Supplier
Managed
Inventory
(SMI)

SMI User’s Guide to SMI Version 2.1
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SMI Overview

What is SMI?

The purpose of the 3M Supplier Managed Inventory (SMI) site is to provide suppliers with online access to inventory requirements, thus enabling suppliers to manage inventory levels for raw materials, purchased finished goods, and packaging supplied to 3M facilities. This site is designed so that suppliers can see only the items that they supply.

Purpose

The intended purpose of this guide is to provide facilities and suppliers with the information that they need to use the SMI application.
Get Started

Logon to SMI

SMI is a 3M secured application and requires a user to register to use 3M applications. Upon completion of the registration process, the user will have chosen a user name and password they will use to access 3M applications such as SMI.

When requesting access to a 3M secured application, the user will be challenged to login using 3M’s Enterprise Network Login page.

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Available country selections to display locale specific data on this page</td>
</tr>
<tr>
<td>B</td>
<td>Available language selections to display locale specific language on this page</td>
</tr>
<tr>
<td>C</td>
<td>Links used to:</td>
</tr>
<tr>
<td></td>
<td>• Initially register to use 3M applications</td>
</tr>
<tr>
<td></td>
<td>• Request to have your password e-mailed to you</td>
</tr>
<tr>
<td></td>
<td>• Request to have your user name e-mailed to you</td>
</tr>
<tr>
<td></td>
<td>• Change your access password</td>
</tr>
<tr>
<td>D</td>
<td>Current user name registered to use 3M applications</td>
</tr>
<tr>
<td>E</td>
<td>Current password associated with the user name</td>
</tr>
<tr>
<td>F</td>
<td>Login to access requested 3M application</td>
</tr>
<tr>
<td>G</td>
<td>Login and edit your 3M user profile</td>
</tr>
<tr>
<td>H</td>
<td>Link to review 3M’s Extranet Access Agreement Information</td>
</tr>
</tbody>
</table>
Page Headers

Page Header Explained

Each page displays a common page header providing common application links available to each user. The following image is an example of what the page header looks like.

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Personalization Bar</td>
</tr>
<tr>
<td>B</td>
<td>Menu Bar</td>
</tr>
<tr>
<td>C</td>
<td>Go to the SMI Home page</td>
</tr>
<tr>
<td>D</td>
<td>Go to the SMI Search page</td>
</tr>
<tr>
<td>E</td>
<td>Get help on the SMI Application</td>
</tr>
<tr>
<td>F</td>
<td>Logout of the SMI Application</td>
</tr>
<tr>
<td>G</td>
<td>Edit your profile</td>
</tr>
</tbody>
</table>
SMI Welcome Page Explained

The SMI Welcome Page is the focal point of the SMI application. This is considered to be the home page of the SMI application.

This page provides detailed descriptions of the data views presented within SMI. There is also a section describing the data load/refresh schedule for each day of the week.

For those who become or are very familiar with the descriptions and load schedules, this page can be bypassed. The user can be directed to the SMI Item Search page immediately following user authentication. To bypass this page, scroll to the bottom of this page and check the **Bypass SMI Welcome page for future visits** checkbox.

If the user wishes to review the information found on this page, simply click the SMI Home menu link found on the page header. To allow this page to redisplay at login, scroll to the bottom of the page and uncheck the **Bypass SMI Welcome page for future visits** checkbox.

The following images are examples of the SMI Welcome page.
<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Page header area</td>
</tr>
<tr>
<td>B</td>
<td>Welcome page body containing text describing views and data load frequency. View and data load schedule information is initially hidden on this page. By clicking the View and Schedule links, the page is expanded to show the descriptive text and contracted to hide the descriptive text.</td>
</tr>
<tr>
<td>C</td>
<td>Bypass page checkbox (used to prevent redisplay of SMI Welcome page on future visits). If this box is checked, the application will display the SMI Item Search page upon successful login to the application.</td>
</tr>
</tbody>
</table>

Once you have successfully logged in and the SMI Welcome page is displayed, click the **Search** menu link to search the application database for SMI items and display desired data views for those items.
SMI Item Search Page

Search Page Explained

After you click the Search menu link on the menu bar, you will be taken to the Search page. Enter the desired search criteria and click the Search button at the bottom of the page.

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Required. All the suppliers available to you will be shown in this drop down box. Select the supplier you want to use when you perform your search.</td>
</tr>
<tr>
<td>B</td>
<td>Required. Select the 3M facility (location) you want to use for your search. If you want to see the data for all the facilities you have access to, select “All Facilities” in the drop down box. This drop down box contains values based on the supplier that is selected.</td>
</tr>
<tr>
<td>C</td>
<td>Required. Select the report you want to see. The views that are available in this drop down box are based on the supplier and facility that are selected.</td>
</tr>
<tr>
<td>D</td>
<td>If you want to search for a specific item number, enter the item number or partial item number here. You can use the 3M format of 22-3333-4444-5 or you may leave out the ‘-‘ and simply enter 22333344445.</td>
</tr>
<tr>
<td>E</td>
<td>If you want to search by the item’s description, enter any part of the description here.</td>
</tr>
<tr>
<td>F</td>
<td>If you want to search by a specific date range, enter the starting date here and choose how many days you want to see in the ‘Display Number of Days’ drop down.</td>
</tr>
<tr>
<td>G</td>
<td>If you want to start the search on today’s date, check this box. Today’s date</td>
</tr>
</tbody>
</table>

