AirSupply

Training guide for users
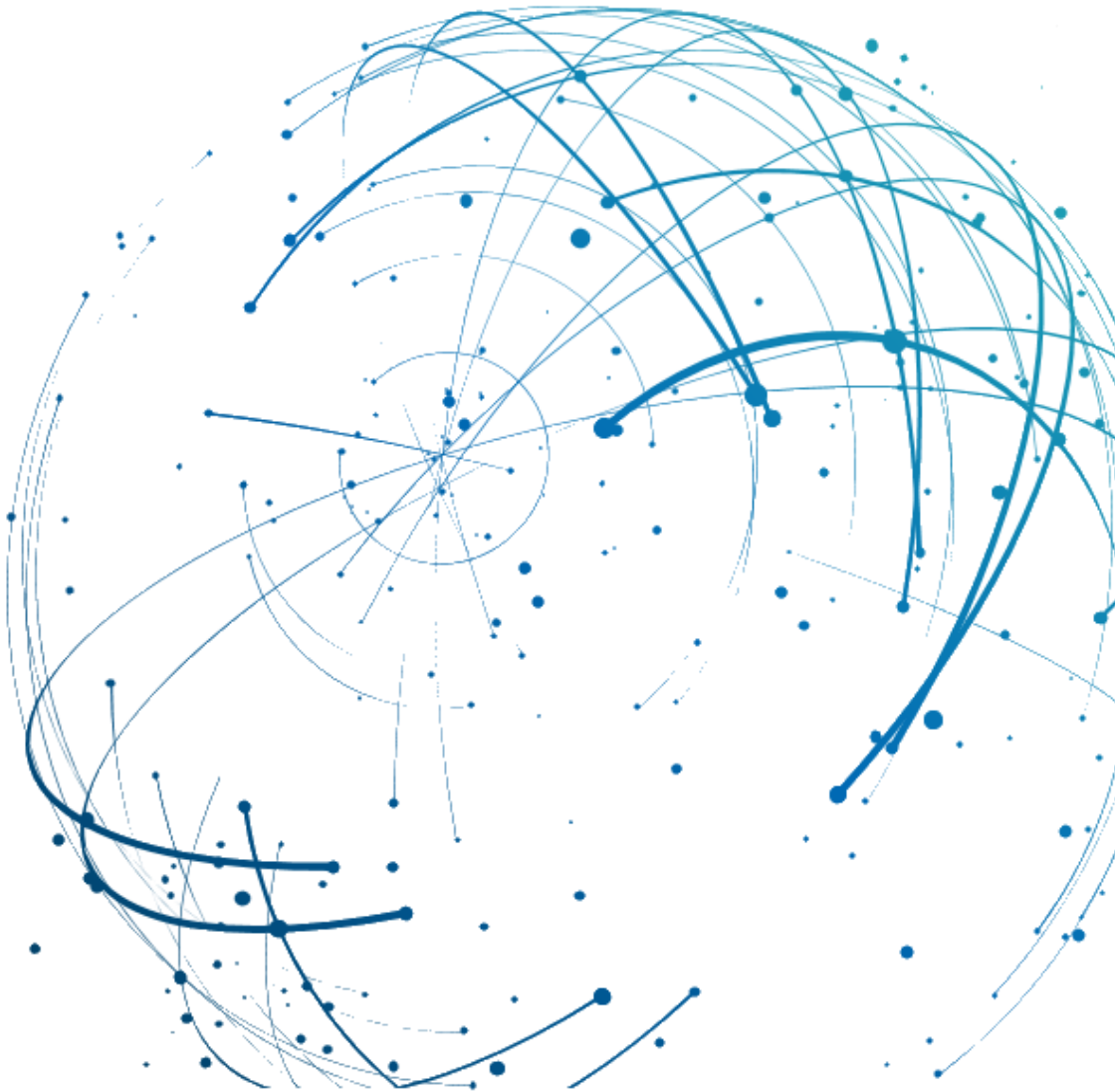
Ordering
October 2024

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CANREQ	Cancellation Request
CCOR	Customer Change Order Request
DA	Despatch Advice
ERP	Enterprise Resource Planning
FC	Forecast
GR	Goods Receipt
MRP	Material Requirements Planning
NOP	New Order Published
PDF	Portable Document Format
PO	Purchase Order
Qty	Quantity
RD	Referenced Document
SAWC	Supplier Accepted With Changes
SCOR	Supplier Change Order Request
UOM	Unit of Measure
VMI	Vendor Managed Inventory

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 Ordering.
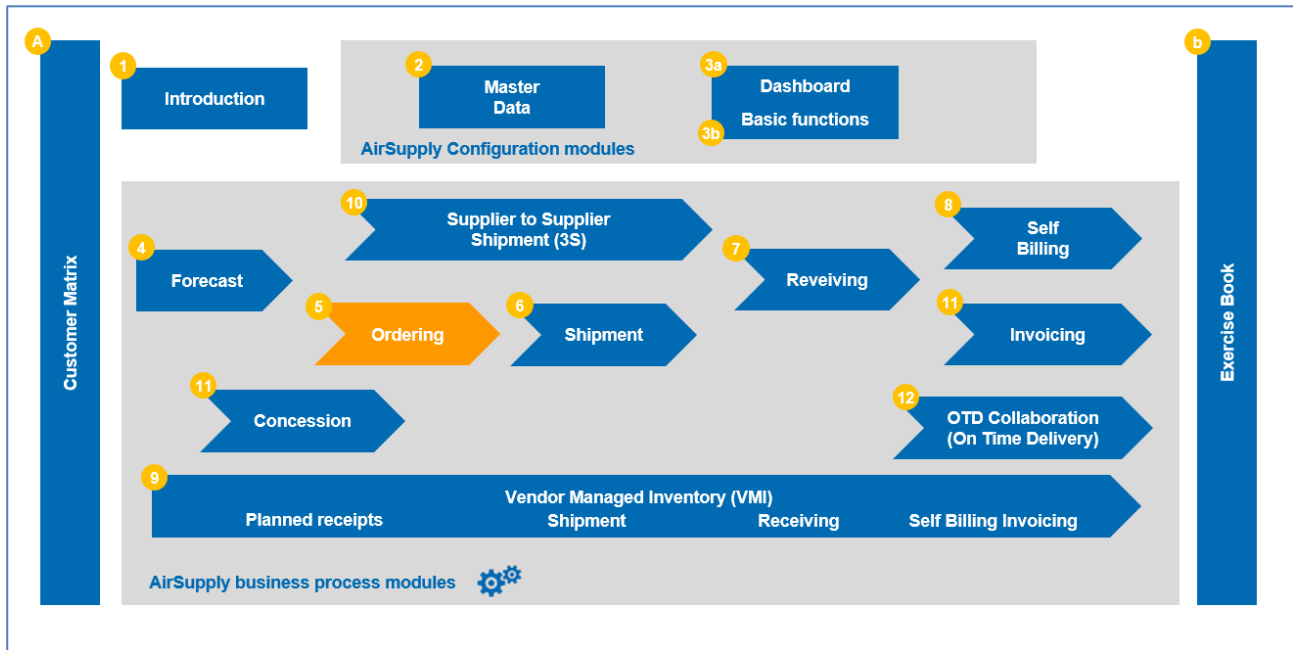
Figure 1: Modules overview

Objectives of the *Ordering* training module

The *Ordering* training module explains in detail how to manage Ordering within AirSupply in a collaborative way.
It describes the different types of Purchase Orders displayed in AirSupply and the different statuses and types of collaboration between customers and suppliers.
This training module shows you how AirSupply allows you to collaborate effectively with your commercial partners.

At the end of this module, the appendix contains:
- Tables corresponding to 'Ordering' 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 [RD5, Ordering]).
- The list of PO document types.
- The list of collaborative fields.
- The list of non-collaborative fields.

1 General concepts

1.1 Definitions

A Purchase Order (PO) is a contractual order item that contains information related to the product (for example quantity, delivery date, and delivery location).
There are three levels of information:

- One PO Header
- One or several PO Lines
- One or several PO Schedule Lines

Purchase Orders belong to different order types. Two different order types are considered in AirSupply.

- 'CALLUP' orders, which are automatically generated from Forecasts.
- 'OTHER' orders are PO not related to upfront collaboration on Forecasts.

Refer to the Forecast module [RD4] to have a full description of Forecast process in AirSupply.

Additionally, Purchase Orders belong to a PO sub-type which is used to clearly identify POs for Spares activity. This 'PO sub-type' can have two values: 'Spares' or blank.

Purchase Orders are also split under several PO document types which provide you more detailed information (for example series, repair, modification…).

> **Note**
>
> The list of PO document types is described in chapter [5_Appendix] at the end of the module.

1.2 Ordering process

The Purchase Order process receives the PO data from the customer ERP and allows customer and supplier to collaborate on PO Schedule Line level.
The Ordering process covers:

- The Purchase Order creation in the customer ERP
- The Purchase Order publication.
- The collaboration between supplier and customer on the Purchase Order.

The collaboration cycle may have, for a Purchase Order, none or several of the following steps which are explained in chapter [2_Purchase Order workflow].
The collaboration tasks depend on the PO types.

Note that this module focuses on the Ordering process and on the Purchase Order collaboration in AirSupply.

1.3 General structure of the Purchase Order (PO)

A Purchase Order (PO) is composed of a header and one or several PO Line(s). A PO Line can also be composed of one or several Schedule Line(s).

The scheme below shows an example of the Purchase Order structure (some data in the structure may differ depending on the customer company):

- PO Header
- PO Line
- PO Schedule Line

PO HEADER	
PO Header Data	**Examples**
Customer Organization Data	Customer name (company)
	Purchase organisation
	Purchasing group
Data for Invoicing	Invoice address
	Payment terms
	Currency
Delivery Data	Incoterm
PO category	Call up/Other
	Document Type
Supplier Data	Supplier name
Text Data	Purchasing condition...

PO LINE(S)	
Line Data	**Examples**
Material Data	Customer Material Number
	Customer Material description
	Supplier Material Number
	Material group
	Price
	Unit...
Delivery Data	Plant
	Delivery address
	Final delivery location
	Delivery site
	Incoterm
Organization Data	Ordering officer code
	Ordering officer contact
Line Assignement	Production order
	Serial number
Line Text	Specific quality document

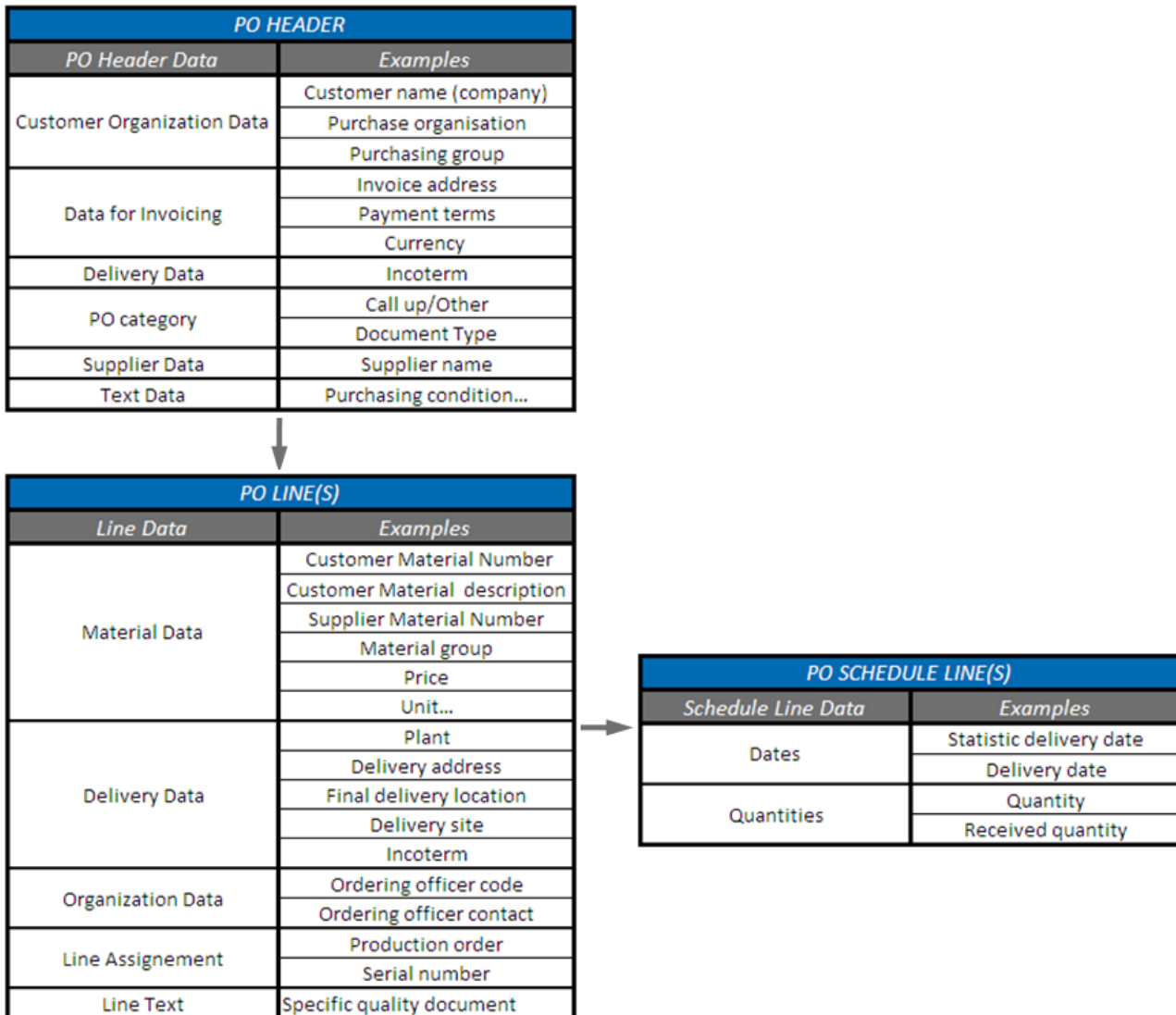| PO SCHEDULE LINE(S)	
Schedule Line Data	**Examples**
Dates	Statistic delivery date
	Delivery date
Quantities	Quantity
	Received quantity

Figure 2: Structure of a Purchase Order (example)

1.4 Collaboration principles

1.4.1 Collaboration definition

The objective of collaboration is to have a commitment between a supplier and a customer
- on date,
- quantity,
- and/or prices

on a material to be delivered.

Collaboration is performed on demand to prevent potential delivery issues by the supplier by using an efficient information flow. AirSupply eases the collaboration between customer and supplier.

The customer must be transparent with his needs to ease the supplier's delivery planning.
On the other hand, the supplier must make sure that he can meet his commitment.

In AirSupply, collaboration takes place on Purchase Order Schedule Lines.

Collaboration can be done on different fields:
- quantity
- date
- price

This depends on the customer choice. Indeed, the customer configures on which of these three fields where he wants to enable or disable collaboration.

By default, collaboration on date and quantity is enabled, and collaboration on price is disabled, but it can be customized by the customer for each PO Schedule Line.

AirSupply generates a different PO Schedule Line status for each step in the collaboration process.
In addition, AirSupply has the functionality to display action buttons at each step. These buttons show the list of possible actions that can be taken. You can choose to hide or display these buttons (it depends on customer choice).

1.4.2 Three different collaboration models

AirSupply provides three collaboration models: 'Full', 'Simple' and 'No' collaboration.
The collaboration model applied to a Purchase Order Schedule Line depends on the customer company.
Furthermore, editable fields could be customized for each PO Schedule Line in the customer ERP.

The Full Collaboration Model
The full collaboration model reflects the most sophisticated collaboration methodology offered by AirSupply.
This model allows a full collaboration between the supplier and the customer allowing them to propose changes and then find an agreement in AirSupply on quantity, date, and price.
This training is focused on this model.

In addition, the supplier can use two ways to document the collaboration:
- 'Supplier Comment' and 'Supplier Acknowledgement number'
- and 'Comment on non collab data', to provide remarks on PO content different from collaboration data.

The customer can use the 'Customer Comment' field to communicate with the supplier in the frame of the PO collaboration.

The Simple Collaboration Model

The simple collaboration model is restricted to acceptance (or rejection) of PO data by the supplier.

The customer is not supposed to perform collaboration activities within AirSupply.

The No-Collaboration Model

The no-collaboration model assumes that any published customer's PO is valid as soon as it is received and displayed in AirSupply. In this model, the supplier is not supposed to accept (or reject) new PO Schedule Lines. In addition, neither customer nor supplier can propose changes to PO Schedule Lines.

> **Note**
>
> Collaboration on price is not explained in the following chapters.

1.4.3 Purchase Order Schedule Line status overview

Based on the business relationship between the customer and the supplier and on PO Schedule Line lifecycle, a PO Schedule Line goes through various status changes during its lifecycle from 'NEW ORDER PUBLISHED' to 'RECEIVED' or 'CANCELLED'.

At each step and for each status, various collaboration possibilities and proper actions are available.

Status types are linked to the PO Schedule Line lifecycle:
- NEW ORDER PUBLISHED (NOP)
- SUPPLIER ACCEPTED WITH CHANGES (SAWC)
- OPEN
- SUPPLIER CHANGE ORDER REQUEST (SCOR)
- CUSTOMER CHANGE ORDER REQUEST (CCOR)
- PARTIALLY SHIPPED
- SHIPPED
- PARTIALLY RECEIVED
- RECEIVED
- CANCELLATION REQUEST (CANREQ)
- CANCELLED

The table below explains the different status types linked to the PO Schedule Line lifecycle

Status	Description
NEW ORDER PUBLISHED (NOP)	It is the first status of a PO Schedule Line published in AirSupply. It is a PO Schedule Line where no agreement has been reached yet.
SUPPLIER ACCEPTED WITH CHANGES (SAWC)	The supplier has modified a promised date and/or quantity and/or price on the PO Schedule Line with status 'NOP'.
OPEN	The supplier has accepted the 'NOP' order. Or The PO Schedule Line turns to 'OPEN' after automatic acknowledgment after a period defined by the customer for PO CALLUP. There are also other collaboration actions leading to a PO Schedule Line in status 'OPEN'. Refer to the Figure [3 PO Schedule Line status overview]. The 'OPEN' status is the contractual status agreed between the customer and the supplier.
SUPPLIER CHANGE ORDER REQUEST (SCOR)	The supplier has modified a promised date and/or quantity and/or price on the PO Schedule Line (with status different than 'NOP' and 'SAWC')
CUSTOMER CHANGE ORDER REQUEST (CCOR)	The customer has modified requested date and/or quantity and/or price on the PO Schedule Line.
PARTIALLY SHIPPED	Part of requested materials of the PO Schedule Line has been shipped. Indeed, a Despatch Advice has been sent for this partial shipment, but no materials have been received. Shipped quantity > 0, Remaining quantity to be shipped > 0 and Received quantity = 0
SHIPPED	All requested materials of the PO Schedule Line have been shipped. Indeed, a Despatch Advice has been sent for this complete shipment, but no materials have been received. Shipped quantity > 0, Remaining quantity to be shipped = 0 and Received quantity = 0
PARTIALLY RECEIVED	Part of requested materials of the PO Schedule Line has been received. Indeed, a Goods Receipt has been booked in the customer ERP for this partial delivery. Received quantity > 0 but Remaining quantity to be received > 0
RECEIVED	All requested materials of the PO Schedule Line have been received. Indeed, a Goods Receipt has been booked in the customer ERP for this complete delivery. Received quantity > 0 and Remaining quantity to be received = 0 No further collaboration is allowed on a PO Schedule Line in this status.
CANCELLATION REQUEST (CANREQ)	The customer requests a cancellation of the PO Schedule Line. (Except for PO Schedule Line in NOP or SAWC, in this case the customer can cancel the PO Schedule Line without supplier approval)
CANCELLED	The supplier has accepted a CANCELLATION REQUEST, or the customer has cancelled a PO Schedule Line in NOP or SAWC status. No collaboration is allowed on a PO Schedule Line in this status.

Table 1: PO line statuses

The Full Collaboration Model supports all these 12 statuses linked to PO Schedule line lifecycle and collaboration.

The Simple Collaboration Model supports the following status values:
- NEW ORDER PUBLISHED, OPEN, CANCELLATION REQUEST, CANCELLED, PARTIALLY SHIPPED, SHIPPED, PARTIALLY RECEIVED, RECEIVED

The No Collaboration Model supports the following status values:
- OPEN, CANCELLED, PARTIALLY SHIPPED, SHIPPED, PARTIALLY RECEIVED, RECEIVED

1.4.4 Alert management

Ordering collaboration is based on alert management and collaboration status.
In the ordering process, the system creates alerts which inform on some required commitment actions or new events (for example non collaborative change) for the supplier or the customer.

You can choose to be notified about alerts by e-mail.

Information about e-mail notification is detailed in the module Dashboard [RD3].

AirSupply provides various types of alerts to keep the user informed at each step of the collaboration. These alerts are referenced 'High/Medium/Low', according to the different levels of criticality and are displayed both in the Dashboard and in the 'PO Alerts' tab of the 'Alert Overview' screen.

The flag 'New' indicates that there is a new situation that requires an action. As the 'New' counter is company specific, (that is, you and other users in your company may use AirSupply as well), you should be aware that this flag may have been changed by other users of your company.

All users can remove the 'New' flag by performing one of the following actions:
- Access the PO details pages.
- Perform actions like 'Accept' or 'Modify'.
- Print.
- Download.
- Set read.

Such Purchase Order Exception could be raised to alert the user on specific events:

Spares order to check
As soon as a new 'SPARES' Purchase Order Schedule Line is published in AirSupply, the exception 'Spares Order To Check' is flagged with low, medium or high criticality. This alert is dedicated to supplier users.

