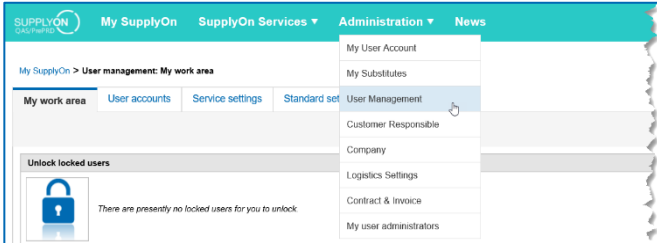


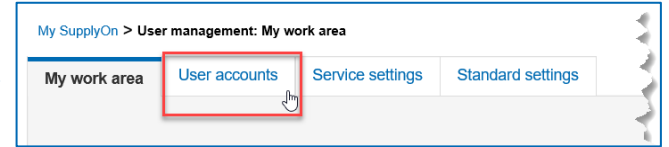
Prerequisites for the collaboration on APQP projects

1. Step: The SupplyOn User Administrator assigns one of the roles **ProjectMgmtSellerAdmin** and **ProjectMgmtSellerUser** to a user.

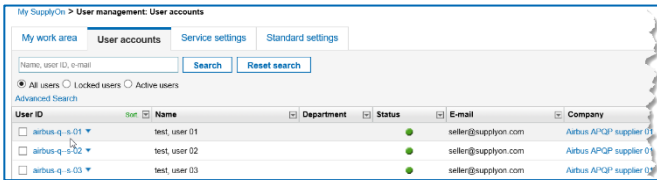
1. Log on to → **SupplyOn**.
2. Click **User Management**.



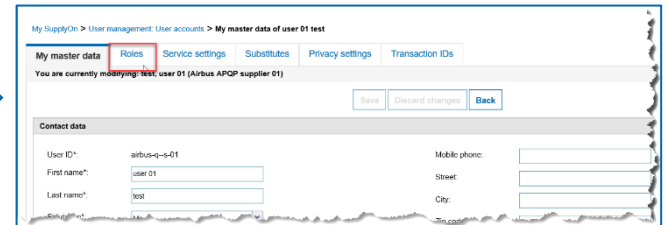
3. Click **User accounts**.



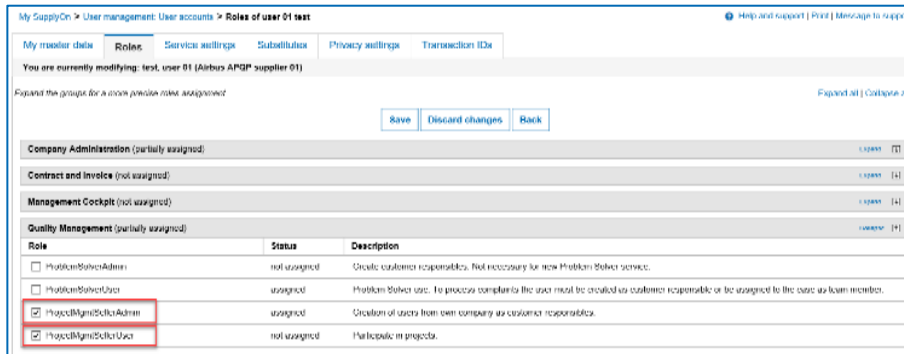
4. Click a user.



5. Click **Roles**.

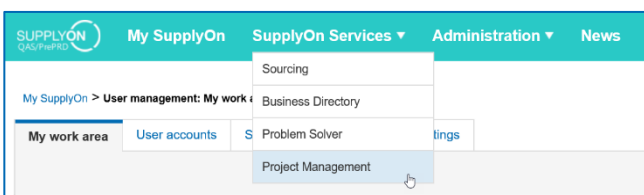


6. Assign the two roles:
ProjectMgmtSellerAdmin (Can define Key Account managers for APQP projects.)
ProjectMgmtSellerUser (Can participate in APQP projects as project lead.)

