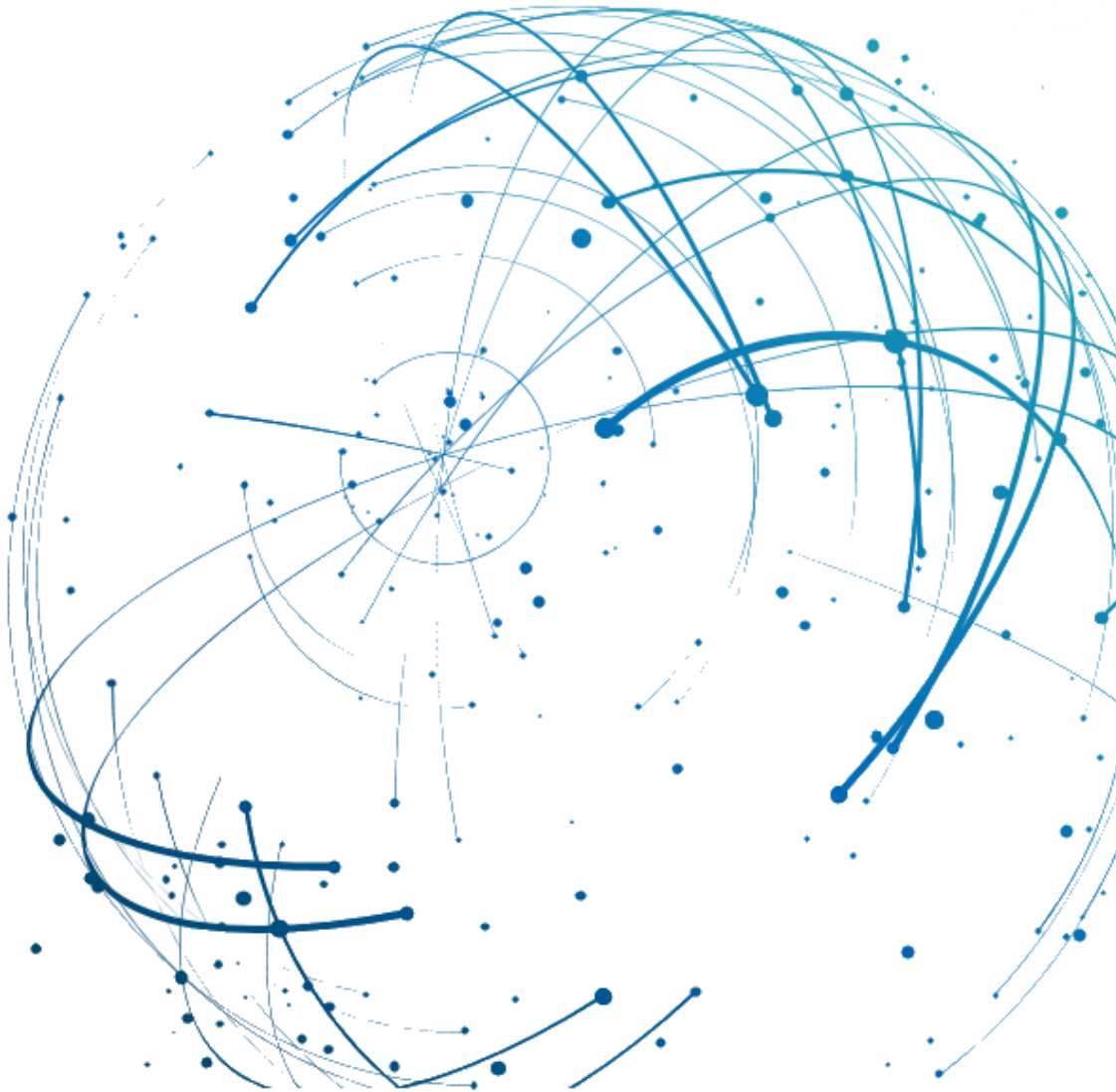


AirSupply

## Training guide for users



**Ordering**  
**October 2022**

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## Index of Abbreviations

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.

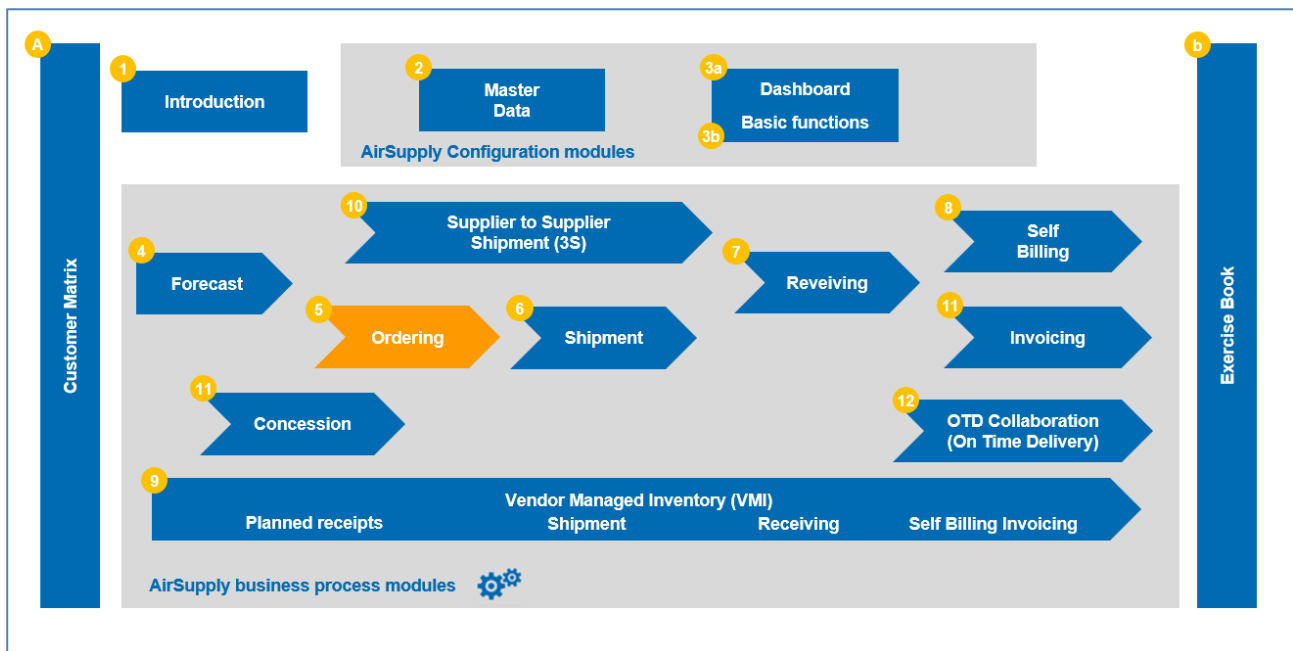


Figure 1: Modules overview

## 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

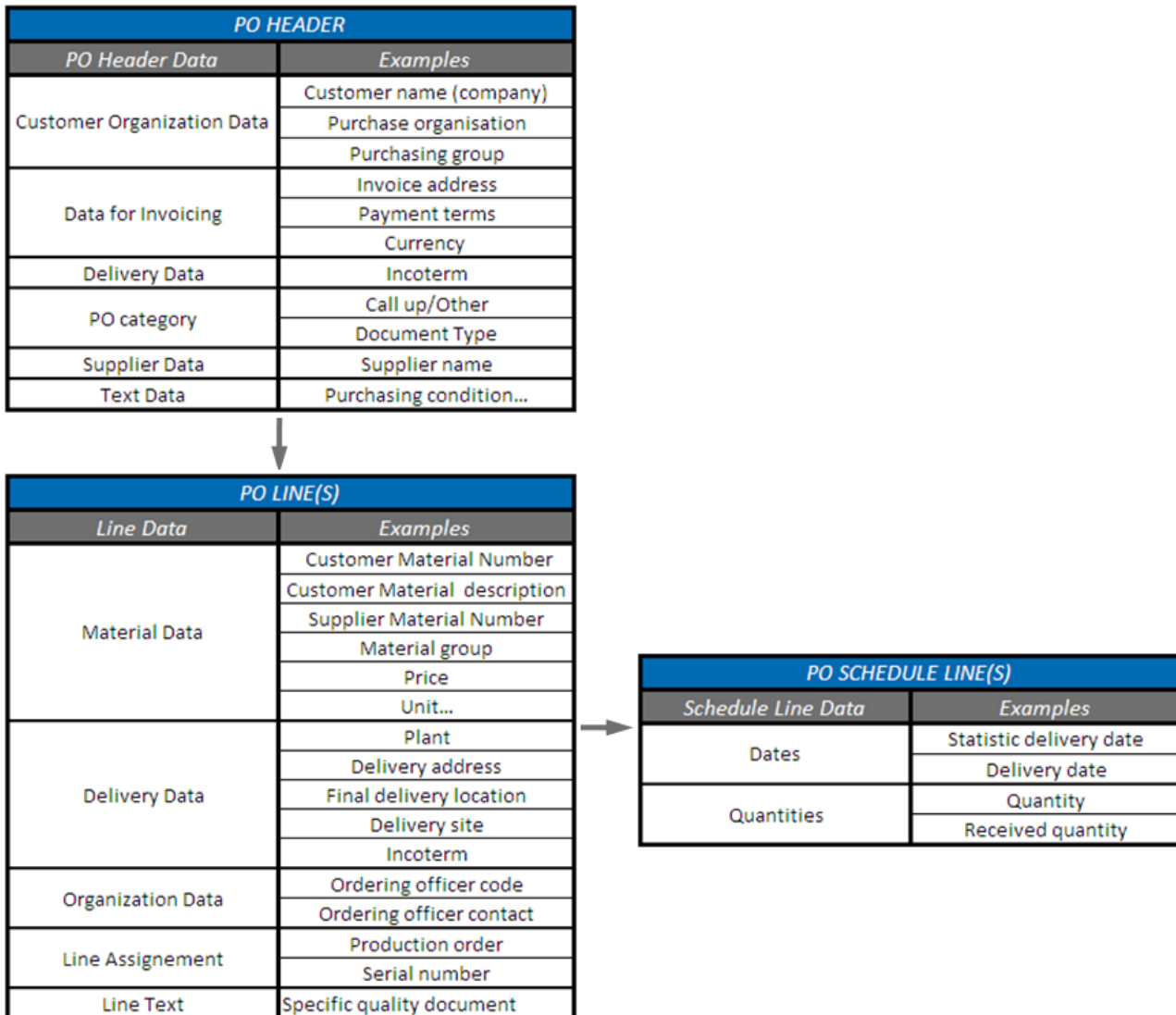


Figure 2: Structure of a Purchase Order (example)

## 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

### Note

The Despatch Advice process is described in the module Shipment [RD6]. The Goods Receipt process is described in the module Receiving [RD7].

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

### Note

This training is focused on the Full Collaboration Model.

#### 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).

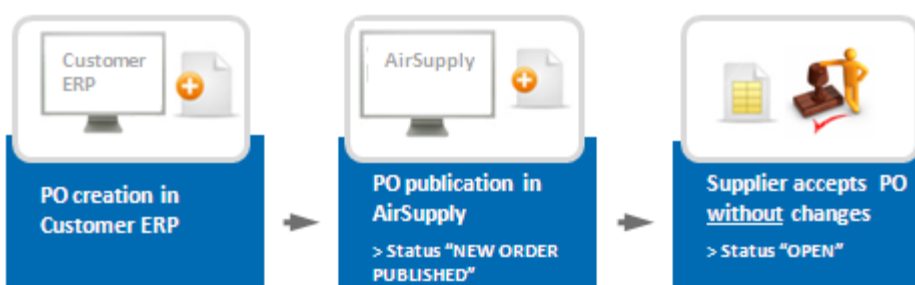
The customer can make some changes on a new published PO Schedule Line (modify) or can cancel the PO Schedule Line (cancel).

#### 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.

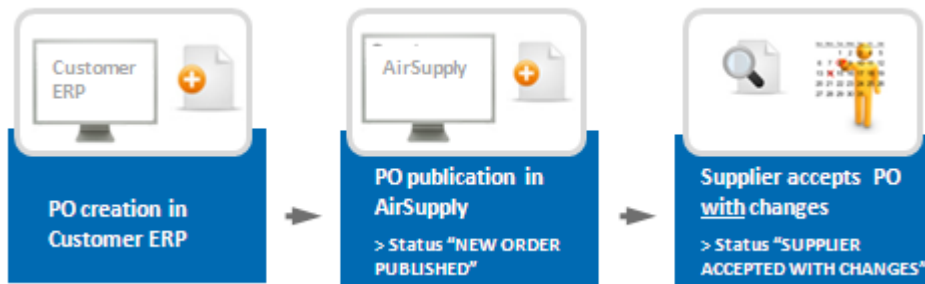
#### 2.2.1.1 The supplier accepts with no changes



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:

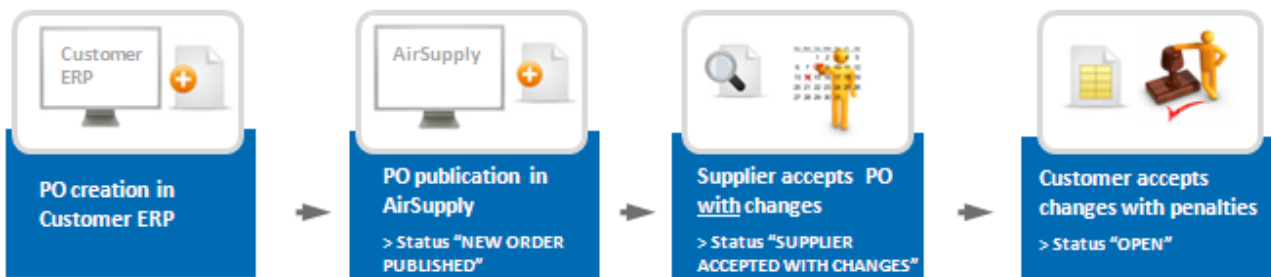
- Fully accept the changes.
- Accept the changes with penalties
- Make a new proposal.
- Reject the supplier changes.
- Cancel the PO Schedule Line.

### 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.

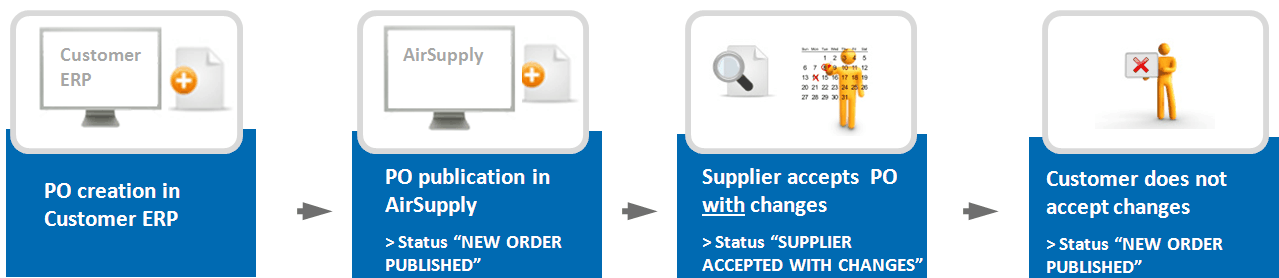
A change of the requested date by the customer requires a response from the supplier regarding the date. This means that a date other than the last promised date must be entered.

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.

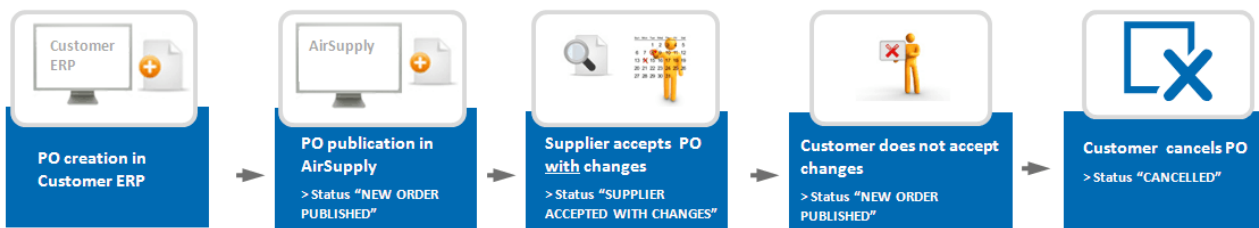
### 2.2.2.4 The customer rejects the supplier changes



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.

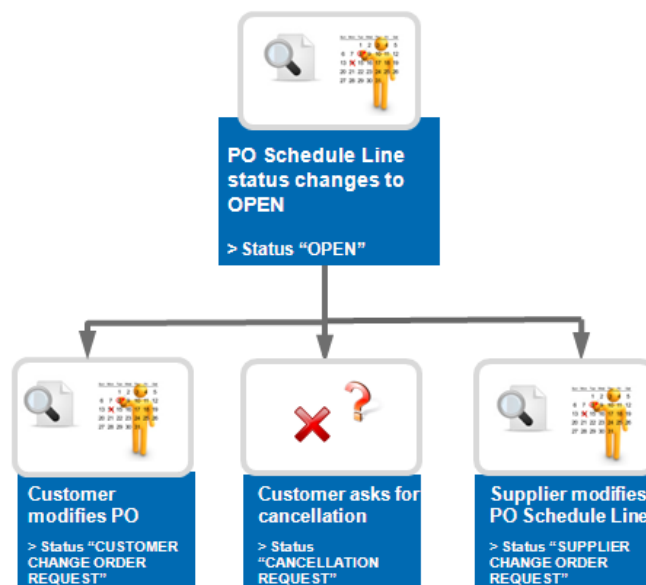
An exception 'Collaboration rejected by customer' is raised.

### 2.2.2.5 The customer cancels the PO Schedule Line



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.

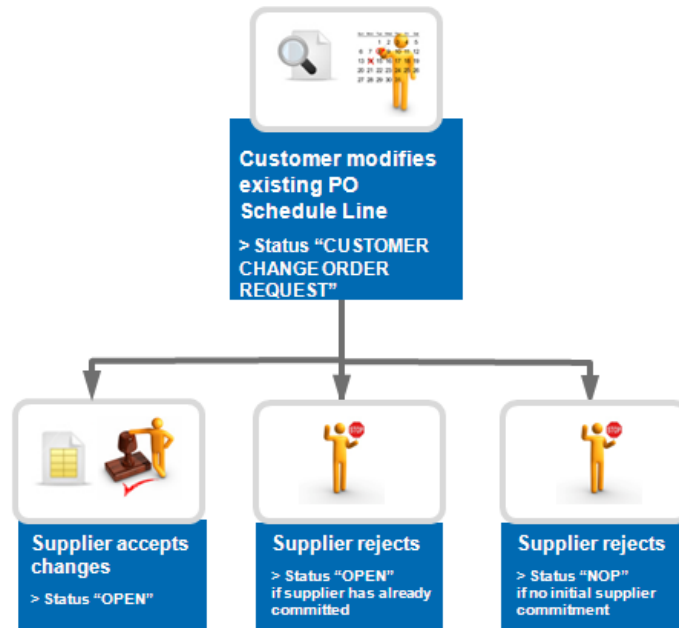
A change of the promised date by the supplier requires a response from the customer regarding the date. This means that a date other than the last requested date must be entered.

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'

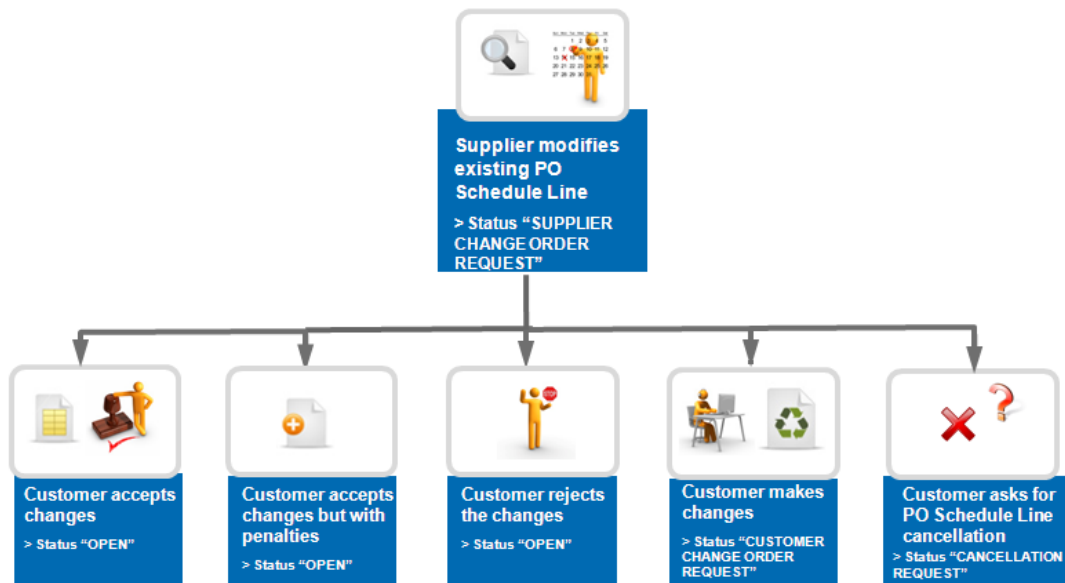


The supplier must commit on the new customer proposal (new requested date or quantity value).

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.

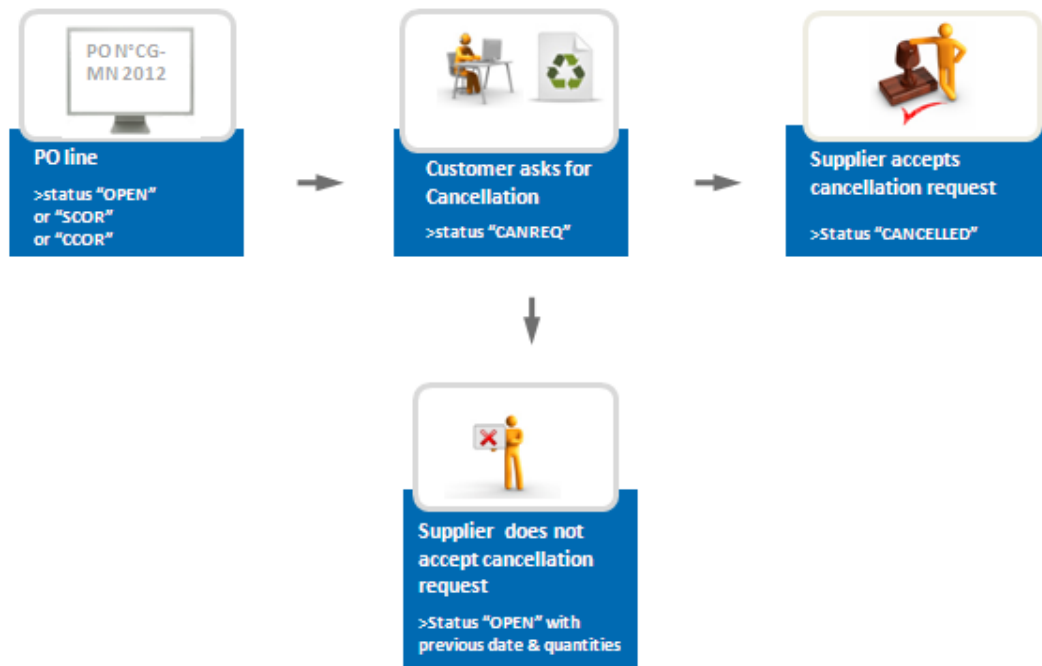
To react to a date change only with a quantity change is not valid and results in an error message. If you want to keep your last promised value unchanged, you must reject the customer change order request.