Collaboration rejected by customer
The customer rejects modification from the supplier on a Purchase Order Schedule Line (= PO schedule Line with status 'SUPPLIER ACCEPTED WITH CHANGES' or 'SUPPLIER CHANGE ORDER REQUEST'). This alert is dedicated to supplier users.

Collaboration rejected by supplier
The supplier rejects modification from the customer on a Purchase Order Schedule Line (= PO Schedule Line with status 'CUSTOMER CHANGE ORDER REQUEST' or 'CANCELLATION REQUEST'). This alert is dedicated to customer users.

Accepted by customer but penalized (*)
The customer has made an 'Accept but penalize' action on a PO Schedule Line with status 'SUPPLIER CHANGE ORDER REQUEST' or 'SUPPLIER ACCEPTED WITH CHANGES'. This alert is dedicated to supplier users.

(*) Note

The concept of penalties is customer specific. For example, the Airbus Key Performance Indicators (KPI) evaluating the delivery performance of the supplier is impacted by these events.
Refer to the chapter [3.5.3_The customer accepts with penalties supplier's change].

Non collaborative change
When a change on a non-collaborative field of the PO is made in the customer ERP system and when the PO is published in AirSupply, a non-collaborative change exception is raised to inform the supplier of the change(s). The change can be easily identified using the 'PO History' functionality. This alert is dedicated to supplier users.

Note

The list of non-collaborative fields triggering a non-collaborative change alert is described in the appendix.
The 'PO History' functionality is described in chapter [3.5.7_Purchase Order History].

Late Despatch Advice
The late Despatch Advice exception is raised if no Despatch Advice has been sent on the planned Despatch Advice sending date (planned Despatch advice sending date = Requested delivery date - transport lead time). This alert is dedicated to customer users.

No Goods Receipt
If goods have not been fully received at the requested date, AirSupply raises the exception 'No Goods Receipt' to warn both parties of the Goods Receipt delay for a given PO Schedule Line. This alert informs on a late material delivery. This alert is dedicated to both customer and supplier users.

Customer comment update
Customer has created or updated the "customer comment" on schedule line level`

Supplier comment updated

Supplier has created or updated the "supplier comment" on schedule line level

Comment on non-collaborative data updated

This alert is raised when a supplier has modified the PO header field 'Supplier Comment on non collab data' to inform the customer that he has a remark about any other data than the collaborative ones (that is, delivery date). This alert is dedicated to customer users.

Note

The 'Alert Overview' screen shows all details about the above PO exceptions with the information on who raised the alert. It can also show the information on who deactivated an alert after a collaboration phase, leading it to inactive in AirSupply. In both cases, it could be a user or the system. (Column not displayed by default).

2 **Ordering workflow and collaboration cycle**

2.1 Purchase Order creation and publication overview

Prior to Purchase Order publication, the Purchase Order creation can happen in the customer ERP system.

Purchase Orders may be generated from Forecasts or created manually to answer ad hoc demands (urgent and exceptional demands, repairs, spares…).

Once created in the customer ERP system, Purchase Orders are automatically uploaded in AirSupply with the status 'NEW ORDER PUBLISHED' (in case of Full or Simple Collaboration Model)

They are split into two PO types:
- 'CALLUP' for POs generated from Forecasts.
- 'OTHER' for all other PO.

2.2 Purchase Order collaboration

2.2.1 Collaboration on PO Schedule Line in status 'NEW ORDER PUBLISHED'

With a new PO published, the supplier must make a commitment (accept with or without change).
The customer can make some changes on a new published PO Schedule Line (modify) or can cancel the PO Schedule Line (cancel).

Note

When the customer modifies the requested date and/or the requested quantity of a PO Schedule Line with status NOP, the PO Schedule Line keeps the status NOP.

When the customer cancels the PO Schedule Line with status NOP, the PO Schedule Line goes directly in status CANCELLED.

2.2.1.1 The supplier accepts with no changes
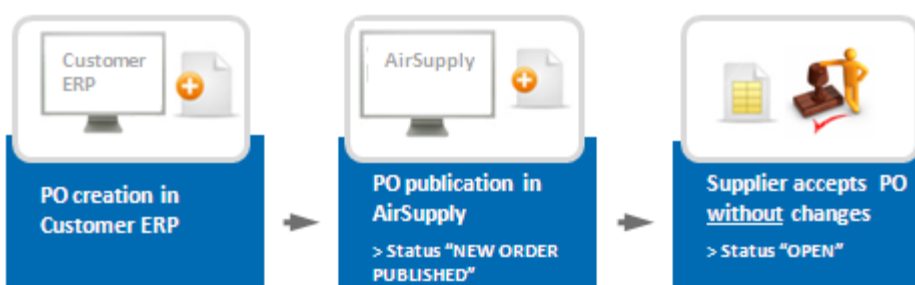
The supplier, after checking the new order (PO Schedule Line status: 'NEW ORDER PUBLISHED'), decides to accept the requested date and the requested quantity (and the requested price if applicable) published by the customer. In this case, the PO Schedule Line status changes to 'OPEN'.

2.2.1.2   The supplier accepts with changes
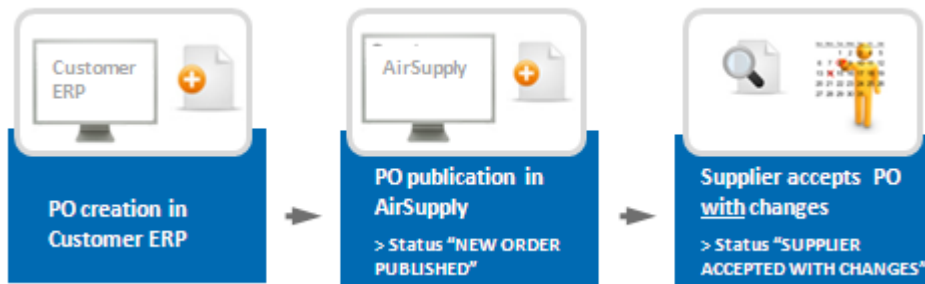
The supplier, after checking the new order (PO Schedule Line status: 'NEW ORDER PUBLISHED'), decides to accept the PO but after making some changes.

- The supplier modifies the PO Schedule Line promised date and/or promised quantity. (The promised date and/or quantity are different from the requested date and/or quantity after supplier commitment).
- The PO Schedule Line status changes to 'SUPPLIER ACCEPTED WITH CHANGES'.

Note

In case of changing an order ('SUPPLIER ACCEPTED WITH CHANGES') the customer must respond to the values proposed by the supplier.

A change of the promised date by the supplier requires a response from the customer regarding the date. This means that a date other than the last requested date must be entered.
To react to a date change only with a quantity change is not valid and results in an error message. If you want to keep your last promised value unchanged, you must reject the new customer order.

The same applies to the quantity, that is, a quantity change cannot be responded to with exclusive change of the date

If the customer requests both a date change and a quantity change, the supplier can respond to either the date, the quantity, or both.

2.2.1.3   Specificity on collaboration on new PO published for PO Call-Up

If the Purchase Order is a Call-up and the supplier does not commit (after a pre-defined period which is generally two full working days), the Purchase Order Schedule Line is automatically committed and its status changes to 'OPEN'.

2.2.2   Collaboration on PO Schedule Line with status 'SUPPLIER ACCEPTED WITH CHANGES'

When a PO Schedule Line has the status 'SUPPLIER ACCEPTED WITH CHANGES', the customer needs to react in the following ways:

- Fully accept the changes.
- Accept the changes with penalties
- Make a new proposal.
- Reject the supplier changes.
- Cancel the PO Schedule Line.

2.2.2.1 The customer fully accepts the supplier changes

- The system updates the requested dates and/or quantities (The promised date and/or promised quantity values are copied in the requested date and quantity fields).
- The Purchase Order Schedule Line status changes to 'OPEN'.

2.2.2.2 The customer accepts the supplier changes with penalties
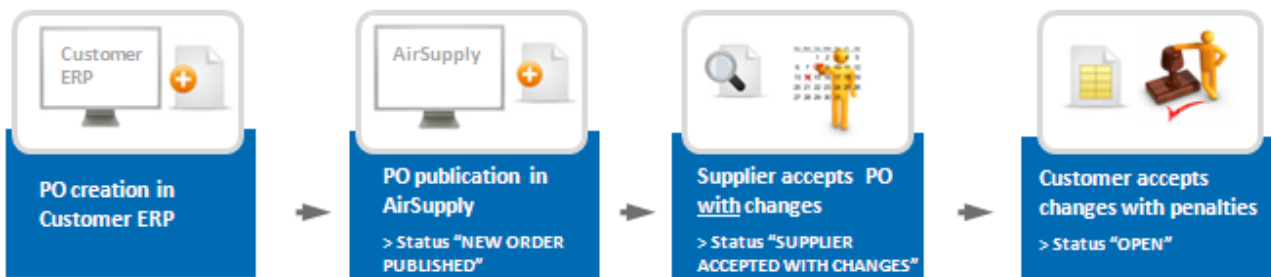
- The system updates the requested dates and/or quantities.
- The Purchase Order Schedule Line status changes to 'OPEN'.
- An 'Accepted by customer but penalized' alert is raised.

Note

The action 'Accept but penalize' makes sense only for supplier changes on date.

2.2.2.3 The customer makes a new proposal

The PO Schedule Line status changes to 'CUSTOMER CHANGE ORDER REQUEST' and the supplier must make a new commitment.

> **Note**
>
> In the case of a customer change order request ('CUSTOMER CHANGE ORDER REQUEST'), a supplier must respond to the values proposed by the customer.
>
> A change of the requested date by the customer requires a response from the supplier regarding the date. This means that a date other than the last promised date must be entered.
> To react to a date change only with a quantity change is not valid and results in an error message. If you want to keep your last promised value unchanged, you must reject the customer change order request.
>
> The same applies to the quantity, that is, a quantity change cannot be responded to with an exclusive change of the date.
>
> If the customer requests both a date change and a quantity change, the supplier can respond to either the date, the quantity, or both.

2.2.2.4 The customer rejects the supplier changes
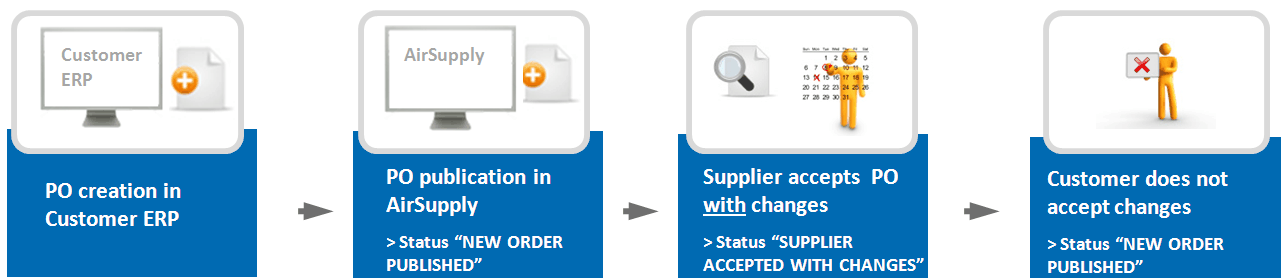
In this case, the PO Schedule Line status changes to 'NEW ORDER PUBLISHED', the requested dates and quantities keep the initial values they had at PO creation time.

An exception 'Collaboration rejected by customer' is raised.

2.2.2.5 The customer cancels the PO Schedule Line

Customer ERP	AirSupply	Supplier accepts PO with changes	Customer does not accept changes	Customer cancels PO
PO creation in Customer ERP	PO publication in AirSupply > Status "NEW ORDER PUBLISHED"	Supplier accepts PO with changes > Status "SUPPLIER ACCEPTED WITH CHANGES"	Customer does not accept changes > Status "NEW ORDER PUBLISHED"	Customer cancels PO > Status "CANCELLED"
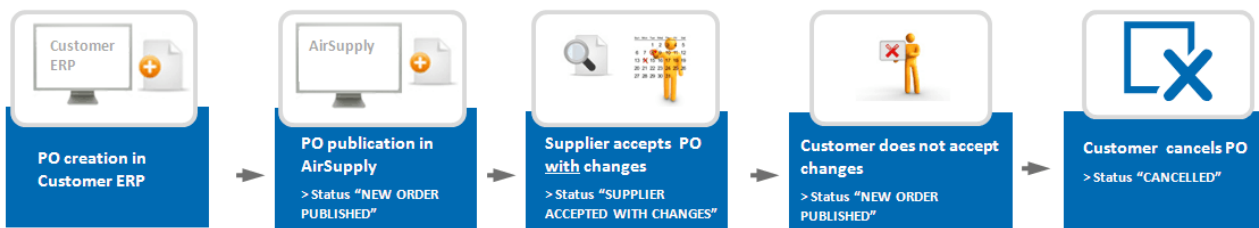
The Purchase Order Schedule Line status changes to 'CANCELLED'.

2.2.3 Collaboration on Purchase Order Schedule Line with status 'OPEN'
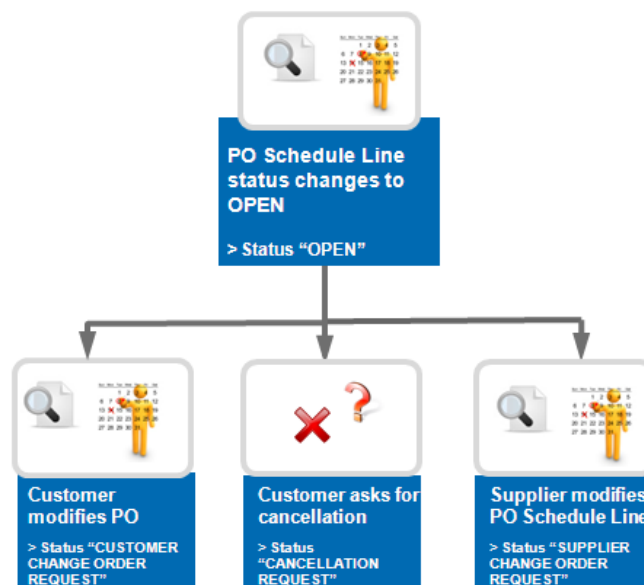
The collaboration on an 'OPEN PO' Schedule Line is quite like the collaboration on a new PO Schedule Line (NOP status).
The differences are:
- If the supplier makes changes on date and/or quantity, the PO Schedule Line status changes to 'SUPPLIER CHANGE ORDER REQUEST'.
- The customer can make changes and modify the requested date and/or quantity.
  The PO Schedule Line status changes to 'CUSTOMER CHANGE ORDER REQUEST'.
- The customer cannot cancel a PO Schedule Line without the supplier agreement.

Note

In the case of a supplier change order request ('SUPPLIER CHANGE ORDER REQUEST'), a customer must respond to the values proposed by the supplier.

A change of the promised date by the supplier requires a response from the customer regarding the date. This means that a date other than the last requested date must be entered.
To react to a date change only with a quantity change is not valid and results in an error message. If you want to keep your last promised value unchanged, you must reject the supplier change order request.

The same applies to the quantity, that is, a quantity change cannot be responded to with exclusive change of the date

If the supplier requests both a date change and a quantity change, the customer can respond to either the date, the quantity, or both.

2.2.4 Collaboration on Purchase Order Schedule Line with status 'CUSTOMER CHANGE ORDER REQUEST'
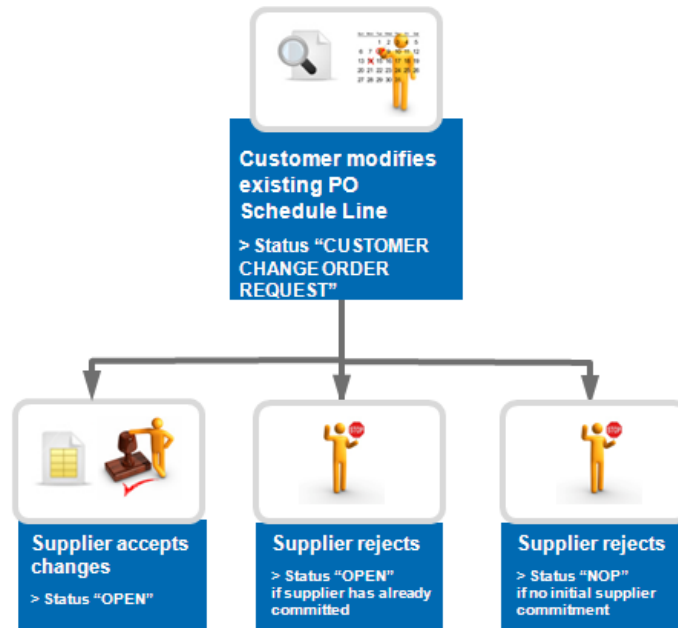
The supplier must commit on the new customer proposal (new requested date or quantity value).

The supplier can:
- Accept the change
  - The promised date and/or the promised quantity are then changed with the requested date and/or the requested quantity proposed by the customer.
  - The PO Schedule Line status changes to 'OPEN'.

- Reject the change
  - The requested date and/or requested quantity are replaced by the values the PO had before it moved to 'CCOR' (that is, last contractual agreement).
  - The PO Schedule Line status changes to 'OPEN' if the supplier has already committed.
  - The PO Schedule Line status change to 'NOP' if the supplier has not committed.
  - The exception 'Collab. rejected by supplier' is raised.

2.2.5 Collaboration on Purchase Order Schedule Line with status 'SUPPLIER CHANGE ORDER REQUEST'
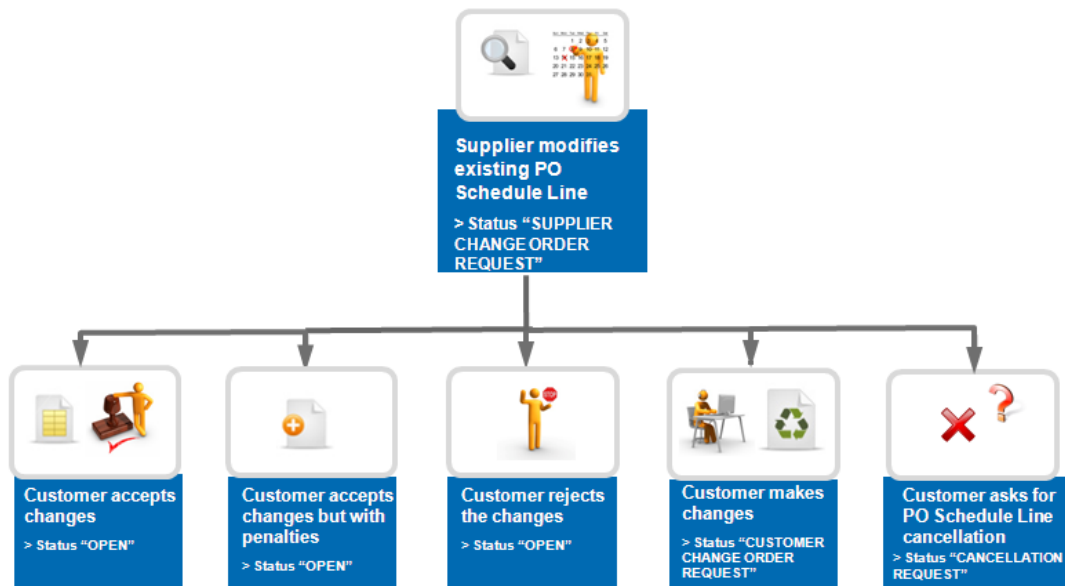
The customer can:

- Accept the change
  - The requested date and/or the requested quantity are then changed with the promised date and/or the promised quantity proposed by the supplier.
  - The PO Schedule Line status changes to 'OPEN'.
- Accept the change but penalize
  - The PO Schedule Line status changes to 'OPEN'.
  - An 'Accepted by customer but penalized' alert is raised.
- Reject the change
  - The promised date and/or promised quantity are replaced by the values the PO Schedule Line had before it moved to 'SCOR' (that is, last contractual agreement).
  - The PO Schedule Line status changes to 'OPEN' as the supplier has already committed.
  - An exception 'Collab. rejected by customer' is raised.
- Make a new proposal
  - The PO Schedule Line status changes to 'CUSTOMER CHANGE ORDER REQUEST'.

Note

In the case of a customer change order request ('CUSTOMER CHANGE ORDER REQUEST'), a supplier must respond to the values proposed by the customer.

A change of the requested date by the customer requires a response from the supplier regarding the date. This means that a date other than the last promised date must be entered.
To react to a date change only with a quantity change is not valid and results in an error message. If you want to keep your last promised value unchanged, you must reject the customer change order request.

The same applies to the quantity, that is, a quantity change cannot be responded to with an exclusive change of the date.

If the customer requests both a date change and a quantity change, the supplier can respond to either the date, the quantity, or both.

- Ask for PO Schedule Line cancellation
  - The PO Schedule Line status changes to 'CANCELLATION REQUEST'.

