



**Suppliers Working with Schedule Management Module Data**  
*Last Reviewed 5/24/2022*

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## Suppliers Working with Schedule Management Module Data, Introduction

The new and improved Schedule Management Module (SMM) is a secure, easy-to-use, web-based application enabling expeditors, suppliers, program offices, and buyers to provide periodic deliverable updates. Including the management of open purchase order (PO) lines and schedule agreement release lines with participating Lockheed Martin businesses.

- The middle section of the SMM page provides you with direct data pertaining to the Lockheed Martin business area defaulted or selected

**Note:** The data and information within the SMM will default to show the most relevant PO data that pertains to the business areas you are supporting. In this example all data will be shown because the user is defaulted to show *ALL BAs*.

The screenshot displays the Schedule Management (SMM) web application interface. The main content area shows a table with the following columns: DOC #, LINE ITEM, SCHED QTY, PART NUMBER, PART DESCRIPTION, SCHED QTY, OPEN QTY, BI TR QTY, WHAT ACTION, STATUS COMMENTS, INTERNAL ONLY COMMENTS, and EXP RESN CD. The table lists several purchase order lines with their respective quantities and descriptions.

DOC #	LINE ITEM	SCHED QTY	PART NUMBER	PART DESCRIPTION	SCHED QTY	OPEN QTY	BI TR QTY	WHAT ACTION	STATUS COMMENTS	INTERNAL ONLY COMMENTS	EXP RESN CD
4102186253	1 0001		MJG-0218LCH-1-N-51	Microfilm Base SF 2-10 (C)1380a (C)P	30.00	30.00	0.000		03/03/18 RE CIRCUITS RECD FROM		Z1-PRIORITY
4102188104	1 0001			115M10-1000X40000-K, Custom Tagline	3.00	3.00	0.000		03/01/2018 MB OS TO DOCK 202/18		Z1-PRIORITY
4102177779	1 0001			g447-000296-002	1.00	1.00	0.000		02/02/2018 MAB PROBLEM W/ DEMO		Z1-CRITICAL
4102204150	1 0001		ADTS405 M1	AN DATA TEST SYSTEM	1.00	1.00	0.000		03/02/2018 MAB/RE DUE TO MFG DE		Z1-PRIORITY
4102204877	1 0001		590404-3 M1	NOZZLE 10,000 PSIG	4.00	4.00	0.000		MA-2024/18 OS TO DOCK 54/18		Z1-PRIORITY
4102218400	2 0002			Q2-JE-020491101, Plate, Tungsten Spigot	4.00	4.00	0.000		MA-2024/18 PER VENDOR TO SHIP 3/		Z1-PRIORITY
4102220368	1 0001			XA-71-000001, Tool, Die Set, Glass Mold	9.00	9.00	0.000		03/01/2018 MAB MFG DELAY ROW B1		Z1-PRIORITY



### Suppliers Working with Schedule Management Module Data, Navigating Data, Continued

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You can use the features at the bottom of the screen to download / upload PO data, split transactions, or accept / reject proposed changes to in the PO. Use the options at the bottom of the screen to:



**Split data:** Split an on-screen transaction by adjusting the open Schedule Quantity Promise date(s) for a line item.

**Upload:** Upload a .CSV file.

- File Type must be in correct .CSV format

**Download:** Download the PO data in .CVS format.

- This is used for information only and cannot be uploaded. If you wish to upload any new information, use the *Download for Update* feature
- This feature is useful for portable/printable versions used for your review

**Download for Update:** Download a .CVS file with a subset of data fields with column headings; this option can later be used to *Upload* changes made to the subsequent fields.

**Accept All:** Lockheed Martin Functionality.

**Reject All:** Lockheed Martin Functionality.

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## Suppliers Working with Schedule Management Module Data

### Suppliers Working with Schedule Management Module Data, Continued

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**Submit:** Submit PO changes.

Split Selected Item    Upload    Download    Download for Update    Accept All    Reject All    Submit



## Suppliers Working with Schedule Management Module Data, Notable Fields

The data provided via the Supplier Schedule Module can be extremely useful in viewing and updating Purchase Orders in real time.

The next section of this guide will highlight some of the more notable fields commonly used and requested by users.