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
<b>NEW ORDER PUBLISHED (NOP)</b>	Modify	NEW ORDER PUBLISHED	Accept	OPEN*
	Cancel	CANCELLED	Modify	SUPPLIER ACCEPTED WITH CHANGES
<b>SUPPLIER ACCEPTED WITH CHANGES (SAWC)</b>	Accept	OPEN*	Modify	SUPPLIER ACCEPTED WITH CHANGES
	Accept but penalize	OPEN*		
	Reject	NEW ORDER PUBLISHED		
	Modify	CUSTOMER CHANGE ORDER REQUEST		
	Cancel	CANCELLED		
<b>OPEN</b>	Cancel	CANCELLATION REQUEST	Modify	SUPPLIER CHANGE ORDER REQUEST
	Modify	CUSTOMER CHANGE ORDER REQUEST		
<b>CUSTOMER CHANGE ORDER REQUEST (CCOR)</b>	Modify	CUSTOMER CHANGE ORDER REQUEST	Accept	OPEN*
	Cancel	CANCELLATION REQUEST	Reject	OPEN*
			Reject (if no initial supplier commitment)	NEW ORDER PUBLISHED
<b>SUPPLIER CHANGE ORDER REQUEST (SCOR)</b>	Accept	OPEN*	Modify	SUPPLIER CHANGE ORDER REQUEST
	Accept but penalize	OPEN*		
	Reject	OPEN*		
	Modify	CUSTOMER CHANGE ORDER REQUEST		
	Cancel	CANCELLATION REQUEST		
<b>CANCELLATION REQUEST (CANREQ)</b>	No action possible		Reject	OPEN*
			Accept	CANCELLED
<b>PARTIALLY SHIPPED</b>	Modify	CUSTOMER CHANGE ORDER REQUEST	Modify	SUPPLIER CHANGE ORDER REQUEST
<b>PARTIALLY RECEIVED</b>	Modify	CUSTOMER CHANGE ORDER REQUEST	Modify	SUPPLIER CHANGE ORDER REQUEST
<b>SHIPPED</b>	No action possible		No action possible	
<b>RECEIVED</b>	No action possible		No action possible	
<b>CANCELLED</b>	No action possible		No action possible	

Table 2: User actions / impact on PO status



### 2.5.2 Simple Collaboration Model

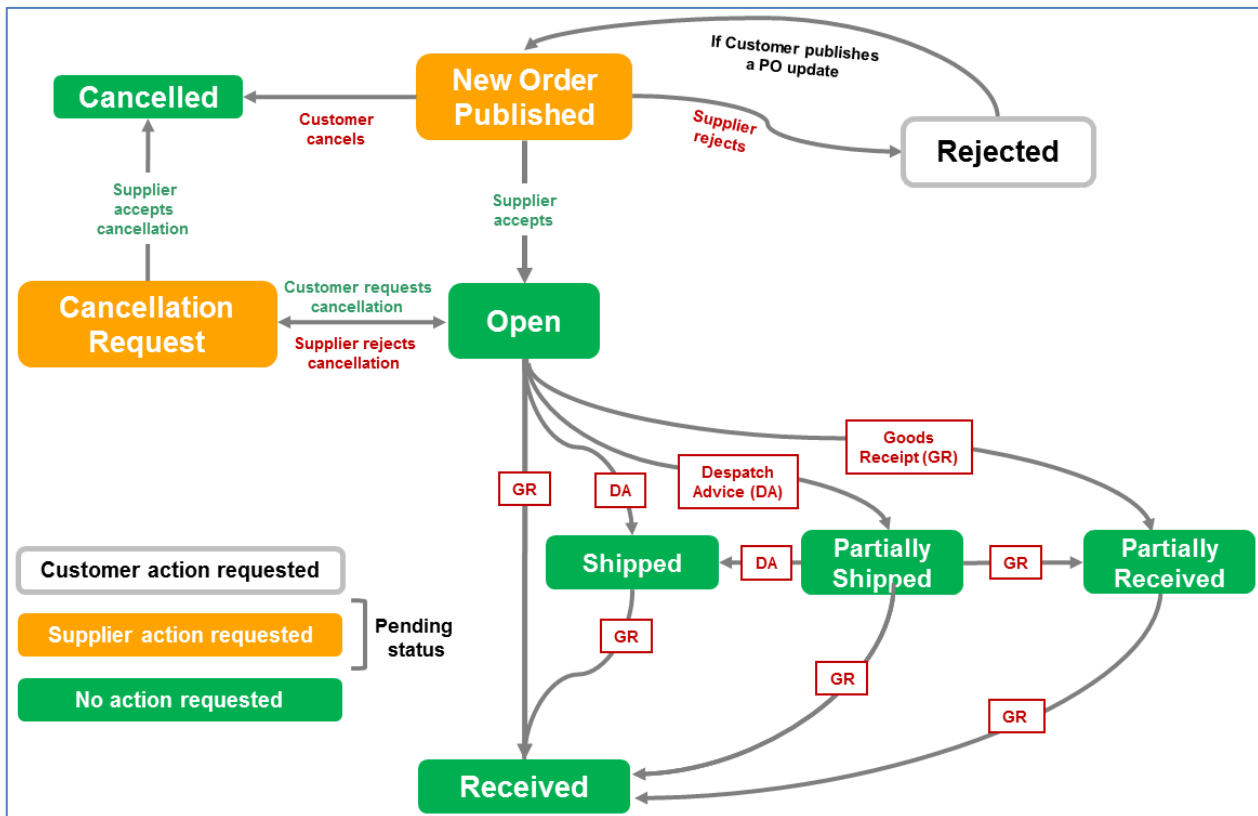


Figure 4: PO Schedule Line status overview (simple collaboration)

### 2.5.3 No Collaboration Model

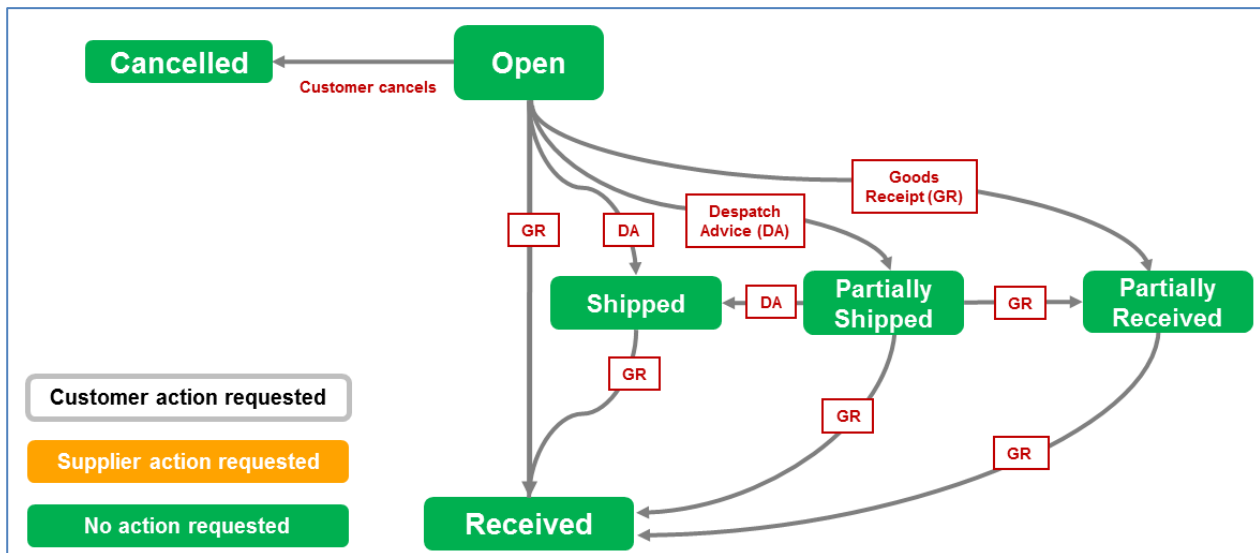


Figure 5: PO Schedule Line status overview (no collaboration)

### 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

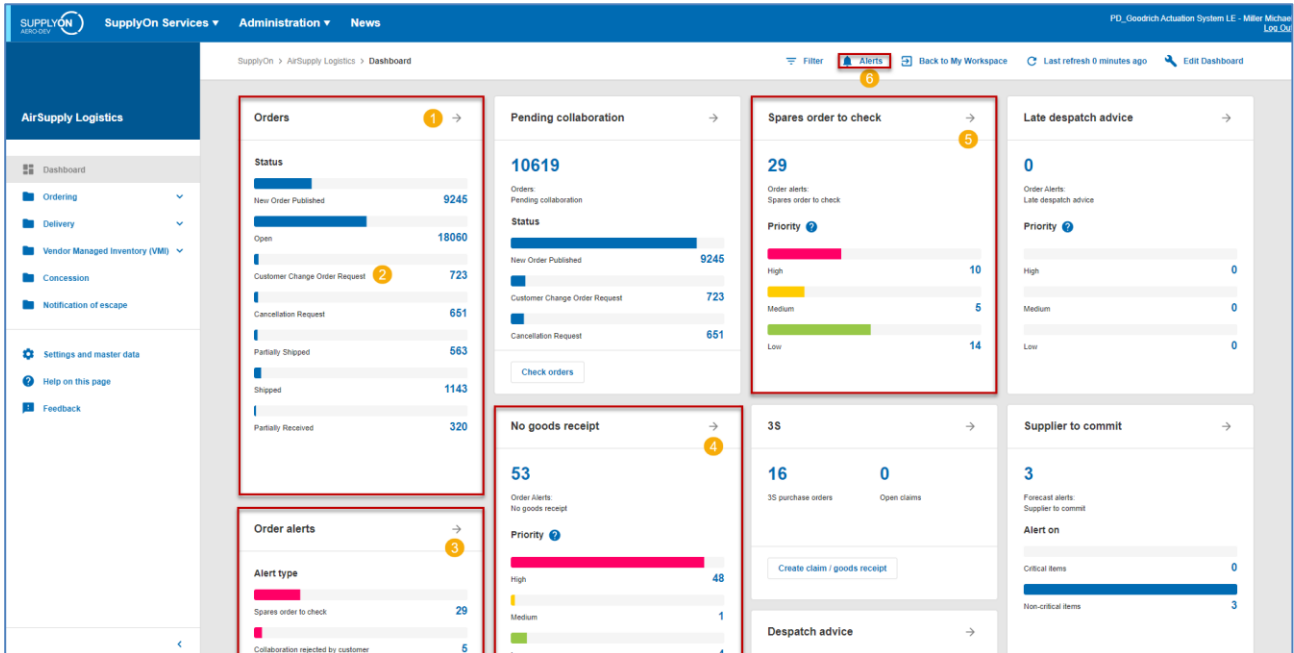
Customer:

- 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:



- 1 Access the 'Purchase Orders' screen via the 'Orders' link
- 2 Access to alerts related to Purchase Orders via PO Schedule Line statuses
- 3 4 5 Access to alerts related to Purchase Orders
- 6 Access via the 'Alerts' link

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

The screenshot shows the SupplyOn dashboard with the 'Orders' link highlighted in the top navigation bar. The dashboard displays several key metrics and charts:

- Orders:** 10619 (New Order Published: 9245, Pending collaboration: 18060)
- Pending collaboration:** 10619 (New Order Published: 9245, Customer Change Order Request: 723, Cancellation Request: 651)
- Spares order to check:** 29 (Order alerts: 10, Spares order to check: 5, Late despatch advice: 14)
- Late despatch advice:** 0 (Order alerts: 0, Late despatch advice: 0)
- No goods receipt:** 53 (Order Alerts: 48, No goods receipt: 1, Low: 4)
- 3S:** 16 (3S purchase orders: 0, Open claims: 0)
- Supplier to commit:** 3 (Forecast alerts: 0, Supplier to commit: 3)

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.

The screenshot shows the Purchase Orders screen with a table of PO Schedule Lines. The table is sorted by Last Modification Date. The columns are:

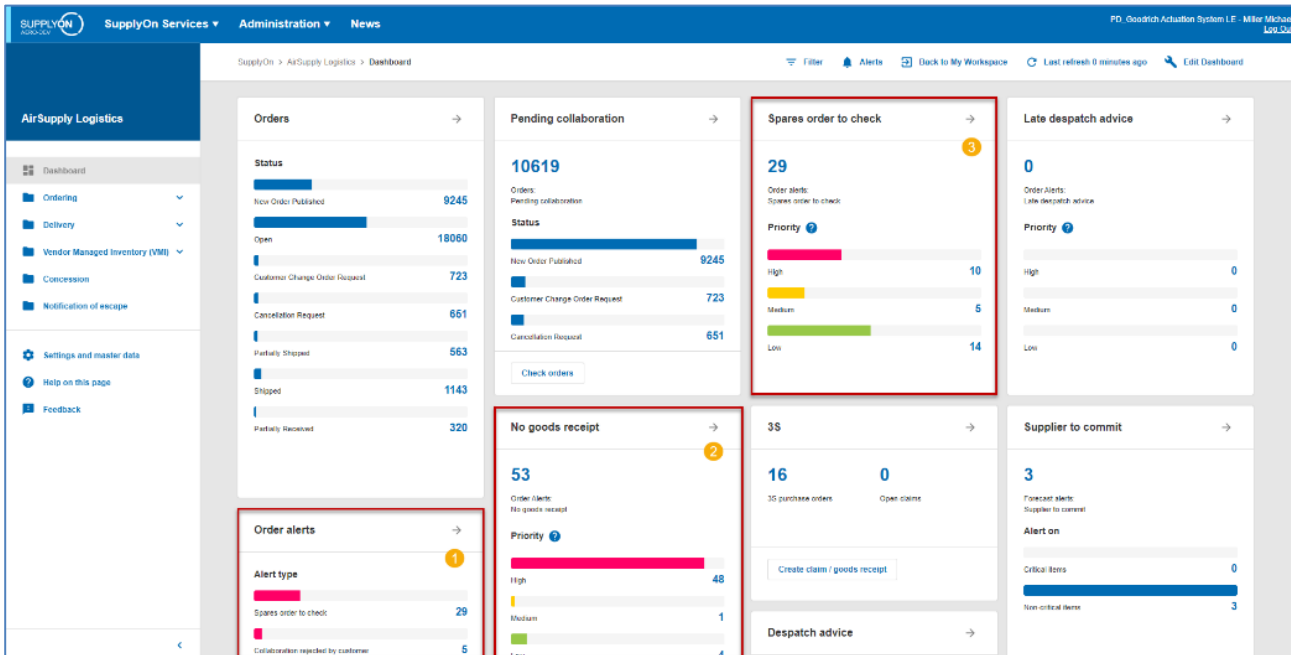
PO Line	PO SL	PO Type	PO Sub-Type	PO Document...	Cust. Group	Customer Organization	ERP Plant	Ord. Off. Name	Ord. Off. Phone	Supplier Planner...
PO-013_1	010	1	OTHER	-	Manual	trg-TRAINING@...	1110	Judy Jillings	+44 1179 69 3832	
PO-013_1	020	1	OTHER	-	Manual	trg-TRAINING@...	1110	Judy Jillings	+44 1179 69 3832	
PO-013_1	030	1	OTHER	-	Manual	trg-TRAINING@...	1110	Judy Jillings	+44 1179 69 3832	
PO-013_1	040	1	OTHER	-	Manual	trg-TRAINING@...	1110	Judy Jillings	+44 1179 69 3832	
PO-013_1	050	1	OTHER	-	Manual	trg-TRAINING@...	1110	Judy Jillings	+44 1179 69 3832	
PO-013_1	070	1	OTHER	-	Manual	trg-TRAINING@...	1110	Judy Jillings	+44 1179 69 3832	
PO-013_1	090	1	OTHER	-	Manual	trg-TRAINING@...	1110	Judy Jillings	+44 1179 69 3832	
PO-013_1	100	1	OTHER	-	Manual	trg-TRAINING@...	1110	Judy Jillings	+44 1179 69 3832	
PO-013_2	010	1	OTHER	SPARES	Manual	trg-TRAINING@...	1110	Judy Jillings	+44 1179 69 3832	
PO-013_2	020	1	OTHER	SPARES	Manual	trg-TRAINING@...	1110	Judy Jillings	+44 1179 69 3832	
PO-013_3	010	1	OTHER	-	KIT	trg-TRAINING@...	1110	Judy Jillings	+44 1179 69 3832	
PO-013_3	020	1	OTHER	-	KIT	trg-TRAINING@...	1110	Judy Jillings	+44 1179 69 3832	
PO-013_3	030	1	OTHER	-	KIT	trg-TRAINING@...	1110	Judy Jillings	+44 1179 69 3832	
PO-013_5	010	1	CALLUP	-	Manual	trg-TRAINING@...	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.

### 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):

<p>'Spares order to check'</p>	<p>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).</p>
<p>'Collab. rejected by customer'</p>	<p>The supplier change request is rejected by the customer. (Medium criticality)</p>
<p>'Collab. rejected by supplier'</p>	<p>The customer change request is rejected by the supplier. (Medium criticality)</p>
<p>'Accepted by customer but penalized'</p>	<p>The customer accepts a Purchase Order with status 'SUPPLIER CHANGE ORDER REQUEST' or 'SUPPLIER ACCEPTED WITH CHANGES' but with penalties. (Medium criticality)</p>
<p>'Non collaborative change'</p>	<p>Data fields changed are not subject to collaboration. (Medium criticality)</p>
<p>'Late Despatch Advice'</p>	<p>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</p>
<p>'No Goods Receipt'</p>	<p>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</p>



'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.

The screenshot shows the SupplyOn dashboard for 'AirSupply Logistics'. The main navigation bar includes 'SupplyOn Services', 'Administration', and 'News'. The dashboard is divided into several panels:

- Orders:** Status overview with counts for New Order Published (9245), Open (18060), Customer Change Order Request (723), Cancellation Request (651), Partially Shipped (563), Shipped (1143), and Partially Received (320).
- Pending collaboration:** Total count of 10619, with sub-counts for New Order Published (9245), Customer Change Order Request (723), and Cancellation Request (651).
- Spares order to check:** Total count of 29. A red box highlights the priority breakdown: High (10), Medium (5), and Low (14).
- Late despatch advice:** Total count of 0.
- No goods receipt:** Total count of 53.
- 3S:** 16 purchase orders and 0 open claims.
- Supplier to commit:** 3 forecast alerts and 3 supplier to commit alerts.
- Order alerts:** Breakdown by alert type: Spares order to check (29) and Collaboration rejected by customer (5).

### Example

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

Quick Search | Advanced Search

PO/PO alert type	equal to	Spares order to check	<a href="#">Delete line</a>
Ignore Supplier	equal to	Not ignored	<a href="#">Delete line</a>
Inactive since	equal to		<a href="#">Delete line</a>
New/Read Supplier	equal to	New	<a href="#">Add line</a>   <a href="#">Delete line</a>

[Hide Search Area](#)

My search profiles

[E-Mail notification](#)

PO Alerts (2) | Forecast Alerts (20) | VMI Alerts (5) | SBI Alerts (3) | MD Alerts (20)

SupplyOn Def. View | Manage... Reset all Filters

PO alert type	Priority	Cust. Gro...	Cu...	ERP ...	PO number	PO...	S...	Cust. Mat. No.	Cust. Mat. Desc.	Supp. Mat. No.	Supplier Material ...	PO Type	PO Su...	St
<input type="checkbox"/> Spares order to check	High	trg-TRAIN...	TR...	1110	PO-171_2	020	1	CMN-171_P12	Brake Disc 34"	SMN-171_P12	Brake Disc Assy 34"	OTHER	SPARES	Ac
<input type="checkbox"/> Spares order to check	High	trg-TRAIN...	TR...	1110	PO-171_2	010	1	CMN-171_P11	Brake Disc 32"	SMN-171_P11	Brake Disc Assy 32"	OTHER	SPARES	Ac

Back | Set Ignore | Set Read | Download | Purchase Orders | Send E-Mail

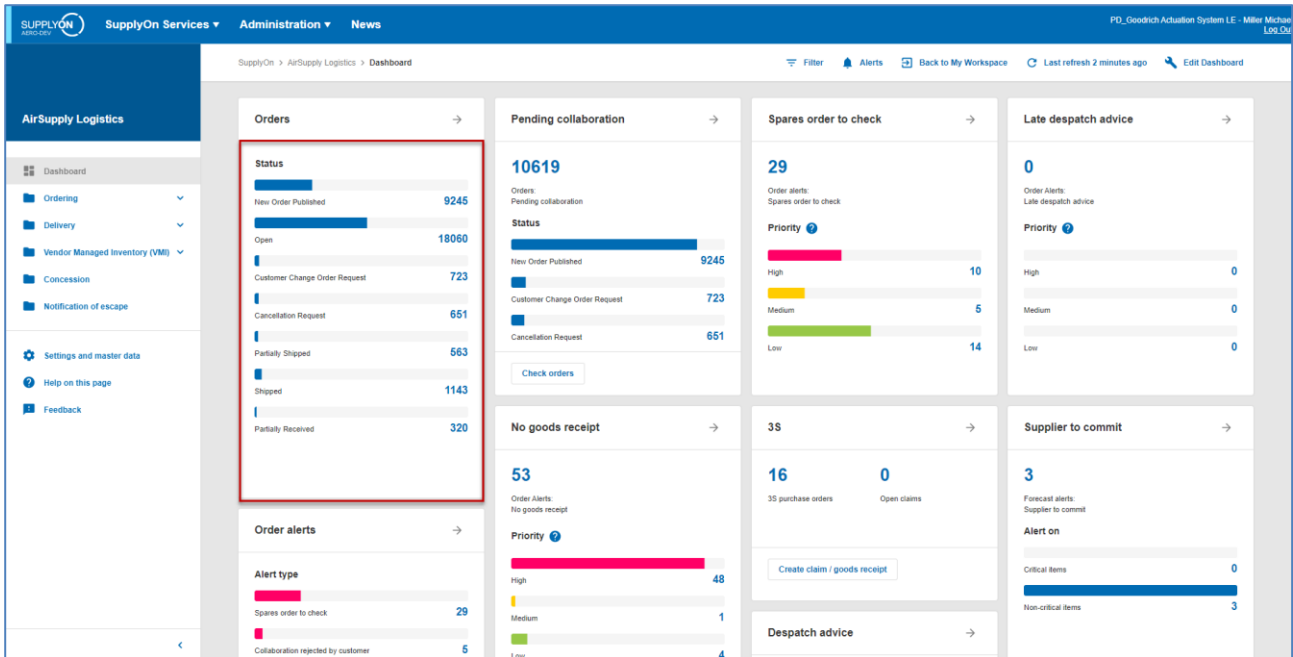
2 entries: | [Select all Matches on Page](#) | [Select all Matches](#) | [Clear Selection](#)

Entries per page 

[First](#) | [Previous](#) | Page  of 1 | [Next](#) | [Last](#)

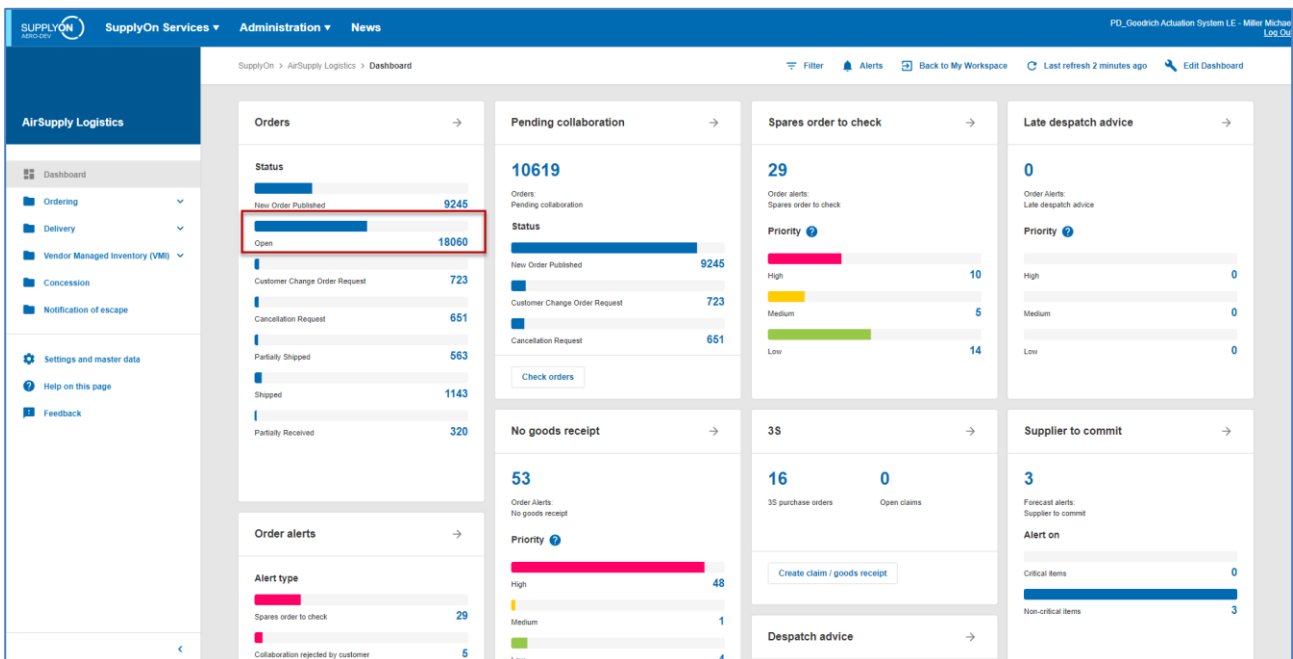
### 3.2.3 Access PO data via PO Schedule Line statuses

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.