2.2.6   Collaboration on PO line with status 'CANCELLATION REQUEST'
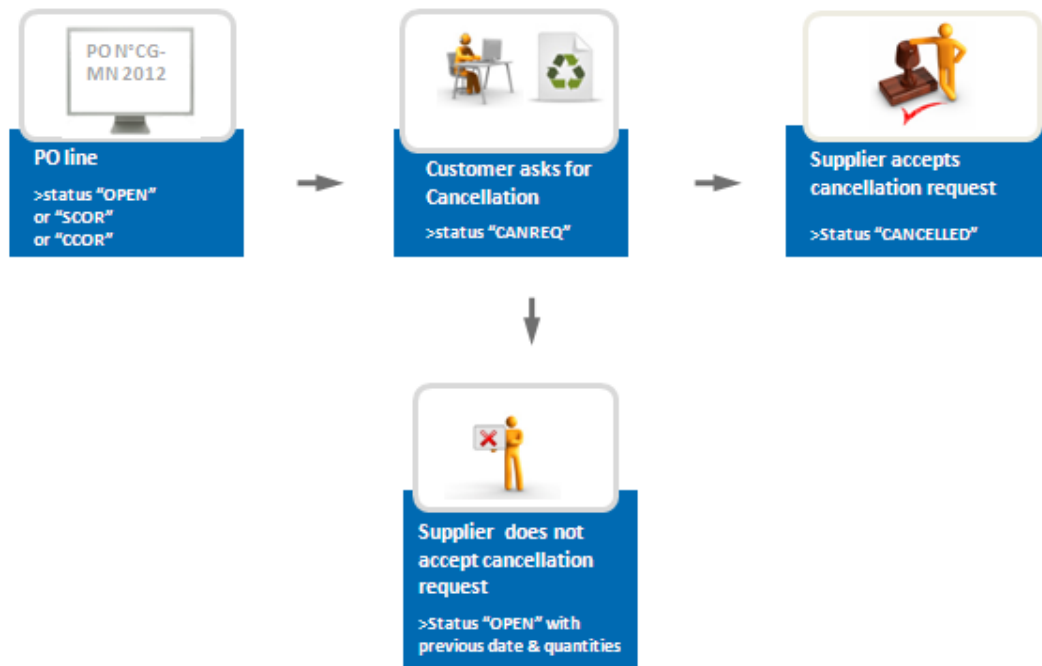
To cancel a PO Schedule Line the customer needs to have the supplier agreement.

The customer requests the cancellation of a PO Schedule Line and these results in a CANCELLATION REQUEST status.

The supplier can:

- Accept the cancellation request and the PO Schedule Line status changes to 'CANCELLED'.
- Reject the cancellation request.
  - In this case, the PO Schedule Line status changes to 'OPEN'. The requested date and quantity values does not change.

2.2.7 Use of comment fields

2.2.7.1 Comment on collaborative data and supplier acknowledgement number

Both supplier and customer can use a comment field to give additional information when modifying a collaborative data.

Supplier comment is saved via the collaboration on the PO Schedule Line and the use of the 'Actions' button. Customer comment is saved via a dedicated button as explained in more details in Chapter 3.5.1.4.

Posting a comment does not trigger any alert nor any changes in PO status. The PO status is only be updated when the supplier for example uses the 'Actions' button with menu 'Accept' or 'Modify' or 'Reject'. These 'Supplier Comment' and 'Customer Comment' text fields' size are 255 characters.

The field 'Supplier acknowledgement number' can be used if used by the supplier or requested by the customer. This field size is 35 alpha numerical characters.

Information posted in both comment and supplier acknowledgement number is stored in AirSupply when the Action button is used by the supplier.

2.2.7.2 Comment on non-collaborative data

The supplier also can provide a comment on any other data than the collaborative ones in a field located in the PO header tab. This field is editable when at least one PO Schedule Line is in NOP status in a given PO or if the customer has published a change on a non-collaborative data on at least one PO Schedule Line in a PO which is open to collaboration.

Posting such a comment does not trigger a change in the PO Schedule Line status but it triggers an alert dedicated to the customer called 'Comment on non-collaborative data updated'. This can be the start of an offline process for modification if needed.

This comment field are saved after using the button 'Save comment' at PO level; its size is 1024 characters.

2.3 Shipment and Reception

2.3.1 The supplier uses the Despatch Advice functionality

The supplier creates a Despatch Advice (DA) when he is ready to ship the ordered materials.

The Despatch Advice process is fully described in module Shipment [RD6].

The PO Schedule Line has the status 'SHIPPED' if there is no Goods Receipt and if the requested quantity of materials has been fully shipped. The PO Schedule Line has the status 'PARTIALLY SHIPPED' if there is no Goods Receipt and if the requested quantity of materials has been partially shipped.

A 'Late Despatch Advice' alert is raised if no Despatch Advice has been sent on the planned Despatch Advice sending date (planned Despatch Advice sending date = Requested delivery date - transport lead time).

Then the customer receives the materials. Despatch Advice eases the Goods Receipt process with bar code scanning automatically generating a Goods Receipt in customer ERP systems. The PO Schedule Line status turns to 'RECEIVED' if the full quantity of materials has been received or turns to 'PARTIALLY RECEIVED' if part of the quantity of materials has been received.

A 'No Goods Receipt' alert is raised if the requested quantity of materials has not been fully received at the requested date.

The Goods Receipt process is detailed in module Receiving [RD7].

2.3.2 The supplier does not use the Despatch Advice functionality

If the supplier does not use Despatch Advice functionality in AirSupply, the system does not trigger if the materials have or have been shipped or not by the supplier.
Therefore, only the Goods Receipt process changes the PO Schedule Line status to 'RECEIVED' or 'PARTIALLY RECEIVED' and the 'No Goods Receipt' alert is raised to inform on late delivery.

2.4 Full collaboration model synthesis: User Actions / Impacts on PO Status

The table below shows the possible actions on a Purchase Order line for a customer and supplier.
Changes on comments fields do not change the PO Schedule Line status.

PO Schedule Line statuses in AirSupply	Users actions on PO Schedule Line in AirSupply			
	Customer actions in AirSupply		Supplier actions in AirSupply	
	Action	Result status	Action	Result status
NEW ORDER PUBLISHED (NOP)	Modify	NEW ORDER PUBLISHED	Accept	OPEN*
	Cancel	CANCELLED	Modify	SUPPLIER ACCEPTED WITH CHANGES
SUPPLIER ACCEPTED WITH CHANGES (SAWC)	Accept	OPEN*	Modify	SUPPLIER ACCEPTED WITH CHANGES
	Accept but penalize	OPEN*		
	Reject	NEW ORDER PUBLISHED		
	Modify	CUSTOMER CHANGE ORDER REQUEST		
	Cancel	CANCELLED		
OPEN	Cancel	CANCELLATION REQUEST	Modify	SUPPLIER CHANGE ORDER REQUEST
	Modify	CUSTOMER CHANGE ORDER REQUEST		
CUSTOMER CHANGE ORDER REQUEST (CCOR)	Modify	CUSTOMER CHANGE ORDER REQUEST	Accept	OPEN*
			Reject	OPEN*
	Cancel	CANCELLATION REQUEST	Reject (if no initial supplier commitment)	NEW ORDER PUBLISHED
SUPPLIER CHANGE ORDER REQUEST (SCOR)	Accept	OPEN*	Modify	SUPPLIER CHANGE ORDER REQUEST
	Accept but penalize	OPEN*		
	Reject	OPEN*		
	Modify	CUSTOMER CHANGE ORDER REQUEST		
	Cancel	CANCELLATION REQUEST		
CANCELLATION REQUEST (CANREQ)	No action possible		Reject	OPEN*
			Accept	CANCELLED
PARTIALLY SHIPPED	Modify	CUSTOMER CHANGE ORDER REQUEST	Modify	SUPPLIER CHANGE ORDER REQUEST
PARTIALLY RECEIVED	Modify	CUSTOMER CHANGE ORDER REQUEST	Modify	SUPPLIER CHANGE ORDER REQUEST
SHIPPED	No action possible		No action possible	
RECEIVED	No action possible		No action possible	
CANCELLED	No action possible		No action possible	

Table 2: User actions / impact on PO status

* Note

When the collaboration is ended, the AirSupply tool checked the shipped quantity and the received quantity on the PO Schedule Line and then update the status to PARTIALLY SHIPPED, PARTIALLY RECEIVED, SHIPPED or RECEIVED.

2.5   PO Schedule Line status overview

The global overview of the different collaboration steps, the different possible scenarios, and the different PO Schedule Line statuses can be summarized by the following scheme.

2.5.1   Full Collaboration Model
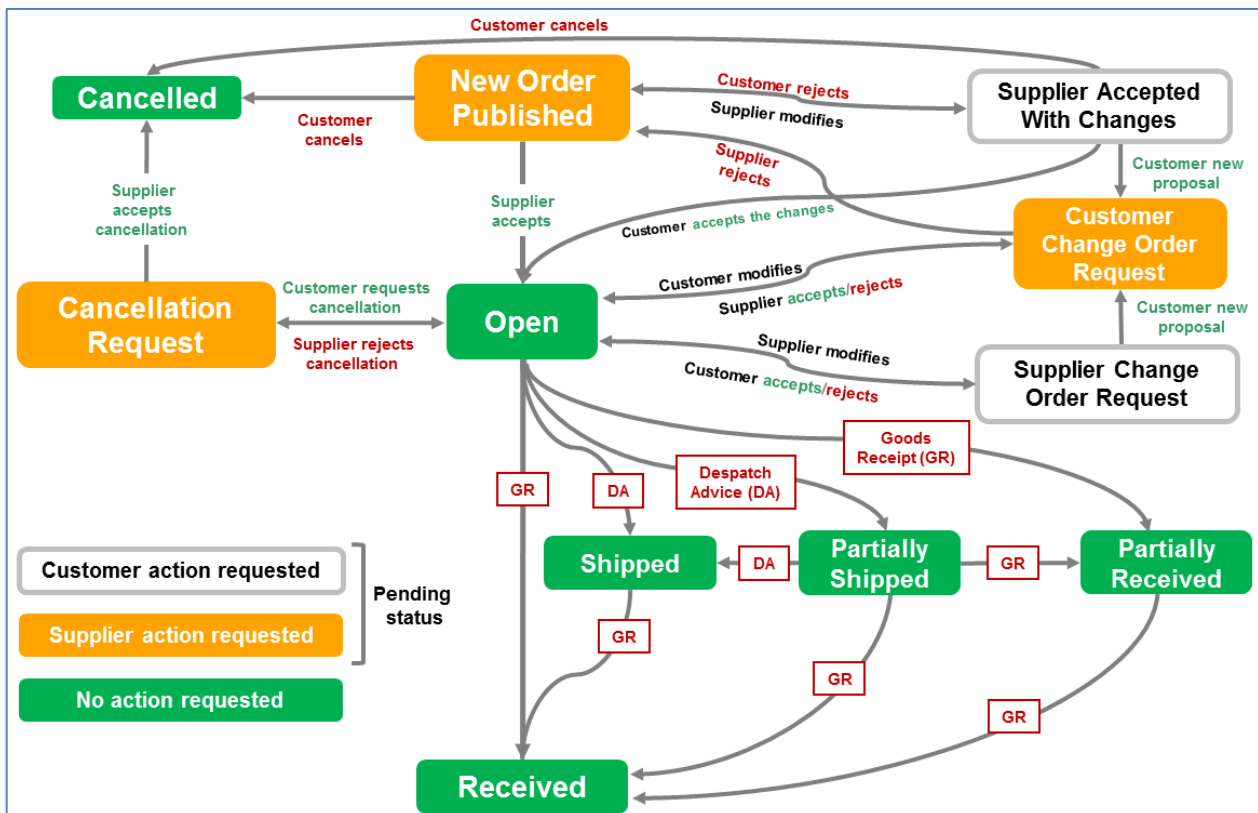
Figure 3: PO Schedule Line status overview (full collaboration)

2.5.2   Simple Collaboration Model
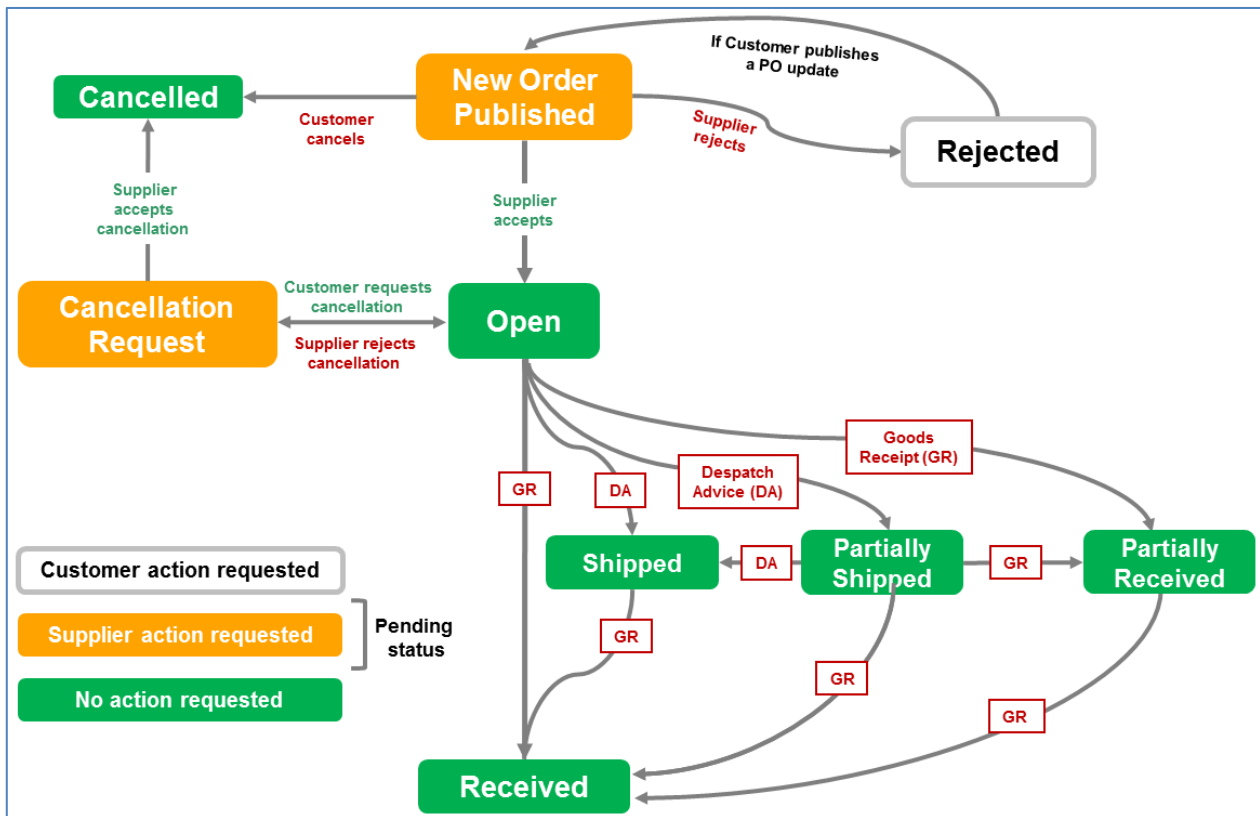
Figure 4: PO Schedule Line status overview (simple collaboration)

2.5.3   No Collaboration Model
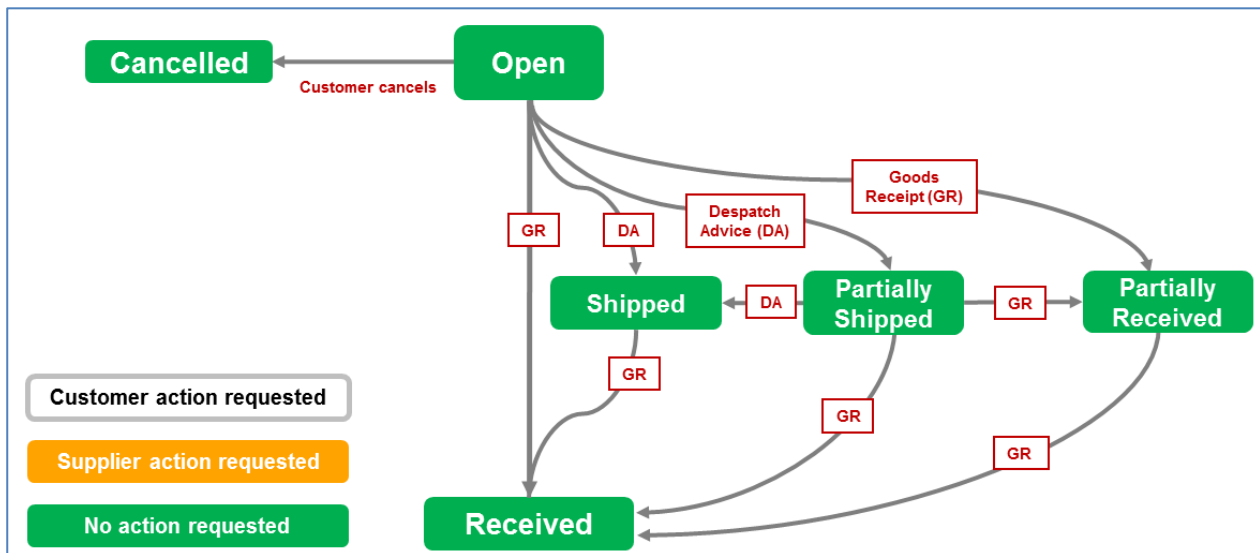
Figure 5: PO Schedule Line status overview (no collaboration)

3   Ordering within AirSupply

3.1   Right and permissions

Each user has one or several roles in AirSupply and a supplier or customer needs to have the relevant role to collaborate on Purchase Order Schedule Lines, as follows:

- A customer needs to have the 'AirbBuyerOrderingOfficer' or 'IndBuyerPOCollab' role.
- A supplier needs to have the 'AirbSeller' or 'IndSellerPOCollab' role. In the case of 'SPARES' orders, a supplier needs to have 'AirbSellerSparesResponsible' or 'IndSellerPOSparesResponsible'.

For more information regarding user roles, refer to module Master Data [RD2] or contact your administrator.

This training guide is illustrated by screenshots involving the following roles:

Supplier:
- AirbSellerAdminRead
- AirbSellerConfigAdmin
- AirbSellerOrder,
- AirbSellerSales,
- AirbSellerShip
- AirbSellerSparesResponsible
- AirbSellerVMI
- UM Default

Customer:
- AirbBuyerAccountsPayable
- AirbBuyerAdminread
- AirbBuyerOrderingOfficer
- UM Default

3.2 Schedule Line Access and search Purchase Order data

This chapter explains how to access and search for PO data as supplier or customer.

You can access PO information from the Dashboard in different ways:
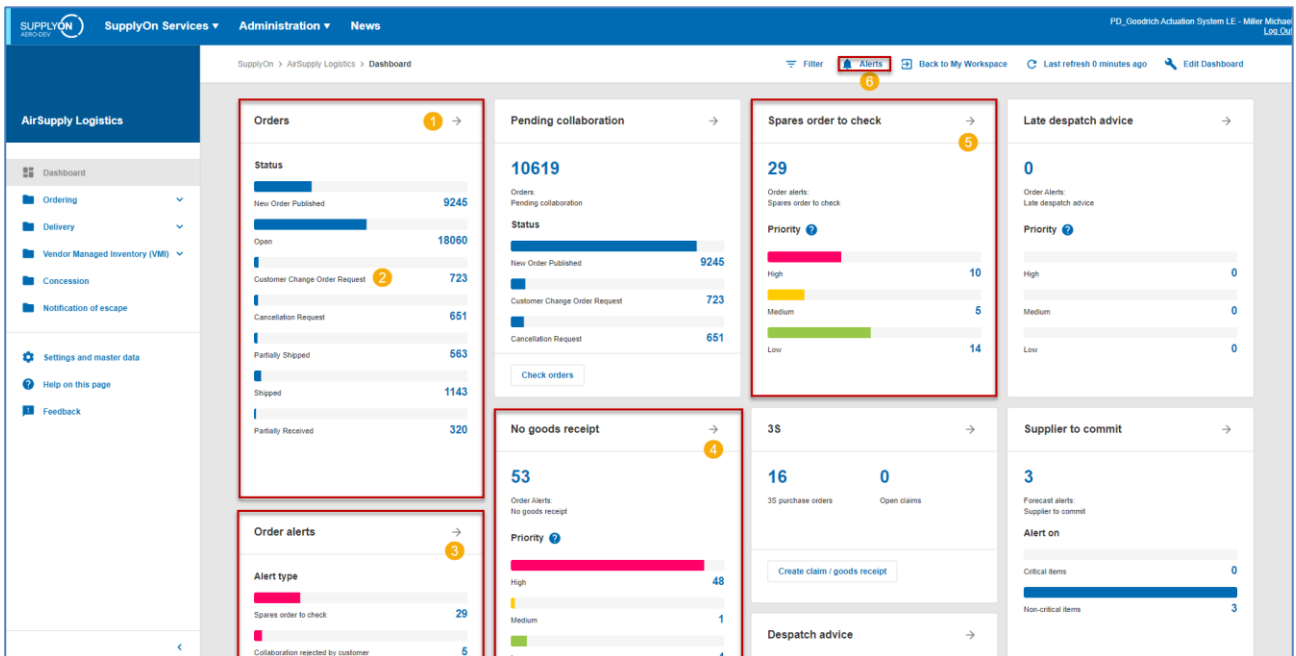
❶ Access the 'Purchase Orders' screen via the 'Orders' link

❷ Access to alerts related to Purchase Orders via PO Schedule Line statuses

❸ ❹ ❺ Access to alerts related to Purchase Orders

❻ Access via the 'Alerts' link

3.2.1 Access the 'Purchase Orders' screen via the 'Orders' link

By clicking the Purchase Orders link in the Process/Alert Matrix section you go to the Purchase Orders tab which displays the list of PO Schedule Line. The default sorting of PO Schedule Line is based on the Last Modification Date. Therefore, you find the most recently modified PO Schedule Line at the top.

