

# Medtronic

## Luminate Control Tower

Supplier End User Guide

September 2024

# Luminate Control Tower

## User Guide Overview

Welcome to the Luminate Control Tower (LCT) User Guide for supplier partners. This guide is designed to help you navigate and effectively use the LCT system.

**Purpose:** The purpose of this guide is to provide supplier partners with comprehensive instructions on how to utilize Luminate Control Tower for seamless collaboration with Medtronic. By following this guide, you will learn how to:

- Access and interpret material plans and purchase orders.
- Collaborate on purchase plans and purchase orders.
- Share and view on-hand inventory levels at both Medtronic and supplier sites.
- Utilize collaborative messaging and workflow tools for efficient communication, planning, and issue resolution.

**Audience:** This guide is intended for Medtronic's supplier partners who are involved in supply chain management, including those responsible for planning, ordering, inventory management, and communication with Medtronic.

This guide aims to ensure that you can maximize the benefits of LCT, enhancing supply chain visibility, improving communication, and mitigating supply risks.

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# Luminate Control Tower

## Introduction

Luminate Control Tower (LCT) facilitates seamless two-way collaboration between Medtronic and our suppliers. It allows the sharing of material plans and purchase orders generated in the Enterprise Supply Planning (ESP) system directly with suppliers, forming an integral part of our materials planning collaboration process.

Both Medtronic personnel and our critical supplier partners can use LCT to view planning data and collaborate on supply commitments, maximum capacity, and variances. Additionally, LCT provides a dedicated platform for sharing inventory data and tools designed to simplify supply risk mitigation.

### General Functionality

- **Purchase Plan Collaboration:** Facilitates the receipt and agreement of the Purchase Plan with Medtronic partners.
- **Purchase Order Collaboration:** Enables collaboration on open purchase orders, providing interactive status updates and enhanced visibility.
- **On-hand Inventory at Medtronic and Supplier Sites:** Allows sharing of on-hand inventory levels at both Medtronic and supplier sites.
- **Collaborative Messaging and Workflow:** Supports communication, planning, and issue resolution.

## What does this mean for suppliers?

Blue Yonder Luminate Control Tower (LCT) will be utilized for data flow between Medtronic and our suppliers. With a 36-month forecast, visibility to material plans and purchase orders will be a part of our integrated materials planning process.



### Optimize inventory

Share inventory data for simpler supply risk mitigation



### Increase stability

Collaborate on supply commits, max capacity, variance



### Reduce waste

Use real-time communication for greater planning precision



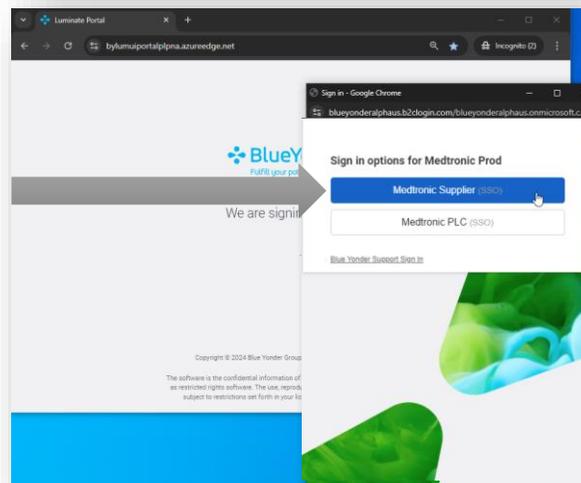
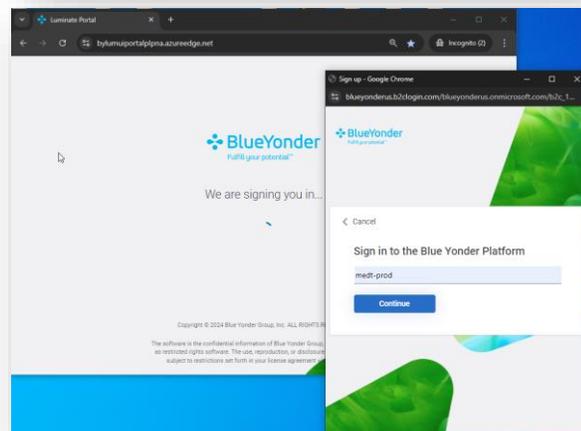
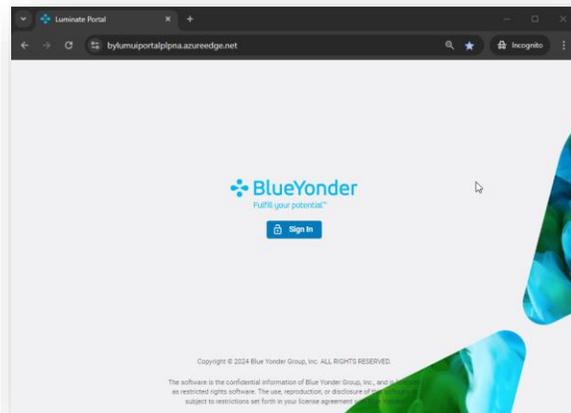
# Luminate Control Tower

## Log In

1. To access click on [Luminate Control Tower](#) the click on Sign In

2. Sign into medt-prod and click continue

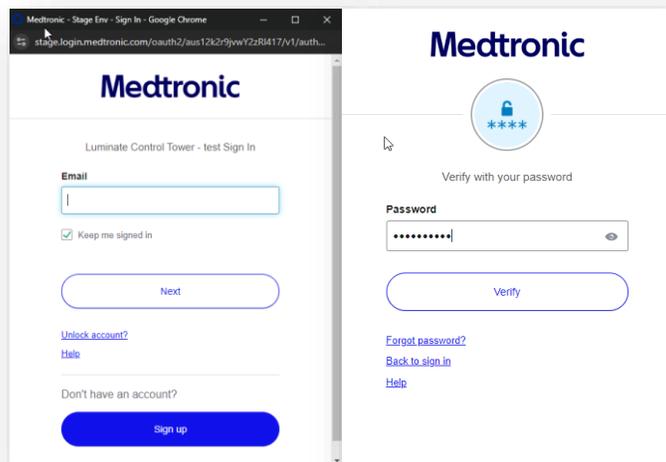
3. Select the Medtronic Supplier sign in option



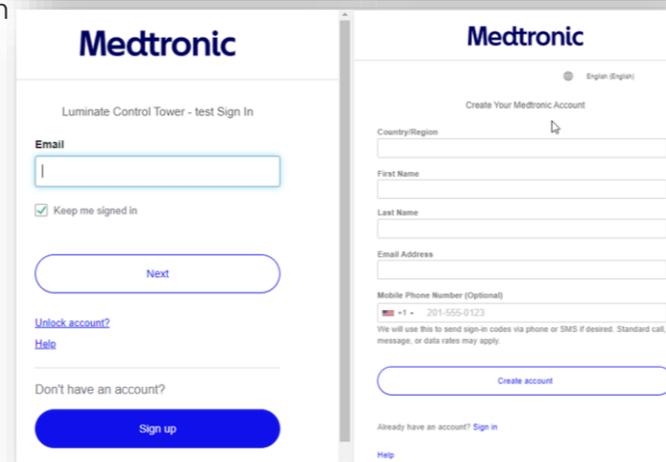
# Luminate Control Tower

## Log In (continued)

4. If you have existing account - enter your email - then password

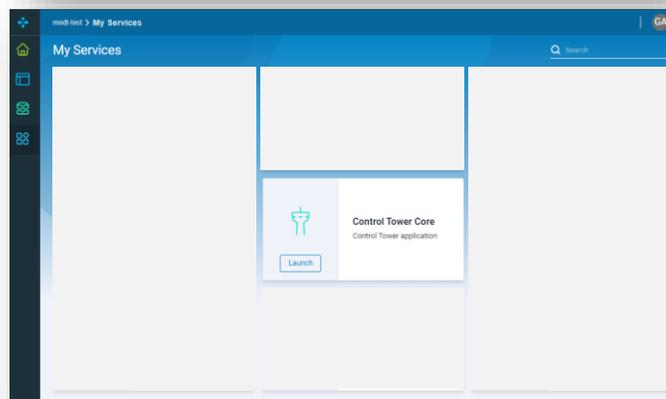


5. If you do not have an existing account - select sign up



3. Once login is complete - basic portal access will be enabled.

4. The next step is to advise your Medtronic counterpart that you have an active account.

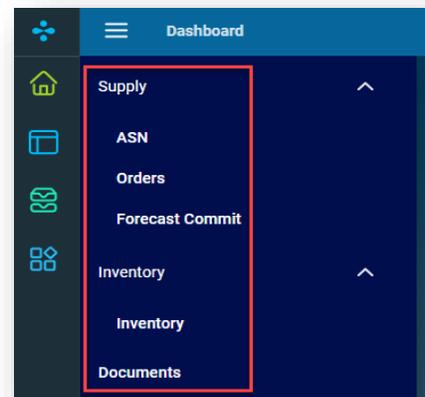
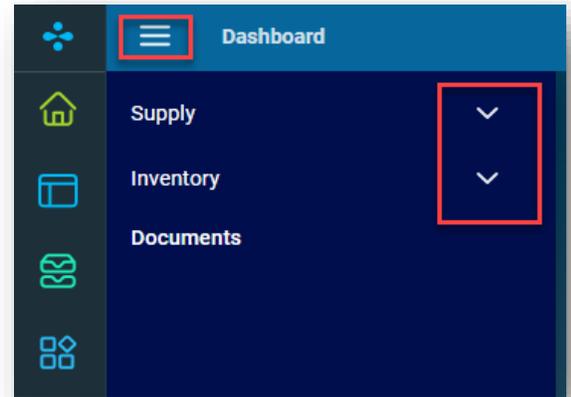


# Luminate Control Tower

## Basic Functions

### Navigation Menus

1. To access the slide-out menu options, click on the three lines located at the top left of the screen.
2. Each section can be expanded by clicking on the arrows to the right.
3. Click on any of the sub-sections to access the data.