Quick Search Advanced Search

Status  OPEN [Delete line](#)

NewForSup.  YES [Add line](#) [Delete line](#)

My search profiles

[Manage...](#)

**Purchase Orders**

SupplyOn Def. View [Manage...](#) Reset all Filters

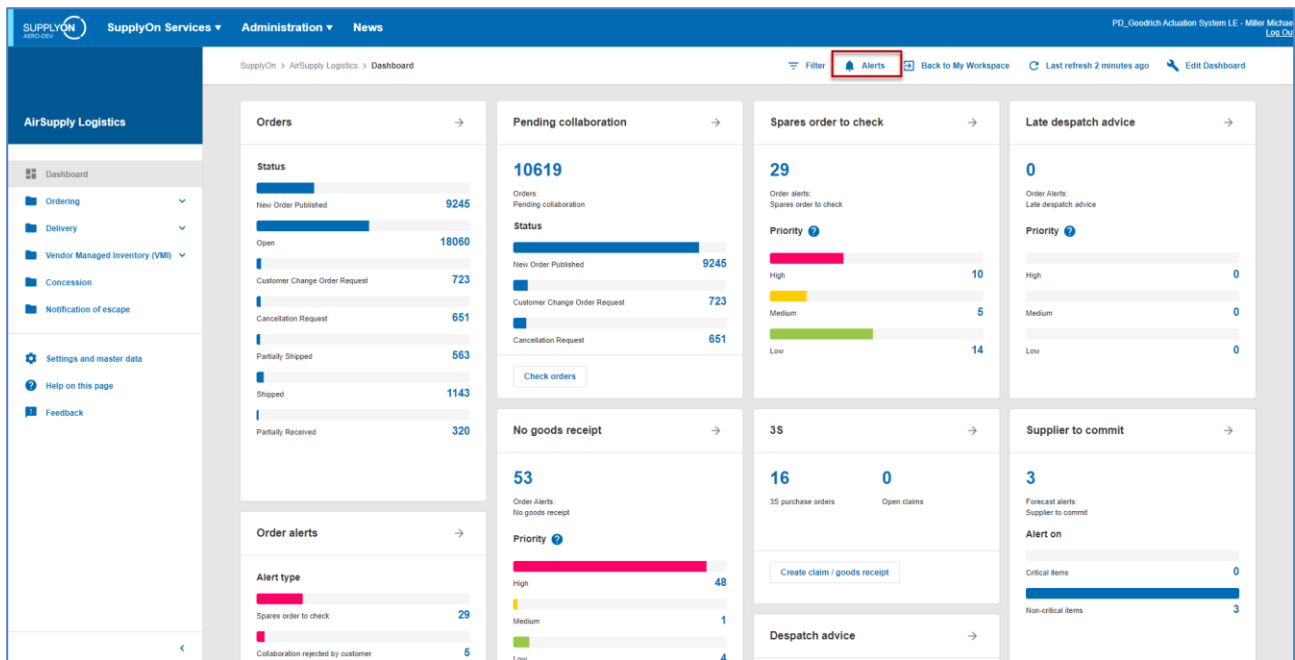
PO	PO Line	PO SL	PO Type	PO Sub-Type	PO Document L...	Cust. Group	Customer Organization	ERP Plant	Ord. Off. Name	Ord. Off. Phone	Sup	
<input checked="" type="checkbox"/>	PO-P-002_1_01	030	1	OTHER	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832	PAS

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

**1 entry:** [Select all Matches on Page](#) | [Select all Matches](#) | [Clear Selection](#)
Entries per page 
First Previous | Page  of 1 | Next Last

### 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.

Quick Search | Advanced Search

Inactive since: [dropdown] equal to: [dropdown] Add line | Delete line

Search | Reset

My search profiles: Supplyon Def. Search | Manage... | E-Mail notification

PO Alerts (26) | Forecast Alerts (34) | VMI Alerts (8) | SBI Alerts (3) | MD Alerts (30)

SupplyOn Def. View | Manage...

PO alert type	Priority	Cust. Gr...	C...	ER...	PO number	PO L...	Sche...	Cust. Mat. No.	Cust. Mat. Desc.	Supp. Mat. No.	Supplier Material ...	PO Type	PO S...	Spares...
No goods receipt	Medium	trg-TRAI...	T...	1110	PO-013_5	030	1	CMN-013_FC4	PITOT TUBE ASSY A670	SMN-013_FC4	Assy Pitot Tube T...	CALLUP	-	
No goods receipt	Medium	trg-TRAI...	T...	1110	PO-013_8	020	1	CMN-013_P28	CABIN ATTENDANT SE...	SMN-013_P28	AIRB7S14#CABI...	OTHER	-	
New SUPPLIER CHAN...	Medium	trg-TRAI...	T...	1110	PO-013_1	040	1	CMN-013_P04	CABIN ATTENDANT SE...	SMN-013_P04	AIRB7S44#CABI...	OTHER	-	
No goods receipt	Medium	trg-TRAI...	T...	1110	PO-013_1	020	1	CMN-013_P02	CABIN ATTENDANT SE...	SMN-013_P02	AIRB7S14#CABI...	OTHER	-	
New RECEIVED	Medium	trg-TRAI...	T...	1110	PO-013_1	010	1	CMN-013_P01	CABIN ATTENDANT SE...	SMN-013_P01	AIRB5S12#CABI...	OTHER	-	
Non collaborative change	Medium	trg-TRAI...	T...	1110	PO-013_7	010	1	CMN-013_P20	Safety Foam	SMN-013_P20	Safety Foam	OTHER	-	
New CANCELLATION ...	Medium	trg-TRAI...	T...	1110	PO-013_1	100	1	CMN-013_P10	CABIN ATTENDANT SE...	SMN-013_P10	AIRB7S67#CABI...	OTHER	-	
New CUSTOMER CHA...	Medium	trg-TRAI...	T...	1110	PO-013_1	090	1	CMN-013_P09	CABIN ATTENDANT SE...	SMN-013_P09	AIRB7S62#CABI...	OTHER	-	
New PARTIALLY RECEI...	Medium	trg-TRAI...	T...	1110	PO-013_8	020	1	CMN-013_P28	CABIN ATTENDANT SE...	SMN-013_P28	AIRB7S14#CABI...	OTHER	-	
New NEW ORDER PU...	Medium	trg-TRAI...	T...	1110	PO-013_8	010	1	CMN-013_P27	CABIN ATTENDANT SE...	SMN-013_P27	AIRB5S12#CABI...	OTHER	-	
New NEW ORDER PU...	Medium	trg-TRAI...	T...	1110	PO-013_1	050	1	CMN-013_P05	CABIN ATTENDANT SE...	SMN-013_P05	AIRB7S53#CABI...	OTHER	-	
New PARTIALLY RECEI...	Medium	trg-TRAI...	T...	1110	PO-013_1	030	1	CMN-013_P03	CABIN ATTENDANT SE...	SMN-013_P03	AIRB7S17#CABI...	OTHER	-	
New PARTIALLY RECEI...	Medium	trg-TRAI...	T...	1110	PO-013_1	020	1	CMN-013_P02	CABIN ATTENDANT SE...	SMN-013_P02	AIRB7S14#CABI...	OTHER	-	
New RECEIVED	Medium	trg-TRAI...	T...	1110	PO-013_7	020	1	CMN-013_P04	CABIN ATTENDANT SE...	SMN-013_P04	Time unit	OTHER	-	

Back | Set Ignore | Set Read | Download | Purchase Orders | Send E-Mail

26 entries: Select all Matches on Page | Select all Matches | Clear Selection

Entries per page: 50 | Page: 1 of 1 | Next | Last

### 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.

The screenshot shows the 'PO Alerts (37)' section of the SupplyOn dashboard. The table lists various alerts with columns for alert type, priority, status, sales person, PO number, and other details. The 'PO Sales Person' column is highlighted in red. The interface includes search filters, a table of alerts, and navigation buttons.

PO alert type	Alert P...	Alert text	PO Status	PO Sales Person	C...	PO number	PO ...	Sch...	PO Type	PO S...	Supp. Mat. No.	Priority	Cust. Mat. No.	Cust. M
Supplier activity required	Medium	NEW ORDER PUBLIS...	NEW ORDER PUBLIS...	Jim Goldman	T...	PO-025_6	010	1	OTHER	-	SMN-025_P17		CMN-025_P17	Bolt ^
Supplier activity required	Medium	CUSTOMER CHANGE ...	CUSTOMER CHANGE ...	Jim Goldman	T...	PO-025_1	090	1	OTHER	-	SMN-025_P09		CMN-025_P09	CAB
Supplier activity required	Medium	NEW ORDER PUBLIS...	NEW ORDER PUBLIS...	Jim Goldman	T...	PO-025_10	010	1	OTHER	-	SMN-025_P29		CMN-025_P29	CAB
Supplier activity required	Medium	NEW ORDER PUBLIS...	NEW ORDER PUBLIS...	Cindy Miller	T...	PO-025_2	020	1	OTHER	SPAR...	SMN-025_P12	AOG	CMN-025_P12	Brak
Supplier activity required	Medium	NEW ORDER PUBLIS...	NEW ORDER PUBLIS...	Cindy Miller	T...	PO-025_3	010	1	OTHER	-	SMN-025_P13		CMN-025_P13	VER
Supplier activity required	Medium	NEW ORDER PUBLIS...	NEW ORDER PUBLIS...	Cindy Miller	T...	PO-025_2	010	1	OTHER	SPAR...	SMN-025_P11	AOG	CMN-025_P11	Brak
Supplier activity required	Medium	NEW ORDER PUBLIS...	NEW ORDER PUBLIS...	Cindy Miller	T...	PO-025_3	030	1	OTHER	-	SMN-025_P15		CMN-025_P15	STIF
Supplier activity required	Medium	NEW ORDER PUBLIS...	NEW ORDER PUBLIS...	Jim Goldman	T...	PO-025_1	050	1	OTHER	-	SMN-025_P05		CMN-025_P05	CAB
Supplier activity required	Medium	NEW ORDER PUBLIS...	NEW ORDER PUBLIS...	Cindy Miller	T...	PO-025_3	020	1	OTHER	-	SMN-025_P14		CMN-025_P14	STIF
Supplier activity required	Medium	CANCELLATION REQ...	CANCELLATION REQ...	Jim Goldman	T...	PO-025_1	100	1	OTHER	-	SMN-025_P10		CMN-025_P10	CAB
Auto transition	Medium	OPEN	OPEN	Cindy Miller	T...	PO-025_5	010	1	CALLUP	-	SMN-025_FC1		CMN-025_FC1	TUB
Auto transition	Medium	OPEN	OPEN	Cindy Miller	T...	PO-025_5	020	1	CALLUP	-	CMN-025_FC2		CMN-025_FC2	Win
Auto transition	Medium	OPEN	OPEN	Tony Miller	T...	PO-025_5	030	1	CALLUP	-	SMN-025_FC4		CMN-025_FC4	PITC
No goods receipt	High	Agreed delivery ...	OPEN	Tony Miller	T...	PO-025_5	030	1	CALLUP	-	SMN-025_FC4		CMN-025_FC4	PITC
No goods receipt	High	Agreed delivery ...	PARTIALLY SHIPPED	Jim Goldman	T...	PO-025_1	020	1	OTHER	-	SMN-025_P02		CMN-025_P02	CAB
No goods receipt	High	Agreed delivery ...	PARTIALLY RECEIVED	Jim Goldman	T...	PO-025_8	020	1	OTHER	-	SMN-025_P28		CMN-025_P28	CAB
New SUPPLIER CHAN...	Medium	Status changed ...	SUPPLIER CHANGE O...	Jim Goldman	T...	PO-025_1	040	1	OTHER	-	SMN-025_P04		CMN-025_P04	CAB
New CANCELLATION ...	Medium	Status changed ...	CANCELLATION REQ...	Jim Goldman	T...	PO-025_1	100	1	OTHER	-	SMN-025_P10		CMN-025_P10	CAB
New CUSTOMER CHA...	Medium	Status changed ...	CUSTOMER CHANGE ...	Jim Goldman	T...	PO-025_1	090	1	OTHER	-	SMN-025_P09		CMN-025_P09	CAB

With the help of the Advanced Search ① create a search profile and save it ②.

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

The screenshot shows the 'Advanced Search' interface. The search criteria are highlighted with red boxes and numbered 1 and 2. The search results show 3 entries.

Search criteria:

- ① Inactive since: equal to (selection of date)
- ② PO: Sales Person: contains Miller
- Alert Priority: equal to High

Search results:

PO alert type	Alert P...	Alert text	PO Status	PO Sales Person	C...	PO number	PO ...	Sch...	PO Type	PO S...	Supp. Mat. No.	Priority	Cust. Mat. No.	Cust. M
No goods receipt	High	Agreed delivery ...	OPEN	Cindy Miller	T...	PO-025_5	030	1	CALLUP	-	SMN-025_FC4		CMN-025_FC4	PITOT 1
Spares order to check	High	TECUS/TRGCU...	NEW ORDER PUBLIS...	Cindy Miller	T...	PO-025_2	020	1	OTHER	SPAR...	SMN-025_P12	AOG	CMN-025_P12	Brake C
Spares order to check	High	TECUS/TRGCU...	NEW ORDER PUBLIS...	Cindy Miller	T...	PO-025_2	010	1	OTHER	SPAR...	SMN-025_P11	AOG	CMN-025_P11	Brake C

### 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.

The screenshot displays the 'Purchase Orders' search interface. At the top, there are tabs for 'Quick Search' and 'Advanced Search'. Below these are search input fields, a 'Search' button, and a 'Reset' button. To the right, there are links for 'Add line' and 'Delete line', and a section for 'My search profiles' with a dropdown menu and a 'Manage...' button.

The main area shows a table of Purchase Order Schedule Lines. The table has the following columns: 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, and Sup. The table contains 10 rows of data, all with PO Type 'CALLUP' and PO Sub-Type '-'. The PO Document t... column contains the word 'Manual'.

At the bottom of the table, there are navigation buttons: 'Back', 'Details', 'History', 'Upload', 'Download', 'Print', 'Related Documents', 'Actions', 'Send E-Mail', and 'Copy'. Below the table, there is a status bar showing '81 entries: Select all Matches on Page | Select all Matches | Clear Selection' and a pagination control showing 'Entries per page 10' and 'Page 1 of 9 | Next Last'.

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.

Quick Search | Advanced Search

Customer Material Num equal to CMN-CG-002\_P01\_01 [Add line](#) | [Delete line](#)

Search | Reset

My search profiles

Purchase Orders

SupplyOn Def. View | Manage... | Reset all Filters

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	Suc
<input type="checkbox"/>	PO-all-002_6_01	210	1	CALLUP	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832
<input type="checkbox"/>	PO-CG-002_1_01	010	1	OTHER	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832
<input type="checkbox"/>	PO-CG-002_1_01	020	1	OTHER	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832
<input type="checkbox"/>	PO-CG-002_1_01	030	1	OTHER	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832
<input type="checkbox"/>	PO-CG-002_1_01	040	1	OTHER	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832
<input type="checkbox"/>	PO-CG-002_1_01	050	1	OTHER	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832
<input type="checkbox"/>	PO-CG-002_1_01	070	1	OTHER	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832
<input type="checkbox"/>	PO-CG-002_1_01	090	1	OTHER	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832
<input type="checkbox"/>	PO-CG-002_1_01	100	1	OTHER	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832
<input type="checkbox"/>	PO-CG-002_2_01	010	1	OTHER	SPARES	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832

81 entries: [Select all Matches on Page](#) | [Select all Matches](#) | [Clear Selection](#) Entries per page 10 | Page 3 of 9 | [Next](#) | [Last](#)

Quick Search | Advanced Search

Customer Material Num equal to CMN-CG-002\_P01\_01 [Add line](#) | [Delete line](#)

Search | Reset

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

Quick Search | Advanced Search

Customer Material Num equal to CMN-CG-002\_P01\_01 [Add line](#) | [Delete line](#)

Search | Reset

My search profiles

CMN-CG-002\_P01\_01 | Manage... | Create new | Update | Delete

Purchase Orders

SupplyOn Def. View | Manage... | Reset all Filters

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	Suc
<input type="checkbox"/>	PO-CG-002_1_01	010	1	OTHER	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832

1 entry: [Select all Matches on Page](#) | [Select all Matches](#) | [Clear Selection](#) Entries per page 10 | Page 1 of 1 | [Next](#) | [Last](#)



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.

The screenshot shows the SupplyOn interface with search criteria: Customer Material Num equal to CMN-CG-002\_P01\_01. A 'My search profiles' dropdown menu is open, showing the current profile name and options to Manage, Create new, Update, and Delete. The main table displays one entry for PO-CG-002\_1\_01.

PO	PO Line	PO SL	PO Type	PO Sub-Type	PO Document L...	Cust. Group	Customer Organization	ERP Plant	Ord. Off. Name	Ord. Off. Phone	Sup
<input type="checkbox"/>	PO-CG-002_1_01	010	1	OTHER	-	Manual	AIRBUS S.A.S.	AIRBUS UK	1110	Judy Jillings	+44 1179 69 3832

This close-up shows the 'My search profiles' dropdown menu with the profile name 'CMN-CG-002\_P01\_01' and a 'Manage...' button. The menu options are 'Create new', 'Update', and 'Delete'.

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.

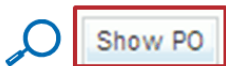
In the 'Forecast Collaboration' screen, use the 'Show PO button'.

Forecast Collaboration for material CMN-013\_FC1/TUBE TA5070 3X6 B; WASHER TUBE B W/ - SMN-013\_FC1/TA5070 3X6 TUBE

Standard Forecast /

	Firm Horizon	Flexible Horizon						Provisional Horizon						
	09.09.2013	10.09.2013	17.09.2013	24.09.2013	01.10.2013	08.10.2013	15.10.2013	22.10.2013	19.11.2013	17.12.2013	21.01.2014	18.02.2014	18.03.2014	22.04.2014
Demand		200	100	200	105	175	100	350	150	200	200	150	150	1
Supplier Commitment		150	100	150	150	150	0	0	0	0	0	0	0	
Supplier Exceptions		Medium		Medium	Medium	Medium	Medium							
Commit tuning		200	100	200	100	175	100	350	150	200	200	150	150	1
Customer Exceptions														
Cumulated Deviation		-50	-50	-100	-55	-80	-180	-530	-680	-880	-1 080	-1 230	-1 380	-15
Previous data														
Demand		150	100	200	100	150	100	350	150	200	200	150	150	2
Supplier Commitment		150	100	150	150	150	0	0	0	0	0	0	0	
Commit tuning		150	100	200	100	150	100	350	150	200	200	150	150	2
Cumulated Deviation		0	0	-50	0	0	-100	-450	-600	-800	-1 000	-1 150	-1 300	-15
Demand Delta														
NIN-1 Delta		50	0	0	5	25	0	0	0	0	0	0	0	-
Cumulated Delta		50	50	50	55	80	80	80	80	80	80	80	80	
% Cumulated Delta		33,3	20,0	11,1	10,0	11,4	10,0	7,0	6,2	5,3	4,7	4,3	4,0	
Demand delta on critical i		Yes	No	No	Yes	Yes	No	No	No	No	No	No	No	Y
Demand delta exception		Medium				Medium								
Commit Tuning Delta														
NIN-1 Delta		50	0	0	0	25	0	0	0	0	0	0	0	-
Cumulated Delta		50	50	50	50	75	75	75	75	75	75	75	75	
% Cumulated Delta		33,3	20,0	11,1	9,1	10,7	9,4	6,5	5,8	5,0	4,4	4,1	3,8	
Commit tuning delta on cr		Yes	No	No	No	Yes	No	No	No	No	No	No	No	Y

Buttons: Back, Upload, Download, Save and Commit, Send E-Mail, Show Collab. Details, **Show PO**



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

Quick Search | Advanced Search

Customer Material Nur equal to CMN-013\_FC1 Add line | Delete line

Search Reset My search profiles Manage

Purchase Orders

SupplyOn Def. View Manage

PO	PO Line	PO SL	PO Type	PO Sub-Type	PO Document...	Cust. Group	Customer Organization	ERP Plant	Ord. Off. Name	Ord. Off. Phone	Supplier Planner...	Cus
PO-013_5	010	1	CALLUP	-	Manual	trg-TRAINING@...	trg-TRAINING@CUST...	1110	Judy Jillings	+44 1179 69 3832		CM

Buttons: Back, Details, History, Upload, Download, Print, Related Documents, Actions, Send E-Mail, Split

1 entry: Select all Matches on Page | Select all Matches | Clear Selection

Entries per page 50

Page 1 of 1

### 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.

Quick Search | Advanced Search

Add line | Delete line

My search profiles

Search | Reset

Purchase Orders

SupplyOn Def. View | Manage...

PO	PO Line	PO SL	P2P Active	PO Type	PO Sub-Type	PO Document...	Cust. Group	Cust. Org.	ERP Plant	Ord. Off. Name	Ord. Off. Phone	Ord. Off. E-m
PO-025_8	010	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCUSTUK	1110	Judy Jillings	+44 1179 69 3832	
PO-025_8	020	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCUSTUK	1110	Judy Jillings	+44 1179 69 3832	
PO-025_10	010	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCUSTUK	1110	Judy Jillings	+44 1179 69 3832	
PO-025_10	020	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCUSTUK	1110	Judy Jillings	+44 1179 69 3832	
PO-025_2	010	1	No	OTHER	SPARES	Manual	trg-TRAINING@...	TRGCUSTUK	1110	Judy Jillings	+44 1179 69 3832	
PO-025_2	020	1	No	OTHER	SPARES	Manual	trg-TRAINING@...	TRGCUSTUK	1110	Judy Jillings	+44 1179 69 3832	
PO-025_6	010	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCUSTUK	1110	Judy Jillings	+44 1179 69 3832	
PO-025_6	020	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCUSTUK	1110	Judy Jillings	+44 1179 69 3832	
PO-025_6	030	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCUSTUK	1110	Judy Jillings	+44 1179 69 3832	
PO-025_7	010	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCUSTUK	1110	Judy Jillings	+44 1179 69 3832	
PO-025_7	020	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCUSTUK	1110	Judy Jillings	+44 1179 69 3832	
PO-025_7	030	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCUSTUK	1110	Judy Jillings	+44 1179 69 3832	
PO-025_3	010	1	No	OTHER	-	KIT	trg-TRAINING@...	TRGCUSTUK	1110	Judy Jillings	+44 1179 69 3832	
PO-025_3	020	1	No	OTHER	-	KIT	trg-TRAINING@...	TRGCUSTUK	1110	Judy Jillings	+44 1179 69 3832	
PO-025_3	030	1	No	OTHER	-	KIT	trg-TRAINING@...	TRGCUSTUK	1110	Judy Jillings	+44 1179 69 3832	

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

Quick Search | Advanced Search

Add line | Delete line

My search profiles

Search | Reset

Purchase Orders

SupplyOn Def. View | Manage...

PO	PO Line	PO SL	Requested Quantity	Requested Date	Promised Quantity	Promised Date	Header Comment present	Priority	Kit...	Kit...	Kit ch...	Pgm. / MSN	Config.
PO-025_8	010	1	25	06.12.2018	25	06.12.2018	No		No	No	No		
PO-025_8	020	1	33	05.11.2018	33	05.11.2018	No		No	No	No		
PO-025_10	010	1	26	29.11.2018	26	29.11.2018	No		No	No	No		
PO-025_10	020	1	34	29.11.2018	34	29.11.2018	No		No	No	No		
PO-025_2	010	1	2	30.11.2018	2	30.11.2018	No	AOG	No	No	No		
PO-025_2	020	1	8	30.11.2018	8	30.11.2018	No	AOG	No	No	No		
PO-025_6	010	1	44	06.12.2018	44	06.12.2018	No		No	No	No		
PO-025_6	020	1	44	01.12.2018	44	01.12.2018	No		No	No	No		
PO-025_6	030	1	38	29.11.2018	38	29.11.2018	No		No	No	No		
PO-025_7	010	1	44	06.12.2018	44	06.12.2018	No		No	No	No		
PO-025_7	020	1	44	01.12.2018	44	01.12.2018	No		No	No	No		
PO-025_7	030	1	38	29.11.2018	38	29.11.2018	No		No	No	No		
PO-025_3	010	1	6	01.12.2018	6	01.12.2018	No		Yes	No	No		
PO-025_3	020	1	12	01.12.2018	12	01.12.2018	No		No	Yes	No		
PO-025_3	030	1	18	01.12.2018	18	01.12.2018	No		No	Yes	No		

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

#### Note

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

1 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.
2 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.
3 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.
4 Customer Organization	Name of the customer organization.
5 Requested quantity	Quantity requested by the customer.
6 Requested date	Date requested by the customer.
7 Promised quantity	Promised quantity by the supplier.
8 Promised date	Promised date by the supplier.
9 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.

Quick Search | Advanced Search

Add line | Delete line

My search profiles | Manage...

Search | Reset

Purchase Orders

SupplyOn Def. View | Manage... | Reset all Filters

PO	PO Line	PO SL	P2P Active	PO Type	PO Sub-Type	PO Document...	Cust. Group	Cust. Org.	ERP Plant	Ord. Off. Name	Ord. Off. Phone	Ord. Off. E-mail	Supplier Plant
PO-025_8	010	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_8	020	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_10	010	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_10	020	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_2	010	1	No	OTHER	SPARES	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_2	020	1	No	OTHER	SPARES	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_6	010	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_6	020	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_6	030	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_7	010	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_7	020	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_7	030	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_3	010	1	No	OTHER	-	KIT	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_3	020	1	No	OTHER	-	KIT	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_3	030	1	No	OTHER	-	KIT	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_5	010	1	No	CALLUP	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_5	020	1	No	CALLUP	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		

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

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

1 2 3 4 5 6 7 8 9 10 A

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

🔍

There are the following action buttons:

1 Back	Return to the last screen.
2 Details	Access to the 'PO details' screen.
3 History	Access to 'PO History' screen.
4 Download	<p>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:</p> <ul style="list-style-type: none"> <li>'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.</li> <li>'Displayed plus key columns': download the displayed columns of the current screen plus the key columns which are needed for upload.</li> <li>'Displayed Columns Only': download the displayed columns of the current screen. It cannot be used for upload.</li> </ul>
5 Upload	<p>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.</p>
6 Print	<p>Print one or several POs in PDF format. There are two different print options:</p> <ul style="list-style-type: none"> <li><b>'Full Print'</b>: On this PDF print document, there is nearly all the PO data.</li> <li><b>'Simple Print'</b>: 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.</li> </ul>
7 Related Documents	<p>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.</p>
8 Actions	<p>This button display different possible actions corresponding to the PO Schedule Line selected.</p> <p>Possible action by the customer:</p> <ul style="list-style-type: none"> <li>Accept</li> <li>Accept but penalize</li> <li>Modify</li> <li>Reject</li> <li>Cancel</li> </ul> <p>Possible actions by the supplier:</p> <ul style="list-style-type: none"> <li>Accept</li> <li>Modify</li> <li>Reject</li> </ul>
9 Stop counting as 'NewForSupplier'	<p>The supplier can select Purchase Order Schedule Lines with the status:</p> <ul style="list-style-type: none"> <li>OPEN</li> <li>Partially Shipped</li> <li>Shipped</li> <li>Partially Received</li> <li>Received</li> <li>Cancelled</li> </ul> <p>to stop to count as new.</p>

<p><b>10</b> Send E-Mail</p>	<p>You can send an e-mail to your supplier/customer during the PO collaboration phase to explain or justify your changes.</p>
<p><b>A</b> Split</p>	<p>Select a line and click the 'Split' button.</p> <div style="background-color: #e6f2ff; padding: 10px; margin: 10px 0;"> <p><b>Note</b></p> <p>This action may not be allowed by all customer companies. Refer to the Customer Matrix for more details.</p> </div> <p>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.</p> <p>For more information on the PO split process, refer to chapter [3.5.7_PO split].</p>

### 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.

PO	PO Line	PO SL	P2P Active	PO Type	PO Sub-Type	PO Document...	Cust. Group	Cust. Org.	ERP Plant	Ord. Off. Name	Ord. Off. Phone	Ord. Off. E-mail	Supplier Plan
PO-025_8	010	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_8	020	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_10	010	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_10	020	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_2	010	1	No	OTHER	SPARES	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_2	020	1	No	OTHER	SPARES	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_6	010	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_6	020	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_6	030	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_7	010	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_7	020	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_7	030	1	No	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_3	010	1	No	OTHER	-	KIT	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_3	020	1	No	OTHER	-	KIT	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_3	030	1	No	OTHER	-	KIT	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_5	010	1	No	CALLUP	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-025_5	020	1	No	CALLUP	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		

### 3.3.1.2 'Purchase Orders' screen with invoice information

If the 'PO Details' screen displays a 'Yes' in the column 'P2P active' **1**, select a purchase order **2**, click the dropdown menu next to 'Related Documents' **3** and select 'Invoice information' **4**.