Note

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

3.2.2 Access via PO alerts

The figure below shows you how to access orders in the Dashboard via alerts.
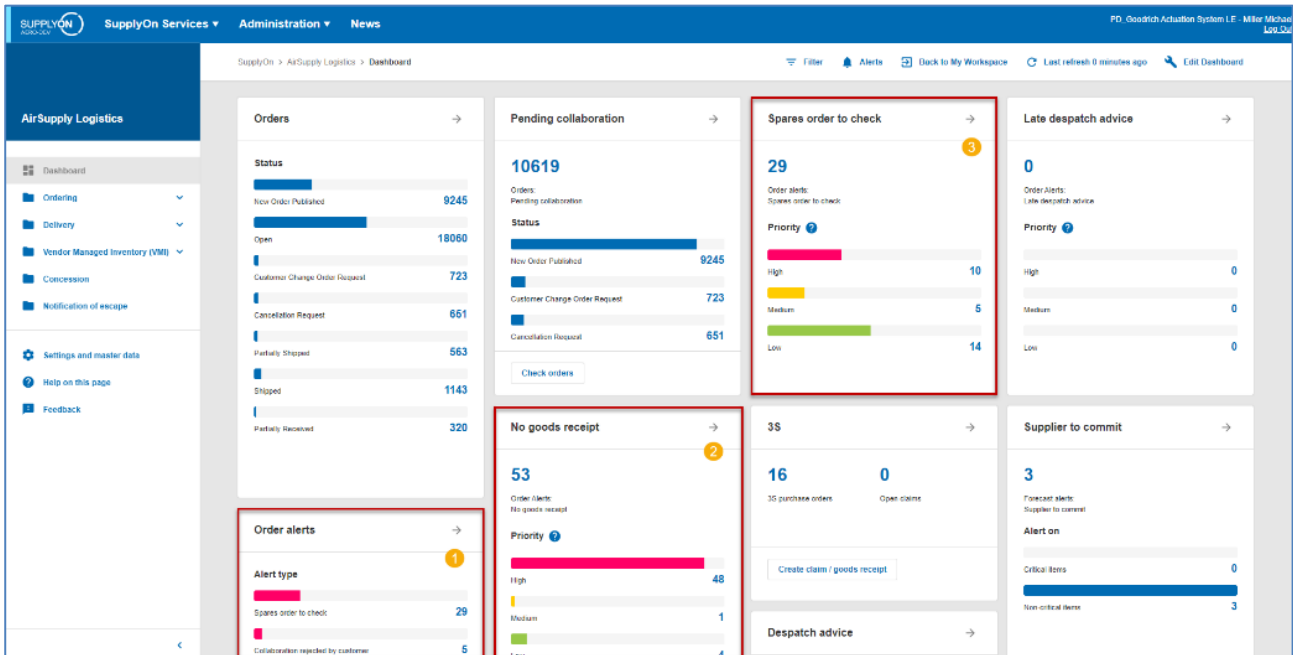
The PO alert type can have different criticality levels (High, Medium, Low):

'Spares order to check'	As soon as a new 'SPARES' Purchase Order Schedule Line is published in AirSupply, the exception 'Spares Order To Check' is flagged with low, medium or high criticality: High: if the Spares priority is 'AOG' (Aircraft On Ground) or 'CRIT' (Critical). Medium: if the Spares priority is 'EXP' (Expedite). Low: if the Spares priority is 'MISC' (Miscellaneous) or 'RTN' (Routine).
'Collab. rejected by customer'	The supplier change request is rejected by the customer. (Medium criticality)
'Collab. rejected by supplier'	The customer change request is rejected by the supplier. (Medium criticality)
'Accepted by customer but penalized'	The customer accepts a Purchase Order with status 'SUPPLIER CHANGE ORDER REQUEST' or 'SUPPLIER ACCEPTED WITH CHANGES' but with penalties. (Medium criticality)
'Non collaborative change'	Data fields changed are not subject to collaboration. (Medium criticality)
'Late Despatch Advice'	DA has not been sent on the planned DA sending date: 1 day delay: Low 2 to 3 days delay: Medium More than 3 days delay: High
'No Goods Receipt'	When the requested quantity is not fully delivered, and the requested date is past: The delay is less than 3 days: Low The delay is of 3 to 7 days: Medium The delay is beyond 7 days: High

'Customer comment updated'	Customer has created or updated the "customer comment" on schedule line level`- Medium criticality
'Supplier comment updated'	Supplier has created or updated the "supplier comment" on schedule line level - Medium criticality
'Comment on non-collaborative data updated'	Alert for customer use only: 'Comment on non-collaborative data' field on PO header level has been edited by the supplier and is not subject to collaboration. (Medium criticality)

Table 3: PO alert types

By clicking an alert count, you go to the 'Alert Overview' screen which is automatically prefiltered as shown below with the 'Spares order to check' alert.

Example

In this example, the 'PO Alerts' tab displays all the new 'Spares order to check' alerts (two lines):

3.2.3 Access PO data via PO Schedule Line statuses

The card 'Orders' displays an overview of all PO Schedule Line statuses.

The figure below shows how a customer can retrieve directly its PO data.

By clicking a count of a PO status, you go to the 'Purchase Orders' screen which is automatically prefiltered.

3.2.4 Access the 'PO alerts' via the 'Alerts' link

The figure below shows how to access 'Alert Overview':

In the alert Overview screen, there is the 'PO Alerts' tab that displays all alerts related to Purchase Orders.

3.2.4.1 Create Search Profile for PO Alert

As a supplier you can create a 'search profile' for the field 'Sales Person' for example. If the customer entered into his ERP your name in the field 'Sales Person' you can create a 'search profile' for Purchase Orders related only to your name. This supports you in your daily work.

The flexible user interface is explained in the module Dashboard [RD3].

Define your own view with the column 'Sales Person' and create your personal search profile.

With the help of the Advanced Search ❶ create a search profile and save it ❷ .

In this example, you search only for purchase orders assigned to your name with an Alert Priority 'High'.

3.2.5 Searching Purchase Orders data

You can use the 'Alert Overview' and the 'PO Schedule Summary' to search for PO Schedule Lines with a specific status(es) and alert related to PO.

You can also use the AirSupply search functions to search specific Purchase Orders data.

The search functions are explained in the module Dashboard [RD3].

You can use the search function in two tabs:
- The 'Purchase Orders' tab in the 'Purchase Orders' screen.
- The 'PO Alerts' tab in the 'Alert overview' screen.

The figure below shows the 'Search' section in the 'Purchase Orders' screen.

PO ▲	PO Line	PO SL	PO Type	PO Sub-Type	PO Document t...	Cust. Group	Customer Organization	ERP Plant	Ord. Off. Name	Ord. Off. Phone	Sup
PO-all-002_6_01	010	1	CALLUP	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	
PO-all-002_6_01	020	1	CALLUP	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	
PO-all-002_6_01	030	1	CALLUP	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	
PO-all-002_6_01	040	1	CALLUP	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	
PO-all-002_6_01	050	1	CALLUP	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	
PO-all-002_6_01	060	1	CALLUP	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	
PO-all-002_6_01	070	1	CALLUP	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	
PO-all-002_6_01	080	1	CALLUP	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	
PO-all-002_6_01	090	1	CALLUP	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	
PO-all-002_6_01	100	1	CALLUP	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	

Note

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

Example

You are a supplier, or a customer and you want to find POs with a specific material number CMN-CG_002_1001.

You can go at the top of the screen and use the search functionalities by making an advanced search.

You have a list of all Schedule Lines related to the material number.

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

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

This screen is the default view. The columns and the order of columns displayed can be customized as described in the Dashboard module [RD3].

💡 You can also search for more than one PO at the same time.

If you use the forecast process in AirSupply, you can search the PO line CALLUP corresponding to the forecast collaboration set.

In the 'Forecast Collaboration' screen, use the 'Show PO button'.

By clicking this button, you go to the Purchase Order screen displaying the corresponding PO line.

3.3 Purchase Order screens description

3.3.1 'Purchase Orders' screen

The PO list display shows the list of PO Schedule Lines depending on the currently set filter.

Note

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

❶ PO	PO number. If you click the PO number link, you go to the 'PO Details' screen from which you can display all information about PO Schedule Lines.
❷ PO Line	If you click the PO Line link you go to the 'PO Line Details' 'Collaboration Details', from which you can display all information about a PO line.
❸ PO Schedule Line	PO Schedule Line number. If you click the PO Schedule Line number link, you go to the 'PO Line Details' 'Collaboration Details' screen from which you can display all information about a PO line.
❹ Customer Organization	Name of the customer organization.
❺ Requested quantity	Quantity requested by the customer.
❻ Requested date	Date requested by the customer.
❼ Promised quantity	Promised quantity by the supplier.
❽ Promised date	Promised date by the supplier.
❾ Header Comment present	Possibility for Suppliers to post on PO header level a comment. 'Yes' shows that there is a comment, 'No' indicates no comment.

There are the following action buttons:

❶ Back	Return to the last screen.
❷ Details	Access to the 'PO details' screen.
❸ History	Access to 'PO History' screen.
❹ Download	AirSupply enables you to export all PO data in Comma Separated Values (.CSV) or in MS Excel™ format (.XLSX). Download options available in .CSV and Excel formats are the following: • 'PO Schedule Lines full': download all columns of the PO and PO Schedule Line and which can be used for upload. XLSX format is supported. • 'Displayed plus key columns': download the displayed columns of the current screen plus the key columns which are needed for upload. • 'Displayed Columns Only': download the displayed columns of the current screen. It cannot be used for upload.
❺ Upload	AirSupply enables you to import Purchase Order data from your computer to AirSupply platform. When users have modified Purchase Orders off-line, they can import this data in AirSupply Hub via Comma Separated Values (.CSV) or MS Excel™ (.XLSX) format file.
❻ Print	Print one or several POs in PDF format. There are two different print options: • **'Full Print':** On this PDF print document, there is nearly all the PO data. • **'Simple Print':** This PDF print document has a reduced scope of information and has the look and feel of an SAP print-out. On the Simple Print document, you can find a customer specific logo in the Header and the most important data from your PO. The 'PO Change date' at the top right of this PDF is a very useful field where you can see if the PO has been changed since the import in AirSupply.
❼ Related Documents	You can view other documents which are related to a Purchase Order Schedule Line. You can see Despatch Advice, or the Stock Information linked to the corresponding PO schedules line.
❽ Actions	This button display different possible actions corresponding to the PO Schedule Line selected. Possible action by the customer: • Accept • Accept but penalize • Modify • Reject • Cancel Possible actions by the supplier: • Accept • Modify • Reject
❾ Stop counting as 'NewForSupplier'	The supplier can select Purchase Order Schedule Lines with the status: • OPEN • Partially Shipped • Shipped • Partially Received • Received • Cancelled to stop to count as new.

⑩ Send E-Mail	You can send an e-mail to your supplier/customer during the PO collaboration phase to explain or justify your changes.	
Ⓐ Split	Select a line and click the 'Split' button.	
	Note This action may not be allowed by all customer companies. Refer to the Customer Matrix for more details.	
	A pop-up window opens with the original Schedule Line information showing the requested quantity/date and promised quantity/date before the split action. It also shows a preview of the original and new Schedule Line promised quantity and promised date values after the split action that the user can overwrite Schedule Line. For more information on the PO split process, refer to chapter [3.5.7_PO split].	

3.3.1.1 'Purchase Orders' screen with P2P relevant column

The 'Purchase Orders' screen displays a new column 'P2P Active' to support suppliers who are part of the AirSupply Purchase to Pay project (AirSupply P2P). Within the P2P project, suppliers do not only collaborate on purchase orders, but they also create the invoice within AirSupply. To indicate if a PO is invoice relevant, this new column has been implemented.

3.3.1.2   'Purchase Orders' screen with invoice information

If the 'PO Details' screen displays a 'Yes' in the column 'P2P active' ❶ , select a purchase order ❷, click the dropdown menu next to 'Related Documents' ❸ and select 'Invoice information' ❹ .

The following screen with relevant invoice information is displayed.

3.3.2 'PO Details' screen

The 'PO Details screen' can be reached within the PO data list by clicking a single PO number or by selecting a single row and using the 'Details' button.
The PO details display shows the details of one specific Purchase Order, as shown below:

There are five tabs:
- 'Header'
- 'Addresses'
- 'Header text'
- 'Header Attachments'
- 'Schedules Lines'

Order Details for PO: PO-025_1					
PO:	PO-025_1	PO Type:	OTHER	Purchasing Organization:	AIRB
Cust. Group:	trg-TRAINING@ CUSTOMER	PO Sub-Type:	-	Purchasing Group:	ZSI
Cust. Org.:	TRGCUSTUK	PO Document type:	Manual		
Supplier Site_City:	trg-airfoilSO_025_Coventry				

Header | Addresses | Header Text | Header Attachments | Schedule Lines

Customer Organization:	trg-TRAINING@ CUSTOMER UK	Supplier Group Name:	trg-TRAINING@ SupAirfoil SO
ERP Company Code:		Supplier. Org.:	TRGAIRF025SO
Fitting System:		Supplier Site:	trg-airfoilSO_025
		Supp. No.:	L025
		Supplier Local Number:	55820494

Reference Data

Customer Reference:		Agreement Start Date:	
Supplier Reference:		Agreement End Date:	
Business Reference Number:		Quotation:	
Batch Number Customer:		Quotation Date:	14.11.2018
Batch Number Supplier:		Sales Person:	Jim Goldman
Document Link:	https://www.supplyon.com/de/airsupply.html		

Delivery / Invoice Data

Payment terms:	Payment Terms AirSupply Aug. 2010	Header Incoterm:	DDU
Payment terms code:		Header Incoterm Description:	Delivery Duty Unpaid
Currency:	GBP	VAT Registration Number:	GB899372554
Total PO Amount:	44 370,94	Invoice contact:	

Administrative Data

PO Header Creation Date:	19.11.2018	PO Header Pub. Date:	17.11.2018 12:08:53
PO Header Creation User:		PO Header Last Mod. Date:	17.11.2018 12:30:41

Back | Download ▾ | Upload ▾ | Print ▾ | Save Comment

3.3.2.1 'Header' tab

The order of values on 'Header' page is organized logically as follows:

- Header information (for example Company Organization and Supplier Organization).
- Reference Data (for example Customer Reference and Supplier Reference).
- Delivery/Invoice Data (for example Payment terms and Payment terms code).
- Administrative Data (for example PO Header Creation Data and PO Header Creation User).
- Additional Information (for example Ordering Officer E-Mail).
- Comment on non-collab data.

For more information, refer to chapter [5_Appendix] at the end of the module.

3.3.2.2 'Addresses' tab

The 'Address' page contains address related PO header data:
- Invoice address
- Customer address
- Supplier address

3.3.2.3 'Header Text' tab

The 'Header Text' page may contain additional information on the PO header, as shown below.

3.3.2.4 'Header Attachments' tab

Attachments can only be provided via a Purchase Order from the purchaser's ERP system. They can be downloaded by buyers and suppliers and deleted only by buyers with the relevant right to collaborate this Purchase Order.

This functionality is not used by every customer.

3.3.2.5 'Schedule Lines' tab

The 'Schedule Lines' page contains the list of all PO Schedule Lines that belong to the PO.

Note

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

3.3.3 'PO Line details'

The PO details can be reached within the PO details display by clicking a Schedule Line number or by selecting a single row on the PO 'Schedule Lines' property page and using the 'Details' button.
The PO Schedule Line details display shows the details of one specific Purchase Order Schedule Line.

Order Details for PO: PO-025_1 , Line: 010 , Schedule line: 1					
PO:	PO-025_1	PO Type:	OTHER	Purchasing Organization:	AIRB
Cust. Group:	trg-TRAINING@ CUSTOMER	PO Sub-Type:	-	Purchasing Group:	ZSI
Cust. Org.:	TRGCUSTUK	PO Document type:	Manual		
Supplier Site_City:	trg-airfoilISO_025_Coventry				

Line data   Addresses   Line Text   Line Attachments   Collaboration Details   🔍

PO Line:	010
PO SL:	1
PO line description:	CABIN ATTENDANT SEAT Type A

Customer / Supplier Data

Cust. Site:	CUS1		
ERP Plant:	1110		
Ord. Off. Code:	OOC-025	Supplier Planner Code:	
Ord. Off. Name:	Judy Jillings		
Ord. Off. Phone:	+44 1179 69 3832		
Ord. Off. E-mail:			

Material Data

Customer Material Number:	CMN-025_P01	Supplier Material Number:	SMN-025_P01
Customer Material Description:	CABIN ATTENDANT SEAT Type A	Supplier Material Description:	AIRB5S12#CABIN ATTENDANT SEAT
ERP Vendor Material:			
Fitting Customer Material:			

Back   History   Download ▾   Upload ▾   Print ▾   Related Documents ▾   Actions ▾   Send E-Mail

Line data   Addresses   Line Text   Line Attachments   Collaboration Details   🔍

For more information, refer to chapter [5_Appendix] at the end of the module.

3.3.3.1 'Line data' tab

The order of values on 'Line Data' page is organized logically as follows:
- 'PO Schedule Line Description' section (for example PO Line and PO Schedule Line).
- 'Customer and Supplier Data' section (for example Customer Site and ERP Plant).
- 'Materials Data' section (for example Customer Material Number and Description).
- 'Delivery Data' section (for example Elementary Delivery Plant and Final Delivery Location).
- 'Additional Data' section (for example Commodity Group and Contract Number)
- 'Quantity/Production Data' section (for example Quality Contract Number and Certificate Type)
- 'Controls' section

You can check the number of the PO Schedule line selected in the 'PO Schedule Line Description' section.

Find above the previous page scrolled to the bottom.

3.3.3.2 'Addresses' tab

The order of values on 'Addresses' page is organized logically as follows:
- Delivery Address (called 'SHIPTO')
- Manufacturer Address (if displayed)

3.3.3.3 'Line Text' tab

The 'Header Text' page may contain additional information on the PO Schedule Line, as shown below.

3.3.3.4 'Line Attachments' tab

Attachments can only be provided via a Purchase Order from the purchaser's ERP system. They can be downloaded by buyers and suppliers and deleted only by buyers with the relevant right to collaborate this Purchase Order. This functionality is not used by every customer.

3.3.3.5 'Collaboration Details' tab

The order of values on 'Collaboration Details' page is organized logically as follows:

- Quantities and dates.
- Shipment and Delivery.
- Additional Collaboration data.
- Price.
- Details.
- Collaboration settings.

The 'Quantities and dates' section (❶) show the status of the PO Schedule Line and contains information on the requested and promised date and quantity

The left part of the Shipment and Delivery section (❷) contains information on the shipped, received and remaining quantity:

The right part of the Shipment and Delivery section (❸) contains information on the Goods Receipt number and date. When the full quantity is received the Final Delivery Flag changes to 'Yes'.

The supplier can leave note why he had changed collaborative data and add a number into the Supplier Acknowledgement Number field (❹).

The 'Collaboration settings' section shows what types of collaboration actions are permitted. The more 'Yes' there are, the more collaboration actions can be performed by supplier and customer. The 'Collab model' shows which of the three collaboration models (full, simple, no-collab) is activated.

3.4 Collaboration within AirSupply

3.4.1 Screens from which collaboration are possible

There are several screens in which you can collaborate.

Collaboration is possible via collaboration action buttons and via update of quantity or/and date fields.

You can collaborate on PO Schedule Lines from the following screens:
- 'Purchase Orders'
- 'PO Details'
- 'PO Line Details'

According to the PO type and the PO Schedule Line status, the customer can modify the requested date and requested quantity fields.

According to the PO type and the PO Schedule Line status, the supplier can modify the promised date and promised quantity fields.

> **Note**
>
> The customer can define minimum and maximum values for date and quantity.
> AirSupply checks on the customer and supplier side whether the defined minimum and maximum values for date and quantity are complied with.
> If the minimum and maximum values are not complied with, an error message is returned.

AirSupply eases the collaboration by displaying or hiding actions. Hover the mouse over the 'Action' button and see possible actions:

The user can select several lines and then apply an action. But the action shall be the same.

3.4.1.1 Collaboration from the 'Purchase Orders' screen

The editable fields depend on the user access rights, on the PO type and on the PO status.

If no field can be changed or no action is available on a Schedule Line, there might be several reasons:
- You do not have the right to collaborate on the Schedule Lines.
- The Schedule Line settings inhibit the collaboration on the collaboration fields. The general collaboration mode or the collaboration mode for this Schedule Line is set to 'no collab'.
- The Schedule Line has a final status ('RECEIVED' or 'CANCELLED').
- You have selected several Schedule Lines which have no possible action in common.

3.4.1.2 Collaboration from the 'PO Details' screen

You can update the collaboration fields or select one or several line and click the action button.

3.4.1.3 Collaboration from the 'PO Line Details' screen

3.4.1.4 Supplier and customer comments on collaborative data

Suppliers and Customers have the possibility to enter in AirSupply a comment linked to a PO Schedule Line.

This field 'Supplier Comment' or 'Customer Comment' is available from the following AirSupply PO screens:
- 'Purchase Orders' (optional column).
- 'PO Details' and 'Schedule Lines' tab (optional column).
- 'PO Line Details' and 'Collaboration Details' tab.

All comments are viewable by both suppliers and customers, and they are editable by their respective users in AirSupply. Only the supplier can edit supplier comments via M2M messages.

> **Notes**
>
> The 'Customer Comment' and 'Supplier Comment' fields are not editable if the PO Schedule Line is in status 'RECEIVED' or 'CANCELLED'.
>
> All updates of 'Supplier Comment' field are tracked into PO history, which is not the case for the 'Customer Comment' field.

Supplier view

Or

After selecting the PO Schedule Line (except from 'PO Line Details') and after entering a supplier comment, the supplier user must select the 'Actions' button and click 'Modify'.

Once the supplier comment is saved, the following message is displayed:
Action performed successfully. The collaboration processing on PO 'AIRB/AFR1/FAL/PO_TC02600020/060/1 completed successfully.

Notes

The information entered in the 'Supplier Comment' field is transmitted to the customer ERP system.
The update of the 'Supplier Comment' field may not be allowed by all customer companies. Check the Customer Matrix for more details.