The two icons at the top right of the LCT main pages have the following functions:

1. This icon opens the Situation Room menu.
2. This icon allows you to view notifications, alerts, and configure alerts.

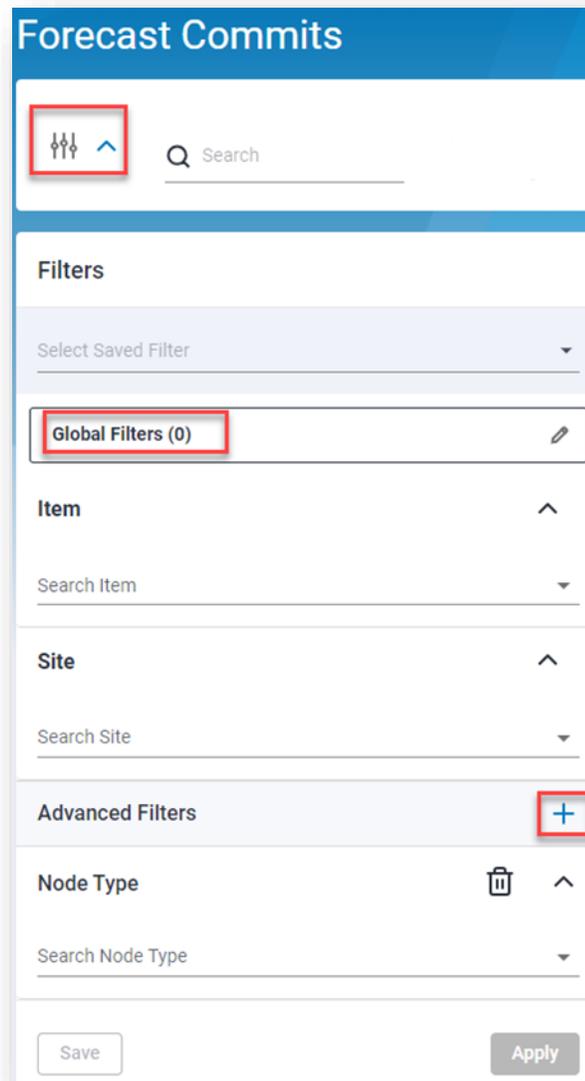


# Luminate Control Tower

## Basic Functions

### Access Search and Filter Functions

1. LCT enables users to search for products and filter data based on specific criteria.
2. These functions are accessible in every section of LCT.
3. Global Filters will be applied across all pages.
4. Click on the "+" sign next to Advanced Filters to open more filtering options.



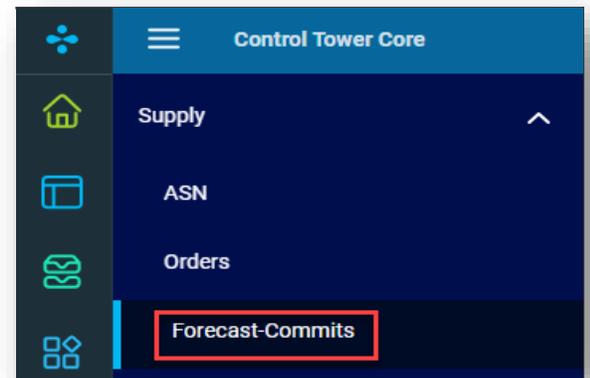
# Luminate Control Tower

## Forecast Commits

### Details and Usage

This functionality allows Medtronic's buyers to share new or revised purchase forecasts, and suppliers can view and make commitments based on these forecasts. It's important to update this regularly as it will be a crucial component of our collaboration together.

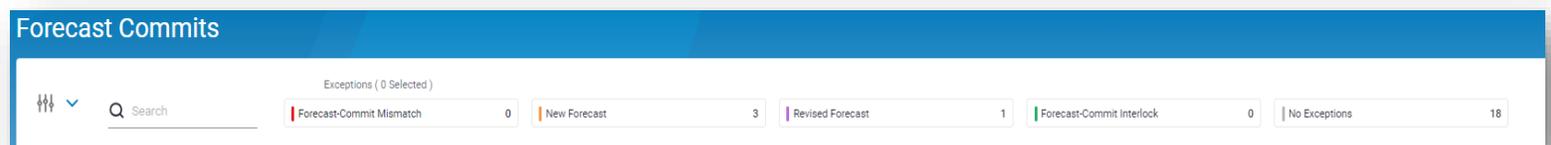
1. Open the navigation menu and click on Forecast Commits



### Exceptions

This functionality allows LCT to identify exceptions based on the data shared. These can filter the data, and multiple can be selected at a time to display the relevant lines.

1. **Forecast-Commit Mismatch:** A mismatch between forecast and commits entered by supplier
2. **New Forecast:** New forecast that has published
3. **Revised Forecast:** Forecast has been revised
4. **Forecast-Commit Interlock:** Forecast matches commits entered by supplier
5. **No Exceptions:** Forecast has not been published



# Luminate Control Tower

## Forecast Commits

### Commits and max capacity

As part of the forecast collaboration, we will request information on two key variables:

- Commits
- Maximum Capacity

The Forecast Commits Details Page allows you to publish a commit against the forecast for the products you supply to Medtronic. When the forecast is published, LCT automatically fills the forecast values as commits. As a supplier, you can review your own commits and modify them for specific dates as needed. You also have the option to download new or revised forecasts to Excel for updates. Once you have made the necessary changes, you can upload the commits back to LCT.

Additionally, the Forecast Commits Details Page enables you to publish your max capacity for specific periods. This is a crucial part of the collaboration process, allowing you and your Medtronic representative to align on expected demand volumes with clear expectations based on shared data. You can also update the max capacity fields for multiple periods by mass-uploading the values.

### Access Forecast Commits Details Page

1. Click on the exceptions you want to see or use the search or filter options to find a specific item.
2. Click on the Item number

The screenshot shows the 'Forecast Commits' interface. At the top, there is a summary bar with the following data: Forecast-Commit Mismatch: 1, New Forecast: 3, Revised Forecast: 0, Forecast-Commit Interlock: 0, No Exceptions: 18. Below this is a table with 4 items. The first item, MDT123, is highlighted with a red box.

Item	Item Name	Supplier	Supplier Name	Buyer	Material Planner	Ship To
MDT123	MDT-Cardiovascular	Supplier - 1234	MDT Business Partner	19E		1277
MDT789	MDT-Diabetes	Supplier - 1234	MDT Business Partner	19E		1277
MDT456	MDT-ENT	Supplier - 1234	MDT Business Partner	19E		1277
MDT012	MDT-Spinal	Supplier - 1234	MDT Business Partner	19E		1277



# Luminate Control Tower

## Forecast Commits

### Details Page

The following information related to the item you selected will be displayed:

**Forecast:** This is the purchase forecast required to fulfill the demand.

**Commits:** Quantity that will be supplied to fulfill the demand

**Upside Capacity:** Difference between max capacity and Commits

**Max Capacity:** Supplier's maximum production capacity values

**Unconstrained Forecast:** Total demand forecast

Forecast-Commits Details																			
MDT123 <span>1 Situation Room</span>																			
Item	Item Name	Supplier	Supplier Name	Buyer	Material Planner	Ship To	Site Name	Forecast Version	Cumulative Mismatch (6W)	Notes	26 Week Forecast								
MDT123	MDT-Cardiovascular	Supplier - 1234	MDT Business Partner	19E		1277	Tijuana	06/02/24	<span style="color: green;">●</span> <span style="color: red;">●</span>	0	96,000,000.00								
Remaining Forecast (current quarter)	Forecast (next quarter)	Published Date	Minimum Order Quantity	Base UOM															
2,500,000.00	77,000,000.00	Jun 5, 2024																	
FORECAST VIEW <span>Show Graph</span> <span>Actions</span>																			
Measure	Jul 07 W28	Jul 14 W29	Jul 21 W30	Jul 28 W31	Aug 04 W32	Aug 11 W33	Aug 18 W34	Aug 25 W35	Sep 01 W36	Sep 08 W37	Sep 15 W38	Sep 22 W39	Sep 29 W40	Oct 06 W41	Oct 13 W42	Oct 20 W43	Oct 27 W44	Nov 03 W45	Nov 10 W46
Forecast		49,000,000	3,500,000	500,000	1,000,000	2,000,000	3,000,000	4,000,000	2,500,000	2,000,000	2,000,000	5,000,000	4,000,000	2,500,000	2,500,000	2,000,000	3,500,000	2,500,000	1,500,000
Commits		47,000,000	3,300,000	500,000	1,000,000	1,900,000	3,000,000	4,000,000	2,500,000	2,000,000	2,000,000	5,000,000	4,000,000	2,500,000	2,000,000	2,000,000	3,400,000	2,500,000	1,500,000
Forecast Commits Mismatch	0	-2,000,000	-200,000	0	0	-100,000	0	0	0	0	0	0	0	0	-500,000	0	-100,000	0	0
Cumulative Variance	0	-2,000,000	-2,200,000	-2,200,000	-2,200,000	-2,300,000	-2,300,000	-2,300,000	-2,300,000	-2,300,000	-2,300,000	-2,300,000	-2,300,000	-2,300,000	-2,800,000	-2,800,000	-2,900,000	-2,900,000	-2,900,000
Upside Capacity				2,100,000	2,000,000		200,000	2,100,000	100,000			100,000		100,000					500,000
Max Capacity		47,000,000	3,300,000	2,600,000	3,000,000	1,900,000	3,200,000	6,100,000	2,600,000	2,000,000	2,000,000	5,100,000	4,000,000	2,600,000	2,000,000	2,000,000	3,400,000	2,500,000	2,000,000
Unconstrained Forecast																			
Projected Stock																			
Safety Stock																			
Forecast variance(%)		4	6			5									20		3		



# Luminate Control Tower

## Forecast Commits

### Update an Individual Material Forecast

Forecast Commits for materials can be updated individually or by mass upload.

1. Click on the Actions button to display the Edit and Autofill options

The screenshot shows the 'Forecast-Commits Details' page for item MDT123. The 'FORECAST VIEW' table displays forecast data for various weeks. The 'Actions' dropdown menu is open, showing 'Edit' and 'Autofill' options highlighted with red boxes.

Measure	Mar 09 W11	Mar 16 W12	Mar 23 W13	Mar 30 W14	Apr 06 W15	Apr 13 W16	Apr 20 W17	Apr 27 W18	May 04 W19	May 11 W20	May 18 W21	May 25 W22	Jun 01 W23	Jun 08 W24	Jun 15 W25	Jun 22 W26
Forecast	172,000	12,000	19,000	9,000	18,000	13,000	9,000	14,000	19,000	19,000	20,000	10,000	19,000	14,000	17,000	20,000
Commits																

2. Select "Edit" to modify an individual value for a specific period. Once finished, click the Commit button. This will update your Forecast Commits for the material and provide an alert to Medtronic Planning personnel.

The screenshot shows the 'Forecast-Commits Details' page for item MDT123. The 'FORECAST VIEW' table is shown with the 'Mar 30 W14' cell selected and highlighted with a red box. The 'Commit' button is also highlighted with a red box.

Measure	Mar 09 W11	Mar 16 W12	Mar 23 W13	Mar 30 W14	Apr 06 W15	Apr 13 W16	Apr 20 W17	Apr 27 W18	May 04 W19	May 11 W20	May 18 W21	May 25 W22	Jun 01 W23	Jun 08 W24	Jun 15 W25	Jun 22 W26
Forecast	172,000	12,000	19,000	9,000	18,000	13,000	9,000	14,000	19,000	19,000	20,000	10,000	19,000	14,000	17,000	20,000
Commits				9000												

3. Select "Autofill" to fill the committed quantities with the forecasted values for all periods. Once finished, click the Commit button. This will update your Forecast Commits for the material and provide an alert to Medtronic Planning personnel.

The screenshot shows the 'Forecast-Commits Details' page for item MDT123. The 'FORECAST VIEW' table is shown with the 'Autofill' option selected. The 'Commit' button is highlighted with a red box. The 'Commits' row is now filled with the forecasted values for all periods.