Quick Search | Advanced Search

Add line | Delete line

My search profiles Manage...

Purchase Orders

SupplyOn Def. View Manage...

PO	PO Line	PO SL	P2P...	PO Type	PO Sub-Type	PO Document...	Cust. Group	Cust. Org.	ERP Plant	Ord. Off. Name	Ord. Off. Phone	Ord. Off. E-mail	Supplier PI
PO-020_1	010	1	Yes	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-020_1	020	1	Yes	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-020_1	030	1	Yes	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-020_1	040	1	Yes	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-020_1	050	1	Yes	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-020_1	070	1	Yes	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-020_1	090	1	Yes	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-020_1	100	1	Yes	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-020_10	010	1	Yes	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-020_10	020	1	Yes	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-020_11	010	1	Yes	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-020_11	020	1	Yes	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-020_11	030	1	Yes	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-020_11	040	1	Yes	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-020_11	050	1	Yes	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-020_11	060	1	Yes	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		
PO-020_11	070	1	Yes	OTHER	-	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillings	+44 1179 69 3832		

Despatch Advice  
Stock Information  
Invoice Information  
Related Documents  
Actions

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

The following screen with relevant invoice information is displayed.

Details for PO Line: PO-020\_1 / 010

Invoice information is managed on PO line item, not on schedule line level. In the tab "Schedule lines", you will find the details for the schedule line belonging to the invoices.

PO Number / PO Line: PO-020\_1 / 010 Fully Invoiced: No Supplier Material Number: SMN-020\_P01

Customer Material Number: CMN-020\_P01 Customer Material Description: CABIN ATTENDANT SEAT Type A PO Line Description: CABIN ATTENDANT SEAT Type A

Ordering Officer Code: OOC-020 Ordering Officer Name: Judy Jillings Ordering Officer E-Mail:

Schedule Lines Invoice Information

SupplyOn Def. View Manage...

Document No.	Invoice Date	Invoice Type	AirSupply Invoice S...	Customer Inv I...	Invoiced Quantity/Value	Price Unit of Measure	Remaining Billable Quantity	Total Quantity/Va...	Line Amount	Currency
20181311	13.11.2018	Invoice	Sent		22	1	22	44	3 639.90	GBP

Back Download Send E-Mail

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

### 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
Cust. Group:	trg-TRAINING@ CUSTOMER	PO Sub-Type:	-
Cust. Org.:	TRGCUSTUK	PO Document type:	Manual
Supplier Site_City:	trg-airfoilSO_025_Coventry	Purchasing Organization:	AIRB
		Purchasing Group:	ZSI
<div style="border: 1px solid red; padding: 2px;"> <span style="border: 1px solid red; padding: 2px;">Header</span> <span style="border: 1px solid red; padding: 2px; margin-left: 5px;">Addresses</span> <span style="border: 1px solid red; padding: 2px; margin-left: 5px;">Header Text</span> <span style="border: 1px solid red; padding: 2px; margin-left: 5px;">Header Attachments</span> <span style="border: 1px solid red; padding: 2px; margin-left: 5px;">Schedule Lines</span> </div>			
Customer Organization:	trg-TRAINING@ CUSTOMER UK	Supplier Group Name:	trg-TRAINING@ SupAirfoil SO
ERP Company Code:		Supplier. Org.:	TRGAI RF025SO
Fitting System:		Supplier Site:	trg-airfoilSO_025
		Supp. No.:	L025
		Supplier Local Number:	55820494
<b>Reference Data</b>			
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:	<a href="https://www.supplyon.com/de/airsupply.html">https://www.supplyon.com/de/airsupply.html</a>		
<b>Delivery / Invoice Data</b>			
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:	
<b>Administrative Data</b>			
PO Header Creation Date:	19.11.2018	PO Header Pub. Date:	17.11.2018 12:08:53
PO Header Creation User:		PO Header Pub. User:	
<div style="display: flex; gap: 10px;"> <span>Back</span> <span>Download -</span> <span>Upload -</span> <span>Print -</span> <span>Save Comment</span> </div>			



### 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.

Order Details for PO: PO-013_6			
PO:	PO-013_6	PO Type:	OTHER
Cust. Group:	trg-TRAINING@CUSTOMER	PO Sub-Type:	-
Cust. Org.:	TRGCUSTUK	PO Document type:	Manual
Supplier Site_City:	trg-airfoilSO_013_Coventry 49	Purchasing Organization:	AIRB
		Purchasing Group:	ZSI
<div style="display: flex; border-bottom: 1px solid #ccc;"> <span style="border: 1px solid #ccc; padding: 2px 5px;">Header</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-left: 5px;">Addresses</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-left: 5px;">Header Text</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-left: 5px;">Schedule Lines</span> </div>			
Customer Organization:	trg-TRAINING@CUSTOMER UK	Supplier Group Name:	trg-TRAINING@ SupAirfoil SO
ERP Company Code:		Supplier. Org.:	TRGAIRF013SO
Fitting System:		Supplier Site:	trg-airfoilSO_013
		Supp. No.:	L013
		Supplier Local Number:	55820494
<b>Reference Data</b>			
Customer Reference:		Agreement Start Date:	
Supplier Reference:		Agreement End Date:	
Business Reference Number:		Quotation:	
Batch Number Customer:		Quotation Date:	10.07.2013
Batch Number Supplier:		Sales Person:	Jim Goldman
<b>Delivery / Invoice Data</b>			
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:	19 624.54	Invoice contact:	
<b>Administrative Data</b>			
PO Header Creation Date:	15.07.2013	PO Header Pub. Date:	13.07.2013 09:31:02
PO Header Creation User:		PO Header Last Mod. Date:	13.07.2013 09:32:14
<b>Additional Information</b>			
Ordering Officer E-Mail:		Flex. Header Field 6:	
Amendment:		Flex. Header Field 7:	
Final Customer Name:		Flex. Header Field 8:	
Flex. Header Field 4:		Flex. Header Field 9:	
Flex. Header Field 5:		Flex. Header Field 10:	
<b>Comment on non-collab data</b>			
Enter a text here (up to 1024 characters)			
<div style="display: flex; justify-content: space-between; border-top: 1px solid #ccc; padding-top: 5px;"> <span>Back</span> <span>Upload</span> <span>Download</span> <span>Print</span> <span>Save Comment</span> </div>			

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

Order Details for PO: PO-CG-002\_1\_01

PO:	PO-CG-002_1_01	PO Type:	OTHER	Purchasing Organization:	AIRB
Cust. Group:	AIRBUS S.A.S.	PO Sub-Type:	-	Purchasing Group:	ZSI
Cust. Org.:	ASTBUYCG1LE1	PO Document type:	Manual		
Supplier Site_City:	TRAINING@ 002-SupAir_Coventry 49				

[Header](#) | [Addresses](#) | [Header Text](#) | [Schedule Lines](#)

	INVOIC	CUST	SUPP
	<a href="#">Details</a>	<a href="#">Details</a>	<a href="#">Details</a>
Name:	TRAINING AIRBUS UK	AIRBUS UK	TRAINING@ 002-SupAirfoil AB
Street:	New Filton House 20D	New Filton House 20D	Wilsons Lane Longford M6 Junction 3
City:	Filton, Bristol	Filton	Coventry 49
Zip Code:	BS99 7AR	BS99 7AR	CV6 6HL
Country:			

[Back](#) | [Upload](#) | [Download](#) | [Print](#)

### 3.3.2.3 'Header Text' tab

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

Order Details for PO: PO-CG-002\_1\_01

PO:	PO-CG-002_1_01	PO Type:	OTHER	Purchasing Organization:	AIRB
Cust. Group:	AIRBUS S.A.S.	PO Sub-Type:	-	Purchasing Group:	ZSI
Cust. Org.:	ASTBUYCG1LE1	PO Document type:	Manual		
Supplier Site_City:	TRAINING@ 002-SupAir_Coventry 49				

[Header](#) | [Addresses](#) | [Header Text](#) | [Schedule Lines](#)

**PO Type Information Header**

This purchase order must be confirmed and executed with highest priority. Priority code is "AOG".

[Back](#) | [Upload](#) | [Download](#) | [Print](#)

### 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.

Order Details for PO: Standard-IDoc-327

PO: Standard-IDoc-327 PO Type: OTHER Purchasing Organization: AIRB  
 Cust. Group: PD\_AIRBUS PO Sub-Type: DS EXTENDED Purchasing Group: ZSI  
 Cust. Org.: PD\_AIRBUS PO Document type: Development  
 Supplier Site\_City: PD\_Goodrich V\_Saint-Marcel Vernon

Header Addresses Header Text **Header Attachments** Schedule Lines

SupplyOn Def. View Manage... Reset all Filters

Filename	Filesize (kb)	Creation Date	Antivirus scan status
<input type="checkbox"/> header_2.pdf	50	30.01.2019 09:24:09	Not infected
<input type="checkbox"/> header_1.pdf	658	30.01.2019 09:24:05	Not infected

2 entries: [Select all Matches on Page](#) | [Select all Matches](#) | [Clear Selection](#) Entries per page 25 First Previous Page 1 of 1 Next Last

[Back](#) [Download Attachment](#)

### 3.3.2.5 'Schedule Lines' tab

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

Order Details for PO: PO-CG-002\_1\_01

PO: PO-CG-002\_1\_01 PO Type: OTHER Purchasing Organization: AIRB  
 Cust. Group: AIRBUS S.A.S. PO Sub-Type: - Purchasing Group: ZSI  
 Cust. Org.: ASTBUYCG1LE1 PO Document type: Manual  
 Supplier Site\_City: TRAINING@ 002-SupAir\_Coventry 49

Header Addresses Header Text **Schedule Lines**

SupplyOn Def. View Manage... Reset all Filters

PO Line	ERP Plant	PO SL	Ord. Off. Name	Ord. Off. Phone	Cust. Mat. No.	Cust. Mat. Desc.	Supp. Mat. No.	Supplier Material Description
<input type="checkbox"/> 010	1110	1	Judy Jillings	+44 1179 69 3832	CMN-CG-002_P01_01	CABIN ATTENDANT SEAT Type A	SMN-CG-002_P01_01	AIRB5S12#CABIN ATTENDA
<input type="checkbox"/> 020	1110	1	Judy Jillings	+44 1179 69 3832	CMN-CG-002_P02_01	CABIN ATTENDANT SEAT Type B	SMN-CG-002_P02_01	AIRB7S14#CABIN ATTENDA
<input type="checkbox"/> 030	1110	1	Judy Jillings	+44 1179 69 3832	CMN-CG-002_P03_01	CABIN ATTENDANT SEAT Type C	SMN-CG-002_P03_01	AIRB7S17#CABIN ATTENDA
<input type="checkbox"/> 040	1110	1	Judy Jillings	+44 1179 69 3832	CMN-CG-002_P04_01	CABIN ATTENDANT SEAT Type D	SMN-CG-002_P04_01	AIRB7S44#CABIN ATTENDA
<input type="checkbox"/> 050	1110	1	Judy Jillings	+44 1179 69 3832	CMN-CG-002_P05_01	CABIN ATTENDANT SEAT Type E	SMN-CG-002_P05_01	AIRB7S53#CABIN ATTENDA
<input type="checkbox"/> 070	1110	1	Judy Jillings	+44 1179 69 3832	CMN-CG-002_P07_01	CABIN ATTENDANT SEAT Type G	SMN-CG-002_P07_01	AIRB7S57#CABIN ATTENDA
<input type="checkbox"/> 090	1110	1	Judy Jillings	+44 1179 69 3832	CMN-CG-002_P09_01	CABIN ATTENDANT SEAT Type J	SMN-CG-002_P09_01	AIRB7S62#CABIN ATTENDA
<input type="checkbox"/> 100	1110	1	Judy Jillings	+44 1179 69 3832	CMN-CG-002_P10_01	CABIN ATTENDANT SEAT Type K	SMN-CG-002_P10_01	AIRB7S67#CABIN ATTENDA

8 entries: [Select all Matches on Page](#) | [Select all Matches](#) | [Clear Selection](#) Entries per page 10 First Previous Page 1 of 1 Next Last

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#### 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:			

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Line data
Addresses
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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

Order Details for PO: PO-CG-002\_1\_01 , Line: 010 , Schedule line: 1

PO: PO-CG-002\_1\_01 PO Type: OTHER Purchasing Organization: AIRB  
 Cust. Group: AIRBUS S.A.S. PO Sub-Type: - Purchasing Group: ZSI  
 Cust. Org.: ASTBUYCG1LE1 PO Document type: Manual  
 Supplier Site\_City: TRAINING@002-SupAir\_Coventry 49

Line data | Addresses | Line Text | Collaboration Details

PO Line: 010  
 PO SL: 1  
 PO line description:

**Customer / Supplier Data**

Cust. Site: AIR11  
 ERP Plant: 1110  
 Ord. Off. Code: AUK\_OOC\_JJ Supplier Planner Code:  
 Ord. Off. Name: Judy Jillings  
 Ord. Off. Phone: +44 1179 69 3832

**Material Data**

Customer Material Number: CMN-CG-002\_P01\_01 Supplier Material Number: SMN-CG-002\_P01\_01  
 Customer Material Description: CABIN ATTENDANT SEAT Type A Supplier Material Description: AIRB5S12#CABIN ATTENDANT SEAT  
 ERP Vendor Material:  
 Fitting Customer Material:

**Delivery Data**

Elementary Delivery Site: Filton-Plant Line Incoterm: DDU

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

PO Line: 010  
 PO SL: 1  
 PO line description:

Find above the previous page scrolled to the bottom.

Order Details for PO: PO-CG-002\_1\_01 , Line: 010 , Schedule line: 1

PO: PO-CG-002\_1\_01 PO Type: OTHER Purchasing Organization: AIRB  
 Cust. Group: AIRBUS S.A.S. PO Sub-Type: - Purchasing Group: ZSI  
 Cust. Org.: ASTBUYCG1LE1 PO Document type: Manual  
 Supplier Site\_City: TRAINING@ 002-SupAir\_Coventry 49

[Line data](#) [Addresses](#) [Line Text](#) [Collaboration Details](#)

Customer Material Description: Supplier Material Description:

ERP Vendor Material:  
 Fitting Customer Material:

**Delivery Data**

Elementary Delivery Site: Filton-Plant Line Incoterm: DDU  
 Final Delivery Location: AIRB\_UK\_LE\_1011 Line Incoterm Description: Delivery Duty Unpaid  
 Storage Location:  
 Fitting Place:

**Additional Data**

Commodity Group: 4215 Sales Order:  
 Contract Number: Sales Order Line:  
 Contract Line: Tracking Number:

**Quality / Production Data**

Quality Contract Number: Method for Manuf.:  
 Certificate Type: Production Order Number:

**Administrative Data**

PO SL Creation Date: 11.05.2011 PO SL Pub. Date: 11.05.2011 00:00:25  
 PO SL Last Mod. Date: 12.05.2011 18:45:32

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### 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)

Order Details for PO: PO-CG-002\_1\_01 , Line: 010 , Schedule line: 1

PO: PO-CG-002\_1\_01 PO Type: OTHER Purchasing Organization: AIRB  
 Cust. Group: AIRBUS S.A.S. PO Sub-Type: - Purchasing Group: ZSI  
 Cust. Org.: ASTBUYCG1LE1 PO Document type: Manual  
 Supplier Site\_City: TRAINING@ 002-SupAir\_Coventry 49

[Line data](#) [Addresses](#) [Line Text](#) [Collaboration Details](#)

	SHIPTO	Details
Name:	TRAINING AIRBUS UK Limited	
Street:	New Filton House 20D	
City:	Filton, Bristol	
Zip Code:	BS99 7AR	
Country:		

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### 3.3.3.3 'Line Text' tab

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

Order Details for PO: PO-CG-002\_1\_01

PO:	PO-CG-002_1_01	PO Type:	OTHER	Purchasing Organization:	AIRB
Cust. Group:	AIRBUS S.A.S.	PO Sub-Type:	-	Purchasing Group:	ZSI
Cust. Org.:	ASTBUYCG1LE1	PO Document type:	Manual		
Supplier Site_City:	TRAINING@ 002-SupAir_Coventry 49				

[Line data](#) | [Addresses](#) | **[Line Text](#)** | [Collaboration Details](#)

**Common**

Standard terms are applied

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### 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.

Order Details for PO: Standard-IDoc-327 , Line: 00020 , Schedule line: 0002

PO:	Standard-IDoc-327	PO Type:	OTHER	Purchasing Organization:	AIRB
Cust. Group:	PD_AIRBUS	PO Sub-Type:	DS EXTENDED	Purchasing Group:	ZSI
Cust. Org.:	PD_AIRBUS	PO Document type:	Development		
Supplier Site_City:	PD_Goodrich V_Saint-Marcel Vernon				

[Line data](#) | [Addresses](#) | [Line Text](#) | **[Line Attachments](#)** | [Collaboration Details](#)

[SupplyOn Def. View](#) | [Manage...](#) | Reset all Filters

	Filename	Filesize (kb)	Creation Date	Antivirus scan status
<input type="checkbox"/>	<a href="#">line_00020_2.pdf</a>	50	30.01.2019 09:24:09	Not infected
<input type="checkbox"/>	<a href="#">line_00020_1.pdf</a>	50	30.01.2019 09:24:09	Not infected

[Back](#) | [History](#) | [Download Attachment](#)

2 entries: [Select all Matches on Page](#) | [Select all Matches](#) | [Clear Selection](#) | Entries per page: 25 | [First](#) | [Previous](#) | Page 1 of 1 | [Next](#) | [Last](#)

### 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.

Order Details for PO: PO-013\_10 , Line: 010 , Schedule line: 1

PO: PO-013\_10 PO Type: OTHER Purchasing Organization: AIRB  
 Cust. Group: trg-TRAINING@AIRBUS PO Sub-Type: - Purchasing Group: ZSI  
 Cust. Org.: TRGAIRBUK PO Document type: Manual  
 Supplier Site\_City: trg-airfoilAB\_013\_Coventry 49

Line data | Addresses | Line Text | Collaboration Details

**Quantities and dates**

Status:	NEW ORDER PUBLISHED	Unit of Measure:	PCE
Requested quantity:	26	Promised quantity:	26
Requested date:	25.09.2014	Promised date:	25.09.2014
Last Agreed Requested Quantity:	26	Last Agreed Promised Quantity:	26
Last Agreed Requested Date:	25.09.2014	Last Agreed Promised Date:	25.09.2014

**Shipment and Delivery**

Shipped Quantity:	0	Last GR No.:	
Remaining Quantity to be Shipped:	26	Last GR Date:	
Received Quantity:	0	Final Delivery Flag:	No
Remaining Quantity to be Received:	26		

**Additional collaboration data**

Supplier Comment:  Supplier Acknowledgment Number:   
 Customer Comment:

**Price**

Price:	147.30	Currency:	GBP
Price Unit:	1	Price unit of measure:	1
Quantity Conversion Numerator:	1	Quantity conversion denominator:	1
Last Agreed Price:	147.30	Total Line Amount:	3 829.80

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The 'Quantities and dates' section (1) show the status of the PO Schedule Line and contains information on the requested and promised date and quantity

**Quantities and dates**

Status:	NEW ORDER PUBLISHED
Requested quantity:	26
Requested date:	25.09.2014
Last Agreed Requested Quantity:	26
Last Agreed Requested Date:	25.09.2014
Unit of Measure:	PCE
Promised quantity:	26
Promised date:	25.09.2014
Last Agreed Promised Quantity:	26
Last Agreed Promised Date:	25.09.2014



The left part of the Shipment and Delivery section (2) contains information on the shipped, received and remaining quantity:



2

Shipment and Delivery	
Shipped Quantity:	0
Remaining Quantity to be Shipped:	26
Received Quantity:	0
Remaining Quantity to be Received:	26

The right part of the Shipment and Delivery section (3) contains information on the Goods Receipt number and date. When the full quantity is received the Final Delivery Flag changes to 'Yes'.



3

Last GR No.:	
Last GR Date:	
Final Delivery Flag:	No

The supplier can leave note why he had changed collaborative data and add a number into the Supplier Acknowledgement Number field (4).



4

Additional collaboration data	
Supplier Comment:	<input type="text"/>
Customer Comment:	<input type="text"/>
Supplier Acknowledgment Number:	<input type="text"/>

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.

Order Details for PO: PO-013\_1, Line: 070, Schedule line: 1

PO: PO-013\_1 PO Type: OTHER Purchasing Organization: AFRB  
 Cust. Group: trg-TRAINING@ CUSTOMER PO Sub-Type: - Purchasing Group: ZSI  
 Cust. Org.: TRGCUSTUK PO Document type: Manual  
 Supplier Site\_City: trg-airfoilsO\_013\_Coventry 49

Line data Address Line Text Collaboration Details

**Price**

Price:	147.30	Currency:	GBP
Price Unit:	1	Price unit of measure:	1
Quantity Conversion Numerator:	1	Quantity conversion denominator:	1
Last Agreed Price:	147.30	Total Line Amount:	5 008.20

**Details**

Pgm. / MSN:	Spares priority:	
Config. Standard:	Kit Header:	No
Config. Option:	Kit Component:	No
Config. Version/Rank:	Kit changed:	No
Supplier Agreement Number:	LT-based Delivery Date:	

**Collaboration settings**

Allow collab on Date:	Yes	Allow collab on Quantity:	Yes
Allow collab on Price:	No	Collab model:	FULL
Line Split Allowed:	No		

**Further information**

Downloaded (since last update): No Last EDI Message Date:

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### 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 screenshot displays the 'Purchase Orders' screen in the AirSupply system. At the top, there are search options: 'Quick Search' and 'Advanced Search'. Below this is a search input field with 'Search' and 'Reset' buttons, and a 'My search profiles' section with a 'Manage...' button. The main area contains a table of Purchase Orders with columns: PO Line, PO SL, PO Type, PO Sub-Type, PO Document t..., Cust. Group, Customer Organization, ERP Plant, Ord. Off. Name, and Ord. Off. Phone. The table lists several PO lines, with the second line (PO-P-002 3 01) selected. At the bottom of the table, there is an 'Actions' menu with a 'Modify' button highlighted by a red box. Other buttons like 'Accept', 'Send E-Mail', and 'Split' are also visible. The footer shows '81 entries', 'Select all Matches on Page', 'Select all Matches', 'Clear Selection', 'Entries per page' set to 10, and 'Page 6 of 9'.