Default

Last Refreshed: Mar 8, 2018 10:59:09 Eastern Standard Time Personalize Refresh

<input type="checkbox"/>	Action On	Action	Status Comments	Internal Only Comments	Exp Rsn. Cd.	Critical Rsn Cd.	LMCorp ID
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## Suppliers Working with Schedule Management Module Data

### Suppliers Working with Schedule Management Module Data, Status and Internal Only Comment Fields

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- Use the **Status Comments** field to share the status of the PO, Part number etc.

**Note:** The content in *Status Comments* are shared with all internal and external users.

A screenshot of a software interface showing a text input field. The field is titled "Status Comments" in a light gray header bar. Below the header is a white rectangular text area with a thin blue border. The field is set against a light blue background.

- You can use the **Internal Only Comments** field to store comments that you do not wish to share externally

**Note:** *Internal Only Comments* are only viewable internally.

A screenshot of a software interface showing a text input field. The field is titled "Internal Only Comments" in a light gray header bar. Below the header is a white rectangular text area with a thin blue border. The field is set against a light blue background.

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## **Suppliers Working with Schedule Management Module Data, Deliver To City Field**

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- Use the **Deliver To City** field to note the delivery city
  - Not all deliveries are shipped to their order city. The Deliver To City field will display the requested delivery city directly within the Supplier Schedule Module

**Note:** The PO Line delivery should reflect the Deliver To City.

A screenshot of a software interface showing a text field. The field has a light gray header area with the text "Delivery To City" and a light blue body area containing the text "ORLANDO". The field is enclosed in a black border.

Delivery To City
ORLANDO



## Suppliers Working with Schedule Management Module Data, Proposed Contract Date Field

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- Use the **Proposed Contract Date** field to propose new supplier contract dates

**Note:**

Buyer or expeditor will have to accept it for it to be incorporated onto the PO. Once accepted by Lockheed Martin, a new amendment of that PO or Scheduling Agreement shall be sent to the supplier.

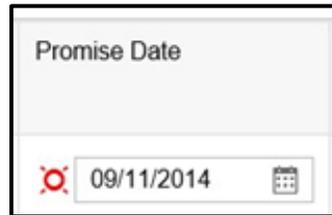
A screenshot of a software interface showing a field labeled "Prop Contract Date". Below the label is a text input field containing the placeholder text "MM/dd/yyyy" and a small calendar icon to its right. The entire field is enclosed in a light blue border.

### Suppliers Working with Schedule Management Module Data, Required Update Fields

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- When updates are made, the supplier will be required to:
  - Update Promise Dates that are less than today's date
  - Update Status Comments: You must have verbiage written in status comments

**Note:** The expeditor reason code (Exp Rsn. Cd.) is required but will automatically be populated with Updated by Supplier (US).



Promise Date

09/11/2014

This screenshot shows a date selection interface. At the top, the text "Promise Date" is displayed. Below it, a date "09/11/2014" is shown in a text box. To the left of the date is a red circular icon with a white 'X', and to the right is a calendar icon.



Status Comments

This screenshot shows a text input field for "Status Comments". The label "Status Comments" is at the top, and the input field is empty below it.



Exp Rsn. Cd.

US-UPDAT

This screenshot shows a dropdown menu for "Exp Rsn. Cd.". The label "Exp Rsn. Cd." is at the top. The dropdown menu is open, showing the selected option "US-UPDAT" and a small square icon to its right.