Customer view

Or

After selecting the PO Schedule Line (except from 'PO Line Details') and after entering a customer comment, the customer user has to click the 'Save Comment' button.

Once the customer comment is saved, the following message is displayed:
Action performed successfully. Customer Comment saved successfully.

> **Note**
>
> The information entered in the 'Customer Comment' field is not transmitted to the customer ERP system.

3.4.1.5 Supplier - Comment on non-collab data

Suppliers are only able to add such a comment if at least one PO Line is in status NOP or if there is already a Non-collaborative Change in action and the PO is not closed for changes (for example status RECEIVED, CANCELLED or CANCELLATION REQUEST).

As a supplier you can hand in a comment and click the button 'Save Comment'. Leaving such a comment does not trigger a status change to the customer but it raises a customer-dedicated alert, called 'Comment on non-collaborative data updated'.

3.4.1.6 PO Schedule Line Control against Invoiced Quantity

AirSupply performs a check during a collaboration on the quantity whether the requested quantity is below the already invoiced quantity.
invoiced quantity always refers to a PO while the requested quantity is linked to a single PO Schedule Line.

If the requested quantity of all PO Schedule Lines, also called *total item quantity*, is reduced in such a way that the sum is below the invoiced quantity, the operation is not permitted and AirSupply displays an error message.

The following scenarios are possible:

Customer decreases requested quantity

The customer reduces the promised quantity of one or more PO Schedule line and clicks 'Modify'. AirSupply checks whether the resulting total item quantity of all changes is below the invoiced quantity. If the total item quantity is below the invoice's quantity, no modification is accepted and AirSupply displays an error message.

Supplier requests decrease of quantity

The supplier reduces the promised quantity of one or more PO Schedule line and clicks 'Modify'. AirSupply checks whether the resulting total item quantity of all changes is below the invoiced quantity. If the total item quantity is below the invoice's quantity, no modification is accepted and AirSupply displays an error message.

Accept action

If a PO Schedule Line is in status 'SUPPLIER ACCEPTED WITH CHANGES', 'SUPPLIER CHANGE ORDER REQUEST' or 'CUSTOMER CHANGE ORDER REQUEST' and that the possible action by the other party ('Accept') would lead to the situation that the total item quantity is below the invoice quantity, the operation is not permitted and AirSupply displays an error message.

Cancellation of a PO Schedule Line

The total item quantity does not consider the requested quantity of PO schedule lines, which are in the status 'CANCELLED'. Therefore, cancelling a PO Schedule Line in this context reduced the total line quantity.
A cancellation of a PO Schedule Line is always blocked, if it would lead to a situation that the total item quantity is below the invoiced quantity.

3.4.2 Examples of collaboration

3.4.2.1 Collaboration on PO Schedule Line in status 'NEW ORDER PUBLISHED'

The supplier has two ways to commit. He can accept with change or accept without change.

Click 'NEW ORDER PUBLISHED'.

Supplier accepts without change

After selecting the line of the Purchase Order ❶, and by selecting the 'Actions' button ❷, the supplier has the possibility to 'Accept' the collaboration without change.

A confirmation message appears requiring confirmation to commit the status change.

The Purchase Order changes to 'OPEN' status.

The figure below shows the commitment validation requested after action on PO.

Supplier accepts with changes

The supplier can also modify the Schedule Line of the Purchase Order ❶ by selecting the same 'Actions' button and clicking on 'Modify' ❷.

The PO status changes to 'SUPPLIER ACCEPTED WITH CHANGES'.

3.4.2.2 Collaboration on PO Schedule Line with status 'SUPPLIER ACCEPTED WITH CHANGES'

The customer clicks the status count in the "Orders" card.
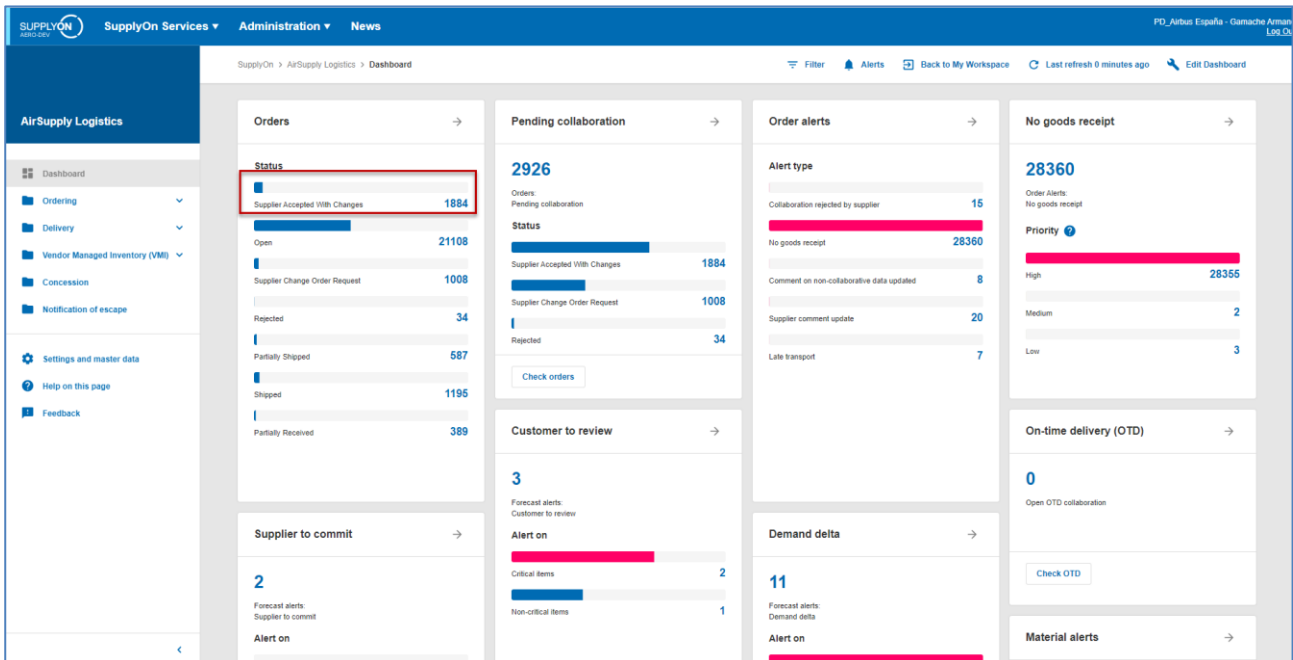
The customer selects a PO line and can choose to, 'Modify', 'Cancel', 'Accept', 'Accept but penalize' or 'Reject'.

All these actions can be executed by clicking the 'Actions' button.
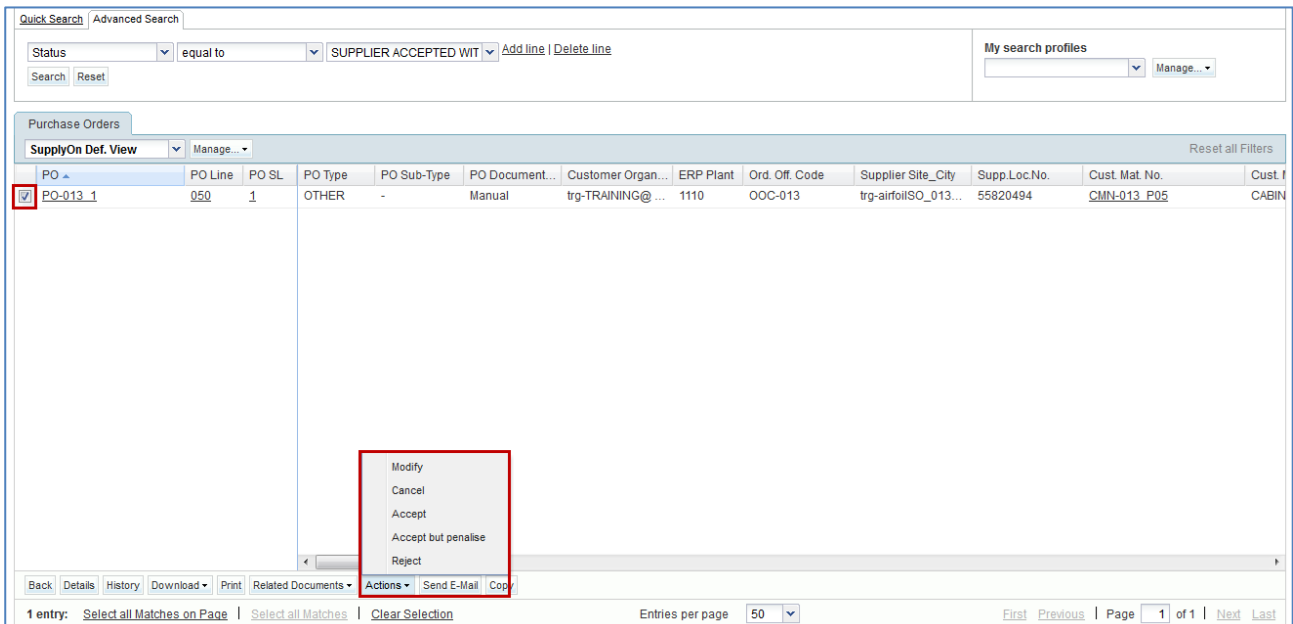
A confirmation message appears to ask for validation of this collaboration action (example with 'Accept' action):

3.4.2.3 Collaboration on PO Schedule Line in status 'OPEN'

The customer and the supplier can collaborate on PO Schedule Line in status 'OPEN'.

The supplier can modify. After having updated collaboration field(s) (promised quantity or/and promised date), the supplier, click 'Modify'.

The customer can modify. After having updated collaboration field(s) (requested quantity or/and requested date), the customer clicks 'Modify'.

The customer can also request a cancellation. The customer clicks 'Cancel' and the corresponding PO Schedule Line status moves to CANCELLATION REQUEST.

3.4.2.4 Supplier - Comment on non-collab data

A supplier is able to hand in a comment and click the button 'Save Comment'.

As a customer you get an alert 'Comment on non-collaborative data updated' in the Dashboard.

Click the PO number.

In PO Details Screen scroll down to the 'Comment on non-collab data'.

3.4.3 The customer accepts with penalties supplier's change

The customer can accept supplier's change on PO but with penalties. The customer can do this by selecting the relevant PO line and by clicking the button 'Accept but penalize'. The consequence is that one or several collaborative fields still differ after collaboration.

Example

A new PO Schedule Line is published with status 'NEW ORDER PUBLISHED':
- Requested Date = 19.08.
- Requested Quantity = 30

.
The supplier commits:
- Promised date = 24.08
- Promised quantity = 20

The PO Schedule Line status changes to 'SUPPLIER CHANGE ORDER REQUEST'.

The customer clicks the 'Accept but penalize' action button. A message is raised by AirSupply:
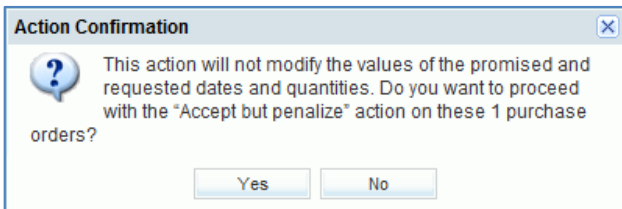
The customer confirms the action by clicking 'Yes'.

The PO Schedule Line status moves to 'OPEN' <u>but</u> with these resulting values:

As you can see, all supplier changes on date and quantity are stored as 'Last Agreed Promised Quantity' and 'Last Agreed Promised Date'.

The customer accepts a PO in status 'SCOR' or 'SAWC' but keeps the trace of the discrepancy between requested/promised dates and requested/promised quantities. Then the customer is able to apply penalties as per his contractual agreement related to on time delivery calculation.

Note

The action 'Accept but penalize' makes sense only for supplier changes on date.

In case the PO line is a result of a split action, the 'Accept but penalize' action is not available. In this case, the "Penalize Split" action is used. Refer to chapter 3.5.7.4 for more details.

3.4.4 Collaboration on SPARES PO

SPARES orders constitute a PO sub-type linked to PO type OTHER and have a specific criticality.

Every new Spares Purchase Order appears in the Orders card on the Dashboard, through the 'Spares order to check' exception. The supplier must collaborate in a short timeframe depending on the criticality alert raised in AirSupply.

There are five criticality types in AirSupply:
- AOG type (AOG for 'Aircraft on Ground') whereby the supplier has 2 hours to answer order to deliver the material(s) in 24 or 48 hours. It generates a High criticality alert.
- CRIT type (CRIT for Critical) whereby the supplier has 7 days to deliver the material(s). It generates a High criticality alert.
- EXP type (EXP for Expedite) whereby the supplier has 21 days to deliver the material(s). It generates a Medium criticality alert.
- RTN type (RTN for Routine) whereby the supplier has 90 days to deliver the material(s). It generates a Low criticality alert.
- MISC type (MISC for Miscellaneous). It corresponds to KITS orders. It generates a Low criticality alert.

The criticality types are common but trigger times (for example 24 hours of AOG types) are customer specific.

AirSupply generates a 'Spares order to check' exception if the current PO is SPARES and the collaboration status is 'NOP', indicating to the supplier that he has to collaborate, as shown below.
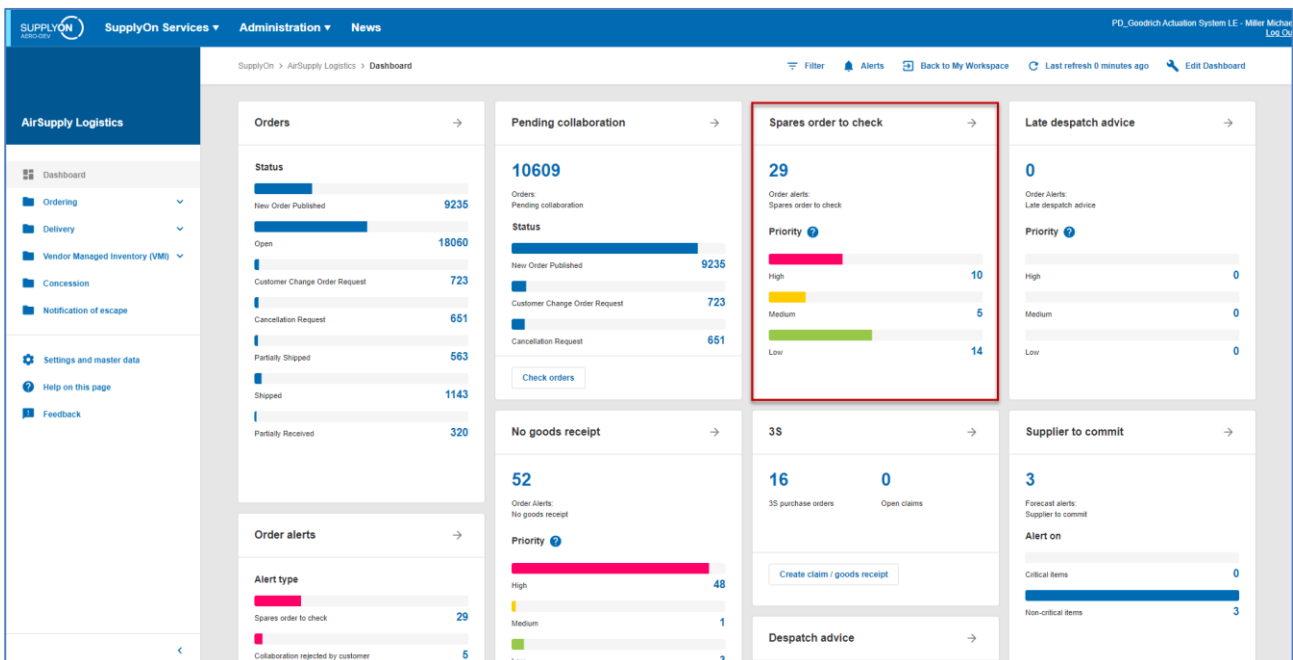
In the PO alerts tab, select the PO spares and click the 'Purchase Orders' button.

Note

For high criticality alerts, the supplier receives an e-mail notification immediately after the SPARES PO Schedule Line was imported in AirSupply. The e-mail is sent to a supplier user who has the 'AirbSellerSparesResponsible' or 'IndSellerSparesResponsible' role in AirSupply or to all supplier users in case no user has been granted the above access rights.

You can confirm / read / ignore the alert, and the alert stops.

In the 'Purchase' Orders tab, the promised date and the promised quantity fields can be modified.

In case the supplier accepts a Spares PO, the corresponding alert is no longer raised in AirSupply.

3.4.5   Collaboration on KIT PO

In the KIT PO, the first Schedule Line of the PO contains the KIT Header, and the following Schedule Lines show the component of the KIT.
The components are therefore dependent on the KIT header.
If date ('Requested date' or 'Promised Date') on KIT header is changed, the value is automatically applied to all KIT components of the KIT header.

In the following example, there are three Schedule Lines for the PO KIT, 1 KIT header line and 2 KIT component lines. The initial promised date is the same for the three Schedule Lines.

By modifying the promised date on the KIT Header line, promised dates are automatically modified on the 2 KIT component Schedule Lines, as shown below:

Depending on the PO, it is possible to collaborate on the quantity published.

You can also collaborate on KIT component lines. Changes on KIT component lines have no impact on the KIT header line.

3.4.6 Collaboration during Shipment and Receiving process

You can collaborate on PO Schedule lines with status 'SHIPPED', 'PARTIALLY SHIPPED' or 'PARTIALLY RECEIVED'.

Example

3.4.7 PO Schedule Line split

With this function there is the possibility for the supplier to split one PO Schedule Line into two or more lines. This is for example the case if the supplier is only able to deliver a part of the requested quantity at a certain date and the remaining quantity on one or more later date(s).

Customers authorizing the use of this function must collaborate on PO Schedule Lines which have been split by their suppliers. No dedicated alert exists to advise customers about split PO Schedule Lines waiting to be collaborated. The following hints help to identify such lines:

- The check of specific PO Schedule Line statuses SAWC or SCOR with a grey color background.
- The check of PO history to see if the split process has been used by a supplier.
- The check of PO Schedule Lines with a 'Requested quantity' of 999 999 for the new Schedule Line.
- There is a flag on SL level which indicates if the line was split or not. This column 'Split Schedule Line' in not available in the standard view, it must be added manually to the table view.

If you are logged in as a supplier and in some specific collaboration cases (for example you cannot deliver all the quantity ordered by your customer at the requested date) you have the possibility to split a PO scheduled line via the use of the 'Split' button from the following AirSupply PO screens:

- 'Purchase Orders'.
- 'PO Details' and 'Schedule Lines' tab.

A pop-up window provides you with an easy handling process. It displays the quantities and dates and allows managing the promised values of both lines before saving all changes with one click.

3.4.7.1 PO screens supporting PO split action

You can find the 'Split' button from the following AirSupply PO screens:
- 'Purchase Orders'

- 'PO Details' and 'Schedule Lines' tab

3.4.7.2 Examples of PO split with system behavior

3.4.7.2.1 Split PO Schedule Lines into two lines

You can split for example a PO Schedule Line with status 'NEW ORDER PUBLISHED'. After selecting the Purchase Order Schedule Line ❶ and clicking the 'Split' button❷, a pop-up window opens, as shown below:

Note
The split action is possible on PO Schedule Line with status 'NEW ORDER PUBLISHED', 'OPEN', 'SUPPLIER CHANGE ORDER REQUEST', 'SUPPLIER ACCEPTED WITH CHANGES', 'CUSTOMER CHANGE ORDER REQUEST', 'PARTIALLY SHIPPED' and 'PARTIALLY RECEIVED'.

❶ Pop-up header containing information on the PO Schedule Line (PO Number, PO line number, PO Schedule Line number) which has been selected for the split action.
❷ Text line where error message(s) can appear.
❸ Original Schedule Line information on Requested / Promised quantity and Requested / Promised date. The information is not editable by the supplier user.
❹ Text explaining that the requested quantity 999 999 of the new Schedule Line is a dummy entry which does not apply to the Schedule Line during the following collaboration steps.
❺ Requested quantity / date of the changed original Schedule Line and the new Schedule Line. The information is not editable by the supplier user.
❻ Promised quantity / date of the changed original Schedule Line and the new Schedule Line. The information prefilled by the system is editable by the supplier user.
❼ 'Save' button to confirm and save the split action.
❽ 'Cancel' button to cancel the split action and close the pop-up window. Any change is not applied, and the PO Schedule Line remains un-split.

If required, you can modify the initial values for Promised quantity / date of the changed original Schedule Line and the new Schedule Line ❶ before clicking 'Save' ❷ .

Once you have performed the split action, the system reacts the following way:

- The following message is displayed:
  Action performed successfully. PO schedule line "TST-DELREQ-0124 / 20 /1" was split, new line is "TST-DELREQ-0124 / 20 /2".

- If the changed original Schedule Line and the new Schedule Line are still in a collaboration status and the split action is not answered by the customer, the background color of these lines is changed to grey ❶ .