Measure	Mar 09 W11	Mar 16 W12	Mar 23 W13	Mar 30 W14	Apr 06 W15	Apr 13 W16	Apr 20 W17	Apr 27 W18	May 04 W19	May 11 W20	May 18 W21	May 25 W22	Jun 01 W23	Jun 08 W24	Jun 15 W25	Jun 22 W26
Forecast	172,000	12,000	19,000	9,000	18,000	13,000	9,000	14,000	19,000	19,000	20,000	10,000	19,000	14,000	17,000	20,000
Commits	172000	12000	19000	9000	18000	13000	9000	14000	19000	19000	20000	10000	19000	14000	17000	20000

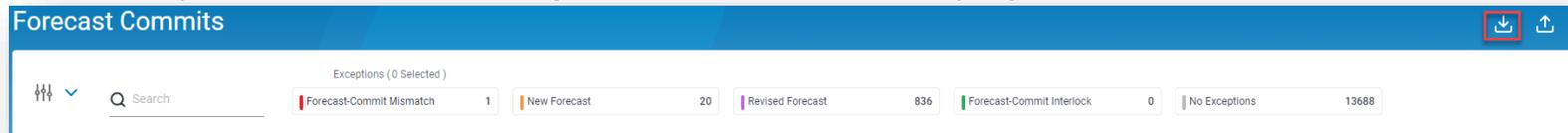
# Luminate Control Tower

## Forecast Commits

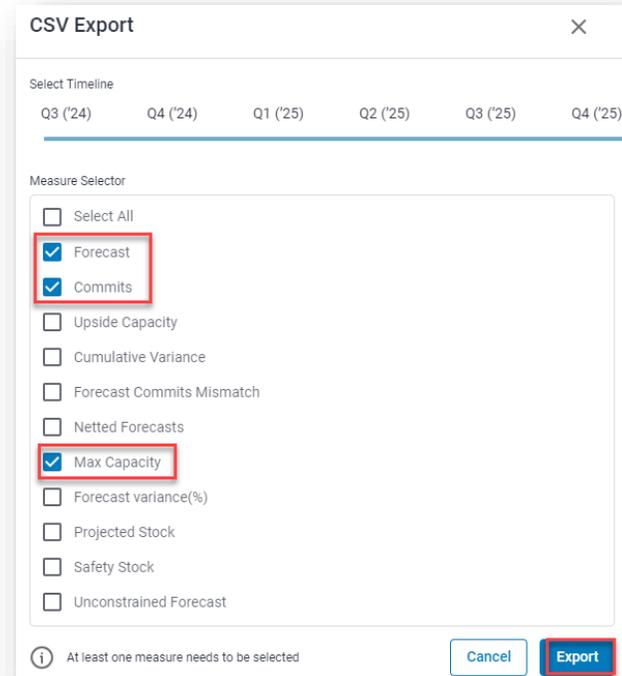
### Commits and max capacity (Mass Upload)

Entering updates to multiple materials and time periods at once is also possible with LCT.

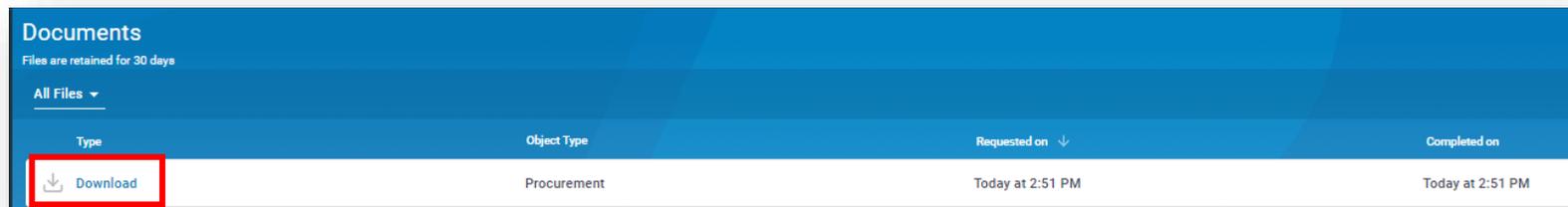
1. Enter the Forecast Commits screen. Apply advanced filters or filter by exceptions if desired
2. To export all or the desired range, click on the  button, top right of the screen.



3. A pop-up will appear, allowing you to select measures and a timeframe.
4. To update commits and the max capacity, we recommend selecting "Forecast" in addition to Commits and max capacity.
5. Click export



6. To retrieve your export, go to the Documents page.
7. The forecast export will populate here for retrieval, click download.



# Luminate Control Tower

## Forecast Commits

### Commits and max capacity (Mass Upload) (continued)

- It will download and open as an excel spreadsheet for editing.
- When you open the Excel Document, delete the Summary Tab  Forecast  as well as any other tabs that may be part of the file. Only the "Forecast" tab should be uploaded.
- The two columns to be adjusted before upload are "Measure" and "Quantity".
- On the Measure column replace "Forecast" with "Commits" to align your commits directly to our forecast plan.
- Update the "Quantity" for each "Commits" based on the amount you can commit to delivering on the specified date. For instance, in the screenshot provided, if you can deliver 20,000 units on 10/08/2024, you would update the quantity in the third row to 20,000 units.
- To mass update "max capacity", copy and paste all "Commits" rows directly below on the same sheet and change the Measure from "Commits" to "max capacity" and update Quantity.
- Save the file and return to the LCT Forecast Commits Page.
- Click the  icon to mass-upload your Commits and max capacity.

Measure	Date	Quantity	Node Type	Supplier
Forecast	10/06/2024	33000.0	procurement	Supplier X
Forecast	10/06/2024	33000.0	procurement	Supplier X
Forecast	10/08/2024	17000.0	procurement	Supplier X

Measure	Date	Quantity	Node Type
Commits	10/06/2024	33000.0	procurement
Commits	10/06/2024	33000.0	procurement

Measure	Date	Quantity	Node Type	Supplier
Commits	10/06/2024	33000.0	procurement	Supplier X
Commits	10/06/2024	33000.0	procurement	Supplier X
Commits	10/08/2024	17000.0	procurement	Supplier X
Max Capacity	10/06/2024	35000.0	procurement	Supplier X
Max Capacity	10/06/2024	35000.0	procurement	Supplier X
Max Capacity	10/08/2024	19000.0	procurement	Supplier X

Measure	Date	Quantity	Node Type	Supplier
Commits	10/06/2024	33000.0	procurement	Supplier X
Commits	10/06/2024	33000.0	procurement	Supplier X
Commits	10/08/2024	17000.0	procurement	Supplier X
Max Capacity	10/06/2024	35000.0	procurement	Supplier X
Max Capacity	10/06/2024	35000.0	procurement	Supplier X
Max Capacity	10/08/2024	19000.0	procurement	Supplier X

Forecast Commits  

Exceptions (0 Selected)

 Search Forecast-Commit Mismatch 1 New Forecast 20 Revised Forecast 836 Forecast-Commit Interlock 0 No Exceptions 13688

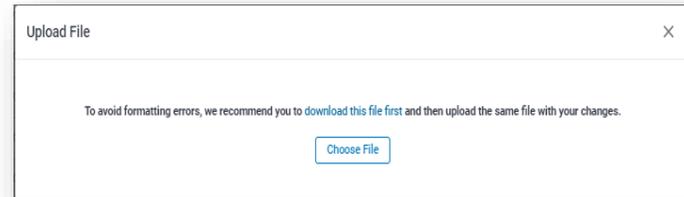


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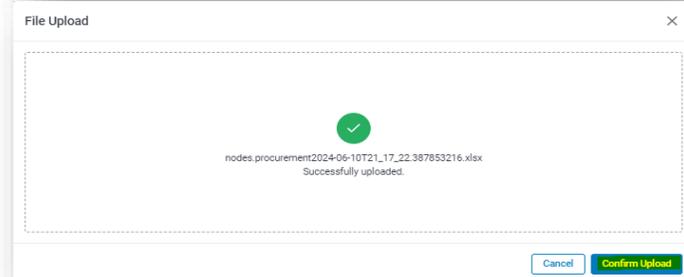
## Forecast Commits

### Commits and max capacity (Mass Upload) (continued)

16. Select the file you want to upload from your desktop and click "Confirm Upload".



17. To confirm whether your upload was successful, please return to the Documents Page and ensure that the uploaded document was completed successfully. You can also review the materials individually on the Forecast Commits page to ensure that the values you updated are in the system..



Documents	
Files are retained for 30 days	
All Files ▾	
Type	Object Type
Upload	Procurement

## LCT Macro

For Excel Macro training that can simplify this process, please click [here](#).

**Note:** Installation and usage of macros require IT permission or compliance with company policy.



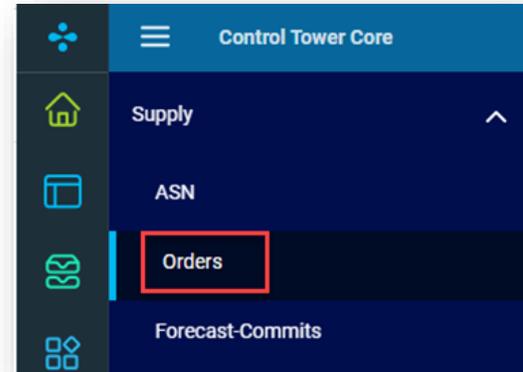
# Luminate Control Tower

## Inbound Orders

### Details and Usage

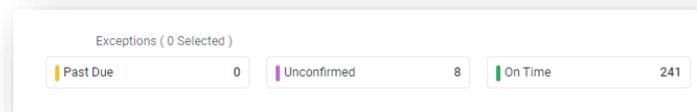
LCT facilitates collaboration between Medtronic and suppliers on purchase orders. As a supplier, you can confirm purchase orders if you can commit to delivering them on time and in full (OTIF) for both the specified date and quantity.

1. Open the navigation menu and click on Orders



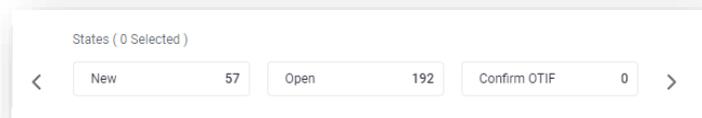
### Exceptions Filters

1. **Past Due:** purchase orders that are still open beyond the expected delivery date
2. **Unconfirmed:** purchase orders requiring on-time, in-full confirmation
3. **On Time:** purchase orders labeled as projected on-time, in-full



### States Filters

1. **New:** purchase orders issued in the last three days
2. **Open:** All purchase orders that are still open and older than three days
3. **Confirm OTIF:** purchase orders where at least one line has been confirmed on-time, in full by Supplier
4. **Shipped:** purchase orders with lines that have been shipped by Supplier
5. **Received:** purchase orders with items marked as shipped by the supplier and closed in Medtronic's system will appear as received for 7 days.
6. **Closed:** purchase orders with no open lines



# Luminate Control Tower

## Inbound Orders

### Update On Time In Full

1. Click on the order number to display the purchase order details.
2. To confirm a purchase order on time, in full (OTIF), select the PO by checking the box and click "Confirm OTIF."
  - To confirm more than one purchase order at a time, select multiple lines.