Search Criteria

*Select Supplier: [ACME SUPPLIER 001 (Canada/French)]
*Choose 3M Location: [All Facilities]
*Choose View: [View 1: Flow]
Item Number: [ ]
Item Description/Keyword: [ ]
Start Date (MM/DD/YYYY): [ ]

Display Number of Days: [30]
Number of Items/Page: [100]

Search
<table>
<thead>
<tr>
<th></th>
<th>will automatically be entered in the ‘Start Date’ field.</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>See the description for the ‘Start Date’ field, letter F above. This field will only be available when there is a date entered in the ‘Start Date’ field. If there is no date entered in the ‘Start Date’ field the value in this drop down box will be ignored during the search.</td>
</tr>
<tr>
<td>I</td>
<td>If you want to limit the number of items you see at one time on the results page in the item list, choose the value here. This will not limit the search. You will be able to navigate through the item list to see all the items. The default value is 100.</td>
</tr>
<tr>
<td>J</td>
<td>Perform the search and go to the results page.</td>
</tr>
</tbody>
</table>

If there are no suppliers listed or the supplier needed is not found in the dropdown list, there is likely an issue with the SMI User Profile defined for your user ID. Sending an e-mail or making a phone call to your primary 3M SMI contact should resolve this issue.

If there are no facilities listed for a selected supplier, there is no data available for that supplier. If you feel there should be data available for a given facility, please notify your primary 3M SMI contact to address this issue.

Using the selected supplier and 3M location (or all locations), the SMI application will determine which views are available for display. The available views are listed in the Choose View dropdown list. SMI data will only exist for the views listed in the dropdown list.

Clicking the Search button will submit a request to search the application database for SMI items meeting the search criteria entered. Upon completing this search, the application will display the SMI Item View page.
SMI Item View

SMI Item View Explained

The results page is divided into three sections, the header, the item list, and the view data. When the page first appears, the view area is blank and all item numbers matching the search criteria are listed in the left pane. The item numbers listed are web links allowing the user to display the view for a specific item number by simply clicking on the desired item number. The selected view for the item will then be displayed in the view section.

Note: If there is only one SMI item retrieved for the search criteria entered, the view section of this page will automatically display the data view for that item.

Field Information

| A | Results Header |
| B | Item List |
| C | View data. The view will be displayed once you click on one of the items in the item list. |
Results Header

The results header contains information about the supplier, facility, and view selected for the search.

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>The view name and number you selected on the search screen</td>
</tr>
<tr>
<td>B</td>
<td>The name of the 3M Location. If you selected “All Facilities” on the search screen, that will appear here. If you selected a specific 3M location, then that name will appear here.</td>
</tr>
<tr>
<td>C</td>
<td>The name of the supplier you selected on the search screen.</td>
</tr>
</tbody>
</table>
**Item List**

The item list portion of the results page shows any additional search criteria you entered, the ability to download the results, and the list of items available to view in the web browser.

**Search Criteria**
- Item Number
- Item Description/Keyword
- Start Date
- Number Of Days

**Search Results**

Record 1-5 of 14

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Item Description/Keyword</th>
</tr>
</thead>
<tbody>
<tr>
<td>26-1005-7860-3</td>
<td>3M PLANT X-ROLLFR CST (United St...</td>
</tr>
<tr>
<td>26-1009-7678-1</td>
<td>3M PLANT X-ROLLFR CST (United St...</td>
</tr>
<tr>
<td>26-1009-7679-9</td>
<td>3M PLANT X-ROLLFR CST (United St...</td>
</tr>
<tr>
<td>26-1009-7701-1</td>
<td>3M PLANT X-ROLLFR CST (United St...</td>
</tr>
<tr>
<td>26-1011-3594-0</td>
<td>3M PLANT X-ROLLFR CST (United St...</td>
</tr>
<tr>
<td>Field</td>
<td>Information</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
</tr>
<tr>
<td>A</td>
<td>Any additional search criteria you entered on the search page will be displayed here as a reference.</td>
</tr>
<tr>
<td>B</td>
<td>Download a text file that has all of the data found for this search. Note: This is the same as the ‘Download File’ button on the previous SMI application (version 1.0). See the User Guide section below on Downloading Files for more information.</td>
</tr>
<tr>
<td>C</td>
<td>Download the results of the search into a Microsoft Excel file. This contains all the same data as the ‘Download Text File’ but is formatted as Excel. See the User Guide section below on Downloading Files for more information.</td>
</tr>
</tbody>
</table>
| D     | These buttons (arrows) allow you to scroll through the list of items if they do not all fit on one page. To change the number of items that display here, change the ‘Number of Items/Page’ drop down on the Search page. The arrows are:  
|       | Go to the first page of items  
|       | Go back to the previous page of items  
|       | Go to the next page of items  
|       | Go to the last page of items |
| E     | The list of items that match your search criteria. Click on the item number to display the view in the ‘View Data’ section of the screen. If you choose ‘All Facilities’ on the search page, then the name of the facility and the country/language of the data will appear under the item number. To change the number of items that display here, change the ‘Number of Items/Page’ drop down on the Search page. |
View Data