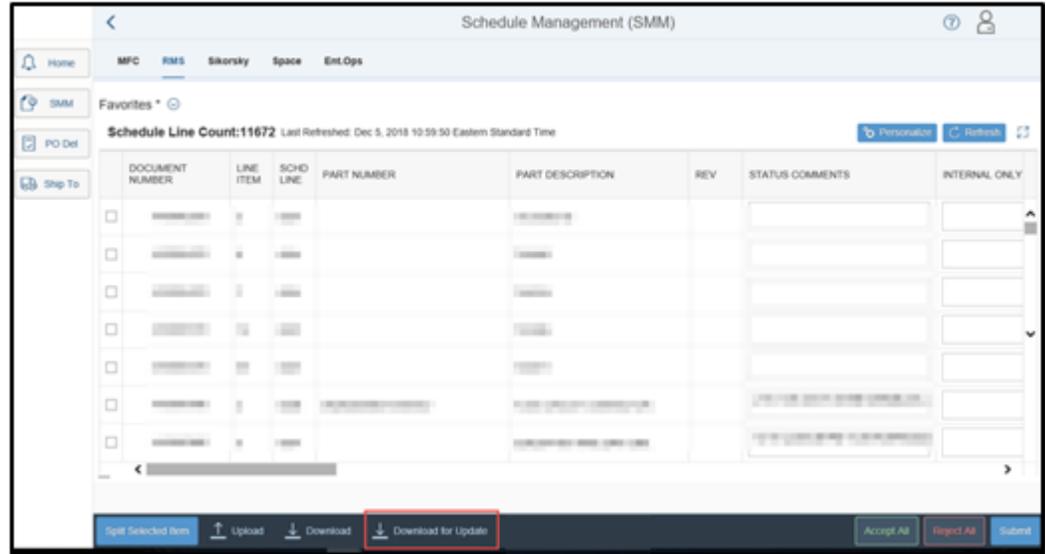
**Suppliers Working with Schedule Management Module Data, Carrier Name and Tracking Information**

- Carrier Name & Tracking information is automatically filled in SMM if the LM Ship-To Modules is used. It can also be manually updated within the SMM screen
- The **Tracking Number** field will provide you with a link to track shipments online once the field is populated

The screenshot shows a software interface with two main sections: 'CARRIER NAME' and 'TRACKING NUMBER'. The 'CARRIER NAME' section features a dropdown menu with a blue arrow icon, currently displaying a blank field. Below the dropdown is a list of carrier options: C001-FedEx Corporation, C004-UPS Inc., C003-DHL Express, C010-Old Dominion, C005-YRC, C006-Estes Express, C007-A. Duie Pyle, C008-Central Transport, C009-Rist Transport, and C002-USPS. The 'TRACKING NUMBER' section contains a text input field with the number '77' and a red 'Track' button to its right.

**Suppliers Working with Schedule Management Module Data, Utilizing Download for Update**

- Using **Download for Update**
  - When *Download for Update* is selected it will download all the records and fields on the screen



- You will be given the option to *Open* or *Save*. The file should be saved as a .csv comma delimited file





**Utilizing Download for Update, continued**

- The file layout is the template needed for the upload. Do not delete or rearrange the columns. Do not change the column heading names.
- The available fields to be changed are:
  - Prop Contract Date
  - Promise Date (must be prior to today's date) \*
  - Status Comments\*
  - Exp Reason Code\*
  - Critical Reason Code
  - Carrier Name
  - Tracking Number
- (\* denotes a required field)
- Save File as a .csv (Comma Delimited)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Supplier	Supplier Name	Part Number	Part Desc	Purchase Order	Line Item	Sched Line	Buyer	Sched Qty	Open Qty	Revision	Plant	Need Date	Contract Date	Prop Contract Date	Promise Date

Q	R	S	T	U	V	W
Status Comments	Exp Reason Code	Critical Reason	Carrier Name	Tracking Number	Line Item Qty	Update Pending

- If you want to split a delivery:
  - Highlight the row
  - Copy and paste
  - Change the Open Qty field for the 1st schedule
  - Change the Open Qty field for the 2nd schedule

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Supplier	Supplier Name	Part Number	Part Desc	Purchase Order	Line Item	Sched Line	Buyer	Sched Qty	Open Qty	Revision	Plant	Need Date	Contract Date	Prop Contract Date	Promise Date	Status Comm
								40	32	65T1	9/30/2009	9/30/2009			9/30/2009	

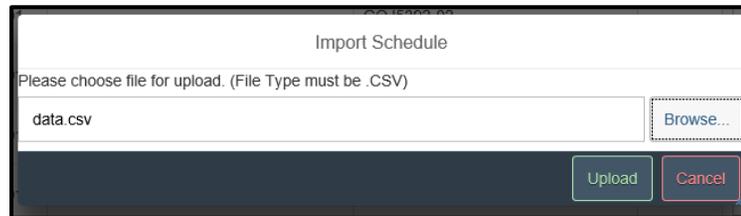
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Supplier	Supplier Name	Part Number	Part Desc	Purchase Order	Line Item	Sched Line	Buyer	Sched Qty	Open Qty	Revision	Plant	Need Date	Contract Date	Prop Contract Date	Promise Date	Status Comm
								40	2	65T1	9/30/2009	9/30/2009			9/30/2019	Splitting Sched
								40	20	65T1	9/30/2009	9/30/2009			9/30/2019	Splitting Sched