**Inbound Orders**

Order Type: Standard PO

Exceptions (1 Selected): Past Due 0, Unconfirmed 8, On Time 241

States (0 Selected): New 0, Open 8, Confirm OTIF 0

Standard PO (8)

Filter By: Material Type All Types x Clear All

<input type="checkbox"/>	Order No	Supplier	Ingested Date	Header State	Notes	LMD	Customer
<input type="checkbox"/>	1317-2016	246-810	Aug 6, 2024 UTC	Open	0	Aug 16, 2024 UTC	Medtronic
<input type="checkbox"/>	1372-1502	246-810	Aug 6, 2024 UTC	Open	0	Aug 16, 2024 UTC	Medtronic

3. Click on the order number to view the purchase order details.
4. To see PO line details, click the dropdown arrow on the right.

**1317-2016** On Time

Order No: 1317-2016, Supplier: 1317-401, Ingested Date: Aug 6, 2024 UTC, Header State: Open, Notes: 0, LMD: Aug 17, 2024 UTC, Enterprise Download...: true, Customer: Medtronic

Lines (3) Documents (0) ASN's (0)

All Exceptions Confirm OTIF

<input type="checkbox"/>	Line No	Item	ERP Item	Item Name	Ship From	From(Site)	Ship To
<input type="checkbox"/>	7	1317-PT0006	PT0006	ASSY,5DPT SULU ETCHED	1317-401	MEDTRONIC SUPPLIER	1317
<input type="checkbox"/>	13	1317-PT0006	PT0006	ASSY,5DPT SULU ETCHED	1317-401	MEDTRONIC SUPPLIER	1317

5. PO line details displayed.

Ship To(Site)	Order Qty	BY LCT Base Uom	ERP Order Qty	ERP Order Uom	Requested Date	Requested Ship Date	Line State
Cov LP North Haven CT - MFG	800.00	Unit	800.00	EA	Aug 23, 2024 UTC	Aug 23, 2024 UTC	Open

State Change Date	Total Open Qty	Total Confirmed Qty	Shipped Qty	Original Confirmed Qty	Original Confirmed Delv Date	Change Reason	Download Flag
Aug 11, 2024 UTC	800.00					Other Changes	

# Luminate Control Tower

## Inbound Orders

### Update On Time In Full

6. To confirm a PO line, select the PO line by checking the box and then click the confirm OTIF button.
7. To confirm more than one purchase order line at a time, select multiple lines.

The screenshot shows the '1317-2016' order page. At the top, there is a header with the order number and a green 'On Time' status indicator. Below this, a summary row provides key details: Order No (1317-2016), Supplier (1317-401), Ingested Date (Aug 6, 2024 UTC), Header State (Open), Notes (0), LMD (Aug 17, 2024 UTC), Enterprise Download... (true), and Customer (Medtronic). The main section is titled 'Lines (3)', 'Documents (0)', and 'ASN's (0)'. A dropdown menu is set to 'All Exceptions', and a 'Confirm OTIF' button is highlighted with a red box. Below this is a table with columns: Line No, Item, ERP Item, Item Name, Ship From, From(Site), and Ship To. Two lines are listed: Line 7 and Line 13. Line 7 has a checked checkbox and a dropdown arrow highlighted with a red box. Line 13 has an unchecked checkbox and a dropdown arrow.

Line No	Item	ERP Item	Item Name	Ship From	From(Site)	Ship To
7	1317-PT0006	PT0006	ASSY,5DPT SULU ETCHED	1317-401	MEDTRONIC SUPPLIER	1317
13	1317-PT0006	PT0006	ASSY,5DPT SULU ETCHED	1317-401	MEDTRONIC SUPPLIER	1317



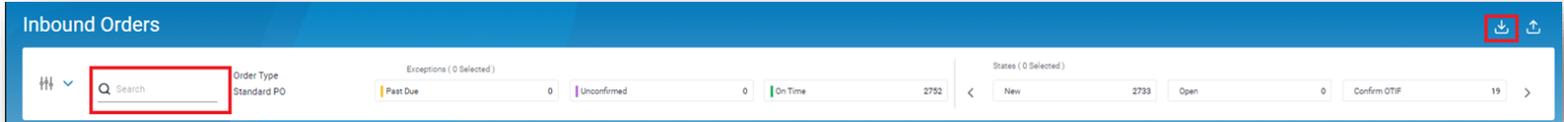
# Luminate Control Tower

## Inbound Orders

### Mass-Upload Update On Time In Full

To confirm individual PO lines, across a single or multiple PO's:

1. Search for the Order Numbers you wish to update on the inbound Orders Screen.
2. With your desired orders displayed, click the download button.



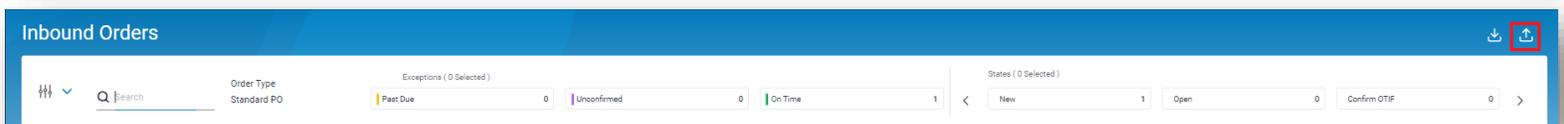
### Update OTIF Status for each single PO Line

3. Navigate to the documents page to export your download by clicking Download.
4. The file will open as an excel spreadsheet. Review the file to see:
  - Order No (Column A)
  - Item (Column J)
  - Line No (Column R)
  - Operation Name (Column AN)
5. Change Operation Name (Column AN) entries to "ConfirmOrderOTIF" for each PO line you wish to confirm.



AN
Operation Name
ConfirmOrderOTIF
CancelorRecieveSinglelinePO

6. After updating all relevant lines, save the file and return to the Inbound Orders Page in LCT. Click the Upload button

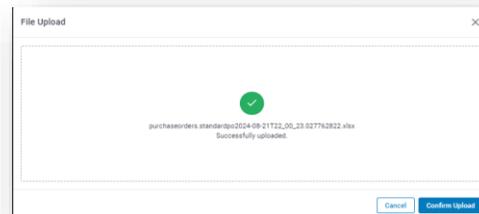
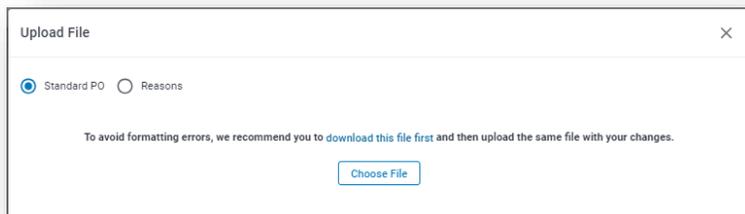


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## Inbound Orders

### Update OTIF Status for each single PO Line (continued)

7. Select Standard PO and click Choose File. Select your upload file and click Confirm Upload.



8. Navigate to the documents page to verify your upload was successful.



9. To verify if an individual order line updated, return to the Orders screen and click an updated order.
10. Click on the Expanded View button on the right to view each line state.
11. Header state will not change unless all lines are confirmed OTIF.

Order No	Supplier	Supplier Name	Ingested Date	Header State	Notes	LMD	Enterprise Downloaded	Customer	Supplier Group
			Aug 21, 2024 UTC	New	0	Aug 21, 2024 UTC	false	Medtronic	

Line No	Item	ERP Item	Item Name	Ship From	From(Site)	Ship To	Ship To(Site)	Order Qty	BY LCT Base Uom	ERP Order Qty	ERP Order Uom	Requested Date	Requested Ship Date	Line State	State Change Date	Total Open Qty	Total Confirmed Qty
1								30,000.00	Unit	30,000.00	EA	Apr 8, 2025 UTC	Apr 8, 2025 UTC	Confirm OTIF	Aug 21, 2024 UTC	30,000.00	30,000.00
2								20,000.00	Unit	20,000.00	EA	Apr 20, 2025 UTC	Apr 20, 2025 UTC	New		20,000.00	
3								10,000.00	Unit	10,000.00	EA	Apr 30, 2025 UTC	Apr 30, 2025 UTC	New		10,000.00	
4								10,000.00	Unit	10,000.00	EA	May 7, 2025 UTC	May 7, 2025 UTC	New		10,000.00	
5								10,000.00	Unit	10,000.00	EA	May 14, 2025 UTC	May 14, 2025 UTC	New		10,000.00	
6								10,000.00	Unit	10,000.00	EA	May 21, 2025 UTC	May 21, 2025 UTC	New		10,000.00	
7								10,000.00	Unit	10,000.00	EA	May 28, 2025 UTC	May 28, 2025 UTC	New		10,000.00	



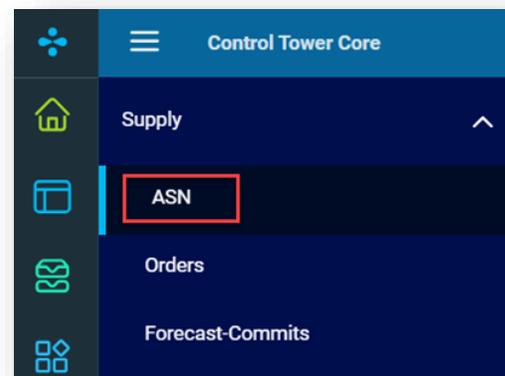
# Luminate Control Tower

## Shipping Notifications

### Details and Usage

Advanced Shipping Notifications (ASN) can be viewed on the ASN page.

1. Open the navigation menu and click on ASN



2. To view an ASN, select it by clicking on the dropdown arrow.

ASN's (1)									Cancel ASN	📅	📊	🔍	⋮
<input type="checkbox"/>		Ship Mode	Ship Id	Supplier Asn Number	No Of Items	Supplier	Confirmed Delivery Qty	Carrier					
<input type="checkbox"/>		Ocean	ASN202405212230301998HTod	15	1	003001	300	Maersk					

3. Shipping notification details will display

ASN's (1)									Cancel ASN	📅	📊	🔍	⋮
<input type="checkbox"/>		Ship Mode	Ship Id	Supplier Asn Number	No Of Items	Supplier	Confirmed Delivery Qty	Carrier					
<input type="checkbox"/>		Ocean	ASN202405212230301998HTod	15	1	003001	300	Maersk					
Ship To (Desc)		Header Confirmed Ship Date	Confirmed Delivery Date	Header State	Ship Status	Supplier Sub Division							
MPROC JUNCOS NEURO-DIABETES		May 5, 2024 CDT	May 15, 2024 CDT	Created	Shipped								
ASN Lines (1)													
Order No	Line No												
4506998301	10_1												
PO Schedule	Line State												
10	Created												
Item Name	Item Description												
M980632	PROXIMAL 11 IN												
Ordered Qty	Confirmed Delivery Qty												
300	300												
Need By Date	Shipment Date												
May 15, 2024 CDT	May 5, 2024 CDT												



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## Shipping Notifications

### Create an ASN (single PO line)

1. You can generate ASNs for confirmed purchase orders directly from the Inbound Orders page.
2. Check the box next to the purchase order or PO lines for which you want to create the ASN.
3. Click on the "Create ASN".