This portion of the results screen will display the report for the item selected in the search screen. The different views will display slightly different information, but all the views share the same format. See the Detailed View Information section below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td>Item information including the item number and the item description.</td>
</tr>
</tbody>
</table>
| **B** | The last date and time when the usage of forecast data was updated  
  **Note:** Suppliers should check this field regularly to make sure that they are viewing the most recent data. |
| **C** | Additional information about this item. The information displayed here varies for each view.  
  **3M UOM:** The unit of measure used by Sourcing Operations to determine the size of the item |
| **D** | The demand information for this item. This section may have multiple groups of data broken down by groups of dates such as “Day,” “Week,” or “Month” |
| **E** | The day ‘buckets’ that contain the data for a specific date, or range of dates, and item information |
| **F** | The demand data for this item and date range. The information displayed here varies for each view. |

| Item | 70-0709-3609-4  
757NA SELF-STICK FELT PAD 0.1875" X 1.125 |
| Last Updated | 9/3/03 1:59 PM |
| **3M UOM** | PACK |
| **Min** | 2,650.0 |
| **Max** | 5,050.0 |

<table>
<thead>
<tr>
<th>Day</th>
<th>2/28/03</th>
<th>3/2/03</th>
<th>3/3/03</th>
<th>3/4/03</th>
<th>3/5/03</th>
<th>3/6/03</th>
<th>3/7/03</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beg BOH</td>
<td>9,624.0</td>
<td>6,459.0</td>
<td>11,224.0</td>
<td>11,024.0</td>
<td>10,914.0</td>
<td>10,604.0</td>
<td>9,914.0</td>
</tr>
<tr>
<td>Demand</td>
<td>2,176.0</td>
<td>0.0</td>
<td>210.0</td>
<td>210.0</td>
<td>210.0</td>
<td>690.0</td>
<td>210.0</td>
</tr>
<tr>
<td>In Transit</td>
<td>0.0</td>
<td>4,776.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Planned Receipts</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>End BOH</td>
<td>6,459.0</td>
<td>6,459.0</td>
<td>11,024.0</td>
<td>10,914.0</td>
<td>10,604.0</td>
<td>9,914.0</td>
<td>9,764.0</td>
</tr>
</tbody>
</table>
On the item list page, the SMI application will allow the user to download SMI item data that matches the search criteria entered. Download files contain inventory data for all the item numbers meeting the most recent search criteria. Even though the Item List page may only display a subset of the search results, the files downloaded will contain all SMI Items meeting the most recent search criteria entered.

The files downloaded from SMI can be opened directly from the browser session or can be saved locally to the end user’s workstation. SMI will provide a default file name if the user decides to save the file to their workstation. It is recommended that the file names be saved with names as descriptive as possible and the file extensions remain set to the default extension.

File downloads can be received in two different formats, text and Microsoft Excel.

**Download Text File**

This file can be read by most word processing software applications. Requesting a download text file will create a file with a .txt default file extension. The file contains all the data fields for the selected view displayed by the online application. The resulting file may be imported into other applications such as database and spreadsheet programs.

The data contained in this file is not formatted like the data displayed on the application web page. The data in this type of file is delimited by a ‘;’ (semi-colon) character to differentiate fields for each record in the file. The actual data fields vary depending on the selected view in the search criteria.

**Download Excel File**

If Microsoft Excel is a preferred spreadsheet application, the SMI application has the ability to download the SMI data in a format readable by the Microsoft Excel program. There is no further file manipulation or special data import steps required to display SMI data in a Microsoft Excel spreadsheet. Downloading an Excel file will create a file with a .xls default file extension. Much like the download text file, the actual data fields vary depending on the selected view in the search criteria.

The data fields in the Excel file are delimited by tab characters as opposed to a semi-colons found in a downloaded text file. When the file is opened in Microsoft Excel, each data field will be in a separate column. The column widths may need to be adjusted to view the column data. See Microsoft Excel help if you need assistance formatting the data.
Detailed View Information

Data views displayed by Supplier Managed Inventory are divided into two high level categories, Raw Material Views and Finished Goods Purchased Views. These views relate to the business model used by the facility and supplier. The facility works with the supplier to determine the views that are transmitted for each part and how the data in each view is to be interpreted.

View 1 – Flow (Raw Material View)

This view displays the scheduled usage for the items that will be used in production at the 3M location. The supplier delivers quantities of items to the 3M location before they are needed in production.

Some scheduled usage is firm, and some is projected. 3M does the planning and the supplier executes the plan.

