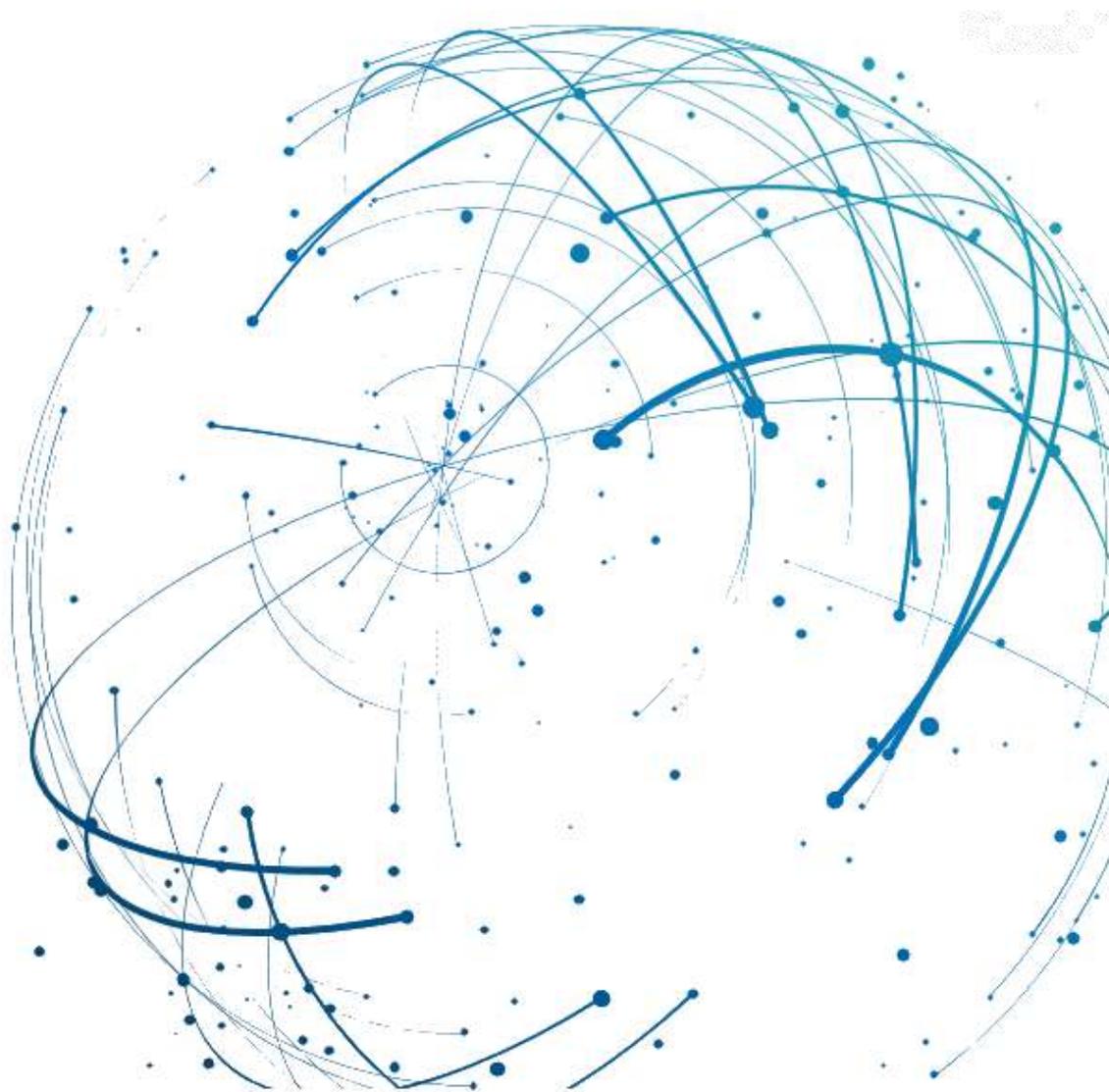


AirSupply

## Training guide for users



**OTD Collaboration**

**June 2025**

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## Index of abbreviations

CMN	Customer Material Number
DA	Despatch Advice
GAD	Goods arrival date
GUI	Graphic User Interface
kB	Kilobyte
KPI	Key Performance Indicator
M2M	Machine to Machine
NCR	New Concession Request
PDF	Printable Document Format
PO	Purchase Order
RD	Last agreed requested date
SMN	Supplier Material Number

## Preamble

The AirSupply training guide is kept generic, and the supplier must comply with his customer scope and specificities. A document "Customer matrix" is available and needs to be considered by the supplier.

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The AirSupply user training guide is composed of 13 modules, one customer matrix and one exercise book. This module is dedicated to OTD Collaboration.

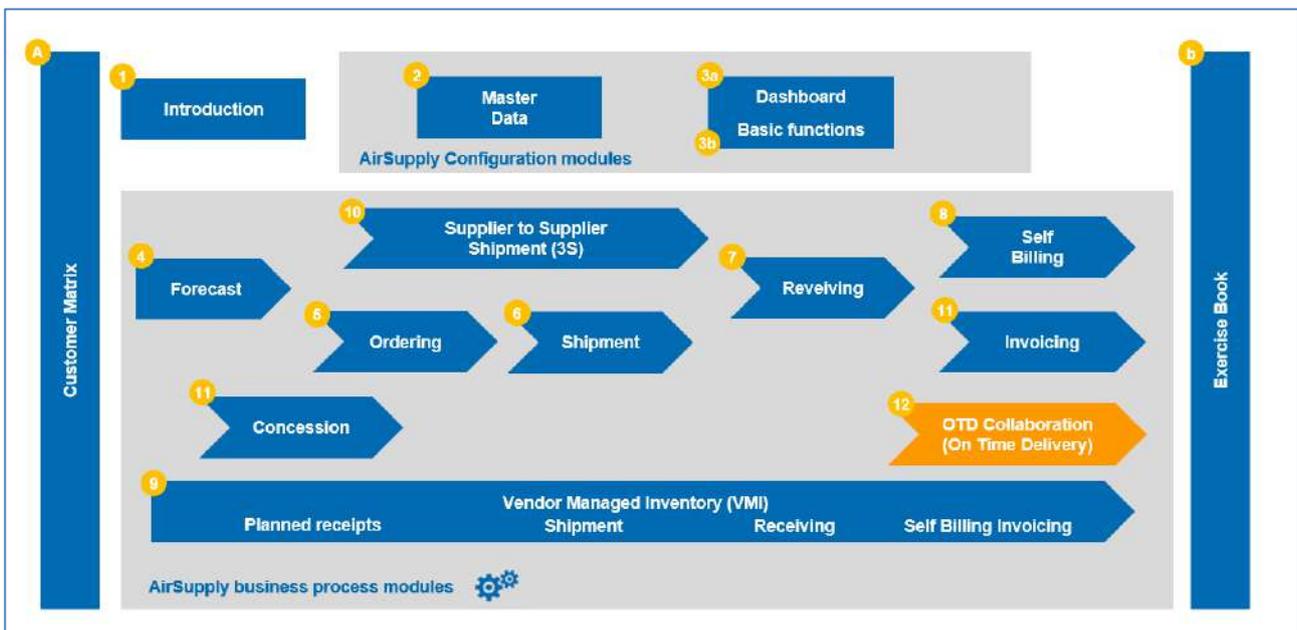


Figure 1: Modules overview

## Objectives of the *OTD Collaboration* module

The 'OTD collaboration (On Time Delivery) training module describes the way an OTD line is created, the actions that are required on customer and supplier side to react and collaborate on the different statuses and the Key Performance Indicators that are a result of the collaboration.

This module also explains how to:

- Collaborate as a supplier and customer
- Download of OTD data
- Send OTD lines via E-Mail
- Filtering OTD KPI results.
- Download OTD KPIs.

At the end of this module, the appendix contains:

- Tables corresponding to OTD screens in AirSupply with the name and description of each column.
- The list of the referenced documents (using the naming convention [RD, number of the referenced document, Title] for example [RD11, Concession]).

# 1 General concepts

## 1.1 Definition

The OTD collaboration process is designed to enable sharing the performance results between customer and supplier and so to improve overall performance especially concerning the punctual delivery.

The aim of this AirSupply module, based on delivery data is to:

- Agree on performance measures
- Eliminate arguments regarding actual performance
- Improve Delivery performance
- Formalize a process to improve data accuracy
- Provide a single face to suppliers

This process includes collaboration between customer and supplier via the AirSupply platform to identify responsibilities and root-causes of unpunctual deliveries.

## 1.2 OTD-Collaboration Business Process Overview

The trigger for the generation of an OTD line, the starting point for the whole OTD Collaboration process, is the status change of a PO Schedule line to 'RECEIVED'. There are two possible ways for this status change. It is either the Goods Receipt process or the PO Update process by the customer:

### 1.2.1 Goods Receipt process triggers status change to 'RECEIVED'

The diagram below shows the main steps of the Goods Receipt process within AirSupply tool as trigger for the PO Status change to 'RECEIVED' and in succession the generation of the OTD line.

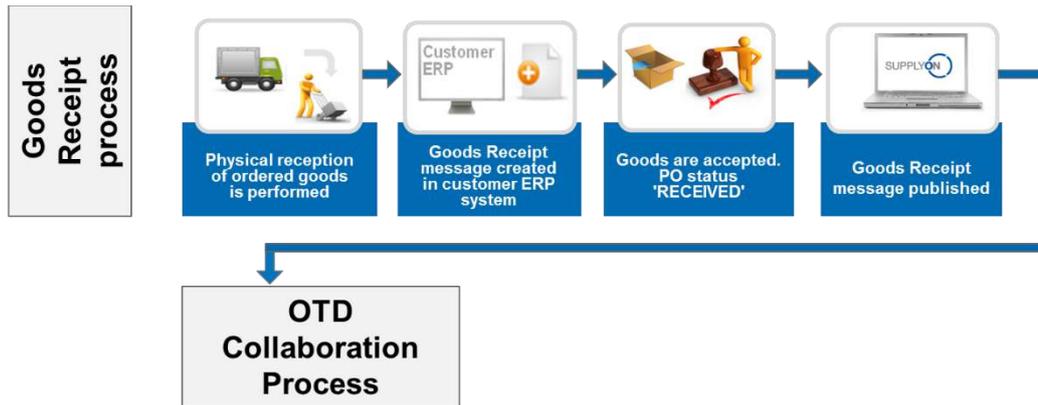


Figure 2: Goods Receipt process

In the Goods Receipt process, first the physical reception is performed, for example in the customer's warehouse. Then a Goods Receipt message is created in the customer ERP system and sent to AirSupply. If the Goods Receipt quantity is equal to the requested quantity, the PO in AirSupply switches to status 'RECEIVED'. This is the trigger for the first step of the OTD Collaboration process, the generation of an OTD line. For a detailed description of the OTD Collaboration process, please refer to chapter 1.2.3.

*Note: If the PO Status is different to 'RECEIVED', that means for example 'PARTIALLY RECEIVED', no OTD line will be generated.*

### 1.2.2 PO Update process triggers status change to 'RECEIVED'

The diagram below shows the main steps of the Purchase Order Update process within AirSupply tool as trigger for the PO Status change to 'RECEIVED' and in succession the generation of the OTD line:

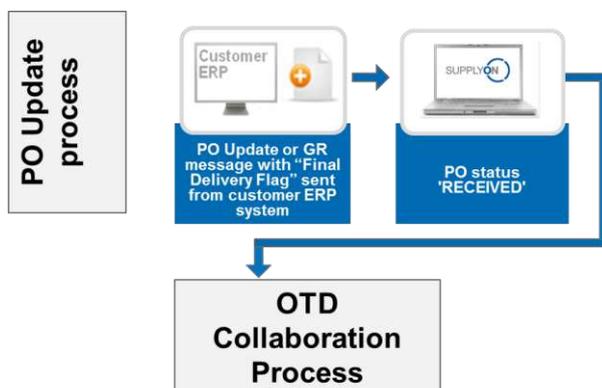


Figure 3: PO Update process

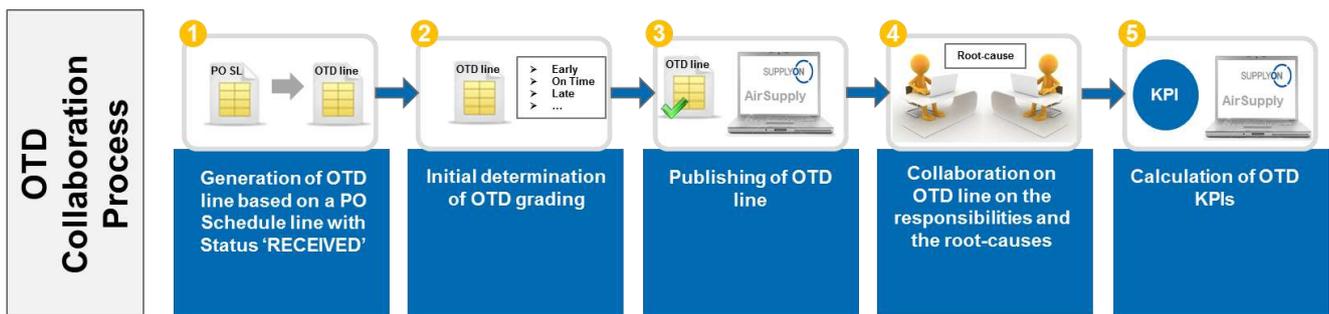
A PO Update message with the “Final Delivery Flag” is created in the customer ERP system and sent to AirSupply. Then the PO Status ‘RECEIVED’ is published in AirSupply application. This is the trigger for the first step of the OTD Collaboration process, the generation of an OTD line. This process is independent from the actual Goods Receipt quantity. It is for example possible that the actual Goods Receipt Quantity is not equal to the requested quantity but nevertheless in this case the PO Status changes to ‘RECEIVED’ because of the “Final delivery Flag”.

For the detailed description of the OTD Collaboration process, please refer to the next chapter.

*Note: The “Final Delivery Flag” can also be sent in a Goods Receipt message by the customer.*

### 1.2.3 OTD Collaboration Process

The diagram below shows the main steps of the entire OTD Collaboration process within AirSupply tool:



First, an OTD line is generated as soon as the PO Schedule line has the status ‘RECEIVED’ (1) and in a second step the system calculates automatically the initial grading (2). If this grading is outside the “On Time delivery Window”, that means “(Very) Early” or “(Very) Late”, then the OTD line is published in a dedicated OTD screen (3). After this data has been published in AirSupply, supplier and customer can collaborate on the OTD results and give their causes and evidence for the unpunctual delivery (4). This collaboration is possible only in a certain timeframe after the publication. Furthermore, AirSupply calculates automatically the main KPI figures for the aggregated OTD lines (5). The result is displayed in a dedicated screen with all aggregated KPI results.

### 1.3 OTD Collaboration principles

#### 1.3.1 Collaboration definition

The term 'collaboration' for the OTD Collaboration module is used to illustrate the relationship between a customer and a supplier and the process by which they can exchange information and causes on a delivery which is not "On Time", that means a delivery which is early or late.

In all cases, the collaboration is performed based on different statuses of an OTD line in AirSupply.

The main status is the 'Overall Collab Status', as follows:

- Overall Collab Status NEW: Supplier action required
- Overall Collab Status OPEN: Customer action required
- Overall Collab Status CLOSED: Final Status, no action required (except Reopen for customer if necessary)
- Overall Collab Status REOPEN: Supplier action required

#### 1.3.2 Collaboration models and status overview

The different collaboration steps and the status can be summarized by the following scheme:

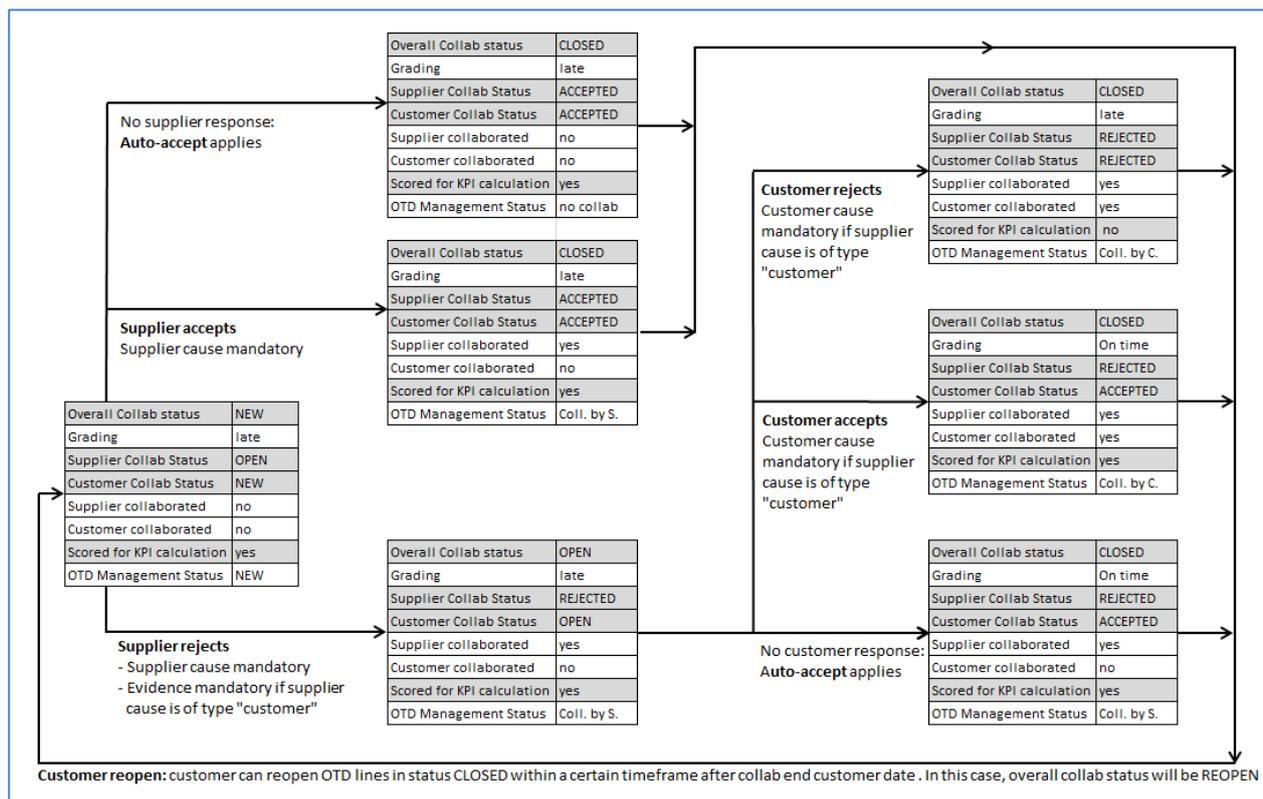


Figure 4: OTD collaboration cycle

The following table explains the different supplier and customer status types and flags linked to the OTD collaboration lifecycle:

Overall Collab status	<p>Indicates the total status of the line.</p> <p><b>NEW:</b> OTD line has been published, but not yet collaborated</p> <p><b>OPEN:</b> collaboration ongoing (supplier has started collaboration, but collaboration is not yet finished)</p> <p><b>CLOSED:</b> collab cycle is closed both for supplier and customer. Customer can reopen (within 60 days, see description <b>customer reopen</b> below)</p> <p><b>REOPEN:</b> OTD line has been reopened (only possible by the customer).</p>
Grading	<p>Indicates the delivery performance of the supplier, calculated by AirSupply based on defined settings for the gradings. Starts with initial grading. Possible values are <b>very early, early, late, very late, on time</b></p>
Supplier Collab Status	<p>Possible values:</p> <p><b>OPEN:</b> supplier can collaborate</p> <p><b>ACCEPTED:</b> line has already been accepted either by supplier collaboration or auto-accept. No supplier action possible</p> <p><b>REJECTED:</b> line has been rejected by supplier. No more supplier action possible.</p>
Customer Collab Status	<p>Possible values:</p> <p><b>NEW:</b> customer to wait for end of supplier collaboration. No customer action possible.</p> <p><b>OPEN:</b> customer can collaborate</p> <p><b>ACCEPTED:</b> line has been accepted either by customer collaboration or auto-accept. Line is closed; no action possible (except reopen).</p> <p><b>REJECTED:</b> line has been rejected by customer. Line is closed; no action possible (except reopen).</p>
Supplier collaborated	<p>Indicates whether supplier has collaborated on this line (flag, YES or NO)</p>
Customer collaborated	<p>Indicates whether customer has collaborated on this line (flag, YES or NO)</p>
Scored for KPI calculation	<p>Determines whether the OTD line shall be considered for KPI calculation (flag, YES or NO)</p>
OTD Management Status	<p>Derived from combination “Supplier collaborated” and “customer collaborated”. Indicates the last party which has collaborated. Rules:</p> <p>Overall status is NEW or REOPEN (neither supplier collaboration nor auto-accept) → <b>NEW</b></p> <p>Neither supplier nor customer has collaborated, and line is closed (supplier auto-accept) → <b>No collaboration</b></p> <p>Supplier has collaborated, but not the customer → <b>Collaborated by Supplier</b></p> <p>Customer has collaborated → <b>Collaborated by Customer</b></p>

Table 1: Different statuses and flags within the OTD collaboration process

## 1.4 OTD KPI

The Key Performance Indicators evaluate mainly the delivery performance of the supplier.

The KPIs are a result of the collaboration and calculated based on the different gradings, statuses and flags that are available for every OTD line. The regarded time frame for the KPI calculation is called “horizon” and is always a full calendar month and aggregated on different levels of customer and supplier company. OTD lines are grouped in a horizon H if the “last agreed requested date” coming from the PO Schedule line is within the calendar month H.

KPI calculation is run daily to reflect changes on OTD lines in the aggregated KPI figures.

OTD calculation comprises the calculation of the basic OTD KPI figures (percentage of deliveries On Time before and after collaboration), but also the figures for collaboration behaviour of supplier and customer.

Furthermore, KPI calculation includes the count of numbers in OTD and PO SL data pool. KPI calculation is not only based on published lines, but also on data which is not visible in the application.

## 2 OTD collaboration cycle and KPI

### 2.1 Initial creation of OTD lines

For the creation of an OTD line, there are some requirements that need to be fulfilled, first the OTD line must be generated, and then a grading needs to be assigned and in a last step it needs to be published.

#### 2.1.1 Generation of OTD lines

The generation of OTD data is always based on the PO schedule line in AirSupply.

An OTD line is generated if following requirements are fulfilled:

- 1<sup>st</sup> requirement:
  - o Customer sends a Goods receipt message that the PO schedule line is fully received or...
  - o Customer sends an Update of the Purchase Order with the “final delivery flag” with a goods receipt date.
- 2<sup>nd</sup> requirement:
  - o The PO Schedule line is marked by the customer as relevant for OTD. The supplier is not able to check in any Purchase Order screen if it is (will be) relevant for OTD in AirSupply.

That means that only a fully received PO Schedule line which is OTD relevant will be generated. These OTD lines are grouped in different horizons that are representing a calendar month.

#### 2.1.2 Initial determination of OTD grading

With generation of an OTD line, the initial grading for the line will be determined, using the settings for the “On Time” definition.

For the determination of the OTD grading the following two values are compared:

- The expected date for the goods arrival (delivery date): The last agreed requested date from the PO Schedule line (abbr. RD)
- The effective goods arrival date: This value is taken from the last received message which indicates the physical goods reception (abbr. GAD)

*Note: If no goods arrival date is transmitted by the customer in the Goods Receipt or PO Update message, then no OTD line will be generated because there is no possibility to determinate a grading.*

The settings for the gradings are always customer specific.

### 2.1.2.1 Standard case

In a standard case, there are three different gradings:

- Early
- On Time
- Late



Figure 5: Different gradings for standard case

*Note: The gradings “Very early” and “Very late” are described in chapter 2.1.2.2.*

RD Last agreed requested date  
 GAD Goods arrival date  
 OF Value for On Time from  
 OT Value for On Time to

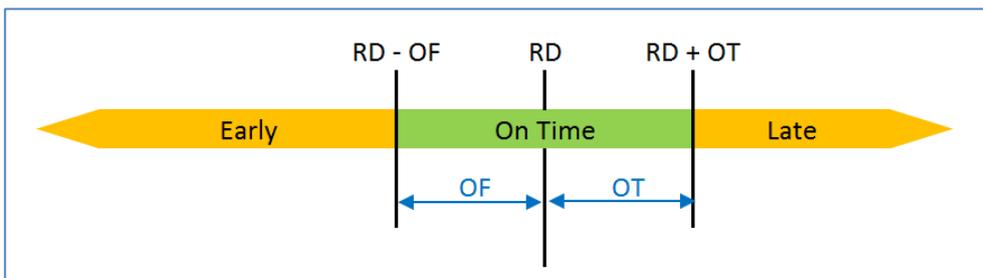


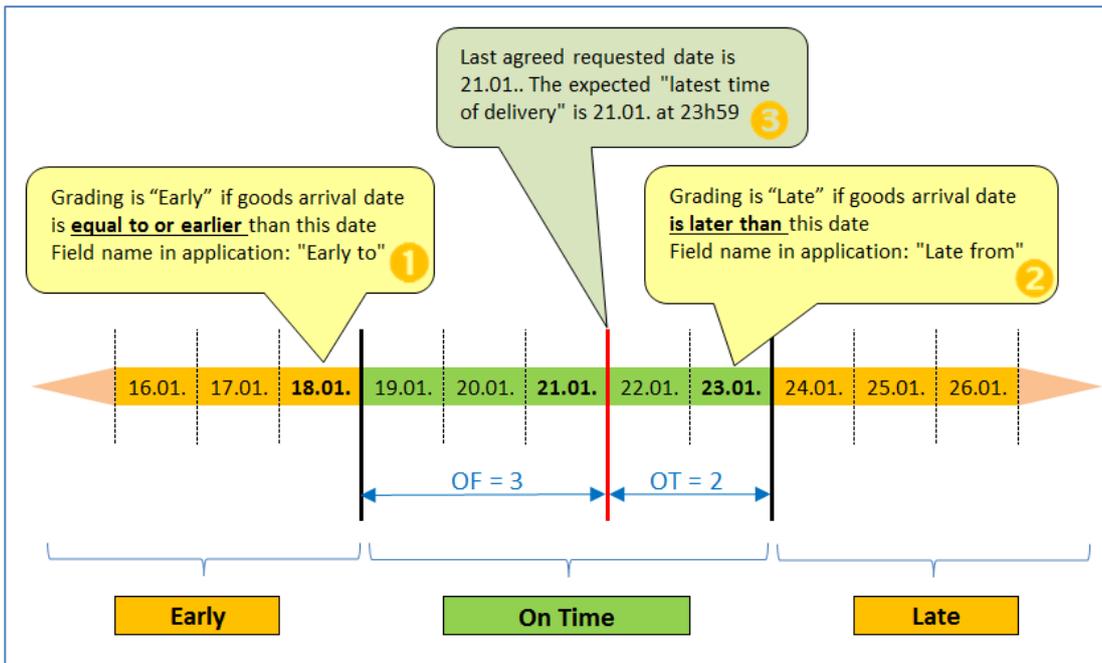
Figure 6: Determination of grading for standard case

#### Example

The setting will then be done for the “On time from” and “On Time to” window.

RD Last agreed requested date 21.01.  
 OF Value for On Time from 3 days  
 OT Value for On Time to 2 days

<b>Early</b> if GAD is equal or earlier than RD - OF	21.01 – 3 days
= Early if GAD is equal or earlier than the	<b>18.01.</b>
<b>On Time</b> if GAD is later than RD - OF	21.01. – 3 days
And if equal or earlier than RD + OT	21.01. + 2 days
= On Time if GAD is between	<b>19.01. - 23.01.</b>
<b>Late</b> if GAD is later than RD + OT	21.01. + 2 days
= Late if GAD is later than the	<b>23.01. (from the 24.01. on)</b>



In the AirSupply application, these timeframes are shown in the screen 'OTD Collaboration'.

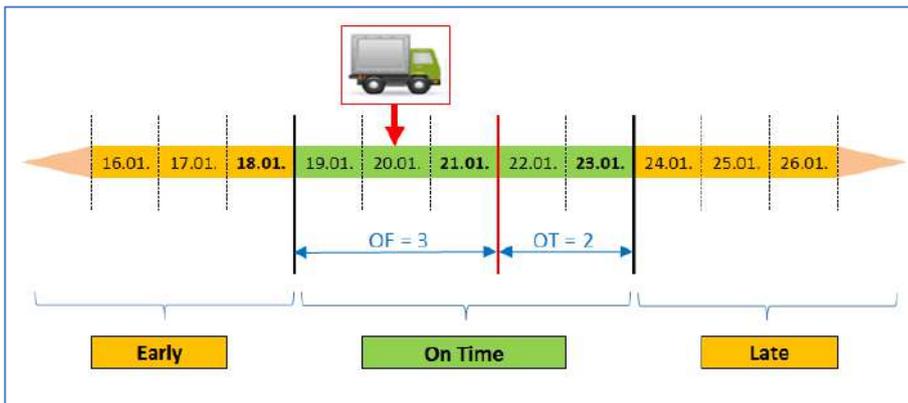
On the following screenshot, you can see the columns "Early to" (1), "Last Agreed Requested Date" (3) and "Late from" (2) for the grading with the mouseovers. Please refer to chapter 3.2.1 to know how to access to this this screen.