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

PO Line	PO SL	Comment	Supplier Acknowledgment Number	Requested date	Promised date	Header Comment present
PO-002_3	010			6 29.09.2012	6 29.09.2012	No
PO-002_3	020			12 29.09.2012	12 29.09.2012	No
PO-002_3	030			18 29.09.2012	18 29.09.2012	No
PO-002_5	010			100 16.09.2012	100 16.09.2012	No
PO-002_5	020			2 28.09.2012	2 28.09.2012	No
PO-002_5	030			2 03.09.2012	2 03.09.2012	No
PO-002_6	010			44 04.10.2012	44 04.10.2012	Yes
PO-002_6	020			44 29.09.2012	44 29.09.2012	Yes
PO-002_6	030			38 27.09.2012	38 27.09.2012	Yes
PO-002_7	010			44 04.10.2012	44 04.10.2012	No
PO-002_7	020			44 29.09.2012	44 29.09.2012	No
PO-002_7	030			38 27.09.2012	38 27.09.2012	No

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

Order Details for PO: PO-002\_1

PO: PO-002\_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\_002\_Coventry 49

Header Addresses Header Text Schedule Lines

SupplyOn Def. View\_2 Manage... Reset all Filters

PO Line	Status	Unit of ...	Reques...	Requested date	Comment	Supplier Ackn...	Promised q...	Promised date	Spares priority	Sales Order	Kit H...	Kit C...	Pgm. / MS
010	RECEIVED	PCE	44	04.10.2012			44	04.10.2012			No	No	
020	PARTIALLY SHIPPED	PCE	44	03.09.2012			44	03.09.2012			No	No	
030	OPEN	PCE	38	29.09.2012			38	29.09.2012			No	No	
040	SUPPLIER CHANGE ORDER ...	PCE	44	27.09.2012			50	29.09.2012			No	No	
050	NEW ORDER PUBLISHED	PCE	26	27.09.2012			26	27.09.2012			No	No	
070	OPEN	PCE	34	27.09.2012			34	27.09.2012			No	No	
090	CUSTOMER CHANGE ORDER...	PCE	30	10.10.2012			34	27.09.2012			No	No	
100	CANCELLATION REQUEST	PCE	34	27.09.2012			34	27.09.2012			No	No	

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

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

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

Order Details for PO: PO-013\_1, Line: 050, Schedule line: 1

PO: PO-013\_1 PO Type: OTHER Purchasing Organization: AIRB  
 Cust. Group: trg-TRAINING@AIRBUS PO Sub-Type: - Purchasing Group: ZSI  
 Cust. Org.: TRGAIRBUK PO Document type: Manual  
 Supplier Site\_City: trg-airfoilAB\_013\_Coventry 49

Line data Addresses Line Text Collaboration Details

Quantities and dates

Status: SUPPLIER ACCEPTED WITH CHANGES Unit of Measure: PCE  
 Requested quantity: 26 Promised quantity: 26  
 Requested date: 25.09.2014 Promised date: 25.09.2014  
 Last Agreed Requested Quantity: 26 Last Agreed Promised Quantity: 26  
 Last Agreed Requested Date: 25.09.2014 Last Agreed Promised Date: 25.09.2014

Shipment and Delivery

Shipped Quantity: 0 Last GR No.:  
 Remaining Quantity to be Shipped: 26 Last GR Date:  
 Received Quantity: 0 Final Delivery Flag: No  
 Remaining Quantity to be Received: 26

Additional collaboration data

Supplier Comment: Supplier Acknowledgment Number:  
 Customer Comment:

Price

Price: 147.30 Currency: GBP  
 Price Unit: 1 Price unit of measure: 1  
 Quantity Conversion Numerator: 1 Quantity conversion denominator: 1  
 Last Agreed Price: 147.30 Total Line Amount: 3 829.80

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

### 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

Order Details for PO: PO\_TC0260020 , Line: 060 , Schedule line: 1

PO:	PO_TC0260020	PO Type:	OTHER	Purchasing Organization:	BAEP
Cust. Group:	AIRBUS	PO Sub-Type:	-	Purchasing Group:	B09
Cust. Org.:	AFR1	PO Document type:	Manual		
Supplier Site_City:	Goodrich V_Saint-Marcel Vernon				

Line data | Addresses | Line Text | Collaboration Details

#### Quantities and dates

Status:	NEW ORDER PUBLISHED	Unit of Measure:	PCE
Requested quantity:	100	Promised quantity:	100
Requested date:	12.08.2012	Promised date:	12.08.2012
Last Agreed Requested Quantity:	100	Last Agreed Promised Quantity:	100
Last Agreed Requested Date:	12.08.2012	Last Agreed Promised Date:	12.08.2012

#### Shipment and Delivery

Shipped Quantity:	0	Last GR No.:	
Remaining Quantity to be Shipped:	100	Last GR Date:	
Received Quantity:	0	Final Delivery Flag:	No
Remaining Quantity to be Received:	100		

#### Additional collaboration data

Supplier Comment:  Supplier Acknowledgment Number:

Customer Comment:

#### Price

Price: 226.00   Currency: EUR

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

Or

Quick Search | Advanced Search

PO [dropdown] equal to [dropdown] PO\_tc0260020 [Add line](#) | [Delete line](#)

Search | Reset

My search profiles [dropdown] Manage...

---

Purchase Orders

SSW [dropdown] Manage... [dropdown] Reset all Filters

PO	PO Line	PO SL	PO Type	Customer Comment	Supplier Comment	PO Document t...	Ord. Off. Name	Status	Unit of ...	Request
<input checked="" type="checkbox"/>	PO_TC0260020	060	1	OTHER	free text	Manual	Charlie Dean	NEW ORDER PUBLISHED	PCE	
<input type="checkbox"/>	PO_TC0260020	070	1	OTHER		Manual	Charlie Dean	NEW ORDER PUBLISHED	PCE	
<input type="checkbox"/>	PO_TC0260020	010	1	OTHER		Manual	Fred Danton	NEW ORDER PUBLISHED	PCE	
<input type="checkbox"/>	PO_TC0260020	020	1	OTHER		Manual	Charlie Dean	NEW ORDER PUBLISHED	PCE	
<input type="checkbox"/>	PO_TC0260020	030	1	OTHER		Manual	Charlie Dean	NEW ORDER PUBLISHED	PCE	
<input type="checkbox"/>	PO_TC0260020	040	1	OTHER		Manual	Charlie Dean	NEW ORDER PUBLISHED	PCE	
<input type="checkbox"/>	PO_TC0260020	080	1	OTHER		Manual	Charlie Dean	NEW ORDER PUBLISHED	PCE	
<input type="checkbox"/>	PO_TC0260020	090	1	OTHER		Manual	Charlie Dean	NEW ORDER PUBLISHED	PCE	
<input type="checkbox"/>	PO_TC0260020	100	1	OTHER		Manual	Fred Danton	NEW ORDER PUBLISHED	PCE	
<input type="checkbox"/>	PO_TC0260020	110	1	OTHER		Manual	Charlie Dean	NEW ORDER PUBLISHED	PCE	
<input type="checkbox"/>	PO_TC0260020	050	1	OTHER		Manual	Fred Danton	NEW ORDER PUBLISHED	PCE	

Modify  
Accept

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

11 entries: [Select all Matches on Page](#) | [Select all Matches](#) | [Clear Selection](#) Entries per page 50 | Page 1 of 1 | [Next](#) [Last](#)

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

Order Details for PO: SSW-20130214-Boost-Standard-PO , Line: 20 , Schedule line: 1

PO: SSW-20130214-Boost-Standard-PO PO Type: OTHER Purchasing Organization: BAE0  
 Cust. Group: Airsupply Industrial PO Sub-Type: - Purchasing Group: B90  
 Cust. Org.: BOOST\_IND PO Document type: Manual  
 Supplier Site\_City: Honeywell R\_Redmond

Line data | Addresses | Line Text | Collaboration Details

**Quantities and dates**

Status: OPEN Unit of Measure: U1  
 Requested quantity: 10 Promised quantity: 10  
 Requested date: 24.02.2013 Promised date: 24.02.2013  
 Last Agreed Requested Quantity: 10 Last Agreed Promised Quantity: 10  
 Last Agreed Requested Date: 24.02.2013 Last Agreed Promised Date: 24.02.2013

**Shipment and Delivery**

Shipped Quantity: 0 Last GR No.:  
 Remaining Quantity to be Shipped: 10 Last GR Date:  
 Received Quantity: 0 Final Delivery Flag: No  
 Remaining Quantity to be Received: 10

**Additional collaboration data**

Supplier Comment: Supplier Acknowledgment Number:  
 Customer Comment:

**Price**

Price: 11.95 Currency: EUR

Back | History | Download | Print | Related Documents | Actions | Send E-Mail | **Save Comment**

Or

Quick Search | Advanced Search

PO contains SSW Add line | Delete line  
 Search | Reset | My search profiles | Manage...

Purchase Orders  
 Collab View | Manage... | Reset all Filters

PO	PO Line	PO SL	PO Type	Status	Supplier Comment	Customer Comment	PO Sub-Type	PO Document...	Customer Organi...
SSW-20130214-Boost-Standard-...	10	1	OTHER	OPEN			Manual	Airsupply Industrial	IE
SSW-20130214-Boost-Standard-...	20	1	OTHER	OPEN			Manual	Airsupply Industrial	IE
SSW-20130214-Boost-Standard-...	30	1	OTHER	CANCELLED			Manual	Airsupply Industrial	IE
SSW-20130225-Boost-Standard-...	10	1	OTHER	CANCELLED			Manual	Airsupply Industrial	IE
SSW-20130225-Boost-Standard-...	20	1	OTHER	SHIPPED			Manual	Airsupply Industrial	IE
SSW-20130225-Boost-Standard-...	30	1	OTHER	NEW ORDER PUBLISHED			Manual	Airsupply Industrial	IE
SSW-20130225-Boost-Standard-...	10	1	OTHER	OPEN			Manual	Airsupply Industrial	IE
SSW-20130225-Boost-Standard-...	20	1	OTHER	OPEN			Manual	Airsupply Industrial	IE
SSW-20130225-Boost-Standard-...	30	1	OTHER	OPEN			Manual	Airsupply Industrial	IE
SSW-Boost-Standard-PO-2	10	1	OTHER	OPEN			Manual	Airsupply Industrial	IE

Back | Details | History | Download | Print | Related Documents | Actions | Send E-Mail | **Save Comment**

141 entries: Select all Matches on Page | Select all Matches | Clear Selection | Entries per page 10 | Page 1 of 15 | Next | Last

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

Order Details for PO: PO-013_6			
PO:	PO-013_6	PO Type:	OTHER
Cust. Group:	trg-TRAINING@ CUSTOMER	PO Sub-Type:	-
Cust. Org.:	TRGCUSTUK	PO Document type:	Manual
Supplier Site_City:	trg-airfoilSO_013_Coventry 49	Purchasing Organization:	AIRB
		Purchasing Group:	ZSI
<div style="display: flex; border-bottom: 1px solid black;"> <span style="border: 1px solid black; padding: 2px;">Header</span> <span style="border: 1px solid black; padding: 2px; margin-left: 5px;">Addresses</span> <span style="border: 1px solid black; padding: 2px; margin-left: 5px;">Header Text</span> <span style="border: 1px solid black; padding: 2px; margin-left: 5px;">Schedule Lines</span> </div>			
Payment terms code:		Header Incoterm Description:	Delivery Duty Unpaid
Currency:	GBP	VAT Registration Number:	GB899372554
Total PO Amount:	19 624.54	Invoice contact:	
<b>Administrative Data</b>			
PO Header Creation Date:	15.07.2013	PO Header Pub. Date:	13.07.2013 09:31:02
PO Header Creation User:		PO Header Last Mod. Date:	13.07.2013 09:32:14
<b>Additional Information</b>			
Ordering Officer E-Mail:		Flex. Header Field 6:	
Amendment:		Flex. Header Field 7:	
Final Customer Name:		Flex. Header Field 8:	
Flex. Header Field 4:		Flex. Header Field 9:	
Flex. Header Field 5:		Flex. Header Field 10:	
<b>Comment on non-collab data</b>			
Enter a text here (up to 1024 characters)			
<div style="display: flex; justify-content: space-between; border-top: 1px solid black; padding-top: 5px;"> <span>Back</span> <span>Upload</span> <span>Download</span> <span>Print</span> <span style="border: 1px solid red; padding: 2px;">Save Comment</span> </div>			

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.

The screenshot shows the SupplyOn dashboard with several key metrics:

- Orders:** New Order Published: 9235 (highlighted with a red box), Open: 18060, Customer Change Order Request: 723, Cancellation Request: 651, Partially Shipped: 563, Shipped: 1143, Partially Received: 320.
- Pending collaboration:** 10609. Status: New Order Published (9235), Customer Change Order Request (723), Cancellation Request (651). Includes a 'Check orders' button.
- Spares order to check:** 29. Order alerts: Spares order to check. Priority: High (10), Medium (5), Low (14). Includes a 'Check orders' button.
- Late despatch advice:** 0. Order Alerts: Late despatch advice. Priority: High (0), Medium (0), Low (0).
- No goods receipt:** 52. Order Alerts: No goods receipt. Priority: High (48), Medium (1), Low (3). Includes a 'Create claim / goods receipt' button.
- 3S:** 16 purchase orders, 0 Open claims. Includes a 'Create claim / goods receipt' button.
- Supplier to commit:** 3. Forecast alerts: Supplier to commit. Alert on: Critical items (0), Non-critical items (3). Includes a 'Despatch advice' button.

Click 'NEW ORDER PUBLISHED'.

Quick Search | Advanced Search

Status: equal to NEW ORDER PUBLISHED [Delete line](#)

NewForSup: equal to YES [Add line](#) [Delete line](#)

Search | Reset

My search profiles: [Manage...](#)

PO	PO Line	PO SL	PO Type	PO Sub-Type	PO Document...	Cust. Group	Customer Organization	ERP Plant	Ord. Off. Name	Ord. Off. Phone	Supplier Planner...	Cus
PO-013_1	050	1	OTHER	-	Manual	trg-TRAINING@...	trg-TRAINING@CUST...	1110	Judy Jillings	+44 1179 69 3832		CM
PO-013_2	010	1	OTHER	SPARES	Manual	trg-TRAINING@...	trg-TRAINING@CUST...	1110	Judy Jillings	+44 1179 69 3832		CM
PO-013_3	020	1	OTHER	SPARES	Manual	trg-TRAINING@...	trg-TRAINING@CUST...	1110	Judy Jillings	+44 1179 69 3832		CM
PO-013_3	010	1	OTHER	-	KIT	trg-TRAINING@...	trg-TRAINING@CUST...	1110	Judy Jillings	+44 1179 69 3832		CM
PO-013_3	020	1	OTHER	-	KIT	trg-TRAINING@...	trg-TRAINING@CUST...	1110	Judy Jillings	+44 1179 69 3832		CM
PO-013_3	030	1	OTHER	-	KIT	trg-TRAINING@...	trg-TRAINING@CUST...	1110	Judy Jillings	+44 1179 69 3832		CM
PO-013_5	010	1	CALLUP	-	Manual	trg-TRAINING@...	trg-TRAINING@CUST...	1110	Judy Jillings	+44 1179 69 3832		CM
PO-013_5	020	1	CALLUP	-	Manual	trg-TRAINING@...	trg-TRAINING@CUST...	1110	Judy Jillings	+44 1179 69 3832		CM
PO-013_5	030	1	CALLUP	-	Manual	trg-TRAINING@...	trg-TRAINING@CUST...	1110	Judy Jillings	+44 1179 69 3832		CM
PO-013_6	010	1	OTHER	-	Manual	trg-TRAINING@...	trg-TRAINING@CUST...	1110	Judy Jillings	+44 1179 69 3832		CM

10 entries: [Select all Matches on Page](#) | [Select all Matches](#) | [Clear Selection](#) Entries per page: 50 Page 1 of 1

## Supplier accepts without change

The screenshot shows the 'Purchase Orders' section of a software interface. At the top, there are search filters for 'Status' (NEW ORDER PUBLISHED) and 'NewForSup.' (YES). Below this is a table of purchase order lines. The first line, PO-013\_1, is selected and highlighted in blue. At the bottom of the table, there is an 'Actions' menu with a red box around the 'Accept' button. A yellow circle '1' is placed over the first row of the table, and a yellow circle '2' is placed over the 'Accept' button.

PO #	PO Line	PO SL	PO Type	PO Sub-Type	PO Document...	Cust. Group	Customer Organization	ERP Plant	Ord. Off. Name	Ord. Off. Phone	Supplier Planner...	Cus
PO-013_1	050	1	OTHER	-	Manual	trg-TRAINING@...	trg-TRAINING@CUST...	1110	Judy Jillings	+44 1179 69 3832		CMJ
PO-013_2	010	1	OTHER	SPARES	Manual	trg-TRAINING@...	trg-TRAINING@CUST...	1110	Judy Jillings	+44 1179 69 3832		CMJ
PO-013_2	020	1	OTHER	SPARES	Manual	trg-TRAINING@...	trg-TRAINING@CUST...	1110	Judy Jillings	+44 1179 69 3832		CMJ
PO-013_3	010	1	OTHER	-	KIT	trg-TRAINING@...	trg-TRAINING@CUST...	1110	Judy Jillings	+44 1179 69 3832		CMJ
PO-013_3	020	1	OTHER	-	KIT	trg-TRAINING@...	trg-TRAINING@CUST...	1110	Judy Jillings	+44 1179 69 3832		CMJ
PO-013_3	030	1	OTHER	-	KIT	trg-TRAINING@...	trg-TRAINING@CUST...	1110	Judy Jillings	+44 1179 69 3832		CMJ
PO-013_5	010	1	CALLUP	-	Manual	trg-TRAINING@...	trg-TRAINING@CUST...	1110	Judy Jillings	+44 1179 69 3832		CMJ
PO-013_5	020	1	CALLUP	-	Manual	trg-TRAINING@...	trg-TRAINING@CUST...	1110	Judy Jillings	+44 1179 69 3832		CMJ
PO-013_5	030	1	CALLUP	-	Manual	trg-TRAINING@...	trg-TRAINING@CUST...	1110	Judy Jillings	+44 1179 69 3832		CMJ
PO-013_6	010	1	OTHER	-	Manual	trg-TRAINING@...	trg-TRAINING@CUST...	1110	Judy Jillings	+44 1179 69 3832		CMJ

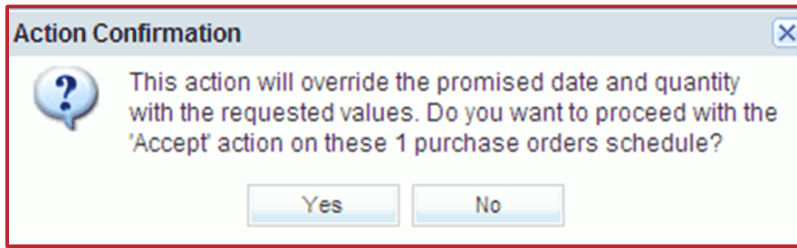
After selecting the line of the Purchase Order **1**, and by selecting the 'Actions' button **2**, the supplier has the possibility to 'Accept' the collaboration without change.

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.

This screenshot is similar to the first one, but it features a red-bordered dialog box titled 'Action Confirmation' overlaid on the table. The dialog box contains the text: 'This action will override the promised values with the requested values. Do you want to proceed with the 'Accept' action on these 1 purchase order schedule lines?' and has 'Yes' and 'No' buttons at the bottom. A magnifying glass icon is positioned over the dialog box.



### Supplier accepts with changes

Quick Search | Advanced Search

Status: equal to NEW ORDER PUBLISHED Delete line  
 NewForSup: equal to YES Add line | Delete line

My search profiles Manage

Purchase Orders

SupplyOn Def. View Manage

PO #	PO Line	PO SL	PO Type	PO Sub-Type	PO Document..	Cust. Group	Customer Organization	ERP Plant	Ord. Off. Name	Ord. Off. Phone	Supplier Planner...	Cus
PO-013_1	050	1	OTHER	-	Manual	trg-TRAINING@...	trg-TRAINING@ CUST...	1110	Judy Jillings	+44 1179 69 3832		CM
PO-013_2	010	1	OTHER	SPARES	Manual	trg-TRAINING@...	trg-TRAINING@ CUST...	1110	Judy Jillings	+44 1179 69 3832		CM
PO-013_2	020	1	OTHER	SPARES	Manual	trg-TRAINING@...	trg-TRAINING@ CUST...	1110	Judy Jillings	+44 1179 69 3832		CM
PO-013_3	010	1	OTHER	-	KIT	trg-TRAINING@...	trg-TRAINING@ CUST...	1110	Judy Jillings	+44 1179 69 3832		CM
PO-013_3	020	1	OTHER	-	KIT	trg-TRAINING@...	trg-TRAINING@ CUST...	1110	Judy Jillings	+44 1179 69 3832		CM
PO-013_3	030	1	OTHER	-	KIT	trg-TRAINING@...	trg-TRAINING@ CUST...	1110	Judy Jillings	+44 1179 69 3832		CM
PO-013_5	010	1	CALLUP	-	Manual	trg-TRAINING@...	trg-TRAINING@ CUST...	1110	Judy Jillings	+44 1179 69 3832		CM
PO-013_5	020	1	CALLUP	-	Manual	trg-TRAINING@...	trg-TRAINING@ CUST...	1110	Judy Jillings	+44 1179 69 3832		CM
PO-013_5	030	1	CALLUP	-	Manual	trg-TRAINING@...	trg-TRAINING@ CUST...	1110	Judy Jillings	+44 1179 69 3832		CM
PO-013_6	010	1	OTHER	-	Manual	trg-TRAINING@...	trg-TRAINING@ CUST...	1110	Judy Jillings	+44 1179 69 3832		CM

Modify Accept

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

10 entries: Select all Matches on Page | Select all Matches | Clear Selection

Entries per page 50

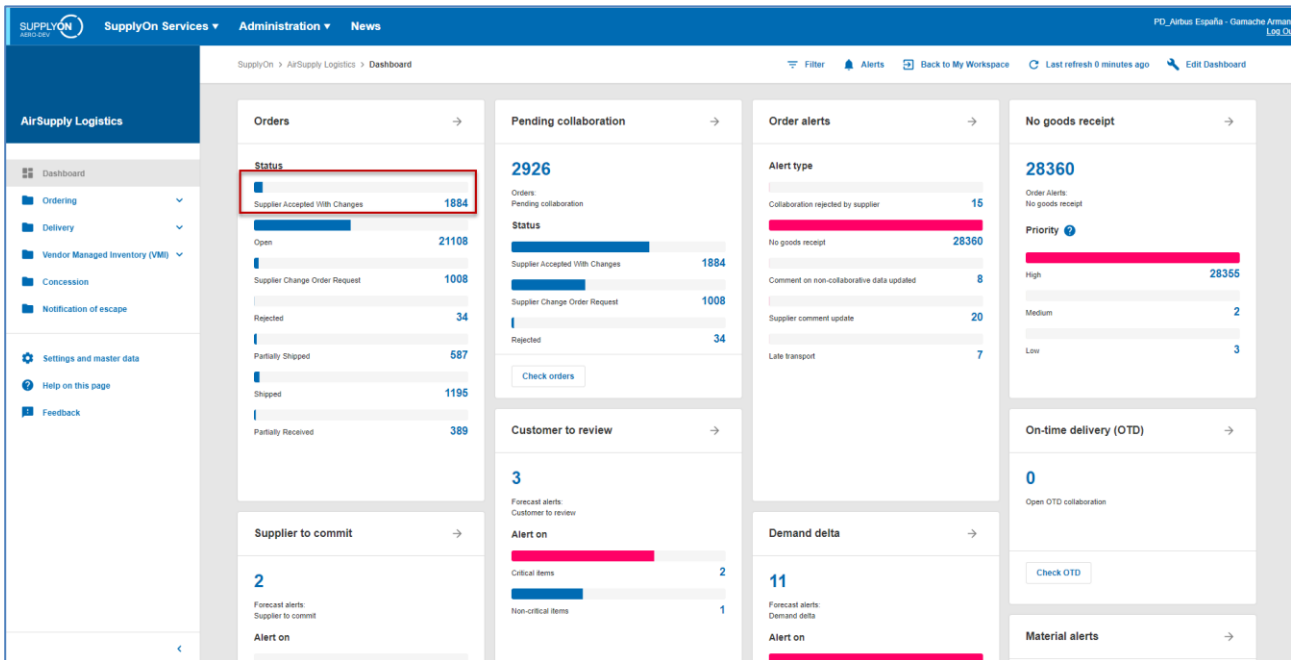
First Previous Page 1 of 1 Next Last

The supplier can also modify the Schedule Line of the Purchase Order ① by selecting the same 'Actions' button and clicking on 'Modify' ②.

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

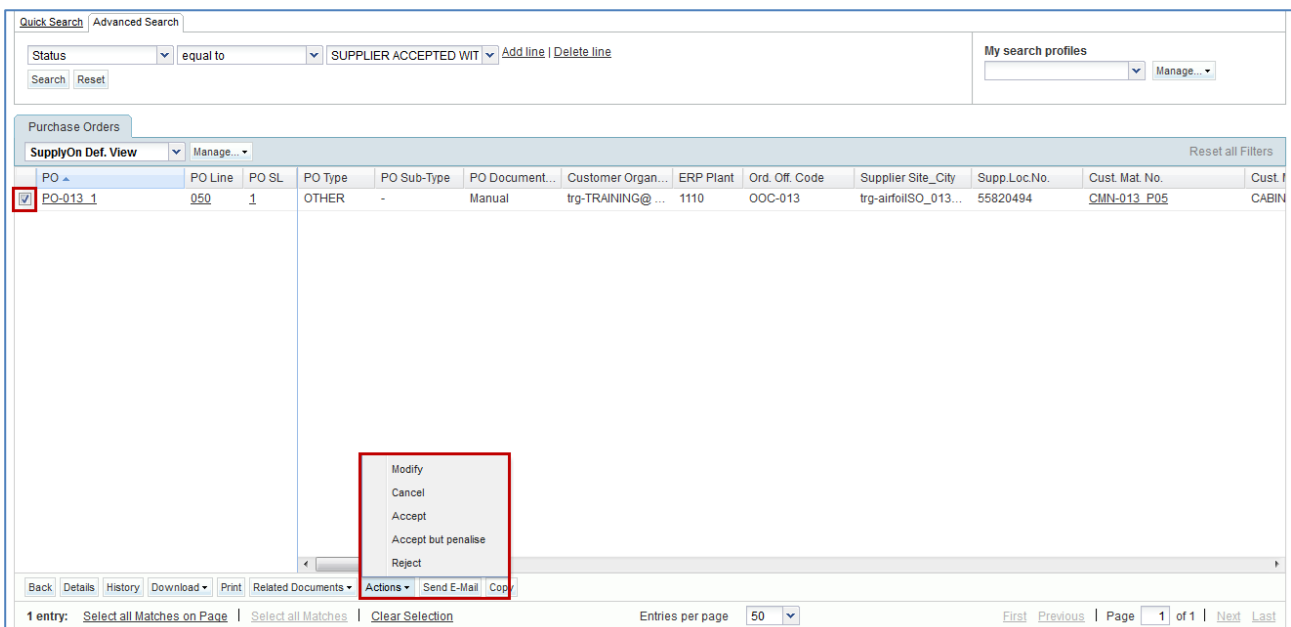
### 3.4.2.2 Collaboration on PO Schedule Line with status 'SUPPLIER ACCEPTED WITH CHANGES'

The customer clicks the status count in the "Orders" card.