### Utilizing Download for Update, continued

- Click **Upload** at the bottom of the screen



- Click **Browse** to select the file from the directory in which it is saved
- Click **Upload**

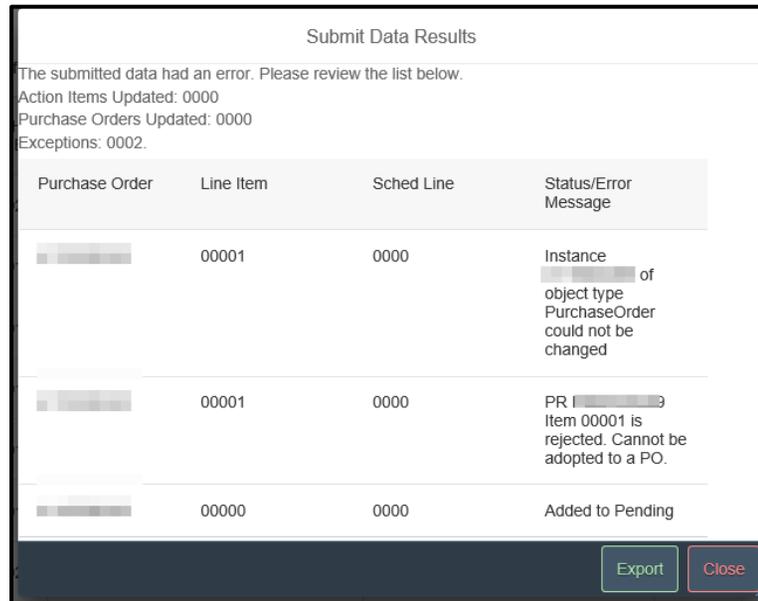
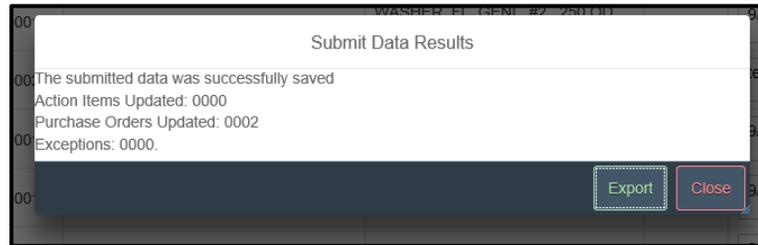




### Utilizing Download for Update, continued

- Submitted Data Results will display both successful and failure records
- The results can be exported
- Failed records are placed in the Pending table for Lockheed Martin action to correct the issue that caused it to go into the Pending Table
  - Users entries are shown on the screen
  - Pending Table will try to reprocess the records every 15 min

**Note:** Lockheed Martin must correct the issues for Pending Table records to be updated.

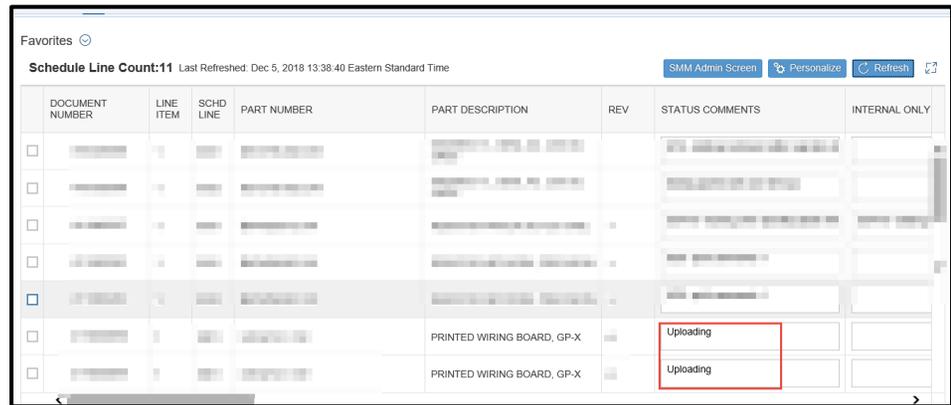
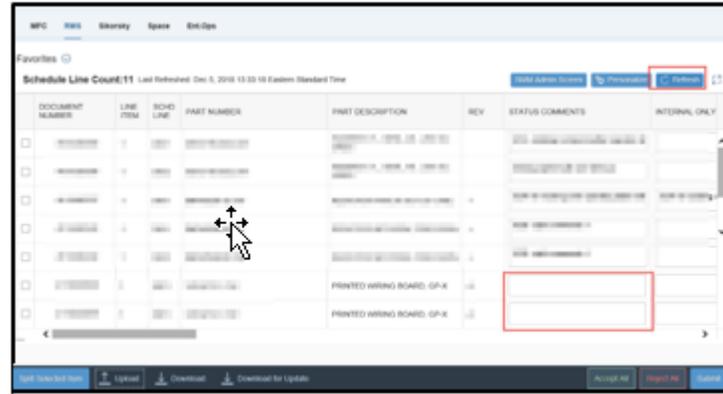