The screenshot shows the 'OTD Collaboration' screen in the AirSupply application. It features a search bar at the top and a table of PO lines. The table has columns for PO, PO Line, PO Sch..., Goods Arrival Date, Initial Grading, Grading acc. Collab, and three callout fields: "Early to" (1), "Last Agreed Requested date" (3), and "Late from" (2). The table also includes an "Overall Collab Status" column. The interface includes navigation buttons like "Back", "Send E-Mail", "Download", "Accept", and "Reject". At the bottom, it shows "27 entries" and "Page 1 of 1".

PO	PO Line	PO Sch...	Goods Arrival Date	Initial Grading	Grading acc. Collab	Early to	Last Agreed Requested date	Late from	Overall Collab Status	Very L
TNA-AirbDEF-G-2025...	00080	0001	10.07.2025 15:46:23	VERY LATE	VERY LATE	10.06.2025 23:59:59	17.06.2025 23:59:59	24.06.2025 23:59:59	CLOSED	01.07.
TNA-AirbDEF-G-2025...	00010	0001	16.04.2025 15:48:23	VERY EARLY	DN TIME	06.06.2025 23:59:59	13.06.2025 23:59:59	22.06.2025 23:59:59	CLOSED	29.06
TNA-AirbDEF-G-2025...	00010	0001	21.04.2025 10:19:54	VERY EARLY	VERY EARLY	16.06.2025 23:59:59	18.06.2025 23:59:59	24.06.2025 23:59:59	CLOSED	01.07.
TNA-OTDEMO-2025...	00020	0001	02.07.2025 12:18:19	VERY LATE	DN TIME	29.05.2025 23:59:59	03.06.2025 11:30:00	05.06.2025 23:59:59	CLOSED	12.06.
TNA-OTDEMO-2025...	00020	0001	02.07.2025 12:19:05	VERY LATE	VERY LATE	29.05.2025 23:59:59	03.06.2025 11:30:00	05.06.2025 23:59:59	NEW	12.06.
TNA-OTDEMO-2025...	00020	0001	02.07.2025 12:23:16	VERY LATE	VERY LATE	29.05.2025 23:59:59	03.06.2025 11:30:00	05.06.2025 23:59:59	NEW	12.06.
TNA-AirbDEF-G-2025...	00030	0001	24.05.2025 11:21:40	VERY LATE	VERY LATE	25.04.2025 23:59:59	01.05.2025 23:59:59	05.05.2025 23:59:59	CLOSED	12.05.
TNA-AirbDEF-G-2025...	00040	0001	29.05.2025 11:21:40	VERY LATE	VERY LATE	28.04.2025 23:59:59	02.05.2025 23:59:59	06.05.2025 23:59:59	CLOSED	13.05.
TNA-AirbDEF-G-2025...	00050	0001	03.06.2025 11:21:40	VERY LATE	DN TIME	28.04.2025 23:59:59	03.05.2025 23:59:59	06.05.2025 23:59:59	CLOSED	13.05.
TNA-AirbDEF-G-2025...	00010	0001	16.04.2025 16:36:05	VERY EARLY	VERY EARLY	29.04.2025 23:59:59	05.05.2025 23:59:59	07.05.2025 23:59:59	NEW	14.05.
TNA-AirbDEF-G-2025...	00020	0001	30.03.2025 11:02:30	VERY EARLY	VERY EARLY	15.04.2025 23:59:59	18.04.2025 23:59:59	22.04.2025 23:59:59	CLOSED	29.04.
TNA-AirbDEF-G-2025...	00030	0001	12.05.2025 11:02:30	VERY LATE	VERY LATE	15.04.2025 23:59:59	19.04.2025 23:59:59	22.04.2025 23:59:59	CLOSED	29.04.
TNA-AirbDEF-G-2025...	00040	0001	17.05.2025 11:02:30	VERY LATE	VERY LATE	15.04.2025 23:59:59	20.04.2025 23:59:59	22.04.2025 23:59:59	CLOSED	29.04.
TNA-AirbDEF-G-2025...	00090	0001	22.06.2025 11:02:30	VERY LATE	VERY LATE	16.04.2025 23:59:59	21.04.2025 23:59:59	23.04.2025 23:59:59	REOPEN	01.05.
TNA-AirbDEF-G-2025...	00010	0001	29.03.2025 11:02:30	VERY EARLY	VERY EARLY	14.04.2025 23:59:59	17.04.2025 23:59:59	21.04.2025 23:59:59	CLOSED	28.04.

Note: The requested date from the PO message will normally be stored in AirSupply with the time 23:59:59 as described in this example. (Except the cases where the customer provides already an exact time)

1<sup>st</sup> example: Goods arrival date (GAD) = 20.01.



In this example the Goods Arrival date is inside the “On Time window”. The initial grading will be “On Time” This OTD line will be never visible in the application (Please refer for details to chapter 2.1.3).

2<sup>nd</sup> example: Goods arrival date (GAD) = 24.01.



In this example the Goods Arrival date is after the 23.01.

PO	PO Line	PO Sch...	Goods Arrival Date	Initial Grading	Grading acc. Collab	Early to	Last Agreed Requested date	Late from	Overall Collab Status	Very
TNA-AirbDEF-G-2025...	00050	0001	10.07.2025 15:48:23	VERY LATE	VERY LATE	10.06.2025 23:...	17.08.2025 23:59:59	24.08.2025 2...	CLOSED	01.07
TNA-AirbDEF-G-2025...	00010	0001	16.04.2025 15:48:23	VERY EARLY	ON TIME	06.09.2025 23:...	13.06.2025 23:59:59	22.06.2025 2...	CLOSED	29.06
TNA-AirbDEF-G-2025...	00010	0001	21.04.2025 10:19:54	VERY EARLY	VERY EARLY	16.06.2025 23:...	18.06.2025 23:59:59	24.06.2025 2...	CLOSED	01.07
TNA-OTDDEM0-2025...	00020	0001	02.07.2025 12:18:19	VERY EARLY	ON TIME	28.05.2025 23:...	03.06.2025 11:30:00	05.06.2025 2...	CLOSED	12.08
TNA-OTDDEM0-2025...	00020	0001	24.01.2025 12:18:05	LATE	LATE	28.05.2025 23:...	03.06.2025 11:30:00	05.06.2025 2...	NEW	12.08
TNA-OTDDEM0-2025...	00020	0001	02.07.2025 12:23:18	VERY LATE	VERY LATE	28.05.2025 23:...	03.06.2025 11:30:00	05.06.2025 2...	NEW	12.08
TNA-AirbDEF-G-2025...	00030	0001	24.05.2025 11:21:40	VERY LATE	VERY LATE	26.04.2025 23:...	01.05.2025 23:59:59	05.05.2025 2...	CLOSED	12.05
TNA-AirbDEF-G-2025...	00040	0001	28.05.2025 11:21:40	VERY LATE	VERY LATE	28.04.2025 23:...	02.05.2025 23:59:59	06.05.2025 2...	CLOSED	13.05
TNA-AirbDEF-G-2025...	00050	0001	03.06.2025 11:21:40	VERY LATE	ON TIME	28.04.2025 23:...	03.05.2025 23:59:59	06.05.2025 2...	CLOSED	13.05
TNA-AirbDEF-G-2025...	00010	0001	16.04.2025 16:36:05	VERY EARLY	VERY EARLY	28.04.2025 23:...	05.05.2025 23:59:59	07.05.2025 2...	NEW	14.05
TNA-AirbDEF-G-2025...	00020	0001	30.03.2025 11:02:30	VERY EARLY	VERY EARLY	15.04.2025 23:...	18.04.2025 23:59:59	22.04.2025 2...	CLOSED	28.04
TNA-AirbDEF-G-2025...	00030	0001	12.05.2025 11:02:30	VERY LATE	VERY LATE	15.04.2025 23:...	19.04.2025 23:59:59	22.04.2025 2...	CLOSED	28.04
TNA-AirbDEF-G-2025...	00040	0001	17.05.2025 11:02:30	VERY LATE	VERY LATE	15.04.2025 23:...	20.04.2025 23:59:59	22.04.2025 2...	CLOSED	29.04
TNA-AirbDEF-G-2025...	00050	0001	22.05.2025 11:02:30	VERY LATE	VERY LATE	16.04.2025 23:...	21.04.2025 23:59:59	23.04.2025 2...	REOPEN	01.05
TNA-AirbDEF-G-2025...	00010	0001	28.03.2025 11:02:30	VERY EARLY	VERY EARLY	14.04.2025 23:...	17.04.2025 23:59:59	21.04.2025 2...	CLOSED	28.04

1 Goods Arrival date on the 24.01.

2 The Initial Grading is “LATE”

### 2.1.2.2 Extended case

Depending on the customer settings, in an extended case, there are also up to five different grading possible:

- Very early
- Early
- On Time
- Late
- Very Late

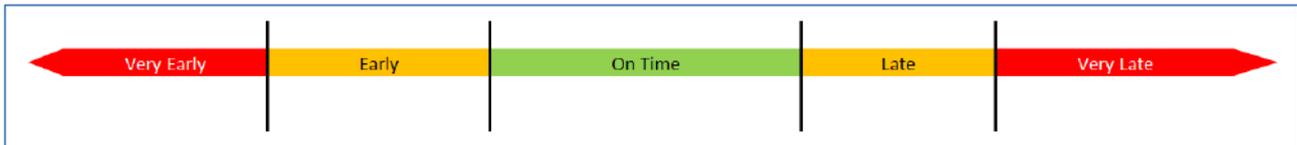


Figure 7: Different grading for extended case

RD Last agreed requested date  
 GAD Goods arrival date  
 E Value for Early  
 OF Value for On Time from  
 OT Value for On Time to  
 L Value for Late

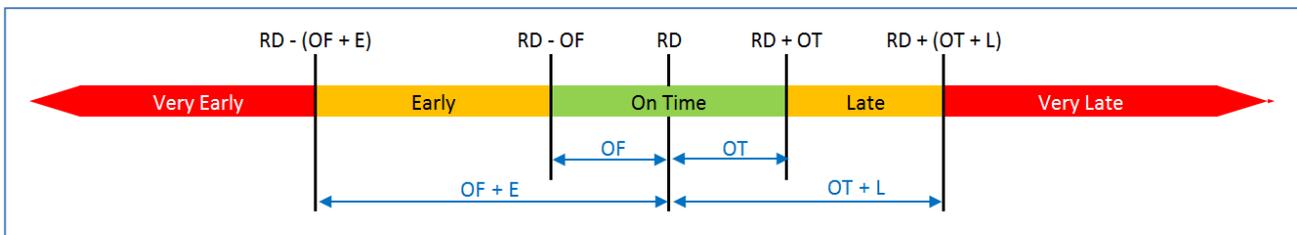


Figure 8: Determination of grading for extended case

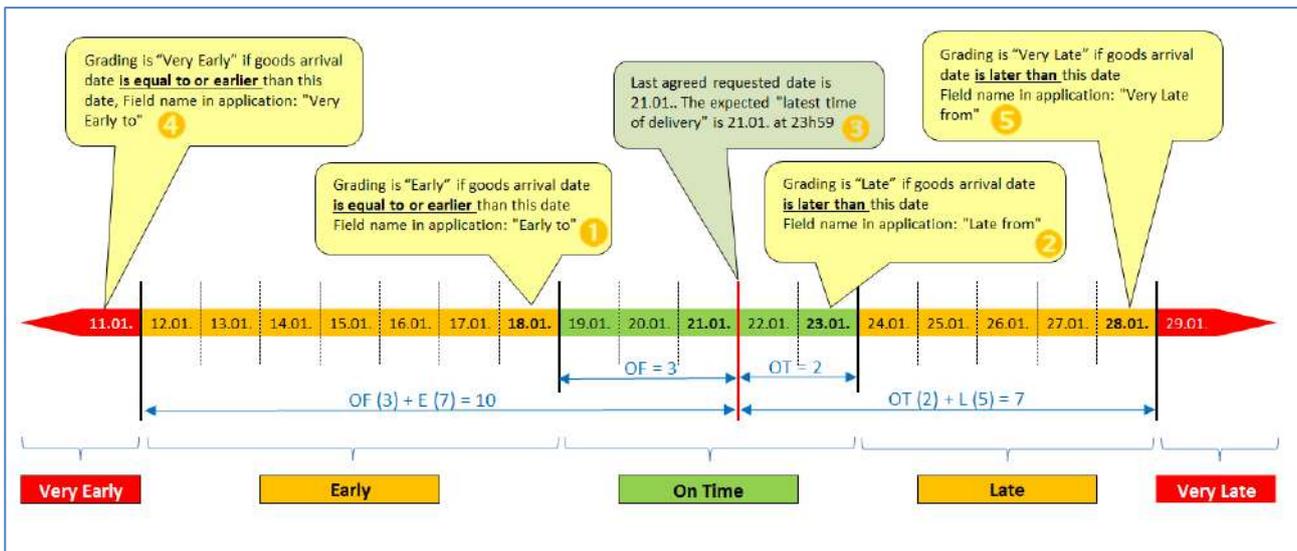
#### Example

The setting will then be done for the “On time from”, “On Time to”, “Early” and “Late” window.

RD Last agreed requested date 21.01.  
 E Value for Early 7 days  
 OF Value for On Time from 3 days  
 OT Value for On Time to 2 days  
 L Value for Late 5 days

<b>Very Early</b> if GAD is equal or earlier than $RD - (OF + E)$	$21.01. - (3 + 7 \text{ days})$
= Very Early if GAD is <b>equal or earlier</b> than the	<b>11.01.</b>
<b>Early</b> if GAD is equal or earlier than $RD - OF$	$21.01 - 3 \text{ days}$
And if later than $RD - (OF + E)$	$21.01. - (3 + 7 \text{ days})$
= Early if GAD is <b>between</b>	<b>12.11. – 18.11.</b>
<b>On Time</b> if GAD is later than $RD - OF$	$21.01. - 3 \text{ days}$
And if equal or earlier than $RD + OT$	$21.01. + 2 \text{ days}$

= On Time if GAD is between	<b>19.01. - 23.01.</b>
<b>Late</b> if GAD is later than RD + OT	21.01. + 2 days
And if earlier or equal than RD + (OT + L)	21.01. + (2 + 5 days)
= Late if GAD is between	<b>24.01. – 28.01.</b>
<b>Very Late</b> if GAD is later than RD + (OT + L)	21.01. + (2 + 5 days)
= Late if GAD is later than the	<b>28.01. (from the 29.01. on)</b>



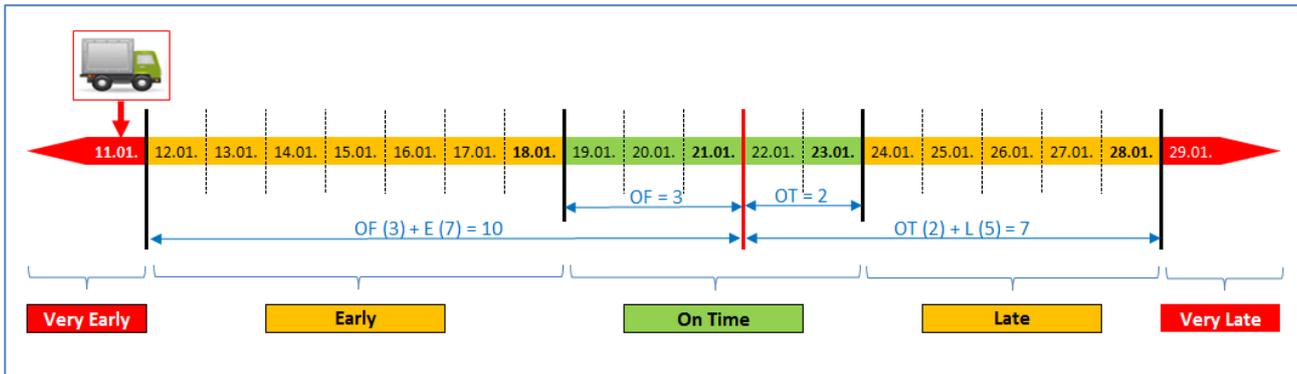
In the AirSupply application, these timeframes are shown in the screen 'OTD Collaboration'. On the following screenshot, you can see the columns "Very Early to" (4), "Early to" (1), "Last Agreed Requested Date" (3), "Late from" (2) and "Very Late from" (5) for the grading with the mouseovers. Please refer to chapter 3.2.1 to know how to access to this this screen.

The screenshot shows the 'OTD Collaboration' interface with a table of goods arrival data. The table columns include PO, PO Line, PO Sch..., Goods Arrival Date, Initial Grading, and five grading-related columns: Very Early to, Early to, Last Agreed Requested date, Late from, and Very Late from. Callouts 1 through 5 point to these columns.

PO	PO Line	PO Sch...	Goods Arrival Date	Initial Grading	Very Early to	Early to	Last Agreed Requested date	Late from	Very Late from	Grading ac
TNA-AirbDEF-G-2025...	00050	0001	10.07.2025 15:46:23	VERY LATE	30.05.2025 23:59...	10.06.2025 23:...	17.06.2025 23:59:59	24.06.2025 2...	01.07.2025 23:59:...	VERY LAT
TNA-AirbDEF-G-2025...	00010	0001	16.04.2025 15:46:23	VERY EARLY	28.05.2025 23:59...	06.08.2025 23:...	13.06.2025 23:59:59	22.06.2025 2...	29.06.2025 23:59:...	ON TIME
TNA-AirbDEF-G-2025...	00010	0001	21.04.2025 10:16:54	VERY EARLY	05.08.2025 23:59...	16.08.2025 23:...	18.06.2025 23:59:59	24.08.2025 2...	01.07.2025 23:59:...	VERY EAR
TNA-OTDEMO-2025...	00020	0001	02.07.2025 12:16:19	VERY LATE	20.05.2025 23:59...	29.05.2025 23:...	03.06.2025 11:30:00	05.08.2025 2...	12.06.2025 23:59:...	ON TIME
TNA-OTDEMO-2025...	00020	0001	02.07.2025 12:19:05	VERY LATE	20.05.2025 23:59...	29.05.2025 23:...	03.06.2025 11:30:00	05.08.2025 2...	12.06.2025 23:59:...	VERY LAT
TNA-OTDEMO-2025...	00020	0001	02.07.2025 12:23:16	VERY LATE	20.05.2025 23:59...	29.05.2025 23:...	03.06.2025 11:30:00	05.08.2025 2...	12.06.2025 23:59:...	VERY LAT
TNA-AirbDEF-G-2025...	00030	0001	24.05.2025 11:21:40	VERY LATE	16.04.2025 23:59...	25.04.2025 23:...	01.05.2025 23:59:59	05.05.2025 2...	12.05.2025 23:59:...	VERY LAT
TNA-AirbDEF-G-2025...	00040	0001	29.05.2025 11:21:40	VERY LATE	17.04.2025 23:59...	28.04.2025 23:...	02.05.2025 23:59:59	08.05.2025 2...	13.05.2025 23:59:...	VERY LAT
TNA-AirbDEF-G-2025...	00050	0001	03.06.2025 11:21:40	VERY LATE	17.04.2025 23:59...	28.04.2025 23:...	03.05.2025 23:59:59	08.05.2025 2...	13.05.2025 23:59:...	ON TIME
TNA-AirbDEF-G-2025...	00010	0001	16.04.2025 16:36:05	VERY EARLY	18.04.2025 23:59...	29.04.2025 23:...	05.05.2025 23:59:59	07.05.2025 2...	14.05.2025 23:59:...	VERY EAR
TNA-AirbDEF-G-2025...	00020	0001	30.03.2025 11:02:30	VERY EARLY	04.04.2025 23:59...	15.04.2025 23:...	18.04.2025 23:59:59	22.04.2025 2...	29.04.2025 23:59:...	VERY EAR
TNA-AirbDEF-G-2025...	00030	0001	12.05.2025 11:02:30	VERY LATE	04.04.2025 23:59...	15.04.2025 23:...	19.04.2025 23:59:59	22.04.2025 2...	29.04.2025 23:59:...	VERY LAT
TNA-AirbDEF-G-2025...	00040	0001	17.05.2025 11:02:30	VERY LATE	04.04.2025 23:59...	15.04.2025 23:...	20.04.2025 23:59:59	22.04.2025 2...	29.04.2025 23:59:...	VERY LAT
TNA-AirbDEF-G-2025...	00050	0001	22.05.2025 11:02:30	VERY LATE	07.04.2025 23:59...	16.04.2025 23:...	21.04.2025 23:59:59	23.04.2025 2...	01.05.2025 23:59:...	VERY LAT
TNA-AirbDEF-G-2025...	00010	0001	29.03.2025 11:02:30	VERY EARLY	03.04.2025 23:59...	14.04.2025 23:...	17.04.2025 23:59:59	21.04.2025 2...	28.04.2025 23:59:...	VERY EAR

### 1<sup>st</sup> example

Goods arrival date (GAD) = 11.01.



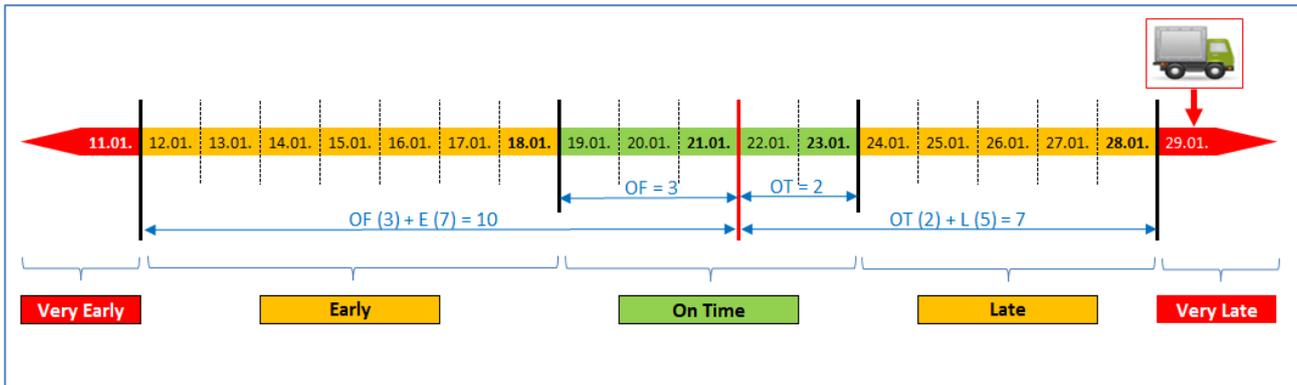
In this example the Goods Arrival date is equal earlier than the 11.01.

PO	PO Line	PO Sch...	Goods Arrival Date	Initial Grading	Grading acc. Collab	Early to	Last Agreed Requested date	Late from	Overall Collab Status	Very I
TNA-AirbDEF-G-2025...	00050	0001	10.07.2025 15:48:23	VERY LATE	VERY LATE	10.08.2025 23:...	17.06.2025 23:59:59	24.08.2025 2...	CLOSED	01.07.
TNA-AirbDEF-G-2025...	00010	0001	16.04.2025 16:46:23	VERY EARLY	ON TIME	08.06.2025 23:...	13.06.2025 23:59:59	22.08.2025 2...	CLOSED	29.08.
TNA-AirbDEF-G-2025...	00010	0001	21.04.2025 10:19:54	VERY EARLY	VERY EARLY	18.06.2025 23:...	18.06.2025 23:59:59	24.08.2025 2...	CLOSED	01.07.
TNA-OTDEMO-2025...	00020	0001	02.07.2025 12:16:19	VERY LATE	ON TIME	29.05.2025 23:...	03.08.2025 11:30:00	05.08.2025 2...	CLOSED	12.06.
TNA-OTDEMO-2025...	00020	0001	11.01.2025 12:19:05	VERY EARLY	VERY EARLY	29.05.2025 23:...	03.08.2025 11:30:00	05.08.2025 2...	NEW	12.06.
TNA-OTDEMO-2025...	00020	0001	02.07.2025 12:23:16	VERY LATE	VERY LATE	29.05.2025 23:...	03.08.2025 11:30:00	05.08.2025 2...	NEW	12.06.
TNA-AirbDEF-G-2025...	00030	0001	24.05.2025 11:21:40	VERY LATE	VERY LATE	25.04.2025 23:...	01.05.2025 23:59:59	05.05.2025 2...	CLOSED	12.05.
TNA-AirbDEF-G-2025...	00040	0001	29.05.2025 11:21:40	VERY LATE	VERY LATE	28.04.2025 23:...	02.05.2025 23:59:59	06.05.2025 2...	CLOSED	13.05.
TNA-AirbDEF-G-2025...	00050	0001	03.08.2025 11:21:40	VERY LATE	ON TIME	28.04.2025 23:...	03.05.2025 23:59:59	06.05.2025 2...	CLOSED	13.05.
TNA-AirbDEF-G-2025...	00010	0001	16.04.2025 16:36:05	VERY EARLY	VERY EARLY	29.04.2025 23:...	05.05.2025 23:59:59	07.05.2025 2...	NEW	14.05.
TNA-AirbDEF-G-2025...	00020	0001	30.03.2025 11:02:30	VERY EARLY	VERY EARLY	15.04.2025 23:...	18.04.2025 23:59:59	22.04.2025 2...	CLOSED	29.04.
TNA-AirbDEF-G-2025...	00030	0001	12.05.2025 11:02:30	VERY LATE	VERY LATE	15.04.2025 23:...	19.04.2025 23:59:59	22.04.2025 2...	CLOSED	29.04.
TNA-AirbDEF-G-2025...	00040	0001	17.05.2025 11:02:30	VERY LATE	VERY LATE	16.04.2025 23:...	20.04.2025 23:59:59	22.04.2025 2...	CLOSED	29.04.
TNA-AirbDEF-G-2025...	00050	0001	22.05.2025 11:02:30	VERY LATE	VERY LATE	16.04.2025 23:...	21.04.2025 23:59:59	23.04.2025 2...	REOPEN	01.05.
TNA-AirbDEF-G-2025...	00010	0001	29.03.2025 11:02:30	VERY EARLY	VERY EARLY	14.04.2025 23:...	17.04.2025 23:59:59	21.04.2025 2...	CLOSED	28.04.

- ① Goods Arrival date on the 11.01.
- ② The Initial Grading is "VERY EARLY"

2<sup>nd</sup> example

Goods arrival date (GAD) = 29.01.



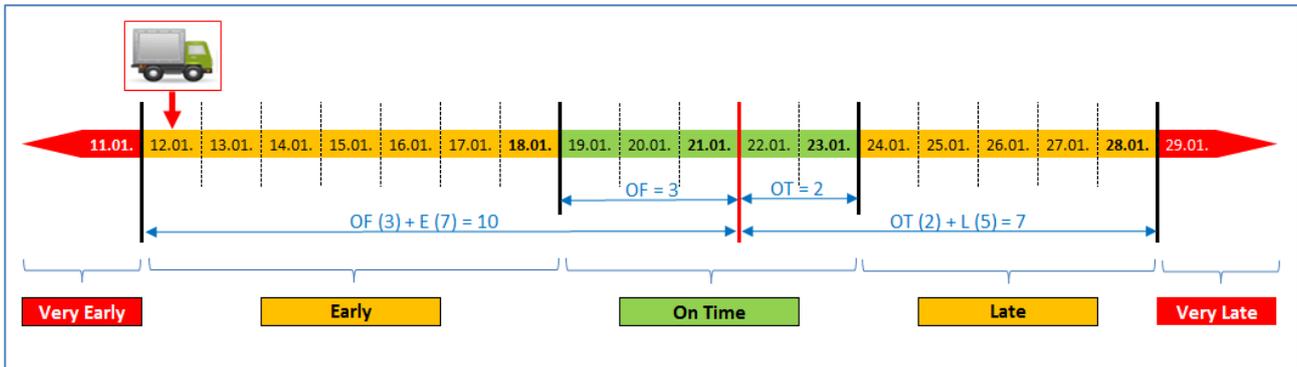
In this example the Goods Arrival date is after the 28.01.