Order No	Supplier	Ingested Date	Header State	Notes	LMD	Enterprise Downloaded	Customer
1402-10065511	1402-1002876	May 2, 2024 UTC	Open	0	Jun 11, 2024 UTC	false	Medtronic

Lines (4)	Documents (0)	ASN's (0)		
All Exceptions	<input type="button" value="Create ASN"/>	<input type="button" value="Confirm OTIF"/>		
Line No	Item	ERP Item	Item Name	Ship From
1	1050600	1050600		1402-1002876
<input checked="" type="checkbox"/>	2	1050600		1402-1002876

4. Review the purchase order (PO) details, select the line by checking the box on the left, and then click "next".

Order No	Line No	Schedule No	Item	Item Name	Ship To	Ship To(Site)	Order Qty	Requested Date	Confirmed Delivery Qty	Shipped Quantity	Confirmed Ship Date	Confirmed Delivery Date
<input checked="" type="checkbox"/>	1402-10065511	2	10	1050600		1402	45,000.00	Jun 6, 2024 MDT	45,000.00	45,000.00	Jun 6, 2024 MDT	Jun 6, 2024 MDT

Selected (1)

5. Review Shipment Details:

- Enter the following details:
  - Carrier
  - Ship Mode (Ocean, Air, Rail, Ground)
  - Supplier ASN Number
  - Booking number
- Click on "Create ASN" after entering the relevant information.
- View the ASN on the ASN's page.

ASN Type:  New  Add to Existing

Ship Id: Auto Generated

Carrier:

Customer: Medtronic

Ship Mode:

Supplier ASN Number:

Booking No:

Ship To (Desc):

Confirmed Ship Date:

Confirmed Delivery Date:

This ASN contains 5 Delivery Schedule across 1 PO's containing 2 Item(s)

# Luminate Control Tower

## Shipping Notifications

### Create an ASN (multiple PO lines)

1. You can generate ASNs for confirmed purchase orders directly from the Inbound Orders page.
2. Check the box next to the purchase order or PO lines for which you want to create the ASN.
3. Click on the "Create ASN".

The screenshot shows the 'Inbound Orders' interface. At the top, there are filters for Order Type (Standard PO), Exceptions (2 Selected), and Status (3 Selected). Below the filters, a table lists Standard POs. Two rows are visible, both with checkboxes in the left margin highlighted by a red box. A 'Create ASN' button is highlighted with a red box in the top right corner of the table area.

Order No.	Supplier	Original Date	Date Encapsule	Order Status	Quantity	ETA
1402-10065510	1402-1000876	May 1, 2024 UTC	0	Confirm OTF	0	Jun 10, 2024 UTC
1402-10065519	1402-1000876	May 2, 2024 UTC	0	Confirm OTF	0	Jun 10, 2024 UTC

4. Review the purchase order (PO) details, select the lines by checking the box on the left, and then click "next".

The screenshot shows the 'Create ASN: Select Delivery Schedules' dialog box. It displays a table with columns for Order No., Line No., Schedule No., Item, Item Name, Ship To, Ship To(Site), Order Qty, Requested Date, Confirmed Delivery Qty, Shipped Quantity, Confirmed Ship Date, and Confirmed Delivery Date. Five rows are visible, all with checkboxes in the left margin highlighted by a red box. A 'Next' button is highlighted with a red box in the bottom right corner.

Order No.	Line No.	Schedule No.	Item	Item Name	Ship To	Ship To(Site)	Order Qty	Requested Date	Confirmed Delivery Qty	Shipped Quantity	Confirmed Ship Date	Confirmed Delivery Date
402-10065510	3	10	85798-00		1402		14,145.00	Jun 6, 2024 MDT	14,145.00	14,145.00	Jun 6, 2024 MDT	Jun 6, 2024 MDT
402-10065519	3	10	87482-00		1402		100,000.00	Jun 6, 2024 MDT	100,000.00	100,000.00	Jun 6, 2024 MDT	Jun 6, 2024 MDT
402-10065519	4	10	87482-00		1402		100,000.00	Jun 6, 2024 MDT	100,000.00	100,000.00	Jun 6, 2024 MDT	Jun 6, 2024 MDT
402-10065519	5	10	87482-00		1402		100,000.00	Jun 6, 2024 MDT	100,000.00	100,000.00	Jun 6, 2024 MDT	Jun 6, 2024 MDT
402-10065519	6	10	87482-00		1402		100,000.00	Jun 6, 2024 MDT	100,000.00	100,000.00	Jun 6, 2024 MDT	Jun 6, 2024 MDT



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## Shipping Notifications

### Create an ASN (multiple PO lines) (continued)

#### 5. Review Shipment Details:

- Enter the following details:
  - Carrier
  - Ship Mode (Ocean, Air, Rail, Ground)
  - Supplier ASN Number
  - Booking number
- Click on "Create ASN" after entering the relevant information.
- View the ASN on the ASN's page.

Create ASN : Provide ASN Details

ASN Type  
 New  Add to Existing

Ship Id  
Auto Generated

Carrier

Customer  
Medtronic

This ASN contains 5 Delivery Schedule across 1 PO's containing 2 Item(s)

Ship Mode  
Road

Ship To (Desc)

Supplier ASN Number

Booking No

Confirmed Ship Date

Confirmed Delivery Date

Back Cancel **Create ASN** Show Summary

### Cancel an ASN

1. To view created ASNs, go to the ASN Page
2. To cancel an open ASN, check the box next to the ASN and click "Cancel ASN" in the top right of the interface.

ASN's

States (0 Selected)

Created

Cancel ASN

<input checked="" type="checkbox"/>	Ship Mode	Ship Id	Supplier Asn Number	No Of Items ↓	Supplier ↓	Confirmed Delivery Qty	Carrier
<input checked="" type="checkbox"/>	Road	ASN20240611001054414eG19m	1402-1002876	2	1402-1002876	414,145	

3. It will ask you to confirm, please click yes to accept.

Cancel ASN

Are you sure you want to cancel the ASN(s) ?

Yes No



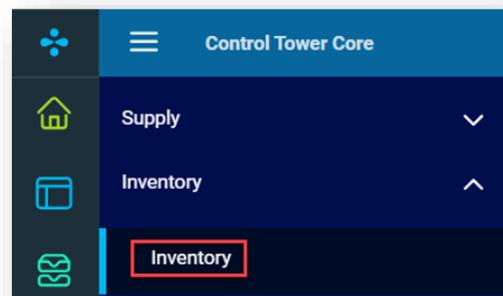
# Luminate Control Tower

## Inventory

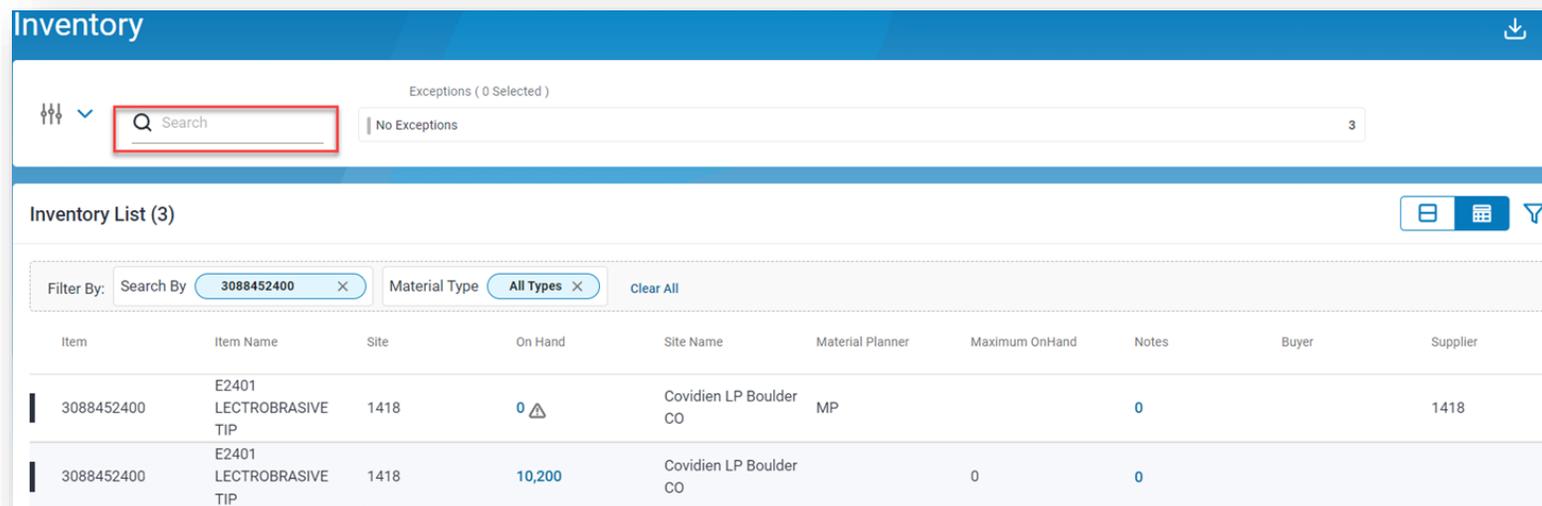
### Details and Usage

LCT enables collaboration between Medtronic and suppliers, allowing them to share inventory levels for various products.

1. Open the navigation menu and click on Inventory



2. To view an Inventory information, click search for the product you want to view the inventory for. The inventory page will show the available stock for each location.

A screenshot of the 'Inventory' page. At the top, there is a search bar with a red box around the search icon and the text 'Search'. Below the search bar, there is a section titled 'Inventory List (3)'. This section contains filter buttons for 'Search By' (with the value '3088452400') and 'Material Type' (with the value 'All Types'). Below the filters is a table with the following columns: Item, Item Name, Site, On Hand, Site Name, Material Planner, Maximum OnHand, Notes, Buyer, and Supplier. The table contains two rows of data.

Item	Item Name	Site	On Hand	Site Name	Material Planner	Maximum OnHand	Notes	Buyer	Supplier
3088452400	E2401 LECTROBRASIVE TIP	1418	0	Covidien LP Boulder CO	MP		0		1418
3088452400	E2401 LECTROBRASIVE TIP	1418	10,200	Covidien LP Boulder CO		0	0		

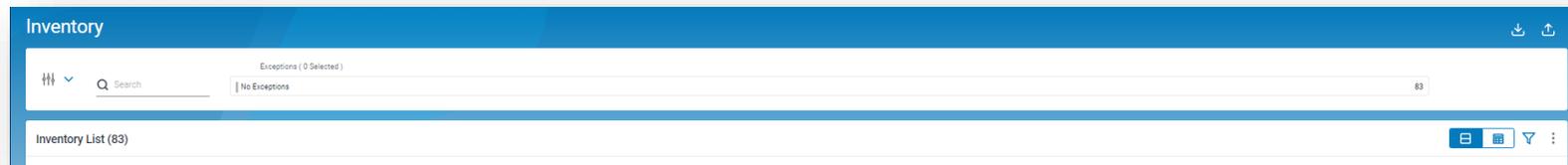
# Luminate Control Tower

## Inventory

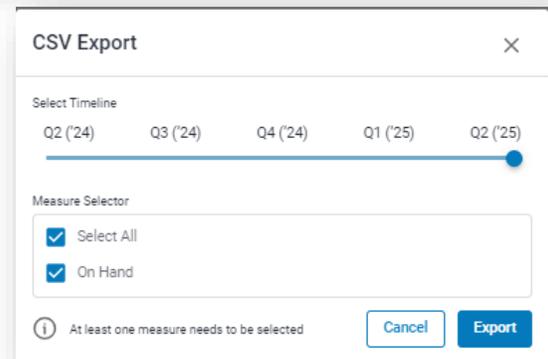
### Mass Upload

LCT also facilitates collaboration on On-Hand Inventory information for both Medtronic and suppliers. The simplest option for suppliers is a mass upload, similar to the Forecast Commits process. Regularly updating your inventory totals is essential for effective collaboration, as this information is used to adjust our internal plans.