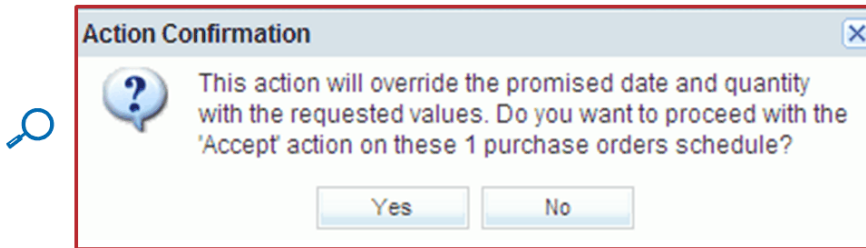


The customer selects a PO line and can choose to, 'Modify', 'Cancel', 'Accept', 'Accept but penalize' or 'Reject'.

All these actions can be executed by clicking the 'Actions' button.

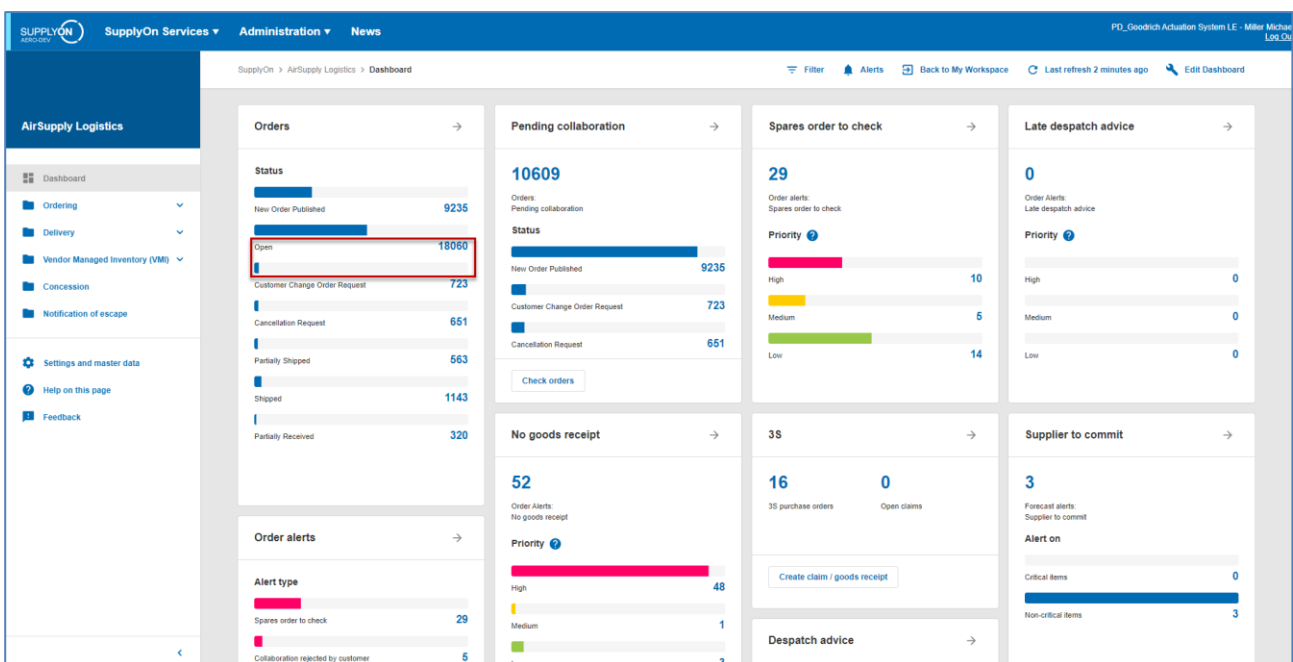


A confirmation message appears to ask for validation of this collaboration action (example with 'Accept' action):



### 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'.

Quick Search | Advanced Search

Status equal to OPEN Delete line  
NewForSup. equal to YES Add line Delete line  
Search Reset

My search profiles Manage...

Purchase Orders

SupplyOn Def. View Manage... Reset all Filters

PO #	PO Line	PO SL	PO Type	PO Sub-Type	PO Document...	Cust. Group	Customer Organization	ERP Plant	Ord. Off. Name	Ord. Off. Phone	Supplier Planner...	Cus
PO-013_1	020	1	OTHER	-	Manual	trg-TRAINING@...	trg-TRAINING@CUST...	1110	Judy Jillings	+44 1179 69 3832		CM
PO-013_1	030	1	OTHER	-	Manual	trg-TRAINING@...	trg-TRAINING@CUST...	1110	Judy Jillings	+44 1179 69 3832		CM

2 entries: Select all Matches on Page | Select all Matches | Clear Selection

Entries per page 50

First Previous | Page 1 of 1 | Next Last

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.

Quick Search | Advanced Search

Status equal to OPEN Add line Delete line  
Search Reset

My search profiles Manage...

Purchase Orders

SupplyOn Def. View Manage... Reset all Filters

PO #	PO Line	PO SL	PO Type	PO Sub-Type	PO Document...	Customer Organ...	ERP Plant	Ord. Off. Code	Supplier Site_City	Supp.Loc.No.	Cust. Mat. No.	Cust. I
PO-013_1	020	1	OTHER	-	Manual	trg-TRAINING@...	1110	OOC-013	trg-airfoilSO_013...	55820494	CMN-013_P02	CABIN
PO-013_1	030	1	OTHER	-	Manual	trg-TRAINING@...	1110	OOC-013	trg-airfoilSO_013...	55820494	CMN-013_P03	CABIN
PO-013_1	070	1	OTHER	-	Manual	trg-TRAINING@...	1110	OOC-013	trg-airfoilSO_013...	55820494	CMN-013_P07	CABIN
PO-013_6	030	1	OTHER	-	Manual	trg-TRAINING@...	1110	OOC-013	trg-airfoilSO_013...	55820494	CMN-013_P19	Spigot
PO-013_7	010	1	OTHER	-	Manual	trg-TRAINING@...	1110	OOC-013	trg-airfoilSO_013...	55820494	CMN-013_P20	Safety
PO-013_7	030	1	OTHER	-	Manual	trg-TRAINING@...	1110	OOC-013	trg-airfoilSO_013...	55820494	CMN-013_P22	Isolati

6 entries: Select all Matches on Page | Select all Matches | Clear Selection

Entries per page 50

First Previous | Page 1 of 1 | Next Last



### 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'.

Order Details for PO: PO-013\_1

PO:	PO-013_1	PO Type:	OTHER	Purchasing Organization:	AIRB
Cust. Group:	trg-TRAINING@AIRBUS	PO Sub-Type:	-	Purchasing Group:	ZSI
Cust. Org.:	TRGAIRBUK	PO Document type:	Manual		
Supplier Site_City:	trg-airfoiAB_013_Coventry 49				

Header
Addresses
Header Text
Schedule Lines

Flex. Header Field 10:	Flex. Header Field 30:
Flex. Header Field 11:	Flex. Header Field 31:
Flex. Header Field 12:	Flex. Header Field 32:
Flex. Header Field 13:	Flex. Header Field 33:
Flex. Header Field 14:	Flex. Header Field 34:
Flex. Header Field 15:	Flex. Header Field 35:
Flex. Header Field 16:	Flex. Header Field 36:
Flex. Header Field 17:	Flex. Header Field 37:
Flex. Header Field 18:	Flex. Header Field 38:
Flex. Header Field 19:	Flex. Header Field 39:
Flex. Header Field 20:	Flex. Header Field 40:

**Comment on non-collab data**

Enter a text here (up to 1024 characters)

We are not able to accept the changes to the incoterms. Please set them back again.

Back
Upload
Download
Print
Save Comment

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

The dashboard displays several key metrics:

- Orders:** 21108 Open, 1884 Supplier Accepted With Changes, 1008 Supplier Change Order Request, 34 Rejected, 587 Partially Shipped, 1195 Shipped, 389 Partially Received.
- Pending collaboration:** 2926 total, including 1884 Supplier Accepted With Changes, 1008 Supplier Change Order Request, and 34 Rejected.
- Order alerts:** 15 Collaboration rejected by supplier, 8 Comment on non-collaborative data updated (highlighted), 20 Supplier comment update, 7 Late transport.
- No goods receipt:** 28360 total, including 28355 High priority, 2 Medium, and 3 Low.
- Supplier to commit:** 2 total, including 2 Forecast alerts and 1 Supplier to commit.
- Customer to review:** 3 total, including 2 Forecast alerts and 1 Customer to review.
- Demand delta:** 11 total, including 11 Forecast alerts and 0 Demand delta.

Click the PO number.

Quick Search | Advanced Search

PO:PO alert type equal to Comment on non-collabora Delete line  
 Ignore Customer equal to Not ignored Delete line  
 Inactive since equal to Delete line  
 New/Read Customer equal to New Add line | Delete line

Search Reset

My search profiles  
 E-Mail notification Manage...

PO Alerts (1) Forecast Alerts (200) VMI Alerts (180) SBI Alerts (60) MD Alerts (700)

SupplyOn Def. View Manage... Reset all Filters

PO alert type	Priority	Supplier Site_City	Supp.Lo...	C...	ER...	PO number	P...	Scr	Cust. Mat. No.	Cust. Mat. Desc.	Supp. Mat. No.	Supplier Material ...	PO Type	PO S...
Comment on non-colla...	Medium	trg-airfoilSO_013_...	55820494	T...	1110	<b>PO-013_8</b>	010	1	CMN-013_P17	Bolt	SMN-013_P17	Bolt	OTHER	-

Back Set Ignore Set Read Download Purchase Orders Send E-Mail

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

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

Order Details for PO: PO-013\_1

PO: PO-013\_1 PO Type: OTHER Purchasing Organization: AIRB  
 Cust. Group: trg-TRAINING@ AIRBUS PO Sub-Type: - Purchasing Group: ZSI  
 Cust. Org.: TRGAIRBUK PO Document type: Manual  
 Supplier Site\_City: trg-airfoilAB\_013\_Coventry 49

Header Addresses Header Text Schedule Lines

Flex. Header Field 4: Flex. Header Field 24:  
 Flex. Header Field 5: Flex. Header Field 25:  
 Flex. Header Field 6: Flex. Header Field 26:  
 Flex. Header Field 7: Flex. Header Field 27:  
 Flex. Header Field 8: Flex. Header Field 28:  
 Flex. Header Field 9: Flex. Header Field 29:  
 Flex. Header Field 10: Flex. Header Field 30:  
 Flex. Header Field 11: Flex. Header Field 31:  
 Flex. Header Field 12: Flex. Header Field 32:  
 Flex. Header Field 13: Flex. Header Field 33:  
 Flex. Header Field 14: Flex. Header Field 34:  
 Flex. Header Field 15: Flex. Header Field 35:  
 Flex. Header Field 16: Flex. Header Field 36:  
 Flex. Header Field 17: Flex. Header Field 37:  
 Flex. Header Field 18: Flex. Header Field 38:  
 Flex. Header Field 19: Flex. Header Field 39:  
 Flex. Header Field 20: Flex. Header Field 40:

**Comment on non-collab data**

We are not able to accept the changes to the incoterms. Please set them back again.

Back Download Print Save Comment

### 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':

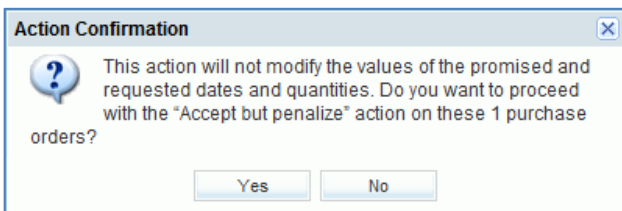
- Requested Date = 19.08.
- Requested Quantity = 30

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' but with these resulting values:

Quantities and dates			
Status:	OPEN	Unit of Measure:	PCE
Requested quantity:	30	Promised quantity:	20
Requested date:	19.08.2012	Promised date:	24.08.2012
Last Agreed Requested Quantity:	30	Last Agreed Promised Quantity:	20
Last Agreed Requested Date:	19.08.2012	Last Agreed Promised Date:	24.08.2012

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.

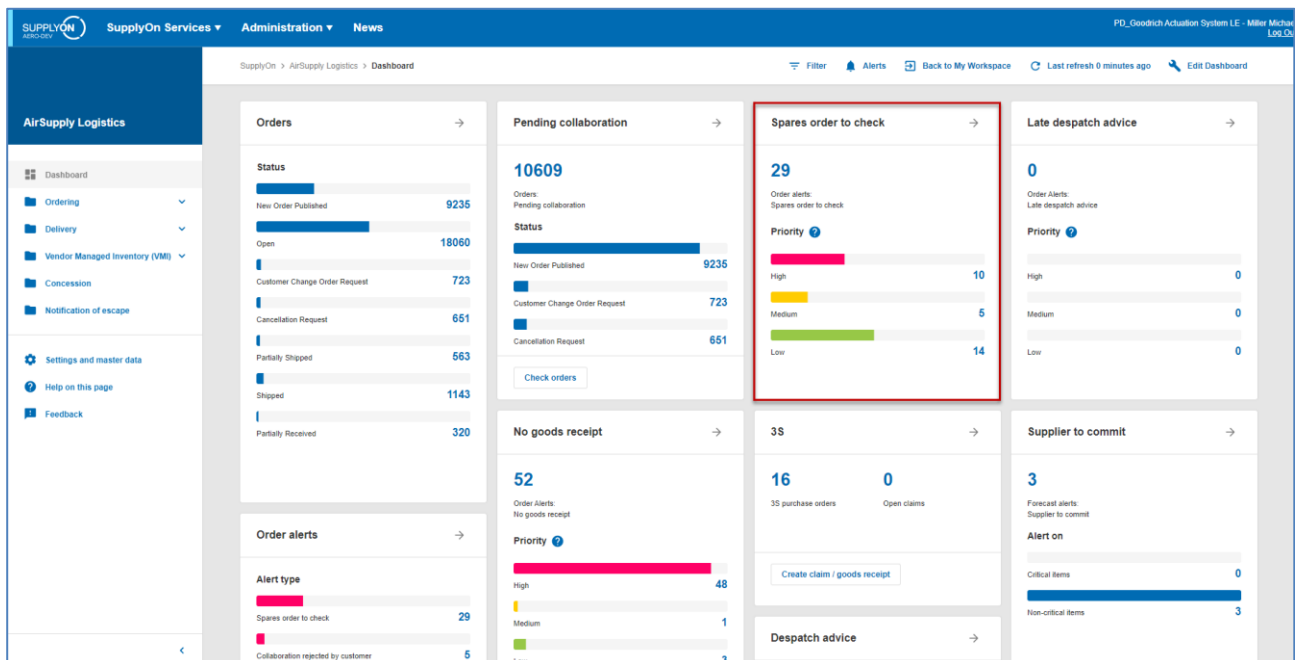
Every new Spares Purchase Order appears in the Orders card on the Dashboard, through the ‘Spares order to check’ exception. The supplier must collaborate in a short timeframe depending on the criticality alert raised in AirSupply.

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.

Quick Search | Advanced Search

PO:PO alert type	equal to	Spares order to check	<a href="#">Delete line</a>
Ignore Supplier	equal to	Not ignored	<a href="#">Delete line</a>
Inactive since	equal to		<a href="#">Delete line</a>
New/Read Supplier	equal to	New	<a href="#">Add line</a>   <a href="#">Delete line</a>

PO Alerts (2)
Forecast Alerts (16)
VMI Alerts (8)
SBI Alerts (3)
MD Alerts (26)

SupplyOn Def. View | Manage...
[Reset all Filters](#)

PO alert type	Priority	Cust. Gr...	C...	ER...	PO number	PO L...	Sche...	Cust. Mat. No.	Cust. Mat. Desc.	Supp. Mat. No.	Supplier Material ...	PO Type	PO S...	S
<input checked="" type="checkbox"/> Spares order to check	High	trg-TRAI...	T...	1110	<a href="#">PO-002_2</a>	020	1	CMN-002_P12	Brake Disc 34"	SMN-002_P12	Brake Disc Assy ...	OTHER	SPAR...	A
<input type="checkbox"/> Spares order to check	High	trg-TRAI...	T...	1110	<a href="#">PO-002_2</a>	010	1	CMN-002_P11	Brake Disc 32"	SMN-002_P11	Brake Disc Assy ...	OTHER	SPAR...	A

Back | Set Ignore | Set Read | Download | Purchase Orders | Send E-Mail

2 entries: [Select all Matches on Page](#) | [Select all Matches](#) | [Clear Selection](#)
Entries per page 50
First Previous | Page 1 of 1 | Next Last

### 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.

PO	PO Line	PO SL	Unit of ...	Reques...	Requested date	Promised q...	Promised date	Spares priority	Sales Order	Kit H...	Kit C...	Pgm. / MSN	Config. Standard	Config. V
PQ-002_2	020	1	PCE	8	28.09.2012	8	28.09.2012	AOG	400919	No	No			

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.

Order Details for PO: PO-CG-002\_3\_01

PO: PO-CG-002\_3\_01 PO Type: OTHER Purchasing Organization: AIRB  
 Cust. Group: AIRBUS S.A.S. PO Sub-Type: - Purchasing Group: ZSI  
 Cust. Org.: ASTBUYCG1LE1 PO Document type: KIT  
 Supplier Site\_City: TRAINING@ 002-SupAir\_Coentry 49

Header Addresses Header Text Schedule Lines

SupplyOn Def. View Manage... Reset all Filters

PO Line	ERP Plant	Status	Unit of ...	Requested...	Requested date	Promised qua...	Promised date	Spares priority	Kit He...	Kit Co...	Pgm. / MSN	Config. Sta
<input type="checkbox"/> 010	1110	NEW ORDER PUBLISHED	PCE	6	20.05.2011	6	20.05.2011		Yes	No		
<input type="checkbox"/> 020	1110	OPEN	PCE	12	20.05.2011	12	20.05.2011		No	Yes		
<input type="checkbox"/> 030	1110	OPEN	PCE	18	20.05.2011	18	20.05.2011		No	Yes		

3 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](#)

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:

Order Details for PO: PO-CG-002\_3\_01

PO: PO-CG-002\_3\_01 PO Type: OTHER Purchasing Organization: AIRB  
 Cust. Group: AIRBUS S.A.S. PO Sub-Type: - Purchasing Group: ZSI  
 Cust. Org.: ASTBUYCG1LE1 PO Document type: KIT  
 Supplier Site\_City: TRAINING@ 002-SupAir\_Coventry 49

Header Addresses Header Text Schedule Lines

SupplyOn Def. View Manage... Reset all Filters

PO Line	ERP Plant	Status	Unit of ...	Requested...	Requested date	Promised qua...	Promised date	Spares priority	Kit He...	Kit Co...	Pgm. / MSN	Config. Sta
<input checked="" type="checkbox"/> 010	1110	NEW ORDER PUBLISHED	PCE	6	20.05.2011	6	27.05.2011		Yes	No		
<input type="checkbox"/> 020	1110	OPEN	PCE	12	20.05.2011	12	27.05.2011		No	Yes		
<input type="checkbox"/> 030	1110	OPEN	PCE	18	20.05.2011	18	20.05.2011		No	Yes		

3 entries: Select all Matches on Page | Select all Matches | Clear Sel... Entries per page 10 | First Previous | Page 1 of 1 | Next Last

Modify Accept

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

Order Details for PO: PO-CG-002\_3\_01

PO: PO-CG-002\_3\_01 PO Type: OTHER Purchasing Organization: AIRB  
 Cust. Group: AIRBUS S.A.S. PO Sub-Type: - Purchasing Group: ZSI  
 Cust. Org.: ASTBUYCG1LE1 PO Document type: KIT  
 Supplier Site\_City: TRAINING@ 002-SupAir\_Coventry 49

Header Addresses Header Text Schedule Lines

SupplyOn Def. View Manage... Reset all Filters

PO Line	ERP Plant	Status	Unit of ...	Requested...	Requested date	Promised qua...	Promised date	Spares priority	Kit He...	Kit Co...	Pgm. / MSN	Config. Sta
<input checked="" type="checkbox"/> 010	1110	SUPPLIER ACCEPTED WITH C...	PCE	6	20.05.2011	6	27.05.2011		Yes	No		
<input type="checkbox"/> 020	1110	SUPPLIER CHANGE ORDER R...	PCE	12	20.05.2011	12	27.05.2011		No	Yes		
<input type="checkbox"/> 030	1110	SUPPLIER CHANGE ORDER R...	PCE	18	20.05.2011	18	27.05.2011		No	Yes		

3 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

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

The screenshot displays the SupplyOn interface for managing Purchase Orders. At the top, there is a search filter section with the following details:

- Active filter: *Supplyon Default*
- Search options: [Quick Search](#) | [Advanced Search](#)
- Filter criteria: Status: [dropdown] equal to [dropdown] PARTIALLY SHIPPED [dropdown] | [Add line](#) | [Delete line](#)
- Buttons: [Search](#) | [Reset](#)
- My search profiles: [dropdown] | [Manage...](#)

The main content area shows a table of Purchase Orders under the heading "Purchase Orders". The table has the following columns: PO, PO Line, PO SL, Unit of..., Requested..., Requested date, Promised qua..., Promised date, Spares priority, Kit He..., Kit Co..., Pgm. / MSN, and Config. Standard.

PO	PO Line	PO SL	Unit of ...	Requested...	Requested date	Promised qua...	Promised date	Spares priority	Kit He...	Kit Co...	Pgm. / MSN	Config. Standard
<input checked="" type="checkbox"/>	PO-P-002_1_01	090	1	PCE	34	25.05.2011	34	25.05.2011	No	No		

At the bottom of the interface, there is an action bar with the following elements:

- Buttons: [Back](#) | [Details](#) | [History](#) | [Upload](#) | [Download](#) | [Print](#) | [Related Documents](#)
- Dropdown menu: [Actions](#) | [Send E-Mail](#) | [Split](#)
- Highlighted button: [Modify](#)
- Footer: 1 entry: [Select all Matches on Page](#) | [Select all Matches](#) | [Clear Selection](#) | Entries per page: 10 | Page 1 of 1 | [Next](#) | [Last](#)

### 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.

PO	PO Line	PO SL	PO Type	PO Sub-Type	Split Schedule Line	PO Document...	Cust. Group	Cust. Org.	ERP Plant	Ord. Off. Nan
PO-027_1	090	1	OTHER	-	No	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillin
PO-027_1	100	1	OTHER	-	No	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillin
PO-027_10	010	1	OTHER	-	Yes	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillin
PO-027_10	020	1	OTHER	-	No	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillin
PO-027_10	010	2	OTHER	-	Yes	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillin
PO-027_11	010	1	OTHER	-	No	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillin
PO-027_11	020	1	OTHER	-	No	Manual	trg-TRAINING@...	TRGCU...	1110	Judy Jillin

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'

Quick Search | Advanced Search

Search | Reset

Add line | Delete line

My search profiles | Manage...