PO	PO Line	PO Sch...	Goods Arrival Date	Initial Grading	Grading acc. Collab	Early to	Last Agreed Requested date	Late from	Overall Collab Status	Very t
TNA-AirbDEF-G-2025...	00050	0001	10.07.2025 15:48:23	VERY LATE	VERY LATE	10.08.2025 23:...	17.06.2025 23:59:59	24.06.2025 2...	CLOSED	01.07.
TNA-AirbDEF-G-2025...	00010	0001	16.04.2025 16:46:23	VERY EARLY	ON TIME	06.06.2025 23:...	13.06.2025 23:59:59	22.06.2025 2...	CLOSED	29.06.
TNA-AirbDEF-G-2025...	00030	0001	21.04.2025 10:19:54	VERY EARLY	VERY EARLY	16.06.2025 23:...	18.06.2025 23:59:59	24.06.2025 2...	CLOSED	01.07.
TNA-OTDEMO-2025...	00020	0001	02.07.2025 12:16:19	VERY LATE	ON TIME	29.05.2025 23:...	03.06.2025 11:30:00	05.06.2025 2...	CLOSED	12.06.
TNA-OTDEMO-2025...	00020	0001	29.01.2025 12:19:05	VERY LATE	VERY LATE	29.05.2025 23:...	03.06.2025 11:30:00	05.06.2025 2...	NEW	12.06.
TNA-OTDEMO-2025...	00020	0001	02.07.2025 12:23:16	VERY LATE	VERY LATE	29.06.2025 23:...	03.06.2025 11:30:00	05.06.2025 2...	NEW	12.06.
TNA-AirbDEF-G-2025...	00030	0001	24.05.2025 11:21:40	VERY LATE	VERY LATE	25.04.2025 23:...	01.05.2025 23:59:59	05.05.2025 2...	CLOSED	12.05.
TNA-AirbDEF-G-2025...	00040	0001	29.05.2025 11:21:40	VERY LATE	VERY LATE	29.04.2025 23:...	02.05.2025 23:59:59	06.05.2025 2...	CLOSED	13.05.
TNA-AirbDEF-G-2025...	00050	0001	03.06.2025 11:21:40	VERY LATE	ON TIME	28.04.2025 23:...	03.05.2025 23:59:59	06.05.2025 2...	CLOSED	13.05.
TNA-AirbDEF-G-2025...	00010	0001	16.04.2025 16:36:06	VERY EARLY	VERY EARLY	29.04.2025 23:...	05.05.2025 23:59:59	07.05.2025 2...	NEW	14.05.
TNA-AirbDEF-G-2025...	00020	0001	30.03.2025 11:02:30	VERY EARLY	VERY EARLY	15.04.2025 23:...	18.04.2025 23:59:59	22.04.2025 2...	CLOSED	29.04.
TNA-AirbDEF-G-2025...	00030	0001	12.05.2025 11:02:30	VERY LATE	VERY LATE	15.04.2025 23:...	19.04.2025 23:59:59	22.04.2025 2...	CLOSED	29.04.
TNA-AirbDEF-G-2025...	00040	0001	17.05.2025 11:02:30	VERY LATE	VERY LATE	16.04.2025 23:...	20.04.2025 23:59:59	22.04.2025 2...	CLOSED	29.04.
TNA-AirbDEF-G-2025...	00050	0001	22.05.2025 11:02:30	VERY LATE	VERY LATE	16.04.2025 23:...	21.04.2025 23:59:59	23.04.2025 2...	REOPEN	01.05.
TNA-AirbDEF-G-2025...	00010	0001	29.03.2025 11:02:30	VERY EARLY	VERY EARLY	14.04.2025 23:...	17.04.2025 23:59:59	21.04.2025 2...	CLOSED	28.04.

- 1 Goods Arrival date on the 29.01.
- 2 The Initial Grading is "VERY LATE"

### 3<sup>rd</sup> example

Goods arrival date (GAD) = 12.01.



In this example the Goods Arrival date is earlier or equal than the 18.01. and, or later than the 11.01.

PO	PO Line	PO Sch...	Goods Arrival Date	Initial Grading	Grading acc. Collab	Early to	Last Agreed Requested date	Late from	Overall Collab Status	Very t
TNA-AirbDEF-G-2025...	00050	0001	10.07.2025 15:48:23	VERY LATE	VERY LATE	10.08.2025 23:...	17.06.2025 23:59:59	24.08.2025 2...	CLOSED	01.07.
TNA-AirbDEF-G-2025...	00010	0001	16.04.2025 16:46:23	VERY EARLY	ON TIME	06.06.2025 23:...	13.06.2025 23:59:59	22.08.2025 2...	CLOSED	29.08.
TNA-AirbDEF-G-2025...	00010	0001	21.04.2025 10:19:54	VERY EARLY	VERY EARLY	18.06.2025 23:...	18.06.2025 23:59:59	24.08.2025 2...	CLOSED	01.07.
TNA-OTDEMO-2025...	00020	0001	02.07.2025 12:16:19	VERY LATE	ON TIME	29.05.2025 23:...	03.08.2025 11:30:00	05.08.2025 2...	CLOSED	12.06.
TNA-OTDEMO-2025...	00020	0001	12.01.2025 12:19:05	EARLY	EARLY	29.05.2025 23:...	03.08.2025 11:30:00	05.08.2025 2...	NEW	12.06.
TNA-OTDEMO-2025...	00020	0001	02.07.2025 12:23:16	VERY LATE	VERY LATE	29.05.2025 23:...	03.08.2025 11:30:00	05.08.2025 2...	NEW	12.06.
TNA-AirbDEF-G-2025...	00030	0001	24.05.2025 11:21:40	VERY LATE	VERY LATE	25.04.2025 23:...	01.05.2025 23:59:59	06.05.2025 2...	CLOSED	12.05.
TNA-AirbDEF-G-2025...	00040	0001	29.05.2025 11:21:40	VERY LATE	VERY LATE	29.04.2025 23:...	02.05.2025 23:59:59	06.05.2025 2...	CLOSED	13.05.
TNA-AirbDEF-G-2025...	00050	0001	03.08.2025 11:21:40	VERY LATE	ON TIME	28.04.2025 23:...	03.05.2025 23:59:59	06.05.2025 2...	CLOSED	13.05.
TNA-AirbDEF-G-2025...	00010	0001	16.04.2025 16:36:05	VERY EARLY	VERY EARLY	29.04.2025 23:...	05.05.2025 23:59:59	07.05.2025 2...	NEW	14.05.
TNA-AirbDEF-G-2025...	00020	0001	30.03.2025 11:02:30	VERY EARLY	VERY EARLY	15.04.2025 23:...	18.04.2025 23:59:59	22.04.2025 2...	CLOSED	29.04.
TNA-AirbDEF-G-2025...	00030	0001	12.05.2025 11:02:30	VERY LATE	VERY LATE	15.04.2025 23:...	19.04.2025 23:59:59	22.04.2025 2...	CLOSED	29.04.
TNA-AirbDEF-G-2025...	00040	0001	17.06.2025 11:02:30	VERY LATE	VERY LATE	15.04.2025 23:...	20.04.2025 23:59:59	22.04.2025 2...	CLOSED	29.04.
TNA-AirbDEF-G-2025...	00050	0001	22.05.2025 11:02:30	VERY LATE	VERY LATE	16.04.2025 23:...	21.04.2025 23:59:59	23.04.2025 2...	REOPEN	01.05.
TNA-AirbDEF-G-2025...	00010	0001	29.03.2025 11:02:30	VERY EARLY	VERY EARLY	14.04.2025 23:...	17.04.2025 23:59:59	21.04.2025 2...	CLOSED	28.04.

- 1 Goods Arrival date on the 12.01.
- 2 The Initial Grading is "EARLY".

### 2.1.3 Publishing of OTD lines

After the determination of the OTD grading, the system publishes the OTD lines. For that it is checked whether the delivery of the goods was inside or outside the “On time delivery” window. If the delivery was outside the “On Time delivery” window, the OTD line is generated based on the PO SL information and published in OTD collaboration screen.

- Delivery is “On Time” → OTD line is not published. These OTD lines are never visible for the user within the AirSupply application.
- Delivery is **not** “On Time”, delivery is either “(very) early” or “(very) late” → OTD line will be published. Only after the publication the line is visible for the user within the AirSupply application. These OTD lines are subject of the next chapters.

### 2.1.4 Update of OTD line

If certain fields in the PO schedule line are updated, the already published OTD line is updated accordingly or cancelled (removed).

Following situations are possible for example:

- The Goods receipt is cancelled, and then an OTD line is removed automatically.
- The customer changed the requested quantity or date, then the status of the PO changes to Customer Change Order Request (CCOR), and then an OTD line is removed automatically.
- The supplier changed the requested quantity or date, then the status of the PO changes to Supplier Change Order Request (SCOR), and then an OTD line is removed automatically.
- A Purchase Order which is not relevant for OTD, and which is sent again with the flag ‘OTD relevant’ so the OTD line will be generated.

## 2.2 OTD Collaboration Cycle and workflow

### 2.2.1 Collaboration periods

Collaboration on OTD lines is only possible in a defined timeframe. For the collaboration cycles, a calendar will define the time windows when supplier or customers are able to collaborate on OTD lines. This calendar defines for each month (in which the OTD line is published) the end date for supplier collaboration and the end date for customer collaboration. This calendar can be defined by each customer. If no collaboration takes place within the defined time windows, there will be an auto-accept.

Collaboration start for supplier:

- Collaboration for supplier starts with the publishing of an OTD line in AirSupply = date when the OTD line gets the overall collab status “NEW” (or REOPEN in case that OTD line has been reopened by customer).

Collaboration start for customer:

- Collaboration for customer starts if supplier rejected the OTD line before, otherwise the OTD line was closed.

In this example of calendar, the collab end dates are listed for each calendar month. Both end dates will be displayed in the OTD collab screen for each OTD line (please refer to chapter 3.5.1. for more details). Collab end is always the end of the day.

Date of status new/open (either new imported or reopened) in month:	Collab. end supplier	Collab. end customer	Collab end date customer REOPEN (60 days after Collab End Date Customer)
12.2014	09.01.2015	16.01.2015	16.01.2015 + 60 days
01.2015	13.02.2015	20.02.2015	20.02.2015 + 60 days
02.2015	13.03.2015	20.03.2015	20.03.2015 + 60 days
03.2015	10.04.2015	17.04.2015	17.04.2015 + 60 days
04.2015	08.05.2015	15.05.2015	15.05.2015 + 60 days
05.2015	12.06.2015	19.06.2015	19.06.2015 + 60 days
06.2015	10.07.2015	17.07.2015	17.07.2015 + 60 days
07.2015	11.09.2015	18.09.2015	18.09.2015 + 60 days
08.2015	11.09.2015	18.09.2015	18.09.2015 + 60 days
09.2015	09.10.2015	16.10.2015	16.10.2015 + 60 days
10.2015	13.11.2015	20.11.2015	20.11.2015 + 60 days
11.2015	11.12.2015	18.12.2015	18.12.2015 + 60 days
12.2015	15.01.2016	22.01.2016	22.01.2016 + 60 days

Table 2: Example of collaboration calendar

### Example 1

An OTD line is published on the 10.12.2014

- According to the collaboration periods the supplier has time until the 09.01.2015 either to accept or reject the OTD line.
- The supplier rejects the OTD line on the 20.12.2014
- According to the collaboration periods the customer has time until the 16.01.2015 either to accept or reject the OTD line.
- The customer accepts the OTD line on the 14.01.2015
- According to the collaboration periods the customer has the possibility until 60 days after the 16.01.2015 to reopen the OTD line.

### Example 2

An OTD line is published on the 30.01.2015

- According to the collaboration periods the supplier has time until the 13.02.2015 either to accept or reject the OTD line.
- The supplier rejects the OTD line on the 12.02.2015
- According to the collaboration periods the customer has time until the 20.02.2015 either to accept or reject the OTD line.
- The customer accepts the OTD line on the 19.02.2015
- According to the collaboration periods the customer has the possibility until 60 days after the 20.02.2015 to reopen the OTD line.

### Example 3

An OTD line is published on the 30.01.2015

- According to the collaboration periods the supplier has time until the 13.02.2015 either to accept or reject the OTD line.
- The supplier does not react until the 13.02.2015.
- The OTD line is automatically accepted.
- According to the collaboration periods the customer has the possibility until 60 days after the 20.02.2015 to reopen the OTD line.

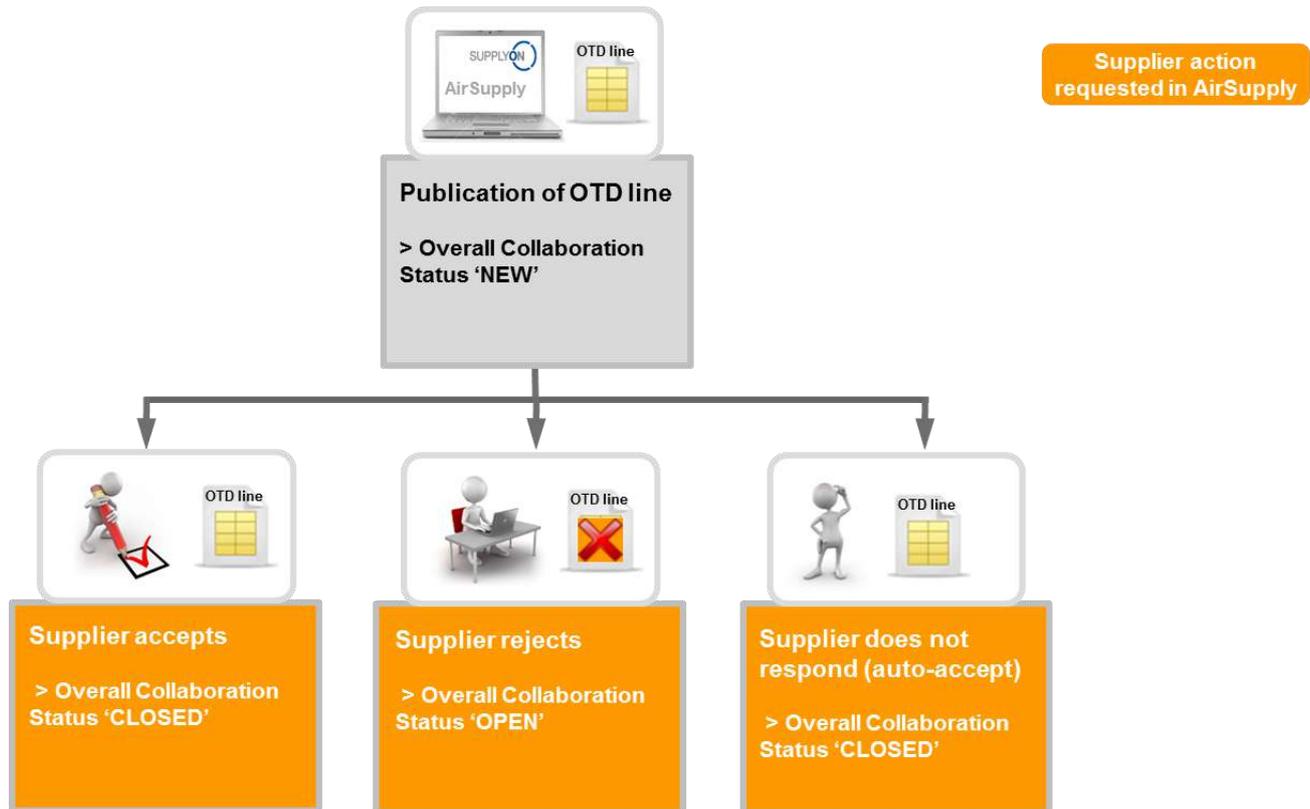
### Example 4

An OTD line is published on the 01.02.2015

- According to the collaboration periods the supplier has time until the 13.03.2015 either to accept or reject the OTD line.
- The supplier rejects the OTD line on the 13.03.2015.
- According to the collaboration periods the customer has time until the 20.03.2015 either to accept or reject the OTD line.
- The customer accepts the OTD line on the 19.03.2015
- According to the collaboration periods the customer has the possibility until 60 days after the 20.03.2015 to reopen the OTD line.

## 2.2.2 Supplier Actions on Overall Collaboration Status 'NEW'

When the OTD line is published in AirSupply, it takes the Overall Collaboration status 'NEW'. In status 'NEW', no action is possible on customer side. The supplier must react:

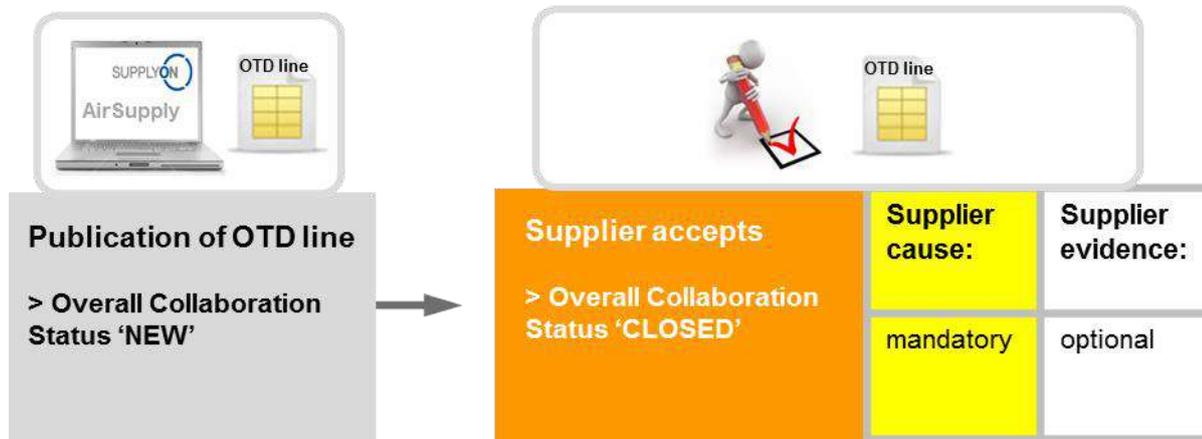


When an OTD line has the status 'NEW', the supplier must react in the following ways:

- Accept the OTD line and grading.
- Reject the OTD line and grading.
- If the supplier does not react, there is an auto-accept.

*Note: There is one possible case that an OTD line is directly published with the 'Overall Collab Status' 'CLOSED'. It is possible that the customer does not allow the supplier to collaborate on OTD lines. In this case, no supplier action is possible and the OTD line is treated automatically as if the supplier does not respond (auto-accept).*

2.2.2.1 The supplier accepts



If the supplier accepts the initial grading, then he accepts the OTD line status. To perform this action, it is mandatory to enter a cause and optional to enter evidence of the acceptance. At the end the Overall Collaboration Status changes from 'NEW' to 'CLOSED' and the Supplier/Customer Collab Status to 'ACCEPTED'.

All the new statuses can be extracted from the following table (example with initial grading = late):

Overall Collab status	CLOSED
Grading	Late
Supplier Collab Status	ACCEPTED
Customer Collab Status	ACCEPTED
Supplier collaborated	Yes
Customer collaborated	No
Scored for KPI calculation	Yes
OTD Management Status	Coll. by S.

Table 3: Statuses after the supplier accepts

The Overall Collaboration Status 'CLOSED' is the final status and no more action is required.

2.2.2.2 The supplier rejects



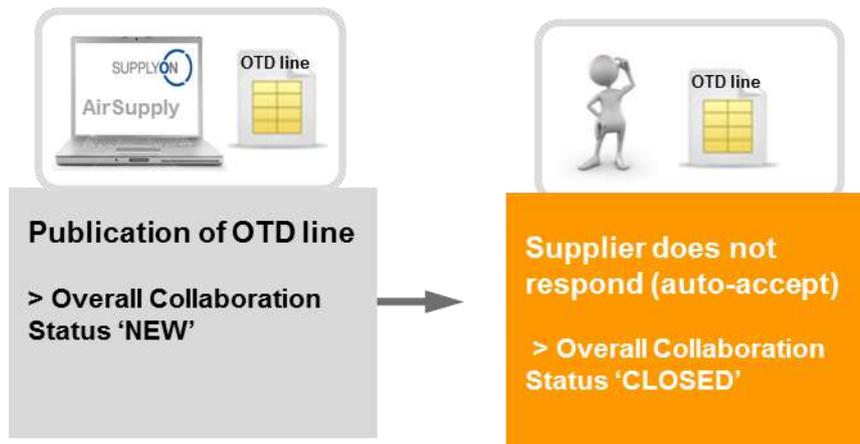
If the supplier does not accept the initial grading, then he rejects the OTD line. To perform this action, it is mandatory to enter a cause. If this is a cause “type customer” (that means that it was the customers fault), then in addition it is mandatory to enter evidence of the rejection, otherwise this is only optional. At the end the Overall Collaboration status changes from ‘NEW’ to ‘OPEN’. The supplier Collab Status changes to ‘REJECTED’ and the Customer Collab status to ‘OPEN’

All the new statuses can be extracted from the following table (example with initial grading = late):

Overall Collab status	OPEN
Grading	Late
Supplier Collab Status	REJECTED
Customer Collab Status	OPEN
Supplier collaborated	yes
Customer collaborated	no
Scored for KPI calculation	yes
OTD Management Status	Coll. by S.

Table 4: Statuses after the supplier rejects

2.2.2.3 The supplier does not respond



If the supplier does not respond in a certain period (see chapter 2.2.1 for details), then the OTD line is accepted automatically. In this case no supplier cause is applied and the Overall Collaboration Status changes from 'NEW' to 'CLOSED'.

Additionally, the OTD Management Status changed to 'no collab'.

All the new statuses can be extracted from the following table (example with initial grading = late):

Overall Collab Status	CLOSED
Grading	Late
Supplier Collab Status	ACCEPTED
Customer Collab Status	ACCEPTED
Supplier collaborated	no
Customer collaborated	no
Scored for KPI calculation	yes
OTD Management Status	no collab

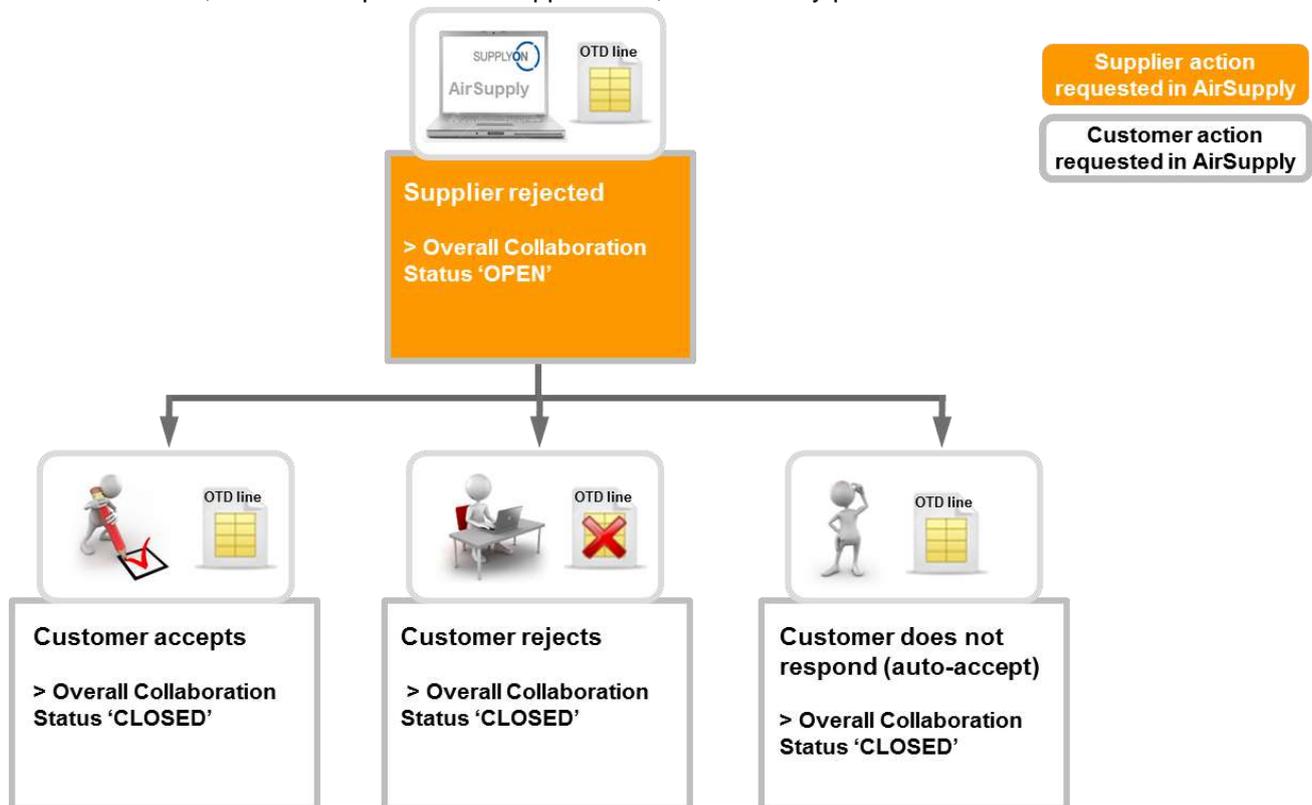
Table 5: Statuses after the supplier does not respond (auto-accept)

### 2.2.3 Customer Actions on Overall Collaboration Status 'OPEN'

There is only one situation for which the Overall Collaboration Status of an OTD line is taking the status 'OPEN':

- When the OTD line is published and when in a second step the supplier does not accept and rejects the grading.

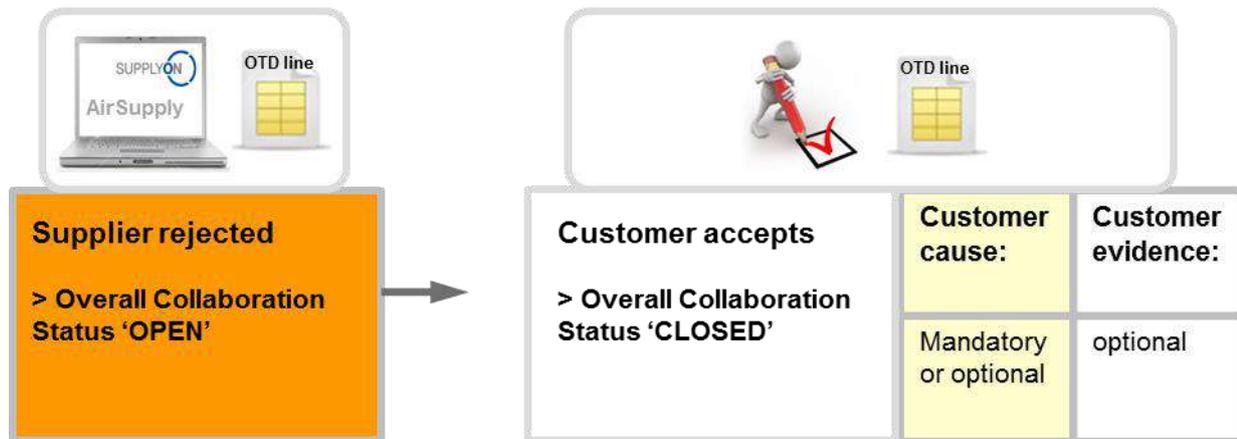
In status 'OPEN', no action is possible on supplier side; action is only possible on customer side.



When an OTD line has the status 'OPEN', the customer must react in the following ways:

- Accept the OTD line and grading.
- Reject the OTD line and grading.
- If the customer does not react, there is an auto-accept.

2.2.3.1 The customer accepts



If the customer accepts the rejected OTD line and grading, then he accepts the OTD line. To perform this action, it is mandatory to enter a customer cause if the supplier on his side entered also a supplier cause type “customer”. Otherwise the customer cause is optional. The evidence is always optional information that the customer can enter. At the end the Overall Collaboration Status changes from ‘NEW’ to ‘CLOSED’ and the Customer Collab Status to ‘ACCEPTED’. The grading which was “Late” before change then to “On Time” because the customer accepted the rejection of the supplier. In this case the supplier is not responsible for the late delivery.

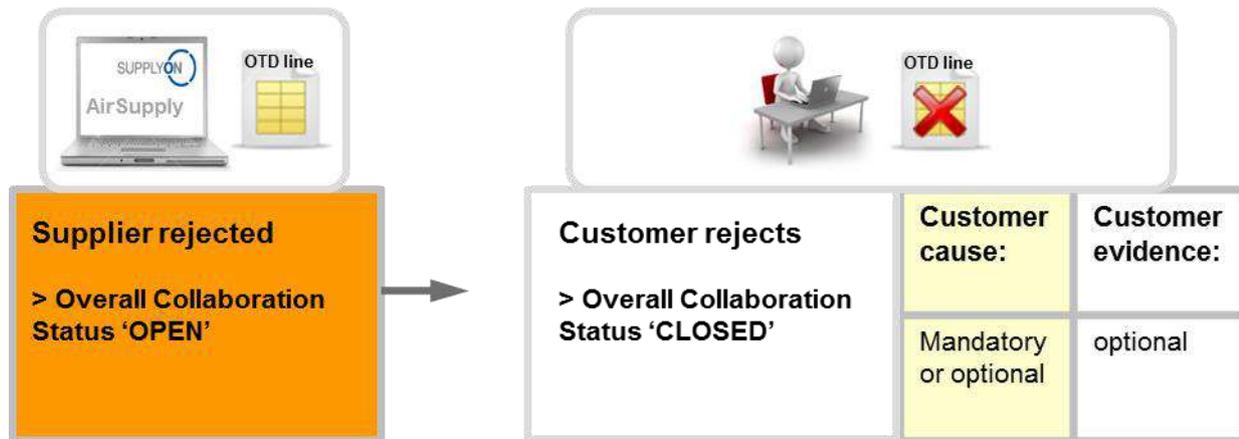
All the statuses can be extracted from the following table (example with initial grading = late):

Overall Collab status	CLOSED
Grading	On time
Supplier Collab Status	REJECTED
Customer Collab Status	ACCEPTED
Supplier collaborated	yes
Customer collaborated	yes
Scored for KPI calculation	yes
OTD Management Status	Coll. by C.

Table 6: Statuses after the customer accepts

The Overall Collaboration Status ‘CLOSED’ is the final status and no more action is required except the customer reopens the OTD line (see chapter 2.2.4.1. for details).