Order Details for PO: TST-DELREQ-0124

PO:	TST-DELREQ-0124	PO Type:	OTHER	Purchasing Organization:	AIRB
Cust. Group:	AIRBUS	PO Sub-Type:	-	Purchasing Group:	ZSI
Cust. Org.:	AFR	PO Document type:	Manual		
Supplier Site_City:	Goodrich V_Saint-Marcel Vernon				

Header | Addresses | Header Text | Schedule Lines

Collab View ▼ | Manage... ▼   Reset all Filters

	PO Line	PO SL	ERP Plant	Status	Request...	Requested d...	Promised q...	Promised date	Spare...	Shippe...	Remaini...	Last GR No.	Last GR Da...	Received...	Remainin...	Or
☐	20	1	TOF	SUPPLIER ACCEP...	95	05.04.2013	65	05.04.2013	0	95			0		95	D
☐	30	1	TOF	NEW ORDER PUB...	45	05.04.2013	45	05.04.2013	0	45			0		45	DI
☐	40	1	TOF	❶ NEW ORDER PUB...	7	05.04.2013	7	05.04.2013	0	7			0		7	DI
☐	50	1	TOF	NEW ORDER PUB...	23	05.04.2013	23	05.04.2013	0	23			0		23	DI
☐	20	2	TOF	SUPPLIER ACCEP...	999 999	05.04.2013	30	26.04.2013	0	95			0		95	D

5 entries: Select all Matches on Page | Select all Matches | Clear Selection   Entries per page 10 ▼   First Previous | Page 1 of 1 | Next Last

Back | Details | History | Upload ▼ | Download ▼ | Print | Related Documents ▼ | Actions ▼ | Send E-Mail | Split

Notes

Some checks are performed by the system when entering new promised quantity values after the split action and after clicking the 'Save' button to make sure the values entered by the supplier are within a predefined range defined by your customer. An error message would be displayed accordingly with the defined range if the check is negative. In case the check is positive, the pop-window closes, the values entered are applied and the PO Schedule Line is split waiting to be validated by your customer.

Other checks are also performed as follows:

- Promised quantity must not be lower than the quantity of the PO Schedule Line already shipped/received.

- Promised date might have to be entered in a range defined by your customer.
  Refer to the Customer Matrix for more details.

- The supplier must not enter more decimal digits than what has been defined as UoM format of the PO Schedule Line by your customer. For example, a customer publishing a requested quantity of 10.5 might not want the supplier, during the split process, to enter something else than whole numbers.

- Syntax checks (date format, no letters in quantity fields, etc.).

The column 'Original Schedule Line before split', displays the Original Schedule line to ensure the customer ERP receives this important information. The column needs to be configured in the view. The 'flexibles user interfaces' function is explained in the Dashboard [RD3].

3.4.7.2.2   Split PO Schedule Lines into more than two lines

When you need to split a PO Schedule Line into more than two lines, the split action has to be done on the changed original Schedule Line as it's not possible on the new Schedule Line (that is, the one flagged with a requested quantity of 999 999) until the collaboration with your customer is finished.

The example below shows a PO Schedule Line split into three lines.

After selecting the Purchase Order Schedule Line ❶ and clicking the 'Split' button ❷, a pop-up window opens to initiate the creation of PO Schedule Line 2, as follows:

Because the original PO Schedule Line needs to be split 2 times, the best is not to modify the initial values for Promised quantity / date of the changed original Schedule Line and the new Schedule Line ❶.

Click 'Save' ❷.

Once you have performed the first split action, the system displays the following screen:

The initial Purchase Order Schedule Line ❶ is still selected.

Click again the 'Split' button ❷ to get the pop-up window and initiate the creation of PO Schedule Line 3, as follows:

As for PO Schedule Line 2, the best is not to modify the initial values for Promised quantity / date of the changed original Schedule Line and the new Schedule Line ❶.

Click 'Save' ❷.

Once you have performed the second split action, the system displays the following screen:

You can now modify the initial values for Promised quantity / date of the changed original Schedule Line and the two new Schedule Lines ❶.

Select the 'Actions' button and click 'Modify' ❷.

Once the changes are confirmed, some confirmation messages are displayed.

3.4.7.2.3 Split PO Schedule Lines with already shipped or received quantities

When splitting a PO Schedule Line with status 'PARTIALLY RECEIVED' or 'PARTIALLY SHIPPED', the system reacts the following way:

- The promised quantity of the changed original Schedule Line corresponds to the shipped or received quantity (depending on which quantity is higher) ❶ .
- The promised quantity of the new Schedule Line corresponds to the difference between the original requested quantity and the shipped or received quantity (depending on which quantity is higher) ❷ .

The example below shows an example of the above process:

After selecting the Purchase Order Schedule Line with status 'PARTIALLY RECEIVED', and clicking the 'Split' button a pop-up window opens, as shown below:

3.4.7.2.4 Status of the Schedule Lines after split action

When splitting a PO Schedule Line, the system changes its status, as follows:

If the split action is done from a status 'NEW ORDER PUBLISHED' or 'SUPPLIER ACCEPTED WITH CHANGES':
- The changed original Schedule Line status becomes 'SUPPLIER ACCEPTED WITH CHANGES'.
- The new Schedule Line status becomes 'SUPPLIER ACCEPTED WITH CHANGES'.

If the split action is done from a status 'OPEN' or 'SUPPLIER CHANGE ORDER REQUEST' or 'CUSTOMER CHANGE ORDER REQUEST' or 'PARTIALLY RECEIVED' or 'PARTIALLY SHIPPED':
- The changed original Schedule Line status becomes 'SUPPLIER CHANGE ORDER REQUEST'.
- The new Schedule Line status becomes 'SUPPLIER ACCEPTED WITH CHANGES'.

> **Note**
>
> The split action from 'CCOR' is only possible if your customer authorizes a supplier status change from 'CCOR' to 'SCOR'. Refer to the Customer Matrix for more details.

3.4.7.3 Customer actions on a split PO line

Once the supplier has confirmed the split action as explained in the previous chapters, the customer has to collaborate and answer this collaboration in AirSupply.

The way the customer must collaborate after a split action depends on the type of PO Schedule Line. The only rule that the customer must follow is that he must collaborate first on the changed original Schedule Line and in a second time on the new Schedule Line. If the customer does not respect this order, an error message is displayed.

For the changed original Schedule Line, the customer must select the 'Actions' button and click one of the following menus: 'Modify', 'Cancel', 'Accept', 'Penalize Split' or 'Reject'.
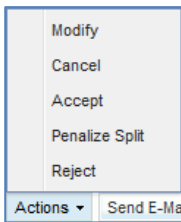
> **Note**
>
> It could happen that the customer user cannot perform a collaboration action (for example, Reject, Accept, etc...) because the 'Last Agreed Requested Quantity' is higher than the value range defined by his company. In this case, the customer should be advised to increase the value range on the changed original Schedule Line with a PO update message.

For the new Schedule Line, the customer has to select the 'Actions' button and click one of the following menus: 'Cancel', 'Accept', or 'Penalize Split'.
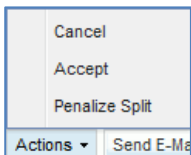
After a split action, the 'Penalize Split' menu replaces the 'Accept but penalize' menu on customer side with different rules:

- The 'Promised quantity' is copied into the 'Requested quantity' and into 'Last Agreed Requested Quantity' and 'Last Agreed Promised Quantity'.
- The 'Promised date' is copied into 'Last Agreed Promised Date' but not into 'Requested date' or 'Last Agreed Requested Date'.

3.4.7.4   General rules and constraints on PO Split

The main rules of PO split are the following:

- This split action may not be allowed by all customer companies. Refer to the Customer Matrix for more details.
- The split action applies for the Full Collaboration Model only.
- The split action works only if the collaboration on quantities is authorized by your customer on the PO Schedule Line you want to split.
- The split action does not work for KIT PO.
- The split action is not possible on an already split new line also called 'new Schedule Line' because this line is already a result of a previous split action. Collaboration must be finished on this new line before it can be split again.
- An original PO Schedule Line also called 'changed original Schedule Line' can be split into two or more lines, directly after a previous split action.
- The split action is possible on PO Schedule Line with status 'NEW ORDER PUBLISHED', 'OPEN', 'SUPPLIER CHANGE ORDER REQUEST', 'SUPPLIER ACCEPTED WITH CHANGES', 'CUSTOMER CHANGE ORDER REQUEST', 'PARTIALLY SHIPPED' and 'PARTIALLY RECEIVED'.
- The split action is not possible on PO Schedule Line with status 'CANCELLED', 'CANCELLATION REQUEST', 'SHIPPED' and 'RECEIVED'.
- On split action, the min/max delivery dates are copied from the original line to the new line(s).

- On split action, new min/max quantities are calculated by the system, taking the original values into account. The new max value is calculated in proportion to the split quantities and the new min quantity is always 0.00001:
    - If for example a PO line with the requested quantity 100, the minimum quantity 80 and maximum quantity 120 is split into 2 lines and the changed original SL has the requested quantity 60 and the new SL the req. quantity 40, then the new min/max values are the following:
        - Min value is 0.00001 for the two new lines.
        - Max value for the changed original SL is 60 * 120/100 = 72 and for the new SL 40 * 120/100 = 48.
- If there are already shipped and/or received quantities on the PO Schedule Line used for the split process, these quantities are considered and are completely assigned to the changed original line after split.
- If the PO Schedule Line you want to split is already linked to a Despatch Advice in status 'DRAFT', it won't be possible to split the line.

3.4.8 Purchase Order History

AirSupply provides access to the 'Purchase Order History' screen.
The 'Purchase Order History' displays the history of changes on a Purchase Order Schedule Line.

Select one Purchase Order Schedule Line and click the 'History' button.
The figure below shows how to access the 'Purchase Order History'.

The figure below shows the 'Purchase Order History' screen.

Change-ID	ID of the change
Timestamp	Point in time when change took place
Field	The field of the PO Schedule Line that has been changed
Old value	Old value (for example PO status 'OPEN')
New value	New value (for example PO status 'RECEIVED')
User's name	Name of the user who has made the change If the change is done by the system, SYSTEM is displayed
User ID	ID of the user If change is done by the system, SYSTEM is displayed
Action	Action done (Modified, Added or Deleted)
Source	The source of changes (for example Supplier Modify)

In case a customer changed part of the PO different from the collaborative data (for example, changes in Incoterms) you can investigate the change in the 'Purchase Order History' screen.

Note

'Additional collaboration data' and 'Comment on non-collab data' fields are not tracked into PO history.

3.4.8.1 Split action in the PO history

Once a PO Schedule Line is split, the PO history provides information for the following lines:

- Changed original Schedule Line ❶, if there are changes on Promised date and/or Promised quantity.
- New Schedule Line ❷, showing the 'Requested quantity', 'Requested date', 'Promised quantity' and 'Promised date' fields in the history field 'New value'. Field 'Old value' remains empty.

The above lines displayed are flagged with the 'Supplier Split' action type.

> **Note**
>
> All changes performed after the split action has been handled by the customer are tracked in the PO history in the normal way as explained in the previous chapter.

PO history of the changed original Schedule Line

PO history of the new Schedule Line

Change-ID	Timestamp ▾	Field	Old value	New value	User's name
CL-1939502	02.04.2014 10:56	Promised date		26.04.2013 23:59:59	Kathy Peterson
CL-1939502	02.04.2014 10:56	Promised quantity		30	Kathy Peterson
CL-1939502	02.04.2014 10:56	Requested quantity		999 999	Kathy Peterson
CL-1939502	02.04.2014 10:56	Requested date		05.04.2013 23:59:59	Kathy Peterson

Purchase Order History — SupplyOn Def. View — Manage... — Reset all Filters

Change history for: AIRB/AFR/TOF/TST-DELREQ-0124 20/2 - Changes from 02.04.2013 to 02.04.2014 Search

For more information on the PO split process, refer to chapter [3.5.7_PO split].

3.4.9 Send message

The send message functionality allows you to send an e-mail with a link to a PO screen from your local e-mail client (for example MS Outlook™).

> **Note**
>
> Webmail cannot be set as a default e-mail client.

You can do this to inform another AirSupply user about the actual situation of a PO line in AirSupply following a quantity or date change. This functionality is useful if there are potential issues during a PO collaboration cycle.
In the figure below, you can see how to use the 'Send E-mail' functionality. Select a line and click the 'Send E-mail' button.

Your local e-mail account opens with a link to be sent to your contact(s) to access the corresponding alert related to a PO, as shown below.

Comments on Purchase Order:

https://airiam-int.application.qas.supplyon.com/logon/logonServlet?redirectURL=https%3A%2F%2Fairscm-int.application.qas.supplyon.com%2Fsecurity%2Flogin%3Fflh%3Dc87f7313ee035bf828ca81a9659c44da&language=EN
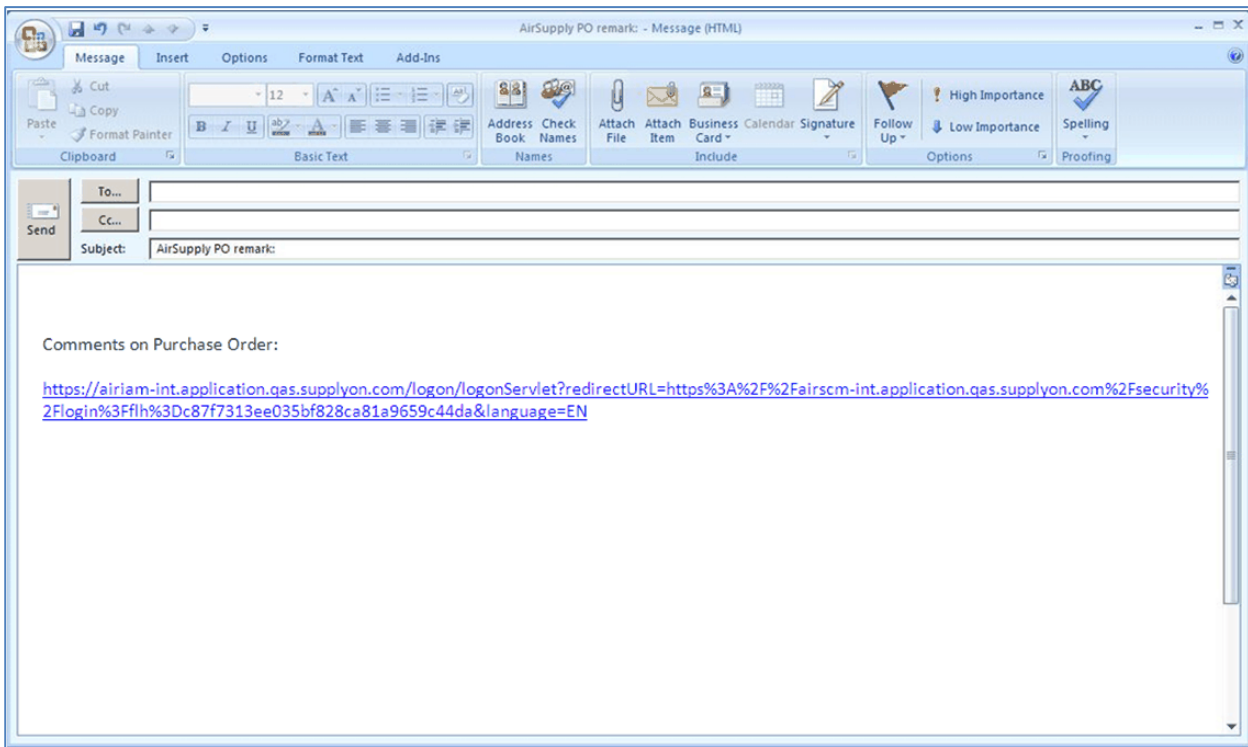
Feel free to send this e-mail to the relevant recipient (for example, ordering officer) with AirSupply access.

3.5 Download / Upload Purchase Orders

Purchase Orders can be downloaded and uploaded via the graphic user interface (GUI) in AirSupply.

AirSupply allows you to download Purchase Orders from AirSupply platform in Comma Separated Values (.CSV) or in MS Excel™ (XLSX) format. The download selection is limited to 5000 PO Schedule Lines.

With this function you can make off-line changes to some download types (for example, 'PO Schedule Lines full' and 'Displayed plus key columns') and upload them later in AirSupply.

> **Note**
>
> Refer to the online help for more information on Download / Upload functionality.

3.5.1 Download Purchase Orders

There are several screens from which it is possible to download PO data, as follows:
- 'Purchase Orders'
- 'PO Details'
- 'PO Line Details'

3.5.1.1 Download all Schedule Lines from all displayed POs

To download all Schedule Lines from all displayed POs:

- Select all lines by clicking the link   Select all Matches on Page

- Click the 'Download' button and choose one of the download options.

Several download options are displayed after clicking 'Download', as follows:

Explanation of the download options:

'PO Schedule Lines full (CSV)'	Option to download all fields available for PO even if not displayed on the user screen. Download is done in Comma Separated Values (.CSV) format. The "Earliest DA Date" is contained as the last column.
'PO Schedule Lines full (XLSX)'	Same as the previous download option but the download is done in Microsoft Excel™ (.XLSX) format. The "Earliest DA Date" is contained as the last column.
'Displayed plus key columns (CSV)'	Option to download all displayed columns and key columns of one or several PO Schedule Lines. A key column is a reference ID for the application used to upload (for example, a Customer Material Number). Download is done in Comma Separated Values (.CSV) format.
'Displayed plus key columns (XLSX)'	Same as the previous download option but the download is done in Microsoft Excel™ (.XLSX) format.
'Displayed Columns Only (CSV)'	Option to download only displayed columns in the screen of one or several PO Schedule Lines. The file cannot be used afterwards for upload purpose. Download is done in Comma Separated Values (.CSV) format.
'Displayed Columns Only (XLSX)'	Same as the previous download option but the download is done in Microsoft Excel™ (.XLSX)
'PO History full (CSV)'	Option to download the Purchase Order History as .CSV file

Once the download starts, the following message is displayed:
Download started in the background. The file is provided for download once finished.

Your browser (depending on its configuration) then either asks if the file shall be saved or directly starts the .CSV/.XLSX associated application, as the example shown below:

3.5.1.2 Download all Schedule Lines of a PO

To download all Schedule Lines of a PO:

- Click the PO name link to go to the 'PO Details' screen.

- From the 'Schedule Lines' tab displayed, select all the lines.

- Click the dropdown menu 'Download' and choose one of the download options.

Example of download result after selecting the 'Displayed plus key columns (XLSX)' download option:

3.5.2 Upload Purchase Orders

The upload functionality is available only to supplier users.

You can upload Purchase Order data into AirSupply by using the 'Upload' button.

- After downloading the file 'PO Schedule Lines full' or 'Displayed plus key columns' as explained in the previous chapter, be sure to update only the appropriate columns (for example Promised Quantity, Promised Date) as you cannot update all columns of the downloaded file.

	P	Q	R	S	T	U	V	W
1	Supplier Material Description	Status	Unit of Measure	Requested quantity	Requested date	Promised quantity	Promised date	Spares pric
2	MATERIAL_SUPPLIER_DESC	PO_Status	PO_UnitOfMeasure	PO_CollabReqQty	PO_CollabReqDate	PO_CollabPromQty	PO_CollabPromDate	PO_Spares
3	AIRB7S17#CABIN ATTENDANT SEAT	OPEN	PCE	38	2013-06-29 23:59:59	38	2013-07-15 23:59:59	
4	AIRB7S53#CABIN ATTENDANT SEAT	NEW ORDER PUBLISHED	PCE	26	2013-06-27 23:59:59	24	2013-06-27 23:59:59	

Note

The first line must be the header line. Be sure that the header data is not changed or that you do not change the order of the columns. If not, you get an error message from the system at upload time.

- Save the updated file in .CSV or. XLSX format type.

- Click the dropdown menu 'Upload' and choose one of the upload options.

There are the following upload options:

'Upload CSV'	Upload is done based on a Comma Separated Values (.CSV) file format.
'Upload Excel'	Upload is done based on a Microsoft Excel™ (.XLSX) file format.

- Search for the file on your desktop and click 'Upload' to start uploading the PO data.

Once the upload is performed by the system, the following message is displayed:
Upload process successfully finished.

You can then check the result of the upload on the PO displayed screen.

	Note
	Refer to the help online help for more information on Download / Upload functionality.

4   Conclusion

The ordering process in AirSupply starts with the publication of a Purchase Order and ends after the Purchase Order collaboration and the reception of materials.

This module has explained:

- The ordering processes.

- The different statuses and alerts for Purchase Orders.

- The collaboration cycle in AirSupply.

- The tool interfaces dedicated to the ordering process.

This module has explained how to:

- Access a PO.

- Collaborate on a PO line.

- Consult the PO history.

- Download and upload PO Schedule Lines.

The following module is 'Shipment' [RD6].