Purchase Orders

SupplyOn Def. View | Manage... | Reset all Filters

PO	PO Line	PO SL	PO Type	PO Sub-Type	PO Document L...	Cust. Group	Customer Organization	ERP Plant	Ord. Off. Name	Ord. Off. Phone
DKO 120803_02	010	1	OTHER	-	Manual	AIRBUS	Airbus France	FAL	Charlie Dean	+49 40 123456789
DKO 120803_03	010	1	OTHER	-	Manual	AIRBUS	Airbus France	FAL	Charlie Dean	+49 40 123456789
PERF PO XML PERF...	10	1	OTHER	-	Manual	AIRBUS	Airbus France	FAL	Charlie Dean	+49 40 123456789
PERF PO XML PERF...	11	1	OTHER	-	Manual	AIRBUS	Airbus France	FAL	Charlie Dean	+49 40 123456789
PERF PO XML PERF...	12	1	OTHER	-	Manual	AIRBUS	Airbus France	FAL	Charlie Dean	+49 40 123456789
PERF PO XML PERF...	13	1	OTHER	-	Manual	AIRBUS	Airbus France	FAL	Charlie Dean	+49 40 123456789
PERF PO XML PERF...	14	1	OTHER	-	Manual	AIRBUS	Airbus France	FAL	Charlie Dean	+49 40 123456789
PERF PO XML PERF...	15	1	OTHER	-	Manual	AIRBUS	Airbus France	FAL	Charlie Dean	+49 40 123456789
PERF PO XML PERF...	16	1	OTHER	-	Manual	AIRBUS	Airbus France	FAL	Charlie Dean	+49 40 123456789
PERF PO XML PERF...	17	1	OTHER	-	Manual	AIRBUS	Airbus France	FAL	Charlie Dean	+49 40 123456789
PERF PO XML PERF...	18	1	OTHER	-	Manual	AIRBUS	Airbus France	FAL	Charlie Dean	+49 40 123456789
PERF PO XML PERF...	19	1	OTHER	-	Manual	AIRBUS	Airbus France	FAL	Charlie Dean	+49 40 123456789
PERF PO XML PERF...	20	1	OTHER	-	Manual	AIRBUS	Airbus France	FAL	Charlie Dean	+49 40 123456789
PERF PO XML PERF...	21	1	OTHER	-	Manual	AIRBUS	Airbus France	FAL	Charlie Dean	+49 40 123456789
PERF PO XML PERF...	22	1	OTHER	-	Manual	AIRBUS	Airbus France	FAL	Charlie Dean	+49 40 123456789

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

140 entries: Select all Matches on Page | Select all Matches | Clear Selection | Entries per page: 50 | Page 1 of 3 | Next | Last

- 'PO Details' and 'Schedule Lines' tab

Order Details for PO: Rel2012\_SKA01\_SEC\_M2M\_DL

PO: Rel2012\_SKA01\_SEC\_M2M\_DL | PO Type: OTHER | Purchasing Organization: BAEP  
 Cust. Group: AIRBUS | PO Sub-Type: - | Purchasing Group: B09  
 Cust. Org.: AFR1 | PO Document type: Manual  
 Supplier Site\_City: Honeywell R\_Redmond

Header | Addresses | Header Text | **Schedule Lines**

SupplyOn Def. View | Manage... | Reset all Filters

PO Line	ERP Plant	PO SL	Ord. Off. Name	Ord. Off. Phone	Cust. Mat. No.	Cust. Mat. Desc.	Supp. Mat. No.	Supplier Material Descript
0010	FAL	1	Charlie Dean	+49 40 123456789	POGR1	Manual - Model 30/50		

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

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

### 3.4.7.2 Examples of PO split with system behaviour

#### 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 **1** and clicking the 'Split' button **2**, a pop-up window opens, as shown below:

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
<input checked="" type="checkbox"/>	20	1	TOF	NEW ORDER PUB...	95 05.04.2013	95	05.04.2013		0	95			0	95 Df
<input type="checkbox"/>	30	1	TOF	NEW ORDER PUB...	45 05.04.2013	45	05.04.2013		0	45			0	45 Df
<input type="checkbox"/>	40	1	TOF	NEW ORDER PUB...	7 05.04.2013	7	05.04.2013		0	7			0	7 Df
<input type="checkbox"/>	50	1	TOF	NEW ORDER PUB...	23 05.04.2013	23	05.04.2013		0	23			0	23 Df

4 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**

Split of Purchase Order Schedule Line TST-DELREQ-0124 / 20 / 1

Original SL

Original SL	1	Requested quantity	95	Requested date	05.04.2013
		Promised quantity	95	Promised date	05.04.2013

Preview of original and new SL after split action

Please note that the new requested quantity of 999999 is just an interims value which will not apply during the following collaboration steps.

Changed original SL	1	Requested quantity	95	Requested date	05.04.2013
		Promised quantity	94	Promised date	05.04.2013
New SL	2	Requested quantity	999999	Requested date	05.04.2013
		Promised quantity	1	Promised date	05.04.2013

Cancel Save

#### 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'.

- 1 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.
- 2 Text line where error message(s) can appear.
- 3 Original Schedule Line information on Requested / Promised quantity and Requested / Promised date. The information is not editable by the supplier user.
- 4 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.
- 5 Requested quantity / date of the changed original Schedule Line and the new Schedule Line. The information is not editable by the supplier user.
- 6 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.
- 7 'Save' button to confirm and save the split action.
- 8 '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 1 before clicking 'Save' 2.

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 1.

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 D
40	1	TOF	NEW ORDER PUB...	7	05.04.2013	7	05.04.2013		0	7			0	7 D
50	1	TOF	NEW ORDER PUB...	23	05.04.2013	23	05.04.2013		0	23			0	23 D
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 of 1 | 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].

Quick Search Advanced Search

cl\_Doc\_P13\_2018 Search Reset My search profiles

Purchase Orders

SupplOn Def View Manage... Reset all Filters

PO	PO Line	PO SL	Status	Original Schedule Line before split	Unit of...	Requeste...	Requested D...	Promised Ou...	Promised Date	Priority	Kit ...	Kit ...	Kit
PO_Create_Direct_ID...	00010	00001	RECEIVED		PCE	6	06.10.2018	6	06.10.2018		No	No	Nc
PO_Create_Direct_ID...	00010	00002	OPEN		PCE	4	06.10.2018	4	06.10.2018		No	No	Nc
PO_Create_Direct_ID...	00010	00003	SUPPLIER ACCEPTED WITH ...		PCE	6	06.10.2018	10	06.10.2018		No	No	Nc
PO_Create_Direct_ID...	00010	00004	SUPPLIER ACCEPTED WITH ...	00002	PCE	999 999	06.10.2018	2	15.11.2018		No	No	Nc

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

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

### 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:

PO	PO Line	PO SL	Unit of ...	Requested...	Requested date	Promised qua...	Promised date	Spares priority	Sales Order	Kit He...	Kit Co...	Pi
❶	TST-DELREQ-0008	20	1	ORDER PUBLISHED	U1	95	05.04.2013	95	05.04.2013	No	No	
	TST-DELREQ-0008	30	1	ORDER PUBLISHED	U1	45	05.04.2013	45	05.04.2013	No	No	
	TST-DELREQ-0008	40	1	ORDER PUBLISHED	U1	7	05.04.2013	7	05.04.2013	No	No	
	TST-DELREQ-0008	50	1	ORDER PUBLISHED	U1	23	05.04.2013	23	05.04.2013	No	No	

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.

**Split of Purchase Order Schedule Line TST-DELREQ-0008 / 20 / 1**

Original SL

Original SL	1	Requested quantity	95	Requested date	05.04.2013
		Promised quantity	95	Promised date	05.04.2013

Preview of original and new SL after split action

Please note that the new requested quantity of 999999 is just an interim value which will not apply during the following collaboration steps.

Changed original SL	1	Requested quantity	95	Requested date	05.04.2013
		Promised quantity	❶ 94	Promised date	❶ 05.04.2013
New SL	❷ 2	Requested quantity	999999	Requested date	05.04.2013
		Promised quantity	❶ 1	Promised date	❶ 05.04.2013

Cancel Save ❷

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

① Action performed successfully. PO schedule line 'TST-DELREQ-0008 / 20 / 1' was split, new line is 'TST-DELREQ-0008 / 20 / 2'.

Quick Search | Advanced Search

PO [ ] contains [ ] TST-DELREQ-0008 Add line | Delete line

Search | Reset

My search profiles [ ] Manage...

Purchase Orders

SupplyOn Def. View [ ] Manage... [ ] Reset all Filters

PO	PO Line	PO SL		Unit of ...	Requested...	Requested date	Promised qua...	Promised date	Spares priority	Sales Order	Kit He...	Kit Co... P
<input checked="" type="checkbox"/>	TST-DELREQ-0008	20	1	LIER ACCEPTED WITH C...	U1	95	05.04.2013	94	05.04.2013		No	No
<input type="checkbox"/>	TST-DELREQ-0008	30	1	ORDER PUBLISHED	U1	45	05.04.2013	45	05.04.2013		No	No
<input type="checkbox"/>	TST-DELREQ-0008	40	1	ORDER PUBLISHED	U1	7	05.04.2013	7	05.04.2013		No	No
<input type="checkbox"/>	TST-DELREQ-0008	50	1	ORDER PUBLISHED	U1	23	05.04.2013	23	05.04.2013		No	No
<input type="checkbox"/>	TST-DELREQ-0008	20	2	LIER ACCEPTED WITH C...	U1	999 999	05.04.2013	1	05.04.2013		No	No

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

5 entries: Select all Matches on Page | Select all Matches | Clear Selection

Entries per page 50

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The initial Purchase Order Schedule Line ① is still selected.

Quick Search | Advanced Search

PO [ ] contains [ ] TST-DELREQ-0008 Add line | Delete line

Search | Reset

My search profiles [ ] Manage...

Purchase Orders

SupplyOn Def. View [ ] Manage... [ ] Reset all Filters

PO	PO Line	PO SL		Unit of ...	Requested...	Requested date	Promised qua...	Promised date	Spares priority	Sales Order	Kit He...	Kit Co... P
<input checked="" type="checkbox"/>	TST-DELREQ-0008	20	1	LIER ACCEPTED WITH C...	U1	95	05.04.2013	94	05.04.2013		No	No
<input type="checkbox"/>	TST-DELREQ-0008	30	1	ORDER PUBLISHED	U1	45	05.04.2013	45	05.04.2013		No	No
<input type="checkbox"/>	TST-DELREQ-0008	40	1	ORDER PUBLISHED	U1	7	05.04.2013	7	05.04.2013		No	No
<input type="checkbox"/>	TST-DELREQ-0008	50	1	ORDER PUBLISHED	U1	23	05.04.2013	23	05.04.2013		No	No
<input type="checkbox"/>	TST-DELREQ-0008	20	2	LIER ACCEPTED WITH C...	U1	999 999	05.04.2013	1	05.04.2013		No	No

Back | Details | History | Upload | Download | Print | Related Documents | Actions | Send E-Mail | Split ②

5 entries: Select all Matches on Page | Select all Matches | Clear Selection

Entries per page 50

First Previous | Page 1 of 1 | Next Last

Click again the 'Split' button ② to get the pop-up window and initiate the creation of PO Schedule Line 3, as follows:



**Split of Purchase Order Schedule Line TST-DELREQ-0008 / 20 / 1**

Original SL			
Original SL	1	Requested quantity	95
		Requested date	05.04.2013
		Promised quantity	94
		Promised date	05.04.2013

**Preview of original and new SL after split action**

Please note that the new requested quantity of 999999 is just an interim value which will not apply during the following collaboration steps.

Changed original SL	1	Requested quantity	95	Requested date	05.04.2013
		Promised quantity	94	Promised date	05.04.2013
New SL	3	Requested quantity	999999	Requested date	05.04.2013
		Promised quantity	1	Promised date	05.04.2013

Buttons: Cancel, Save

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 ①.

Click 'Save' ②.

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

① Action performed successfully. PO schedule line 'TST-DELREQ-0008 / 20 / 1' was split, new line is 'TST-DELREQ-0008 / 20 / 3'.

Quick Search | Advanced Search

PO: TST-DELREQ-0008 | Search | Reset

My search profiles: Manage...

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

PO	PO Line	PO SL	Unit of ...	Requested...	Requested date	Promised qua...	Promised date	Spares priority	Sales Order	Kit He...	Kit Co...	P
✓	TST-DELREQ-0008	20	1	LIER ACCEPTED WITH C...	U1	95	05.04.2013	94	05.04.2013	No	No	
☐	TST-DELREQ-0008	30	1	ORDER PUBLISHED	U1	45	05.04.2013	45	05.04.2013	No	No	
☐	TST-DELREQ-0008	40	1	ORDER PUBLISHED	U1	7	05.04.2013	7	05.04.2013	No	No	
☐	TST-DELREQ-0008	50	1	ORDER PUBLISHED	U1	23	05.04.2013	23	05.04.2013	No	No	
☐	TST-DELREQ-0008	20	2	LIER ACCEPTED WITH C...	U1	999 999	05.04.2013	1	05.04.2013	No	No	
☐	TST-DELREQ-0008	20	3	LIER ACCEPTED WITH C...	U1	999 999	05.04.2013	1	05.04.2013	No	No	

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

You can now modify the initial values for Promised quantity / date of the changed original Schedule Line and the two new Schedule Lines ①.

Quick Search | Advanced Search

PO [v] contains [v] TST-DELREQ-0008 Add line | Delete line

Search | Reset

My search profiles [v] Manage... [v]

---

Purchase Orders

SupplyOn Def. View [v] Manage... [v] Reset all Filters

PO	PO Line	PO SL	Unit of ...	Requested...	Requested date	Promised qua...	Promised date	Spares priority	Sales Order	Kit He...	Kit Co...	Pi
<input checked="" type="checkbox"/>	TST-DELREQ-0008	20	1	JER ACCEPTED WITH C...	U1	95	05.04.2013	50	05.04.2013		No	No
<input type="checkbox"/>	TST-DELREQ-0008	30	1	ORDER PUBLISHED	U1	45	05.04.2013	45	05.04.2013	1	No	No
<input type="checkbox"/>	TST-DELREQ-0008	40	1	ORDER PUBLISHED	U1	7	05.04.2013	7	05.04.2013		No	No
<input type="checkbox"/>	TST-DELREQ-0008	50	1	ORDER PUBLISHED	U1	23	05.04.2013	23	05.04.2013		No	No
<input checked="" type="checkbox"/>	TST-DELREQ-0008	20	2	JER ACCEPTED WITH C...	U1	999 999	05.04.2013	25	26.04.2013		No	No
<input checked="" type="checkbox"/>	TST-DELREQ-0008	20	3	JER ACCEPTED WITH C...	U1	999 999	05.04.2013	20	17.05.2013		No	No

2

Modify [v]

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

6 entries: [Select all Matches on Page](#) | [Select all Matches](#) | [Clear Selection](#) Entries per page 50 | Page 1 of 1 | Next Last

Select the 'Actions' button and click 'Modify' 2.

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) **1**.
- 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) **2**.

The example below shows an example of the above process:

Quick Search | Advanced Search

PO contains PO-Split-Pascal Add line | Delete line

My search profiles: Pascal Manage...

Purchase Orders

SupplyOn Def. View Manage... Reset all Filters

PO	PO Line	PO SL	Status	Unit of ...	Requested...	Requested date	Promised qua...	Promised date	Spares priority	Sales Order	Kit He...	Kit
PO-Split-Pascal-4	10	1	OPEN	U1	10	21.03.2014	10	21.03.2014			No	
PO-Split-Pascal-4	20	1	SUPPLIER CHANGE ORDER R...	U1	10,5	31.03.2014	9,5	31.03.2014			No	
PO-Split-Pascal-4	30	1	OPEN	U1	10	10.04.2014	10	10.04.2014			No	
PO-Split-Pascal-4	20	2	SUPPLIER ACCEPTED WITH C...	U1	999 999	31.03.2014	1	31.03.2014			No	
PO-Split-Pascal-5	10	1	SUPPLIER ACCEPTED WITH C...	U1	10	21.03.2014	9	21.03.2014			No	
PO-Split-Pascal-5	20	1	OPEN	U1	10,5	31.03.2014	10,5	31.03.2014			No	
PO-Split-Pascal-5	30	1	OPEN	U1	10	10.04.2014	10	10.04.2014			No	
PO-Split-Pascal-5	10	2	SUPPLIER ACCEPTED WITH C...	U1	999 999	21.03.2014	1	21.03.2014			No	
PO-Split-Pascal-6	10	1	PARTIALLY SHIPPED	U1	10	22.03.2014	10	22.03.2014			No	
PO-Split-Pascal-6	20	1	PARTIALLY RECEIVED	U1	10,5	01.04.2014	10,5	01.04.2014			No	
PO-Split-Pascal-6	30	1	RECEIVED	U1	10	11.04.2014	10	11.04.2014			No	
PO-Split-Pascal-7	10	1	OPEN	U1	10	22.03.2014	10	22.03.2014			No	
PO-Split-Pascal-7	20	1	OPEN	U1	10,5	01.04.2014	10,5	01.04.2014			No	
PO-Split-Pascal-7	30	1	OPEN	U1	10	11.04.2014	10	11.04.2014			No	
PO-Split-Pascal-8	10	1	OPEN	U1	10	22.03.2014	10	22.03.2014			No	

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

Purchase Orders

SupplyOn Def. View Manage... Reset all Filters

PO	PO Line	PO SL	ncy	Shipped Quantity	Remaining Quantity to be Shipped	Received Quantity	Remaining Quantity to be Received	PO Head...	PO Lin...	PO SL Creat
PO-Split-Pascal-4	10	1		0	10	0	10	Yes	Yes	30.03.20
PO-Split-Pascal-4	20	1		0	10,5	0	10,5	Yes	Yes	30.03.20
PO-Split-Pascal-4	30	1		0	10	0	10	Yes	Yes	30.03.20
PO-Split-Pascal-4	20	2		0	10,5	0	10,5	Yes	Yes	30.03.20
PO-Split-Pascal-5	10	1		0	10	0	10	Yes	Yes	30.03.20
PO-Split-Pascal-5	20	1		0	10,5	0	10,5	Yes	Yes	30.03.20
PO-Split-Pascal-5	30	1		0	10	0	10	Yes	Yes	30.03.20
PO-Split-Pascal-5	10	2		0	10	0	10	Yes	Yes	30.03.20
PO-Split-Pascal-6	10	1		5	5	0	10	Yes	Yes	31.03.20
PO-Split-Pascal-6	20	1		5	5,5	5	5,5	Yes	Yes	31.03.20
PO-Split-Pascal-6	30	1		10	0	10	0	Yes	Yes	31.03.20
PO-Split-Pascal-7	10	1		0	10	0	10	Yes	Yes	31.03.20
PO-Split-Pascal-7	20	1		0	10,5	0	10,5	Yes	Yes	31.03.20
PO-Split-Pascal-7	30	1		0	10	0	10	Yes	Yes	31.03.20
PO-Split-Pascal-8	10	1		0	10	0	10	Yes	Yes	31.03.20

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

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

Original SL					
Original SL	1	Requested quantity	10.5	Requested date	01.04.2014
		Promised quantity	10.5	Promised date	01.04.2014

Preview of original and new SL after split action  
Please note that the new requested quantity of 999999 is just an interims value which will not apply during the following collaboration steps.

Changed original SL					
Changed original SL	1	Requested quantity	10.5	Requested date	01.04.2014
		Promised quantity	5	Promised date	01.04.2014

New SL					
New SL	2	Requested quantity	999999	Requested date	01.04.2014
		Promised quantity	5,5	Promised date	01.04.2014

Buttons: Cancel, Save

#### 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

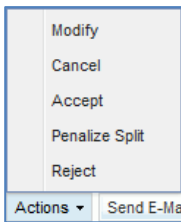
The split action from 'CCOR' is only possible if your customer authorizes a supplier status change from 'CCOR' to 'SCOR'. Refer to the Customer Matrix for more details.

#### 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.

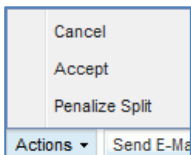
For the changed original Schedule Line, the customer must select the 'Actions' button and click one of the following menus: 'Modify', 'Cancel', 'Accept', 'Penalize Split' or 'Reject'.



### 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

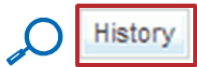
AirSupply provides access to the 'Purchase Order History' screen.

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 screenshot shows a table of Purchase Orders with columns: PO Line, PO SL, Unit of Measure, Reques..., Requested date, Promised date, Spares priority, Header Com..., Sales Order, Kit H..., Kit C..., Pgm. / MSN, and Config. Stan. The 'History' button in the bottom toolbar is highlighted with a magnifying glass and a red box.



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

The screenshot shows the 'Purchase Order History' screen for PO-002\_7. The change history table is as follows:

Change-ID	Timestamp	Field	Old value	New value	User's name	User ID	Action	Source
CL-1820280	18.08.2012 09:32	Header Text	This purchase order i...		SYSTEM	SYSTEM	Modified	Import PO
CL-1820280	18.08.2012 09:32	Line Incoterm	DDU	DDP	SYSTEM	SYSTEM	Modified	Import PO
CL-1819700	18.08.2012 09:31	Line Incoterm Description	Delivery Duty Unpaid	Delivery Duty Paid	SYSTEM	SYSTEM	Modified	Import PO
CL-1819700	18.08.2012 09:31	Promised date	06.09.2012 23:59:59	13.09.2012 23:59:59	SYSTEM	SYSTEM	Modified	Supplier Accept
CL-1819700	18.08.2012 09:31	Status	NEW ORDER PUBLI...	OPEN	SYSTEM	SYSTEM	Modified	Supplier Accept

The 'Line Incoterm' field in the second row is highlighted with a red box.

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 **1**, if there are changes on Promised date and/or Promised quantity.
- New Schedule Line **2**, 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.

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	<b>1</b> 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	D
40	1	TOF	NEW ORDER PUB...	7	05.04.2013	7	05.04.2013		0	7			0	7	D
50	1	TOF	NEW ORDER PUB...	23	05.04.2013	23	05.04.2013		0	23			0	23	D
20	2	TOF	<b>2</b> 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

### PO history of the changed original Schedule Line

Purchase Order History

SupplyOn Def. View Manage... Reset all Filters

Change history for: AIRB/AFR/TOF/TST-DELREQ-0124 20/1 - Changes from 02.04.2013 to 02.04.2014 Search

Change-ID	Timestamp	Field	Old value	New value	User's name
CL-1939501	02.04.2014 10:56	Promised quantity	95	65	Kathy Peterson
CL-1939501	02.04.2014 10:56	Status	NEW ORDER PUBLISHED	SUPPLIER ACCEPTED WITH CHA...	Kathy Peterson

## PO history of the new Schedule Line

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					
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

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.

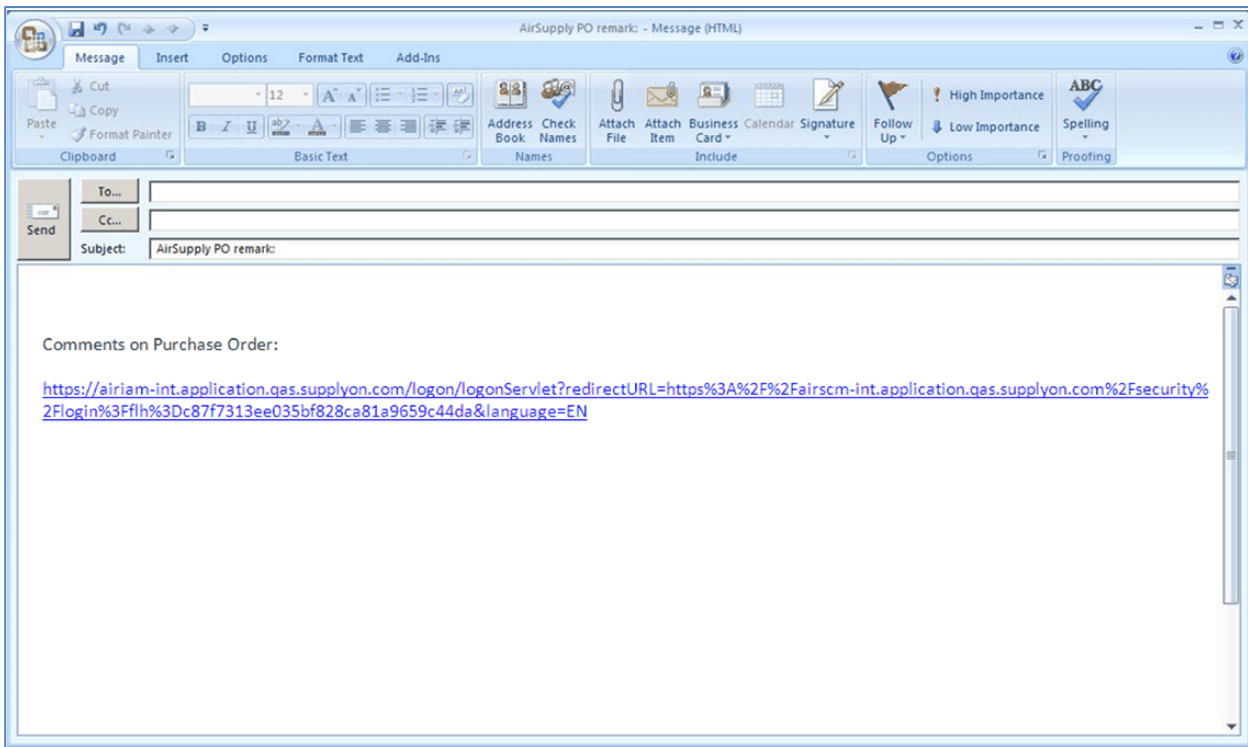
You can do this to inform another AirSupply user about the actual situation of a PO line in AirSupply following a quantity or date change. This functionality is useful if there are potential issues during a PO collaboration cycle.

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.

The screenshot shows the 'PO Alerts' section of the AirSupply interface. At the top, there are search filters and buttons for 'Add line' and 'Delete line'. Below the search area, there are tabs for different alert types: PO Alerts (158), Forecast Alerts (882), VMI Alerts (42), SBI Alerts (3), and MD Alerts (267). A table of alerts is displayed with columns for alert type, priority, customer group, ERP, PO number, and other details. The first row, 'No goods receipt', is selected with a red checkbox. At the bottom of the table, there is a 'Send E-Mail' button, also highlighted with a red box. The interface includes pagination controls at the bottom, showing '158 entries' and 'Page 1 of 16'.