2.2.3.2 The customer rejects



The customer rejects OTD line and grading, which was already rejected before from the supplier. To perform this action, it is mandatory to enter a customer cause if the supplier on his side entered also a supplier cause type “customer”. Otherwise, the customer cause is optional. The evidence is always optional information that the customer can enter. At the end the Overall Collaboration Status changes from ‘NEW’ to ‘CLOSED’ and this OTD line will not be scored for KPI calculation because customer and supplier could not agree on the cause of the fault (“Scored for KPI calculation” = “No”)

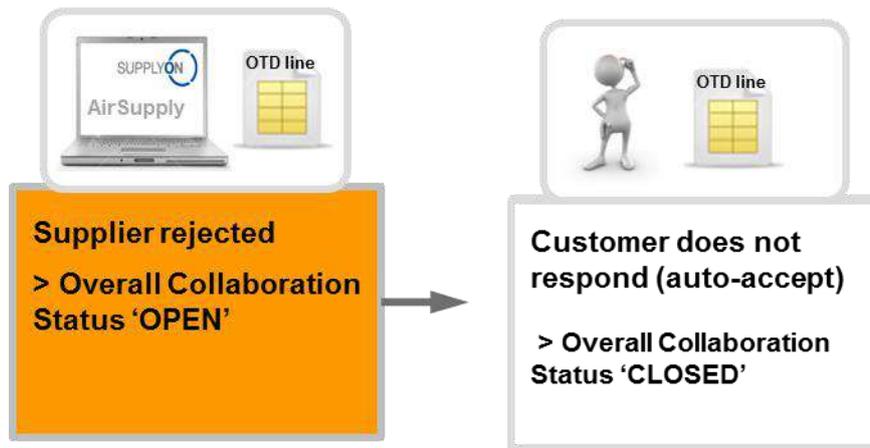
All the statuses can be extracted from the following table (example with initial grading = late):

Overall Collab status	CLOSED
Grading	Late
Supplier Collab Status	REJECTED
Customer Collab Status	REJECTED
Supplier collaborated	yes
Customer collaborated	yes
Scored for KPI calculation	no
OTD Management Status	Coll. by C.

Table 7: Statuses after the customer rejects

The Overall Collaboration Status ‘CLOSED’ is the final status and no more action is required except the customer reopens the OTD line (see chapter 2.2.4.1. for details).

2.2.3.3 The customer does not respond



If the customer does not respond in a certain period (see chapter 2.2.1 for details), then the OTD line is accepted automatically. In this case no customer cause is applied and the Overall Collaboration Status changes from 'OPEN' to 'CLOSED' and the Customer Collab Status to 'ACCEPTED'. The grading which was "Late" before change then to "On Time" because the customer auto accepted the rejection of the supplier. In this case the supplier is not responsible for the late delivery.

All the statuses can be extracted from the following table (example with initial grading = late):

Overall Collab status	CLOSED
Grading	On time
Supplier Collab Status	REJECTED
Customer Collab Status	ACCEPTED
Supplier collaborated	yes
Customer collaborated	no
Scored for KPI calculation	yes
OTD Management Status	Coll. by S.

Table 8: Statuses after the customer does not respond (auto-accept)

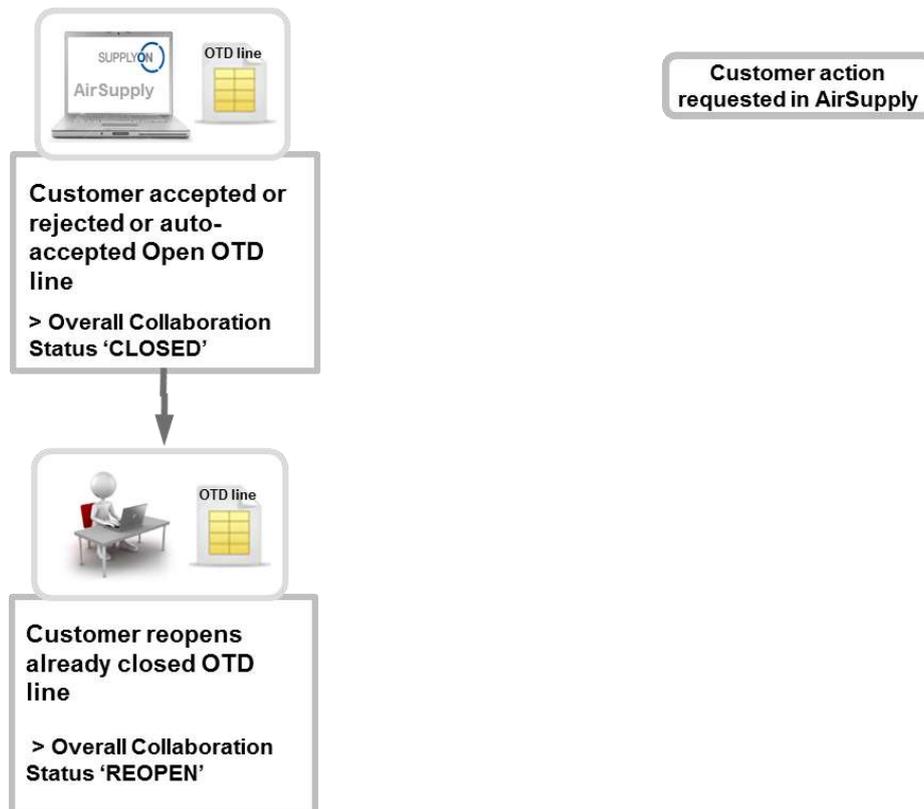
The Overall Collaboration Status 'CLOSED' is the final status and no more action is required except the customer reopens the OTD line (see chapter 2.2.4.1. for details).

## 2.2.4 Actions on Overall Collaboration Status 'CLOSED'

There are five situations for which an OTD line is taking the status 'CLOSED' as follows:

- When the OTD line in status 'OPEN' is accepted by the customer.
- When the OTD line in status 'OPEN' is rejected by the customer
- When the customer does not respond on an OTD line in status 'OPEN' (auto-accept).
- When the OTD line in status 'NEW' is accepted by the supplier.
- When the supplier does not respond on an OTD line in status 'NEW' (auto-accept).

In status 'CLOSED', no action is possible on supplier side. Only the customer can react if necessary.

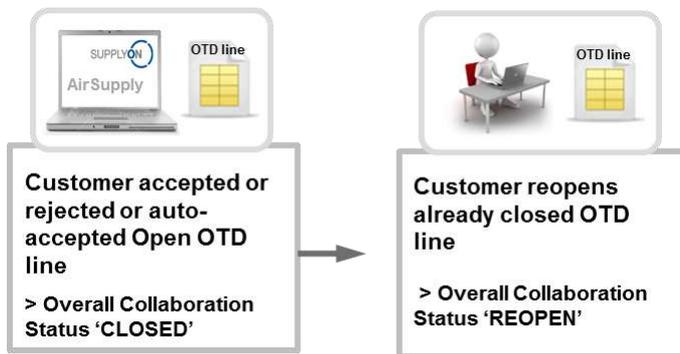


When an OTD line has the status 'CLOSED', the customer can react only in the following ways:

- Reopen the OTD line.

The action is only possible within the next 60 days after closing the OTD line.

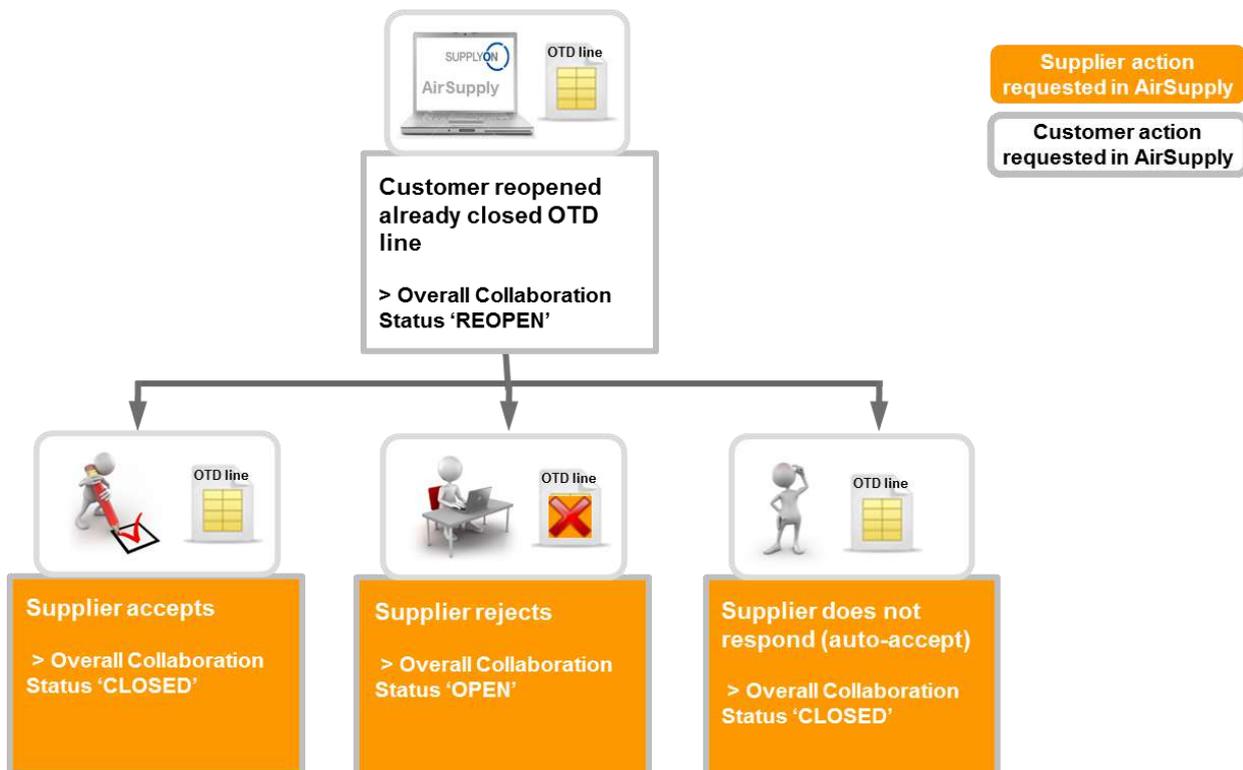
### 2.2.4.1 The customer reopens



The condition for the customer to have the possibility to reopen an already closed OTD line is that he has to perform this action within 60 calendar days after collaboration end customer date. After these 60 days, this action is not possible. If the action is performed successfully, the Overall Collaboration Status changes from 'CLOSED' to 'REOPEN'.

### 2.2.5 Actions on Overall Collaboration Status 'REOPEN'

When the OTD line is reopened in AirSupply, it takes the Overall Collaboration status 'REOPEN'. In status 'REOPEN', the same actions are possible as in status 'NEW' that means that no action is possible on customer side. First, the supplier must react:



When an OTD line has the status 'REOPEN', the supplier must react in the following ways:

- Accept the OTD line and grading.
- Reject the OTD line and grading.
- If the supplier does not react, there is an auto-accept.

*Note: For a detailed description for these actions, please refer to the chapter 2.2.2.1, 2.2.2.2 and 2.2.2.3.*

## 2.3 Overview of the KPI

The KPIs are calculated in AirSupply always once a night. For that reason, the collaboration between supplier and customer do not have direct impact on the KPI but only after the new calculation. In the following, the different KPIs are described with an example. Most of the KPIs cannot be recalculated by the supplier or customer because some data for example the 'total number of relevant PO SL' is not visible in the AirSupply application, this data is stored in background in an internal database.

### 2.3.1 OTD before collaboration

This KPI value indicates the percentage of deliveries in the regarded horizon which were determined with initial grading "On Time" during OTD line publication.

$$KPI_{OTi} = \frac{\text{number of PO SL lines initially graded as "On time" in horizon H}}{\text{total number of relevant PO SL in horizon H} - \text{"not scored" in horizon H}}$$

"Not scored" means that the OTD line has flag "scored for KPI calculation" = false". That is the case if the customer rejects an OTD line (see chapter 2.2.3.2 for details).

Example:

Number of PO SL lines initially graded as "On time" " in H	15
Total number of relevant PO SL in H	24
"Not scored" in H	2

$$KPI_{OTi} = \frac{15}{24 - 2} = 68\%$$

### 2.3.2 OTD after collaboration

This KPI value indicates the percentage of deliveries in the regarded horizon which have the (collaborated) grading "On Time".

$$KPI_{OTc} = \frac{(\text{No of PO SL lines initially graded as On time" + No of OTD lines graded On time" after collab) in horizonH}}{\text{total number of relevant PO SL in H} - \text{"not scored" in horizon H}}$$

The calculation for this KPI could be performed even if collaboration cycle of the month is not yet finished. But as the collaborated grading is pre-filled with the initial grading on OTD line generation, the result will just be identical to KPI "OTD before calculation" (no error will occur). "Not scored" means that the OTD line has flag "scored for KPI calculation" = false". That is the case if the customer rejects an OTD line (see chapter 2.2.3.2 for details).

Example:

Number of PO SL lines initially graded as "On time" in H	13
Number of PO SL lines initially graded as "On Time" after Collab in H	5
Total number of relevant PO SL in H	35
"Not scored" in H	5

$$KPI_{OTc} = \frac{13 + 5}{35 - 5} = 60\%$$

### 2.3.3 Collaborated by supplier

This KPI describes the percentage of OTD lines which were collaborated by supplier (will not consider OTD lines agreed via “auto-accept”).

$$KPI_{CS} = \frac{\text{number of OTD lines in horizon H with flag "Supplier collaborated" = true}}{\text{total number of OTD lines in horizon H with flag "allow OTD collab" = true}}$$

Example:

Number of OTD lines in H with flag “Supplier collaborated” = true	28
Total numbers of OTD lines in H with flag “allow OTD collab” = true	33

$$KPI_{CS} = \frac{28}{33} = 85 \%$$

### 2.3.4 Rejected by supplier

This KPI describes the percentage of OTD lines which were rejected by supplier

$$KPI_{RS} = \frac{\text{number of OTD lines in horizon H with supplier collab status = REJECTED}}{\text{total number of OTD lines in horizon H with flag allow OTD collab = "true"}}$$

Example:

Number of OTD lines in H with supplier collab status=REJECTED	8
Total number of OTD lines in H with flag "allow OTD collab = "true"	33

$$KPI_{RS} = \frac{8}{33} = 24 \%$$

### 2.3.5 Collaborated by customer

This KPI describes the percentage of OTD lines which were collaborated by customer (does not consider the OTD lines which were “auto accepted”)

$$KPI_{CC} = \frac{\text{number of OTD lines in horizon H with flag "Customer collaborated" = true}}{\text{total number of OTD lines in horizon H with flag "allow OTD collab" = true}}$$

Example:

Number of OTD lines in H with flag "Customer collaborated"=true	21
Total number of OTD lines in H with flag "allow OTD collab " =true	24

$$KPI_{CC} = \frac{21}{24} = 87 \%$$

### 2.3.6 Early and very early after collaboration

This KPI value indicates the percentage of deliveries in the regarded horizon which have the (collaborated) grading “Early” and (if applicable) “very early”.

$$KPI_{Ec} = \frac{\text{(No of OTD lines graded "early" and scored + No of OTD lines graded "very early" and scored) in horizon H}}{\text{total number of relevant PO SL in horizon H} - \text{"not scored" in horizon H}}$$

The calculation for this KPI could be performed even if collaboration is not yet finished. This may lead to the result that the KPI result changes if it calculated again later because the grading of an OTD line could change to “On Time”. “Not scored” means that the OTD line has flag "scored for KPI calculation" = false". That is the case if the customer rejects an OTD line (see chapter 2.2.3.2 for details).

Example:	
Number of OTD lines graded "early" in H	12
Number of OTD lines graded "very early" in H	7
Total number of relevant PO SL in H	67
"not scored" in H	4

$$KPI_{Ec} = \frac{12 + 7}{67 - 4} = 30 \%$$

### 2.3.7 Six months rolling OTD

This KPI value indicates the percentage of deliveries in the regarded horizon plus the 5 months before which have the (collaborated) grading “On Time”.

$$KPI_{OT6} = \frac{\text{(No of PO SL lines initially graded as "On time" + No of OTD lines graded "On time" after collab) in (horizon H + 5)}}{\text{total number of relevant PO SL in (horizon H + 5) - "not scored" in (horizon H + 5)}} \quad \begin{matrix} \text{(named horizon plus the 5 months before)} \\ \text{(named horizon plus the 5 months before)} \end{matrix}$$

“Not scored” means that the OTD line has flag "scored for KPI calculation" = false". That is the case if the customer rejects an OTD line (see chapter 2.2.3.2 for details).

Example:	
Number of PO SL lines initially graded as "On time" in (H + 5)	87
Number of OTD lines graded "On time" after collab in (H + 5)	65
Total number of relevant PO SL in (H+5)	197
"not scored" in (H + 5)	11

$$KPI_{OT6} = \frac{87+65}{197-11} = 82 \%$$

### 2.3.8 Percentage of collaborated OTD lines not scored

This KPI describes the percentage of OTD lines which are “not scored” after collaboration. Basis is the number of OTD lines which are/were available for collaboration.

$$KPI_{nS} = \frac{\text{number of OTD lines in horizon H with flag "scored for KPI calculation" = false}}{\text{total Number of OTD lines in horizon H with flag "allow OTD collab" = "true"}}$$

Example:	
Number of OTD lines in H with flag "scored for KPI calculation" = "false"	11
Total Number of OTD lines in H with flag "allow OTD collab"="true"	87

$$KPI_{nS} = \frac{11}{87} = 13 \%$$

### 2.3.9 Overall percentage of collaborated OTD lines not scored

This KPI describes the percentage of OTD lines which are not scored after collaboration. Basis is the total number of PO SL

$$KPI_{OnS} = \frac{\text{number of OTD lines in horizon H with flag "scored for KPI calculation" = false}}{\text{Total number of relevant PO SL in horizon H}}$$

Example:	
Number of OTD lines in H with flag "scored for KPI calculation" = "false"	11
Total number of relevant PO SL in H	95

$$KPI_{OnS} = \frac{11}{95} = 11 \%$$

### 2.3.10 Additional KPIs

Beside the described percentage KPIs in the chapters 2.3.1 – 2.3.9., there are some other KPIs available with absolute values. These values are only available for the 1-month horizon:

- **N<sub>OT</sub>** Number of OTD/PO SL lines with grading "On time"  
Number of OTD lines with grading "On Time" plus number of PO SL with goods delivery inside "On Time" window.
- **N<sub>VE</sub>** Number of OTD lines with grading "Very Early"  
All OTD lines with this grading without further restrictions  
If grading is not used by a customer, the value is not given ("n.a." or empty)
- **N<sub>E</sub>** Number of OTD lines with grading "Early"  
All OTD lines with this grading without further restrictions
- **N<sub>L</sub>** Number of OTD lines with grading "Late"  
All OTD lines with this grading without further restrictions
- **N<sub>VL</sub>** Number of OTD lines with grading "Very Late"  
All OTD lines with this grading without further restrictions  
If grading is not used by a customer, the value is not given ("n.a." or empty)

- **N<sub>PD</sub>** Number of logistic past due lines  
Number of the PO schedule lines with last agreed requested date in the regarded horizon and which are not fully delivered (no final delivery flag, last agreed requested quantity > received quantity, status not RECEIVED and not CANCELLED).
  
- **N<sub>LRC</sub>** Number of logistically received lines which are still under PO collaboration  
Number of the PO schedule lines with last agreed requested date in the regarded horizon and which are fully delivered (final delivery flag and/or last agreed requested quantity <= received quantity), but status is not RECEIVED and not CANCELLED.
  
- **N<sub>OTD</sub>** Total number of (published) OTD lines  
All OTD lines for the regarded horizon without further restrictions
  
- **N<sub>RSL</sub>** Total number of relevant PO SL
  - The PO SL is relevant for OTD (flag “OTD relevant” = true) and
  - The status is not CANCELLED or REJECTED
  
- **N<sub>nRSL</sub>** Total number of PO SL not relevant for OTD
  - The PO SL is not relevant for OTD (flag “OTD relevant” = false) or
  - The lines is in status CANCELLED or
  - The line is in status REJECTED
  
- **N<sub>NS</sub>** Number of OTD lines which are “not scored”

### 3 Managing OTD within AirSupply

#### 3.1 Roles and permissions

Each user has one or several roles in AirSupply and a supplier or customer needs to have the relevant role to display and/or collaborate on OTD lines within AirSupply and to see the KPIs, as follows:

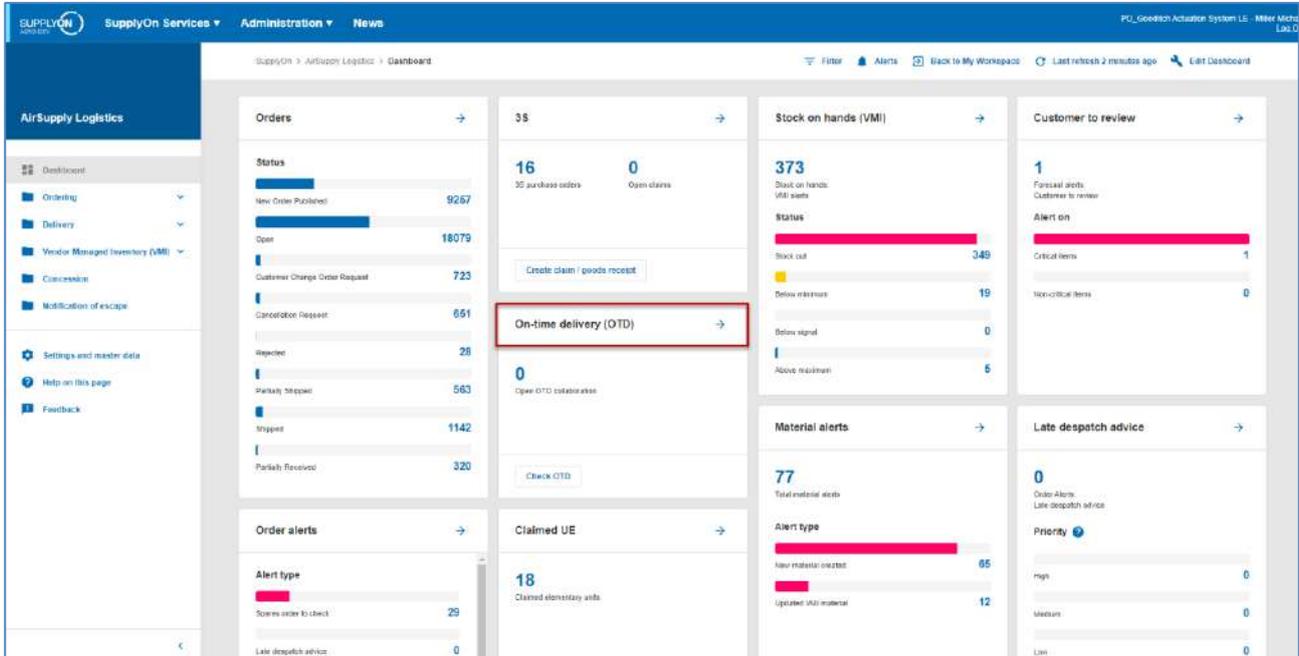
- **'OTD-View'** role: Read access to 'OTD collaboration' screen. With this right, both the link to OTD Collaboration and the link on the counter "OTD lines to collaborate" are visible. This right does not contain the right to perform the download function or the "Send E-Mail" function on this screen.
- **'OTD-View-Download'** role: Contains the right for the download function and the "Send E-Mail" function on the OTD collaboration screen.
- **'OTD-Collaborate'** role: Write access to OTD lines: with this right, user can collaborate on OTD lines. For customer users, this right includes the action "reopen" on OTD lines. This right must be accompanied by right "OTD-View" in a role.
- **'OTP-KPI-View'** role: Read access to OTD KPI screen including download. With this right only, the link to "OTD KPI Results" is visible. This right can be restricted for example to certain Control Point or Legal Entities by your administrator.

*Note: For more information regarding user roles please refer to module Master Data [RD2] or contact your administrator.*

### 3.2 OTD screens description

#### 3.2.1 OTD Collaboration screen

From the Dashboard, you can access the "OTD Collaboration" page by clicking the arrow in the "On-time delivery (OTD)" card.



It shows the following screen:

Quick Search | Advanced Search

Active equal to YES Add line | Delete line

Search Reset

My search profiles: SupplyOn Def. Search Manage...

OTD Collaboration OTD KPI Results OTD All Lines

OTD Guide view Sorted by KPI Horizon M 3

PO	PO Line	PO Sch...	KPI Horizon	ERP Plant	Supp. Mat. No.	Last Agreed ...	Goods Arrival ...	Grading acc. Collab	Early to	Late from	Overall Collab Sta
TNA-AirbDEF-G...	00050	0001	2025-08	TOF	07012025	17.08.2025 23...	10.07.2025 15:...	ON TIME	10.08.2025 23:59:59	24.06.2025 23:59:59	CLOSED
TNA-AirbDEF-G...	00010	0001	2025-08	TOF	8B.10502241	13.06.2025 23...	16.04.2025 15:...	ON TIME	08.06.2025 23:59:...	22.06.2025 23:59:59	CLOSED
TNA-AirbDEF-G...	00010	0001	2025-06	FAL	8B.10502245	18.06.2025 23...	21.04.2025 10:...	VERY EARLY	16.06.2025 23:59:59	24.06.2025 23:59:59	OPEN
TNA-OTDEMO...	00020	0001	2025-06	FAL	110602241 EA	03.06.2025 11...	02.07.2025 12:...	ON TIME	29.05.2025 23:59:...	05.06.2025 23:59:59	CLOSED
TNA-OTDEMO...	00020	0001	2025-06	FAL	110602241 EA	03.06.2025 11...	02.07.2025 12:...	VERY LATE	29.05.2025 23:59:...	05.06.2025 23:59:59	NEW
TNA-OTDEMO...	00020	0001	2025-06	FAL	110602241 EA	03.06.2025 11...	02.07.2025 12:...	VERY LATE	29.05.2025 23:59:...	05.06.2025 23:59:59	NEW
TNA-AirbDEF-G...	00030	0001	2025-05	TOF	8491190 RLF	01.05.2025 23...	24.05.2025 11:...	VERY LATE	25.04.2025 23:59:...	05.05.2025 23:59:59	CLOSED
TNA-AirbDEF-G...	00040	0001	2025-05	TOF	15112024	02.05.2025 2...	29.05.2025 11:...	VERY LATE	28.04.2025 23:59:...	06.05.2025 23:59:59	CLOSED
TNA-AirbDEF-G...	00050	0001	2025-05	TOF	07012025	03.06.2025 2...	03.08.2025 11:...	ON TIME	28.04.2025 23:59:...	06.05.2025 23:59:59	CLOSED
TNA-AirbDEF-G...	00020	0001	2025-04	TOF	8491190 RLF	18.04.2025 23...	30.03.2025 11:...	VERY EARLY	15.04.2025 23:59:59	22.04.2025 23:59:59	CLOSED
TNA-AirbDEF-G...	00030	0001	2025-04	TOF	8491190 RLF	19.04.2025 23...	12.05.2025 11:0...	VERY LATE	15.04.2025 23:59:59	22.04.2025 23:59:59	CLOSED
TNA-AirbDEF-G...	00040	0001	2025-04	TOF	15112024	20.04.2025 2...	17.06.2025 11:0...	VERY LATE	15.04.2025 23:59:59	22.04.2025 23:59:59	CLOSED
TNA-AirbDEF-G...	00050	0001	2025-04	TOF	07012025	21.04.2025 23...	22.05.2025 11:...	VERY LATE	16.04.2025 23:59:59	23.04.2025 23:59:59	REDPEN
TNA-AirbDEF-G...	00010	0001	2025-04	TOF	8B.10502241	17.04.2025 23...	29.03.2025 11:...	VERY EARLY	14.04.2025 23:59:59	21.04.2025 23:59:59	CLOSED
TNA-AirbDEF-G...	00020	0001	2025-04	TOF	8491190 RLF	18.04.2025 23...	30.03.2025 15:...	VERY EARLY	15.04.2025 23:59:59	22.04.2025 23:59:59	CLOSED

Back Send E-Mail Download Accept Reject

26 entries: Select all Matches on Page Select all Matches Clear Selection Entries per page 50 First Previous Page 1 of 1 Next Last

Notes: The description of each column in this table is available in chapter [5\_Appendix] at the end of the module.