### Utilizing Download for Update, continued

- The **Refresh** option in the upper right-hand corner will need to be clicked to see the updates applied on screen

**Note:** Updates are also applied when leaving/returning the screen.





## Suppliers Working with Schedule Management Module Data, Pending Table

- You can make entries to the PO schedule items even if the Lockheed Martin PO has error(s)
  - If a record is deemed to have an error when you are attempting to make a change via SMM, the record will allow the change on the screen
  - If a record is going to be placed in the Pending Table, you will be notified on the screen

Submit Data Results

The submitted data had an error. Please review the list below.  
 Action Items Updated: 0000  
 Purchase Orders Updated: 0000  
 Exceptions: 0002.

Purchase Order	Line Item	Sched Line	Status/Error Message
[REDACTED]	00001	0000	Instance of object type PurchaseOrder could not be changed
[REDACTED]	00001	0000	PR Item 00001 is rejected. Cannot be adopted to a PO.
[REDACTED]	00000	0000	Added to Pending

Export Close

- Click **Refresh** to see the changes you made.
  - The lines that are in the pending table will now be italicized and will allow you to update Internal Comments, Critical Reason code, Carrier, and Tracking information
  - The remainder of the lines will no longer be available for update until the pending issue has been corrected by an LM representative
  - The Update Pending column will also show *1-Pending Details* as another way of identifying records are in the Pending Table

Favorites

Schedule Line Count:11 Last Refreshed: Dec 5, 2018 14:05:29 Eastern Standard Time

SMM Admin Screen Personalize Refresh

DOCUMENT NUMBER	LINE ITEM	SCHD LINE	PART NUMBER	PART DESCRIPTION	REV	STATUS COMMENTS	UPDATE PENDING
411	1	0002	[REDACTED]	RESISTOR NETWORK, [REDACTED]		[REDACTED]	0 - No Pending
411	1	0001	[REDACTED]	PRINTED WIRING BOARD, [REDACTED]		Changing Schedule Uploading	1 - Pending Details
411	1	0001	[REDACTED]	PRINTED WIRING BOARD, [REDACTED]		on time	1 - Pending Details



### Suppliers Working with Schedule Management Module Data, Pending Table continued

- A Lockheed Martin representative reviews the entry(s) in the Pending Table and once issues have been resolved, the entries you have made will automatically be applied. The line will no longer be italicized, the *Status Comments* field will become 'active' again, and the *Update Pending* table column will display *0-No Pending Details*

Favorites ☺

Schedule Line Count:11 Last Refreshed: Dec 5, 2018 14:32:35 Eastern Standard Time

SMM Admin Screen Personalize Refresh

DOCUMENT NUMBER	LINE ITEM	SCHD LINE	PART NUMBER	PART DESCRIPTION	REV	STATUS COMMENTS	UPDATE PENDING
<input type="checkbox"/> 411	1	0002		RESISTOR NETWORK		9/26- split comments 1	0 - No Pending
<input type="checkbox"/> 411	1	0001		PRINTED WIRING BOARD		Changing Schedule Uploading	0 - No Pending
<input type="checkbox"/> 411	1	0001		PRINTED WIRING BOARD		on time	0 - No Pending