PO alert type	Priority	Cust. Gro...	Cu...	ERP ...	PO number	PO... S...	Cust. Mat. No.	Cust. Mat. Desc.	Supp. Mat. No.	Supplier Material ...	PO Type	PO Su...
<input checked="" type="checkbox"/> No goods receipt	High	AIRBUS ...	AS...	1110	PO-P-002_1_01	100 1	CMN-P-002_P10...	CABIN ATTENDANT SEA...	SMN-P-002_P1...	AIRB7S67#CABIN ...	OTHER	-
<input type="checkbox"/> Collab. rejected by custo...	Medium	AIRBUS ...	AS...	1110	PO-P-002_3_01	020 1	CMN-P-002_P14...	STIFFENER-VERTICAL	SMN-P-002_P1...	RIGIDI. VERT. CO...	OTHER	-
<input type="checkbox"/> Collab. rejected by custo...	Medium	AIRBUS ...	AS...	1110	PO-P-002_3_01	030 1	CMN-P-002_P15...	STIFFENER-LATERAL	SMN-P-002_P1...	RIGIDI. LAT. COST...	OTHER	-
<input type="checkbox"/> Collab. rejected by custo...	Medium	AIRBUS ...	AS...	1110	PO-P-002_3_01	010 1	CMN-P-002_P13...	VERT. COST.15 DEL.	SMN-P-002_P1...	KIT DE COMPOSY...	OTHER	-
<input type="checkbox"/> No goods receipt	High	AIRBUS ...	AS...	1110	PO-all-002_6_01	210 1	CMN-all-002_FC1...	TUBE TA5070 3X6 B; WA...	SMN-all-002_F...	TA5070 3X6 TUBE	CALLUP	-
<input type="checkbox"/> No goods receipt	High	AIRBUS ...	AS...	1110	PO-all-002_6_01	200 1	CMN-all-002_FC1...	TUBE TA5070 3X6 B; WA...	SMN-all-002_F...	TA5070 3X6 TUBE	CALLUP	-
<input type="checkbox"/> No goods receipt	High	AIRBUS ...	AS...	1110	PO-all-002_6_01	190 1	CMN-all-002_FC1...	TUBE TA5070 3X6 B; WA...	SMN-all-002_F...	TA5070 3X6 TUBE	CALLUP	-
<input type="checkbox"/> Accepted by customer b...	Medium	AIRBUS ...	AS...	1110	PO-P-002_1_01	040 1	CMN-P-002_P04...	CABIN ATTENDANT SEA...	SMN-P-002_P0...	AIRB7S44#CABIN ...	OTHER	-
<input type="checkbox"/> New SUPPLIER ACCEP...	Medium	AIRBUS ...	AS...	1110	PO-R-002_1_01	050 1	CMN-R-002_P05...	CABIN ATTENDANT SEA...	SMN-R-002_P0...	AIRB7S53#CABIN ...	OTHER	-
<input type="checkbox"/> No goods receipt	High	AIRBUS ...	AS...	1110	PO-all-002_6_01	180 1	CMN-all-002_FC1...	TUBE TA5070 3X6 B; WA...	SMN-all-002_F...	TA5070 3X6 TUBE	CALLUP	-

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.



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:

The screenshot shows the 'Purchase orders' interface. At the top, there are search and filter options. Below, a table lists purchase orders with columns for PO Line, PO SL, P2P, PO Type, PO Sub-Type, PO Document, Cust. Group, Cust. Org, ERP Plant, Ord. Off. Name, Ord. Off. Phone, Ord. Off. E-mail, and Supplier Planner. A dropdown menu is open over the table, showing several download options: 'PO Schedule Lines full (CSV)', 'PO Schedule Lines full (XLSX)', 'Displayed plus key columns (CSV)', 'Displayed plus key columns (XLSX)', 'Displayed Columns Only (CSV)', 'Displayed Columns Only (XLSX)', and 'PO History full (CSV)'. The 'PO Schedule Lines full (XLSX)' option is highlighted. At the bottom, there are buttons for 'Back', 'Details', 'History', 'Download', 'Upload', 'Print', 'Related Documents', 'Actions', 'Stop counting as "NewForSupplier"', 'Send E-Mail', and 'Split'. A status bar at the bottom indicates 'more than 5000 entries' and provides pagination controls.

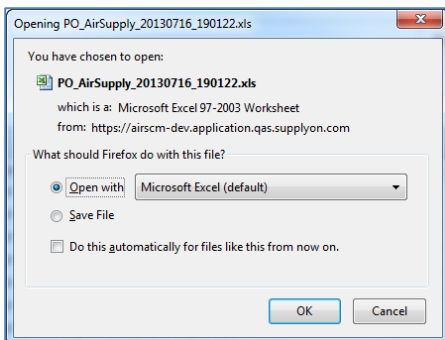
Explanation of the download options:

'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.

PO Line	PO SL	PO Type	PO Sub-Type	PO Document	Cust. Group	Customer Organization	ERP Plant	Ord. Off. Name	Ord. Off. Phone	Supplier Planner
<a href="#">PO-002_1</a>	010	1	OTHER	-	Manual	trg-TRAINING@ C...	trg-TRAINING@ CUSTO...	1110	Judy Jillings	+44 1179 69 3832
<a href="#">PO-002_1</a>	020	1	OTHER	-	Manual	trg-TRAINING@ C...	trg-TRAINING@ CUSTO...	1110	Judy Jillings	+44 1179 69 3832
<a href="#">PO-002_1</a>	030	1	OTHER	-	Manual	trg-TRAINING@ C...	trg-TRAINING@ CUSTO...	1110	Judy Jillings	+44 1179 69 3832
<a href="#">PO-002_1</a>	040	1	OTHER	-	Manual	trg-TRAINING@ C...	trg-TRAINING@ CUSTO...	1110	Judy Jillings	+44 1179 69 3832
<a href="#">PO-002_1</a>	050	1	OTHER	-	Manual	trg-TRAINING@ C...	trg-TRAINING@ CUSTO...	1110	Judy Jillings	+44 1179 69 3832
<a href="#">PO-002_1</a>	070	1	OTHER	-	Manual	trg-TRAINING@ C...	trg-TRAINING@ CUSTO...	1110	Judy Jillings	+44 1179 69 3832
<a href="#">PO-002_1</a>	090	1	OTHER	-	Manual	trg-TRAINING@ C...	trg-TRAINING@ CUSTO...	1110	Judy Jillings	+44 1179 69 3832
<a href="#">PO-002_1</a>	100	1	OTHER	-	Manual	trg-TRAINING@ C...	trg-TRAINING@ CUSTO...	1110	Judy Jillings	+44 1179 69 3832
<a href="#">PO-002_2</a>	010	1	OTHER	SPARES	Manual	trg-TRAINING@ C...	trg-TRAINING@ CUSTO...	1110	Judy Jillings	+44 1179 69 3832
<a href="#">PO-002_2</a>	020	1	OTHER	SPARES	Manual	trg-TRAINING@ C...	trg-TRAINING@ CUSTO...	1110	Judy Jillings	+44 1179 69 3832
<a href="#">PO-002_3</a>	010	1								

- From the 'Schedule Lines' tab displayed, select all the lines.
- Click the dropdown menu 'Download' and choose one of the download options.

PO Line	ERP Plant	PO SL	Ord. Off. Name	Ord. Off. Phone	Cust. Mat. No.	Cust. Mat. Desc.	Supp. Mat. No.	Supplier Material Description	Status
<input checked="" type="checkbox"/> 010	1110	1	Judy Jillings	+44 1179 69 3832	CMN-002_P01	CABIN ATTENDANT SEAT Type A	SMN-002_P01	AIRB5512#CABIN ATTENDANT ...	RECEIVED
<input checked="" type="checkbox"/> 020	1110	1	Judy Jillings	+44 1179 69 3832	CMN-002_P02	CABIN ATTENDANT SEAT Type B	SMN-002_P02	AIRB7514#CABIN ATTENDANT ...	PARTIALLY SHIP
<input checked="" type="checkbox"/> 030	1110	1	Judy Jillings	+44 1179 69 3832	CMN-002_P03	CABIN ATTENDANT SEAT Type C	SMN-002_P03	AIRB7517#CABIN ATTENDANT ...	OPEN
<input checked="" type="checkbox"/> 040	1110	1	Judy Jillings	+44 1179 69 3832	CMN-002_P04	CABIN ATTENDANT SEAT Type D	SMN-002_P04	AIRB7544#CABIN ATTENDANT ...	SUPPLIER CHAN
<input checked="" type="checkbox"/> 050	1110	1	Judy Jillings	+44 1179 69 3832	CMN-002_P05	CABIN ATTENDANT SEAT Type E	SMN-002_P05	AIRB7553#CABIN ATTENDANT ...	NEW ORDER PU
<input checked="" type="checkbox"/> 070	1110	1	Judy Jillings	+44 1179 69 3832	CMN-002_P07	CABIN ATTENDANT SEAT Type G	SMN-002_P07	AIRB7557#CABIN ATTENDANT ...	OPEN
<input checked="" type="checkbox"/> 090	1110	1	Judy Jillings	+44 1179 69 3832	CMN-002_P09	CABIN ATTENDANT SEAT Type J	SMN-002_P09	AIRB7562#CABIN ATTENDANT ...	CUSTOMER CHA
<input checked="" type="checkbox"/> 100	1110	1	Judy Jillings	+44 1179 69 3832	CMN-002_P10	CABIN ATTENDANT SEAT Type K	SMN-002_P10	AIRB7567#CABIN ATTENDANT ...	CANCELLATION

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

	A	B	C	D	E	F	G	
1	PO Line	ERP Plant	PO SL	Ord. Off. Name	Ord. Off. Phone	Customer Material Number	Customer Material Description	SI
2	PO PosNumber	PARTNER_RELATION_CUSTOMER_PLANTCODE	PO_RequestNumber	ORDERING_OFFICER_NAME	ORDERING_OFFICER_PHONE	MATERIAL_CUSTOMER_NUMBER	MATERIAL_CUSTOMER_DESC	MI
3	010	1110	1	Judy Jillings	+44 1179 69 3832	CMN-002_P01	CABIN ATTENDANT SEAT Type A	SI
4	020	1110	1	Judy Jillings	+44 1179 69 3832	CMN-002_P02	CABIN ATTENDANT SEAT Type B	SI
5	030	1110	1	Judy Jillings	+44 1179 69 3832	CMN-002_P03	CABIN ATTENDANT SEAT Type C	SI
6	040	1110	1	Judy Jillings	+44 1179 69 3832	CMN-002_P04	CABIN ATTENDANT SEAT Type D	SI
7	050	1110	1	Judy Jillings	+44 1179 69 3832	CMN-002_P05	CABIN ATTENDANT SEAT Type E	SI
8	070	1110	1	Judy Jillings	+44 1179 69 3832	CMN-002_P07	CABIN ATTENDANT SEAT Type G	SI
9	090	1110	1	Judy Jillings	+44 1179 69 3832	CMN-002_P09	CABIN ATTENDANT SEAT Type J	SI
10	100	1110	1	Judy Jillings	+44 1179 69 3832	CMN-002_P10	CABIN ATTENDANT SEAT Type K	SI

### 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.

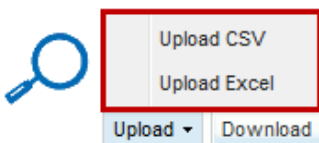
	P	Q	R	S	T	U	V	W
1	Supplier Material Description	Status	Unit of Measure	Requested quantity	Requested date	Promised quantity	Promised date	Spares price
2	MATERIAL_SUPPLIER_DESC	PO_Status	PO_UnitOfMeasure	PO_CollabReqQty	PO_CollabReqDate	PO_CollabPromQty	PO_CollabPromDate	PO_Spares
3	AIRB7S17#CABIN ATTENDANT 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.

The screenshot shows the 'Purchase Orders' interface. At the top, there are search filters and a table of PO lines. The table has columns for PO Line, PO SL, PO Type, PO Sub-Type, PO Document, Cust. Group, Customer Organization, ERP Plant, Ord. Off. Name, Ord. Off. Phone, and Supplier Planner. Below the table, there is an 'Upload' dropdown menu with two options: 'Upload CSV' and 'Upload Excel', both of which are highlighted with a red box. The interface also includes a 'Back' button, 'Details', 'History', 'Download', 'Print', 'Related Documents', 'Actions', 'Send E-Mail', and 'Split' buttons. At the bottom, it shows '22 entries' and 'Page 1 of 1'.



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.

**Purchase Order CSV Upload**

Select .csv file for upload: C:\Users\pma154\Desktop Browse...

Please note, the first line of file (header) will not be imported.

Upload Close

**Purchase Order CSV Upload**

Select .csv file for upload: C:\Users\pma154\Desktop Browse...

Please note, the first line of file (header) will not be imported.

Upload Close

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.

PO	PO Line	PO SL	Description	Status	Unit of ...	Requested...	Requested date	Promised qua...	Promised date	Spares priorit
PO-002_1	010	1	ATTENDANT ...	RECEIVED	PCE	44	04.07.2013	44	04.07.2013	
PO-002_1	020	1	ATTENDANT ...	PARTIALLY SHIPPED	PCE	44	03.06.2013	44	03.06.2013	
PO-002_1	030	1	ATTENDANT ...	SUPPLIER CHANGE ORDER R...	PCE	38	29.06.2013	38	15.07.2013	
PO-002_1	040	1	ATTENDANT ...	SUPPLIER CHANGE ORDER R...	PCE	44	27.06.2013	50	29.06.2013	
PO-002_1	050	1	ATTENDANT ...	SUPPLIER ACCEPTED WITH C...	PCE	26	27.06.2013	24	27.06.2013	

**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.		
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 of '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.		
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.		
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.		
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
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.		
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.		
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.

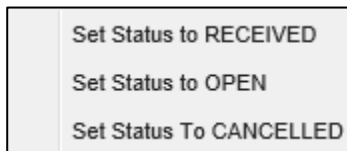
Alert 'No Goods Receipt':

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.

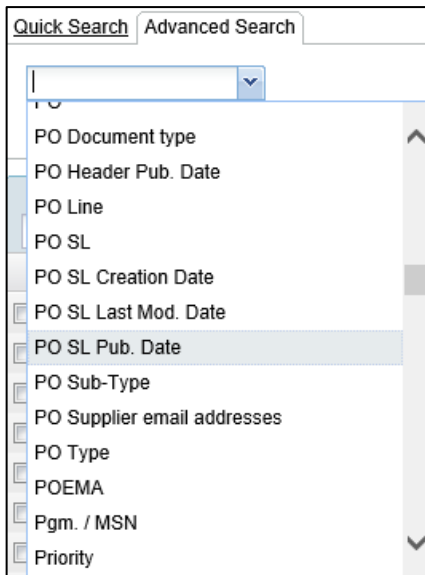


## 5.5.4 CR: The Customer reference is added to the PO print (full/simple) (27.05.2017)

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.

PO	PO Line	PO SL	PO Type	PO Sub-Type	PO Di
TST-9121-1	0010	00001	CALLUP	SB-KIT-PARTS	Manu
TST-9121-2	0010	00001	OTHER	SB-KIT-PARTS	Manu
TST-9121-3	0010	00001	OTHER	SPARES	Manu
WFO_AUTOFINALIZER1	00010	00001	OTHER	-	Manu

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:

PO Sub-Type	PO Document ...	Cust. Org.	ERP Plant
-		R	FAL
-		R	FAL
-		R	FAL
-		R	FAL
-		R	FAL
-		R	TOF
-		R	TOF
-		R	TOF
-		R	TOF
-		R	TOF
-		R	TOF
-		R	TOF
-		R	TOF
-		R	TOF
-		R	TOF
-		R	TOF
-		R	TOF

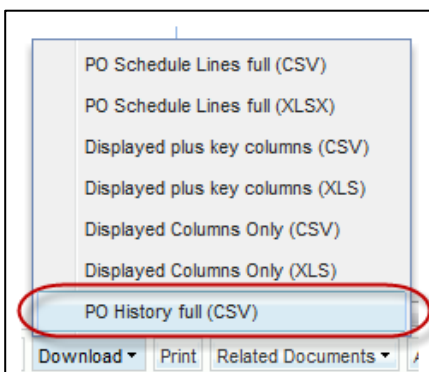
### 5.5.7.2 PO history download

- 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.):

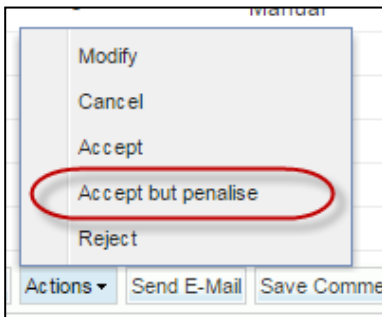
On Purchase Orders Screen, users are now able to download the complete history content for one or more selected PO schedule lines. “PO History Full (CSV)” is added as a new download option to the menu in the “Download” button. The result is a CSV file with the identifiers for the PO and for the partner – 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.



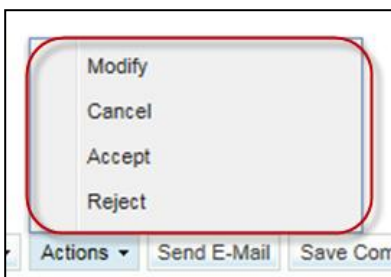
- **To-Be (Impacted chapter in this guide: 3.5.2.):**

There is a new restriction for this action. A new check for “Accept but penalize” is implemented which compares the quantities for:

- Collab Requested Quantity
- 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:

- PO List Display “Purchase Orders – Purchase Orders”
- PO Details-Display “PO Details – Schedule Lines”
- PO Line Details-Display “Collaboration Details”

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

A screenshot of a software application's table view. The table has a header row with 'Last Agreed Price', 'PO SL', and 'C'. Below the header, there are three rows of data, each with the value '11.95' in the 'Last Agreed Price' column and '00001' in the 'PO SL' column. The table is highlighted with a red rounded rectangle.

Last Agreed Price	PO SL	C
11.95	00001	\$
11.95	00001	\$
11.95	00001	\$

### 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 alligned 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:

Purchase Order History					
SupplyOn Def. View		Manage ...			
Change history for: AIRB/AFR/TOF/SSW20150901-IDoc-Standard-PO 00010/00001 - Changes from 30.09.2014 to 30.09.2015 Search					
Change-ID	Timestamp	Field	Old value	New value	User's name
CL-2059085	30.09.2015 13:03	Customer Comment		Customer Comment	Benno Luther

#### 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

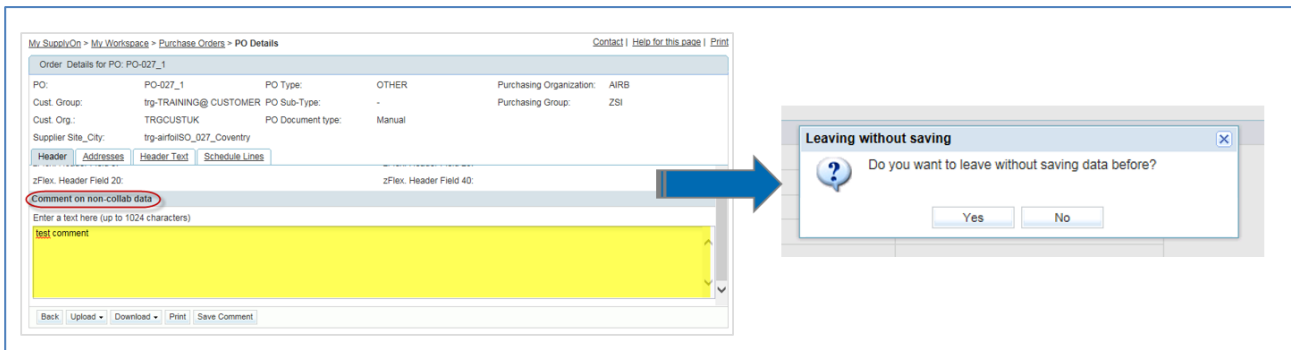
It is possible to lose changes on “Comment on non collaborative data” when user leaves the current page (PO Header) where he has changed the “Comment on non collaborative data”.

- **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.

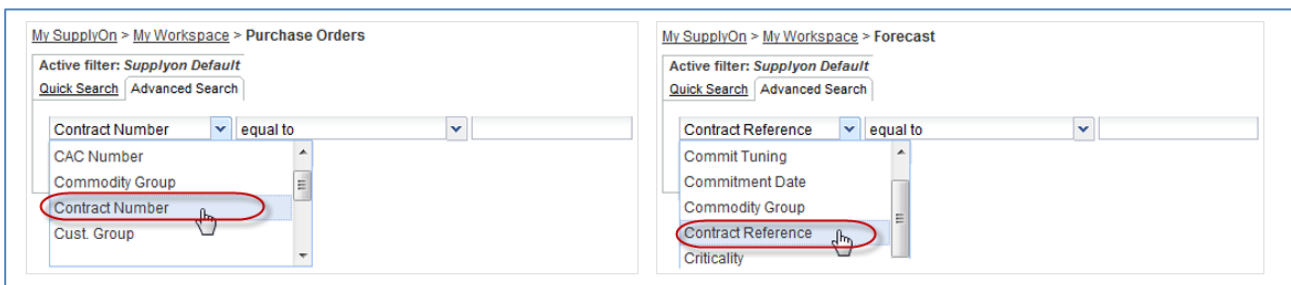
### 5.5.8.4 PO - FC Advanced Search\_Contract number for PO\_Contract Reference for Forecast

- **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)

	New	High	Med	Low	Total
<b>Purchase Orders</b>					
Customer comment updated	34	35			35
Supplier comment updated	4	4			4

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

PO alert type	Alert text	PO number	PO Line	Schedule Line	PO Status	Alert Count
Customer comment updated	Customer has generated or updated the customer comment.	APE_PO_TC0260020	110	1	OPEN	20

### 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)

- Only the customer actions...
- Accept
- Accept & penalize
- Penalize split

...must automatically set the flags on the schedule line after the status change as follows:

- “New for supplier” = true
- “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).

The screenshot shows the SupplyOn interface for Purchase Orders. At the top, there are navigation links: "My SupplyOn > My Workspace > Purchase Orders", "Contact | Help for this page | Print", and "Hide Search Area". Below this is a search section with "Active filter: Supplyon Default", "Quick Search", and "Advanced Search" tabs. A search input field and "Search" and "Reset" buttons are present. To the right, there are "Add line | Delete line" links and a "My search profiles" section with a dropdown and "Manage..." button.

The main content area is titled "Purchase Orders" and shows a table with columns: PO Line, PO SL, ad..., PO Lin..., PO SL Creatio..., PO SL Last Mo..., NewForSup, NewForCust, Cust. Org., and Supplier Site\_City. The table contains three rows of data. The first row has PO Line 00010 and PO SL 00001. The second row has PO Line APE\_APE\_DA\_TC100... 1 and PO SL 1. The third row has PO Line APE\_APE\_DA\_TC100... 2 and PO SL 1. The NewForSup and NewForCust flags are highlighted in yellow for each row.

Below the table, there are navigation buttons: "Back", "Details", "History", "Upload", "Download", "Print", "Related Documents", "Actions", "Send E-Mail", and "Split". The "Actions" button is highlighted with a red box, and a tooltip or dropdown menu is visible with the option "Stop counting as 'NewForSupplier'". At the bottom, there is a pagination bar showing "3326 entries: Select all Matches on Page | Select all Matches | Clear Selection | Entries per page 50 | First Previous | Page 1 of 67 | »".

### 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.

Purchase Orders						
SupplyOn Def. View		Manage...				
PO	PO Line	PO SL	PO Type	PO Sub-Type	PO Document t...	
<input type="checkbox"/>	SSW20160310 Standar...	00010	00001	OTHER	-	Manual
<input type="checkbox"/>	SSW20160310 Standar...	00010	00003	OTHER	-	Manual

- **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.

Purchase Orders						
SupplyOn Def. View		Manage...				
PO	PO Line	PO SL	PO Type	PO Sub-Type	Split Schedule Line	
<input type="checkbox"/>	SSW20160310 Standar...	00010	00001	OTHER	-	Yes
<input type="checkbox"/>	SSW20160310 Standar...	00010	00003	OTHER	-	Yes

“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 xls). 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:

The screenshot shows the 'Purchase Orders' section in SupplyOn. At the top, there are three red error messages: 'Action 'Accept' on PO schedule line 'SSW20160520\_Standard-IDoc-2/00010/00001' is not possible because all of the active schedule lines of line 'SSW20160520\_Standard-IDoc-2/00010/' must have the same price value.' Below the search area, a table lists three PO lines for 'SSW20160520\_Standard-IDoc-2'. The 'Price' column shows values of 11,00, 99,00, and 55,00 for the three lines. A red box highlights the 'Price' column, and a red arrow points to it from a text box that says 'different price in one PO Line'.

PO	PO Line	PO SL	Status	Requested quant...	Requested date	Promised quantity	Promised date	Price
SSW20160520_Standard-IDoc-2	00010	00001	NEW ORDER PUBLISHED	42	06.12.2015	42	06.12.2015	11,00
SSW20160520_Standard-IDoc-2	00010	00002	NEW ORDER PUBLISHED	42	05.12.2015	42	05.12.2015	99,00
SSW20160520_Standard-IDoc-2	00010	00003	NEW ORDER PUBLISHED	42	05.12.2015	42	05.12.2015	55,00

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	✓	

### 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

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.

PO	PO Line	PO SL	oc.No.	Cust. Mat. No.	Cust. Mat. Desc.	PO Line Desc.	Supp. Mat. No.
034850673	0010	0002	94	:		Surface Finish acc. 0383E	
034850673	0010	0003	94	:		Surface Finish acc. 0383E	
034850673	0010	0001	94	:		Surface Finish acc. 0383E	

### 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

**Header** | Addresses | Header Text | Schedule Lines

INVOIC: Airbus ES S.L. Dpto. Cuentas a Paga Details CUS

Name: Airbus ES S.L. Dpto. Cuentas a Paga

Street: Apartado de Correos 24

City: Getafe-Madrid

Zip Code: 28906

Country: ES

---

**Address Details for Airbus ES S.L. Dpto. Cuentas a Paga, Getafe-Madrid,**

Name: Airbus ES S.L. Dpto. Cuentas a Paga ID:

Street: Apartado de Correos 24 Postbox:

City: Getafe-Madrid Postal Code Postbox:

Country: ES Zip Code City: 28906

State:

VAT-ID: Tax Number:

DUNS: Time Zone:

---

**Contact Details**

Name: Florian Keller Title:

Department:

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E-Mail: florian.keller@invoicedept.com Fax:

Close

## 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.