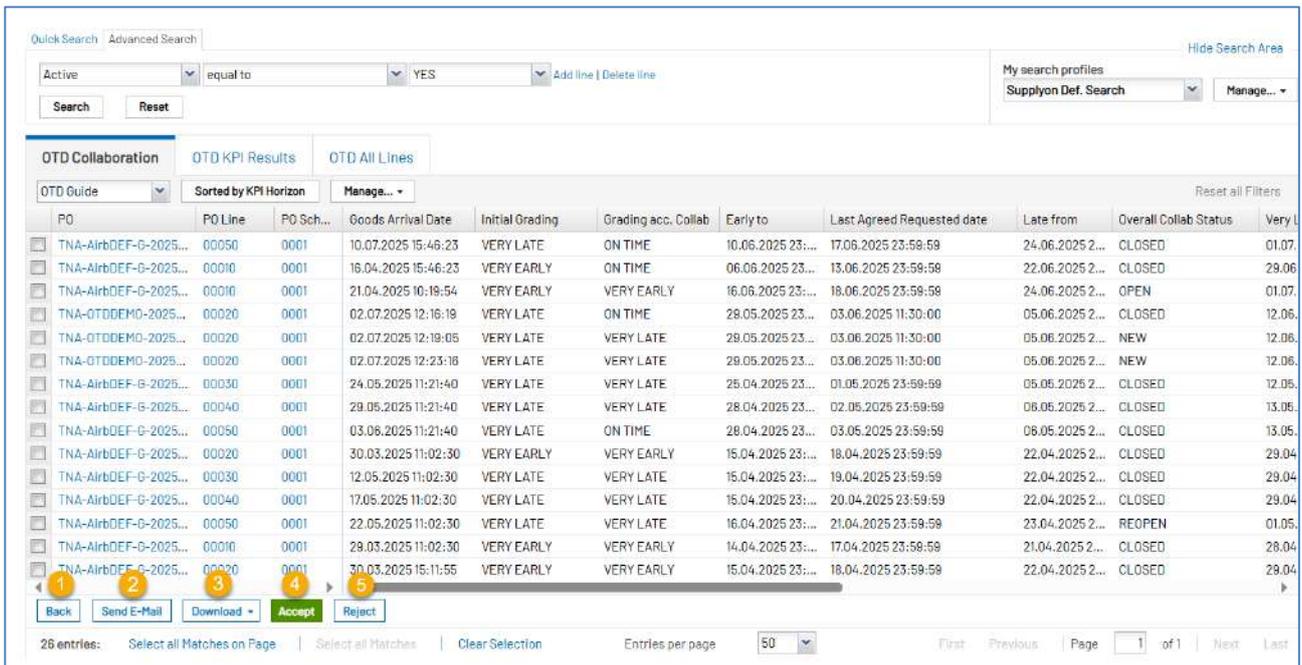
In this screen, there is always the filter automatically set "Active equal to YES": "ACTIVE". That means that only following OTD lines are **NOT** shown if this filter is active:

- *OTD lines which cannot be reopen any more by customer. 60 days after closing the OTD line, no action is possible anymore and if the user wants to see these OTD lines, the filter must be removed.*
- *OTD lines for which collaboration is not allowed. It is possible that the customer does not allow the supplier to collaborate on the OTD line, then the line is published directly in OTD Overall Collab Status "CLOSED". If the user wants to see these OTD lines, the filter must be removed.*

The 'OTD Collaboration' tab shows the list of all published OTD lines depending on the currently set filter.

<p>1 'OTD Collaboration', 'OTD KPI Results', and 'OTD All Lines' tab</p>	<p>The 'OTD Collaboration' and 'OTD KPI Results' tab are used to collaborate on OTD lines / access KPI data. The 'OTD All Lines' tab displays the OTD-relevant PO lines.</p>
<p>2 PO, PO Line, PO Schedule Line</p>	<p>Information about the Purchase Order from which the OTD line was created. If you click the PO number, PO Line number or PO Schedule Line number link you go to the 'Purchase Order' screen where you can see detailed information data about the PO.</p>
<p>3 KPI Horizon</p>	<p>Calendar month, indicates the month of "last agreed requested date".</p>
<p>4 Supp. Mat. No.</p>	<p>Supplier Material Number (SMN). If you click the SMN number link you go to the 'Material Details' screen from which you can display all information about the selected SMN and modify some data if you are a supplier user.</p>
<p>5 Last agreed requested date</p>	<p>The last agreed requested date, coming from the PO Schedule Line is the delivery date which was agreed between customer and supplier in the PO Collaboration process.</p>
<p>6 Goods Arrival date</p>	<p>The date for "Goods arrival" is the real effective date where the goods arrived at the customers place. It is taken from the last received message, for example the Goods Receipt message.</p>
<p>7 Collab Grading</p>	<p>Indicates the delivery performance of the supplier, calculated by AirSupply based on defined settings for the gradings. Starts with initial grading.</p>
<p>8 Early to and Late from</p>	<p>Please refer to chapter [2.1.2] for details.</p>
<p>9 Overall Collaboration Status</p>	<p>Indicates the total status of the line. NEW: OTD line has been published, but not yet collaborated OPEN: collaboration ongoing CLOSED: collaboration cycle is closed both for supplier and customer. Customer can reopen. REOPEN: OTD line has been reopened</p>

On the 'OTB Collaboration' tab, there are several buttons available:



1 Back	Return to the last screen.
2 Send E-Mail	Send an e-mail with a link to the OTD screen from your local e-mail client. See chapter [3.8] for more details.
3 Download	Download only the selected/displayed OTD line in CSV or XLS format file. See chapter [3.7, 3.10] for more details.
4 Accept	Supplier can accept the grading if the Overall Collab Status is 'NEW'. Customer can accept the already rejected OTD line if the Overall Collab Status is 'OPEN'.
5 Reject	Supplier can reject the grading if the Overall Collab Status is 'NEW'. Customer can reject the already rejected OTD line if the Overall Collab Status is 'OPEN'

Note: A customer user has also the 'REOPEN' Button in this screen. For details, please refer to chapter [3.5.3.3].

### 3.2.2 'OTD KPI Results' screen

On the 'On-time delivery' page, click the 'OTD KPI results' tab.

The screenshot shows the 'OTD KPI Results' screen. At the top, there are search options: 'Quick Search' and 'Advanced Search'. Below this is a search filter section with 'Active' set to 'equal to' and 'YES'. There are 'Search' and 'Reset' buttons. On the right, there are search profiles: 'My search profiles' and 'Supplyon Def. Search' with a 'Manage...' button.

The main content area has three tabs: 'OTD Collaboration', 'OTD KPI Results' (highlighted with a red box), and 'OTD All Lines'. Below the tabs is a 'SupplyOn Def. View' dropdown and a 'Sorted by KPI Horizon' dropdown. There is also a 'Manage...' button.

The table below has the following columns: Customer Group, Cust. Org., ERP Plant, Supplier Site, City, Supplier Org., Supplier Group Name, KPI Horizon, % OTD before..., % OTD after c..., % OTD 6M, % Collab / ..., and % Rejected. The table contains 186 entries.

At the bottom, there are navigation buttons: 'Back', 'Download', and 'Send E-Mail'. There is also a pagination bar showing '186 entries', 'Select all Matches on Page', 'Select all Matches', 'Clear Selection', 'Entries per page' (set to 50), and 'Page 1 of 4'.

It shows the following screen:

This screenshot is an annotated version of the previous one. It includes numbered callouts: 1 points to the 'OTD KPI Results' tab; 2 points to the 'Sorted by KPI Horizon' dropdown; 3 points to the 'Supplier Site, City' column header; 4 points to the 'KPI Horizon' column header; and 5 points to the '% OTD before...' column header.

*Note: The description of each column in this table is available in chapter [5\_Appendix] at the end of the module.*

The 'OTD KPI Results' tab shows all the Key Performance Indicators per period.

1 'OTD Collaboration', 'OTD KPI Results', and 'OTD All Lines' tab	The 'OTD Collaboration' and 'OTD KPI Results' tab are used to collaborate on OTD lines / access KPI data. The 'OTD All Lines' tab displays the OTD-relevant PO lines.
2 Customer Group, Cust. Organization, ERP Plant	Information about the Customer Corporate Group, Legal Entity and Control Point (Plant/Site).
3 Supplier Site_City, Supplier Org., Supplier Group Name	Information about the Supplier Control Point (Plant/Site), Legal Entity and Corporate Group.
4 KPI horizon	Calendar month, indicates the month of "last agreed requested date".
5 Different KPIs	Please refer to chapter [2.3] for details.

The 'OTD KPI Results' are displayed and aggregated in the following way:

- Supplier Control Point – Customer Control Point
- Supplier Legal Entity – Customer Legal Entity
- Supplier Control Point – Customer Legal Entity
- Supplier Legal Entity – Customer Control Point

*Note: The KPIs are calculated in AirSupply always once a night. For that reason, the collaboration between supplier and customer do not have direct impact on the KPI results screen.*

There are several buttons available:

1 Back	Return to the last screen.
2 Download	Download only the selected/displayed KPI line in CSV or XLS format file. See chapter [3.10] for more details.
3 Send E-Mail	Send an e-mail with a link to the OTD screen from your local e-mail client. See chapter [3.8] for more details.

### 3.2.3 'OTD All Lines' screen

On the 'On-time delivery' page, click the 'OTD All Lines' tab.  
It shows the following screen:

The screenshot shows the 'OTD All Lines' tab selected. The table contains 37 entries. The columns are: PO, PO Line, PO Schedu..., KPI Horizon, PO Sub-T..., Very Early to, Early to, Last Agreed Requ..., Goods Arrival Date, Late from, Very Late from, and Grading acc. Collab. The 'OTD All Lines' tab is highlighted with a red box. Below the table, there are buttons for 'Back', 'Send E-Mail', and 'Download'. The footer shows '37 entries' and 'Page 1 of 1'.

The 'OTD All Lines' tab contains the same fields as the 'OTD Collaboration' tab as well as *all* OTD-relevant PO lines (even if no collaboration is necessary) with any (initial) grading ("Very early", "Early", "OnTime", "Late" and "Very Late").

*Note: The description of each column in this table is available in chapter [5\_Appendix] at the end of the module.*

There are several buttons available:

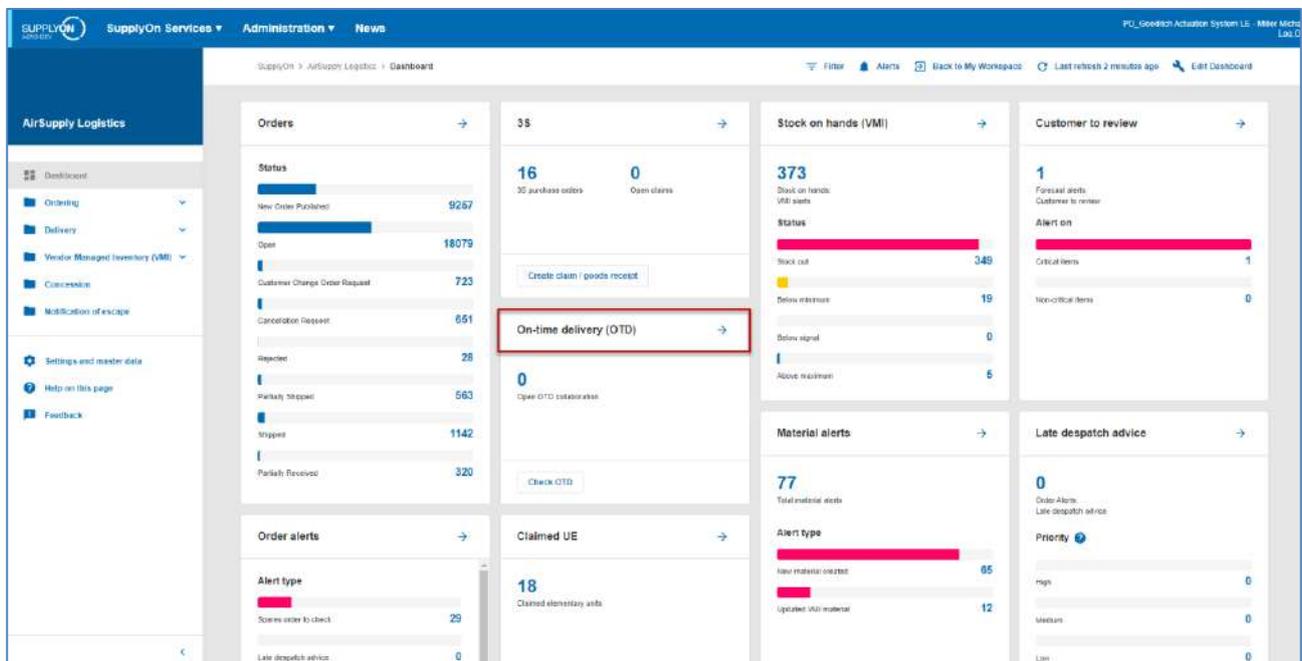
This screenshot is identical to the one above, but with three buttons at the bottom of the table area highlighted with yellow circles and numbered 1, 2, and 3. Button 1 is 'Back', button 2 is 'Send E-Mail', and button 3 is 'Download'.

1 Back	Return to the last screen.
2 Download	Download only the selected/displayed OTD line in CSV or XLS format file. See chapter [3.7, 3.10] for more details.
3 Send E-Mail	Send an e-mail with a link to the KPI screen from your local e-mail client. See chapter [3.8] for more details.

### 3.3 OTD line generation and publishing

An OTD line is only generated and published if the PO Scheduling line is fully received and if the grading is outside the “On-time delivery” window. For details see chapter [2.1].

From the Dashboard, you can access the “OTD Collaboration” page by clicking the arrow in the “On-time delivery (OTD)” card.



In the ‘OTD Collaboration` tab, you can click a relevant Purchase Order.

It shows the following screen with OTD lines that are published:

Quick Search | Advanced Search | Hide Search Area

Active | equal to | YES | Add line | Delete line

Search | Reset

My search profiles  
Supplyon Def. Search | Manage...

OTD Collaboration | OTD KPI Results | OTD All Lines

OTD Guide view | Sorted by KPI Horizon | Manage... | Reset all Filters

PO	PO Line	PO Sch...	KPI Horizon	ERP Plant	Supp. Mat. No.	Last Agreed ...	Goods Arrival ...	Grading acc. Collab	Early to	Late from	Overall Collab Stat
TNA-AirbDEF-G...	00050	0001	2025-06	TDF	07012025	17.06.2025 23...	10.07.2025 15...	ON TIME	10.06.2025 23:59:59	24.06.2025 23:59:59	CLOSED
TNA-AirbDEF-G...	00010	0001	2025-06	TDF	BB.10502241	13.06.2025 23...	16.04.2025 15...	ON TIME	06.06.2025 23:59:59	22.06.2025 23:59:59	CLOSED
TNA-AirbDEF-G...	00010	0001	2025-06	FAL	BB.10502245	18.06.2025 23...	21.04.2025 10...	VERY EARLY	16.06.2025 23:59:59	24.06.2025 23:59:59	OPEN
TNA-OTDDEMO...	00020	0001	2025-06	FAL	110502241 EA	03.08.2025 11...	02.07.2025 12...	ON TIME	29.06.2025 23:59:59	05.08.2025 23:59:59	CLOSED
TNA-OTDDEMO...	00020	0001	2025-06	FAL	110502241 EA	03.08.2025 11...	02.07.2025 12...	VERY LATE	29.06.2025 23:59:59	05.08.2025 23:59:59	NEW
TNA-OTDDEMO...	00020	0001	2025-06	FAL	110502241 EA	03.08.2025 11...	02.07.2025 12...	VERY LATE	29.05.2025 23:59:59	05.08.2025 23:59:59	NEW
TNA-AirbDEF-G...	00030	0001	2025-05	TDF	84911190 RLF	01.05.2025 23...	24.05.2025 11:0...	VERY LATE	25.04.2025 23:59:59	05.05.2025 23:59:59	CLOSED
TNA-AirbDEF-G...	00040	0001	2025-05	TOF	15112024	02.05.2025 2...	29.05.2025 11:...	VERY LATE	28.04.2025 23:59:59	06.05.2025 23:59:59	CLOSED
TNA-AirbDEF-G...	00050	0001	2025-05	TOF	07012025	03.05.2025 2...	03.06.2025 11:...	ON TIME	28.04.2025 23:59:59	06.05.2025 23:59:59	CLOSED
TNA-AirbDEF-G...	00020	0001	2025-04	TOF	84911190 RLF	18.04.2025 23...	30.03.2025 11:...	VERY EARLY	15.04.2025 23:59:59	22.04.2025 23:59:59	CLOSED
TNA-AirbDEF-G...	00030	0001	2025-04	TOF	84911190 RLF	18.04.2025 23...	12.05.2025 11:0...	VERY LATE	15.04.2025 23:59:59	22.04.2025 23:59:59	CLOSED
TNA-AirbDEF-G...	00040	0001	2025-04	TOF	15112024	20.04.2025 2...	17.05.2025 11:0...	VERY LATE	15.04.2025 23:59:59	22.04.2025 23:59:59	CLOSED
TNA-AirbDEF-G...	00050	0001	2025-04	TOF	07012025	21.04.2025 23...	22.05.2025 11:...	VERY LATE	16.04.2025 23:59:59	23.04.2025 23:59:59	REOPEN
TNA-AirbDEF-G...	00010	0001	2025-04	TOF	BB.10502241	17.04.2025 23...	29.03.2025 11:...	VERY EARLY	14.04.2025 23:59:59	21.04.2025 23:59:59	CLOSED
TNA-AirbDEF-G...	00020	0001	2025-04	TOF	84911190 RLF	18.04.2025 23...	30.03.2025 15:...	VERY EARLY	15.04.2025 23:59:59	22.04.2025 23:59:59	CLOSED

Back | Send E-Mail | Download | Accept | Reject

26 entries: Select all Matches on Page | Select all Matches | Clear Selection | Entries per page: 50 | Page: 1 of 1 | Next | Last

After clicking the PO, the system displays the following screen from the PO process:

Quick Search | Advanced Search | Hide Search Area

PO | equal to | TNA-OTDDEMO-202505 | Add line | Delete line

Search | Reset

My search profiles  
Manage...

Purchase orders

Collab View | Sorted by 2 columns | Manage... | Reset all Filters

PO	PO Line	PO SL	ERP Plant	Supp. Mat. No.	Supplier Material Description	Status	Earliest DA Date	Requested D
TNA-OTDDEMO-20250528-2	00050	0001	FAL	TRA.04158181	Actuation(Thrust Rev.)	RECEIVED		06.08.2025
TNA-OTDDEMO-20250528-2	00040	0001	FAL	SRH.11050009	Composite SRH	RECEIVED		05.08.2025
TNA-OTDDEMO-20250528-2	00030	0001	FAL	110502241 PU-T	Tape (PU) transparent	RECEIVED		04.08.2025
TNA-OTDDEMO-20250528-2	00020	0001	FAL	110502241 EA	Epoxy Adhesive Kit 1	RECEIVED		03.08.2025
TNA-OTDDEMO-20250528-2	00010	0001	FAL	BB.10502245	Bolt (blind)	RECEIVED		02.08.2025

Back | Details | History | Download | Upload | Print | Related Documents | Actions | Stop counting as 'NewForSupplier' | Send E-Mail | Split

5 entries: Select all Matches on Page | Select all Matches | Clear Selection | Entries per page: 50 | Page: 1 of 1 | Next | Last

Here the user can see that the Purchase Order has the status 'RECEIVED'.

If all Purchase Orders are displayed with all different Statuses (remove the filter for that), for example OPEN, SHIPPED, CANCELLATION REQUEST, no OTD line is generated from these Purchase Orders.

Quick Search		Advanced Search				Add line   Delete line		My search profiles	
<input type="text"/>		<input type="text"/>						<input type="text"/> Manage...	
<input type="button" value="Search"/>		<input type="button" value="Reset"/>							
Purchase Orders									
SupplyOn Def. View		Manage...						Reset all Filters	
PO	PO Line	PO SL	PO Type	Status	PO Sub-Type	PO Document...	Cust. Group	Customer Organization	
<input type="checkbox"/> AME EDI 000001	10	1	OTHER	OPEN	-	Manual	PD_AIRBUS	PD_Airbus España	
<input type="checkbox"/> AME EDI 000001	10	2	OTHER	SHIPPED	-	Manual	PD_AIRBUS	PD_Airbus España	
<input type="checkbox"/> AME1 EDI 000002	10	2	OTHER	SHIPPED	-	Manual	PD_AIRBUS	PD_Airbus España	
<input type="checkbox"/> AME10 EDI 000001	10	1	OTHER	SHIPPED	-	Manual	PD_AIRBUS	PD_Airbus España	
<input type="checkbox"/> AME10 EDI 000001	10	2	OTHER	PARTIALLY SHIPPED	-	Manual	PD_AIRBUS	PD_Airbus España	
<input type="checkbox"/> AMI BC2012 3S 100	010	001	OTHER	PARTIALLY SHIPPED	OrderSubTy-1	DocumentTyp...	PD_AIRBUS	PD_Airbus France	
<input type="checkbox"/> AMI BC2012 3S 100	020	001	OTHER	CANCELLATION REQUEST	OrderSubTy-1	DocumentTyp...	PD_AIRBUS	PD_Airbus France	
<input type="checkbox"/> AMI BC2012 3S 100	030	001	OTHER	SHIPPED	OrderSubTy-1	DocumentTyp...	PD_AIRBUS	PD_Airbus France	
<input type="checkbox"/> ami BC2012 3S-13.02	010	001	OTHER	OPEN	OrderSubTy-1	DocumentTyp...	PD_AIRBUS	PD_Airbus France	
<input type="checkbox"/> ami BC2012 3S-13.02	020	001	OTHER	OPEN	OrderSubTy-1	DocumentTyp...	PD_AIRBUS	PD_Airbus France	
<input type="checkbox"/> ami BC2012 3S-13.02	030	001	OTHER	OPEN	OrderSubTy-1	DocumentTyp...	PD_AIRBUS	PD_Airbus France	
<input type="checkbox"/> AMI CR66	10	1	OTHER	SHIPPED	-	Manual	PD_AIRBUS	PD_Airbus France	
<input type="checkbox"/> AMI INTEST999	10	1	OTHER	PARTIALLY SHIPPED	-	Manual	PD_AIRBUS	PD_Airbus España	
<input type="checkbox"/> AMI INTEST999	20	1	OTHER	PARTIALLY SHIPPED	-	Manual	PD_AIRBUS	PD_Airbus España	
<input type="checkbox"/> AMI INTEST999	30	1	OTHER	PARTIALLY SHIPPED	-	Manual	PD_AIRBUS	PD_Airbus España	
<input type="checkbox"/> AMI-PO MSG-1220-C	1	1							

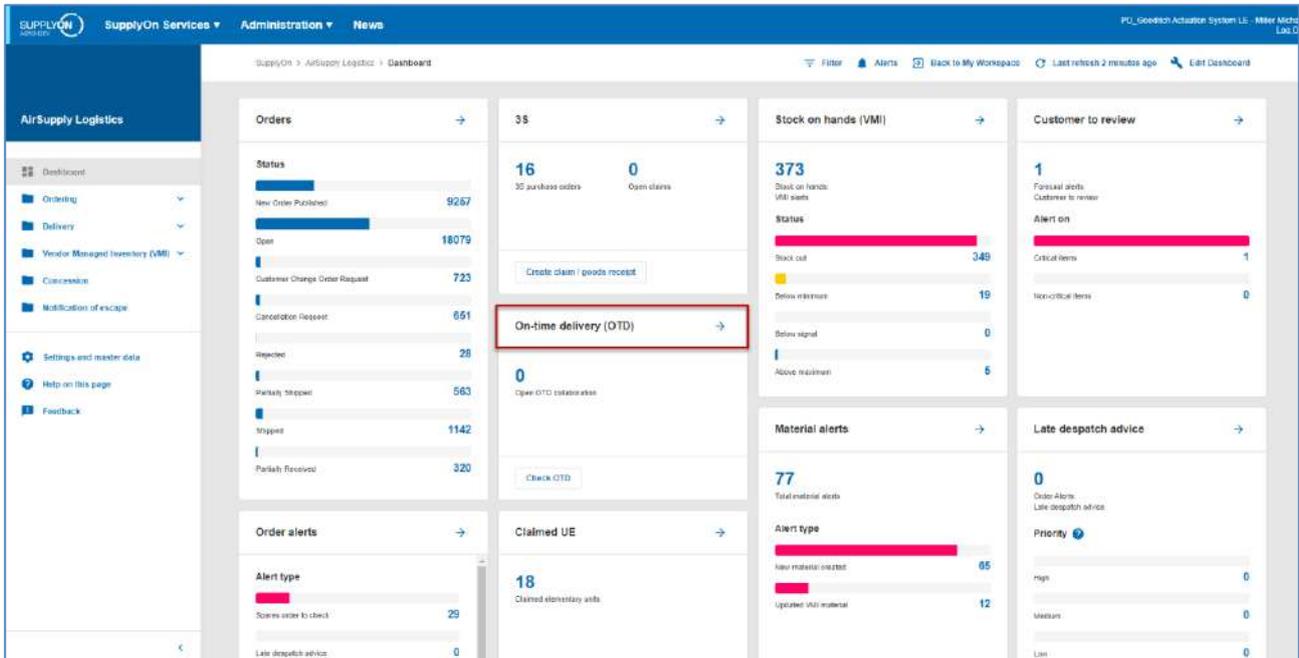
more than 5000 entries:
 [Select all Matches on Page](#) |
 [Select all Matches](#) |
 [Clear Selection](#)
 Entries per page 
[First](#)
[Previous](#) |
 Page  of 100 |
 [»](#)

### 3.4 OTD collaboration

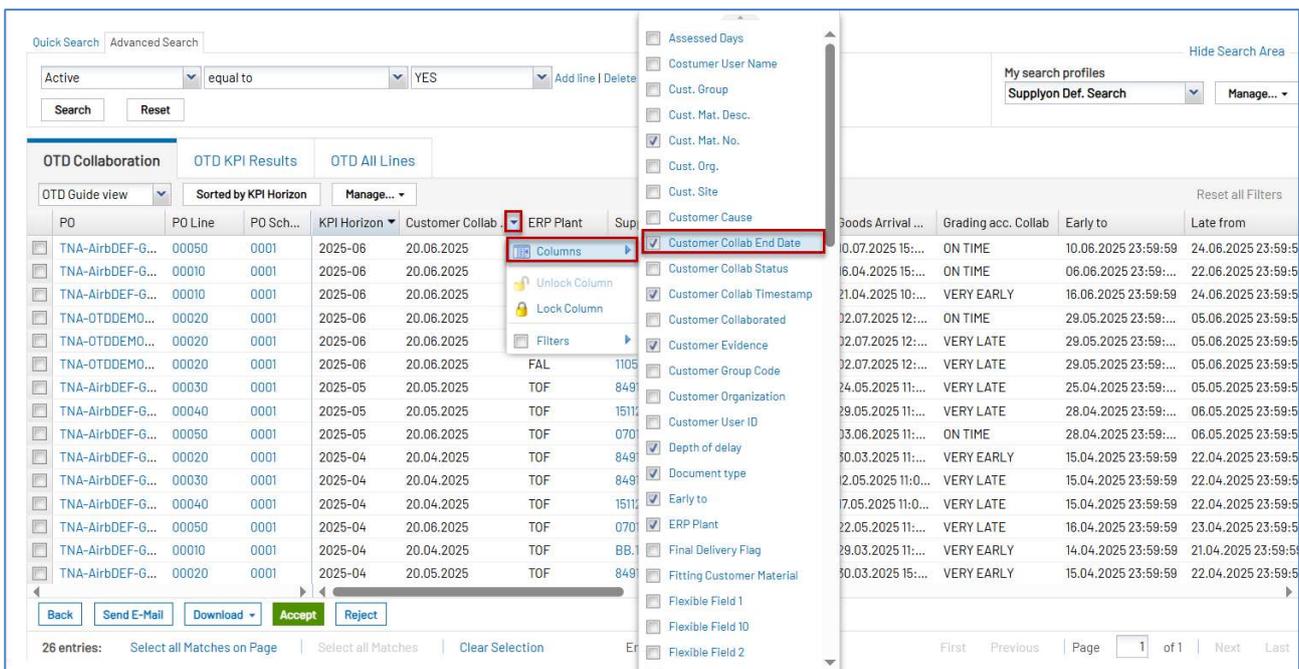
This chapter explains how the supplier and customer must collaborate on OTD lines.

#### 3.4.1 Display of the Collaboration End Date

From the Dashboard, you can access the "OTD Collaboration" page by clicking the arrow in the "On-time delivery (OTD)" card.



To display the 'Collab End Date Customer' and 'Collab End Date Supplier', you must add the column the following way.



Quick Search | Advanced Search

Active | equal to | YES | Add line | Delete line

Search | Reset

My search profiles  
Supplyon Def. Search | Manage...

