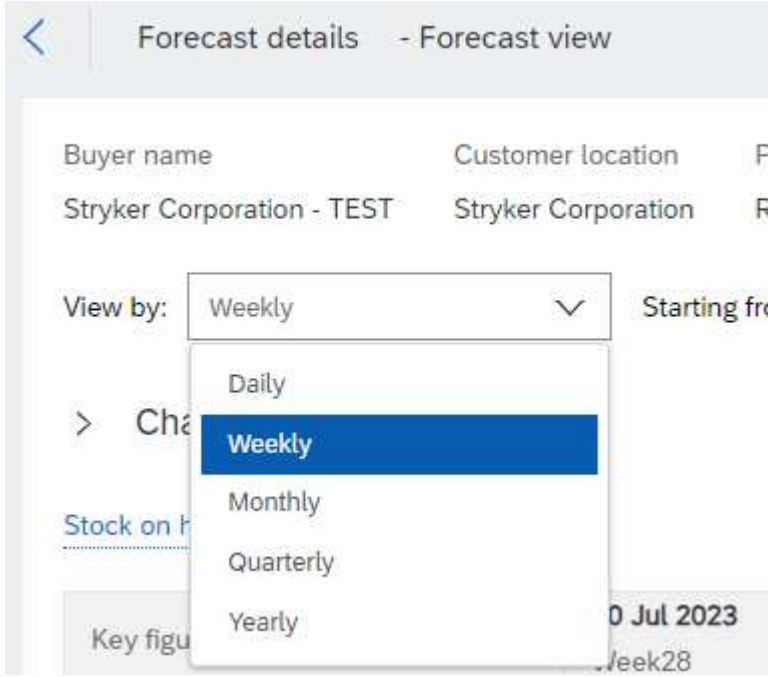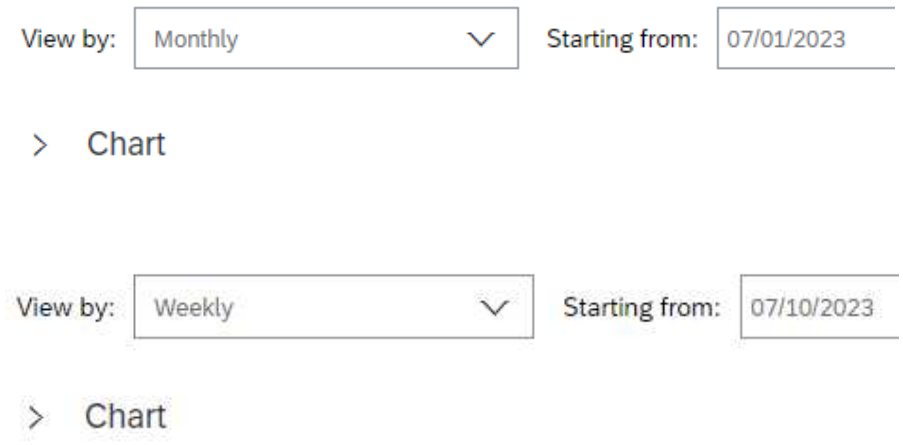
Review and commit to Forecast