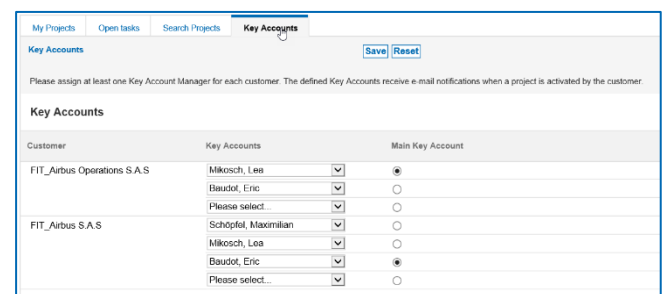


2. Step: The Project Management User (with the **ProjectMgmtSellerAdmin** role) defines a user as **Main Key Account**. This person will be informed about new APQP projects and can assign them to other colleagues.

- ✓ Switch to **Project Management**.



- ✓ Click **Key Accounts** and select a **Key Account**.



3. Step: The Key Account defines the project lead.
The project lead is responsible for the project and the contact for the customer.

1. Switch to My Projects.

Status	Name / Number	Supp. Part No.	Customer	Responsible	Sys. Status	Start	Due	Next due date	Template	Multi...
...	JHE42	Supp_1432	FTT_Airbus S.A.S	Jones, tim	Active	08.01.2019		28.02.2019	Other example - multi...	10
...	A320-4...	42	FTT_Airbus S.A.S	Jones, tim	Active	15.05.2019		20.12.2019	New Model for Deliv...	5
...	APQP trial	42	FTT_Airbus S.A.S	Jones, tim	Active	16.05.2019		30.08.2020	New Model for Deliv...	5
...	APQP test scenario	42	FTT_Airbus S.A.S	Jones, tim	Active	16.05.2019		31.08.2020	Other example - multi...	10
...	more supplier contacts		FTT_Airbus S.A.S	Jones, tim	Active	15.05.2019				
...	2-sub		FTT_Airbus S.A.S	APQP_User de Test - 2	Active	20.05.2019				
...	Customer Validation	32	FTT_Airbus S.A.S	Jones, tim	Active	27.05.2019		30.11.2019		

2. Select and click a project for which you want to define the project lead.

Please click on the name of the project to view project details. Filter settings remain after next login.

Status	Name / Number	Supp. Part No.	Customer	Responsible	Sys. Status	Start	Due	Next due date
...	JHE42	Supp_1432	FTT_Airbus S.A.S	Jones, tim	Active	08.01.2019		28.02.2019
...	A320-4201-05_15	42	FTT_Airbus S.A.S	Jones, tim	Active	15.05.2019		20.12.2019
...	APQP trial	42	FTT_Airbus S.A.S	Jones, tim	Active	16.05.2019		30.08.2020
...	APQP test scenario	42	FTT_Airbus S.A.S	Jones, tim	Active	16.05.2019		31.08.2020
...	more supplier contacts		FTT_Airbus S.A.S	Jones, tim	Active	15.05.2019		
...	2-sub		FTT_Airbus S.A.S	APQP_User de Test - 2	Active	20.05.2019		
...	Customer Validation	32	FTT_Airbus S.A.S	Jones, tim	Active	27.05.2019		30.11.2019

3. Click Project Team.

Project: A320-4201-05_15 | 42

Project Information | **Project Team** | Project Schedule | Action List | Change Log | Status Report | All Attachments

Project Schedule

RAG Maturity	Traffic light	Work packages	Work item	Responsible	Assessor	Start	Requested
...	Planning	Supplier Work Package Lead...		20.12.2019	
...	APQP	Supplier Work Package Lead...		13.08.2019	20.12.2019
...	Target Weight	Supplier Work Package Lead...		20.12.2019	
...	Serial Production	Supplier Work Package Lead...		20.12.2019	

4. If a project lead was already defined by the customer, you can change the project lead. Click Supplier Work Package Lead.

Deliverables Assessor 4	Read	-	-
Deliverables Assessor 5	Read	-	-
Deliverables Assessor 6	Read	-	-
Deliverables Assessor 7	Read	-	-
Deliverables Assessor 8	Read	-	-
Deliverables Assessor 9	Read	-	-

Supplier

Supplier Roles	Authorization	Name	E-Mail
Supplier Work Package Lead	Write	test user TJO	tim.jones@supplyon.com