OTD Collaboration | OTD KPI Results | OTD All Lines

OTD Guide view | Sorted by KPI Horizon | Manage... | 1 | 2 | Reset all Filters

PO	PO Line	PO Sch...	KPI Horizon	Supplier Collab End Date	Customer Collab End Date	ERP Plant	Supp. Mat. No.	Last Agreed ...	Goods Arrival ...	Grading acc. Collab	Ear
TNA-AirbDEF-G...	00050	0001	2025-06	12.06.2025	20.06.2025	TOF	07012025	17.06.2025 23...	10.07.2025 15:...	ON TIME	10.0
TNA-AirbDEF-G...	00010	0001	2025-06	12.06.2025	20.06.2025	TOF	BB.10502241	13.06.2025 23...	16.04.2025 15:...	ON TIME	06.0
TNA-AirbDEF-G...	00010	0001	2025-06	12.06.2025	20.06.2025	FAL	BB.10502245	18.06.2025 23...	21.04.2025 10:...	VERY EARLY	16.0
TNA-OTDDEMO...	00020	0001	2025-06	12.06.2025	20.06.2025	FAL	110502241 EA	03.06.2025 11...	02.07.2025 12:...	ON TIME	29.0
TNA-OTDDEMO...	00020	0001	2025-06	12.06.2025	20.06.2025	FAL	110502241 EA	03.06.2025 11...	02.07.2025 12:...	VERY LATE	29.0
TNA-OTDDEMO...	00020	0001	2025-06	12.06.2025	20.06.2025	FAL	110502241 EA	03.06.2025 11...	02.07.2025 12:...	VERY LATE	29.0
TNA-AirbDEF-G...	00030	0001	2025-05	12.05.2025	20.05.2025	TOF	84911190 RLF	01.05.2025 23...	24.05.2025 11:...	VERY LATE	25.0
TNA-AirbDEF-G...	00040	0001	2025-05	12.05.2025	20.05.2025	TOF	15112024	02.05.2025 2...	29.05.2025 11:...	VERY LATE	28.0
TNA-AirbDEF-G...	00050	0001	2025-05	12.06.2025	20.06.2025	TOF	07012025	03.05.2025 2...	03.06.2025 11:...	ON TIME	28.0
TNA-AirbDEF-G...	00020	0001	2025-04	12.04.2025	20.04.2025	TOF	84911190 RLF	16.04.2025 23...	30.03.2025 11:...	VERY EARLY	15.0
TNA-AirbDEF-G...	00030	0001	2025-04	12.04.2025	20.04.2025	TOF	84911190 RLF	19.04.2025 23...	12.05.2025 11:0...	VERY LATE	15.0
TNA-AirbDEF-G...	00040	0001	2025-04	12.04.2025	20.04.2025	TOF	15112024	20.04.2025 2...	17.05.2025 11:0...	VERY LATE	15.0
TNA-AirbDEF-G...	00050	0001	2025-04	12.06.2025	20.06.2025	TOF	07012025	21.04.2025 23...	22.05.2025 11:...	VERY LATE	16.0
TNA-AirbDEF-G...	00010	0001	2025-04	12.04.2025	20.04.2025	TOF	BB.10502241	17.04.2025 23...	29.03.2025 11:...	VERY EARLY	14.0
TNA-AirbDEF-G...	00020	0001	2025-04	12.05.2025	20.05.2025	TOF	84911190 RLF	18.04.2025 23...	30.03.2025 15:...	VERY EARLY	15.0

Back | Send E-Mail | Download | Accept | Reject

26 entries: | Select all Matches on Page | Select all Matches | Clear Selection | Entries per page: 50 | First | Previous | Page 1 of 1 | Next | Last

- 1 **Supplier Collab End Date:** Automatically defined collaboration end date for supplier based on the collaboration calendar (for details see chapter [2.1]). Until this date, the supplier must collaborate, otherwise there will be an “auto-accept”.
- 2 **Customer Collab End Date:** Automatically defined collaboration end date for customer based on the collaboration calendar (for details see chapter [2.1]). Until this date, the customer must collaborate, otherwise there will be an “auto-accept”.

### 3.4.2 Collaboration by supplier

In the 'OTD Collaboration' screen, the supplier has different possibilities to act, either to "Accept" or to "Reject" an OTD line with status 'NEW' (or 'REOPEN').

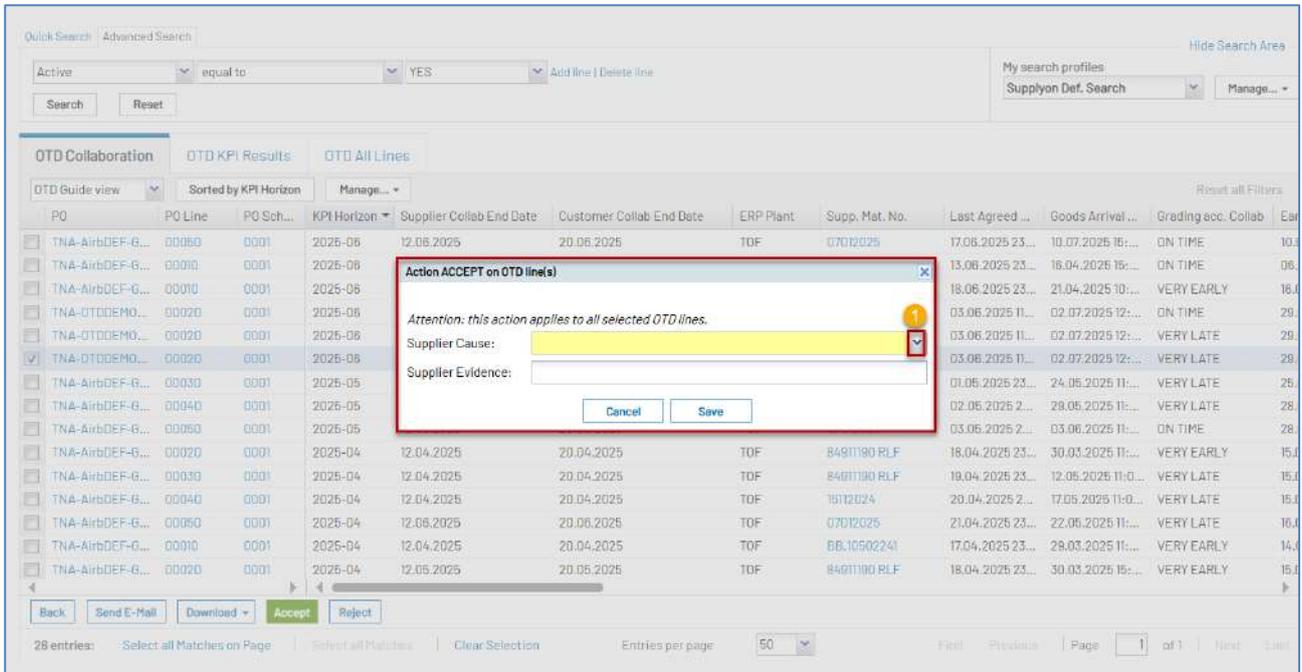
The screenshot shows the 'OTD Collaboration' interface. At the top, there are search filters: 'Active', 'equal to', and 'YES'. Below the search area, there are tabs for 'OTD Collaboration', 'OTD KPI Results', and 'OTD All Lines'. The main area is a table with columns: PD, PD Line, PD Sch..., KPI Horizon, Supplier Collab End Date, Customer Collab End Date, ERP Plant, Supp. Mat. No., Last Agreed..., Goods Arrival..., Grading acc. Collab, and Ear. The first row is selected, and the 'Accept' and 'Reject' buttons are highlighted with red boxes and numbered 2 and 3 respectively. The bottom of the screen shows pagination: '26 entries', 'Select all Matches on Page', 'Select all Matches', 'Clear Selection', 'Entries per page: 50', and 'Page 1 of 1'.

- 1 Select one OTD line at a time. You can also select several lines at one time.
- 2 To accept the initial grading: Click the 'Accept' button. The system will open a new dialog box with the supplier causes and evidence.
- 3 To reject the initial grading: Click the 'Reject' button. The system will open a new dialog box with the supplier causes and evidence.

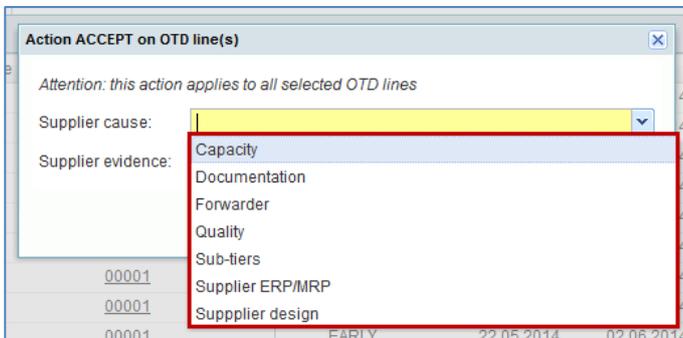
#### 3.4.2.1 1<sup>st</sup> scenario: The supplier accepts

This screenshot is identical to the one above, but the 'Accept' button is highlighted with a red box and a yellow circle with the number 2, indicating the action to be taken in the first scenario.

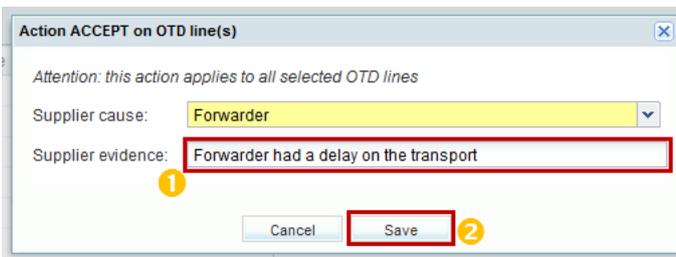
- 1 Select one OTD line at a time. You can also select several lines at one time. The OTD line must have the Overall Collab status 'NEW' or 'REOPEN', otherwise there will be an error message.
- 2 Click the 'Accept' button. The system will open a new dialog box with the supplier causes and evidence.



- 1 Click the dropdown menu bar. It is mandatory to choose a cause.



A prefilled list with some root-causes is shown. This list is customer specific.



- 1 It is optional to enter evidence (60 characters maximum).
- 2 Click 'Save'.

Quick Search | Advanced Search

Active | equal to | YES | Add line | Delete line

Search | Reset

My search profiles  
Supplyon Def. Search | Manage...

OTD Collaboration | OTD KPI Results | OTD All Lines

OTD Guide view | Sorted by KPI Horizon | Manage...

PO	PO Line	PO Sch...	KPI Horizon	Supplier Collab End Date	Customer Collab End ...	Supplier Collab Status	Customer Collab St...	Overall Collab Status	Supp. Mat. No.	Last A
TNA-AirbDEF-G...	00050	0001	2025-06	12.06.2025	20.06.2025	REJECTED	ACCEPTED	CLOSED	07012025	17.06.
TNA-AirbDEF-G...	00010	0001	2025-06	12.06.2025	20.06.2025	REJECTED	ACCEPTED	CLOSED	BB.1050224I	13.06.
TNA-AirbDEF-G...	00010	0001	2025-06	12.06.2025	20.06.2025	REJECTED	OPEN	OPEN	BB.10502245	18.06.
TNA-OTDDEMO...	00020	0001	2025-06	12.06.2025	20.06.2025	REJECTED	ACCEPTED	CLOSED	11050224I EA	03.06.
TNA-OTDDEMO...	00020	0001	2025-06	12.06.2025	20.06.2025	OPEN	NEW	NEW	11050224I EA	03.06.
TNA-OTDDEMO...	00020	0001	2025-06	12.06.2025	20.08.2025	OPEN	NEW	NEW	11050224I EA	03.06.
TNA-AirbDEF-G...	00030	0001	2025-05	12.05.2025	20.05.2025	ACCEPTED	ACCEPTED	CLOSED	8491190 RLF	01.05.
TNA-AirbDEF-G...	00040	0001	2025-05	12.05.2025	20.05.2025	ACCEPTED	ACCEPTED	CLOSED	15112024	02.05.
TNA-AirbDEF-G...	00050	0001	2025-05	12.06.2025	20.06.2025	REJECTED	ACCEPTED	CLOSED	07012025	03.05.
TNA-AirbDEF-G...	00020	0001	2025-04	12.04.2025	20.04.2025	ACCEPTED	ACCEPTED	CLOSED	8491190 RLF	18.04.
TNA-AirbDEF-G...	00030	0001	2025-04	12.04.2025	20.04.2025	ACCEPTED	ACCEPTED	CLOSED	8491190 RLF	19.04.
TNA-AirbDEF-G...	00040	0001	2025-04	12.04.2025	20.04.2025	ACCEPTED	ACCEPTED	CLOSED	15112024	20.04.
TNA-AirbDEF-G...	00050	0001	2025-04	12.06.2025	20.08.2025	OPEN	NEW	REOPEN	07012025	21.04.
TNA-AirbDEF-G...	00010	0001	2025-04	12.04.2025	20.04.2025	ACCEPTED	ACCEPTED	CLOSED	BB.1050224I	17.04.
TNA-AirbDEF-G...	00020	0001	2025-04	12.05.2025	20.05.2025	ACCEPTED	ACCEPTED	CLOSED	8491190 RLF	18.04.

Back | Send E-Mail | Download | Accept | Reject

26 entries: Select all Matches on Page | Select all Matches | Clear Selection | Entries per page: 50 | Page 1 of 1 | Next | Last

- 1 The Overall Collab Status changes to 'CLOSED'
- 2 3 The supplier and customer Collab Status changes to 'ACCEPTED'

Note: After the supplier has accepted the OTD lines, there is no possibility for him to cancel this action again and then to reject the OTD line.

### 3.4.2.2 2<sup>nd</sup> scenario: The supplier rejects

Quick Search | Advanced Search

Active | equal to | YES | Add line | Delete line

Search | Reset

My search profiles  
Supplyon Def. Search | Manage...

OTD Collaboration | OTD KPI Results | OTD All Lines

OTD Guide | Sorted by KPI Horizon | Manage...

PO	PO Line	PO Sch...	Goods Arrival Date	Initial Grading	Grading acc. Collab	Early to	Last Agreed Requested date	Late from	Overall Collab Status	Very L
TNA-AirbDEF-G-2025...	00050	0001	10.07.2025 16:46:23	VERY LATE	ON TIME	10.08.2025 23:...	17.06.2025 23:59:59	24.06.2025 2...	CLOSED	01.07.
TNA-AirbDEF-G-2025...	00010	0001	16.04.2025 15:46:23	VERY EARLY	ON TIME	08.06.2025 23:...	13.06.2025 23:59:59	22.06.2025 2...	CLOSED	29.06.
TNA-AirbDEF-G-2025...	00010	0001	21.04.2025 10:19:54	VERY EARLY	VERY EARLY	18.06.2025 23:...	18.06.2025 23:59:59	24.06.2025 2...	OPEN	01.07.
TNA-OTDDEMO-2025...	00020	0001	02.07.2025 12:16:19	VERY LATE	ON TIME	29.05.2025 23:...	03.08.2025 11:30:00	05.08.2025 2...	CLOSED	12.06.
<input checked="" type="checkbox"/> TNA-OTDDEMO-2025...	00020	0001	02.07.2025 12:19:05	VERY LATE	VERY LATE	29.05.2025 23:...	03.08.2025 11:30:00	05.08.2025 2...	NEW	12.06.
TNA-OTDDEMO-2025...	00020	0001	02.07.2025 12:23:16	VERY LATE	VERY LATE	29.05.2025 23:...	03.08.2025 11:30:00	05.08.2025 2...	NEW	12.06.
TNA-AirbDEF-G-2025...	00030	0001	24.05.2025 11:21:40	VERY LATE	VERY LATE	25.04.2025 23:...	01.05.2025 23:59:59	05.05.2025 2...	CLOSED	12.06.
TNA-AirbDEF-G-2025...	00040	0001	29.05.2025 11:21:40	VERY LATE	VERY LATE	28.04.2025 23:...	02.06.2025 23:59:59	06.06.2025 2...	CLOSED	13.05.
TNA-AirbDEF-G-2025...	00050	0001	03.06.2025 11:21:40	VERY LATE	ON TIME	28.04.2025 23:...	03.05.2025 23:59:59	06.05.2025 2...	CLOSED	13.05.
TNA-AirbDEF-G-2025...	00020	0001	30.03.2025 11:02:30	VERY EARLY	VERY EARLY	15.04.2025 23:...	18.04.2025 23:59:59	22.04.2025 2...	CLOSED	29.04.
TNA-AirbDEF-G-2025...	00030	0001	12.05.2025 11:02:30	VERY LATE	VERY LATE	15.04.2025 23:...	19.04.2025 23:59:59	22.04.2025 2...	CLOSED	29.04.
TNA-AirbDEF-G-2025...	00040	0001	17.05.2025 11:02:30	VERY LATE	VERY LATE	15.04.2025 23:...	20.04.2025 23:59:59	22.04.2025 2...	CLOSED	29.04.
TNA-AirbDEF-G-2025...	00050	0001	22.05.2025 11:02:30	VERY LATE	VERY LATE	18.04.2025 23:...	21.04.2025 23:59:59	23.04.2025 2...	REOPEN	01.05.
TNA-AirbDEF-G-2025...	00010	0001	28.03.2025 11:02:30	VERY EARLY	VERY EARLY	14.04.2025 23:...	17.04.2025 23:59:59	21.04.2025 2...	CLOSED	28.04.
TNA-AirbDEF-G-2025...	00020	0001	30.03.2025 15:11:55	VERY EARLY	VERY EARLY	15.04.2025 23:...	18.04.2025 23:59:59	22.04.2025 2...	CLOSED	28.04.

Back | Send E-Mail | Download | Accept | Reject

26 entries: Select all Matches on Page | Select all Matches | Clear Selection | Entries per page: 50 | Page 1 of 1 | Next | Last

- 1 Select one OTD line at a time. You can also select several lines at one time. The OTD line must have the status 'NEW' or 'REOPEN', otherwise there will be an error message.
- 2 Click the 'Reject' button. The system will open a new dialog box with the supplier causes and evidences.

The screenshot shows the 'OTD Collaboration' interface with a table of OTD lines. A modal dialog titled 'Action REJECT on OTD line(s)' is open, prompting the user to select a 'Supplier Cause' and provide 'Supplier Evidence'. A red box highlights the dropdown menu for 'Supplier Cause'.

1 Click the dropdown menu bar. It is mandatory to choose a cause from the list.

The close-up shows the 'Supplier cause' dropdown menu with the following options: Cust. PO placement, Customer Design (1), Customer ERP/MRP, Customer supplied part, Force majeure, Integration design (2), and Transport airline.

1 List of Supplier causes “type customer”

2 List of Supplier causes which are not “type customer”

This list is customer specific.

- 1st case: Supplier chooses a cause “type customer”

The close-up shows the 'Supplier evidence' text field containing the text 'Customer sent the Purchase Order too late' (1) and the 'Save' button (2) highlighted in red.

1 If the supplier chooses a cause “type customer”, then it is mandatory to enter evidence (60 characters maximum).

2 Click 'Save'.

- 2nd case: Supplier chooses a cause which is not “type customer”

**Action REJECT on OTD line(s)** ✕

*Attention: this action applies to all selected OTD lines.*

Supplier Cause: Force majeure ▼

Supplier Evidence: Strike of forwarder company 1

Cancel
Save 2

- 1 If the supplier chooses a cause which is not “type customer”, then it is optional to enter evidence.
- 2 Click 'Save'.

In both cases, the statuses change in the following way:

PD	PD Line	PD Sch...	KPI Horizon	Supplier Collab End Date	Customer Collab End...	Supplier Collab Status	Customer Collab St...	Overall Collab Status	Supp. Mat. No.	Last A
TNA-AirbDEF-G...	00090	0001	2025-06	12.06.2025	20.06.2025	REJECTED	ACCEPTED	CLOSED	07012025	17.06.
TNA-AirbDEF-G...	00010	0001	2025-06	12.06.2025	20.06.2025	REJECTED	ACCEPTED	CLOSED	BB.10502241	13.06.
TNA-AirbDEF-G...	00010	0001	2025-06	12.06.2025	20.06.2025	REJECTED	OPEN	OPEN	BB.10502245	18.06.
TNA-OTDDEMO...	00020	0001	2025-06	12.06.2025	20.06.2025	REJECTED	ACCEPTED	CLOSED	110602241 EA	03.06.
TNA-OTDDEMO...	00020	0001	2025-06	12.06.2025	20.06.2025	OPEN	NEW	NEW	110602241 EA	03.06.
TNA-OTDDEMO...	00020	0001	2025-06	12.06.2025	20.06.2025	OPEN	NEW	NEW	110602241 EA	03.06.
TNA-AirbDEF-G...	00030	0001	2025-05	12.05.2025	20.05.2025	ACCEPTED	ACCEPTED	CLOSED	8491190 RLF	01.05.
TNA-AirbDEF-G...	00040	0001	2025-05	12.05.2025	20.05.2025	ACCEPTED	ACCEPTED	CLOSED	15112024	02.05.
TNA-AirbDEF-G...	00090	0001	2025-05	12.06.2025	20.06.2025	REJECTED	ACCEPTED	CLOSED	07012025	03.05.
TNA-AirbDEF-G...	00020	0001	2025-04	12.04.2025	20.04.2025	ACCEPTED	ACCEPTED	CLOSED	8491190 RLF	18.04.
TNA-AirbDEF-G...	00030	0001	2025-04	12.04.2025	20.04.2025	ACCEPTED	ACCEPTED	CLOSED	8491190 RLF	19.04.
TNA-AirbDEF-G...	00040	0001	2025-04	12.04.2025	20.04.2025	ACCEPTED	ACCEPTED	CLOSED	15112024	20.04.
TNA-AirbDEF-G...	00090	0001	2025-04	12.06.2025	20.06.2025	OPEN	NEW	REDPEN	07012025	21.04.
TNA-AirbDEF-G...	00010	0001	2025-04	12.04.2025	20.04.2025	ACCEPTED	ACCEPTED	CLOSED	BB.10502241	17.04.
TNA-AirbDEF-G...	00020	0001	2025-04	12.05.2025	20.05.2025	ACCEPTED	ACCEPTED	CLOSED	8491190 RLF	18.04.

- 1 The Overall Collab Status changes to ‘OPEN’
- 2 The supplier Collab Status changes to ‘REJECTED’
- 3 The customer Collab Status remains ‘OPEN’

### 3.4.3 Collaboration by customer

The customer can only collaborate on OTD lines with the Overall Collab Status 'OPEN' or Overall Collab Status 'CLOSED' to reopen.

PO	PO Line	PO Sch...	KPI Horizon	Overall Collab Status	Supplier Collab Status	Customer Collab ...	ERP Plant	Cust. Mat. No.	Supp. No.	Supplier
TNA-AirbDEF-G-2025...	00050	0001	2025-08	CLOSED	REJECTED	ACCEPTED	TOF	04158179-TRA	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00010	0001	2025-08	CLOSED	REJECTED	ACCEPTED	TOF	14220501-BB	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00010	0001	2025-06	OPEN	REJECTED	OPEN	FAL	14220501-BB	600251	PD_Goo...
TNA-OTDDEMO-2025...	00020	0001	2025-06	CLOSED	REJECTED	ACCEPTED	FAL	EA-142205011-2	600251	PD_Goo...
TNA-OTDDEMO-2025...	00020	0001	2025-06	NEW	OPEN	NEW	FAL	EA-142205011-2	600251	PD_Goo...
TNA-OTDDEMO-2025...	00020	0001	2025-06	NEW	OPEN	NEW	FAL	EA-142205011-2	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00030	0001	2025-05	CLOSED	ACCEPTED	ACCEPTED	TOF	RLF-09111948.RLF	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00040	0001	2025-05	CLOSED	ACCEPTED	ACCEPTED	TOF	11050610-SRH	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00050	0001	2025-05	CLOSED	REJECTED	ACCEPTED	TOF	04158179-TRA	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00020	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	RLF-09111948.RLF	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00030	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	RLF-09111948.RLF	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00040	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	11050610-SRH	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00050	0001	2025-04	REOPEN	OPEN	NEW	TOF	04158179-TRA	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00010	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	14220501-BB	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00020	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	RLF-09111948.RLF	600251	PD_Goo...

- 1 Select one OTD line at a time with appropriate status (Overall Collab Status 'OPEN' to reject or accept an OTD line and Overall Collab Status 'CLOSED' to reopen a line). You can also select several lines at one time.
- 2 To accept the rejected line by supplier: Click 'Accept'. The system opens a new dialog box with the customer causes and evidence.
- 3 To reject the already rejected line by supplier: Click 'Reject'. The system opens a new dialog box with the customer causes and evidence.
- 4 To reopen an already closed OTD line: Only possible within 60 days after closure.

*Note: As customer you need the according rights and the Ordering Officer Code to be able to collaborate on the OTD line, otherwise there is the error code "not allowed to collaborate on the OTD line".*

### 3.4.3.1 1<sup>st</sup> scenario: The customer accepts

The screenshot shows the 'OTD Collaboration' interface. At the top, there are search filters: 'Active', 'equal to', and 'YES'. Below the search area, there are tabs for 'OTD Collaboration', 'OTD KPI Results', and 'OTD All Lines'. The 'OTD Collaboration' tab is active, showing a table of OTD lines. The table has columns: PO, PO Line, PO Sch..., KPI Horizon, Overall Collab Status, Supplier Collab Status, Customer Collab..., ERP Plant, Cust. Mat. No., Supp. No., and Supplier. One row is selected, and the 'Accept' button in the bottom toolbar is highlighted with a red box and a yellow circle containing the number 2.

1 Select one OTD line at a time. You can also select several lines at one time. The OTD line must have the status 'OPEN', otherwise there will be an error message.

2 Click 'Accept'. The system opens a new dialog box with the customer causes and evidence.

- 1st case: If the supplier chose a cause "type customer" in the step before, then the customer cause is also mandatory and the evidence optional:

The screenshot shows the 'OTD Collaboration' interface with a dialog box open. The dialog box has a title 'Action ACCEPT on OTD line(s)' and a warning message: 'Attention: this action applies to all selected OTD lines.' Below the warning, there are two input fields: 'Customer Cause:' and 'Customer Evidence:'. A dropdown menu is open next to the 'Customer Cause:' field, showing a list of causes. The 'Accept' button in the bottom toolbar is highlighted with a red box and a yellow circle containing the number 1.

1 Click the dropdown menu bar and it is mandatory to choose a cause.

- 1 It is optional to enter evidence (60 characters maximum).
- 2 Click 'Save'.

- 2<sup>nd</sup> case: If the supplier chose a cause which is not “type customer” in the step before, then the customer cause end evidence is optional:

- 1 It is optional to enter a cause and evidence.
- 2 Click 'Save'.

PO	PO Line	PO Sch...	KPI Horizon	Overall Collab Status	Supplier Collab Status	Customer Collab ...	ERP Plant	Cust. Mat. No.	Supp. No.	Supplier
TNA-AirbDEF-G-2025...	00050	0001	2025-06	CLOSED	REJECTED	ACCEPTED	TOF	04158179-TRA	800251	PD_Goo
TNA-AirbDEF-G-2025...	00010	0001	2025-06	CLOSED	REJECTED	ACCEPTED	TOF	14220501-BB	800251	PD_Goo
TNA-AirbDEF-G-2025...	00010	0001	2025-06	OPEN	REJECTED	OPEN	FAL	14220501-BB	800251	PD_Goo
TNA-OTDDMO-2025...	00020	0001	2025-06	CLOSED	REJECTED	ACCEPTED	FAL	EA-142205011-2	800251	PD_Goo
TNA-OTDDMO-2025...	00020	0001	2025-06	NEW	OPEN	NEW	FAL	EA-142205011-2	800251	PD_Goo
TNA-OTDDMO-2025...	00020	0001	2025-06	NEW	OPEN	NEW	FAL	EA-142205011-2	800251	PD_Goo
TNA-AirbDEF-G-2025...	00030	0001	2025-05	CLOSED	ACCEPTED	ACCEPTED	TOF	RLF-09111948.RLF	800251	PD_Goo
TNA-AirbDEF-G-2025...	00040	0001	2025-05	CLOSED	ACCEPTED	ACCEPTED	TOF	11050910-SRH	800251	PD_Goo
TNA-AirbDEF-G-2025...	00050	0001	2025-05	CLOSED	REJECTED	ACCEPTED	TOF	04158179-TRA	800251	PD_Goo
TNA-AirbDEF-G-2025...	00020	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	RLF-09111948.RLF	800251	PD_Goo
TNA-AirbDEF-G-2025...	00030	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	RLF-09111948.RLF	800251	PD_Goo
TNA-AirbDEF-G-2025...	00040	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	11050910-SRH	800251	PD_Goo
TNA-AirbDEF-G-2025...	00050	0001	2025-04	REOPEN	OPEN	NEW	TOF	04158179-TRA	800251	PD_Goo
TNA-AirbDEF-G-2025...	00010	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	14220501-BB	800251	PD_Goo
TNA-AirbDEF-G-2025...	00020	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	RLF-09111948.RLF	800251	PD_Goo

- 1 The Overall Collab Status changes to 'CLOSED'.
- 2 The Supplier Collab Status remains to 'REJECTED'.
- 3 The Customer Collab Status changes to 'ACCEPTED'.

### 3.4.3.2 2<sup>nd</sup> scenario: The customer rejects

PO	PO Line	PO Sch...	KPI Horizon	Overall Collab Status	Supplier Collab Status	Customer Collab ...	ERP Plant	Cust. Mat. No.	Supp. No.	Supplier
TNA-AirbDEF-G-2025...	00050	0001	2025-08	CLOSED	REJECTED	ACCEPTED	TOF	04158179-TRA	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00010	0001	2025-06	CLOSED	REJECTED	ACCEPTED	TOF	14220501-BB	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00010	0001	2025-06	OPEN	REJECTED	OPEN	FAL	14220501-BB	600251	PD_Goo...
TNA-OTDDEMO-2025...	00020	0001	2025-06	CLOSED	REJECTED	ACCEPTED	FAL	EA-142205011-2	600251	PD_Goo...
TNA-OTDDEMO-2025...	00020	0001	2025-06	NEW	OPEN	NEW	FAL	EA-142205011-2	600251	PD_Goo...
TNA-OTDDEMO-2025...	00020	0001	2025-06	NEW	OPEN	NEW	FAL	EA-142205011-2	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00030	0001	2025-05	CLOSED	ACCEPTED	ACCEPTED	TOF	RLF-09111948.RLF	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00040	0001	2025-05	CLOSED	ACCEPTED	ACCEPTED	TOF	11050610-SRH	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00050	0001	2025-05	CLOSED	REJECTED	ACCEPTED	TOF	04158179-TRA	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00020	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	RLF-09111948.RLF	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00030	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	RLF-09111948.RLF	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00040	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	11050610-SRH	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00050	0001	2025-04	REOPEN	OPEN	NEW	TOF	04158179-TRA	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00010	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	14220501-BB	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00020	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	RLF-09111948.RLF	600251	PD_Goo...