5 Appendix

5.1 Description tables

5.1.1 'Purchase Order' table

GUI Name	Description	Displayed by default (customer)	Displayed by default (supplier)
Agreement End Date	Agreement End Date		
Agreement Start Date	Agreement Start Date		
Alternative part	Alternative or interchangeable parts that can substitute the material		x
Amendment	Amendment		
Aircraft Registration Number	Aircraft registration number		
Batch Number Customer	Batch Number Customer		
Batch Number Supplier	Batch Number Supplier		
Business Reference Number	Business Reference Number		
CAC Number	CAC Number		
Certificate Type	Type of certificate required by the customer (Authorized Release Certificate, Declaration of Conformity…)		
Collab Actor	User who has initiated the collaboration (if any)		
Comment	Field for supplier's comment		
Commodity Group	ERP Material Group	x	x
Config. Option	Conf. Option	x	x
Config. Standard	Conf. Standard	x	x
Config. Version/Rank	Configuration Version / Rank	x	x
Contract Line	Contract line	x	x
Contract Number	Contract number	x	x
Currency	Price currency	x	x
Cust. Group	Customer highest organizational level		x
Cust. Mat. Desc.	Customer Material Description	x	x
Cust. Mat. No.	Customer Material Number	x	x
Cust. Org.	Customer Organization Short Name	x	
Cust. Site	Customer lowest organizational level (sub-unit od 'Customer organization')		
Customer			
Customer Organization	Organizational sub-unit of 'Customer Group'	x	x
Customer Reference	Customer Reference		
Customer Remark	Customer dedicated remark		
Customs Tariff Number	Customs tariff number		
Deletion Flag	ERP Deletion Flag		
Discount	Field with discount information		
Downloaded (since last update)	Indicates that the forecast data has been downloaded by supplier since the last update/change		
Downloaded Once	Indicates that forecast data has been downloaded at least once		

Document Link Header	Hyperlink to any external target, for example, a shared document management system at the customer or supplier side. The external document may provide additional information about the PO. No check of the link is performed.		
Document Link Line	Hyperlink to any external target, for example a shared document management system at the customer or supplier side. The external document may provide additional information about the PO. No check of the link is performed.		
DPD (Digital Product Definition) requirement	Reference of the product definition requirements applicable to the material, also called design		x
Earliest DA Date	Indicates the earliest date by which the goods should be shipped according to the customer	x	x
End Customer ship-to Code	Shipping code of end customer		
End Customer VAT ID	End customer VAT ID		
Engineering data link URL/FTP	URL/FTP link to access the technical documentations applicable		x
Engineering requirement	Reference of the engineering requirements applicable to the material, also called technical specification		x
ERP Company Code	ERP Company Code		
ERP Plant	ERP Plant Code	x	x
ERP Vendor Material	ERP Vendor Material		
Elementary Delivery Site	Elementary Delivery Site	x	x
Final Customer Name	Final customer name		
Final Customer PO Number	Final customer PO number		
Final Delivery Flag	Final Delivery Location		
Final Delivery Location	Final Delivery Location	x	x
Fitting Customer Material	Fitting Customer Material		
Fitting Place	Fitting Place	x	x
Fitting System	Fitting System		
Flex. Header Field 6	Field not used yet by customers to publish data		
Flex. Header Field 8	Field not used yet by customers to publish data		
Flex. Header Field 9	Field not used yet by customers to publish data		
Flex. Header Field 10	Field not used yet by customers to publish data		
Flex. Header Field 11	Field not used yet by customers to publish data		
Flex. Header Field 12	Field not used yet by customers to publish data		
Flex. Header Field 13	Field not used yet by customers to publish data		
Flex. Header Field 14	Field not used yet by customers to publish data		
Flex. Header Field 15	Field not used yet by customers to publish data		

Flex. Header Field 16	Field not used yet by customers to publish data		
Flex. Header Field 17	Field not used yet by customers to publish data		
Flex. Header Field 18	Field not used yet by customers to publish data		
Flex. Header Field 19	Field not used yet by customers to publish data		
Flex. Header Field 20	Field not used yet by customers to publish data		
Flex. Header Field 21	Field not used yet by customers to publish data		
Flex. Header Field 22	Field not used yet by customers to publish data		
Flex. Header Field 23	Field not used yet by customers to publish data		
Flex. Header Field 24	Field not used yet by customers to publish data		
Flex. Header Field 25	Field not used yet by customers to publish data		
Flex. Header Field 26	Field not used yet by customers to publish data		
Flex. Header Field 27	Field not used yet by customers to publish data		
Flex. Header Field 28	Field not used yet by customers to publish data		
Flex. Header Field 29	Field not used yet by customers to publish data		
Flex. Header Field 30	Field not used yet by customers to publish data		
Flex. Header Field 31	Field not used yet by customers to publish data		
Flex. Header Field 32	Field not used yet by customers to publish data		
Flex. Header Field 33	Field not used yet by customers to publish data		
Flex. Header Field 34	Field not used yet by customers to publish data		
Flex. Header Field 35	Field not used yet by customers to publish data		
Flex. Header Field 36	Field not used yet by customers to publish data		
Flex. Header Field 37	Field not used yet by customers to publish data		
Flex. Header Field 38	Field not used yet by customers to publish data		
Flex. Header Field 39	Field not used yet by customers to publish data		
Flex. Header Field 40	Field not used yet by customers to publish data		
Flexible Field 3	Field not used yet by customers to publish data		

Flexible Field 7	Field not used yet by customers to publish data		
Flexible Field 8	Field not used yet by customers to publish data		
Flexible field 10	Field not used yet by customers to publish data		
Flexible field 11	Field not used yet by customers to publish data		
Flexible field 12	Field not used yet by customers to publish data		
Flexible field 13	Field not used yet by customers to publish data		
Flexible field 14	Field not used yet by customers to publish data		
Flexible field 15	Field not used yet by customers to publish data		
Flexible field 16	Field not used yet by customers to publish data		
Flexible field 17	Field not used yet by customers to publish data		
Flexible field 18	Field not used yet by customers to publish data		
Flexible field 19	Field not used yet by customers to publish data		
Flexible field 20	Field not used yet by customers to publish data		
Flexible field 21	Field not used yet by customers to publish data		
Flexible field 22	Field not used yet by customers to publish data		
Flexible field 23	Field not used yet by customers to publish data		
Flexible field 24	Field not used yet by customers to publish data		
Flexible field 25	Field not used yet by customers to publish data		
Flexible field 26	Field not used yet by customers to publish data		
Flexible field 27	Field not used yet by customers to publish data		
Flexible field 28	Field not used yet by customers to publish data		
Flexible field 29	Field not used yet by customers to publish data		
Flexible field 30	Field not used yet by customers to publish data		
Flexible field 31	Field not used yet by customers to publish data		
Flexible field 32	Field not used yet by customers to publish data		
Flexible field 33 (Certificate description)	Description of a certificate		

Flexible field 34	Field not used yet by customers to publish data		
Flexible field 35	Field not used yet by customers to publish data		
Flexible field 36	Field not used yet by customers to publish data		
Flexible field 37	Field not used yet by customers to publish data		
Flexible field 38	Field not used yet by customers to publish data		
Flexible field 39	Field not used yet by customers to publish data		
Flexible field 40	Field not used yet by customers to publish data		
Header Comment Present	Header Comment on non-collab data present		
International standard norm	Standard or international norm that defines the material		x
Kit Component	Kit Component	x	x
Kit Header	Kit Header	x	x
Kit changed	Kit changed	x	
LT-based Delivery Date	Latest PO Schedule Line delivery date based on the supplier lead-time. Provided for penalties verification only		
Last Agreed Promised Date	Last Agreed Promised Date		
Last Agreed Promised Quantity	Last Agreed Promised Quantity		
Last Agreed Requested Date	Last Agreed Requested Date		
Last Agreed Requested Quantity	Last Agreed Requested Quantity		
Last EDI Message Date	Date and time of the last EDI data export of this PO Schedule Line		
Last GR Date	Date and time of last Goods Receipt		
Last GR No.	Last Goods Receipt number		
Line Incoterm	Line Incoterm	x	x
Line Incoterm Description	Line Incoterm Description	x	x
Manufacturing requirements	Reference of the manufacturing requirements applicable to the material		x
Material/plan index	Index that specifies the material or plan		x
Method for Manuf.	Method for Manufacturing		
NewForCust.	Defines whether record currently contains of changes relevant to be reviewed by customer	x	x
NewForSup.	Defines whether record currently contains of changes relevant to be reviewed by supplier	x	x
Operator	Operator		
Ord. Off. Code	Ordering Officer Code	x	
Ord. Off. E-mail	Ordering Officer E-mail address	x	x
Ord. Off. Name	Ordering Officer Name		x
Ord. Off. Phone	Ordering Office Phone		x
Packaging Code	Packaging code		

Plan or drawing reference	Plan or drawing that specifies the material		x
PO	Purchase order	x	x
PO Document type	PO Document type	x	x
PO Header Creation User	PO Header Creation User		
PO Header Last Mod. Date	PO Header last modification date		
PO Header Pub. Date	PO Header publication date		
PO Header Text Present	PO Header Text Present	x	x
PO Line	PO Line	x	x
PO Line Desc.	Po Line description		
PO Line Text Present	Indicates that a PO line text exists	x	x
PO SL	PO Schedule Line	x	x
PO SL Creation Date	PO Schedule Line creation date	x	x
PO SL Last Mod. Date	Date of last PO Schedule Line modification	x	x
PO SL Pub. Date	AirSupply PO Schedule Line publication date and time		
PO Sub-Type	PO Sub-Type	x	x
PO Supplier email addresses	List of supplier e-mails, comma separated.		
PO Type	PO Type	x	x
Pgm. / MSN	Project/Program Name and Manufacturer Serial Number	x	x
Price	Price	x	x
Price Unit	Number of units for which the price is valid	x	x
Price unit of measure	Unit of measure for which the price is defined	x	x
Production Order Number	Production Order Number		
Promised date	Promised date	x	x
Promised quantity	Promised quantity	x	x
Purchasing Group	ERP Purchasing Group	x	x
Purchasing Organization	ERP Purchasing Organization	x	x
QN Number	QN Number		
Quality Contract Number	Quality Contract Number		
Quantity Conversion Numerator	Numerator for conversion of order price unit into order unit		
Quantity conversion denominator	Denominator for conversion of order price unit into order unit		
Quotation	Supplier Quotation Number		
Quotation Date	Supplier Quotation Date		
Reason for last Status change to OPEN	This field „Reason for last status change to OPEN" indicates the action / reason which resulted in the status change to OPEN	x	x
Received Quantity	Received Quantity	x	x
Reference Date	Reference Date		
Remaining Quantity to be Received	Requested quantity not yet received	x	x
Remaining Quantity to be Shipped	Requested quantity not yet shipped	x	x
Requested date	Requested date	x	x
Requested quantity	Requested quantity	x	x
Routing Instructions	Routing instructions		

Sales Order	Sales Order	x	x
Sales Order Line	Sales Order Line		
Sales Person	Supplier Sales Person		
Sales Price Currency	Sales price and currency		
Shipped Quantity	Shipped Quantity	x	x
Source of Publication	Source of Publication		
Spares priority	Spares PO priority	x	x
Split Schedule Line	Indicates if SL has been split or not		
Standard Packaging City	Standard packaging city		
Start of Collab	Start date of collaboration activity		
Status	PO Schedule Line collaboration status	x	x
Storage Location	Storage Location		
Supp. Mat. No.	Supplier Material Number	x	x
Supp. No.	Harmonized ERP supplier number	x	
Supp. Loc. No.	Local ERP supplier number	x	
Supplier Acknowledgment Number	Supplier Acknowledgment Number		
Supplier Agreement Number	Supplier Agreement Number		
Supplier Group Name	Supplier highest organizational level		
Supplier Material Description	Supplier Material Description	x	x
Supplier Planner Code	Supplier Planner Code		x
Supplier Reference	Supplier Reference		
Supplier Site	Supplier lowest organizational level (sub-unit of 'Supplier Organization')		
Supplier Site_City	Concatenation of supplier site and city	x	
Supplier. Org.	Organizational sub-unit of 'Supplier Group'		
Target Quantity	Target Quantity		
TDP / Additional reference	Other reference of requirements and documentations applicable		x
Total Line Amount	Total line amount based on the requested quantities	x	x
Tracking Number	Tracking Number		
Unit of Measure	Material unit of measure	x	x
Update Version	Update Version		
VAT Registration Number	VAT Registration Number		

5.1.2 'PO History' table

GUI Name	Description	Displayed by default (customer)	Displayed by default (supplier)
Change-ID	ID of the change.	x	x
Timestamp	Date and time of modification.	x	x
Field	Impacted field.	x	x
Old Value	Value of the field before the change.	x	x
New value	Value of the field after the change.	x	x
User's name	Name of the user who made the change.	x	x
User ID	User Id of the person who made the change.	x	x
Action	Action done.	x	x
Source	Source.	x	x

5.1.3 'PO Alerts' table

GUI Name	Description	Displayed by default (customer)	Displayed by default (supplier)
Alert Date	Date and time when the alert was created or last changed	x	x
Alert ID	Alert ID generated by system.		
Alert text	Alert text.		
Cust. Group	Customer highest organizational level.		x
Cust. Mat. Desc.	Customer Material Description.	x	x
Cust. Mat. No.	Customer Material Number.	x	x
Cust. Org.	Customer Organization Short Name.	x	x
Cust. Site	Customer lowest organizational level (sub-unit of 'Customer organization').		
Customer Organization	Organizational sub-unit of 'Customer Group'.		
Document type	Purchase Order document type.		
ERP Plant	ERP Plan Code.	x	x
Ign. C.	Ignored by Customer.	x	x
Ign. S.	Ignored by Supplier.	x	x
Inactivated by User ID	User ID information corresponding to a user or the system. It is displayed in 'Alert Overview' screen as optional column. It provides information on who deactivated an alert after a collaboration phase, leading it to inactive in AirSupply.		
Inactivated by User Name	Username information corresponding to a user or the system. It is displayed in 'Alert Overview' screen as optional column. It provides information on who deactivated an alert after a collaboration phase, leading it to inactive in AirSupply.		
Inactive since	Date when alert situation was resolved.		
New/Read Supplier	Supplier status New/Read.		x
New/Read Customer	Customer status New/Read.	x	
Ord. Off. Code	Ordering Officer Code.	x	
Ord. Off. Name	Ordering Officer Name.		x
Ord. Off. Phone	Ordering Office Phone.		x
PO Line	The position line the alert refers to.	x	x
PO Line Desc.	Purchase Order Line description.		
PO Status	Purchase Order status.	x	x
PO Sub-Type	Purchase Order sub type.	x	x
PO Type	Purchase Order type.	x	x
PO alert type	Purchase Order alert type.	x	x
PO number	The Purchase order number the alert refers to.	x	x
Priority	Priority of alert.	x	x
Purchasing Group	ERP Purchasing Group.		

Raised by User ID	User ID information corresponding to a user or the system. It is displayed in 'Alert Overview' screen as optional column. It provides information on who raised the alert leading it to active in AirSupply.		
Raised by User Name	Username information corresponding to a user or the system. It is displayed in 'Alert Overview' screen as optional column. It provides information on who raised the alert leading it to active in AirSupply.		
Schedule Line	The request Schedule Line number the alert refers to.	x	x
Spares priority	Purchase Order spares priority.	x	x
Supp. Mat. No.	Supplier Material Number.	x	x
Supp. No.	Harmonized ERP supplier number.		
Supp. Loc. No.	Local ERP supplier number.	x	
Supplier Group Name	Supplier highest organizational level.		
Supplier Material Description	Supplier Material Description.	x	x
Supplier Planner Code	Supplier Planner Code.		x
Supplier Site	Supplier lowest organizational level (sub-unit of 'Supplier Organization').		
Supplier Site_City	Concatenation of supplier site and city.	x	
Supplier. Org.	Organizational sub-unit of 'Supplier Group'.		

5.1.4 'PO Details' table

GUI Name	Description	Displayed by default (customer)	Displayed by default (supplier)
Batch Number Customer	Batch Number Customer.		
Batch Number Supplier	Batch Number Supplier.		
Carrier City			
Carrier ID			
Carrier Name			
Carrier Name2			
Carrier Name3			
Carrier Name4			
Carrier Street1			
Carrier Street2			
Carrier Zip			
Carrier country			
Certificate Type	Type of certificate required by the customer (Authorized Release Certificate, Declaration of Conformity...).		
Collab Actor	User who has initiated the collaboration (if any).		
Comment	Field for a supplier's comment.		
Commodity Group	ERP Material Group.	x	x
Config. Option	Configuration Option.	x	x
Config. Standard	Configuration Standard.	x	x
Config. Version/Rank	Configuration Version / Rank.	x	x
Confirmation Key			
Contract Line	Contract Line.	x	x
Contract Number	Contract Number.	x	x
Currency	Price currency.	x	x
Cust. Mat. Desc.	Customer Material Description.	x	x
Cust. Mat. No.	Customer Material Number.	x	x
Cust. Site	Customer lowest organizational level (sub-unit of 'Customer organization').		
Despatch Advice remaining quantity	Despatch Advice remaining quantity.		
Download (since last update)	Indicates that the record was downloaded by supplier after the last update/change.		
Downloaded Once	Indicates that PO Schedule Line has been downloaded at least once.		
Document Link Header	Hyperlink to any external target, example, a shared document management system at the customer or supplier side. The external document may provide additional information about the PO. No check of the link is performed.		
Document Link Line	Hyperlink to any external target, example, a shared document management system at the customer or supplier side. The external document may provide additional information about the PO. No check of the link is performed.		
ERP Plant	ERP Plant Code.	x	x
ERP Vendor Material	ERP Vendor Material.		
Elementary Delivery Site	Elementary Delivery Site.	x	x
Final Customer PO Number	Final customer PO number.		

Final Delivery Flag	Final Delivery Flag: Indicates that the PO Schedule Line is fully received (even though the received quantity is not equal to the requested quantity).		
Final Delivery Location	Internal delivery location declared in the purchase order.	x	x
Fitting Customer Material	Fitting Customer Material.		
Fitting Place	Fitting Place.	x	x
Fitting System	Fitting System.		
Flexible field 10	Field not used yet by customers to publish data.		
Flexible Field 2	Field not used yet by customers to publish data.		
Flexible Field 3	Field not used yet by customers to publish data.		
Flexible Field 4	Field not used yet by customers to publish data.		
Flexible Field 5	Field not used yet by customers to publish data.		
Flexible Field 6	Field not used yet by customers to publish data.		
Flexible Field 7	Field not used yet by customers to publish data.		
Flexible Field 8	Field not used yet by customers to publish data.		
Flexible Field 9	Field not used yet by customers to publish data.		
Header Comment present			
Initial Status (request)			
Kit Component	Indicates whether the Schedule Line represents a Kit component.	x	x
Kit Header	Indicates whether the Schedule Line represents a Kit header.	x	x
Kit changed	Kit changed.	x	x
LT-based Delivery Date	Latest PO Schedule Line delivery date based on the supplier lead-time. Provided for penalties verification only.		
Last Agreed Promised Date	Last Agreed Promised Date.		
Last Agreed Promised Quantity	Last Agreed Promised Quantity.		
Last Agreed Requested Date	Last Agreed Requested Date.		
Last Agreed Requested Quantity	Last Agreed Requested Quantity.		
Last Collab Action	AirSupply PO Schedule Line last modification date and time.		
Last EDI Message Date	Date and time of the last EDI data export of this Po Schedule Line.		
Last GR Date	Date and time of last Goods Receipt.		
Last GR No.	Last Goods Receipt number.		
Line Incoterm	Line Incoterm.	x	x
Line Incoterm Description	Line Incoterm Description.	x	x
Max Delivery Date			
Max. Quantity			
Method for Manuf.	Method of manufacturing.		
Min delivery date			
Min. Quantity			

NewForCust.	Defines whether record currently contains of changes relevant to be reviewed by customer.	x	x
NewForSup.	Defines whether record currently contains of changes relevant to be reviewed by supplier.	x	x
Ord.Off. Code	Ordering Officer Code.	x	
Ord. Off E-mail	Ordering Officer E-mail address.	x	x
Ord. Off. Name	Ordering Officer Name.		x
Ord. Off. Phone	Ordering Office Phone		x
Original Comment (supplier reference)			
Original Price			
PO Header Pub. Date	PO Header publication date.		
PO Line	PO line.	x	x
PO Line Desc.	PO line Description.		
PO Line Text Present	Indicates that a PO line text exists.	x	x
PO SL	PO Schedule Line.	x	x
PO SL Creation Date	PO Schedule Line creation date.	x	x
PO SL Last Mod. Date	Date of last PO Schedule Line/Schedule Line modification.	x	x
PO SL Pub. Date	AirSupply PO Schedule Line publication date and time.		
Pgm. /MSN	Project/Program Name and Manufacturer Serial Number.	x	x
Price	Price.	x	x
Price Unit	Number of units for which the price is valid.	x	x
Price unit of measure	Unit of measure for which the price is defined.	x	x
Production Order Number	Production Order Number.		
Promised date	Promised date.	x	x
Promised quantity	Promised quantity.	x	x
Quality Contract Number	Quality Contract Number.		
Quantity Conversion Numerator	Numerator for conversion of order price unit into order unit.		
Quantity conversion denominator	Denominator for conversion of order price unit into order unit.		
Received Quantity	Received Quantity.	x	x
Remaining Quantity to be Received	Request quantity not yet received.	x	x
Remaining Quantity to be Shipped	Request quantity not yet shipped.	x	x
Requested date	Requested date.	x	x
Requested quantity	Requested quantity.	x	x
Sales Order	Sales Order.	x	x
Sales Order Line	Sales Order Line.		
Ship-from City			
Ship-from ID			
Ship-from Name			
Ship-from Name 2			
Ship-from Name 3			
Ship-from Name 4			
Ship-from Street 1			
Ship-from Street 2			
Ship-from Zip			
Ship-from country			
Ship-to City	Address of the receiving (ship-to) company.		
Ship-to Company Name	Name of the receiving company.		
Ship-to Company Name 2	Name of the receiving company.		
Ship-to Company Name 3	Name of the receiving company.		

Ship-to Company Name 4	Name of the receiving company.		
Ship-to Country	Address of the receiving (ship-to) company.		
Ship-to Street 1	Address of the receiving (ship-to) company.		
Ship-to Street 2	Address of the receiving (ship-to) company.		
Ship-to Zip Code	Address of the receiving (ship-to) company.		
Shipped Quantity	Shipped Quantity.	x	x
Source of Publication	Source of Publication.		
Spares priority	Spares PO priority.	x	x
Start of Collab	Start date of collaboration activity.		
Status	PO Schedule Line collaboration status.	x	x
Storage Location	Storage Location.		
Supp. Mat. No.	Supplier Material Number.	x	x
Supplier Acknowledgment Number	Supplier Acknowledgment Number.		
Supplier Agreement Number	Supplier Agreement Number.		
Supplier Material Description	Supplier Material Description.	x	x
Supplier Planner Code	Supplier Planner Code..		
Target Quantity	Target Quantity.		
Total Line Amount	Total Line Amount based on the requested quantities.	x	x
Tracking Number	Tracking Number.		
Unit of Measure	Material unit of measure.	x	x
UoM format			
Update Version	Update Version.		