The supplier should refer to the Sourcing Operations agreement for the criteria for firm usage, delivery quantities and schedule, and liability.
Following is an example of the Flow View:

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td>Item information including the item number and the item description.</td>
</tr>
</tbody>
</table>
| **B** | The last date and time when the usage of forecast data was updated  
  Note: Suppliers should check this field regularly to make sure that they are viewing the most recent data. |
| **C** | Additional information about this item. The information displayed here varies for each view.  
  **3M UOM:** The unit of measure used by Sourcing Operations to determine the size of the item.  
  **PO Number:** 3M purchase order number used for the item. |
| **D** | The demand information for this item. This section may have multiple groups of data broken down by groups of dates such as “Day,” “Week,” “Month” or “Flex”. Each bucket in this section represents the inventory values for a specific date or range of dates.  
  The Flow View information displayed here:  
  **Beg BOH:** Beginning Balance on Hand – The quantity of the item that is in inventory at the beginning of the specified time bucket.  
  **Usage:** The quantity of the item that is to be used during the specified time bucket. To determine the planned usage that is firm, refer to the Sourcing Operations Agreement.  
  **End BOH:** Ending Balance on Hand – The quantity of the item that is in inventory at the end of the specified time bucket. |
View 2—Supplier Replenishment (Raw Material View)

With this view, the supplier has the responsibility for monitoring the inventory levels for the items that they supply, and replenishing inventory to meet the planned production schedule at the 3M location. There are several variations for this view:

**Min-Max**

The Min-Max view displays the planned usage of the supplier’s items, and the minimum and maximum quantities that are kept in inventory.

The supplier monitors the inventory levels and the planned usage for the items that they supply. Before inventory falls below the minimum quantity, the supplier is responsible for replenishing the inventory up to the maximum quantity.

**Note:** Inventory levels cannot fall below the minimum quantity and cannot exceed the maximum quantity.

The supplier should refer to the Sourcing Operations agreement for the delivery schedule, min-max quantities, and liability.

Following is an example of the Min-Max Supplier Replenishment View:

<table>
<thead>
<tr>
<th>Item</th>
<th>34-7010-2159-3 B SHEET CORRUGATED SCORED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Updated</td>
<td>1/27/2004 5:37 AM</td>
</tr>
<tr>
<td>3M UDIN</td>
<td>EACH PO Number 0000774867</td>
</tr>
<tr>
<td>Min Qty</td>
<td>1,000.0 Max</td>
</tr>
<tr>
<td>Qty Rec</td>
<td>1,000.0 Date Received 12/29/2003</td>
</tr>
</tbody>
</table>

**Demand Information**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Beg BOH</td>
<td>501.0</td>
<td>501.0</td>
<td>501.0</td>
<td>501.0</td>
<td>501.0</td>
<td>501.0</td>
<td>501.0</td>
</tr>
<tr>
<td>Usage</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>End BOH</td>
<td>501.0</td>
<td>501.0</td>
<td>501.0</td>
<td>501.0</td>
<td>501.0</td>
<td>501.0</td>
<td>501.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Beg BOH</td>
<td>501.0</td>
<td>501.0</td>
<td>501.0</td>
<td>501.0</td>
<td>501.0</td>
<td>501.0</td>
<td>501.0</td>
<td>501.0</td>
</tr>
<tr>
<td>Usage</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>End BOH</td>
<td>501.0</td>
<td>501.0</td>
<td>501.0</td>
<td>501.0</td>
<td>501.0</td>
<td>501.0</td>
<td>501.0</td>
<td>501.0</td>
</tr>
<tr>
<td>Field</td>
<td>Information</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Item information including the item number and the item description.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| B     | The last date and time when the usage of forecast data was updated. This date represents the date and time the data was loaded into the SMI application database. The time will always reflect Central Daylight/Standard Time.  
  **Note:** Suppliers should check this field regularly to make sure that they are viewing the most recent data. |
| C     | Additional information about this item. The information displayed here varies for each view.  
  **3M UOM:** The unit of measure used by Sourcing Operations to determine the size of the item.  
  **PO Number:** 3M Purchase Order number used for a specific item.  
  **Min:** The minimum inventory quantity for replenishment purposes. Inventory levels cannot fall below this quantity.  
  **Max:** The maximum inventory quantity of replenishment purposes location. Inventory levels cannot exceed this quantity.  
  **Qty Rec:** Quantity of last shipment received.  
  **Date Received:** Date last shipment received. |
| D     | The demand information for this item. This section may have multiple groups of data broken down by groups of dates such as “Day,” “Week,” “Month” or “Flex.” Each bucket in this section represents the inventory values for a specific date or range of dates.  
  The Min-Max View information displayed here:  
  **Beg BOH:** Beginning Balance on Hand – The quantity of the item that is in inventory at the beginning of the specified time bucket.  
  **Usage:** The quantity of the item that is to be used during the specified time bucket. To determine the planned usage that is firm, refer to the Sourcing Operations Agreement.  
  **End BOH:** Ending Balance on Hand – The quantity of the item that is in inventory at the end of the specified time bucket. |
KanBan

The KanBan view is a subset of the Min-Max view. It displays only those actionable items that require the supplier to replenish the inventory by the date that is selected on the Search Criteria page. Actionable items are defined as those having an End Balance on Hand outside the specified Min-Max quantity range on the first day of the date range in the view.

The supplier monitors the inventory levels and the planned usage for the items that they supply. Before the inventory falls below the minimum quantity, the supplier is responsible for replenishing the inventory up to the maximum quantity.