1. From the inventory page, apply any searches or filters as desired before downloading the data.
2. Click the  icon in the top right to download the inventory data.



3. Set your timeframe and click "Export".



4. To retrieve your export, go to the Documents page.
5. The inventory export will populate here for retrieval, click download:



6. The document will download and open as an excel spreadsheet for editing.
7. Delete Summary Tab   before uploading.



# Luminate Control Tower

## Inventory

### Mass Upload (continued)

8. Review and enter On Hand Inventory.

Measure	Date	Quantity	Batch	Lot Id	Exception	Expiry	Item	Site	Node Type	Item Owner	Customer	LOB	Site Owner	Process Type
On Hand	06/11/2024	1200.0					10000-37545	1402-1002876	Inventory	Medtronic			1402-1002876	demandSupply
On Hand	06/11/2024	110.0					1402-1050601	1402-1002876	Inventory	Medtronic			1402-1002876	demandSupply
On Hand	06/11/2024	6300.0					1402-10000-12873	1402-1002876	Inventory	Medtronic			1402-1002876	demandSupply
On Hand	06/11/2024	5550.0					96823-00	1402-1002876	Inventory	Medtronic			1402-1002876	demandSupply
On Hand	06/11/2024	4500.0					1402-1050706	1402-1002876	Inventory	Medtronic			1402-1002876	demandSupply

9. Update the current stock quantity per item.

10. Important Notes:

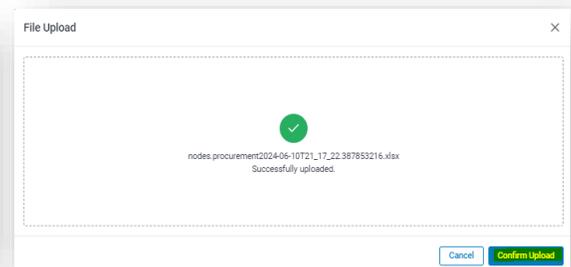
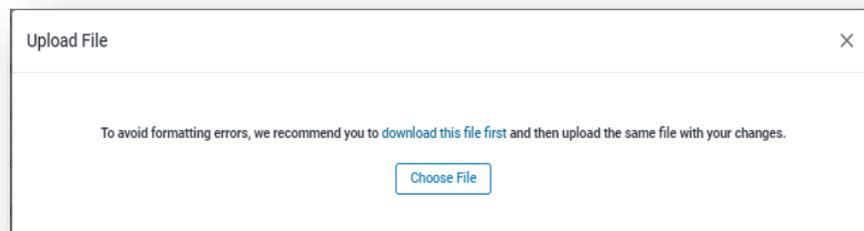
- Don't modify any other fields
- "Site Owner" should have the same value as "Site"

11. Save the file and return to the LCT Inventory page.

12. Click on the  icon to upload the file to LCT.



13. Select your upload file from your desktop and click "Confirm Upload" on the following screen.



14. To review if your upload was successful, return to the Documents tab in LCT.



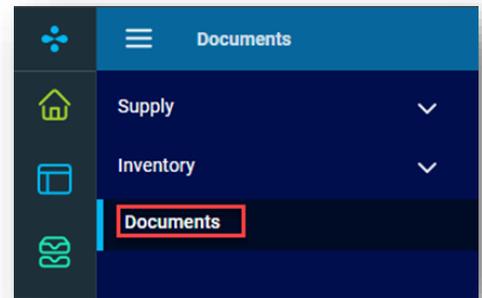
# Luminate Control Tower

## Documents

### Details and Usage

LCT will enable the download and upload of information.

1. Open the navigation menu and click on Documents



2. To download and upload, find the upload and download icons in the right corner of the different pages.



### Document Details

- The "Documents" page contains a list of all uploaded and downloaded files.
- Click on All Files to see the Uploaded and Downloaded Files.
- Select "Download" under Type to download the files.

Documents

Files are retained for 30 days

All Files ▾

- All Files
- Uploaded Files
- Downloaded Files

Type	Object Type	Requested on ↓	Completed on
Upload	Purchase Orders	19 August 2024, 06:01 PM	19 August 2024, 06:01 PM
Download	Purchase Orders	19 August 2024, 06:01 PM	19 August 2024, 06:01 PM
Download	Reasons	19 August 2024, 10:22 AM	19 August 2024, 10:22 AM



# Luminate Control Tower

## Situation Room

### Details and Usage

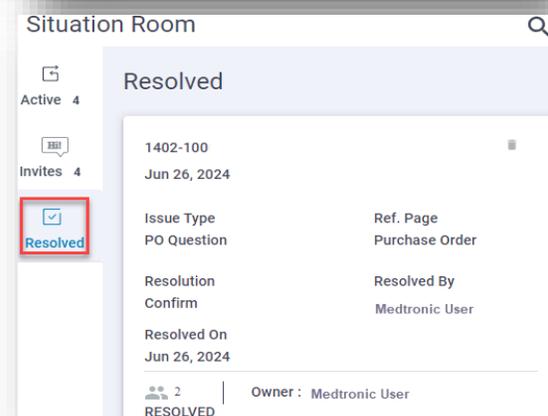
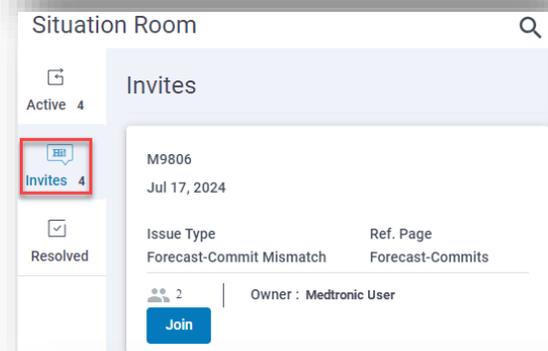
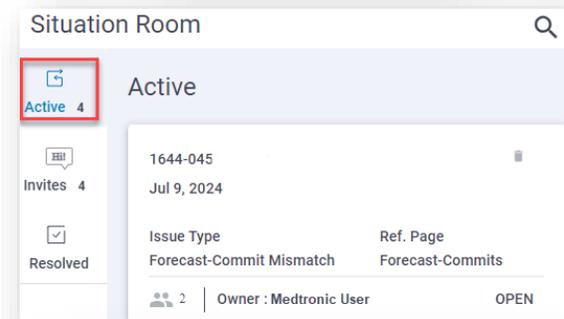
A situation room is a dedicated space where key individuals from Medtronic and supplier representatives can collaborate, share information, and make collective decisions to address a specific situation effectively.

1. Click on the Situation Room Icon at the top right of the page.



### Situation Room Overview

1. Active: The "Active" tab displays the number of active rooms you are part of and provides a quick overview of each room, including participants and the context of the situation being addressed.
2. Invites: You can use the Invites tab to see all the invitations you've received to join an existing room.
3. Resolved: In the "Resolved" tab, you can access the situation rooms that have been resolved. If you created the rooms, you also have the option to delete them.



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## Situation Room

### Create a Situation Room

You can create a situation room from any of the pages in LCT.

1. Go to the corrEnterprise Supply Planningonding details page and choose a data element (Forecast, Purchase Order, Inventory, ASN). Then, click on the "Situation Room Icon" located in the top right corner of the page. (see previous slide)
2. Click on "Create" to create a new situation room.

The screenshot shows the 'Situation Room' interface. On the left is a sidebar with three sections: 'Active 4' (with a square icon), 'Invites 4' (with a person icon), and 'Resolved' (with a checkmark icon). A red box highlights the 'Create' button at the bottom of the sidebar. The main panel is titled 'Invites' and shows details for an invite with ID 'M9806' dated 'Jul 17, 2024'. Below this is a table with two columns: 'Issue Type' and 'Ref. Page'. The 'Issue Type' row contains 'Forecast-Commit Mismatch' and 'Forecast-Commits'. At the bottom of the main panel, there is a 'Join' button and an 'Owner' field.

3. The details related to the data elements will be pre-populated on the new situation room. You can change the "Room Name" if needed and enter a description.
4. Use the rEnterprise Supply Planningective dropdown menus for "Issue Type" and "Add Users" to identify the issue that needs to be addressed and invite others to collaborate in the solution.
5. Click on "Create"

The screenshot shows the 'New Room' form. It has several input fields: 'Room Name \*' with the value '10000-00', 'Description \*' with a text area and '250 Characters Left' indicator, 'Issue Type \*' with a dropdown menu showing 'Select...', and 'Add Users \*' with a dropdown menu showing 'Select...'. At the bottom, there is a table with pre-filled information: 'Item' is '10000-00', 'Supplier Group' is '1402-100', 'Ship To' is '1402', and 'Ship From' is empty. There are 'Cancel' and 'Create' buttons at the bottom right.

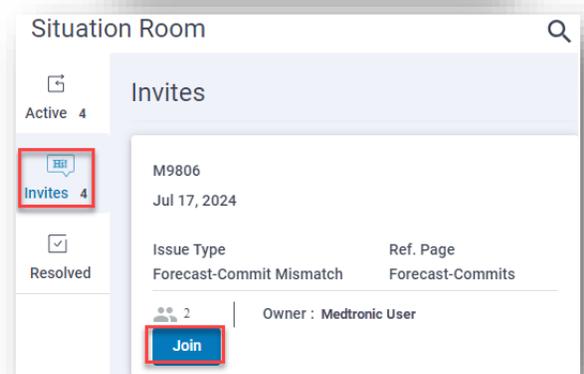


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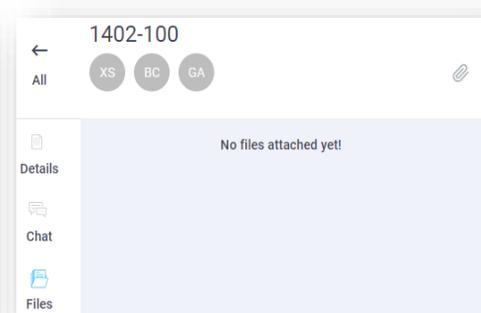
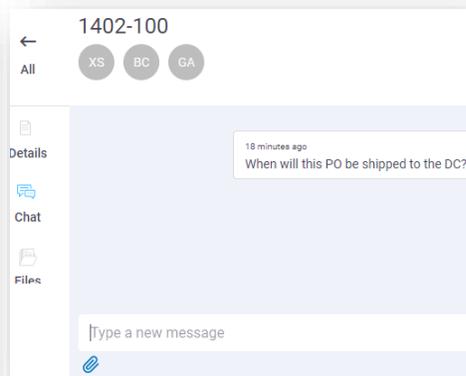
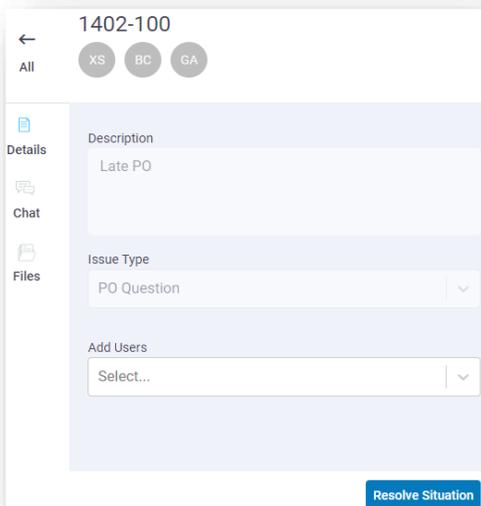
## Situation Room

### Join a Situation Room

1. To join a Situation Room, click on the "Situation Room Icon" at the top right.
2. Then, find the "Invites" section, choose the situation room you want to join, and click "Join".