5.2 List of PO document types

- Call-up.
- Delivery Schedule.
- Dev/Test.
- Direct Shipment.
- Direct Shipment Rework.
- Expansion.
- Extended Workbench.
- Kanban.
- Kit.
- Manual.
- Modification.
- Operation Subcontracting.
- Repair.
- Rework – Modification.
- Shipset.
- Standard Exchange.
- Subcontracted Activity.
- Supplier Kit.

5.3   List of collaborative fields

- 'Price'.
- 'Promised Quantity'.
- 'Promised Date'.
- 'Requested Quantity'.
- 'Requested Date'.

5.4   List of non-collaborative fields

- 'Collab Price' (if collaboration on price is disabled).
- 'Base of Unit'.
- 'Price Unit of Measure'.
- 'Quantity Conversion Denominator'.
- 'Quantity Conversion'
- 'Final delivery location'.
- 'Elementary delivery site'.
- 'Storage Location'.
- 'Delivery Company Name'.
- 'Delivery Company Name2'.
- 'Delivery Company Name3'.
- 'Delivery Company Name4'.
- 'Delivery Street1'.
- 'Delivery Street2'.
- 'Delivery Zip'.
- 'Delivery City'.
- 'Delivery Country'.
- 'Incoterm' (both header and line level).
- 'Incoterm Description' (both header and line level).
- 'PO header text'.
- 'Line text'.
- 'Program/MSN'.
- 'Production Order Number'.
- 'Tracking Number'.
- 'Spares Priority'.
- 'PO Line Description'.
- 'Unit of Measure'.
- 'Currency'.
- 'Part Number'.
- 'Configuration Standard' (earlier Aircraft Standard).
- 'Configuration Version' (earlier Aircraft Version).
- 'Configuration Option' (earlier Aircraft Option).
- 'Fitting Place'.

5.5 Related Change Requests from Release Notes

In this chapter, you find the Release Notes for this module, which have an impact on this training guide.

5.5.1 CR: Spares Direct Delivery (27.05.2017)

For the PO Schedule Line of Purchase Orders for a Spares Direct Delivery, the following fields are used:

GUI Name	Description	Displayed by default (customer)	Displayed by default (supplier)
Elementary Delivery Site	Elementary Delivery Site.	x	x
Final Customer PO Number	Final customer PO number.		
Customer			
End Customer ship-to Code	Shipping code of end customer.		
End Customer VAT ID	End customer VAT ID.		
Sales Price Currency	Sales price and currency.		
Aircraft Registration Number	Aircraft registration number.		
Routing Instructions	Routing instructions		
Flexible field	To be defined.		

The fields are printable on the PO (simple/full print).

For a Despatch Advice header for a Spares Direct Delivery, the following fields are used:

GUI Name	Description	Displayed by default (customer)	Displayed by default (supplier)
Transport Document	Number of the transport document.	x	x
Flight Number	Flight number.		
Ship-from country	Name of the country from which the shipment is sent.		
Delivery Note Number	Delivery note number.		
Final Customer PO Number	Final customer PO number.		

5.5.2 CR: Make alert text more comprehensible (27.05.2017)

- **As-Is:**

On the 'PO Alert Overview' page, there is the 'Alert text' column available (it has to added manually).
In this column, details concerning the corresponding alert are displayed.
If the alert 'Supplier comment updated' or 'Customer comment updated' is created, the following text is displayed:
'Supplier (Customer) has generated or updated the supplier comment'.

If a customer/ supplier user sees this alert with this alert text, the user has then to click the PO Schedule Line and then to see look for the comment fields to see the content of the comment (several clicks are necessary to see the content of the comment).

If the Alert "No Goods Receipt" is created, the following text is displayed (example):
"2017-01-17 (01:59:00) - 2017-01-09 (23:59:59) = 169h"

- **To-Be**

To simplify the work with the PO alert, the comment content of the supplier or customer is directly displayed in the 'Alert text' field. Then the user does not have to click first in the PO SL to see the comment.

Alert 'No Goods Receipt':
The text was improved for this alert:
Agreed delivery date was the YYYY-MM-DD (data from the "delivery date field") = delivery is delayed X days.

5.5.3 CR: New Customer Admin Action "Set Status To CANCELLED" (27.05.2017)

The customer administrator can directly set a Purchase Order Schedule line to status CANCELLED.

5.5.4 CR: The Customer reference is added to the PO print (full/simple) (27.05.2017)

The' Customer reference' field is added to the PO print (full/simple).

5.5.5 CR: PO SL Pub. Date field is added to the Advanced Search (27.05.2017)

The 'PO SL Pub. Date' field is added to the Advanced Search.
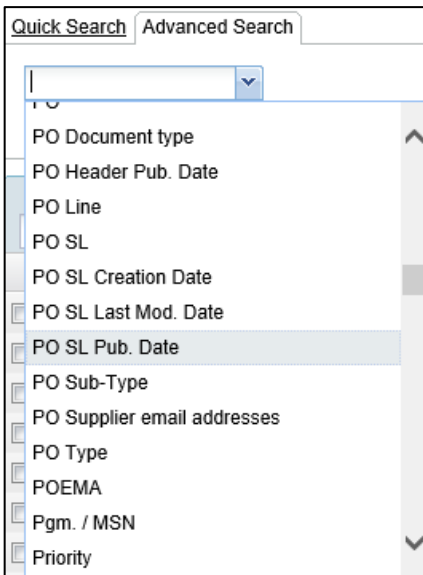
CR: PO Mass Modification (27.05.2017) mass modification, you can change the collaboration values date, quantity, and price on several schedule lines in one run.

5.5.5.1 Mass Modification via Download and Upload

1. The Customer user selects the PO schedule lines to be modified.

2. The download options 'PO Schedule Lines' full and 'Displayed plus key columns' provide a file`, which can be uploaded again.

    The checks performed during the upload follow the checks, which also would be performed on collaboration on UI concerning the collaboration.
    The upload file is also checked concerning the syntax and the file structure (comparable to supplier upload).
    Error messages are displayed in the breadcrumb, as it is the case for the supplier upload.

5.5.6 CR: 'Customer reference' field in PO print (full & simple) (27.05.2017)

The 'Customer reference' field must be printed in the PO Full Print and the PO Simple Print.

5.5.7 Release Notes 2015 – Wave 1 (Go-Live: April 19, 2015)

5.5.7.1 New PO Sub-Type

*   **As-Is:**
There is an existing PO Sub-Type SPARES.

*   **To-Be** (Impacted chapter in this guide: 1.1. and 3.5.4.)**:**
In addition to already existing PO Sub-Type SPARES a new value **SB-KIT-PARTS** is introduced.

On Alert Overview, PO Overview and on OTD Collaboration page, the drop down for the field "PO Sub-Type" and the filter option on column header is expanded by value SB-KIT-PARTS:

5.5.7.2 PO history download

- **As-Is:**

There is no possibility for the users to download the Purchase Order History.

- **To-Be** (Impacted chapter in this guide: 3.4.1., 3.5.8. and 3.6.1.)**:**

On Purchase Orders Screen, users are now able to download the complete history content for one or more selected PO schedule lines. "PO History Full (CSV)" is added as a new download option to the menu in the "Download" button. The result is a CSV file with the identifiers for the PO and for the partner – and all columns of the PO history screen. The download always comprises all lines of the history, there is no limitation of the period.

5.5.7.3 Accept but penalize – new behaviour

- **As-Is:**

The "Accept but Penalise" action is always possible in the application for the customer if the Purchase Order has the status SUPPLIER ACCEPTED WITH CHANGES or SUPPLIER CHANGE ORDER REQUEST.
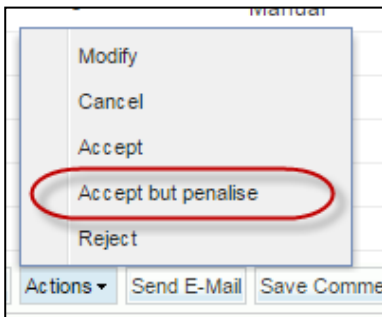
- **To-Be** (Impacted chapter in this guide: 3.5.2.)**:**

There is a new restriction for this action. A new check for "Accept but penalize" is implemented which compares the quantities for:
- o Collab Requested Quantity
- o Collab Promised Quantity

In case of deviations between these quantities, the "Accept but Penalise" action is **no more be possible**. For this case, „Accept but Penalise" is removed from the Action menu, like in this example:
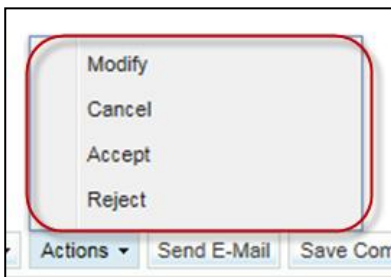
5.5.7.4 Accept but penalize – new behaviour

- **As-Is:**

The Field "Last Agreed Price" is not visible on all PO screens.

- **To-Be:**

The Field "Last Agreed Price" is now also available on following screens:
- o PO List Display "Purchase Orders – Purchase Orders"
- o PO Details-Display "PO Details – Schedule Lines"
- o PO Line Details-Display "Collaboration Details"

The column must be activated; it is not in the Default table view.

5.5.7.5   PO Split evolution on status

- **As-Is:**

PO status model for split differs from standard status collaboration model (for/after split on sub-status NEW ORDER PUBLISHED and OPEN).

- **To-Be** (Impacted chapter in this guide: 3.5.7.)**:**

Status model for/after split is now allinged with the standard status (collaboration) model (for/after split on sub-status NEW ORDER PUBLISHED and OPEN)
That means:

- Start from sub-status **NEW ORDER PUBLISHED** leads to status **SUPPLIER ACCEPTED WITH CHANGES** for changed original and new line
- Start from sub-status **OPEN** leads to status **SUPPLIER CHANGE ORDER REQUEST** for changed original and new line

5.5.8   Release Notes 2015 – Wave 2 (Go-Live: December, 2015)

5.5.8.1   PO – History on customer comment

- **As-Is:**

Change of the field content in „customer comment" is not tracked in the PO History

- **To-Be:**

Change of the field content in "customer comment" is now tracked in the PO History and PO history download
Example of Customer comment which is tracked in the PO History:

5.5.8.2   PO – Evolution on 'Comment on non-collaborative data'

- **As-Is:**

"Comment on non collaborative data" can only be created / updated when status is not equal to RECEIVED, CANCELLATION REQUEST or CANCELLED
It is possible to lose changes on "Comment on non collaborative data" when user leaves the current page (PO Header) where he has changed the "Comment on non collaborative data".

- **To-Be:**

"Comment on non collaborative data" can now be created / updated also when PO status is CANCELLATION REQUEST.
In case the "Comment on non collaborative data" is changed:

- By leaving the screen PO Schedule Lines / Details / Header (via breadcrumb navigation, jump to other tab, back-button)
- By a collaboration action in PO view or PO Detail view, without having applied the change, there is a new dialog for the user not to lose the "Comment on non collaborative data"
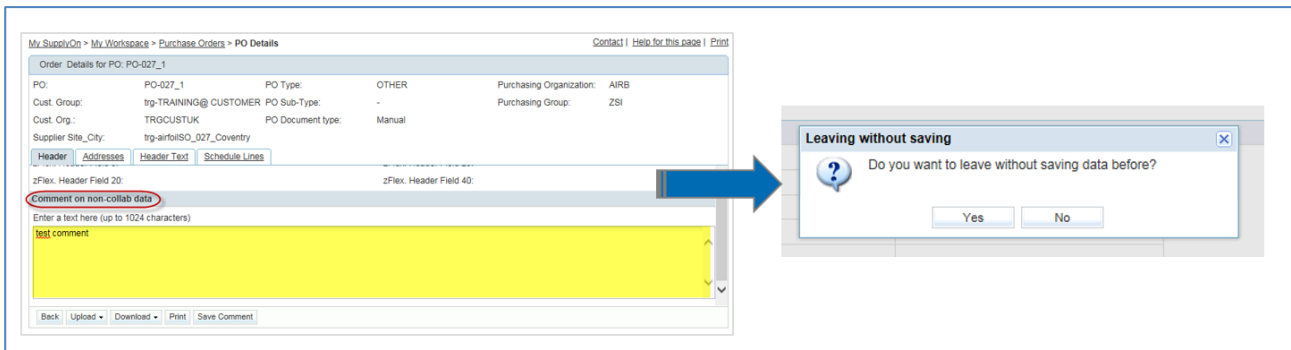
The answer "NO" leads to the automatic save of the "Comment on non collaborative data"
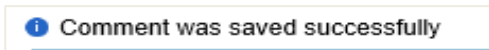
The answer "Yes" leads to leaving the "PO Header view" without saving the "Comment on non collaborative data"

5.5.8.3   PO – Collaboration on KIT Header Level when components cancelled

- **As-Is:**

It is not possible to collaborate on the KIT Header if
there is one or more KIT Component schedule line which is in status CANCELLED.

- **To-Be:**

It is possible to collaborate on the KIT Header even if there is one or more KIT component schedule line which is in status CANCELLED.
Changes on the KIT Header are not applied to the KIT Component schedule lines which are in status CANCELLED.

5.5.8.4   PO - FC Advanced Search_Contract number for PO_Contract Reference for Forecast

- **As-Is:**

The field "Contract Number" is not available for the Advanced Search on screen "Purchase Orders"
The field "Contract Reference" is not available for the Advanced Search on screen "Forecast", tab "Forecast Data"

- **To-Be:**

The field "Contract Number" is available for the Advanced Search on screen "Purchase Orders"
The field "Contract Reference" is available for the Advanced Search on screen "Forecast", tab "Forecast Data".
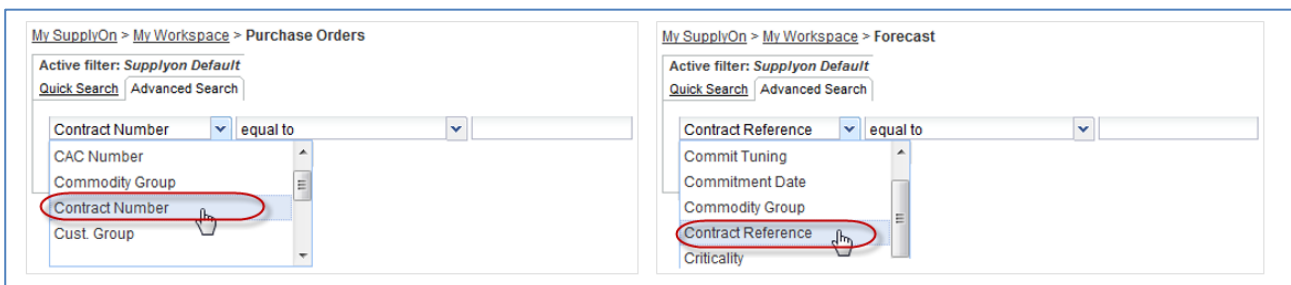
5.5.8.5 PO – Import rule - replace customer plant code by supplier

- **As-Is:**

If on PO update on a schedule line, the customer plant code differs, a new schedule line is created instead of updating the existing schedule line.

- **To-Be:**

The risk that a PO is accidentally addressed to more than one supplier is eliminated.

5.5.9 Release Notes 2016 – Wave 1 (Go-Live: June, 2016)

5.5.9.1 PO – Implementation of new alert types

- **As-Is:**

There is no alert available for customer comment and supplier comment.

- **To-Be:**

Additional alerts are available in Alert Matrix and Alert Overview:
  - *Customer comment updated* (Customer has created or updated the "customer comment" on schedule line level)
  - *Supplier comment updated* (Supplier has created or updated the "supplier comment" on schedule line level)

The new alerts are not displayed by default, but if selected, seen as below:

5.5.9.2 New behavior of flags "NewforCust", "NewforSup"

- **As-Is:**

Inconsistency of the flags "NewforCustomer" and "NewforSupplier"

The supplier function "Stop counting as NewForSupplier" is only possible for the Purchase Order status CANCELLED and RECEIVED

- **To-Be:**

Harmonization of the flags "NewforCustomer" and "NewforSupplier" (independent from any comment or acknowledgment number update)

- o Only the customer actions…
- o Accept
- o Accept & penalize
- o Penalize split

…must automatically set the flags on the schedule line after the status change as follows:
- o "New for supplier" = true
- o "New for customer" = false

The supplier button "Stop counting as NewForSupplier" shall also cover the status OPEN, PARTIALLY SHIPPED, SHIPPED and PARTIALLY RECEIVED (in addition to already covered CANCELLED and RECEIVED).

5.5.9.3 PO new role for MIN value calculation on PO Schedule Line Split

- **As-Is:**

Currently there is no calculation of the MIN value in case of PO Split:
- MIN value after split is always 0,0001 for changed original line and new line

- **To-Be:**

New MIN value calculation:
- If the Min value for the original Schedule Line is equal to the Requested quantity of original Schedule Line, then the Min value of the Schedule Line after the Split action is equal to the promised quantity of the SL after Split.
- In all other cases the value is 0,0001.

5.5.9.4 PO Split Flag visibility

- **As-Is:**

A split line can be identified on the User Interface only via the different background color of the line in the table.

- **To-Be:**

In addition, there is a new flag "Split Schedule Line" which identifies on the User Interface a split line. This column is not in the Default Table view and must be added manually.

"Split SL" is added to the advanced search of both PO screens "Purchase Orders (table)" and "PO Details / tab Schedule line (table)"

"Split SL" is furthermore contained in all downloads (csv and xlsx). Value in downloads can be "true" or "false".

In the downloads "displayed columns only" and "displayed plus key columns" it is only shown if contained in the current table view (unhidden by user).

The Boolean field "Split line" is contained in supplier M2M PO csv and boost XML. Possible values are "0" and "1"

The field is neither contained in PO history nor on PO Print.

5.5.9.5   PO Check for identical prices online level

- **As-Is:**

Users can update different Price values at Schedule line level, whereas the Price is at Line Level in the customers' ERP.

- **To-Be:**

To avoid different prices for one line item with several Schedule lines, there is an error message asking the user to put the same price for all the schedule lines belonging to the same line:

This check is at the beginning active only on Purchase Orders Type "OTHER" from Safran Helicopter Engines

5.5.10 Release Notes 2016 – Wave 2 (Go-Live: December , 2016)

5.5.10.1 PO – Date for PO alert creation/update

- **As-Is:**

Today, if an already existing alert is reactivated, the "Alert Creation Date" is not updated.

- **To-Be:**

The label of the field is renamed to „Alert Date". For all PO alerts, which can be reactivated (for example "PONewSCORException"), the timestamp in field "Alert Date" is updated in case of a change (reactivation) on the alert.

PO Status	Ord. Off. Code	Alert Date ▼	New/.. ▼	Ign.C.	Ig..
OPEN	SP_OOCG1...	12.11.2016 01:00:08	Read		
OPEN	SP_OOCG1...	11.11.2016 11:52:44	New		
CANCELLED	SP_OOCG1...	11.11.2016 11:50:38	Read	✔	
NEW ORDER PUBLIS...	FR_OOCG1...	06.10.2016 01:00:16	Read		
NEW ORDER PUBLIS...	FR_OOCG1...	06.10.2016 01:00:16	Read		
NEW ORDER PUBLIS...	FR_OOCG1...	06.10.2016 01:00:16	Read		
NEW ORDER PUBLIS...	FR_OOCG1...	13.09.2016 00:30:02	Read	✔	
NEW ORDER PUBLIS...	FR_OOCG1...	13.09.2016 00:30:02	Read	✔	

(Reset all Filters)

5.5.10.2 PO - General priority indicator

- **As-Is:**

Today there is no possibility (except PO Spares) to indicate the supplier the level of criticality for the defined Purchase Order

- **To-Be:**

The PO Header field "Spares Priority" is renamed to "Priority" (currently existing specific user filter / advanced search settings is not be affected as just the field label is changed).
There are three new values available for the "Priority":
- LOW
- MED
- HIGH

Purchase Orders
SupplyOn Def. View   Manage... ▾   Reset all Filters

	PO	PO Line	PO SL	nised...	Promised date	Priority ▲	Kit He...	Kit..
☐	MHR_2016-09-21_08_1	10	001	10	11.09.2016	HIGH	No	
☐	MHR_2016-09-21_06	10	001	10	11.09.2016	LOW	No	
☐	MHR_2016-09-21_06_1	10	001	10	11.09.2016	LOW	No	
☐	MHR_2016-09-21_07	10	001	10	11.09.2016	MED	No	
☐	MHR_2016-09-21_07_1	10	001	10	11.09.2016	MED	No	
☐	MHR_2016-09-20_01	00010	00001	10	10.09.2016	MISC	No	
☐	MHR_2016-09-20_01	00020	00001	10	20.09.2016	MISC	No	
☐	MHR_2016-09-20_01	00030	00001	10	30.09.2016	MISC	No	

5.5.10.3 PO - New column "PO line description" in "SupplyOn Def. View"

- **As-Is:**

Today, the field "PO line description" is not included in the "SupplyOn Def. View" on PO Overview screen

- **To-Be:**

The field "PO line description" is added to the "SupplyOn Def. View" on PO Overview screen. If there is no customer material number available, this field can be used by the customer to describe the ordered material/service.

5.5.10.4 PO - Additional details on "Customer Invoice Address"

- **As-Is:**

Today, there is no contact detail available in the detail area "Customer Invoice Address" on PO Header screen.

- **To-Be:**

New additional area „Contact Details" with contact fields for the "Customer Invoice Address" Details area on the PO Header screen is added which can be provided by the customer via PO Message

5.6 Referenced documents

[RD2]: 02_Master_Data_training.
[RD3]: 03_Dashboard_training.
[RD4]: 04_Forecast_training_guide.
[RD6]: 06_Shipment_training_guide.
[RD7]: 07_Receiving_training_guide.