

## Quick Guide - AirSupply Concession

The aim of this quick guide is to give you a basic overview about AirSupply Concession, to explain how you can request a user account and how to enter the application.

### 1 Basic Knowledge about AirSupply Concession

A concession (NCR) is a written permission to use or release a nonconforming material, meaning a material that does not conform to the specified customer requirements.

A concession request is a workflow in AirSupply, which allows a supplier to request the permission to deliver the non-conformed material.

### 2 Prerequisites for the usage of AirSupply Concession

Precondition for the usage of AirSupply Concession is an active user account for the AirSupply platform with the appropriate user roles for AirSupply Concession.

To receive an appropriate user account please contact your internal AirSupply **CompanyAdmin** and request at least one of the following user roles for Concession:

- **IndSellerConcession-Write**
- **IndSellerConcession-Read**

#### AirSupply Company Admin

- Your AirSupply CompanyAdmin is an employee of your company
- If you don't know your CompanyAdmin please contact the [SupplyOn Support](#) (Please provide your company name and your Supplier Number or DUNS)
- Your AirSupply CompanyAdmin is responsible for:
  - Creation of user accounts
  - Assignment of additional user roles
  - Resetting of your password
  - Unlocking your user account

### 3 Support for AirSupply Concession

Further information, user guides, videos and FAQs are available on the [Supplier Info Portal](#).

Please see also the direct links:

#### Training document:

- [Detailed User Guide](#)

#### Training Videos:

- [Creating an NCR](#)
- [Working on NCRs](#)
- [Splitting of an NCR](#)
- [Revision of an NCR](#)

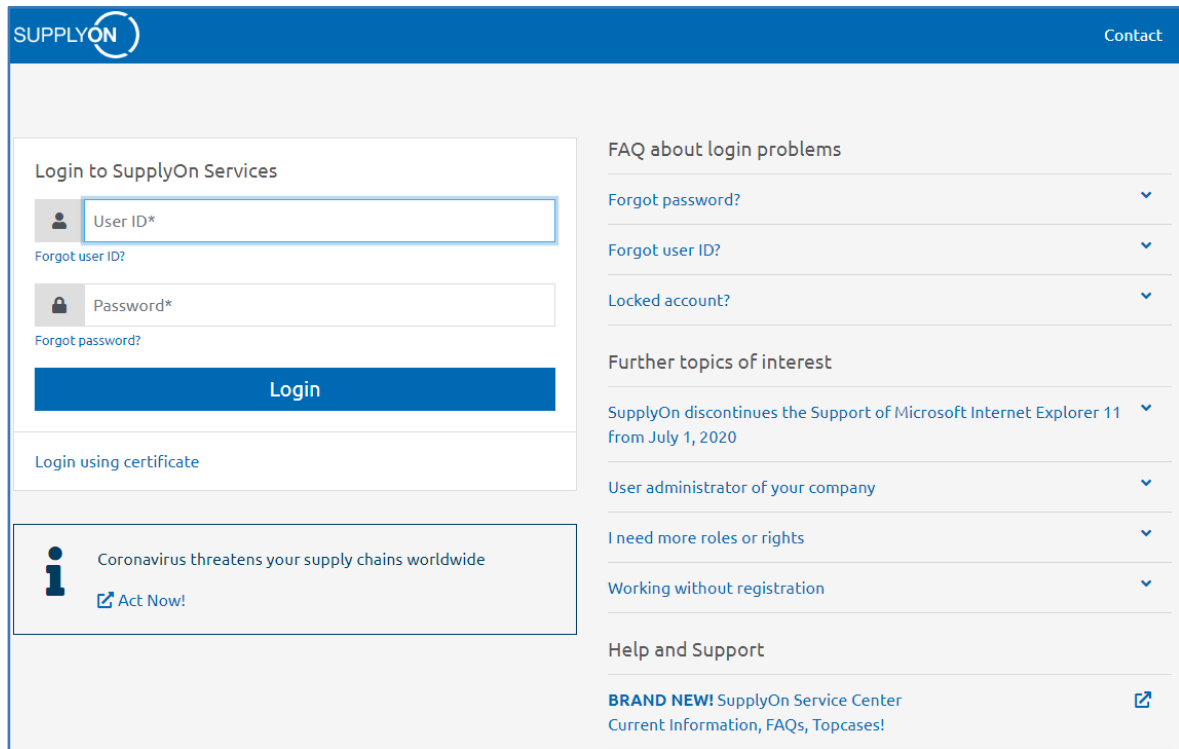
#### Supplier Info Portal:

- [FAQs for Concession](#)
- [Overview about Concession](#)

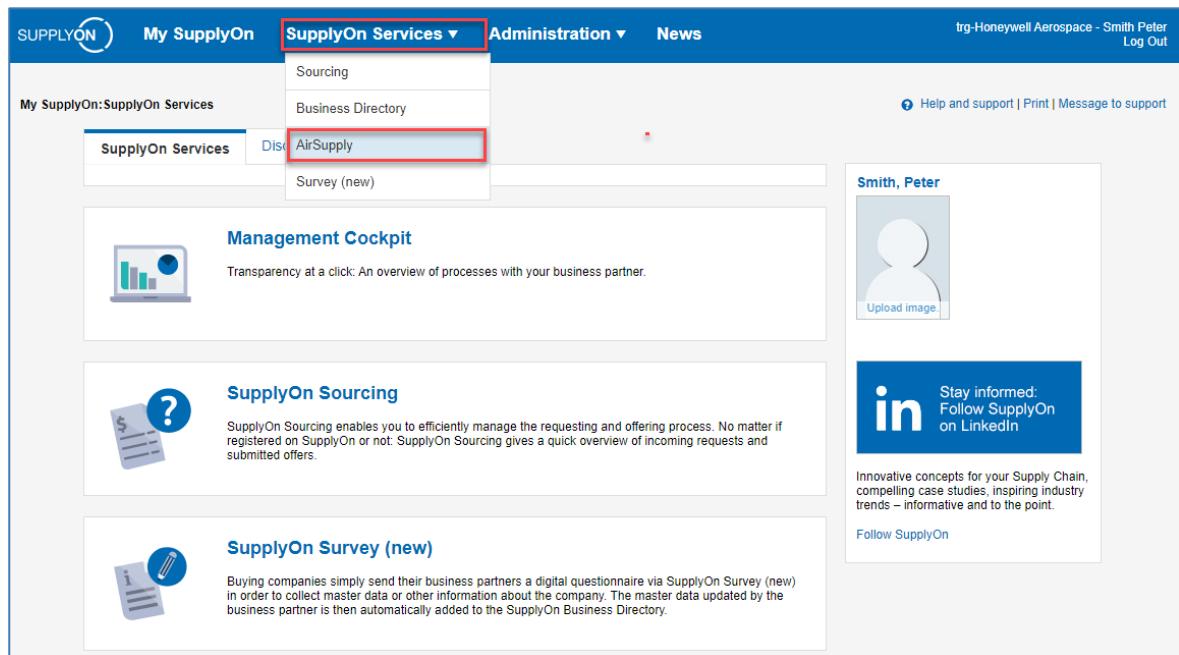
If you need further support please contact the [SupplyOn Support](#).

## 4 How to start the creation of a Concession request

### 4.1 Open the [SupplyOn Login Page](#) and enter your User ID and password



### 4.2 Select SupplyOn Services > AirSupply



## 4.3 Select Concession > NCR Creation

The screenshot shows the 'My Workspace' page with a navigation bar at the top. The main content area is divided into several sections:

- Process / Alert Matrix:** A table with columns for 'New', 'High', 'Med', 'Low', and 'Total'. It lists 'Purchase Orders' and 'Material Master Data'. A 'Concession' dropdown menu is open, showing 'NCR Creation' and 'Concession Overview' options.
- PO Summary:** A table with columns for 'Status', 'New', and 'Total'. It shows a total of 61 New and 127 Total.
- Concession Management Summary:** A table with columns for 'Status', 'New', and 'Total'. It lists various statuses like INCOMPLETE, SUSPENDED PENDING SUPPLIER ACTIO..., PREVALIDATION, etc., with a total of 179 New and 227 Total.
- NoE Management Summary:** A table with columns for 'Status', 'New', and 'Total'. It lists statuses like INCOMPLETE, OPEN, and CANCELLED, with a total of 0 New and 8 Total.
- User Configuration:** A sidebar on the right with sections for 'Active filter', 'My Workspace Configuration', 'Summary', 'Master Data', and 'Language'.

### Note

If the link for *Concession* is missing in *My Workspace* your AirSupply user account didn't get assigned the necessary user roles for Concession. Please see the necessary preconditions in chapter 2.