1 Select one OTD line at a time. You can also select several lines at one time. The OTD line must have the status 'OPEN', otherwise there will be an error message.

2 Click 'Reject'. The system opens a new dialog box with the customer causes and evidence.

- 1<sup>st</sup> case: If the supplier chose a cause type customer, then the cause is also mandatory for the customer and the evidence is optional:

PO	PO Line	PO Sch...	KPI Horizon	Overall Collab Status	Supplier Collab Status	Customer Collab ...	ERP Plant	Cust. Mat. No.	Supp. No.	Supplier
TNA-AirbDEF-G-2025...	00050	0001	2025-06	CLOSED	REJECTED	ACCEPTED	TOF	04158179-TRA	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00010	0001	2025-06	CLOSED	REJECTED	ACCEPTED	TOF	14220501-BB	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00010	0001	2025-06	OPEN	REJECTED	OPEN	FAL	14220501-BB	600251	PD_Goo...
TNA-OTDDEMO-2025...	00020	0001	2025-06	CLOSED	REJECTED	ACCEPTED	FAL	EA-142205011-2	600251	PD_Goo...
TNA-OTDDEMO-2025...	00020	0001	2025-06	NEW	OPEN	NEW	FAL	EA-142205011-2	600251	PD_Goo...
TNA-OTDDEMO-2025...	00020	0001	2025-06	NEW	OPEN	NEW	FAL	EA-142205011-2	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00030	0001	2025-05	CLOSED	ACCEPTED	ACCEPTED	TOF	RLF-09111948.RLF	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00040	0001	2025-05	CLOSED	ACCEPTED	ACCEPTED	TOF	11050610-SRH	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00050	0001	2025-05	CLOSED	REJECTED	ACCEPTED	TOF	04158179-TRA	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00020	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	RLF-09111948.RLF	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00030	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	RLF-09111948.RLF	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00040	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	11050610-SRH	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00050	0001	2025-04	REOPEN	OPEN	NEW	TOF	04158179-TRA	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00010	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	14220501-BB	600251	PD_Goo...
TNA-AirbDEF-G-2025...	00020	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	RLF-09111948.RLF	600251	PD_Goo...

1 Click the dropdown menu bar and it is mandatory to choose a cause.

**Action REJECT on OTD line(s)**

Attention: this action applies to all selected OTD lines.

Customer Cause:

Customer Evidence:

Cancel Save

- 1 It is optional to enter evidence (60 characters maximum).
- 2 Click 'Save'.

- 2<sup>nd</sup> case: If the supplier chose a cause which is not type customer, then customer cause and evidence are optional:

**Action REJECT on OTD line(s)**

Attention: this action applies to all selected OTD lines.

Customer Cause:

Customer Evidence:

Cancel Save

- 1 2 It is optional to choose a cause and enter evidence
- 3 Click 'Save'.

Quick Search | Advanced Search

Active | equal to | YES | Add line | Delete line

Search | Reset

My search profiles: Supplyon Def. Search | Manage...

OTD Collaboration | OTD KPI Results | OTD All Lines

OTD Guide view | Sorted by KPI Horizon | Manage...

PO	PO Line	PO Sch...	KPI Horizon	Overall Collab Status	Supplier Collab Status	Customer Collab ...	Scored For KPI Calculation	ERP Plant	Cust. Mat. No.
TNA-AirbDEF-G-2025...	00010	0001	2025-06	CLOSED	REJECTED	REJECTED	No	FAL	14220501-BB
TNA-OTDDDEMO-2025...	00020	0001	2025-06	CLOSED	REJECTED	ACCEPTED	Yes	FAL	EA-142205011-2
TNA-OTDDDEMO-2025...	00020	0001	2025-06	NEW	OPEN	NEW	Yes	FAL	EA-142205011-2
TNA-OTDDDEMO-2025...	00020	0001	2025-06	NEW	OPEN	NEW	Yes	FAL	EA-142205011-2
TNA-AirbDEF-G-2025...	00030	0001	2025-05	CLOSED	ACCEPTED	ACCEPTED	Yes	TOF	RLF-0911948.RLF
TNA-AirbDEF-G-2025...	00040	0001	2025-05	CLOSED	ACCEPTED	ACCEPTED	Yes	TOF	11050610-SRH
TNA-AirbDEF-G-2025...	00050	0001	2025-05	CLOSED	REJECTED	ACCEPTED	Yes	TOF	04158179-TRA
TNA-AirbDEF-G-2025...	00020	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	Yes	TOF	RLF-0911948.RLF
TNA-AirbDEF-G-2025...	00030	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	Yes	TOF	RLF-0911948.RLF
TNA-AirbDEF-G-2025...	00040	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	Yes	TOF	11050610-SRH
TNA-AirbDEF-G-2025...	00050	0001	2025-04	REOPEN	OPEN	NEW	Yes	TOF	04158179-TRA
TNA-AirbDEF-G-2025...	00010	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	Yes	TOF	14220501-BB
TNA-AirbDEF-G-2025...	00020	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	Yes	TOF	RLF-0911948.RLF
TNA-AirbDEF-G-2025...	00010	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	Yes	TOF	14220501-BB
TNA-AirbDEF-G-2025...	00030	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	Yes	TOF	RLF-0911948.RLF

Back | Send E-Mail | Download | Accept | Reject | Reopen

26 entries: Select all Matches on Page | Select all Matches | Clear Selection | Entries per page: 50 | Page 1 of 1 | Next | Last

- 1 The Overall Collab Status changes to 'CLOSED'
- 2 The supplier Collab Status changes to 'REJECTED'
- 3 The Customer Collab Status changes to 'REJECTED'
- 4 'Scored for KPI calculation' changes to 'NO', that means that this OTD is not relevant for OTD calculation.

### 3.4.3.3 3<sup>rd</sup> scenario: The customer reopens

The screenshot shows the OTD Collaboration interface with a table of OTD lines. The first row is selected, and the 'Reopen' button is highlighted. A red box highlights the 'CLOSED' status in the 'Overall Collab Status' column.

PO	PO Line	PO Sch...	KPI Horizon	Overall Collab Status	Supplier Collab Status	Customer Collab ...	ERP Plant	Cust. Mat. No.	Supp. No.	Supplier	
<input checked="" type="checkbox"/>	TNA-AirbDEF-G-2025...	00010	0001	2025-06	CLOSED	REJECTED	ACCEPTED	TOF	14220501-BB	800251	PD_Goo
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00010	0001	2025-08	OPEN	REJECTED	OPEN	FAL	14220501-BB	800251	PD_Goo
<input type="checkbox"/>	TNA-OTDDEMO-2025...	00020	0001	2025-08	CLOSED	REJECTED	ACCEPTED	FAL	EA-142205011-2	800251	PD_Goo
<input type="checkbox"/>	TNA-OTDDEMO-2025...	00020	0001	2025-06	NEW	OPEN	NEW	FAL	EA-142205011-2	800251	PD_Goo
<input type="checkbox"/>	TNA-OTDDEMO-2025...	00020	0001	2025-08	NEW	OPEN	NEW	FAL	EA-142205011-2	800251	PD_Goo
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00030	0001	2025-05	CLOSED	ACCEPTED	ACCEPTED	TOF	RLF-0911948.RLF	800251	PD_Goo
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00040	0001	2025-05	CLOSED	ACCEPTED	ACCEPTED	TOF	11050810-SRH	800251	PD_Goo
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00050	0001	2025-05	CLOSED	REJECTED	ACCEPTED	TOF	04158179-TRA	800251	PD_Goo
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00020	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	RLF-0911948.RLF	800251	PD_Goo
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00030	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	RLF-0911948.RLF	800251	PD_Goo
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00040	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	11050810-SRH	800251	PD_Goo
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00050	0001	2025-04	REOPEN	OPEN	NEW	TOF	04158179-TRA	800251	PD_Goo
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00010	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	14220501-BB	800251	PD_Goo
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00020	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	RLF-0911948.RLF	800251	PD_Goo
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00010	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	14220501-BB	800251	PD_Goo

1 Select one OTD line at a time.

You can also select several lines at one time. The OTD line must have the status 'CLOSED' otherwise an error message is displayed.

2 Click 'Reopen'.

*Note: When the Reopen action is performed, all supplier/customer causes and evidence which were entered in the collaboration before are deleted automatically.*

**Action Confirmation**  
 ? This action will reopen the selected OTD line(s). Do you want to proceed?  
 Yes No

Click 'Yes'.

Quick Search | Advanced Search

Active | equal to | YES | Add line | Delete line

Search | Reset

My search profiles  
Supplyon Def. Search | Manage...

OTD Collaboration | OTD KPI Results | OTD All Lines

OTD Guide view | Sorted by KPI Horizon | Manage... | Reset all Filters

PO	PO Line	PO Sch...	KPI Horizon	Overall Collab Status	Supplier Collab Status	Customer Collab ...	ERP Plant	Cust. Mat. No.	Supp. No.	Supplier	
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00050	0001	2025-06	REOPEN	OPEN	NEW	TOF	04158179-TRA	800251	PD_Goo
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00010	0001	2025-06	CLOSED	REJECTED	ACCEPTED	TOF	14220501-BB	800251	PD_Goo
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00010	0001	2025-06	OPEN	REJECTED	ACCEPTED	FAL	14220501-BB	800251	PD_Goo
<input type="checkbox"/>	TNA-OTDDEMO-2025...	00020	0001	2025-06	CLOSED	REJECTED	ACCEPTED	FAL	EA-142205011-2	800251	PD_Goo
<input type="checkbox"/>	TNA-OTDDEMO-2025...	00020	0001	2025-06	NEW	OPEN	NEW	FAL	EA-142205011-2	800251	PD_Goo
<input type="checkbox"/>	TNA-OTDDEMO-2025...	00020	0001	2025-08	NEW	OPEN	NEW	FAL	EA-142205011-2	800251	PD_Goo
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00030	0001	2025-05	CLOSED	ACCEPTED	ACCEPTED	TOF	RLF-08111846.RLF	800251	PD_Goo
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00040	0001	2025-05	CLOSED	ACCEPTED	ACCEPTED	TOF	11050610-SRH	800251	PD_Goo
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00050	0001	2025-05	CLOSED	REJECTED	ACCEPTED	TOF	04158179-TRA	800251	PD_Goo
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00020	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	RLF-09111946.RLF	800251	PD_Goo
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00030	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	RLF-08111846.RLF	800251	PD_Goo
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00040	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	11050610-SRH	800251	PD_Goo
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00050	0001	2025-04	REOPEN	OPEN	NEW	TOF	04158179-TRA	800251	PD_Goo
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00010	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	14220501-BB	800251	PD_Goo
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00020	0001	2025-04	CLOSED	ACCEPTED	ACCEPTED	TOF	RLF-08111846.RLF	800251	PD_Goo

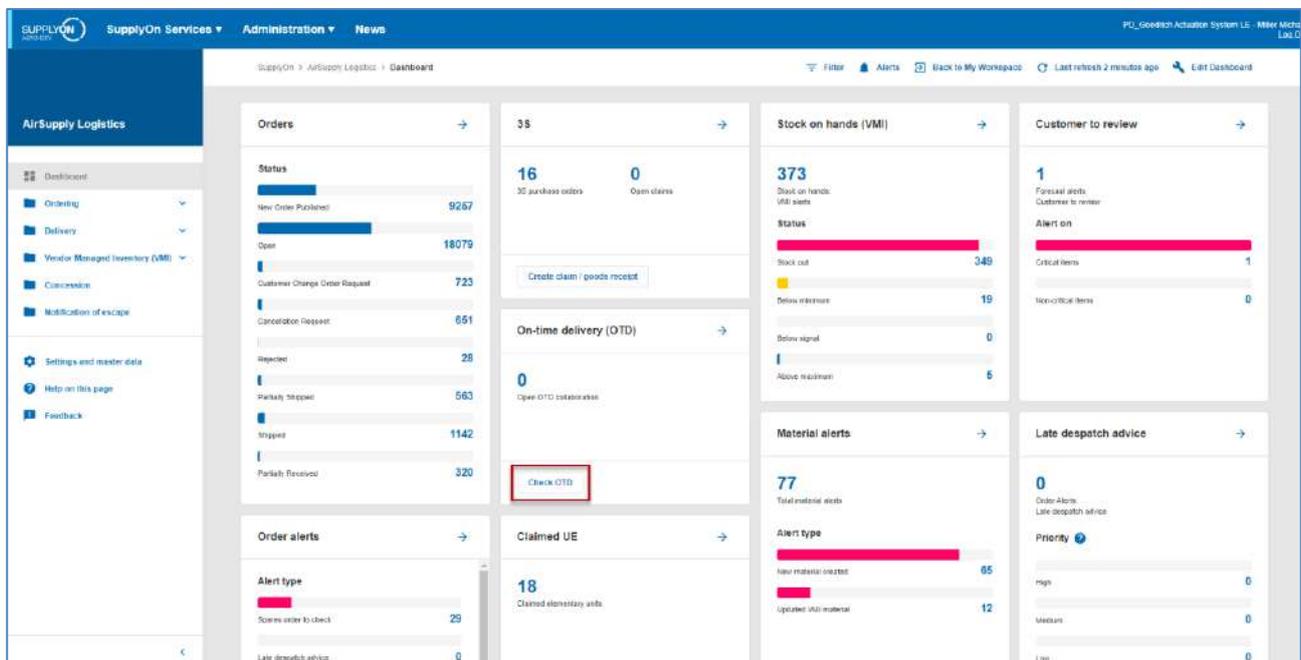
Back | Send E-Mail | Download | Accept | Reject | Reopen

26 entries: Select all Matches on Page | Select all Matches | Clear Selection | Entries per page: 50 | Page: 1 of 1 | Next | Last

- 1 The Overall Collab Status changes to 'REOPEN'
- 2 The supplier Collab Status changes to 'OPEN'
- 3 The Customer Collab Status changes to 'NEW'

### 3.5 Access and search data

In the “On-time delivery (OTD)” card, click “Check OTD”.



The following page is displayed.

Quick Search | Advanced Search

Active equal to YES Add line | Delete line

Search Reset

My search profiles  
Supplyon Def. Search Manage...

OTD Collaboration OTD KPI Results OTD All Lines

TNA OTD DEMO Sorted by KPI Horizon Manage...

PD	PD Line	PD Sch...	KPI Horizon	ERP Plant	Cust. Mat. No.	Supp. No.	Last Agreed Requested d...	Goods Arrival Date	Initial Grading	Grading acc. Collab
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00050	0001	2025-06	TOF	0458179-TRA	600251	17.08.2025 23:59:59	10.07.2025 15:46:23	VERY LATE ON TIME
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00010	0001	2025-06	TOF	14220501-BB	600251	13.06.2025 23:59:59	16.04.2025 15:46:23	VERY EARLY ON TIME
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00010	0001	2025-06	FAL	14220501-BB	600251	18.06.2025 23:59:59	21.04.2025 10:19:54	VERY EARLY VERY EARLY
<input type="checkbox"/>	TNA-OTDDEMO-2025...	00020	0001	2025-06	FAL	EA-142205011-2	600251	03.06.2025 11:30:00	02.07.2025 12:16:19	VERY LATE ON TIME
<input type="checkbox"/>	TNA-OTDDEMO-2025...	00020	0001	2025-06	FAL	EA-142205011-2	600251	03.06.2025 11:30:00	02.07.2025 12:19:05	VERY LATE VERY LATE
<input type="checkbox"/>	TNA-OTDDEMO-2025...	00020	0001	2025-06	FAL	EA-142205011-2	600251	03.06.2025 11:30:00	02.07.2025 12:23:16	VERY LATE VERY LATE
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00030	0001	2025-05	TOF	RLF-09111948...	600251	01.05.2025 23:59:59	24.05.2025 11:21:40	VERY LATE VERY LATE
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00040	0001	2025-05	TOF	11050810-SRH	600251	02.05.2025 23:59:59	29.05.2025 11:21:40	VERY LATE VERY LATE
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00050	0001	2025-05	TOF	0458179-TRA	600251	03.06.2025 23:59:59	03.06.2025 11:21:40	VERY LATE ON TIME
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00020	0001	2025-04	TOF	RLF-09111948...	600251	18.04.2025 23:59:59	30.03.2025 11:02:30	VERY EARLY VERY EARLY
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00030	0001	2025-04	TOF	RLF-09111948...	600251	19.04.2025 23:59:59	12.05.2025 11:02:30	VERY LATE VERY LATE
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00040	0001	2025-04	TOF	11050810-SRH	600251	20.04.2025 23:59:59	17.05.2025 11:02:30	VERY LATE VERY LATE
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00050	0001	2025-04	TOF	0458179-TRA	600251	21.04.2025 23:59:59	22.05.2025 11:02:30	VERY LATE VERY LATE
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00010	0001	2025-04	TOF	14220501-BB	600251	17.04.2025 23:59:59	29.03.2025 11:02:30	VERY EARLY VERY EARLY
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00020	0001	2025-04	TOF	RLF-09111948...	600251	18.04.2025 23:59:59	30.03.2025 15:11:55	VERY EARLY VERY EARLY

Back Send E-Mail Download Accept Reject

26 entries: Select all Matches on Page Select all Matches Clear Selection Entries per page 50 Page 1 of 1 Next Last

In this screen, there is always the filter automatically set “Active equal to YES”: “ACTIVE”. That means that only following OTD lines are **NOT** shown if this filter is active:

- OTD lines which cannot be reopen any more by customer. 60 days after closing the OTD line, no action is possible anymore and if the user wants to see these OTD lines, the filter has to be removed.
- OTD lines for which collaboration is not allowed. It is possible that the customer does not allow the supplier to collaborate on the OTD line, then the line is published directly in OTD Overall Collab Status “CLOSED”. If the user wants to see these OTD lines, the filter has to be removed.

Note: If you want to see data which were closed earlier than 60 days before or data where no collaboration was possible, you have to delete this automatically set filter.

Generally, you can use the 'OTD Collaboration' and the 'OTD KPI results' screen to search for data with specific status(es) or other criteria proposed in the AirSupply search functionality.

### Example 1

As a supplier, you want to find OTD lines with the Overall Collab Status ‘NEW’ and ‘REOPEN’.

You can go at the top of the screen and use the search functionality by making an 'Advanced Search'. After pressed the button 'Search', you have a list of all OTD lines relating to the status you entered:

The screenshot shows the 'Advanced Search' interface for OTD Collaboration. The search filters are set to 'Overall Collab Status equal to NEW' and 'Overall Collab Status equal to REOPEN'. The search results table is as follows:

PO	PO Line	PO Sch...	KPI Horizon	Overall Collab Status	Supplier Collab Status	Customer Collab ...	Scored For KPI Calculation	ERP Plant	Cust. Mat. No.
TNA-OTDDemo-2025...	00020	0001	2025-08	NEW	OPEN	NEW	Yes	FAL	EA-142205011-2
TNA-OTDDemo-2025...	00020	0001	2025-06	NEW	OPEN	NEW	Yes	FAL	EA-142205011-2
TNA-AirbDEF-G-2025...	00050	0001	2025-04	REOPEN	OPEN	NEW	Yes	TDF	04158179-TRA
TNA-AirbDEF-G-2025...	00050	0001	2025-04	REOPEN	OPEN	NEW	Yes	TDF	04158179-TRA

## Example 2

As customer, you want to find OTD lines with the Overall Collab Status 'NEW'.

You can go at the top of the screen and use the search functionality by making an 'Advanced Search'. After pressed the button 'Search', you have a list of all OTD lines relating to the status you entered:

The screenshot shows the 'Advanced Search' interface with the search criteria set to 'Overall Collab Status equal to NEW'. The search results table displays two entries:

PO	PO Line	PO Sch...	KPI Horizon	Overall Collab Status	Supplier Collab Status	Customer Collab ...	Scored For KPI Calculation	ERP Plant	Cust. Mat. No.
TNA-OTDDEMO-2025...	00020	0001	2025-06	NEW	OPEN	NEW	Yes	FAL	EA-142205011-2
TNA-OTDDEMO-2025...	00020	0001	2025-06	NEW	OPEN	NEW	Yes	FAL	EA-142205011-2

You can save your search criteria by using 'My search profiles' function.

The screen below shows you the way to manage and save your search criteria:

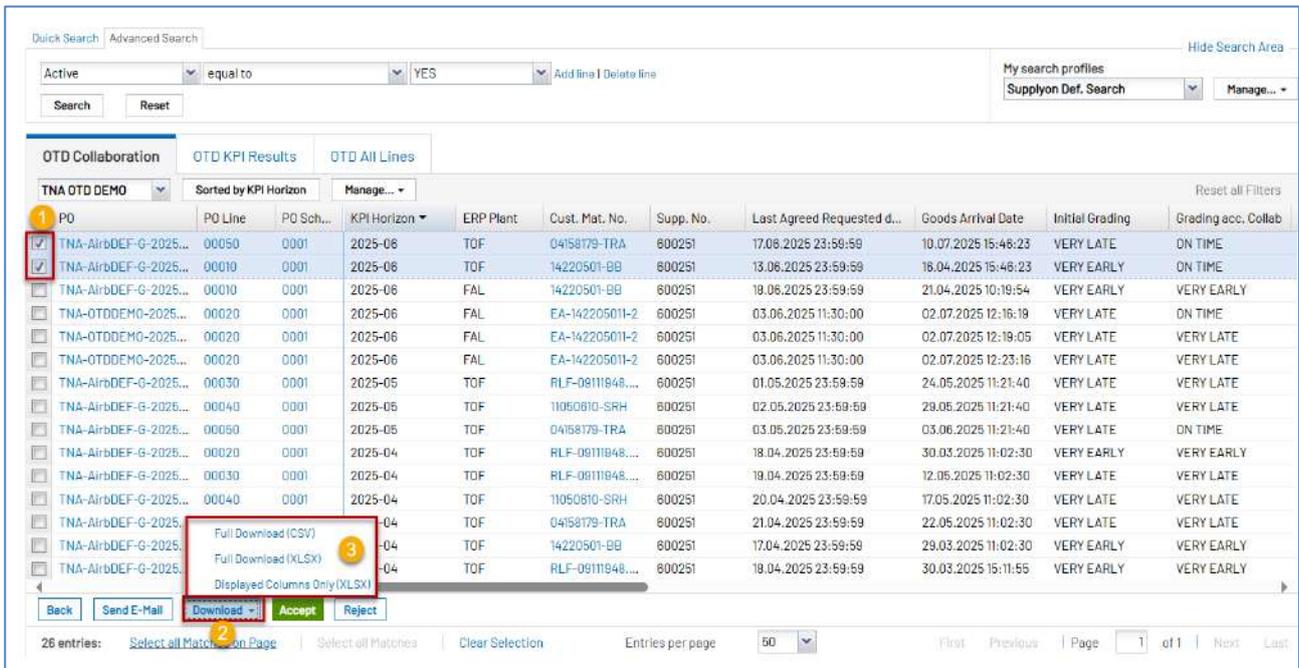
The screenshot shows the 'Advanced Search' interface with the search criteria set to 'Overall Collab Status equal to OPEN'. The search results table displays 26 entries. The 'My search profiles' menu is open, showing options to manage the current search profile:

- My search profiles
- Supplyon Def. Search
- Manage...
- Create new
- Update
- Delete
- Set as/reset to default

This screen is the default view. The columns and the order of columns displayed can be customized as described in 'Basic functions' module.

### 3.6 Download an OTD line

AirSupply allows you to download OTD lines from AirSupply in different formats. The screenshot below shows an example on how to download several OTD lines from the 'OTD Collaboration' tab. The same procedure also applies to the 'OTD ALL Lines' tab.



- 1 Select one or several OTD lines. The user can for example also use the function buttons 'Select all Matches on Page' or 'Select all Matches'.
- 2 Click 'Download' and a menu bar opens.
- 3 In the menu bar, you have following download possibilities:
  - CSV  
Flat file with a human readable header. Each data record is one line in the csv
  - Full download (XLSX)  
Downloads an Excel file with all columns of the selected data records, even the columns not displayed in the current view
  - Displayed columns only (XLSX)  
Downloads an Excel file with only the displayed columns for the selected records

When the download starts, a message is raised in the top left of the screen as shown below:

**Download started in the background. File will be provided for download once finished.**

Quick Search | Advanced Search

Active | equal to | YES | Add line | Delete line

Search | Reset

My search profiles  
Supplyon Def. Search | Manage...

OTD Collaboration | OTD KPI Results | OTD All Lines

TNA OTD DEMO | Sorted by KPI Horizon | Manage... | Reset all Filters

PO	PO Line	PO Sch...	KPI Horizon	ERP Plant	Cust. Mat. No.	Supp. No.	Last Agreed Requested d...	Goods Arrival Date	Initial Grading	Grading acc. Collab	Ea
<input checked="" type="checkbox"/>	TNA-AirbDEF-G-2025...	00050	0001	2025-06	TOF	04158179-TRA	800251	17.06.2025 23:59:59	10.07.2025 15:46:23	VERY LATE	ON TIME
<input checked="" type="checkbox"/>	TNA-AirbDEF-G-2025...	00010	0001	2025-06	TOF	14220501-99	800251	13.06.2025 23:59:59	16.04.2025 15:46:23	VERY EARLY	ON TIME
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00010	0001	2025-06	FAL	14220501-88	800251	18.06.2025 23:59:59	21.04.2025 10:19:54	VERY EARLY	VERY EARLY
<input type="checkbox"/>	TNA-OTDDEMO-2025...	00020	0001	2025-06	FAL	EA-142205011-2	800251	03.06.2025 11:30:00	02.07.2025 12:16:19	VERY LATE	ON TIME
<input type="checkbox"/>	TNA-OTDDEMO-2025...	00020	0001	2025-06	FAL	EA-142205011-2	800251	03.06.2025 11:30:00	02.07.2025 12:16:19	VERY LATE	VERY LATE
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00030	0001	2025-05	TOF	RLF-0911948...	800251	01.05.2025 23:58:58	24.05.2025 11:21:40	VERY LATE	VERY LATE
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00040	0001	2025-05	TOF	11050610-SRH	800251	02.05.2025 23:58:58	29.05.2025 11:21:40	VERY LATE	VERY LATE
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00050	0001	2025-06	TOF	04158179-TRA	800251	03.05.2025 23:59:59	03.06.2025 11:21:40	VERY LATE	ON TIME
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00020	0001	2025-04	TOF	RLF-0911948...	800251	18.04.2025 23:59:59	30.03.2025 11:02:30	VERY EARLY	VERY EARLY
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00030	0001	2025-04	TOF	RLF-0911948...	800251	19.04.2025 23:59:59	12.06.2025 11:02:30	VERY LATE	VERY LATE
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00040	0001	2025-04	TOF	11050610-SRH	800251	20.04.2025 23:59:59	17.05.2025 11:02:30	VERY LATE	VERY LATE
<input type="checkbox"/>	TNA-AirbDEF-G-2025...	00050	0001	2025-04	TOF	04158179-TRA	800251	21.04.2025 23:58:58	22.05.2025 11:02:30	VERY LATE	VERY LATE

Back | Send E-Mail | Download | Accept | Reject

26 entries: | Select all Matches on Page | Select all Matches | Clear Selection | Entries per page: 50 | First | Previous | Page: 1 of 1 | Next | Last

### 3.7 Send an OTD line/ KPI via E-Mail

The send message functionality allows you to send an e-mail with a link to a OTD screen from your local e-mail client (e.g. MS Outlook™ or Lotus Note).

*Note: Please note that Webmail cannot be set as a default email client.*

You can use this function for example during the OTD collaboration phase to ask for clarification or explain / justify the information you sent to your customer or to send KPI results. In the screenshot below, you can see how to use this function for the 'OTD Collaboration' tab. The same procedure also applies to the 'OTD ALL Lines' tab.