Note: Inventory levels cannot fall below the minimum quantity and cannot exceed the maximum quantity.

The supplier should refer to the Sourcing Operations agreement for the delivery schedule, min-max quantities, and liability.

Following is an example of the KanBan Supplier Replenishment view:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Supplier</th>
<th>Last Updated</th>
<th>3P UOM</th>
<th>Min</th>
<th>Max</th>
<th>Date Received</th>
<th>Demand Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>26-1014-7087-4</td>
<td>CAPACITOR,WIMA,FKP2-.01/63/2.5-PCM5,POLYP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>9/3/2003 1:59 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>EACH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>5,000.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>7,500.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Inventory levels cannot fall below the minimum quantity and cannot exceed the maximum quantity.
<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Item information including the item number and the item description.</td>
</tr>
<tr>
<td>B</td>
<td>The last date and time when the usage of forecast data was updated. <strong>Note:</strong> Suppliers should check this field regularly to make sure that they are viewing the most recent data.</td>
</tr>
</tbody>
</table>
| C     | Additional information about this item. The information displayed here varies for each view.  

**3M UOM:** The unit of measure used by Sourcing Operations to determine the size of the item.  
**PO Number:** 3M Purchase Order number used for a specific item.  
**Min:** The minimum inventory quantity for replenishment purposes. Inventory levels cannot fall below this quantity.  
**Max:** The maximum inventory quantity of replenishment purposes location. Inventory levels cannot exceed this quantity.  
**Qty Rec:** Quantity of last shipment received.  
**Date Received:** Date last shipment received. |
| D     | The demand information for this item. This section may have multiple groups of data broken down by groups of dates such as “Day,” “Week,” “Month” or “Flex”. Each bucket in this section represents the inventory values for a specific date or range of dates.  

The Min-Max View information displayed here:  
**Beg BOH:** Beginning Balance on Hand – The quantity of the item that is in inventory at the beginning of the specified time bucket.  
**Usage:** The quantity of the item that is to be used during the specified time bucket. To determine the planned usage that is firm, refer to the Sourcing Operations Agreement.  
**End BOH:** Ending Balance on Hand – The quantity of the item that is in inventory at the end of the specified time bucket. |
Planned

This view displays the planned usage of items that are used in production.

The supplier monitors the inventory levels for the items that they supply, and replenishes the inventory to meet the planned production schedules at the 3M facility.

The supplier should refer to the Sourcing Operations agreement for the replenishment quantities, delivery schedule, and liability.

Following is an example of the Planned Supplier Replenishment view:

<table>
<thead>
<tr>
<th>Item</th>
<th>26-1014-7087-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier</td>
<td>CAPACITOR,WIMA,FKP2-.01/63/2.5-PCM5,POLYPX</td>
</tr>
<tr>
<td>Last Updated</td>
<td>9/3/2003 1:59 PM</td>
</tr>
<tr>
<td>3M UOM</td>
<td>EACH</td>
</tr>
<tr>
<td>Demand Information</td>
<td></td>
</tr>
<tr>
<td>Beg BOH</td>
<td>4,749.0</td>
</tr>
<tr>
<td>Usage</td>
<td>630.0</td>
</tr>
<tr>
<td>End BOH</td>
<td>4,119.0</td>
</tr>
<tr>
<td>Field</td>
<td>Information</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
</tr>
<tr>
<td>A</td>
<td>Item information including the item number and the item description.</td>
</tr>
</tbody>
</table>
| B     | The last date and time when the usage of forecast data was updated  
      **Note:** Suppliers should check this field regularly to make sure that they are viewing the most recent data. |
| C     | Additional information about this item. The information displayed here varies for each view.  
      **3M UOM:** The unit of measure used by Sourcing Operations to determine the size of the item.  
      **PO Number:** 3M Purchase Order number used for a specific item.  
      **Min:** The minimum inventory quantity for replenishment purposes. Inventory levels cannot fall below this quantity.  
      **Max:** The maximum inventory quantity of replenishment purposes location. Inventory levels cannot exceed this quantity.  
      **Qty Rec:** Quantity of last shipment received.  
      **Date Received:** Date last shipment received. |
| D     | The demand information for this item. This section may have multiple groups of data broken down by groups of dates such as “Day,” “Week,” “Month” or “Flex.” Each bucket in this section represents the inventory values for a specific date or range of dates.  
      The Planned View information displayed here:  
      **Beg BOH:** Beginning Balance on Hand – The quantity of the item that is in inventory at the beginning of the specified time bucket.  
      **Usage:** The quantity of the item that is to be used during the specified time bucket. To determine the planned usage that is firm, refer to the Sourcing Operations Agreement.  
      **End BOH:** Ending Balance on Hand – The quantity of the item that is in inventory at the end of the specified time bucket. |
View 3 – Rolling Forecast (Raw Material View)

This view provides the supplier with forecasted quantities and dates for the items they supply.

This view is for information only. It is not a commitment to purchase any of the items that are listed in the view.