5. Click Search to list all available users.

My Projects | Open tasks | Search Projects | Key Accounts

User Search

Name **Search** | Select and Back | Cancel

6. Select the project lead and click Select and Back.

My Projects | Open tasks | Search Projects | Key Accounts

User Search

Name Search | Select and Back | Cancel

Search Results

11 Users

Name	E-Mail
Baudot, Eric	Eric.Baudot@supplyon.com
Mikosch, Lea	Lea.Mikosch@supplyon.com
Schöpfel, Maximilian	Maximilian.Schoepfel@supplyon.com
Schöpfel, Maximilian	Maximilian.Schoepfel@supplyon.com
Schöpfel, Maximilian_3	Maximilian.Schoepfel@supplyon.com
test_user 01	seller@supplyon.com
test_user 02	seller@supplyon.com
test_user 03	seller@supplyon.com

7. The new project lead is defined.

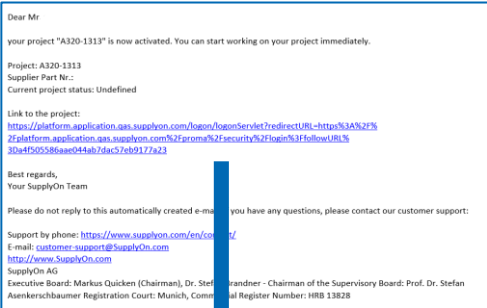
Deliverables Assessor 5	Read	-	-
Deliverables Assessor 6	Read	-	-
Deliverables Assessor 7	Read	-	-
Deliverables Assessor 8	Read	-	-
Deliverables Assessor 9	Read	-	-

Supplier

Supplier Roles	Authorization	Name	E-Mail	Phone
Supplier Work Package Lead	Write	Mikosch, Lea	Lea.Mikosch@supplyon.com	259

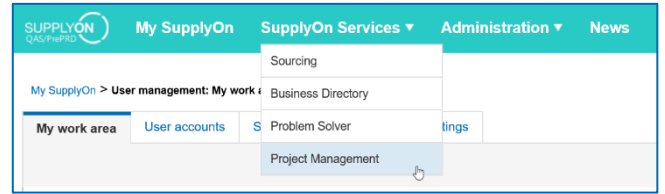
Collaborating on APQP projects

- ✓ You receive an email notification for a newly created APQP project.



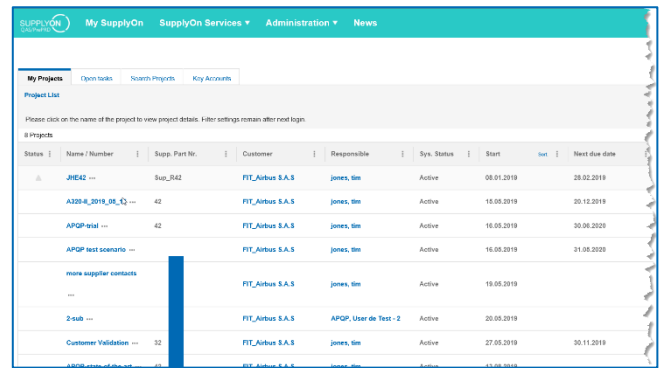
Click the link that leads you directly to the APQP project.

- ✓ Or log on directly to → SupplyOn.

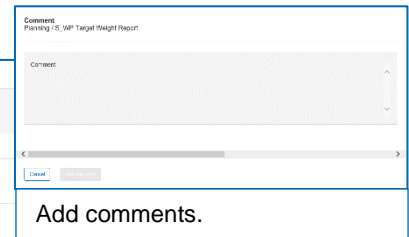
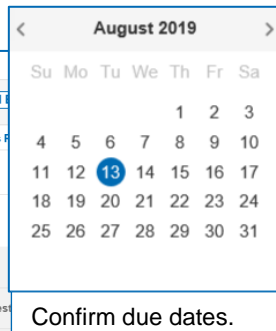
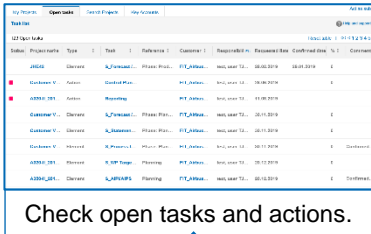


Click Project Management.

- ✓ Select an APQP project for collaboration.



- ✓ Collaborate on the APQP project.



RAG Maturity and RAG OTD display the current statuses.

- Green
- Amber
- Red

Add documents as attachments.

Add actions.