3. Once you've joined the Situation Room, you'll be able to see details, chats, and files.
  - a) Details: Add more users or resolve the Situation Room.
  - b) Chat: Enter a message and attach files to the room using the paperclip icon.
  - c) Files: Review the previously attached files or add more if needed

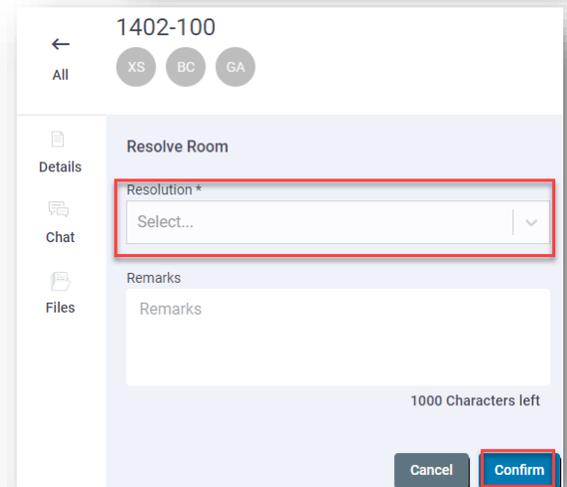
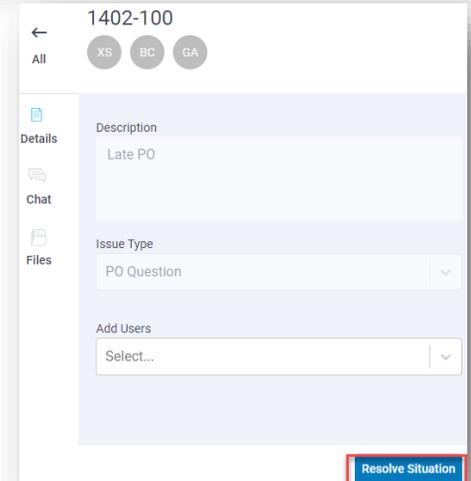


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## Situation Room

### Resolve a Situation Room

1. To “resolve” a Situation Room that you created, select the specific Situation Room you want to resolve from the Active section.
2. Click on “Resolve Situation”
3. Select a “Resolution” from the dropdown menu
4. Click on “Confirm”
5. After the Situation Room has been resolved, all participants will receive a notification.



# Luminate Control Tower

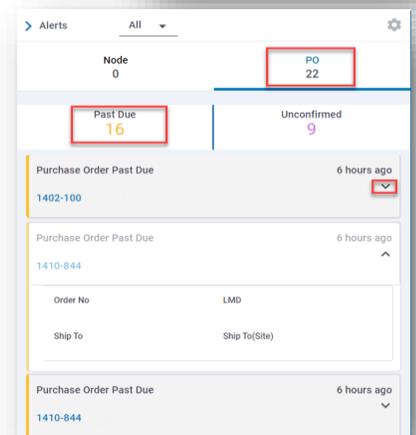
## Alerts and Notifications

### Details and Usage

In LCT, you can set up alerts for specific data elements. To effectively manage your notifications, you can customize the criteria for when you receive alerts. Please note that you can only configure alerts for objects that you have permission to access.

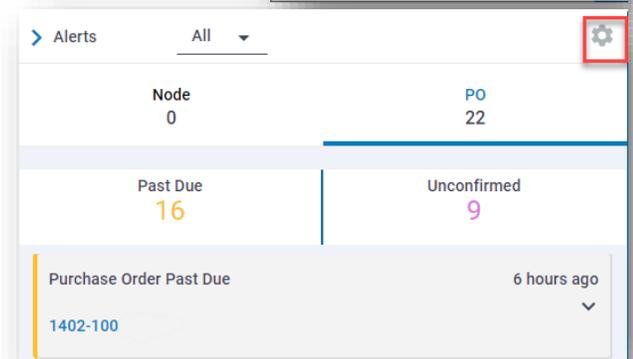
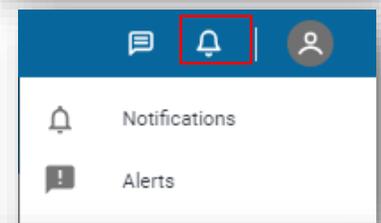
### Access Alerts

1. Click on the Alerts and Notifications icon in the top right corner to display the options.
2. Click on Alerts to display all the alerts.
3. You can select specific tabs to view the alerts.
4. Click on the dropdown arrow to view details for a specific alert



### Set Alert Preferences

1. Click on the Alerts and Notifications icon in the top right corner to display the options.
2. Click on Alerts to display all the alerts.
3. Click on the "Settings" Icon.



# Luminate Control Tower

## Alerts and Notifications

### Set Alert Preferences

1. Choose the category for which you want to set alerts (Forecast Commits, Inventory, Standard purchase orders).
2. Move the toggle button to the right to enable editing.
3. Click on the dropdown arrow to the left of "Define Condition" to set up the alerts for the different options.
4. Select the criteria for the different alerts you would like to receive and enter the corresponding information.
5. Set up Advanced Filters as needed.
6. Choose where to receive the alerts. Please note that "In App" and "Email" are the only available options for alerts.
7. Click Save.

Alert Preferences

Forecast-Commits  2

Forecast-Commits

Inventory 1

Standard Purchase Orders

3 ^ Define Condition

Alert me, If Forecast-Commits with

Exceptions

Revised Forecast x

4 Item Attributes

1402-1040 x Search

Site Attributes

1402 x Search

5  Advanced Filters

Select Field

Where you receive these alerts 6

Push (Mobile)  In App  Email

7

Reset Save

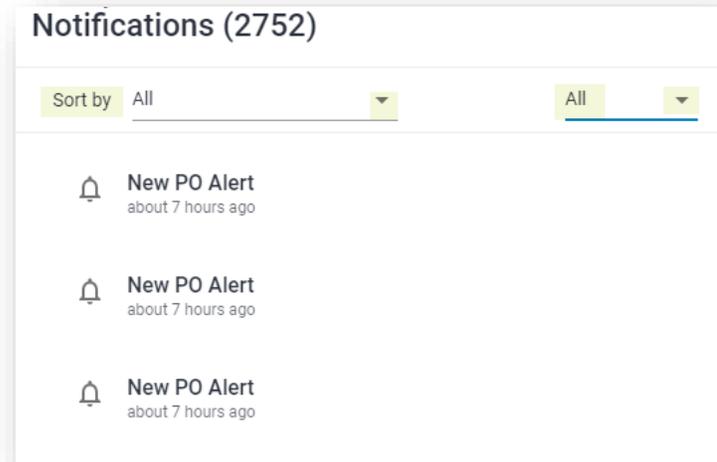
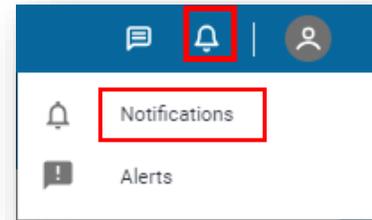


# Luminate Control Tower

## Alerts and Notifications

### Notifications

1. Click on the Alerts and Notifications icon in the top right corner to display the options.
2. Click on Notifications to display all the notifications.
3. Select the Sort By dropdown menu to sort the notifications by category.
4. Click on the All dropdown menu to filter by timeframe.



**Note:** Notifications are generated whenever an alert is created. To minimize the number of notifications, ensure that you configure the alerts according to the information you want to receive.



# Luminate Control Tower

## LCT Macro Setup & Usage Overview

### Macro Objective

This macro is designed to streamline the process of reformatting LCT exports required for uploading data. Once set up, this Excel Macro requires just a few simple clicks to generate formatted templates for LCT uploads.

It has three major functions to enhance efficiency:

- Reformat downloaded files for macro usage.
- Create a Forecast Commit upload file.
- Create a max capacity upload file.

### Macro Applications

#### Create the Marco File

This Macro runs to reformat the exported Forecast file from LCT. This is your starting point to create the other two sheets you will use for uploads.

PERSONAL.XLSB!MakeForecastCommitWorkingfile

#### Create a Forecast Commit upload file

This Macro reformats the Macro File to easily enter your Forecast Commits. This macro will reformat the extracted data in the Macro File to allow for quick and easy entering of Supplier Forecast Commits for reupload back into LCT.

PERSONAL.XLSB!MakeForecastCommitUploadFile

#### Create a max capacity upload file

This Macro reformats the Macro File to easily enter your max capacity. This macro will reformat the extracted data in the Macro File to allow for quick and easy entering of max capacity Commits for reupload back into LCT.