Following is an example of the Rolling Forecast view:

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>This data is for Forecast only. Not a commitment to purchase.</td>
</tr>
<tr>
<td>B</td>
<td>Item information including the item number and the item description.</td>
</tr>
<tr>
<td>C</td>
<td>The last date and time when the usage of forecast data was updated. <strong>Note:</strong> Suppliers should check this field regularly to make sure that they are viewing the most recent data.</td>
</tr>
</tbody>
</table>
| D     | Additional information about this item. The information displayed here varies for each view.  
3M UOM: The unit of measure used by Sourcing Operations to determine the size of the item  
3M Contact: Person within 3M who is responsible for managing the item and assigning a purchase order |
| E     | The demand information for this item.  
The Rolling Forecast View information displayed here:  
Need Date: The forecasted release date for the purchase order  
Need Qty: The quantity of the item that will be needed for production |
**View 11 – Frozen (Finished Good Purchased)**

This view displays the planned usage, any in-transit or open order quantities, and 3M inventory by distribution center for each of the supplier's items.

The supplier is responsible to ensure product is available to support the planned requirements for each distribution center. The supplier delivers quantities of these items to the 3M designated distribution center before they are needed for customer orders and replenishment orders to other 3M distribution centers. The On Order quantities represent the firm schedule. 3M does the planning and the supplier executes the plan.

For the criteria for firm usage, delivery quantities and schedule, terms of payment, and liability refer to the Purchase Order.

Following is an example of the Frozen view:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Order Detail</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>70-0062-0871-7</td>
<td>Open/Intransit</td>
<td>11/12/2003 6:50 PM</td>
</tr>
<tr>
<td>PN507 WHITE 6 x 120 FT BULK</td>
<td>Purchase</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 3M UOM | RLS | Safety Stock | In-Transit | 0.0 |

<table>
<thead>
<tr>
<th>Demand Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beg BOH</td>
</tr>
<tr>
<td>Open Orders</td>
</tr>
<tr>
<td>Planned Orders</td>
</tr>
<tr>
<td>Field</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>A</td>
</tr>
</tbody>
</table>
| B     | The last date and time when the usage of forecast data was updated  
**Note:** Suppliers should check this field regularly to make sure that they are viewing the most recent data. |
| C     | Additional information about this item.  The information displayed here varies for each view.  
**3M UOM:** The unit of measure used by Sourcing Operations to determine the size of the item  
**Safety Stock:** The minimum inventory balance needed to cover demand and supply variability while maintaining an acceptable service level.  
**In-transit:** The sum quantity of all orders shipped but not received.  This value is not part of open or planned orders. |
| D     | The demand information for this item.  This section may have multiple groups of data broken down by groups of dates such as “Day,” “Week,” “Month” or “Flex”.  Each bucket in this section represents the inventory values for a specific date or range of dates.  
The Frozen View information displayed here:  
**Beginning Balance On Hand:** The anticipated available on-hand balance at the beginning of the demand time period.  
**Open Orders:** The sum quantity by bucket of all firm and unshipped orders.  Does not include planned orders.  
**Planned Orders:** The sum quantity by bucket of all future planned orders as planned by Supply Chain Planner.  Does not include open orders. |
| E     | The Order Detail buttons will be displayed if there is any Open/Intransit and/or Purchase data found for the selected SMI item.  If there is no order detail information present for the selected SMI item, the buttons will not display.  
**Open/Intransit:** This button will allow the application to create a new pop-up browser window displaying detail information about COMS replenishment/make orders only – Open and Intransit.  
**Purchase:** This button will allow the application to create a new pop-up browser window display detail information about PEPS open purchase orders. |
View 11: Open/Intransit Order Detail

This window displays order detail information for open and intransit COMS orders.

The following is an example of this Order Detail window.

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description</th>
<th>UOM</th>
<th>Supplier</th>
<th>Facility</th>
<th>Order Number</th>
<th>Ship Date</th>
<th>Order Quantity</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>70-0062-0071-7</td>
<td>PN6507 WHITE 6 X 130 FT BULK</td>
<td>RLS</td>
<td>TRIPAPER.002</td>
<td>Aurora, Illinois</td>
<td>1234567890-001</td>
<td>1/21/2004</td>
<td>15.0</td>
<td>Shipped</td>
</tr>
<tr>
<td>651267456F-003</td>
<td></td>
<td>RLS</td>
<td>TRIPAPER.002</td>
<td>Aurora, Illinois</td>
<td>1/21/2004</td>
<td>22.0</td>
<td>Expected</td>
<td></td>
</tr>
<tr>
<td>X485783-003</td>
<td></td>
<td>RLS</td>
<td>TRIPAPER.002</td>
<td>Aurora, Illinois</td>
<td>1/26/2004</td>
<td>19.0</td>
<td>Expected</td>
<td></td>
</tr>
</tbody>
</table>

Field Information:

A: Item information including the item number, item description, 3M Unit Of Measure, Supplier Name and 3M Location Name. This information is the same as the description information found on the SMI View page.

B: COMS Order Number as identified in the 3M COMS application. Order number plus order line number.

C: Ship Date reflects the date the 3M COMS application was notified the order was shipped to the 3M location.

D: Order Quantity shipped

E: Status of the shipment as reflected in the 3M COMS application.
**View 11: Purchase Order Detail**

This window displays order detail information for PEPS purchase orders.

