



# WE BRING TECHNOLOGY TO LIGHT



How to work with Meopta Forecast

Date: 28.11.2023

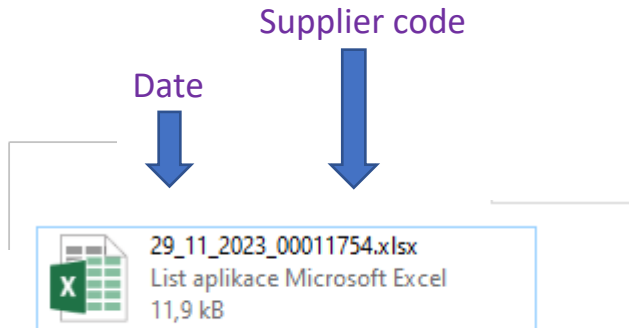


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## File itself, file name and generic email



- Forecasting is shared in Microsoft Excel form
- File name contains date of creation and supplier code from Meopta ERP



### Generic email example

**From:** Meopta team <[SA\\_batch\\_email@meopta.com](mailto:SA_batch_email@meopta.com)>  
**Sent:** Monday, November 27, 2023 2:10 PM  
**To:** Dvorská Bronislava <[Bronislava.Dvorska@meopta.com](mailto:Bronislava.Dvorska@meopta.com)>; Vašinová Veronika <[Veronika.Vasinova@meopta.com](mailto:Veronika.Vasinova@meopta.com)>  
**Subject:** Forecast

Dear Supplier,

you can find attached Meopta rolling Forecast from actual calendar week.

This forecast is non-bidding; you can use it for:

1. *Capacity planning* - based on weekly and monthly figures you can plan your capacity to fulfill Meopta needs
2. *Setting prices with our Strategic Purchasing* - based on forecast you can see expected yearly volumes and it can be basis for setting prices


If you can see in the Forecast figures, you're not able to fulfill; inform your Meopta contact person as soon as possible.

Sincerely,

Meopta team

- Forecasting is shared via email on weekly basis
- Responsible operational buyer in CC





Part number/ Revision	Part name	Resp. Buyer	Leadtime	Supplier	Unit
1015412	QUAD CELL PHOTDET 8.41QMM RND HAMAMATSU S4349-01	Petr Novák	180	Company XYZ	pcs
1030609_A	SINGLE SQUARE PHOTDET 2.4X2.4 HAMAMATSU S1227-33BQ	Petr Novák	180	Company XYZ	pcs

- Part number/Revision – Meopta part number under which you deliver your product
- Part name – name of your product in Meopta system
- Resp. Buyer – your operational buyer responsible for this item
- Leadtime – lead time we count with for ordering
- Supplier – name of supplier for this item
- Unit – in which unit we order this item







# Open orders report

Open orders backlog AF

Open orders by weeks AG - AV

Open orders by months AW - BD

	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC
Backlog2	Open orders																							
	Weeks																Months							
	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12	W13	W14	W15	W16	W17+4	W21+4	W25+4	W29+4	W33+4	W37+4	W41+	
0	0	0	0	0	0	110	0	0	0	0	220	0	0	0	220	0	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	0	0	50	0	0	0	0	0	0	100	0	0	0	0	0	0	

W1 is week when you receive actual file— our Forecast is rolling

- Backlog – your backlog for open orders
- Open orders weeks - requested dates on open PO's for next 16 weeks
- Open orders months – requested dates on PO's for 8 months after those 16 weeks

You can check your actual open orders with Meopta for 1 year ahead – 16 weeks and then following 8 months



- Check Forecast on weekly basis
- Compare our open orders and lead time with your system
- Check on regular basis if your capacity can cover Meopta needs
- Check if you can see Forecast for all your parts you deliver to Meopta



**If you find any problem or something is not clear – contact Meopta immediately!**