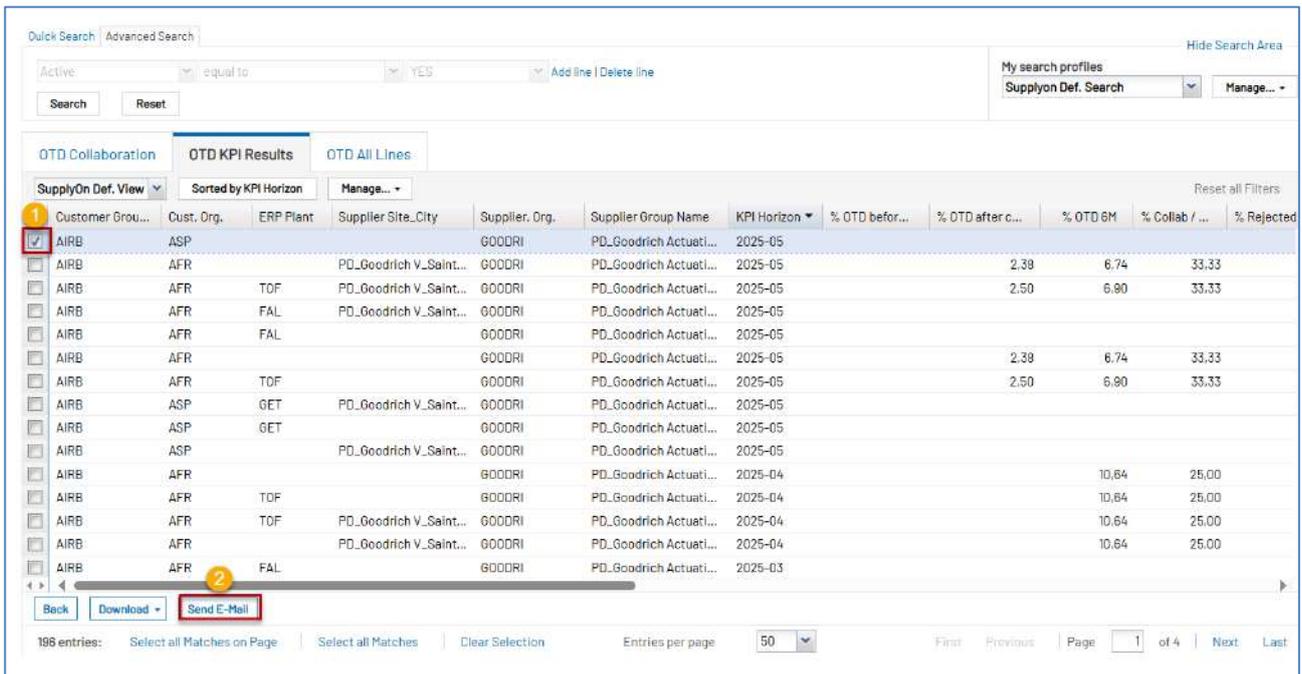
The screenshot shows the 'OTD Collaboration' tab in the SupplyOn system. At the top, there are search filters: 'Active', 'equal to', and 'YES'. Below the search area, there are three tabs: 'OTD Collaboration', 'OTD KPI Results', and 'OTD All Lines'. The 'OTD Collaboration' tab is active, showing a table of OTD lines. The table has columns: PO, PO Line, PO Sch..., KPI Horizon, ERP Plant, Cust. Mat. No., Supp. No., Last Agreed Requested d..., Goods Arrival Date, Initial Grading, and Grading acc. Collab. The first row is selected, and a red box highlights the 'Send E-Mail' button at the bottom of the table. A yellow circle with the number '2' is placed over the 'Send E-Mail' button. A yellow circle with the number '1' is placed over the first row of the table.

PO	PO Line	PO Sch...	KPI Horizon	ERP Plant	Cust. Mat. No.	Supp. No.	Last Agreed Requested d...	Goods Arrival Date	Initial Grading	Grading acc. Collab
TNA-AirbDEF-G-2025...	00050	0001	2025-06	TOF	04058179-TRA	600251	17.06.2025 23:59:59	10.07.2025 15:46:23	VERY LATE	DN TIME
TNA-AirbDEF-G-2025...	00010	0001	2025-06	TOF	14220501-BB	600251	13.06.2025 23:59:59	16.04.2025 15:46:23	VERY EARLY	DN TIME
TNA-AirbDEF-G-2025...	00010	0001	2025-06	FAL	14220501-BB	600251	18.06.2025 23:59:59	21.04.2025 10:18:54	VERY EARLY	VERY EARLY
TNA-OTDDEMO-2025...	00020	0001	2025-06	FAL	EA-142205011-2	600251	03.06.2025 11:30:00	02.07.2025 12:16:19	VERY LATE	DN TIME
TNA-OTDDEMO-2025...	00020	0001	2025-06	FAL	EA-142205011-2	600251	03.06.2025 11:30:00	02.07.2025 12:19:05	VERY LATE	VERY LATE
TNA-OTDDEMO-2025...	00020	0001	2025-06	FAL	EA-142205011-2	600251	03.06.2025 11:30:00	02.07.2025 12:23:16	VERY LATE	VERY LATE
TNA-AirbDEF-G-2025...	00030	0001	2025-05	TOF	RLF-09111948...	600251	01.05.2025 23:59:59	24.05.2025 11:21:40	VERY LATE	VERY LATE
TNA-AirbDEF-G-2025...	00040	0001	2025-05	TOF	11050610-SRH	600251	02.05.2025 23:59:59	29.05.2025 11:21:40	VERY LATE	VERY LATE
TNA-AirbDEF-G-2025...	00050	0001	2025-05	TOF	04058179-TRA	600251	03.05.2025 23:59:59	03.06.2025 11:21:40	VERY LATE	DN TIME
TNA-AirbDEF-G-2025...	00020	0001	2025-04	TOF	RLF-09111948...	600251	18.04.2025 23:59:59	30.03.2025 11:02:30	VERY EARLY	VERY EARLY
TNA-AirbDEF-G-2025...	00030	0001	2025-04	TOF	RLF-09111948...	600251	19.04.2025 23:59:59	12.05.2025 11:02:30	VERY LATE	VERY LATE
TNA-AirbDEF-G-2025...	00040	0001	2025-04	TOF	11050610-SRH	600251	20.04.2025 23:59:59	17.05.2025 11:02:30	VERY LATE	VERY LATE
TNA-AirbDEF-G-2025...	00050	0001	2025-04	TOF	04058179-TRA	600251	21.04.2025 23:59:59	22.05.2025 11:02:30	VERY LATE	VERY LATE
TNA-AirbDEF-G-2025...	00010	0001	2025-04	TOF	14220501-BB	600251	17.04.2025 23:59:59	29.03.2025 11:02:30	VERY EARLY	VERY EARLY
TNA-AirbDEF-G-2025...	00020	0001	2025-04	TOF	RLF-09111948...	600251	18.04.2025 23:59:59	30.03.2025 15:11:55	VERY EARLY	VERY EARLY

- 1 Select one OTD line.
- 2 Click 'Send E-Mail'.

*Notes: Only one OTD line at a time can be selected when using this functionality.*

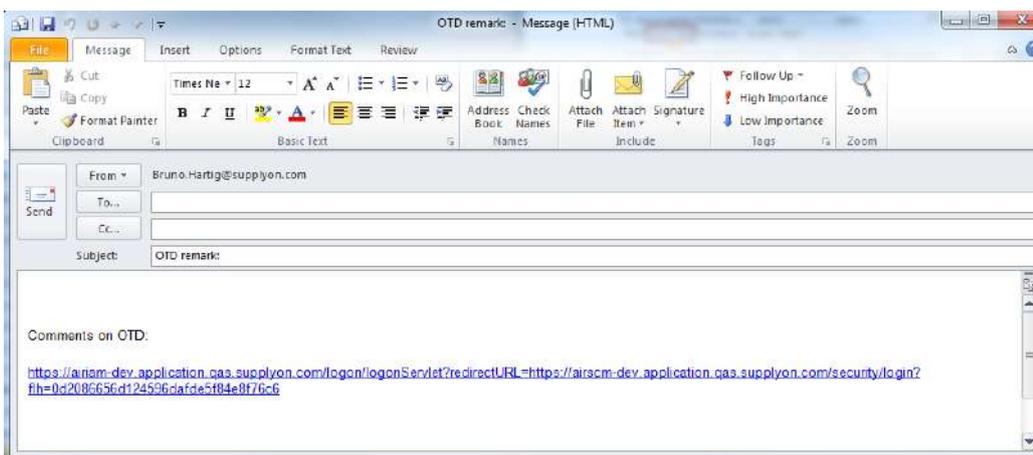
In the screenshot below, you can see how to use this function for the tab 'OTD KPI Results':



- 1 Select one KPI line.
- 2 Click 'Send E-Mail'.

*Notes: Only one KPI line at a time can be selected when using this functionality.*

Your local e-mail account opens with a link to be sent to your contact(s) to access the relating OTD screen, as shown below:



Feel free to send this email to the relevant recipient within your company and/or your customer company.

*Note: The recipient(s) of the e-mail should have the appropriate access rights to display OTD data within AirSupply.*

### 3.8 Filtering OTD KPI results

There are different filter options available to select OTD KPI results. In the following example, you can filter after the supplier organization.

The screenshot shows the 'OTD KPI Results' view in the application. The table displays data for various suppliers and their performance metrics. A context menu is open over the 'Supplier Org.' column, with the 'Filters' option selected. A red box highlights the 'Enter Filter Text...' input field in the filter menu.

Customer Group	Cust. Org.	ERP Plant	Supplier Site...City	Supplier Org.	Supplier Group Name	KPI Horizon	% OTD before...	% OTD after c...	% OTD 8M	% Collab / ...	% Rejected
AIRB	ASP	GET		GOODRI		2025-05					
AIRB	ASP	GET	PD_Goodrich V_Saint...	GOODRI		2025-05					
AIRB	AFR	FAL		GOODRI		2025-05					
AIRB	AFR	TOF	PD_Goodrich V_Saint...	GOODRI		2025-05	2.50	6.90	33.33		
AIRB	AFR	TOF	PD_Goodrich V_Saint...	GOODRI		2025-05	2.38	6.74	33.33		
AIRB	ASP			GOODRI	PD_Goodrich Actuat...	2025-05					
AIRB	AFR	TOF		GOODRI	PD_Goodrich Actuat...	2025-05	2.50	6.90	33.33		
AIRB	ASP		PD_Goodrich V_Saint...	GOODRI	PD_Goodrich Actuat...	2025-05					
AIRB	AFR	FAL	PD_Goodrich V_Saint...	GOODRI	PD_Goodrich Actuat...	2025-05					
AIRB	AFR			GOODRI	PD_Goodrich Actuat...	2025-05	2.38	6.74	33.33		
AIRB	AFR	TOF		GOODRI	PD_Goodrich Actuat...	2025-05			10.84	25.00	
AIRB	AFR	TOF	PD_Goodrich V_Saint...	GOODRI	PD_Goodrich Actuat...	2025-04			10.84	25.00	
AIRB	AFR	TOF	PD_Goodrich V_Saint...	GOODRI	PD_Goodrich Actuat...	2025-04			10.84	25.00	
AIRB	AFR			GOODRI	PD_Goodrich Actuat...	2025-04			10.84	25.00	
AIRB	AFR	TOF		GOODRI	PD_Goodrich Actuat...	2025-04			10.84	25.00	
AIRB	AFR			GOODRI	PD_Goodrich Actuat...	2025-03	45.45	45.45	45.45		

#### Example

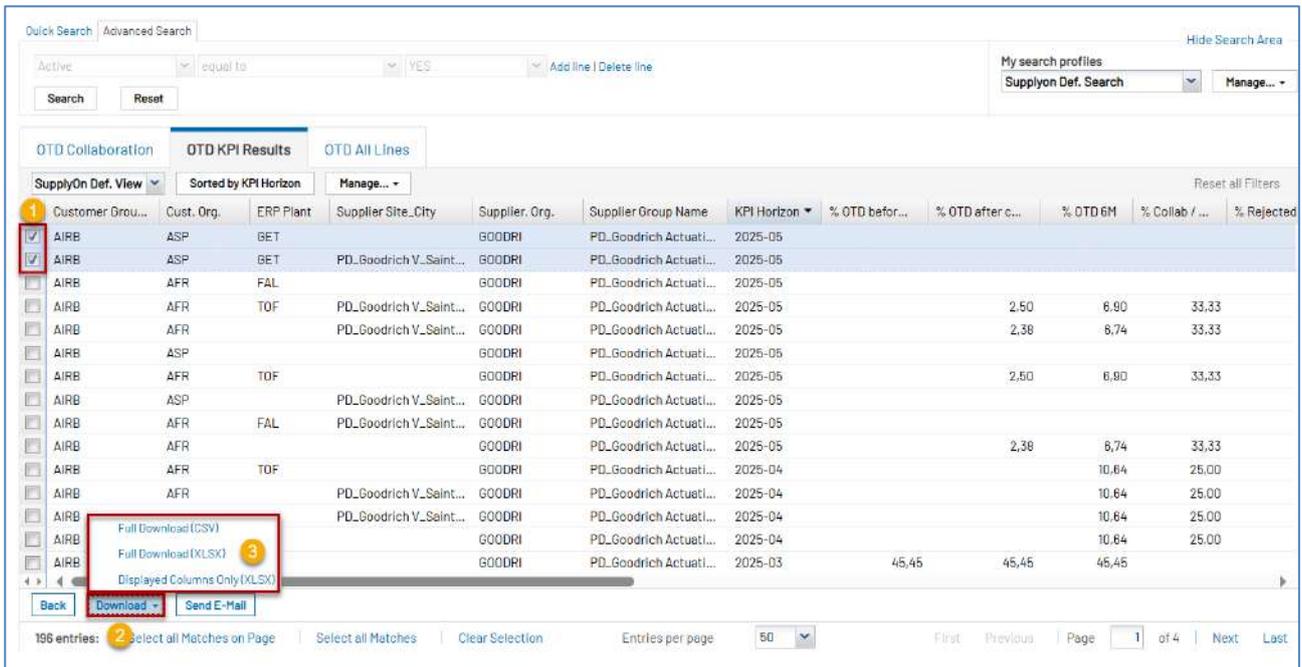
In the following example, you can filter after a certain horizon to see only KPIs of a certain month.

The screenshot shows the 'OTD KPI Results' view in the application. The table displays data for various suppliers and their performance metrics. A context menu is open over the 'KPI Horizon' column, with the 'Filters' option selected. A red box highlights the filter menu, which shows a list of months from 2025-05 down to 2024-06.

Customer Group	Cust. Org.	ERP Plant	Supplier Site...City	Supplier Org.	Supplier Group Name	KPI Horizon	% OTD before...	% OTD after c...	% OTD 8M	% Collab / ...	% Rejected
AIRB	ASP	GET		GOODRI	PD_Goodrich Actuat...	2025-05					
AIRB	AFR	FAL		GOODRI	PD_Goodrich Actuat...	2025-05					
AIRB	AFR	TOF	PD_Goodrich V_Saint...	GOODRI	PD_Goodrich Actuat...	2025-05	2.50	6.90	33.33		
AIRB	AFR	TOF	PD_Goodrich V_Saint...	GOODRI	PD_Goodrich Actuat...	2025-05	2.38	6.74	33.33		
AIRB	ASP			GOODRI	PD_Goodrich Actuat...	2025-05					
AIRB	AFR	TOF		GOODRI	PD_Goodrich Actuat...	2025-05			6.90	33.33	
AIRB	ASP		PD_Goodrich V_Saint...	GOODRI	PD_Goodrich Actuat...	2025-05					
AIRB	AFR	FAL	PD_Goodrich V_Saint...	GOODRI	PD_Goodrich Actuat...	2025-05					
AIRB	AFR			GOODRI	PD_Goodrich Actuat...	2025-05			6.74	33.33	
AIRB	AFR	TOF		GOODRI	PD_Goodrich Actuat...	2025-04			10.84	25.00	
AIRB	AFR	TOF	PD_Goodrich V_Saint...	GOODRI	PD_Goodrich Actuat...	2025-04			10.84	25.00	
AIRB	AFR			GOODRI	PD_Goodrich Actuat...	2025-04			10.84	25.00	
AIRB	AFR	TOF	PD_Goodrich V_Saint...	GOODRI	PD_Goodrich Actuat...	2025-04			10.84	25.00	
AIRB	AFR			GOODRI	PD_Goodrich Actuat...	2025-04			10.84	25.00	
AIRB	AFR	TOF		GOODRI	PD_Goodrich Actuat...	2025-04			10.84	25.00	
AIRB	AFR			GOODRI	PD_Goodrich Actuat...	2025-03	45.45	45.45	45.45		

### 3.9 Download OTD KPI results

AirSupply allows you to download the OTD KPI results from AirSupply in different formats. The screenshot below shows an example on how to download several OTD KPI Results from the 'OTD KPI Results' screen.



- 1 Select one or several KPI OTD lines in the 'OTD KPI Results' tab. The user can for example also use the function buttons 'Select all Matches on Page' or 'Select all Matches'
- 2 Click 'Download'. The menu is open.
- 3 In the menu bar, you have the following download possibilities:
  - Full Download CSV  
Flat file with a human readable header. Each data record is one line in the CSV.
  - Full Download (XLSX)  
Downloads an Excel file with all columns of the selected data records, even the columns not displayed in the current view.
  - Displayed Columns Only (XLSX)  
Downloads an Excel file with only the displayed columns for the selected records.

## 4 Conclusion

The 'OTD collaboration (On Time Delivery) training module explained the way an OTD line is created, the actions that are required on customer and supplier side to react on the different statuses and the Key Performance Indicators that are a result of the collaboration.

- This module has explained:
  - » The OTD Collaboration process.
  - » The OTD collaboration cycle and OTD workflow in AirSupply.
  - » The different OTD KPIs in AirSupply.
  
- This module has explained how to:
  - » Collaborate as a supplier and customer
  - » Download OTD data and KPIs
  - » Send OTD data and KPIs via E-Mail
  - » Access and search data
  - » Filter OTD KPI results.

## 5 Appendix

### 5.1 Description tables

#### 5.1.1 'OTD Collaboration' table

Also used in the 'OTD All Lines' tab.

GUI Name	Description	Displayed by default (customer)	Displayed by default (supplier)
Active	Default is "false". Flag is set to "true" if the line could not be reopened and/or OTD line has flag "AllowOTDCollaboration" is "false"		
AllowOTDCollaboration	Indicates whether supplier shall be allowed to collaborate on the OTD line. Default value in DB for existing PO SL will be "false". Can be activated / deactivated by PO update message. If flag is "false", OTD line will be published with status "Closed" and can't be reopened by customer.	x	x
CollabGrading	Indicates the delivery performance of the supplier, calculated by AirSupply based on defined settings for the grading. Starts with initial grading.	x	x
ConsigneeControlpointID	Consignee Controlpoint ID		
ConsigneeNetworklinkID	Networklink ID Customer - Consignee		
ConsigneeNumber	Consignee Number		
CustomerCause	Selected by customer from drop down list	x	x
CustomerCollabEndDate	Derived from collab calendar	x	x
CustomerCollaborated	Indicates whether customer has collaborated on this line.	x	x
CustomerCollabStatus	Possible values: NEW: customer to wait for end of supplier collaboration OPEN: customer can collaborate ACCEPTED: line has been accepted either by customer collaboration or auto-accept REJECTED: line has been rejected by customer	x	x
CustomerCollabTimestamp	Timestamp of last customer user action (except reopen because in this case, all fields on OTD line are cleared) (only filled in case of user collaboration)	x	x
CustomerControlpointID	Customer Controlpoint ID	x	x
CustomerEvidence	Text entered by supplier; length limited to 60 characters. CR/line feed will be ignored in table view.		

GUI Name	Description	Displayed by default (customer)	Displayed by default (supplier)
CustomerGroupCode	Buyer Corporate Group Identifier for M2M (EDI with suppliers).	x	x
CustomerGroupName	The top-level name of the customer.	x	x
CustomerMaterialDescription	PO customer material short text.	x	x
CustomerMaterialNumber	Customer Material Number	x	x
CustomerOrgCode	Short Name of the customer group	x	x
CustomerOrgName	Defines the organizational unit of the customer.	x	x
CustomerPlantCode	Defines the plant code of the customer.	x	x
CustomerPlantName	Customer Plant name	x	x
CustomerUserID	Customer user who collaborated (only filled in case of user collaboration)	x	x
CustomerUserName	Customer user who collaborated (only filled in case of user collaboration)	x	x
DocumentType	Harmonized document type label. Possible Values are: Callup Delivery schedule Dev/Test DirectShipment DirectShipment Rework Expansion Extended Workbench Kanban Kit Manual Modification Operation Subcontracting Repair Rework-Modification Shipset Standard exchange Subcontracted activity Supplier Kit Propulsion System	x	x
EarlyTo	Grading is "Early" if goods arrival date is earlier than this date	x	x
FinalDeliveryFlag	This flag defines whether to overrule the RECEIVED/PARTIALLY RECEIVED computing. If flag is set, the system will set the status to RECEIVED even though the "Received Quantity" is not matching the "Requested Quantity".	x	x
FittingCustomerMaterial	Customer material code in the fitting ERP system for Direct Shipment order only.	x	x
FlexField1	Reserved for later usage.	x	x
FlexField10	see "Flexible Field 1"	x	x
FlexField2	see "Flexible Field 1"	x	x

GUI Name	Description	Displayed by default (customer)	Displayed by default (supplier)
FlexField3	see "Flexible Field 1"	x	x
FlexField4	see "Flexible Field 1"	x	x
FlexField5	see "Flexible Field 1"	x	x
FlexField6	see "Flexible Field 1"	x	x
FlexField7	see "Flexible Field 1"	x	x
FlexField8	see "Flexible Field 1"	x	x
FlexField9	see "Flexible Field 1"	x	x
GoodsArrivalDate	The date for "Goods arrival" is taken from the last received message (this can be a PO, GR and even a GR cancel or return). If status change to RECEIVED is triggered by admin action "Set status to RECEIVED" on UI, the last GR is taken as "Goods arrival" date, even if PO SL is not fully delivered.	x	x
InitialGrading	Calculated once during OTD line generation, remains unchanged.	x	x
KPIHorizon	Calendar month, indicates the month of "last agreed requested date".	x	x
LastAgreedRequestedDate		x	x
LastAgreedRequestedQuantity		x	x
LateFrom	Grading is "Late" if goods arrival date is later than this date	x	x
LineNumber	The position line number.		
NetworklinkID	Networklink ID Customer - Supplier		
OnTimeFromOffset			
OnTimeToOffset		x	x
OrderingOfficePhone	Ordering officer phone	x	x
OrderingOfficerCode	Ordering officer code (= Code of the responsible person)	x	x
OrderingOfficerName	Ordering officer name	x	x
OrderSubtype	Possible values: SPARES or blank.		
OrderType	Possible values: CALL-UP or OTHER.		
OTDManagementStatus	Derived from combination "Supplier collaborated" and "customer collaborated". Indicates the last party which has collaborated.		
OTDRelevant	Indicates whether a PO SL shall be considered for OTD. If flag is false, the PO SL will be ignored for OTD (neither OTD line generation nor consideration in OTD calculation basis) Default value in DB for existing PO SL will be "false". Can be activated / deactivated by PO update message.	x	x

GUI Name	Description	Displayed by default (customer)	Displayed by default (supplier)
OutOfTimeFromOffset		x	x
OutOfTimeToOffset		x	x
OverallCollabStatus	Indicates the total status of the line. NEW: OTD line has been published, but not yet collaborated OPEN: collaboration ongoing CLOSED: collab cycle is closed both for supplier and customer. Customer can reopen. REOPEN: OTD line has been reopened	x	x
POLineDescription	PO line description is the "short text" from the SAP PO line	x	x
PONumber	Unique purchase order number.	x	x
PurchasingGroup	ERP Purchase group	x	x
ReceivedQuantity		x	x
ScheduleLineNumber	The (request) schedule line number.	x	x
ScoredForKPICalculation	Determines whether the OTD line shall be considered for KPI calculation.	x	x
SparesPriority	Priority of the sales order for Spares purchase order only There are 5 types of Spares priority: • AOG for « Aircraft On Ground »: the supplier has to answer within 2 hours in order to deliver in the 24/48 hours • Critical CRIT: the supplier has 7 days to deliver • Expedite EXP: the supplier has 21 days to deliver the company • Routine RTN: the supplier has 90 days to deliver one of the 5 Airbus stores • Miscellaneous MISC: it corresponds to KITS orders	x	x
SupplierCause	Selected by supplier from drop down list	x	x
SupplierCollabEndDate	Derived from collab calendar	x	x
SupplierCollaborated	Indicates whether supplier has collaborated on this line.	x	x
SupplierCollabStatus	Possible values: OPEN: supplier can collaborate ACCEPTED: line has already been accepted either by supplier collaboration or auto-accept REJECTED: line has been rejected by supplier	x	x
SupplierCollabTimestamp	Timestamp of last supplier user action (only filled in case of user collaboration)	x	x
SupplierControlpointID	Supplier control point ID		
SupplierEvidence	Text entered by supplier, length limited to 60 characters. CR/line feed will be ignored in table view.	x	x
SupplierGroupName	The top-level name of the supplier.	x	x

GUI Name	Description	Displayed by default (customer)	Displayed by default (supplier)
SupplierMaterialDescription	Supplies Material description. Retrieved during import from article master data (if not found, value is taken from the PO)	x	x
SupplierMaterialNumber	Supplier Material number. Retrieved during import from article master data (if not found, value is taken from the PO)	x	x
SupplierNumber	Defines the Supplier Airbus Resource Planning (ARP) system id.	x	x
SupplierNumberLocal	Local ERP supplier number	x	x
SupplierOrgName	Defines the organizational unit of the supplier.	x	x
SupplierPlannerCode	Supplier planner code	x	x
SupplierSite	Supplier lowest organisational level (sub-unit of "Supplier Organisation")	x	x
SupplierSite_City	Concatenation of supplier site and city.	x	x
SupplierUserID	Supplier user who collaborated (only filled in case of user collaboration)	x	x
SupplierUserName	Supplier user who collaborated (only filled in case of user collaboration)	x	x
VeryEarlyTo	Grading is "Very Early" if goods arrival date is equal to or earlier than this date	x	x
VeryLateFrom	Grading is "Very Late" if goods arrival date is equal to or later than this date	x	x

### 5.1.2 'OTD KPI Results' table

GUI Name	Description	Displayed by default (customer)	Displayed by default (supplier)
% Collab / Customer	Percentage of OTD lines which were collaborated by customer.	x	x
% Collab / Supplier	Percentage of OTD lines which were collaborated by supplier.	x	x
% EARLY	Percentage of deliveries in the regarded horizon which have the (collaborated) grading "Early" and (if applicable) "Very Early".		
% Not Scored	Percentage of collaborated OTD lines not scored.	x	x
% OTD 6M	Percentage of deliveries in the regarded horizon plus the 5 months before which have the (collaborated) grading "On Time".	x	x
% OTD after collab	OTD after Collaboration. This KPI value indicates the percentage of deliveries in the regarded horizon which have the (collaborated) grading "On Time".	x	x
% OTD before collab	OTD before collaboration. This KPI value indicates the percentage of deliveries in the regarded horizon which were determined with initial grading "On Time" during OTD line publication.	x	x
% Overall Not Scored	Overall percentage of collaborated OTD lines not scored.	x	x
% Rejected / Supplier	Percentage of OTD lines which were rejected by supplier.	x	x
Cust. Group	Customer highest organisational level.		
Cust. Org.	Customer Organisation Short Name.	x	x
Cust. Site	Customer lowest organisational level (sub-unit of 'Customer organisation').		
Customer Group Code	Buyer Corporate Group Identifier for M2M (EDI with suppliers).	x	x
Customer Organization	Organisational sub-unit of 'Customer Group'.		
ERP Plant	ERP Plant Code.	x	x
FlexField1	Reserved for later usage.		
FlexField10	See "Flexible Field 1".		
FlexField2	See "Flexible Field 1".		
FlexField3	See "Flexible Field 1".		
FlexField4	See "Flexible Field 1".		
FlexField5	See "Flexible Field 1".		
FlexField6	See "Flexible Field 1".		
FlexField7	See "Flexible Field 1".		
FlexField8	See "Flexible Field 1".		

GUI Name	Description	Displayed by default (customer)	Displayed by default (supplier)
FlexField9	See "Flexible Field 1".		
KPI Horizon	Horizon (calendar month) for KPI calculation.	x	x
Nb EARLY	Number of OTD lines with grading "Early".	x	x
Nb LATE	Number of OTD lines with grading "Late".	x	x
Nb Not Scored	Number of OTD lines which are "not scored".	x	x
Nb Past Due	Number of PO schedule lines not fully delivered and overdue.	x	x
Nb Under Collab	Number of logistically received lines which are still under PO collaboration.	x	x
Nb VERY EARLY	Number of OTD lines with grading "Very Early".		
Nb VERY LATE	Number of OTD lines with grading "Very Late".		
Nb ON TIME	Number of PO SL/ OTD lines with grading "On time".	x	x
Supp. No.	Harmonised ERP supplier number.		
Supp.Loc.No.	Local ERP supplier number.		
Supplier Group Name	Supplier highest organisational level.	x	x
Supplier Site	Supplier lowest organisational level (sub-unit of 'Supplier Organisation').		
Supplier Site_City	Concatenation of supplier site and city.	x	x
Supplier. Org.	Organisational sub-unit of 'Supplier Group'.	x	x
Total Not Relevant PO SL	Total number of PO SL not relevant for OTD.	x	x
Total OTD Lines	Total number of (published) OTD lines.	x	x
Total Relevant PO SL	Total number of relevant PO SL.	x	x

## 5.2 Referenced documents

[RD2]: 02\_Master\_Data\_training\_guide.

[RD3]: 03\_Dashboard\_training\_guide.

[RD5]: 05\_Ordering\_training\_guide.

[RD6]: 06\_Despatch\_Advice\_training\_guide.

**Congratulations!**

**This is the end of the AirSupply training guide.**

**We wish you a successful use of AirSupply.**