The following is an example of this Order Detail window.

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td>Item information including the item number, item description, 3M Unit Of Measure, Supplier Name and 3M Location Name. This information is the same as the description information found on the SMI View page.</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td>PEPS Order Number as identified in the 3M PEPS application. Purchase order number plus purchase order line number plus schedule number.</td>
</tr>
<tr>
<td><strong>C</strong></td>
<td>Receipt Date is the date the order is expected to be received at the 3M location.</td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>Order Quantity shipped</td>
</tr>
<tr>
<td><strong>E</strong></td>
<td>Summary By Month is the summary of open orders by month.</td>
</tr>
</tbody>
</table>
View 12 – Supplier Replenishment (Finished Goods Purchased)

The supplier has the responsibility for managing the inventory levels for the items they supply, and replenishing the inventory to meet the planned requirements at the 3M Distribution Center. There are several variations for this view:

**Min-Max**

This view displays the planned usage, any in-transit or open order quantities, of 3M inventory by distribution center, and the Minimum and Maximum Quantity Targets for each of the supplier's items.

The supplier monitors the inventory levels and the planned usage for the items that they supply. Before inventory falls below the minimum quantity, the supplier is responsible for replenishing the inventory up to the maximum quantity.

Note: Inventory levels cannot fall below the minimum quantity and cannot exceed the maximum quantity. For the delivery schedule, min-max quantities, terms of payment, and liability refer to the Purchase Order.

Following is an example of the Min-Max view:

<table>
<thead>
<tr>
<th>Item</th>
<th>70-0709-3609-4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Updated</td>
<td>9/3/2003 1:59 PM</td>
</tr>
<tr>
<td>3M UOM</td>
<td>PACK</td>
</tr>
<tr>
<td>Min</td>
<td>2,650.0</td>
</tr>
<tr>
<td>Max</td>
<td>5,050.0</td>
</tr>
<tr>
<td>Demand Information</td>
<td></td>
</tr>
<tr>
<td>Day</td>
<td>2/28/2008</td>
</tr>
<tr>
<td></td>
<td>3/2/2008</td>
</tr>
<tr>
<td></td>
<td>3/3/2008</td>
</tr>
<tr>
<td></td>
<td>3/4/2008</td>
</tr>
<tr>
<td></td>
<td>3/5/2008</td>
</tr>
<tr>
<td></td>
<td>3/6/2008</td>
</tr>
<tr>
<td></td>
<td>3/7/2008</td>
</tr>
<tr>
<td>Beg BOH</td>
<td>8,534.0</td>
</tr>
<tr>
<td></td>
<td>6,458.0</td>
</tr>
<tr>
<td></td>
<td>11,234.0</td>
</tr>
<tr>
<td></td>
<td>11,024.0</td>
</tr>
<tr>
<td></td>
<td>10,814.0</td>
</tr>
<tr>
<td></td>
<td>10,604.0</td>
</tr>
<tr>
<td></td>
<td>9,914.0</td>
</tr>
<tr>
<td>Demand</td>
<td>2,176.0</td>
</tr>
<tr>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td></td>
<td>210.0</td>
</tr>
<tr>
<td></td>
<td>210.0</td>
</tr>
<tr>
<td></td>
<td>210.0</td>
</tr>
<tr>
<td></td>
<td>690.0</td>
</tr>
<tr>
<td></td>
<td>210.0</td>
</tr>
<tr>
<td>In-Transit</td>
<td>0.0</td>
</tr>
<tr>
<td></td>
<td>4,776.0</td>
</tr>
<tr>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>Planned Receipts</td>
<td>0.0</td>
</tr>
<tr>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td></td>
<td>0.0</td>
</tr>
<tr>
<td>End BOH</td>
<td>6,458.0</td>
</tr>
<tr>
<td></td>
<td>6,458.0</td>
</tr>
<tr>
<td></td>
<td>11,024.0</td>
</tr>
<tr>
<td></td>
<td>10,814.0</td>
</tr>
<tr>
<td></td>
<td>10,604.0</td>
</tr>
<tr>
<td></td>
<td>9,914.0</td>
</tr>
<tr>
<td></td>
<td>9,704.0</td>
</tr>
<tr>
<td>Field</td>
<td>Information</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>A</strong></td>
<td>Item information including the item number and the item description.</td>
</tr>
</tbody>
</table>
| **B** | The last date and time when the usage of forecast data was updated.  
**Note:** Suppliers should check this field regularly to make sure that they are viewing the most recent data. |
| **C** | Additional information about this item. The information displayed here varies for each view.  
**3M UOM:** The unit of measure used by Sourcing Operations to determine the size of the item  
**Min:** The bottom end of the range of accepted inventory level (e.g. safety stock)  
**Max:** The top end of the range of accepted inventory level. |
| **D** | The demand information for this item. This section may have multiple groups of data broken down by groups of dates such as “Day,” “Week,” “Month” or “Flex”. Each bucket in this section represents the inventory values for a specific date or range of dates.  
The Min-Max View information displayed here:  
**Beg BOH:** Beginning Balance on Hand – The current physical inventory balance when the extract is pulled from COMS. This applies only to the first bucket. After the first bucket it is the Ending BOH from the previous bucket.  
**Demand:** The sum quantity by bucket for all out bound flows from the location.  
**In-Transit:** The sum quantity by bucket of all orders shipped but not received. Not part of Planned Receipts.  
**Planned Receipts:** The sum quantity by bucket, of all firm and unshipped orders. Does not include In-Transit.  
**End BOH:** Ending Balance on Hand – Planned allocated balance at the end of the bucket. |
KanBan

A subset of the Min-Max view, the KanBan view displays only those actionable items that require the supplier to replenish the inventory by the date that is selected on the Search Criteria page. Actionable items are defined as those having an End Balance on Hand outside the specified Min-Max quantity range on the first day of the date range in the view.