In this job aid you will learn how to review a Forecast sent by Stryker and commit to it
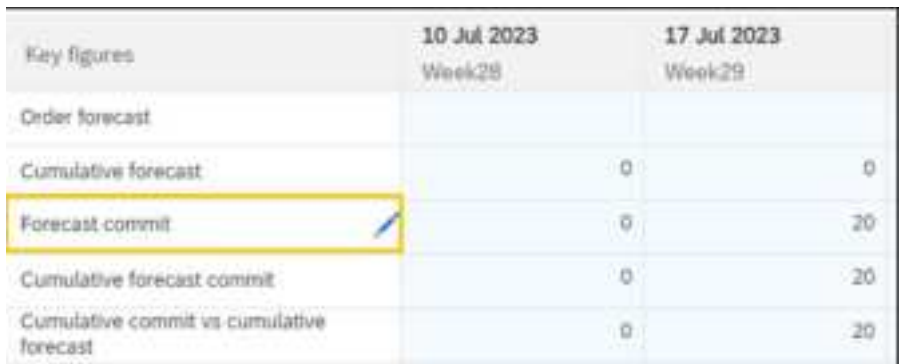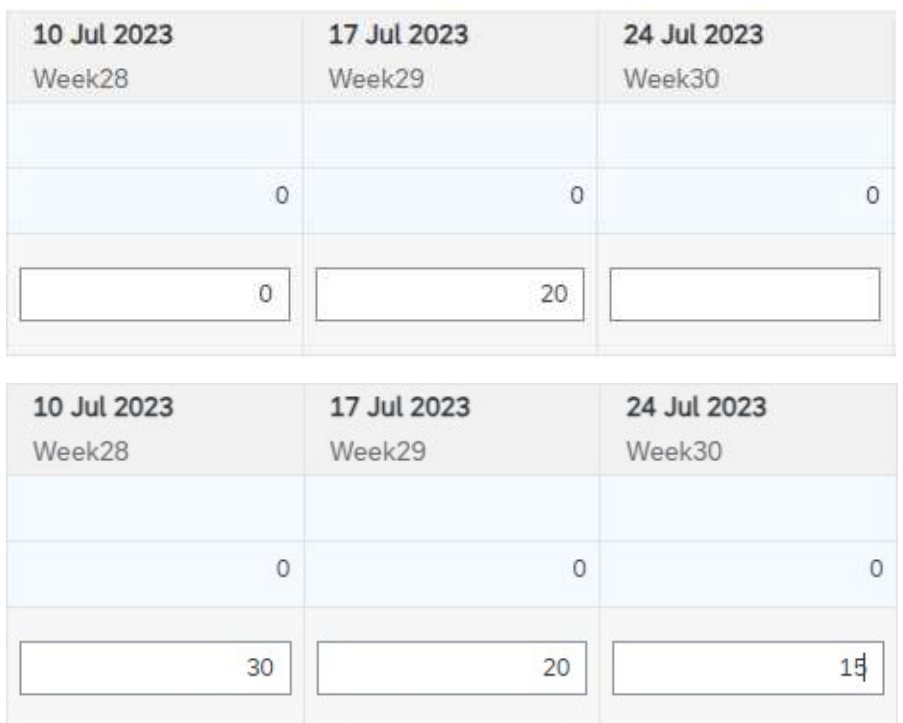
Process	Screenshot
Access **SAP ECC** from your computer. 1. Access **Ariba SCC** by entering your personal details **(User and Password)**. Please do **NOT** share these details with anyone.	
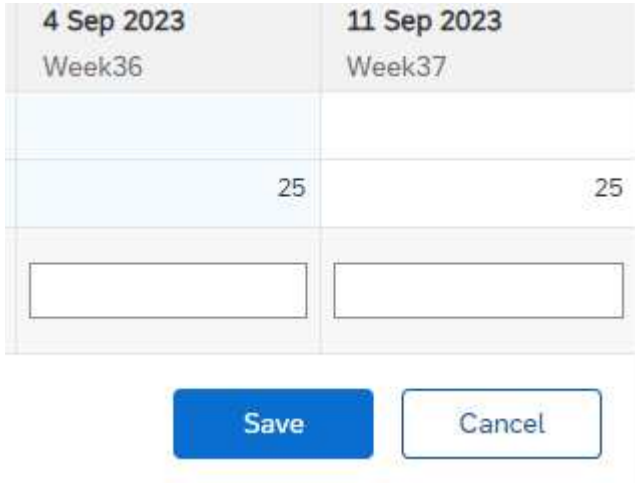
Process	Screenshot
2. On the above part, click on the **Planning section.**	
3. Click on **Forecast.**	
4. The following screen will appear. 5. If you need to search for specific information, click on the **arrow next to Search Filters.**	

Process	Screenshot
6. Select any of the **fields** where you would like to put information.	
7. Once you have added the information, click on **Search**.	

Process	Screenshot
8. The results will appear, click on the **search icon to proceed with that Forecast.**	
9. If you need to change the view, click on **View By.**	

stryker

Process	Screenshot
10. Select the **period** you would like to work with. • Daily • Weekly • Monthly • Quarterly • Yearly	Forecast details - Forecast view Buyer name Customer location F Stryker Corporation - TEST Stryker Corporation R View by: Weekly ⌄ Starting fro Daily **Weekly** Monthly Quarterly Yearly Stock on Key figu 0 Jul 2023 Week28 > Ch
11. If required, change the date on starting from. Depending on how you selected the period/timeframe in View By, it will either start today, the beginning of the week, the beginning of the month, etc.	View by: Monthly ⌄ Starting from: 07/01/2023 > Chart View by: Weekly ⌄ Starting from: 07/10/2023 > Chart

Process	Screenshot
12. If you would like to commit to the forecast in its entirety, click on **Copy Forecast to Commit.**	Refresh data Copy Forecast to Commit Lead time
13. If you would like to commit to the forecast but change values, click on **the pencil next to Forecast Commit.**	Key figures / 10 Jul 2023 Week28 / 17 Jul 2023 Week29 Order forecast Cumulative forecast — 0 — 0 Forecast commit — 0 — 20 Cumulative forecast commit — 0 — 20 Cumulative commit vs cumulative forecast — 0 — 20
14. Once clicked, all fields will be available for you to edit. Click on each individual box and manually change them.	**10 Jul 2023** Week28 / **17 Jul 2023** Week29 / **24 Jul 2023** Week30 0 / 0 / 0 0 / 20 / (blank) **10 Jul 2023** Week28 / **17 Jul 2023** Week29 / **24 Jul 2023** Week30 0 / 0 / 0 30 / 20 / 15

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Process	Screenshot
15. After the modifications, click on **Save**. 16. You have successfully committed to a Forecast.	4 Sep 2023 Week36 — 11 Sep 2023 Week37 25 25 [ ] [ ] Save Cancel