## 4.4 Select the affected material and confirm with *Create* to start the Concession process

The screenshot shows the 'Create NCR' page in the 'My Workspace' section. It features a search bar at the top and a table of materials below. The table has columns for 'Cust. Group', 'Customer Organization', 'Cust. Site', 'Supplier Org.', 'Supplier Site', 'Supp. Mat. No.', and 'Cust. Mat. No.'. One row is highlighted with a red box, indicating it is selected for the concession process. The 'Create' button is visible at the bottom left of the table area.

Cust. Group	Customer Organization	Cust. Site	Supplier Org.	Supplier Site	Supp. Mat. No.	Cust. Mat. No.
<input type="checkbox"/>	trg-Airsupply Industrial	trg-Airsupply Industrial	TRG-IND1_BX	TRG-HONEY1	trg-Honeywell R	-
<input type="checkbox"/>	trg-Airsupply Industrial	trg-Airsupply Industrial	TRG-IND1_BX	TRG-HONEY1	trg-Honeywell R	BIS_MIG_SELL_0002
<input checked="" type="checkbox"/>	trg-Airsupply Industrial	trg-Airsupply Industrial	TRG-IND1_BX	TRG-HONEY1	trg-Honeywell R	BIS_MIG_SELL_0003
<input type="checkbox"/>	trg-Airsupply Industrial	trg-Airsupply Industrial	TRG-IND1_BX	TRG-HONEY1	trg-Honeywell R	BIS_MIG_VMI_S0002
<input type="checkbox"/>	trg-Airsupply Industrial	trg-Airsupply Industrial	TRG-IND1_BX	TRG-HONEY1	trg-Honeywell R	BIS_MIG_VMI_S0004
<input type="checkbox"/>	trg-Airsupply Industrial	trg-Airsupply Industrial	TRG-IND1_BX	TRG-HONEY1	trg-Honeywell R	BIS_MIGS_FC_SELL_0005
<input type="checkbox"/>	trg-Airsupply Industrial	trg-Airsupply Industrial	TRG-IND1_BX	TRG-HONEY1	trg-Honeywell R	CMN
<input type="checkbox"/>	trg-Airsupply Industrial	trg-Airsupply Industrial	TRG-IND1_BX	TRG-HONEY1	trg-Honeywell R	SupplierMaterialNumber-----
<input type="checkbox"/>	trg-Airsupply Industrial	trg-Airsupply Industrial	TRG-IND1_BX	TRG-HONEY1	trg-Honeywell R	CustomerMaterialNumber-----
<input type="checkbox"/>	trg-Airsupply Industrial	trg-Airsupply Industrial	TRG-IND1_BX	TRG-HONEY1	trg-Honeywell R	EVR750-04-0100A:F0057
<input type="checkbox"/>	trg-Airsupply Industrial	trg-Airsupply Industrial	TRG-IND1_BX	TRG-HONEY1	trg-Honeywell R	MHR11_2014-07-31_01_FC_...
<input type="checkbox"/>	trg-Airsupply Industrial	trg-Airsupply Industrial	TRG-IND1_BX	TRG-HONEY1	trg-Honeywell R	MHR11_2014-07-31_02_FC_...

## Note

If the affected material you need to create the Concession request for, is not available in the list, please use the dedicated dummy material number “-“ (Cust. Mat. No) to start the process.

If the concerned material is available more than one time in the list, please consider to which customer plant the material was delivered.

By clicking Create, the Concession request is firstly created as a Draft. You are still able to delete it, without sending it to your customer.

## 4.5 Fill in all necessary fields in the *NCR Details* and send the Concession request to your customer

My SupplyOn > My Workspace > Concession Overview > NCR Details

NCR Title:

NCR Customer Reference: NCR Supplier Reference:

Header Defects Attachments

Header Information

Concession Type: Material&Part

Title: Oversized Weld

Status: DRAFT

Further Work Performed:

Reason status change:

Comments:

Split: No

Decision Task:

Priority: Normal

Customer Organization: trg-Airsupply Industrial

Customer Plant Code: IBX1

Manufacturer Site: IBX1-RED - trg- Redmond - Redmond

Supplier Number: IBX1-RED

Supplier Organization: TRG-HONEY1

Liability: Supplier

Supplier Controlpoint: trg-Honeywell R

Divergence description:

Back Send NCR Save Download Upload Delete Cancel NCR Revision Print Send E-Mail History

## Note

Your customer now reviews the information provided and decides how to proceed with the nonconformity.

Different statuses of your concession request show the current processing level.

It may occur that your customer requests additional information (status Incomplete). In some cases, it may be necessary to confirm the execution of a requested rework (status SPSA).

**For more information about AirSupply Concession please see the detailed user guide, the training videos and FAQs linked in chapter 3.**