The supplier monitors the inventory levels and the planned usage for the items that they supply. Before inventory falls below the minimum quantity, the supplier is responsible for replenishing the inventory up to the maximum quantity.

Note: Inventory levels cannot fall below the minimum quantity and cannot exceed the maximum quantity. For the delivery schedule, min-max quantities, terms of payment, and liability refer to the Purchase Order.

Following is an example of the KanBan view:

<table>
<thead>
<tr>
<th>Item</th>
<th>70-0709-3609-4</th>
</tr>
</thead>
<tbody>
<tr>
<td>3M UOM</td>
<td>757NA SELF-STICK FELT PADS 0.1875&quot; X 1.125</td>
</tr>
<tr>
<td>Min</td>
<td>PACK</td>
</tr>
<tr>
<td>6,650.0</td>
<td>15,050.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Demand Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning BOH</td>
</tr>
<tr>
<td>Demand</td>
</tr>
<tr>
<td>In-Transit</td>
</tr>
<tr>
<td>Planned Receipts</td>
</tr>
<tr>
<td>Ending BOH</td>
</tr>
<tr>
<td>Field</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>A</td>
</tr>
</tbody>
</table>
| B     | The last date and time when the usage of forecast data was updated.  
**Note:** Suppliers should check this field regularly to make sure that they are viewing the most recent data. |
| C     | Additional information about this item. The information displayed here varies for each view.  
**3M UOM:** The unit of measure used by Sourcing Operations to determine the size of the item.  
**Min:** The bottom end of the range of accepted inventory level (e.g. safety stock).  
**Max:** The top end of the range of accepted inventory level. |
| D     | The demand information for this item. This section may have multiple groups of data broken down by groups of dates such as “Day,” “Week,” “Month” or “Flex.” Each bucket in this section represents the inventory values for a specific date or range of dates.  
The Min-Max View information displayed here:  
**Beg BOH:** Beginning Balance on Hand – The current physical inventory balance when the extract is pulled from COMS. This applies only to the first bucket. After the first bucket it is the Ending BOH from the previous bucket.  
**Demand:** The sum quantity by bucket for all out bound flows from the location.  
**In-Transit:** The sum quantity by bucket of all orders shipped but not received. Not part of Planned Receipts.  
**Planned Receipts:** The sum quantity by bucket, of all firm and unshipped orders. Does not include In-Transit.  
**End BOH:** Ending Balance on Hand – Planned allocated balance at the end of the bucket. |
Planned

This view displays the planned usage of items that are required by each 3M Distribution Center.

The supplier monitors the inventory levels of the items that they supply, and replenishes the inventory to meet the planned usage of the items they supply.

For the replenishment quantities, delivery schedule, terms of payment, and liability refer to the Purchase Order.

Following is an example of the Planned view:

<table>
<thead>
<tr>
<th>Item</th>
<th>A 70-2007-3874-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Updated</td>
<td>11/12/2003 6:57 PM</td>
</tr>
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<td>UOM</td>
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<td>637.0</td>
<td>635.0</td>
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<tr>
<td>Demand</td>
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<tr>
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<tr>
<td>Planned Receipts</td>
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<tr>
<td>End BOH</td>
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<tr>
<td>A</td>
<td>Item information including the item number and the item description.</td>
<td></td>
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</tr>
</tbody>
</table>
| B     | The last date and time when the usage of forecast data was updated.  
**Note:** Suppliers should check this field regularly to make sure that they are viewing the most recent data. |
| C     | Additional information about this item. The information displayed here varies for each view.  
**3M UOM:** The unit of measure used by Sourcing Operations to determine the size of the item |
| D     | The demand information for this item. This section may have multiple groups of data broken down by groups of dates such as “Day,” “Week,” “Month” or “Flex”. Each bucket in this section represents the inventory values for a specific date or range of dates.  
The Min-Max View information displayed here:  
**Beg BOH:** Beginning Balance on Hand – The current physical inventory balance when the extract is pulled from COMS. This applies only to the first bucket. After the first bucket it is the Ending BOH from the previous bucket.  
**Demand:** The sum quantity by bucket for all out bound flows from the location.  
**In-Transit:** The sum quantity by bucket of all orders shipped but not received. Not part of Planned Receipts.  
**Planned Receipts:** The sum quantity by bucket of all firm and unshipped orders. Does not include In-Transit.  
**End BOH:** Ending Balance on Hand – Planned allocated balance at the end of the bucket. |