PERSONAL.XLSB!MakeMaxCapacityUploadFile

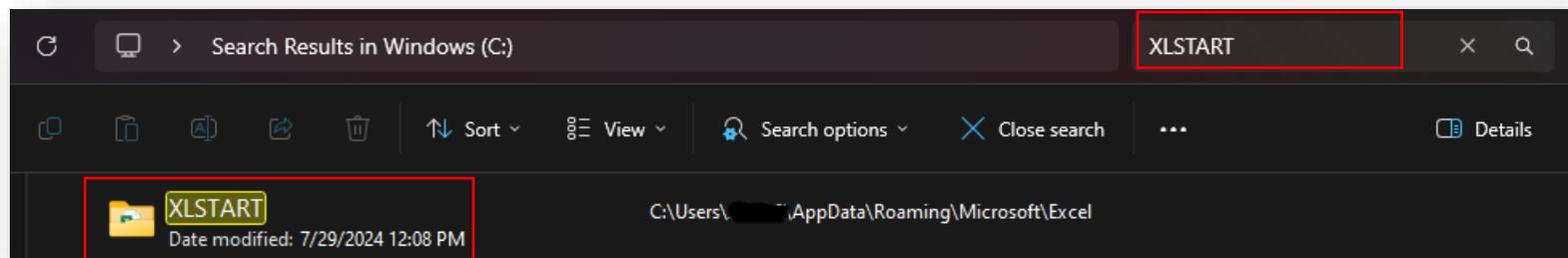


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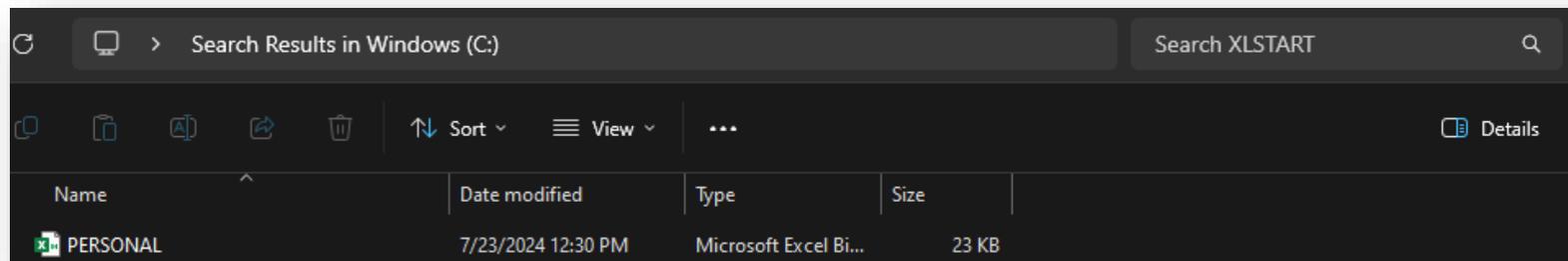
## Installing & Enabling the Macro

### Download & Install

1. Download the provided file: Personal.XLSB (Attached by email)
2. Copy and paste the file into the below path:
  - a) C:\Users\\AppData\Roaming\Microsoft\Excel\XLSTART
  - b) To find, go to your C: drive under "This PC", and search for "XLSTART", it may take a few minutes to appear.

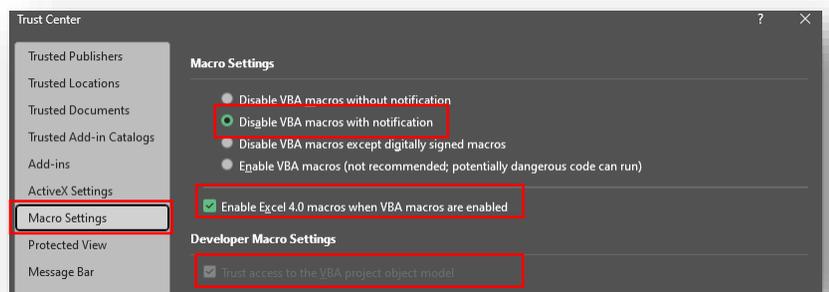


- c) Enter and Paste the file inside this folder



### Enable the Macro

1. Open Microsoft Excel
2. Go to File > Options > Trust Center > Trust Center Settings > Macro Settings
3. Click "Disable VBA macros with notification", and "Enable Excel 4.0 macros when VBA macros are enabled"
4. If necessary, click "Trust access to the VBA project object model"

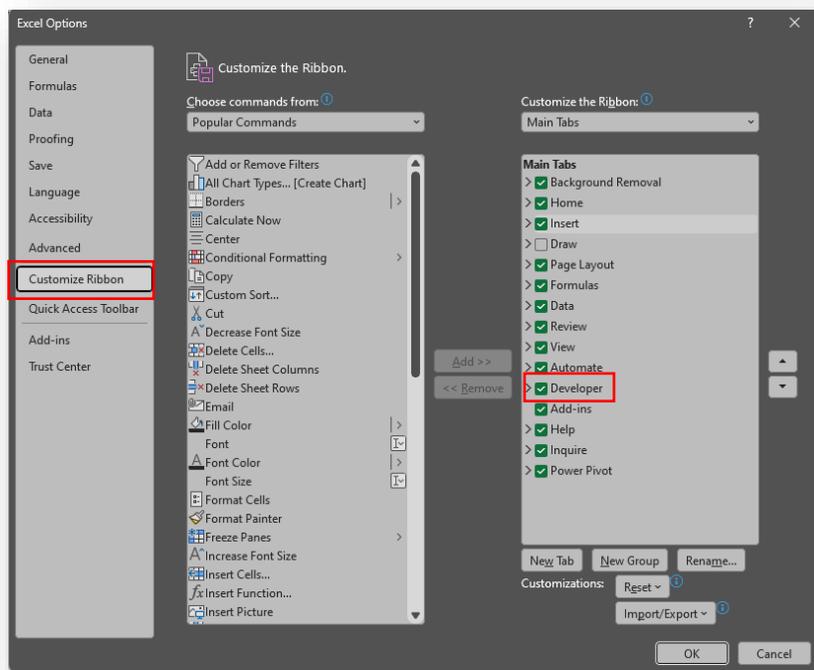


# Luminate Control Tower

## Macro Applications

### Display Developer Tab

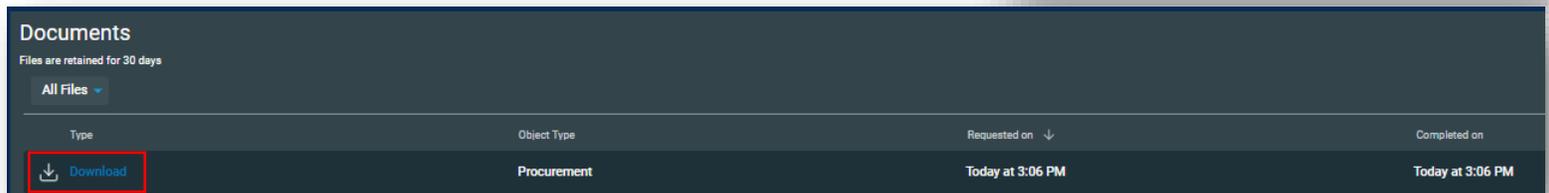
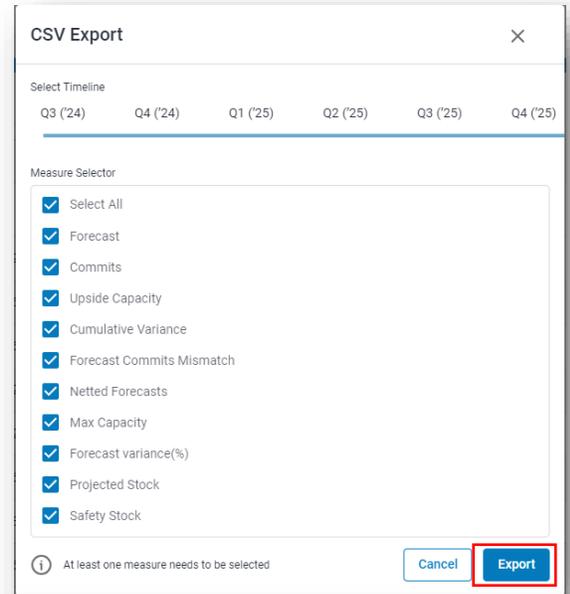
1. If you do not have the Developer Tab visible on your Excel ribbon, please enable it.
  - a) Excel > File > Options > Customize Ribbon and check/enable Developer



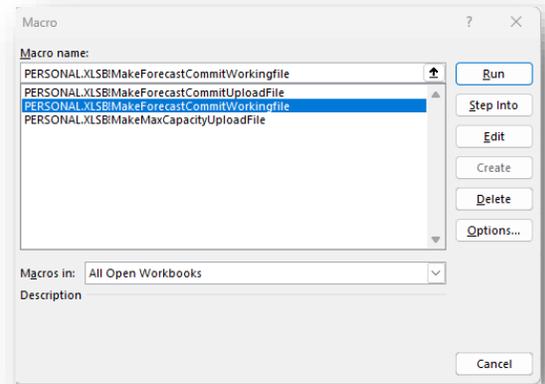
# Luminate Control Tower

## Create the Macro

1. Enter Forecast Commits screen (Here you can apply advanced filters or filter by exceptions if desired)
2. To export all or the filtered selection, click on the  button, top right of the screen.  
button, top right of the screen.
3. A popup allowing you to select measures and timeframe will appear.
4. For creation of the Macro File, we recommend selecting all items and selecting your time frame.  
c) Click export
5. To retrieve your export, go to the Documents Tab.
6. The forecast export will populate here for retrieval, click download:



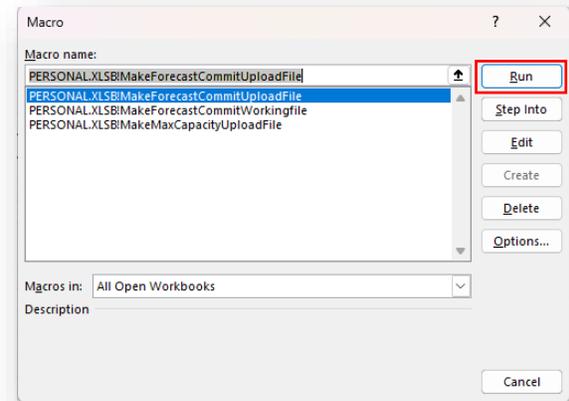
5. Open Excel and Click on Macros under the Developer Tab
6. Select Personal.XLSB!MakeForecastCommitWorkingFile and click run.
7. Select your newly downloaded export file.
8. This will create the Macro File that will be used to make the other two.



# Luminate Control Tower

## Create a Forecast Commit Upload File

1. With your newly created Macro File open, return to the Developer Tab and click Macros.
2. This time, select PERSONAL.XLSB!MakeForecastCommitUploadFile and click Run.
3. The file will be reformatted and ready for Commit Quantity entry.
4. This allows for quick Forecast Commit entries, coinciding with the dates of our forecasted requirements.
  - a) Use this file to upload Forecast Commits back into LCT.



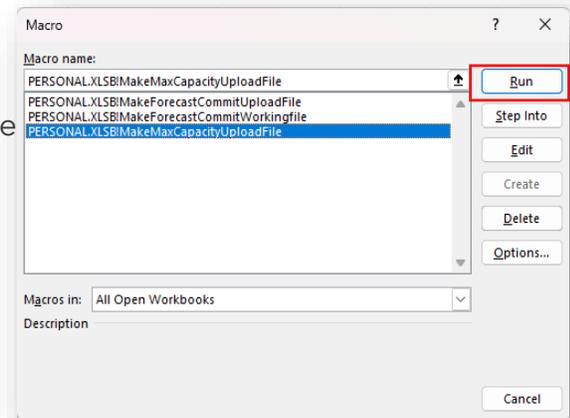
Measure	Date	Quantity	Node Type	Supplier
Commit	02/20/2025	#N/A	procurement	x



# Luminate Control Tower

## Create a max capacity Upload File

1. Return to the previously created Macro File again, view the Developer Tab and click Macros.
2. This time, select PERSONAL.XLSB!MakeMaxCapacityUploadFile and click Run.



3. The file will be reformatted and ready for max capacity entry.

Node Type	Supplier	Quantity	Buyer Code
Max Capacity	x	Enter here	

4. This allows for quick max capacity entries, coinciding with the dates of our forecasted requirements.
  - a) Use this file to upload max capacity back into LCT.

